



**AGENDA**

REGULAR MEETING OF THE COUNCIL OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, APRIL 10, 2017 AT 5:00 PM.

		<b><u>MOTION</u></b>
ITEM No. 1.	CALL TO ORDER	
ITEM No. 2.	ADOPTION OF THE AGENDA	X
ITEM No. 3.	ADOPTION OF THE MINUTES	
ITEM No. 3.A.	MINUTES OF REGULAR MEETING OF COUNCIL: MARCH 27, 2017	X
ITEM No. 4.	DELEGATIONS	
ITEM No. 4.A.	DELEGATION: SOUTHGROW REGIONAL INITIATIVE	X
ITEM No. 5.	BUSINESS ARISING FROM THE MINUTES	
ITEM No. 5.A.	RESIDENCY REQUIREMENTS FOR TOWN OF TABER EMPLOYEES	X
ITEM No. 6.	BYLAWS	
ITEM No. 6.A.	PROPOSED 2017 SUPPLEMENTARY ASSESSMENT BY-LAW NO. 1-2017	X
ITEM No. 6.B.	RECREATION FEE SCHEDULE	X
ITEM No. 7.	ACTION ITEMS	
ITEM No. 7.A.	MUNICIPAL ELECTION 2017: ALBERTA MUNICIPAL AFFAIRS ELECTION CALENDAR DECISIONS	X
ITEM No. 7.B.	FEDERATION OF CANADIAN MUNICIPALITIES: LEGAL DEFENSE FUND CONTRIBUTION REQUEST	X
ITEM No. 7.C.	PALLISER AIRSHED SOCIETY	X
ITEM No. 7.D.	MATERIALS RECOVERY FACILITY UPDATE	X
ITEM No. 7.E.	COLLECTION OF REFUNDABLE BEVERAGE CONTAINERS	X
ITEM No. 7.F.	BID REQUEST 2019 ALBERTA SENIOR MASTERS GAMES	X
ITEM No. 7.G.	ENERGY CONSERVATION COMMITTEE LARGE ICE SURFACE LIGHTING REPLACEMENT	X
ITEM No. 7.H.	INFORMATION FOR COUNCIL	X
ITEM No. 7.I.	STANDING ITEM - COUNCIL REQUESTS	X
ITEM No. 8.	MEDIA INQUIRIES	



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| <b>ITEM No. 9.</b>   | <b>CLOSED SESSION</b>  | <b>X</b> |
| <b>ITEM No. 9.A.</b> | <b>FOIPP ACT SECTION 16; DISCLOSURE HARMFUL TO BUSINESS INTERESTS OF THIRD PARTY</b> |          |
| <b>ITEM No. 9.B.</b> | <b>FOIPP ACT SECTION 16; DISCLOSURE HARMFUL TO BUSINESS INTERESTS OF THIRD PARTY</b> |          |
| <b>ITEM No. 9.C.</b> | <b>FOIPP ACT, SECTION 19: CONFIDENTIAL EVALUATIONS</b>                               |          |
| <b>ITEM No. 9.D.</b> | <b>FOIPP ACT, SECTION 24: ADVICE FROM OFFICIALS</b>                                  |          |
| <b>ITEM No. 9.E.</b> | <b>FOIPP ACT, SECTION 24: ADVICE FROM OFFICIALS</b>                                  |          |
| <b>ITEM No. 9.F.</b> | <b>FOIPP ACT, SECTION 21: DISCLOSURE HARMFUL TO INTERGOVERNMENTAL RELATIONS</b>      |          |
| <b>ITEM No. 10.</b>  | <b>OPEN SESSION</b>  | <b>X</b> |
| <b>ITEM No. 11.</b>  | <b>CLOSE OF MEETING</b>  | <b>X</b> |



<b>Council Request for Decision</b>	
<b>Meeting Date: April 10, 2017</b>	
<b>Subject:</b> Minutes of Regular Meeting of Council: March 27, 2017	
<b>Recommendation:</b>	Council adopts the minutes of the Regular Meeting of Council held on March 27, 2017, as presented.
<b>Background:</b>	N/A
<b>Legislation / Authority:</b>	MGA, Section 208(1)(a)(c).
<b>Strategic Plan Alignment:</b>	N/A
<b>Financial Implication:</b>	N/A
<b>Service Level / Staff Resource Implication:</b>	N/A
<b>Justification:</b>	Approval of minutes is in accordance with the <i>Municipal Government Act</i> , Section 208.
<b>Alternative(s):</b>	Council adopts the minutes of the Regular Meeting of Council held on March 27, 2017, as amended.



<b>Attachment(s):</b>	Minutes of the Regular Meeting of Council: March 27, 2017
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<b>APPROVALS:</b>	
<b>Originated By:</b>	Raeanne Keer
<b>Chief Administrative Officer (CAO) or Designate:</b>	



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, MARCH 27, 2017, AT 5:00 PM.

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**Mayor**

De Vlieger, Henk

**Councillors**

Brewin, Jack  
Popadynetz, Rick  
Prokop, Andrew  
Ross-Giroux, Laura  
Sparks, Randy  
Strojwas, Joe

**Chief Administrative Officer**

Armfelt, Cory

**Staff**

Brennan, Meghan  
Holmen, Aline  
Lahiji, Ramin  
Munshaw, Steve  
Scherer, Gary  
Van Ham, Kerry  
Weiss, Donna

**CALL TO ORDER**

Mayor De Vlieger called the meeting to Order at 5:00 PM.

**ADOPTION OF THE AGENDA**

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

RES. 106/2017      MOVED by Councillor Strojwas that Council adopts the Agenda, as presented.

CARRIED UNANIMOUSLY

70/2017

Meeting Date  
27/03/2017

## **ADOPTION OF THE MINUTES**

### **A) Minutes of the Subdivision Authority: March 13, 2017**

RES. 107/2017      MOVED by Councillor Popadynetz that Council adopts the minutes of the Subdivision Authority Meeting of Council held on March 13, 2017, as presented.

CARRIED UNANIMOUSLY

### **B) Minutes of Regular Meeting of Council: March 13, 2017**

Councillor Ross-Giroux requested to amend the motion of Action Item A) Council Approval of the Town of Taber Health & Safety Policy – Annual Review, to state that the motion was made by Councillor Prokop, not by Council.

RES. 108/2017      MOVED by Councillor Ross-Giroux that Council adopts the minutes of the Regular Meeting of Council held on March 13, 2017, as amended, to detail that the motion of Action Item A) Council Approval of the Town of Taber Health & Safety Policy – Annual Review, was made by Councillor Prokop, not by Council.

CARRIED UNANIMOUSLY

## **DELEGATIONS**

### **A) Delegation: Taber Equality Alliance Society**

C. Armfelt introduced Kristy Austin and Jason Wilson, representatives from the Taber Equality Alliance Society.

K. Austin and J. Wilson presented their request to fly the Pride Flag on June 12, 2017 on a flag pole in front of the Town of Taber Administration Building to Council.

## DELEGATIONS – CONT'D

### A) Delegation: Taber Equality Alliance Society – CONT'D

Council discussed the Taber Equality Alliance Society also presenting their request for permission to use the front flag pole, to the Municipal District of Taber, as it is a shared municipal flag location, and discussed alternative flag pole locations within the Town that could be used to fulfill the group's request.

RES. 109/2017      MOVED by Councillor Popadynetz that Council supports the Taber Equality Alliance Society's request to fly the Pride Flag on June 12, 2017, pending concurrence from the Municipal District of Taber, as it is a shared flag location.

Councillor Strojwas requested a friendly amendment of allocating the Town's flag pole in the southeast corner Confederation Park.

Councillor Popadynetz declined the friendly amendment.

Councillor Brewin requested a recorded vote.

DEFEATED

IN FAVOR: Councillor Popadynetz, Councillor Ross-Giroux

AGAINST: Mayor De Vlieger, Councillor Brewin, Councillor Prokop, Councillor Sparks, and Councillor Strojwas

MOVED by Councillor Sparks that Council supports the Taber Equality Alliance Society's request to fly the Pride Flag on June 12, 2017 on the Town of Taber owned property on the flag pole in the southeast corner of Confederation Park.

Councillor Strojwas requested a friendly amendment that the motion should include to fly the Pride Flag from June 12-30, 2017.

Councillor Sparks accepted the friendly amendment.

Councillor Strojwas requested a recorded vote.

## **DELEGATIONS – CONT'D**

### **A) Delegation: Taber Equality Alliance Society – CONT'D**

RES. 110/2017      MOVED by Councillor Sparks that Council supports the Taber Equality Alliance Society's request to fly the Pride Flag on June 12-30, 2017 on the Town of Taber owned property on the flag pole in the southeast corner of Confederation Park.

CARRIED

IN FAVOR: Councillor Popadynetz, Councillor Ross-Giroux, Councillor Sparks, and Councillor Strojwas.

AGAINST: Mayor De Vlieger, Councillor Brewin, and Councillor Prokop.

## **BUSINESS ARISING FROM THE MINUTES**

### **A) Council Remuneration**

C. Armfelt presented to Council that this item is in follow up from Council's request at their March 13, 2017 meeting, to bring forward information regarding Council Remuneration, from the five municipalities with populations above and the five municipalities with populations below the Town of Taber.

Council discussed how the Town of Taber ranked in comparison to similar municipalities.

Councillor Strojwas suggested that in order to move the Town of Taber into an equal position that the Mayor remuneration be increased by an additional \$1,000 a month, which is an increase of \$12,000 a year, and that Council remuneration be increased by an additional \$500 a month, which is an increase of \$6,000 a year.

Mayor De Vlieger clarified that this increase would be effective for the Council elected in October 2017.

Council discussed the possibility of adding health benefits instead of a monetary increase of the remuneration and discussed raising the Town of Taber remuneration closer to the average of the municipalities listed.

73/2017

Meeting Date  
27/03/2017

## **BUSINESS ARISING FROM THE MINUTES – CONT'D**

### **A) Council Remuneration – CONT'D**

Council discussed the increasing demand and time required to fill the roles of Mayor and Council.

Councillor Popadynetz requested a recorded vote.

RES. 111/2017      MOVED by Councillor Strojwas that Council increases the Mayor's remuneration by \$1,000 a month, and increases Councillor remuneration by \$500 a month, to begin with the 2017-2021 Council term.

CARRIED

IN FAVOR: Mayor De Vlieger, Councillor Brewin, Councillor Prokop, Councillor Ross-Giroux, Councillor Sparks, and Councillor Strojwas

AGAINST: Councillor Popadynetz

### **BYLAWS**

None.

### **ACTION ITEMS**

#### **A) Draft 2016 Audited Financial Statements**

C. Armfelt introduced Derek Taylor, partner of KPMG, who discussed and presented the Audited Consolidated Financial Statements for the year ended December 31, 2016.

Council discussed the information presented.

**ACTION ITEMS – CONT'D**

**A) Draft 2016 Audited Financial Statements – CONT'D**

RES. 112/2017      MOVED by Councillor Prokop that that Council:

- (a) Approves the Consolidated Financial Statements and the Financial Information Return for the year ended December 31, 2016; and,
- (b) Makes available the approved Consolidated Financial Statements for the year ended December 31, 2016 in booklet format to any ratepayer free of charge.

CARRIED UNANIMOUSLY

**B) Alberta Transportation Functional Planning Study, Upgrading and Twinning Hwy 3 West of Junction Hwy 864 to Junction Range Road 130**

C. Armfelt presented Alberta Transportations Functional Planning Study and their request for a representative from the Town of Taber to serve on the Project Review Committee.

RES. 113/2017      MOVED by Councillor Sparks that Council appoints Councillor Prokop and Chief Administrative Officer Cory Armfelt to be representatives from the Town of Taber to serve on the Project Review Committee for input and guidance on the Functional Planning Study for the twinning of Highway 3 from the west boundary of the Town of Taber to the west of the Hamlet of Burdett.

CARRIED UNANIMOUSLY

Mayor De Vlieger declared a pecuniary interest in the next agenda item, and turned the meeting over to Deputy Mayor Prokop, who resumed Chair duties at 5:53 PM.

## **ACTION ITEMS – CONT'D**

### **C) Fire Hydrant & Barton Drive Underground Utilities Tender Award**

G. Scherer presented the tenders that were received by the Town of Taber for the Fire Hydrant & Barton Drive Utilities Tender and requested additional funds from Capital Reserves for back up. G. Scherer explained that the Fire Hydrant tenders came in much higher than anticipated and presented the alternative options to Council.

RES. 114/2017      MOVED by Councillor Ross-Giroux that Council awards the Barton Drive Underground Utilities project (Schedule A) to Ground Tech Enterprises Inc. for the amount of \$176,743.88, inclusive of GST, with an additional \$19,727.50 to come from the Capital Reserves.

CARRIED UNANIMOUSLY

Council discussed using Town of Taber resources to install the 11 requested fire hydrants over the next year.

MOVED by Councillor Strojwas that Council, due to budget constraints, directs Administration to have Town forces install the hydrants with the budgeted amount of \$145,000 to be used for purchasing materials for the hydrant installations.

COUNCILLOR STROJWAS RESCINDS HIS PREVIOUS MOTION

RES. 115/2017      MOVED by Councillor Strojwas that Council cancels the Fire Hydrant project (Schedule B) due to budget constraints and directs Administration to have Town forces install the hydrants with the budgeted amount of \$145,000 to be used for purchasing materials for the hydrant installations.

CARRIED UNANIMOUSLY

Mayor De Vlieger rejoined the meeting at 6:40 PM, and resumed the duties of Chair.

## **ACTION ITEMS – CONT'D**

### **D) Trout Pond Project**

R. Lahiji presented to Council a project for the revitalization of the Trout Pond west of the Town, and the plans to restore it to its full potential in five phases. He explained that by dividing the project into five phases it gives Administration the ability to apply for grants specific to each component of the project, and will allow Administration to maximize the potential number of grant dollars.

Council discussed different types of water agreements with Taber Irrigation District (TID) and Alberta Environment, and the water rights associated with these different agreements.

RES. 116/2017      MOVED by Councillor Strojwas that Council supports all applications for funding to restore the Trout Pond and develop a campground and walking path in partnership with Alberta Conservation Association and other external partners as identified.

CARRIED UNANIMOUSLY

### **E) Proposed Key to the Town Award Policy C-7**

Council discussed the proposed Key to the Town Award Policy C-7.

RES. 117/2017      MOVED by Councillor Popadynetz that Council adopts the Key to the Town Award Policy C-7, as presented.

CARRIED UNANIMOUSLY

### **F) Information for Council**

RES. 118/2017      MOVED by Councillor Ross-Giroux that Council accepts the material received in this Agenda Item as information.

CARRIED UNANIMOUSLY



## **ACTION ITEMS – CONT'D**

### **G) Department Reports**

RES. 119/2017      MOVED by Councillor Prokop that Council accepts the Department Reports for information.

CARRIED UNANIMOUSLY

### **H) Taber Municipal Police Commission Report to Council**

RES. 120/2017      MOVED by Councillor Brewin that Council accepts the Taber Municipal Police Commission Report for information

CARRIED UNANIMOUSLY

### **I) Standing Item - Council Requests**

Councillor Brewin questioned why tickets for dumping garbage at the landfill are not available directly at the landfill for Town residents to utilize on Saturdays.

C. Armfelt stated that he would discuss that with G. Scherer and look into that concern.

Councillor Popadynetz stated that high school baseball has begun and requested that a Town baseball diamond be prepared early for baseball practices and play prior to the start of the parks season.

RES. 121/2017      MOVED by Councillor Popadynetz that Council accepts the two standing agenda items and requests Administration to come back to Council at a later date to provide details on landfill ticket availability and designated baseball practice and play areas for participants prior to the start of the parks season.

CARRIED UNANIMOUSLY

## **J) Mayor and Councillor Reports (Verbal)**

Council provided and discussed their verbal reports.

RES. 122/2017      MOVED by Councillor Popadynetz that Council accepts the Mayor and Councillor reports for information.

CARRIED UNANIMOUSLY

### **MEDIA INQUIRIES**

Trevor Busch, of the Taber Times, asked for clarification if the change to Council Remuneration included benefits or just a pay increase.

Councillor Strojwas clarified that the motion was strictly for an increase of funds, and stated that if someone wanted to purchase benefits they could do it privately.

### **CLOSED SESSION**

RES. 123/2017      MOVED by Councillor Brewin that Council moves into Closed Session to discuss matters related to FOIPP Act, Section 16: Disclosure harmful to business interests of a third party, FOIPP Act, Section 19: Confidential Evaluations, FOIP Act, Section 21: Disclosure harmful to intergovernmental relations, and FOIPP Act, Section 24: Advice from Officials.

CARRIED UNANIMOUSLY AT 6:37 PM

## OPEN SESSION

RES. 124/2017      MOVED by Councillor Ross-Giroux that Council reconvenes into Open Session.

CARRIED UNANIMOUSLY AT 9:08 PM

Councillor Sparks asked that the minutes reflect that he left the Closed Session portion of the meeting when an item in which he had a pecuniary interest was discussed.

RES. 125/2017      MOVED by Councillor Sparks that Council accepts the letter of termination for fire services with the Village of Barnwell, with great frustration and disappointment with the Village of Barnwell's decision.

CARRIED UNANIMOUSLY

Councillor Sparks declared a pecuniary interest in the next item and left the meeting at 9:09 PM.

RES. 126/2017      MOVED by Councillor Prokop that Council authorizes the lease renewal of the property located at Community Centre, Blocks C-D, Plan 7282JK, 4700 50 Street to Randy Sparks operating as Bodymasters Gym, for a 5 year term to expire December 31, 2021; and directs the Mayor and Chief Administrative Officer to sign the lease renewal document.

CARRIED UNANIMOUSLY

Councillor Sparks returned to the meeting at 9:10 PM.

**OPEN SESSION – CONT'D**

RES. 127/2017      MOVED by Councillor Strojwas that Council endorses the award of the Crop Production and Harvesting Licence on Wastewater Supplemental Irrigation Lands located at NE 36-10-17-W4M, NW 36-10-17-W4M, SW 36-10-17-W4M, NW 25-10-17-W4M, and SW 25-10-17-W4M for seasonal cultivation to 570254 Alberta Ltd. o/a T.F.S. Expanse.

CARRIED

RES. 128/2017      MOVED by Councillor Sparks that Council accepts the information provided by Lantic Inc. regarding the carbon tax levy, for information purposes, and writes a letter of support with the Town's concerns with the approach taken by Alberta Environment and Parks concerning all processing plants within southern Alberta.

CARRIED UNANIMOUSLY

**CLOSE OF MEETING**

RES. 129/2017      MOVED by Councillor Sparks that this Regular Meeting of Council is hereby Closed.

CARRIED UNANIMOUSLY AT 9:12 PM

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

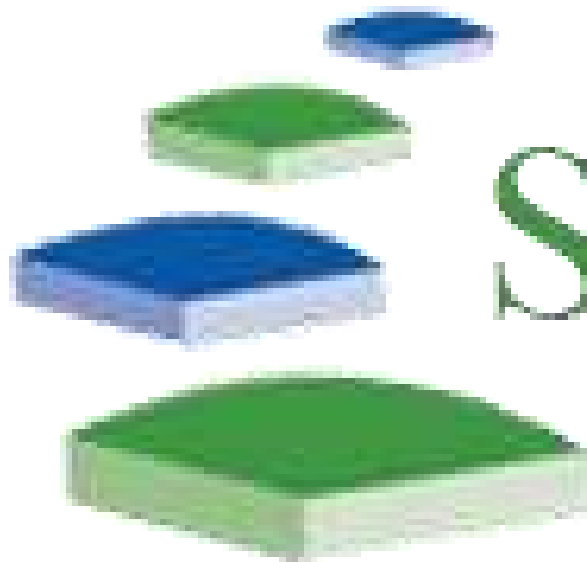


<b>Council Request for Decision</b>	
<b>Meeting Date:</b> April 10, 2017	
<b>Subject:</b> Delegation: SouthGrow Regional Initiative	
<b>Recommendation:</b>	Council accepts the presentation from SouthGrow Regional Initiative regarding the group's recent delegation trip to China, for information purposes.
<b>Background:</b>	Greg Robinson, and Peter Lovering, representatives for SouthGrow Regional Initiative, will provide information regarding the group's recent trip to China.
<b>Legislation / Authority:</b>	MGA, Section 3
<b>Strategic Plan Alignment:</b>	Family/Community: Assist other agencies with their vision and efforts to make Taber a healthy community – socially, physically and mentally.
<b>Financial Implication:</b>	Not at this time.
<b>Service Level / Staff Resource Implication:</b>	Not at this time.
<b>Justification:</b>	A presentation from this delegation allows for all of Council to be aware of community organization projects and their impact.
<b>Alternative(s):</b>	Council could seek clarification on any matter presented by the delegation.



<b>Attachment(s):</b>	SouthGrow Presentation
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<b>APPROVALS:</b>	
<b>Originated By:</b>	Kerry Van Ham
<b>Chief Administrative Officer (CAO) or Designate:</b>	

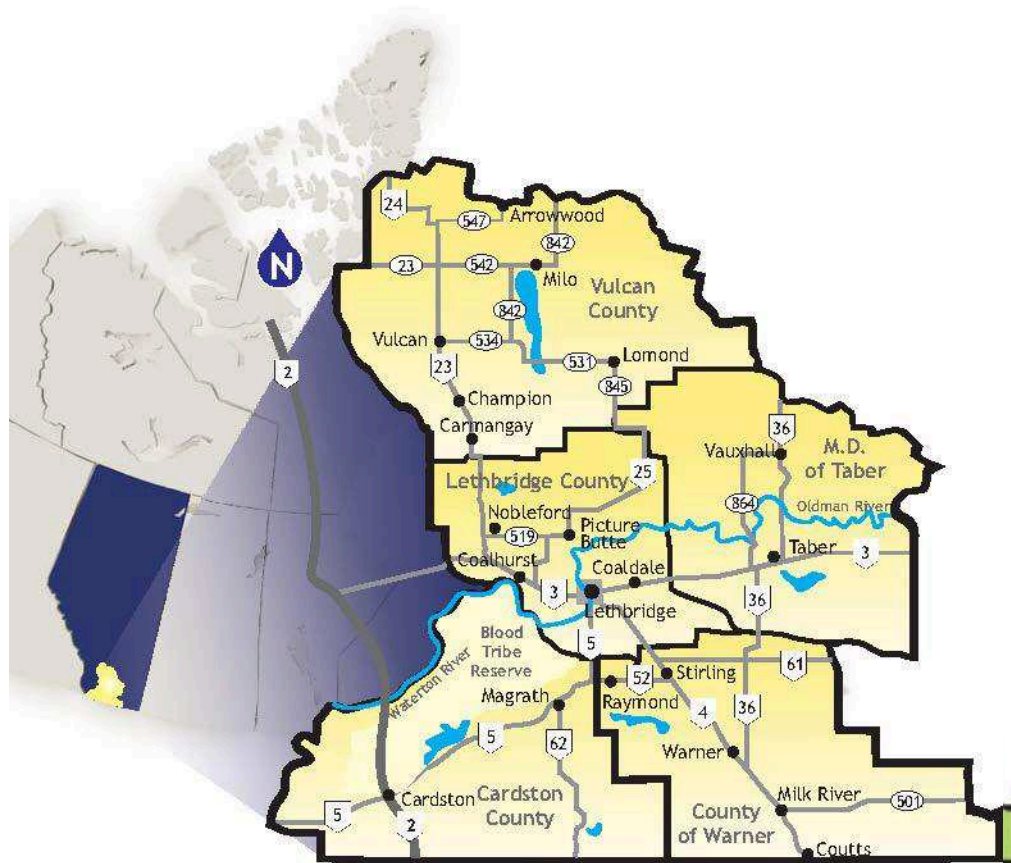


# South Grow

Regional Initiative

**Presentation to Town of Taber**

**April 10, 2017**







# SOUTHGROW REGIONAL INITIATIVE

SouthGrow Regional Initiative is an economic development organization partially funded by 24 member municipalities comprised of towns, villages, counties and an Indian Band. It represents the business interests of each of the municipalities and endeavours to develop more business for them. Our mission is to accelerate and enhance economic development and sustainability for the communities in the SouthGrow Regional Initiative region. We work cooperatively with other regional interests like Economic Development Lethbridge. We believe that business developments in this part of Canada, wherever they are located, are an important part of our regional economy. South Central Alberta is a welcoming place to operate a business.

