



## AGENDA

REGULAR MEETING OF THE COUNCIL OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, APRIL 22, 2024 AT 3:30 PM.

### MOTION

#### 1. CALL TO ORDER

#### 2. ADOPTION OF THE AGENDA

X

#### 3. PUBLIC HEARINGS

ITEM No.3.1 Public Hearing for Land Use Bylaw Amendment 6-2024 for Redistricting X

#### 4. ADOPTION OF THE MINUTES

ITEM No.4.1 Minutes of Regular Meeting of Council: April 8, 2024 X

#### 5. BUSINESS ARISING FROM THE MINUTES

ITEM No.5.1 Chamber of Commerce Re-design Invoice X

#### 6. BYLAWS

ITEM No.6.1 Second and Third Reading for Land Use Bylaw Amendment 6-2024 for Redistricting X

ITEM No.6.2 Proposed Taber Municipal Police Commission Bylaw 9-2024 X

#### 7. ACTION ITEMS

ITEM No.7.1 Proposed Changes Taber Municipal Police Commission Policy Manual X

ITEM No.7.2 2023 Audited Financial Statements X

ITEM No.7.3 Recreation Board Request to Council - Trout Pond X

ITEM No.7.4 Information For Council

ITEM No.7.5 Department Reports

ITEM No.7.6 Mayor and Councillor Reports (Verbal)

ITEM No.7.7 Standing Items - Council Requests

#### 8. DELEGATIONS

ITEM No.8.1 Delegation - Taber Chief of Police Graham Abela Presentation

ITEM No.8.2 Delegation - Asset Retirement Obligation Report

ITEM No.8.3 Trail 77 Funding X



**9. MEDIA INQUIRIES**

**10. CLOSED SESSION**

**X**

ITEM No.10.1 Proposed Lease Agreement: Francis, Bruce and Blaine  
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(1): Advice from officials.

ITEM No.10.2 Land Sale Update - 50 Street  
Closed Session to prevent disclosure of third party business information, in accordance with Section 16(1) of the Freedom of Information and Protection of Privacy Act; (a)(ii) to prevent the disclosure of commercial, financial, and technical information of a third party, (b) the information was supplied in confidence, and (c) the disclosure could reasonably be expected to harm significantly the negotiating position of the third party.

**11. OPEN SESSION**

**X**

**12. CLOSE OF MEETING**

**X**

## Council Request for Decision

**Meeting Date: April 22, 2024**

**Subject:**

Public Hearing for Land Use Bylaw Amendment 6-2024 for Redistricting

**Recommendation:**

That Council accepts for information the input received at this Public Hearing for Land Use Bylaw Amendment 6-2024 for Redistricting.

**Background:**

On March 25, 2024, Council provided the first reading for Bylaw 6-2024 to amend Land Use Bylaw 13-2020.

*RES. 102/2024*

*MOVED by Councilor Remfert that Council gives first reading to Bylaw 6-2024 to Amend Land Use Bylaw 13-2020*

*CARRIED UNANIMOUSLY*

An amendment to the Land Use Bylaw requires a public hearing. Due to an error in the advertising that ran in the Taber Times on March 27 and April 3 the Public Hearing for Bylaw 6-2024 was postponed until April 22, 2024. A correction ad has been run in the April 10 and 17 providing notice of the postponement of the Public Hearing until April 22, 2024. The postponement has also been advertised on the Town's website as indicated in the Taber Times ad and notice of the postponement was sent to all the adjacent landowners within 100 metres of the property to restricted. At the time of preparation for this request for decision, we had received the comments or concerns attached.

The proposed amendment was initiated by the developer. They are requesting the change in district to better accommodate development on this specific property.

The Developer is requesting to amend the Land Use District for the following parcel from Residential Single Dwelling District (R-1) to Residential Street-Oriented Multiple Dwelling District (R-3

Civic Address 4302 56 Street, Lot 5, Block 1, Plan 911 1354

The proposed amendments were reviewed and recommended for adoption by the Municipal Planning Commission (MPC) at their regular meeting on March 18, 2024.



**Legislation / Authority:**

Section 692(1) of the MGA requires a Public Hearing to be held prior to approving any amendments to a Land Use Bylaw.

**Strategic Plan Alignment:**

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

**Financial Implication:**

Costs of advertising.

**Service Level / Staff Resource Implication:**

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

**Justification:**

By accepting the information from this public hearing council will be able to make an informed decision at the 2<sup>nd</sup> reading of the Bylaw 6-2024.

**Alternative(s):**

No recommended alternative.

**Attachment(s):**

- Bylaw 6-2024
- Current Land Use Map
- AD for Public Hearing
- Taber Times Ad for April 10 and 17
- Comments Received

**APPROVALS:**

**Originated By:**

Celina Newberry

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



TOWN OF TABER  
BYLAW NO. 6 – 2024

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

---

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

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

AND WHEREAS Council, having received an application from the landowner requesting to amend Land Use Bylaw 13-2020 to re-designate Civic Address 4302 56 Street, Lot 5, Block 1, Plan 911 1354 containing 1.04 acre more or less, from Residential Single Dwelling District (R-1) to Residential Street-Oriented Multiple Dwelling District (R-3) in order to better achieve the development objectives of the landowner in accordance with the Town of Taber Land Use Bylaw 13-2020;

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

**1.0 NAME OF BYLAW**

This Bylaw may be cited as the “Land Use Bylaw 6-2024 Amendment”

**2.0 DEFINITIONS**

In this Bylaw:

**Act** means the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended;

**Bylaw** means the Town of Taber Land Use Bylaw 13-2020 established by the Municipality;

**Chief Administrative Officer** means the Chief Administrative Officer for the Town, regardless of the specific title that may be conferred on the Officer by Council from time to time;

**Council** means the Council for the Town of Taber;

**Municipality** means the Town of Taber;

**3.0 GENERAL**

TOWN OF TABER  
BYLAW NO. 6 – 2024

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

CIVIC ADDRESS 4302 56 Street  
LOT 5  
BLOCK 1  
PLAN 911 1354  
EXEPTING THEREOUT ALL MINES AND MINERALS

**4.0 INTENTION OF TOWN COUNCIL**

It is the intention of the Town Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is further the intention of the Town Council that if any provision of the Bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

**5.0 RESCINDED OR AMENDED BYLAWS**

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

5.2 The remainder of Bylaw No. 13-2020 being the Land Use Bylaw is not amended by Bylaw 6-2024 and remains in full force and effect.

**6.0 EFFECTIVE DATE**

This Bylaw shall take effect on the day of the final passing and the signatures of the chief elected official and duly authorized designated officer thereof.

RES. 102/2024 Read a First Time this 25<sup>th</sup> day of March, 2024.

RES. Read a second time this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

RES. Read a third time and finally passed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

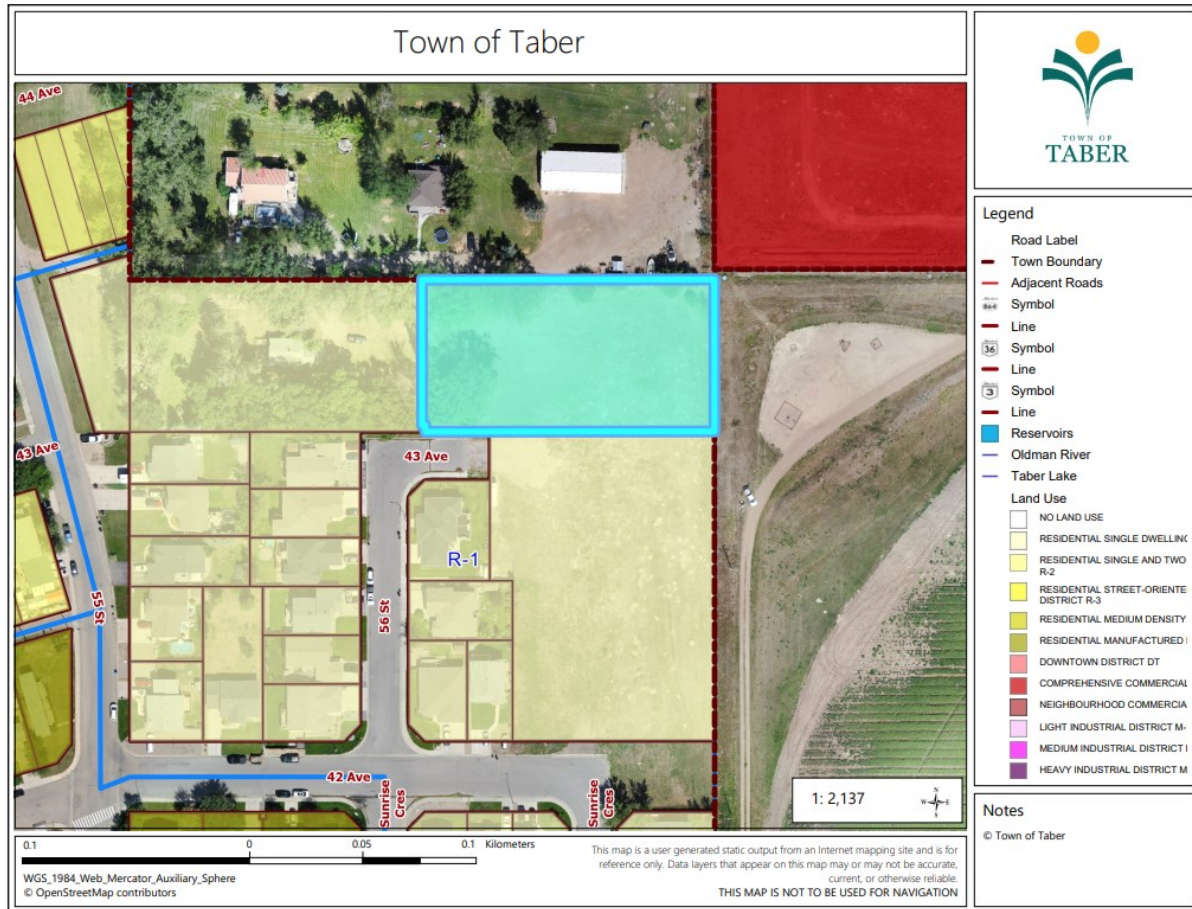
**TOWN OF TABER**

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

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

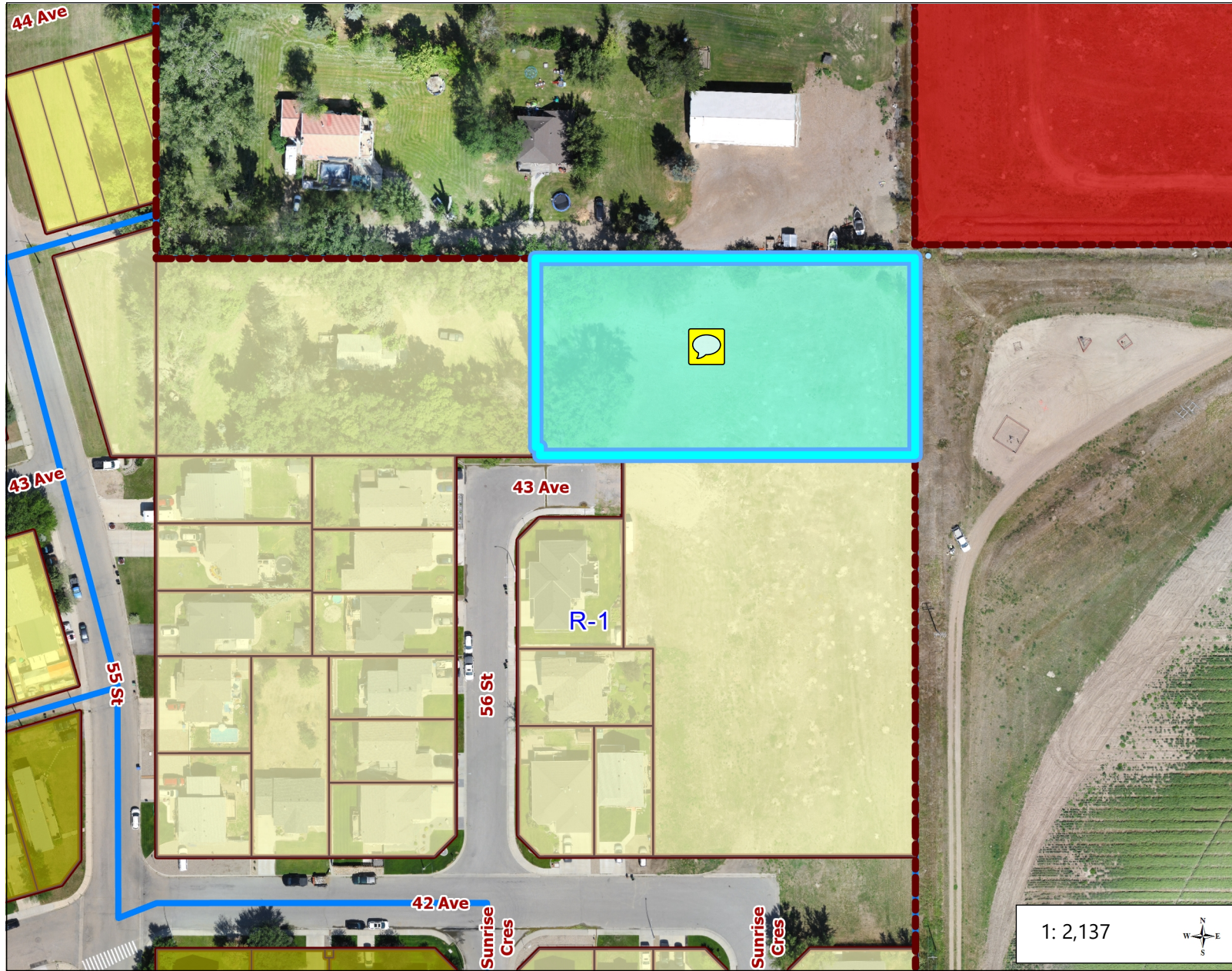
TOWN OF TABER  
 BYLAW NO. 6 – 2024

**Schedule "A"**  
**Subject portion of 4302 56 Street, Lot 5, Block 1, Plan 911 1354**  
**From: Residential Single Dwelling District (R-1)**  
**To: Residential Street-Oriented Multiple Dwelling District (R-3)**





# Town of Taber



## Legend

- Road Label
- Town Boundary
- Adjacent Roads
- Symbol
- Line
- Symbol
- Line
- Symbol
- Line
- Reservoirs
- Oldman River
- Taber Lake
- Land Use
- NO LAND USE
- RESIDENTIAL SINGLE DWELLING
- RESIDENTIAL SINGLE AND TWO R-2
- RESIDENTIAL STREET-ORIENTE DISTRICT R-3
- RESIDENTIAL MEDIUM DENSITY
- RESIDENTIAL MANUFACTURED I
- DOWNTOWN DISTRICT DT
- COMPREHENSIVE COMMERCIAL
- NEIGHBOURHOOD COMMERCIAL
- LIGHT INDUSTRIAL DISTRICT M-
- MEDIUM INDUSTRIAL DISTRICT I
- HEAVY INDUSTRIAL DISTRICT M

1: 2,137



0.1 0 0.05 0.1 Kilometers

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
© OpenStreetMap contributors

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

## Notes

© Town of Taber



so-called environmental program, it doesn't really resonate just how much money that is," he continued. "It's difficult to even picture what a billion dollars looks like. But when a scandal about a government-funded mobile phone application that was supposed to cost \$80,000, and ended up costing over \$60 million with no receipts to prove where that money went, Canadians are right to be in utter disbelief."

In the latter part of the statement, Shields was referring to ArriveCAN, or 'ArriveSCAM,' as he called it. It's a COVID-era phone app that was meant to track border restrictions and vaccination status, and it wound up costing Canadian taxpayers \$60 million instead of the \$80,000 it should have been. "That's according to the Auditor General who completed her report after Conservatives passed a motion in the House of Commons to investigate this fiasco," Shields said.

"At the centre of the AG's report is the poor record keeping - so much so that the precise cost of the app is im-

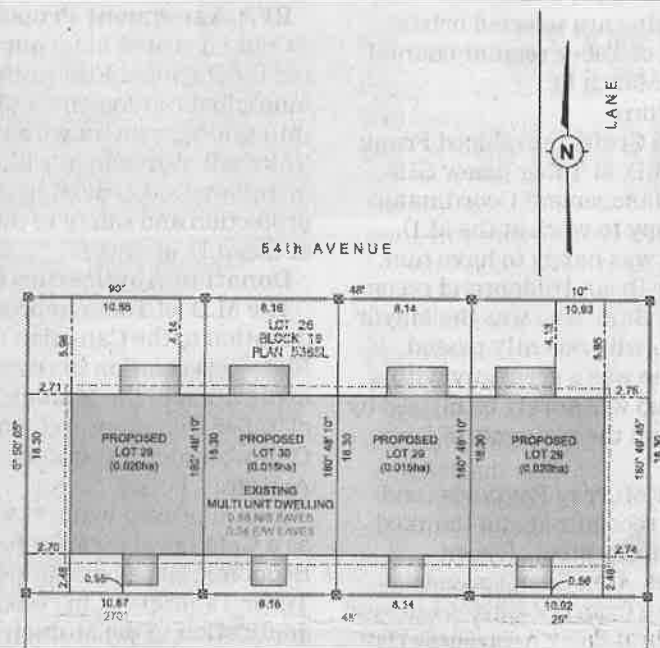
He claimed ArriveCAN sent over 10,000 Canadians into wrongful quarantine during COVID restrictions and the app was also cloned as a joke by two college students on a weekend. "That's how simple it could have - and should have - been," he said. Whether that last part is true has not been verified.

He said that Conservatives are pressing to investigate the mismanagement with Parliamentary committees including Public Accounts and Government Operations. Additionally, "A Conservative motion in the House of Commons calling on the government to table all documents and costs associated with ArriveCAN passed. I was proud to vote in favour of this motion so Canadians can get answers," he said.

Shields offered a link to the Auditor General's report, and upon reading excerpts it's clear that the MP wasn't simply throwing hyperbolic spaghetti at the wall to see if would stick. The report is every bit as withering as the MP made it out to be, but without the dramatic effect.

## THE TOWN OF TABER HEREBY GIVES NOTICE

PURSUANT TO SECTION 653(4.2) OF THE MUNICIPAL GOVERNMENT ACT AS AMENDED, THAT THE FOLLOWING SUBDIVISION APPLICATION IN THE TOWN OF TABER HAS BEEN RECEIVED



### PROPERTY DESCRIPTION

**SW ¼ SEC 5 TWP 10 RNG  
16 W4M LOT 26, BLOCK 19,  
PLAN 5365L SUBDIVISION  
APPLICATION TT 24-0-004**

Civically Described as: 5500 A, B, C, and D 54 Ave. Taber, AB

### OWNER/AGENT PROPOSAL

RTK Ranches Ltd. proposes to subdivide a 0.070 ha or 0.17-acre parcel into 4 lots. This property is located in the Residential Single and Two Dwelling District (R-2) and is subject to its requirements.

Any adjacent land owner may comment on the above application by ensuring that the Planning Department receives a written submission prior to noon on April 10, 2024. Any submissions received will be considered by the Town of Taber prior to making a decision on the noted application.

Any inquiries on any matter contained within this Notice may be made to the Department of Planning at the Town of Taber, 4900A - 50 Street, Taber, T1G 1T1, Phone (403) 223-6003.

### TAKE NOTICE THAT THE FOLLOWING APPLICATIONS FOR DEVELOPMENT HAVE BEEN CONDITIONALLY APPROVED BY THE MUNICIPAL PLANNING COMMISSION SUBJECT TO AN APPEAL PERIOD

**DP 24-047: 5104 49 Avenue, Lot 1-4, Block 11, Plan 5638L, Dwelling Unit, Discretionary Use, Downtown District (DT).**

Any person affected by the above decision may appeal the issuance of a permit to the applicant by submitting a written notice of appeal along with payment of \$350.00 to the office of the Planning Officer no later than 1:00 pm on April 15, 2024.

### TAKE NOTICE THAT THE FOLLOWING APPLICATIONS FOR DEVELOPMENT HAVE BEEN CONDITIONALLY APPROVED BY THE MUNICIPAL PLANNING COMMISSION SUBJECT TO AN APPEAL PERIOD

**DP 24-020: 5802 64 Avenue, Lot 29, Block 27, Plan 8210712, Outdoor Storage and Agricultural Machinery/Equipment Sales and Service, Discretionary Use, Light Industrial District (M-1).**

**DP 24-021: 5613 58 Avenue, Lot 12, Block 10, Plan 7710758, Multi-Unit Residential - 8 Units, Discretionary Use, Residential Street-Oriented Multiple Dwelling District (R-3).**

**DP 24-022: 5125 45 Avenue, Lot 48-49, Block 18, Plan 6390L Home Occupation - Pet Grooming, Discretionary Use, Residential Single and Two Dwelling District (R-2).**

**DP 24-028: 5015 41 Street, Lots 17, Block 6, Plan 08125248 Semi-Detached with Variance, Non-Conforming Permitted Use, Residential Single and Two Dwelling District (R-2).**

**DP 24-029: 5013 41 Street, Lots 18, Block 6, Plan 08125248 Semi-Detached with Variance, Non-Conforming Permitted Use, Residential Single and Two Dwelling District (R-2).**

**DP 24-030: 5009 41 Street, Lots 19, Block 6, Plan 08125248 Semi-Detached with Variance, Non-Conforming Permitted Use, Residential Single and Two Dwelling District (R-2).**

**DP 24-031: 5007 41 Street, Lots 20, Block 6, Plan 08125248 Semi-Detached with Variance, Non-Conforming Permitted Use, Residential Single and Two Dwelling District (R-2).**

**DP 24-035: 5121 42 Avenue, Lot 16-17, Block 37, Plan 575T Home Occupation - Auto-Detailing, Discretionary Use, Residential Single and Two Dwelling District (R-2).**

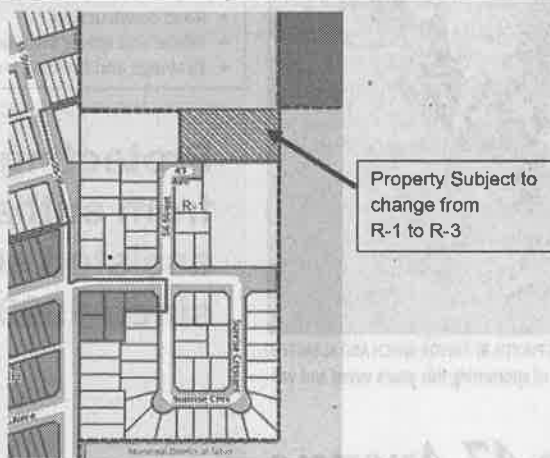
**DP 24-043: 7001 50 Street, Lot 23, Block 1, Plan 2011931, Shed, Discretionary Use, Institutional and Recreational District (IR).**

Any person affected by the above decision may appeal the issuance of a permit to the applicant by submitting a written notice of appeal along with payment of \$350.00 to the office of the Planning Officer no later than 1:00 pm on April 8, 2024.

## Public Notice Town of Taber Proposed Bylaw 5-2024

The Town of Taber is proposing to amend Land Use Bylaw 13-2020 for a map amendment. If proposed Bylaw 6-2024 is passed, the Land Use Bylaw will change 4302 56 Street from the Residential Single Dwelling District (R-1) to Residential Street-Oriented Multiple Dwelling District (R-3).

Civic Address 4302 56 Street  
Lot 5  
Block 1  
Plan 911 1354  
as indicated in the map below:



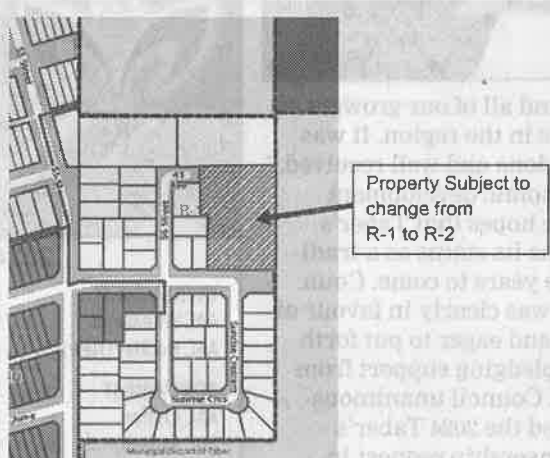
If you are for or opposed to this amendment or would like to express a concern about it, Council would like to hear from you. On **Monday, April 8, at 3:30 pm**, Council will hold a **PUBLIC HEARING** in the Town of Taber Council Chambers to consider the proposed Land Use Bylaw Amendment. Copies of the amending Bylaw 6-2024 may be obtained at the Town of Taber Administration building. If you are unable to attend the public hearing, but would like to submit your comments/concerns in writing, please submit them to the Town Office no later than noon on April 8, 2024.

Celina Newberry  
Planning Officer  
Phone: (403)-223-6003

## Public Notice Town of Taber Proposed Bylaw 5-2024

The Town of Taber is proposing to amend Land Use Bylaw 13-2020 for a map amendment. If proposed Bylaw 5-2024 is passed, the Land Use Bylaw will change 5613 42 Avenue from the Residential Single Dwelling District (R-1) to Residential Single and Two Dwelling District (R-2).

Civic Address 5613 42 Avenue  
Lot 23  
Block 1  
Plan 041 1118  
as indicated in the map below:



If you are for or opposed to this amendment or would like to express a concern about it, Council would like to hear from you. On **Monday, April 8, at 3:30 pm**, Council will hold a **PUBLIC HEARING** in the Town of Taber Council Chambers to consider the proposed Land Use Bylaw Amendment. Copies of the amending Bylaw 5-2024 may be obtained at the Town of Taber Administration building. If you are unable to attend the public hearing, but would like to submit your comments/concerns in writing, please submit them to the Town Office no later than noon on April 8, 2024.

Celina Newberry  
Planning Officer  
Phone: (403)-223-6003  
Email: [celina.newberry@taber.ca](mailto:celina.newberry@taber.ca)

A - 4900 50 St. Taber, T1G 1T1

Phone 403-223-5500 • Fax 403-223-5530

email: [town@taber.ca](mailto:town@taber.ca) • website: [www.taber.ca](http://www.taber.ca)

Keeping Our Community Informed

MUNICIPAL PLANNING COMMISSION MEETING TO BE HELD MONDAY, APRIL 15, 2024 AT 1:30 PM  
IN THE TOWN COUNCIL CHAMBERS  
ARTS & HERITAGE COMMITTEE MEETING TO BE HELD TUESDAY, APRIL 16, 2024 AT 5:30 PM  
IN THE TOWN COUNCIL CHAMBERS  
TABER MUNICIPAL POLICE COMMISSION MEETING TO BE HELD WEDNESDAY, APRIL 17, 2024 AT 4:30 PM  
IN THE TOWN COUNCIL CHAMBERS  
TABER RECREATION BOARD MEETING TO BE HELD THURSDAY, MAY 2, 2024 AT 5:30 PM  
IN THE TOWN COUNCIL CHAMBERS

**VOLUNTEER BOARD/COMMITTEE/COMMISSION VACANCIES**

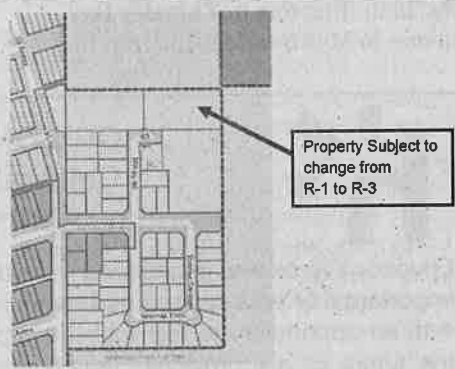
- **SUBDIVISION AND DEVELOPMENT APPEAL BOARD:** 1 Resident of the Town of Taber
- **ARTS & HERITAGE COMMITTEE:** 1 Resident of the Town of Taber
- **MUNICIPAL LIBRARY BOARD:** 1 Resident of the Town of Taber

Applications for the above may be picked up at the Town Administration Office,  
or apply easily online at [www.taber.ca/volunteer](http://www.taber.ca/volunteer).  
Further information may be obtained by contacting Kerry Van Ham,  
Administrative Services Manager at 403 223 5519.

**Please Take Notice that the Public Hearing for Proposed Bylaw 6-2024  
has been postponed from April 8, 2024 as there was an error in the  
previous advertisement for it and it will instead be held on  
April 22, 2024 as per the notice below.**

**Public Notice  
Town of Taber  
Proposed Bylaw 6-2024**

The Town of Taber is proposing to amend Land Use Bylaw 13-2020 for a map amendment. If proposed Bylaw 6-2024 is passed, the Land Use Bylaw will change 4302 56 Street from the Residential Single Dwelling District (R-1) to Residential Street-Oriented Multiple Dwelling District (R-3). Civic Address 4302 56 Street Lot 5 Block 1 Plan 911 1354 as indicated in the map below:



If you are for or opposed to this amendment or would like to express a concern about it, Council would like to hear from you. On Monday, **April 22, at 3:30 pm**, Council will hold a PUBLIC HEARING in the Town of Taber Council Chambers to consider the proposed Land Use Bylaw Amendment. Copies of the amending Bylaw 6-2024 may be obtained at the Town of Taber Administration building. If you are unable to attend the public hearing, but would like to submit your comments/concerns in writing, please submit them to the Town Office no later than noon on April 22, 2024.

Celina Newberry  
Planning Officer  
Phone: (403)-223-6003  
Email: [celina.newberry@taber.ca](mailto:celina.newberry@taber.ca)

**From:** [Karen Webster](#)  
**To:** [Newberry, Celina](#)  
**Subject:** PROPOSED BYLAW 6-2024  
**Date:** Thursday, April 4, 2024 3:56:41 PM

---

You don't often get email from [REDACTED] [Learn why this is important](#)

ATTENTION: Celina Newberry, Planning Officer

Dear Madam,

Please accept this letter as my formal objection to the above noted Bylaw amendment to redistrict the property of 4302 56 Street, Lot 5, Block 1, Plan 9111354 from R-1 to R-3, as I will not be able to attend the Public Hearing scheduled for April 8, 2024.

I am opposed to this amendment for the following reasons:

1. By redirecting the area to R-3, the probability of an enormous eight-plex building being built in what is primarily a single and two dwelling district is dramatically increased. Such structures will negatively impact property values in the area. The ones that are springing up all over Town are horrible eyesores.
2. Quiet enjoyment of the owners of adjacent properties due to a lack of privacy. I live in a fishbowl, and I know what it is like to have the property around me developed to the point where I don't feel comfortable in my backyard due to said lack of privacy. Such buildings allow the residents to look down into their neighbour's yards, and sometimes, their homes.
3. Accessibility - will additional roadways be required? This is already a high traffic area. How will the property be reached?
4. I understand the need for more rental housing, but even single story row houses would be more attractive, and more likely to be maintained in a manner more in keeping with the neighbourhood.

Please express these concerns on my behalf, focusing on the R-3 designation. I will happily embrace R-2, but please, no Residential Street-Orientated Multiple Dwelling District!

Karen R. Webster  
5505 42 Avenue  
Taber, Alberta  
T1G 1C7  
[REDACTED]

## Council Request for Decision

**Meeting Date:** April 22, 2024

**Subject:**

Minutes of Regular Meeting of Council: April 8, 2024

**Recommendation:**

Council adopts the Minutes of the Regular Meeting of Council held on April 8, 2024, 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 April 8, 2024, as amended.

**Attachment(s):** April 8, 2024 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, APRIL 8, 2024, AT 3:30 PM.

---

**Mayor**

Andrew Prokop

**Councillors**

Garth Bekkering  
Jack Brewin (arrived at 3:40pm)  
Carly Firth  
Monica McLean  
Daniel Remfert  
Joanne Sorensen

**Chief Administrative Officer**

John Orwa

**Staff**

Chris Eagan  
Ramin Lahiji  
Brian Martin  
Celina Newberry  
Kerry Van Ham

**CALL TO ORDER**

Mayor Prokop called the Meeting to Order at 3:31 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. 113/2024

MOVED by Councillor McLean that Council adopts the Agenda, as amended, to discuss Agenda Item 7.2, Street Lights Study, prior to Agenda Item 7.1, 2024 Amended Capital Budget.

CARRIED UNANIMOUSLY

## **PUBLIC HEARINGS**

### **1) Public Hearing for Land Use Bylaw Amendment 5-2024 for Redistricting**

#### **A) Call to Order: Public Hearing for Land Use Bylaw Amendment 5-2024 for Redistricting**

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

#### **B) Public Hearing for Land Use Bylaw Amendment 5-2024 for Redistricting**

J. Orwa, Acting Chief Administrative Officer introduced C. Newberry, Planning Officer, who detailed the Proposed Amendments to the Land Use Bylaw for redistricting.

Councillor Sorensen inquired if Administration had received any written or verbal comments regarding the amendment.

C. Newberry stated that Administration had not received any written or verbal comments at this time.

#### **C) Presentation of Written or Oral Briefs Against the Land Use Bylaw Amendment 5-2024 for Redistricting**

Mayor Prokop inquired if Administration had received any written briefs Against Land Use Bylaw Amendment 5-2024 for Redistricting.

64/2024

Meeting Date  
4/8/2024

## **PUBLIC HEARINGS – CONT'D**

### **D) Presentation of Written or Oral Briefs Against the Land Use Bylaw Amendment 5-2024 for Redistricting – Cont'd**

C. Newberry stated that Administration had not received any written briefs Against Land Use Bylaw Amendment 5-2024 for Redistricting.

Mayor Prokop inquired if anyone was present who wished to speak Against Land Use Bylaw Amendment 5-2024 for Redistricting.

Mayor Prokop inquired a second time if anyone was present who wished to speak Against Land Use Bylaw Amendment 5-2024 for Redistricting.

Mayor Prokop inquired a third and final time if anyone was present who wished to speak Against Land Use Bylaw Amendment 5-2024 for Redistricting, and there was none.

### **E) Presentation of Written or Oral Briefs For the Land Use Bylaw Amendment 5-2024 for Redistricting**

Mayor Prokop inquired if anyone was present who wished to speak For Land Use Bylaw Amendment 5-2024 for Redistricting.

Mayor Prokop inquired a second time if anyone was present who wished to speak For Land Use Bylaw Amendment 5-2024 for Redistricting.

Mayor Prokop inquired a third and final time if anyone was present who wished to speak For Land Use Bylaw Amendment 5-2024 for Redistricting, and there was none.

### **F) Close of Meeting: Public Hearing for Land Use Bylaw Amendment 5-2024 for Redistricting**

RES. 114/2024

MOVED by Councillor Firth that this Public Hearing is hereby Closed.

CARRIED UNANIMOUSLY AT 3:34 PM

## **PUBLIC HEARINGS – CONT'D**

### **2) Public Hearing for Land Use Bylaw Amendment 6-2024 for Redistricting**

J. Orwa stated that Administration is requesting a postponement of the Public Hearing for Land Use Bylaw Amendment 6-2024 for Redistricting until appropriate advertising could take place.

RES. 115/2024

MOVED by Councillor McLean that Council Postpones the Public Hearing for Land Use Bylaw Amendment 6-2024 for Redistricting until the April 22, 2024 Council Meeting for appropriate advertising to take place.

CARRIED UNANIMOUSLY

## **ADOPTION OF THE MINUTES**

### **1) Minutes of Regular Meeting of Council: March 25, 2024**

RES. 116/2024

MOVED by Councillor McLean that Council approves the Minutes of the Regular Meeting of Council held on March 25, 2024 as amended, to reflect that RES. 109/2024 should state Carried, instead of Carried Unanimously.

CARRIED UNANIMOUSLY

## **BUSINESS ARISING FROM THE MINUTES**

None.

## BYLAWS

### 1) Second and Third Reading for Land Use Bylaw Amendment 5-2024 for Redistricting

RES. 117/2024                      MOVED by Councillor Firth that Council gives Second Reading to Bylaw 5-2024 to amend Land Use Bylaw 13-2020, as presented.

CARRIED UNANIMOUSLY

RES. 118/2024                      MOVED by Councillor Remfert that Council gives Third Reading to Bylaw 5-2024 to amend Land Use Bylaw 13-2020, as presented.

CARRIED UNANIMOUSLY

### 2) Second and Third Reading for Land Use Bylaw Amendment 6-2024 for Redistricting

Councillor Brewin arrived at the Meeting at 3:40 PM.

RES. 119/2024                      MOVED by Councillor Remfert that Council postpones the proposed Second and Third Reading for Land Use Bylaw Amendment 6-2024 for Redistricting until after the Public Hearing on this matter which will take place on April 22, 2024, to allow for appropriate advertising and public input.

CARRIED UNANIMOUSLY

**BYLAWS – CONT'D**

**3) Proposed Bylaw 7-2024 Arts and Heritage Committee Bylaw**

RES. 120/2024                      MOVED by Councillor McLean that Council rescinds Motion 63/2024 from the February 26, 2024 Council meeting which states:  
*“Council adopts the proposed amended Arts and Heritage Committee Bylaw 7-2024, as presented.”*

CARRIED UNANIMOUSLY

RES. 121/2024                      MOVED by Councillor Firth that Council gives First Reading to Arts and Heritage Committee Bylaw 7-2024, at this meeting.

CARRIED UNANIMOUSLY

RES. 122/2024                      MOVED by Councillor McLean that Council gives Second Reading to Arts and Heritage Committee Bylaw 7-2024, at this meeting.

CARRIED UNANIMOUSLY

RES. 123/2024                      MOVED by Councillor Remfert that Council unanimously agrees to proceed to Third and Final Reading to Arts and Heritage Bylaw 7-2024, at this meeting.

CARRIED UNANIMOUSLY

RES. 124/2024                      MOVED by Councillor Firth that Council gives Third and Final Reading to Arts and Heritage Committee Bylaw 7-2024, at this meeting.

CARRIED UNANIMOUSLY

## **ACTION ITEMS**

### **1) Street Lights Study**

J. Orwa introduced C. Eagan, Director of Planning, Engineering and Operations, and R. Lahiji, Engineering and Public Works Manager, who presented the street light study.

