

AGENDA

REGULAR MEETING OF THE COUNCIL OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, JANUARY 22, 2018 AT 3:30 PM.

MOTION

- ITEM No. 1. CALL TO ORDER
- ITEM No. 2. ADOPTION OF THE AGENDA
- ITEM No. 3. ADOPTION OF THE MINUTES
- ITEM No. 3.A. MINUTES OF REGULAR MEETING OF COUNCIL: JANUARY 8, 2018
- ITEM No. 4. BUSINESS ARISING FROM THE MINUTES
- ITEM No. 4.A. PARK BENCH COST COMPARISON
- ITEM No. 5. BYLAWS
- ITEM No. 6. ACTION ITEMS
- ITEM No. 6.A. TABER EQUALITY ALLIANCE SOCIETY FLAG REQUEST
- ITEM No. 6.B. TOWN OF TABER DIRECTION ON CANNABIS
- ITEM No. 6.C. DISPOSAL OF MUNICIPAL DOCUMENTS
- ITEM No. 6.D. PROPOSED WORKPLACE DRUG AND ALCOHOL POLICY
- ITEM No. 6.E. PROPOSED FIT FOR WORK POLICY CS-HR-6
- ITEM No. 6.F. AMSC PRESENTATION
- ITEM No. 6.G. WINTER ROAD MAINTENANCE PROCEDURE UPDATE
- ITEM No. 6.H. WHISTLEBLOWER HOTLINE - ETHICS ALERT
- ITEM No. 6.I. TABER MUNICIPAL POLICE COMMISSION REPORT TO COUNCIL
- ITEM No. 6.J. DEPARTMENT REPORTS
- ITEM No. 6.K. MAYOR AND COUNCILLOR REPORTS (VERBAL)
- ITEM No. 6.L. STANDING ITEM - COUNCIL REQUESTS
- ITEM No. 7. DELEGATIONS
- ITEM No. 7.A. DELEGATION: MR. GRANT HUNTER, MLA
- ITEM No. 7.B. COMMUNITY GRANT PROGRAM APPLICATION:
TABER AND DISTRICT COMMUNITY ADULT LEARNING
- ITEM No. 8. MEDIA INQUIRIES

- ITEM No. 9. CLOSED SESSION**
- ITEM No. 9.A. COMMERCIAL, INDUSTRIAL AND MULTI-UNIT SOLID WASTE COLLECTION REPORT**
COUNCIL TAKES THE MEETING IN CLOSED SESSION TO PREVENT DISCLOSURE OF ADVICE FROM OFFICIALS, IN ACCORDANCE WITH SECTION 24(1) OF THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT.
- ITEM No. 9.B. POTENTIAL ROAD LICENSE AGREEMENT**
COUNCIL TAKES THE MEETING IN CLOSED SESSION TO PREVENT DISCLOSURE OF ADVICE FROM OFFICIALS, IN ACCORDANCE WITH SECTION 24(1) OF THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT.
- ITEM No. 9.C. EXISTING LEASE**
CLOSED SESSION TO PREVENT DISCLOSURE OF ADVICE FROM OFFICIALS, THAT COULD REASONABLY BE EXPECTED TO REVEAL ADVICE, OR ANALYSES DEVELOPED BY A PUBLIC BODY, IN ACCORDANCE WITH SECTION 24(1) OF THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT
- ITEM No. 9.D. TABER EXHIBITION ASSOCIATION LEASE**
CLOSED SESSION TO PREVENT DISCLOSURE OF ADVICE FROM OFFICIALS, THAT COULD REASONABLY BE EXPECTED TO REVEAL ADVICE, OR ANALYSES DEVELOPED BY A PUBLIC BODY, IN ACCORDANCE WITH SECTION 24(1) OF THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT
- ITEM No. 9.E. EMERGENCY SERVICE BUILDING**
CLOSED SESSION TO PREVENT DISCLOSURE OF ADVICE FROM OFFICIALS, THAT COULD REASONABLY BE EXPECTED TO REVEAL ADVICE, OR ANALYSES DEVELOPED BY A PUBLIC BODY, IN ACCORDANCE WITH SECTION 24(1) OF THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT
- ITEM No. 9.F. BOARD APPOINTMENT**
CLOSED SESSION TO PREVENT DISCLOSURE OF APPLICANT PERSONAL INFORMATION THAT IS EVALUATIVE FOR THE PURPOSE OF DETERMINING THE APPLICANT'S SUITABILITY, IN ACCORDANCE WITH SECTION 19(1) OF THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT.
- ITEM No. 9.G. PROPOSED CHIEF ADMINISTRATIVE OFFICER (CAO) REVIEW**
COUNCIL TAKES THE MEETING IN CLOSED SESSION TO PREVENT DISCLOSURE OF ADVICE FROM OFFICIALS, IN ACCORDANCE WITH SECTION 24(1) OF THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT.
- ITEM No. 10. OPEN SESSION**
- ITEM No. 11. CLOSE OF MEETING**



Council Request for Decision	
Meeting Date: January 22, 2018	
Subject: Minutes of Regular Meeting of Council: January 8, 2018	
Recommendation:	Council adopts the minutes of the Regular Meeting of Council held on January 8, 2018, as presented.
Background:	N/A
Legislation / Authority:	MGA, Section 208(1)(a)(c).
Strategic Plan Alignment:	N/A
Financial Implication:	N/A
Service Level / Staff Resource Implication:	N/A
Justification:	Approval of minutes is in accordance with the <i>Municipal Government Act</i> , Section 208.
Alternative(s):	Council adopts the minutes of the Regular Meeting of Council held on January 8, 2018, as amended.



Attachment(s):	Minutes
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APPROVALS:	
Originated By:	Raeanne Keer
Chief Administrative Officer (CAO) or Designate:	

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, JANUARY 8, 2018, AT 3:30 PM.

Mayor

Prokop, Andrew

Councillors

Bekkering, Garth

Brewin, Jack

Firth, Carly

Garner, Mark

Strojwas, Joe

Tams, Louie

Chief Administrative Officer

Armfelt, Cory

Staff

Abdel Khaliq, Alaa

Brennan, Meghan

DeBona, Lisa

Duske, Dave

Holmen, Aline

Keer, Raeanne

Malcolm, Andrew

Munshaw, Steve

Orwa, John

Ostrup, Kory

Scherer, Gary

CALL TO ORDER

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

ADOPTION OF THE AGENDA

RES. 1/2018 MOVED by Councillor Tams that Council adopts the Agenda, as presented.

CARRIED UNANIMOUSLY

ADOPTION OF THE MINUTES

A) Minutes of Regular Meeting of Council: December 18, 2017

RES. 2/2018 MOVED by Councillor Brewin that Council adopts the minutes of the Regular Meeting of Council held on December 18, 2017.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

A) Taber Golf Club Request

C. Armfelt stated that after the Regular Meeting of Council, held on December 18, 2017, it was brought forward by the Director of Finance that RES. 562/2017, could be questioned by the auditors, as it does not capture all the information regarding the funds associated with the Taber Golf Club.

A. Holmen, Director of Recreation, reviewed the information received on the original request from the Taber Golf Club, and presented the additional financial information as listed on the Council Request for Decision document in the Agenda Package.

RES. 3/2018 MOVED by Councillor Strojwas that Council rescinds RES. 562/2017, and that Council approves a credit of \$9,030.00 to the Taber Golf Club for the 2016 Water Rights Invoice and approves the billing of \$6,240.00 for the 2017 Water Rights Invoice, leaving a credit of \$2,790.00.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES – CONT'D

B) West Trail Extension Project

C. Armfelt stated that due to the recent interest demonstrated by members of Council to review the phasing of the West Trail Extension Project, Administration would like to facilitate a joint committee with members of Council and members of Administration.

Council discussed their interest in the joint committee, and discussed how Council will be updated to the committee's activities, and recommendations.

RES. 4/2018 MOVED by Councillor Bekkering that Council agrees to a joint committee of Administration and Council for the remainder of the West Trail Extension Project, and appoints Mayor Prokop, Councillor Strojwas, and Councillor Garner to sit on the committee.

CARRIED UNANIMOUSLY

BYLAWS

A) Bylaw 2-2018 Proposed Fee Bylaw

C. Armfelt stated that Council adopted Fee Bylaw 13-2017 at their last Regular Meeting of Council, held on December 18, 2017, but unfortunately there were some fees in Schedule A that were incorrect, which need to be adjusted to work with the current Recreation Software.

A. Holmen, Director of Recreation, reviewed the changes to Schedule A.

RES. 5/2018 MOVED by Councillor Tams that Council gives First Reading to Fee Bylaw 2-2018, at this meeting.

CARRIED UNANIMOUSLY

3/2018

Meeting Date
08/01/2018

BYLAWS – CONT'D

A) Bylaw 2-2018 Proposed Fee Bylaw – CONT'D

RES. 6/2018 MOVED by Councillor Garner that Council gives Second Reading to Fee Bylaw 2-2018, at this meeting.

CARRIED UNANIMOUSLY

RES. 7/2018 MOVED by Councillor Firth that Council unanimously agrees to proceed to Third and Final Reading to Fee Bylaw 2-2018, at this meeting.

CARRIED UNANIMOUSLY

RES. 8/2018 MOVED by Councillor Strojwas that Council gives Third and Final Reading to Fee Bylaw 2-2018, at this meeting.

CARRIED UNANIMOUSLY

B) Bylaw 3-2018 – Waste, Recycling and Compostable Material Bylaw

G. Scherer, Director of Engineering and Public Works, and Lisa DeBona, Engineering and Public Works Administrative Supervisor, presented the Waste, Recycling, and Compostable Material Bylaw 3-2018, and reviewed the changes in Section 5(2), Section 17, and Schedule A.

Council discussed the process of ticketing property property owners who do not comply with the Bylaw.

RES. 9/2018 MOVED by Councillor Tams that Council gives First Reading to Waste, Recycling and Compostable Material Bylaw 3-2018, at this meeting.

CARRIED UNANIMOUSLY

BYLAWS – CONT'D

B) Bylaw 3-2018 – Waste, Recycling and Compostable Material Bylaw – CONT'D

RES. 10/2018 MOVED by Councillor Bekkering that Council gives Second Reading to Waste, Recycling and Compostable Material Bylaw 3-2018, at this meeting.

CARRIED UNANIMOUSLY

RES. 11/2018 MOVED by Councillor Garner that Council unanimously agrees to proceed to Third and Final Reading to Waste, Recycling and Compostable Material Bylaw 3-2018, at this meeting.

CARRIED UNANIMOUSLY

RES. 12/2018 MOVED by Councillor Firth that Council gives Third and Final Reading to Waste, Recycling and Compostable Material Bylaw 3-2018, at this meeting.

CARRIED UNANIMOUSLY

ACTION ITEMS

A) 2018 - 2020 Draft Capital Projects

J. Orwa, Director of Finance, presented the Capital Projects 2018-2020 list, including the resolutions and requested changes made by Council at the previous meeting.

Council discussed the reserve funds and the effect the 2018-2020 Capital Projects list would have on it.

RES. 13/2018 MOVED by Councillor Strojwas that Council approves the projected Capital Projects for inclusion in the 2018-2019 Capital Budget.

CARRIED UNANIMOUSLY

5/2018

Meeting Date
08/01/2018

ACTION ITEMS – CONT'D

B) 2018 Public Auction Reserve Bid and Conditions of Sale

J. Orwa, Director of Finance, stated that due to delinquent property taxes some tax accounts are now scheduled to proceed to the next step of the Tax Recovery Process, tax sale by Public Auction as per Section 418(1) of the *Municipal Government Act*.

RES. 14/2018 MOVED by Councillor Brewin that Council approves the following conditions pertaining to the March 19, 2018 tax sale of property tax accounts 4154110, 4450030, 4751180, 4751180, 4751190, 5052250, 5142010, 5249380, 5649010, 5649230, and 6055210:

- a) Attached values for each roll number be set as the reserve bid (these being the assessed value as provided by the Town's Assessors); and,
- b) Terms of the sale are now 10% cash deposit, balance within forty-five (45) working days.

CARRIED UNANIMOUSLY

C) Phone System Request for Decision (RFD) Award

Alaa Abdel Khaliq, Information Technologies Manager, presented tenders received for the Phone System Request for Proposal (RFP), and provided Council with a system comparison of the two vendor's proposals.

Council discussed the proposals and the differences presented in the system comparison.

ACTION ITEMS – CONT'D

C) Phone System Request for Decision (RFD) Award

RES. 15/2018 MOVED by Councillor Brewin that Council awards the telephone system replacement project to Sunco Communications Ltd. in the amount not to exceed \$130,000.00, exclusive of GST, and with the intent to also service the Water and Wastewater Facilities, and adopt the annual operation cost (Software Assurance) only, not the annual maintenance agreement.

CARRIED UNANIMOUSLY

D) Weed Control Act Municipal Inspector Appointment

C. Armfelt stated that previously, the Town of Taber has hired the Municipal District of Taber's Municipal Weed Inspector for noxious weeds, and by appointing Constable Nedokus as the Town's Municipal Weed Inspector, the Town can provide that service in-house, after she receives the applicable training.

RES. 16/2018 MOVED by Councillor Garner that Council appoints Constable Lexi Nedokus, of the Taber Police Service, under the *Weed Control Act* of Alberta, as a Municipal Inspector of the Town of Taber, to carry out this *Act* and the regulations within the municipality.

CARRIED UNANIMOUSLY

E) Dissemination of Information Materials Policy

C. Armfelt stated that in order to be compliant with the updates to the *Municipal Government Act*, Administration has created a policy and procedure to outline how information materials will be distributed to Council, and how they are to be taken care of in-office.

Council discussed Dissemination of Information Materials Procedure ADM-9, 10 a) and 10 b), and how mail marked as "Personal and Confidential" should be opened by the addressee only.

7/2018

Meeting Date
08/01/2018

ACTION ITEMS – CONT'D

E) Dissemination of Information Materials Policy – CONT'D

RES. 17/2018 MOVED by Councillor Strojwas that Council directs Administration to rewrite section 10 a) and 10 b) for the Dissemination of Information Policy and Procedure ADM-9, as discussed, and bring it back within a months' time to Council.

CARRIED UNANIMOUSLY

F) Community Grant Program Application: Taber Pheasant Festival

C. Armfelt presented the Community Grant Program application received from J. Landry-DeBoer, representing Alberta Conservation Association, requesting a waiver of the Auditorium Facility Fee for the event being held on October 25, 2018.

RES. 18/2018 MOVED by Councillor Garner that Council approves the Community Grant Program application for the purposes of the Taber Pheasant Festival event, in the amount of \$515.25.

CARRIED UNANIMOUSLY

G) Standing Item - Council Requests

Council discussed the potential issues with the back restrooms at the Taber Exhibition Association building, flying the Canadian Flag year-round in Confederation Park, and changing compost pick up to bi-weekly in the winter months.

MOVED by Councillor Bekkering that Council directs Administration to review the Taber Exhibition Association building regarding the non-use of the rear restrooms due to fire code stating that the restrooms are too far from the emergency exits, and for Administration to review the condition of the main lobby.

ACTION ITEMS – CONT'D

G) Standing Item - Council Requests – CONT'D

Council further discussed the state of Taber Exhibition Association building.

Fire Chief S. Munshaw, Taber Fire Department, stated that the rear restrooms in the Taber Exhibition Association no longer meet the distance requirements to an emergency exit, as outlined in the building code, due to the change of the building floorplan.

Councillor Bekkering withdrew his previous motion.

RES. 19/2018 MOVED by Councillor Strojwas that Council directs Administration to bring back the Taber Exhibition Association lease to Council for review in an appropriate timeframe, approximately one month.

CARRIED UNANIMOUSLY

Mayor Prokop called a five minute recess at 4:55 PM, and stated that the Regular Meeting of Council will proceed at 5:00 PM.

DELEGATIONS

A) Delegation: Legion Honour Roll

There were no members of the delegation present at the meeting, therefore Council moved forward to Agenda Item 7.B) Delegation: Oldman Watershed Council.

B) Delegation: Oldman Watershed Council

S. Frank, Executive Director of the Oldman Watershed Council, presented the organization's mission, and projects of note as listed in the 2016-2017 Annual Report.

Council discussed the financial information presented.

DELEGATIONS – CONT'D

B) Delegation: Oldman Watershed Council – CONT'D

MOVED by Councillor Bekkering that Council contributes \$1,500.00 to the Oldman Watershed Council, for watershed management and health.

C. Armfelt suggested a friendly amendment that the motion should include that the funds come from Council's Discretionary Fund.

Councillor Bekkering accepted the friendly amendment.

RES. 20/2018 MOVED by Councillor Bekkering that Council contributes \$1,500.00 to the Oldman Watershed Council, for watershed management and health, from Council's Discretionary Fund.

CARRIED UNANIMOUSLY

RES. 21/2018 MOVED by Councillor Tams that Council accepts the presentation from the Oldman Watershed Council, for information purposes.

CARRIED UNANIMOUSLY

C) Community Futures Delegation to Council

S. Prummel, Business Analyst from Community Futures, presented information regarding the Beautification Loan Program that the Town of Taber and Community Futures have delivered in partnership throughout the Town.

RES. 22/2018 MOVED by Councillor Strojwas that Council accepts the presentation from Community Futures Chinook regarding the Town of Taber beautification Loan Program, for information purposes.

CARRIED UNANIMOUSLY

MEDIA INQUIRIES

T. Busch, of the Taber Times, inquired if Council or Administration is still expecting the Legion Honour Roll Delegation to present at tonight's meeting.

C. Armfelt stated that they would not, and that they would have to be re-scheduled to a future meeting.

CLOSED SESSION

RES. 23/2018 MOVED by Councillor Brewin that Council moves into Closed Session to prevent disclosure of third party business information, in accordance with Section 16(1), and to prevent disclosure of advice from officials that could reasonably be expected to reveal advice, proposals, recommendations, analysis, or policy options developed by a public body, in accordance with Section 24(1) of the Freedom of Information and Protection of Privacy Act.

CARRIED UNANIMOUSLY AT 5:30 PM

OPEN SESSION

RES. 24/2018 MOVED by Councillor Bekkering that Council reconvenes into Open Session.

CARRIED UNANIMOUSLY AT 7:42 PM

RES. 25/2018 MOVED by Councillor Bekkering that this Regular Meeting of Council go no later than 8:30 PM.

CARRIED UNANIMOUSLY

CLOSED SESSION

RES. 26/2018 MOVED by Councillor Tams that Council returns into Closed Session.

CARRIED UNANIMOUSLY AT 7:52 PM

OPEN SESSION

RES. 27/2018 MOVED by Councillor Strojwas that Council reconvenes into Open Session.

CARRIED UNANIMOUSLY AT 8:09 PM

RES. 28/2018 MOVED by Councillor Tams that Council approves the MagiNet Network Project for the downtown core and directs the Chief Administrative Officer to sign the letter of agreement with additional funding for the project to come from Council Discretionary Fund, as needed.

CARRIED UNANIMOUSLY

RES. 29/2018 MOVED by Councillor Bekkering that Council directs Administration to research a governance model for the feasibility of a utilities corporation being formed for the Town of Taber.

CARRIED UNANIMOUSLY

RES. 30/2018 MOVED by Councillor Firth that Council endorses First Principles Planning to lead Council in a Strategic Planning Session.

CARRIED UNANIMOUSLY

CLOSE OF MEETING

RES. 31/2018 MOVED by Councillor Strojwas that this Regular Meeting of Council is hereby Closed.

CARRIED UNANIMOUSLY AT 8:21 PM

MAYOR

CHIEF ADMINISTRATIVE OFFICER

DRAFT



Council Request for Decision

Meeting Date: January 22, 2018

Subject: Park Bench Cost Comparison

Recommendation:

That Council accepts the information regarding cost comparisons of Full Circle Plastics benches versus Blue Imp benches, as presented.

Background:

Administration was directed by Council to review Full Circle Plastics Ltd., and come back to Council with a cost comparison to Blue Imp products for park benches.

The two products have been compared as follows:

Product	Blue Imp	Full Circle Plastics
6' Bench	\$ 653.00	\$ 650.00

Full Circle Plastics is utilizing recycled materials for their product but no longer receives recycled product from Taber. The bench from Blue Imp is utilizing vinyl coated steel but they have developed a bench made of recycled materials (see picture attached) that will be available this spring for a cost of \$490.00.

These costs do not include installation on a concrete base or GST.

Legislation / Authority:

MGA Section 3

Strategic Plan Alignment:

No direct alignment

Financial Implication:

The comparison in cost is \$653.00 for a bench from Blue Imp and \$650.00 for a bench from Full Circle Plastics.

Service Level / Staff Resource Implication:

Not applicable at this time.

Justification:

Information is provided at the request of Council.



Alternative(s):	Council may choose to ask additional questions regarding the two products.
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Attachment(s):	Sample Bench Photos
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APPROVALS:	
Originated By:	Aline Holmen
Chief Administrative Officer (CAO) or Designate:	







FULL CIRCLE
PLASTICS LTD.





Council Request for Decision	
Meeting Date: January 22, 2018	
Subject: Taber Equality Alliance Society Flag Request	
Recommendation:	Council discussion is requested.
Background:	<p>At the November 27, 2017 Regular Meeting of Council, the Taber Equality Alliance attended as a delegation to provide information about the society and their activities. They also requested that the Pride Flag be flown on the Community Flagpole (designated as the Confederation Park flagpole) for the month of June.</p> <p>The Town's Flag Protocol Policy and Procedures were adopted in July 2017, and states that the flagpole in Confederation Park be designated as the Community Flagpole, where groups can request flags be flown on a first-come-first-serve basis up to one week at a time. It is up to the sole discretion of Council for approval.</p> <p>Following the double vandalism of the Pride Flag in 2017, considerations as to the safety and security of property and people must be taken into consideration.</p> <p>Should Council wish to make a change in policy, Council may choose to amend the Flag Protocol Policy accordingly. Depending on Council's policy direction, a number of options have been provided in the Alternatives section of this item.</p>
Legislation / Authority:	Municipal Government Act – Section 3
Strategic Plan Alignment:	Family/Community: Assist other agencies with their vision and efforts to make Taber a healthy community – socially, physically and mentally.
Financial Implication:	There is likely to be little financial impact depending on Council's decision.
Service Level / Staff Resource Implication:	Depending on Council's decision, there could be a minor Administrative staff level impact.



<p>Justification:</p>	<p>This is an opportunity for Council to make their policies clear regarding Town-owned flagpoles in the community.</p>
<p>Alternative(s):</p>	<ol style="list-style-type: none"> 1. That Council approves the Taber Equality Alliance's request and authorizes the Pride Flag to be flown for the duration of one week during the Pride Event in Taber. 2. That Council approves the Taber Equality Alliance's request and authorizes the Pride flag to be flown for the duration of June 2018. 3. That Council approves the Taber Equality Alliance's request and authorizes that the Pride Flag be flown for the duration of _____, from the hours of 8:00 AM to 8:00 PM daily. 4. That Council approves the Taber Equality Alliance's request and authorizes that the Pride Flag be flown for the duration of _____, provided that the society provides adequate security to deter vandalism. 5. That Council amends Flag Protocol Policy C-9 to remove the Confederation Park flagpole as the designated community flagpole and to bring those amendments to a future Council meeting. 6. That Council amends Flag Protocol Policy C-9 to state that _____, and directs Administration to bring those amendments to a future Council meeting. 7. That Council declines the Taber Equality Alliance's request to fly the Pride Flag on the Community Flagpole.



Attachment(s):	Flag Protocol Policy C-9 Flag Protocol Procedure C-9
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APPROVALS:	
Originated By:	Meghan Brennan
Chief Administrative Officer (CAO) or Designate:	



Flag Protocol

Policy No.: C-9	Council Resolution No.: 297/2017
Department: Council	Authority: Council
Effective Date: July 17, 2017	Revision Date:
Review Date: July 2020	Repealed Date:
Supersedes: N/A	
Related Procedure No.: C-9	
Related Procedure Name: Flag Protocol	

Purpose

To establish guidelines for the raising, displaying, and half-masting of flags at all properties and facilities owned and operated by the Town of Taber and at events conducted by the Town at other locations.

Policy Statement

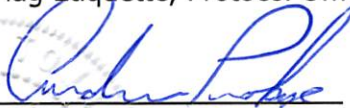
- 1) This policy shall apply to all properties and facilities with flagpole(s) as owned by the Town of Taber.
- 2) The Taber Police Service policy and procedure on their own flagpoles is the sole exception to this Policy and its corresponding procedure.
- 3) Flags shall be flown and displayed in accordance to the protocols provided by the Department of Canadian Heritage or as varied within the procedure as approved by Council.
- 4) The Chief Administrative Officer will be authorized to order the raising or lowering of the flags at properties and facilities owned and operated by the Town of Taber.
- 5) In consideration of the shared flag poles in front of the Administration Building, the Municipal District of Taber shall be notified before any movement of the flags to confirm the Municipal District is in agreement with the change.
- 6) The two north flagpoles in front of the Administration Building fall on Municipal District of Taber property, and the MD has authorized the Town to operate the flag poles in accordance with their policy and procedures with the two flag poles only flying the municipal flags of the Town and MD.



- 7) The four flagpoles at the Town of Taber Administration Building shall be reserved for the sole use of the Canadian, Provincial, Municipal District, and Town Flags.
- 8) Should an additional flagpole be provided at the front of the Administration Building on Town-owned property, Council shall have sole discretion as to its use.
- 9) The Town of Taber Flag shall be flown at all Town buildings or facilities where there are sufficient flagpoles to do so.
- 10) In the event that only one flagpole exists on a Town-owned property, the Canadian Flag shall be the sole flag flown.
- 11) The Canadian Flag shall take precedence to all other flags flown.
- 12) The Town of Taber Flag may be flown or displayed indoors where such flags are required, such as in Council Chambers.
- 13) At all times, the Town of Taber Flag must be flown or displayed properly and handled with dignity and respect.
- 14) The Town of Taber Flag shall not be used for commercial purposes by any organization.
- 15) The Town of Taber reserves the right to refuse, deny, or restrict the use of the Town Flag with respect to where or how it will be flown or displayed.
- 16) The Town of Taber shall dedicate the flagpole along 48th Avenue on the corner of Confederation Park as the Community Flagpole.
- 17) Requests for guest flags to be flown on the Community Flagpole shall be considered only by Council.
- 18) Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

Additional References

- National Flag of Canada Etiquette
- Flag Etiquette, Protocol Office of the Government of Alberta



MAYOR

July 31, 2017
DATE



CHIEF ADMINISTRATIVE OFFICER

July 27, 2017
DATE





Flag Protocol

Procedure No.: C-9	Council Resolution No.: N/A
Department: Council	Authority: Council
Effective Date: July 17, 2017	Revision Date:
Review Date: July 2020	Repealed Date:
Supersedes: N/A	
Related Policy No.: C-9	
Related Policy Name: Flag Protocol	

Purpose

These procedures will provide operational guidance for achieving the goals of the Town of Taber Flag Protocol Policy.

Operating Guidelines

1) Definitions

- a. "Canadian Flag" shall mean the National Flag of Canada as approved by Parliament and proclaimed by Her Majesty Queen Elizabeth II, Queen of Canada, on February 15, 1965.
- b. "Half-mast" shall refer to the position of the flag while flying half-way down the mast of the flagpole.
- c. "Provincial Flag" shall refer to the flag as adopted by the Legislative Assembly of Alberta on June 1, 1968.
- d. "Town Flag" refers to the municipal flag of the Town of Taber which displays the trademarked logo.
- e. "Guest Flag" refers to any flag that represents an organization or group which is not normally flown on Town-owned flagpoles.



2) Scope of Procedure

- a. This procedure applies to all properties and facilities with a flagpole as owned by the Town of Taber, except for the Taber Police Service, whose own policy and procedure shall take precedence for their flagpoles.
- b. Town Departments do not have approval to lower or fly flags unless directed to do so by the Chief Administrative Officer.

3) General Flag Protocols

- a. The Canadian Flag shall never be removed or replaced with another flag on Town-owned flagpoles, unless it is the designated Community Flagpole as outlined in Section 5, done by order of the Government of Canada, or removed for replacement or maintenance.
- b. All flags flown on Town-owned facilities and flagpoles shall be shown the proper respect and dignity.
- c. As per common flag etiquette, no flagpole shall fly two flags simultaneously, unless the following exceptions apply:
 - i. If the Government of Canada releases a Federally-recognized flag that shall take precedence over other flags, such as flags designed for the anniversaries of Confederation, etc. Such flags may be flown below the Canadian Flag on the same flagpole.
 - ii. If Council approves a dignitary's flag be flown below one of the flags in front of the Administration Building.
- d. Flags that must be replaced due to wear shall be disposed of in a dignified manner.

4) Administration Building

- a. At all times, the flags flown on the four flagpoles shall follow this pattern from South to North: the Canadian Flag, the Provincial Flag, the Municipal District of Taber Flag, and the Town of Taber Flag.
- b. The four flags noted above shall be the sole flags flown at all times in front of the Administration Building, unless a dignitary flag is approved by Council, as noted in sections 3c and 8 of this Procedure.



- c. Should an additional flagpole for dignitary flags be added in front of the Administration Building directly in line with the four original flag poles, the above pattern will be adjusted to meet the following pattern from South to North (unless otherwise deemed appropriate by Council):
 - i. Canadian Flag, dignitary flag, Alberta Flag, Municipal District Flag, Town Flag;
- d. If an additional flagpole is to be placed on the south side of the Administration Building but is not directly in line with the 4 current flag poles, the dignitary flag shall fly on its own with the pattern of the 4 current flagpoles to remain as detailed in 4a.
- e. All flags shall be of equal height to one another.
- f. In consideration of the shared flagpole situation in front of the Administration Building, the Municipal District of Taber will be notified for approval before any action is taken on the flagpoles.

5) Community Flagpole

- a. The designated Community Flagpole shall be the pole located on the corner of Confederation Park along 48th Avenue.
- b. The Community Flagpole shall be made available to special request guest flags as outlined in Section 10.
- c. In the absence of a guest flag being flown on the Community Flagpole, the Canadian Flag shall be flown.
- d. The Community Flagpole must be booked on a first-come, first-served basis.
- e. The maximum time a guest flag shall be allowed to fly on the Community Flagpole shall be one week unless otherwise directed by Council.
- f. Events organized by the Town of Taber that have corresponding flags shall take priority over all other flags for the Community Flagpole.
- g. Booking Confederation Park for a special event does not include the rights to the Community Flagpole. Organizations or groups who also wish to book the flagpole must follow the process as outlined in Section 10.
 - i. In the event that the flagpole was already booked by the time a group holding an event in Confederation Park wishes to book the flagpole, the original approval shall be honoured.
- h. During Cornfest, only the Canadian Flag shall be flown on the Community Flagpole.



6) Other Municipal Facilities

- a. Town Facilities and Properties shall adhere to the following precedent with regards to number of flagpoles, except in circumstances noted elsewhere in this Procedure:
 - i. In the case of one flagpole, the Canadian Flag shall take precedence;
 - ii. Where there are two flagpoles, the Canadian Flag and Provincial Flag shall take precedence;
 - iii. In the case of three flagpoles on town-owned properties, the Canadian Flag, Provincial Flag, and Town of Taber flag shall take precedence.
- b. Where there are shared government facilities, arrangement of the flags shall be done through the terms agreed by both government bodies.

7) Half-Masting

- a. Flags will be flown at half-mast at all Town facilities to mark periods of official mourning upon the death of:
 - i. The Sovereign;
 - ii. A Member of the Royal Family;
 - iii. The Governor General of Canada, or a former Governor General;
 - iv. The Prime Minister of Canada, or a former Prime Minister;
 - v. The Leader of Her Majesty's Loyal Opposition, Parliament of Canada;
 - vi. The Lieutenant Governor of Alberta or former Lieutenant Governor;
 - vii. The Premier of Alberta or former Premier of Alberta;
 - viii. The Leader of the Opposition, Legislative Assembly of Alberta;
 - ix. A local Member of Parliament, or a local Member of the Legislative Assembly of Alberta;
 - x. The Mayor or former Mayor of the Town of Taber;
 - xi. A current Councillor of the Town of Taber;
 - xii. A former Councillor of the Town of Taber who served for more than 10 years;
 - xiii. A Taber Police Service Member who dies in the line of duty;
 - xiv. A Taber Fire Department Member who dies in the line of duty;
 - xv. A resident of the Town of Taber, who is a member of the Canadian Armed Forces, killed while deployed on operations;
 - xvi. Other dignitaries or persons as deemed appropriate by the Government of Canada, Province of Alberta, or Town of Taber.
- b. For the death of officials, flags shall be flown at half-mast from the date the notice of death is received until sunset on the date of the funeral for the individual, unless otherwise established by the appropriate federal or provincial authorities.



- c. Flags may be flown at half-mast to mark occurrences that meet the following criteria:
 - i. A national period of mourning as observed by the Government of Canada;
 - ii. A provincial period of mourning as observed by the Province of Alberta;
 - iii. A municipal period of mourning as enacted by Council of the Town of Taber;
 - iv. Other periods of mourning as declared by the Government of Canada, Province of Alberta, or Town of Taber;
 - v. Events that spur the Government of Canada to lower the National Flag of Canada.
 - vi. Events that spur the Government of Alberta to lower the Provincial Flag.
- d. In the case of national or provincial causes for the half-masting of flags, the duration shall be established by the appropriate federal or provincial protocol offices.
- e. In the case of municipal causes for half-masting, the duration shall be established by the Town of Taber.
- f. Flags will be flown at half-mast annually to commemorate the following national solemn occasions:
 - i. Day of Mourning for Persons Killed or Injured in the Workplace (April 28)
 - ii. National Day of Remembrance for Victims of Terrorism (June 23)
 - iii. Police and Peace Officers' National Memorial Day (Last Sunday in September)
 - iv. Remembrance Day (November 11)
 - v. National Day of Remembrance and Action on Violence Against Women (December 6)
- g. Other annual solemn occasions which may be approved by the Chief Administrative Officer or Council of the Town of Taber.
- h. Notification to the public regarding the half-masting of flags shall occur on the Town website or social media wherever possible.

8) Dignitaries

- a. Should a dignitary visit the Town of Taber, the Town may fly a flag to honour that dignitary on any Town-owned flagpoles that are deemed appropriate by Council or noted elsewhere in this Procedure.
- b. Special dignitary flags shall be flown in accordance with the proper protocol office responsible for the dignitary's visit.



- c. Flags representing the dignitary can include (but is not limited to) the flag of the dignitary's country, a flag bearing the coat of arms of the dignitary, or any other recognized flag as provided by the proper protocol officer.
- d. The flag shall be flown for the duration of the dignitary's visit, or for a length as determined appropriate by the Town of Taber.

9) Use of the Town of Taber Flag

- a. The Town of Taber Flag may be displayed indoors, in Council Chambers, the Mayor's Office, or any place else where such flags may be required or deemed appropriate by Council or the Chief Administrative Officer.
- b. Town Flags shall be provided to Provincially or Federally owned properties if requested.
- c. The Town of Taber may provide the Town Flag to other properties to fly upon request and with approval of the Chief Administrative Officer.
- d. The Town Flag may be used at Town-organized events, or other events deemed appropriate by Administration or a resolution of Council.