## 南方发展 地区倡议组织

南方发展地区倡议”是一个经济发展组织，其部分资金来自24个自治区成员包括镇、乡、县和印第安人部落。它代表着每个自治区的商务利益并为其努力发展更多的业务。我们的任务是为在“南方发展地区倡议”区域里的团体加速和提高经济的发展和可持续性。我们与其他地区利益如莱斯布里奇经济发展一起合作工作。我们认为加拿大这部分商业发展，无论他们是位于哪都是我们地区经济的一个重要部分。南阿尔伯塔省中心地区是一个欢迎大家来开展业务的地方。

### Peter (Pete) Lovering Manager

Pete has almost 30 years' experience in the field of economic development, business assessment, business development, and marketing. He has a background in financial services and managing organizations. He has been the manager of SouthGrow for the past three years.

### 皮特.洛夫林 经理

皮特在经济发展，商务评定，商务发展和市场营销等领域有着近30年经验。他拥有在金融服务和管理组织方面的工作背景。在过去的3年里皮特一直担任南方发展的经理。

<https://ca.linkedin.com/in/peter-lovering-09357631>



### Greg Robinson Chairperson

Greg has been a member of the SouthGrow board of directors for the past 3 years. He is currently on the Town of Raymond Council. Greg is a Manager for First Choice Credit Union.

### 格雷格.罗宾逊 主席

格雷格在过去三年里一直是南方发展董事会成员。现任雷蒙德镇议员。格雷格是“首选信用联盟”的一位经理。

<https://ca.linkedin.com/in/greg-robinson-ab419225>



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- 网址：[www.southgrow.com](http://www.southgrow.com)





热烈欢迎加拿大莱桥代表团莅安访问  
Anyang Welcomes the Lethbridge Delegation from Canada

为人品



















# PROBLEMS WORTH SOLVING - CHINA 亟待解决的问题 - 中国

- Huge population to feed  
庞大的农产品市场需求
- Concentrated populations  
密集的人口
- Food availability imbalance  
区域食品供给不均衡
- Displaced arable land for agricultural use  
农业耕地被占用
- Water scarcity  
水资源不足
- Soil contamination  
土壤污染

answers this  
可有应对方案

IONS FOR  
阿尔





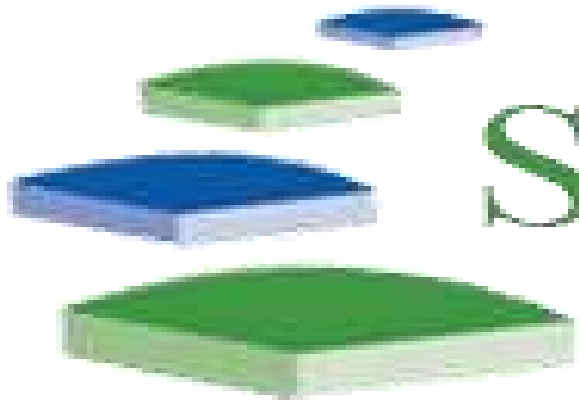
## Next Steps:

Decide whether you wish to continue the contacts made with the delegation that attended last fall.

Consider the strengths of the community and the types of businesses that you want to attract.

Consider a twinning arrangement in a location that has a similar economy. But, if you do, remember that you will have to stay in touch.

Know which businesses in your community are interested in developing trade relationships and assist them in the import/export readiness.



# South Grow

Regional Initiative

[www.southgrow.com](http://www.southgrow.com)



<b>Council Request for Decision</b>	
<b>Meeting Date:</b> April 10, 2017	
<b>Subject:</b> Residency Requirements for Town of Taber Employees	
<b>Recommendation:</b>	Council discussion is requested.
<b>Background:</b>	<p>At Council's January 23, 2017 meeting, the following motion was made:  <i>"RES. 29/2017 MOVED by Councillor Ross-Giroux that Council directs Administration to look into devising a policy in regards to requiring new Management hires to live within the Town of Taber."</i></p> <p>Further information was provided to Council at Council's February 13, 2017 meeting. The following motion was made:  <i>"RES. 45/2017 MOVED by Councillor Sparks that Council accepts the information received from Brownlee LLP and directs Administration to come back to a future Council meeting with a policy for senior management to live in the Town of Taber."</i></p> <p>Administration continued discussions with Brownlee LLP and provides the more in-depth legal opinion of Brownlee LLP for Council's further consideration (attached).</p>
<b>Legislation / Authority:</b>	Charter of Rights and Freedoms
<b>Strategic Plan Alignment:</b>	Not applicable.
<b>Financial Implication:</b>	Unknown at this time.
<b>Service Level / Staff Resource Implication:</b>	Unknown at this time.
<b>Justification:</b>	Council made a motion requesting that Administration look into devising a policy in this regard. Administration is bringing the information it has obtained to further determine if Council would like to continue on this path.



<b>Alternative(s):</b>	Council could request that Brownlee LLP formulate a policy specific to a position.
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<b>Attachment(s):</b>	Legal Opinion Specific Positions and Legality of Residency Requirement - Brownlee LLP March 2017 Legal Opinion - Brownlee LLP February 2017 Municipal Comparables AMSC Legal Opinion for Town of Pincher Creek
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<b>APPROVALS:</b>	
<b>Originated By:</b>	Kerry Van Ham
<b>Chief Administrative Officer (CAO) or Designate:</b>	



**BROWNLEE LLP**  
*Barristers & Solicitors*

Suite 700  
396 11<sup>th</sup> Ave. SW  
Calgary, AB Canada T2R 0C5  
Telephone: (403) 232-8300  
Telecopier: (403) 232-8408  
E-Mail: [e-mail@brownleelaw.com](mailto:e-mail@brownleelaw.com)  
WebSite: [www.brownleelaw.com](http://www.brownleelaw.com)

Refer to: Megan Van Huizen  
Direct Line: (403) 260-5309  
E-mail: [mvanhuizen@brownleelaw.com](mailto:mvanhuizen@brownleelaw.com)  
Our File No.: 71396-0130

March 30, 2017

VIA EMAIL: [[admin@taber.ca](mailto:admin@taber.ca)]

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

**Attention: Kerry Van Ham, Administrative Services Manager**

Dear Madam:

**Re: Specific Positions and Legality of Residency Requirement**

We have had the opportunity to review the specific management job descriptions and the voluntary emergency response team roles that you have forwarded. Our opinion on the legality of a residency requirement on these positions is set forth below.

### **Background**

The positions provided for our consideration are as follows:

- Director of Planning and Economic Development
- Director of Recreation
- Director of Engineering and Public Works
- Director of Finance
- Fire Chief

The responsibilities of the four Director positions are largely administrative. All four Directors are responsible for management and oversight of their particular departments. There is no indication that these roles require specific on-call or short response time obligations. That said, there are two Director roles that do contain obligations which could possibly justify a residency requirement.

The Director of Planning and Economic Development's position includes the following responsibilities:

- Encouraging businesses and industries to locate in the community;
- Focus on creating and retaining jobs in [the] community; and
- To support and/or assist with tourism promotion and marketing of the Town.

The Director of Recreation's responsibilities include:

- Strengthening and managing community relationships and partnerships; and
- Development and organization of events which promote recreation, health and wellness, tourism and economic development in the community.

Further, all four Directors are listed as a designated section chief of the Emergency Preparedness and Response Team (EPRT) in the event of a large scale emergency. We are advised that these roles, while listed in the job description, are voluntary.

The Town has further advised that the EPRT has a team of people trained to step in should a member be unable to fulfil their duties. This system recognizes that an emergency may prevent a team leader or member from attending depending on the location or nature of the emergency. Additionally, the location of an emergency of this scale may require evacuation from the Town or basing Town emergency response operations out of various locations. As such, residency within the Town may not practically result in fulfillment of these duties.

The Municipal Emergency Plan while requiring a "prompt response", does not require team members or section chiefs to reside within Town boundaries. The EPRT role descriptions contain the duties and obligations of the section chiefs, however there is no response time outlined by these expectations. It appears that organization and mobilization efforts could arguably take place from a number of locations, if required.

The only position which currently includes a residency requirement is the Fire Chief. This role has other distinctions from the Directors, such as:

- Attend and direct operations at emergency incidents as required;
- In emergencies, to call upon additional manpower and equipment as required, and to dispatch equipment and manpower to assist other communities as available;
- Available for on-call and shifts including evenings and weekends.

It appears that the Taber Fire Department also provides fire emergency services to the Village of Barnwell and the MD of Taber, which significantly increases the response area.

## Legal Framework

As we discussed in our previous opinion, a residency requirement will likely be subject to Charter scrutiny. While the law remains somewhat unsettled, the Supreme Court's decision in *Godbout v Longueuil* offers insight into what types of roles and obligations may justify a residency requirement.

The Court also considered whether the boundaries of a municipality would constitute specific enough criteria to justify an infringement on an employee's right to choose where they live. One of the Judges suggested that a particular distance may be more justifiable than rigid requirements based on Town boundaries.

In particular at paragraph 85, which we referred to previously, the Judge stated that a residency requirement for emergency workers may be justified:

[as being in] the public interest in ensuring that such persons are readily available in times of urgent need...

While considerations such as "distance from the workplace" or "time needed to get to work" may, in some cases, constitute more cogent criteria upon which to structure such a requirement than "city limits", the basic idea of imposing a residence requirement seems, at least *prima facie*, to be justifiable in such a context.

Additionally, it was noted that a requirement of residency on municipal councilors "may well be justified on the ground that the very nature of their occupation demands that they be intimately acquainted with the constituencies they represent".

Aside from this Charter case, residency requirements have mostly been considered in the union context. We note that the test that has been applied to union residency requirements is based on "reasonableness". Although decisions of Arbitrators in union contexts cannot be directly applied to the management context, it is helpful to understand how such decision makers have approached this issue and the legal considerations which are made in addressing role-specific residency requirements.

In *Cochrane v CUPE*, an employee lived 25 km away from the Town and the employer argued it was necessary that he live in town because he had weekly on-call emergency duties. Notably, these duties did not always require he attend in person nor was there a required "response time" in any of the employer's policies. No residency or relocation requirement was contained in the collective agreement.

The Arbitrator considered the implications of the residency requirement in the context of “reasonableness” and found that the employer had not established a “necessary business reason” for the requirement:

A residence requirement is an unwarranted interference in the life of an employee who is not on standby for the large majority of his time off work. Even an employee who chooses to live unacceptably far from work from the point of view of emergency response time could, in this situation, decide to stay with friends or relatives for the limited time he or she is on standby. A residence requirement simply casts too wide a net.

Further, the Arbitrator considered the SCC’s decision in *Godbout* and found that the reasoning in that case could be applied to help determine “reasonableness”:

The main point, with which I agree, is that a residence requirement is an imposition on a fundamental freedom and is only justified to the extent that it is **strictly necessary**. Where the employer has not even attempted to define reasonable response times, and where employees are on standby for only a quarter of their time off, a residence requirement seems neither necessary nor reasonable. [*emphasis added*]

The Arbitrator did not rule specifically on the *Charter* issues, but nonetheless found that the requirement was overly broad and not reasonable in the circumstances.

### **Analysis**

Given that the issue of residency has not been expressly considered in a *Charter* context since the decision in *Godbout*, the law remains uncertain. Accordingly, it is advisable to consider whether the job can be performed effectively if the employee lives outside Town boundaries. It is our view that the skills required and the responsibilities of the Town’s Director positions do not hinge on the employee residing within Town limits.

We note that the Director of Planning and the Director of Recreation roles have similar objectives which may require a more intimate understanding of the community, analogous in some degree to the roles of a municipal councilor. Arguably, residency within the Town would enhance and inform their abilities to perform their duties. However, an employee may gain this knowledge in other ways. Frankly, I doubt anyone in the Town would argue that you need to live within the Town boundaries in order to effectively participate in Town activities or to have a strong understanding of the Town community.

The optics of non-residents advocating for development, tourism and job retention in the Town may not be desirable; however, the requirement of residency will not pass scrutiny on optics



alone. Strong knowledge of the Town and community could be a job requirement without imposing geographic limitations, which may not withstand *Charter* scrutiny.

Additionally it is important to consider what a *bona fide* job requirement actually is. In our view voluntary roles or obligations that can readily be carried out by another person do not appear to be necessary to the performance of the position. Arguably, a Director could carry out the necessary obligations related to their role without participating in the EPRT. Membership of the EPRT is not so connected to the functions of the Director positions as to justify a residency requirement.

Practically speaking, large scale emergencies are rare and may not always require a full response or attendance at the scene. Arguably, an emergency of this nature could prevent people who live in the Town from attending to their responsibilities in the first place. Accordingly, it may prove difficult to demonstrate that the position requires Town residency in order to fulfill the duties of the EPRT.

We would further caution the Town from using the EPRT as a justification for the residency requirement where the underlying motivation for doing so may differ. Framing a residency requirement in terms of Town boundaries, rather than response times, may appear to be motivated by a desire to employ Town residents rather than meeting a legitimate job responsibility. This could be seen as “a colourable attempt to preserve the appearance of constitutionality in order to conceal an unconstitutional objective”. Such reasons will not save an unconstitutional policy.

All that being said, it is our opinion that the Town could likely justify a residency requirement for the Fire Chief given the time sensitive nature of the role. In particular, the Chief is expected to respond to the scenes of emergencies and be available for shift work. Quick and effective emergency response underpins the core of his responsibilities as the Chief. A slow response time could cost lives or property.

The Fire Chief’s job description contains clear expectations that the Chief regularly attend emergency scenes; living within proximity to the response area clearly supports these goals. We note however, that the Town also responds to fires within the Village of Barnwell and the MD of Taber. As such, there is an argument to be made that the Chief should live within the boundaries of the response area and not only those of the Town. We would therefore still caution the Town against implementing geographic boundaries for this position.

### **Proposed Policy**

If the Town wishes to implement a residency policy we recommend it contemplate specific response times rather than geographical boundaries. In particular we note that an employee may choose to live temporarily in Town for the times they would be required to be on-call or be required to respond to an emergency.

Further, we would advise against implementing a general blanket policy, but instead suggest including the rationale for the residency requirement within each particular job description itself. In addition to stating "residency within town limits is a requirement for this position", we would include specific criteria, including the expected response time. For example:

The Fire Chief is expected to respond to emergencies within the Town's response area as soon as possible and must reside in a location which allows for:

- No more than [REDACTED] minutes to respond to an emergency within the Fire Department's response area, according to the service contracts in place with the Town, when on-call and on duty;
- Fast and effective emergency services;
- On-site supervision and response time consistent with emergency crews and vehicles.

Providing for more specific and cogent criteria provides a solid basis and justification for the requirement as a *bona fide* element of the job. Allowing for an expected response time rather than geographical boundaries places a more reasonable limit on the employee's freedom.

We trust the foregoing is satisfactory. Please do not hesitate to contact the undersigned should you have any questions or concerns.

Yours truly,

**BROWNLEE LLP**

PER:



Megan Van Huizen  
MVH/rf



B R O W N L E E  
L L P  
B A R R I S T E R S & S O L I C I T O R S

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Our File No.: 71396.0130/DMP

February 6, 2017

VIA EMAIL: [[admin@taber.ca](mailto:admin@taber.ca)]

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

**Attention: Kerry Van Ham, Administrative Services Manager**

Dear Madam:

**Re: Residency Requirements for Town Employees**

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You have requested our legal opinion regarding the validity of a proposed policy requiring new Management hires to live within the Town of Taber (the "Town"). You have asked us to comment on the impact this policy would have on Town employees and the legal risks which may arise.

### **Background**

The proposed policy has not yet been developed and as such, the specific wording of the residency requirement is unknown. At this time, Administration has been directed by Council to look into the development of a residency policy for new Management hires.

### **Applicable Statutory Provisions**

#### *The Charter of Rights and Freedoms*

Section 7 of the *Charter* protects the liberty of individuals from being infringed on by government actions or actors and states the following:

Everyone has the right to life, liberty and security of the person and the right not to be deprived thereof except in accordance with the principles of fundamental justice.

It has long been accepted that the *Charter* applies to Municipalities' actions and policies.

### *Alberta Human Rights Act*

Municipalities are also bound by the *Human Rights Act* (the "Act"), which contains provisions specific to the context of employment and hiring practices, in Section 7:

**7(1)** No employer shall

(a) refuse to employ or refuse to continue to employ any person, or

(b) discriminate against any person with regard to employment or any term or condition of employment, because of the race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, **place of origin**, marital status, source of income, family status or sexual orientation of that person or of any other person.

**7(2)** Subsection (1) as it relates to age and marital status does not affect the operation of any bona fide retirement or pension plan or the terms or conditions of any bona fide group or employee insurance plan.

**7(3)** Subsection (1) does not apply with respect to a refusal, limitation, specification or preference based on a bona fide occupational requirement.

### **Analysis**

#### *Charter Implications*

In 1997, the Supreme Court of Canada (the "SCC") considered the legal implications behind a residency requirement in the case of *Godbout v Longueuil*. In this case, the employee, a police radio operator, was required to sign a declaration stating she would live in the City for the duration of her employment, pursuant to the city's residency resolution. The declaration further advised that re-location outside the city limits would be grounds for termination.

All nine judges found the requirement violated the Quebec Charter, which protected freedom of privacy. Three judges further considered the impact of the *Charter* (the other six judges said it was unnecessary to rule on the *Charter*). Writing for those three, La Forest J. found that a residency requirement attached to employment infringed on an individual's liberty rights. In particular, he stated:

The right to liberty enshrined in s.7 of the Charter protects within its ambit the right to an irreducible sphere of personal autonomy where individuals may make inherently private choices free from state interference.

This right to make choices is not unlimited, however, "choosing to establish one's home is, likewise, a quintessentially private decision going to the very heart of personal or individual autonomy". The declaration itself was not found to waive the employee's rights because a choice between one's job and one's home is no real choice at all.

In considering whether principles of fundamental justice were violated by the residency requirement, La Forest J. noted two specific problems with the residency resolution:

1. The resolution required that a declaration must be signed by all permanent employees of the municipality who were hired after the date the resolution was adopted, regardless of their status or function.
2. The resolution provided that employees must maintain their residence in Longueuil for the duration of their employment, on pain of termination.

In defence of the infringement, the city provided three "public interest" justifications for the residency requirement:

1. Residents who live within the territorial limits of the city would be better acquainted with the Community's needs and desires and therefore better able to serve the citizens;
2. The economic and fiscal benefit to the Municipality would be bolstered by a steady stream of income from resident employees and taxation of those employees; and
3. The functions of the employee's position are of essential public importance and require proximity to that post in order to be performed.

The first two justifications were quickly disposed of by La Forest J., who found such reasons did not amount to valid justification for violating the employee's constitutional rights. The third reason however, was considered in more detail and in La Forest J's view, provided for certain circumstances where a residency requirement may be justified. In particular, La Forest referred to emergency workers such as police officers, firefighters or ambulance personal as positions which may require proximity.

While considerations such as "distance from the workplace" or "time needed to get to work" may, in some cases, constitute more cogent criteria upon which to structure such a requirement than "city limits", the basic idea of imposing a residence requirement seems, at least *prima facie*, to be justifiable in such a context.

Analogously, residence requirements may also be *prima facie* justified for municipal councilors, given “the nature of their occupation demands that they be intimately acquainted with the constituencies they represent”.

The examples provided by La Forest were not meant to be exhaustive nor determinative; but rather highlight that each case ought to be decided on the specific facts. In the circumstances of *Godbout*, La Forest found the resolution to be over-broad and unjustified, specifically because it applied to all positions for the duration of employment. In the alternative, La Forest also held that the position of police radio operator did not have an essential public function which required proximity.

Since this case, certain general principles of La Forest’s decision have been applied by Courts in their consideration of section 7; however in the context of a residency requirement or freedom of movement, Justice McLachlin on behalf of the SCC has stated that “the issue remains unsettled”.

Based on the foregoing and in light of the unsettled nature of the law, we would caution against a residency policy which applies broadly to any and all new management positions. Particular justifications, which take into account the specific position and its essential requirements, should be outlined by the policy and would protect against Charter challenges.

The rationale should demonstrate that proximity is required for the employee to effectively perform the duties of their position and as such, it is an essential or *bona fide* requirement of the position to live within Town limits. Simply asserting community connection or understanding of issues would likely be insufficient to justify the policy.

We note that it is unclear at this point whether the policy would apply for the duration of the employment or if termination would arise as a consequence of re-location. Further, we have not been provided with specific information regarding the positions the policy would apply to or the rationale underlying the residency requirement.

Therefore, we cannot comment on whether a more specific policy could be justified on the basis contemplated by La Forest. However, generally speaking, we would advise against a blanket policy for incoming employees, as it is more likely to violate section 7 of the Charter.

#### *Human Rights Act Implications*

Alberta Courts have not considered the application of “place of origin” in the context of human rights legislation and a residency requirement; however jurisprudence from other provinces suggests that “place of origin” and “place of residence” are not one and the same.

In the context of residency, there are clear distinctions between the protections afforded under the *Act* and the *Charter*. In particular, the concept of choice distinguishes “place of origin” from “place of residence”, as a protected ground under the *Act*. The *Act* affords protection to inherent

characteristics that an individual has no choice over, while the *Charter* extends protection to the freedom to make certain personal choices, including the choice of where to reside.

Human rights case law finds that place of residence on its own is not a ground of discrimination. In order to succeed on a discrimination claim, the complainant would need to demonstrate their place of residence is connected in some way to their place of birth or ancestry.