RES. 125/2024                      MOVED by Councillor Bekkering that Council directs Administration to go with the recommended option three, in the amount of \$85,000.00, to be funded from the 2024 Capital Reserves.

CARRIED UNANIMOUSLY

### **2) 2024 Amended Capital Budget**

J. Orwa presented the 2024 Amended Capital Budget.

RES. 126/2024                      MOVED by Councillor McLean that Council approves the 2024 Amended Capital Budget funding as listed, and also to include the street light study funding.

CARRIED UNANIMOUSLY

### **3) Information For Council**

J. Orwa introduced C. Eagan, who presented the response for Standing Items RES. 105/2024 and RES. 107/2024.

No motion was made at this time.

### **4) Canadian Pacific Railway Crossing Upgrade**

J. Orwa introduced C. Eagan and R. Lahiji, who presented the details for the Canadian Pacific Railway Crossing Upgrade.



## **ACTION ITEMS – CONT'D**

### **4) Canadian Pacific Railway Crossing Upgrade – Cont'd**

RES. 127/2024                      MOVED by Councillor Sorensen that Council supports Canadian Pacific Railway in their project upgrades for the 50<sup>th</sup> Street crossing at an estimated shared cost of \$85,000.00, with funds to come from Capital Reserves.

CARRIED

### **5) Dissemination of Information Materials Policy ADM-9: Proposed Renewal**

J. Orwa presented the Dissemination of Information Materials Policy ADM-9 that is due for its three-year renewal.

RES. 128/2024                      MOVED by Councillor Brewin that Council approves the Dissemination of Information Materials Policy ADM-9, as presented.

CARRIED UNANIMOUSLY

### **6) Standing Items - Council Requests**

J. Orwa reviewed the current listing.

RES. 129/2024                      MOVED by Councillor Sorensen that Council directs Administration to investigate and propose a wildlife bylaw related to geese and racoon control.

CARRIED UNANIMOUSLY

RES. 130/2024                      MOVED by Councillor Bekkering that Council takes a 30-minute meal break to reconvene into the Delegation Agenda Item at 5:00 PM.

CARRIED UNANIMOUSLY AT 4:36 PM

Meeting reconvened at 5:01 PM

70/2024

Meeting Date  
4/8/2024

## DELEGATIONS

### 1) Delegation: Taber Rugby Athletes, Request for Funding Support

J. Orwa introduced Jose May Thyard Erickson, Chair for the Taber Rugby 2015 Association, and members of the team, who presented their request for funding support.

Ms. Erickson and the members of the team detailed their request for funding to assist with financial expenses, for a trip to New Zealand on a rugby trip from June 29<sup>th</sup>, 2024 to July 10<sup>th</sup>, 2024.

Council discussed the request.

RES. 131/2024

MOVED by Councillor Brewin that Council approves the financial request from the Taber Rugby Athletes in the amount of \$100 per player, for a total of \$2,000.00, to assist with expenses for the team trip to New Zealand, from June 29<sup>th</sup>, 2024 to July 10<sup>th</sup>, 2024, from the 2024 Council Discretionary Fund.

CARRIED UNANIMOUSLY

### 2) Request for Funding Support: Taber Golf Club

J. Orwa introduced Keith Ypma, representative of the Taber Golf Club, who presented the request for financial assistance.

Mr. Ypma detailed the request for financial assistance for the upgrades of the exterior bathrooms located on the Taber Golf Course.

Council discussed the request.

MOVED by Councillor Bekkering that Council approves the financial request from the Taber Golf Club in the amount of \$5,000.00 to assist with the expense for the renovations of the exterior bathrooms on the Taber Golf Course, from the Operating Reserves.

71/2024

Meeting Date  
4/8/2024

## DELEGATIONS – CONT'D

### 2) Request for Funding Support: Taber Golf Club – Cont'd

Councillor Sorensen requested an amendment to the motion, requesting \$5,000.00 from Operating Reserves and \$4,800.00 from Council Discretionary Fund.

Councillor Bekkering declined the amendment to the motion.

RES. 132/2024

MOVED by Councillor Bekkering that Council approves the financial request from the Taber Golf Club in the amount of \$5,000.00 to assist with the expense for the renovations of the exterior bathrooms on the Taber Golf Course, from the Operating Reserves.

CARRIED UNANIMOUSLY

### MEDIA INQUIRIES

None.

RES. 133/2024

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

- Consultations or deliberations involving officers or employees of a public body, in accordance with Section 24(1): Advice from officials, of the *Freedom of Information and Protection of Privacy Act*.

CARRIED UNANIMOUSLY AT 5:25 PM

## CLOSED SESSION

### 1) Discussion: Siaya Delegation Logistics

**Closed Session to prevent disclosure that could reasonably be expected to reveal consultations or deliberations involving officers of a public body, in accordance with Section 24(1): Advice from officials, of the *Freedom of Information and Protection of Privacy Act*.**

Pursuant to Section 197(6) of the *Municipal Government Act*, there were the following members of Administration in attendance for Agenda Item 10.1) Discussion: Siaya Delegation Logistics; J. Orwa, Acting Chief Administrative Officer, and K. Van Ham, Administrative Services Manager.

### 2) Discussion: Joint Meeting between the MD of Taber, Chamber of Commerce and Town of Taber

**Closed Session to prevent disclosure that could reasonably be expected to reveal consultations or deliberations involving officers of a public body, in accordance with Section 24(1): Advice from officials, of the *Freedom of Information and Protection of Privacy Act*.**

Pursuant to Section 197(6) of the *Municipal Government Act*, there were the following members of Administration in attendance for Agenda Item 10.2) Discussion: Joint Meeting between the MD of Taber, Chamber of Commerce and Town of Taber; J. Orwa, Acting Chief Administrative Officer, and K. Van Ham, Administrative Services Manager.

### 3) 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*.**

Pursuant to Section 197(6) of the *Municipal Government Act*, there were the following members of Administration in attendance for Agenda Item 10.3) Discussion with Council; J. Orwa, Acting Chief Administrative Officer, and K. Van Ham, Administrative Services Manager.

**OPEN SESSION**

RES. 134/2024

MOVED by Councillor Sorensen that Council moves into Open Session.

CARRIED UNANIMOUSLY AT 6:07 PM

**CLOSE OF MEETING**

RES. 135/2024

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

CARRIED UNANIMOUSLY AT 6:07 PM

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

## Council Request for Decision

**Meeting Date: April 22, 2024**

**Subject:**

Chamber of Commerce Re-design Invoice

**Recommendation:**

Council directs administration to assist the Chamber of Commerce with a payment towards the redesign costs in the amount of \$\_\_\_\_\_ to come from capital reserves.

**Background:**

This item is being brought back as requested by Council from the March 11, 2024 Council meeting in which the following resolution was made:

*“RES. 91/2024        MOVED by Councillor Bekkering that Council directs Administration to garner more information from the Chamber regarding this particular invoice.”*

Information from the original RFD:

The Chamber of Commerce approached Council to discuss extra engineering costs for the redesign requirements of their building project due to the Town removing the Sani-dump and selling the most eastern portion of land that was originally part of the Chamber land donation. Council agreed to discuss the redesign costs once they were known at a future Council meeting.

**Legislation / Authority:**

MGA, Section 6: Natural person power.

**Strategic Plan Alignment:**

Develop Community & Promote Growth

**Financial Implication:**

The redesign invoice submitted of \$9,583.62.

**Service Level / Staff Resource Implication:**

No change in service level

**Justification:**

Requested by the Chamber of Commerce and agreed to be discussed by Council.

**Alternative(s):**

1. Council could ask for more information from Administration.



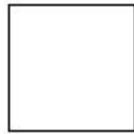
2. Council could accept the request as information.

**Attachment(s):** Invoice for the Chamber of Commerce Re-Design Costs  
Ian Moxon Architect Invoice Breakdown

**APPROVALS:**

**Originated By:**  
Derrin Thibault

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



Taber &amp; District Chamber of Commerce

DUE 07/10/2023

**\$9,583.62**[Review and pay](#)

Powered by QuickBooks

Hi Kerry,

This is the invoice that I sent for the extra engineering on the build due to removing the Sani-dump when that other piece of land was sold, dated Oct 7, 2023. If you could make sure it gets to someone please as I've been told it hasn't been received as of yet.

Thanks!

Anne

**Bill to**

Town of Taber  
4900A-50 St  
Taber AB T1G 1T1

**Other Income**

\$9,583.62

Ian Moxon invoice #27 charge Sani-Omission Re-design

1 X \$9,583.62

Subtotal	\$9,583.62
Total	\$9,583.62
Balance due	\$9,583.62



## I N V O I C E

Ben Steinborn  
 Taber & District Chamber of Commerce  
 4702 50th Street  
 Taber, AB T1G 2B6  
 jjune@telus.net

Project Taber COC Office  
 Number 200010 TCOO  
 Invoice number 27  
 Date 07/25/2023

Professional services provided through 07/23/2023

Description	Contract Amount	Percent Complete	Remaining Fee	Progress to Date	Previously Invoiced	Current Invoice
Schematic Design	6,614.75	100.00	0.00	6,614.75	6,614.75	0.00
Design Development	14,326.50	100.00	0.00	14,326.50	14,326.50	0.00
Construction Documents	41,439.00	100.00	0.00	41,439.00	41,439.00	0.00
Bidding and Negotiation	3,929.50	100.00	0.00	3,929.50	3,929.50	0.00
Construction Administration	17,161.50	6.23	16,092.75	1,068.75	1,041.25	27.50
SS01 - Sani Dump	7,187.20	100.00	0.00	7,187.20	7,187.20	0.00
SS02 - Sani Dump Redesign	13,712.60	100.00	0.00	13,712.60	13,712.60	0.00
SS03 - Boardroom Kitchen Redesign	4,500.00	100.00	0.00	4,500.00	4,500.00	0.00
SS04 - BP Drawing Printing	0.00	0.00	-1,966.35	1,966.35	1,966.35	0.00
SS05 - Client Cost Savings	21,965.00	93.17	1,500.00	20,465.00	20,465.00	0.00
SS06 - Client Site Re-Design (Sani Omission)	11,550.00	93.69	729.25	10,820.75	1,721.00	9,099.75
Total	142,386.05	88.51	16,355.65	126,030.40	116,903.15	9,127.25

Invoice subtotal 9,127.25

GST 456.37

Invoice total 9,583.62

*Please make cheques payable to Ian Moxon Architect Inc. within 30 days of the invoice date.  
 We are now able to accept payment via email transfer to sue@ianmoxonarchitect.com.*

GST/HST number: 81739 3382 RT0001

## Council Request for Decision

**Meeting Date: April 22, 2024**

**Subject:**

Second and Third Reading for Land Use Bylaw Amendment 6-2024 for Redistricting

**Recommendation:**

1. That Council gives Second Reading to Bylaw 6-2024 to amend Land Use Bylaw 13-2020, as presented.
2. That Council gives Third Reading to Bylaw 6-2024 to amend Land Use Bylaw 13-2020, as presented.

**Background:**

On March 25, 2024, Council provided the first reading for Bylaw 6-2024 to amend Land Use Bylaw 13-2020.

*RES. 102/2024      MOVED by Councilor Remfert that Council gives first reading to  
Bylaw 6-2024 to Amend Land Use Bylaw 13-2020*

*CARRIED UNANIMOUSLY*

Advertising of the Postponed Public Hearing occurred in the April 10 and 17 issues of the Taber Times and was also posted on the Town's website. Notices were sent to all the landowners within 100 metres to inform them of the postponement and new date for the Public Hearing. All comments or concerns which were received by Administration at the time this request for decision was prepared have been included with the Public Hearing held earlier today. A Public Hearing was held earlier today with regards to amending the property know as Civic Address 4302 56 Street, Lot 5, Block 1, Plan 911 1354 from Residential Single Dwelling District (R-1) to Residential Street-Oriented Multiple Dwelling District (R-3).

The Developer is requesting the change in district to better accommodate development on this property.

The proposed amendments were reviewed and recommended for adoption by the Municipal Planning Commission (MPC) at their regular meeting on March 18, 2024.



---

**Legislation / Authority:**

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

**Strategic Plan Alignment:**

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

**Financial Implication:**

The applicant has paid the appropriate fee to cover the costs associated with advertising and staff's time.

**Service Level / Staff Resource Implication:**

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

**Justification:**

This amendment to the Land Use Bylaw will allow the development on the property in the manner that benefits the land owners needs without causing any undue impact to the neighboring properties.

**Alternative(s):**

That Council gives second reading to Bylaw 6-2024 to amend Land Use Bylaw 13-2020 with amendments.

That Council gives third reading to Bylaw 6-2024 to amend Land Use Bylaw 13-2020 with amendments.

That Council does not give second reading to Bylaw 6-2024 to amend Land Use Bylaw 13-2020 with reasons.

**Attachment(s):** Bylaw 6-2024

R-3 District

**APPROVALS:**

**Originated By:**

Celina Newberry

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

TOWN OF TABER  
BYLAW NO. 6 – 2024

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

---

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

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

AND WHEREAS Council, having received an application from the landowner requesting to amend Land Use Bylaw 13-2020 to re-designate Civic Address 4302 56 Street, Lot 5, Block 1, Plan 911 1354 containing 1.04 acre more or less, from Residential Single Dwelling District (R-1) to Residential Street-Oriented Multiple Dwelling District (R-3) in order to better achieve the development objectives of the landowner in accordance with the Town of Taber Land Use Bylaw 13-2020;

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

**1.0 NAME OF BYLAW**

This Bylaw may be cited as the “Land Use Bylaw 6-2024 Amendment”

**2.0 DEFINITIONS**

In this Bylaw:

**Act** means the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended;

**Bylaw** means the Town of Taber Land Use Bylaw 13-2020 established by the Municipality;

**Chief Administrative Officer** means the Chief Administrative Officer for the Town, regardless of the specific title that may be conferred on the Officer by Council from time to time;

**Council** means the Council for the Town of Taber;

**Municipality** means the Town of Taber;

**3.0 GENERAL**

TOWN OF TABER  
BYLAW NO. 6 – 2024

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

CIVIC ADDRESS 4302 56 Street  
LOT 5  
BLOCK 1  
PLAN 911 1354  
EXEPTING THEREOUT ALL MINES AND MINERALS

**4.0 INTENTION OF TOWN COUNCIL**

It is the intention of the Town Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is further the intention of the Town Council that if any provision of the Bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

**5.0 RESCINDED OR AMENDED BYLAWS**

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

5.2 The remainder of Bylaw No. 13-2020 being the Land Use Bylaw is not amended by Bylaw 6-2024 and remains in full force and effect.

**6.0 EFFECTIVE DATE**

This Bylaw shall take effect on the day of the final passing and the signatures of the chief elected official and duly authorized designated officer thereof.

RES. 102/2024 Read a First Time this 25<sup>th</sup> day of March, 2024.

RES. Read a second time this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

RES. Read a third time and finally passed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

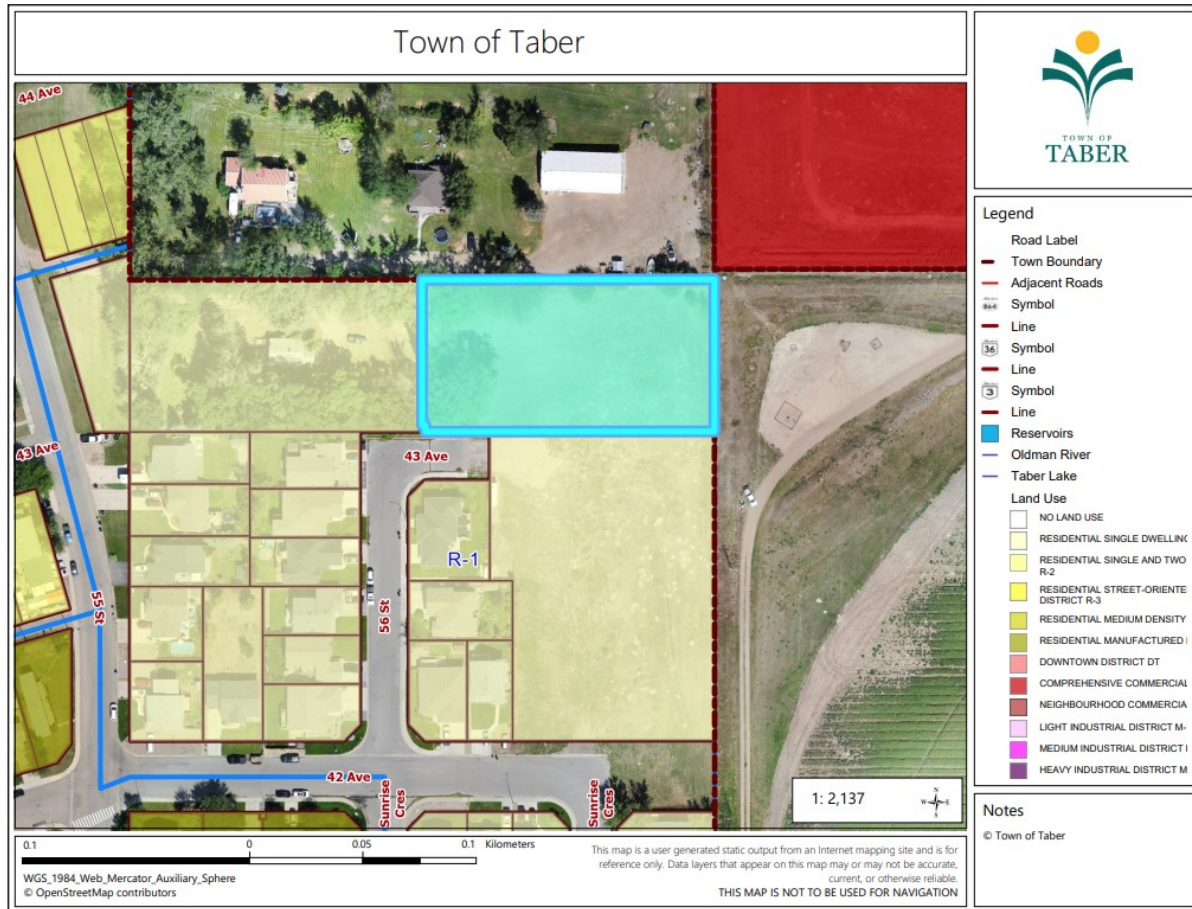
**TOWN OF TABER**

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

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

TOWN OF TABER  
 BYLAW NO. 6 – 2024

**Schedule "A"**  
**Subject portion of 4302 56 Street, Lot 5, Block 1, Plan 911 1354**  
**From: Residential Single Dwelling District (R-1)**  
**To: Residential Street-Oriented Multiple Dwelling District (R-3)**



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

#### 3.5.1. Purpose

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

#### 3.5.2. Use Conditions

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

#### 3.5.3. Uses

1) Permitted Uses	2) Discretionary Uses
a) Semi-Detached Dwelling	a) Single Detached Dwelling
b) Duplex Dwelling	b) Secondary Suite (Attached) (also see Section 2.9)
c) Row House Dwelling	c) Secondary Suite (Detached) (also see Section 2.9)
d) Accessory Structure (also see Section 2.11)	d) Multi-unit Residential
e) Accessory Use (also see Section 2.12)	e) Mixed-use Development
f) Home Occupation – Class 1 (also see Section 2.19)	f) Home Occupation – Class 2 (also see Section 2.19)
g) Child Care – Limited	g) Child Care
h) Park	h) Group Care – Limited
i) Utilities	i) Community Entrance Feature
j) Sign – Class A	j) Neighbourhood Commercial Development (also see Section 2.20)
k) Solar Energy Collector Systems (SECS) (also see Section 2.12.5)”	k) Place of Worship – Small (also see Section 2.17)
	l) Sign – Class B

#### 3.5.4. Standards

1) Subdivision Standards	
a) Minimum Parcel Area	
i) Single Detached Dwelling	250.0 m <sup>2</sup>
ii) Semi-detached Dwelling Unit	150.0 m <sup>2</sup>
iii) Duplex Dwelling	450.0 m <sup>2</sup>
b) Minimum Parcel Width	
i) Semi-Detached and Row House Dwellings:	(3)
(1) Interior unit parcel width	(4) 6.0 m
(2) End unit parcel width	(5) 7.2 m
(3) Corner unit parcel width	9.0 m
ii) Duplex Dwelling	15.0m
iii) Single Detached Dwelling	11.0 m
c) Minimum Unit Width	

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

### 3.5.5. Contextual Building Requirements

- (1) Setback of 6 m may be reduced to 1 metre provided that this front yard is determined to be compatible with adjacent residential development and is located within a comprehensively developed site that is approved by the Development Authority.
- (2) Maximum building height is the lesser of 12.0 metres or the average building height of the two adjacent properties, plus 1.5 metres; and, if one of the adjacent properties is vacant, its building height is assumed to be 10.5 metres for this calculation.



## Council Request for Decision

**Meeting Date: April 22, 2024**

**Subject:**

Proposed Taber Municipal Police Commission Bylaw 9-2024

**Recommendation:**

1. Council gives 1<sup>st</sup> Reading to Taber Municipal Police Commission Bylaw 9-2024.
2. Council gives 2<sup>nd</sup> Reading to Taber Municipal Police Commission Bylaw 9-2024.
3. Council unanimously agrees to proceed to 3<sup>rd</sup> and Final Reading of Taber Municipal Police Commission Bylaw 9-2024.
4. Council gives 3<sup>rd</sup> and Final Reading to Taber Municipal Police Commission Bylaw 9-2024.

**Background:**

Commission has recently reviewed and approved proposed changes to the Taber Municipal Police Commission Bylaw. Changes were made to reflect recent changes regarding provincially appointed member(s) to Commission.

**Legislation / Authority:**

Taber Municipal Police Commission Bylaw 15-2023

- 7.3 The Commission shall review the Policy Manual on an annual basis, or more frequently if necessary, and shall recommend any changes it believes necessary to Council for consideration.

**Strategic Plan Alignment:**

Define and Practice Good Governance

**Financial Implication:**

There is no implication at this time.

**Service Level / Staff Resource Implication:**

The service level will remain status quo.

**Justification:**

Review of the guiding documents evidences good governance practices.



**Alternative(s):**

1. Council could refer this to another meeting or seek clarification on any of the proposed changes.
2. Council could choose to give individual readings, and not all readings at this meeting.

**Attachment(s):** Taber Municipal Police Commission Bylaw 9-2024 (Updates and Recommendations for Council)

**APPROVALS:**

**Originated By:**  
Tenille Miller

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

TOWN OF TABER  
BYLAW NO. 9-2024

**BEING A BYLAW OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA,  
FOR THE PURPOSE OF REVISING THE TABER MUNICIPAL POLICE  
COMMISSION BYLAW.**

---

WHEREAS the Town of Taber has the approval to establish a municipal police service from the Minister responsible for the *Police Act*;

AND WHEREAS the *Police Act*, RSA 2000, Chapter P-17 and amendments thereto, permits a Council to provide for the creation of a Municipal Police Commission;

AND WHEREAS a Council that has established a Commission shall, subject to the *Police Act* regulations, prescribe the rules governing the operations of the Commission;

AND WHEREAS the *Municipal Government Act*, RSA 2000, Chapter M-26 and amendments thereto, requires that Council committees and other bodies be established by bylaw;

AND WHEREAS when a Commission has been established, the Commission shall oversee the police service;

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 "Taber Municipal Police Commission Bylaw".

**2.0 DEFINITIONS**

In this Bylaw:

<b>Act</b>	means the <i>Police Act</i> , Alberta, RSA 2000, Chapter P-17 and amendments thereto;
<b>Chair</b>	means the elected Taber Municipal Commission member under Section 5.0 of this Bylaw who presides over the Commission;
<b>Chief</b>	means the Chief of Police of the Taber Police Service;

TOWN OF TABER  
BYLAW NO. 9-2024

<b>Chief Administrative Officer</b>	means the Chief Administrative Officer for the Town as appointed by Council, or his or her designate;
<b>Commission</b>	means the Town of Taber Municipal Police Commission;
<b>Council</b>	means the Municipal Council for the Town of Taber;
<b>Citizen</b>	means a resident of the Town of Taber;
<b>MGA</b>	means the <i>Municipal Government Act</i> , RSA, 2000 Chapter M-26 and amendments thereto;
<b>Member</b>	means a person appointed to the Commission pursuant to this Bylaw and the Provincially appointed person(s) pursuant to the <i>Police Act</i> ;
<b>Municipality</b>	means the Town of Taber;
<b>Office</b>	means an official post or position of duty, trust or responsibility;
<b>Organizational Meeting of Commission</b>	means the annual organizational meeting of the Commission;
<b>Organizational Meeting of Council</b>	means the annual organizational meeting of Council required by the MGA;
<b>Public Complaints Director</b>	means a person appointed by the Taber Municipal Police Commission by resolution, pursuant to the <i>Police Act</i> and this Bylaw;
<b>Secretary</b>	means an employee of the Commission, or another person as designated by the Taber Municipal Police Commission;
<b>Taber Municipal Police Commission</b>	means the policy manual named as

**Commented [TM1]:** Wording will remain the same here, but see changes later in document to reflect the anticipated change to the PCD role /Police Act changes

TOWN OF TABER  
BYLAW NO. 9-2024

<b>Policy Manual</b>	such that conforms to the Alberta Policing Oversight Standards for Municipal Police Commissions and is adopted by resolution of Council;
<b>Vice Chair</b>	means the elected Taber Municipal Police Commission Member under Section 5.0 of this Bylaw.

### 3.0 APPOINTMENT AND TERM

- 3.1 The Commission shall consist of up to nine (9) members. Council shall appoint, two (2) members who shall be members of Council and five (5) of whom shall be citizens of the Town of Taber. Pursuant to the *Police Act*, the Minister may appoint up to two (2) members to be a member (s) of the Commission.
- 3.2 The terms of Office of the persons appointed by resolution of Council to the Taber Municipal Police Commission shall be as follows:
- 3.2.1 The two (2) members of the Council shall be appointed for a one-year term commencing on the day of their appointment and ending on the day on which the first Organizational Meeting of Council following their appointment is held.
- 3.2.2 The five (5) Citizen Members (members-at-large) shall be appointed as follows:
- 3.2.2.1 When appointing Members, Council shall establish terms in accordance with the *Police Act* so that the majority of Members are appointed for a three (3) year term and no Member is appointed for less than a two (2) year term.
- 3.2.2.2 Further, when appointing Members, Council shall strive to establish an overlap or stagger so that only one or two Members are appointed to the Commission in any given year and the Commission retains an experienced membership base.
- 3.2.2.3 The Term of Members shall be from January 1<sup>st</sup> of the year commencing after appointment to December 31<sup>st</sup> of the third or second year following appointment.
- 3.2.2.4 In the event that there is a membership vacancy on the Commission that is not filled prior to January 1<sup>st</sup> (e.g., due to a resignation or lack of suitable candidates),

TOWN OF TABER  
BYLAW NO. 9-2024

Council may fill that vacancy at any other Council meeting but that appointment shall be for a period of between two (2) and three (3) years, in accordance with the *Police Act*, with the term to expire December 31<sup>st</sup>.

- 3.2.3 At the end of each appointed Citizen's term, should the citizen decide to further let his or her name stand, a new application for reappointment must be made to Council.
- 3.2.4 Each appointed Citizen shall remain in Office until a successor is appointed by Council.
- 3.3 A Member appointed to the Commission by the Minister may be appointed for a term of up to three (3) years.
- 3.4 When selecting and appointing Members, the process established in the Taber Police Commission Policy Manual shall be followed.
- 3.5 No Member shall serve on the Commission for a longer period than prescribed in the *Police Act*.
- 3.6 Citizen Members, who have previously been tenured in accordance with the *Police Act*, are eligible for reappointment to the Commission, after an absence of 12 consecutive months (e.g. January 1st to December 31<sup>st</sup> of the following year).
- 3.7 All members appointed to the Commission shall take the official Oath prescribed by the *Police Act* and sign the Taber Municipal Police Commission Code of Conduct and Ethics on a yearly basis.
- 3.8 Any member of the Commission may resign upon sending written notice to the Secretary who shall subsequently inform Council. The date the resignation is received by the Secretary shall be the effective date of resignation.
- 3.9 Pursuant to the *Police Act*, Council may only revoke the appointment of an appointed Member for cause. Cause shall be interpreted to include cases where a Member:
  - 3.9.1 Ceases to be a resident of the Town of Taber, within the meaning of the *Local Authorities Election Act*, RSA 2000, Chapter L-21 and amendments thereto; or
  - 3.9.2 Is hired in any capacity with the Town of Taber, the Taber Police Service, the Royal Canadian Mounted Police, any Alberta Police Service or Bylaw Enforcement Agency, or by the Attorney General's Office; or

TOWN OF TABER  
BYLAW NO. 9-2024

- 3.9.3 Is involved in or engages in behaviors or practices that in the opinion of the Council are in conflict with the stated vision, mission or stated values of the Commission; or
  - 3.9.4 Is absent from three (3) consecutive meetings of the Municipal Police Commission unless such absence is authorized by resolution of the Commission and recorded in its minutes; or
  - 3.9.5 Is convicted of any offence under the *Criminal Code of Canada*; or
  - 3.9.6 Participates in any discussion or votes upon any matter that may involve a pecuniary interest within the meaning of the *Municipal Government Act*.
- 3.10 For Council Members appointed to the Commission, that appointment terminates on the person's ceasing to be a Member of Council.
- 3.11 Pursuant to the *Police Act*, the appointment of a member to a Commission who was appointed by the Minister may not be revoked by the Council but may be revoked by the Minister at the discretion of the Minister. The Commission Chair or Council may advise the Minister in relation to any breach of the clauses in Section 3.9 et al. of this Bylaw to assist the Minister in determining if the Provincial appointee shall remain on the Commission.

**4.0 POLICE COMMISSION RESPONSIBILITIES**

- 4.1 The responsibilities of the Taber Municipal Police Commission shall be as established in the *Police Act*.

**5.0 POLICE COMMISSION OPERATING PROCEDURES**

- 5.1 The first meeting held by the Commission in each year shall be deemed an Organizational Meeting of the Commission.
- 5.2 At the Commission's annual Organizational Meeting, the Commission shall:
  - 5.2.1 Elect from its Members a Chair from the five (5) citizens appointed at large by Council;
  - 5.2.2 Elect from its Members one or more Vice Chairs from the (5) citizens appointed at large by Council;

TOWN OF TABER  
BYLAW NO. 9-2024

- 5.2.3 Confirm the selection of the Secretary;
- 5.2.4 Establish its regular meeting schedule;
- 5.2.5 Appoint the Chair as the FOIP Coordinator for the Commission;  
and,
- 5.2.6 Carry out such other business necessary for conducting the  
coming year's activities.

## 6.0 PUBLIC COMPLAINTS DIRECTOR APPOINTMENT AND TERM

- 6.1 If permitted by law, the Commission will appoint a Public Complaints  
Director in accordance with the Act and the Taber Municipal Police  
Commission Policy Manual.
- 6.2 The Public Complaints Director will be appointed for a term established  
by the Commission not to exceed three years.
- 6.3 At the Commission's discretion that person may be reappointed for a  
second term.
- 6.4 Public Complaints Directors who have been appointed two consecutive  
terms, are eligible for reappointment after an absence of 12 consecutive  
months (e.g. April 1<sup>st</sup> to March 31<sup>st</sup> of the following year).

**Commented [TM2]:** "If permitted by law" has been added, as  
there is an anticipated change to legislation where TPS and the  
Commission would see a Provincially appointed PCD (rather than  
local).

## 7.0 POLICY MANUAL

- 7.1 Council shall establish, by resolution, and approve a policy manual to  
govern the day-to-day operation of the Commission.
- 7.2 The Taber Municipal Police Commission Policy Manual shall comply  
with the *Alberta Police Act*, any applicable regulations, the Alberta  
Policing Oversight Standards for Municipal Police Commissions, and  
any other requirements of the Province of Alberta.
- 7.3 The Commission shall review the Policy Manual on an annual basis, or  
more frequently if necessary, and shall recommend any changes it  
believes necessary to Council for consideration.

## 8.0 POWERS AND DUTIES



TOWN OF TABER  
BYLAW NO. 9-2024

- 8.1 The primary purpose of the Commission shall be to oversee the Taber Police Service in accordance with the *Police Act*, any regulations or standards or guidelines established by the Province of Alberta that may apply to municipal police commissions, and this Bylaw.

**9.0 SECRETARY**

- 9.1 The Office of the Secretary to the Municipal Police Commission is hereby constituted and shall be filled by an employee of the Commission, or another person as designated by the Taber Municipal Police Commission, but shall not have a vote thereon.
- 9.2 The Secretary of the Commission shall:
- 9.2.1 Upon dissolution of the Commission, or change in Commission membership, prepare a letter of notification to the Ministry responsible for signature of the Mayor;
  - 9.2.2 Notify all members and advisors of the Commission of the arrangements for the holding of each regular or special meeting of the Commission;
  - 9.2.3 Keep proper and accurate minutes of the proceedings of all meetings of the Commission, true copies of which shall be filed with the Town Office as soon as possible after each meeting;
  - 9.2.4 Carry out such other administrative duties as the Commission may specify.

**10.0 INTENTION OF TOWN COUNCIL**

- 10.1 It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is further the intention of Council that if any provisions of the Bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

**11.0 REPEALED BYLAWS**

- 11.1 Bylaw No.1-2023 is hereby repealed in its entirety.

**12.0 EFFECTIVE DATE**

TOWN OF TABER  
BYLAW NO. 9-2024

12.1 This Bylaw shall take effect on the day of the final passing and the signatures of the chief elected official and duly authorized designated officer thereof.

- RES. Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2024.
- RES. Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2024.
- RES. Read a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**TOWN OF TABER**

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

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

## Council Request for Decision

**Meeting Date: April 22, 2024**

**Subject:**

Proposed Changes Taber Municipal Police Commission Policy Manual

**Recommendation:**

That Council approves the proposed changes to the Taber Municipal Police Commission Policy Manual as presented.

**Background:**

Commission has recently reviewed and approved proposed changes to their Policy Manual. Changes were made to reflect recent changes regarding provincially appointed member(s) to Commission.

**Legislation / Authority:**

Taber Municipal Police Commission Bylaw 15-2023

- 7.3 The Commission shall review the Policy Manual on an annual basis, or more frequently if necessary, and shall recommend any changes it believes necessary to Council for consideration.

**Strategic Plan Alignment:**

Define and Practice Good Governance

**Financial Implication:**

There is no financial implication at this time.

**Service Level / Staff Resource Implication:**

The service level will remain status quo.

**Justification:**

The review is in accordance with the existing Taber Municipal Police Commission Policy Manual requirements.

Review of the guiding documents evidences good governance practices.

**Alternative(s):**

Council could refer this to another meeting or seek clarification on any of the proposed changes.



**Attachment(s):** Taber Municipal Police Commission Policy Manual (Updates and Recommendations for Council)

**APPROVALS:**

**Originated By:**  
Tenille Miller

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



# Taber Municipal Police Commission

## Policy Manual

2024

## Table of Contents

<b>Section 1: Framework</b>	<b>1</b>
1.1 Intent	2
1.2 Police Commission Legislative Obligations	3
1.3 Mission Statement	3
1.4 Vision Statement	3
1.5 Values	3
<b>Section 2: Policies for the Commission</b>	<b>4</b>
2.1 Selection and Appointment of Commission Members	5
2.2 Commission Responsibilities	6
2.3 Policy Review	7
2.4 Commission Member Conduct	7
2.5 Conflict of Interest	9
2.6 Remuneration	9
2.7 Orientation of New Members	10
2.8 Roles and Responsibilities of Chair and Vice-Chair	11
2.10 Selection of the Public Complaints Director (PCD)	13
2.11 Role of Public Complaints Director (PCD)	13
2.12 Selection of Chief of Police	14
2.13 Commission Personnel	14
2.14 Formation of Committees	15
2.15 Legal and Professional Services	15
2.16 Meetings	15
2.17 Records Retention	17
2.18 Use of the Commission Logo	21
2.19 Communication	22
2.20 Commission Business Plan	23
2.21 Complaints	24
<b>Section 3: Policies for the Governance and Oversight of the Police Service</b>	<b>27</b>
3.1 Approach to Policing	28
3.2 Management of the Police Service	28
3.3 Jurisdiction	28
3.4 Police Service Personnel	29
3.5 Financial	30
3.6 Police Service Policies	31
<b>Appendix 'A': Appointment and Re-Appointment Process</b>	<b>32</b>
<b>Appendix 'B': Complaints Against Police</b>	<b>34</b>
<b>Appendix 'C': Taber Municipal Police Commission Code of Conduct and Ethics</b>	<b>36</b>
<b>Appendix 'D': Taber Police Service – Chief of Police Performance Management Template</b>	<b>40</b>

## **Section 1: Framework**

**1.1 Intent**  
**(Alberta Policing Oversight Standard OM – 1.1)**

This policy manual includes policies designed to assist the Commission in:

- (1) conducting its own business as effectively, efficiently, and transparently as possible; and
- (2) providing direction to the Chief of Police.

While the [Police Act](#) outlines the legal obligations of the Commission, as a “local government body”, the Commission may be subject to a variety of other pieces of legislation/regulations depending on the nature of police service agreement. A limited alphabetical list includes:

- (1) *Alberta Employment Standards Code*
- (2) *Alberta Labour Relations Code*
- (3) *Alberta Municipal Government Act*
- (4) *Alberta Peace Officer (Ministerial) Regulation*
- (5) *Alberta Peace Officer Act,*
- (6) *Alberta Peace Officer Regulation*
- (7) *Alberta Police Officers Collective Bargaining Act*
- (8) *Alberta Police Service Regulation*
- (9) *Canadian Charter of Rights and Freedoms*
- (10) *Criminal Code of Canada*
- (11) *Freedom of Information and Protection of Privacy Act*
- (12) *Freedom of Information and Protection of Privacy Regulations*
- (13) *Municipal Bylaw*
- (14) *Provincial Policing Standards and Evaluations*
- (15) *Public Inquiry Act*

Please forward any suggested amendments to the:

Chair, Taber Municipal Police Commission

For questions regarding the application of this information to the development of policies and procedures for your Commission, please contact:

Chair, Taber Municipal Police Commission



## 1.2 Police Commission Legislative Obligations

The Police Commission is an independent organization established by Council pursuant to **Section 28(1)** of the [Police Act](#).