10) Guest Flags for Organizations or Groups

- a. Community organizations or groups may request a guest flag be flown on the Community Flagpole in recognition of an event, celebration, or other special occasion.
- b. The Community Flagpole shall be the only Town-owned flagpole made available for community groups or organizations. Requests for a guest flag to fly at any other Town-owned flagpole shall not be approved.
- c. Organizations or groups who wish to raise their flag on the Community Flagpole must submit their request in writing to the Town of Taber six weeks prior to the requested date. Their request must include the following:
 - i. Name of the requesting organization;
 - ii. Requested event or occasion;
 - iii. Date or duration of the event;
 - iv. Explanation and/or purpose of the occasion;
 - v. Description of the applicant organization, including local, provincial, federal, or international affiliation, or any other relevant information;
 - vi. If a flag flying ceremony shall be held, and if so, at what time;
 - vii. Picture of the intended flag;
 - viii. Contact information.
- d. Approval for the request shall come in the form of a resolution of Council, and shall be given on a first-come, first-served basis.



- e. Requests shall be evaluated on a case-by-case basis, and previous approval of a flag shall not necessarily constitute immediate approval of the same flag or flagpole location.
- f. The maximum duration for any guest flags to be flown shall be one week, unless extenuating circumstances are approved by Council.
- g. The removal of a guest flag shall be done at sunset on the final day of the booking, unless otherwise noted.
- h. The organization or group is responsible for providing the Town the approved flag at least one week prior to the date of the flag raising.
- i. The guest flag must meet the standard size of three feet (36 inches) by six feet (72 inches). Exceptions may be authorized by Council.
- j. Town Administration shall assist community groups with the raising and lowering of their flags.
- k. Another Country's flag being flown as a result of a special request from an organization or group must be the official flag of a sovereign country that is formally recognized by the Government of Canada, Federal Department of Foreign Affairs, or International Trade Canada;
- l. Flags must be in excellent condition when supplied to the Town of Taber.
- m. The organization or community group is responsible for retrieving their flag following its removal from the flagpole.
- n. The Town of Taber accepts no responsibility for the loss or damage to guest flags flown on the Community Flagpole.
- o. Any organization that abuses the use of the Community Flagpole may be subject to the removal of their guest flag without notice or disqualification from any future applications.

11) Ineligible Flags and Requests

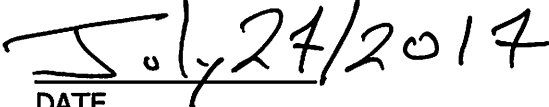
- a. Requests for the following shall not be approved under any circumstances:
 - i. Flags that espouse hatred, violence, racism, or sexism;
 - ii. Flags that contain obscene, violent, derogatory, or explicit imagery;
 - iii. Flags for political parties or organizations;
 - iv. Flags for religious organizations or in celebration of religious events;
 - v. Any flags that represent individual conviction;
 - vi. Organizations that have already flown their flag during the same calendar year unless a second flag raising is deemed appropriate by Council;
 - vii. Flags of commercial organizations or events;



- viii. Flags of private persons unless that person is deemed a dignitary by the Chief Administrative Officer or Council;
 - ix. Any flags or organizations with intent that is contrary to Town bylaws or policies.
 - x. Any flags with intent that is contrary to Provincial legislation, Federal law, or the Canadian Charter of Rights and Freedoms;
 - xi. Requests that come from an individual and not a community group or organization;
 - xii. Unless previously flown on Federal Buildings (which would constitute official recognition by the Government of Canada), flags that are considered controversial, contentious, or divisive within the community shall not be flown;
- b. In the event that a dispute between an organization and Council's decision occurs, the Town of Taber will consult and follow the directives of the Federal or Provincial Protocol Offices.



CHIEF ADMINISTRATIVE OFFICER



DATE





Council Request for Decision	
Meeting Date: January 22, 2018	
Subject: Town of Taber Direction on Cannabis	
Recommendation:	<p>That Council accepts administrations 'Direction on Cannabis' report as information and directs administration to:</p> <ul style="list-style-type: none"> i) Update the Land Use Bylaw in a manner that reflects a (low/medium/high) direction outlined in the report; ii) Update the Business License Bylaw in a manner that reflects (low/medium/high) direction outlined in the report; and iii) Update the Community Standards Bylaw in a manner that reflects (low/medium/high) direction outlined in the report.
Background:	<p>On April 13, 2017 the Federal Government introduced Bill C-45, referred to as the Cannabis Act, and passed its First Reading. The proposed Act would create a strict legal framework for controlling the production, distribution, and possession of cannabis across Canada. Implementing cannabis legalization and regulation will require action by the provinces, territories, and municipalities.</p> <p>The Province of Alberta's legislation framework is currently being finalized. However, the Alberta Cannabis Framework provides details on the proposed legislation outlines what Albertans can expect when cannabis becomes legal in Alberta by July 1, 2018.</p> <p>Municipalities are a key partner in supporting the implementation of the proposed Act, as municipalities will play an important role in enforcing local zoning bylaws, and matters related to business licensing, and public consumption. These matters will be enforced through municipal bylaws, and local police.</p> <p>At April 24th's regular council meeting the following Council resolution was made:</p> <p>RES. 172/2017 MOVED by Councillor Strojwas that Council directs Administration, and Chief Abela, to review current Bylaws, policies, and procedures, as well as review the funding for required resources for the passing of marijuana legislation in 2018.</p> <p>The 'Direction on Cannabis' Report was put together to outline the bylaws, which administration believes that could be amended in order to assist with the regulation of cannabis in the community. This includes the Land Use Bylaw,</p>

	<p>Business License Bylaw, and Community Standards Bylaw.</p> <p>Pending the direction of Council in relation to public consumption it may be necessary to also update the Parks, Sidewalks, and Boulevards Bylaw and the Smoking Bylaw.</p> <p>In determining 'how restrictive the Town will be', some supporting tables have been developed in the report to assist Council in directing Administration to the necessary revisions within each bylaw. Ultimately, there are more or less three approaches the Town can take:</p> <ul style="list-style-type: none"> - “LOW REGULATION” approach across the board and let the cannabis legislation unroll and allow the provincial regulations and AGLC to be the regulatory framework with a few minor adjustments in local bylaws. - “MEDIUM REGULATION” approach is somewhere in between and would allow cannabis related uses within the Town but with moderately increased regulations in local bylaws. - “HIGH REGULATION” approach across the board and implement more drastic local bylaw changes to make it extremely difficult for any cannabis related use to operate in Town. <p>Any combination of Low, Medium, and High from the three tables is possible.</p>
Legislation / Authority:	<p>MGA Part 1 – Purposes, Powers, and Capacity of Municipalities MGA Part 2 - Bylaws</p>
Strategic Plan Alignment:	<p>Strategic Plan Family / Community Goal #1: Build a community that is affordable and attractive.</p> <p>Strategic Plan Family / Community Goal #4: Maintain a safe community that is healthy, innovative and environmentally aware.</p>
Financial Implication:	<p>The legalization of cannabis will likely have significant financial implications on the municipality.</p>
Service Level / Staff Resource Implication:	<p>Staff time is required to bring to Council.</p>
Justification:	<p>Council providing direction on the extent to which the Town should regulate cannabis will greatly assist administration in making the appropriate changes to the relevant bylaws.</p>



Alternative(s):	That Council does not wish to provide administration with direction on cannabis at this time and requests that administration bring back to Council once the Province's legislation is completed.
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Attachment(s):	Cannabis Legalization Key Information Cannabis Legalization Timeline Direction on Cannabis Report
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APPROVALS:	
Originated By:	Andrew Malcolm
Chief Administrative Officer (CAO) or Designate:	

CANNABIS LEGALIZATION KEY INFORMATION

What is cannabis?

- Cannabis refers to products made from the leaf and flower of the cannabis plant. You may have heard it called marijuana or pot.
- It can be consumed by smoking, vaporizing, eating in food, drinking, dabbing, putting drops under the tongue, or applying it directly to the skin in a lotion.

Federal Government Decisions

- Consuming cannabis for non-medical purposes will be legal in July 2018
- The minimum age that people can buy, possess and consume cannabis will be 18 (province can increase the age limit)
- Adults will be able to possess up to 30 grams of legally produced cannabis
- Adults will be able to grow up to four cannabis plants per household for personal use

The federal government will set rules for:

- The type of cannabis products sold
- How cannabis products can be packaged and labelled
- The serving size and strength (potency) of cannabis products
- Safe practices for producing cannabis
- Tracking cannabis from seed to sale

What does legalization mean?

- Cannabis is currently legal for medical purposes. This means that individuals with a prescription can purchase cannabis from licensed medical cannabis producers.
- Cannabis legalization refers to making cannabis legal for non-medical purposes. You may hear this called consuming cannabis for recreational or personal use.

Province of Alberta Decisions

- The minimum age will be 18 in Alberta
- Smoking cannabis will be restricted in areas where children and youth gather
- Cannabis will be sold in private retail stores and through a provincially managed online system
- Stores will have to sell provincial licensed cannabis, and cannot sell cannabis with alcohol, tobacco or pharmaceuticals

The provincial government will set rules for:

- The minimum separation distance between cannabis stores and places where children and youth gather
- Tracking the distribution of cannabis from licensed producers to cannabis retail stores

FEDERAL

- Setting cannabis possession and age limits
- Dealing with drug trafficking of cannabis
- Controlling cannabis advertising and packaging
- Managing the system for producing and delivering medical cannabis
- Managing a system to track cannabis from seed to sale
- Licensing and inspecting cannabis production facilities

PROVINCIAL

Setting rules for growing cannabis at home

Managing the distribution of cannabis from producers to cannabis stores

Deciding if cannabis will be sold in government or privately run stores

Determining where cannabis stores can be located and rules for store operation

Addressing cannabis impairment to ensure workplace safety

Setting and enforcing rules for public consumption of cannabis

Developing land use regulations and business license processes for cannabis stores

Providing tools for police to address impaired driving (driving under the influence of cannabis)

Developing public education and awareness campaigns

Determining how cannabis will be taxed and how the revenue will be spent

MUNICIPAL

CANNABIS LEGALIZATION TIMELINE

Apr 2017

- The **Federal Government** introduced a bill to legalize cannabis across Canada.

Jun-Aug
2017

- The **Provincial Government** engaged Albertans on a provincial framework for Cannabis.

Oct 2017

- The **Provincial Government** Released the first draft of the Alberta Cannabis Framework
- **Town Council** approves an amendment to the Land Use Bylaw to prepare for legalization including definitions for Cannabis, Cannabis retail sales, cannabis production, etc.

Nov 2017

- The **Provincial Government** released the final version of the Alberta Cannabis Framework
- The **province** will decide whether cannabis retail stores will be public or private

Jan 2018

- The **Town** will bring 'Direction on Cannabis' report forward to Council for discussion and for Council to provide direction to administration on how much additional regulation they want on cannabis in the community.

Feb - June
2018

- Amendments to the Land Use Bylaw, Business License Bylaw, and Community Standards Bylaw based on Council direction.
- **Town Council** provide further direction and/or vote to adopt each bylaw.

July 2018

- **Cannabis will be legal for non-medical purposes.**

On Going

- The **Federal** and **Provincial government** may start conversations and introduce new rules about:
 - introducing edibles (cannabis in food and drink)
 - Introducing cannabis lounges / cafes

Town of Taber 'Direction on Cannabis' Report

Overview

On April 13, 2017 the Federal Government introduced Bill C-45, referred to as the Cannabis Act, and passed its First Reading. The proposed Act would create a strict legal framework for controlling the production, distribution, and possession of cannabis across Canada. Implementing cannabis legalization and regulation will require action by the provinces, territories, and municipalities. The proposed Act would require provinces and territories to enact legislation that contains minimum conditions so that public health and safety objectives are consistently addressed across the country. Provinces and territories will also have the ability to increase, but not lower, the minimum age, lower the possession limit, and imposed additional requirements related to cannabis, such as setting zoning restrictions for cannabis-related businesses and restricting where cannabis can be consumed in public.

Municipalities are a key partner in supporting the implementation of the proposed Act, as municipalities will play an important role in enforcing local zoning bylaws, and matters related to business licensing, and public consumption. These matters will be enforced through municipal bylaws, and local police.

The Province of Alberta's legislation framework is currently being finalized. However, the Alberta Cannabis Framework provides details on the proposed legislation outlines what Albertans can expect when cannabis becomes legal in Alberta by July 1, 2018. The following is a summary of what has been introduced by the framework:

Province of Alberta Cannabis Framework

In November 2017, two bills were introduced by the AB government:

Bill 26: An Act to Control and Regulate Cannabis. If passed, it would give the AGLC authority for oversight, compliance and retail licensing. Enable online sales, and create restrictions on youth possession and public consumption.

Bill 29: An Act to Reduce Cannabis and Alcohol Impaired Driving. If passed, it would support provincial efforts to address drug-impaired driving and establish zero tolerance for those on graduated licenses.

In early 2018, two additional pieces of legislation will be added:

- i) Regulations about the sale of cannabis, including licensing criteria and other rules for private retailers.
- ii) Legislation around taxing authority, and further measures to address workplace safety issues.

Minimum Age

- Minimum age for purchase and consumption will be set at 18. This is in line with minimum age for purchasing and consuming alcohol and aligns with federal government's proposed minimum age.

Cannabis Sales

- Albertans can purchase recreational cannabis from privately run retail stores or government-operated online sales. Physical locations will be subject to government regulations and the terms of licenses granted by AGLC. Online sales and home delivery will be operated by the government.
- Individuals of legal age will be able to purchase cannabis products from retailers that will receive their products from a government regulated distributor. Similar to system Alberta currently has in place for alcohol.
- Alberta Gaming and Liquor Commission (AGLC) is to carry out oversight and compliance functions, as well as manage the distribution of cannabis.
- All physical retail locations will have strict government oversight through licensing by the AGLC. The AGLC will be able to set terms and conditions on licenses, as well as inspect licensees and address any violations.
- Licensed retail establishments will be the only stores that can sell cannabis, and will not be able to sell cannabis if they sell alcohol, tobacco or pharmaceuticals.
- Province will establish rules that guide hours of operation and location of stores (for example, minimum distances), age of staff and training, and controlling initial growth in the number of outlets.
- *Cannabis cafes and lounges will not be permitted on July 1, 2018. The proposed legislation does give the authority to regulate these forms of establishments should government decide to allow them at a later date.

Taxing Cannabis

- Discussions are continuing with the federal government regarding the details of a coordinated approach to the taxation of cannabis. Balance is required to keep them low enough so prices are competitive with illicit market, while at same time supporting additional resources required to support costs related to legalization.

Consuming Cannabis

- Albertans will be able to consume cannabis in their homes and in some public spaces where smoking tobacco is allowed, but use will be banned in cars.
- Prohibited from any place where tobacco is restricted, and in the following places:
 - On any hospital property, school property or child care facility property
 - In or within a prescribed distance (believed to be 5m) from:
 - Playgrounds, sports/playing fields, skateboard/bicycle park, zoos, outdoor theatre, outdoor pools/splash parks.
- Consumption at any cannabis retail outlet is prohibited.

- Proposed legislation will establish provincial offenses for public consumption infractions and consumption of cannabis in vehicles.
- *Municipalities may create additional restrictions on public consumption using their existing authorities.

Growing Cannabis

- Under proposed federal legislation, adults will be able to grow up to 4 plants per household from seeds purchased from licensed cannabis retailers.
- Renters, condo-dwellers and those living in multi-family dwellings may be restricted from growing cannabis in their homes based on rules established in rental agreements or condominium bylaws.

Additional

- Possessing cannabis, drug-impaired driving, impairment in the workplace, and advertising and packaging cannabis rules and regulations are also in place.

What has the Town done to date?

In April, Council directed administration and the Taber Police Service to review current Bylaws, policies, and procedures, as well as review the funding for required resources for the passing of marijuana legislation in 2018.

Since this direction, administration and Taber Police Service has been meeting and keeping a close eye on the development of Alberta's Cannabis Framework and Legislation.

On October 10, 2017, the first cannabis related change came forward as Town Council gave 2nd/3rd reading to a land use bylaw amendment to make textual amendments and changes to address potential changes to cannabis legislation. These amendments included definitions for cannabis and cannabis related uses as well as revising existing definitions such as bars, retail stores, industrial uses, and home based businesses to clearly exclude cannabis.

Next Steps

Town Administration requires further direction from Town Council on how restrictive the Town of Taber should be in regards to cannabis. At this point, Town Administration believes there are three (3) existing bylaw's that can assist in regulating cannabis within the community. This includes the Land Use Bylaw, Business License Bylaw, and Community Standards Bylaw. Depending the direction of Council on public consumption and the community standards bylaw revisions may also be necessary for the Parks, Boulevards, and Sidewalks Bylaw and the Smoking Bylaw.

In determining 'how restrictive the Town will be' the tables below has been developed to assist Council in directing Administration to the necessary revisions within each bylaw. Ultimately, there are more or less three approaches the Town can take:

- **"LOW REGULATION"** approach across the board and let the cannabis legislation unroll and allow the provincial regulations and AGLC to be the regulatory framework with a few minor adjustments in local bylaws.
- **"MEDIUM REGULATION"** approach is somewhere in between and would allow cannabis related uses within the Town but with moderately increased regulations in local bylaws.
- **"HIGH REGULATION"** approach across the board and implement more drastic local bylaw changes to make it extremely difficult for any cannabis related use to operate in Town.

Any combination of Low, Medium, and High from the three tables is possible.

Table 1: Land Use Bylaw

A Land Use Bylaw divides the town into land use districts and established procedures for processing and deciding upon development applications. It regulates the use and development of both land and buildings within the municipality, in order to ensure orderly development.

All physical locations will have strict government oversight through licensing by the AGLC. Licensed establishments will be the only stores that can sell cannabis, and will not be able to sell cannabis if they sell alcohol, tobacco or pharmaceuticals. The provincial gov't and AGLC will establish rules that will guide location of stores (for example, the minimum distance retail outlets must be from schools, community centers, liquor stores and other).

Through the Land Use Bylaw, the Town has the ability to place additional or more restrictive regulations in addition to those by the Province and AGLC.

An amendment to the Land Use Bylaw was made on October 10, 2017 to make textual amendments and changes to address changes to cannabis legislation. These amendments included definitions for cannabis and cannabis related uses as well as revising existing definitions such as bars, retail stores, industrial uses, and home based businesses to clearly exclude cannabis.

Although the uses were defined they were not placed in any districts as permitted or discretionary uses, so currently the Land Use Bylaw sits in "High Regulation" with the only way for development to proceed is through a Direct Control, approved by Council.

Low	Medium	High
<ul style="list-style-type: none"> • Cannabis Retail and Cannabis Lounges (once addressed by AB legislation) as discretionary use within commercial land use districts. • Cannabis Production and Distribution as discretionary use within industrial land use districts. • Physical locations will be subject to AB gov't regulations and the terms of licenses granted by AGLC. No additional land use related requirements. Similar to existing liquor rules and regulations. 	<ul style="list-style-type: none"> • Implement same land use regulations for cannabis related land uses as in low option. • In addition to AB gov't regulations consider adding additional land use related requirements such as larger proximity distances (e.g. 300m from all schools and public facilities). 	<ul style="list-style-type: none"> • Only permit cannabis related uses within a Direct Control district. • In addition to AB gov't regulations Council would be able to add additional conditions.

Table 2: Business License Bylaw

A business license bylaw provides the necessary regulation and licensing for all businesses operating within the Town. Schedule B within the Bylaw outlines specific fees.

Under the legislation, Albertans will be able to purchase recreational cannabis from privately run retail stores or government-operated online sales. Physical locations will be subject to government regulations and the terms of licenses granted by AGLC. Online sales and home delivery will be operated by the government. All physical retail locations will have strict government oversight through licensing by the AGLC. The AGLC will be able to set terms and conditions on licenses, as well as inspect licensees and address any violations. Province will establish rules that guide hours of operation, age of staff and training, and controlling initial growth in the number of outlets.

Depending on the appetite of Council, the cannabis industry could be supported or restricted primarily through the process and fees in the business license bylaw.

*Values included in the table below are examples and exact values should be determined specifically by Council.

Low	Medium	High
<ul style="list-style-type: none"> • Standard business license process in place. • Subject to AB gov't regulations and the terms of licenses granted by AGLC. • Standard business license fees of \$100/year. <p>*Process currently in place for liquor stores.</p>	<ul style="list-style-type: none"> • Increase regulations on business license process including requiring a unique/specific business license for cannabis related businesses, require police checks, etc. • Increase business license fees: <ul style="list-style-type: none"> ○ \$500+/year for cannabis retail sales ○ \$1,000+/year for cannabis lounges (once legal) ○ \$2,500+/year for production and distribution 	<ul style="list-style-type: none"> • Increase regulations on business license process including requiring a unique/specific business license for cannabis related businesses, require police checks, etc. • Increase business license fees: <ul style="list-style-type: none"> ○ \$5000+/year for cannabis retail sales ○ \$10,000+/year for cannabis lounges (once legal) ○ \$10,000+/year for production and distribution.

**Table 3: Community Standards Bylaw
and potentially Parks, Boulevards, and Sidewalks Bylaw and Smoking Bylaw**

This table reflects the public consumption component of cannabis legislation. Albertans will be able to consume cannabis in their homes and in some public spaces where smoking tobacco is allowed, but use will be banned in cars. Consuming cannabis will be prohibited from any place where tobacco is restricted, and in the following places:

- On any hospital property, school property or child care facility property
- In or within a prescribed distance (believed to be 5m) from:
 - Playgrounds, sports/playing fields, skateboard/bicycle park, zoos, outdoor theatre, outdoor pools/splash parks.

Proposed legislation will establish provincial offenses for public consumption infractions and consumption of cannabis in vehicles.

Municipalities may create additional restrictions on public consumption using their existing authorities. Upon review it is believed that the best means for the Town to further regulate public consumption is by amending the Community Standards Bylaw and/or the Parks, Boulevards, and Sidewalks Bylaw. Further discussion is required to determine how this would be done, primarily in regards to enforcement.

Low	Medium	High
<ul style="list-style-type: none"> • Make no changes to the community standards bylaw or parks, boulevards, and sidewalks bylaw and allow the AB gov't regulations to be sufficient in regulating public consumption. <p align="center">OR</p> <ul style="list-style-type: none"> • Increase the prescribed distance to a distance greater than 5m. 	<ul style="list-style-type: none"> • Create additional restrictions on public consumption of cannabis by prohibiting all public consumption outside of private residences. • Keep existing regulations for public tobacco smoking in place. <p>*Process/regulations currently in place for public consumption of alcohol.</p>	<ul style="list-style-type: none"> • Prohibit public consumption/smoking regardless of type (cannabis/tobacco/vaping/etc.) outside of private residences. <p>*If the direction of Council is to ban all public smoking regardless of type then the Smoking Bylaw will need to be amended.</p>

***Alberta Association of Chiefs of Police have written an open letter to the Citizens of Province of Alberta. One key point was the encouragement of Government to approach the use and consumption of cannabis products in the same fashion as the use and consumption of alcohol.**

Council Request for Decision	
Meeting Date: January 22, 2018	
Subject: Disposal of Municipal Documents	
Recommendation:	That Council approves the destruction of documents identified in the attached list per the retention period in years identified in Schedule A of the By-law No. 10-99 Retention of Municipal Documents.
Background:	<p>The records retained by the Aquafun Centre are reviewed on an annual basis and a listing of documents that are scheduled to be destroyed is compiled. This is done as per By-law No. 10-99 Retention of Municipal Documents. Section 6 – Records of Retention and Destruction, of By-law 10-99 states:</p> <p>c) All records destroyed should be authorized by the Council and the destruction should be carried out in the presence of witnesses.</p> <p>If approved, the documents listed in the attachment will be destroyed utilizing the Town's contracted shredding provider and the destruction will be under the supervision of a witness from Administration.</p>
Legislation / Authority:	By-law 10-99
Strategic Plan Alignment:	No directly related alignment.
Financial Implication:	The cost of shredding and staff resource time to review and group documents.
Service Level / Staff Resource Implication:	Existing staff resources.
Justification:	In accordance with By-law 10-99
Alternative(s):	Council may determine that there are some documents they do not want to be destroyed from the attached list.



Attachment(s):	Disposal of Municipal Documents 2010 - Itemized Bylaw 10-99 Retention of Municipal Documents
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APPROVALS:	
Originated By:	Aline Holmen
Chief Administrative Officer (CAO) or Designate:	

Disposal of Municipal Documents

Recreation – Aquafun Centre

January 2018

2010 Pool Schedules for Patrons
2010 Meeting Minutes
2010 Budget Comparison Documents
2010 Customer Receipts
2010 Lifeguard/Cashier Worklists
2010 Pool Stats
2010 Minor First Aid Forms
2010 Swim Pass Sales
2010 Donation Requests
2010 Customer Account Adjustment Data
2010 private Swim Lesson Data
2010 Water Sample Results
2010 Pool Operator Checklists
2010 Lifeguard/Cashier Daily Summary Reports

**BY-LAW NO. 10-99
RETENTION OF MUNICIPAL DOCUMENTS**

A BYLAW OF THE TOWN OF TABER IN THE PROVINCE OF ALBERTA, PURSUANT TO PROVISIONS OF THE MUNICIPAL GOVERNMENT ACT, STATUTES OF ALBERTA, 1994, CHAPTER M-26.1 AND AMENDMENTS THERETO, TO PROVIDE REGULATIONS AND PROCEDURES FOR THE RETENTION AND DISPOSAL OF MUNICIPAL DOCUMENTS.

WHEREAS it is the desire of the Council of the Town of Taber to provide for regulations with respect to the retention and disposal of Municipal documents including correspondence, records, receipts, vouchers, instruments and other papers kept by the Municipality;

AND WHEREAS it is the desire of the Municipality to establish the necessary authority to release Municipal documents to the Alberta Archives on either a permanent loan or retention basis;

AND WHEREAS the authority for such regulations and authorities must be consistent with Federal or Provincial Statutes and regulations;

NOW THEREFORE the Municipal Council of the Town of Taber, duly assembled, enacts as follows;

PART I TITLE, DEFINITIONS, AND SYMBOLS

Section 1

This By-Law, may be cited as "The Records Retention By-Law" of the Town of Taber.

Section 2

In this By-Law, unless the context otherwise requires, the word, term or expression:

- a) "Official" shall mean the Town Manager or his/her designate;**
- b) "Records" shall mean all of the ledgers, receipts, vouchers, instruments, maps, rolls or other documents, records and papers held by the Municipal Corporation in any form.**

**BY-LAW NO. 10-99
RETENTION OF MUNICIPAL DOCUMENTS**

Section 3

When used in this Bylaw and the Schedules attached hereto, and in the operation of any Records Management Systems established consistent with this Bylaw, symbols shall be used to designate the form of retention or disposal as follows;

D	Destroy
P	Permanent (retention)
A	Archive
E	Electronic Storage

PART II **RECORDS RETENTION AND DESTRUCTION**

Section 4

Where, in this Bylaw and Schedule "A" attached hereto, it is provided that particular records of the Municipal Corporation, or of a local board accountable to the Corporation thereof, shall be:

a) Destroyed

Such records shall be destroyed without any copy thereof being retained;

b) Permanent

Such original records shall be preserved and never destroyed;

c) Archives

Such original records that are either loaned or loaned permanently to the Alberta Archives.

d) Electronic Storage

Such records maintained by electronic means (i.e. diskette, tape) with the original destroyed.

e) Suggested Schedule of Retention and Disposal

May be amended by the Municipal Council upon recommendation of the Official.

**BY-LAW NO. 10-99
RETENTION OF MUNICIPAL DOCUMENTS**

Section 5 Discretion

The official shall always have a discretion to retain records longer than the period provided for in this Bylaw and shall do so where he/she deems it appropriate and shall do so where he/she has received any indication that there is or may be any civil action involving any of the said records. Such decisions to retain the records longer than the period provided for herein shall be recorded in the records retention index.

Section 6 Records of Retention and Destruction

- a) The Official shall keep an index of:
 - i) records archived
 - ii) records stored by electronic means;
- b) Where records are destroyed under this By-Law, the proper and complete destruction thereof is the responsibility of the Official;
- c) All records destroyed should be authorized by the Council and the destruction should be carried out in the presence of witnesses.

PART III GENERAL

Section 7 Records Retention Schedules

The attached Schedule "A", is hereby adopted. It may be amended upon recommendation of the Official and an amending By-Law of Council.

Section 8 Storage

It shall be the responsibility of the Official to provide for policies regarding security and storage of all Municipal documents. Such policies shall be administered by the Official for all Municipal documents.

**BY-LAW NO. 10-99
RETENTION OF MUNICIPAL DOCUMENTS**

PART IV ENACTMENT

This By-Law shall come into force and have effect upon it being read a third time and passed.

Res. 397/99 READ a first time this 9th day of August, 1999.

Res. 398/99 READ a second time this 9th day of August, 1999.

Res. 400/99 READ a third time this 9th day of August, 1999.

TOWN OF TABER



Mayor



Town Manager (Acting)

SCHEDULE "A"
BY-LAY NO. 10-99
RETENTION OF MUNICIPAL DOCUMENTS

ACCOUNTING

RETENTION PERIOD
(IN YEARS)

- Accounts Payable Vouchers	7
- Accounts Receivable Apply Reports & Summaries	7
- Accounts Receivable Back-up Billing Info.	7
- Accounts Receivable Write-Offs	7
- Annual Financial Statements	Permanent
- Bank Statements	7
- Bank Reconciliation Statements	7
- Cash Receipt Reports & Summaries	7
- Cheque Stubs/Duplicates	7
- Cheques (Cancelled)	7
- Debenture Registers (After Final Payment)	7
- Deposit Books	7
- Federal/Provincial Remittance Forms	7
- General Ledgers/Journals	7
- Investment Records (After Not Current)	3
- Invoices	7
- Journal Entries & Back-up	7
- Ledgers (Subsidiary)	7
- Local Improvement Assessment Roll	7
- Monthly Financial Statements	7
- Requisitions/Purchase Orders	7
- Tax Roll/Assessment Roll	Permanent
- Water Meter Records	7

SCHEDULE "A"
BY-LAY NO. 10-99
RETENTION OF MUNICIPAL DOCUMENTS

ADMINISTRATION

RETENTION PERIOD
(IN YEARS)

- Advertising - General	2
- Legislated Advertisements	7
- Assessment Appeals	3
- Assessment Records	Lifetime of Asset + 1 year
- Budgets -- Capital and Operating	7
- Change of Ownership Documents	7
- Development Appeals	5
- Development Applications	2
- Insurance Policies (After Policy Expires)	3
- Licenses	3
- Permits	3
- Photographs	Permanent
- Subdivision Appeals	5
- Tax Certificates	7
- Tax Recovery Records (After Tax Recovery Property is Sold)	7
- Utility Documents	3

AGREEMENTS AND CONTRACTS

- Agreements & Supporting Documentation	Lifetime of Agreement + 7 years
- Annexation	Permanent
- Expropriation	Permanent

SCHEDULE "A"
BY-LAY NO. 10-99
RETENTION OF MUNICIPAL DOCUMENTS

CORRESPONDENCE

RETENTION PERIOD
(IN YEARS)

- Correspondence 3
- Petitions 7

ELECTION

- Nomination Papers As Per L.A.E.A.
- Records As Per L.A.E.A.

EMPLOYEE – EMPLOYER

- Full Time Employees Records (After Termination) 10
- Part Time Employee Records (After Termination) 1
- Payroll Records 7

LEGAL

- Compliance Orders 10
- Minister's Orders Permanent
- Municipal Government Board Hearings Permanent
- Opinions Permanent
- Proceedings Permanent

MINUTES AND BYLAWS

- Agendas 2
- Bylaws Permanent
- Minutes
 - Council Permanent
 - Police Commission Permanent
 - Other Committee & Board Minutes 3

SCHEDULE "A"
BY-LAY NO. 10-99
RETENTION OF MUNICIPAL DOCUMENTS

MISCELLANEOUS

RETENTION PERIOD
(IN YEARS)

- | | |
|---|-----------|
| - Animal Control – working documents | 3 |
| - Census Records | 5 |
| - Cemetery Records | Permanent |
| - Disclosures of Holdings (After Last Date of Appointment/Term) | 7 |
| - Vital Statistics | 7 |

PLANS

- | | |
|--|-----------------------------------|
| - Architect's Drawings (Buildings, Park Sites) | Life Time of Facility + 1
Year |
| - Engineering Studies | Life Time of Facility + 1
Year |
| - Land Survey Certificates | Permanent |
| - Municipal Maps & Plans | Until Replaced or Asset Sold |
| - Road Surveys | 10 |
| - Utility Company Location Records | Until Replaced |

REPORTS

- | | |
|-------------------------------|---|
| - Accident Reports | 5 |
| - Board and Committee Reports | 3 |
| - Statistical Reports | 3 |



Council Request for Decision	
Meeting Date: January 22, 2018	
Subject: Proposed Workplace Drug and Alcohol Policy	
Recommendation:	Council adopts the Workplace Drug and Alcohol Policy for employees working under the supervision of the Chief of Police.
Background:	<p>At the January 11, 2018 meeting of the Taber Police Commission, the Commission reviewed the Workplace Drug and Alcohol Policy brought forth.</p> <p>The following resolution was made:</p> <p><i>“The Taber Municipal Police Commission accepts the Taber Police Service Workplace Drug and Alcohol Policy, as presented;</i></p> <p><i>And, recommends the Town of Taber Council adopts the policy for employees working under the supervision of the Chief of Police.</i></p> <p style="text-align: right;"><i>CARRIED UNANIMOUSLY”</i></p> <p>Council consideration for the adoption of this Policy is now being requested.</p>
Legislation / Authority:	<p><i>MGA</i>, Section 201(1)(a)</p> <p>A Council is responsible for developing and evaluating the policies and programs of the municipality</p>
Strategic Plan Alignment:	<p>Governance:</p> <p>Make the Town of Taber an employer of choice, where employees are self-assured, valued, respected and viewed as the corporation’s strongest assets.</p>
Financial Implication:	At this time, the Taber Police Service anticipates no budgetary impact.
Service Level / Staff Resource Implication:	The service level will remain status quo.
Justification:	Consideration of the recommendations of a department of the Town of Taber.



Alternative:	Council could seek clarification on any of the matters from Administration or the Chief. Council could choose to not adopt this policy, as requested.
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Attachment(s):	Workplace Alcohol and Drug Policy (Taber Police)
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APPROVALS:	
Originated By:	Kerry Van Ham
Chief Administrative Officer (CAO) or Designate:	

Workplace Drug and Alcohol Policy

Purpose:

To provide a safe and healthy workplace for all members, in which they are treated fairly and with respect, and that all potential safety risks are appropriately addressed, guarded against and managed, including those related to drugs and alcohol and impairment in and at the workplace.

The TPS has identified expectations regarding conduct, strategies and consequences for violations and procedures to manage and support members regarding drug and alcohol related matters in the workplace, including current or emerging problems or dependencies. The policy and associated procedure cover the use, possession or sale of all drugs and alcohol, including illegal and illicit substances, prescribed substances, performance enhancing substances and for recreational use.

Statement of Principle:

The TPS is dedicated to the health, safety and wellness of its members, the public and those whose safety may be affected by the conduct of TPS members. It is committed to being a leader in policing, to the provision of a safe and healthy workplace and to maintaining a high level of public trust and confidence in the TPS.

Definitions:

Definitions listed in this section apply to this document only with no implied or intended organization-wide or TPS Policy and Procedure Manual wide use.

Dependency – Use of drugs and alcohol in a manner that creates a need for the drugs or alcohol in order to function. Drug and alcohol dependencies, as well as perceived dependencies, are forms of mental and/or physical disability protected under the *Alberta Human Rights Act*.

Drug Paraphernalia – Includes any personal property which is associated with the production, concealment or use of any drugs unlawful to possess, sell or use in Canada.