Essentially, place of residence cannot be relied on to exclude individuals of a certain background, ancestry or place of birth. In some cases, a person's place of residence will also be their place of birth or ancestry. However, the geographical location of one's home will not likely constitute a ground protected by Human Rights legislation.

In *Grewal v Fletcher Challenge Canada Ltd*, [1992] BCJ No 2293, the B.C. Supreme Court concluded:

When one examines the prohibited grounds set out in s.8, specifically those of race, colour, ancestry and place of origin, it is clear that the legislature has prohibited discrimination on the basis of inherent characteristics that a person acquires or carries with him or her from birth matters over which an individual has no choice. [emphasis added].

In *Thibault v Ontario (Community and Social Service)*, 2016 HRTO 202, the Ontario Human Rights Tribunal also commented that "the ground 'place of origin' has been equated with one's country of origin. However, place of residence, when considered on its own, is not equivalent to place of origin".

In the context of requiring employees to live within Town limits, rather than a different Town or County, it seems unlikely that discrimination on "place of origin" would arise. It would, in our view, be difficult for an individual employee to connect their residence outside Town limits with their ancestry or place of birth in a manner which would amount to discrimination.

The residency requirement, to the extent it deals with living inside or outside Town limits, would not likely violate section 7 of the *Act*.

### **Recommendations**

The risk of a successful Human Rights Complaint is unlikely; however, a residency policy is at risk for a successful *Charter* challenge. We would advise against a broadly worded policy which applies to all management employees. While La Forest contemplated circumstances where a residency requirement will be justified, the Town policy should demonstrate that proximate residence is essential or a *bona fide* requirement of each specific position.

If the City wishes to pursue such a policy, in light of the *Charter* risks, we would advise outlining in detail the specific positions to which the policy would apply and the rationale for the residency requirement.

If a specific policy is proposed, we would be happy to review the rationale and provide our legal opinion on whether or not such reasons would pass constitutional muster.

We trust the foregoing is satisfactory, however please do not hesitate to contact us with any questions or concerns.

Yours truly,

**BROWNLEE LLP**

PER:

A handwritten signature in blue ink, appearing to be 'Megan Van Huizen', written over a horizontal line.

Megan Van Huizen  
MVH/rf



<b>Municipality</b>	<b>Residency Requirement for Senior Managers</b>	<b>Other Special Notes</b>
Town of Redcliff	None	None
City of Lethbridge	None	None
Town of Drumheller	None	If Moving Allowance is offered, it is typically tied to Town residency
Town of Okotoks	None	Within 1 hour travel time is fine
		All Management Employees are encouraged to live in the city, those responsible for responding to emergency or alarm conditions must reside within 4 km of the City boundary. If the City provides you with a vehicle for business use, you must live within the City boundaries. The policy is a guideline mostly, it has never been officially enforced. They have no managers that they consider responsible for responding to emergency or alarm conditions, so they don't enforce that either. The only enforcement that has occurred is the taking away of Town vehicles for business use when a manager relocated outside the city.
City of Brooks	Yes	
Town of Innisfail	None	None
City of Medicine Hat	None	They may impose a condition for those few positions that would have an Emergency Response requirement if needed
County of Lethbridge	None	None
Town of Coaldale	None	None
Town of Strathmore	None	None
Town of Pincher Creek	None	See attached legal advice

## **Is it Unconstitutional to Require Municipal Employees to reside within the Municipality?**

By Nick Parker, Reynolds Mirth Richards & Farmer LLP  
AMSC Casual Legal Service Provider

The Supreme Court of Canada had the opportunity to consider this question in a decision released almost ten years ago. The case came from a City in Quebec that required all new permanent employees to reside within the City. An employee moved out of the City and was terminated solely for that reason.

The Court unanimously held that the residency requirement violated the right to privacy under the Quebec Charter of Human Rights. However, three of the nine judges also considered whether the requirement violated the Canadian Charter of Rights.

In Alberta, it is common for municipalities to require their CAO or Manager of Public Works to reside within the municipality so these persons are readily available in case of emergencies. Alberta does not have an equivalent to the Quebec privacy provision. However, the Canadian Charter of Rights does apply in Alberta and so the reasoning of the three judges who addressed the constitutional issue provides valuable insight into how an Alberta court might rule in the future and how municipalities can avoid running afoul of the Canadian Constitution.

The three judges found that the right to choose where to establish one's home falls within the scope of the liberty interest guaranteed by Section 7 of the Canadian Charter. They explained that the right to liberty protects a narrow sphere of personal autonomy wherein individuals may make inherently private choices free from state interference. Choosing where to live, they said, is a quintessentially private decision going to the very heart of personal autonomy which the state could not interfere with absent compelling reasons.

The municipality provided the following reasons as justifying the residency requirement: 1) the maintenance of a high standard of municipal services, 2) the stimulation of local business and municipal taxation revenue, and 3) the need to ensure that workers performing essential public services are physically proximate to their place of work. The three judges rejected the first two reasons as not providing a sufficiently compelling justification. They found that the third reason might justify a residency requirement in respect of certain essential employees; however, the requirement here was unconstitutional as it was too broad in applying to all employees.

Wendy Graden  
Acting Executive Officer, Shared Services

Amylee Milke  
Senior Project Coordinator

To access AMSC's Casual Legal Helpline, subscribing members can call toll-free to 1-888-668-9198 or email [casuallegal@auma.ca](mailto:casuallegal@auma.ca) and reach the municipal legal experts at Reynolds Mirth Richards and Farmer LLP. For more information on the Casual Legal Service or to subscribe, please contact Amylee Milke, Senior Project Coordinator, at (780) 409-7450, or toll-free at 310-AUMA (2862) or via email at [amilke@auma.ca](mailto:amilke@auma.ca). Any Regular or Associate member of the AUMA can subscribe to the Casual Legal Service.

<b>Council Request for Decision</b>	
<b>Meeting Date: April 10, 2017</b>	
<b>Subject:</b> Proposed 2017 Supplementary Assessment By-Law No. 1-2017	
<b>Recommendation:</b>	<ol style="list-style-type: none"> <li>1. That Council gives first reading to By-Law No. 1-2017 being the 2017 Supplementary Assessment By-Law, at this meeting.</li> <li>2. That Council gives second reading to By-Law No. 1-2017 being the 2017 Supplementary Assessment By-Law, at this meeting.</li> <li>3. That Council unanimously agrees to proceed with third and final reading to Bylaw No. 1-2017 being the 2017 Supplementary Assessment By-Law, at this meeting.</li> <li>4. That Council gives third and final reading to Bylaw No. 1-2017 being the 2017 Supplementary Assessment By-Law, at this meeting.</li> </ol>
<b>Background:</b>	<p>Section 313 of The <i>Municipal Government Act</i> requires Council to annually consider a Supplementary Assessment By-Law authorizing the Town's Assessor to assess improvements that have not been previously assessed or increased value of an improvement since it was last assessed. Such assessments must be pro-rated by the number of months during which the improvement is complete; occupied; located in the Town of Taber; or in operation.</p> <p>Therefore, if so desired it is in order for Council to give three readings to this By-Law.</p>
<b>Legislation / Authority:</b>	MGA section 313
<b>Strategic Plan Alignment:</b>	N/A
<b>Financial Implication:</b>	The financial implication is dependent on the Supplementary assessment value and the 2017 tax rate.

<b>Service Level / Staff Resource Implication:</b>	N/A
<b>Justification:</b>	A supplementary assessment bylaw must be passed annually in order to impose a supplementary tax.
<b>Alternative(s):</b>	That Council gives first reading to By-Law No. 1-2017 being the 2017 Supplementary Assessment By-Law, at this meeting. That Council gives second reading to By-Law No. 1-2017 being the 2017 Supplementary Assessment By-Law, at this meeting.

<b>Attachment(s):</b>	Proposed 2017 Supplementary Assessment Bylaw
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<b>APPROVALS:</b>	
<b>Originated By:</b>	Donna Weiss
<b>Chief Administrative Officer (CAO) or Designate:</b>	

**TOWN OF TABER  
BYLAW NO. 1-2017**

**BEING A BYLAW OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA  
TO AUTHORIZE SUPPLEMENTARY ASSESSMENTS**

**WHEREAS** Section 313 (1) of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto; allows a Council to pass a Bylaw authorizing supplementary assessments to be prepared for the purpose of imposing a tax under Part 10 of the Act in the same year;

**AND WHEREAS** Section 314 of the Act authorizes the Assessor of the Town of Taber to prepare supplementary assessments during the taxation year 2017 for all improvements that are:

1. completed or begin to operate in the year;
2. occupied during all or any part of the year; or
3. moved into the Town of Taber during the year and not taxed in that year by another municipality;

**AND WHEREAS** supplementary assessment must reflect:

1. the value of an improvement that has not been previously assessed; or
2. the increase in the value of an improvement since it was last assessed;

**AND WHEREAS** the supplementary assessments must be prepared in the same manner as assessments are prepared under Part 10, Division 1 of the Act, but must be pro-rated to reflect only the number of months during which the improvement is:

1. complete;
2. occupied;
3. located in the Town of Taber; or
4. in operation;

**AND WHEREAS** Council wishes to pass a Bylaw whereby supplementary assessment may be made;

**NOW THEREFORE**, the Council of the Town of Taber enacts as follows:

1. This Bylaw shall be cited as the **“2017 Supplementary Assessment Bylaw.”**

**TOWN OF TABER  
BYLAW NO. 1-2017 CONT'D**

2. The Assessor of the Town of Taber is hereby authorized to make supplementary assessments for all improvements pursuant to the provisions of the Act.
3. The Town of Taber shall provide the preparation and maintenance of a supplementary assessment roll for the taxation year 2017.
4. This Bylaw shall take effect on the day of the final passing and the signatures of the chief elected official and duly authorized designated officer thereof.

RES.           **READ** a first time this \_\_\_\_\_, 2017.

RES.           **READ** a second time \_\_\_\_\_, 2017.

RES.           **READ** a third and final time \_\_\_\_\_, 2017.

\_\_\_\_\_  
MAYOR

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



<b>Council Request for Decision</b>	
<b>Meeting Date: April 10, 2017</b>	
<b>Subject: Recreation Fee Schedule</b>	
<b>Recommendation:</b>	That Council approves the revision to Fee Bylaw 23-2016 as presented.
<b>Background:</b>	<p>Recently there have been a couple of factors that have prompted the need to amend the fees in the Fee Bylaw 23-2016.</p> <ol style="list-style-type: none"> <li>1) Upon signing the new agreement with Global Payments we were advised that there will be an additional charge for credit card charges not completed in person. Prior to his leaving, Devon Wannop advised that we raise fees 1% on all fees that are not paid in person at the counter to offset these charges. This would include all fees whereby we do not physically see the credit card.</li> <li>2) With our new Recreation Software development, we are required to have fees for programs and courses divisible evenly by the number of classes in that course or program as the software recognizes fees based on a per class basis rather than a total fee.</li> </ol> <p>The attached document indicates which fees could have one of the following:</p> <ol style="list-style-type: none"> <li>a) Fees paid online as part of registration</li> <li>b) Bookings made over the phone with fees invoiced and showing on their online account.</li> </ol> <p>Only the fees that are highlighted in yellow are affected.</p> <p>The Recreation Board reviewed the proposed fee changes and made the following motion:</p> <p><i>L. Wijna moved that the Recreation Board recommends Council approve the revisions to Fee Bylaw 23-2016. Carried Unanimously.</i></p>
<b>Legislation / Authority:</b>	MGA 243 (2) (i)
<b>Strategic Plan Alignment:</b>	Build a community that is affordable and attractive.



<b>Financial Implication:</b>	<p>Facility booking fees you will see indicated as a 1% increase while program fees have the 1% increase as well as an increase to make the amount divisible by the number of classes.</p> <p>Online registration is a convenience for our users and with that convenience comes an increased cost to the organization. The question is whether or not the Recreation Board and ultimately Council wishes to see that fee recovered.</p> <p>This process did increase fees for programming, but upon research with nearby communities our fees are still comparable.</p>
<b>Service Level / Staff Resource Implication:</b>	Staff are currently completing data entry in preparation for "Go Live" therefore the information is required at this time. No further implications.
<b>Justification:</b>	Based upon the agreement recently signed with Global Payments as our provider.
<b>Alternative(s):</b>	<p>Council may ask for additional information.</p> <p>Council may choose not to increase relevant fees by 1% and only adjust fees that are required to be divisible for the purposes of the software.</p>

<b>Attachment(s):</b>	Fee Bylaw 23-2016 Recreation Fees Recommended for Change
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<b>APPROVALS:</b>	
<b>Originated By:</b>	Aline Holmen
<b>Chief Administrative Officer (CAO) or Designate:</b>	



TOWN OF TABER

BYLAW NO. 23-2016

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

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

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

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

AND WHEREAS Council wants to adopt a Schedule of Fees;

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

NOW THEREFORE the Council of the Town of Taber enacts as follows:

**1.0 NAME OF BYLAW**

This Bylaw may be cited as the "Fee Bylaw".

**2.0 INTENTION OF TOWN COUNCIL**

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

**3.0 RESCINDED OR AMENDED BYLAWS**

Bylaw No. 19-2016 is hereby repealed.

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

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TOWN OF TABER

BYLAW NO. 23-2016

**5.0 EFFECTIVE DATE**

RES.642/2016 Read for the first time this 19<sup>th</sup> day of December, 2016.

RES.643/2016 Read a second time this 19<sup>th</sup> day of December, 2016.

RES.645/2016 Read a third time and finally passed this 19<sup>th</sup> day of December, 2016.

TOWN OF TABER

MAYOR

CHIEF ADMINISTRATIVE OFFICER (C.A.O.)

TOWN OF TABER

BYLAW NO. 23-2016

Schedule 'A'

**Schedule of Fees for Recreation Services**

(Fees include GST, except where exempt)

Aquafun

Adult rush	\$ 6.50
Student rush	\$ 5.50
Child rush	\$ 4.50
Senior rush	\$ 5.50
Family rush	\$ 15.25
Swim Club/hr	\$ 59.00
Full Day rental rate	\$ 1,064.50
Private rental reg.	\$ 224.25
Private rental youth	\$ 112.50
Schools/hr	\$ 56.25
Adult 5 use pass	\$ 29.25
Adult 10 use pass	\$ 55.25
Adult 3 month pass	\$ 102.50
Adult 6 month pass	\$ 185.25
Adult 1 yr pass	\$ 331.50
Student 5 use pass	\$ 24.75
Student 10 use pass	\$ 46.75
Student 3 month pass	\$ 86.75
Student 6 month pass	\$ 156.75
Student 1 yr pass	\$ 280.50
Child 5 use pass	\$ 20.25
Child 10 use pass	\$ 38.25
Child 3 month pass	\$ 71.00
Child 6 month pass	\$ 128.25
Child 1 yr pass	\$ 229.50
Senior 5 use pass	\$ 24.75
Senior 10 use pass	\$ 46.75
Senior 3 month pass	\$ 86.75
Senior 6 month pass	\$ 156.75
Senior 1 yr pass	\$ 280.50
Family 5 use pass	\$ 68.75
Family 10 use pass	\$ 129.75
Family 3 month pass	\$ 240.25
Family 6 month pass	\$ 434.75
Family 1 yr pass	\$ 777.75
Private lessons 1/2 hr	\$ 23.00
Preschool, SK 1-4	\$ 41.50

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Aquafun – Cont'd

SK 5-9	\$ 49.75
SK 10	\$ 59.75
Adult Lessons	\$ 50.00
Bronze Medallion	\$ 143.50
Bronze Cross	\$ 154.50
National Lifeguard	\$ 301.75
Bronze Cross Recertification	\$ 27.25
National Lifeguard Recertification	\$ 63.00
WSI	\$ 237.50
WSI Recertification	\$ 70.50
Boat Safety w text	\$ 54.25

Meeting Rooms

Non Profit rental/hr	\$ 19.75
Regular	\$ 34.00
Overtime hourly rate	\$ 47.50

Auditorium

Regular hourly rate	\$ 34.00
Day rate	\$ 510.00
Overtime hourly rate	\$ 47.50
Stage Only	\$ 19.75
Kitchen Only	\$ 34.00

Portable Sound System/day	\$ 66.50
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Parking Lots

Comm. Centre Incl electr./day	\$ 433.00
Admin. Blding incl electr./day	\$ 136.25

Large Ice

Youth prime time/hr	\$ 76.00
Youth non-prime time/hr	\$ 60.75
Adult prime time/hr	\$ 152.00
Adult non-prime time/hr	\$ 121.50
Local Schools/hr	\$ 30.50

Summer Ice Out/hr	\$ 45.75
Summer Ice Out/day	\$ 457.50

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TOWN OF TABER  
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<u>Small Ice</u>	Noon Shinny	\$ 3.50
	Youth/hr	\$ 40.00
	Adult/hr	\$ 50.00
	Local Schools/hr	\$ 20.00
	Summer Ice Out/hr	\$ 32.50
	Summer Ice Out/day	\$ 325.00
	Public Skate	\$ 2.00

<u>Ball Diamonds</u>	Youth fee/day	\$ 87.25
	Youth fee/league team	\$ 336.00
	Rep team fee/league	\$ 336.00
	Adult fee/day	\$ 174.50
	Adult fee/league team	\$ 672.00
	Non Resident fee/day	\$ 218.25
	Non Resident fee/league team	\$ 840.00
	Electricity fee/tournament	\$ 79.00

<u>Soccer Pitches</u>	Youth fee/team league	\$ 297.75
	Adult fee/team league	\$ 476.50
	Non-resident/team league	\$ 595.75
	Youth/day	\$ 98.00
	Adult/day	\$ 196.00
	Non-resident/day	\$ 245.00

<u>Football</u>	Youth fee/team league	\$ 558.00
	Adult fee/team league	\$ 892.75
	Non-resident/team league	\$ 1,116.00
	Youth/day	\$ 182.75
	Adult/day	\$ 365.50
	Non-resident/day	\$ 457.00

<u>Parks</u>	Gazebo incl electricity/day	\$ 23.00
	Bleachers	\$ 57.00

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Confederation Park Stage per hour (min. 2 hours)	\$ 20.00
Confederation Park Stage incl electricity/day	\$ 75.00

Tennis Courts

Tennis key	\$ 30.00
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Programs

Summer Week Programs	\$ 111.00
Summer Games	\$ 15.00
Cornfest Fun Run	\$ 27.00 - 42.50
Halloween Party - poster	\$ 25.00

RV Park

\$ 25/night for Tournament participants only
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TOWN OF TABER

BYLAW NO. 23-2016

Schedule "B"

**Schedule of Fees for Planning and Development Services**

(Fees include GST, where applicable)

**Development Permits**

Residential Dwellings

**Discretionary Use/ Waivers (Development Permit Plus Discretionary Use Fee)**

	<b>Permitted Use</b>	<b>Discretionary Use Fee)</b>
1 unit	\$100	\$100 Plus \$200
More than 1 Unit	\$50/unit	\$50/unit Plus \$200

Residential Other

Additions	\$50	\$50 Plus \$200
Garages, Additions	\$100	\$100 Plus \$200
Residential decks, basement development, fences (over height), pool, shed	\$50	\$50 Plus \$200

Home Occupations

Minor Home Occupations	\$50	
Major Home Occupations	\$150	

Signs

Portable	\$50	\$50 Plus \$200
Portable (Community Events)	\$0	
LED Signs	\$250	\$250 Plus \$200
Portable (6 month renewal)	\$20	
Freestanding, Fascia, Awning, and Canopy Signs	\$100	\$100 Plus \$200

Commercial, Industrial, Institutional

Change of Occupancy	\$100	\$100 Plus \$200
Development (500m <sup>2</sup> or less)	\$200	\$200 Plus \$200
Development (501m <sup>2</sup> to 1,999m <sup>2</sup> )	\$350	\$350 Plus \$200
Development (2,000m <sup>2</sup> to 4,999m <sup>2</sup> )	\$600	\$600 Plus \$150
Development more than 5,000m <sup>2</sup>	\$1,000	\$1,000 Plus \$200
Additions	\$150	\$150 Plus \$200

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Demolitions

Demolition Permits	\$100	
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Penalties

Post Construction Waiver	N/A	\$600 Plus additional base fees
Post Construction Development Permit	2 X Development Permit Fee Plus \$150	2 X Development Permit Fee Plus \$150

Building Permits

All	\$6 per \$1000 of calculated construction value	\$6 per \$1000 of calculated construction value
Minimum Charge	\$100 Plus \$4.50 Safety Code Fee	

\* Exceptions to permit value calculations such as moved-on homes and accessory buildings are calculated at \$0.25 per ft<sup>2</sup>.

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

Penalties

***Building Permit – construction prior to permit issuance	2 X Building permit fee	2 X Building permit fee
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\*\*\* Fees are doubled for any construction that proceeds prior to receipt of a building permit. Exceptions may be granted only for foundations and footings if a development permit is issued for the project and the building inspector is advised by the applicant of their intent to proceed.

*[Handwritten signature]*  
CK



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**Planning Services**

Encroachment Agreement Fees

Minor encroachments less than 0.5m on public lands  
Major encroachment more than 0.5m on public lands

<b>Amount</b>	
	\$150
	\$300

Other

RPR Compliance Certificates  
Updated Compliance Certificate (within 6 months)  
Zoning Letters (faxed confirmation only)  
Caveat Removal  
Special MPC Meeting fee (not a regularly scheduled date)  
Subdivision and Development Appeal Hearings

	\$150
	\$75
	\$20
	\$75
	\$500
	\$350 (\$150 is refunded if appeal is upheld)

Map Sales

Civic  
Zoning

	\$20
	\$20

Planning Application Fees

LUB Amendments  
Area Structure Plan and Redevelopment Plan Amendments  
Municipal Development Plan Amendments

	\$1000
	\$2500
	\$2500

Record Search Fees

Environmental Audits, etc.  
  
Zoning Enquiries requiring written replies

	\$75 first hour plus \$50 per additional hour
	\$75 first hour plus \$50 per additional hour

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Road and Lane  
Closure Fee

Road and Lane Closure

\$1,000
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Servicing (Utility  
Bylaw)

All sizes (temporary water service)  
Development Levies

\$125
(variable consult with planning department)

Subdivision/  
Condominium  
Application Fees

Base Fees (refers to # of additional lots; MR and PUL blocks are not counted as lots)  
One lot

\$600 Plus \$250 per additional lot
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Condominium Conversion Fees  
Developments Agreements (2 or more lots)

\$40/unit
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\$1000
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Endorsements fees  
Subdivision Extension Fee  
Subdivision and Development  
Appeal Hearing Fees

\$250 per lot/unit
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\$250
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\$350 (\$150 is refunded if appeal is upheld)
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Initial CCC/FAC Inspection \*

\$2000 Plus \$300/hectare
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CCC Inspection (where more than one is required)

\$250/inspection (first one free)
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FAC Inspection (where more than one is required)

\$250/inspection (first one free)
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\*The approval and inspection fees will be calculated based on a flat rate of \$2,000 plus \$300 per hectare. This shall include the initial CCC and FAC Inspection.