Council, in the *Police Commission Bylaw (15-2023)*, has

- (1) prescribed the rules governing the operations of the Commission; and
- (2) allowed for the appointment of members to the Commission.

## 1.3 Mission Statement

To work in partnership with the citizens to ensure transparent, effective, and responsive policing throughout the municipality.

## 1.4 Vision Statement

To be a leader for municipal stakeholders in the civilian oversight of policing.

## 1.5 Values

- (1) **Respect:** We respect our people and the community we serve.
- (2) **Accountability:** We are accountable to each other and those we serve.
- (3) **Honesty:** We are forthright, direct and honest with our community and ourselves.
- (4) **Integrity:** We conduct ourselves in an ethical manner; maintaining confidentiality, trust and objectivity.

## Section 2: Policies for the Commission

Policies, adopted by the Commission, to govern its members, relationships, staff and activities, and guidelines used by members and staff of the Police Commission in carrying out the Commission's responsibilities and obligations under the [Police Act](#), the *Freedom of Information and Protection of Privacy Act* and *Police Commission Bylaw 15-2023*. In addition, the Taber Municipal Police Commission will abide by applicable policies set out and approved by the Town of Taber.

**Commented [TM1]:** Addition to reflect instances where Commission may not have their own policy but will follow the "over-arching" Town of Taber policy (ie - Acceptable Use of Information Technology Resources Policy).

## 2.1 Selection and Appointment of Commission Members

In the selection and appointment of Commission members, the Council adheres to **Section 28(1-13) and 28.1(1-2)** of the *Police Act*. Applicable portions of information are also taken directly from the *Police Commission Bylaws 15-2023*. (Alberta Policing Oversight Standards – RR1.1 – 1.3)

- (1) The Police Commission will have up to nine (9) members, two (2) of which are Council members, and up to two (2) members appointed by the Minister.  
  
Council members should take into consideration criminal backgrounds and prior police involvement before making Commission appointments. All individuals including Council members should submit a police information check prior to appointments being made. The police information check should reveal no adverse information at the discretion of the Council.
- (2) All those appointed to the Commission shall take the oath set out in **Schedule 1** of the *Police Act* and will sign and acknowledge the Taber Municipal Police Commission Code of Conduct and Ethics found in Appendix 'C' of the Policy Manual.
- (3) The recruiting of Commission members will be undertaken by the Town Council. The Chief Administration Officer will be made aware of any vacancies in order to commence the process of advertising for applicants. The Town of Taber has adopted the Taber Municipal Police Commission Policy manual as the process for appointing members to the Police Commission. (see Appendix 'A')
- (4) All efforts will be made to select those community members who are of exemplary character and would be considered beyond reproach. Efforts will be made to recognize community diversity and take into account special skills or abilities that may enhance the overall function of the Commission and its work. (Alberta Policing Oversight Standard – RR 2.1)
- (5) The Town of Taber will accept an application for the vacancy. Applicants will be provided with an information package containing sections 28 and 28.1 of the Police Act as well as a copy of 1.1 – 1.5 of the Commission Policy Manual, by the Chief Administrative Officer or designate. Applicants will also be encouraged to attend an Open Session of a Commission meeting to get a better sense of the work being done. (Alberta Policing Oversight Standard – RR 2.2)
  - (a) Applications for commission will be provided to the Commission Chair. Commission will develop a sub-committee to review the applications and provide feedback and recommendations within Closed Session to Council.
- (6) An updated list of Commission members shall be provided to the Minister of Public Safety and Emergency Services, by the Chief Administrative Officer or designate, when any changes are made. The Town of Taber will maintain a record of each name, contact information, position and appointment date to determine length of service. (Alberta Policing Oversight Standard – RR 3.2)
- (7) When appointing Members, Council shall establish terms in accordance with the *Police Act* so that majority of Members are appointed for a three (3) year term and no Member is appointed for less than a two (2) year term. Staggered appointment by Council is desired for succession planning. Members appointed by the Minister may be appointed for a term of up to three (3) years.
- (8) In accordance with the *Police Act* Members cannot serve longer than 10 consecutive years on the Commission.

**Commented [TM2]:** Addition to assist with the application process and allow applicants to get a better sense of the work being done by Commission.

**Commented [TM3]:** Additional wording added here to provide a more direction regarding these recommendations, wording, etc.

- (9) A former member is eligible for reappointment. Members who have previously been tenured in accordance with the *Police Act*, are eligible for reappointment to the Commission, after an absence of 12 consecutive months (e.g. January 1<sup>st</sup> to December 31<sup>st</sup> of the following year).
- (10) Members upon appointment may receive orientation training from the Minister of Public Safety and Emergency Services Minister of Public Safety and Emergency Services, and/or the Chair, as soon as it is available.
- (11) Any member of the Commission, Council appointed or public appointed shall be disqualified from their position if the member is:
  - (a) hired in any capacity with the Taber Police Service, the Town of Taber, the Royal Canadian Mounted Police, any Alberta Police Service or Bylaw Enforcement Agency, or the Minister of Justice's Office.
  - (b) no longer residing within the municipality limits; or
  - (c) convicted of any offence under the *Criminal Code of Canada*
  - (d) involved in or engages in behaviors or practices that in the opinion of the Council are in conflict with the stated vision, mission or stated values of the Commission, and according to this policy is deemed cause for dismissal.
- (12) Any member of Commission that has been charged with a criminal offence will be placed on leave from the Commission without prejudice until the matters are resolved before the courts.
  - (a) after a Commission member is appointed, if a Commission member is charged with a criminal offence, they shall report that charge to the Chair of the Commission. If the Chair is charged with a criminal offence, they shall report the charge to the Vice-Chair of the Commission.
- (13) Membership can be revoked by Council for just cause as per **Section 28(12)** of the [Police Act](#).
- (14) A provincially appointed member to Commission may not be revoked by Council, but may be revoked by the Minister. The Commission Chair or Council may advise the Minister in relation to any breach, in accordance with the Code of Conduct provisions and investigational steps referred to in this policy.

## 2.2 Commission Responsibilities

- (1) As per **Sections 28.1(1,3), 29(1), 31, 32, 36(1,2), 43, 43.1** and **44** of the [Police Act](#), the Police Commission oversees the police service including the following:
  - (a) allocating the funds that are provided by Council; ([Alberta Policing Oversight Standard – RR 3.1.3.b](#))
  - (b) establishing policies providing for efficient and effective policing; ([Alberta Policing Oversight RR 3.1.3.c](#))
  - (c) issuing instructions, as necessary, to the Chief of Police in respect of the policies referred to in (1)(b); ([Alberta Policing Oversight RR 3.1.3.d](#))

- (d) ensuring that the police service employs sufficient persons for the purposes of carrying out the functions of the police service; (*Alberta Policing Oversight RR 3.1.3.e*)
- (e) in consultation with police service management, establishing the priorities in policing and participating in strategic planning for police service; (*Alberta Policing Oversight Standard - RR 3.1.3.a*)
- (f) appointing the Chief of Police, subject to ratification by municipal council; (*Alberta Policing Oversight RR 3.1.3.f*)
- (g) receiving complaints regarding police service, police officers and policies from the public working with the police service toward resolution;
- (h) reviewing complaints against the Chief of Police;
- (i) considering appeals of the chief's decision in complaints against the police service or police service policy;
- (j) conducting inquiries into matters respecting the police services, the actions of any police officer or any other person employed by the police service; and
- (k) Providing input and approving the annual public report. (*Alberta Policing Oversight Standard OMI.1.10*)
- (l) If the Police Act requires the Commission appoint a public complaint director (PCD), the Commission will do so pursuant to **Section 28.1(1-2)** of the *Police Act*. (*Alberta Policing Oversight Standard – RR 3.1.3.g*)

**Commented [TM4]:** Additional wording added here to reflect the anticipated changes to the PCD position. Similar to change noted in Bylaw.

**Note:** as per **Section 31(7)** of the *Police Act*, municipal council is liable for any legal liability incurred by the Police Commission.

### 2.3 Policy Review

- (1) Policies and procedures of the Taber Municipal Police Commission shall be reviewed annually by the Commission.
- (2) The Commission will strike a Committee, on a bi-annual basis, to conduct a holistic review of the Taber Municipal Police Commission Policy Manual and Bylaw.
- (3) Modifications must receive Commission approval.

### 2.4 Commission Member Conduct

- (1) Members of the Commission must perform their official duties and functions and arrange their private affairs in such a manner that public confidence and trust in the integrity, objectivity, and impartiality of the Commission are maintained and enhanced. All members will abide by their oath of office and code of conduct and ethics.
- (2) Commission member actions will respect the dignity of individuals in accordance with the:
  - (a) *Alberta Human Rights, Citizenship and Multiculturalism Act*;

- (b) *Canadian Charter of Rights and Freedoms*; and
  - (c) *Freedom of Information and Protection of Privacy Act*.
- (3) Commission members will not share information deemed sensitive or confidential. Such information will not be used for personal gain, or to benefit friends, relatives or associates. Breaches may be cause for dismissal from the commission.
- (4) Commission members will abide by, and adopt Town of Taber Bylaws, Policies, Procedures, and Code of Conducts, where they are not at odds with relevant provincial legislation.
- (5) Commission members are required to attend all scheduled meetings of the Commission and all committee meetings on which they are serving. Absences should be reported to the Chair prior to meetings. Non-attendance of three consecutive meetings shall be cause for dismissal from the Commission, unless such absence is authorized by resolution of the Commission and recorded in its minutes.
- (6) A breach, or breaches, of the Code of Conduct and Ethics may result in the dismissal of a member from the Commission.

A breach may include, but is not limited to:

- Attending a meeting while impaired by the influence of drugs or alcohol
  - Behaving in a disrespectful, impolite, discriminatory, or harassing manner while carrying out Commission business
  - Sharing confidential or sensitive information
  - Publicly sharing information that is deemed to be inappropriate or that lacks integrity (example: social media posts, etc.)
  - Non-Compliance with Municipal, Provincial, or Federal laws
  - Non-Compliance with Commission Bylaws, Policies, and Procedures
- (7) Complaints may be received against a member of the Taber Municipal Police Commission for breaches of the Commissions Code of Conduct and Ethics.
- (a) Conduct complaints made against members of the Commission will be given to the Chair. Complaints against the Chair will be dealt with by the Vice-Chair.
  - (b) Complaints will be in writing, and the name of the complainant and address shall be contained within the complaint. Anonymous complaints will not be addressed except through the Town of Taber Whistle Blower policy.
  - (c) Once a complaint is made, the Chair will review the complaint and determine its merits. If the matter is criminal in nature, the Chair will notify the Chief of Police. All other complaints will be dealt with by the Chair or Vice-Chair as may be the case.
  - (d) The Chair may cause an investigation into the matter by striking a committee of three non-involved commission members to undertake that investigation. The Chair of the Committee may involve the assistance of an outside agency to assist with the investigation.
  - (e) Steps should be taken to mediate or informally resolve complaints against commission members.
  - (f) If the Chair is unable to informally resolve a complaint, or if the complaint is of a serious nature, the Chair will cause it to be investigated.

- (g) Once an investigation is complete, a field report will be generated, and the Chair will deliberate on its merit. The Chair shall bring the complaint to the Commission with their decision.

The Chair may:

- Dismiss the complaint
  - Find the complaint founded in part or in its entirety.
- (h) On disposing of the complaint, the Chair may issue a counseling to the Commissioner, verbally or in writing. The Chair may ask Council or the Minister to revoke the appointment of the Commissioner for cause.
  - (i) The complainant will be notified of the outcome of the complaint and may appeal the decision of the Chair to the Commission within 30 days of receipt of their notification.
  - (j) An appeal to the Commission will be in writing, and the reasons for the appeal clearly made out within its contents. The Commission will deliberate on the matter and render a decision. The decision of the Commission is final, and the complainant will be notified of that decision within 30 days.

## 2.5 Conflict of Interest

Conflict of interest refers to a conflict between a member's personal and/or business interests and the member's responsibility as a Commission member. This conflict may exist whether or not there is financial gain.

- (1) Commissioners, personally or in relation to their colleagues, must declare all potential or perceived conflicts of interest. The Commission member who declares a conflict will exclude themselves from discussion and voting on the matter.
- (2) All stated reasons for conflicts and actions taken regarding the conflict must be entered into the minutes.
- (3) Conflicts brought to the attention of the Chair must be resolved in a manner that conserves and enhances public confidence and trust in the integrity, objectivity and impartiality of the Commission.
  - (a) The Chair is the arbitrator of conflicts of interest.
  - (b) Any Commission member who has believes that another Member has not declared or addressed a perceived conflict of interest, may forward their concerns to Council.
- (4) Undisclosed conflict of interest may result in dismissal from the Commission as per the final decision of Council.

## 2.6 Remuneration

- (1) Expenses will be reimbursed using the Town's current travel and subsistence policy and procedure.
  - (a) Expenses by Commission Members, the Secretary or the Public Complaints Director must be approved and signed by the Chair of the Commission.

- (b) Expenses by the Chair must be approved and signed by the Vice Chair.
- (2) Money for expenses will be obtained from the Police Commission annual budget as granted by Council following the municipal budgetary cycle.
- (3) In keeping with Section 28(5) of the [Police Act](#), the following gratuity is allowable to the publicly appointed members of the Taber Municipal Police Commission:
  - (a) For attendance at regularly scheduled meeting of the Commission: \$100.00 each meeting.
  - (b) There is no remuneration for attendance at the Alberta Association of Police Governance Annual General meeting for Commission training, or Special Meetings.

## 2.7 Orientation of New Members

- (1) New Commissioners should participate in an orientation session regarding their roles and responsibilities. This orientation shall take place as soon as practicable upon appointment. New members will be encouraged to attend the Alberta Minister of Public Safety and Emergency Services and Public Security Orientation, or on-line training as available. ([Alberta Policing Oversight Standard – PA 1.1.a](#))
- (2) New Commissioners will be given copies of:
  - (a) *Police Act*;
  - (b) *Police Service Regulations*;
  - (c) *Police Commission Bylaw*;
  - (d) *Taber Municipal Police Commission Policy and Procedures Manual*; ([Alberta Policing Oversight Standard RR 2.4](#))
  - (e) *Freedom of Information and Protection of Privacy Act*;
  - (f) *Council Code of Conduct Bylaw* and,
  - (g) Any other applicable Town of Taber Bylaws, Policies, or Procedures.
- (3) Commissioners will receive an overview from the chair or designate regarding:
  - (a) Commission budget;
  - (b) communication strategies and policies (with members, Commission staff, external services, media public, police service, etc.);
  - (c) current goals of the Commission;
  - (d) event schedules and expected attendance;
  - (e) meeting procedures and schedules;
  - (f) mission and vision of the Commission;
  - (g) organizational structure of Council;



- (h) organizational structure of the police service;
  - (i) past annual reports (Commission and police service);
  - (j) police service business plan;
  - (k) policy regarding personal and corporate gifts;
  - (l) roles and responsibilities of Commission staff;
  - (m) structure and function of committees;
  - (n) time commitments;
  - (o) travel and subsistence policy; and
  - (p) Policing Oversight Standards ([Alberta Policing Oversight Standard PA 1.1.e](#))
- (4) Commission members may participate in ongoing developmental opportunities as time permits including but not limited to;
- (a) attendance at conferences;
  - (b) introduction to community societies and non-profits;
  - (c) meeting Council;
  - (d) mentoring (including for succession planning);
  - (e) police service tour;
  - (f) policing standards review;
  - (g) ride along;
  - (h) overview of victims of crime services; and
  - (i) training provided by Alberta Minister of Public Safety and Emergency Services and Public Security or other provincial partners.

## 2.8 Roles and Responsibilities of Chair and Vice-Chair

- (1) The Chair ([Police Act Section 28\(10\)](#)) as elected by the membership at the commencement of each year, presides over Commission meetings. Should the Chair not be present, or vacate the position either temporarily or permanently, the vice-chair ([Police Act Section 28\(10\)](#)) will act in the Chair's place.
- (2) Neither a member of Council, provincially appointed member, nor an employee of the municipality may be Chair or Vice-Chair. ([Police Act Section 28\(11\)](#))
- (3) Should neither the Chair nor Vice-Chair be available, the Commission shall elect an Acting Chair for the meeting until such time the Chair or Vice-Chair is available.

- (4) The Chair is to be advised of a policy, bylaw or [Police Act](#) legislative breach/potential breach by a Commission member or Chief of Police. Breaches by the Chair should be referred to the Vice-Chair.
- (5) The Chair/Vice-Chair as the case may be may engage an outside agency as required to investigate allegations of a breach. The Commission will review findings and recommend (or not) the revocation of the member's appointment to Council.
- (6) The Chair will designate a member, in the absence of the Council appointed employee of the Commission, to record during all meetings, hearings or inquiries.
- (7) The Chair is the signing authority for all contracts representing the business of the Commission.
- (8) The Chair and Vice-Chair are responsible for coordinating the selection, hiring, evaluation and paying of employees of the Commission via the funds allocated by the municipality.

## **2.9 Roles and Responsibilities of the Secretary to the Commission**

- (1) The Secretary to the Commission may be an employee of the Commission.
- (2) The Secretary will not have a vote.
- (3) The Secretary will sit in on all meetings including Closed Session portions applicable to their duties, and may be excluded from any part of the Closed Session portion of the meeting at the Chair's prerogative.
- (4) Upon dissolution of the Commission, or change in Commission membership, the Secretary will prepare a letter providing notification to the Ministry responsible to the Town of Taber Chief Administrative Officer for further forwarding on behalf of the municipality.
- (5) Notify all members and advisors of the Commission of the arrangements for the holding of each regular or special meeting of the Commission;
- (6) Keep proper and accurate minutes of the proceedings of all meetings of the Commission, true copies of which shall be filed with the Town Office as soon as possible after each meeting;
- (7) Meet with the Chair of the Commission, to discuss and complete the agendas for each meeting of the Commission.
- (8) Ensure the Commission agendas electronically approved by the Chair prepared and circulated at least five (5) days prior to any regularly scheduled meeting.
- (9) Ensure the minutes from previous meetings are prepared and added to the agenda for approval at the next subsequent meeting of the Commission.
- (10) Appropriately disseminate and reply to the correspondence of the Commission.
- (11) Process expenses for Members of the Commission, including the Chair.
- (12) Carry out such other administrative duties as the Commission may specify.

## 2.10 Selection of the Public Complaints Director (PCD)

- (1) The Public Complaints Director is appointed by the Commission.
- (2) The PCD may be a member of the Commission, an employee of the Commission, an employee of the municipality, another person, other than a member of Council, or a former police officer, if that police officer was not in the same municipality where the police officers was employed, who in the opinion of the Commission is qualified to serve in that capacity.
- (3) If the PCD position is vacant, and the Commission requests for an external candidate to fill the role, the position will be advertised.
- (4) A Selection Committee will be struck once applications have been received. The Selection Committee will interview a short list of applicants, and provide a recommendation to the Commission for ratification.
- (5) The Selection Committee must consider the following when reviewing applications:
  - (a) The applicant must reside in the Town of Taber;
  - (b) The applicant must be able to use software and a computer;
  - (c) The Committee shall take careful consideration of the selection of a Public Complaints Director, as they should have competencies in effective communication, dispute resolution, de-escalation, patience, negotiation, and mediation; and,
  - (d) The applicant must be beyond reproach and clearly understand the rules of confidentiality.
- (6) The Commission's chosen Public Complaints Director must pass an enhanced security clearance, once selected by the Commission, prior to being sworn in for the position. An enhanced security clearance includes a verification of personal declarations relating to family, character, personal history and financial history. ([Alberta Policing Oversight Standard RR 2.3](#))

## 2.11 Role of Public Complaints Director (PCD) ([Alberta Policing Oversight Standard – PA 2.1](#))

- (1) The PCD is a position designated by the Commission as required. The changes of the Police act may not longer require a PCD. If the position is still required, this policy will be followed.
- (2) The Commission will strike a Committee to perform an annual review and evaluation of the Public Complaints Director, which will be brought forward to the Commission for ratification.
- (3) The PCD receives complaints from the public on behalf of the Commission. The PCD is delegated the authority by the [Police Act](#) to receive complaints, liaise with the chief and perform other duties as on behalf of the Commission as per [Section 28.1\(3 \(a - g\)\)](#) of the [Police Act](#). The Police Service and the PCD shall make available to all complainants information pamphlets (See App 'B'). The PCD will offer alternate dispute resolution and notify the Chief of Police that this has been done. ([Alberta Policing Oversight Standards – PA 2.2 & 2.3](#))
- (4) Complaints are recorded in writing by the PCD and forwarded on behalf of the complainant to the police chief who decides if the complaint should be managed by the police service or the

Commission as per **Section 43(1)(2)** of the [Police Act](#). Complaints will be tracked on IAPRO and provided quarterly to the Minister of Public Safety and Emergency Services.

- (5) The PCD monitors the complaints process of the police service as per **Section 24** of the [Police Service Regulation](#) including reviewing documents or attending disciplinary proceedings arising from public complaints.
- (6) The PCD reports in writing monthly to the Commission within a standing item on the agenda.
- (7) The PCD should meet with the Commission Chair to discuss any matters that will be raised within the Commission meeting.
- (8) The PCD will attend Closed Session meetings of the Commission when required.
- (9) The PCD attends meetings as coordinated by the provincial PCD as a representative of Alberta Minister of Public Safety and Emergency Services and Public Security. ([Alberta Policing Oversight Standard – PA 2.2](#))
- (10) The PCD will ensure that all public complaints are recorded in IAPRO. The retention schedule will be in accordance with applicable privacy legislation and in any event synchronized with the assigned retention schedule within IAPRO.

#### **2.12 Selection of Chief of Police**

- (1) When selecting a new Chief of Police, the Commission may do one, or all of the following:
  - (a) Establish a Search and Selection or Hiring Committee;
  - (b) Request advice as to the process and procedures from the Town of Taber Human Resources Department; and,
  - (c) Hire a Consulting firm, if required to assist in the process.
- (2) If a Chief of Police Hiring Committee is formed, the Committee will:
  - (a) Advertise for the position;
  - (b) Review and short-list the candidate applications received;
  - (c) Present and review the chosen list of candidates to the Commission for review;
  - (d) Interview chosen candidates;
  - (e) Present the successful applicant to the Commission
- (3) Once a Chief of Police candidate has been chosen, the Commission Chair will request a Request for Decision to be prepared for Council's review, and for ratification.
  - (a) If ratified, an employee contract will be drafted, terms negotiated, and a job offer will be presented.
  - (b) If ratification does not occur, the Commission must select a new candidate.

#### **2.13 Commission Personnel**

- (1) The Chief of Police is the only employee of the Taber Municipal Police Commission within the Taber Police Service.
- (2) The Commission may hire or contract additional administrative or support staff.

- (3) Commission staff does not have the right to vote on Commission decisions.
- (4) Employees will be evaluated on yearly basis by the Commission.
- (5) Employees will be given official job descriptions and are subject to all applicable Federal and Provincial Legislation including, but not limited to:
  - (a) *Alberta Employment Standards Code*; and
  - (b) *Alberta Labour Relations Code*.

#### **2.14 Formation of Committees**

- (1) The function of a committee is to assist the Commission in completing its responsibilities.
- (2) The Commission may form either standing or ad hoc committees to examine and report on issues that fall under the authority and responsibility of the Commission.
- (3) The Commission sets the terms for the committee, appoints its chair and participating members. Any Commission member may attend a committee meeting.
- (4) The Commission may appoint subject matter experts from the public or Commission staff to assist in committee business.
- (5) The committee must provide copies of its agenda and minutes of its meetings for storage by the Commission.
- (6) The committee provides options to the Commission.
- (7) The committee may not speak or act for the Commission unless it has formally been given authority and then only for a specific or time-limited purpose.
- (8) The committee shall report regularly to the Commission, the schedule to be determined by the Commission.

#### **2.15 Legal and Professional Services**

- (1) Legal and other professional service contracts must be approved in advance by the Commission and are only provided at the request of the Commission.
- (2) Fees are paid by the Commission.

#### **2.16 Meetings**

- (1) At the annual organizational meeting as specified in the Taber Municipal Police Commission Bylaw, the Commission shall schedule all meetings occurring in that year. The yearly schedule is made public. The meetings generally take place the 3rd Wednesday of each month, excepting July, August and December or at the discretion of the Chair. Unless notified one (1) week in advance, all meetings begin at 4:30 PM, in Council Chambers. The Commission may choose to hold meetings at differing places within the community. Meeting schedules will be posted to the Town of Taber website and advertised in the Taber Times ([Alberta Policing Oversight Standard OM 2.3](#))

- (2) Commission Members who are unable to attend meetings in person, under extenuating circumstances, have the option to participate in the meeting through teleconference services or electronic communication services.
  - (a) Commission Members may attend the meetings via teleconference, meaning a suitable electronic method to participate in the live (real-time) meeting, allowing Members to participate in discussion, debate, resolutions, and voting.
  - (b) Commission members who wish to use teleconference services or electronic communication services to participate in the meeting must provide notice to the Chair and the Secretary, or their designates, prior to the start of the meeting.
- (3) A majority of commissioners shall form a quorum.
- (4) Each member has one vote.
- (5) The Chief of Police, staff and other attendees have an advisory capacity only and therefore no voting privileges.
- (6) Meetings shall be open to the public. However, in-camera sessions may be held respecting *Freedom of Information and Protection of Privacy* items (FOIP).
- (7) The conduct of all participants will be respectful, using appropriate language and following the rules as outlined by the Chair. Attendees displaying poor conduct may be asked by the Chair to leave.
  - (a) Cell phones and all other electronic devices should be placed on vibrate during Taber Municipal Police Commission meetings. Failure to comply will result in exclusion from the meeting. Recordings of closed session discussions are prohibited.
- (8) Members of Commission may advance a point of order to the Chair if they deem the meeting is out of conduct. The Chair will accept the point of order and pause the meeting to address the point of order before continuing with the meeting.
- (9) The agenda for each meeting is set by the Chair in consultation with Commission staff, the Police Chief, and if necessary, Commission members. The Agenda is to be finalized five (5) days before the meeting. In-camera items are to be clearly marked.
- (10) The agenda is distributed to all Commission members and staff, the Chief of Police, and the public, five (5) days before the meeting. In general, no items will be added to the agenda after this notification. All support material (reports, briefs, letters, last session minutes, etc.) needs to be included. **It is expected that members review all material prior to the meeting and be prepared to discuss in detail at that time.**
- (11) Members of the public (delegation) who wish to address the Commission must request permission from the Chair a minimum of seven (7) business days prior to the meeting. The delegation must detail the names of those attending and the subject to be discussed. Presentations are limited to 10 minutes unless otherwise indicated by the chair. **Complaints about officer conduct are not topics for this forum.**
- (12) The general order of business for Commission meetings as coordinated by the Chair follows the Council Procedural Bylaw as follows:
  - (a) Call to Order

- (b) Adoption of the Agenda
  - (c) Adoption of the Minutes
  - (d) Business Arising from the Minutes
  - (e) Action Items
  - (f) Delegations
  - (g) Media Inquiries
  - (h) Closed Session
  - (i) Open Session
  - (j) Close of Meeting
- (13) Minutes of meetings are an honest expression of a summary of what was discussed and decided. Unbiased, accurate minutes will include:
- (a) time the meeting was called to order;
  - (b) names of attendees and non-attendees (and if only attending part of the meeting);
  - (c) name of person who motioned all decisions made during the meeting;
  - (d) items that have been held over to another meeting (for tracking) with deadlines; and
  - (e) the time the meeting moved into Closed Session, Open Session, and was adjourned.
- (14) Notes kept to prepare the official minutes of the Commission are considered transitory records and are destroyed upon approval of the minutes.
- (15) All records of the Commission are stored and archived as per the policies and procedures of the municipality. All minutes will be posted by the Secretary, or delegate, to the Town of Taber website. *(Alberta Policing Oversight Standards OM 4.1, 4.2, 4.3)*
- (16) The Commission, as a public body must comply with *Freedom of Information and Protection of Privacy* (FOIP) Legislation. The FOIP coordinator for the Commission has been designated in Bylaw 12-99, and further designated by motion, as the Chair. The FOIPP coordinator is responsible for ensuring that personal information is managed in accordance with FOIP legislation including the destruction of information following meetings or terms of members. Requests for information involving the Commission should be directed to the FOIP coordinator for the Commission subject to their fees and policies. *(Alberta Policing Oversight Standard OM 4.4)*

## 2.17 Records Retention

- (1) General Records Retention
  - (a) The records retention schedule is the authority for the Police Commission to regulate the retention and destruction of records. The retention schedule is designed to reduce the

volume of records and eliminate inactive record holdings. It is also designed to identify when the official version of a record transfers from the original written or hard copy format to the electronic format of the record. The schedule has been planned with several objectives in mind, including:

- (1) the establishment of standard record retention periods;
  - (2) the efficient use of space, equipment and staff;
  - (3) the orderly destruction of records no longer of value;
  - (4) the preservation of records of historical or noteworthy value;
  - (5) the creation of an authority for the destruction of records;
  - (6) the development of an efficient means to store records, which will allow for the retrieval of personal information, within a reasonable period of time;
  - (7) reasonable steps that are to be followed to ensure that confidential records containing personal information are protected during their storage, transportation and destruction.
- (b) For the purpose of this Retention Schedule, the word “record” will be that as outlined in the Freedom of Information and Protection of Privacy Act (FOIPPA Act). For the purposes of this procedure, the words “General Occurrence” refers to an incident brought to the attention of the Commission, which requires the submission and entry of a report on the Service’s Records Management System.

2. Official Record – Written and Electronic

- (a) A record can be in a hardcopy or electronic format.
- (b) The official version of a record is the format that the record is originally created in. The official version of a record can be lawfully transferred from a hardcopy to an electronic format.
  - (1) For the official version of a record to change from a hardcopy to electronic form, the following criteria must be met;
    - (a) the electronic form is retained in the same format or in a format that accurately represents the hardcopy version of the record;
    - (b) the information in electronic form is accessible for subsequent reference to anyone authorized to require its production.
  - (c) The members of the Commission are under a duty to accurately input and maintain the records of the Commission. Therefore, when hardcopy records are converted into an electronic format, the electronic record is considered to be an accurate representation of the hardcopy record.

3. Responsibilities

- (a) It is the responsibility of any member of the Commission who is assigned custody of a record or series of records to apply the retention schedules, as authorized by the Commission Chair or designate.
- (b) Retention periods noted in the attached schedule will be indicated in calendar years except where otherwise noted.
- (c) Destruction of the record at the end of the retention period will include the hard copy as well as any electronic copy that may be used as part of an archival process.



- (d) Working papers consisting of rough notes and preliminary drafts, calculations used in the preparation of the records, are considered transitory records. These become of little value once the finished record has been produced and shall be destroyed as soon as practicable.
4. Historical Records
- (a) Historical records of the Commission are those of historical or noteworthy value after their administrative value expires. It is the responsibility of the Commission to identify, evaluate and archive documents of historical value.
  - (b) A record may be considered of historical value if it concerns:
    - (1) the organization and administrative history of the Commission.
    - (2) documents that may be presumed to have a general or continuing interest.
    - (3) major changes concerning the issuing of clothing, equipment, or opening of new buildings.
    - (4) major criminal cases, which may be of interest in the future.
5. Transfer and Destruction
- (a) The Commission Chair or designate will ensure that the records under their control will be handled according to the attached retention schedule.
  - (b) Records identified to be destroyed at some future point will have the destruction date clearly affixed to the file box.
  - (c) Records will be destroyed when the retention period has been reached.
  - (d) At no point should records containing personal information waiting transfer to dormant storage be left in unprotected areas.
  - (e) The method of destruction of hard copy records should be by means of shredding or similar method to ensure complete and total destruction. Records shall NOT be disposed of by sale as waste or salvage.
  - (f) Personal information shall be disposed of in accordance with regulations of the Freedom of Information and Protection of Privacy Act or any amendments, guidelines or directions from the Minister responsible for the governance of the Act.
  - (g) The Freedom of Information and Protection of Privacy Act, and the amendments or regulations thereof, authorize the destruction of records in accordance with a retention schedule established by the Commission. The head of any public body is responsible for establishing and updating the retention schedule.
  - (h) The retention schedule may be updated on a periodic basis; however, it shall always contain the latest revision date on the document.
6. Freedom of Information and Protection of Privacy Act
- (a) General: The public has a right to know about the services we perform on their behalf, however, this right is not absolute. The Freedom of Information and Protection of Privacy Act requires that we protect individuals who come into contact with the Commission from unreasonable invasions of privacy. As well, certain operations and

tactics must remain confidential in order to maintain their effectiveness. It is, however, the Commission's philosophy to be as open and cooperative with the community as possible, both in a reactive and pro-active mode.

- (b) Delegation: For the purposes of complying with the Freedom of Information and Protection of Privacy Act as it applies to the Commission, the Secretary of the Commission shall assume responsibility as head of the public body.
- (c) The position of FOIP coordinator has been delegated by the Chair of the Commission. Delegated authority for the administration of the FOIPP Act has also been given to the Commission Secretary. The Chief of Police has also directed that the fees as outlined in Schedule 2 of the Act shall be those that will apply to FOIPP Act disclosures.
- (d) The FOIPP coordinator will retain copies of all information provided regarding FOIPP requests and submit a report, outlining the request and the information provided. The report will be read and approved by the Chair.
- (e) The following Records Retention Schedule and Delegation Table further outlines authority delegated by the Chair to fully comply with the obligations and responsibilities of administering the FOIPP Act.

7. Records Retention Schedule (Standards SS 8.6)

<i>Subject Record</i>	<i>Description</i>	<i>Retention</i>	<i>Where Kept</i>
Annual Report	Commission Annual Report	Indefinitely	Secure File Storage
Budget	Commission Final Approved Budget	Current plus 2 years	Secure File Storage
Collective Agreements	Agreements, Arbitration, Letters of Understanding	Agreement expiry plus 7 years	Secure File Storage
Contracts & Agreements	(a) Major Contracts \$25,000 plus (b) Minor contracts	(a) Contract expiry plus 7 years (b) Contract expiry plus 7 years	Secure File Storage
Correspondence	(a) Office of the Commission Chair (c) Email	(a) 4 years (c) 90 days	Secure File Storage
Crime Analysis	Yearly document	5 years	Secure File Storage
Equipment Inventory	Commission Equipment	1 year	Secure File Storage
FOIPP Requests	Requests & Information	Current plus 2 years	Secure File Storage
Health & Safety	As per the Town of Taber Health and Safety policy	As per the Town of Taber Health and Safety policy	Secure File Storage

<i>Subject Record</i>	<i>Description</i>	<i>Retention</i>	<i>Where Kept</i>
Labour Relations	Labour Disputes	After resolution – 5 years	Secure File Storage
Media Releases	(a) Media (b) Social media	(a) 1 year (b) 3 months	Social media platforms Secure File Storage
Memorandums & Directives	All Personnel memos & Directives	Current plus 2 years	Secure File Storage
Planning & Research	Project information business plans stat reports business plans research projects	15 years	Secure File Storage
Policy	Documents	Current plus 10 years	Secure File Storage
Professional Standards	Internal Investigations & Public Complaints	Current plus 5 years	Secure File Storage
Records of Commission Hearings		5 years	Secure File Storage
Records of Discipline	Complaints against the Chief of Police	5 years	Secure File Storage
Records of Employment	As per the Town of Taber policy	As per the Town of Taber policy	Secure File Storage

## 2.18 Use of the Commission Logo

- (1) The Commission Secretary has the rights to use the Commission logo for official Commission business and will store and protect the digital files for the logo in the formats in which they were originally approved.
- (2) Logo components must not be altered in any way as the colors and design of the shield were granted by the Canadian Heraldic Authority.
- (3) The Taber Police Commission logo contains three colours in its design. The 3-colour logo is the preferred method of use and is required whenever and wherever possible. The following are the official color code for each process.

RGB			
Yellow	Red 228	Green186	Blue 26
Green	Red 0	Green123	Blue91
Black	Red35	Green31	Blue32

- (4) When using the Police Commission logo in digital designs, files are provided in a PNG file format. This file may be able to be expanded and reduced in size with minimal to no resolution loss. When creating a design that is intended to be both digital and printed, please use the PNG version.
- (5) Digital formats are to be kept in the Police Commission Secretary's digital filing system.
- (6) The Commission's logo may only be used digitally for the following reasons:
  - Official Commission webpage on the Town-owned and operated website(s);
  - Commission and Town of Taber-owned and operated social media sites;
  - Digital publications that are created by the Commission and Town;
  - On websites when the Commission is involved with the program and/or organization through sponsorship, funding, collaboration, servicing, or project implementation (use of the logo must be pre-authorized prior to being placed on a website);
  - Digital publications where the Commission is sponsoring and/or involved in the information being publicized.
- (7) Social Media Design Standards  
While social media platforms each have a standard design size, they are more forgiving for larger or smaller designs. It is recommended staff make their designs to the social media post sizes.
- (8) Minimum Sizing of Logo  
The Town logo may be reduced in size so much that the logo is still legible to the viewer, particularly the wordmark. If in doubt compare size to the Town logo.
- (9) Email Signature  
The Town of Taber provides email addresses to Police Commission members. As such, email signatures shall adhere to all acceptable usage (as defined in Information Technology policy documents), as well as to the following design requirements for any emails sent to external recipients.  
  
All Commission member email signatures shall include the following information (at minimum):
  - Sender's name (first and last) in a legible font at the top of the signature;
  - Sender's official title (i.e. "Commissioner, Commission Secretary")
  - Full mailing address. For notes on proper addressing, please see section on addressing standards;
  - Work phone number (Commission members may choose to use their Cellphone)
  - The Commission logo (to the left of the signature or below the signature).
  - A "Notice of Confidentiality" at the base of the email signature (see below for an acceptable template)

## 2.19 Communication

- (1) The Chair of the Taber Municipal Police Commission is the official spokesperson for the Commission and represents the Commission in all matters before municipal, provincial and federal government. Municipal Council inquiries about the police service may be addressed to those Councillors who sit on the Commission, they can provide information to the Council or arrange for information sessions deemed necessary.
- (2) All correspondence addressed to the Chair that is not a public complaint under the [Police Act](#), is processed by the Chair.
- (3) All correspondence sent or received directly by the Chair or Commission Members are forwarded to the entire Commission for information, response and filing.