Drugs – Anything which is used in the treatment, cure or prevention of disease, to enhance physical or mental well-being or to otherwise change the way the body or mind functions and includes:

1. alcohol,
2. any other substance, chemical or agent,
 - a. the sale, use or possession of which is unlawful in Canada, or
 - b. that requires a personal prescription from a licensed treating physician, or
 - c. that is a non-prescription medication, substance, chemical or agent lawfully sold in Canada; and

3. any drug paraphernalia.

TPS Business – All work activities conducted or undertaken directly or on behalf of the TPS by its members, whether the workplace is on or off TPS premises.

TPS Workplace – Includes any location where the work of TPS is being conducted.

Illegal Drug – Any drug that is not legally obtained or obtainable and its use, sale, possession, purchase or transfer is prohibited by law.

Illicit Drug – Includes illegal drugs or the misuse of controlled substances, prescription medications or other substances.

Member Employment Assistance Program – Services that are designed to help members who are experiencing personal problems such as drug and alcohol abuse. This includes services for sworn and civilian members.

Safety Sensitive Positions – A position in which individuals have a key and direct role in delivering the organizational services and where performance impacted by alcohol or drug use could result in a significant incident or a failure to adequately respond to a significant incident and could affect the health, safety or security of the member, other members, other persons, property, the environment or the public.

For the purposes of the TPS the following are deemed safety sensitive positions:

All sworn police officers, auxiliary police officers, communications operators, anyone expected in the course of their duties to answer 911 or the police complaint lines, and jail guards.

Members should contact the Chief of Police if they are uncertain whether their position or any of their duties are considered safety sensitive.

Policy Statement:

Policing, and communications services, and many of the related operations of the TPS are safety-sensitive. The inappropriate use of drugs and alcohol can adversely affect job performance, the work environment and the well-being of members. It can also place the integrity of the TPS organization, its members, its operations and the safety of the community at risk.

As such, TPS is committed to educating its members about the existence and requirements of this Workplace Drug and Alcohol Policy and Procedure, the safety risks associated with the use of alcohol or drugs, and the assistance available under the EAP and Human Resources.

Any violations of this policy and associated procedure may result in disciplinary action, up to and including termination of employment, in accordance with the terms of the member's governing collective agreement, any other agreement, policy or procedure or any applicable legislation.

This policy and the associated procedure apply to all members while they are engaged in TPS business or at a TPS workplace, and all members share responsibility for reporting violations of this policy and its procedure(s) and any potential safety concerns.

Confidentiality will be maintained except when disclosure is necessary for health and safety concerns for the proper administration of this policy and its procedure(s) and for any related discipline processes or professional standards notifications or investigations.

Workplace Drug and Alcohol Procedure

Purpose:

To ensure the health and safety of the TPS members and the community they serve. The use of drugs or alcohol can adversely affect job performance, the work environment, the safety of TPS members, and the general public. Members are not permitted to report for work under the influence of alcohol or drugs of concern. The TPS will conduct drug and alcohol testing of members when:

- a member, in a safety sensitive position or engaged in safety sensitive tasks, appears to be unfit for work/duty due to the use of drugs and/or alcohol,
- there is a reasonable belief that drugs or alcohol may have been a contributing factor to an incident, or
- during the course of rehabilitation or return to work planning.

See [Human Resources – Appendix G – Workplace Drug and Alcohol Testing Flowchart](#).

Members are not normally permitted to use, distribute, offer, sell or possess alcohol or drugs of concern while at a TPS workplace or conducting TPS business.

Members must always use any legal drugs or alcohol responsibly as directed and in accordance with the law and health professional.

Definitions:

Definitions listed in this section apply to this document only with no implied or intended organization-wide or TPS Policy and Procedure Manual wide use.

Addiction – A chronic disease. Addiction involves psychological dependence and may or may not also include physical dependence on substances like drugs or alcohol which temporarily affect the chemical composition of the brain. Individuals may not be conscious of their addiction. Addictions are considered a disability and are protected under the *Alberta Human Rights Act*.

Alcohol – Any substance that may be consumed and that has an alcoholic content in excess of 0.5 per cent by volume.

Dependency – Use of drugs or alcohol in a manner that creates a need for the drugs or alcohol in order to function. Drug and alcohol dependencies, as well as perceived dependencies, are forms of disability protected under the *Alberta Human Rights Act*.

Drug and Alcohol Testing Standards – In the absence of a Canadian Standard, testing is in accordance with those parts of the United States Department of Transportation (DOT) Workplace Drug and Alcohol Testing Programs related to testing procedures in laboratories (“U.S. DOT Standards”).

Drug Paraphernalia – Includes any personal property which is associated with the production, concealment or use of any drugs unlawful to possess, sell or use in Canada.

Drugs – Anything which is used in the treatment, cure, or prevention of disease, to enhance physical or mental well-being, or to otherwise change the way the body and mind functions, and includes:

1. alcohol,
2. any other substance, chemical or agent,
 - a. the sale, use or possession of which is unlawful in Canada, or
 - b. that requires a personal prescription from a licensed treating physician, or
 - c. that is a non-prescription medication, substance, chemical or agent lawfully sold in Canada; and
3. any drug paraphernalia.

Drugs of Concern – Any illegal or illicit drugs and any drugs or alcohol that may adversely change or affect the way a person thinks, feels, acts or otherwise has the potential to impair a person's ability to perform their job safely.

TPS Business – All work activities conducted or undertaken directly or on behalf of the TPS by its members, whether the workplace is on or off TPS premises.

TPS Occupational Health Professional – A certified health professional tasked with supporting members in regard to wellness matters and who is able to provide education and guidance on circumstances that may impact or affect a member's health, well-being and ability to perform duties competently and safely.

TPS Workplace – Includes any location where the work of TPS is being conducted.

Illegal Drug – Any drug that is not legally obtained or obtainable and the use, sale, possession, purchase or transfer of which is prohibited by law.

Illicit Drug – Includes illegal drugs or the misuse of controlled substances, prescription medications or other substances.

Incident – An unplanned event that has potential to cause or actually causes:

- personal harm to a member or other person and may be an injury or illness,
- damage to TPS property, or
- loss to TPS process or operations.

Investigation – To examine or carefully consider and assess an incident or situation in order to discover the facts and gain information. It may be formal or informal, through discussion with a member, any relevant documentation, disciplinary meetings, etc. and, for sworn members, an investigation may involve notification to Professional Standards or a Section 46.1 notification to the Chief of Police.

Laboratory – A laboratory providing urine-based drug testing services or oral fluid- based drug testing services certified by the United States Department of Health and Human Services as an instrumented initial test facility under the National Laboratory Certification program (i.e.: the standard in Canada in the absence of a Canadian standard).

Legal Drug – Over the counter drugs, prescription drugs or those drugs regulated and legal to consume within the limits of the regulations set by law.

Medical Review Officer (MRO) – A licensed physician, currently certified with the American Association of Medical Review Officers or Medical Review Officer Certification Council (i.e.: the standard followed in Canada in the absence of a Canadian standard) with knowledge of substance abuse disorders and the ability to evaluate a member's positive test results, who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.

Member – Means an employee of the Town of Taber, but under the supervision and direction of the Chief of Police.

Member Employee Assistance Program – Services that are designed to help members who are experiencing personal problems such as drug and alcohol abuse. This includes services for sworn and civilian members.

Negative Test Result – MRO report indicating that the member who provided a specimen did not have an alcohol and drug concentration level equal to or in excess of that set out in the work standards.

Oral Fluid-Based Drug Testing – Analyzes a saliva sample; oral fluid testing that must be performed in such a manner that: (1) acceptable forensic practices and quality systems are maintained; (2) specimen validity testing is deployed; (3) regular independent audits occur; and (4) proficiency test samples are included.

Person in Authority – A supervisor, or a manger.

Point of Collection Test (POCT) – A screening test for drugs or alcohol that is performed outside of a certified laboratory. Non-negative results will go to a certified laboratory for confirmation testing.

Positive Test Result – MRO report indicating that the member who provided a specimen had an alcohol or drug concentration level equal to or in excess of that set out in the work standards.

Reasonable Grounds – Includes information established by the direct observation of the member's conduct or other indicators such as the physical appearance of the member, a smell associated with the use of drugs or alcohol on their person or in the vicinity of their person, their attendance record, circumstances surrounding an incident or near miss and the presence of alcohol, drugs or drug paraphernalia in the vicinity of the member or the area where the member worked. See **Appendix H – Guidelines for Supervisors on Reasonable Grounds**.

Rehabilitation Program – A program tailored to the needs of an individual which may include education, counseling, and residential care offered to assist and support a person to comply with the drug and alcohol work standards.

Safety Sensitive Positions – A position in which individuals have a key and direct role in delivering the organizational services and where performance impacted by alcohol or drug use could result in a significant incident or a failure to adequately respond to a significant incident and could affect the health, safety or security of the member, other members, other persons, property, the environment or the public.

For the purposes of the TPS the following are deemed safety sensitive positions:

All sworn police officers, auxiliary police officers, communications operators, anyone expected in the course of their duties to answer 911 or the police complaint lines, and jail guards.

Members should contact the Chief of Police if they are uncertain whether their position or any of their duties are considered safety sensitive.

Substance Abuse Expert – A substance abuse expert can be a licensed physician, a licensed or certified social worker, a licensed or certified psychologist, a licensed or certified member assistance expert or a drug and alcohol abuse counselor. They have received training specific to the substance abuse expert roles and responsibilities, have knowledge of and clinical experience in the diagnosis and treatment of substance abuse-related disorders and have an understanding of the safety implications of substance use and abuse.

Tamper – To alter, meddle, interfere, substitute or change.

Unfit for Work – The inability to safely perform assigned duties without any limitations or otherwise being under the influence of drugs of concern.

Work – Any work done in the employment of TPS and includes training and any other breaks from work while at an TPS workplace and while still working.

Procedure:

A. Work Standards:

1. Members are expected to report to work fit to conduct their assigned duties.
2. Members are expected to take extra care and diligence to ensure confidence is maintained in their work, that the reputation of TPS is upheld, and that responsible decisions are made outside work to ensure that performance of their work is not adversely impacted.
3. While performing TPS work or at an TPS workplace, a member:
 - a. must not use, possess or offer for sale alcohol or illegal or illicit drugs, or any product or device that may be used to attempt to tamper with any sample for a drug and alcohol test, except where permitted by policy or work function.

- b. must not perform work while impaired or unfit for work due to:
 - i. the use of alcohol, or
 - ii. any other drug of concern, and
- c. must not perform work where results of testing indicate:
 - i. a blood alcohol concentration level equal to or in excess of 40 mg% (i.e.: 0.40 milligrams/100 millilitres of blood).

Note: this measure is taken to mean the same thing as stating a breath alcohol concentration level of .040 grams per 210 litres of breath.

- ii. a drug level equal to or in excess of the concentrations set out for particular drugs in **Appendix I – Drug Concentration Limits**.
 - d. must not tamper with a sample for a drug and alcohol test given under this policy and procedure.
4. Members must comply with a request made by a representative of TPS to:
- a. submit to a drug and alcohol test made under this procedure,
 - b. participate in further assessment, and
 - c. to comply with any other request made under the Workplace Drug and Alcohol Policy and Procedure.

B. Permitted Drug or Alcohol Use or Possession:

- 1. Use or possession of drugs or alcohol are not contraventions of the Workplace Drug and Alcohol Policy and Procedure if:
 - a. they are using prescription or non-prescription drug(s) for their intended purpose and in the manner directed by the member's physician or pharmacist, the manufacturer of the drug or in a manner set out by legislation or regulations, and
 - b. they have notified their supervisor or manager before starting work of any potentially unsafe or impairing side effects associated with the use of any prescription or non-prescription drug(s) that may impact their ability to perform their duties, and
 - c. they ensure that the use of any prescription or non-prescription drug(s) or alcohol does not adversely affect the member's ability to safely perform their duties, or
 - d. they are permitted by policy or work function:

Permission by work function is limited to members working in a covert capacity (meaning approved undercover and surveillance operations) and in accordance with the business rules for the area as approved by that chain of command.

2. If uncertain whether they need to notify their supervisor or manager, or if uncertain as to the significance or extent of any side effects of any drugs or alcohol use, a member may also speak with Human Resources for guidance.
3. Other standards, controls or requirements may apply to particular drugs as identified by the TPS.

C. Implementation of Work Standards:

1. Responsibilities:
 - a. Members are responsible to maintain safe and acceptable job performance at all times. Accessing assistance or declaring a problem or dependency does not eliminate the requirement for members to comply with the Workplace Drug and Alcohol Policy and Procedure.
 - b. Where a member believes that they may be unable to comply with the drug and alcohol work standards or that they have a substance dependency or an emerging alcohol or drug problem, they must take such steps as are necessary to ensure that they present no safety risk to themselves or to others at the workplace.
 - c. Members are therefore encouraged to seek advice and to follow appropriate treatment promptly before job performance is affected and before violations of the Workplace Drug and Alcohol Policy and Procedure occur.
 - d. If a member is uncertain whether any drugs or alcohol use may impact their performance or place them at risk of non-compliance, they may also speak with Human Resources or the Employee Assistance Program or a Health Professional.
 - e. Self-help:
 - i. Members should request advice and assistance by contacting any or all of the following supports provided through the Employee Assistance Program, a Health Professional, or the Chief of Police.
 - 1) A health professional,
 - 2) Employee Assistance Program,
 - 3) A police psychologist,
 - 4) Town of Taber Human Resources,
 - 5) A Chaplain,
 - 6) The Chief of Police or a supervisor,

or inform a co-worker, a supervisor, a representative of TPS, another representative from EOW or the bargaining agent to which the member may belong.

- ii. Members who voluntarily request such advice and help before their job performance is affected or before violations of this policy and procedure are known or occur will not be disciplined.
- iii. Members who make requests for assistance that are subsequent to:
 - 1) an adverse impact on job performance,
 - 2) a request to submit to a drug and alcohol test under this policy, or
 - 3) any failure to comply with the alcohol and drug work standards, will not avoid discipline or the need for a drug and alcohol test.
- iv. Where a member has made a request for help to a co-worker, and the co-worker has concerns respecting the safety of the member, colleagues or the public, the co-worker must inform a person in authority of the request and advise the requesting member of this obligation.
- v. Where a member has made a request for help to a person in authority, the person to whom the request was made must:
 - 1) take the necessary steps to ensure the member is fit for duty and presents no risk to themselves or to others at the workplace, including the general public and address any violations of the Workplace Drug and Alcohol Policy and Procedure;
 - 2) inform the member of the assistance available from the services provided by the TPS and encourage the member to utilize this assistance;
 - 3) inform the member that if they fail to seek assistance, TPS may insist that the member submit to any or all of the following:
 - a) a medical assessment conducted by a physician,
 - b) drug and alcohol testing as set out in this policy,
 - c) an assessment conducted by a substance abuse expert, and
 - 4) inform the member that they must provide confirmation to the supervisor, manager or person in authority that they submitted to any medical assessment, drug and alcohol test, or an assessment required as set out above and as required by policy and procedure, and that the member's failure to submit to any of those requests may result in discipline, up to and including termination of employment.
- vi. A member who receives assistance respecting use of drugs or alcohol must comply with the terms and conditions of any program established to help the member as a condition of their continued employment, and must comply with the drug and alcohol work standards.

- vii. Any person who is providing assistance to a member respecting use of drugs or alcohol must advise the member's supervisor of any failure by the member to comply with the terms and conditions of a program established to help the member, and if the member presents a serious and imminent risk to themselves or to others. The member must be informed of this obligation to disclose non-compliance or safety risks.
- viii. The supervisor who has received a notification from a member of any drug or alcohol use or possession, whether legal or illicit, may not disclose any information provided, except to a person who needs to know the information in order to meet a legal obligation. The supervisor can contact the Health Professional or other providing services for further advice regarding disclosure, management of the employee and situation and any accommodations or modified work if required.

2. Investigation:

- a. The TPS must investigate any situation in which there is reasonable grounds to believe that a member is not in compliance with the Workplace Drug and Alcohol Policy and Procedure.
- b. Reasonable grounds may exist in the following situations:
 - i. possession or sale of illegal or illicit drugs at the workplace,
 - ii. as a result of a member's conduct and behaviour at work,
 - iii. post incident, and
 - vi. as a result of off duty conduct or convictions.
- c. Where a member indicates they are not compliant with the work standards, further investigation may still also be required, and the member may be subject to processes or requirements under this policy and procedure as deemed appropriate by the supervisor.
- d. Where a situation may involve criminal actions, the supervisor must ensure that criminal investigation processes are implemented immediately, and
 - i. for sworn members, processes per TPS policy and the Criminal Code must be followed.
 - ii. for civilian members, the supervisor must contact the Chief of Police or the next member i/c in the chain of command to determine further direction.
 - iii. Any such criminal investigation will consider the requirements and processes of the Workplace Drug and Alcohol Policy and Procedure to ensure there is appropriate exchange of information, follow up, and treatment for any drug or alcohol related matters.
- e. Possession or Sale of Illegal or Illicit Drugs:

If there are reasonable grounds to believe that a member is non-compliant with the Workplace Drug and Alcohol Policy or Procedure due to the possession or sale of illegal or illicit drugs, then the member's supervisor must ensure that appropriate steps are taken per TPS policies and procedures, collective agreements, and any legislative requirements.

i. Observation of Member Conduct:

1) Safety Sensitive Positions:

a) If through observation of a member's conduct a supervisor has reasonable grounds to believe that a member is or may be unfit for work because of drug or alcohol use:

- i) the supervisor may consult with Human Resources and the Chief of Police.
- ii) the supervisor must escort the member to a safe and private location, away from other members, in order to discuss why the member appears to be unfit for work.

(A union/association representative and a human resources representative or both may be present for the discussion, provided that this does not cause undue delay).

b) If a member acknowledges a health problem or impairment related to drugs or alcohol, or if following a discussion, the supervisor still reasonably believes that the member is not fit for work due to the use of drugs or alcohol the supervisor must:

- i) advise the Chief of Police,
- ii) request that the member submit to a drug and alcohol test, and
- iii) provide the member with the reason for the drug and alcohol test.

The member will then be provided with transportation and escorted by the supervisor to the collection site by for the drug and alcohol test as soon as possible after the incident.

The supervisor must contact the nearest collection site to advise that they will be escorting a member there for testing and they will remain at the collection site until testing is completed.

Appendix K – Sending a Member for Testing, provides the locations and contact information for testing/collection sites with the TPS approved provider.

- c) The processes set out in this procedure post testing will then apply.
 - i) If, following a discussion, the supervisor does not have reasonable grounds to justify drug and alcohol testing:
 - a. the member may still be referred to a health professional, Human resources, EAP etc, or
 - b. the member may be subject to other action where necessary and appropriate.
 - i) After the discussion or testing, the member also will be provided with transportation to their residence, to a hospital or clinic, or to another location as appropriate, where the member will be left in the company of another adult as needed,

2) Non-Safety Sensitive Positions:

If through observation of a member's conduct, a supervisor has reasonable grounds to believe that they may be unfit for work because of drug or alcohol use:

- a) the supervisor may consult with Human Resources or the Chief of Police,
- b) the supervisor will meet with the member in a safe and private location, away from other members, to identify the supervisor's concern(s).

(A union/association representative and a human resources representative may be present for the discussion, provided that this does not cause undue delay), and

- i) if the member acknowledges a health problem or impairment related to the use of drugs or alcohol, the member will be sent home and the supervisor will refer the member to Human Resources, a health professional or EAP for initial assessment and action planning as per the disability management process. As appropriate, transportation will be provided to the member's residence, to a hospital or clinic or to another location where the member will be left in the company of another adult as needed.
- ii) if the member does not acknowledge a health problem or impairment, the member may be requested to speak with a health professional or their family physician for further assessment, and other applicable action may be taken as appropriate

in the circumstances. The member's performance will be monitored closely, and the member will be made aware of this. Appropriate accommodations and assistance will continue to be offered and discussed with the member as necessary and reasonable.

ii. Post Incident:

- 1) When a workplace accident or unsafe practice occurs, a supervisor will consult with an Occupational Health and Safety (OH&S) representative, and must investigate the incident to determine whether drugs or alcohol were a contributing factor.
- 2) If the workplace incident or unsafe practice cannot be objectively explained by some mechanical or equipment failure, an environmental factor, lack of training, fatigue, or by another non-drug or alcohol related cause, and a supervisor has reasonable grounds to believe drugs or alcohol were a contributing factor, the supervisor:
 - a) must request the member to submit to a drug and alcohol test, and
 - b) must provide the member with the reason for the drug and alcohol test.

This applies to any member identified as having been directly involved in the chain of acts or omissions leading up to the incident or unsafe practice, whether employed in a safety-sensitive position or not.

- 3) When testing is required:
 - a) The member will be provided with transportation and escorted by the supervisor to the collection site for the drug and alcohol test.
 - b) The supervisor must contact the nearest collection site to advise that they will be escorting a member there for testing.
 - c) The supervisor will remain at the collection site until testing is completed.
 - d) When testing is complete, and as appropriate, the member then will be provided transportation to their residence, to a hospital or clinic or to another location where the member will be left in the company of another adult as needed.
- 4) Testing should be performed as soon as possible after the incident.

- 5) **Appendix K – Sending a Member for Testing**, provides the locations and contact information for testing/collection sites with the TPS approved provider.
- iii. Off-Duty Conduct and Convictions:
 - 1) Sworn members must promptly report any drug or alcohol related charges, as well as any vehicle license suspension or disqualification related to drugs or alcohol, in writing to the Chief of Police and as required by law.
 - 2) Civilian members in safety sensitive positions or engaged in safety sensitive tasks must promptly report to their supervisor any drug or alcohol related charges as well as any vehicle license suspensions or disqualifications where the member requires a valid license to perform their duties.
 - 3) The TPS will investigate any situation in which off-duty conduct involving drugs or alcohol may have implications for member safety, for the TPS or for its operations or reputation.
 - 4) The TPS will take any appropriate action necessary as a result of its investigation into off-duty conduct and may refer members for assessment by a health professional and subsequently a substance abuse expert.
3. Drug and Alcohol Testing:
 - a. Laboratory Testing:
 - i. A laboratory is retained by TPS to conduct urine-based testing and oral fluid-based testing.
 - ii. Only a laboratory as defined in this procedure is permitted to test samples under this policy and procedure.
 - iii. Drug and alcohol testing is conducted by personnel through an approved provider and in accordance with U.S. DOT Standards, the work standards, and this policy and procedure.
 - b. Point of Collection Testing (POCT):

A POCT may be used, where a supervisor has reasonable grounds to believe that a member is or may be unfit for work because of the use of drugs or alcohol. However,

 - i. a POCT is only one of a number of options for assessing the risk of having a member return to work pending an MRO report on the oral or urine based laboratory test;
 - ii. a POCT is not a stand-alone test, and irrespective of whether POCT is used, a laboratory test must also be completed; and

- iii. a POCT device used for this purpose must:
 - 1) have Health Canada approval,
 - 2) must be intended for urine assessment only, and
 - 3) must be calibrated to the extent possible with the cut-off levels below the concentration levels set out in **Appendix I – Drug Concentration Limits**.

Only collection personnel trained to U.S. DOT standards will administer the POCT, and the personnel must comply with standard operating procedures.

c. Testing Results:

- i. Drug and alcohol test results can be:
 - 1) negative (member is compliant with policy and procedure).
 - a) Where a negative result is produced with no safety advisory by the MRO, the supervisor must:
 - i) notify the member of the negative test result and that no other steps will be taken under the Workplace Drug and Alcohol Policy and Procedure, and
 - ii) notify the member that additional assessment may still be required of a medical nature to explain the observed behaviour and to address the original fitness for work concern.
 - b) Where a negative result is produced, but a safety advisory is issued by the MRO, a fitness for work assessment should be conducted by a TPS approved Physician to ensure the safety of the member and others at the workplace, and for reasons that:
 - i) there may have been a failure to comply with requirements to use a drug in the manner directed by a health professional or manufacturer, or
 - ii) a drug is adversely affecting the member's ability to safely perform duties, or
 - iii) the member did not notify their supervisor of any potentially unsafe side effects that may impact performance.
 - 2) positive (member is non-compliant with policy and procedure);

- 3) refusal to test (member will be treated as non-compliant with policy and procedure); or
- 4) cancelled with additional comments as required (i.e.: the test cannot be relied on to determine compliance or non-compliance).

Where a test result is cancelled, the cause of the cancelled test will be assessed and appropriate action taken, and additional assessment of a medical nature may be required to explain the observed behaviour and to address the original fitness for work concern.

- ii. As a term of employment and for the effective application of the Workplace Drug and Alcohol Policy and Procedure, test results will require disclosure to the TPS and within the TPS. As a result, members acknowledge and understand the following:
 - 1) Members authorize the laboratory to provide the test results to the TPS approved Physician.

All test results will be provided in a confidential written report from the MRO to the TPS approved Physician, with explanation and direction from the MRO when required.
 - 2) The TPS Physician may disclose positive test results for illegal substances to the appropriate persons in authority in the most minimal manner necessary in order for the TPS to fulfill its responsibilities related to employee conduct and discipline. This includes disclosure to the TPS Professional Standards for sworn members.
 - 3) Members authorize the MRO or TPS approved Physician to provide the test results to a substance abuse expert or program case manager to whom the member has been referred under the provisions of this procedure.
- iii) In order to preserve the confidentiality of test results, the TPS approved Physician (and any other person permitted to receive the test results), must disclose these results only to a person who needs to know the results to fulfill an obligation under this policy and procedure.
- iv) Should a member not provide authorization for the above noted purposes respecting drug or alcohol test results, the TPS will treat the test results as non-compliant with policy and procedure, and implement appropriate subsequent steps.

D. Non-Compliance Impacts and Consequence:

1. TPS may discipline, terminate for cause or take any other reasonable and appropriate action regarding the employment of a member who fails to comply with the alcohol and drug work standards.

2. TPS recognizes that a person with an addiction or drug or alcohol dependency is considered to have a disability.
 - a. In order to determine the disability status, and prior to making a final disciplinary decision, TPS will direct a member to meet with the TPS approved Physician and subsequently a substance abuse expert. The member's bargaining agent must be notified of the direction.
 - i. The substance abuse expert will make an initial assessment of the member and make appropriate recommendations.
 - ii. The member will authorize the substance abuse expert to provide the TPS with a confidential report of the initial substance abuse assessment and recommendations.
 - b. The initial substance abuse assessment will be completed as soon as possible, and the report will be delivered to the TPS approved Physician within two days of completion.
 - c. The TPS approved Physician will make a recommendation on disability status and advise the member's supervisor of the status.
 - i. If the member is considered to have a disability, the TPS will work with the member to develop a treatment and rehabilitation plan. The member may be subject to discipline on their return to work.
 - ii. If the member is not considered to have a disability, the member may be subject to discipline or termination of employment.
 - d. The TPS will make the final decision to discipline or terminate for cause per the appropriate process.
 - e. Failure by the member either to attend the substance abuse assessment or follow the course of corrective or rehabilitation action recommended will be cause for discipline.
 - f. During the period of substance abuse assessment and any corrective rehabilitation, the member will be expected to be on short term disability and, use sick leave or be on long term disability, or WCB, as required.
3. In addition to discipline or accommodation of a member who fails to comply with the obligation to report to work fit for duty, the TPS may require, as a condition of continued employment, that the member enter into an agreement with the TPS that outlines the terms of continued employment. The agreement terms may include the following:
 - a. that the member complies with any recommended treatment or aftercare program requirements, including recommendations provided by a substance abuse expert,
 - b. that the member maintains sobriety,

- c. that the member performs their duties in a satisfactory manner,
- d. that the member does not have any further violations of the Workplace Drug and Alcohol Policy and Procedure,
- e. that, prior to returning to their duties, the member undergoes a drug and alcohol test, the result of which must be negative,
- f. that during the currency of an agreement, the member may be subject to unannounced or random drug and alcohol testing. This testing may involve the attendance of human resources or a union/association representative.
- g. that the TPS approved Physician or other medical expert approved by the TPS, will be provided a discharge recommendation issued by:
 - i. the rehabilitation program service provider, certifying the person has successfully completed their rehabilitation program and continues to comply with all the requirements of the rehabilitation program, or
 - ii. a licensed physician with knowledge of substance abuse disorders, certifying that the person is able to safely perform the duties they will be required to perform if employed by TPS, or
 - iii. a substance abuse expert or program case manager.
- h. The agreement also may include a statement signed by the member and the union/association (if represented by a bargaining agent) acknowledging that the member agrees to any conditions imposed as part of a corrective rehabilitative program and return to work agreement with the TPS.
- i. the consequences of failing to meet the requirements of the agreement also will be set out in the agreement, and non-compliance with the agreement will be subject to TPS disciplinary processes.

E. [Costs Associated With Any Rehabilitation/Treatment:](#)

1. Rehabilitation may require more than one meaningful attempt for a member to deal effectively with substance abuse.
2. As both the TPS and the member have an interest in addressing a member's substance abuse issue and in returning members to work, there should be some shared responsibility with costs associated with rehabilitation and treatment is shared between the TPS and a member as set out below:
 - a. The TPS or its benefit provider will not reduce any annual leave or banked time banks for a member who attended their first residential treatment. Nor will time be docked for any required monitoring to ensure the member can safely return to work and any follow-up monitoring set out in a relapse prevention program.

- b. Subsequent Rehabilitation Efforts: The member is responsible for all costs associated with rehabilitation. Furthermore, the member will have to access sick banks, short term disability or long term disability, and holiday banks for time to attend residential treatment and rehabilitation.

F. Union/Association Assistance:

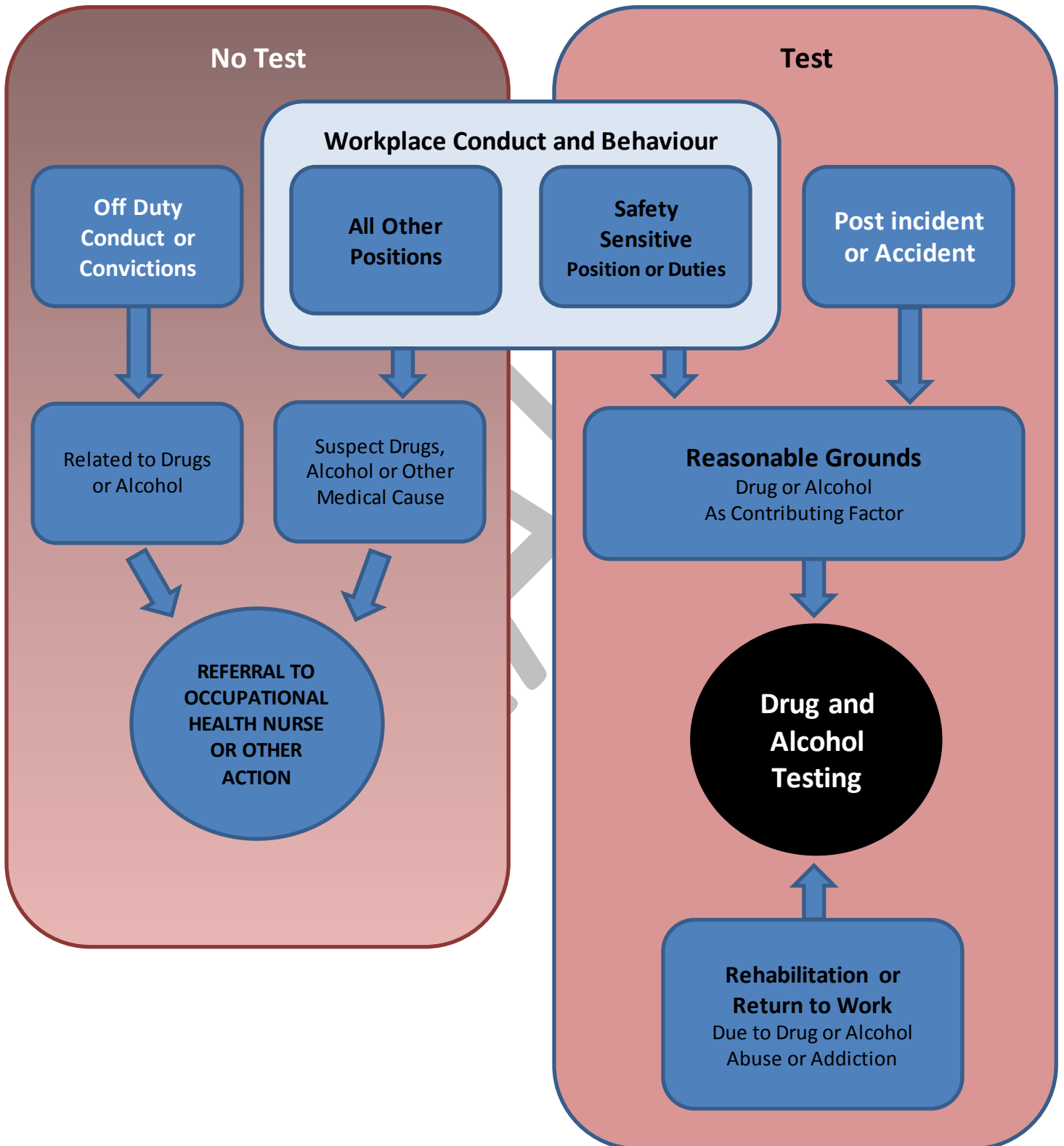
1. A member may request the assistance of their union/association with any matter arising under this drug and alcohol policy and procedure.
2. A member may request the attendance of their union/association at any meeting or discussion which takes place under this drug and alcohol policy and procedure if their attendance does not unduly delay the time at which the meeting or discussion takes place.
3. A supervisor or other person in authority requesting a meeting or discussion under this drug and alcohol policy and procedure should advise the member of their right to have their union/association present if they wish.

G. Contractors and Consultants:

1. Independent contractors who perform work for the TPS will be advised of TPS' drug and alcohol requirements and will be provided a copy of the policy and procedure. The independent contractor(s) will be expected to either:
 - a. enforce the requirements and the terms of the TPS policy and procedure, or
 - b. demonstrate that they have a policy and procedure in place that either meets or exceeds the requirements of this policy and procedure and confirm that they will enforce that policy for their own employees, their sub- contractors and their agents who are performing work for the TPS at a worksite of the TPS or who are interacting with TPS members.
2. Any contravention of the TPS Workplace Drug and Alcohol Policy and Procedure, and any related documents, may be considered a breach of contract.

Appendix G

When do we test?



Appendix H

Guidelines for Supervisors on Reasonable Grounds

The TPS Drug and Alcohol Policy and Procedure require that the TPS investigate situations in where it appears a member is not in compliance with the work standards for drugs and alcohol.

To investigate or to request testing of a member in a safety-sensitive position or a member involved in a workplace accident or incident, supervisors must have reasonable grounds to believe that the member is using, in possession of, or selling alcohol or illegal or illicit drugs while at work, or that the member has reported for work when unfit to perform their duties due to the adverse effects of drug or alcohol use.

A. **What are Reasonable Grounds?**

Reasonable ground refers to circumstances in which a person has objective knowledge of facts that cause them to believe something that a reasonable person, knowing the same facts in the same circumstances, would likely also conclude or believe. Reasonable grounds do not have to represent “probable” use of drugs or alcohol but “possible” use. Reasonable grounds should be determined based on the supervisor's specific articulable observations of a member's conduct, behaviour, appearance, speech or body odours that may be associated with drug or alcohol use. Reasonable grounds are not a hunch or gut feeling or based on stereotypes.

B. **Reasonable Grounds and Testing for Drugs or Alcohol:**

Employers are generally allowed to test an employee for either drugs or alcohol after a safety incident or accident occurs or when there are reasonable grounds to believe that the employee in a safety sensitive role is unfit to work or perform their duties safely due to the effects of drugs or alcohol. When there are reasonable grounds respecting employees not in safety sensitive roles, the employer should not conduct testing, but should take steps to determine cause and take appropriate steps per policy and procedure.