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Schedule "C"

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

Miscellaneous  
Charges

**Amount**

Photocopies/Documents Preparation	\$0.25 per page
Tax Certificates	\$25.00
Tax Search, including Legal Land Description	\$10.00
Tax Search, if requested by owner of the property	N/C
FOIP Request Processing	per FOIP Regulation
NSF Fee/ Returned Cheque Fee	\$30.00

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Schedule "D"

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

Equipment

**Hourly Rate  
Amount**

*Sweeper	\$200.00
*170 Excavator	\$145.00
*721B Loader	\$135.00
*Hyundai Loader	\$135.00
**580 Backhoe	\$107.00
*Grader	\$155.00
*Tandem Dump Truck	\$120.00
1/2 Ton Truck	\$30.00
*Vacuum Truck	\$150.00
*Skid Steer	\$90.00
*Aerial Lift Truck	\$275.00
*Sanding Truck	\$175.00

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

**\*\*The following attachments are extra**

Hydraulic Tamper	10%
Hydraulic Breaker	20%
Twister Bucket	5%

Materials

**Cost Amount**

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

Personnel

Fulltime, part time or casual employees	\$35.00 (per hour)
Summer Staff	\$19.00 (per hour)
Overtime Rates	2 x hourly rate



TOWN OF TABER

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Schedule "E"

Schedule of Fees for Utilities

(Fees are GST exempt, except where applicable)

Effective January 1, 2016

**Water Rates**

Residential

Flat Fee	\$25.55/month
Meter Rate	\$1.06/m <sup>3</sup>

Multi-unit Structure

Flat Fee	\$25.55/month for first unit
Flat Fee	\$12.78/month each additional unit
Meter Rate	\$1.06/m <sup>3</sup>

Commercial, Industrial, Institutional

Flat Fee	\$27.11/month
Meter Rate	\$1.02/m <sup>3</sup>

Multi-Unit Structure

Flat Fee	\$27.11/month for first unit
Flat Fee	\$13.56/month each additional unit
Meter Rate	\$1.02/m <sup>3</sup>

Non-Resident

Flat Fee	\$25.55/month
Meter Rate	\$1.79/m <sup>3</sup>

Village of Barnwell

Meter Rate	\$463.43 per 4,500/m <sup>3</sup>
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Fire Protection Services

10" diameter  
12" diameter

Flat Fee	\$30.06/month
Flat Fee	\$43.98/month

Bulk Water

	\$3.15/m <sup>3</sup>
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Utility Deposit

	\$150.00
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Turn On Fee

Working Hours	\$75.00
After Working Hours	\$150.00

Transfer to Taxes Fee

	\$20.00
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Temporary Water Service

	\$125.00
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Construction Deposit

As per policy #68C08/21/00
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Water Meters (GST included)

5/8" Meter	\$465.51
3/4" Meter	\$516.33
1" Meter	\$668.54
1 1/2" Meter	\$1,060.77
2" Meter (only)	\$1,254.85

Oversized Meters (Section 5.13b)

3/4" to 1" Upgrade	\$152.21
3/4" to 1 1/2" Upgrade	\$544.43
3/4" to 2" Upgrade	\$738.52

Seasonal Lawn Irrigation Meter

Residential

Meter Rate	\$1.06/m <sup>3</sup>
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Commercial, Industrial, Institutional

Meter Rate	\$1.02/m <sup>3</sup>
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Water Meter Testing Cost

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

Collection of Rates

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

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**Sanitary Sewer Rates**

Residential

Flat Fee	\$27.36/month
*Meter Rate	\$0.90/m <sup>3</sup>

Multi-unit Structure

Flat Fee	\$27.36/month for first unit
Flat Fee	\$13.68/month each additional unit
*Meter Rate	\$0.90/m <sup>3</sup>

Commercial, Industrial, Institutional

Flat Fee	\$31.72/month
*Meter Rate	\$0.76/m <sup>3</sup>

Multi-Unit Structure

Flat Fee	\$31.72/month for first unit
Flat Fee	\$15.86/month each additional unit
*Meter Rate	\$0.76/m <sup>3</sup>

Property Specific Industrial Sewer Rates

Lots 2 and 3, Block 1  
Plan 4343JK

Flat Fee	\$31.72/month
*Meter Rate	\$1.03/m <sup>3</sup>

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

Non-Resident

Flat Fee	\$27.36/month
*Meter Rate	\$1.35/m <sup>3</sup>

*\*Based on the metered water consumption*

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Residential Summer Sewer Charges

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

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

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

Collection of Rates

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

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**Garbage**

Residential

Garbage

Flat Fee

\$20.62/month

- Includes use of one bin, payable by each utility customer, even if bin use is shared by other utility customers.

Commercial, Industrial, Institutional

Flat Fee

\$20.62 per  
bin/month

Pick-up Fee

\$46.60 per  
bin/month  
(all bins will be picked up twice weekly)

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

**Recycling**

Residential

Flat Fee

\$3.78/month

Commercial

Flat Rate

\$23.13/month

Collection of Rates

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

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**Storm Sewer Rates**

Residential

*Flat Fee	\$9.84/month
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Commercial,  
Industrial, Institutional

*Flat Fee	\$11.37/month
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Collection of Rates

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

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





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Schedule 'F'

**Wastewater Overstrength Surcharges**  
(Fees GST exempt)

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

- a) The surge limits shall be:
  - (1) One thousand (1000) milligrams per litre of non-filterable residue.
  - (2) One thousand (1000) milligrams per litre of biochemical oxygen demand (BOD).
  - (3) Three hundred (300) milligrams per litre of grease.
  - (4) Two thousand (2000) milligrams per litre of chemical oxygen demand (BOD).
  - (5) Fifty (50) milligrams per litre of hydrocarbon of petroleum origin.
  - (6) One hundred (100) milligrams per litre of total Kjeldah nitrogen (TKN)
  - (7) Twenty-five (25) milligrams per litre of total phosphorus.
  
- b) In determining sewage characteristics for surcharge purposes, samples shall be of at least one hour's accumulation when received in the automatic samplers, or of a composite of four separate grab samples collected within a one hour period where functional automatic samplers exist.
  
- c) Where a sewage sample characteristic of either BOD, suspended solids or grease is in excess of the surcharge limits as set forth in 503 (m), and the samples were collected according to Schedule 'E', Section 4 (Sanitary Sewer Rates) item b, the consumer discharging such sewage shall pay to the Town an accumulated surcharge at the end of each month.
  
- d) Only one surcharge limit violation shall be charged within any one twenty-four (24) hour period between the hours of 10:00 am to 10:00 am.
  
- e) Only one of the sewage sample characteristics of BOD, suspended solids or grease needs to be in excess of the surcharge limits to cause the levying of the surcharge. The surcharge will be same if one, two, or three of BOD, suspended solids and grease is in excess of the surcharge limit.
  
- f) All new industrial consumers and any new commercial consumers so designated by the CAO, locating in the Town will conform to the surcharge limits as outlined in this Schedule and shall be subject to the surcharge as described in this Schedule.
  - (1) For every kilogram of BOD beyond the limit outlined in this Schedule, a charge of 20 cents per kg.
  - (2) For every kilogram of COD beyond the limits outlined in this Schedule, 20 cents per kg.
  - (3) For every kilogram of non-filterable residue beyond the limits outlined in this Schedule, a charge of 10 cents per kg.
  - (4) For every kilogram of oil and grease beyond the limits outlined in this Schedule, a charge of 10 cents per kg.
  - (5) For every kilogram of hydrocarbon beyond the limits outlined in this Schedule, a charge of 10 cents per kg.

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

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

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

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



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Schedule "G"

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

Cemetery

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



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GST Exempt Fees

Monument Permits

\$	75.00
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Funeral Benefits

AISH Allowable Expenses – Grave Site @ 50%

\$	425.00
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AISH Allowable Expenses – Open & Close Regular Day

\$	635.00
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Alberta Human Services Allowable Expenses – Full Price for Single Cemetery Plot for Burial of Cremated Remains

\$	850.00
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Resale of Internment Space

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

\$	Full Refund
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After 31 days, either 85% of original purchase price, or

\$	85% of Original Purchase Price
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35% of current selling price, whichever is the greater amount, may be refunded

\$	35% of Current Selling Price
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Personnel

Full Time, Part Time or Casual Employees

\$35.00	(Per Hour)
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Summer Staff

\$19.00	(Per Hour)
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Overtime Rates

2X	Hourly Rate
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TOWN OF TABER

BYLAW NO. 23-2016

Schedule 'H'

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

Police Services

Accident Form	\$ 25.00
Fingerprinting	\$ 50.00
Security Clearance	\$ 50.00
Traffic Escorts (hourly car & officer) (First hour or any portion)	\$ 60.00
Photographs (Admin fee)	\$ 20.00
Each Photo	\$ 3.00
Video reproduction	\$ 100.00
MVA reconstruction report	\$ 1,500.00
False Alarm Response	\$ 50.00
Standby – Event Security (per hour officer & car) Applies to security for profit events, concerts, sports, etc.	\$ 100.00
Mental Health – Patient Escort (first 3 hours – standby rate thereafter) Commences at time of detention under Section 10 of the <i>Mental Health Act</i>	\$ 250.00

TOWN OF TABER

BYLAW NO. 23-2016

Schedule "I"

**Schedule of Fees for Transfer Station**

(Fees include GST, where applicable)

<u>Waste</u>	Rate/tonne (unless otherwise specified)
Mixed Solid Waste (1)	\$ 135.00
Untreated/ Unpainted Wood (2)	\$ 50.00
Compostable Materials (3)	\$ 0.00
Asphalt and Concrete (4)	\$ 50.00
Scrap Metal and White Goods (5)	\$ 0.00
Minimum Charge	\$ 0.00
Construction and Demolition Debris(6) **	\$ 135.00

(1) Residential, commercial, institutional mixed waste (Including Asphalt/Wooden Shingles)

(2) Wood, tree stumps & branches over 4" diameter

(3) Grass cuttings, Leaves & tree branches up to 4" diameter

(4) Asphalt and concrete free of dirt or debris

(5) Scrap metal, large appliances (ex. Washer, dryer, stove)

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

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

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

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

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Schedule 'J'

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

Fire Services  
Offence

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

Fire Services  
Item

Open Fire Permit - Commercial	No Charge
Open Fire Permit – Town of Taber Sponsored	No Charge
Fireworks Permit – Town of Taber Sponsored	No Charge
Fireworks Permit – Non Town of Taber Sponsored	\$ 25.00
Motor Vehicle Collisions / Fires – Engine or Rescue Units	\$ 615.00/hr.
Motor Vehicle Collisions / Fires – Command Units	\$ 175.00/hr.

*Handwritten initials/signature*

TOWN OF TABER  
BYLAW NO. 23-2016

Fire Services  
False Alarms

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

First  
Second within six months  
  
Third and additional within six months

No Charge
No Charge
\$100.00 each response

**Schedule of Fees for Recreation Services**

	<b>2017 Approved</b>	<b>Proposed Increases</b>	<b>Comments</b>
<u>Aquafun</u>			
Adult rush	\$6.50		
Student rush	\$5.50		
Child rush	\$4.50		
Senior rush	\$5.50		
Family rush	\$15.25		
Swim Club/hr	\$59.00		
Full Day rental rate	\$1,064.50		
Private rental reg.	\$224.25	\$ 226.50	increased 1% to nearest .25
Private rental youth	\$112.50	\$ 113.75	increased 1% to nearest .25
Schools/hr	\$56.25		
Adult 5 use pass	\$29.25		
Adult 10 use pass	\$55.25		
Adult 3 month pass	\$102.50		
Adult 6 month pass	\$185.25		
Adult 1 yr pass	\$331.50		
Student 5 use pass	\$24.75		
Student 10 use pass	\$46.75		
Student 3 month pass	\$86.75		
Student 6 month pass	\$156.75		
Student 1 yr pass	\$280.50		
Child 5 use pass	\$20.25		
Child 10 use pass	\$38.25		
Child 3 month pass	\$71.00		
Child 6 month pass	\$128.25		
Child 1 yr pass	\$229.50		
Senior 5 use pass	\$24.75		
Senior 10 use pass	\$46.75		
Senior 3 month pass	\$86.75		
Senior 6 month pass	\$156.75		



Senior 1 yr pass	\$280.50		
Family 5 use pass	\$68.75		
Family 10 use pass	\$129.75		
Family 3 month pass	\$240.25		
Family 6 month pass	\$434.75		
Family 1 yr pass	\$777.75		
Private lessons 1/2 hr	\$23.00		
Preschool, SK 1-4	\$41.50	\$ 42.00	increased 1% and made divisible by 8
SK 5-9	\$49.75	\$ 52.00	increased 1% and made divisible by 8
SK 10	\$59.75	\$ 62.00	increased 1% and made divisible by 8
Adult Lessons	\$50.00	\$ 52.00	increased 1% and made divisible by 8
Bronze Medallion	\$143.50	\$ 145.00	increased 1% and divisible by 2
Bronze Cross	\$154.50	\$ 156.50	increased 1% and divisible by 2
National Lifeguard	\$301.75	\$ 346.50	new rate -includes text book/5
Bronze Cross Recertification	\$27.25	\$ 27.75	increased 1% to nearest .25
National Lifeguard Recertification	\$63.00	\$ 63.75	increased 1% to nearest .25
WSI	\$237.50	\$ 303.00	new rate - includes text book/4
WSI Recertification	\$70.50	\$ 71.25	increased 1% to nearest .25
Boat Safety w text	\$54.25		
Standard First Aid		\$ 150.00	New Fee

#### Meeting Rooms

Non Profit rental/hr	\$19.75	\$ 20.00	increased 1% to nearest .25
Regular	\$34.00	\$ 34.50	increased 1% to nearest .25
Overtime hourly rate	\$47.50		

#### Auditorium

Regular hourly rate	\$34.00	\$ 34.50	increased 1% to nearest .25
Day rate	\$510.00	\$ 515.25	increased 1% to nearest .25
Overtime hourly rate	\$47.50		
Stage Only	\$19.75	\$ 20.00	increased 1% to nearest .25
Kitchen Only	\$34.00	\$ 34.50	increased 1% to nearest .25



Portable Sound System/day \$66.50

Parking Lots

Comm. Centre Incl electr./day	\$433.00	\$ 437.50	increased 1% to nearest .25
Admin. Blding incl electr./day	\$136.25	\$ 137.75	increased 1% to nearest .25
Admin Blding/half day	\$136.25	\$ 137.75	increased 1% to nearest .25

Large Ice

Youth prime time/hr	\$76.00	\$ 77.00	increased 1% to nearest .25
Youth non-prime time/hr	\$60.75	\$ 61.50	increased 1% to nearest .25
Adult prime time/hr	\$152.00	\$ 153.75	increased 1% to nearest .25
Adult non-prime time/hr	\$121.50	\$ 122.75	increased 1% to nearest .25
Local Schools/hr	\$30.50		

Summer Ice Out/hr	\$45.75	\$ 46.25	increased 1% to nearest .25
Summer Ice Out/day	\$457.50	\$ 462.25	increased 1% to nearest .25
Noon Shinny	\$3.50	\$ 3.75	increased 1% to nearest .25
Seasonal Shinny Fee	\$75.00	\$ 75.75	New Fee

Small Ice

Youth/hr	\$40.00	\$ 40.50	increased 1% to nearest .25
Adult/hr	\$50.00	\$ 50.50	increased 1% to nearest .25
Local Schools/hr	\$20.00		
Summer Ice Out/hr	\$32.50	\$ 33.00	increased 1% to nearest .25
Summer Ice Out/day	\$325.00	\$ 328.25	increased 1% to nearest .25
Public Skate	\$2.00		

Ball Diamonds

Youth fee/day	\$87.25	\$ 88.25	increased 1% to nearest .25
Youth fee/league team	\$336.00		
Rep team fee/league	\$336.00		
Adult fee/day	\$174.50	\$ 176.25	increased 1% to nearest .25
Adult fee/league team	\$672.00		
Non Resident fee/day	\$218.25	\$ 220.50	increased 1% to nearest .25

Non Resident fee/league team	\$840.00
Electricity fee/tournament	\$79.00

Soccer Pitches

Youth fee/team league	\$297.75		
Adult fee/team league	\$476.50		
Non-resident/team league	\$595.75		
Youth/day	\$98.00	\$ 99.00	increased 1% to nearest .25
Adult/day	\$196.00	\$ 198.00	increased 1% to nearest .25
Non-resident/day	\$245.00	\$ 247.50	increased 1% to nearest .25

Football

Youth fee/team league	\$558.00		
Adult fee/team league	\$892.75		
Non-resident/team league	\$1,116.00		
Youth/day	\$182.75	\$ 184.75	increased 1% to nearest .25
Adult/day	\$365.50	\$ 369.25	increased 1% to nearest .25
Non-resident/day	\$457.00	\$ 461.75	increased 1% to nearest .25

Parks

Gazebo incl electricity/day	\$23.00
Bleachers	\$57.00
Cornfest Stage/hr (min 2hrs)	\$20.00
Cornfest Stage inc elec/day	\$75.00

Tennis Courts

Tennis key	\$30.00
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Programs

Summer Week Programs	\$111.00	\$ 112.25	increased 1% to nearest .25/5
Summer Games	\$15.00		
Cornfest Fun Run	\$ 27.00 - 42.50		
Halloween Party - poster	\$25.50		

RV Park

\$25 /night for \$ 25.25 increased 1% to nearest .25  
Tournament participants only

## Council Request for Decision

**Meeting Date: April 10, 2017**

**Subject:** Municipal Election 2017:  
Alberta Municipal Affairs Election Calendar Decisions

**Recommendation:**

1. Council agrees that the election of councillors be by vote of the electors of the whole municipality as has been done in the past, and not by wards.
2. Council agrees that the chief elected official (mayor) shall be selected by vote of the electors as has been done in the past, rather than by appointment from among the elected councillors.
3. Council:
  - a. Pursuant to Section 73 of the Local Authorities Election Act, directs that an advanced vote be held in 2017, with the Returning Officer to determine the days and hours when the advance vote is to be held;
  - b. Pursuant to Section 79 of the Local Authorities Election Act, directs the Returning Officer to arrange for voting in 2017 by incapacitated electors at home through the attendance of 2 deputies at the residence of an elector, during the hours an advance voting station is open, in order to take the votes of an elector who, because of physical incapability, is unable to attend a voting station or an advance voting station to vote;
  - c. Pursuant to Section 80 of the Local Authorities Election Act, designates the following institutional Voting Stations for the Town of Taber for the 2017 Municipal Election:
    - i. Taber and District Health Care Complex, located at 4326 50 Avenue, Taber, AB;
    - ii. Clearview Lodge, located at 4730 50 Avenue, Taber, AB; and,
    - iii. The Good Samaritan Society, commonly known as Lindenview, located at 4700 64 Avenue, Taber, AB.
4. Council agrees that no further changes are requested to the defaults under the Municipal Government Act, and no bylaws or further action

	<p>is required for the conduct of the 2017 Municipal Election, in accordance with the Alberta Municipal Affairs Election Calendar.</p>
<p><b>Background:</b></p>	<p>To assist municipalities in organizing and conducting the 2017 municipal elections, which will be held on October 16, 2017, Alberta Municipal Affairs has provided an “Election Calendar”. It sets out a series of dates by which various actions must be undertaken prior to the election. The Town’s Administration will be following this calendar in preparing for the election, and involving Council where necessary.</p> <p>Previous Council have requested that its preference would be to deal with all of the options in a combined fashion. Therefore for timing and efficiency purposes, Administration is bringing forth the entire calendar for Council’s input and direction on decisions it would like to make to the defaults listed by Alberta Municipal Affairs.</p> <p>Administration notes that the following dates and items may be of particular interest to Council for consideration purposes:</p> <ol style="list-style-type: none"> <li>1. Sections 147-149 of the Municipal Government Act (MGA) allow Council to divide the municipality into wards for election purposes. The Town of Taber has not done this in the past but it is an option. Administration is seeking direction from Council as to whether or not it wishes to establish wards for the 2017 election. If so, a bylaw to this effect must be passed.</li> <li>2. Sections 150-151 of the MGA allow Council to appoint the chief elected official (mayor) from among the elected councillors rather than having the position be filled by election. Again, the Town has not done this in the past but the option is there. Administration is seeking direction from Council for the 2017 election. A bylaw would be needed if Council wishes to change to an appointment-type system.</li> <li>3. Section 73(1) of the Local Authorities Election Act, states that an elected authority may by resolution provide for holding an advanced vote on any vote to be held in the election. If Council chooses to provide for an advanced vote, the Returning Officer would determine the days and hours when the advanced vote is to be held.</li> <li>4. Section 79(1) of the Local Authorities Election Act, states that an elected authority may by resolution provide for the attendance of 2 deputies at the residence of an elector, during the hours an advanced voting station is open or other times as may be fixed by resolution, in order to take the votes of an elector who, because of their physical incapability, is unable to attend a voting station or an advanced voting station to vote.</li> </ol>

	<p>5. Section 80(1) of the Local Authorities Election Act, states that an elected authority by resolution may designate the location of one or more institutional voting stations for an election. Alternatively, Section 80(1) allows Council the authority to delegate this task to the Returning Officer.</p>
<b>Legislation / Authority:</b>	<p>Local Authorities Election Act Municipal Government Act</p>
<b>Strategic Plan Alignment:</b>	<p>Governance: Build partnerships with other governments and organizations where synergies may exist.</p>
<b>Financial Implication:</b>	<p>The costs associated for conducting the 2017 Municipal Election has been considered in the approved 2017 Operating Budget.</p>
<b>Service Level / Staff Resource Implication:</b>	<p>Council has appointed a returning officer for the municipality, and that person would be responsible to ensure the conduct of the election. Staffing requirements have been considered and are within the parameters of the recommendations for is project.</p>
<b>Justification:</b>	<p>Making these decisions at this time allows for appropriate time for advertising to prepare for and garner a successful election. Vast inclusion of electors and having ample timing for education of voting opportunities presents greater opportunity for a successful election.</p>
<b>Alternative(s):</b>	<p>Council could choose to direct Administration to make amendments to the defaults listed by Alberta Municipal Affairs being _____, and requests Administration to bring back any required bylaws or resolutions to Council for consideration. Council could choose to keep the status quo, which is the default situation under the MGA with no resolutions, bylaws or further action required.</p>
<b>Attachment(s):</b>	<p>Alberta Municipal Affairs Election Calendar</p>





<b>APPROVALS:</b>	
<b>Originated By:</b>	Kerry Van Ham
<b>Chief Administrative Officer (CAO) or Designate:</b>	

# Municipal Election Calendar

(Excludes Summer Villages)

Updated 2017

This calendar is designed to supplement the *Local Authorities Election Act (LAEA)* and the dates and deadlines prescribed. This calendar is not designed to be the sole source of information. The dates provided for in the calendar are absolute deadlines based on the *LAEA* and should be reviewed throughout the duration of the election year to ensure adequate time for the resolutions and bylaws to be passed by municipal councils. For further information and if you have any questions, please contact Municipal Services Branch at 780-427-2225, toll-free in Alberta by dialing 310-0000, and ask to speak with a municipal advisor.