- (4) Formal communication between the police service and the Commission is conducted through the Chair and the Office of the Chief.
- (5) The Chair is the media spokesperson for the Commission, this also includes communication through social media platforms. Communication issued by a media release shall receive approval of the Commission body; such approval to be obtained by most expedient means. (Alberta Policing Oversight Standard OM 5.1)

**2.20 Commission Business Plan**  
(Alberta Policing Oversight Standard OM 2)

This section refers only to that portion of the Business Plan *specific to* the Commission. Please refer to **Section 3.4 Financial** of this document for equivalent with regard to the police service.

- (1) The Commission, in consultation with the Chief of Police, from time to time may include in the priorities, goals and objectives a section particular to the Commission. There will only be one Business Plan on a multi-year cycle to guide both the Police Service and the Police Commission such a plan to include:
  - (a) priorities, goals and objectives;
  - (b) implementation strategies;
  - (c) benchmarks for success; and
  - (d) a budget.
- (2) The plan will be submitted to Council for amendments, ratification, and provision of funds.
- (3) Changes to the budget need approval from the Commission and Council.
- (4) An annual letter signed by the Chair will confirm or amend the business plan at the discretion of the Commission. (Alberta Policing Oversight Standard OM 2.1)
- (5) The financial records of the Commission may be audited at any time by auditors appointed by the municipality.
- (6) The Commission will oversee the preparation of an annual report for submission to Council and made available to the public. The annual report will suffice for both the Police Service and the Police Commission. At a minimum the report will contain: (Alberta Policing Oversight Standard OM 2.4)
  - (a) introduction;
  - (b) overview;
  - (c) composition of the Commission;
  - (d) committee summaries (as they exist);
  - (e) statistical information regarding meetings and activities (such as: attendance, activities, training and development, membership, conference attendance etc.);
  - (f) initiatives;

**Commented [TM5]:** Slight wording change here to include the addition of social media. Meaning that members should not communicate anything in regards to police or commission business on their own social media. If Commission begins to use their own social media platform communications must be approved by the Chair.

- (g) self-evaluation;
- (h) public complaint summary; and
- (i) concluding comments.

## 2.21 Complaints

- (1) In general there are 4 types of complaints that the [Police Act](#) identifies (**Section 43, 44, 45, 46, and 46.1**). They include complaints concerning:

- (a) a police officer;
- (b) the Chief of Police;
- (c) policies and services of a police service;
- (d) serious incidents (including sensitive issues).

Complaints must be submitted within one year of the incident as per **Section 43(11, 13)** of the [Police Act](#).

Complainants must be advised at least once each 45 days regarding the status of their complaint as *per* **Section 44(11)** policies and services, **45(7)** police officers, **46(7)** chiefs of police, and **46.1(7)** serious incidents of the [Police Act](#). The PCD shall have access to all records pertaining to public complaints and shall monitor the process on behalf of the Commission to ensure complainants are kept informed.

The Commission must report all complaints and their subsequent dispositions to the Director of Law Enforcement as per **Section 52** of the [Police Act](#).

### (2) Complaints Regarding Police Officers

- (a) Complaints concerning a police officer are the responsibility of the chief. The PCD forwards concerns regarding police officers to the chief as per **Section 28.1(3)** of the [Police Act](#).
- (b) Complaints against police officers may be resolved informally at any time before or during an investigation with consent as per **Section 43.1(1)** of the [Police Act](#).
- (c) The Commission may become involved in these types of complaints if the chief requests that the chair arrange for investigation of the complaint by another police service. **Section 45(5-7)** of the [Police Act](#).
- (d) A copy of the final decision regarding the complaint is sent to the Commission as per **Section 45(8)** of the [Police Act](#).
- (e) The Commission may be asked by the chief to consider dismissing a complaint when the chief considers the complaint frivolous, vexatious or made in bad faith as per **Section 43(7-8, 12-14)** of the [Police Act](#). Documentation explaining the decision and the right to request a review of the decision is provided to the complainant by the Commission if the Commission agrees it is frivolous, vexatious or made in bad faith.
- (f) Police officers under investigation for misconduct (as per **Section 5** of the [Police Service Regulation](#)) must be charged within the time limits as set out in **Section 7** of

the [Police Service Regulation](#) unless an extension is filed and granted by the Commission.

(3) **Chief of Police Complaints**

- (a) Complaints concerning a chief are submitted to the Chair of the Commission for action as per **Section 43(2)** of the [Police Act](#).
- (b) Complaints may be dealt with informally by the Chair as per **Section 43.1(2)** of the [Police Act](#) if both the chief and complainant consent.
- (c) **Section 46(1-7)** of the [Police Act](#) outlines the handling of complaints submitted to the Commission regarding the Chief of Police.
- (d) The Commission may dismiss complaints against the chief per **Section 43(9, 12, and 14)** of the [Police Act](#) at any time before or during the investigation if the Commission believes the complaint is frivolous, vexatious or made in bad faith. Documentation explaining the decision and the right to request a review of the decision is provided to the complainant and the chief.

(4) **Police Services or Policy Complaints**

- (a) Complaints concerning police services or service policies, as per **Section 44(1)(b)** of the [Police Act](#), are referred to the chief who may:
  - (i) deal with the complaint; or
  - (ii) refer the matter to the Commission.
- (b) The Chief of Police must provide a copy of the final decision regarding service or policy complaints to the Commission as per **Section 44(10)** of the [Police Act](#).
- (c) Complaints made regarding police services or policy can be appealed to the Commission as per **Section 44(3-9)** of the [Police Act](#).
- (d) The Commission must provide a copy of the final decision regarding service or policy appeals to the complainant as per **Section 44(9)** of the [Police Act](#).
- (e) The Commission **Section 43(10,12,14)** or chief **Section 43(7)** may dismiss such complaints at any time before or during the investigation if it is believed the complaint is frivolous, vexatious or made in bad faith. Documentation explaining the decision and the right to request a review of the decision is provided to the complainant and the chief.

(5) **Serious Incidents and Complaints**

Serious incidents or complaints (including issues of a sensitive nature), as defined by Alberta Minister of Public Safety and Emergency Services are managed according to **Section 46.1** and **Section 46.2** of the [Police Act](#).

- (a) The chief shall notify the Commission and the Minister as soon as practicable of incidents or complaints involving serious injury or death of any person that may have resulted from the actions of a police officer as per **Section 46.1(1)** of the [Police Act](#).

- (b) The chief shall notify the Commission and Minister as soon practicable of situations of a serious or sensitive nature that may have related to the actions of a police officer as per **Section 46.1(1)** of the [Police Act](#).
- (c) The Minister, via his/her designate, the Director of Law Enforcement, will decide how the matter is investigated as per **Section 46.1(2)(a-d)** of the [Police Act](#). This may include:
  - (i) assistance of a police officer from another police service;
  - (ii) investigation by another police service;
  - (iii) appointing of the public as overseers; or
  - (iv) as per **Section 46.2** of the [Police Act](#), direction to the Alberta Serious Incident Response Team to investigate, assist in the investigation, or take over the investigation.
- (d) Copies of documentation provided to the complainant during the investigation will also be provided to the Commission as per **Section 46.1(8)** of the [Police Act](#). The investigation findings will be shared with the Commission as per **Section 46.1(4)** of the [Police Act](#).

#### **Complaint Analysis**

As per the *Provincial Policing Standards*, the police service shall analyze, annually, all complaints to evaluate and resolve any trends that may adversely affect public confidence in either the conduct of an individual member or the quality of service delivered. The results of the analysis shall be reported annually to the Police Commission with identification of strategies to address concerns. ([Alberta Policing Oversight Standard PA 7.9](#))



**Section 3:**  
**Policies for the Governance and Oversight of the Police Service**

Guidelines, policies and directions for the provision of efficient and effective police services.

### 3.1 Approach to Policing

- (1) The Police Commission endorses a community-based approach to policing based on the following definition:

Community policing, which is based on the principles of partnership, ownership, problem solving and quality service, allows police services to respond to the unique policing needs of their communities. Implementing community policing requires ongoing dialogue with the community, taking a collaborative and proactive approach and identifying community needs.

- (2) The Chief of Police must manage the police service in a manner that upholds the Commission's commitment to community-based policing.

### 3.2 Management of the Police Service

- (1) The Chief of Police has command of the police service subject to the policies and general supervision of the Police Commission.
- (2) The Chief of Police may delegate authority but cannot relinquish control or cease to be responsible for the professional administration of the police service.
- (3) If the Chief of Police is unable to fulfill his or her assigned duties, the Commission appoints an interim chief.
- (4) The Chief shall present an annual report to the Commission covering the operations of the police service during the previous fiscal year ([Alberta Policing Oversight Standard OM 3.2](#)).
- (5) The Chief shall receive an annual evaluation of his performance in managing the police service from the Commission.
- (6) The annual evaluation shall be in keeping with modern day human resource competency based performance management system, such as the Canadian Police Sector Council recommended forms and procedures as outlined in Appendix 'D' of this Policy Manual.

### 3.3 Jurisdiction

- (1) Police officers have jurisdiction throughout the province as per **Section 38(2)**, unless restricted by a Commission as per **Section 31(2a)** and **Section 38(3)**. Even when restricted, however, if the officer is in an immediate pursuit as per **Section 38(4)** powers can be exercised beyond that jurisdiction.
- (2) The consent of the Police Commission must be obtained if police officers are to work outside of their restricted territorial jurisdiction as per **Section 33(1)** of the [Police Act](#).
- (3) The Commission Chair and the Public Complaints Director will be notified of any requests from other Police Commissions under **Section 45(5)** of the Police Act. The Chair and the PCD will request a recommendation from the Chief of Police taking into consideration operational and financial impacts whether or not TPS can oblige the request. The Chair and PCD can authorize such a request with advice to the Commission as a whole. This process may be expedited when circumstances require it at the discretion of the Commission in consultation with the Chief of Police.

OR

- (4) The Commission Chair will be notified of any requests from other Police Commissions under **Section 45(5)** of the Police Act. The Chair will request a recommendation from the Chief of Police taking into consideration operational and financial impacts whether or not TPS can oblige the request. The Chair can authorize such a request with advice to the Commission as a whole when time is a factor. The Chair will contact and advise the other Commission members of the situation and the decision.

### 3.4 Police Service Personnel

- (1) The Police Commission delegates to the Chief of Police the authority to appoint sworn members and civilian employees to the police service, with the exception of the Chief of Police.
- (2) The Commission delegates to the chief the authority to approve special leave requests from sworn members and civilian employees.
- (3) The Commission may terminate the services of a police officer for reasons other than disciplinary reasons (Police Act s.37(2)). Where the Commission or the Chief believes that the non-disciplinary termination of a police officer is warranted:
  - (a) The Commission shall direct the Chief to provide the Chair with a Report in writing including the Chief's recommendation and supporting documentation relating to the request for termination of a sworn member under s.37(2) of the Act.
  - (b) The Chair shall notify the affected officer by providing a copy of the report and recommendation. Service of the original notice shall be personal service by sealed envelop and may be conducted by the Chief or a designate who may be a sworn member of the Taber Police Services. Service of the Notice shall include an email address for service of a response on the Chair of the Commission and a physical address for service of originals.
  - (c) The Chair shall invite the affected officer to provide any written submissions in response and inquire as to whether the affected officer requests an in-person meeting to speak to the Commission on their written submission. Service of written submissions shall include an email address for service on the affected officer and a physical address for service of originals.
  - (d) The timeline for any written submissions or request for an in-person hearing from the affected officer shall be no less than 15 days but no more than 30 days of receipt of the correspondence, unless the Chair determines that circumstances warrant an extension which shall not be more than 30 further days.
  - (e) If the affected officer provides written submissions, the Chair shall provide same to the Chief with the opportunity to provide a reply submission. The timeline for any reply submission from the Chief shall be no more than 15 days.
  - (f) If the affected officer requests an in-person meeting, the Chair or designate shall coordinate with the Chief, the affected officer, and the Commission to arrange a suitable date and time. An in-person meeting shall be an in-Camera meeting of the Commission, the Chief, the affected officer. The affected officer may have representation arranged through the Taber Police Association as per the collective agreement. Evidence to be considered shall be the initial Report, the Written Response and oral submission and any Reply Submission. The Commission may ask clarifying questions on the oral submission through the Chair.

- (g) After review of the written submissions from the Chief and affected officer, and following the in-person hearing should such a hearing occur, the Commission shall decide whether to terminate the services of the affected officer for non-disciplinary reasons and shall advise the Chief and affected officer of its decision in writing within 30 days unless the Chair determines that circumstances warrant an extension which shall not be more than 30 further days. All parties will have written notice of the extension and revised deadline.
- (4) The Commission is bound by **Section 8 (11-13)** of the [Police Service Regulation](#) with respect to relief of duty without pay.

### 3.5 Financial

- (1) In accordance with the budget cycle of the municipality, the Commission, in consultation with the Chief of Police, shall consult the business plan which specifies the level of police services and programs to be provided to meet the needs of the citizens.  
[\(Police Act Section 29\(1-3\)\)](#)
  - (a) The chief presents a policing plan and proposed budget detailing police services, programs and capital expenditures designed to best meet the community needs to the Commission for approval.
  - (b) In consultation with the chief, the Commission determines if community conditions and general community welfare warrant the addition, elimination, reduction, continuation or expansion of specific programs or the level of police service.
  - (c) The budget must reflect all police court fine revenue from the previous years' experience.
  - (d) The Commission submits the police service budget, as approved, to Council in accordance with the specified timetable of the municipality.
- (2) The chief will present monthly reports on the budget of the police service to the Commission. Those reports will be presented to Council by the Commission.
  - (a) The chief reports anticipated variances in the annual budget to the Commission as soon as practicable.
  - (b) Operating funds approved by the Commission in the annual operating or capital budget that are unexpended at year-end (in excess of \$10,000), cannot be spent on operational activities or capital projects that have not been approved by the Commission.
  - (c) The chief may reallocate funds between account categories where necessary to achieve annual objectives or to reflect adjustments to annual objectives based on community requirements. Reallocations of funds that exceed \$10,000 must be reported monthly to the Commission.
  - (d) The chief must advise the Commission of all new leases exceeding \$50,000 over the life of the lease, before these items are presented to Council or a committee of Council.

- (3) Application for expense reimbursement by the Chief of Police is submitted to the Chair or designate for review and approval. Monthly summaries of all expenses for the chief are submitted to the chair for review and approval.
- (4) Private sector donations to the police service must be approved by the Chair and will only be approved if the impartiality of police does not come into question. Amounts in excess of \$1000 will be directed for use as approved by the Commission if not designated to a specific program of the police service. A summary of such donations shall be submitted to the Chair of the Commission at the close of the year.
- (5) The Taber Municipal Police Commission and Police Service employ an accounting system that is provided by the Town of Taber Finance Department. Yearly financial audits are the responsibility of the Finance Department and are carried out employing generally accepted accounting principles that exist from time to time. (Alberta Policing Oversight Standard OM3)

### 3.6 Police Service Policies

The policies and procedures for the police service must adhere to provincial policing standards developed by Alberta Minister of Public Safety and Emergency Services. Commission members are responsible for ensuring that the police service has policies that address the standards in the [Provincial Policing Standards Manual](#), as amended.

# APPENDIX 'A'

#### APPOINTMENT AND RE-APPOINTMENT PROCESS

Upon a vacancy for appointment to the Taber Police Commission, at the direction of the Chief Administrative Officer, Administration shall follow the steps contained in this appendix to identify appropriate community members and approve/certify/clear those named for appointment.

- 1) The vacancy shall be advertised in the local media and listed on the Town of Taber website. Applicants shall complete and submit an application available from the Town of Taber Administration office or website, along with a signed release of information. All applicants will provide a police information check with their application. Administration will make a determination to request an enhanced police information check, if required.
- 2) If no or insufficient applications are received the position will continue to be advertised.
- 3) The list of applicants will be provided to the CAO and the Commission Chair. Commission will develop a sub-committee to review the applications and provide feedback and recommendations to the CAO and Council to review in Closed Session.
- 4) The Council shall be made aware of the contents of Section 2.1.3 of the Taber Police Commission Policy Manual relating to the needs of the position. The Council may seek any clarification they deem necessary to assist them in making a decision.
- 5) When a Commission member term of service is over and they remain eligible for re-appointment they must also follow this process. In consideration of their re-appointment the Council shall consider their record of service and may seek such clarification they deem necessary to assist them in this decision.
- 6) Upon appointment a personnel file shall be created and maintained by the Secretary to ensure service dates are recorded, oaths of office are retained and any correspondences can be managed, the file will be destroyed in accordance with the Town's record management system and Records Retention Bylaw.

# APPENDIX 'B'



## Taber Municipal Police Commission Policy Manual



Taber Police Service

### Complaints Against Police

Taber is a great place to live. With your help we can make it even better. Working together to keep channels of communication open between Taber's citizens and police is important. If you have a complaint against the Taber Police Service, we encourage you to make your feelings known. We will listen to you and take appropriate action. That's a promise.

#### WHAT HAPPENS AFTER AN INVESTIGATION IS COMPLETED?

If it is found that a criminal offence was committed, the reports and investigation are given to Alberta Justice (crown prosecutor) and s/he decides whether or not charges will be laid.

In matters that do not involve criminal offences, the Chief of Police reviews the investigation and decides what will be done.

If it is decided that an officer has contravened a section of a service regulation, the Chief can consider three different options:

- conduct an internal disciplinary hearing;
- issue an official warning;
- dismiss the matter.

The Chief of Police notifies the person who has made the complaint what decision was made and what action was taken.

#### WHO IS THE TABER POLICE COMMISSION?

The Taber Police Commission is a seven-member board appointed by Town Council. It is comprised of five citizens from the community and two Councilors. Under the authority of *The Police Act*, the Commission is responsible for the general supervision of the Taber Police Service. These responsibilities include: establishing policy; reviewing public complaints against the Police Service and its members; and issuing instructions as necessary to the Chief of Police.

#### WHAT IS A COMPLAINT?

A complaint is an allegation by any member of the public concerning the:  
(a) services provided; and/or  
(b) conduct  
of a member of the Taber Police Service or any other person appointed or employed under *The Alberta Police Act*.

#### MEDIATION

Complaints that are minor in nature can be referred for mediation. Mediation is recognized by the Taber Police Service as an alternate means of resolution to complaints against police.

However, before mediation can occur, the Chief of Police, the complainant, and the member involved must be fully in agreement to participate.

The process is available at all times during and prior to an investigation.

If, however, mediation is not successful, the complaint goes into the formal process for investigation.

#### WHO CAN MAKE A COMPLAINT?

Any person who feels offended by the actions or attitude of a police officer or the services provided by the police service can make a complaint.

Any person can make a complaint on behalf of another person. For example, you can make a complaint on behalf of a minor or on behalf of a person who is incapacitated.

#### HOW DOES A PERSON MAKE A COMPLAINT?

Complaints can be made by telephone, in person, or in writing, to any police officer of the Taber Police Service, to the Public Complaints Director through the Town of Taber Administration office, or directly to the Chief of Police. Members of the police service are on duty 24 hours a day, every day of the week. The Police Act requires that an individual making a complaint must then participate in the investigation by co-operating with investigators. This will consist of providing a statement and relevant information.

#### WHAT HAPPENS AT AN INTERNAL DISCIPLINARY HEARING?

You (the complainant), the Taber Police Service member, representatives of the Service, and any interested parties have a right to be heard. The hearing may be held in public at a date and location that is convenient to the parties involved.

#### WHAT HAPPENS IF THE PERSON WHO MAKES THE COMPLAINT IS NOT SATISFIED?

If the person making the complaint is not satisfied with the findings of a concluded investigation, s/he will be advised of their right to appeal the decision. This appeal may be made within 30 days to:

The Secretary  
Law Enforcement Review Board  
10<sup>th</sup> Floor, 10365 - 97 Street  
Edmonton, Alberta T5J 3W7

#### WHAT HAPPENS TO A COMPLAINT AFTER IT IS MADE?

All complaints are treated seriously and no matter when your complaint is made, a copy is sent to the Chief of Police. The police officer(s) named also receives a copy of the complaint. When a complaint is received, the Chief of Police will determine if the complaint is about the actions of a police officer or about the services provided by the police. The Chief of Police will then direct the complaint be investigated as per the direction provided in *The Alberta Police Act*.

While the investigation is being conducted, you will be provided with status reports on a regular basis.

#### HOW ARE COMPLAINTS INVESTIGATED?

All complaints are investigated by the Taber Police Service or by another agency if the Chief of Police and the Police Commission agree that it would be in the public interest to do so. A member assigned responsibility for the investigation will interview or obtain statements from all involved in the complaint and prepare a report for the Chief of Police.

#### ADDRESS AND INFORMATION

Chief of Police  
Taber Police Service  
5700 5<sup>th</sup> Avenue  
Taber, Alberta T1G 2H7  
(403) 225-8991

# APPENDIX 'C'

## TABER MUNICIPAL POLICE COMMISSION CODE OF CONDUCT AND ETHICS

The purpose of this Code of Conduct and Ethics is to outline the minimum standard of conduct expected and to guide appointed members of the Taber Municipal Police Commission. The expectation is that Commission Members carry out their entrusted duties in a way that displays respect, integrity, transparency, accountability, and to acknowledge that the function of the Taber Municipal Police Commission is, at all times, to serve its community and the public.

Taber Municipal Police Commission members shall govern their conduct in accordance with the requirements and obligations set out in the Province of *Alberta Police Act and Regulations*, and the bylaws and policies enforced by the Town of Taber. This Code of Conduct and Ethics supplements the Taber Municipal Police Commission Policy Manual and the Town of Taber Policies referred to in the Commission Policy.

Therefore, Commission members shall:

1. At all times conduct themselves at the highest standard on both a personal and professional level. They are to be respectful and courteous of other Commission members, Commission staff, members of the Taber Police Service, and the public in order to demonstrate the values of the Taber Municipal Police Commission, retaining the trust, respect, and confidence of the public.

A breach may include, but is not limited to:

- Attending a meeting while impaired by the influence of drugs or alcohol
- Behaving in a disrespectful, impolite, discriminatory, or harassing manner while carrying out Commission business
- Sharing confidential or sensitive information
- Publicly sharing information that is deemed to be inappropriate or that lacks integrity (example: social media posts, etc.)
- Non-Compliance with Municipal, Provincial, or Federal laws
- Non-Compliance with Commission Bylaws, Policies, and Procedures

2. Abide by their Oath of Office to preserve the integrity of the Commission and retain the trust, respect, and confidence of the community.
3. Ensure they are available for orientation, training, and educational opportunities that are offered or required that would assist them in effectively and successfully carrying out their duties.
4. Commission members will abide by, and adopt Town of Taber Bylaws, Policies, Procedures, and Code of Conducts, where they are not at odds with relevant provincial legislation.
5. Attend and actively participate in all Commission meetings and report absences to the Chair prior to the meeting. Nonattendance may be cause for dismissal from the Commission.
6. Not share information deemed sensitive or confidential discussed or disclosed at in-camera or closed meetings.
7. Declare all potential or perceived conflicts of interests to the Chair. In the case that the breach is related to the Chair, it must be reported to the Vice-Chair. Conflicts of interest can be but are not limited to:
  - (a) personal interests (financial or other),
  - (b) professional/occupational interests (financial or other),
  - (c) interest that may or appear to affect their objectivity,
  - (d) interests that may or appear to affect their judgement,
  - (e) interests that may or appear to affect their ability to act in the best interest of the Commission.

- 7.1 Conflicts, personally or in relation to a colleague, must be brought to the attention of the Chairperson and handled in a manner that preserves the public confidence, integrity, and impartiality of the Commission. Failure to disclose a conflict of interest may result in dismissal from the Commission.
  - 7.2 If a Commissioner is not certain whether there is a potential, real or perceived conflict of interest, they must bring it forward to the Commission.
  - 7.3 The Commission will determine by majority vote if a conflict exists. The Commissioner potentially in conflict shall be absent from the discussion and shall not vote on the issue of whether a conflict exists.
  - 7.4 Where a Commissioner has declared a conflict in a matter or a majority of the Commission has voted that a conflict of interest exists for a specific Commissioner in the matter, the affected Commissioner shall leave the meeting room for the duration of any discussion on the matter, abstain from participating in any discussion on the matter, shall not attempt to personally influence the outcome, and shall not vote on the matter.
8. Not use their position to advance their interests or the interests of any person or organization that they are associated with.
  9. Not interfere with Taber Police Service's operational decisions, responsibilities, and day to day operations of police services. Commissioners will not attempt to exercise individual authority over the Commission or the Taber Police Service. Commission members have no individual authority over the Chief of Police or other Taber Police Service members.
  10. Not speak to the media on behalf of the Commission unless delegated to do so by the Commission Chair. The Chair will be the spokesperson for the Commission. Delegation of this authority may be made as required to designated members of the Commission.
    - (a) If speaking to the media in their individual capacity, individual Commissioners must notify the media that they are not speaking as a spokesperson for the Commission.
    - (b) A Commissioner who expresses disagreement with a decision of the Commission shall make it clear that the member is expressing a personal opinion, and not the opinion of the Commission.
  11. Any unbecoming conduct, either personal, electronic, professional, or otherwise, from a member of the Police Commission may be grounds for dismissal as evaluated by either Council, as it relates to the Taber Municipal Police Commission Bylaw, or the Police Commission, after assessment by the Chair or designate, upon recommendation to Council.
  12. Report themselves or a colleague of the Commission if they have breached their Oath of Office or Code of Conduct and Ethics, real or alleged, and shall bring that information forward to the Commission.
  13. Withdraw as a member of the Commission for the duration of an investigation or inquiry if their conduct or performance is being investigated by the Commission without prejudice.
  13. If a Commission member is aware they are being criminally investigated by a police agency they shall take a leave of absence from their Commission duties without prejudice until the investigation ceases or criminal prosecutions are resolved.
  14. For a period of twelve months after leaving the Commission, abide by the ethical standards of conduct listed above, except those related to confidential information which shall apply in perpetuity.

Taber Municipal Police Commission  
Policy Manual

Commission members should not assume that any unethical actions not specifically prohibited in the Taber Municipal Police Commission Code of Conduct and Ethics are therefore tolerated. If in doubt about specific action(s) Commission members are encouraged to seek advice from the Chair or from legal counsel.

I acknowledge that I have read and agree to abide by the Taber Municipal Police Commission Code of Conduct and Ethics.

Signed the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Commissioner Member Name (Print)

\_\_\_\_\_  
Commissioner Member Signature

\_\_\_\_\_  
Chair or Designate Name (Print)

\_\_\_\_\_  
Chair or Designate Signature

# APPENDIX 'D'



## Taber Police Service – Chief of Police Performance Management Template

### Performance Management Template

#### IDENTIFICATION

Employee Name:	Position Title: Chief of Police
Supervisor Name:	
Review Period: From:	To:

#### COMPETENCY REVIEW

- Both supervisor and employee complete the form on their own and discuss their ratings during the performance review meeting.
- Note that in addition to competencies, performance criteria may be included, such as specific technical knowledge, quality of work, meeting deadlines, helping colleagues, and good attendance.

#### Change Management

Facilitates the transition to new organizational processes in response to internal and external needs.

##### Champions change (Level 5)

- Formulates a clear and compelling vision for change and its implications for the organization
- Communicates change initiative and impact to police service employees, police services board, community members, and government agencies
- Advocates for the necessary resources for the change initiative with authorities
- Launches the initiative and celebrates its success
- Reinforces the change message with one's own actions, behaviours and attitudes
- Creates an environment within the executive team that encourages innovation and continuous improvement
- Implements monthly meetings to review performance measures within each business area for the purpose of celebrating success and problem-solving for improvements

1	2	3	4	5	Self Rating	Supervisor Rating
Well below expectations	Somewhat below expectations	Meets expectations	Somewhat exceeds expectations	Clearly exceeds expectations		

Comments:



**Community Relations and Media Management**

Uses media and community events/resources effectively to create a positive public image of the police service, build strong relationships with the community, and to assist in the detection and investigation of crime.

Establishes the philosophy and direction of the organization’s relationship with the public and media (Level 5)

- Aligns the corporate public affairs and media relations strategy with organizational and public safety priorities
- Represents the organization and the jurisdiction at local, provincial, federal, and international events
- Balances the organization’s needs for media exposure with jurisdictional public affairs and media relations philosophy and priorities.
- Makes decisions on how to best leverage public affairs and media relations functions in the best interests of public safety.
- Communicates the expected image that the police service wants to project to the public
- Determines an effective organizational strategy for using media resources proactively and dealing with the media reactively, e.g., major issues or incidents
- Defines the organizational strategy for promoting a positive image of the police service to the public
- Represents the police service during major incidents/operations

1	2	3	4	5	Self Rating	Supervisor Rating
Well below expectations	Somewhat below expectations	Meets expectations	Somewhat exceeds expectations	Clearly exceeds expectations		

Comments:

**Decision Making**

Makes decisions involving varied levels of risk and ambiguity.

Makes high-risk decisions in the face of ambiguity (Level 5)

- Makes high-risk strategic decisions that have significant consequences
- Uses principles, values and sound business sense to make decisions
- Makes decisions in a volatile environment in which the weight given to any factor can change rapidly
- Reaches decisions assuredly in an environment of public scrutiny

1	2	3	4	5	Self Rating	Supervisor Rating
Well below expectations	Somewhat below expectations	Meets expectations	Somewhat exceeds expectations	Clearly exceeds expectations		

Comments:

**Ethical Accountability**

Takes responsibility for actions and makes decisions that are consistent with high ethical policing standards.

Sets the standard for policing ethics and values (Level 5)

- Communicates the organization’s values and ethics
- Ensures that standards and safeguards are in place to protect the organization’s integrity
- Develops policies and measures to integrate ethics within the organization (applies)
- Facilitates research on best practices
- Participates in defining ethical policing practice

1	2	3	4	5	Self Rating	Supervisor Rating
Well below expectations	Somewhat below expectations	Meets expectations	Somewhat exceeds expectations	Clearly exceeds expectations		

Comments:

**Financial Management**

Applies financial management principles and tools to effectively manage organizational resources (operating, capital, and people).

Leads the organizational financial management strategy (Level 5)

- Identifies and communicates the broader context which impacts policing as a public service – on local, provincial, federal and/or global level as relevant
- Negotiates and advocates with jurisdictional authorities regarding fiscal needs of police service in light of context
- Approves the prioritization of fiscal strategies
- Presents budget to police services board

1	2	3	4	5	Self Rating	Supervisor Rating
Well below expectations	Somewhat below expectations	Meets expectations	Somewhat exceeds expectations	Clearly exceeds expectations		

Comments:

**Fostering Relationships**

Seeks and builds alliances with internal and external stakeholders to meet their needs and further the organization's objectives. Uses an understanding of stakeholder needs, desires and critical success factors to influence priorities, initiatives and objectives and teaches other to do the same.

Sets strategic direction for partnering (Level 5)

- Establishes an infrastructure that supports effective stakeholder relationships
- Identifies and supports creative ways to partner with harder to reach stakeholders
- Profiles excellent examples of partnering within policing organizations and promotes them to other policing groups

1	2	3	4	5	Self Rating	Supervisor Rating
Well below expectations	Somewhat below expectations	Meets expectations	Somewhat exceeds expectations	Clearly exceeds expectations		

Comments:

**Human Resource Management**

Applies, implements, and directs the development of human resource management strategies, processes, policies, and practices.

Directs the development of human resources management strategy for an organization (Level 5)

- Anticipates and plans for future human resource requirements based on the long-term vision and strategic direction
- Identifies new ways in which human resource management can support the achievement of long-term organizational objectives
- Identifies objectives for human resource management in an organization

1	2	3	4	5	Self Rating	Supervisor Rating
Well below expectations	Somewhat below expectations	Meets expectations	Somewhat exceeds expectations	Clearly exceeds expectations		

Comments:

**Interactive Communication**

Utilizes communication strategies in an effort to achieve common goals, influence and gain others' support.

Communicates strategically (Level 5)

- Communicates strategically to achieve specific objectives
- Uses varied communication vehicles and opportunities to promote dialogue, shared understanding and consensus
- Understands the underlying needs, interests, issues and motivations of others. Interprets complex and possibly contradictory or competing signals/messages
- Gains support by capitalizing on the understanding of political forces affecting the organization

1	2	3	4	5	Self Rating	Supervisor Rating
Well below expectations	Somewhat below expectations	Meets expectations	Somewhat exceeds expectations	Clearly exceeds expectations		

Comments:

**Organizational Awareness**

Understands and uses organizational awareness to deliver optimal services. Seeks to understand the critical concerns and most important issues of stakeholders to find optimal solutions.

Operates effectively in a broad spectrum of political, cultural and social milieu (Level 5)

- Demonstrates broad understanding of social and economic context that can impact policing work
- Understands and anticipates the potential trends of the political environment and the impact these might have on policing work
- Operates successfully in a variety of social, political and cultural environments

1	2	3	4	5	Self Rating	Supervisor Rating
Well below expectations	Somewhat below expectations	Meets expectations	Somewhat exceeds expectations	Clearly exceeds expectations		

Comments:

**Information Technology Management**

Maximizes the use of state-of-the-art technology to support operational and administrative work of a police organization.

Ensures organizational technical capacity to achieve public safety objectives (Level 5)

- Encourages staff to continuously look for ways to optimize current technology and introduce new one
- Establishes benchmarks for effective use of technology
- Secures funding from authorities to introduce new technology in the organization

1	2	3	4	5	Self Rating	Supervisor Rating
Well below expectations	Somewhat below expectations	Meets expectations	Somewhat exceeds expectations	Clearly exceeds expectations		

Comments:

**Public Accountability**

Works effectively within parameters of jurisdictional governance structure (local, municipal, regional, provincial, and national) and associated policing frameworks. Adheres to values of public service. Understands and uses internal and external structures of authority and understanding the roles and responsibilities of external stakeholders in police operations.

Leads by example to safeguard and sustain public trust (Level 5)

- Develops effective working relationships with the external stakeholders to which a police service is accountable
- Models behaviour that reinforces openness and transparency in decision making
- Consults with necessary authorities and vets high profile actions and/or communications before going public
- Obtains approval of the organization’s strategic plan from the police board, commission, minister
- Advocates with authorities for sufficient funds to support the responsibilities the service takes on
- Effectively maintains independence of the police service from political roles and relationships to ensure transparency and alleviate concerns of political interference

1	2	3	4	5	Self Rating	Supervisor Rating
Well below expectations	Somewhat below expectations	Meets expectations	Somewhat exceeds expectations	Clearly exceeds expectations		

Comments:

**Public Safety**

Promotes an intelligence-led and problem-oriented policing philosophy that emphasizes partnerships with community, intelligence gathering, and proactive problem-solving that addresses conditions that can raise issues for public safety.

Promotes vision for intelligence-led and problem-oriented policing (Level 5)

- Articulates clear messages, internally and externally, to support an approach that blends intelligence –led and problem-oriented policing.
- Directs the development of policy and procedures to implement an integrated approach to intelligence-led and problem- oriented policing
- Works across multiple jurisdictions in support of the intelligence-led and problem oriented policing
- Participates in national and transnational policing initiatives to develop strategic alliances
- Educates key stakeholders about the approach and outcomes to gain their support
- Presents business case for adequate resources from the police services board, municipality, provincial and federal to ensure sustainability of intelligence capabilities

1	2	3	4	5	Self Rating	Supervisor Rating
Well below expectations	Somewhat below expectations	Meets expectations	Somewhat exceeds expectations	Clearly exceeds expectations		

Comments:

**Strategic Management**

Creates a strategic plan for the police organization, translates strategic objectives into operational goals, and works toward their implementation. Creates opportunities for continuous improvement through an ongoing evaluation of external environment and internal issues that hinder organizational sustainability.

Determines a vision and strategic objectives (Level 5)

- Identifies the short and long-term impact of current trends arising from environmental scan (e.g., demographic changes, government policies, etc.) on the police service
- Formulates a clear and compelling vision for the police service
- Considers local, regional, provincial, federal and/or transnational policing issues in determining organizational priorities
- Advocates with key jurisdictional partners and authorities to support the achievement of organizational strategic objectives

1	2	3	4	5	Self Rating	Supervisor Rating
Well below expectations	Somewhat below expectations	Meets expectations	Somewhat exceeds expectations	Clearly exceeds expectations		

Comments:

**Valuing Diversity**

Understands one's personal attitudes and values related to diversity and enhancing one's own and other's skills, knowledge, behaviours and actions related to diversity.