When testing occurs based on reasonable grounds, it attempts to both identify and remove a member from safety-sensitive duties before an accident or workplace safety incident occurs and to limit or avoid future workplace incidents or accidents. The testing attempts to rule out drugs or alcohol as the possible cause of behavioural, physical, or performance concerns and of workplace incidents or accidents.

C. **Decision Making Process for Reasonable Grounds Determination:**

Many factors may result in signs or symptoms similar to the effects of drug or alcohol use, such as fatigue, physical or mental illness, family difficulties or other stressors. Supervisors are expected to be alert to changes in the employee's behaviour or appearance, work performance, attendance or other indicators that may suggest a fitness to work or well-being concern and also for those that may be due to the improper use or effects of drugs or alcohol.

In order to protect public safety and safety in the workplace, supervisors should remove members from performance of safety-sensitive duties where conduct, behaviour or physical attributes reasonably suggests a member is unfit for work for reasons related to alcohol or drugs, at least until the cause of the observed conduct, behaviour or appearance has been determined.

In order to establish reasonable grounds, the supervisor must attempt to determine with the member the cause of the identified conduct, behaviour or physical attributes and what steps, if any, the member is taking to address the concerns. The supervisor must clearly articulate to the member what the supervisor's concerns are and engage in discussion with the member in a manner that focuses on the specific observations of the member's conduct, behaviour or physical attributes that are of concern.

Supervisors must record their observations and knowledge of the circumstances supporting their reasonable belief that a member is unfit for work or otherwise in contravention of the drug and alcohol policy and procedure, including the specific observable conduct, behavioural or physical signs associated with drug or alcohol use (i.e.: what is seen, heard, or smelled).

Where no other reasonable cause is identified, supervisors may request that a member in a safety sensitive position or a member involved in a workplace incident or accident submit to drug and alcohol testing. The supervisor should explain to the member their concern that the conduct, behaviour or physical attributes may be drug or alcohol related, that testing will be conducted per policy and procedure, and how testing will work. The supervisor must escort the member to the testing/collection facility.

Discussions, observations and any other facts and rationale supporting the concerns, any investigation or assessment and testing for drugs or alcohol must be documented in a manner that is:

1. specific and based on what is seen, heard or smelled,
2. well-articulated, and
3. objective.

Appendix I

Drug Concentration Limits

Urine Drug Concentration Limits

Drugs or classes of drugs	Screening concentration equal to or in excess of ng/ml	Confirmation concentration equal to or in excess of mg/ml
Marijuana metabolite	50	15
Cocaine metabolite	150	100
Opiates	2000	---
-Codeine	---	2000
-Morphine	---	2000
6-Acetylmorphine	10	10
Phencyclidine	25	25
Amphetamines	500	---
-Amphetamines	---	250
-Methamphetamine	---	250
MDMA ¹	500	---
-MDMA	---	250
-MDA ²	---	250
-MDEA ³	---	250

Oral fluid drug concentration limits:

Drugs or classes of drugs	Screening concentration equal to or in excess of ng/ml	Confirmation concentration equal to or in excess of mg/ml
Marijuana (THC)	4	2
Cocaine metabolite	20	---
-Cocaine or Benzoyllecgonine	---	8
Opiates	40	---
-Codeine	---	40
-Morphine	---	40
-6-Acetylmorphine	---	4
Phencyclidine	10	10
Amphetamines	50	---
-Amphetamine	---	50
-Methamphetamine	---	50
-MDMA ¹	---	50
-MDA ²	---	50
-MDEA ³	---	50

¹ Methylenedioxy methamphetamine

² Methylenedioxyamphetamine

³ Methylenedioxyethylamphetamine

Note: The testing limits are taken from the *Canadian Model Policy*

Appendix J

Employee and TPS Wellness

Support Contacts

For advice and assistance on drug or alcohol related matters, click on the links or phone the numbers listed below.

[Employee Assistance Program\(EAS\)](#)

Employee Assistance Program or call our EAP toll-free, 24 hours a day, seven days a week, for immediate, confidential help: 1.800.387.4765

The Taber Medical Clinic

Phone: 403-223-3525

Alberta Health Services Addictions and Mental Health

Phone: 403-223-7211

Appendix K

Sending a Member for Testing

Where a supervisor determines that drug or alcohol testing is required and requests a member to attend testing, the supervisor must:

1. explain to the member that the observed conduct, behaviour or physical attributes lead the supervisor to believe the employee is not fit to perform duties in a safe manner. There is a concern that the member may be under the influence of drugs or alcohol,
2. ensure that the sample collection and testing will be conducted per the policy and procedure, and
3. explain how the sample collection and testing will work.

Transporting the Member for Testing:

1. The supervisor will call the testing service provider during normal business hours, this will place the call at the front of any queue to ensure the testing is arranged without delay. After regular hours, this call will be put through to the on-call booking agents to ensure the testing is arranged without delay.
2. The booking agent will determine the closest site and provide an address and/or directions if required. They will ensure that the collector is at the location to perform the testing based on the estimated time of arrival of the donor and accompanying supervisor.
3. The supervisor must remain with the member. For sworn members, changing into civilian attire is required prior to leaving for the collection site. The supervisor is to remain with the member until testing is complete, including remaining at the collection site.
4. When testing is complete, the supervisor will ensure that the member is transported to their residence, a hospital, clinic or another location per policy and procedure.

While at Testing the Member Will:

1. Remove outer clothing, empty pockets, and show the items. It's best to bring as little extra items as possible into the specimen collection site.
2. Personal items will be secured until testing is complete.

3. The member will provide a freshly voided urine sample. It will be checked immediately, with the certified collector checking for:

- unexpected temperature
- unexpected volume
- unusual colour
- unusual odour
- presence of foreign objects or material
- tampering, adulteration, or substitution

If any of the above are found, a second urine sample or, possibly, undertaking an observed collection will be required.

4. All test results are verified by a qualified medical review officer.

What Happens Next:

1. Except in rare situations, negative tests are reported within 6 to 72 hours of collection when using laboratory testing, and less than 3 hours after collection when using express/POCT collection technologies.
2. TPS will be using these express technologies and all specimens will be sent for laboratory confirmation.

In the event the express test is negative:

- The member will not be allowed to return to work until also assessed by the TPS approved Physician who may require additional medical information. A referral may be made to the member's family physician and the member will remain off work on sick leave benefits while the reason for the observable and concerning behaviours is continued to be researched.
- In the event it is determined that the member can return to work with medical limitations and restrictions, the TPS approved Physician will work closely with the supervisor, and or a benefit provider, to support the return to work.

In the event the express test is positive:

- The member will not be allowed to return to work and will wait for the confirming test to be completed and to receive a call from the approved TPS physician with the results. The member will remain off work on paid leave until an assessment by a substance abuse expert is arranged.




Council Request for Decision	
Meeting Date: January 22, 2018	
Subject: Proposed Fit For Work Policy CS-HR-6	
Recommendation:	Council adopts the Fit for Work Policy CS-HR-6, as presented.
Background:	<p>The intent of this policy is to enhance our existing approach in dealing with impairment at the worksite.</p> <p>Administration is bringing this Policy and Procedure forward in some respects to address the legalization of recreational Cannabis proposed at some point in 2018. However, the over-arching intent is to ensure staff are fully aware of the expectations of management that they are to appear at the job site “fit of work”.</p> <p>Administration has researched the current boundaries of the legislation on this matter and has utilized this research in crafting this Policy and Procedure. Most specifically, random drug testing has not been included as this matter is currently in front of the Supreme Court of Canada awaiting a decision on its impact to sections under the Charter of Rights and Freedoms.</p> <p>It should be noted that Administration does not foresee utilizing this Policy and Procedure often. This is because Administration feels the best opportunity to ensure employees arrive fit for work is at the hiring stage. Currently the town has a dedicated suite of directors, managers and supervisors. Overwhelmingly the town employees are all also dedicated to excellence in their crafts and are responsible individuals. As such, Administration does not foresee the regular use of this tool, as if that was the case, it would speak to a larger issue with the level of respect and responsibility displayed by Administration.</p> <p>Council is encouraged to adopt this policy after consideration and proposing changes (if desired) to the Policy Section only. The Procedure Section is the piece overseen by senior Administration.</p>
Legislation / Authority:	Municipal Government Act, Sections 5, 153, 207, 607.
Strategic Plan Alignment:	Such a policy would create value to the organization and ensure all employees are trained to identify, and know what to do, when encountering some type of impairment at work. It supports our continued commitment to be “an employer of choice.”



Financial Implication:	No financial impact.
Service Level / Staff Resource Implication:	Service level to the Town of Taber employees would increase. This Policy will provide a framework to effectively manage issues that employees might be experiencing with the adverse effects of fatigue, stress, alcohol and/or drugs.
Justification:	This policy would help to ensure that employees undertake responsibility for their health and safety and attend work unimpaired, fit for work.
Alternative(s):	Council does not adopt the Fit For Work policy and relies on the Town's Code of Conduct Policy.

Attachment(s):	FFW Policy FFW Procedure Random Drug Testing
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APPROVALS:	
Originated By:	Dave Duske
Chief Administrative Officer (CAO) or Designate:	

		<h2>Fit for Work (FFW)</h2>
Policy No.: CS-HR-6	Council Resolution No.:	
Department: Administrative	Authority: Council	
Effective Date: January 22, 2018	Revision Date:	
Review Date: January 2021	Repealed Date:	
Supersedes: N/A		
Related Procedure No.: CS-HR-6		
Related Procedure Name: Fit for Work		

Purpose

The Town of Taber recognizes that an employee's fitness for work may be affected for a variety of reasons including the adverse effects of fatigue, stress, alcohol or other drugs (prescribed and non-prescribed) and through the Fit for Work Policy, shall provide a framework to effectively manage these issues. Management of these factors is an integral part of this policy and is a shared responsibility between the Town of Taber and all its employees. It is expected that the Town of Taber employees undertake responsibility for their health and safety at work and ensure that their acts, or omissions, do not adversely affect the health and safety of others. The Town of Taber is responsible for providing safe systems of work and all employees share in the responsibility to minimize and manage the adverse effects of work related fatigue, stress, alcohol or other drugs.

Policy Statement

- 1) The objective of this policy is to:
 - a. Ensure a safe and healthy working environment for all employees
 - b. Minimize the risk of employees presenting for work or conducting work while impaired by fatigue, stress, drugs or alcohol.
 - c. Establish steps to manage employees who are affected by fatigue, stress, alcohol or other drugs
 - d. Encourage people affected by fatigue, stress, alcohol or other drugs to seek assistance
 - e. Provide access to information and education to assist in minimizing alcohol and drug related harm to employees



- 2) This policy and supporting procedure applies to everyone working at, or attending a Town of Taber workplace. All employees will comply with this policy and related guidelines to ensure they maintain the capacity to work safely.
- 3) In implementing this policy the Town of Taber will require all employees to be fit for work and perform their duties without imposing risks to the health and safety of themselves, others or to the safety of the worksite.
- 4) Responsibilities
 - a. Employees are required to take reasonable care of their health and safety, and that of any other person who may be affected by their work activities. They are also required to comply with instructions and directions established to provide a safe and healthy working environment.
 - b. Management are responsible for the provisions and maintenance of a working environment that is safe and without risks to the health of all employees and the allocation of training and resources to ensure employees adhere to the Fit for Work Policy and its guidelines.
- 5) Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

Additional References

- Employee Code of Conduct Policy
- Health and Safety Policy
- Safe Work Practices Directive
- Contractor Safety Orientation


MAYOR

DATE

CHIEF ADMINISTRATIVE OFFICER

DATE



		<h1>Fit for Work</h1>
Procedure No.: CS-HR-6	Council Resolution No.: N/A	
Department: Administrative	Authority: CAO	
Effective Date: January 22, 2018	Revision Date:	
Review Date: January 2021	Repealed Date:	
Supersedes: N/A		
Related Policy No.: CS-HR-6		
Related Policy Name: Fit for Work		

Purpose

This guideline document is provided to support the Fit for Work Policy and to assist Management and Employees in its effective application. It presents an overview of what constitutes being “Fit for Work” (FFW) and provides guidelines for dealing with employees that are not fit for work.

Operating Guidelines

1) Scope

This guideline applies to all Town of Taber employees, contractors and individuals attending a Town of Taber worksite.

2) Roles and Responsibilities

Fatigue, stress and/or impairment is an issue that affects employees in different ways. Reducing the risks associated with these is a shared responsibility that requires reasonable actions to minimize the risk of fatigue and/or impairment related accidents and injuries.

a. Department Heads and Managers:

Department Heads are responsible for ensuring the adoption, implementation and application of the FFW Policy.

- i) *Leadership* – Department Heads and Managers are expected to lead by example as this is essential to the FFW procedures success and credibility.



- ii) *Provisions of resources* – Department Heads and Managers will provide resources for education, training, counselling and other requirements of the FFW Policy.
- iii) *Consistent application of the FFW Policy* – Department Heads and Managers are responsible for the fair and consistent application of the FFW Policy. In particular, individuals who seek assistance will not be disadvantaged and their employment rights will be safeguarded.
- iv) *Confidentiality* – Department Heads and Managers are responsible for establishing appropriate procedures so that sensitive medical and personal information is safeguarded.
- v) *Review* – Human Resource Manager will review the FFW Policy and the FFW Guidelines from time to time to determine the appropriateness for the Town of Taber's requirements.
- vi) *Employee Assistance Program* – ensure that all employees have access to professional counselling services through the EAP (as defined in their employee benefit plan) to address any problems that may cause a fitness for work issue.

b. Supervisors/Foreman:

- i) *Leadership* – Supervisors are expected to lead by example as this is essential to the FFW Procedures success and credibility.
- ii) *Implementation* – Supervisors are responsible for leading the effective implementation of the FFW Policy.
- iii) *Fostering active cooperation with the FFW Policy* – Supervisors will implement and manage the FFW Policy in a way which encourages employees to raise concerns about their own or other individual's fitness for work.
- iv) *Assessment of fitness for work* – Supervisors are responsible for making an assessment of the fitness for work of employees, both at the start of and throughout the work period.
- v) *Action required when an individual is unfit for work* – Supervisors must take prompt and appropriate action whenever they believe that any employee is not capable of working in a safe and effective manner.
- vi) *Confidentiality* - Supervisors will follow all necessary steps to insure all requirements are met with respect to confidentiality.



c. Employees:

Each employee is responsible for their own health and safety at work and must avoid adversely affecting the health and safety of any other individual.

- i) Reporting for work in a fit condition – employees must be fit for work when they attend work and must be able to carry out their duties without risk to themselves or others.
- ii) Demonstrating fitness for work upon request – employees must, if requesting by a Supervisor, satisfactorily demonstrate that they are fit for work.
- iii) Notification – employees must notify a Supervisor of any actual or potential impairment of fitness for work.
- iv) Medical condition – if an employee has a medical condition that could affect their fitness for work, that employee must inform their Department Manager or HR Manager of the likely impact of the medical condition on their fitness for work. Where appropriate, a medical certificate must be provided by the employee.
- v) Appropriate use of medications – employees are required to;
 - Discuss with their medical Physician the requirements of their job and the likely impact of any medication on their safety or fitness for work; and,
 - Take any medication strictly in accordance with the medical Physician's recommendations.
- vi) Breaches of the FFW Policy – all employees must notify their Supervisor of any situation in which the FFW Policy may have been breached. This includes;
 - Any situation in which other employees may be unfit for work;
 - Unauthorized possession or consumption of drugs or alcohol on site or during working hours by another individual; and,
 - Any other apparent breach of the FFW Policy.
- vii) Employee Assistance Program – where appropriate the employee may utilize the EAP program (as defined in their employee benefit plan) for immediate, confidential help for a variety of issues that may impact their fitness for work.

3) Assessment of Fitness for Work

The Town of Taber will adopt the following FFW assessment methods;

- a. Individual self-assessment, including self-testing for alcohol;
- b. Face to face discussions between Supervisors and employees at the start of and/or during the work period;
- c. Medical assessment;
- d. Drug and alcohol testing, and
- e. Other recognized assessments as Management deems appropriate.



4) Action Required when an Employee is Unfit for Work

- a. Supervisors must take prompt and appropriate action whenever they believe that an employee is not capable of working in a safe and effective manner. The employee must be immediately isolated and removed from the workplace and prohibited from driving a vehicle or operating any machinery. Whenever an employee is isolated from potential hazards, the Supervisor must notify the Human Resource Manager as soon as possible.
- b. The employee may be asked to undergo further medical, drug/alcohol testing at the time of the incident. In cases where an immediate danger exists as a result of an employee's state, i.e. aggressive behavior, overdose, suicidal, the Supervisor will take appropriate action and contact the police and/or medical assistance.
- c. The employee will be prevented from returning to work until such time they have undergone appropriate discussions with their Supervisor and Human Resource Manager and are able to demonstrate that they are fit for work. The Town of Taber may require reasonable proof from the employee that the concern has been satisfactorily resolved prior to the employee being permitted to return to work. The responsibility for providing this proof rests with the employee who may choose to access the assistance of their EAP and/or Medical Professional.

5) Management of Contractors

- a. All contractors must comply with their obligation to actively manage their employee's fitness for work whilst at the Town of Taber work sites to a standard which is consistent with the Town of Taber's FFW Policy and FFW Procedures.
- b. Where a Town of Taber Supervisor believes that a contractual employee is not fit for work they will be immediately isolated and removed from the workplace and prohibited from driving a vehicle or operating any machinery. Whenever a contractual employee is isolated from potential hazards, the Supervisor must notify the Town of Taber's Human Resource Manager as well as the employee's employer.
- c. Prior to commencing work on site, contractors will be provided with a copy of the FFW Policy and the FFW Procedures, in addition to receiving the Contractor Orientation. All contractors will be required to comply with these policies and guidelines.



6) Confidentiality

Confidentiality is vital in promoting the effectiveness of the FFW Policy and all reasonable efforts, legal requirements and common sense, will be made to maintain employee's privacy. Information relating to employees fitness for work will be transmitted, used and stored in a confidential manner.

Employee's Signature

Date

Employee's Name Printed

Date

CHIEF ADMINISTRATIVE OFFICER

DATE



Canada: Suncor Random Drug Testing Blocked: Decision

Last Updated: January 11 2018

Article by [Rob Sider](#) and [Katy Allen](#)

Lawson Lundell LLP



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LEXPERTRANKED
LAWYER



Originally published December 2017

The [decision](#) of Mr. Justice Paul Belzil in the Alberta Court of Queen's Bench granting an interim injunction to block Suncor's random drug testing policy has now been released. The Court applied the three part test for an injunction: there is a serious issue to be tried, there will be irreparable harm if the injunction is not granted, and the balance of convenience favours the injunction.

Points of note from the decision include:

- The parties agreed that the Suncor site is dangerous "but agree on virtually nothing else".
- The parties each submitted expert evidence in support of their argument. For the Union, Dr. Thomas Wild from the University of Alberta opined that measurable improvements in safety will not be achieved by random testing. In contrast, for Suncor, two experts including Dr. Beckson from the University of California opined that random testing does decrease the risk of incidents and injuries in the workplace.
- The evidence conflicted on whether the use of drugs and alcohol at the site was an increasing or decreasing problem.
- Irreparable harm was found due to the impact that random testing would have on the privacy and dignity of the workers.
- Other drug and alcohol policies and practices would still continue on the site, which was a factor indicating the balance of convenience favoured the Union. Another factor was the impact on employees who have no drug or alcohol issues and who have not been involved in workplace incidents.

Consequently, Suncor will be barred from implementing the random drug and alcohol testing policy on-site. This case will either continue to the Supreme Court of Canada, or if leave to that Court is denied, will be remitted back to a new arbitration panel for determination.



Council Request for Decision	
Meeting Date: January 22, 2018	
Subject: AMSC Presentation	
Recommendation:	That Council accepts the AMSC presentation for information purposes.
Background:	Council requested that Administration review the AMSC services and explore areas that are not being utilized by the Town.
Legislation / Authority:	Section 248 of the MGA
Strategic Plan Alignment:	Strengthen our core infrastructure and services in a fiscally responsible manner.
Financial Implication:	The financial implication will depend on the actual costs given to us by AMSC.
Service Level / Staff Resource Implication:	N/A
Justification:	Comparative pricing
Alternative(s):	That Council requests additional information.



Attachment(s):	AMSC Presentation
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APPROVALS:	
Originated By:	John Orwa
Chief Administrative Officer (CAO) or Designate:	

AMSC
The Alberta Municipal
Services Corporation

January 22, 2018



Background

- ▶ AMSC is a wholly-owned subsidiary of the AUMA
- ▶ Have >100 years of experience in Municipality related business.
- ▶ Provide outstanding value by harnessing economies of scale, resulting in better value for members than if they tried to purchase services independently.

Service Delivery

- ▶ Delivers a broad range of service solutions to municipalities, municipally-related organizations, and their employees.

These services include:

- Insurance and Risk Management
- Human Resource Services
- Utility Services
- Investment Services
- Purchasing Program
- eLearning
- Bluewave Energy Cardlock

Services currently utilized by the Town

- ▶ The Town of Taber is currently utilizing the following services from AMSC

1. Human Resource Services

- ▶ Provides Employee Benefits and is also group partner with Sun life financials

The group benefits includes:

- Group life insurance (basic group life, Dependent life, ADD, optional employee and spousal life insurance-100% employee paid)
- Volunteer AD&D - 100% employee paid
- Group Health Benefits (Extended health and vision care)
- Group dental benefits
- Group disability benefits (ST-disability and LT-disability)
- Group critical illness - 100% employee paid
- Employee Assistance program (confidential counselling-Relationship and family issues, addiction etc.) - 100% employer paid
- Group accident insurance

Services currently utilized continues...

2. Insurance Services

- ▶ AMSC Insurance Services is an insurance brokerage that is fully owned by AMSC.

Objectives of risk Control program

- To provide our clients with the foundation, knowledge and tools they need to better manage all key exposure areas
 - To help clients significantly reduce the frequency and cost of claims
 - To build a robust database of risk information that will help support continued program growth and performance
-
- ▶ **Liability** products to help protect your organization from what could be a devastating financial loss if someone is injured and wins a legal judgement against you:
 - General liability
 - Construction wrap-up liability
 - Environmental impairment
 - Errors and omissions
 - Umbrella

Services currently utilized continues...

- ▶ **Property** insurance protects members from financial loss resulting from damage to the physical assets of their organization:
 - Building & contents (including equipment breakdown)
 - Mobile equipment
 - Course of construction

- ▶ **Automobile** insurance to provide protection for the owner of a motor vehicle:
 - Third party liability
 - Accident benefits
 - Loss of or damage to insured
 - Non-owned liability

- ▶ **Crime protection** - a necessary component for any municipality as crime-related losses are not typically covered by property insurance policies:
 - Employee dishonesty
 - Loss from robbery and safe burglary
 - Depositors forgery

Services currently utilized continues...

3. Utility Services

- ▶ The program provides stability, flexibility and expertise in procuring natural gas, electricity and green power products at true wholesale market prices.
 - Right Product
 - Right Partnership
 - Right Price

Services not utilized....

1. Purchasing Program

- Tools designed to reduce the cost of goods & services and admin cost
- Improve Spend controls
- Streamline the payment process
- Note: currently using US Bank Purchase Cards

2. Investment Services

- Program is built on solid partnerships developed with credible, successful organizations
- World-class service providers that will provide investment expertise (CIBC Wood Gundy, CIBC Mellon, Aon Hewitt , AIMCo)
- Money Market Fund - The pooled fund is managed with the objective of providing competitive interest income to investors

3. eLearning

- AMSC offers risk management education modules to make this important training more accessible and affordable for members.
- These courses are easy to use and to understand, and once you have registered for a course, you have a full 60 days to complete it.

4. Bluewave Energy Cardlock

- A fleet fuel management method that tracks and controls fuel purchases at cardlock fueling stations

Recommendation

- ▶ Explore the services not yet utilized
 - Purchase Cards - Q2
 - eLearning - Q2
 - Investment Services Q3
 - Bluewave Energy Cardlock
 - Not being utilized as the Town of Taber receives better pricing direct with local vendor.



Council Request for Decision	
Meeting Date: January 22, 2018	
Subject: Winter Road Maintenance Procedure Update	
Recommendation:	<ol style="list-style-type: none"> 1. Council adopts the Winter Road Maintenance Policy PS-PW-1, as presented. 2. Council accepts updated terms, procedures, maps, and directs the CAO to sign the Winter Road Maintenance Procedure PS-PW-1, as presented.
Background:	<p>In previous years, we followed the Winter Road Maintenance procedure effective November 24th, 2014. Such terms and procedures included:</p> <p><u>PROCEDURES</u></p> <p><u>Snow Plowing and Ice Control Service Levels</u></p> <p>Snow plowing with the grader, snow blower, loaders & tandem trucks are initiated as soon as warranted at the discretion of either the Director of Public Works or the Project Coordinator. Depending on the amount of accumulated snow, condition of roads the following has been set for our Snow management priorities;</p> <p><u>Priority 1</u></p> <ul style="list-style-type: none"> •Designated Arterial Roadways <p>50 Street, 50 Avenue, 64 Street, Heritage Drive. Whenever possible, sanding operations will coincide with plowing of the main routes.</p> <ul style="list-style-type: none"> •Downtown Core <p>Because of high traffic volume and accident potential this is considered a high priority.</p> <ul style="list-style-type: none"> •School Zones <p>These will be done as soon as possible so there will be as little disruption as possible for busing.</p> <p>Contractors may be deployed as required depending on the volume of snow.</p> <p><u>Priority 2</u></p> <ul style="list-style-type: none"> •Remaining Arterials and Collector Roads <p>Snow clearing on major thoroughfares is generally initiated following the clearing of priority 1 areas. The arteries leading to 50 Avenue and the</p>



	<p>downtown core are generally plowed first to permit traffic access. Residential areas surrounding school zones are done at this time as well.</p> <p><u>Priority 3</u></p> <ul style="list-style-type: none">•Other Industrial arterial Roads and Commercial Service Roads are done at this time once the first 2 priority areas are finished. <p>Any other streets, avenues, cul-de-sacs, or crescents as required on an as needed basis.</p> <p><u>Ice Control</u></p> <ul style="list-style-type: none">•<u>Ice Control</u> operations are initiated as soon as warranted at the discretion of either the Director of Public Works or the Project Coordinator, or by the on-call operator based on conditions and with input from the Taber Emergency Service Operators. <p>Our priority areas are the same as snow removal areas with intersections opening onto those roads.</p> <p><u>Parking Lots</u></p> <p>The Town is responsible for snow clearing from its Recreation facility parking lots. Clearing of parking lots is scheduled around other snow cleaning operations. Public and Town parking lots are cleaned as time permits so as not to interfere with or delay road clearing operations.</p> <p>Other town facility lots may be cleared when requested, if resources are available. Contractors may be deployed as required.</p> <p>Public lots are usually scheduled for cleaning before 8:00 am to avoid conflict with public vehicles.</p> <p><u>Sidewalks/Trails</u></p> <p>Town crews are responsible for clearing sidewalks and walkways adjacent to Town properties or within park areas as required by the Snow Removal By-law (Under the Nuisance Bylaw No. 4-2008 Section VI) as well as removing snow from the Town's walking trail system. The sidewalks are generally cleared by Town crews within 24 hours following a storm; but are not cleared on an overtime basis. The trails are cleared usually within a 48 hour time period after all major priorities are taken care of; and not on an overtime basis.</p> <p>Property owners are responsible for clearing snow from sidewalks adjacent to their property within 24 hours after a snowfall. (See Snow Removal By-law No. 4-2008 Section VI) Such snow is not to be placed on the roads, as doing so adversely affects drainage. Residents are asked to place snow on the boulevard or yard.</p> <p>Upon further review, these terms, procedures, as well as certain maps require updates. These updates include:</p> <p><u>PROCEDURES</u></p>
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	<p><u>Snow Plowing and Ice Control Service Levels</u></p> <p>Snow plowing with the grader, snow blower, loaders & tandem trucks are initiated as soon as warranted at the discretion of either the Manager of Engineering and Public Works or the Public Works Foreman. Depending on the amount of accumulated snow, condition of roads the following has been set for our Snow management priorities;</p> <p><u>Priority 1</u></p> <ul style="list-style-type: none"> •Designated Arterial Roadways <p>50 Street, 50 Avenue, 64 Street, Hackney Drive (as indicated on Snow removal map). Whenever possible, sanding operations will coincide with plowing of the main routes.</p> <ul style="list-style-type: none"> •Downtown Core <p>Because of high traffic volume and accident potential this is considered a high priority.</p> <ul style="list-style-type: none"> •<u>School Zones</u> <p>These will be done as soon as possible (as indicated on Snow removal map) so there will be as little disruption as possible for busing.</p> <p>Contractors may be deployed as required depending on the volume of snow.</p> <p><u>Priority 2</u></p> <ul style="list-style-type: none"> •Remaining Arterials and Collector Roads <p>Snow clearing on major thoroughfares is generally initiated following the clearing of priority 1 areas. The arteries leading to 50 Avenue and the downtown core are generally plowed first to permit traffic access.</p> <p>Residential areas surrounding school zones (as indicated on Snow removal map) are done at this time as well.</p> <p><u>Remaining Roads</u></p> <ul style="list-style-type: none"> •Other Industrial arterial Roads and Commercial Service Roads are done at this time once the first 2 priority areas are finished. <p>Any other streets, avenues, cul-de-sacs, or crescents as required on an as needed basis.</p> <p><u>Ice Control</u></p> <ul style="list-style-type: none"> •<u>Ice Control</u> operations are initiated as soon as warranted at the discretion of either the Manager of Engineering and Public Works or the Public Works Foreman, or by the on-call operator based on conditions and with input from the Taber Emergency Service Operators. <p>Our priority areas are the same as snow removal areas with intersections opening onto those roads (as indicated on Taber Sanding Priority map).</p> <p><u>Parking Lots</u></p>
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	<p>The Town is responsible for snow clearing from its Recreation facility parking lots. Clearing of parking lots is scheduled around other snow cleaning operations. Public and Town parking lots are cleaned as time permits so as not to interfere with or delay road clearing operations.</p> <p>Other town facility lots may be cleared when requested, if resources are available. Contractors may be deployed as required.</p> <p>Public lots are usually scheduled for cleaning before 8:00 am to avoid conflict with public vehicles.</p> <p><u>Sidewalks/Trails</u></p> <p>Town crews are responsible for clearing sidewalks and walkways adjacent to Town properties or within park areas as required by the Snow Removal By-law (Under the Nuisance Bylaw No. 4-2008 Section VI) as well as removing snow from the Town's walking trail system. The sidewalks and trails are generally cleared by Town crews within 24 hours following a storm.</p> <p>Property owners are responsible for clearing snow from sidewalks adjacent to their property within 24 hours after a snowfall. (See Snow Removal By-law No. 4-2008 Section VI) Such snow is not to be placed on the roads, as doing so adversely affects drainage. Residents are asked to place snow on the boulevard or yard.</p> <p>An updated version of the Policy has also been attached for Council's approval. No changes other than the amended review date have been made.</p>
Legislation / Authority:	Winter Road Maintenance Policy
Strategic Plan Alignment:	Goal - Strengthen our core infrastructure and services in a fiscally responsible manner.
Financial Implication:	Service Level and staff resource may increase, it will be an added cost that Council needs to consider.
Service Level / Staff Resource Implication:	Service Level / Staff Resource will increase because of added responsibility to stay within 24 hrs for cleaning Pathways and walking Trails after storm.
Justification:	These updates will result in more efficient and more accurate procedures. In order to maintain effectiveness in upcoming years, the Council of the Town of Taber is to review Winter Road Maintenance procedures every three years, making adjustments and updates as necessary.



Alternative(s):	Council directs administration to amend the procedure and bring back to the next Council meeting.
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Attachment(s):	Current Winter Road Maintenance Policy Winter Road Maintenance Procedure Presentation Existing Winter Road Maintenance Procedure Existing Snow Removal Map Existing Sanding Map Proposed Winter Road Maintenance Procedure Proposed Snow Removal Map Proposed Sanding Map Proposed Sidewalk and Trail Snow Removal Map
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APPROVALS:	
Originated By:	Ramin Lahiji
Chief Administrative Officer (CAO) or Designate:	



Winter Road Maintenance

Policy No.: PS-PW-1	Council Resolution No.: 555/14
Department: Engineering & Public Works	Authority: Council
Effective Date: 24/11/14	Revision Date:
Review Date: September 2017	Repealed Date:
Supersedes: Snow Removal Around the Hospital Facility Policy 1C-726/81; and, Snow Management Policy No.2	
Related Procedure No.: PS-PW-1	
Related Procedure Name: Winter Road Maintenance Procedure	

Purpose

The Town of Taber has a mandate to provide good government, develop and maintain a safe community that is healthy, innovative and environmentally aware. The Winter Road Maintenance Policy is necessary to make a clear statement of the intent of the Town of Taber winter maintenance operations and establish the priorities, standards and service levels of the winter road maintenance program.

Policy Statement

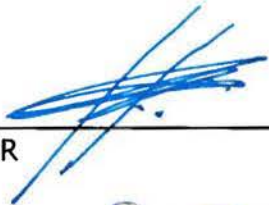
The Town will manage Winter Road Maintenance operations on Town controlled roads, lanes, sidewalks and pathways within Town of Taber Right of Ways and Park areas, in accordance with the established service level priorities, relevant Town Bylaws and the *Municipal Government Act*. The intent of the winter road maintenance control program is to minimize the economic loss to the community, reduce the inconvenience and hazards of winter conditions for motorists and pedestrians, and facilitate the operation of Emergency service vehicles.

The intent of the Winter Road Maintenance Policy for roads and lanes is to create acceptable winter driving conditions for vehicles that are properly equipped for winter driving and are operated in a manner consistent with good winter driving habits. The intent is also to maintain reasonable walking conditions along Town controlled sidewalks and pathways for pedestrians under normal winter conditions.



Additional References

N/A



MAYOR

Dec 17 / 14
DATE



CHIEF ADMINISTRATIVE OFFICER

DECEMBER 17 / 2014
DATE





Winter Road Maintenance procedure:

Background Information:

In previous years, we followed the Winter Road Maintenance procedure effective November 24th, 2014. Such terms and procedures included:

PROCEDURES

Snow Plowing and Ice Control Service Levels

Snow plowing with the grader, snow blower, loaders & tandem trucks are initiated as soon as warranted at the discretion of either the Director of Public Works or the Project Coordinator. Depending on the amount of accumulated snow, condition of roads the following has been set for our Snow management priorities;

Priority 1

- Designated Arterial Roadways

50 Street, 50 Avenue, 64 Street, Heritage Drive. Whenever possible, sanding operations will coincide with plowing of the main routes.

Background Information:

- Downtown Core

Because of high traffic volume and accident potential this is considered a high priority.

- School Zones

These will be done as soon as possible so there will be as little disruption as possible for busing.

- Contractors may be deployed as required depending on the volume of snow.

Priority 2

- Remaining Arterials and Collector Roads

Snow clearing on major thoroughfares is generally initiated following the clearing of priority 1 areas. The arteries leading to 50 Avenue and the downtown core are generally plowed first to permit traffic access.

- Residential areas surrounding school zones are done at this time as well.

Priority 3

- Other Industrial arterial Roads and Commercial Service Roads are done at this time once the first 2 priority areas are finished.

- Any other streets, avenues, cul-de-sacs, or crescents as required on an as needed basis.