# January 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 New Year's Day	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 Review <i>Local Authorities Election Act, MGA, &amp; School Act.</i>	31				

# February 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13 <i>Review Local Authorities Election Act, MGA, &amp; School Act</i>	14	15	16	17	18
19	20 <b>Family Day</b>	21	22	23	24	25
26	27	28				

# March 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17 Last day for a bylaw to be passed for additional number and types of identification to verify name and address of an elector (s.53)	18
19	20 Elected Authority may, by resolution, appoint a returning officer if someone other than the chief administrative officer or school secretary is to be the returning officer (s.13).	21	22	23	24	25
26	27	28	29	30	31	



# April 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14 <b>Good Friday</b>	15 School boards may pass a bylaw, prior to April 15, requiring disclosure of campaign contributions and expenses (s.118)
16	17 <b>Easter Monday</b>	18	19 Last day to for a bylaw to be passed to change the division or ward system (MGA s.149) Last day for a bylaw to be passed to change the manner in which the chief elected official is selected (MGA s.151)	20	21	22
23	24	25	26	27	28	29
30						

# May 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 <i>Review Local Authorities Election Act, MGA, &amp; School Act</i>	2	3	4	5	6
7	8 Provide prospective candidate packages (if applicable) – see procedural manual for an example of items to include.	9	10	11	12	13
14	15	16	17	18	19	20
21	22 <b>Victoria Day</b>	23	24	25	26	27
28	29	30	31			

# June 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Arrange for voting stations (s.37 and s.75).	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30 <b>*IMPORTANT*</b> <b>*See Notes*</b>	

**Notes:**

- May pass a bylaw prior to June 30 to provide that Election Day is to be the Saturday before October 16, 2017 (s. 11(2)).
- May pass a bylaw prior to June 30 specifying the minimum number of electors required to sign the nomination of a candidate for office, if over 5 (s.27(2)).
- May pass a bylaw prior to June 30 allowing returning officers to accept nominations prior to 10am and establishing additional locations where a deputy may receive nominations (s. 28(2)).
- May pass a bylaw prior to June 30 allowing voting stations to open prior to 10am (s. 46(2) and s.46(2.1)).

# July 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						<b>1 Canada Day</b> The earliest date that Municipal employees wishing to be nominated as a candidate, may notify employer that they are taking a leave of absence (s.22(5), 22(5.1))
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**Note:**

Council may, by resolution, provide for an advanced vote (s. 73).

Council may, by resolution, provide for incapacitated elector voting at home (s.79)

Council may, by resolution, provide for an institutional vote (s.80).

Council may, by resolution, set an earlier deadline for when special ballots must be received by a returning officer (s.77.2 (3.1)).

Ensure Returning officer has been appointed and completed official oath (s.16).

Council may pass a bylaw to authorize the compiling of voters list (s. 50).

# August 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7 <b>Heritage Day</b>	8	9	10	11	12
13	14 Determine staffing requirements for voting stations; determine hiring process and payment schedule.	15	16	17	18	19 Council may pass a bylaw not less than 30 days prior to nomination day requiring a deposit with nomination papers (s. 29).
20	21 No later than two months prior to election Council may pass a bylaw to authorize the printing of ballots in lots (s. 43).	22	23	24	25	26
27	28	29	30	31 Prepare Nomination Day materials.		

# September 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	<b>4 Labour Day</b> Notice of Nomination Day Advertisement (s.27)	5 Hire all election officials including deputy returning officers and constables (s.14).	6	7	8	9
10	11 Notice of Nomination Day Advertisement (s.27)	12 Confirm all materials for nomination day.	13	14	15 *See below*	16
17	18 Nomination Day (s.25) Hours (s.28) Deposits (s.29) Acclamations (s.34)	19 *See below* Deadline to withdraw Nomination is 12noon. Delivered, in person and in writing to the returning officer. (s.32).	20 Confirm election day and advance vote (if required) voting station locations. Order/confirm election materials.	21 Prepare notice of election (Form 4) form and notice of advance vote (if required) (s.35 & s.74).	22	23
24	25	26 Confirm advance vote materials (supply list can be found in Elections Procedural Manual).	27	28	29	30

September 15, 2017

- Municipal employees seeking election must take leave of absence before the last working day prior to nomination day. (s.22(5))
- Council may pass a bylaw prior to nomination day to discontinue an election for an office for which a candidate has died. (s.33).

September 19, 2017

- Twenty-four hours after the close of nominations, the returning officer shall forward a signed statement showing the name of each nominated candidate to the minister (emailed signed statements to MA.LGS.Update@gov.ab.ca)



# October 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Notice of Election Day Advertisement (s.35)	3	4	5	6	7
8	9 <b>Thanksgiving</b> Notice of Election Day Advertisement (s.35)	10 Confirm all Election Day materials	11	12 Ensure training for all deputy returning officers and constables is complete.	13 Ensure all deputy returning officers and constables have subscribed to the prescribed statement prior to performing any duties (s.16 (2)).	14 Election Day (if bylaw passed under s.11). Last day to hold any advance voting opportunities (if applicable) (s.73).
15	16 <b>Election Day (s.11)</b> Unofficial results posted on the Election Database following the completion of the count on Election Night.	17	18 Deadline to ask Returning Officer for Recount (4pm) (s.98)	19	20 <b>*See Below*</b>  Official Results released at 12noon (s.97).	21
22	23	24	25	26	27	28
29	30 Deadline to hold organizational meeting. MGA s.192	31				
<p>October 20, 2017</p> <ul style="list-style-type: none"> <li>• If a recount is required, it must be completed by 12noon on Friday October 20, 2017 (s.98).</li> <li>• The returning officer shall forward a signed statement showing the number of votes for each candidate and indicate each candidate declared to be elected to the Deputy Minister (can be faxed/emailed/entered on the election database through MA Connect) (s.97 (4)).</li> </ul>						

# November 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3 Last Day to for an elector to request a judicial recount. S.103.	4
5	6	7	8	9	10	11 Remembrance Day
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 Destruction of Election Materials (unless ruled otherwise by a judge). S.101.	28	29	30		

**NOTE:**

March 1, 2018 – Last day for candidates in the municipality (not including school boards unless a bylaw passed under s.118) to file Form 21 – Campaign Disclosure and Financial Statement. (LAEA s.147.4).

# December 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 Christmas Day	26 Boxing Day	27	28	29	30
31						

**NOTE:**

You may send a reminder to all candidates regarding the requirement to file Form 21 being the Campaign Finance and Disclosure Statement.



<b>Council Request for Decision</b>	
<b>Meeting Date: April 10, 2017</b>	
<b>Subject:</b> Federation of Canadian Municipalities: Legal Defense Fund Contribution Request	
<b>Recommendation:</b>	That Council declines to pay the per capita fee for the Federation of Canadian Municipalities (FCM) Legal Defense Fund at this time.
<b>Background:</b>	<p>Correspondence was received from the Federation of Canadian Municipalities (FCM), requesting support for the Legal Defense Fund. At this point, it is optional for the municipality to participate. This is the first time the Town of Taber has received such a request from this organization.</p> <p>The Town is currently pays membership fees to FCM based on a per capita formula in the amount of \$ 1,604.74.</p>
<b>Legislation / Authority:</b>	Municipal Government Act, Section 6: Municipal Organization and Administration
<b>Strategic Plan Alignment:</b>	No strong alignment.
<b>Financial Implication:</b>	The cost is based on population, as indicated in the attached invoice at \$195.71.
<b>Service Level / Staff Resource Implication:</b>	No significant impact.
<b>Justification:</b>	There does not seem to be any advantage to the Town of Taber participating in this request at the moment, as there do not seem to be major issues in Taber.
<b>Alternative(s):</b>	<ol style="list-style-type: none"> <li>1. Council could decide to contribute to the fund to possibly gain more insight into, and a voice in, the direction of the funding model.</li> </ol>



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<b>Attachment(s):</b>	FCM Request
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<b>APPROVALS:</b>	
<b>Originated By:</b>	Kerry Van Ham
<b>Chief Administrative Officer (CAO) or Designate:</b>	



FEDERATION OF CANADIAN MUNICIPALITIES  
FÉDÉRATION CANADIENNE DES MUNICIPALITÉS



04751

March 17, 2017

Dear Mayor and Members of Council,

For the past 20 years, FCM's Legal Defense Fund has been a critical tool in defending the national legal interests of Canada's municipalities. When a member calls on FCM to intervene in a court case of national importance, it's the Legal Defense Fund that makes this support possible. The Fund has been instrumental in setting important legal precedents on a number of issues that are of crucial importance to all municipalities. These include rights-of-way management, payments in lieu of taxes, environmental protection as well as the constitutional ability of municipalities to exercise their legislative powers.

After years of activity, FCM's Legal Defense Fund has been fully depleted. Now we need municipalities like the Town of Taber to help restore the long-term health of the Fund.

A robust Legal Defense Fund is more important than ever. As courts — particularly the Supreme Court — become more strict with regard to the number of intervening parties they will allow in any given case, FCM is consistently recognized as the sole municipal intervener in cases with national implications. That means the Fund is the most certain and cost-effective way of protecting municipal legal rights in bodies such as the Courts of Appeal (provincial and federal), the Supreme Court of Canada and administrative bodies like the CRTC. While the Fund is used specifically for costs incurred directly by FCM, its influence in setting national legal precedents benefits every municipality in Canada. A recapitalized Fund will enable FCM to continue its longstanding efforts to maintain adequate municipal control over local rights-of-way and to maximize cost-recovery — while also bringing the municipal voice to a broad range of legal issues. What's more, it will support a growing demand for FCM to seek out proactive legal opinions on emerging policy issues, such as marijuana legalization. This will help provide all municipalities with the best legal advice available at a fraction of the cost, while contributing to the development of a united municipal response on national issues.

FCM has established a long-term strategy to recapitalize the Legal Defense Fund annually — beginning with an immediate call for contributions to cover ongoing legal costs. While support is voluntary, we strongly encourage members to contribute. FCM's Board of Directors has established a set contribution formula of 2 cents per capita. Enclosed is a voluntary invoice that indicates the Town of Taber's proposed contribution for this year. This amount can be changed based on your budgetary situation. Starting next fall, municipalities will be invited to make an annual voluntary contribution to the long-term viability of the Fund as part of FCM's yearly membership drive.

All of us have a role to play in advancing the legal interests of Canada's municipalities. Thank you in advance for your immediate and ongoing support of the Legal Defense Fund. For more information, visit the membership page at [fcm.ca](http://fcm.ca) or email [info@fcm.ca](mailto:info@fcm.ca).

Sincerely,

Clark Somerville  
FCM President

**President  
Président**  
Clark Somerville  
Councillor  
Regional Municipality of  
Halton, ON

**First Vice-President  
Première vice-présidente**  
Jenny Gerbasi  
Councillor  
City of Winnipeg, MB

**Second Vice-President  
Deuxième vice-présidente**  
Sylvie Goneau  
Conseillère  
Ville de Gatineau, QC

**Third Vice-President  
Troisième vice-président**  
Bill Karsten  
Councillor  
Halifax Regional  
Municipality, NS

**Past President  
Président sortant**  
Raymond Louie  
Acting Mayor  
City of Vancouver, BC

**Chief Executive Officer  
Chef de la direction**  
Brock Cariton  
Ottawa, ON

24, rue Clarence Street,  
Ottawa, Ontario, K1N 5P3

T. 613-241-5221  
F. 613-241-7440

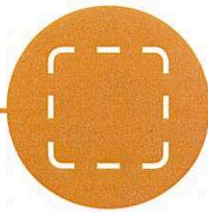
[www.fcm.ca](http://www.fcm.ca)





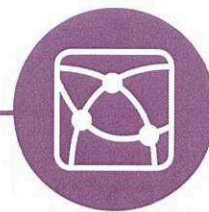
# FCM's Legal Defense Fund

## A TRACK RECORD OF SUCCESS



### CONSTITUTIONAL JURISDICTION OF MUNICIPALITIES

The 2001 decision by the Supreme Court of Canada in the *Spraytech v. Hudson* case, in which FCM intervened on behalf of the municipal sector, ushered in a new approach to how courts should interpret the legislative authority of municipal councils. In that case, the Supreme Court indicated that courts should show deference to the choices made by local elected officials, in this case the Town of Hudson, Quebec. The Court also indicated that municipal legislative authority should be interpreted broadly and that local rules could coexist with federal regulations. Since then, FCM has continued to play an active role, as intervener, in a number of cases where the basic ability of municipalities to use their legislative powers has been at stake. Recent examples include *Rogers v. Châteauguay*, *Windsor v. Canadian Transit Company* (both heard by the Supreme Court in 2016) and *Hamilton v. Canada Post* (Court of Appeal for Ontario in 2016).



### RIGHTS-OF-WAY MANAGEMENT

The deregulation of the telecommunications sector in 1993 completely changed the ROW environment overnight. A number of new, commercially aggressive providers sought quick access to municipal ROWs to deploy their networks. Through its Technical Committee on ROWs (some 40 legal and technical experts from across the country), FCM has coordinated the municipal sector's response for 25 years: development of best practices, information sharing and active participation in a number of legal cases. FCM was the Appellant to the Federal Court of Appeal in the landmark *Ledcor* case that established the principle that municipalities have the right to recover all incremental costs related to telecommunications activity on their land. FCM also intervened in early cases such as the Edmonton LRT tunnels as well as recent precedent-setting cases: next-generation access agreements (CRTC decision in *Hamilton v. Bell*), the applicability of general ROW bylaws to federal undertakings (Court of Appeal for Ontario in *Hamilton v. Canada Post*) and the use of bylaws to grant "consent" under the *Telecommunications Act* (brought by Calgary and currently before the CRTC).



### WHAT MUNICIPAL LEADERS ARE SAYING ABOUT THE LEGAL DEFENSE FUND:

*"The FCM Legal Defense Fund has played a critical role in advancing municipalities' constitutional and legal interests. In 2012, FCM defended the sector's interests in our city's payments in lieu dispute before the Supreme Court of Canada with the federal government regarding the valuation of Halifax's Citadel Hill. After a successful Supreme Court decision, this case was successfully resolved in 2016. The Fund remains a key tool for bringing the national voice to legal disputes and in defending the municipal sector's collective interests."*

**Mayor Mike Savage,**  
City of Halifax, Nova Scotia

*"Defending municipal jurisdiction in court is a tall task for municipalities to bear on their own – especially for smaller municipalities. That's why FCM's Legal Defense Fund is such a critical tool. A well-supported Fund is key to defending the legal interests of municipalities of all sizes. FCM is consistently recognized by the courts as the sole national representative of our sector in cases of national importance. We need to continue to support the Fund to ensure that FCM is able to intervene in precedent-setting cases that impact each and every one of us."*

**Councillor Lorne Olsvik,**  
Lac Ste. Anne County, Alberta

To learn more, visit the membership page at [fcm.ca](http://fcm.ca).

**FCM**  
FEDERATION OF CANADIAN MUNICIPALITIES  
FÉDÉRATION CANADIENNE DES MUNICIPALITÉS

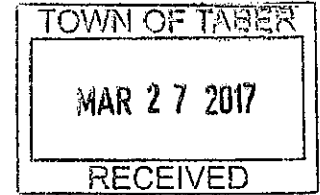




FEDERATION OF CANADIAN MUNICIPALITIES  
FÉDÉRATION CANADIENNE DES MUNICIPALITÉS

Invoice / Facture

24, rue Clarence Street, Ottawa,  
Ontario, K1N 5P3  
T. 613-241-5221 F. 613-241-7440



Armfelt, Cory  
Town of Taber  
4900A-50th Street  
Taber, Alberta T1G 1T1

**Invoice / Facture:** ORD-04751-W2L5D4  
**DATE:** 03/01/2017  
**ACCOUNT/COMPTE:** 436  
**DUE DATE/DATE LIMITE:** 04/01/2017

ITEM/DESCRIPTION	QTY/QTE	RATE/TAUX	TAX/TAXE	TOTAL
Legal Defense Fund/Fonds de défense juridique	8,104.00000	\$0.0230	\$9.32	\$195.71
			<b>GST/TPS (5%):</b>	\$9.32
			<b>TOTAL:</b>	\$195.71

**PAYMENT/PAIEMENT**

**By cheque payable to:**  
**Federation of Canadian Municipalities**  
**Par chèque à l'ordre de:**

**By Electronic Funds Transfer/Par transfert électronique de fonds**

Royal Bank of Canada (RBC)  
90 Sparks St, Ottawa, ON K1P 5T7

**Transit Number/Numéro de transit:** 00006  
**Account Number/Numéro de compte:** 1006603

**Fédération canadienne des municipalités**

24, rue Clarence Street

accountsreceivable@fcm.ca/comptesrecevables@fcm.ca

Ottawa, Ontario K1N 5P3

HST # / No. de TVH: 11891 3938 RT0001  
QST # / No. de TVQ: 1202728231DQ0001

**Ref No. / No. de référence :** 436



<b>Council Request for Decision</b>	
<b>Meeting Date: April 10, 2017</b>	
<b>Subject: Palliser Airshed Society</b>	
<b>Recommendation:</b>	That Council declines to join the Palliser Airshed Society and pay the per capita annual membership fee.
<b>Background:</b>	The Palliser Airshed Society (PAS) was, according to its website, “established in the Spring of 2003 to monitor air quality in the Medicine Hat/Redcliff region”. There are several such airshed societies in Alberta, established with the support of Alberta Environment which has divided the Province into airshed zones (Taber is in the Palliser region). The primary advantage of these societies is that they allow the sharing of resources to establish air monitoring stations. This is an advantage to the corporations that are required to monitor their emissions as part of their Alberta Environment licenses. The benefits for municipalities are less obvious unless they have air quality issues (e.g., Calgary) or have a lot of industries in their area (e.g., Strathcona County).
<b>Legislation / Authority:</b>	Municipal Government Act, Section 6: Municipal Organization and Administration
<b>Strategic Plan Alignment:</b>	No strong alignment.
<b>Financial Implication:</b>	The cost is based on population, as indicated in the attached invoice.
<b>Service Level / Staff Resource Implication:</b>	If the Town joins, it may wish to send a Council representative to occasional meetings.
<b>Justification:</b>	There does not seem to be any advantage to the Town of Taber in joining this group in that there are no industries asking Council to participate and air quality does not seem to be a major issue in Taber.
<b>Alternative(s):</b>	<ol style="list-style-type: none"> <li>1. Council could ask administration to investigate whether or not there are many industrial facilities in the area that are required to constantly monitor their emissions, in which case a cost sharing arrangement may have benefits.</li> </ol>



	2. Council could decide to join the society to gain more insight into, and a voice in, regional air quality issues.
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<b>Attachment(s):</b>	Palliser Airshed Society Membership
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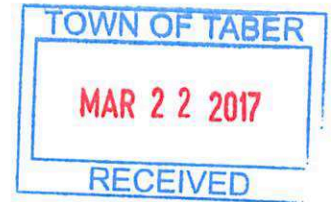
<b>APPROVALS:</b>	
<b>Originated By:</b>	Raeanne Keer
<b>Chief Administrative Officer (CAO) or Designate:</b>	



*Invoice - PAS Membership  
#208 - Unit 3  
3271 Dunmore Road SE  
Medicine Hat, AB T1B 3R2  
GST No. 870912409RT-0001*

March 17, 2017

Town of Taber  
4900A - 50 Street  
Taber, AB T1G 1T1  
Attention: Cory Armfelt



Dear Mr. Armfelt:

The support of your municipality is being solicited as a contributing member of the Palliser Airshed Society to help sustain implementation of the Regional Air Quality Monitoring Program. As a non-profit, consensus based, multi-stakeholder organization, PAS is mandated to collect and communicate ambient air quality data and information for the benefit of all residents of SE Alberta. Real time and historical data can be viewed at [www.palliserairshed.com](http://www.palliserairshed.com).

Successive provincial governments have made it clear that land use decisions will be based on cumulative environmental impacts. Air quality is a key element in understanding quality of the environment. Without credible air quality data, cumulative effects cannot be determined.

The responsibility for comprehensive environmental monitoring in the province has been assigned to the Environmental Monitoring and Science Division of Alberta Environment and Parks (EMSD-AEP). PAS complies with rigorous procedures set for ambient air quality monitoring as governed by terms of the Air Monitoring Directive administered by Alberta Environment and Parks. AEP facilitates credible airshed monitoring networks provincially. In the Palliser Airshed, AEP extends base operating funding in support of a continuous air monitoring station. However, PAS also operates a portable continuous (airpointer™) monitoring station as well as a comprehensive passive monitoring network. As such, funding available from EMSD covers only a portion of the annual cost of maintaining The viability of air monitoring in SE Alberta therefore depends on PAS building strong partnerships with private and public stakeholders.

Residents of your municipality work, live, and play within the region administered to by the Palliser Airshed Society. As a key stakeholder in the airshed, by joining PAS, ambient air monitoring requirements as mandated by AEP are met. Each month, on behalf of all stakeholders, PAS reports the comprehensive data required by the Clean Air Strategic Alliance (CASA) as well as EMSD. The attached invoice reflects potential release of emissions based on population residing within your municipal boundaries. In this manner, municipal entities of variable size and population, whether city, town, village, hamlet, county or municipal district, as well as Special Areas, are able to contribute on a fair and equitable basis.

On behalf of the Palliser Airshed Society Board of Directors, thank you in advance for considering membership support. Should you have questions related to PAS, contact Ken Perl at (403) 892-7745, or email [ken@palliserairshed.com](mailto:ken@palliserairshed.com). Also, if you would like further information regarding the partnerships between PAS and the Environmental Monitoring and Science Division, or the Operations Division of Alberta Environment and Parks, please contact Susan McIntosh, Environmental Operations, Southern Region, AEP, at (403) 381-5325.

Sincerely,

A handwritten signature in black ink that reads "Ken Perl".

Ken Perl  
Executive Director - PAS

A handwritten signature in black ink that reads "Russ Golonowski".

Russ Golonowski  
Chair - PAS



*Invoice - PAS Membership  
#208 - Unit 3  
3271 Dunmore Road SE  
Medicine Hat, AB T1B 3R2  
GST No. 870912409RT-0001*

*Invoice No: PAS-17-075  
Invoice Date: March 17, 2017*

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

ATTENTION: Cory Armfelt

Reference: Palliser Airshed Society Membership  
Period Ending: December 31, 2017  
Services: Ambient Air Quality Monitoring - PAS Airshed

<b>PAS Fee</b>	<b>\$885.97</b>
<b>GST</b>	<b>\$44.30</b>
<b>Total Invoice Amount</b>	<b>\$930.27</b>

Please Remit Payment To: ***Palliser Airshed Society  
#208 - Unit 3  
3271 - Dunmore Road SE  
Medicine Hat, AB  
T1B 3R2***

**Notes:**

1. Municipality fees are based on the percentage of the population and number of dwellings located within the area monitored by the Palliser Airshed Society.
2. The minimum municipality contribution is \$525.