Promotes a policing culture that embraces diversity (Level 5)

- Actively promotes and supports programs that are designed to increase diversity practices in policing
- Reviews current and emergent demographic trends to determine policing service improvements
- Establishes professional standards and service delivery guidelines that respect diversity
- Develops workplace strategies to encourage the retention of police officers from culturally and linguistically diverse backgrounds

1	2	3	4	5	Self Rating	Supervisor Rating
Well below expectations	Somewhat below expectations	Meets expectations	Somewhat exceeds expectations	Clearly exceeds expectations		
Comments:						



**Section 2 – Core Tasks for Current Assignment**

<b>Core Tasks</b>	<b>Meets</b>	<b>Requires Development</b>
OVERSEES THE DEVELOPMENT OF POLICE SERVICE STRATEGIC PLAN		
EVALUATES THE SUCCESS OF IMPLEMENTING THE STRATEGIC PLAN		
HOLDS ACCOUNTABILITY FOR POLICE OPERATIONS		
HOLDS ACCOUNTABILITY FOR MANAGEMENT OF FINANCIAL RESOURCES		
HOLDS ACCOUNTABILITY FOR HUMAN RESOURCE MANAGEMENT		
CHAMPIONS THE USE OF INTELLIGENCE-LED AND PROBLEM-ORIENTED POLICING STRATEGIES, PROGRAMS AND TACTICS		
SETS THE DIRECTION FOR AND EVALUATE THE IMPLEMENTATION OF CHANGE		
HOLDS ACCOUNTABILITY FOR COMMUNITY AND MEDIA RELATIONS		
INSTILLS ETHICAL CONDUCT IN OTHERS		
DEVELOPS RELATIONSHIPS WITH LEADERS, ORGANIZATIONS, AND OVERSIGHT AND GOVERNING BODIES		

**Requested Training:**

**Member’s Comments:**

\_\_\_\_\_  
Chief’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair’s Signature



Employee's Name:  
Title: Secretary, Taber Municipal Police Commission  
Supervisor:  
Review Period:

### Employee Performance Evaluation

**Commented [TM6]:** Addition to include performance appraisal template for Commission Secretary.

Performance Competencies (*Depending on position, some competencies may be more relevant than others.*)

5 Exceeds expectations	Performance is consistently superior & significantly exceeds position requirements.	5 Exceeds expectations	4 Somewhat exceeds exp.	3 Meets expectations	2 Somewhat below exp.	1 Well below expectations	Self-Rating
4 Somewhat exceeds exp.	Performance frequently exceeds position requirements.						
3 Meets expectations	Performance consistently meets position requirements.						
2 Somewhat below exp.	Performance meets some, but not all position requirements.						
1 Well below expectations	Performance consistently fails to meet minimum position requirements, employee lacks skills required or fails to utilize necessary skills.						
New/Not Applicable:	Employee has not been in position long enough to have demonstrated the essential elements of the position and will be reviewed at a later agreed upon date						

1. <b>Job Knowledge:</b> Skill and proficiency in carrying out assignments. <i>Brief explanation:</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2. Possesses skills and knowledge to perform the job competently. <i>Brief explanation:</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<b>5 Exceeds expectations</b>	Performance is consistently superior & significantly exceeds position requirements.	<table border="1"> <tr><td>5 Exceeds expectations</td></tr> <tr><td>4 Somewhat exceeds exp.</td></tr> <tr><td>3 Meets expectations</td></tr> <tr><td>2 Somewhat below exp.</td></tr> <tr><td>1 Well below expectations</td></tr> <tr><td>Self-Rating</td></tr> </table>	5 Exceeds expectations	4 Somewhat exceeds exp.	3 Meets expectations	2 Somewhat below exp.	1 Well below expectations	Self-Rating
5 Exceeds expectations								
4 Somewhat exceeds exp.								
3 Meets expectations								
2 Somewhat below exp.								
1 Well below expectations								
Self-Rating								
<b>4 Somewhat exceeds exp.</b>	Performance frequently exceeds position requirements.							
<b>3 Meets expectations</b>	Performance consistently meets position requirements.							
<b>2 Somewhat below exp.</b>	Performance meets some, but not all position requirements.							
<b>1 Well below expectations</b>	Performance consistently fails to meet minimum position requirements; employee lacks skills required or fails to utilize necessary skills.							
<b>New/Not Applicable:</b>	Employee has not been in position long enough to have demonstrated the essential elements of the position and will be reviewed at a later agreed upon date							

<p>3. <b>Productivity:</b> Skill at planning, organizing and prioritizing workload (For self and direct reports, if applicable). <i>Brief explanation:</i></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>4. Makes a substantial contribution towards the continued operation and growth of the organization. <i>Brief explanation:</i></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>5. Adeptness at analyzing facts, problems solving, decision-making and demonstrating good judgement. <i>Brief explanation:</i></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>6. Meet timelines and due dates. <i>Brief explanation:</i></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Taber Municipal Police Commission  
Policy Manual

<b>5 Exceeds expectations</b>	Performance is consistently superior & significantly exceeds position requirements.	<b>5 Exceeds expectations</b> <b>4 Somewhat exceeds exp.</b> <b>3 Meets expectations</b> <b>2 Somewhat below exp.</b> <b>1 Well below expectations</b> <b>Self-Rating</b>
<b>4 Somewhat exceeds exp.</b>	Performance frequently exceeds position requirements.	
<b>3 Meets expectations</b>	Performance consistently meets position requirements.	
<b>2 Somewhat below exp.</b>	Performance meets some, but not all position requirements.	
<b>1 Well below expectations</b>	Performance consistently fails to meet minimum position requirements; employee lacks skills required or fails to utilize necessary skills.	
<b>New/Not Applicable:</b>	Employee has not been in position long enough to have demonstrated the essential elements of the position and will be reviewed at a later agreed upon date	

<p>7. Ability to work independently. <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></span></p> <p><i>Brief explanation:</i></p>
<p>8. <b>Interpersonal Skills:</b> Ability to work cooperatively with supervision or with co-workers and customers. <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></span></p> <p><i>Brief explanation:</i></p>
<p>9. <b>Team Work:</b> Actively participates as a positive member within a team. <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></span></p> <p><i>Brief explanation:</i></p>
<p>10. <b>Attendance/Punctuality:</b> Reliability (attendance, punctuality, meeting deadlines). <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></span></p> <p><i>Brief explanation:</i></p>

Taber Municipal Police Commission  
Policy Manual

<b>5 Exceeds expectations</b>	Performance is consistently superior & significantly exceeds position requirements.	<b>5 Exceeds expectations</b> <b>4 Somewhat exceeds exp.</b> <b>3 Meets expectations</b> <b>2 Somewhat below exp.</b> <b>1 Well below expectations</b> <b>Self-Rating</b>
<b>4 Somewhat exceeds exp.</b>	Performance frequently exceeds position requirements.	
<b>3 Meets expectations</b>	Performance consistently meets position requirements.	
<b>2 Somewhat below exp.</b>	Performance meets some, but not all position requirements.	
<b>1 Well below expectations</b>	Performance consistently fails to meet minimum position requirements; employee lacks skills required or fails to utilize necessary skills.	
<b>New/Not Applicable:</b>	Employee has not been in position long enough to have demonstrated the essential elements of the position and will be reviewed at a later agreed upon date	

<p>11. <b>Quality:</b> Proficiency at improving work methods and procedures as a means toward greater efficiency. Attention to detail. <i>Brief explanation:</i></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>12. <b>Communication:</b> Corresponds effectively with supervisor, peers, and customers in both written, and e-mail format. <i>Brief explanation:</i></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>13. Communicates verbally with clear intent during meetings, presentations, and on a 1:1 basis. <i>Brief explanation:</i></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Taber Municipal Police Commission  
Policy Manual

<b>5 Exceeds expectations</b>	Performance is consistently superior & significantly exceeds position requirements.	<table border="1"> <tr><td>5 Exceeds expectations</td></tr> <tr><td>4 Somewhat exceeds exp.</td></tr> <tr><td>3 Meets expectations</td></tr> <tr><td>2 Somewhat below exp.</td></tr> <tr><td>1 Well below expectations</td></tr> <tr><td>Self-Rating</td></tr> </table>	5 Exceeds expectations	4 Somewhat exceeds exp.	3 Meets expectations	2 Somewhat below exp.	1 Well below expectations	Self-Rating
5 Exceeds expectations								
4 Somewhat exceeds exp.								
3 Meets expectations								
2 Somewhat below exp.								
1 Well below expectations								
Self-Rating								
<b>4 Somewhat exceeds exp.</b>	Performance frequently exceeds position requirements.							
<b>3 Meets expectations</b>	Performance consistently meets position requirements.							
<b>2 Somewhat below exp.</b>	Performance meets some, but not all position requirements.							
<b>1 Well below expectations</b>	Performance consistently fails to meet minimum position requirements; employee lacks skills required or fails to utilize necessary skills.							
<b>New/Not Applicable:</b>	Employee has not been in position long enough to have demonstrated the essential elements of the position and will be reviewed at a later agreed upon date							

<p>14. <b>Functionality:</b> Effective and productive use of work hours. Maintains effort throughout shift .</p> <p><i>Brief explanation:</i></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>15. Willingness to take on additional responsibilities.</p> <p><i>Brief explanation:</i></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>16. <b>Leadership:</b> Holds self-accountable for assigned responsibilities; sees tasks through to completion in a timely manner.</p> <p><i>Brief explanation:</i></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>17. Shows sincere interest in employees and solutions to their problems.</p> <p><i>Brief explanation:</i></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Taber Municipal Police Commission  
Policy Manual

5 Exceeds expectations	Performance is consistently superior & significantly exceeds position requirements.	5 Exceeds expectations 4 Somewhat exceeds exp. 3 Meets expectations 2 Somewhat below exp. 1 Well below expectations Self-Rating
4 Somewhat exceeds exp.	Performance frequently exceeds position requirements.	
3 Meets expectations	Performance consistently meets position requirements.	
2 Somewhat below exp.	Performance meets some, but not all position requirements.	
1 Well below expectations	Performance consistently fails to meet minimum position requirements; employee lacks skills required or fails to utilize necessary skills.	
New/Not Applicable:	Employee has not been in position long enough to have demonstrated the essential elements of the position and will be reviewed at a later agreed upon date	

<p>18. <b>Administrative:</b> Continuously examines administrative effectiveness, seeking better procedures. Keeps documents/files organized.</p> <p><i>Brief explanation:</i></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
--	---

## Council Request for Decision

**Meeting Date:** April 22, 2024

**Subject:**  
2023 Audited Financial Statements

**Recommendation:**

1. That Council approves the 2023 Audited Consolidated Financial Statements for December 31, 2023, as presented.
2. That Council advises Administration to make available the approved Consolidated Financial Statements for the year ended December 31, 2023, in booklet format to any ratepayer free of charge.
3. That Council approves the transfer of \$1,000,000 from unrestricted funds to restricted, \$950,000 to Capital Reserves and \$50,000 to operating reserves to be used in 2024 for the ARO invoice.

**Background:**

At the April 16, 2024 regular Town of Taber Audit Committee the auditors from KPMG were present to discuss the 2023 audit findings and the draft financial statements prepared by KPMG. Out of that meeting, the following resolutions were passed,

RES. 7/2024 MOVED by Councillor Bekkering that the Audit Committee accepts the report of the Audit Findings for the year ended December 31, 2023.

RES. 8/2024 MOVED by Councillor Sorensen that the Audit Committee recommends that Council approves the Audited Financial Statements for the year ended December 31, 2023.

RES. 9/2024 MOVED by Councillor Bekkering that the Audit Committee recommends that Council approves the transfer of \$1,000,000 from unrestricted funds to restricted, \$950,000 to Capital Reserves and \$50,000 to operating reserves.

The financial statements have been prepared in accordance with Section 276 of the *Municipal Government Act*. The Act states:

“276 (1) Each municipality must prepare annual financial statements of the municipality for the immediately preceding year in accordance with the Canadian generally accepted accounting principles for municipal governments.”

Pursuant to Section 276 of the *Municipal Government Act*, by May 1<sup>st</sup> the financial statements or a summary of them must be made available to the public in the manner Council considers appropriate. As in previous years, Administration recommends the in-house production of the





statements in booklet form (8.5" x 11"). The 2022 financial statements will also be posted on the Town's web site in "PDF" format.

Administration is recommending the transfer of \$1 million dollars of unrestricted funds to restricted, \$950,000 to Capital reserves and \$50,000 to operating reserves to be used for the ARO invoice. This work was approved by Council to be paid with MSI operating funds, the work was not completed until 2024.

**Legislation / Authority:**

Section 276 and 277 of the *MGA*

**Strategic Plan Alignment:**

Define and Practice Good Governance

**Financial Implication:**

None

**Service Level / Staff Resource Implication:**

N/A

**Justification:**

There is a legislative requirement to prepare, approve and submit financial statements on an annual basis by May 1.

**Alternative(s):**

That Council directs administration to provide the Consolidated Audited Financial Statements to the public in the following format \_\_\_\_\_.

**Attachment(s):** Audited Consolidated Financial Statements for December 31, 2023

**APPROVALS:**

**Originated By:**

John Orwa



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

**TOWN OF TABER**  
**CONSOLIDATED FINANCIAL STATEMENTS**  
**For the year ended December 31, 2023**

---

**TOWN OF TABER**  
**TABLE OF CONTENTS**  
**December 31, 2023**

---

MANAGEMENT'S RESPONSIBILITY FOR THE CONSOLIDATED FINANCIAL STATEMENTS	1
INDEPENDENT AUDITOR'S REPORT	2
FINANCIAL STATEMENTS	
CONSOLIDATED STATEMENT OF FINANCIAL POSITION	5
CONSOLIDATED STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS	6
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL DEBT	7
CONSOLIDATED STATEMENT OF CASH FLOWS	8
CONSOLIDATED SCHEDULE OF CHANGES IN ACCUMULATED SURPLUS	9
CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS	10
CONSOLIDATED SCHEDULE OF TAXES LEVIED AND NET TAXES AVAILABLE FOR MUNICIPAL PURPOSES	11
CONSOLIDATED SCHEDULE OF GOVERNMENT TRANSFERS	12
CONSOLIDATED SCHEDULE OF EXPENSES BY OBJECT	12
CONSOLIDATED SCHEDULE OF SEGMENTED DISCLOSURE	13
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS	14 - 31

## Management's Responsibility for the Consolidated Financial Statements

The accompanying consolidated financial statements of the Town of Taber (the "Town") are the responsibility of the Town's management and have been prepared in compliance with legislation, and in accordance with Canadian Public Sector accounting standards. A summary of the significant accounting policies are described in Note 1 to the consolidated financial statements. The preparation of consolidated financial statements necessarily involves the use of estimates based on management's judgement, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Town's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management.

Council meets with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The consolidated financial statements have been audited by KPMG LLP, independent external auditors appointed by the Town. The accompanying Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Town's consolidated financial statements.

---

Chief Administrative Officer

---

Director of Finance



**KPMG LLP**  
3410 Fairway Plaza Road South  
Lethbridge, AB T1K 7T5  
Canada  
Telephone 403 380 5700  
Fax 403 380 5760

## INDEPENDENT AUDITOR'S REPORT

To the Mayor and Members of Council of the Town of Taber

### ***Opinion***

We have audited the consolidated financial statements of the Town of Taber (the "Town"), which comprise:

- the consolidated statement of financial position as at December 31, 2023
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statement of changes in net financial debt for the year then ended
- the consolidated statement of cash flows for the year then ended
- and schedules and notes to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the Town as at December 31, 2023, and its consolidated results of operations, changes in net financial assets, and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### ***Basis for Opinion***

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditor's Responsibilities for the Audit of the Financial Statements***" section of our auditor's report.

We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



## ***Responsibilities of Management and Those Charged with Governance for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town's financial reporting process.

## ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represents the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*KPMG LLP*

---

Chartered Professional Accountants

Lethbridge, Canada

April 22, 2024



---

## TOWN OF TABER

### Consolidated Statement of Financial Position

As at December 31, 2023, with comparative information for 2022

	2023	2022 Restated (note 2)
<b>Financial assets</b>		
Cash and temporary investments (note 3)	\$ 17,715,800	\$ 18,938,513
Taxes and grants in lieu receivable (note 4)	745,292	887,803
Trade and other receivables	3,376,073	1,780,170
Long-term investments (note 5)	1,291,396	1,445,191
Debt charges recoverable	1,253,452	1,290,804
Other financial assets	4,131	1,119
	<hr/> 24,386,144	<hr/> 24,343,600
<b>Liabilities</b>		
Accounts payable and accrued liabilities	2,233,062	1,869,095
Employee benefit obligations (note 6)	808,613	713,857
Deposit liabilities	494,097	710,148
Deferred revenue and government transfers (note 7)	2,144,549	3,141,171
Asset retirement obligation (note 8)	12,243,569	12,051,600
Long-term debt (note 9)	14,068,961	13,112,233
	<hr/> 31,992,851	<hr/> 31,598,104
<b>Net financial debt</b>	<hr/> (7,606,707)	<hr/> (7,254,504)
<b>Non-financial assets</b>		
Tangible capital assets (schedule 2, note 11)	149,450,037	146,284,686
Land held for resale	4,434,333	5,388,017
Inventory held for consumption	194,830	270,945
Prepays and deposits	76,434	42,122
	<hr/> 154,155,634	<hr/> 151,985,770
<b>Accumulated surplus (schedule 1, note 12)</b>	<hr/> 146,548,927	<hr/> 144,731,266
<b>Contractual rights (note 16)</b>		

---

# TOWN OF TABER

## Consolidated Statement of Operations and Accumulated Surplus

For the year ended December 31, 2023, with comparative information for 2022

2022

Restated  
(note 2)

	Budget	2023	2022 Restated (note 2)
<b>Revenue</b>			
Net taxes available for municipal purposes (schedule 3)	\$ 10,930,587	\$ 10,953,261	\$ 10,398,041
Sales and user fees	11,101,883	12,945,259	10,683,736
Government transfers for operating (schedule 4)	1,364,961	2,434,191	1,897,216
Penalties and costs of taxes	190,000	227,999	239,088
Fines	383,000	242,077	279,496
Franchise and concession contracts	2,023,537	2,149,690	2,169,448
Investment income	158,013	976,580	417,067
Licenses and permits	320,564	341,021	296,489
Rentals	980,218	1,047,714	940,772
Other	267,692	367,262	798,939
	27,720,455	31,685,054	28,120,292
<b>Expenses (schedule 5)</b>			
Council and other legislative	635,345	771,277	479,025
General government	3,476,810	3,210,225	2,850,875
Protective services	4,857,147	4,405,516	4,236,968
Fire	1,156,366	1,205,401	1,061,964
Disaster	16,862	12,488	12,479
Victim services	-	84,464	-
Roads, walks and street lighting	4,166,139	5,419,230	4,613,747
Other transportation	138,700	138,700	131,712
Stormwater	478,867	811,327	518,577
Water supply and distribution	2,578,478	2,707,625	2,568,077
Wastewater treatment and disposal	3,515,552	3,898,603	3,683,779
Waste management	1,912,278	1,988,349	2,515,940
Family and community support	69,660	70,896	68,294
Cemeteries	227,955	169,777	125,116
Land use planning, zoning and development	777,423	743,366	593,009
Subdivision land and development	315,357	1,782,971	231,215
Land, housing and building rentals	1,375,424	1,214,812	741,249
Parks and recreation	3,891,876	3,903,611	3,453,617
Culture	770,410	848,144	810,501
	30,360,649	33,386,782	28,696,144
<b>Annual surplus (deficit) before other</b>	(2,640,194)	(1,701,728)	(575,852)
<b>Other</b>			
Contributed assets	-	81,950	1,441,743
Government transfers for capital (schedule 4)	7,565,885	3,437,439	4,647,149
<b>Annual surplus</b>	4,925,691	1,817,661	5,513,040
<b>Accumulated surplus, beginning of year</b>	144,731,266	144,731,266	139,218,226
<b>Accumulated surplus, end of year</b>	\$ 149,656,957	\$ 146,548,927	\$ 144,731,266

## TOWN OF TABER

### Consolidated Statement of Change in Net Financial Debt

For the year ended December 31, 2023, with comparative information for 2022

	Budget	2023	2022 Restated (note 2)
<b>Annual surplus</b>	\$ 4,925,691	\$ 1,817,661	\$ 5,513,040
Acquisition of tangible capital assets	(15,122,346)	(9,149,367)	(8,742,823)
Contributed tangible capital assets	-	(81,950)	(1,441,743)
Amortization of tangible capital assets	5,264,818	5,663,149	5,418,905
Transfer of land held for resale	-	81,745	2,700,512
Loss (gain) on disposal of tangible capital assets	-	97,499	(24,803)
Proceeds on disposal of tangible capital assets	-	41,352	118,228
	(4,931,837)	(1,529,911)	3,541,316
Net disposal (acquisition) of land held for resale	-	1,136,190	(1,099,842)
Acquisition of inventories of supplies	-	(194,830)	(270,945)
Acquisition of prepaids and deposits	-	(76,434)	(42,122)
Consumption of inventories of supplies	-	270,945	206,821
Use of prepaids and deposits	-	41,837	62,670
	-	1,177,708	(1,143,418)
<b>Increase (decrease) in net financial debt</b>	(4,931,837)	(352,203)	2,397,898
<b>Net financial debt, beginning of year</b>	(7,254,504)	(7,254,504)	(9,652,402)
<b>Net financial debt, end of year</b>	\$ (12,186,341)	\$ (7,606,707)	\$ (7,254,504)

# TOWN OF TABER

## Consolidated Statement of Cash Flows

For the year ended December 31, 2023, with comparative information for 2022

	2023	2022 Restated (note 2)
<b>Cash flows provided by (used in) the following activities:</b>		
<b>Operating</b>		
Annual surplus	\$ 1,817,661	\$ 5,513,040
Items not involving cash:		
Amortization of tangible capital assets	5,663,149	5,418,905
Contributed tangible capital assets	(81,950)	(1,441,743)
Transfer of land held for resale	81,745	2,700,512
Gain (loss) on disposal of tangible capital assets	97,499	(24,803)
Change in non-cash assets and liabilities:		
Taxes and grants in lieu receivable	142,511	(82,573)
Trade and other receivables	(1,398,371)	3,641,165
Debt charges recoverable	37,352	36,284
Other financial assets	(3,012)	370
Accounts payable and accrued liabilities	363,940	285,130
Employee benefit obligations	94,756	48,490
Deposit liabilities	(216,051)	364,636
Deferred revenue and government transfers	(996,622)	(2,025,411)
Asset retirement obligation	191,969	277,743
Land held for resale	938,685	(1,100,130)
Inventory held for consumption	75,830	(64,124)
Prepays and deposits	(34,312)	20,806
	6,774,779	13,568,297
<b>Capital</b>		
Proceeds on disposal of tangible capital assets	41,352	118,228
Purchase of tangible capital assets:		
Funded from reserves	(8,039,045)	(8,313,911)
Funded from operations	(1,110,322)	(428,912)
	(9,108,015)	(8,624,595)
<b>Investing</b>		
Purchase of long-term investments	(50,000)	(684,707)
Redemption of long-term investments	203,795	-
	153,795	(684,707)
<b>Financing</b>		
Repayment of debt charges recoverable	(14,565)	(14,106)
Proceeds of long-term debt	2,143,692	1,363,690
Repayment of long-term debt	(1,172,399)	(2,081,683)
	956,728	(732,099)
<b>Net increase (decrease) in cash and cash equivalents</b>	<b>(1,222,713)</b>	<b>3,526,896</b>
<b>Cash and cash equivalents, beginning of year</b>	<b>18,938,513</b>	<b>15,411,617</b>
<b>Cash and cash equivalents, end of year</b>	<b>\$ 17,715,800</b>	<b>\$ 18,938,513</b>

## TOWN OF TABER

### Consolidated Schedule of Changes in Accumulated Surplus

For the year ended December 31, 2023, with comparative information for 2022

#### Schedule 1

	Unrestricted Net Assets	Reserves	Equity in tangible capital assets	2023	2022
<b>Beginning balance, as previously stated</b>	\$ 439,235	\$ 16,147,054	\$ 138,588,012	\$ 155,174,301	\$ 147,481,109
Adjustment related to asset retirement obligation		-	(10,443,035)	(10,443,035)	(8,262,883)
<b>As restated</b>	\$ 439,235	\$ 16,147,054	\$ 128,144,977	\$ 144,731,266	\$ 139,218,226
<b>Annual surplus</b>	1,817,661	-	-	1,817,661	5,513,040
<b>Operating reserves</b>					
Transfers to reserves	(835,925)	835,925	-	-	-
Transfers from reserves	1,338,610	(1,338,610)	-	-	-
<b>Capital reserves</b>					
Transfers to reserves	(5,010,728)	5,010,728	-	-	-
Transfers from reserves for capital purposes	74,547	(5,572,923)	5,498,376	-	-
<b>Capital investing</b>					
Capital assets internally funded	(1,110,322)	-	1,110,322	-	-
Contributed assets	(81,950)	-	81,950	-	-
Amortization of tangible capital assets	5,663,149	-	(5,663,149)	-	-
Transfer of land held for resale	81,745	-	(81,745)	-	-
Proceeds on disposal of tangible capital assets	41,352	-	(41,352)	-	-
Gain on disposal of tangible capital assets	97,499	-	(97,499)	-	-
<b>Capital financing</b>					
Principal payment of capital debt	(803,163)	-	803,163	-	-
<b>Total</b>	\$ 1,711,710	\$ 15,082,174	\$ 129,755,043	\$ 146,548,927	\$ 144,731,266

## TOWN OF TABER

### Consolidated Schedule of Tangible Capital Assets

For the year ended December 31, 2023, with comparative information for 2022

#### Schedule 2

Cost	2022	Prior period adjustments	Additions	Disposals	Transfers of assets under construction	2023
Land	\$ 2,904,363	-	\$ 3,207,600	\$ 81,745	\$ -	\$ 6,030,218
Land improvements	7,440,830	-	477,234	-	-	7,918,064
Buildings	23,636,898	1,445,604	328,044	-	248,675	25,659,221
Engineering structures	182,869,302	6,750,216	2,831,025	175,467	3,887,405	196,162,481
Machinery and equipment	14,590,211	-	853,043	839,894	80,922	14,684,282
Vehicles	6,292,318	-	65,315	56,463	-	6,301,170
Assets under construction	4,801,549	-	1,469,055	182,248	(4,217,002)	1,871,354
<b>Total</b>	<b>\$ 242,535,471</b>	<b>\$ 8,195,820</b>	<b>\$ 9,231,316</b>	<b>\$ 1,335,817</b>	<b>\$ -</b>	<b>\$ 258,626,790</b>

Accumulated amortization	2022	Prior period adjustments	Amortization expense	Disposals	2023
Land	\$ -	-	\$ -	\$ -	\$ -
Land improvements	2,353,606	-	289,060	-	2,642,666
Buildings	8,826,232	720,842	518,050	-	10,065,124
Engineering structures	77,613,364	4,441,266	3,601,351	53,468	85,602,513
Machinery and equipment	6,964,187	-	928,373	821,406	7,071,154
Vehicles	3,527,108	-	326,287	58,099	3,795,296
<b>Total</b>	<b>\$ 99,284,497</b>	<b>\$ 5,162,108</b>	<b>\$ 5,663,121</b>	<b>\$ 932,973</b>	<b>\$ 109,176,753</b>

Net book value	2022 Restated (note 2)	2023
Land	\$ 2,904,363	\$ 6,030,218
Land improvements	5,087,224	5,275,398
Buildings	15,535,428	15,594,097
Engineering structures	107,564,888	110,559,968
Machinery and equipment	7,626,024	7,613,128
Vehicles	2,765,210	2,505,874
Assets under construction	4,801,549	1,871,354
<b>Total</b>	<b>\$ 146,284,686</b>	<b>\$ 149,450,037</b>

---

## TOWN OF TABER

### Consolidated Schedule of Taxes Levied and Net Taxes Available for Municipal Purposes

For the year ended December 31, 2023, with comparative information for 2022

#### Schedule 3

	Budget	2023	2022
Taxation:			
Real property taxes	\$ 13,728,773	\$ 13,754,697	\$ 13,186,057
Linear property taxes	301,095	309,103	289,844
Government grants in place of property taxes	48,060	48,060	48,115
	14,077,928	14,111,860	13,524,016
Requisition:			
Alberta School Foundation Fund	2,654,596	2,665,535	2,643,556
Holy Spirit School Division	343,133	343,417	347,283
Taber & District Housing Authority	149,612	149,647	135,136
	3,147,341	3,158,599	3,125,975
Net taxes available for municipal purposes	\$ 10,930,587	\$ 10,953,261	\$ 10,398,041

## TOWN OF TABER

### Consolidated Schedule of Government Transfers

For the year ended December 31, 2023, with comparative information for 2022

#### Schedule 4

	Budget	2023	2022
Transfers for operating:			
Provincial government	\$ 905,540	\$ 1,900,265	\$ 1,542,450
Federal government	10,900	84,804	46,225
Other local governments	448,521	449,122	308,541
	1,364,961	2,434,191	1,897,216
Transfers for capital:			
Provincial government	7,565,885	3,437,439	4,647,149
Total government transfers	\$ 8,930,846	\$ 5,871,630	\$ 6,544,365

### Consolidated Schedule of Expenses by Object

For the year ended December 31, 2023, with comparative information for 2022

#### Schedule 5

	Budget	2023	2022 Restated (note 2)
Salaries, wages and benefits	\$ 13,089,279	\$ 13,180,992	\$ 11,818,022
Contracted and general services	6,556,180	7,036,325	6,033,015
Materials, goods and supplies	4,288,404	4,183,110	3,963,381
Provision for allowances	-	3,435	305
Transfers to local boards and agencies	387,648	968,722	357,764
Bank charges and short-term interest	15,053	15,503	12,357
Interest on long-term debt	525,197	352,156	362,422
Amortization of tangible capital assets	5,264,818	5,663,149	5,418,905
Gain (Loss) on disposal of tangible capital assets	-	97,499	(24,803)
Other	234,070	1,885,891	754,776
	\$ 30,360,649	\$ 33,386,782	\$ 28,696,144



## TOWN OF TABER

Consolidated Schedule of Segmented Disclosure  
For the year ended December 31, 2023  
Schedule 6

	General Government	Protective Services	Transportation Services	Environmental Services	Public Health Services	Planning and Development	Parks and Recreation	Culture and Libraries	Total
<b>Revenue</b>									
Net taxes available for municipal purposes	\$ 10,953,261	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,953,261
Sales and user fees	14,648	389,296	485,897	8,686,564	88,221	3,124,595	151,833	4,205	12,945,259
Government transfers for operating	90,053	1,135,272	748,802	7,548	-	51,509	307,229	93,778	2,434,191
Penalties and costs of taxes	187,064	-	-	40,935	-	-	-	-	227,999
Fines	47,866	192,300	-	-	-	-	-	1,911	242,077
Franchise and concession contracts	2,149,690	-	-	-	-	-	-	-	2,149,690
Investment income	976,580	-	-	-	-	-	-	-	976,580
Licenses and permits	4,700	-	-	-	1,725	334,596	-	-	341,021
Rentals	70,023	160,702	-	-	-	261,767	508,472	46,750	1,047,714
Other	55,987	67,093	45,983	32,821	-	67,402	45,506	52,470	367,262
	14,549,872	1,944,663	1,280,682	8,767,868	89,946	3,839,869	1,013,040	199,114	31,685,054
<b>Expenses</b>									
Salaries, wages and benefits	1,936,900	4,268,579	1,605,421	1,871,196	96,887	1,074,455	1,904,261	423,293	13,180,992
Contracted and general services	1,170,044	624,917	1,399,697	2,309,230	38,816	741,518	697,721	54,382	7,036,325
Materials, goods and supplies	261,241	335,055	810,373	1,706,761	7,922	128,528	718,510	214,720	4,183,110
Provision for allowances	500	1,605	-	38	1,292	-	-	-	3,435
Transfers to local boards and agencies	313,679	-	467,644	-	70,896	46,756	-	69,747	968,722
Bank charges and short-term interest	1,776	1,194	-	1,956	-	-	9,336	1,241	15,503
Interest on long-term debt	-	-	38,883	117,832	-	177,595	-	17,846	352,156
Amortization of tangible capital assets	127,820	461,199	1,944,181	2,380,021	24,835	58,859	599,319	66,915	5,663,149
Loss (gain) on disposal of tangible capital assets	11,737	(4,249)	101,840	13,808	-	-	(25,637)	-	97,499
Other	157,806	19,571	1,220	193,731	25	1,513,438	100	-	1,885,891
	3,981,503	5,707,871	6,369,259	8,594,573	240,673	3,741,149	3,903,610	848,144	33,386,782
<b>Annual surplus (deficit) before other</b>	10,568,369	(3,763,208)	(5,088,577)	173,295	(150,727)	98,720	(2,890,570)	(649,030)	(1,701,728)
<b>Other</b>									
Contributed assets	-	-	-	-	-	-	81,950	-	81,950
Government transfers for capital	50,000	160,645	2,495,881	420,719	-	-	310,194	-	3,437,439
<b>Annual surplus (deficit)</b>	\$ 10,618,369	\$ (3,602,563)	\$ (2,592,696)	\$ 594,014	\$ (150,727)	\$ 98,720	\$ (2,498,426)	\$ (649,030)	\$ 1,817,661

---

# TOWN OF TABER

## Notes to Consolidated Financial Statements For the year ended December 31, 2023

---

### 1. Significant accounting policies

The consolidated financial statements of the Town of Taber (the "Town") are the representations of management prepared in accordance with Canadian Public Sector Accounting Standards. Significant accounting policies adopted by the Town are as follows:

#### (a) Reporting entity:

The consolidated financial statements reflect the assets, liabilities, revenues and expenses, change in net financial assets and change in accumulated surplus of the reporting entity. This entity is comprised of the municipal operations plus all of the organizations that are owned or controlled by the Town and are, therefore, accountable to the Council for the administration of their financial affairs and resources. Included with the town are the following:

Taber Public Library

Taxes levied also include requisitions for educational, health care, social and other external organizations that are not part of the Town.

The statements exclude trust assets that are administered for the benefit of external parties. A schedule of these trust assets is included in Note 13.

Interdepartmental and organizational transactions and balances have been eliminated.

#### (b) Basis of accounting:

The financial statements are prepared using the accrual basis of accounting in accordance with Canadian Public Sector Accounting Standards.

#### (c) Expenses:

Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the obligation to pay.

#### (d) Pension expenses:

The Town participates in a multi-employer defined benefit pension plan. This plan is accounted for as a defined contribution plan whereby contributions are expensed as incurred.

#### (e) Cash and cash equivalents:

Cash and cash equivalents includes cash and deposits redeemable at managements discretion held with Canadian financial institutions.

#### (f) Investments:

Investments are recorded at amortized cost. Investment premiums and discounts are amortized on the net present value basis over the term of the respective investments. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

---

# TOWN OF TABER

## Notes to Consolidated Financial Statements

For the year ended December 31, 2023

---

**(g) Debt charges recoverable:**

Debt charges recoverable consist of amounts that are recoverable from municipal agencies or other local governments with respect to outstanding debentures or other long-term debt pursuant to annexation orders or joint capital undertakings. These recoveries are recorded at a value that equals the offsetting portion of the un-matured long-term debt, less actuarial requirements for the retirement of any sinking fund debentures.

**(h) Requisition over-levy and under-levy:**

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where that actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

**(i) Revenues:**

Revenue is recorded when it is earned and measurable. Sales and user fees are accounted for in the period in which the events occurred that gave rise to the revenues. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible capital assets are acquired.

**(j) Tax revenue:**

Tax revenues are recognized once Town Council passes the bylaw approving the current year's tax assessment and tax rate. Tax rate categories include: real property taxes (residential and non-residential), linear property taxes and local improvement taxes. Requisitions operating as flow through arrangements are excluded from revenue. See Schedule 3.

Taxes receivable are measured once the tax rate of the local improvement tax rate bylaw is passed. Taxes receivable are measured at their net realizable value. Net realizable value excludes individually identified taxes in arrears considered uncollectable through the tax recovery process. Taxes received in advance of the next tax year are recorded as a customer credit and liability until the bylaw is passed.

**(k) Deferred revenue:**

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified. Deferred revenue includes amounts received for services yet to be performed as well as government transfers where the stipulations have not yet been met.

**(l) Government transfers:**

Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

Government transfers are recognized in the financial statements in the period that gives rise to the transfer occurring, providing the transfers are authorized, the Town has met any eligible criteria and a reasonable estimate of the amounts can be made.

---

# TOWN OF TABER

## Notes to Consolidated Financial Statements For the year ended December 31, 2023

---

**(m) Non-financial assets:**

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues and expenses, provides the consolidated Change in Net Financial Assets for the year.

(i) Tangible capital assets:

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over the estimated useful life as follows:

	Years
Land improvements	25-45
Buildings	25-75
Engineered structures	25-75
Machinery and equipment	4-40
Vehicles	4-25

Assets under construction are not amortized until the asset is available for productive use.

(ii) Tangible capital assets disclosed at nominal values:

Where an estimate of fair value could not be made or where there was no future benefit related to the asset, the tangible capital asset was recognized at a nominal value. Land, land improvements, buildings and machinery and equipment are the categories where nominal values were assigned.

(iii) Contributions of tangible capital assets:

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and recorded as revenue.

(iv) Inventories:

Inventories held for consumption are recorded at the lower of cost and replacement cost.

(v) Interest capitalization:

The Town does not capitalize interest costs associated with the acquisition or construction of tangible capital assets.

(vi) Land held for resale:

Land held for resale is recorded at the lower of cost or net realizable value. Cost includes costs for land acquisition and improvements required to prepare the land for servicing such as clearing, stripping and leveling charges. Related development costs incurred to provide infrastructure such as water and wastewater services, roads, sidewalks and street lighting are recorded as capital assets under their respective function.

---

# TOWN OF TABER

## Notes to Consolidated Financial Statements For the year ended December 31, 2023

---

**(n) Use of estimates:**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, disclosure of contingent assets and liabilities at the dates of the financial statements and the reported amounts of revenues and expenses during the reporting periods. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Areas with significant use of managements estimates include amortization of capital assets and collection of accounts receivable.

Contributions of tangible capital assets are recorded at fair value at the date of receipt.

Actual results could differ from those estimates.

**(o) Asset Retirement Obligations:**

Asset retirement obligations (ARO) are legal obligations associated with the retirement of a tangible capital assets (TCA). Asset retirement activities include all activities relating to an asset retirement obligation. These may include, but are not limited to;

decommissioning or dismantling a tangible capital asset that was acquired, constructed or developed;

remediation of contamination of a tangible capital asset created by its normal use;

post-retirement activities such as monitoring; and

constructing other tangible capital assets to perform post-retirement activities.

A liability for an asset retirement obligation is recognized when, as at the financial reporting date:

(a) there is a legal obligation to incur retirement costs in relation to a tangible capital asset;

(b) the past transaction or event giving rise to the liability has occurred;

(c) it is expected that future economic benefits will be given up; and

(d) a reasonable estimate of the amount can be made.