Ice Control

- Ice Control operations are initiated as soon as warranted at the discretion of either the Director of Public Works or the Project Coordinator, or by the on-call operator based on conditions and with input from the Taber Emergency Service Operators.

- Our priority areas are the same as snow removal areas with intersections opening onto those roads.

Background Information:

Parking Lots

The Town is responsible for snow clearing from its Recreation facility parking lots. Clearing of parking lots is scheduled around other snow cleaning operations. Public and Town parking lots are cleaned as time permits so as not to interfere with or delay road clearing operations.

Other town facility lots may be cleared when requested, if resources are available. Contractors may be deployed as required.

Public lots are usually scheduled for cleaning before 8:00 am to avoid conflict with public vehicles.

Sidewalks/Trails

Town crews are responsible for clearing sidewalks and walkways adjacent to Town properties or within park areas as required by the Snow Removal By-law (Under the Nuisance Bylaw No. 4-2008 Section VI) as well as removing snow from the Town's walking trail system. The sidewalks are generally cleared by Town crews within 24 hours following a storm; but are not cleared on an overtime basis. The trails are cleared usually within a 48 hour time period after all major priorities are taken care of; and not on an overtime basis.

Property owners are responsible for clearing snow from sidewalks adjacent to their property within 24 hours after a snowfall. (See Snow Removal By-law No. 4-2008 Section VI) Such snow is not to be placed on the roads, as doing so adversely affects drainage. Residents are asked to place snow on the boulevard or yard.



Winter Road Maintenance procedure:

Evaluation and Analysis:

Upon further review, these terms, procedures, as well as certain maps require updates. These updates include:

PROCEDURES

Snow Plowing and Ice Control Service Levels

Snow plowing with the grader, snow blower, loaders & tandem trucks are initiated as soon as warranted at the discretion of either the **Manger of Engineering and Public Works or the Public Works Foreman**. Depending on the amount of accumulated snow, condition of roads the following has been set for our Snow management priorities;

Priority 1

- Designated Arterial Roadways

50 Street, 50 Avenue, 64 Street, Hackney Drive (**as indicated on Snow removal map**). Whenever possible, sanding operations will coincide with plowing of the main routes.

Evaluation and Analysis:

- Downtown Core

Because of high traffic volume and accident potential this is considered a high priority.

- School Zones

These will be done as soon as possible (as indicated on Snow removal map) so there will be as little disruption as possible for busing.

- Contractors may be deployed as required depending on the volume of snow.

Priority 2

- Remaining Arterials and Collector Roads

Snow clearing on major thoroughfares is generally initiated following the clearing of priority 1 areas. The arteries leading to 50 Avenue and the downtown core are generally plowed first to permit traffic access.

- Residential areas surrounding school zones (as indicated on Snow removal map) are done at this time as well.

Remaining Roads

- Other Industrial arterial Roads and Commercial Service Roads are done at this time once the first 2 priority areas are finished.

- Any other streets, avenues, cul-de-sacs, or crescents as required on an as needed basis.

Ice Control

- Ice Control operations are initiated as soon as warranted at the discretion of either the **Manager of Engineering and Public Works** or the **Public Works Foreman**, or by the on-call operator based on conditions and with input from the Taber Emergency Service Operators.

- Our priority areas are the same as snow removal areas with intersections opening onto those roads (as indicated on Taber Sanding Priority map).

Evaluation and Analysis:

Parking Lots

The Town is responsible for snow clearing from its Recreation facility parking lots. Clearing of parking lots is scheduled around other snow cleaning operations. Public and Town parking lots are cleaned as time permits so as not to interfere with or delay road clearing operations.

Other town facility lots may be cleared when requested, if resources are available. Contractors may be deployed as required.

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Property owners are responsible for clearing snow from sidewalks adjacent to their property within 24 hours after a snowfall. (See Snow Removal By-law No. 4-2008 Section VI) Such snow is not to be placed on the roads, as doing so adversely affects drainage. Residents are asked to place snow on the boulevard or yard.



Winter Road Maintenance procedure:

Justification and Conclusion:

These updates will result in more efficient and more accurate procedures. In order to maintain effectiveness in upcoming years, the Council of the Town of Taber is to review Winter Road Maintenance procedures every three years, making adjustments and updates as necessary.



Winter Road Maintenance procedure:

Department Recommendation:

Council to accept updated terms, procedures, and maps previously stated, and direct CAO to sign the Winter Road Maintenance as presented.



Winter Road Maintenance

Procedure No.: PS-PW-1	Council Resolution No.: N/A
Department: Engineering & Public Works	Authority: CAO
Effective Date: 24/11/14	Revision Date:
Review Date: September 2017	Repealed Date:
Supersedes: Snow Removal Around the Hospital Facility Policy 1C-726/81; and, Snow Management Policy No. 2	
Related Policy No.: PS-PW-1	
Related Policy Name: Winter Road Maintenance	

Purpose

The Town of Taber has a mandate to provide good government, develop and maintain a safe community that is healthy, innovative and environmentally aware. The Winter Road Maintenance Policy is necessary to make a clear statement of the intent of the Town of Taber winter maintenance operations and establish the priorities, standards and service levels of the winter road maintenance program.

Operating Guidelines

Service Levels

Levels of Service are established for Town controlled roadways and pedestrian facilities according to their priority ranking. The Snow and Sanding priorities are based upon the following criteria: traffic speed, and traffic/pedestrian volumes. These priorities are reviewed, updated annually, and shown on our Sanding & Snow Plowing Priority maps for both Roadways and Sidewalks/Pathways.

Snow Plowing and Ice Control Service Levels

Snow plowing with the grader, snow blower, loaders & tandem trucks are initiated as soon as warranted at the discretion of either the Director of Public Works or the Project Coordinator. Depending on the amount of accumulated snow, condition of roads the following has been set for our Snow management priorities;



Priority 1

- **Designated Arterial Roadways**
50 Street, 50 Avenue, 64 Street, Heritage Drive. Whenever possible, sanding operations will coincide with plowing of the main routes.
- **Downtown Core**
Because of high traffic volume and accident potential this is considered a high priority.
- **School Zones**
These will be done as soon as possible so there will be as little disruption as possible for busing.
 - Contractors may be deployed as required depending on the volume of snow.

Priority 2

- **Remaining Arterials and Collector Roads**
Snow clearing on major thoroughfares is generally initiated following the clearing of priority 1 areas. The arteries leading to 50 Avenue and the downtown core are generally plowed first to permit traffic access.
 - Residential areas surrounding school zones are done at this time as well.

Priority 3

- Other Industrial arterial Roads and Commercial Service Roads are done at this time once the first 2 priority areas are finished.
 - Any other streets, avenues, cul-de-sacs, or crescents as required on an as needed basis.

Ice Control

- Ice Control Operations are initiated as soon as warranted at the discretion of either the Director of Public Works or the Project Coordinator, or by the on-call operator based on conditions and with input from the Taber Emergency Service Operators.
 - Our priority areas are the same as snow removal areas with intersections opening onto those roads.



Parking Lots

The Town is responsible for snow clearing from its Recreation facility parking lots. Clearing of parking lots is scheduled around other snow cleaning operations. Public and Town parking lots are cleaned as time permits so as not to interfere with or delay road clearing operations.

- Other town facility lots may be cleared when requested, if resources are available. Contractors may be deployed as required.
- Public lots are usually scheduled for cleaning before 8:00 am to avoid conflict with public vehicles.

Sidewalks/Trails

Town crews are responsible for clearing sidewalks and walkways adjacent to Town properties or within park areas as required by the Snow Removal By-law (Under the Nuisance Bylaw No. 4-2008 Section VI) as well as removing snow from the Town's walking trail system. The sidewalks are generally cleared by Town crews within 24 hours following a storm; but are not cleared on an overtime basis. The trails are cleared usually within a 48 hour time period after all major priorities are taken care of; and not on an overtime basis.

Property owners are responsible for clearing snow from sidewalks adjacent to their property within 24 hours after a snowfall. (See Snow Removal By-law No. 4-2008 Section VI) Such snow is not to be placed on the roads, as doing so adversely affects drainage. Residents are asked to place snow on the boulevard or yard.

General

- **Snow Fence:** Prior to freeze-up every fall the Public Works Department installs snow fence in potential drifting areas to reduce snow clearing during winter months. Snow fences may be installed, at the discretion of the Director of Public Works or the Project Coordinator, and locations will be reviewed annually to maximize effectiveness and cost efficiency.
- **Sand and Salt:** Approximately 650-750 tonnes of sand (mixed 7-8% salt) are used for winter sanding operations annually. Salt acts as a de-icer when temperatures are above -7°, and the sand provides traction to aid motorists.
- **Snow Boxes/Boards:** All Town and contracted trucks used to haul snow for the Town must be equipped with an approved snow box and extended snow boards to increase snow hauling capacity, and safe loading from the Snow Blower.
- **Snow Dump Sites:** The Town maintains snow dump sites for use by Town forces in snow clearing operations. The Town designates one snow dump site for use by private contractors.



- **Private Contractors:** Private equipment is available from various contractors in the Taber area, In order to complete snow removal operations, additional equipment and contractors may be hired at the Director of Public Works discretion to supplement Town staff and equipment. Funds required to outsource these services are allocated in the Operating Budget.

The Town recognizes that private residents and businesses will at times operate their own equipment or hire contractors for snow removal assistance on their own property (i.e. Loaders, skid steers, quads w/blades). Although we understand their intent is to assist the Town does not authorize this practice on Town property and the Town does not accept responsibility for damages to private or public property, or snow dumped in undesignated areas by these operators.

Definitions

- **Arterial Roads:** major roadways that carry high volumes of traffic.
- **Collector Roads:** roadways that connect local roadways to arterial roadways and carry moderate volumes of traffic.
- **Local Roads:** roadways that typically serve residential neighborhoods. Local roads carry low volumes of traffic.
- **Lanes:** also known as back alleys, lanes provide access to the rear of properties.
- **Pathway:** a route used by pedestrians and other recreational users that typically has an asphalt surface.
- **Sidewalk:** that part of a highway (roadway) intended for the use of pedestrians and includes the part lying between the curb line or edge of the roadway and the adjacent property line.
- **Extreme Winter Conditions:** where the immediate demand for snow and ice control services will exceed the available resources.
- **Ice Control:** the application of abrasives and/or chemical de-icers to the surface of roads, sidewalks, and pathways to improve traction and to control or eliminate the formation of ice.
- **Snow Drifting:** the deposit of wind-blown snow that may block roads, sidewalks, or pathways.
- **Snow Plowing:** pushing accumulated snow from road, sidewalk, or pathway surfaces in order to maintain traffic flow and pedestrian travel.
- **Snow Removal:** the removal of plowed and accumulated snow that is impeding the flow of traffic and pedestrians.
- **Windrowing:** the plowing of snow into a long continuous pile for storage or to facilitate removal or to provide protection from drifting.



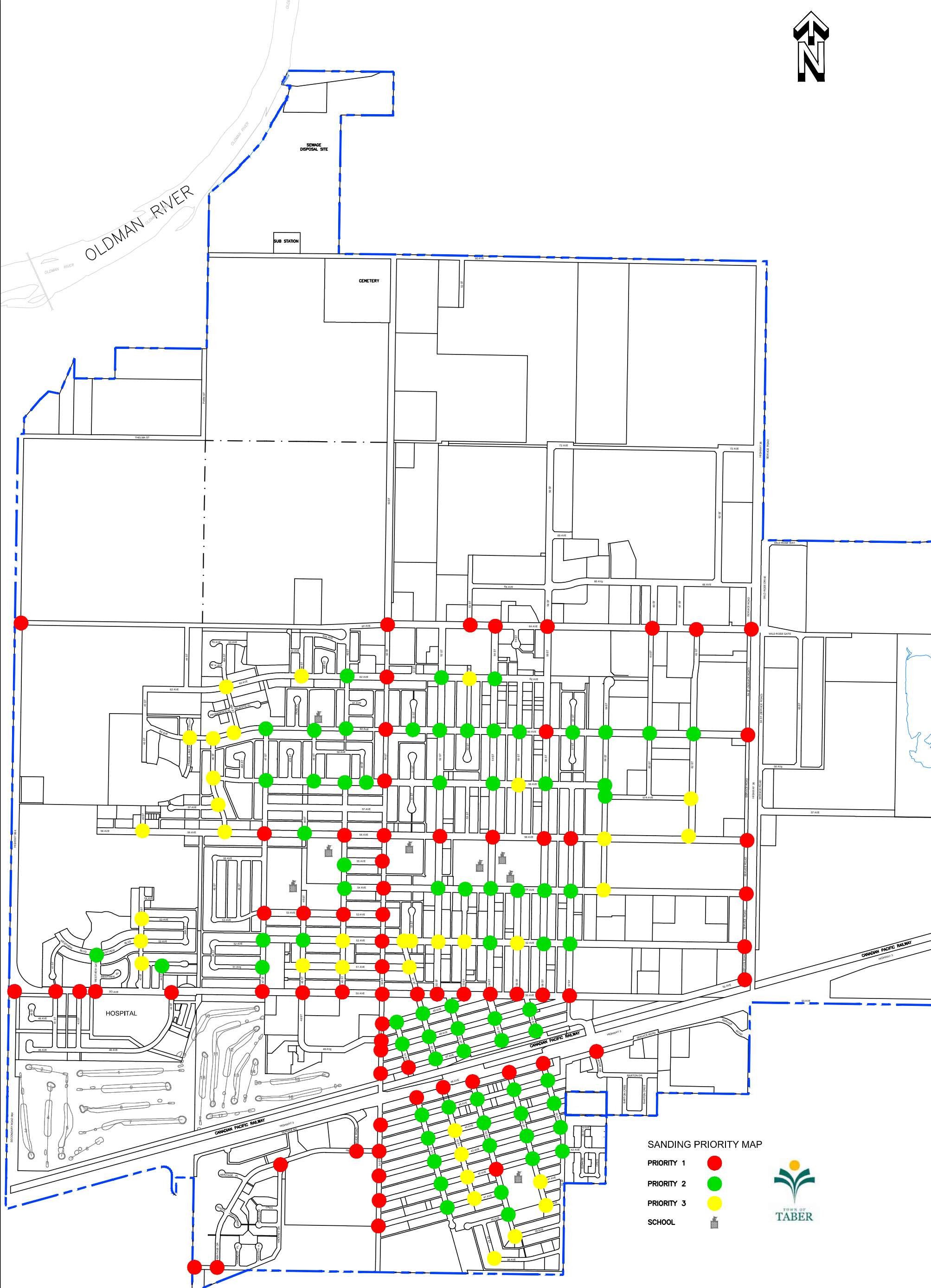


CHIEF ADMINISTRATIVE OFFICER

DECEMBER 17/2014

DATE





SANDING PRIORITY MAP

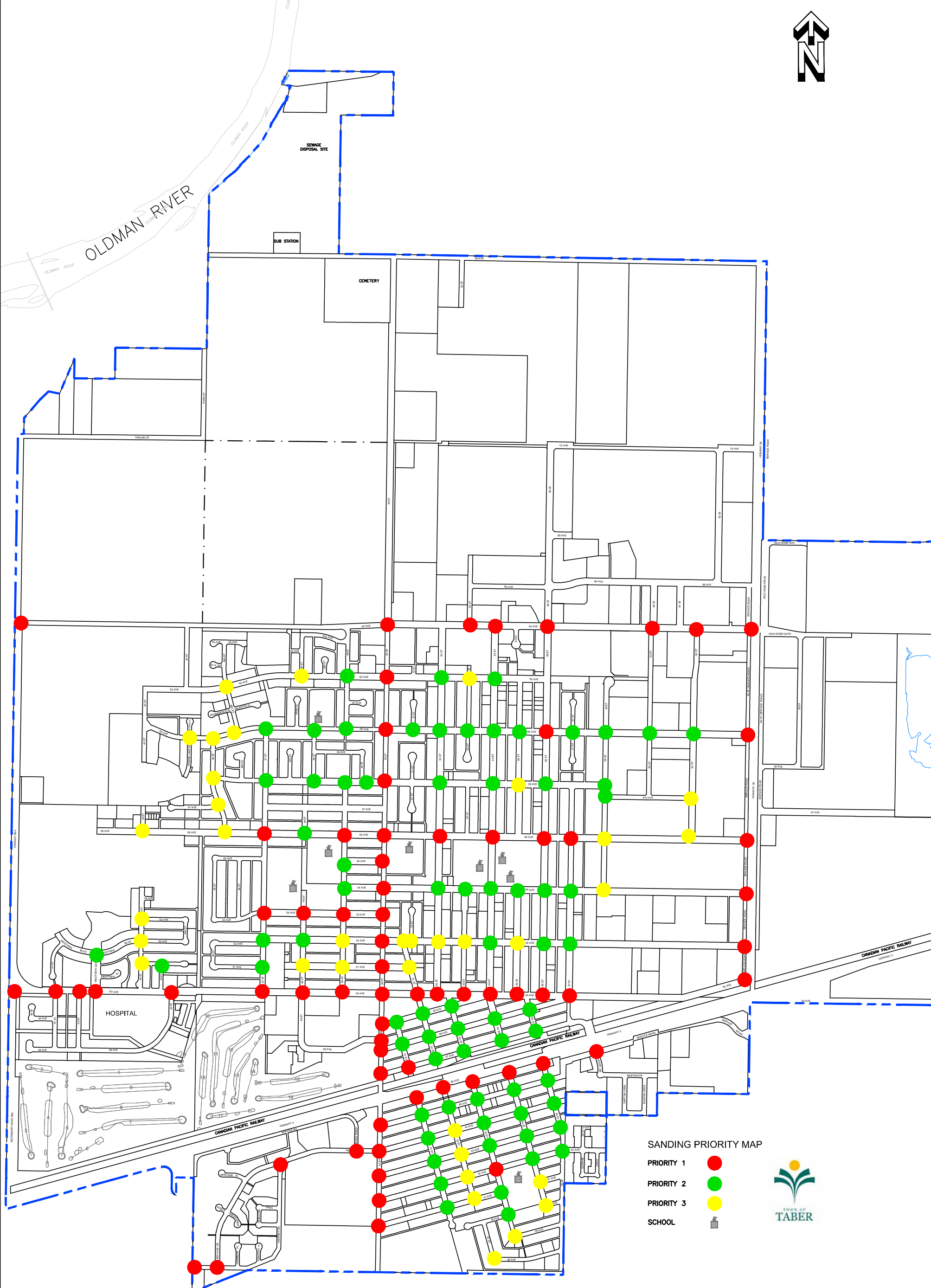
PRIORITY 1

PRIORITY 2

PRIORITY 3

SCHOOL






SANDING PRIORITY MAP

- PRIORITY 1 
- PRIORITY 2 
- PRIORITY 3 
- SCHOOL 



		<h1>Winter Road Maintenance</h1>
Policy No.: PS-PW-1	Council Resolution No.: 555/14	
Department: Engineering & Public Works	Authority: Council	
Effective Date: 24/11/14	Revision Date:	
Review Date: September 2020	Repealed Date:	
Supersedes: Snow Removal Around the Hospital Facility Policy 1C-726/81; and, Snow Management Policy No.2		
Related Procedure No.: PS-PW-1		
Related Procedure Name: Winter Road Maintenance Procedure		

Purpose

The Town of Taber has a mandate to provide good government, develop and maintain a safe community that is healthy, innovative and environmentally aware. The Winter Road Maintenance Policy is necessary to make a clear statement of the intent of the Town of Taber winter maintenance operations and establish the priorities, standards and service levels of the winter road maintenance program.

Policy Statement

The Town will manage Winter Road Maintenance operations on Town controlled roads, lanes, sidewalks and pathways within Town of Taber Right of Ways and Park areas, in accordance with the established service level priorities, relevant Town Bylaws and the *Municipal Government Act*. The intent of the winter road maintenance control program is to minimize the economic loss to the community, reduce the inconvenience and hazards of winter conditions for motorists and pedestrians, and facilitate the operation of Emergency service vehicles.

The intent of the Winter Road Maintenance Policy for roads and lanes is to create acceptable winter driving conditions for vehicles that are properly equipped for winter driving and are operated in a manner consistent with good winter driving habits. The intent is also to maintain reasonable walking conditions along Town controlled sidewalks and pathways for pedestrians under normal winter conditions.



Additional References

N/A


MAYOR

DATE

CHIEF ADMINISTRATIVE OFFICER

DATE



		<h1>Winter Road Maintenance</h1>
Procedure No.: PS-PW-1	Council Resolution No.:	
Department: Engineering & Public Works	Authority: CAO	
Effective Date: November 24, 2017	Revision Date: January 22, 2018	
Review Date: November 2020	Repealed Date:	
Supersedes: Resolution Snow Management 411/03 & 1C-726/81		
Related Policy No.: PS-PW-1		
Related Policy Name: Winter Road Maintenance		

Purpose

The Town of Taber has a mandate to provide good government, develop and maintain a safe community that is healthy, innovative and environmentally aware. The Winter Road Maintenance Policy is necessary to make a clear statement of the intent of the Town of Taber winter maintenance operations and establish the priorities, standards and service levels of the winter road maintenance program.

PROCEDURES

Service Levels

Levels of Service are established for Town controlled roadways and pedestrian facilities according to their priority ranking. The Snow and Sanding priorities are based upon the following criteria: traffic speed, and traffic/pedestrian volumes. These priorities are reviewed, updated annually, and shown on our Sanding & Snow Plowing Priority maps for both Roadways and Sidewalks/Pathways.

Snow Plowing and Ice Control Service Levels

Snow plowing with the grader, snow blower, loaders & tandem trucks are initiated as soon as warranted at the discretion of either the **Manager of Engineering and Public Works** or the **Public Works Foreman**. Depending on the amount of accumulated snow, condition of roads the following has been set for our Snow management priorities;



Priority 1

- **Designated Arterial Roadways**
50 Street, 50 Avenue, 64 Street, Hackney Drive (as indicated on Snow removal map). Whenever possible, sanding operations will coincide with plowing of the main routes.
- **Downtown Core**
Because of high traffic volume and accident potential this is considered a high priority.
- **School Zones**
These will be done as soon as possible so there will be as little disruption as possible for busing.
 - Contractors may be deployed as required depending on the volume of snow.

Priority 2

- **Remaining Arterials and Collector Roads**
Snow clearing on major thoroughfares is generally initiated following the clearing of priority 1 areas. The arteries leading to 50 Avenue and the downtown core are generally plowed first to permit traffic access.
 - Residential areas surrounding school zones (as indicated on Snow removal map) are done at this time as well.

Remaining Roads

- Other Industrial arterial Roads and Commercial Service Roads are done at this time once the first 2 priority areas are finished.
 - Any other streets, avenues, cul-de-sacs, or crescents as required on an as needed basis.

Ice Control

- Ice Control Operations are initiated as soon as warranted at the discretion of either the Manager of Engineering and Public Works or the Public Works Foreman, or by the on-call operator based on conditions and with input from the Taber Emergency Service Operators.
 - Our priority areas are the same as snow removal areas with intersections opening onto those roads (as indicated on Taber Sanding Priority map).



Parking Lots

The Town is responsible for snow clearing from its Recreation facility parking lots. Clearing of parking lots is scheduled around other snow cleaning operations. Public and Town parking lots are cleaned as time permits so as not to interfere with or delay road clearing operations.

- Other town facility lots may be cleared when requested, if resources are available. Contractors may be deployed as required.
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General

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- **Snow Dump Sites:** The Town maintains snow dump sites for use by Town forces in snow clearing operations. The Town designates one snow dump site for use by private contractors.
- **Private Contractors:** Private equipment is available from various contractors in the Taber area, In order to complete snow removal operations, additional equipment and contractors may be hired at the Director of Public Works discretion to supplement Town staff and equipment. Funds required to outsource these services are allocated in the Operating Budget.
The Town recognizes that private residents and businesses will at times operate their own equipment or hire contractors for snow removal assistance on their own property (i.e. Loaders, skid steers, quads w/blades). Although we understand their intent is to assist the Town does not authorize this practice on Town property and the Town does not accept responsibility for damages to private or public property, or snow dumped in undesignated areas by these operators.

Definitions

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- **Sidewalk:** that part of a highway (roadway) intended for the use of pedestrians and includes the part lying between the curb line or edge of the roadway and the adjacent property line.
- **Extreme Winter Conditions:** where the immediate demand for snow and ice control services will exceed the available resources.
- **Ice Control:** the application of abrasives and/or chemical de-icers to the surface of roads, sidewalks, and pathways to improve traction and to control or eliminate the formation of ice.
- **Snow Drifting:** the deposit of wind-blown snow that may block roads, sidewalks, or pathways.

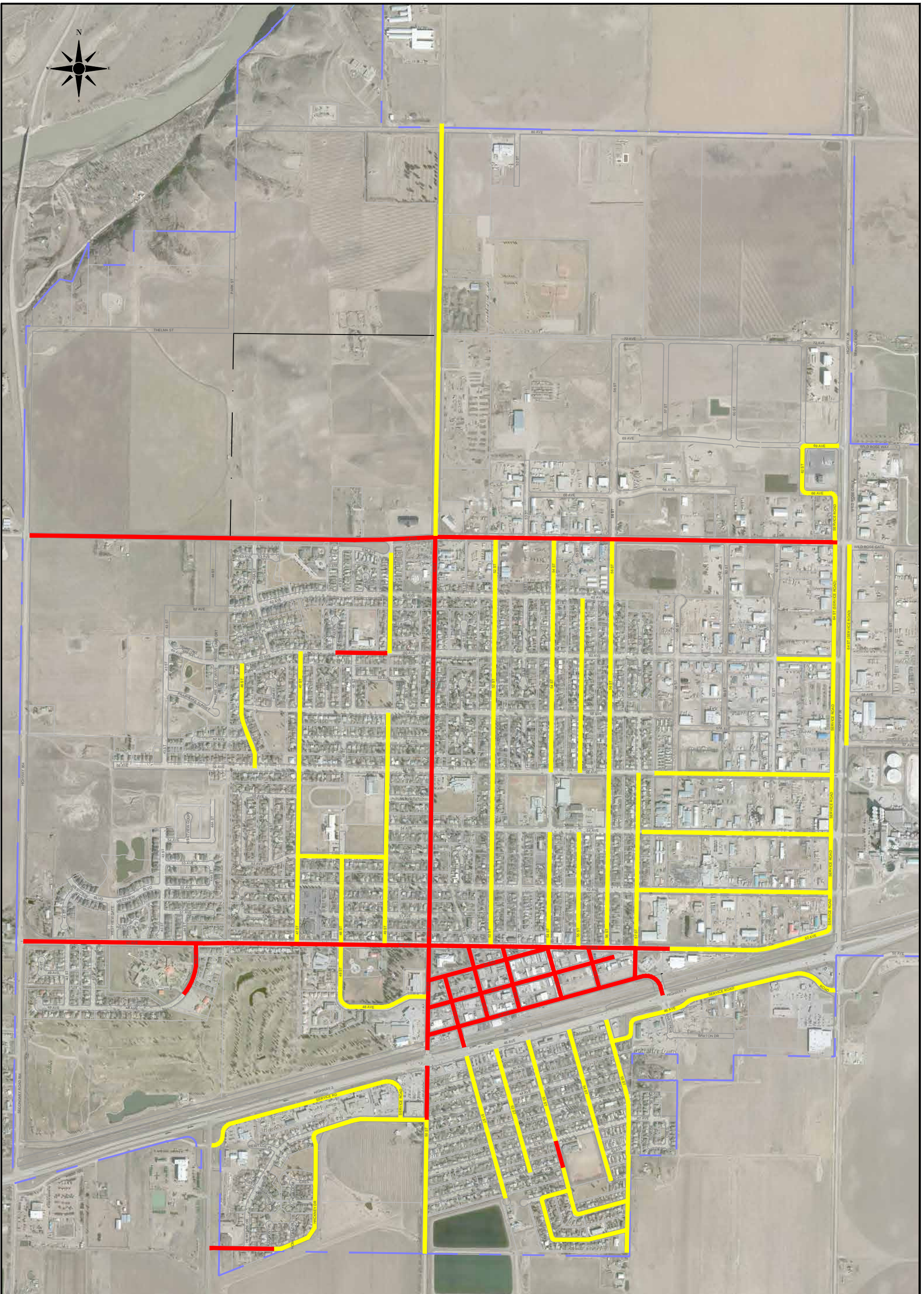


- **Snow Plowing:** pushing accumulated snow from road, sidewalk, or pathway surfaces in order to maintain traffic flow and pedestrian travel.
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CHIEF ADMINISTRATIVE OFFICER

DATE





SNOW REMOVAL PRIORITY MAP

LEGEND:

- PRIORITY 1
- PRIORITY 2
- TOWN BOUNDARY

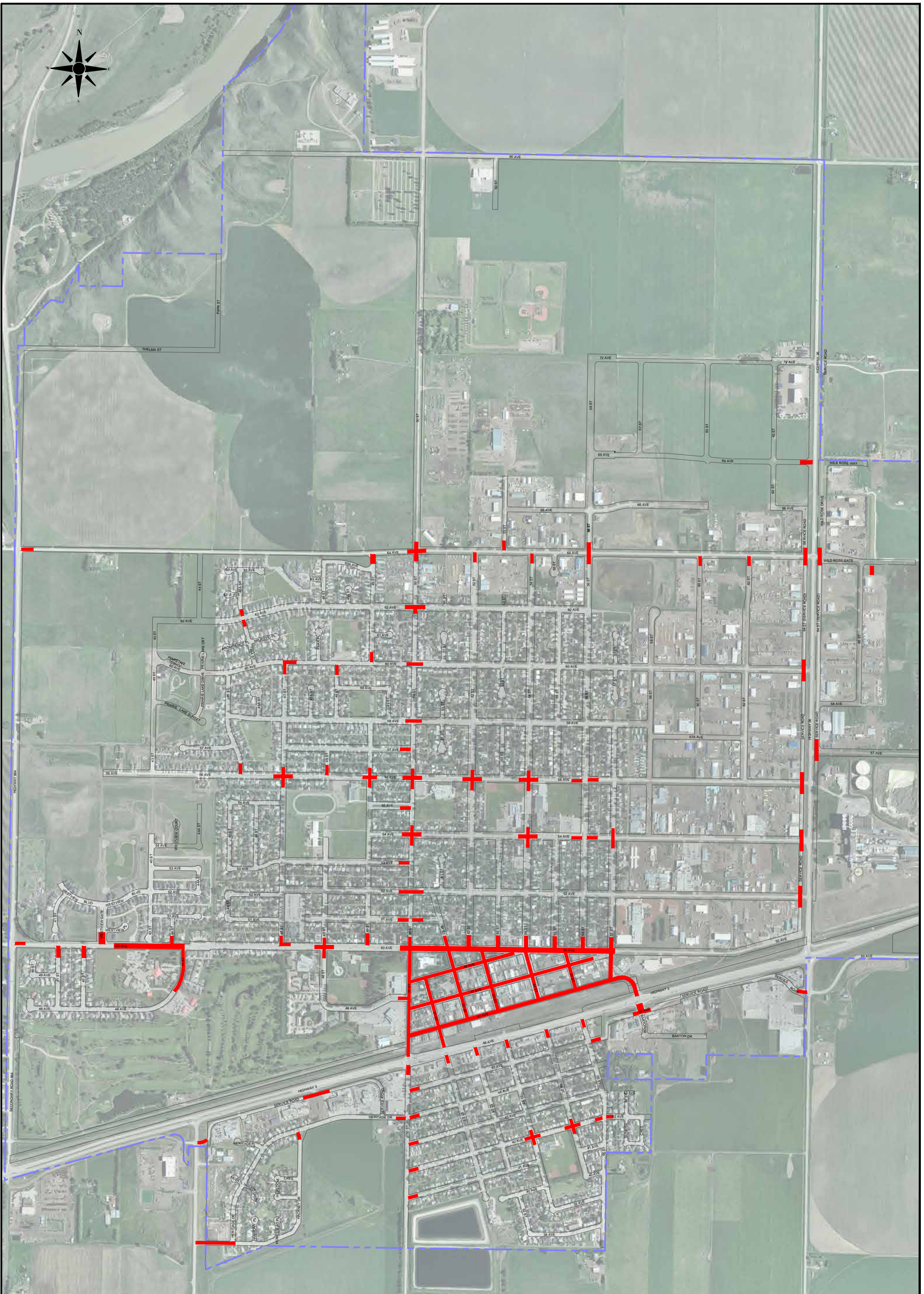
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PAGE NUMBER: 1 OF 1

DATE: JANUARY 2018

SCALE: NTS





ROAD SANDING PRIORITY MAP

LEGEND:

- HIGH PRIORITY SANDING LOCATION
- - - TOWN BOUNDARY

DRAWN BY: R.L.	PAGE NUMBER: 1 OF 1
DATE: JANUARY 2017	SCALE: NTS





Council Request for Decision	
Meeting Date: January 22, 2018	
Subject: Whistleblower Hotline - Ethics Alert	
Recommendation:	That Council accepts the statistical report from MNP LLP regarding the Whistleblower Hotline – Ethics Alert for the period of October 1, 2017 – December 31, 2017, for information purposes.
Background:	In accordance with Council-approved Whistleblower Policy and Procedure ADM-6, MNP LLP is required to send statistical reports detailing the number of calls for service that have been received by their agency on a quarterly basis. The report is attached for review.
Legislation / Authority:	Whistleblower Policy ADM-6.
Strategic Plan Alignment:	Governance: To make the Town of Taber an employer of Choice, where employees are self-assured, valued, respected and viewed as the corporation’s strongest asset.
Financial Implication:	None at this time.
Service Level / Staff Resource Implication:	At this time, the service level will remain status quo. There is staff time involved with reviewing this report and providing the information to Council.
Justification:	This information provides Council with the relevance and usage of the system.
Alternative(s):	Council could choose to ask any questions it sees relevant.



Attachment(s):	Correspondence from MNP
-----------------------	-------------------------

APPROVALS:	
Originated By:	Kerry Van Ham
Chief Administrative Officer (CAO) or Designate:	

January 5, 2018

**Private and Confidential
Sent Via Mail**

Ms Kerry Van Ham
Town of Taber

kerry.vanham@taber.ca

RE: WHISTLEBLOWER HOTLINE – ETHICS ALERT

Dear Ms. Van Ham,

We are pleased to confirm that MNP Whistleblower Hotline – Ethics Alert has been in operation with Town of Taber for October 1, 2017 to December 31, 2017. We confirm there has been no calls for the service during this period.

Please contact us at your convenience should you have any questions or concerns.

Yours truly,

MNP LLP



Michael McCormack, BA, CFI
Investigative & Forensic Services

/hg



Council Request for Decision	
Meeting Date: January 22, 2018	
Subject: Taber Municipal Police Commission Report to Council	
Recommendation:	That Council accepts the Taber Municipal Police Commission Report for information.
Background:	The most recent Taber Municipal Police Commission Report is 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 fellow Council members that are acting members on the Taber Municipal Police Commission. Placing the communication on Council's agenda allows these opportunities.
Legislation / Authority:	MGA, Section 207(c), Taber Municipal Police Commission Policy Manual.
Strategic Plan Alignment:	Family/Community: Maintain a locally based police force, and look for ways to make it more financial sustainable.
Financial Implication:	N/A
Service Level / Staff Resource Implication:	The service level will remain status quo.
Justification:	Council has requested to be kept informed of Taber Municipal Police Commission happenings.
Alternative:	Council could seek clarification on any of the matters from Administration or fellow Committee Members.