## Council Request for Decision

**Meeting Date:** April 10, 2017

**Subject:** Materials Recovery Facility Update

<b>Recommendation:</b>	<p>That Council directs Administration to return the Community and Regional Economic Support (CARES) program grant and not proceed with the Materials Recovery Facility Feasibility Study.</p> <p>And that Council directs Administration to write a letter to the Ministers of Municipal Affairs and Economic Development and Trade indicating the Town's displeasure with the lack of clarity regarding applying for multiple grants in the Alberta Community Partnerships Program guidelines and the Community and Regional Economic Support guidelines.</p>
<b>Background:</b>	<p>With the support of Council and the Councils of 20 other municipalities in Southern Alberta, Administration applied for two grants in 2016 to fund the Southern Alberta Regional Materials Recovery Facility Feasibility Study. The two grants applied for were the Community and Regional Economic Support (CARES) program grant, which covers up to 50%, and the Alberta Community Partnerships (ACP) Intermunicipal Collaboration grant, covering up to 100% of eligible projects. The Town of Taber was awarded the CARES grant (letter attached) but not the ACP grant due to the fact that one municipality would not be awarded both (letter attached). Administration was not aware that being awarded the CARES grant could impact the Town's ability to receive the ACP grant. The guidelines for the CARES grant indicates only 50% of funding can come from the Alberta Government, however it does not indicate being approved for but not yet accepting a grant would impact one's ability to receive another grant and choose which they would like to use.</p> <p>The Town applied for \$50,000 from the CARES grant to fund the Southern Alberta Regional Materials Recovery Feasibility Study which has an estimated total cost of \$100,000. This means that the Town must contribute \$50,000. Council had previously committed to transferring funds from reserves to fund the Town's portion of the project on July 18, 2016.</p> <p><i>"RES. 389/2016        MOVED by Councillor Prokop that Council supports the application for funding from the Alberta Community Partnership, Intermunicipal Collaboration Grant and the Federation of Canadian Municipalities, Green Municipal Fund (or other grants as applicable) to study the feasibility of a Materials Recovery Facility in Southern Alberta to be located in the Town of Taber,</i></p> <p><i>And supports that the Town of Taber is the applicant and managing partner for this initiative,</i></p> <p><i>And commits to directing recyclable material from the Town of Taber to this facility,</i></p>



	<p><i>And further resolves to transfer funds from municipal reserves to fund the portion of the feasibility study not covered by grant(s).</i> <i>CARRIED</i></p> <p>After submitting applications for the two grants noted above, the City of Lethbridge announced in November 2016 that they would be going ahead with building their own Materials Recovery Facility (MRF) in Lethbridge, a project they had previously decided not to move forward with. The City of Medicine Hat also informed Administration that they plan to build their own MRF in the Medicine Hat area.</p> <p>The City of Lethbridge had previously completed a feasibility study which determined 8-10 tonnes/hour of recyclable materials need to be collected to make a MRF economically viable. The best approach to reach this target was to form a regional MRF. Based on the City of Lethbridge's study, if municipalities within a 150 km radius of Lethbridge directed their recyclables to the Lethbridge MRF they would reach 8 tonnes/hour in the 4<sup>th</sup> year and 10 tonnes/hour in the 6<sup>th</sup> year. Using this example the Town conducted their own preliminary feasibility study which determined 150 km radius around Taber would include two cities, Lethbridge and Medicine Hat, and therefore a greater population. This increase in population would mean the required 10 tonnes/hour would be reached within the third year of operation if a MRF were to be located in Taber.</p> <p>Southern Alberta does not have the capacity for three municipal MRFs to be economically viable, therefore the Town should not move forward with the Southern Alberta Regional Materials Recovery Facility Feasibility Study. An operational MRF in Taber would not reach a profitable tonnage without the cities of Lethbridge and Medicine Hat's participation.</p>
<p><b>Legislation / Authority:</b></p>	<p>Municipal Government Act Section 3 – Municipal Purposes</p> <p>The purpose of a municipality are:</p> <ul style="list-style-type: none"> <li>(a) to provide a good government</li> <li>(b) to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or part of the municipality,</li> <li>(c) and to develop and maintain safe and viable communities</li> </ul>
<p><b>Strategic Plan Alignment:</b></p>	<p>Strategic Plan Economic Goal #1: Create Conditions for business success and development, taking advantage of the Town's unique climate and location in Southern Alberta.</p>
<p><b>Financial Implication:</b></p>	<p>There would be no budget implications for returning the CARES grant.</p>
<p><b>Service Level / Staff Resource Implication:</b></p>	<p>There will be no impact on staff resources to return the CARES grant.</p>
<p><b>Justification:</b></p>	<p>Council should return the grant as moving forward with a Taber MRF will not be economically viable.</p>



<b>Alternative(s):</b>	That Council directs Administration to continue with the Southern Alberta Materials Recovery Facility Feasibility Study project.
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<b>Attachment(s):</b>	Letter from Community and Regional Economic Support Program Letter from Alberta Community Partnerships
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<b>APPROVALS:</b>	
<b>Originated By:</b>	Kattie Schlamp
<b>Chief Administrative Officer (CAO) or Designate:</b>	



ALBERTA

ECONOMIC DEVELOPMENT AND TRADE

*Office of the Minister  
Deputy Government House Leader  
MLA, Edmonton-Beverly-Clareview*



February 22, 2017

AR 66064

Ms. Kattie Schlamp  
Planning and Economic Development Assistant  
Town of Taber  
4900A - 50 Street  
Taber AB T1G 1T1

Dear Ms. Schlamp,

I am pleased to advise you that your application to the October 1, 2016, intake of Community and Regional Economic Support (CARES) program has been approved for funding. Applications were reviewed through a competitive evaluation process to ensure eligibility, as per the program guidelines.

Your application may receive full or partial funding. CARES program staff will be in touch with you to confirm the amount of funding and execute a grant agreement. If you have any questions or require further information, please contact Megan McNeill, Program Manager, at 780-427-6764 (dial 310-0000 for a toll-free connection) or by email at [megan.mcneill@gov.ab.ca](mailto:megan.mcneill@gov.ab.ca).

Congratulations on your successful application. I wish you continued success in working with community and regional leaders to accelerate and implement your initiative to help Alberta become more economically competitive and prosperous.

Sincerely,

Deron Bilous  
Minister of Economic Development and Trade



Municipal Affairs



**Deputy Minister**  
18th Floor, Commerce Place  
10155 – 102 Street  
Edmonton, Alberta T5J 4L4  
Canada  
Telephone 780-427-4826  
Fax 780-422-9561

*Scanned  
CA/GS/DW*

AR88834

March 21, 2017

Mr. Cory Armfelt  
Chief Administrative Officer  
Town of Taber  
4900A - 50 Street  
Taber AB T1G 1T1

Dear Mr. Armfelt:

Thank you for your grant application under the Alberta Community Partnership (ACP) program, Intermunicipal Collaboration component.

The program received a substantial number of applications for project funding. Each application was reviewed and screened for eligibility against publicly available criteria in accordance with program guidelines.

On behalf of the Minister, I regret to advise that the following project application submitted to the ACP program has been assessed as not eligible.

- Southern Alberta Regional Materials Recovery Facility Feasibility Study

The application is not eligible as the municipality has already been approved for funding for the same project under the Community and Regional Economic Support grant program administered by Alberta Economic Development and Trade.

If you have any additional questions regarding this application, please contact Christine Bigoray, Manager, Regional Grant Programs, toll free at 310-0000, then 780-644-8974, or at [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca).

.../2

Mr. Cory Armfelt

- 2 -

The ministry recognizes the cooperative approaches being taken throughout Alberta to build stronger communities. I look forward to working in partnership on other endeavors through our various grant programs.

Sincerely,

A handwritten signature in black ink, appearing to read 'Brad Pickering', with a long horizontal stroke extending to the right.

Brad Pickering  
Deputy Minister

cc: Hon. Shaye Anderson  
Minister of Municipal Affairs



<b>Council Request for Decision</b>	
<b>Meeting Date:</b> April 10, 2017	
<b>Subject:</b> Collection of Refundable Beverage Containers	
<b>Recommendation:</b>	That Council authorizes that the Collection of Refundable Beverage Containers Program be suspended pending further review of the program.
<b>Background:</b>	<p>Over the last two years the Town has installed 13 new garbage/refundable beverage container bins around the community. There are now 15 such bins in total, with one side being garbage and the other being refundable beverage containers and 13 have decorative wrap on them.</p> <p>In 2016 Council adopted the Collection of Refundable beverage Container Policy and the Indomitable Spirit Competition Fundraising Society was awarded the opportunity to collect. Their agreement ends at the end of May.</p> <p>The feedback we have received is that the effort is not worth the outcome. We have known that there has been theft of the beverage containers from the recycle bins and as a result there were few to collect.</p> <p>This year 10 new containers were awarded through a grant but will come installed with an exterior device that makes theft more of a challenge.</p> <p>Although the concept was a good idea, it may not be viable at this time based on feedback from the group.</p> <p>The Recreation Board reviewed the information about the program and passed the following motion:</p> <p><i>L. Wijna moved that the Recreation Board recommends to Council that the Collection of Refundable Beverage Containers Program be suspended pending further review of the program. Carried Unanimously.</i></p>
<b>Legislation / Authority:</b>	MGA s3
<b>Strategic Plan Alignment:</b>	Maintaining a safe community that is healthy, innovative and environmentally aware.
<b>Financial Implication:</b>	There is a component of the grant funding that was received that requires the Town to report the amount of refundable beverage containers collected to Alberta Beverage Container Recycling Corporation.





<b>Service Level / Staff Resource Implication:</b>	If discontinued then staff resources would be required to empty the containers. Individuals still through garbage inside that would require the bags to be changed and the units can become home to wasps that would require addressing.
<b>Justification:</b>	This process is currently not working as intended due to theft from the receptacles.
<b>Alternative(s):</b>	Council may ask additional questions.

<b>Attachment(s):</b>	Collection of Refundable Beverage Containers Policy Collection of Refundable Beverage Container Procedure
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<b>APPROVALS:</b>	
<b>Originated By:</b>	Aline Holmen
<b>Chief Administrative Officer (CAO) or Designate:</b>	



## Collection of Refundable Beverage Containers

<b>Policy No.:</b> PS-REC-4	<b>Council Resolution No.:</b> 215/2016
<b>Department:</b> Recreation	<b>Authority:</b> Council
<b>Effective Date:</b> 25/04/2016	<b>Revision Date:</b>
<b>Review Date:</b> 31/01/2019	<b>Repealed Date:</b>
<b>Supersedes:</b> N/A	
<b>Related Procedure No.:</b> PS-REC-4	
<b>Related Procedure Name:</b> Collection of Refundable Beverage Containers	

### Purpose

The purpose of this policy is to identify a process for Council to authorize user groups in the community to collect refundable beverage containers from the outdoor, refundable bins located throughout the community.

### Policy Statement

- 1) Annually, the Town shall offer the money available through the return of refundable beverage containers deposited in the Town’s outdoor recycling bins to a community group which volunteers to pick up the beverage containers.
- 2) The Recreation Board shall be involved in the selection process of a community group to collect refundable beverage containers from the outdoor bins and make a recommendation to Council.
- 3) An agreement with the selected user group would be required in order to meet the grant requirements relating to the number of refundable beverage containers collected.
- 4) The agreement with the user group will be for a period of one year providing equal opportunities to various groups.

### Additional References

None

\_\_\_\_\_  
MAYOR

MAY 5 2016  
DATE

[Signature]  
CHIEF ADMINISTRATIVE OFFICER

MAY 2 2016  
DATE





## Collection of Refundable Beverage Containers

<b>Procedure No.:</b> PS-REC-4	<b>Council Resolution No.:</b> 215/2016
<b>Department:</b> Recreation	<b>Authority:</b> Chief Administrative Officer
<b>Effective Date:</b> 25/04/2016	<b>Revision Date:</b>
<b>Review Date:</b> 31/01/2019	<b>Repealed Date:</b>
<b>Supersedes:</b> N/A	
<b>Related Policy No.:</b> PS-REC-4	
<b>Related Policy Name:</b> Collection of Refundable Beverage Containers	

### Purpose

The purpose of this procedure is to implement a process for the collection of refundable beverage containers from the Town of Taber's outdoor, refundable bins located throughout the community.

### Operating Guidelines

- 1) Annually, in January, the Recreation Department shall advertise to the community user groups the program to apply for the opportunity to collect the refundable beverage containers for that year.
- 2) From the applications received, Administration will prepare a list of applicants for the Recreation Board to review at their March meeting.
- 3) The Recreation Board shall review the applicants and provide a recommendation to Council based on: merit of proposal, need, and community involvement.
- 4) Council will then review the Recreation Boards recommendation and make its decision.
- 5) Once a decision is made, the user group will be required to enter into an agreement with the Town of Taber that outlines the expectations of the partnership.
- 6) It is the intention that each group would collect the beverage containers from June 1<sup>st</sup> of the year of award to May 31<sup>st</sup> of the subsequent year.
- 7) User groups would be required to apply annually as the agreement will be for a one year period.
- 8) Expectations will include such items as access to the outdoor, refundable bins, sorting, and especially reporting the number of refundable beverage containers collected.
- 9) Groups will keep 100% of the money earned.
- 10) Administration shall report the total number of refundable beverage containers collected to the Alberta Beverage Container Recycling Corporation.

  
CHIEF ADMINISTRATIVE OFFICER

MAY 2 / 2016  
DATE



## Council Request for Decision

<b>Meeting Date:</b> April 10, 2017	
<b>Subject:</b> Bid Request 2019 Alberta Senior Masters Games	
<b>Recommendation:</b>	That Council accepts the invitation from the Minister of Culture and Tourism regarding bid applications for the 2019 Alberta Senior Masters Games for information.
<b>Background:</b>	<p>An invitation has been received from Ricardo Miranda, Minister of Culture and Tourism, responsible for sport in Alberta regarding consideration of a bid application for the 2019 Alberta Senior Masters Games.</p> <p>The new format of the games combines winter and summer sports together for an event in late August or September. The host must be able to accommodate 1800 athletes for accommodations.</p> <p>The deadline for submission of a letter of intent is May 31, 2017.</p> <p>All municipalities in Alberta are provided with this opportunity.</p> <p>The Recreation Board discussed this opportunity and made the following motion:</p> <p><i>L. Wijna moved that the Recreation Board recommends Council accept the invitation from the Minister of Culture and Tourism regarding bid applications for the 2019 Alberta Senior Masters Games for information. Carried Unanimously.</i></p>
<b>Legislation / Authority:</b>	MGA Section 3
<b>Strategic Plan Alignment:</b>	Create an environment for hosting Special events in Taber.
<b>Financial Implication:</b>	The cost to host the games has typically been anywhere from \$500,000 - \$700,000. The host receives approx. \$200,000 to assist with offsetting the event.
<b>Service Level / Staff Resource Implication:</b>	Games of any level have a significant impact on service levels as we have seen from hosting previous Southern Alberta Summer Games. Staff involvement would be required in the planning, coordination and administration of the event in conjunction with significant volunteer resources from the community.



	Potential upgrades to facilities would be required as well as preparation of venues, and assistance with set up/take down of venues.
<b>Justification:</b>	Due to economic times and time constraints the 2017 host withdrew their bid. There have now been some changes to the program in hopes of making the games more sustainable.
<b>Alternative(s):</b>	Council may request additional information prior to making a recommendation to Council.

<b>Attachment(s):</b>	Correspondence from Alberta Culture and Tourism
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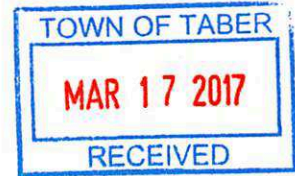
<b>APPROVALS:</b>	
<b>Originated By:</b>	Aline Holmen
<b>Chief Administrative Officer (CAO) or Designate:</b>	





ALBERTA  
CULTURE AND TOURISM

*Office of the Minister  
MLA, Calgary-Cross*



March 9, 2017

His Worship Hendrick De Vlieger  
Mayor  
Town of Taber  
4900A - 50 Street  
Taber, Alberta T1G 1T1

Dear His Worship De Vlieger:

As Minister of Culture and Tourism, responsible for sport in Alberta, I am pleased to invite your community to submit a bid to host the 2019 Alberta Senior Masters Games, formerly the Alberta 55 Plus Games. A brochure with details on how to apply is enclosed.

I encourage your community to consider this invitation and the many benefits that can result from hosting this event. The legacy of experienced volunteers associated with hosting Alberta Senior Masters Games, along with the economic benefits, has proven to be outstanding. The successful host community will be given the opportunity to showcase its talents to participants from all regions of the province, as well as to attract numerous spectators and special guests. Communities with populations of less than 10,000 are encouraged to collaborate with neighbouring communities to submit a joint bid.

The community awarded the 2019 Alberta Senior Masters Games will receive base financial assistance to support operational aspects of the games. The "Guidelines for Communities Bidding to Host the 2019 Alberta Senior Masters Games" document is available from Alberta Sport Connection upon request. In addition, Alberta Sport Connection staff are available to provide assistance in preparing your bid. For more information, please contact Ms. Suzanne Becker at 403-297-2709, toll free by first dialing 310-0000, or email [suzanne.becker@albertasport.ca](mailto:suzanne.becker@albertasport.ca).

Best Regards,

Ricardo Miranda  
Minister

Enclosure

cc: Honourable Lori Sigurdson  
Minister of Seniors and Housing



The Honourable  
**RICARDO MIRANDA**  
Minister of Culture & Tourism  
Responsible for Sport

extends an invitation  
to communities in Alberta  
to bid to host the

## 2019 ALBERTA SENIOR MASTERS GAMES

The Alberta Senior Masters Games are coordinated by Alberta Sport Connection in partnership with the host community and the Alberta 55 plus Association. Interested communities must be capable of feeding and accommodating up to 1,800 participants.

Communities with populations less than 10,000 are encouraged to join together with neighbouring communities to submit a joint bid.

*Please note: the 2019 Alberta Senior Masters Games will include both Summer and Winter (indoor) Sports.*

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For more information visit [www.albertasport.ca](http://www.albertasport.ca)

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## GRANT FUNDING

The total grant provided to the host community by Alberta Sport Connection is \$200,000.

## IMPORTANT DEADLINES

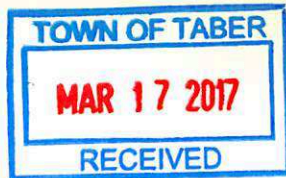
A letter of interest to host the 2019 Senior Masters Games, together with a letter of support from Municipal or Band council must be received by **May 31, 2017**.

Completed bids must be received by the Alberta Sport Connection no later than **June 30, 2017**.





# 2019 ALBERTA SENIOR MASTERS GAMES



## FOR BID GUIDELINES

Please contact

Alberta Sport Connection  
620 – 615 Macleod Trail SE  
Calgary, AB T2G 4T8

T 403.297.2709 F 403.297.6669  
E [suzanne.becker@albertasport.ca](mailto:suzanne.becker@albertasport.ca)

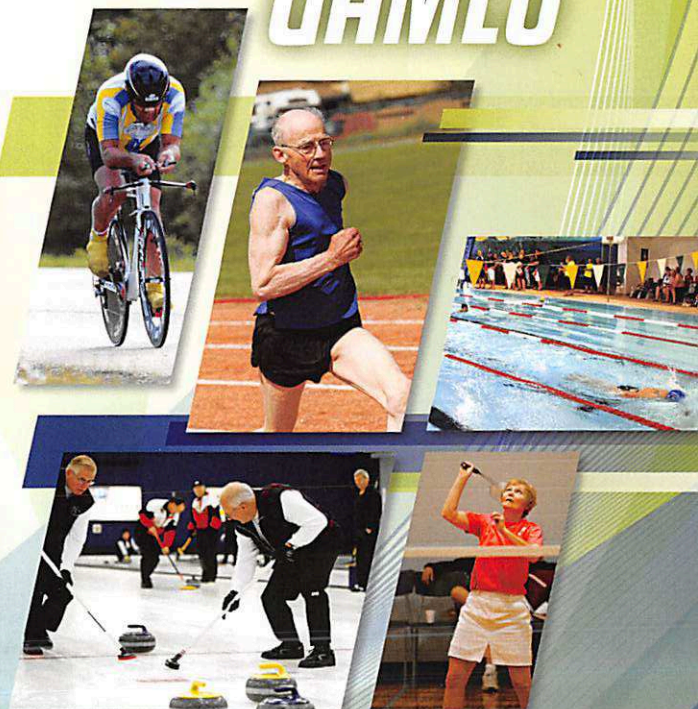


[www.albertasport.ca](http://www.albertasport.ca)

Alberta Government

Alberta Sport Connection supports the delivery of sport programs and services on behalf of the Government of Alberta

# 2019 ALBERTA SENIOR MASTERS GAMES



## Council Request for Decision

**Meeting Date:** April 10, 2017

**Subject:** Energy Conservation Committee Large Ice Surface Lighting Replacement

**Recommendation:**

1. That Council approves the Large Ice Surface Lighting Project.
2. That Council awards the tender to D.A. Electric for \$63,410.00, exclusive of GST.

**Background:**

The Energy Conservation Committee did some research on what Town-owned buildings used the largest amounts of electricity, and it was noted that the Large Ice Surface cost the Town approximately \$7,994 per year. The lights over the large ice are run for 4776 hours per year, averaging about 16 hours per day for 8.5 months. Replacing the lights to the ones specified below, the Town can reduce their cost to \$4691.11 per year. With these amounts in mind, the Committee spent months researching a wide variety of lighting that would be suitable for the Large Ice Arena, and help reduce the electricity costs for the Arena. With the Arena already undergoing a retrofit, the Committee decided it would be excellent timing to include a lighting retrofit as well.

The Committee took into consideration a great deal of criteria in order to decide on a specific type of light that would be suitable: average foot candles, the dark/bright spots the lighting would provide on the ice, the cost savings for both energy and maintenance, and the need for the current lighting to be replaced in the Arena. With the help of a Consultant who specializes in lighting, the Committee eventually decided on the Lumingen SLB-HB-0240, which are LED lights. The comparisons the Consultant provided the Committee are attached.

The Lumingen lights have been designed for and used in arenas in Western Canada (the Cenovus Arena in Medicine Hat is one of the closest), and have been proven to be able to take a hit from a puck and survive in the conditions of an ice arena. Their average light intensity across the whole ice surface is fairly even, so there will not be glaring bright spots or dark spots as a result. The public has complained about how dark the ice surface is in the past, so these lights would increase the average intensity from 27 foot candles to 67, greatly improving brightness while still managing to be energy efficient. The lights will be wired to be dimmable in the future, so the lights will not use as much energy when they are not needed. The dimming will not be available right away, just hard-wired for that possibility in the future, should the need arise. The Lumingen lights also come with a lifespan of 162,000 hours.