When a liability for asset retirement obligation is recognized, asset retirement costs related to recognized tangible capital assets in productive use are capitalized by increasing the carrying amount of the related asset and are amortized over the estimated useful life of the underlying tangible capital asset. Asset retirement costs related to unrecognized tangible capital assets and those not in productive use are expensed.

**(p) Future accounting pronouncements:**

The following summarizes the upcoming changes to the Public Sector Accounting Standards by the Public Sector Accounting Standards Board (PSAB). In 2024, the Town will continue to assess the impact and prepare for the adoption of these standards. While the timing of standard adoption can vary, certain standards must be adopted concurrently.

**(i) PS 3400 - Revenue:**

This section provides guidance on how to account for and report on revenue, specifically addressing revenue arising from exchange transactions and unilateral transactions. This standard has been deferred by PSAB and is now effective for fiscal years beginning on or after April 1, 2023

---

# TOWN OF TABER

## Notes to Consolidated Financial Statements For the year ended December 31, 2023

---

**(p) Future accounting pronouncements (continued):**

PSG-8 - Purchased Intangibles:

(ii)

The Canadian Public Sector Accounting Board issued a new guideline, PSG 8 - Purchased Intangibles. This new guideline explains the scope of the intangibles now allowed to be recognized in financial statements given the removal of the recognition prohibition relating to purchased intangibles in Section PS 1000. The key aspects of this guideline are:

- A definition of purchased tangibles.
- Examples of items that are not purchased intangibles.
- References to other guidance in the PSA Handbook on intangibles.
- Reference to the asset definition general recognition criteria and the GAAP hierarchy for accounting for purchased intangibles.

(iii) PS 3160 - Public Private Partnerships:

The Canadian Public Sector Accounting Board issued a new standard, PS 3160, Public Private Partnerships in April 2021. This section establishes standards for the recognition, measurement, presentation, and disclosure of infrastructure procured through certain types of public private partnership arrangements.

This section is effective for fiscal years beginning on or after April 1, 2023 and may be applied retroactively with or without prior period restatement. Early adoption is permitted.

This section establishes standards on how to account for public private partnership arrangements. This standard is effective for fiscal years beginning on or after April 1, 2023.

Management has indicated that the impact of the adoption of these standards are being evaluated and the impact is not known or reasonably estimable at this time.

## **2. Change in accounting policy**

Effective January 1, 2023, the Town adopted the new accounting standard PS 3280 Asset Retirement Obligations and applied the standard using the modified retroactive approach with restatement of prior year comparative information.

On the effective date of the PS 3280 standard, the Town recognized the following to conform to the new standard;

- asset retirement obligations, adjusted for accumulated accretion to the effective date;
- asset retirement cost capitalized as an increase to the carrying amount of the related tangible capital assets in productive use;
- accumulated amortization on the capitalized cost; and
- adjustment to the opening balance of the accumulated surplus/deficit.

Amounts are measured using information, assumptions and discount rates where applicable that are current on the effective date of the standard. The amount recognized as an asset retirement cost is measured as of the date the asset retirement obligation was incurred. Accumulated accretion and amortization are measured for the period from the date the liability would have been recognized had the provisions of this standard been in effect to the date as of which this standard is first applied.

---

## TOWN OF TABER

### Notes to Consolidated Financial Statements

For the year ended December 31, 2023

---

#### 2. Change in accounting policy (continued)

Impact on the prior year's financial statements as a result of the change in accounting policy is as follows:

	As previously reported	Adjustment recognized	As restated
<b>Statement of Financial Position</b>			
Financial assets	24,343,600	-	24,343,600
Liabilities	19,798,930	11,799,174	31,598,104
Net-financial assets	4,544,670	(11,799,174)	(7,254,504)
Non-financial assets	148,952,058	3,033,712	151,985,770
Net assets (net liabilities)	4,544,670	(11,799,174)	(7,254,504)
Accumulated surplus at beginning of year	147,481,109	(8,262,883)	139,218,226
Accumulated surplus at end of year	155,174,301	(10,443,035)	144,731,266
<b>Statement of Operations</b>			
Total Revenue	34,209,184	-	34,209,184
Total Expenses	28,193,565	502,579	28,696,144
Annual Surplus	6,015,619	(502,579)	5,513,040
<b>Statement of Change in Net Financial Assets</b>			
Annual surplus	6,015,619	(502,579)	5,513,040
Amortization of Tangible Capital assets	5,237,714	181,191	5,418,905
Net financial assets at beginning of year	1,825,411	(11,477,813)	(9,652,402)
Net financial assets at end of year	4,544,670	(11,799,174)	(7,254,504)

The Town also adopted the new accounting standards PS 1201 Financial Statement Presentation, PS 3450 - Financial Instruments, PS 2601 Foreign Currency Translation, and PS 3401 Portfolio Investments effective January 1, 2023.

The adoption of these standards did not impact the current year or prior year financial statements or presentation of the Town's financial position, operations, or cash flows.

#### 3. Cash and temporary investments

	2023	2022
Cash	\$ 3,819,180	\$ 2,663,664
Temporary investments (market value 2023 - \$14,428,989; 2022 - \$16,434,081)	13,896,620	16,274,849
	\$ 17,715,800	\$ 18,938,513

The temporary investments are comprised of short-term deposits issued by a Canadian financial institution. These investments mature between February 7, 2024 to April 14, 2025, but are redeemable at management's discretion.

Included in temporary investments are restricted amounts of \$60,013, \$457,205, and \$592,458 received from Municipal Sustainability Initiative, Federal Gas Tax Fund, and Clean Water and Wastewater Fund respectively and held exclusively for capital infrastructure projects (note 7).

---

## TOWN OF TABER

### Notes to Consolidated Financial Statements

For the year ended December 31, 2023

---

#### 4. Taxes and grants in lieu receivable

	2023		2022	
Current taxes and grants in lieu of taxes	\$	534,482	\$	670,921
Tax arrears		210,810		216,882
	\$	745,292	\$	887,803

#### 5. Long-term investments

	2023		2022	
	Cost	Market Value	Cost	Market Value
Guaranteed Investment Certificates	\$ 1,287,337	\$ 1,233,560	\$ 1,441,435	\$ 1,396,354
Patronage reserves - United Farmers of Alberta	3,958	3,958	3,658	3,658
Shares in Alberta Capital Finance Authority	40	40	40	40
Shares in 1st Choice Savings & Credit Union Ltd.	61	61	58	58
	\$ 1,291,396	\$ 1,237,619	\$ 1,445,191	\$ 1,400,110

Guaranteed Investment Certificates have effective interest rates of 1.67% to 6.53% with maturity dates of February 12, 2027 to December 15, 2032.

#### 6. Employee benefit obligations

	2023		2022	
Vacation and other entitlements	\$	808,613	\$	713,857

The vacation and other entitlements liability consists of the vacation, overtime, flex and sick leave that employees are deferring to future years. Employees have either earned the benefits or are entitled to these benefits within the next budgetary year.



# TOWN OF TABER

## Notes to Consolidated Financial Statements For the year ended December 31, 2023

### 7. Deferred revenue and government transfers

	2023	2022
Deferred revenue	\$ 694,510	\$ 443,858
Government contributions <sup>(1)</sup>	1,375,952	2,632,900
Prepaid taxes	74,087	64,413
	\$ 2,144,549	\$ 3,141,171

<sup>(1)</sup> Government contributions in deferred revenue consist of the following:

	2022 Balance	Grants Received & Interest Recognized	Government Transfer Revenue	2023 Balance
Municipal Sustainability Initiative Grant	\$ 189,329	\$ 852,614	\$ (981,930)	\$ 60,013
Alberta Municipal Water/Wastewater	611,285	-	(18,827)	592,458
Federal Gas Tax Fund	413,354	545,484	(501,633)	457,205
Alberta Community Partnership	16,593	-	(16,593)	-
Alberta Community Resilience Program	1,081,552	31,340	(1,112,892)	-
Other Grants	320,787	1,713,189	(1,767,700)	266,276
	\$ 2,632,900	\$ 3,142,627	\$ (4,399,575)	\$ 1,375,952

---

# TOWN OF TABER

## Notes to Consolidated Financial Statements For the year ended December 31, 2023

---

### 8. Asset Retirement obligations and environmental liabilities

	2023	2022
Asset retirement obligations, beginning of year	\$ 12,051,600	\$ 11,730,213
Accretion expense	191,969	321,387
	\$ 12,243,569	\$ 12,051,600

The Town applied new Section PS 3280 on January 1, 2022 using the modified retrospective method with restatement. Asset retirement obligations were recognized related to closure and post closure costs on the landfill, the remediation required for asbestos present in buildings and the decommissioning of a lagoon.

#### Landfill

The Town operates a landfill site and is legally required to perform closure and post-closure activities upon retirement of this site. Closure and post-closure activities include the closure of individual cells, removal of site infrastructure, final cover, landscaping, as well as surface and ground water monitoring, leachate control, and visual inspection. A liability for the total obligation, which was incurred when the site started accepting waste, irrespective of volume of waste accepted has been accrued. The Town estimates that no obligation is incurred incrementally due to the volume of waste accepted, therefore, no further obligation is being accrued based on volume of waste accepted. Closure of cells is estimated to happen at various points over the next 20 years with final closure activities in 2043 and post closure costs for 25 years following. The liability recognized in the consolidated financial statements is subject to measurement uncertainty. The recognized amounts are based on the Town's best information and judgment.

#### Asbestos abatement

The Town owns and operates several buildings that are known to have asbestos, which represents a health hazard upon demolition or renovation of the building. Following the adoption of PS3280 – Asset retirement obligations, the City recognized an obligation relating to the removal of the asbestos in these buildings as estimated at January 1, 2022. The costs were based upon the presently known obligations obtained through assessments. The majority of buildings will be remediated at intervals over the next 44 years. These costs were discounted to December 31, 2023.

# TOWN OF TABER

## Notes to Consolidated Financial Statements For the year ended December 31, 2023

### 9. Long-term debt

	2023	2022
Tax supported:		
Debenture issued for the construction of library building	\$ 336,125	\$ 438,835
Debenture issued for Clarifier Rehab	2,166,480	-
Debenture issued for upgrade to the water and waste water treatment plant	1,938,551	2,492,422
Debenture issued for 56 avenue extension	1,688,966	1,770,982
Debenture issued for land purchase	1,071,831	1,268,301
Debenture issued for The Meadows	4,292,253	4,465,019
Debenture issued for Wastewater Lagoon Solar Project	1,321,303	1,385,870
Self supported:		
Debenture from debt charges recoverable (Taber Gymnastics Fitness Club)	309,282	323,847
Debenture from debt charges recoverable (Taber Chamber of Commerce)	944,170	966,957
	14,068,961	13,112,233
Current portion	1,295,200	1,145,185
	\$ 12,773,761	\$ 11,967,048

	Principal	Interest	Total
2024	\$ 1,295,200	\$ 465,998	\$ 1,761,198
2025	1,321,310	366,401	1,687,711
2026	1,348,410	386,201	1,734,611
2027	977,529	348,868	1,326,397
2028	724,404	275,350	999,754
Thereafter	8,402,108	2,344,534	10,746,642
	\$ 14,068,961	\$ 4,187,352	\$ 18,256,313

The Town is under agreement with the Taber Gymnastics Fitness Club for the repayment of a debenture taken out for the benefit of the club. The full principal and interest costs for the debenture are recovered from the club.

---

## TOWN OF TABER

### Notes to Consolidated Financial Statements

For the year ended December 31, 2023

---

#### 9. Long-term debt (continued)

The Town is under agreement with the Taber Chamber of Commerce for the repayment of a debenture taken out for the benefit of the chamber. The full principal and interest costs for the debenture are recovered from the chamber.

Debenture debt issued for the construction of the library building is repayable to Alberta Capital Finance Authority and bears interest at 4.365% and matures in 2026.

Debenture debt issued for the Clarifier rehabilitation is repayable to Alberta Capital Finance Authority and bears interest at 5.230% and matures in 2043.

Debenture debt issued for the upgrade to the water and waste water treatment plant is repayable to Alberta Capital Finance Authority and bears interest at 2.400% and matures in 2027.

Debenture debt issued for the 56 avenue extension is repayable to Alberta Capital Finance Authority and bears interest at 2.084% and matures in 2040.

Debenture debt issued for the Land purchase is repayable to Alberta Capital Finance Authority and bears interest at 2.899% and matures in 2028.

Debenture debt issued for the Meadows project is repayable to the Alberta Capital Finance Authority and bears interest at 3.27% and matures in 2041.

Debenture debt issued for the Wastewater Lagoon Solar Project is repayable to Alberta Capital Finance Authority and bears interest at 4.870% and matures in 2037.

Debenture debt issued to Taber Gymnastics Fitness Club is repayable to Alberta Capital Finance Authority and bears interest at 3.228% and matures in 2039.

Debenture debt issued for the Taber Chamber of Commerce is repayable to the Alberta Capital Finance Authority and bears interest at 2.733% and matures in 2051.

The Town has a revolving loan with Canadian Imperial Bank of Commerce. The revolving loan is due on demand, bears interest at prime minus 0.5% and has available funds up to \$3,000,000. As at December 31, 2023, the revolving loan was not drawn upon. As at December 31, 2023, the prime rate was 7.20% (2022 - 6.45%).

During the year, on a cash basis, the Town paid \$322,054 on interest on long-term debt.

Debenture debt is issued on the credit and security of the Town at large.

---

## TOWN OF TABER

### Notes to Consolidated Financial Statements

For the year ended December 31, 2023

---

#### 10. Debt limits

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 255/00 for the Town be disclosed as follows:

	2023	2022
Total debt limit	\$ 47,527,581	\$ 42,180,438
Total debt	(14,068,961)	(13,112,233)
Amount of debt limit unused	\$ 33,458,620	\$ 29,068,205
Debt servicing limit	\$ 7,921,264	\$ 7,030,073
Debt servicing	(1,761,198)	(1,467,239)
Amount of debt servicing limit unused	\$ 6,160,066	\$ 5,562,834

The debt limit is calculated at 1.5 times revenue of the Town (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the Town. Rather, the financial statements must be interpreted as a whole.

---

# TOWN OF TABER

## Notes to Consolidated Financial Statements For the year ended December 31, 2023

---

### 11. Tangible capital assets

	2023	2022 Restated (note 2)
Land for Municipal Use	\$ 6,030,218	\$ 2,904,362
Land Improvements	5,275,398	5,087,224
Buildings	15,594,097	15,535,428
Engineering Structures	110,559,968	107,564,889
Machinery & Equipment	7,613,128	7,626,022
Vehicles	2,505,874	2,765,212
Work in Progress	1,871,354	4,801,549
	<hr/>	<hr/>
	\$ 149,450,037	\$ 146,284,686

Contributed capital assets received and recognized in the year relate to various land recorded on the consolidated financial statements is \$81,950 (2022 - \$1,441,743).

### 12. Accumulated surplus

	2023	2022 Restated (note 2)
General government operations	\$ 146,338,738	\$ 144,560,114
Taber Public Library	210,189	171,152
	<hr/>	<hr/>
	\$ 146,548,927	\$ 144,731,266

Accumulated surplus consists of restricted and unrestricted amounts and equity in tangible capital assets as follows:

	2023	2022 Restated (note 2)
Unrestricted surplus	\$ 1,711,710	\$ 439,235
Reserves	15,082,174	16,147,054
Equity in tangible capital assets	129,755,043	128,144,977
	<hr/>	<hr/>
	\$ 146,548,927	\$ 144,731,266

# TOWN OF TABER

## Notes to Consolidated Financial Statements For the year ended December 31, 2023

### 12. Accumulated surplus (continued)

Reserves are comprised of funds internally restricted as follows:

	2022	Transfers in	Transfers out	2023
General operations	\$ 469,902	\$ 754,949	\$ (1,075,914)	\$ 148,937
Continuing projects	220,467	-	(40,739)	179,728
Health and safety	140,981	29,887	(170,868)	-
General capital	885,496	74,074	(84,061)	875,509
Infrastructure	9,957,854	4,148,421	(4,319,813)	9,786,462
Buildings	425,056	170,677	(144,243)	451,490
Equipment	957,577	318,696	(898,770)	377,503
Land	1,506,828	106,761	(239,237)	1,374,352
Vehicles	701,097	230,841	-	931,938
Energy conservation	136,435	10,500	-	146,935
Funds held in place of municipal reserves	185,652	1,847	19,038	206,537
Development levies	559,709	-	43,074	602,783
	\$ 16,147,054	\$ 5,846,653	\$ (6,911,533)	\$ 15,082,174

Equity in tangible capital assets

	2023	2022 Restated (note 2)
Net book value of tangible capital assets	\$ 149,450,037	\$ 146,284,686
Long-term debt	(14,068,961)	(13,112,233)
Long-term debt not used for capital	5,364,084	5,733,320
Debt charges recoverable	1,253,452	1,290,804
Asset retirement obligation liability	(12,243,569)	(12,051,600)
	\$ 129,755,043	\$ 128,144,977

# TOWN OF TABER

## Notes to Consolidated Financial Statements For the year ended December 31, 2023

### 13. Trust funds

The Town administers the following trusts on behalf of parties external to the reporting entity:

	2022	Increases	Decreases	2023
Police trust	507	-	-	507
	\$ 507	\$ -	\$ -	\$ 507

These amounts are not reflected in the financial position of the Town.

### 14. Salary and benefits disclosure

Disclosure of salaries and benefits for municipal officials, the chief administrative officer and designated officers as required by Alberta Regulation 313/2000 is as follows:

			2023	2022
	Salary <sup>(1)</sup>	Benefits & Allowances <sup>(2,3)</sup>	Total	Total
Members of Council				
Mayor A. Prokop	45,287	2,486	47,773	47,668
Councillors:				-
G. Bekkering	26,054	-	26,054	25,331
C. Firth	26,595	1,315	27,909	27,676
J. Brewin	25,331	1,299	26,630	26,575
J. Sorensen	25,331	1,299	26,630	27,412
M. Mclean	25,331	1,299	26,630	26,575
A. Rudd	13,193	-	13,193	25,331
D. Remfert	7,740	408	8,148	-
Chief Administrative Officer	173,259	40,427	213,686	201,556

- (1) Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.
- (2) Benefits and allowances figures include the Town's share of all employee benefits and contributions or payments made on behalf of the employee.
- (3) Benefits and allowances figures also include the Town's share of the costs of additional taxable benefits including travel allowances and car allowances.



---

# TOWN OF TABER

## Notes to Consolidated Financial Statements For the year ended December 31, 2023

---

### 15. Pension plans

Employees of the Town qualify to belong to one of the following defined-benefits pension plans:

(a) Local Authorities Pension Plan

The Town participates in a multi-employer defined benefit pension plan. The plan is accounted for as a defined contribution plan.

Employees of the Town, with the exception of police officers, participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plans Act. The LAPP serves about 291,259 people and 437 employers. The LAPP is financed by employer and employee contributions and by investment earnings of the LAPP Fund.

Contributions for current services are recorded as expenses in the year in which they become due.

The Town is required to make current service contributions to the LAPP of 8.45% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 12.23% on pensionable earnings above this amount. Employees of the Town are required to make current service contributions of 7.45% of pensionable earnings up to the year's maximum pensionable earnings and 11.23% on pensionable earnings above this amount.

Total current service contributions by the Town to the LAPP in 2023 were \$551,004 (2022 - \$518,610). Total current service contributions by the employees of the Town to the LAPP in 2023 were \$491,820 (2022 - \$462,925).

At December 31, 2022 the LAPP disclosed an actuarial surplus of \$12.70 billion (2021 - surplus of \$12 billion).

(b) Special Forces Pension Plan

The Town participates in a multi-employer defined benefit pension plan. The plan is accounted for as a defined contribution plan.

Police officers employed by the Town, including management, participate in the Special Forces Pension Plan (SFPP), which is one of the plans covered by the Alberta Public Sector Pension Plans Act. The SFPP serves about 7,812 people and 7 employers. The plan is financed by employer and employee contributions and by investment earnings of the SFPP Fund.

Contributions for current services are recorded as expenses in the year in which they become due.

The Town is required to make current service contributions to the SFPP of 14.55% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 14.55% on pensionable earnings above this amount. Police officers of the Town are required to make current service contributions of 13.45% of pensionable earnings up to the year's maximum pensionable earnings and 13.45% on pensionable earnings above this amount.

Total current service contributions by the Town to the SFPP in 2023 were \$232,638 (2022 - \$231,910). Total current service contributions by the police officers of the Town to the SFPP in 2023 were \$215,051 (2022 - \$214,377).

At December 31, 2022 the SFPP Plan disclosed an actuarial surplus of \$265.0 million (2021 - surplus of \$424.0 million).

---

# TOWN OF TABER

## Notes to Consolidated Financial Statements For the year ended December 31, 2023

---

### 16. Contractual rights

The Town has entered into several land rent and oil lease agreements with various third parties. These agreements are individually insignificant. The timing and extent of future revenues from each agreement varies based on its terms. Revenue from land rent and oil leases for the year was \$258,169 (2022 - \$210,280).

### 17. Financial instruments

The Town's financial instruments consist of cash and temporary investments, taxes and grants in lieu receivable, trade and other receivables, long-term investments, debt charges recoverable, accounts payable and accrued liabilities, employee benefit obligations, deposit liabilities and long-term debt. It is management's opinion that the Town is not exposed to significant interest, currency or liquidity risk arising from these financial instruments.

The Town is subject to credit risk with respect to taxes and grants in lieu receivable, and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the Town provides services may experience financial difficulty and be unable to fulfill their obligations. The large number and diversity of taxpayers and customers minimized the credit risk.

### 18. Segmented disclosure

Segmented disclosures (Schedule 6) have been identified based upon lines of service provided by the Town. Town services are provided by departments and their activities are reported by functional area in the body of the consolidated financial statements. Certain lines of service that have been separately disclosed in the segmented financial information, along with the services they provide, are as follows:

(a) General government

The mandate of general government includes all taxation, Council and administrative functional activities.

(b) Protective services

The mandate of protective services is to provide for the rescue and protection of people and property within the Town through effective and efficient management and coordination of emergency service systems and resources.

(c) Transportation services

The mandate of transportation services is the delivery of municipal public works services relating to the planning, development and maintenance of roadway systems, streets, walks, lighting, storm water flows and public transit.

(d) Environmental services

The mandate of environmental services is the delivery of utility services including water supply and distribution services, wastewater treatment and disposal activities, and solid waste and recycling management.

(e) Public health services

The mandate of public health services is the contribution to Family and Community Support Services (FCSS) and the administration and maintenance of the cemetery.

---

## TOWN OF TABER

### Notes to Consolidated Financial Statements For the year ended December 31, 2023

---

#### 18. Segmented disclosure (continued)

(f) Planning and development

The mandate of planning and development is the administration of residential, commercial and industrial development services, and operation and maintenance of Town owned buildings.

(g) Parks and recreation

The mandate of parks and recreation includes the operation and maintenance of parks, sportsfields, and recreation and community facilities within the Town.

(h) Culture and libraries

The mandate of culture and libraries includes the operation and maintenance of the community auditorium and meeting rooms, and the support of the Taber Public Library and the ownership of the building.

For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those adopted by the Town as a whole.

#### 19. Budget

The Operating and Capital budget information was approved by Council on May 11, 2023 and November 14, 2022 respectively.

#### 20. Approval of financial statements

These financial statements have been approved by Council and Management.

## Council Request for Decision

**Meeting Date:** April 22, 2024

**Subject:**

Recreation Board Request to Council

**Recommendation:**

Council discussion requested

**Background:**

At the April 4, 2024, Recreation Board meeting, the following resolution was made:

***RES. 05/2024 MOVED by C. Fletcher that the Recreation Board recommends to Council to consider having the Taber Trout Pond Committee come under the oversight of the Taber Recreation Board.***

***CARRIED UNANIMOUSLY***

**Legislation / Authority:**

*Municipal Government Act*

**Strategic Plan Alignment:**

Develop Community & Promote Growth

**Financial Implication:**

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

**Service Level / Staff Resource Implication:**

None.

**Justification:**

Recreation Board requested this change.

**Alternative(s):**

1. Council requests additional information from Administration to be brought back at a later date.
2. Council directs administration to dissolve the Ad Hoc Trout Pond Committee (West Trail Extension Project Committee) and task the Recreation Board with those discussions, providing recommendations to Council regarding the Trout Pond Recreation area.



**Attachment(s):**

**APPROVALS:**

**Originated By:**  
Brian Martin

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

## Council Request for Decision

**Meeting Date: April 22, 2024**

**Subject:**

Information For Council

**Recommendation:**

No motion is required at this time.

**Background:**

The Town receives communication on an on-going basis that is likely of interest to Council. In most cases, this communication is provided simply as information to Council and no comment is needed. In some cases, though, Council may wish to seek clarification on the matter from its administration or from the originator of the communication, or even to challenge the matter through Council discussion. Placing the communication on Council's agenda allows these opportunities. The relevant communication for this Council agenda is:

1. At the March 25, 2024 regular meeting of Council, a Delegation from the TCGPA (Taber Competitive Gymnastics Parent Association) made a presentation requesting \$2,000.00 funding to assist with the purchase of medals.

The following resolution was made:

***RES. 111/2014 MOVED by Councillor Brewin that Council directs Administration to find further information to waive the event venue fees and come back to Council on that amount and see what we could do after that."***

***CARRIED UNANIMOUSLY***

Administration submits that during the November 2, 2023 Recreation Board meeting applications for the Community Grant Program were reviewed and awarded. TCGPA (Taber Competitive Gymnastics Parent Association) was granted \$1,723.50 for their upcoming gymnastics event to be held April 18-21, 2024. The event will use the Taber Large Arena and Grey Room for these days. Town Facilities Staff, along with Recreation staff, will be brought in to assist in the setup of the competition space to meet Fire Code. This will include electrical work (installing emergency exit signage and extra power supply) carpenters (to install emergency exit doors).

2. At the Economic Developers of Alberta Conference last week, the Town of Taber won two awards in relation to the regional approach to Economic Development initiatives (Taber Region Immigration Initiative):

1. Regional Collaboration & Partnership Project – Medium Community/Region



2. Alex Metcalfe Award – Best in Show – Medium Community/Region (this award celebrates the “best in show” in each community size across the province)
  
3. Attached for Council’s information is the updated status graph for all current 2024 Capital projects as well as those that have been carried forward. Those highlighted completely in Green are completed and will be removed from the next update report. The Green percentage column means they have grant funding as part of the project, and the yellow percentage column is the status of the project completion.

**Legislation / Authority:**

*Municipal Government Act* Sections 3 and 5.

**Strategic Plan Alignment:**

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

**Financial Implication:**

These will vary with information items.

**Service Level / Staff Resource Implication:**

These will vary with information items.

**Justification:**

To keep Council informed on current municipal information and correspondence.

**Alternative(s):**

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

**Attachment(s):** Capital Projects Status Update

**APPROVALS:**

**Originated By:**

Brittany Gilbertson

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

# CAPITAL PROJECTS

CAPITAL YEAR	DEPARTMENT	DESCRIPTION	APPROVED BUDGET	GRANT FUNDED	% COMPLETE	COMMENTS
2024	Information Technology	Annual Computer Replacement	\$ 162,200.00		<div style="width: 15%; background-color: #ffc107;">15%</div>	<i>Will replace units throughout the year as product comes in</i>
2024	Information Technology	Diamond Software Upgrade	\$ 10,000.00		<div style="width: 0%; background-color: #ffc107;">0%</div>	
2024	Information Technology	Downtown Wi-Fi Improvement	\$ 25,000.00		<div style="width: 0%; background-color: #ffc107;">0%</div>	
2024	Information Technology	Server Upgrades	\$ 60,000.00		<div style="width: 10%; background-color: #ffc107;">10%</div>	<i>In progress</i>
2024	Police	Radio/Voice Recorder	\$ 90,000.00		<div style="width: 30%; background-color: #ffc107;">30%</div>	<i>In progress, equipment arrived and waiting on installation</i>
2024	Police	Radio Console	\$ 140,000.00		<div style="width: 0%; background-color: #ffc107;">0%</div>	<i>In progress, evaluating</i>
2024	Police	Annual Car Replacement	\$ 75,000.00		<div style="width: 25%; background-color: #ffc107;">25%</div>	<i>Unit ordered, waiting for delivery</i>
2023	Police	Encryption of Radio Signals	\$ 40,000.00		<div style="width: 10%; background-color: #ffc107;">10%</div>	<i>In Progress and will be finalized 2024</i>
2020	Police	E-Ticketing	\$ 17,500.00		<div style="width: 75%; background-color: #ffc107;">75%</div>	<i>Soft launch occurring, following Provincial Authority</i>
2022	Police	Next Gen 911	\$ 250,000.00	100%	<div style="width: 20%; background-color: #ffc107;">20%</div>	<i>In progress, waiting on installation</i>
2022	Police	Intoxilyzer	\$ 25,000.00		<div style="width: 0%; background-color: #ffc107;">0%</div>	<i>Province has not approved new instrument</i>
2024	Fire	Rescue Pumper	\$ 1,100,000.00	85%	<div style="width: 15%; background-color: #ffc107;">15%</div>	<i>Contract has been awarded, deposit made</i>
2024	Public Works	Additional Street Lighting	\$ 85,000.00		<div style="width: 5%; background-color: #ffc107;">5%</div>	<i>Study finished, consulting with Fortis Alberta</i>
2024	Public Works	CP Rail - 50 St Crossing Upgrade	\$ 85,000.00		<div style="width: 5%; background-color: #ffc107;">5%</div>	<i>Contract in place, construction to start before November 2024</i>
2024	Public Works	44 St & 51 Ave. Intersection Improvements	\$ 127,607.00	100%	<div style="width: 15%; background-color: #ffc107;">15%</div>	<i>Engineering finished, Tender has gone out</i>
2024	Public Works	Asphalt Milling & Overlay Program	\$ 300,000.00	100%	<div style="width: 15%; background-color: #ffc107;">15%</div>	<i>Engineering finished, Tender has gone out</i>
2024	Public Works	Surface Works (Concrete - Sidewalk Replacements)	\$ 300,000.00	100%	<div style="width: 15%; background-color: #ffc107;">15%</div>	<i>Engineering finished, Tender has gone out</i>
2024	Public Works	Traffic Line Painter - Dual Gun	\$ 25,000.00		<div style="width: 100%; background-color: #ffc107;">100%</div>	<i>New unit delivered, Project completed at budget - \$19,291.18</i>
2024	Storm Water	Zero Turn Mower	\$ 30,000.00		<div style="width: 100%; background-color: #ffc107;">100%</div>	<i>New unit delivered, Project completed under budget - \$18,900</i>
2023	Storm Water	Schulte Tri-Deck Mower	\$ 52,560.00		<div style="width: 25%; background-color: #ffc107;">25%</div>	<i>Unit ordered, waiting for delivery</i>
2023	Storm Water	Degelman Side Arm Tractor Implement	\$ 41,900.00		<div style="width: 25%; background-color: #ffc107;">25%</div>	<i>Unit ordered, waiting for delivery</i>



# CAPITAL PROJECTS

CAPITAL YEAR	DEPARTMENT	DESCRIPTION	APPROVED BUDGET	GRANT FUNDED	% COMPLETE	COMMENTS
2015	Storm Water	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	Storm Water	Regional Storm water Master Plan	\$ 200,000.00	100%	95%	Reviewing Engineered Report
2024	Water Sup & Dist.	41 Ave (51 St-53St) Cast Iron & Sanitary Replacement	\$ 1,550,000.00		20%	Engineering finished, Tender awarded, Construction to begin Spring 2024
2024	Water Sup & Dist.	Dissolved Air Flotation Repair - WTP	\$ 90,000.00		25%	Equipment ordered, waiting on delivery & contractor to install.
2023	Water Sup & Dist.	Water System Climate Resiliency Plan	\$ 80,000.00	100%	85%	Engineered report in progress, estimated to be finished May 2024
2022	Water Sup & Dist.	Raw Water Pump Station (Engineering Only)	\$ 400,000.00	100%	75%	Engineering underway, SMRID delays
2024	WW Treat & Disp.	Lagoon Sludge Removal - 3 Upper Cells	\$ 650,000.00		5%	Preliminary Engineering underway
2024	WW Treat & Disp.	Downtown Sanitary Pipe Relining & Cleaning	\$ 160,000.00		15%	Contract awarded, contractor to start Fall 2024
2023	WW Treat & Disp.	Secondary Clarifier Rehab	\$ 3,000,000.00	36%	40%	Equipment ordered, waiting on delivery & contractor to install.
2023	WW Treat & Disp.	Roof Replacement - Wastewater Treatment Plant	\$ 325,000.00	100%	5%	Secondary Clarifier has to be installed first for the roof work to be started
2024	Facilities Management	Front Entrance Security Refurbish	\$ 75,000.00		15%	Engineering finished, Tender has gone out
2024	AquaFun	Secondary Disinfectant System Replacement	\$ 100,000.00	100%	0%	
2021	Facilities Management	WW Lagoons Solar PV System	\$ 1,606,316.00		95%	Substantially finished
2024	Arena	UTV Replacement	\$ 45,000.00		0%	
2024	Parks	Hot Water Mobile Pressure Washer	\$ 7,000.00		0%	
2024	Parks	Skate Park Cement	\$ 40,000.00		5%	Engineered review done, evaluating options
2024	Parks	Flat Deck Trailer	\$ 10,000.00		0%	
2023	Parks	Downtown 47 Ave Park Development & Murals	\$ 551,653.00	75%	75%	Grant period is complete
2023	Parks	2 Billion Trees Program	\$ 126,500.00	55%	15%	Awaiting project costs from Contractor
2023	Parks	Turf Sprayer & Accessories	\$ 25,000.00		25%	waiting on delivery of unit, spring 2024
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	Tennis Court Upgrade	\$ 100,000.00	100%	50%	Contract awarded, construction delayed by contactor until Spring 2024
2023	Sports fields	Baseball Infield Renewal	\$ 50,000.00		0%	Evaluating Options



## Council Request for Decision

**Meeting Date:** April 22, 2024

**Subject:**

Department Reports

**Recommendation:**

No motion is required.

**Background:**

The Department Reports are supplied for Council information. In most cases, this communication is provided simply as information to Council and no comment is needed. In some cases, though, Council may wish to seek clarification on the matter from its administration, fellow Committee Members or from the originator of the communication, or even to challenge the matter through Council discussion. Placing the communication on Council's agenda allows these opportunities.

**Legislation / Authority:**

*MGA*, Section 207(c)

**Strategic Plan Alignment:**

Improve internal & external communications

**Financial Implication:**

N/A

**Service Level / Staff Resource Implication:**

The service level will remain status quo.

**Justification:**

To keep Council informed of departmental happenings.

**Alternative(s):**

Council could seek clarification on any of the matters from Administration or fellow Committee Members.