Attachment(s):	Report
-----------------------	--------

APPROVALS:	
Originated By:	Raeanne Keer
Chief Administrative Officer (CAO) or Designate:	

Taber Municipal Police Commission Report

November - December 2017

The report is broken into our three functions of police, dispatch and the Community Standards Unit, followed by a section on budget, police complaints, crime analyses, etc., strategic planning, and other. In each of these functions there is information for you. Some of the slots may be empty, but next month perhaps not.

Police

Community Involvement:

- Cst. Nguyen received a commendation from the Taber Royal Canadian Legion thanking him for his work as the Sergeant at Arms for the Remembrance Day events and for the work he does in community for the Legion.
- Sgt. Kehler worked with Taber Fire Department with Volunteer Constable Cornie.

Training:

- Cst. Johnsons and Cst. Vowles conducted Taser Training for Cst. Nedokus and members of the Blood Tribe Police Service.
- Cst. Johnson trained the MD of Taber future CPO's in use of force training, including OC spray and baton.

Equipment:

- We have painters in the building refreshing cell block area. Epoxy paint is being applied to the interior cell doors so damage can't occur from prisoners. The floors are also being refreshed.
- We have purchased three monitors. The first two are set up in dispatch to allow iNet to be viewed and manipulated on one large screen versus three. This allows for a larger view of our maps and better transfer, ergonomically, between the three applications. We have also set this same viewing platform up in IT to allow IT to trouble shoot from their office versus driving back and forth to the police station. This will save valuable IT time.
- We purchased a CISCO router to connect AFFRCS to the Town of Taber. We costs shared this with the MD of Taber. This allows for a required and secure portal for data sharing between TPS and AFFRCS. This means that we have secured bandwidth that will not be taken up by other TOT systems operating in our community.

The Axia connection will not occur until January 3. This is a \$3500.00 purchase that we had budget for in 2017, but due to delays can't be done till then.

- The furniture for an office, capital purchase was completed this month.

Personnel:

- There have been no personnel changes this past month.

Operational:

- All security requirements have been completed for the CPIC Cat 2 CPIC access with the Solicitor General and we have made application to CPIC for TPS ORI access. We are simply waiting on CPIC in Ottawa to provide us access so we can commence our program with the MD CPO's.
- We had a series of vehicle entries on Friday December 1 that resulted in thefts from motor vehicles and damage to those vehicles from someone spray painting the cars, in some cases both inside the vehicle and outside were damaged.
- I have met with Sgt. McKenna and we held our yearly meeting regarding our Cell Sharing MOU with the RCMP. We have agreed on a 2% increase to the hourly rate for 2018. There are no concerns and the partnership is working well.
- The Solicitor General has provided the new standards for policing. We are working through them and creating files for proof of compliance. This will be a large undertaking that will take most of 2018. The executive office and Sr. Cst. Evanson will be working on this task.
- We received correspondence from the Deputy Minister of Transportation that a review of automatic traffic enforcement program is underway in the province through an independent auditor. The purpose of the audit is to make sure that ATE is being used appropriately. All municipalities have been asked to participate in the audit.

Policy:

- At our last meeting, our Taber Police Service workplace Drug and Alcohol Policy was circulated to Commission for feedback. Commissioner Strojwas requested that I meet with the CAO to make sure that the policy of the police service works in conjunction with the policy of the TOT. I agreed to do this. On November 28, 2017 I met with my leadership team as well as staff from the police service and reviewed the documents. A few minor changes were made and all supported the policy and procedure from our perspective. On December 4, 2017, I met with Mr. Armfelt, HR Manager Dave Duske and Chair Holst to review our policy and to speak about the work the Town of Taber is doing around similar policies. It was decided at that meeting that the two polices actually complement one another and that there be a requirement for the employees that work within the Taber Police Service, will follow both the Town of Taber Fitness for Work Policy (once adopted) and also the Taber PS Drug and Alcohol Policy.

This practice occurs within other policies within the TOT, for example some of the computer use and social media policies. Police abide by the TOT policies but where necessary, due to legislative requirements and investigative needs, are required to have their own policy on such issues. It was requested that a RFD be created for the Commission to accept the TPS policy and

then request the Council adopt the Commission policy as part of the larger TOT Fitness for Work policy for employees at the police service, both sworn and non-sworn. Please see separate RFD for a decision on this matter.

- At our last meeting the Taber Animal Control policy and procedures were circulated to the Commission for review and feedback. We would welcome that feedback. A separate RFD is attached for decision making on the matter.

Communications/911

Equipment:

- The work at the fire hall, from the TPS perspective, is completed for the backup 911. The CAO has been able to obtain the bill from Telus and we paid it in 2017. Thanks to Cory for that.

Personnel:

- We are in the process of filling our full time Communications Operator position at the TPS. We had many excellent candidates. This work is still being done as this report was written.

Training:

- PSCM Dana Bell successfully completed her Communications Managers Course and has been invited to the graduation during the National Academy of Emergency Dispatch conference in Las Vegas next year.

Operational:

Strategic Plan

Attached is the update for this quarter. Discussion to follow.

Community Standards Unit

Please see attached reports; November and December 2017.

Operational:

- Animal Control

We have attached a draft policy and procedure for our animal control program. (Please see attached).

The overall program follows the policy framework that was established at the last Commission meeting.

The policy provides information on habitat control, and some important info on skunks, badgers, and racoons. Trapping hints and release information is also provided.

I would welcome any feedback and the draft as only been provided for information purposes only.

- Weed Act

As per the Provincial legislation we have asked Council to appoint Cst. Nedokus under the Weed Control Act of Alberta. We are developing procedures of dealing with noxious weeds pursuant to this Act. The MD of Taber has some expertise in this area and have offered some help. Most of the noxious weed problems are agricultural issues however, in 2017 we had two instances of a noxious weed in our community and need to be vigilant to eradicate the problems.

Crime Trend Analysis/Mayors Report/Benchmarking

CHAIR'S REPORT				
Dec 2017	TOTAL 2017 YTD	Comparison 2016 YTD	% Difference	Comparison 2016 Dec 31
TRAFFIC				
- Impaired Operation/Related Offences	47	56	-16%	56
- Dangerous Operation of Motor Vehicle	6	0	600%	0
- Traffic collisions	137	123	11%	123
- Other criminal code	5	8	-38%	8
- Provincial Traffic Offences	2134	1844	16%	1844
LIQUOR ACT				
	121	136	-11%	136
OTHER CRIMINAL CODE				
- Other criminal code	209	194	8%	194
- Offensive weapons	13	12	8%	12
- Corruption (Public Mischief)	6	5	20%	5
DRUG ENFORCEMENT				
- Trafficking	6	25	-76%	25
- Possession	17	42	-60%	42
- Other	10	10	0%	10
CRIMES AGAINST A PERSON				
- Sexual offences	12	19	-37%	19
- Robbery/Extortion/Harassment/Threats	92	105	-12%	105
- Offences - Death Related or Endangering Life	0	1	-100%	1
- Kidnapping/Hostage/Abduction	3	4	-25%	4
- Assaults	93	97	-4%	97
CRIMES AGAINST PROPERTY				
- Theft under \$5000	214	162	32%	162
- Theft over \$5000	30	26	15%	26
- Possession of Stolen Goods	32	17	88%	17
- Fraud	48	48	0%	48
- Break and Enter	47	40	18%	40
- Arson	2	0	200%	0
- Mischief	122	141	-13%	141
BYLAW				
- Traffic	39	47	-17%	47
- Other (non-traffic calls)	530	358	48%	358

Analyses: The crime trends are in keeping with normal trends, slight increase in dangerous driving, however, nothing of significance, or unknown comes to light through this report. Property crime, as it is in the entire Province, is up and most is being seen as regional and organized.

911 Report

911 Communications: (November 2017) Line 1 now includes line 2.

NFPA Standards require that ninety-five percent of alarms received on emergency lines shall be answered within 15 seconds, and 99 percent of alarms shall be answered within 40 seconds.

Nov-17	Total Call Answered	Answered within 15 sec		Answered Within 40 Sec		Answered After 40 Sec		Total Abandoned Calls
		Calls	%	Calls	%	Calls	%	
Taber Police Service	288	288	100	288	100	0	0	25
*average answer time is 4.3 seconds								

Dec-17	Total Call Answered	Answered within 15 sec		Answered Within 40 Sec		Answered After 40 Sec		Total Abandoned Calls
		Calls	%	Calls	%	Calls	%	
Taber Police Service	268	266	99.3	266	99.3	2	0.7	29
*average answer time is 4.3 seconds								

Full Year 2017	Total Call Answered	Answered within 15 sec		Answered Within 40 Sec		Answered After 40 Sec		Total Abandoned Calls
		Calls	%	Calls	%	Calls	%	
Taber Police Service	3,251	3,145	96.7	3,172	97.6	79	2.4	520
*average answer time is 8.9 seconds								

Police Complaints

Monthly Allegations By Allegation -- November 2017

Allegation	Month	YTD 2017	YTD 2016	% change
	0	0	0	0%
Breach: a(i) Divulge Confidential Information	0	0	0	0%
Corrupt Practice: c(iii) Engage in Inappropriate Contract	0	1	0	100%
Discreditable: e(i)(B) Contravene Act Legislature AB	1	1	0	100%
Discreditable: e(viii) Discredit the Reputation of the Service	0	1	1	0%
Failure to Provide Adequate Service or Deficient Policy (Police Act-Section 44)	0	0	1	-100%
Insubordination: g(ii) Breach Policy/Order/Directive	0	1	1	0%
Neglect Duty: h(i) Fail to Promptly/Diligently Perform Duty	0	2	0	200%

Report date range criteria: Incidents received between 2017/11/01 and 2017/11/30

Report count criteria: By allegations linked to incidents.

Report name: Monthly allegation tally

Report run on: Dec 08, 2017 at 09:56 by Chief Graham Abela

Monthly Incidents Received -- November 2017

Incident type	Month	YTD 2017	YTD 2016	YTD % change
Section I : Investigative incidents received				
Citizen Contact	2	4	3	33%
Complaint - External	0	1	1	0%
Complaint - Internal	0	1	0	100%
Information	0	0	0	0%
Statutory Complaint	0	0	0	0%

Report date range criteria: Incidents received between 2017/11/01 and 2017/11/30

Report count criteria: By incident.

Y-T-D percentage changes in red indicate a current year increase over the previous year.

Report name: Monthly incidents

Report run on: Dec 08, 2017 at 09:54 by Chief Graham Abela

Monthly Allegations By Allegation -- December 2017

Allegation	Month	YTD 2017	YTD 2016	% change
	0	0	0	0%
Breach: a(i) Divulge Confidential Information	0	0	1	-100%
Corrupt Practice: c(iii) Engage in Inappropriate Contract	0	1	0	100%
Discreditable: e(i)(B) Contravene Act Legislature AB	0	1	0	100%

Discreditable: e(viii) Discredit the Reputation of the Service	0	1	1	0%
Failure to Provide Adequate Service or Deficient Policy (Police Act-Section 44)	0	0	1	-100%
Insubordination: g(ii) Breach Policy/Order/Directive	0	1	1	0%
Neglect Duty: h(i) Fail to Promptly/Diligently Perform Duty	0	2	0	200%

Report date range criteria: Incidents received between 2017/12/01 and 2017/12/31

Report count criteria: By allegations linked to incidents.

Report name: Monthly allegation tally

Report run on: Jan 02, 2018 at 14:19 by Chief Graham Abela

Monthly Incidents Received -- December 2017

Incident type	Month	YTD 2017	YTD 2016	YTD % change
Section I : Investigative incidents received				
Citizen Contact	0	4	4	0%
Complaint - External	0	1	1	0%
Complaint - Internal	0	1	0	100%
Information	0	0	0	0%
Statutory Complaint	0	0	0	0%

Report date range criteria: Incidents received between 2017/12/01 and 2017/12/31

Report count criteria: By incident.

Y-T-D percentage changes in red indicate a current year increase over the previous year.

Report name: Monthly incidents

Report run on: Jan 02, 2018 at 14:20 by Chief Graham Abela



Council Request for Decision	
Meeting Date: January 22, 2018	
Subject: Department Reports	
Recommendation:	That Council accepts the Department Reports for information.
Background:	The Department Reports are supplied for Council information. In most cases, this communication is provided simply as information to Council and no comment is needed. In some cases, though, Council may wish to seek clarification on the matter from its administration, fellow Committee Members or from the originator of the communication, or even to challenge the matter through Council discussion. Placing the communication on Council's agenda allows these opportunities.
Legislation / Authority:	MGA, Section 207(c)
Strategic Plan Alignment:	Governance: Make the Town of Taber an employer of choice, where employees are self-assured, valued, respected and viewed as the corporation's strongest assets.
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:	Council could seek clarification on any of the matters from Administration or fellow Committee Members.



Attachment(s):	HR Activity Report Administrative Services Activity Report Recreation Report January 2018 Planning and Economic Development January Report Public Works - Utilities Department Report Engineering & Public Works Department Report Fire Department Report CAO Activity Report Finance Activity Report
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APPROVALS:	
Originated By:	Raeanne Keer
Chief Administrative Officer (CAO) or Designate:	



ACTIVITY REPORT

DEPARTMENT: Human Resources

- Recruitment/Selection process is ongoing for the following positions:
 - Permanent Full-time
 - Payroll Coordinator
 - Recreation Operator I
 - Clerk Typist I – Public Works
 - Lifeguard/Instructor II
 - Permanent Part-time
 - Temporary Full-time
 - Temporary Part-time
 - Casual
 - Seasonal

Budget Categorization	Strategic Plan Alignment (Goals and Initiatives)	Associated Projects & Tasks
Projects and tasks expected and approved under the 2017 Capital Budget	Create a teamwork environment that is safe, customer focused, and employee friendly	<ul style="list-style-type: none"> • Overseeing implementation of new e-Compliance health and safety software; entering Hazard Assessments for PW & Utilities department and reviewing with each employee. • Health & Safety Coordinator moving to Admin Building Jan. 15

		<ul style="list-style-type: none"> • Joint Health & Safety Committee updating all ToT positions Physical Demand Analysis
Projects and tasks expected and approved under the 2017 Operational Budget	<p>Create a teamwork environment that is safe, customer focused, and employee friendly</p>	<ul style="list-style-type: none"> • Working with Harassment Committee to develop a Anti-Harassment Policy/Procedure.
	<p>Provide a strong learning environment and ongoing training opportunities</p>	<ul style="list-style-type: none"> • Organizing some Combating Workplace Bullying Training for all ToT employees. Feb. 5 – 7 & 21.
		<ul style="list-style-type: none"> • Researching, with Legal, options to form Taber Water Services.
Additional Items and Projects not expected under either Capital or Operational Budgets	<p>Seek affiliations with other regional governments and entities to improve our service delivery, pursue best practices and maximize grant potential</p>	<ul style="list-style-type: none"> • Grant applications for STEP program and Canada Summer Job program completed and sent.
	<p>Create a teamwork environment that is safe, customer focused, and employee friendly</p>	<ul style="list-style-type: none"> • Town management reviewing CBA in anticipation to begin bargaining with CUPE
	<p>Create a teamwork environment that is safe, customer focused, and employee friendly</p> <p>Create a teamwork environment that is safe, customer focused, and employee friendly</p>	<ul style="list-style-type: none"> • Creation of new policy to address employee impairment at work – Fit for Work Policy/Procedure. Present to Council



ACTIVITY REPORT

DEPARTMENT: Administrative Services

Budget Categorization	Strategic Plan Alignment (Goals and Initiatives)	Associated Projects & Tasks
Projects and tasks expected and approved under the 2018 Capital Budget	Strengthen our core infrastructure and services in a fiscally responsible manner	<ul style="list-style-type: none"> • Formulation of RFPs for Cemetery Software project.
Projects and tasks expected and approved under the 2018 Operational Budget	Strengthen our core infrastructure and services in a fiscally responsible manner	<ul style="list-style-type: none"> • Attended a meeting to formulate a process for an RFP.
	Council, management and staff work together to promote a culture of service, both internally and externally, that demonstrates empathy, compassion, helpfulness and professionalism	<ul style="list-style-type: none"> • Working with Facilities Maintenance for review of approved upcoming 2018 projects • Worked with Health and Safety Co-ordinator to verify system specifications for eCompliance • Initiated plans for the Volunteer and Employee Recognition events.
Additional Items and Projects not expected under either Capital or Operational Budgets	Create a team work environment that is safe, customer focused and employee friendly	<ul style="list-style-type: none"> • Completed agenda and attended monthly Management Team meetings • Attended Director's meetings • Worked on Council agendas for Regular Meetings • Held meetings with Admin Services staff to review, collaborate and assign projects • Completed Commissioner for Oaths duties • Oversaw preparation of the Police Commission Agenda • Completed the CUPE and Town of Taber Management Meeting agenda and attended the meeting • Attended the monthly Administration Building Health and Safety meeting • Organized Council attendance at various functions

		<ul style="list-style-type: none"> • Responded to FOIPP request • Attended the Harassment Committee meetings
	Provide a strong learning environment and ongoing training opportunities	<ul style="list-style-type: none"> • Continued to review the proposed regulations resulting from the MGA changes • Continued to initiate the creation of new policies and procedures related to those changes • With Council and staff, attended the Tour of the Town's Waste Water facilities
	Examine service delivery at the department level and confirm if resources are aligned appropriately	<ul style="list-style-type: none"> • Discussed and verified various agreements with staff • Continued to participated in the preparation committee for the upcoming CUPE Negotiations
	Foster cultural opportunities in Taber through improved venues, support of special events, and recognition of our cultural diversity	<ul style="list-style-type: none"> • Discussed potential involvement with stakeholders for upcoming projects for 2018.

ACTIVITY REPORT

DEPARTMENT: Administrative Services

(Communications and Projects Coordinator)

Budget Categorization	Strategic Plan Alignment (Goals and Initiatives)	Associated Projects & Tasks
Projects and tasks expected and approved under the 2018 Capital Budget	Strengthen our core infrastructure and services in a fiscally responsible manner	<ul style="list-style-type: none"> • Assisting Administrative Services Manager with upcoming cemetery software project
Projects and tasks expected and approved under the 2018 Operational Budget	Council, management and staff work together to promote a culture of service, both internally and externally, that demonstrates empathy, compassion, helpfulness and professionalism	<ul style="list-style-type: none"> • Submitted a number of Taber Times ads • Released January Corn Husk Chronicles • Continued upkeep with the Town website • Actively increased engagement on our social media platforms by posting current events, upcoming programming, new projects, etc. • Responded to public's questions and concerns on social media • Working with IT Manager and various Town departments on research into new website • Working with IT Department on potentials for new intranet • Finalized draft of the forthcoming Communications Plan • Assisted Administrative Services Manager with preparations for Council portraits • Assisting Planning Department with a good neighbour guide for our residents
	Create a team work environment that is safe, customer focused and employee friendly	<ul style="list-style-type: none"> • Preparing program for Employee Long Service Award Program for 2018 recipients • Attended regular Health and Safety meetings • Continued upkeep with eCompliance as required
	Foster cultural opportunities in Taber through improved venues, support of special events, and recognition of our cultural diversity	<ul style="list-style-type: none"> • Assisting Performing Arts Centre Committee with next steps for the project

	<p>Strengthen our core infrastructure and services in a fiscally responsible manner</p>	<ul style="list-style-type: none"> • Working with CAO and Economic Development on the implementation of WiFi in the downtown core
	<p>Assist other agencies with their vision and efforts to make Taber a healthy community – socially, physically and mentally</p>	<ul style="list-style-type: none"> • Provided free advertising space for a number of non-profit community groups in the Corn Husk Chronicles • Continued issuing practice alerts to stay certified in Alberta Emergency Alert

December 12th, 2017 to January 15th, 2018 Cemetery

Description	Number
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Burials	8
Pre-Planning Purchases	0
Columbarium Transactions	1
Monument Permits	0
Disinter/Reinter	0
Transfer of Burial Rights	0
Public Concerns	0
Graves Searches from the Public	2
Graves Searches from Monument Companies	0
Inquiries from other Municipalities	0



ACTIVITY REPORT

DEPARTMENT: Recreation

Budget Categorization	Strategic Plan Alignment (Goals and Initiatives)	Associated Projects & Tasks
Projects and tasks expected and approved under the 2017 Capital Budget	Create and promote all-season recreational facilities that are regionally recognized	<ul style="list-style-type: none"> • Continue to work on Walking Trail Extension Project.
	To improve the quality of life for Town residents and following a recreation master plan, invest in the Town's recreation facilities and opportunities	<ul style="list-style-type: none"> • Recreation Software continues to be utilized and developed. Preparing for Phase 2 development.
Projects and tasks expected and approved under the 2017 Operational Budget	Create a team work environment that is safe, customer focussed and employee friendly	<ul style="list-style-type: none"> • Continue to assist and work with eCompliance Health and Safety Software. Procedures have been reviewed and updated. Now updating the Hazard Identification and controls functions as well as modifying the inspection templates for arena and parks function. • 0 minor safety incidents with staff in Dec. and regular safety meetings are occurring. • Arranging for training for staff for 2018 • Completed arena facility tour with OH&S and now we are sharing safe work procedures with other communities.
	Utilize work teams that are vertically and horizontally integrated	<ul style="list-style-type: none"> • Recruitment is underway for a Recreation Operator 1 position. • Looking ahead regarding coverage for an upcoming Maternity Leave for Management. • Recruitment discussions for

		summer seasonal staff occurring with HR
	Create and promote all-season recreational opportunities and facilities that are regionally recognized	<ul style="list-style-type: none"> • Working with Communications to promote Recreation through social media and the website more. • Working with the Recreation Board regarding investigation of need for a 2nd large ice surface.
	Beautify the community (e.g., vegetation and attractive entranceways, downtown streetscapes)	<ul style="list-style-type: none"> • Investigating other communities and the financial contributions to support Recreation, Culture and Arts between the Towns and the rural districts. • Continue to maintain exterior garbage's at specific facilities including cemetery and Dog Park.
	To improve the quality of life for Town residents and following a recreation master plan, invest in the Town's recreation facilities and opportunities	<ul style="list-style-type: none"> • Spring programming is underway at the Aquafun Centre. • Planning underway for 2018 Operating and Capital budget allocations for maintenance.
	Seek partnerships within the Taber area for recreational facility development	<ul style="list-style-type: none"> • Coordinated meeting with baseball user groups with regards to feedback and possible involvement in future development of KMMSC. This group is now forming a society and has plans to complete KMSSF.
	Create an environment for hosting special events in Taber	<ul style="list-style-type: none"> • Working with user groups regarding tournaments and events in the Community Centre and Arena. March will see tournaments every weekend in the Arena. • Meeting held of the Combative Sports Commission in December regarding the Wrestling Event occurring in January.

		<ul style="list-style-type: none">• Working on SASG (Southern Alberta Summer Games). Committee set up and planning is underway.• Working with user groups with regards to Special Events occurring in Taber in 2018.
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ACTIVITY REPORT

DEPARTMENT: Planning and Economic Development

Besides the standard permitting, development permit, subdivision, land sales, and marketing duties the Planning and Economic Development Department has engaged in, the following activities:

Budget Categorization	Strategic Plan Alignment (Goals and Initiatives)	Associated Projects & Tasks
<p>Projects and tasks expected and approved under the 2017 Capital Budget</p>	<p>Capitalize on hunting opportunities in the Badlands Region</p>	<ul style="list-style-type: none"> • Continue to assist with the development of the Taber Trout Pond. • Became a Corporate Partner in Conservation with Alberta Conservation Association.
	<p>Complete the bicycle/pedestrian trail to the MD Park</p>	<ul style="list-style-type: none"> • Continue to assist with the development of a Regional Walking Trail west of Taber.
<p>Projects and tasks expected and approved under the 2017 Operational Budget</p>	<p>Identify and work with partners who will help us achieve our visions and goals through sharing of knowledge and resources, and seeking operations efficiencies</p>	<ul style="list-style-type: none"> • Worked closely with Taber Police Service and Recreation Department on the implications of Cannabis legalization. • Attended the Southwest Alberta Economic Development Practitioners Quarterly Meeting. • Developing the revised content for the Community Profile publication (last updated in 2014).
	<p>Seek affiliations with other regional governments and entities to improve our services delivery, pursue best practices and maximize grant potential</p>	<ul style="list-style-type: none"> • Partnering with the ASBG to coordinate meeting and tour of the Food Development Research Centre in Leduc.
	<p>Be responsive to industry needs in an effort to: first retain existing business and secondly attract new business</p>	<ul style="list-style-type: none"> • Toured the Lantic/Rogers Facility and met with management along with Town and M.D Council's to better understand the needs of the industry. • Prepare RFP for a revised Eureka Area Structure Plan that will provide the detail required to properly plan for industrial

		<p>growth in Town.</p> <ul style="list-style-type: none"> • Developing the content for the Town’s newly supported LocalIntel project that will provide important Taber-specific data to existing and new businesses.
	Recognize our regional economic advantages and the resultant primary industries and encourage development of related businesses.	<ul style="list-style-type: none"> • Met with municipalities along Hwy 3 Corridor between Lethbridge and Taber to discuss economic opportunities within ag-processing.
	Beautify the community.	<ul style="list-style-type: none"> • Responded to a number of resident concerns regarding property standards related to development. • Supported Community Futures in the preparation of their update to Town Council presentation on the beautification grant program. • Portable sign enforcement to ensure regulations within Land Use Bylaw are being followed.
	Create an environment that allows alternate modes of transportation.	<ul style="list-style-type: none"> • N/A
	Provide for a diversity of housing choices and opportunities through its land use districts	<ul style="list-style-type: none"> • Work with Taber District and Housing, MD of Taber and Consultants to initiate Housing Needs Assessment. •
Additional Items and Projects not expected under either Capital or Operational Budgets	Promote the Town’s locational/transportation advantages due to its geographic location on Highways 3 and 366, and on a CPR main line.	<ul style="list-style-type: none"> • Attended the Highway 3 Twinning Study Plan Review Committee Meeting to go over and incorporate public open house feedback.
	Examine service delivery at the department level and confirm if resources are aligned properly.	<ul style="list-style-type: none"> • Continue to review the service provision of building inspections for the Town. Existing contract up for renewal in April.
Other	Other tasks that do not align with other specific categories.	<ul style="list-style-type: none"> • Completing review of the Subdivision and Development Authority Bylaw. •



ACTIVITY REPORT

DEPARTMENT: Water & Wastewater Services

Budget Categorization	Strategic Plan Alignment (Goals and Initiatives)	Associated Projects & Tasks
<p>Projects and tasks expected and approved under the 2017 Capital Budget</p>	<p>Strengthen our core infrastructure and services in a fiscally responsible manner</p>	<ul style="list-style-type: none"> • Water meter replacement – ongoing throughout the year • Industrial Lagoon Upgrade – ongoing • Removed and installed new meters
<p>Projects and tasks expected and approved under the 2017 Operational Budget</p>	<p>Provide a strong learning environment and ongoing training opportunities</p>	<ul style="list-style-type: none"> • Attended weekly Operations Meetings • Attended department Safety Meeting • Attended Joint Health & Safety Meeting
	<p>Create and promote all-season recreational opportunities and facilities that are regionally recognized</p>	<ul style="list-style-type: none"> • Weekly cleaning of septic tanks at the Youth Centre
	<p>Create a team work environment that is safe, customer focussed and employee friendly</p>	<ul style="list-style-type: none"> • 0 safety incidents reported • Monthly Health and Safety meetings • Auditor Meetings
	<p>Identify and work with partners who will help us achieve our vision and goals through sharing of knowledge and resources, and seeking operation efficiencies</p>	<ul style="list-style-type: none"> • Marked water and sewer lines for Alberta One-Call
	<p>Update and follow the Infrastructure Master Plan that itemizes and prioritize when infrastructure replacement is required</p>	<ul style="list-style-type: none"> • Water meter replacement – ongoing throughout year

Strengthen our core infrastructure and services in a fiscally responsible manner

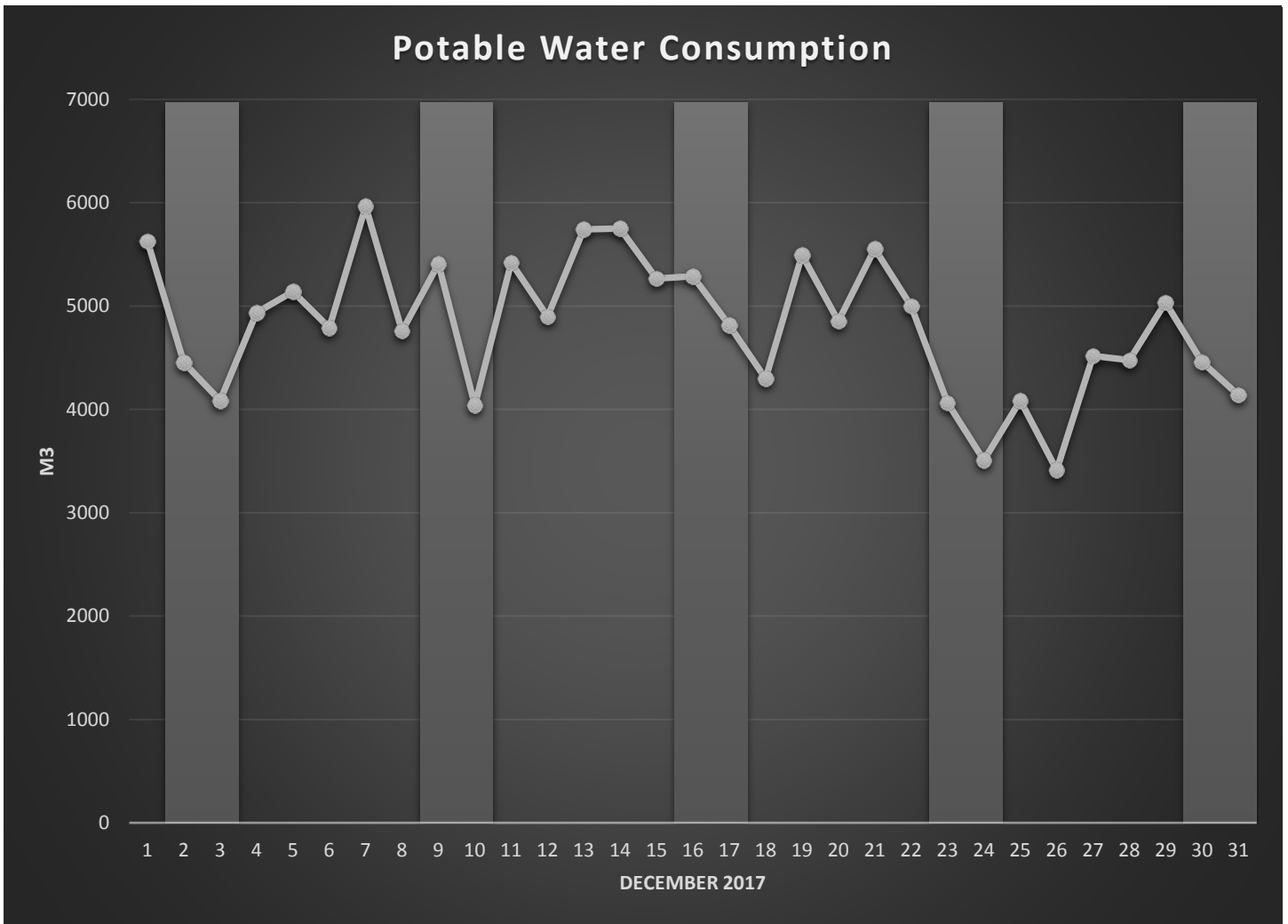
- Maintenance on UV system. Brought module 3 back into operation.
- Solids handling sludge pump back into service
- Took Fermenter Pump 51 out of service. Locked and tagged out.
- Changed out composite sampler pump at lagoons with spare from mechanical plant.
- Increased dissolved oxygen set point in Zone 1 of the BNR
- Received bulk sodium hypo delivery
- Started running Chin pump trailer feeding wet well at the Chin pump house
- Turned on the water to new subdivision on Sage Grass Avenue
- Dealt with numerous Sewer Backup Complaints – had plumber auger lines out from root problems
- Did some Turn on/off for residents of Water
- Monthly Meter Reading R-900's
- Ran monthly generator checks at Lift Stations
- Read meters on the walking routes
- Hydro Vac holes for bollards around newly installed fire hydrants
- Worked on Tim's Lift Station low level alarm – found exposed wires on Flygt bulb – replaced bulb with new one
- Fixed fire hydrant at Highway 3 & 53 Street
- Weekly sewer checks and enzyme applications
- Flushed sewers with hydrant on 66 Avenue & 56 Avenue
- Winter fire hydrant maintenance
- Worked on hydrant parts inventory

<p>Additional Items and Projects not expected under either Capital or Operational Budgets</p>		<ul style="list-style-type: none"> • Nothing to report
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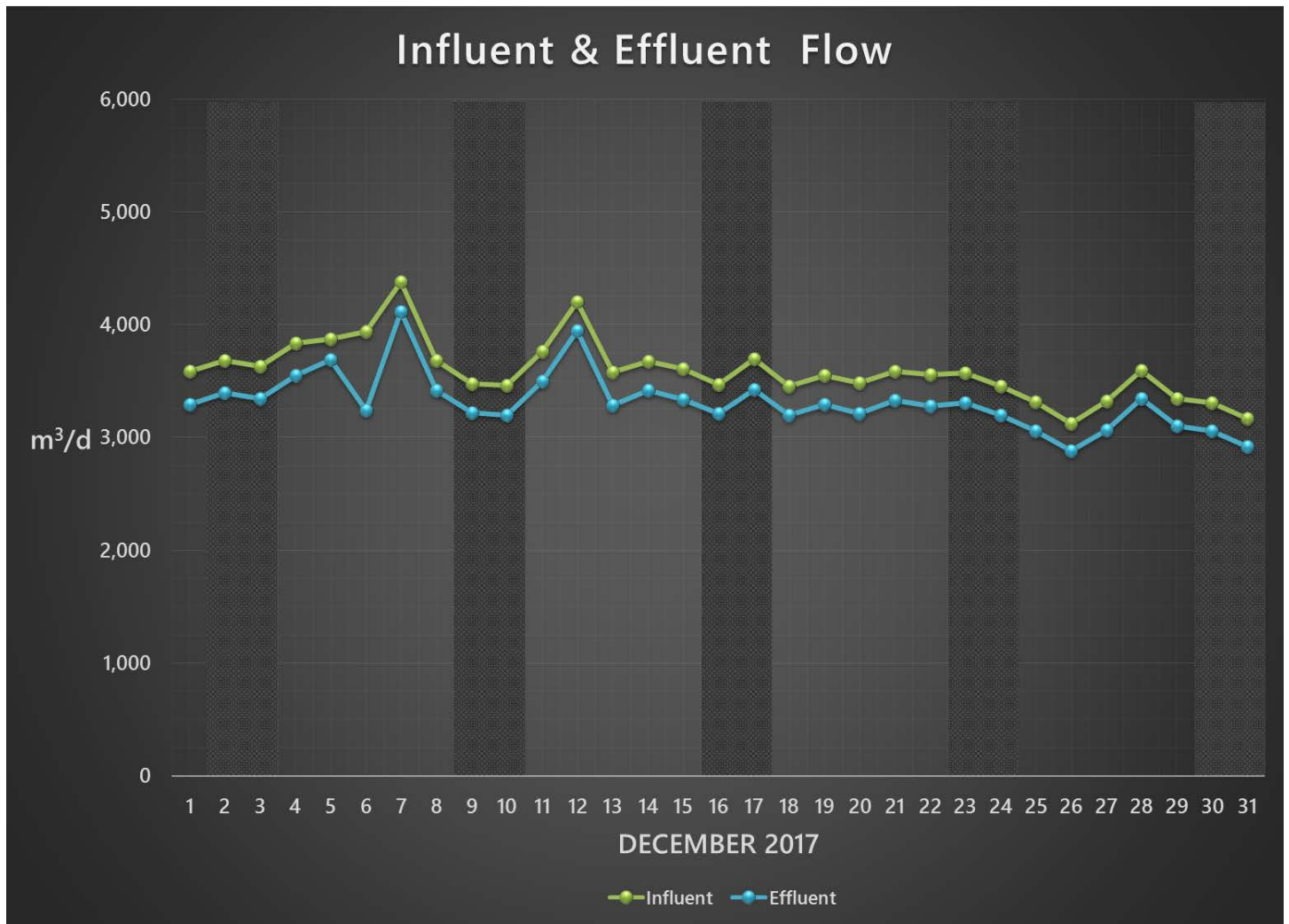
Capital Project Status