Currently, staff spend approximately 2-3 hours per week on maintaining the




	<p>lights on the Large Ice Surface. Each time a light has to be fixed, 2 staff members have to do the work. The current lighting is in severe need of replacement, and staff have noted that the lights are falling apart.</p> <p>If the cost of maintenance were not considered, the Lumingen lights would pay for themselves in 11.3 years. However, when the cost of maintaining and replacing the current lights is included, the payback decreases drastically to only 4 years if the lights were to be replaced. In addition to this, the Government of Alberta has released funding for municipalities that are undergoing lighting retrofits. If the Town were to apply for this lighting project, we can receive a rebate per light on the retrofit, helping to alleviate the cost of the project even more.</p> <p>Because of the scale of this project, the Committee put out an RFP to gauge the budget that would be required for the lights as well as the installation costs and installation time. The window of time for installation completion would be approximately 10 weeks following the award of the tender. With respect to a number of events already booked in the arena, the tender included dates for when lights must be operational, and the companies have been made aware of those event dates and must adhere to them. The tender closed on Monday, March 20, 2017 at 4:30 PM. Based on the evaluation, the Committee is recommending the Large Ice Arena Lighting tender be awarded to D.A. Electric Ltd.</p>
<b>Legislation / Authority:</b>	Council resolutions establishing the committee, and adopting its terms of reference.
<b>Strategic Plan Alignment:</b>	<p>Governance: Strengthen our core infrastructure and services in a fiscally responsible manner.</p> <p>Strategic Initiative: "Explore and implement viable opportunities to capture the benefit of energy efficient technologies."</p>
<b>Financial Implication:</b>	<p>There is currently over \$300,000 set aside for energy conservation projects. Additionally, the Government of Alberta currently has a grant for municipal retrofit projects called TAME Express which provide financial rebates to municipalities who install energy efficient lighting. The Town can apply to this grant and possibly receive some money back (per light) if we were approved.</p>
<b>Service Level / Staff Resource Implication:</b>	Five administrative staff members currently sit on the Energy Conservation Committee. They would be responsible for applying to the grant and liaising with the successful company on appropriate installation dates.
<b>Justification:</b>	<p>With the projected rise in energy costs municipalities are facing in Alberta, the Town of Taber is looking for ways to mitigate the projected increase in expenses. The technology for LED lighting has improved exponentially over the past few years, making them more efficient than ever.</p> <p>The current lights over the Large Ice Surface are past their lifespan, and are</p>



	getting harder and harder to maintain. They are old and rusting, and the reflective material on them continues to fall on the ice, increasing maintenance time for both the lights and the ice surface. The proposed lights have a manufacturer warranty of 5 years, and maintenance time would be drastically reduced, creating efficiencies in staff time.
<b>Alternative(s):</b>	Council may decline the project and the tender award. Council may provide alternative projects for the Energy Conservation Committee to pursue.

<b>Attachment(s):</b>	Energy Conservation Product Comparison Sheet Lumingen Brochure Terms of Reference
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<b>APPROVALS:</b>	
<b>Originated By:</b>	Meghan Brennan
<b>Chief Administrative Officer (CAO) or Designate:</b>	

A	B	C	D	E	F	G	H	I	J	K	L
1											
2			<b>Comparison and Review - Taber</b>								
3			<b>Quote 0216028</b>								
4											
5											
6	<b>Variable Factors (KWH Rate / Hours per Year):</b>		<b>KWH Rate</b>	<b>\$0.101</b>		<b>Hours Per year</b>	<b>4,776</b>	<b>(16/day, 8.5 mths)</b>			
7											
8	<b>L</b>	<b>Existing Installation</b>	<b>Hrs per yr</b>	<b>Watts</b>	<b>Qty</b>	<b>Total Watts</b>	<b>Total KWH</b>	<b>Elec. \$/Year</b>			
9	Large Ice	32W fluorescent, two tube per fixture + ballast (27 FC)	4776.00	68.2	243	16572.6	16.6	\$7,994			
10	bleachers	23W CFL	4776.00	23	19	437	0.4	\$211			
11		<b>Total</b>			<b>262</b>	<b>17009.6</b>	<b>17.01</b>	<b>\$ 8,205.02</b>			
12											
13	<b>Variable Factors (KWH Rate / Hours per Year):</b>		<b>KWH Rate</b>	<b>\$0.101</b>		<b>Hours Per year</b>	<b>3,403</b>	<b>(13/day, 8 mths)</b>			
14											
15	<b>S</b>	<b>Existing Installation</b>	<b>Hrs per yr</b>	<b>Watts</b>	<b>Qty</b>	<b>Total Watts</b>	<b>Total KWH</b>	<b>Elec. \$/Year</b>			
16	Small Ice	32W fluorescent, two tube per fixture + ballast (16 FC)	3403.00	68.2	120	8184	8.2	\$3,948			
17	off ice	32W fluorescent, two tube per fixture + ballast	3403.00	68.2	4	272.8	0.3	\$132			
18		<b>Total</b>			<b>124</b>	<b>8456.8</b>	<b>8.46</b>	<b>\$ 4,079.36</b>			
19											
20											
21	<b>Option</b>	<b>Replacement Options for Fluorescent Lighting</b>	<b>Cost per unit</b>	<b>Watts</b>	<b>Qty</b>	<b>Total Watts</b>	<b>Total KWH</b>	<b>KWH Savings</b>	<b>Total Cost</b>	<b>Rebate</b>	<b>Net Cost</b>
22	L-A-1	LumingenSLB-HB-0240	\$746.00	194.5	36	7002	7.0	9.6	\$26,856	\$0	\$26,856
23	L-A-2	LumingenSLB-HB-0240-	\$746.00	194.5	50	9725	9.7	6.8	\$37,300	\$0	\$37,300
24	L-B-1	GE ABV1-D(347)-2-V-57-1-N-ST-K-NW	\$746.00	134	45	6030	6.0	10.5	\$33,570	\$0	\$33,570
25	L-B-2	GE ABV1-D(347)-2-V-57-1-N-ST-K-NW	\$746.00	134	65	8710	8.7	7.9	\$48,490	\$0	\$48,490
26	L-C-1	Lumingen SLD-HB-F200	\$510.00	179	36	6444	6.4	10.1	\$18,360	\$0	\$18,360
27	L-C-2	Lumingen SLD-HB-F200	\$510.00	179	50	8950	9.0	7.6	\$25,500	\$0	\$25,500
28	S-A-1	LumingenSLB-HB-0240	\$746.00	194.5	20	3890	3.9	12.7	\$14,920	\$0	\$14,920
29	S-A-2	LumingenSLB-HB-0240-	\$746.00	194.5	32	6224	6.2	10.3	\$23,872	\$0	\$23,872
30	S-B-1	GE ABV1-D(347)-2-V-57-1-N-ST-K-NW	\$746.00	134	24	3216	3.2	13.4	\$17,904	\$0	\$17,904
31	S-B-2	GE ABV1-D(347)-2-V-57-1-N-ST-K-NW	\$746.00	134	36	4824	4.8	11.7	\$26,856	\$0	\$26,856
32	S-C-1	Lumingen SLD-HB-F200	\$510.00	179	21	3759	3.8	4.4	\$10,710	\$0	\$10,710
33	S-C-2	Lumingen SLD-HB-F200	\$510.00	179	30	5370	5.4	8178.6	\$15,300	\$0	\$15,300
34											
35	<b>Project Summary - All Fixtures</b>										
36	<b>Option</b>	<b>Replacement Fixtures</b>	<b>Hrs per yr</b>	<b>Watts</b>	<b>Total Watts</b>	<b>Elec. \$/Year</b>	<b>Elec. Savings/Yr</b>	<b>PayBack</b>	<b>Total Cost</b>	<b>5 yr Savings</b>	<b>Net Cost after 5 yrs.</b>
37	L-A-1	LumingenSLB-HB-0240	4776.00	194.5	7002	\$ 3,377.60	\$ 4,616.63	5.8	\$26,856	\$23,083	\$3,773
38	L-A-2	LumingenSLB-HB-0240-	4776.00	194.5	9725	\$ 4,691.11	\$ 3,303.12	11.3	\$37,300	\$16,516	\$20,784
39	L-B-1	GE ABV1-D(347)-2-V-57-1-N-ST-K-NW	4776.00	134	6030	\$ 2,908.73	\$ 5,085.50	6.6	\$33,570	\$25,427	\$8,143
40	L-B-2	GE ABV1-D(347)-2-V-57-1-N-ST-K-NW	4776.00	134	8710	\$ 4,201.49	\$ 3,792.73	12.8	\$48,490	\$18,964	\$29,526
41	L-C-1	Lumingen SLD-HB-F200	4776.00	179	6444	\$ 3,108.43	\$ 4,885.79	3.8	\$18,360	\$24,429	(\$6,069)
42	L-C-2	Lumingen SLD-HB-F200	4776.00	179	8950	\$ 4,317.27	\$ 3,676.96	6.9	\$25,500	\$18,385	\$7,115
43	S-A-1	LumingenSLB-HB-0240	3403.00	194.5	3890	\$ 1,337.00	\$ 2,610.76	5.7	\$14,920	\$13,054	\$1,866
44	S-A-2	LumingenSLB-HB-0240-	3403.00	194.5	6224	\$ 2,139.21	\$ 1,808.56	13.2	\$23,872	\$9,043	\$14,829
45	S-B-1	GE ABV1-D(347)-2-V-57-1-N-ST-K-NW	3403.00	134	3216	\$ 1,105.35	\$ 2,842.42	6.3	\$17,904	\$14,212	\$3,692
46	S-B-2	GE ABV1-D(347)-2-V-57-1-N-ST-K-NW	3403.00	134	4824	\$ 1,658.02	\$ 2,289.74	11.7	\$26,856	\$11,449	\$15,407
47	S-C-1	Lumingen SLD-HB-F200	3403.00	179	3759	\$ 1,291.98	\$ 2,655.79	4.0	\$10,710	\$13,279	(\$2,569)
48	S-C-2	Lumingen SLD-HB-F200	3403.00	179	5370	\$ 1,845.69	\$ 2,102.08	7.3	\$15,300	\$10,510	\$4,790
49											
50											
51	<b>Product Comparison and ROI including Maintenance</b>										
52	<b>Option</b>	<b>Replacement Fixtures</b>	<b>LM-70</b>	<b>Warranty</b>		<b>Current Yearly maintenance cost</b>	<b>PayBack with Maintenance</b>	<b>Current Average F.C.</b>	<b>Projected F.C.</b>		
53	L-A-1	LumingenSLB-HB-0240	162000	5 year	\$25 per fixture	\$ 6,075.00	2.5	27	45		
54	L-A-2	LumingenSLB-HB-0240-	162000	5 year	\$25 per fixture	\$ 6,075.00	4.0	27	67		
55	L-B-1	GE ABV1-D(347)-2-V-57-1-N-ST-K-NW	100000	5 year	\$25 per fixture	\$ 6,075.00	3.0	27	46		
56	L-B-2	GE ABV1-D(347)-2-V-57-1-N-ST-K-NW	100000	5 year	\$25 per fixture	\$ 6,075.00	4.9	27	65		
57	L-C-1	Lumingen SLD-HB-F200	137000	5 year	\$25 per fixture	\$ 6,075.00	1.7	27	48		
58	L-C-2	Lumingen SLD-HB-F200	137000	5 year	\$25 per fixture	\$ 6,075.00	2.6	27	68		
59	S-A-1	LumingenSLB-HB-0240	162000	5 year	\$25 per fixture	\$ 3,000.00	2.7	16	48		
60	S-A-2	LumingenSLB-HB-0240-	162000	5 year	\$25 per fixture	\$ 3,000.00	5.0	16	83		
61	S-B-1	GE ABV1-D(347)-2-V-57-1-N-ST-K-NW	100000	5 year	\$25 per fixture	\$ 3,000.00	3.1	16	46		
62	S-B-2	GE ABV1-D(347)-2-V-57-1-N-ST-K-NW	100000	5 year	\$25 per fixture	\$ 3,000.00	5.1	16	68		
63	S-C-1	Lumingen SLD-HB-F200	137000	5 year	\$25 per fixture	\$ 3,000.00	1.9	16	53		
64	S-C-2	Lumingen SLD-HB-F200	137000	5 year	\$25 per fixture	\$ 3,000.00	3.0	16	77		



## HIGH BAY LIGHTING FIXTURE



Figure 1



Figure 2

With their exceptional lifespan, lumen output, and premium efficacy, **Lumingen Technologies’ SLD-HB-XXXX LED Luminaire Series** is the ideal solution to replace conventional lighting sources in any industrial or commercial facility. This product features an **IP67** ingress protection rating and special lensing materials that qualifies it for many interior and exterior applications, such as heavy industrial settings, gyms, convention centers, recreation centers, food preparation facilities, or warehouses.

Designed and developed in North America to fit the requirements of its specific market, this fixture is incredibly light-weight, yet more powerful and robust than any other luminaire in the marketplace. This highly efficient, cost-effective luminaire presents the best possible solution for either new construction projects or lighting retrofits. There are a wide range of light levels and beam types available for this luminaire. Thus, whatever the application or lighting problem, Lumingen’s SLD-HB-XXXX Series will always deliver a well-tailored lighting solution that fits your specific needs and desires.

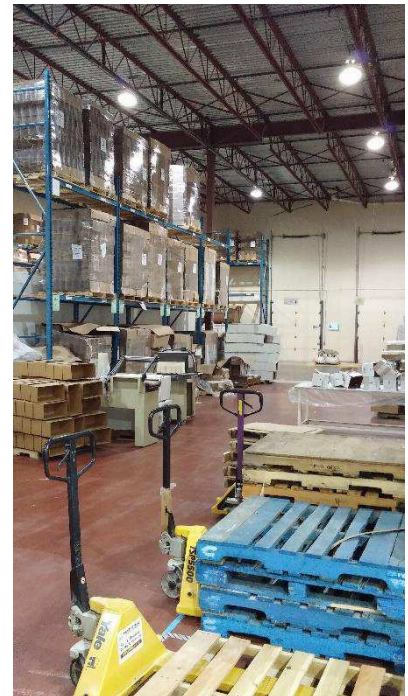


Figure 3

### FEATURE

- Optical diversification** – luminaire optics tailored to the application
- Long Lifespan**—DLC-rated L70 of 162,000 hours
- Performance stability** over luminaire’s entire lifetime
- High delivered lumens per watt for exceptional energy savings** —up to DLC-rated 120 lumens/watt delivered light!
- IP67 Rating**—operational in extremely wet and/or dusty locations
- Light weight design**—easy installation and handling at less than 12 kg (27 lb.)



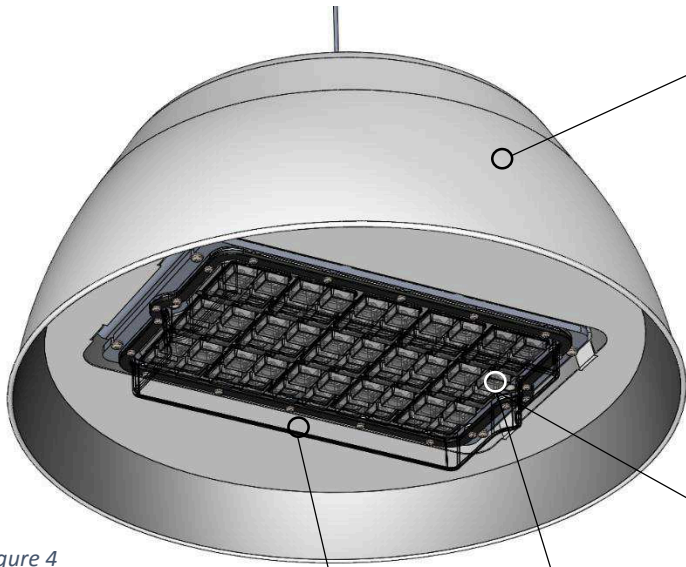


Figure 4

## INGRESS PROTECTION – IP67

The luminaire was designed to the specification of **IP67**. This rating is designated for designs that allow **no dust or water to enter** into sensitive components. IP67 is specific for devices that can operate in an environment with heavy particulate and can also remain operable while submerged in 1-m of water for a duration of time. This gives the fixture incredible performance in wet environments.

The LEDs and other electrical components are properly isolated for continual operation in many environments.

## EXTERIOR

- Corrosion-Resistant Powder-coat finished metal housing
- UL94-V0 Lensing Components
  - High durability and shatter resistant
  - Plastic quality and optical characteristics unchanging during the luminaire’s life rating
  - Crucial for IP67 rating

*UL94-V0 rated plastic is a type of flame resistant plastic—V0 being the strictest rating under the UL94 standard for safety from flammability.*

## LED CIRCUIT DESIGN

- High-quality power supply
  - Constant-current for performance stability
  - High efficiency and power factor
- LED-Heatsink co-dependent design
  - Proper illumination pattern
  - Excellent heat dissipation performance, i.e. low junction temperature
- Carefully selected LED configuration for best performance in conjunction with optimal drive current for LED. Results in far better reliability:
  - Far less risk of LED failure
  - Color temperature stability
  - Long L70 lumen maintenance rating
  - Longer overall lifespan

For the absolute highest quality in components, ceramic-based LEDs are used. For LED quality assurance and reliability on a component-level basis, this luminaire only uses CREE LED—the best and most trusted in quality and performance.

## OPTICAL DIVERSIFICATION

Manipulation of LED positioning, drive current, and appropriate optics allow for the desired characteristics for a lighting layout design of a project.

- High optical efficiency
- Precise light patterns on target surfaces
- Diverse lensing options (10°-131°, Type II, & Type III)
  - Great cut-off characteristics for narrow angle lenses
  - Glare reduction for smoother output for wide angle lensing



Figure 6

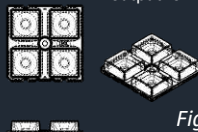


Figure 8

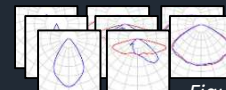


Figure 7

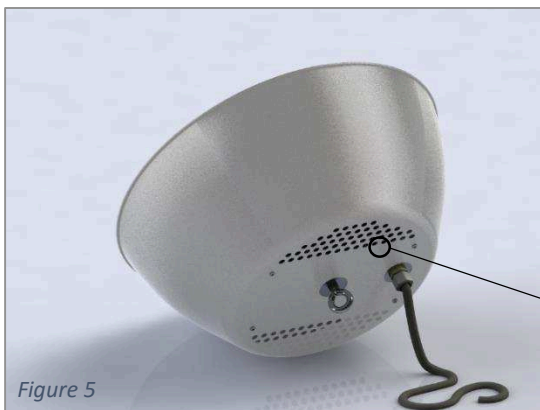


Figure 5

## THERMAL DESIGN

Designing the heatsink to match the heat signatures of the LEDs in each of their configurations allows for low junction temperatures at the base of the LED chips. The properly designed heatsink maximizes life span of the LEDs, reaching spans as long as 162,000 hours.

# SLD-HB Series



## Specifications

Model	SLD-HB-0070	SLD-HB-0100	SLD-HB-0160	SLD-HB-0240	SLD-HB-0300
Delivered Lumens	7,704 lm	10,430 lm	14,260 lm	22,370 lm	31,500 lm
Wattage	64 W	97 W	134 W	195 W	276 W
Delivered Efficacy	120 lm/W	107 lm/W	106 lm/W	115 lm/W	114 lm/W
Voltage	AC100-480V	AC100-480V	AC100-480V	AC100-480V	AC100-480V
Available Color Temp.	2700-6500K	2700-6500 K	2700-6500 K	2700-6500 K	2700-6500 K
L70	137,000 hours	162,000 hours	162,000 hours	162,000 hours	162,000 hours
CRI	>70	>70	>70	>70	>70
Optional CRI	>80, >90	>80, >90	>80, >90	>80, >90	>80, >90
Beam Angle <sup>1</sup>	10°, 25°, 66°, 120°, 131°	10°, 25°, 66°, 120°, 131°	10°, 25°, 66°, 120°, 131°	10°, 25°, 66°, 120°, 131°	10°, 25°, 66°, 120°, 131°
Ingress Protection	IP67 Rated	IP67 Rated	IP67 Rated	IP67 Rated	IP67 Rated
Weight <sup>2</sup>	8.55 kg [18.8 lb.]	8.70 kg [19.2 lb.]	8.86 kg [19.5 lb.]	8.95 kg [19.7 lb.]	9.77 kg [21.5 lb.]
Operating Temperature	-40° to 55°C	-40° to 55°C	-40° to 55°C	-40° to 55°C	-40° to 55°C
Dimensions	Ø504mm×258mm [Ø19.8"×10.1"]	Ø504mm×258mm [Ø19.8"×10.1"]	Ø504mm×258mm [Ø19.8"×10.1"]	Ø504mm×258mm [Ø19.8"×10.1"]	Ø504mm×258mm [Ø19.8"×10.1"]
Dimming Compatibility	0/1-10Vdc Optional	0/1-10Vdc Optional	0/1-10Vdc Optional	0/1-10Vdc Optional	0/1-10Vdc Optional
Warranty	5 Years	5 Years	5 Years	5 Years	5 Years
Functional Features <sup>3</sup>	Dimming, Motion Sensing, Photocell Function, Surge Protection				
Additional Features <sup>3</sup>	Housing Color Options				
Installation	Suspension				

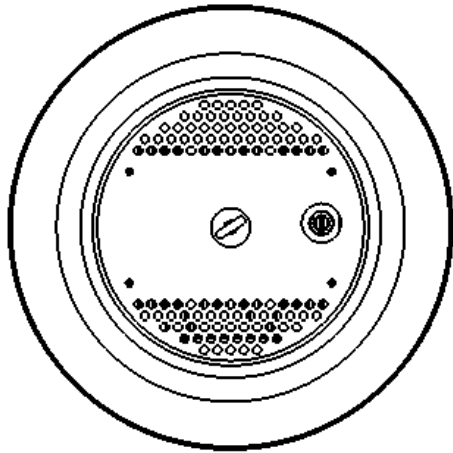
<sup>1</sup> Glare-reduction for beam angles of 131° only.

<sup>2</sup> Fixture weights specified are displayed for the standard configuration for the model. Weight fluctuation will be dependent on desired configuration.

<sup>3</sup> Other features, not listed, may be added per customer request.



## Dimensions



The eye hook is approximately 45.5mm [1.79"] in height, with an opening of approximately 19mm [3/4"] diameter.