- Attachment(s):**
- Recreation Department Report
  - CAO Department Report
  - Finance Department Report
  - Administrative Services Department Report
  - March Ec. Dev. Department Report
  - Engineering & Public Works Department Report
  - Treatment Facilities Department Report
  - Facilities Management Department Report
  - Planning Department Report
  - Fire Department Report

**APPROVALS:**

**Originated By:**  
Brittany Gilbertson





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



# DEPARTMENT REPORT

MARCH 2024

DEPARTMENT: Recreation





Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="315 659 495 730">IMPROVE INTERNAL &amp; EXTERNAL COMMUNICATIONS</p>	<ul data-bbox="643 354 1458 768" style="list-style-type: none"> <li>• Continuing to communicate regularly with our facility users</li> <li>• Continue to update the Community Digital Sign</li> <li>• Continue to maintain the Town of Taber – Recreation, Arts, &amp; Heritage Facebook page</li> <li>• Department continue to have monthly operation meetings</li> <li>• Monthly communication with the ATM lessee regarding the schedule at the community centre</li> <li>• Keeping event pages on the Town website up-to-date</li> <li>• Monthly submissions to the Taber Cornhusk Chronicles continues</li> <li>• Began monthly CIB meetings to discuss 2024 season</li> </ul>
 <p data-bbox="315 1115 495 1186">DEVELOP COMMUNITY &amp; PROMOTE GROWTH</p>	<ul data-bbox="643 850 1458 1255" style="list-style-type: none"> <li>• Department continues to research grants for current and future projects</li> <li>• Working on completing the 2 Billion Tree Grant</li> <li>• Regular and Private Lessons continue to be popular</li> <li>• Successfully closed up the ice season and have moved into the dry ice season of Lacrosse which includes ice removal and repainting surface</li> <li>• Began field/pitch inspections/preparations for the upcoming sportsfield seasons</li> <li>• Worked with public regarding the Memorial Bench and Tree Program</li> </ul>
 <p data-bbox="315 1514 495 1585">DEFINE &amp; PRACTICE GOOD GOVERNANCE</p>	<ul data-bbox="643 1266 1469 1640" style="list-style-type: none"> <li>• Held all safety required staff meetings and inspections</li> <li>• Seeing to continued facility maintenance in all facilities</li> <li>• Summer staff recruitment continued</li> <li>• Many pool and arena rentals taken throughout March</li> <li>• Held Spring Swim Lessons Registration</li> <li>• Continued with spring equipment preparations</li> <li>• Continued snow removal activities at the Community Centre &amp; Administration Building</li> <li>• UTV purchase was awarded</li> <li>• Received Trout Pond tree proposals</li> </ul>
 <p data-bbox="315 1902 495 1974">ENHANCE SENSE OF COMMUNITY</p>	<ul data-bbox="643 1650 1490 1944" style="list-style-type: none"> <li>• Facilitated or collaborated with the following community events: 2 volleyball tourneys, 2 hockey tourneys, Titans/Foodbank Event, a market, wrestling event, 2 hockey banquets, a few private funtions, and 2 large fundraisers</li> <li>• Kids Can Catch, ACA Grant Application was successful and granted \$3000. (Event June 15)</li> <li>• Aquafun Centre was host to the Taber IGA Free Swim</li> <li>• Attending meetings and planning for the 2024 SASG</li> </ul>



# ACTIVITY REPORT

March 2024

DEPARTMENT: CAO

Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="297 680 498 747"><b>IMPROVE INTERNAL &amp; EXTERNAL COMMUNICATIONS</b></p>	<ul data-bbox="621 464 1471 758" style="list-style-type: none"> <li>• Attended various committee, commission, &amp; board meetings.</li> <li>• Monthly directors meeting.</li> <li>• Held bi-weekly meetings with individual staff.</li> <li>• Chaired monthly CUPE LMM (Labor Management Meeting)</li> <li>• Virtual meetings with other Muni's on various topics regarding possible future collaboration.</li> <li>• Participated in a TCAPS meeting.</li> <li>• Chaired our quarterly management meeting.</li> </ul>
 <p data-bbox="297 1001 498 1068"><b>DEVELOP COMMUNITY &amp; PROMOTE GROWTH</b></p>	<ul data-bbox="621 785 1463 961" style="list-style-type: none"> <li>• Participated in various business owner discussions.</li> <li>• Meetings with multiple developers.</li> <li>• Met with various citizens discussing concerns.</li> <li>• Participated in vendor meetings regarding the Taber advantage initiative</li> </ul>
 <p data-bbox="297 1331 498 1398"><b>DEFINE &amp; PRACTICE GOOD GOVERNANCE</b></p>	<ul data-bbox="621 1106 1487 1362" style="list-style-type: none"> <li>• Reviewed and/or approved various applications, RFD's, bylaws, policies, procedures.</li> <li>• Council meeting &amp; agenda preparation meetings.</li> <li>• Attended monthly health and safety meeting.</li> <li>• Attended a virtual drought preparedness meeting with the Province.</li> <li>• Participated in capital and operating budget discussions.</li> </ul>
 <p data-bbox="339 1665 456 1732"><b>ENHANCE SENSE OF COMMUNITY</b></p>	<ul data-bbox="621 1449 1170 1478" style="list-style-type: none"> <li>• Participated in TCAPS fundraiser set up</li> </ul>





TOWN OF  
**TABER**

## ACTIVITY REPORT

March 2024

DEPARTMENT: Finance

Strategic Plan Alignment	Associated Projects & Tasks
 <p>IMPROVE INTERNAL &amp; EXTERNAL COMMUNICATIONS</p>	<ul style="list-style-type: none"> <li>• Upgrade multiple systems and firmware.</li> <li>• Continue the Annual Computer Replacement project.</li> <li>•</li> </ul>
 <p>DEFINE &amp; PRACTICE GOOD GOVERNANCE</p>	<ul style="list-style-type: none"> <li>• Complete the IT KPI Report.</li> <li>• Renew multiple licenses and subscriptions.</li> <li>• Daily Procurement Activities</li> <li>• Purchase Orders Issued as per Council Approved Capital Budget:               <ul style="list-style-type: none"> <li>• Taber Police Service – Radio &amp; Voice Recorder</li> <li>• Shulte XH 1500 Rotary Mower</li> <li>• Degelman Side Arm 1820</li> </ul> </li> <li>• Weed Control Services –Evaluated &amp; Award</li> <li>• Recreation UTV – RFP Close, Evaluate &amp; Award</li> <li>• Fertilizer Supply &amp; Delivery – RFP Close, Evaluate &amp; Award</li> <li>• Taber Police Service Front Entrance Upgrade – ITQ Posted &amp; Site Visits</li> <li>• Preparation for the Audit Committee meeting</li> <li>• Finalizing the 2023 External Audit</li> <li>• Daily Finance Activities</li> </ul>







TOWN OF  
**TABER**

## DEPARTMENT REPORT

March 2024

DEPARTMENT: **Administrative Services**

Strategic Plan Alignment	Associated Projects & Tasks
 <p>DEVELOP COMMUNITY &amp; PROMOTE GROWTH</p>	<ul style="list-style-type: none"> <li>• Attended Alberta Surface Rights Meeting and AGM</li> <li>• Discussed various facility requirements</li> <li>• Still ongoing: Agri-Plex insurance and reclamation discussions between Lessee, Assessor, facility maintenance and decisions related to, for guidance and lease specifications/responsibilities</li> <li>• Liaising, approving and/or follow-up on various facility project requests: Archers/Bowhunters</li> </ul>
 <p>IMPROVE INTERNAL &amp; EXTERNAL COMMUNICATIONS</p>	<ul style="list-style-type: none"> <li>• Liaising with consultants for cemetery software, further mapping for new Row K</li> <li>• Reviewed contracts and guided staff related to bylaws, policies/procedures, and correspondence from other departments</li> </ul>
 <p>DEFINE &amp; PRACTICE GOOD GOVERNANCE</p>	<ul style="list-style-type: none"> <li>• FOIP Request Coordination/response</li> <li>• Oversaw follow up and signing of agreements and documents</li> <li>• Created the agenda, attended the meeting for the CUPE Executive and Town of Taber Management meeting</li> <li>• Attended Management Team Meeting</li> <li>• Continued to keep up with best practice through Alberta Municipal Clerk's Association, IIMC (International Institute of Municipal Clerks, and LGAA (Local Government Administration Association)</li> </ul>
 <p>ENHANCE SENSE OF COMMUNITY</p>	<ul style="list-style-type: none"> <li>• Undertaking preparations for Delegation from County Government of Siaya</li> <li>• Fielded various department requests and questions from citizens and internal clients</li> </ul>







TOWN OF  
**TABER**

## DEPARTMENT REPORT

DEPARTMENT: Administrative Services

(Communications and Projects Coordinator)

Strategic Plan Alignment	Associated Projects & Tasks
 <p>DEVELOP COMMUNITY &amp; PROMOTE GROWTH</p>	<ul style="list-style-type: none"><li>• Working on Siaya Delegation logistics with Administration team</li><li>• Assisting Economic Development with marketing firm hiring</li></ul>
 <p>IMPROVE INTERNAL &amp; EXTERNAL COMMUNICATIONS</p>	<ul style="list-style-type: none"><li>• Fielded various questions from the public as transferred to communications</li><li>• Regularly approving the Town's regular ads to the Taber Times</li><li>• Released March Corn Husk Chronicles</li><li>• Drafting April Corn Husk Chronicles</li><li>• Drafting all of 2024 Corn Husk Chronicles to be ready in advance</li><li>• Continually making edits and updates to the Town's website pages, social media, and various other communications channels to ensure accuracy and relevance</li><li>• Scheduled interviews with local media personnel and key spokespersons for Town projects and initiatives when sought.</li><li>• 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).</li><li>• As per request of Council and in conjunction with Directors of Finance and Public Works, completed the Utility Fee FAQs for distribution in April bills. As per direction of the CAO, FAQs were held back. Likely distribution is May.</li><li>• Finalizing preparations for Communications Intern from Lethbridge College</li><li>• Assisting Planning with survey for permit applicants. Likely release of survey is May.</li><li>• Made preparations for Coffee with Council- to be held rescheduled in April</li></ul>



DEFINE &  
PRACTICE  
GOOD GOVERNANCE

- Executing Communications Plan for drought.
- Shared our Communications Plan for drought conditions with fellow municipalities across Alberta.
- Attended Director of Emergency Management Course.
- Assisted Public Works with presentation materials for AWWOA conference.
- Met with AEMA Field Officer to change Information Officer course curriculum and requested to assist teaching in the MD of Willow Creek & Cardston in April.



ENHANCE  
SENSE OF  
COMMUNITY

- Executing 2024 editorial calendar for communications content.
- Finalized communications planning for 2024 Farmers Market
- Assisting AAIP Program with monthly Newcomers Newsletter.
- Assisting with Canada Day communications preparations.

# DEPARTMENT REPORT

## Taber Memorial Gardens

<b>Statistics Provided from: March 1, 2024 to March 31, 2024</b>	
<b>SERVICE PROVIDED</b>	<b>STATISTICS</b>
Burials	4
Pre-Planning Purchases	1
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	1
Inquiries from other Municipalities	0






TOWN OF  
**TABER**

## ACTIVITY REPORT

March 2024

DEPARTMENT: Economic Development

Strategic Plan Alignment	Associated Projects & Tasks
 <p><b>IMPROVE INTERNAL &amp; EXTERNAL COMMUNICATIONS</b></p>	<ul style="list-style-type: none"> <li>• Attended monthly Rural Renewal Regional meetings, as well as provincial meetings.</li> <li>• Attended TDCALA Employer Lunch, shared on Economic Development initiatives and program available in town.</li> <li>• Attended TDCALA Job Fair with AAIP booth.</li> <li>• Met with representative from Lethbridge College to build connections.</li> <li>• Reviewed applications and interviewed 6 candidates for the Assistant position.</li> <li>• Worked with Progressive West Consulting on survey to be sent out to local businesses.</li> </ul>
 <p><b>DEVELOP COMMUNITY &amp; PROMOTE GROWTH</b></p>	<ul style="list-style-type: none"> <li>• Issued 10 Business Licenses, a mixture of resident licenses, temporary licenses, and home occupations.</li> <li>• Met with 4 marketing companies to talk about Taber Advantage – ideas, strategies, and plans. Then held 3 meetings for them to present their plan to us.</li> <li>• Met with Travel Alberta, Medicine Hat &amp; Lethbridge Tourism to discuss upcoming project ideas.</li> <li>• Content development for Summer Experience Guide.</li> <li>• Met with business owners looking to purchase land in Eureka, worked with public works and fire to get details, offer to be presented in April.</li> <li>• Spoke with large company looking to expand to Southern Alberta, will continue to connect with them.</li> <li>• Met with various business owners regarding opening new businesses, expanding local businesses or moving their business here.</li> <li>• Helped new businesses with questions about zoning, workforce, AAIP programs, grants, employer resources and processes.</li> </ul>
 <p><b>DEFINE &amp; PRACTICE GOOD GOVERNANCE</b></p>	<ul style="list-style-type: none"> <li>• We received the following inquiries about the AAIP programs – 13 phone calls, 36 emails, 18 in person visits.</li> <li>• Hosted 4 approval committee meetings.</li> <li>• Hosted Employer lunch and learn, and Community Engagement session in Taber.</li> <li>• Implemented new AAIP Provincial and Local requirements.</li> </ul>



ENHANCE  
SENSE OF  
COMMUNITY

- Ongoing planning of Taber's Table 2024
- Beginning planning of Downtown programming and farmers markets
- Attended Pheasant Festival Meeting
- Attended Chamber Exec Meeting
- Attended Cornfest Meeting
- Attended SOAR Lunch with Community Futures & APEX
- Attended Southgrow's Economic Development Summit in Lethbridge






TOWN OF  
**TABER**

## ACTIVITY REPORT

March 2024

DEPARTMENT: Engineering & Public Works

Strategic Plan Alignment	Associated Projects & Tasks
 <p>IMPROVE INTERNAL &amp; EXTERNAL COMMUNICATIONS</p>	<ul style="list-style-type: none"> <li>• Received telephone, email &amp; online service requests from residents &amp; staff, investigated and completed all work orders pertaining to those requests.</li> <li>• Held monthly safety meetings and attended various administration organizational meetings.</li> <li>• Received &amp; completed locates for Alberta One-Call/Utility Safety partners.</li> <li>• Provided comments on various planning permits.</li> </ul>
 <p>DEVELOP COMMUNITY &amp; PROMOTE GROWTH</p>	<ul style="list-style-type: none"> <li>• Continued the winter Tree trimming program of Town trees on Boulevards around Town.</li> <li>• Attended meetings with planning department.</li> <li>• Street &amp; Sidewalk Improvement Tender was posted.</li> <li>• Sanded streets as needed.</li> <li>• Snow removal according to the Winter Road Maintenance Policy &amp; Procedure.</li> <li>• Engineering &amp; Public works staff presented at 49th Annual Operators Seminar in Banff. The presentation covered Town of Taber flooding and how it is being addressed by constructing an East Industrial Wetland.</li> </ul>
 <p>DEFINE &amp; PRACTICE GOOD GOVERNANCE</p>	<ul style="list-style-type: none"> <li>• Attended webinar workshops for the Extended Producer Responsibility program with Alberta Recycling Management Authority.</li> <li>• Compiled Asset information and location to enter into the Town's GIS website ORRSC.</li> <li>• Worked on Master Plans for Storm water, Transportation, and water systems.</li> <li>• Town of Taber Light Study was completed.</li> <li>• 41 Avenue Infrastructure Improvements Tender was posted.</li> <li>• Continued collaborating with MPE regarding HWY 36 crossing to Wetlands.</li> <li>• Worked on Capital project Equipment replacements</li> </ul>



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.
- Final Preparation for Light study around Town,







TOWN OF  
**TABER**

## ACTIVITY REPORT

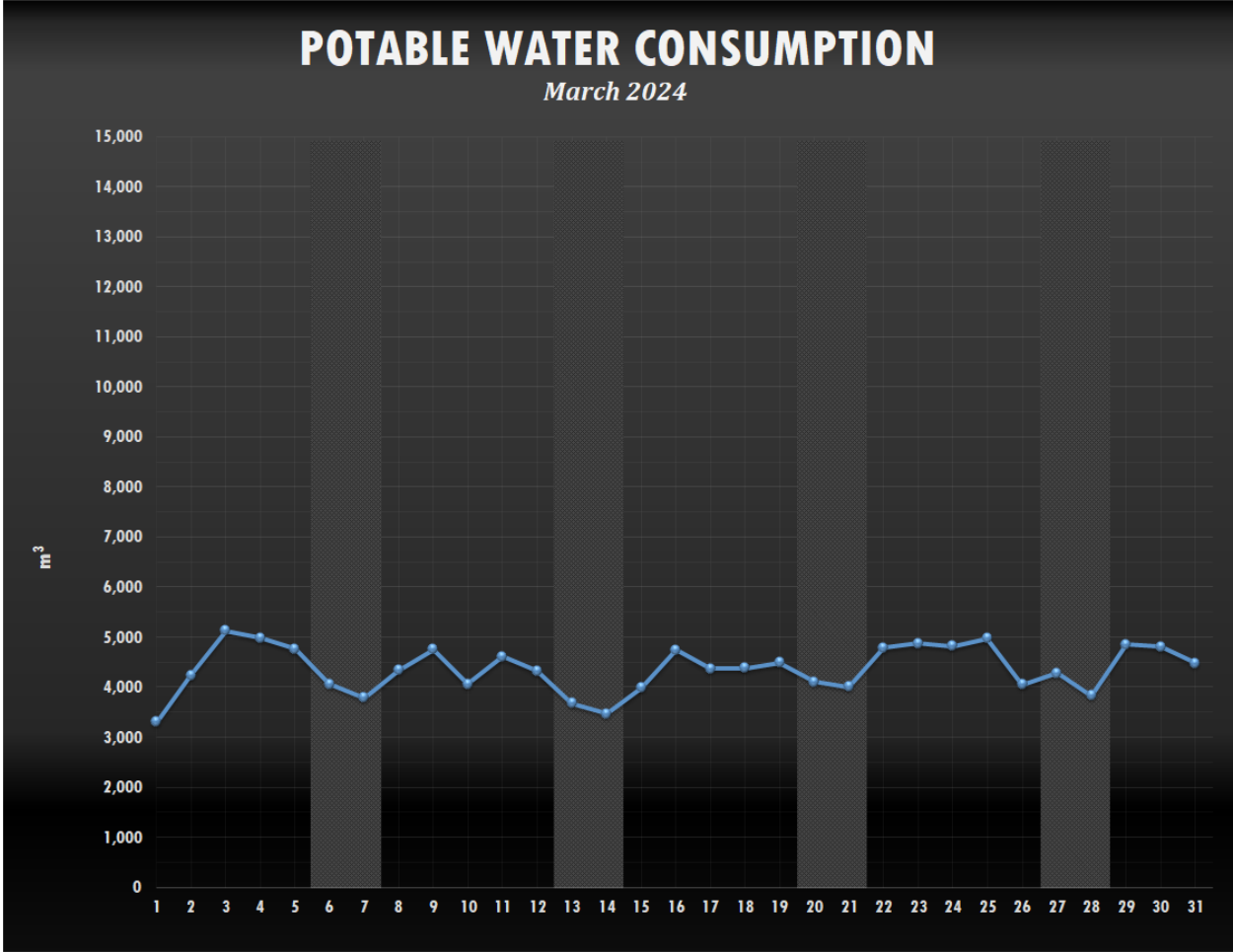
March 2024

DEPARTMENT: Water & Wastewater Treatment Facilities

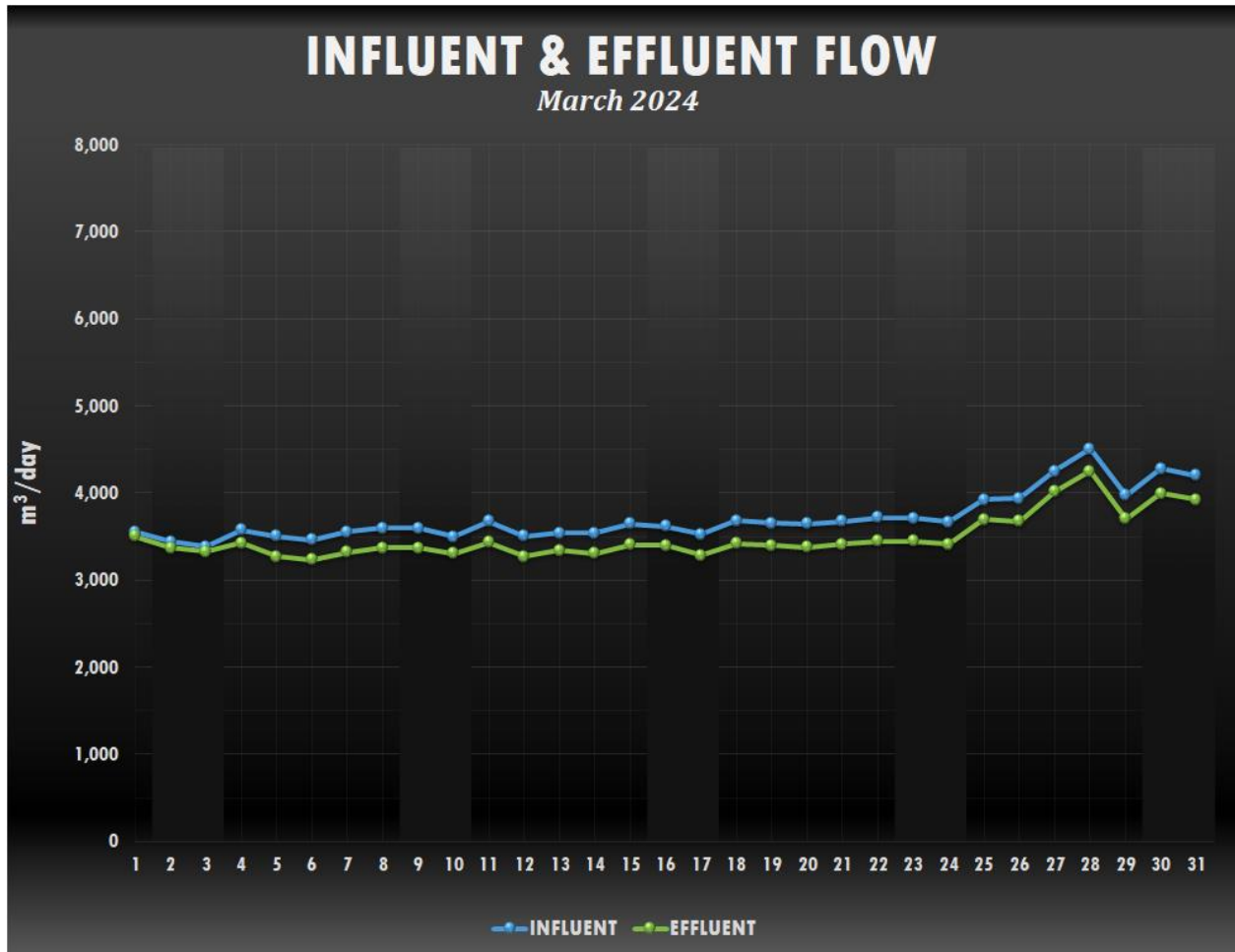
Strategic Plan Alignment	Associated Projects & Tasks
 <p>IMPROVE INTERNAL &amp; EXTERNAL COMMUNICATIONS</p>	<ul style="list-style-type: none"><li>• Municipal Safety Meeting</li><li>• Municipal Operations Meetings</li><li>• Lantic Operations Meetings</li><li>• Lantic Maintenance Meetings</li><li>• Lantic boiler and filtration upgrade meetings</li></ul>
 <p>DEVELOP COMMUNITY &amp; PROMOTE GROWTH</p>	<ul style="list-style-type: none"><li>• High Lift Pump 401 replacement at the Water Treatment Plant is in progress</li><li>• Operation of the Lantic Wastewater Treatment Plant is ongoing</li><li>• Secondary Clarifier upgrade at the Wastewater Treatment Plant</li><li>• Studies are being conducted on the lower cell of the Industrial Lagoon</li><li>• Chemical system upgrades in progress at Lantic</li></ul>
 <p>DEFINE &amp; PRACTICE GOOD GOVERNANCE</p>	<ul style="list-style-type: none"><li>• We strive to minimize our impact on the environment by consistently meeting and exceeding the guidelines set out by Alberta Environment</li><li>• We are following our Covid-19 Pandemic Emergency Response Plan</li><li>• Two operators attended the AWWOA Conference in Banff (Alberta Water and Wastewater Operators Association)</li></ul>
 <p>ENHANCE SENSE OF COMMUNITY</p>	<ul style="list-style-type: none"><li>• Submitted a Water Saving Tip to be included in the Corn Husk Chronicles</li></ul>



# Potable Water Consumption



# WWTP Influent & Effluent Flow






TOWN OF  
**TABER**

## ACTIVITY REPORT

March 2024

DEPARTMENT: Facilities Management

Strategic Plan Alignment	Associated Projects & Tasks
 <p><b>IMPROVE INTERNAL &amp; EXTERNAL COMMUNICATIONS</b></p>	<ul style="list-style-type: none"> <li>• Held monthly safety meeting.</li> <li>• Received work orders, emails and telephone call service requests from staff, building users and lease holders, investigated and completed work orders as required.</li> <li>• Received emails/calls from potential partners for new technology, energy efficient opportunities and potential grants.</li> <li>• Prepared RFD's for Council meetings.</li> </ul>
 <p><b>DEVELOP COMMUNITY &amp; PROMOTE GROWTH</b></p>	<ul style="list-style-type: none"> <li>• Provided reviews of proposed building expansions or renovations to Town owned facilities as required.</li> <li>• Apply for and manage building related grants.</li> <li>• Wastewater Lagoon Solar Generation; waiting on energization approval from Fortis Alberta. Electrical 100% complete. System commissioning complete, estimated approval by Fortis to energize April 2024.</li> <li>• Clean Energy Improvement Program; Full application successfully submitted October 2023. Taber was approved for funding by FCM.</li> <li>• Taber Police Service Front Entrance Security Refurbish; project out for pricing by local contractors.</li> <li>• Continued work for the Administration Building lunch room and south entrance changes.</li> <li>• Continued work on 2024 Capital and Operational projects.</li> </ul>
 <p><b>DEFINE &amp; PRACTICE GOOD GOVERNANCE</b></p>	<ul style="list-style-type: none"> <li>• Working with Taber Exhibition Association and insurance adjuster for restoration work at TEA complex. Coordinating contractors and started repair work.</li> <li>• Working with insurance adjuster for restoration work at Public Works main floor office area. Restoration work complete, furniture moved back into offices and preparing final submittals to the insurance adjuster.</li> <li>• Regular preventative maintenance for all Town owned buildings, 93 work order requests at various Town own buildings.</li> <li>• Backflow preventer testing and verification at various town owned facilities.</li> <li>• Worked with Startec to shutdown ice plants for large ice, small ice and curling club ice.</li> <li>• Worked with Aquafun staff to repair Ozone system.</li> <li>• Filter replacements and inspections for HVAC units.</li> <li>• Plumbing repairs at various town owned facilities.</li> <li>• Electrical repairs at various town owned facilities.</li> <li>• Various troubleshooting and repairs at all three treatment facilities.</li> <li>• Various troubleshooting and repairs at the Aquafun Centre and arenas.</li> <li>• Re-key or door access adjustments for departments as requested.</li> </ul>

	<ul style="list-style-type: none"> <li>• Various troubleshooting and repairs for backup generators and combined heat and power units.</li> <li>• Various trouble shooting and repairs for furnaces, exhaust fans and HVAC units.</li> <li>• Various troubleshooting and repairs for gates to facilities.</li> <li>• Various troubleshooting and repairs for overhead doors.</li> <li>• Filled vacant master electrician position.</li> <li>• Coordinated a duct cleaning project with the M.D. of Taber for the Administration building.</li> <li>• Working with the M.D. of Taber for a lighting upgrade for the M.D side of the administration building.</li> </ul>
	<ul style="list-style-type: none"> <li>• Adjust flags at all Town flag poles as requested.</li> <li>• Replaced damaged flags as required.</li> <li>• Meetings with recreation for special events requiring facility rentals and power requirements.</li> </ul>

<p><b>New Tickets</b></p> <p>93 ↑ 24</p>	<p><b>Your Tickets</b></p> <p>0 ↓ -4</p>	<p><b>Open Tickets</b></p> <p>37 ↑ 25</p>	<p><b>Unassigned Tickets</b></p> <p>3 ↑ 2</p>
--	--	---	---








## DEPARTMENT REPORT

March 2024

DEPARTMENT: Planning

Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="318 932 467 1031"><b>Develop Community &amp; Promote Growth</b></p>	<ul style="list-style-type: none"> <li>• Answered a variety of calls from residents and businesses, providing information and guidance on the Land Use Bylaw, Development Permits, Business Licensing, and other miscellaneous request</li> <li>• Issued 9 Compliance Certificates in March, and 19 so far in 2024</li> <li>• Issued 31 Development Permits in March, and 49 so far in 2024</li> <li>• Issued 0 Portable Sign Permit in March, and 0 so far in 2024</li> <li>• Development Value for Taber based on the value indicated on building permits issued for March 2024 is \$2,167,895.00</li> <li>• Currently working on a total of 4 Subdivision Applications which are at various stages of the process: 0 subdivision were endorsed once subdivision conditions were met. 1 subdivision was received from Land Titles as it was registered in March, and 1 application is in circulation for internal and external review, and 1 subdivision application was approved with conditions</li> <li>• Discussed the requirements for subdividing properties with a few people</li> <li>• Worked with Developers to conduct site inspections and return securities where appropriate</li> <li>• Ongoing work related to Meadows of Taber</li> <li>• Working on a few Development Agreements to facilitate a Commercial Developments</li> <li>• Continued work on two Land Use Amendment Applications for Redistricting that came in in late January by presenting them for their First Readings at council.</li> </ul>
 <p data-bbox="285 1461 492 1560"><b>Improve Internal &amp; External Communications</b></p>	<ul style="list-style-type: none"> <li>• Preparation of RFD's for Council meetings</li> <li>• Attended site inspections in relation to continuing work at development sites</li> <li>• Continued to foster communication with other Town of Taber Departments</li> <li>• Continued discussions about the need for a Southeast Area Structure plan in relation to ongoing and anticipated development in the area</li> <li>• Attended a quarterly administration meeting as required by the Intermunicipal Development Plan</li> <li>• Began compiling list of developers from the last 3 years for requested Survey</li> </ul>
 <p data-bbox="306 1776 464 1875"><b>Define &amp; Practice Good Governance</b></p>	<ul style="list-style-type: none"> <li>• Facilitated the regular Municipal Planning Commission meeting on March 18<sup>th</sup>, 2024</li> <li>• Facilitated the special Municipal Planning Commission meeting on March 25<sup>th</sup>, 2024</li> <li>• Weekly Taber Times advertising for projects, ensuring meeting MGA advertising requirements</li> <li>• Ongoing enforcement of Land Use Bylaw infractions on a complaint basis, or as a result of drive-by checks by staff</li> <li>• Facilitating Development and Building Permit inspections to ensure projects are completed and deposits can be returned where necessary</li> </ul>



Enhance  
Sense  
of  
Community




- Working with multiple developers to improve commercial development in the community




# ACTIVITY REPORT

**March 2024**

**DEPARTMENT: FIRE**

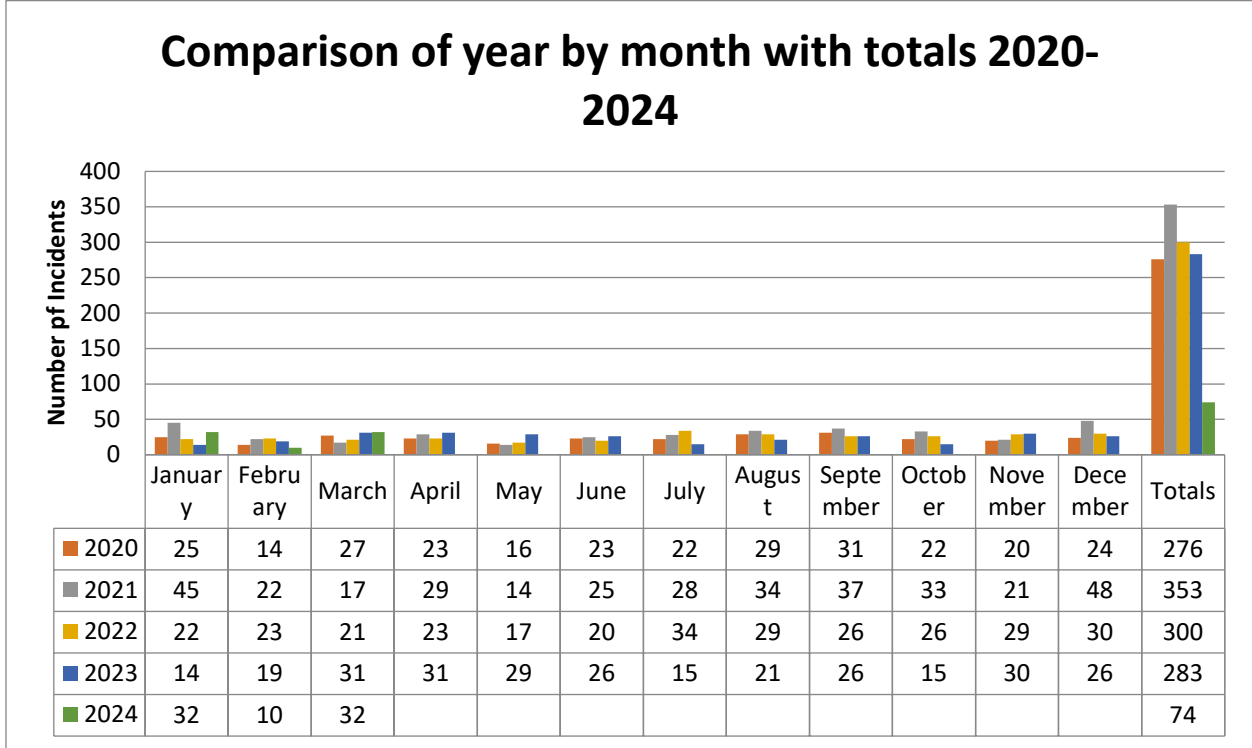
Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="297 827 500 890"><b>IMPROVE INTERNAL &amp; EXTERNAL COMMUNICATIONS</b></p>	<ul style="list-style-type: none"> <li>• Continue to Post on Facebook, keeping the community involved; TFD is now on Instagram as well</li> <li>• Starting the Spring recruit intake.</li> <li>• Fire Prevention continues to work with Building Inspector for final inspections, improving efficiency for permit closures, business licenses etc.</li> <li>• MFR Program working with Town of Taber Health &amp; Safety Department to provide trained Canadian Red Cross certified first aid instructors for Fire Department &amp; Town Staff.</li> <li>• Fire Prevention continues to meet with Planning Department and Public Works for weekly Development meetings</li> <li>• Conducted Annual HazMat Trailer Inspection with the Province</li> </ul>
 <p data-bbox="297 1337 500 1400"><b>DEVELOP COMMUNITY &amp; PROMOTE GROWTH</b></p>	<ul style="list-style-type: none"> <li>• 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: @ <a href="https://abfirechiefs.ca">abfirechiefs.ca</a></li> <li>• AC West continues work with the Alberta Fire Training Officers</li> <li>• Fire Chief met with the Government and stakeholders committee with the Alberta Fire Chiefs Association</li> <li>• AC West invited to sit on Recruitment and Retention committee with the Alberta Fire Chiefs Association</li> </ul>
 <p data-bbox="297 1757 500 1820"><b>DEFINE &amp; PRACTICE GOOD GOVERNANCE</b></p>	<p><b>Fire Training:</b> This time indicates the training of the Fire Department in the month.</p> <ul style="list-style-type: none"> <li>• Past month – <b>272.50</b> hours of firefighter training</li> <li>• Past 12 months – <b>4551.00</b> hours of firefighter training</li> <li>• Four students completed NFPA 1021 Fire Officer I certification testing</li> <li>• Five students finished NFPA 1001 Firefighter II training and certification testing</li> <li>• Eight recruit candidates successfully completed the orientation training</li> </ul>

	<ul style="list-style-type: none"> <li>• Three Fire Extinguisher Training sessions held for Town Staff</li> <li>• One external training centre rental</li> <li>• AC of Training attended a career exploration fair at Ace Place school</li> <li>• AC Swarbrick Finished NFPA 1035 Public educator certified Course.</li> </ul> <p><b>Fire Prevention:</b></p> <ul style="list-style-type: none"> <li>• Fire inspections <b>12</b></li> <li>• Smoke alarm installation <b>6 exchanges</b></li> <li>• Fire investigations <b>0</b></li> <li>• Flammable Liquid Storage Tank inspections: <b>0</b></li> <li>• Flammable Liquid Storage Tanks Operating Licenses inspections start in May 2024.</li> </ul>
 <p><b>ENHANCE SENSE OF COMMUNITY</b></p>	<ul style="list-style-type: none"> <li>• <b>1748</b> hours volunteer service over the last 12 months outside of training and call responses</li> <li>• Attended online Fire Underwriter Survey webinar</li> <li>• 3 members attended “Sirens for Life” for 6 plasma donations for Canadian Blood Services</li> <li>• Taber Fire was awarded 2024 Fire Service Training Grant again this year in the amount of \$7946. To be used for training in 2024-2025.</li> <li>• 6 members served lunch to seniors at Parkside Manor</li> </ul>



Year to date LAST year – 64 calls. Total Calls for **March – 32 Calls.**

Year to date THIS year - 74 calls



#### CALLS BY TYPE

Structure Fire – 0	Public Assist – 12	MVC – 5
Rubbish/Grass Fire – 1	Hazmat – 0	Alarm Call – 9
MFR – 5	Mutual Aid – 0	Vehicle Fire – 0

## Council Request for Decision

**Meeting Date:** April 22, 2024

**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: April 22, 2024**

**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:** \_\_\_\_\_

<b>Council Date</b>	<b>Resolution #</b>	<b>Resolution</b>	<b>Assigned To</b>	<b>Completed?</b>
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>
November 14, 2023	363/2023	MOVED by Councillor McLean that Council directs Administration to look at the cost of connecting the sidewalk on 60 <sup>th</sup> 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>
January 22, 2024	27/2024	MOVED by Mayor Prokop that Council directs Administration to research options to replace or enhance the current sound system in the civic centre arena and main auditorium, and report back to Council with feasibility and cost options in a timely manner.	Recreation	<i>In Progress</i>
February 12, 2024	54/2024	MOVED by Councillor Bekkering that Council directs Administration to include in the next utility bills considerable explanation as to the reason why we are doing it this way.	Finance	<i>In Progress</i>
February 26, 2024	71/2024	MOVED by Councillor Firth that Council directs Administration to investigate a survey to go out to previous years permit recipients, as well as an internal review of our development processes.	Planning	<i>In Progress</i>
March 25, 2024	105/2024	MOVED by Councillor Sorensen that Council directs Administration to investigate the placement of no parking signs on 50 <sup>th</sup> Avenue, between 41 <sup>st</sup> Street and 42 <sup>nd</sup> Street.	Public Works	<b>Completed</b>
March 25, 2024	106/2024	MOVED by Councillor Brewin that Council invites the Police Chief to give a presentation on the current drug situation in Taber, and what is being made to combat it.	Police Commission	<i>In Progress</i>

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

<b>Council Date</b>	<b>Resolution #</b>	<b>Resolution</b>	<b>Assigned To</b>	<b>Completed?</b>
March 25, 2024	107/2024	MOVED by Councillor Sorensen that Council directs Administration to come back with more information on how the storm water management fee is calculated on the utility statements.	Public Works	<b>Completed</b>
April 8, 2024	129/2024	MOVED by Councillor Sorensen that Council directs Administration to investigate and propose a wildlife bylaw related to geese and racoon control.	Administrative Services	<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:** April 22, 2024

**Subject:**

Delegation - Taber Chief of Police Graham Abela Presentation

**Recommendation:**

No motion is required.

**Background:**

At the March 25, 2024 Regular Meeting of Council, Councillor Brewin made the following resolution:

*“RES. 106/2024 MOVED by Councillor Brewin that Council invites the Police Chief to give a presentation on the current drug situation in Taber, and what is being made to combat it.*

*CARRIED UNANIMOUSLY”*

Administration forwarded correspondence to the Taber Municipal Police Commission, requesting Chief Graham Abela’s presence at an upcoming meeting of Council to make a presentation for Council’s information.

**Legislation / Authority:**

*Municipal Government Act, Section 3*

**Strategic Plan Alignment:**

Enhance sense of community

**Financial Implication:**

No financial implication

**Service Level / Staff Resource Implication:**

Service level will remain status quo.

**Justification:**

Council made a request of administration.

**Alternative(s):**

1. Council could request further information.





**Attachment(s):**

**APPROVALS:**

**Originated By:**  
Brittany Gilbertson

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

## Council Request for Decision

**Meeting Date: April 22, 2024**

**Subject:**

Delegation - Asset Retirement Obligation Report

**Recommendation:**

No motion required.

**Background:**

Mr. Graeme Hawkins of 360 Engineering & Environmental Consulting is here to present the final report for the Asset Retirement Obligations Assessment.

The assessment is to serve as the first step in the implementation of the Public Sector Accounting Board's financial reporting standard PS 3280 – Asset Retirement Obligations.