PROJECT	TARGET COMPLETION	BUDGET	PROJECTED COST	\$\$ INVOICED TO DATE	STATUS
Water Meters	Dec 2017	\$150,000	\$150,000	\$145,420	

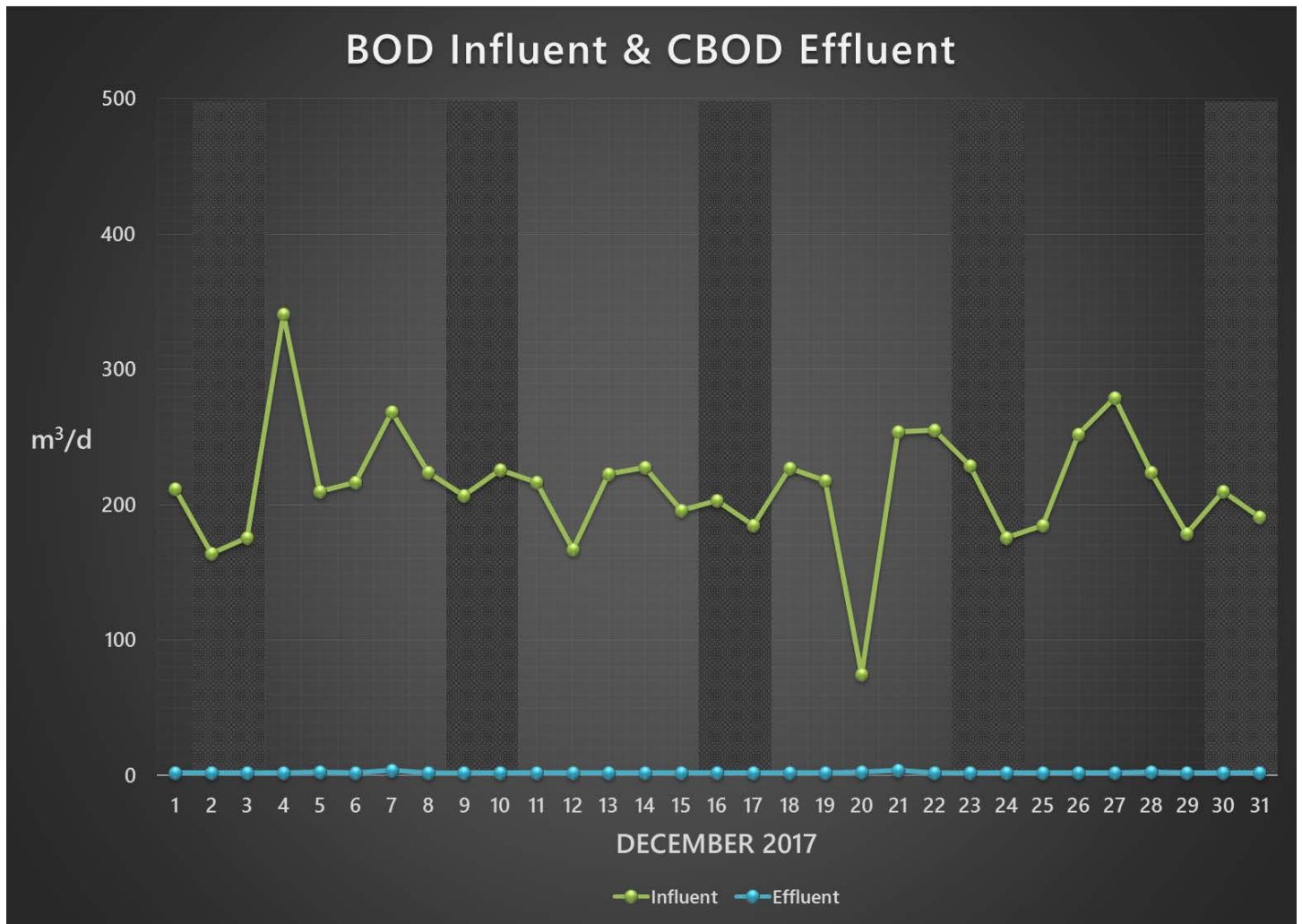
December 2017 | Potable Water Consumption



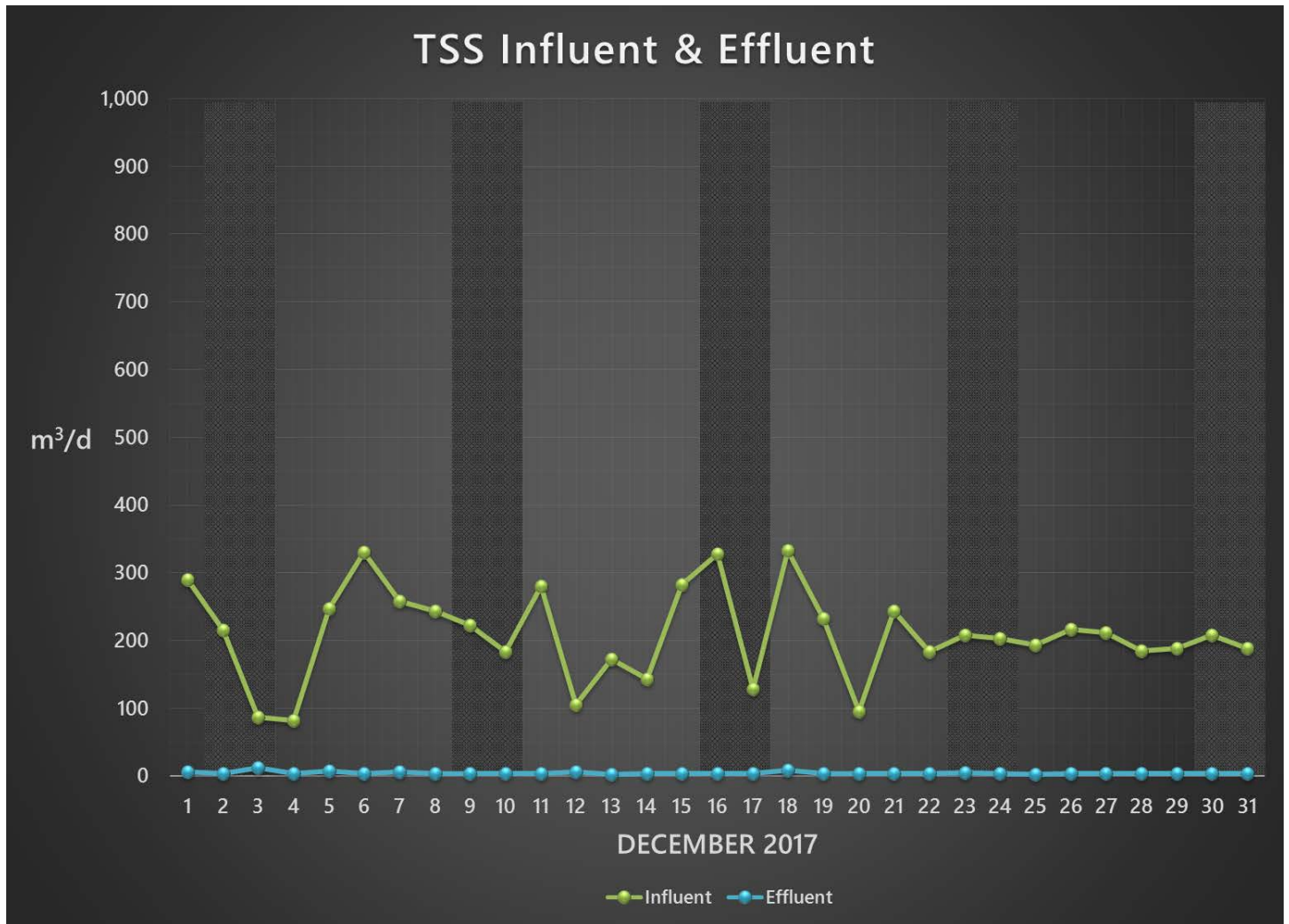
December 2017 | WWTP Influent & Effluent Flow



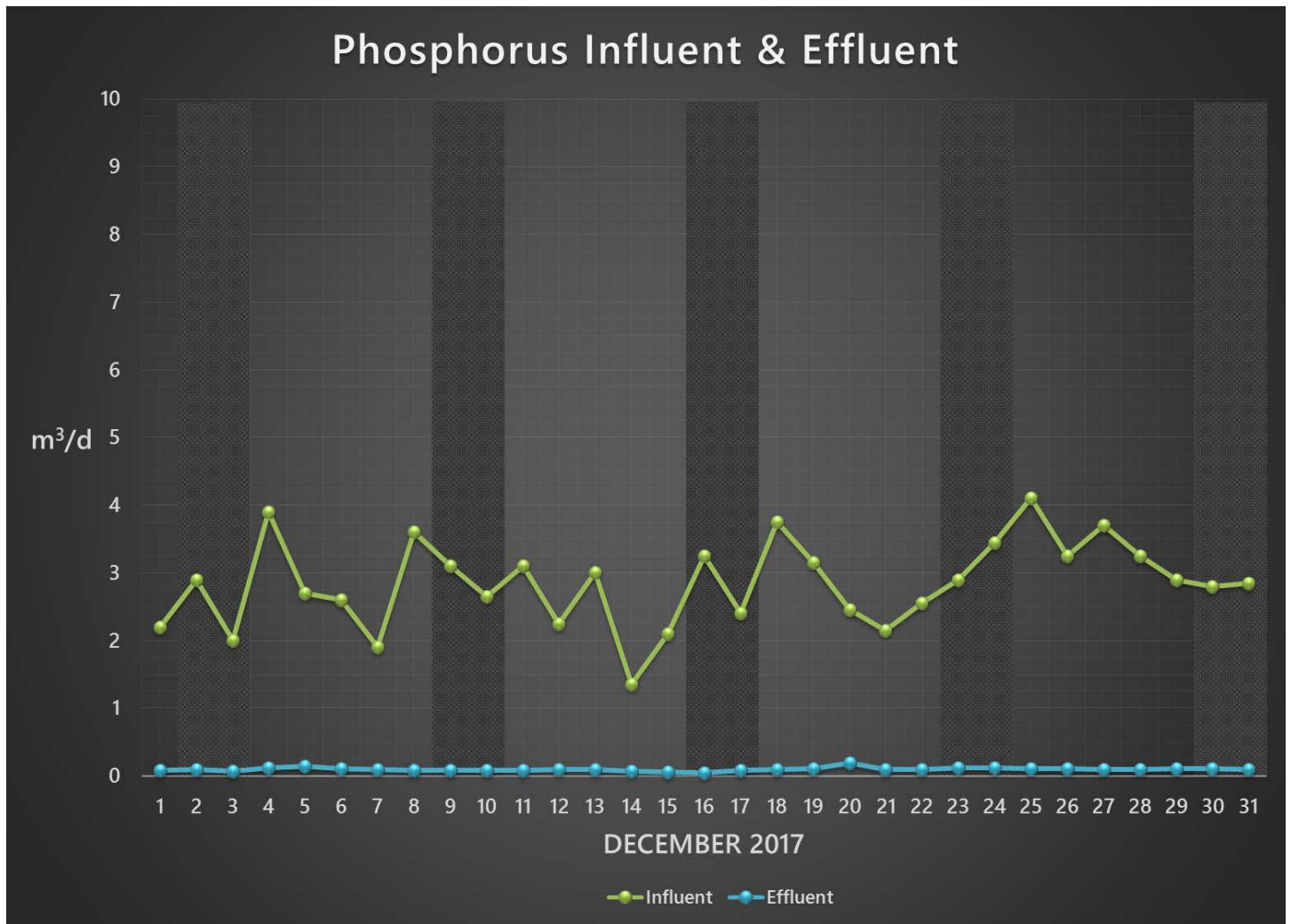
December 2017 | BOD Influent & CBOD Effluent



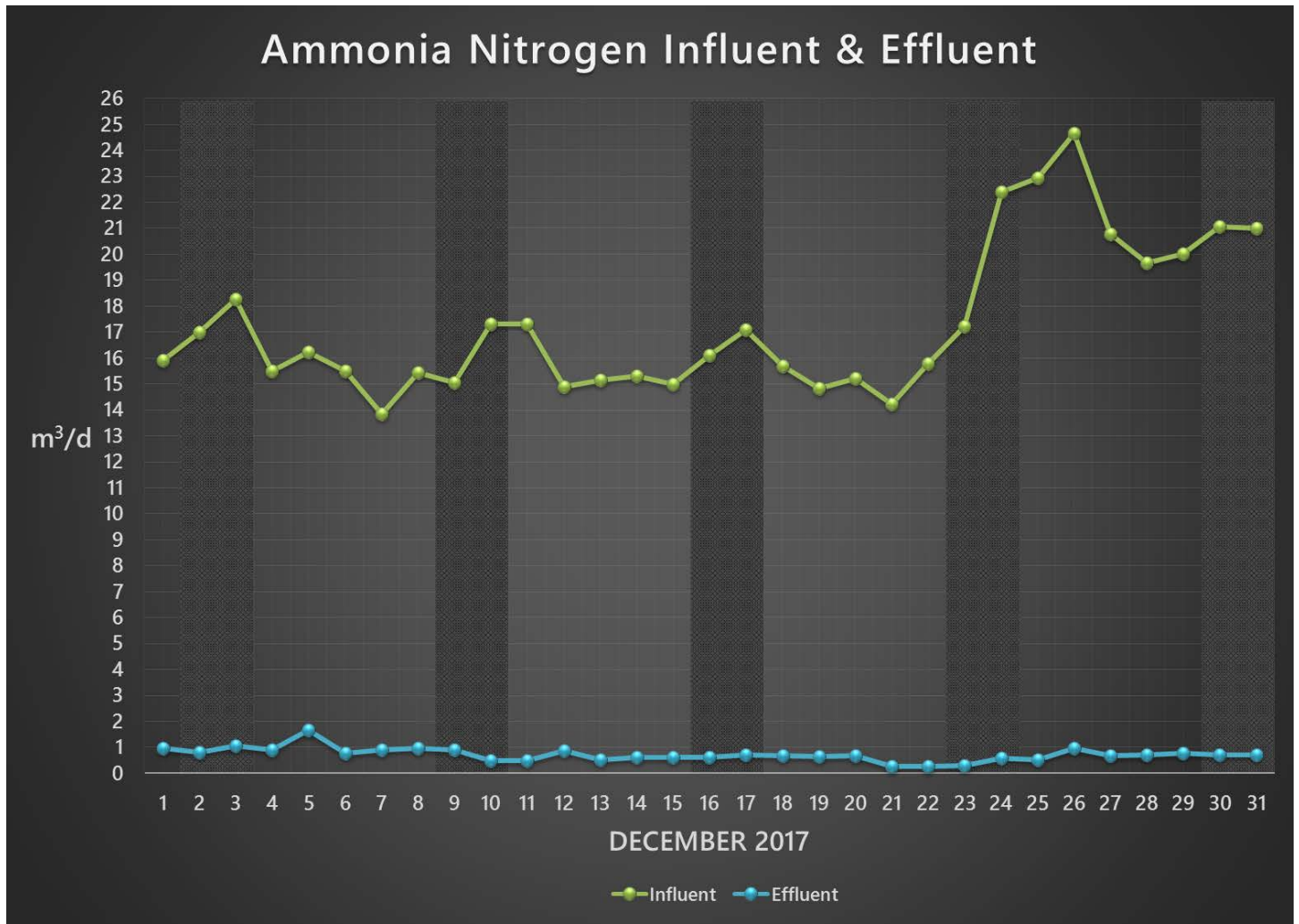
December 2017 | TSS Influent & Effluent



December 2017 | Phosphorus Influent & Effluent



December 2017 | Ammonia Nitrogen Influent & Effluent





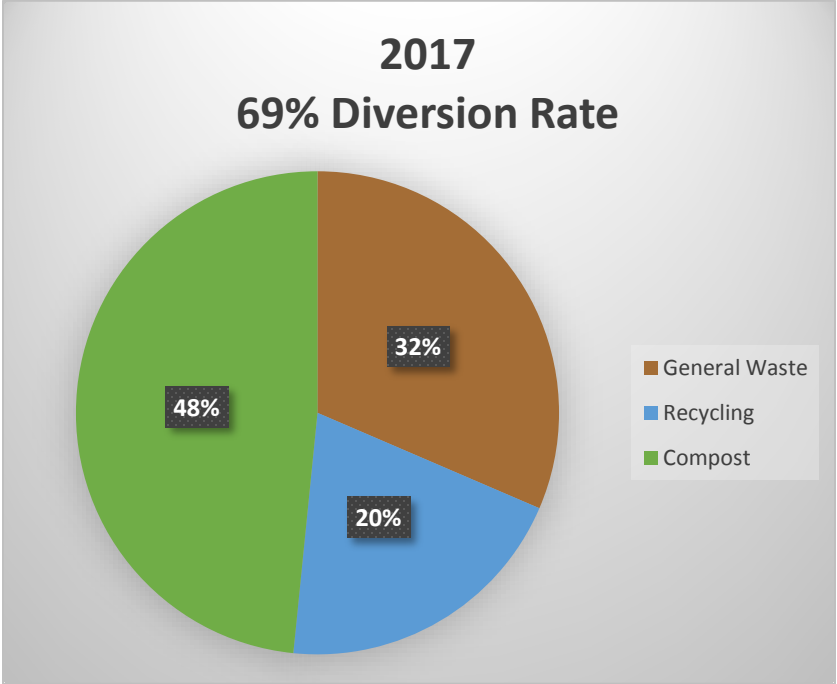
ACTIVITY REPORT

DEPARTMENT: Engineering and Public Works

Budget Categorization	Strategic Plan Alignment (Goals and Initiatives)	Associated Projects & Tasks
<p>Projects and tasks expected and approved under the 2017 Capital Budget</p>	<p>Strengthen our core infrastructure and services in a fiscally responsible manner</p>	<ul style="list-style-type: none"> • Industrial Lagoon Upgrade – Project is 80% complete.
	<p>To improve the quality of life for Town residents and following a recreation master plan, invest in the Town’s recreation facilities and opportunities</p>	<ul style="list-style-type: none"> • West Trail phase 1 has started and 90% is completed now.
<p>Projects and tasks expected and approved under the 2017 Operational Budget</p>	<p>Maintain a safe community that is healthy, innovative and environmentally aware</p>	<ul style="list-style-type: none"> • Developing an infrastructure assessment map (roads and sidewalks) • Dug graves and filled graves • Completed inspections for Planning
	<p>Review the Town’s solid waste and recycling program to seek greater efficiency and effectiveness</p>	<ul style="list-style-type: none"> • Collection of residential carts; garbage, recycling and organics. • Collection of commercial garbage and extended commercial recycling program, and a selection of commercial organics bins. • Made changes to Waste Bylaw to better enforce the bylaw with uncooperative residents.
	<p>Strengthen our core infrastructure and services in a fiscally responsible manner</p>	<ul style="list-style-type: none"> • Graded roads after snow • Snow Removal after snow storm • Graded back alleys • Filled pot holes as needed • Removed and installed new water meters • Flushed sewer pipelines to keep debris and lard from building up in the pipelines • Checked Sanitary sewer manholes to prevent backups • Daily visits to 5 lift stations around Town

	Identify and work with partners who will help us achieve our vision and goals through sharing of knowledge and resources, and seeking operation efficiencies	<ul style="list-style-type: none"> • Marked water and sewer lines for Alberta One-Call • Updated Oldman River Regional Services Commission Map
	Update and follow the Infrastructure Master Plan that itemizes and prioritize when infrastructure replacement is required	<ul style="list-style-type: none"> • Regular ongoing maintenance of town owned buildings.
	Beautify the community (e.g., vegetation and attractive entranceways, downtown streetscapes)	<ul style="list-style-type: none"> • Cleaned ditches • Christmas lights were removed
	Create a team work environment that is safe, customer focussed and employee friendly	<ul style="list-style-type: none"> • Had our monthly safety meeting Jan 12 2018.
	To improve the quality of life for Town residents and following a recreation master plan, invest in the Town's recreation facilities and opportunities	<ul style="list-style-type: none"> • Did some upgrades at the plant room in the arena. • Installed new blinds at the Waste Water Plant. • Painting of the cell doors, cell floors and floor in common area at the police station. • Applied sand to the street and intersections as needed. • Plowed roads as needed • Cleaned ice from loading station
	Assist other agencies with their vision and efforts to make Taber a healthy community- socially, physically, and mentally	<ul style="list-style-type: none"> • Finished installing new flooring at Parkside Manor. • Installed new plugs and pull station at Parkside Manor. • Installed automatic door opener going into the hall at Parkside Manor.
Additional Items and Projects not expected under either Capital or Operational Budgets	Build a community that is affordable and attractive	<ul style="list-style-type: none"> • 2018 Asphalt milling and Sidewalk replacement capital project is being assessed.
	Make the Town of Taber an employer of choice, where employees and self-assured, valued, respected and viewed as the corporation's strongest asset	

***Total tonnes for residential garbage, recycling and organics is attached for Council's review.**





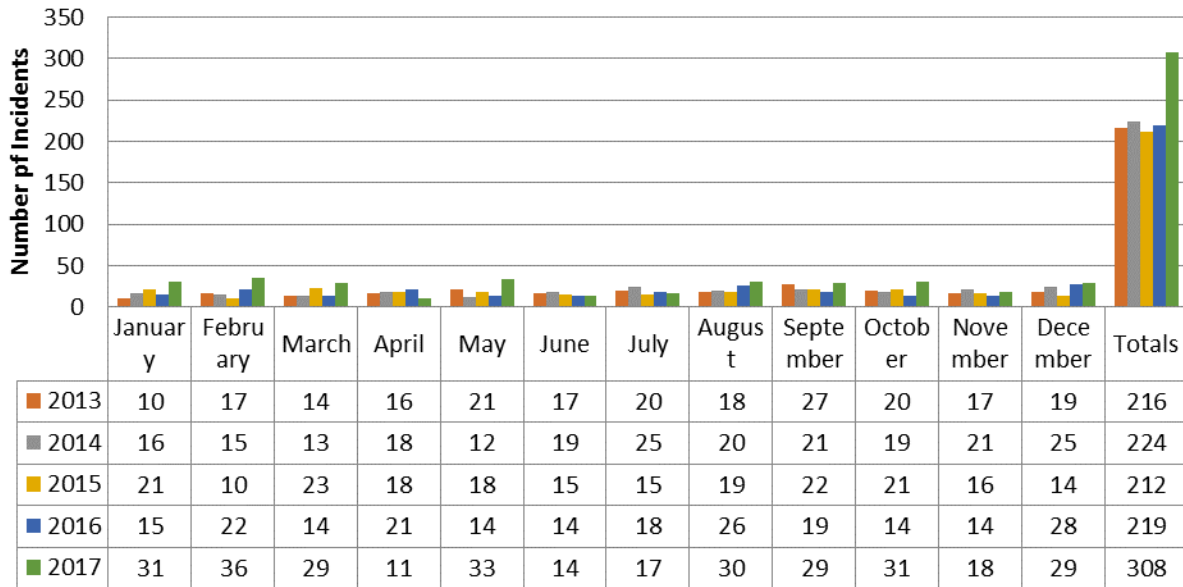
ACTIVITY REPORT

DEPARTMENT: Taber Fire Department

Budget Categorization	Strategic Plan Alignment (Goals and Initiatives)	Associated Projects & Tasks
Projects and tasks expected and approved under the 2017 Capital Budget		
Projects and tasks expected and approved under the 2017 Operational Budget	Identify and work with partners who will help us achieve our vision and goals through sharing of knowledge and resources, and seeking operational efficiencies	<ul style="list-style-type: none"> • Fire drill meeting with at a special needs residence.
	Encourage the development of Taber as a learning hub in Southern Alberta, offering training and educational experiences based on our economic advantages	<ul style="list-style-type: none"> • Continued with AFTO committee formation. • 135 hours for 1001 Training, Provincially Grant funded. Students from Taber, Bow Island, Etzikom, Foremost, Stirling and Crowsnest Pass
	Partner with local businesses to sponsor a broad range of educational opportunities in Taber	<ul style="list-style-type: none"> • Fire hall tour for 50 students with Homeschool Group • Firefighters Association approached the Insurance Brokers Association of Alberta for partnership in Fire Prevention & Safety Program.
	Promote a culture of education, excellence and innovation within the Town organization	<ul style="list-style-type: none"> • 183 hours of firefighter training • 180 volunteer hours for Lights Ablaze tour, Toys for Tots and Calendars for seniors and Taber Special Needs.
	Create conditions for business success and economic development, taking advantage of the Town's unique climate and location in Southern Alberta	<ul style="list-style-type: none"> • 6 businesses inspected
Additional Items and Projects not expected under either Capital or Operational	Build partnerships with other governments and organizations where synergies may exist	<ul style="list-style-type: none"> • Installed 2 smoke alarms in residence through exchange program.

***Fire Department Incidents Comparison by Year by Month is attached for Council's review**

Comparison by Year by Month with Totals 2013 - 2017



Year to date last year 219 calls

Year to date this year 308 calls

Total Calls for December: 29

Structure Fire – 2 Structure Fire YTD – 10	Public Assist – 6 Public Assist YTD - 85	MVC – 5 MVC YTD - 41
Rubbish/Grass Fire – 0 Rubbish/Grass YTD- 26	Hazmat – 0 Hazmat YTD - 2	Alarm Call – 1 Alarm Call YTD - 51
MFR – 15 Alarm Call YTD - 89	Mutual Aid – 0 Mutual Aid YTD - 2	Vehicle Fire – 0 Vehicle Fire YTD - 2



ACTIVITY REPORT

DEPARTMENT: Chief Administrative Officer

Budget Categorization	Strategic Plan Alignment (Goals and Initiatives)	Associated Projects & Tasks
<p>Projects and tasks expected and approved under the 2017/2018 Operational and Capital Budget</p>	<p>Create a team work environment that is safe, customer focused and employee friendly</p>	<ul style="list-style-type: none"> • Attended an Alberta Labour Relations Board meeting regarding CUPE's desire to amalgamate the former EPCOR union agreement with the current Town of Taber Union Agreement. • Wrote and presented performance expectations letters with some Managers/Directors. Set the project direction with others for 2018. • Working with CIBC and our payroll department ensuring the last pay of 2017 was in accounts at the correct time. • Working on crafting a "Fit for Work" policy and procedure addressing impairment in the work place.
	<p>Strengthen our core infrastructure and services in a fiscally responsible manner</p>	<ul style="list-style-type: none"> • Met with staff to scope out the boundaries and processes associated with developing the Eureka Area Structure Plan • Performed research into the logistics and framework required to start a town utility corporation. • Ensuring the ice plant at the arena is operating in a safe manner and meeting provincial inspectors on sight to ensure same. • Met with the Chief of Police and went over the current animal control facility contract as well as

		<p>conversations towards a Public-Private Partnership model for a regional animal control facility.</p>
	<p>Strengthen ties, where appropriate, with the Municipal District of Taber, Town of Vauxhall and Village of Barnwell to reduce the property tax burden</p>	<ul style="list-style-type: none"> • Working internally and with the MD of Taber on servicing options for Johnsons Addition and Horseshoe Estates. • Working to the Director of Public Works about the requirement to provide the Finance Department with cost information on the pump which has been placed at Chin reservoir such that we can bill the Town of Barnwell for their share of this expense.
	<p>Build partnerships with other governments and organizations where synergies may exist</p>	<ul style="list-style-type: none"> • Met with Fortis to go through the annual franchise report. This report contains information related to the safety record, frequency and duration of power outages as well as an open forum to voice concerns. • Crafting follow-up correspondence to the Ministers we met during AUMA • Received word from the Kainai Tribe Archeologist that the Kainai Tribe is in favor of partnering with the Town to get the prehistoric Bison specimen back to the Taber area.
	<p>Provide a strong learning environment and ongoing training opportunities</p>	<ul style="list-style-type: none"> • In a cooperative effort between the Town of Taber and CUPE we have scheduled a Combating Workplace Bullying training workshop for dates in February 2018.

		<ul style="list-style-type: none"> • Encouraging staff to access training budgets to improve management and technical skills in the workplace.
	<p>Make the Town of Taber an employer of choice, where employees are self-assured, valued, respected and viewed as the corporation's strongest asset</p>	<ul style="list-style-type: none"> • Met with staff regarding tender aspects to the forthcoming proposal request for updating the cleaning contract within the Administration Office and other town office buildings. • Distributed Christmas baskets/cards with Mayor Prokop and the Town's Communications Coordinator demonstrating Councils appreciation for all our staff's efforts over 2017. • Attended the Harassment Committee Meeting to ensure this group was aware of my expectations to appoint a Chairperson and craft a Harassment Investigation Policy and Procedure.
	<p>Create conditions of business success and economic development, taking advantage of the Town's unique climate and location in Southern Alberta</p>	<ul style="list-style-type: none"> • Soliciting and receiving proposals for strategic planning consultants to assist Council with a strategic planning effort in late February 2018. • Attended a tour of the Lantic Sugar Beet processing facility.
	<p>Foster cultural opportunities in Taber through improved venues, support of special events, and recognition of our cultural diversity</p>	<ul style="list-style-type: none"> • Working on the MLA requested submission for the Town's major capital plans over the next number of years. • Approving Christmas carol hayrides. • Researching shooting range designs and stakeholder concerns/suggestions for the Legion Youth Centre

		<p>range.</p> <ul style="list-style-type: none"> • Meeting with the Performing Arts Centre Committee regarding process, results and the path forward in light of the feasibility and viability study. • Spoke to the Director of Recreation regarding the content of the report focused on sharing of financial resources between urban and rural counterparts for arts and recreational funding.
	<p>Maintain a safe community that is healthy, innovative and environmentally aware</p>	<ul style="list-style-type: none"> • Met with a company called MAGE Networks who is proposing to partner with the Town of Taber to take fibre optic internet from the Community Centre and broadcast it downtown and into Centennial Park. • Continuing conversations with TELUS about servicing the Administration Building, Community Centre, Water Treatment Plant and Wastewater Treatment Plant with Fibre optic cable. • Speaking to the Director for Southern Alberta from Alberta Transportation related to the lights at 684 and a three party agreement to get lights installed during the summer of 2018. • Met with a consultant and the owners of the property to determine a plan for the final touches on the remediation required at the former unpermitted demolition site.

Significant Meetings Attended

- Council Meetings- December 18, January 8.
- Management Team Meeting- January 17
- Police Commission: January 11



ACTIVITY REPORT

DEPARTMENT: Finance

Budget Categorization	Strategic Plan Alignment (Goals and Initiatives)	Associated Projects & Tasks
<p>Projects and tasks expected and approved under Capital Budget</p>	<p>Strengthen our core infrastructure and services in a fiscally responsible manner</p>	<ul style="list-style-type: none"> • Install Printing Management Software. • Phone system replacement RFD. • Collect requirement for the Town website.
	<p>Make the Town of Taber an employer of choice, where employees are self-assured, valued, respected and viewed as the corporation's strongest asset</p>	
<p>Projects and tasks expected to be approved under the Capital and Operational Budget</p>	<p>Strengthen our core infrastructure and services in a fiscally responsible manner</p>	<ul style="list-style-type: none"> • Year End / External Audit Preparation • Prepare the final Draft - 2018 and 2019 Capital Budget for Council approval
	<p>Strengthen our core infrastructure and services in a fiscally responsible manner</p>	<ul style="list-style-type: none"> • Install Fibre Optic at Community Center. • Install internet connection for AFRRCS at TPS. • Renew Diamond License for Finance.
<p>Additional Items and Projects not expected under either Capital or Operational Budgets</p>	<p>Strengthen our core infrastructure and services in a fiscally responsible manner</p>	<ul style="list-style-type: none"> • Year End Upgrade for Microsoft Dynamics. • Review and demo MagiNET internet project for downtown.



Council Request for Decision	
Meeting Date: January 22, 2018	
Subject: Mayor and Councillor Reports (Verbal)	
Recommendation:	That Council accepts the Mayor and Councillor Reports for information.
Background:	Updates are provided verbally to inform Council of individual elected official activity. This could come in the form of meeting attendance to Council's Boards, Commissions, Committees, ad hoc organizations or meetings intended to strengthen municipal reputation and visibility.
Legislation / Authority:	MGA, Section 207(c)
Strategic Plan Alignment:	Governance: Build partnerships with other governments and organizations where synergies may exist.
Financial Implication:	N/A
Service Level / Staff Resource Implication:	The service level will remain status quo.
Justification:	To keep all of Council informed of elected official activity.
Alternative:	Council could seek clarification on any of the matters.



Attachment(s):	None.
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APPROVALS:	
Originated By:	Raeanne Keer
Chief Administrative Officer (CAO) or Designate:	



Council Request for Decision	
Meeting Date: January 22, 2018	
Subject: Standing Item - Council Requests	
Recommendation:	That Council uses this standing agenda item opportunity to address administration about their concerns, ask questions and direct municipal resources.
Background:	<p>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.</p> <p>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.</p> <p>The intention of this RFD is for items to be brought forward from the floor at the meeting.</p>
Legislation / Authority:	MGA Section 153 (General Duties of Councillors), Section 154 (General Duties of Chief Elected Official, Section 180 (Methods in Which Council May Act); Section 249 (Civil Liability of Councillors)
Strategic Plan Alignment:	Goal: Make the Town of Taber an employer of choice, where employees are self-assured, valued, respected and viewed as the corporation's strongest asset.
Financial Implication:	The financial implication will vary depending on the discussion outcomes but should consider the alignment of Town facility and service provision with the approved budget.



Service Level / Staff Resource Implication:	Having a regular Council discussion about service levels will improve the ability of administration to meet the expectations of Council rather than dealing with the requests of individuals on an ad hoc basis.
Justification:	This will bring administration efficiencies and the better alignment of services and expenditures with the budget. It will also help improve communication protocols and adherence to the Municipal Government Act.
Alternative(s):	Alternatives will vary based on the discussion.