PS 3280 establishes standards on how public sector entities are required to report a liability for Asset Retirement Obligations. These obligations often arise due to legal and contractual requirements to perform specified retirement activities in relation to the assets end of useful life.

360 implemented a five-part methodology in this assessment: **1) Identification of Assets 2) Data Collection 3) Recognition Criteria 4) Closure Activities 5) ARO Estimate.**

Asset retirement obligations (ARO) are legal obligations associated with the retirement of a tangible capital assets (TCA). Asset retirement activities include all activities relating to an asset retirement obligation. These may include, but are not limited to;

1. Decommissioning or dismantling a tangible capital asset that was acquired, constructed, or developed;
2. Remediation of contamination of a tangible capital asset created by its normal use;
3. Post-retirement activities such as monitoring; and
4. Constructing other tangible capital assets to perform post-retirement activities.

A liability for an Asset Retirement Obligation is recognized when, as at the financial reporting date:

- (a) There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- (b) The past transaction or event giving rise to the liability has occurred;
- (c) It is expected that future economic benefits will be given up; and
- (d) A reasonable estimate of the amount can be made.



---

**Legislation / Authority:**

Public Sector Accounting Standard Board (PS 3280)

**Strategic Plan Alignment:**

Define and Practice Good Governance

**Financial Implication:**

Currently unquantifiable due to multiple considerations related to possible Council direction.

**Service Level / Staff Resource Implication:**

No change in service levels

**Justification:**

To follow PS 3280

**Alternative(s):**

N/A

**Attachment(s):** 360-PS 3280 Asset Retirement Obligation Presentation

Delegation Form

**APPROVALS:**

**Originated By:**

John Orwa

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

Monday April 22<sup>nd</sup>, 2024



# PS 3280 – Asset Retirement Obligations Implementation

Presentation to the Town of Taber

**PRESENTED BY:**

**Graeme Hawkins**

Manager, Asset Retirement Obligations

# Agenda



Who We Are



What is PS 3280?



What Did We Do?



Questions

# 360 Engineering & Environmental

Our mission is to deliver simple solutions to complex engineering and environmental projects.



## WE MAKE IT SIMPLE

**360 partners with our clients to make complex engineering and environmental projects simple. We are client obsessed, problem-solving experts and strategists.**

We believe that your project can be done effectively, efficiently, and with a measurable return on investment that allows you to continue development and build momentum towards the future. We take time to collaborate with our clients to understand their needs, unearth their value, and deliver new insights. That's how **We Make it Simple.**

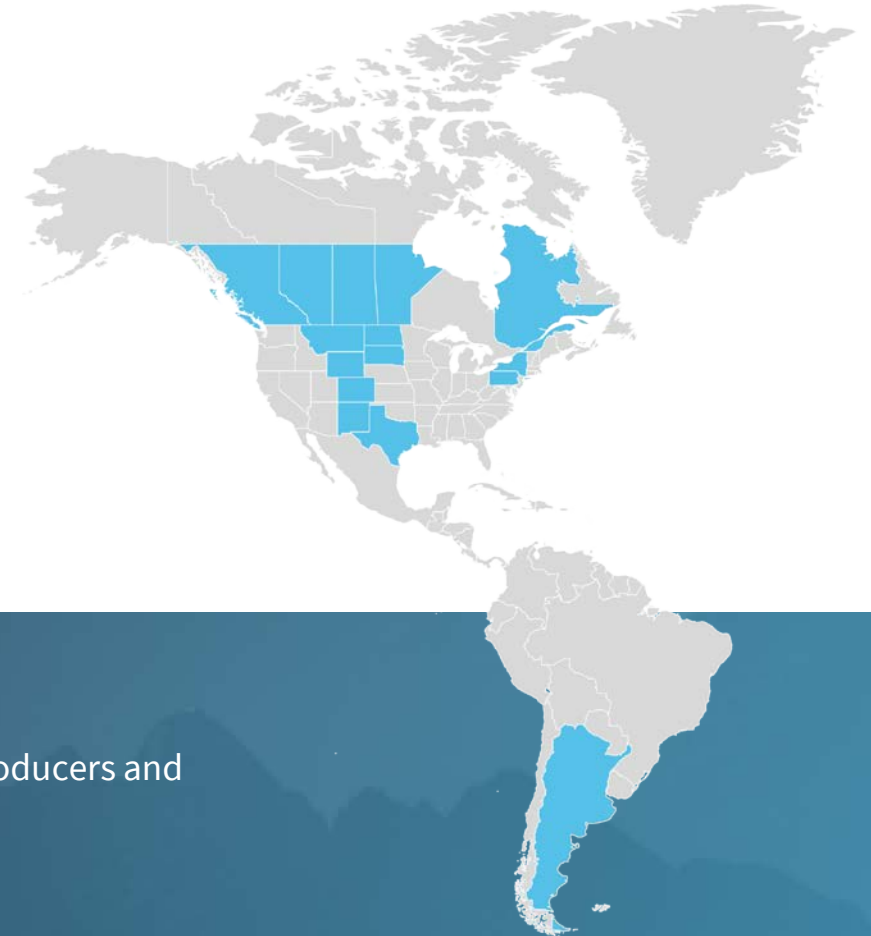
# Asset Retirement Obligations

Assessment, advisory, and audit for end-of-life assets.



## OUR SERVICES

- Corporate Asset Retirement Obligations (ARO) Assessments
- Merger & Acquisition Analysis and Assessments
- Regulatory Guidance & Submissions
- Liability License Rating/Liability Management Rating
- ABC, Dormant Site Program, and Corporate Liability
- Deemed Liability Assessments & Audits
- Analysis Forecasting & Planning
- Management Strategy Building
- Corporate ESG Support
- Municipality and County Liability and ARO Advisory
- PSAB Asset Retirement Obligation Support



## GLOBAL EXPERIENCE

The 360 Asset Retirement Obligations team has executed ARO assessments for energy producers and midstream companies across the Western Hemisphere.

**\$23.1** billion

In asset retirement obligations assessed

**152,347+**

Idle or inactive sites reviewed



# **PS 3280**

What is an Asset Retirement Obligation (“ARO”)? And why do we care?



# Public Sector Accounting Board

## Section 3280 – Asset Retirement Obligations



### Public Sector Accounting Standard 3280

- The Public Sector Accounting Board (“PSAB”) is an independent body created to serve to public interest by developing accounting standards for the public sector under the Financial Reporting & Assurance Standards of Canada
- PS 3280 - Introduced by the Public Sector Accounting Board in August 2018
- Provides guidance on how to account for and report a liability for asset retirement obligations beginning in the fiscal year 2022 financial statements



# Asset Retirement Obligations

## End of Life Closure Costs



### What is an ARO?

- An ARO is the sum of costs directly attributable to the retirement (closure) activities of the owner's assets.
- This may include costs required for abandonment, decommissioning, demolition, remediation, reclamation, post-monitoring, disposal, HSE, and project management.



# Recognizing ARO

What assets require an ARO?



## Not all assets require an ARO

PS 3280 identifies four recognition criteria to identify an ARO:

1. There is a legal obligation to incur retirement costs in relation to a tangible capital asset
2. The past transaction or event giving rise to the obligation has occurred
3. It is expected that future economic benefits will be given up
4. A reasonable estimate of the amount can be made





# **What We Did**

Methodology for Identifying, Recognizing and Estimating ARO

# Asset Identification

Town of Taber TCA listing review



## Consolidated TCA Listing

- 360 reviewed and consolidated the town's 500+ TCA records into analogous asset classifications
- Reviewed documentation to assist in the recognition of the four PS 3280 criterium for recognizing an ARO.
- Document review included:
  - Leases & contracts
  - Asbestos & Haz Mat Reports
  - Environmental Site Assessments & Water Approvals published by the Alberta Government
  - Legislation (i.e. Environmental Protection and Enhancement Act, Municipal Government Act)



# Asset Recognition

Town of Taber TCA listing review



## Inclusion Summary

- 360 identified 15 assets which met all four PS 3280 criterium for recognizing an ARO
- Criteria utilized for the recognition included legal obligations for buildings with asbestos containing materials, and assets for which reclamation and post-closure monitoring are a requirement
  - *Note: only the costs associated with the legal obligation were estimated*

Asset	Requirement 1: Legal Obligation	Requirement 2: Obligating Event	Requirement 3: Future Benefit	Requirement 4: Reasonable Estimate	Recognized ARO
Wastewater Lagoons	Y	Y	Y	Y	Y
Administration Building (Town Office)	Y	Y	Y	Y	Y
Aeration Lagoons Facility	Y	Y	Y	Y	Y
Arts & Crafts Society	Y	Y	Y	Y	Y
Historical Sanitary Landfill	Y	Y	Y	Y	Y
1992 Landfill Expansion	Y	Y	Y	Y	Y
Current Landfill	Y	Y	Y	Y	Y
Transfer Station Building	Y	Y	Y	Y	Y
Parkside Manor	Y	Y	Y	Y	Y
Transfer Station Scale House	Y	Y	Y	Y	Y
Community Center	Y	Y	Y	Y	Y
WTP Storage Building	Y	Y	Y	Y	Y
WWTP Solids Removal Building	Y	Y	Y	Y	Y
Water Treatment Plant	Y	Y	Y	Y	Y



# Material Estimates

## ARO Estimate Methodology



### Current Landfill

- A legal obligation exists for land reclamation and post-monitoring activities per Alberta EPEA Registration and Alberta Government Code of Practice
- Reclamation is the restoration of the surface location to its original land use or an equivalent function
- 360 measured each parcel of land using satellite imagery software and details from historical records
- 587,200 m<sup>2</sup> of land is required for reclamation



# ARO Measurement

## Cost Estimates



## Quantum of Service

- 360 cost estimate methodology is built upon a quantum of service
  - *How much time does it take to complete an activity?*
  - *How much does the activity cost?*
- Efficiency factors and unit rates are based off 360 internal execution data from a team of ~150 scientists and engineers.
- The ARO methodology is vetted by the largest accounting firms in North America each year.

Parameter	Value
Pad Size (m2)	587400
AR Length (m)	0
Access Width	15
Area Reclaimed per Day	4500
Access Reclaimed per Day	200
Field Days	130.5
Project Days	132.0
Field Hours per Day	12.0
Operator Travel Time (both ways)	0.5

	Item	Rate	Units	Time	Total
Earthworks	Project Manager (per hour)	\$115	1	136.0	\$ 15,644
	Administrative (per hour)	\$55	1	132.0	\$ 7,262
	Site Supervisor (day rate)	\$1,500	1	132.0	\$ 198,050
	Line Locates (fixed fee)	\$1,250	1	1.0	\$ 1,250
	Hydrovac lines (per hour)	\$193	1	6.0	\$ 1,155
	Survey (fixed fee)	\$1,500	1	0.3	\$ 495
	Lowboy equipment mob/demob (per hour)	\$215	2	0.5	\$ 215
	Tractor, disc topsoil (per hour)	\$115	1	24.0	\$ 2,760
	D6 dozer (per hour)	\$162	1	1566.4	\$ 253,757
	Excavator (per hour)	\$195	1	1566.4	\$ 305,448
	Truck and pup (per hour)	\$145	1	18.0	\$ 2,610
	Operator travel time (per hour)	\$65	2	65.3	\$ 8,485
	Operator crew truck (per day)	\$150	1	130.5	\$ 19,580
	Equipment crew subsistence (per day)	\$200	2	130.5	\$ 52,213
	Equipment Washing	\$1,100	2	0.0	\$ -
<b>Vegetation Management, Monitoring, &amp; Assessment</b>					\$ 1,896,708
<b>Total</b>					<b>\$ 2,765,632</b>



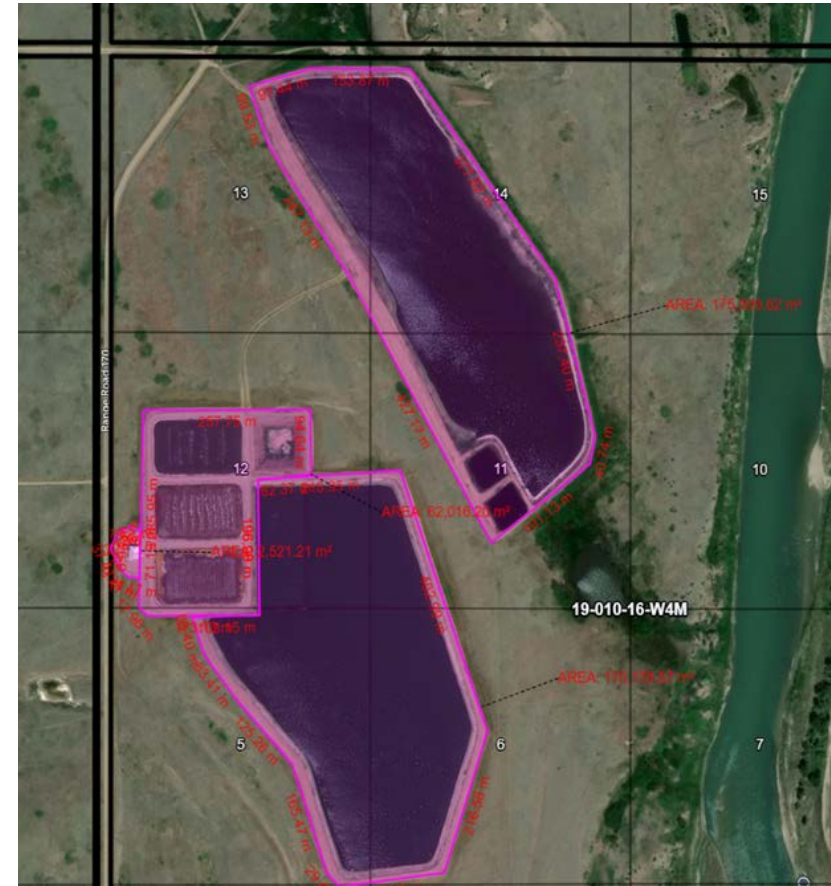
# Material Estimates

## ARO Estimate Methodology



## Wastewater Lagoons

- An in-scope legal obligation exists for the wastewater lagoon and its ancillary facility upon its permanent retirement. ARO will be calculated to reflect compliance with the applicable Code of Practice.
- 405,700 m<sup>2</sup> of land is required for reclamation



# ARO Measurement

## Cost Estimates



## Reclamation Activities

- Cost estimates are based on closure requirements per Alberta Environmental Protection & Enhancement Act which defines the requirements for reclamation activities such as earthworks, vegetation growth, soil erosion activities, and post closure monitoring.
- Each ARO estimate includes a multiplier for safety and project management to account for safety training, equipment, WCB premiums, and general contractor fees.

Parameter	Value
Pad Size (m2)	405700
AR Length (m)	0
Access Width	15
Area Reclaimed per Day	2000
Access Reclaimed per Day	200
Field Days	202.9
Project Days	204.4
Field Hours per Day	12.0
Operator Travel Time (both ways)	0.5

	Item	Rate	Units	Time	Total
Earthworks	Project Manager (per hour)	\$115	1	208.4	\$ 23,960
	Administrative (per hour)	\$55	1	204.4	\$ 11,239
	Site Supervisor (day rate)	\$1,500	1	204.4	\$ 306,525
	Line Locates (fixed fee)	\$1,250	1	1.0	\$ 1,250
	Hydrovac lines (per hour)	\$193	1	6.0	\$ 1,155
	Survey (fixed fee)	\$1,500	1	0.3	\$ 495
	Lowboy equipment mob/demob (per hour)	\$215	2	0.5	\$ 215
	Tractor, disc topsoil (per hour)	\$115	1	24.0	\$ 2,760
	D6 dozer (per hour)	\$162	1	2434.2	\$ 394,340
	Excavator (per hour)	\$195	1	2434.2	\$ 474,669
	Truck and pup (per hour)	\$145	1	18.0	\$ 2,610
	Operator travel time (per hour)	\$65	2	101.4	\$ 13,185
	Operator crew truck (per day)	\$150	1	202.9	\$ 30,428
	Equipment crew subsistence (per day)	\$200	2	202.9	\$ 81,140
	Equipment Washing	\$1,100	2	0.0	\$ -
<b>Vegetation Management, Monitoring, &amp; Assessment</b>					\$ 81,128
<b>Total</b>					<b>\$ 1,425,100</b>

# Material Estimates

## ARO Estimate Methodology



## Water Treatment Plant

- An in-scope legal obligation exists for land reclamation of the Water Treatment Plant and its ancillary facilities upon its permanent retirement.
- The identified ARO is inclusive of facility demolition and reclamation activities.



# ARO Measurement

## Cost Estimates



## Demolition Activities

- Demolition activities include purging vessels and pipelines, dismantling equipment, and removing structures.
- Building demolition costs were applied to each asset and based on service type and material quantities calculated by 360 for the purposes of the estimates.

Building Demolition/Removal		Subtotal \$ 8,183	
Service	Rate	Qty	Totals
Labourer (hour)	\$75	3	\$ 1,806
Excavator w/ attachment (hour)	\$218	1	\$ 1,744
Excavator (hour)	\$195	1	\$ 1,560
Dump Trailer (hour)	\$16	1	\$ 128
D6 Dozer	\$162	1	\$ 1,295
Supervisor (day)	\$1,500	1	\$ 1,500
Crew Truck (day)	\$150	1	\$ 150

Key Assumptions		
Key Assumptions	Unit	Rate
Work Day	Shift (hours/day)	8
Cable Tray Removal	Rate (m/day)	200
Cable Tray Removal	Rate (m/hour)	25
Concrete Removal	Rate (m <sup>3</sup> /day)	120
Concrete Removal	Rate (m <sup>3</sup> /hour)	15
Building Demolition	Rate (m <sup>2</sup> /day)	600
Building Demolition	Rate (m <sup>2</sup> /hour)	75

# Material Estimates

## ARO Estimate Methodology



## Community Center

- An in-scope legal obligation exists for the removal of asbestos where it may be disturbed during renovation, maintenance, or demolition based on Town of Taber Asbestos Reports
- The identified ARO is inclusive of the abatement, demolition, and disposal of hazardous containing materials.
- Abatement activities are based on Alberta Occupational Health and Safety Standards that defines the requirements for the safe handling and disposal of hazardous containing materials.





# ARO Measurement

## Cost Estimates



## Abatement Activities

- 360 relied upon management provided asbestos and hazardous material assessment to determine the scope of abatement activities required to satisfy the obligation.
  - Costing activities utilized the Alberta Asbestos Handbook for the required abatement, removal, and disposal of hazardous containing materials.
  - See: Appendix E - CommunityCentre HazMatSurvey-Report Mar3-14
- Samples 02, 03 and 06, the grey/beige/brown 12 x 12 floor tiles located in the janitor room, gymnasium storage area, auditorium hallway and auditorium lobby, provided a positive result for asbestos. The analytical results indicated that the concentration of Chrysotile asbestos in the floor tiles is 2%. The results of the large ice black planking floor tiles provided a positive result for 3% chrysotile asbestos;
  - The exterior cinder block walls along the west side side of the building provided a positive result for 5% amphiboles in the brown/beige vermiculite wall asbestos.
  - The exterior facia of the building described as “rock board” provided a positive result for 18% Chrysotile asbestos;
  - Small volumes of mercury may be present in the heating system thermostats throughout the building;
  - No lead based paint was observed within the buildings.
  - No other hazardous materials were identified at the time of the hazardous materials survey.

# ARO Summary

## PS 3280 Cost Estimates



Asset Listing	Remediation/Groundwater				Project Management	Asset Retirement Obligation
	Demolition	Monitoring	Reclamation	Safety		
1992 Landfill Expansion	\$0	\$22,757	\$0	\$0	\$0	\$22,757
Administration Building (Town Office)	\$775,173	\$0	\$0	\$31,520	\$77,517	\$884,210
Aeration Lagoons Facility	\$117,841	\$0	\$31,258	\$6,064	\$14,910	\$170,073
Arts & Crafts Society	\$89,419	\$0	\$0	\$3,636	\$8,942	\$101,997
Community Center	\$1,598,089	\$0	\$0	\$64,677	\$159,059	\$1,821,824
Current Landfill	\$0	\$0	\$2,765,632	\$112,561	\$276,563	\$3,154,756
Historical Sanitary Landfill	\$0	\$114,000	\$0	\$0	\$0	\$114,000
Parkside Manor	\$115,043	\$0	\$0	\$4,678	\$11,504	\$131,225
Transfer Station Building	\$139,936	\$0	\$36,284	\$7,167	\$17,622	\$201,009
Transfer Station Scale House	\$23,558	\$0	\$32,276	\$2,272	\$5,583	\$63,689
Wastewater Lagoons	\$0	\$0	\$1,425,100	\$58,002	\$142,510	\$1,625,612
Water Treatment Plant	\$1,455,737	\$0	\$469,864	\$78,317	\$192,560	\$2,196,478
WTP Storage Building	\$13,623	\$0	\$0	\$554	\$1,362	\$15,540
WWTP BNR Sewage Treatment	\$1,396,499	\$0	\$66,756	\$59,501	\$146,325	\$1,669,082
WWTP Solids Removal Building	\$62,522	\$0	\$0	\$2,542	\$6,252	\$71,317
<b>Total</b>	<b>\$5,787,441</b>	<b>\$136,757</b>	<b>\$4,827,170</b>	<b>\$431,490</b>	<b>\$1,060,711</b>	<b>\$12,243,569</b>

# ARO Schedule

## Cost Estimate at the Obligation Year



Asset Name	Wastewater Lagoons	Administration Building (Town Office)	Aeration Lagoons Facility	Arts & Crafts Society	Historical Sanitary Landfill	1992 Landfill Expansion	Current Landfill	Transfer Station Building	Parkside Manor	Transfer Station Scale House	Community Center	WTP Storage Building	WWTP Solids Removal Building	Water Treatment Plant	WWTP BNR Sewage Treatment
Year of Obligation	1987	1966	1987	1966	-	-	-	1998	1963	1998	1970	1963	1987	1963	1982
2023	\$1,625,612	\$884,210	\$170,073	\$101,997	\$114,000	\$22,757	\$3,154,756	\$201,009	\$131,225	\$63,689	\$1,821,824	\$15,540	\$71,317	\$2,196,478	\$1,669,082
2022	\$1,581,334	\$860,127	\$165,441	\$99,218	\$110,895	\$22,137	\$3,068,829	\$195,534	\$127,651	\$61,954	\$1,772,203	\$15,116	\$69,374	\$2,136,652	\$1,623,621
2021	\$1,538,263	\$836,699	\$160,934	\$96,516	\$107,874	\$21,535	\$2,985,242	\$190,208	\$124,174	\$60,267	\$1,723,933	\$14,705	\$67,485	\$2,078,455	\$1,579,398
2020	\$1,496,365	\$813,910	\$156,551	\$93,887	\$104,936	\$20,948	\$2,903,932	\$185,027	\$120,792	\$58,625	\$1,676,977	\$14,304	\$65,647	\$2,021,844	\$1,536,379
2019	\$1,455,608	\$791,741	\$152,287	\$91,330	\$102,078	\$20,377	\$2,824,837	\$179,988	\$117,502	\$57,029	\$1,631,301	\$13,915	\$63,859	\$1,966,774	\$1,494,532
2018	\$1,415,961	\$770,176	\$148,139	\$88,842	\$99,298	\$19,822	\$2,747,896	\$175,085	\$114,301	\$55,475	\$1,586,868	\$13,536	\$62,119	\$1,913,204	\$1,453,825
2017	\$1,377,394	\$749,199	\$144,104	\$86,423	\$96,593	\$19,282	\$2,673,050	\$170,316	\$111,188	\$53,964	\$1,543,646	\$13,167	\$60,427	\$1,861,094	\$1,414,227
2016	\$1,339,877	\$728,792	\$140,179	\$84,069	\$93,962	\$18,757	\$2,600,243	\$165,677	\$108,159	\$52,494	\$1,501,601	\$12,808	\$58,782	\$1,810,402	\$1,375,707
2015	\$1,303,382	\$708,942	\$136,361	\$81,779	\$91,403	\$18,246	\$2,529,420	\$161,165	\$105,214	\$51,065	\$1,460,702	\$12,459	\$57,180	\$1,761,092	\$1,338,236
2014	\$1,267,882	\$689,632	\$132,647	\$79,551	\$88,913	\$17,749	\$2,460,525	\$156,775	\$102,348	\$49,674	\$1,420,916	\$12,120	\$55,623	\$1,713,124	\$1,301,786
2013	\$1,233,348	\$670,849	\$129,034	\$77,385	\$86,492	\$17,266	\$2,393,507	\$152,505	\$99,560	\$48,321	\$1,382,214	\$11,790	\$54,108	\$1,666,463	\$1,266,329
2012	\$1,199,755	\$652,576	\$125,519	\$75,277	\$84,136	\$16,796	\$2,328,314	\$148,351	\$96,848	\$47,005	\$1,344,566	\$11,469	\$52,634	\$1,621,073	\$1,231,838
2011	\$1,167,077	\$634,802	\$122,101	\$73,226	\$81,844	\$16,338	\$2,264,897	\$144,310	\$94,210	\$45,724	\$1,307,944	\$11,156	\$51,201	\$1,576,919	\$1,198,286
2010	\$1,135,289	\$617,512	\$118,775	\$71,232	\$79,615	\$15,893	\$2,203,207	\$140,380	\$91,644	\$44,479	\$1,272,319	\$10,853	\$49,806	\$1,533,968	\$1,165,647
2009	\$1,104,366	\$600,692	\$115,540	\$69,292	\$77,446	\$15,460	\$2,143,198	\$136,556	\$89,148	\$43,267	\$1,237,664	\$10,557	\$48,449	\$1,492,187	\$1,133,898
2008	\$1,074,286	\$584,331	\$112,393	\$67,404	\$75,337	\$15,039	\$2,084,822	\$132,837	\$86,720	\$42,089	\$1,203,954	\$10,269	\$47,130	\$1,451,544	\$1,103,014
2007	\$1,045,026	\$568,415	\$109,332	\$65,569	\$73,285	\$14,630	\$2,028,037	\$129,219	\$84,358	\$40,943	\$1,171,161	\$9,990	\$45,846	\$1,412,008	\$1,072,971
2006	\$1,016,562	\$552,933	\$106,354	\$63,783	\$71,289	\$14,231	\$1,972,799	\$125,699	\$82,060	\$39,827	\$1,139,262	\$9,718	\$44,597	\$1,373,548	\$1,043,746
2005	\$988,873	\$537,873	\$103,457	\$62,045	\$69,347	\$13,843	\$1,919,065	\$122,275	\$79,825	\$38,743	\$1,108,231	\$9,453	\$43,383	\$1,336,137	\$1,015,317
2004	\$961,939	\$523,223	\$100,639	\$60,355	\$67,458	\$13,466	\$1,866,795	\$118,945	\$77,651	\$37,687	\$1,078,046	\$9,195	\$42,201	\$1,299,744	\$987,662
2003	\$935,738	\$508,971	\$97,898	\$58,712	\$65,621	\$13,100	\$1,815,948	\$115,705	\$75,536	\$36,661	\$1,048,683	\$8,945	\$41,052	\$1,264,342	\$960,761
2002	\$910,251	\$495,108	\$95,231	\$57,112	\$63,834	\$12,743	\$1,766,487	\$112,554	\$73,479	\$35,662	\$1,020,120	\$8,701	\$39,933	\$1,229,905	\$934,593
2001	\$885,459	\$481,623	\$92,637	\$55,557	\$62,095	\$12,396	\$1,718,372	\$109,488	\$71,477	\$34,691	\$992,334	\$8,464	\$38,846	\$1,196,405	\$909,137
2000	\$861,341	\$468,505	\$90,114	\$54,044				\$106,506	\$69,530	\$33,746	\$965,306	\$8,234	\$37,788	\$1,163,818	\$884,374
1999	\$837,880	\$455,744	\$87,660	\$52,572				\$103,605	\$67,637	\$32,827	\$939,013	\$8,010	\$36,758	\$1,132,119	\$860,286
1998	\$815,059	\$443,331	\$85,272	\$51,140				\$100,783	\$65,794	\$31,933	\$913,437	\$7,791	\$35,757	\$1,101,283	\$836,854
1997	\$792,859	\$431,255	\$82,950	\$49,747					\$64,002		\$888,557	\$7,579	\$34,783	\$1,071,287	\$814,061
1996	\$771,263	\$419,509	\$80,690	\$48,392					\$62,259		\$864,355	\$7,373	\$33,836	\$1,042,108	\$791,888
1995	\$750,256	\$408,083	\$78,492	\$47,074					\$60,563		\$840,813	\$7,172	\$32,914	\$1,013,724	\$770,319
1994	\$729,821	\$396,968	\$76,355	\$45,792					\$58,914		\$817,911	\$6,977	\$32,018	\$986,113	\$749,337





# Questions?

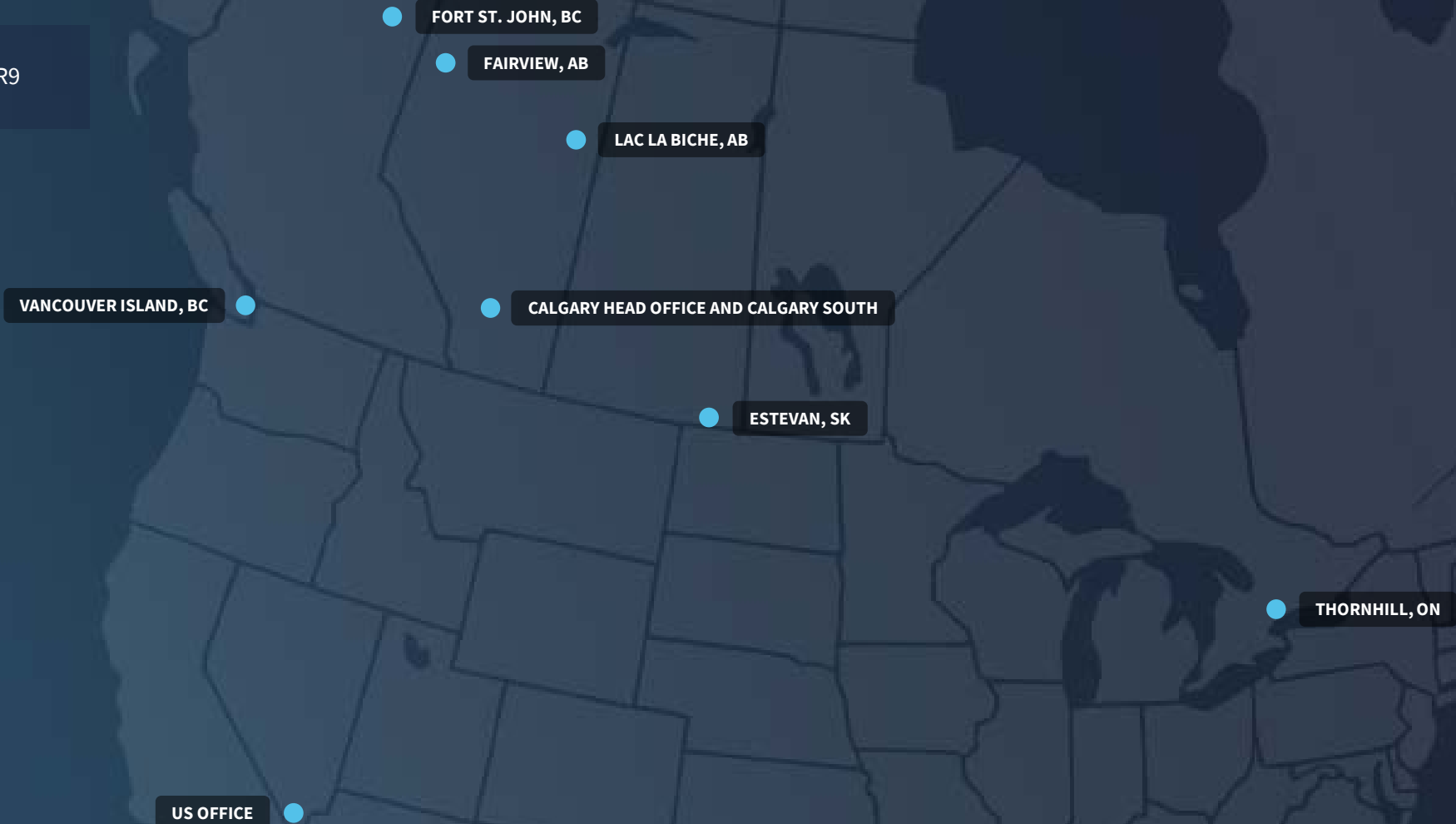
We Make it Simple.

# 360 Locations



## CALGARY HEAD OFFICE

1600, 202 6 Ave SW, Calgary, AB T2P 2R9  
403.454.3600 | [info@360eec.com](mailto:info@360eec.com)





# Thank you!

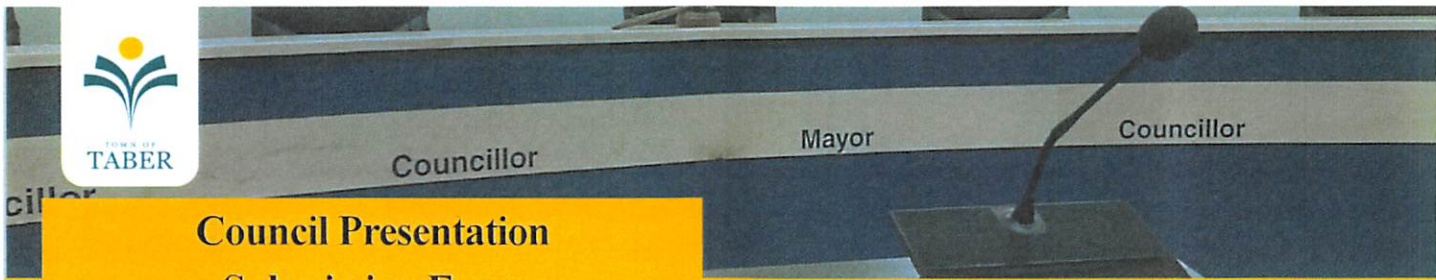
**Head Office**

1600, 202 6 Ave SW  
Calgary, AB T2P 2R9  
403.454.3600

[info@360eec.com](mailto:info@360eec.com)

360 Engineering & Environmental Consulting Ltd.

[www.360eec.com](http://www.360eec.com)



# Council Presentation Submission Form

**Graeme Hawkins**  
Name

**360**  
Organization (if applicable)

Name of Presenter (if different from above)

1600, 202 6 Ave SW Calgary AB T2P 2R9  
Address

**403-629-9799**  
Phone Number

**ghawkins@360eec.com**  
Email (if applicable)

**April 22, 2024**  
Council Meeting Date Requested

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

360's review and completion of the Town of Taber's Asset Retirement Obligations.







## Council Presentation Submission Form

### Purpose of Delegation (please circle one)

Request Action/ Support/ Policy Change	Request Funds	Other (please specify) Review of work completed
---	---------------	--

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

N/A

### 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.

N/A

### Acknowledgements

#### Initial

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

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





## Council Request for Decision

**Meeting Date:** April 22, 2024

**Subject:**  
Trail 77 Funding

**Recommendation:**  
Council discussion requested

**Background:**

Trail 77 is presenting to Council requesting \$10,000.00 annually to enhance the trail system and Pump Track Skills Park in the Taber area ongoing trail and park maintenance and signage. In the past the Town of Taber had committed funding of \$5,000.00 per year for the years 2020 through to 2023. Administration has been working with Trail 77 and is very satisfied with the work completed and the commitment of the volunteers.

**Legislation / Authority:**

MGA Section 6

**Strategic Plan Alignment:**

Develop community and promote growth

**Financial Implication:**

Depending on Councils direction, \$10,000.00 annually might be funded through the Recreation Operational Budgets

**Service Level / Staff Resource Implication:**

Little impact on staff resources due to work being completed by volunteers. Increase in service levels with the maintenance of quality trails and signage.



**Justification:**

Trail 77 has completed a significant amount of work on the trails, added trail signage and has created maps on the trail forks website. The Pump Track Skills Park will be operational this year and will be a great area for recreational activities.

**Alternative(s):**

1. Council directs administration to gather more information to be brought back at a later date.
2. Council directs administration to approve an ongoing annual Operational Budget, in the amount of \$10,000.00, be allocated to Trail 77 for maintenance and signage on the trails and skills park in and around the Trout Pond.
3. Council approves \_\_\_\_\_ funding on an ongoing annual basis.
4. Council approves \_\_\_\_\_ funding for the years of \_\_\_\_\_.

**Attachment(s):** Trail 77 Delegation Submission

**APPROVALS:**

**Originated By:**  
Brian Martin

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



## Council Presentation Submission Form

**Steve Van Geest**

Name

**Trail 77**

Organization (if applicable)

Name of Presenter (if different from above)

**Box 4561 Taber AB**

Address

**403-915-1761**

Phone Number

tabertrail77@gmail.com, steve@pinnaclesod.com

Email (if applicable)

**April 8 or April 22, 2024**

Council Meeting Date Requested

**Please submit this form to the Town Administration Building, care of the Administrative Services Department (A - 4900 50<sup>th</sup> 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.*

Trail 77 is requesting to see council regarding yearly funds for the different aspects of Trail 77s yearly work done on the trail network.

- Yearly work done
- Trail construction and maintenance
- materials, equipment, rental equipment
- Pump track and Skills park
- weekly maintenance, signage, etc.
- signage
- website
- events
- Taber Tuff running race, Oldman Mayhem bike race, Tuff Oldman Duathlon, Gnarly Nibblets kids program

Taber Trail 77 is requesting ongoing yearly support from the town of Taber.







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)

Looking for a favorable outcome to support Trail 77 financially on a ongoing yearly basis

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

Trail 77 past history  
-30km of single track trail construction and maintenance  
-signage install throughout the trail network  
-Multiple events hosted yearly  
-construction of a pump track and skills park

### Financial Implications

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

Requesting \$10,000 per year ongoing  
will use the funds to  
-Construct and maintain the existing trail network  
-signage  
-equipment and equipment rentals  
-events  
-masterplan

### Acknowledgements

Initial

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

SVG

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.

SVG

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.

SVG

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