Attachment(s):	Action Item Listing
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APPROVALS:	
Originated By:	Raeanne Keer
Chief Administrative Officer (CAO) or Designate:	

Council Date	Resolution #	Resolution	Assigned To	Completed?	Request Return To Council? By?
Nov 27/17	510/2017	MOVED by Councillor Tams that Council directs Administration to look into the AUMA/AMSC Procurement and Purchasing Program as offered, and to bring the information back to Council in early 2018.	Finance	Yes – Please refer to the RFD included in the January 22, 2018 Agenda Package	Early 2018
Nov 27/17	511/2017	MOVED by Councillor Strojwas that Council directs Administration to review Full Circle Plastics Ltd., and come back to Council with a cost comparison to Blue Imp products for park benches.	Recreation	Yes – Please refer to the RFD included in the January 22, 2018 Agenda Package	Not Stated
Dec 18/17	554/2017	MOVED by Councillor Strojwas that Council directs Administration to compare recreation, arts, and cultural supports between urban municipalities and their rural counterparts for comparable municipalities in western Canada.	Recreation	<i>In Progress</i>	Not Stated
Jan 8/18	19/2018	MOVED by Councillor Strojwas that Council directs Administration to bring back the Taber Exhibition Association lease to Council for review in an appropriate timeframe, approximately one month.	Administrative Services	Yes – Please refer to the Closed Session RFD in the January 22, 2018 Agenda Package	1 month

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



Council Request for Decision	
Meeting Date: January 22, 2018	
Subject: Delegation: Mr. Grant Hunter, MLA	
Recommendation:	Council accepts the information provided by Mr. Grant Hunter, MLA, for information purposes.
Background:	Grant Hunter was elected as the Member of the Legislative Assembly for Cardston-Taber-Warner on May 5, 2015. He currently serves as a member of the Standing Committee on Public Accounts. MLA Hunter has requested to meet with new Municipal Councils to discuss any issues or concerns within the Cardston-Taber-Warner constituency.
Legislation / Authority:	MGA, Section 3
Strategic Plan Alignment:	Governance: Build partnerships with other governments and organizations where synergies may exist.
Financial Implication:	Not at this time.
Service Level / Staff Resource Implication:	Status quo.
Justification:	It is prudent for Council to stay informed and make connections with political affiliates in the area for the betterment of the community.
Alternative(s):	Council could choose to request specific information from MLA Hunter.



Attachment(s):	None.
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APPROVALS:	
Originated By:	Kerry Van Ham
Chief Administrative Officer (CAO) or Designate:	



Council Request for Decision	
Meeting Date: January 22, 2018	
Subject: Community Grant Program Application: Taber and District Community Adult Learning	
Recommendation:	Council approves the Community Grant Program application for the facility waiver for the purpose of a Cultural Awareness Day event, in the amount of \$436.00.
Background:	<p>A request has been received from Christa Bergen, Newcomers Navigator, on behalf of Taber Adult Learning, for application of a waiver for the Auditorium Facility Fee and White Room Facility Fee for a Cultural Awareness Day event being held on March 28, 2018.</p> <p>As per the Community Grant Program policy and procedure, Section 10), due to the one-time type of request being made, funding for this request is being submitted directly to Council under the Council Discretionary Fund.</p>
Legislation / Authority:	Community Grant Program Policy and Procedure PS-REC-3
Strategic Plan Alignment:	Build partnerships with other governments and organizations where synergies exist.
Financial Implication:	<p>The total amount requested to Council under the Community Grant Program equals \$436.00.</p> <p>To-date, Council has already authorized \$515.25 of the \$25,000 that Council has committed to this program annually, for these types of requests.</p>
Service Level / Staff Resource Implication:	No significant impact.
Justification:	In support of the Community Grant Program approved by Council.
Alternative(s):	Council may choose to request additional information from the Organization, prior to their recommendation.



Attachment(s):	Grant Application Financials Community Grants Program Procedure PS-REC-3 Community Grants Program Policy PS-REC-3
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APPROVALS:	
Originated By:	Kerry Van Ham
Chief Administrative Officer (CAO) or Designate:	

Dear Sir and/or Madam;

Thank you for your time perusing this application.

We are still in the planning stage of our Cultural Awareness Day and needed to complete the location aspect in order to go ahead with the rest of our planning.

In December Taber & District Community Adult Learning Association hosted an Agency Luncheon where we introduced a new project we are managing. The Newcomers Navigator will be creating connections between Community Agencies/Employers and Newcomers to Canada within the last 10 years.

In a brief nutshell our goals include providing:

- Meet 'n Greet on a bi-monthly basis for Newcomers to interact with employers, agencies and other newcomers.
- An orientation of where and how to access career and employment in our area.
- One on one computer training for newcomers requiring help accessing the job bank, ALIS, etc.
- A list of Volunteer Opportunities
- A service Directory for Newcomers containing as much information as possible, pertinent to their needs.
- A monthly newsletter for Newcomers and Agencies.
- A Cultural Awareness Day raising awareness, education and connections.
- Access to Transportation where needed for Newcomers to attend medical services or job interviews and other critical appointments.
- Attend Community Partnership Meetings to better support our community and vice versa.

During the discussion, Mayor Prokop said that the Town of Taber would supply the use of their facilities in order to have a successful Cultural Awareness Day. It is very important to our project, that we not only facilitate connections, but that we help all Cultures new to our area be successful in their new home.

At this point, I do not have expenses that we are currently aware of that will impact our Cultural Awareness day. We are hoping to have Childcare, food, speakers from the community and a variety of interactions available.

Once again, thank you for your time and we look forward to working on this project with your kind support.

Sincerely,

Christa Bergen
Newcomers Navigator





Town of Taber

COMMUNITY GRANT APPLICATION FORM

Grant being applied for (please check one)

- Community Services Grant (Refer to Community Grant Policy before completing this Application)
 Council Discretionary Fund **WAIVER**

Is this project (please check one)

- Ongoing (weekly/monthly)
 A onetime project/event

NAME OF PROJECT/PROGRAM/EVENT BEING APPLIED FOR:

DATE: **MARCH 28, 2018**

ORGANIZATION CONTACT INFORMATION

Name of Organization:	TDCALA (Taber Adult Learning)
Mailing Address:	5011-49 Avenue, TABER AB TIG 1V9
Phone Number:	403-223-1169
Website/E-mail	newcomers@taberadultlearning.com
Incorporation Number (Societies Act)	508375383

PRIMARY CONTACT FOR THIS GRANT APPLICATION

Name and Title:	CHRISTA BERGEN - NEWCOMERS NAVIGATOR
Phone Number:	403-223-1169
E-mail:	newcomers@taberadultlearning.com

**MEMBERS OF THE
TABER AND DISTRICT COMMUNITY ADULT LEARNING ASSOCIATION
January 2018**

Leah Wack

Regional Stewardship
Lethbridge College
3000 College Drive South
Lethbridge, Alberta, T1K 1L6
403-393-5819 (business)
1-888-858-8517 (fax)
leah.wack@lethbridgecollege.ca

Position: Board Director

Rick Davis

AIT Officer
Government of Alberta-Advanced Education
Apprenticeship and Industry Training
Room 280, Provincial Building
200-5th Avenue South
Lethbridge, Alberta, T1J 4C7 Canada
Cell 403-382-8702
AIT Information Line 1-800-248-4823
Fax 403-381-5795
rick.davies@gov.ab.ca
www.tradesecrets.alberta.ca

Position: Board Director

Alf Rudd

Member at large
4304 52 Avenue
Taber, Alberta, T1G 0C1
(403) 393-6724 cell
(403) 223-1149 home

403-223-8733 (fax)
adjrudd@gmail.com

Position: Board Chairperson

Brian Brewin

Reeve
MD of Taber
4900 B 50th Street
Taber, Alberta, T1G 1T2
403-223-3541 (MD Office)
403-380-0701 (cell)
brewin4@cciwireless.ca

Position: Secreary-Treasurer

John Hiebert

Member at Large
Box 13
Vauxhall, Alberta, T0K 2K0
403-635-8000
jhconstruction@cciwireless.ca

Position: Association Member

Les Chomany

Member at Large
Box 4154
Taber, Alberta, T1G 2C6
403-223-4361 (home)
403-330-5389
laurie.chomany@horizon.ab.ca

Position: Vice-chairperson

Susana Peters

Member at large
5306-38th Avenue
Taber Alberta, T1G 1B8
(403) 360-3721
susipeters@mccab.ca

Position: Association Member

2. FINANCIAL INFORMATION:

Grant/waiver amount requested:	Auditorium \$276. ⁰⁰ White Room \$160.00 \$436. ⁰⁰
Grant/waiver amount requested represents what % of total budget:	100% for Facilities Budget.
Have you received previous funding/waivers from the Town of Taber in past years? If so, please elaborate the purpose and the total grant/waiver amount received:	No See
If your request is not fully funded by Council, can you complete your project/event:	As we are not receiving income for this event, all expenses are out of pocket. We will not "recap" expenses as this is a charitable event.
Complete the attached Form A to provide a detailed budget of the project. Identify all sources of confirmed and anticipated revenues and expenditures (including other grants and generated revenues.	

FORM "A" GRANT APPLICATION
Town of Taber

Project Revenues:

	ITEM	SOURCE	Budgeted/Projected	Actual
1	Grant Funding			\$
2	Grant Funding			\$
3	Grant Funding			\$
4	Grant Funding			\$
5	Fundraising			\$
6	Fee for Service/Participation			\$
7	Donations			\$
8	GST Refund			\$
9	Other Revenue - detail			\$
10	Other Revenue -detail			\$
11	Other Revenue-detail			\$
12	Other Revenue-detail			\$
	TOTAL REVENUES			\$

Project Expenditures:

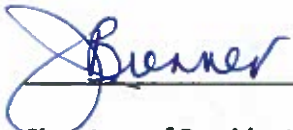
#	Item	Budgeted/Projected	Costs
13	Contracted (professional or other) services		\$
14	Freight/Courier		\$
15	Telephone/Fax		\$
16	Postage		\$
17	Training Courses		\$
18	Computer Services		\$
19	Building rental		\$ 436.00
20	Furniture/Equipment Rental		\$
21	Insurance		\$
22	Janitorial		\$
23	General Goods & Supplies (please detail)		\$
24	Office Supplies & Stationery		\$
25	Food & Beverage Supplies		\$ 1350.00
26	Recreation/Craft Supplies		\$
27	Fundraising Expenses		\$
28	Other expenses -detail Adw		\$ 600.00
29	Other expenses -detail		\$
30	Other expenses -detail		\$
31	Other expenses -detail		\$
32	Other expenses -detail		\$
33	Other expenses -detail		\$

* Budget still in progress


34	Other expenses –detail		\$
35	Other expenses –detail		\$
	TOTAL EXPENDITURES		\$

*Please attach supplementary information as required VERIFICATION


The undersigned verifies that the information provided in this accounting form is correct and complete. The current President or Treasurer of the organization must sign this application.



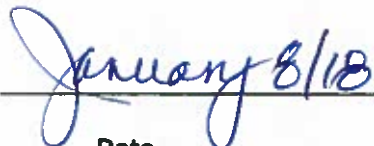
 Signature of President/Treasurer



 Name (please print)



 Phone Number



 Date

This information is collected for the purposes of determining eligibility of an applicant to receive a Town of Taber grant, and is collected pursuant to the Freedom of Information and Protection of Privacy Act.

If you or your organization has any questions regarding the Town of Taber, Grant Policy, this application, or the application process, please contact the Recreation Manager at (403) 382-9521 or direct (403) 223-5544 ext. 4. Completed applications, with all required documents, can be submitted to the Recreation Manager:

Regular Mail or Courier:	Fax:	E-mail:
Town of Taber Recreation Board Attention: Recreation Manager 4900 A 50 ST Taber, Alberta, T1G 1T1	(403) 223-5530	Aline.Holmen@taber.ca

* * * * *



Facility Booking Application Form Auditorium

The Town of Taber is committed to having the Auditorium prepared for your event. At the time of booking our facility(s) we require you to complete this form. Note: Personal information provided will be used by the Town solely for facility booking purposes, but is subject to Freedom of Information & Protection of Privacy (FOIPP) legislation.

Event Date(s): March 28/18

Booking Start Time(s): 12pm
(Include set-up time prior to event start)

Booking End Time(s): 8pm
(Include clean-up time following event end time)

Lessee/Organization Name: TDCAA

Lessee - Contact Person Name: Christa Bergen Contact Person Phone #: 403-223-1169

Event Name /Purpose: Cultural awareness Day Estimated Attendance: 100

Town-supplied Equipment Required: (No additional fees apply for use of equipment/services listed)

- # Chairs unknown
- Sound System
- Kitchen
- Piano (Auditorium Floor Level)
- Other Equipment Requests: _____
- Podium
- DVD Player & Television
- WIFI Internet Access
- Stove
- # Rectangle Tables unknown
- Bar
- Wheelchair Lift

** Will give #5 asap.*

Contracted Services by Organization (Note: The Organization renting Town facilities is solely responsible for it's contractor's services/times):

- Caterer Name _____
- Decorators Name _____
- Specify Electrical Requirements: _____
- Liability Insurance Yes / No (circle one)
- Bartenders (or Group) Name _____
- Entertainment/Music _____
- AGLC Liquor License Yes / No (circle one)

An Employee representing the facility will contact Lessee - Contact Person within 7 days of booking confirmation to coordinate a pre-event site meeting. Our objective is to understand Lessee's needs & to inform you of equipment operating procedures, etc.

Notes: We are still in planning stages but will be in contact ASAP.

Office Use Only - Distribution of Facility Booking Application Form: Lessee Recreation Facility Mgr Leisure Services Mgr

Booking #: 13216
Printed: 18/12/2017 03:44 PM

Venue Hire Agreement

The undersigned has read and on behalf of the Licensee agrees to be bound by this Contract and the Terms and Conditions contained herein and attached hereto, and hereby warrants and represents that he/she executes this Contract on behalf of the Licensee and has sufficient power, authority and capacity to bind the Licensee with his/her signature. The Licensee agrees to inform all responsible officials associated with the organization of the Terms and Conditions in this Contract.

1. The Licensee agrees that the Town shall not be liable or responsible in any way for any loss, damage, or injury to any property belonging to the Licensee, or to any agent, employee, or invitee of the Licensee.
2. The Licensee agrees that the Town shall not be liable or responsible in any way for any personal injury or death that may be suffered or sustained by the Licensee, or any agent, employee, or invitee of the Licensee, or to any person that may enter into the rented areas.
3. The Licensee agrees to indemnify and save harmless the Town from any and all liabilities, fines, suits, claims, demands, and actions of any kind or nature which may be brought against the Town, its agents or employees, arising out of the within rental agreement.
4. The Licensee agrees to ensure that the above indemnification of the Town shall survive the termination of the within rental contract.
5. The Licensee agrees to ensure that the rented areas are left in a clean condition acceptable to the Town, and failure to do so will result in additional charges for clean-up performed by the Town. This includes the removal of all their decorations/supplies from the facility by the end of the rental.
6. The Licensee must abide by all local by-Laws as well as Provincial and federal laws, statutes, etc.
7. Alberta Gaming & Liquor Commission guidelines and Provincial Fire Code must be strictly complied with at all times.
8. The Licensee accepts full responsibility for replacement or repairs of any lost, stolen or damaged property of the facility or equipment which was caused during the term of the rental contract.
9. The Licensee is responsible to obtain and provide proof of it's own liability insurance for it's activities on the rented area and for having enough security appropriate for the function. A minimum of \$2 million of liability insurance must be purchased.
10. All rental times include set-up & clean-up times (not applicable for pool rentals)
11. Doors will be unlocked 15 minutes prior to the start of the rental.
12. Cancellations require 7 days notice prior to the rental start time, must be given by the licensee, to avoid cancellation fee.
13. Cancellation fee is 100% of the entire booking rental fees. Within the 7 days prior to rental start.
14. Refunds require 4 weeks for processing.
15. The Licensee agrees that the Town has the right to cancel any event without notice.

Recreation facility rental fees are subject to change, in accordance with the Town of Taber's fee policy.

X: 

Signature

X: Christa Bergen

Print Name

Taber Community Adult Learning

Date: Jan 2/18

X: _____
Signature

Brittany Firth

Date: _____



TOWN OF TABER

A 4900 50 ST
TABER, AB T1G1T1

T: 1-403-223-5544 (3)

E: pool@taber.ca

Venue Hire Agreement

ABN: GST #: 108130360

Printed: 18/12/2017 03:44 PM

Taber Community Adult Learning

5011 49 Ave
Taber T1G 1V9

Phone: 403-223-1169

Event: 2018 Cultural Awareness Day

Staff: Brittany Firth

Booking #: 13216

Date: 18/12/2017

Date	Times	Location/Equipment	Unit Price	GST	Total Value
March 2018					
Wednesday 28 March	12:00PM to 8:00 PM	AUDITORIUM	\$34.50	\$13.14	\$276.00
Wednesday 28 March	12:00PM to 8:00 PM	WHITE	\$20.00	\$7.62	\$160.00

TOTAL Booking

\$436.00

TOWN OF TABER ("the Owner") hereby grants Taber Community Adult Learning Represented by Christa Bergen, permission to use the Facilities as outlined, subject to the Terms and Conditions of this Agreement and the Standard Conditions of Use contained herein and attached hereto all of which form part of this Agreement.

Financial Statements of

**TABER & DISTRICT
COMMUNITY ADULT
LEARNING ASSOCIATION**

Year ended June 30, 2017



KPMG LLP
500 Lethbridge Centre Tower
400 - 4th Avenue South
Lethbridge AB T1J 4E1
Canada

Telephone (403) 380-5700
Fax (403) 380-5750
Internet www.kpmg.ca

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of Taber & District Community Adult Learning Association

We have audited the accompanying financial statements of Taber & District Community Adult Learning Association, which comprise the statement of financial position as at June 30, 2017, the statements of revenue and expense, changes in net assets and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, 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.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Taber & District Community Adult Learning Association as at June 30, 2017, and its results of operations, changes in net assets and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Chartered Professional Accountants

November 30, 2017
Lethbridge, Canada

KPMG LLP is a Canadian limited liability partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International Cooperative ("KPMG International"), a Swiss entity. KPMG Canada provides services to KPMG LLP.

TABER & DISTRICT COMMUNITY ADULT LEARNING ASSOCIATION

Statement of Financial Position

June 30, 2017, with comparative information for 2016


	2017	2016
Assets		
Current assets:		
Cash	\$ 412,359	\$ 436,623
Accounts receivable	14,987	5,788
Goods and service tax receivable	4,377	3,006
Prepaid expenses and deposits	3,878	5,347
	<u>435,601</u>	<u>450,764</u>
Capital assets (note 2):		
Capital assets	308,241	265,173
Less accumulated amortization	245,433	228,293
	<u>62,808</u>	<u>36,880</u>
	<u>\$ 498,409</u>	<u>\$ 487,644</u>


Liabilities and Net Assets

Current liabilities:		
Accounts payable and accrued liabilities	\$ 4,491	\$ 4,488
Deferred revenue (note 3)	89,024	153,537
	<u>93,515</u>	<u>158,025</u>
Unamortized deferred capital contributions (note 4)	62,562	33,987
Net assets:		
Unrestricted - Community Adult Learning Council ("CALC")	310,519	266,231
Unrestricted - Families Learning Together ("FLT")	26,459	21,400
Investment in capital assets	246	2,893
Internally restricted (note 5)	5,108	5,108
	<u>342,332</u>	<u>295,632</u>
	<u>\$ 498,409</u>	<u>\$ 487,644</u>

See accompanying notes to financial statements.

On behalf of the Board:


Director


Director

TABER & DISTRICT COMMUNITY ADULT LEARNING ASSOCIATION

Statement of Changes in Net Assets

Year ended June 30, 2017, with comparative information for 2016

	Unrestricted - Community Adult Learning Council ("CALC")	Unrestricted - Families Learning Together ("FLT")	Internally restricted (note 5)	Investment in capital assets	2017 Total	2016 Total
Balance, beginning of year	\$ 266,231	\$ 21,400	\$ 5,108	\$ 2,893	\$ 295,632	\$ 273,690
Excess of revenue over expenses	41,093	5,607	--	--	46,700	21,942
Amortization of capital assets	13,091	4,049	--	(17,140)	--	--
Amortization of deferred capital contributions	(9,896)	(4,597)	--	14,493	--	--
Balance, end of year	\$ 310,519	\$ 26,459	\$ 5,108	\$ 246	\$ 342,332	\$ 295,632

See accompanying notes to financial statements.

TABER & DISTRICT COMMUNITY ADULT LEARNING ASSOCIATION

Notes to Financial Statements

Year ended June 30, 2017

Nature of operations:

Taber & District Community Adult Learning Association (the "Association") is a not-for-profit organization incorporated under the Societies Act of Alberta. Its principal activities are to provide adult based learning courses to the residents of Taber and surrounding area. The Association operates these courses under two main divisions, the Community Adult Learning Council ("CALC") and Families Learning Together ("FLT").

1. Significant accounting policies:

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations in Part III of the CPA Canada Handbook - Accounting. The Association's significant accounting policies are as follows:

(a) Basis of presentation:

The operations of the controlled entity, Friends of Taber Literacy Association, are not consolidated in these financial statements.

(b) Cash and cash equivalents:

Cash and cash equivalents include cash on hand and short-term deposits, which are highly liquid with original maturities of less than three months from the date of acquisition.

(c) Capital assets:

Purchased capital assets are recorded at cost. Contributed capital assets are recorded at fair value at the date of contribution. Amortization is provided for using the straight line basis over 5 years. Leasehold improvements are amortized using the straight line basis over the term of the lease.

Capital assets are reviewed for impairment whenever events or changes in circumstances indicate that the asset no longer has any long-term service potential to the Association. Any such impairment is measured by a comparison of the carrying amount of an asset to estimated residual value.

(d) Unamortized deferred capital contributions:

Unamortized deferred capital contributions and related interest are recognized as revenue in the periods in which the related amortization expense of the funded capital asset is recorded. The related portion of the amortization expense and the deferred capital contributions are matched to indicate that the related amortization expense has been funded.

TABER & DISTRICT COMMUNITY ADULT LEARNING ASSOCIATION

Notes to Financial Statements (continued)

Year ended June 30, 2017

1. Significant accounting policies (continued):

(g) Contributed services:

Volunteers contributed time to assist the Association in carrying out its programs. Contributed services are not recognized in the financial statements because of the difficulty of determining the fair value of the services.

(h) Use of estimates:

The preparation of the financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Significant items subject to such estimates and assumptions include the carrying amounts of capital assets and accounts receivable. Actual results could differ from those estimates.

2. Capital assets:

			2017	2016
	Cost	Accumulated amortization	Net book value	Net book value
Equipment	\$ 53,729	\$ 46,387	\$ 7,342	\$ 9,439
Computers	180,774	140,937	39,837	14,488
Leasehold improvements	73,738	58,109	15,629	12,953
	\$ 308,241	\$ 245,433	\$ 62,808	\$ 36,880

TABER & DISTRICT COMMUNITY ADULT LEARNING ASSOCIATION

Notes to Financial Statements (continued)

Year ended June 30, 2017

3. Deferred revenue (continued):

	Deferred revenue balance June 30, 2015	Funds received in year	Funds recognized into revenue	Transfer to unamortized deferred capital contributions	Deferred revenue balance June 30, 2016
C.A.R.E.S.					
Pilot Project \$	7,302 \$	2,000 \$	5,627 \$	1,797 \$	1,878
Community Adult Learning	111,661	-	104,999	6,662	-
ESL Drop In Centre	38,654	97,412	88,515	12,409	35,142
Families Learning Together Program	47,662	95,802	74,635	-	68,829
GED Project Learner	4,702	-	4,702	-	-
Support Resume Building Work	61,400	-	61,259	-	141
Foundations Seniors New Horizons	12,760	176,080	150,649	-	38,191
Friends of Taber Literacy Association	22,994	5	19,146	-	3,853
Other	-	40,000	34,497	-	5,503
	-	6,043	6,043	-	-
	\$ 307,135 \$	454,389 \$	587,119 \$	20,868 \$	153,537

TABER & DISTRICT COMMUNITY ADULT LEARNING ASSOCIATION

Notes to Financial Statements (continued)

Year ended June 30, 2017

6. Related party transaction:

During the year Friends of Taber Literacy Association ("Friends"), a registered charity controlled by the Association, transferred \$36,200 (2016 - \$40,000) to the Association of which \$33,014 is included in grant revenue. Of the amount transferred, \$6,200 was received through a grant from the Community Foundation of Lethbridge and Southwestern Alberta.

There is no amount owing to or receivable from Friends of Taber Literacy Association at June 30, 2017.

This transaction is in the normal course of operations and is measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

Friends was formed to raise funds for the Association. Friends total revenue for the year ended December 31, 2016 was \$36,200 (2015 - \$40,000) and total expenditures were \$30,015 (2015 - \$40,030). Net assets were \$6,735 (2015 - \$550) as at December 31, 2016.

7. Financial risks and concentration of risk:

(a) Credit risk:

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Association mitigates this risk by receiving the consideration for providing services prior to the services being rendered.

(b) Other risk:

It is management's opinion that the Association is not exposed to significant interest rate, currency or other risks arising from its financial instruments.

8. Commitment:

The Association entered into a 2 year operating lease for the rental of office space, expiring on June 30, 2019. The minimum annual lease payments over the next two years are approximately \$10,873.

9. Economic dependence:

The Association received a significant portion of its revenue directly and indirectly from the Province of Alberta and Ministries which are funded by the Province of Alberta as well as the Government of Canada. As such, the Association is economically dependent on the Province of Alberta and the Government of Canada.



Community Grants Program

Procedure No.: PS-REC-3	Council Resolution No.: N/A
Department: Community Services	Authority: CAO
Effective Date: 24/11/14	Revision Date:
Review Date: September 2015	Repealed Date:
Supersedes: Recreation Facilities Rental Fee Waiver And Reductions Procedure PS-REC-2	
Related Policy No.: PS-REC-3	
Related Policy Name: Community Grants Program	

Purpose

The purpose is to establish consistent operating guidelines for the Recreation Community Grant Requests by Community Organizations or groups.

Operating Guidelines

1) Eligibility

Applications will only be considered for:

- Not-for-Profit or volunteer based organizations that operate within the Town of Taber and MD of Taber.
- Programs, projects or events that contribute to the social well-being of the community or address a community need.
- Organizations that have not received financial support from the Town previously for the same project in that calendar year. Capital projects will only be eligible for a grant/waiver one time.
- Applications submitted on the prescribed form.
- Discretionary Fund applications complete the application form and submit directly to Council via the CAO/Council Assistant.

- 2) Approvals may include distribution of a financial grant, donation or fee waiver or reduction.



3) Funding requests will be considered based on the following:

- a. Financial impact on the Municipality;
- b. Type of request including capital, operational or maintenance expenses. If the request is for a capital project then the organization must be able to demonstrate their ability to maintain the project in the long term;
- c. Number of people reached by the request, the benefit to the community, and the significance of the event or activity;
- d. Promotion of cultural, heritage, social, or well-being of the community;
- e. Organizations with an established history of service to the community;
- f. Demonstration of financial need by producing current financial statements for their organizations not to exceed 50% of the total project cost;
- g. Identification of fundraising efforts to date or explain why fundraising is not a viable option; and,
- h. Explanation of the contributions of their group towards the event by way of volunteerism, in kind contributions and financial contributions.

4) Community Grants will not be considered for the following:

- a) Groups of a political nature;
- b) School activities which are already supported through school tax levy;
- c) Entertainment or social functions with no direct tangible benefit to the community at large;
- d) Projects, activities or events that stand to make a profit to their organization or are commercial in nature;
- e) Discriminatory activities or events or those that would incite hatred towards any group;
- f) Activities or events that are unlawful;
- g) Activities or events that are contrary to the policies of the municipality;
- h) Circumstances where the budget previously set for grant funding under this policy has been exhausted subject only to further application to Council for additional funding; and,
- i) Any other reason deemed unsuitable by the Town at its sole discretion.



5) Process:

- a. Community Organizations or groups, must complete the Recreation Community Grant Application available on-line, at the Aquafun Centre and at the Town of Taber Administration Building;
 - b. Application for the following calendar year must be submitted by August 31st for consideration under this program. In order to be considered applications must be submitted in full with all requirements. Deadline will not be extended for incomplete application submissions;
 - c. Grants are approved for the following calendar year. Applicants can expect to receive a decision for their request by December 31st of the year the application was submitted;
 - d. If approved, funding must be spent as outlined in the application and as approved by Council. Unused funding must be returned to the Town of Taber;
 - e. Accounting for the funds received must be submitted by August 31st of the year that the grant is received. Dependent on the size of the project, a progress report may be requested. Failure to submit an accounting report may result in disqualification from receiving funds in future years;
 - f. The Recreation Board will review all applications and make recommendations to Council who is the final granting authority;
 - g. The Taber Recreation Board reserves the right to ask any applicant to address the board;
 - h. For facility related applications that are approved, the user group/organization is responsible to contact the Town and formally book the requested facility/facilities.
- 6) Successful applicants must agree to recognize the Town's contribution to their project, activity or event in all related public information, including printed materials, social media and newspaper.
- 7) In approving the Recreation Community Grant, the municipality may impose such conditions or restrictions as it deems fit.



- 8) Decisions will be made based on the total amount of grant funding allocated by Council in a particular budget year. Approvals may be awarded by Council, as a percentage based on the total number of applications and the funds allocated in the annual operating budget.



CHIEF ADMINISTRATIVE OFFICER

DECEMBER 9 / 2014
DATE





Town of Taber

COMMUNITY GRANT APPLICATION FORM

Grant being applied for (please check one)

- Community Services Grant (Refer to Community Grant Policy before completing this Application)
- Council Discretionary Fund

Is this project (please check one)

- Ongoing (weekly/monthly)
- A onetime project/event

NAME OF PROJECT/PROGRAM/EVENT BEING APPLIED FOR:

DATE:

ORGANIZATION CONTACT INFORMATION

Name of Organization:	
Mailing Address:	
Phone Number:	
Website/E-mail	
Incorporation Number (Societies Act)	

PRIMARY CONTACT FOR THIS GRANT APPLICATION

Name and Title:	
Phone Number:	
E-mail:	

CHECKLIST: These documents must be submitted to the Town of Taber with this Application

	Completed application form
	List of Board of Directors (include names, board positions and phone numbers)
	Organization's financial information (most recent financial statements audited)
	List of other organizations supporting this Project/Other funding sources
	Project Budget

1. PROJECT INFORMATION:

Project for which funding is being requested:	
Date of function: Specify setup/takedown	
Projected completion date:	
Category: (check one)	<input type="checkbox"/> Culture <input type="checkbox"/> Facilities <input type="checkbox"/> Recreation – Aquafun Centre <input type="checkbox"/> Recreation – Sportsfields <input type="checkbox"/> Recreation – Auditorium <input type="checkbox"/> Special Activities

Overview Statement describing the project (community need, target group, activities, etc.):

Who in the community will benefit from this project? Is it open to the general public?

Number of Taber residents who will benefit from this project:

Volunteer Participation:

a) Number of volunteers involved:

b) In what roles/activities will they be involved:

Community: How will the Community learn about the project?

Evaluation: How will your organization measure the success of the completed project?

How will your organization provide recognition for the Town of Taber's contribution?

Other Comments?

2. FINANCIAL INFORMATION:

Grant/waiver amount requested:	
Grant/waiver amount requested represents what % of total budget:	
Have you received previous funding/waivers from the Town of Taber in past years? If so, please elaborate the purpose and the total grant/waiver amount received:	
If your request is not fully funded by Council, can you complete your project/event:	
Complete the attached Form A to provide a detailed budget of the project. Identify all sources of confirmed and anticipated revenues and expenditures (including other grants and generated revenues.	

FORM "A" GRANT APPLICATION

Town of Taber

Project Revenues:

	ITEM	SOURCE	Budgeted/Projected	Actual
1	Grant Funding			\$
2	Grant Funding			\$
3	Grant Funding			\$
4	Grant Funding			\$
5	Fundraising			\$
6	Fee for Service/Participation			\$
7	Donations			\$
8	GST Refund			\$
9	Other Revenue - detail			\$
10	Other Revenue –detail			\$
11	Other Revenue–detail			\$
12	Other Revenue–detail			\$
	TOTAL REVENUES			\$

Project Expenditures:

#	Item	Budgeted/Projected	Costs
13	Contracted (professional or other) services		\$
14	Freight/Courier		\$
15	Telephone/Fax		\$
16	Postage		\$
17	Training Courses		\$
18	Computer Services		\$
19	Building rental		\$
20	Furniture/Equipment Rental		\$
21	Insurance		\$
22	Janitorial		\$
23	General Goods & Supplies (please detail)		\$
24	Office Supplies & Stationery		\$
25	Food & Beverage Supplies		\$
26	Recreation/Craft Supplies		\$
27	Fundraising Expenses		\$
28	Other expenses –detail		\$
29	Other expenses –detail		\$
30	Other expenses –detail		\$
31	Other expenses –detail		\$
32	Other expenses –detail		\$
33	Other expenses –detail		\$

34	Other expenses –detail		\$
35	Other expenses –detail		\$
	TOTAL EXPENDITURES		\$

***Please attach supplementary information as required VERIFICATION**

The undersigned verifies that the information provided in this accounting form is correct and complete. The current President or Treasurer of the organization must sign this application.

Signature of President/Treasurer

Name (please print)

Phone Number

Date

This information is collected for the purposes of determining eligibility of an applicant to receive a M.D. of Bighorn grant, and is collected pursuant to the Freedom of Information and Protection of Privacy Act.

If you or your organization has any questions regarding the Town of Taber, Grant Policy, this application, or the application process, please contact the Recreation Manager at (403) 382-9521 or direct (403) 223-5544 ext. 4. Completed applications, with all required documents, can be submitted to the Recreation Manager:

Regular Mail or Courier:	Fax:	E-mail:
Town of Taber Recreation Board Attention: Recreation Manager A - 4900 50 ST Taber, Alberta, T1G 1T1	(403) 223-5530	Aline.Holmen@taber.ca

* * * * *



Community Grants Program

Policy No.: PS-REC-3	Council Resolution No.: 553/14
Department: Community Services	Authority: Council
Effective Date: 24/11/14	Revision Date:
Review Date: September 2015	Repealed Date:
Supersedes: Recreation Facilities Rental Fee Waiver and Reduction Requests Policy PS-REC-2	
Related Procedure No.: PS-REC-3	
Related Procedure Name: Community Grants Program	

Purpose

The Town of Taber is committed to continued support of community groups and their programs, which benefit the citizens of Taber. The purpose of this policy is to provide a framework for the Recreation Board to review submissions of grant funding/waiver requests submitted by community organizations for recreation, culture, or other activities undertaken by community based organizations.

Policy Statement

- 1) The Town of Taber recognizes the value realized from efforts of community organizations that enhance the life and social wellbeing of our residents. Recreation Community Grant requests will be reviewed and considered by the Recreation Board. The Recreation Board will make recommendations to Town of Taber Council, regarding such requests.
- 2) The Town may provide grants under two regular programs: the Community Grants program to be reviewed by the Recreation Board with recommendations to Council for final approval, and the Council Discretionary Fund to be considered directly by Council.
- 3) Cash donations, grant funding, and waivers for services and facilities may be provided to assist organizations with their projects or events.
- 4) Requests will not be considered by individuals or organizations that function for profit.
- 5) Community Grant requests are considered annually; Community Grants that receive approval are not a commitment by the municipality to continue such grants in the future.



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- 6) Council will review the recommended submissions for approval annually at their last meeting of October.
- 7) By way of resolution, Council shall establish a list of community groups and organizations that are eligible for grant funding for the upcoming year.
- 8) Administration will include in the annual operating budget, a grant expense in the associated Recreation functions, to be considered annually by Council.
- 9) Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.
- 10) Council Discretionary Fund – Council may on an irregular basis, consider requests for funds from community organizations or individuals, for special activities, new initiatives, worthwhile causes or other purposes that are “one of a kind”. Funds approved shall be used in the same calendar year as requested. A budget figure as set by Council annually is to be placed in the fund for the disbursement if required. Any project/event/activity not eligible under the Community Grant Program will be submitted directly to Council for consideration at its next regular meeting.
- 11) For clarity this policy does not include the value of labour resources provided by the Town of Taber in support of the annual Cornfest or Remembrance Day events.

Additional References

N/A



MAYOR

09/12/14
DATE



CHIEF ADMINISTRATIVE OFFICER

DECEMBER 9 / 2014
DATE