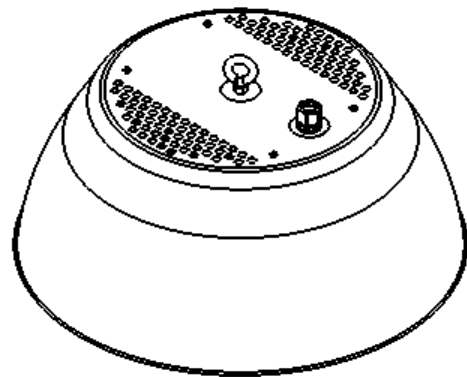
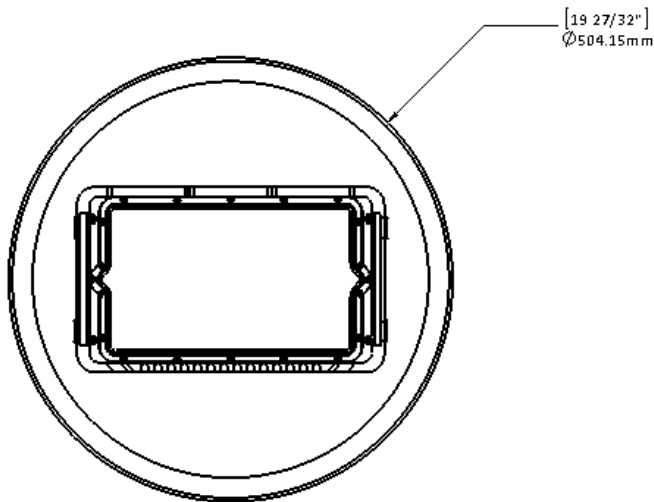
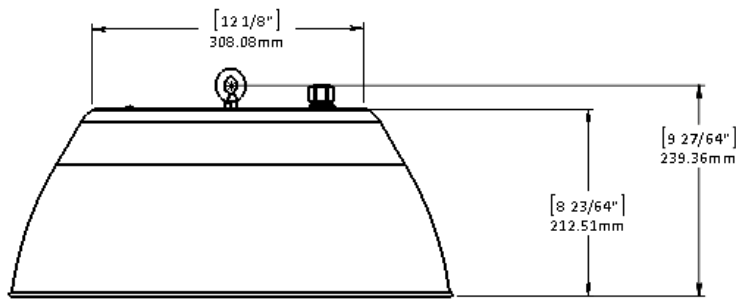


Figure 10

Figure 9

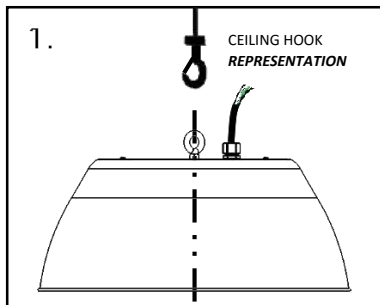
## Installation

### Mechanical Installation

*Ceiling hook, Suspension cable, Etc. will not be provided. Turn OFF power before installing or making adjustments. Please verify installation codes with your contractor.*

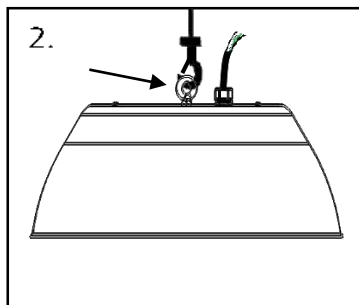


Turn off Mains



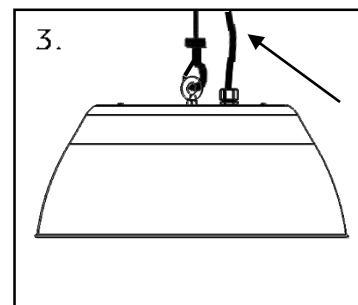
**STEP 1:**  
Locate the ceiling hook. Align the eye hook on the luminaire with the ceiling hook.

Figure 11



**STEP 2:**  
Attach the luminaire to the ceiling hook via the eye hook on the luminaire. Make certain the fixture is properly secured with the hook.

Figure 12



**STEP 3:**  
Connect the luminaire to an AC supply line. Refer to the **Electrical Installation** subsection.

Figure 13



Turn on Mains

### Electrical Installation

**Please verify electrical codes with your contractor.**

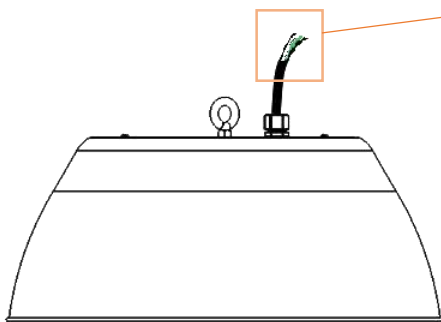
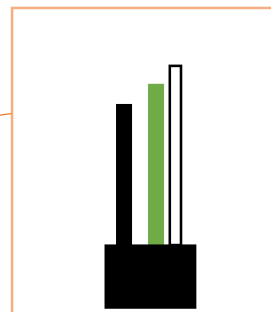


Figure 14



White: AC/Neutral  
Black: AC/Line  
Green: Ground

Figure 15

Input voltage sources :  
AC100-480V





# SLD-HB Series



## Testimonial

Mark-Crest Foods Ltd.

*"The Lumingen fixtures have worked exceptionally well in our facility. The light levels exceeded our expectations, and we are very pleased with the results."*

Mike Meilleur  
*Manager for Mark Crest Foods Ltd. in  
Langley, British Columbia*

Mark-Crest Foods Ltd. had some very specific requests when it came to converting their existing metal halide fixtures to LED fixtures. In addition to saving energy and increasing their light levels, they required a fixture that can operate in a dust-filled environment like that of their facility. Most importantly, they needed a LED light that could be spray washed once a month.

The lighting layout design team chose the 195-watt SLD-HB-0240 LED luminaire to replace their existing fixtures. This 195-watt LED light, replaced, on a one for one basis, metal halide fixtures that were drawing 460 watts. This provided substantial energy savings. After all factors were taken into account, **48% of the original energy costs was saved** while light levels increased to nearly double of the original light layout. These LED lights were installed using quick connects, so that they can be taken down and spray washed every three months. These fixtures, compared against other high bay lights, are one of the few that have IP67. This makes them impervious to the flour dust that regularly coats fixtures at Mark-Crest Foods, while being water proof enough to withstand regular maintenance cycles of spray washing.



Figure 16

## Ditidaht First Nations

*"The Lumingen lights have performed even better than we anticipated. We are thrilled with the results."*

Terry Edgar  
*Councilor for Ditidaht First Nations in  
Nitinat Lake, British Columbia*

When Ditidaht First Nations decided to upgrade the lighting in their gymnasium, they considered luminaire maintenance to be one of the more important considerations. Because they were in a fairly remote location, these lights needed to be durable, reliable, and have an exceptionally long life span. Additionally, they wanted to improve the light levels and light quality for their facility.

The existing lights were 400-watt metal halide fixtures. They not only required replacement on a regular basis, but the light levels fluctuated through the facility as the bulbs aged. The LED fixtures that they chose were the 134-watt SLD-HB-0160 LED luminaires. One of the considerations was the long lumen maintenance rating reported by Design Lights Consortium (DLC), which was conveyed 162,000 hours of peak performance. The new lighting layout has not only increased the light levels in the facility, but provided a more even, consistent illumination. All this has been accomplished while realizing **70% energy savings**. Facility management will now enjoy the benefit of at least 162,000 hours of trouble-free operation.

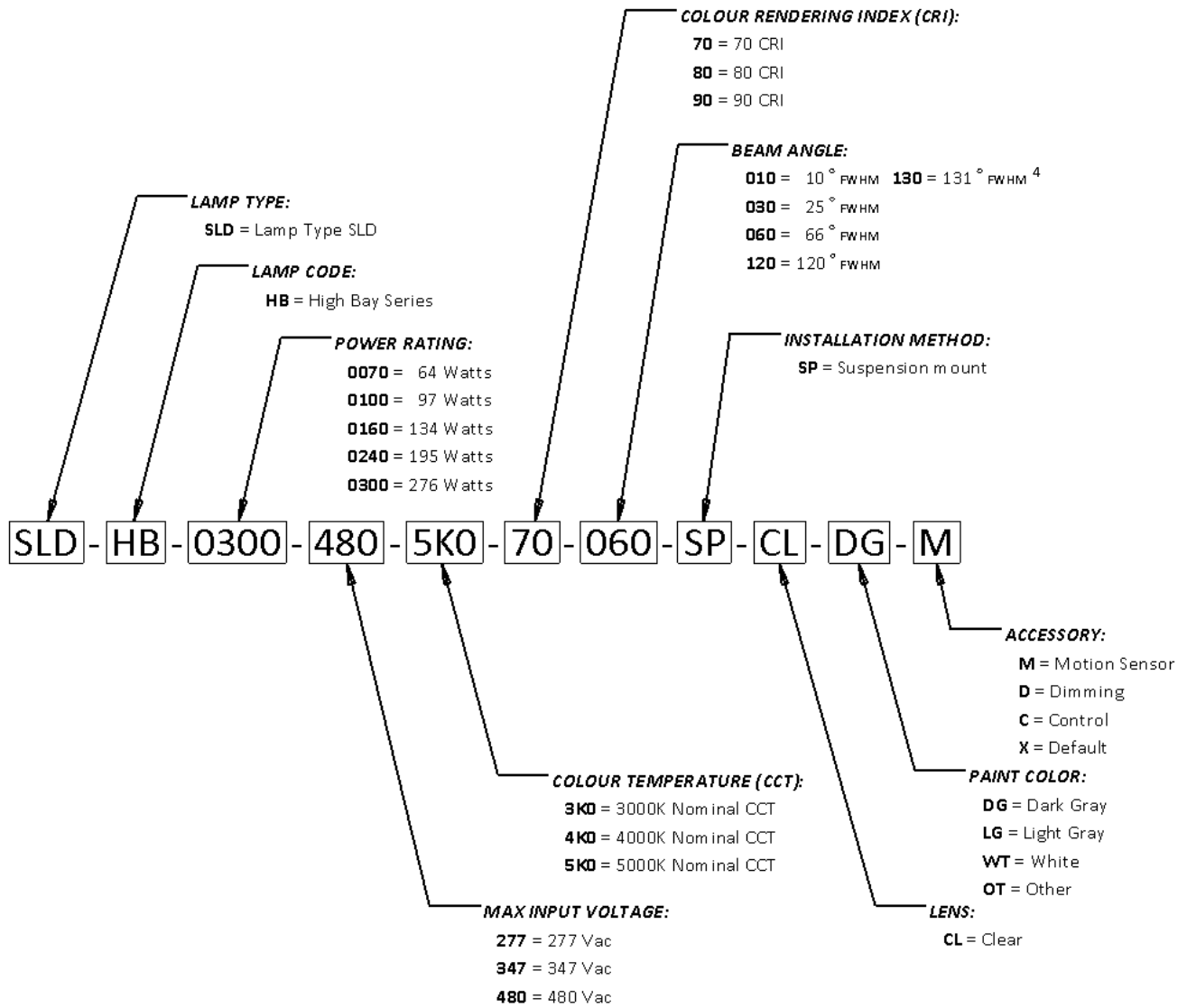




# SLD-HB Series



## Ordering Code



### Ordering Code Table

LAMP TYPE	LAMP CODE	POWER RATING	MAX INPUT VOLTAGE	CCT	CRI	BEAM ANGLE	INSTALL METHOD	LENS	PAINT COLOR	ACCESSORY
SLD	HB	0070	277	3K0	70	010	SP	CL	DG	M
		0100	347	4K0	80	030			D	
		0160	480	5K0	90	060			C	
		0240				120			X	
		0300				130				

<sup>4</sup>Glare-reduction for beam angles of 131° only



# SLD-HB Series



*The Solution for Effective LED Lighting*

Visit us at  
[www.lumingen.com](http://www.lumingen.com)

Or call us at 1.604.371.4112

*Specifications and dimensions are subject to change without notice.*



[www.lumingen.com](http://www.lumingen.com)

NOTES: Specifications and dimensions are subject to change without notice.  
Visit us at [www.lumingen.com](http://www.lumingen.com)  
Office Telephone: 1.604.371.4112

Last Revised: 6/29/2016



# Energy Conservation Committee

## Terms of Reference

### 1. Background

The Town of Taber Council receives annual franchise fees from ATCO Gas and Fortis Alberta, and have thereby assigned 7.5% of that annual fee revenue to be put towards the reduction of energy consumption in Town owned buildings. These initiatives will have a primary focus on reducing the Town's expenditures on natural gas and electricity, as the funds come from these respective energy sources.

On December 9, 2015, Town of Taber administration established an Energy Conservation Committee to decide how best to implement this energy conservation initiative. These terms of reference have been developed to guide that effort.

### 2. Purpose

The expressed purpose of the committee is *"to explore and implement options and alternatives for the reduction of energy consumption on Town owned properties with a focus on natural gas and electricity."* As such, the Energy Conservation committee shall have two objectives:

- a) Assess the feasibility of various energy conservation initiatives or use of renewable energy sources with the aim of reducing costs, and
- b) If certain initiatives are deemed feasible, develop an implementation plan to construct or apply those initiatives.

In this regard the focus shall be on project implementation. The Committee is not being formed to undertake studies that end up on shelves. Nor should the Committee develop a long list of potential projects before seeking to implement the top priority items.

#### Action items for a) Assess Feasibility

- Discuss ideas and concepts which could possibly be implemented to reduce energy use in Town buildings, consulting with department staff and others
- Document rationale for the need for conservation initiatives
- Identify stakeholders in each building that could benefit from a reduction in energy usage
- Identify additional revenue such as grants, that would support annual franchise fees funding
- Collaborate with outside, third-parties that can assess possible projects and their feasibility within each building

- Assign priority to projects

#### Action items for b) Implementation

- Develop an action plan for implementing the high feasibility projects
- Obtain Council approval for project expenditures
- Explore location options - establish whether or not to continue development at existing locations
- Retain services of a component consultants to assist in design as necessary
- Procurement strategy – Federal Trade Agreement; Municipal policy; conditions of senior government grants; competitive bidding

### **3. Timeline**

The Energy Conservation Committee shall strive to achieve the two objectives as follows:

- a) Assess feasibility and projects – on an ongoing basis annually
- b) Develop implementation plan – annually as project timelines and budgets allow

### **4. Membership**

The Energy Conservation Committee shall comprise five (5) members who represent a broad staff and department perspective, with the Town CAO acting in an ex-officio role. The CAO will appoint the team members, reviewing and changing members as needed to ensure maximum team effectiveness.

### **5. Operating Practices**

The Committee is intended to work as a team, making decisions by consensus. One person will be assigned by the CAO to act as team leader, but that is for organizational purposes rather than for energy conservation expertise or knowledge.

The team will have to focus on both the feasibility and implementation components over the course of a given year. The identification of energy conservation ideas and evaluation of their feasibility should generally be fluid and ongoing. The implementation component is more periodic, the Committee members – or a sub-group – working on that only when a project is being implemented.

The team leader shall consult the other members to determine appropriate meeting dates and agenda material. The Committee will keep meeting notes but these do not need to be in a formal “Town of Taber” standard. Instead, they should be formatted to make clear why decisions were made and how decisions will be carried out.

## **6. Meetings**

Meetings schedule and location will be determined by the committee at its organizational meeting. Given project timelines, the expectation is approximately one (1) meeting per month. The leader appointed by the CAO will provide administrative support as required by the Committee, helping to schedule meetings, organizing the agenda, and keeping meeting notes, etc.

## **7. Budget**

The Committee's projects are funded through a portion of the annual franchise fees paid by Fortis Alberta and ATCO Gas. Council has established a reserve account for this purpose and the annual contribution will accumulate over time. This allows for a consistent and dependable funding stream that can be allowed to grow over the course of a year or two, when necessary, for larger projects.

In providing this funding, Council wanted to ensure a regular allocation for budgetary purposes but did not want this funding spent without any legislative authority. Hence each project is to be brought to Council for approval before being implemented. Because funding is from reserves, the request to Council can come at any time, although it should be included in fall budget discussions when feasible.

## Council Request for Decision

<b>Meeting Date:</b> April 10, 2017	
<b>Subject:</b> Information for Council	
<b>Recommendation:</b>	That Council accepts the material received in this Agenda Item as information.
<b>Background:</b>	<p>The Town receives communication on an on-going basis that is likely of interest to Council. In most cases, this communication is provided simply as information to Council and no comment is needed. In some cases, though, Council may wish to seek clarification on the matter from its administration or from the originator of the communication, or even to challenge the matter through Council discussion. Placing the communication on Council's agenda allows these opportunities.</p> <p>The relevant communication for this Council agenda is:</p> <ol style="list-style-type: none"> <li>1. Correspondence from Alberta Municipal Affairs</li> <li>2. MNP Whistleblower Hotline – Ethics Alert Statistics for the period of January 1, 2017 – March 31, 2017, are attached, confirming no calls for the service during this period.</li> </ol>
<b>Legislation / Authority:</b>	MGA, Section 3 (Municipal Purposes) and Section 5 (Powers, Duties and Functions)
<b>Strategic Plan Alignment:</b>	<p>Governance:</p> <p>Build partnerships with other governments and organizations where synergies may exist.</p>
<b>Financial Implication:</b>	These will vary with information items.
<b>Service Level / Staff Resource Implication:</b>	These will vary with information items.
<b>Justification:</b>	To keep Council informed of current municipal information and correspondence.



<b>Alternative(s):</b>	<ol style="list-style-type: none"> <li>1. Council could seek clarification on any of the matters from administration.</li> <li>2. Council could discuss, in depth, any of the matters raised by communication and take action through either resolution of bylaw.</li> </ol>
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<b>Attachment(s):</b>	Correspondence - Alberta Municipal Affairs Whistleblower Hotline-Ethics Alert Correspondence from MNP
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<b>APPROVALS:</b>	
<b>Originated By:</b>	Raeanne Keer
<b>Chief Administrative Officer (CAO) or Designate:</b>	



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Leduc-Beaumont*



AR88776

March 14, 2017

Her Worship Judy Dahl  
Mayor, Town of Olds  
4512 - 46 Street  
Olds AB T4H 1R5

Dear Mayor Dahl,

Through the Alberta Community Partnership (ACP) program, the Government of Alberta encourages strengthened relationships between municipalities and cooperative approaches to service delivery. By working in partnership with our neighbors, we help to build vibrant, resilient communities for the benefit of all Albertans.

I am pleased to inform you that the Town of Olds has been approved for a grant of \$200,000 under the Intermunicipal Collaboration component in support of your 2017 Orthophotography project.

The conditional grant agreement will be mailed shortly to your chief administrative officer to obtain the appropriate signatures.

The provincial government looks forward to celebrating your ACP-funded project with you and your municipal partnership. I encourage you to please send invitations for these milestone events to my office. If you would like to discuss possible events and activities to recognize your ACP achievements, please contact Municipal Affairs Communications, toll-free at 310-0000, then 780-427-8862, or at [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca).

.../2

I congratulate the partnership on initiating this project, and I wish you every success in your efforts.

Sincerely,



Hon. Shaye Anderson  
Minister of Municipal Affairs

cc: Cameron Westhead, MLA, Banff-Cochrane  
Mayor Tom Rose, Town of Bassano  
Mayor Gordon Reynolds, Town of Bow Island  
Mayor Maggie Kronen, Town of Cardston  
Mayor Rob Steel, Town of Claresholm  
Mayor Kim Craig, Town of Coaldale  
Mayor Dennis Cassie, Town of Coalhurst  
Mayor Rene Gendre, Town of Fort Macleod  
Mayor Crystal Wilde, Town of Granum  
Mayor Brian Spiller, Town of Innisfail  
Mayor Russ Barnett, Town of Magrath  
Mayor David Hawco, Town of Milk River  
Mayor Rick Everett, Town of Nanton  
Mayor Dennis Cooper, Town of Penhold  
Mayor Wendy Jones, Town of Picture Butte  
Mayor Don Anderberg, Town of Pincher Creek  
Mayor George Bohne, Town of Raymond  
Mayor Fred Nash, Town of Rocky Mountain House  
Mayor Gentry Hall, Town of Stavely  
Mayor Terry Leslie, Town of Sundre  
Mayor Hendrick De Vlieger, Town of Taber  
Mayor Margaret Plumtree, Town of Vauxhall  
Mayor Thomas Grant, Town of Vulcan  
Mayor Arlene E. Nelson, Village of Alix

Mayor Matt Crane, Village of Arrowwood  
Mayor Jane Jensen, Village of Barnwell  
Mayor Ed Weistra, Village of Barons  
Mayor Kym Nichols, Village of Carmangay  
Mayor James F. Smith, Village of Champion  
Mayor Thomas Butler, Village of Coutts  
Mayor Garry Hackler, Village of Cowley  
Mayor Benjamin Goetz, Village of Glenwood  
Mayor Monte Christensen, Village of Hill Spring  
Mayor Brad Koch, Village of Lomond  
Mayor Robert Barry Monner, Village of Milo  
Mayor Don McDowell, Village of Nobleford  
Mayor Don L. Gibb, Village of Rosemary  
Mayor Ben Nilsson, Village of Stirling  
Mayor Tyler Lindsay, Village of Warner  
Mayor Brian Oblak, Summer Village of Ghost Lake  
Mayor Larry Anderson, Summer Village of Waiparous  
Mayor Blair Painter, Municipality of Crowsnest Pass  
Pat Vincent, Interim Chief Administrative Officer, Town of Olds  
Sabine Nasse, Chief Administrative Officer, Town of Bassano  
Anna-Marie Bridge, Town Manager, Town of Bow Island  
Jeff Shaw, Chief Administrative Officer, Town of Cardston  
Marian Carlson, Chief Administrative Officer, Town of Claresholm  
Kalen Hastings, Chief Administrative Officer, Town of Coaldale  
R. K. (Kim) Hauta, Chief Administrative Officer, Town of Coalhurst  
Susan Keenan, Municipal Manger, Town of Fort Macleod  
Sandy Chrapko, Interim Chief Administrative Officer, Town of Granum  
Helen Dietz, Chief Administrative Officer, Town of Innisfail  
Wade Alston, Chief Administrative Officer, Town of Magrath  
Ryan Leuzinger, Chief Administrative Officer, Town of Milk River  
Kevin Miller, Chief Administrative Officer, Town of Nanton  
Rick Binnendyk, Chief Administrative Officer, Town of Penhold  
Keith Davis, Chief Administrative Officer, Town of Picture Butte  
Laurie Wilgosh, Chief Administrative Officer, Town of Pincher Creek  
J. Scott Barton, Chief Administrative Officer, Town of Raymond  
Todd Becker, Town Manager, Town of Rocky Mountain House  
Clayton Gillespie, Chief Administrative Officer, Town of Stavely  
Angie Lucas, Interim Chief Administrative Officer, Town of Sundre

Cory Armfelt, Chief Administrative Officer, Town of Taber  
Cris Burns, Chief Administrative Officer, Town of Vauxhall  
Kim Fath, Chief Administrative Officer, Town of Vulcan  
T. Troy Jenkins, Chief Administrative Officer, Village of Alix  
Christopher Northcott, Chief Administrative Officer, villages of Arrowwood and Milo  
Wendy Bateman, Administrator, Village of Barnwell  
Laurie Beck, Chief Administrative Officer, Village of Barons  
Heather O'Halloran, Chief Administrative Officer, Village of Carmangay  
Patrick Bergen, Chief Administrative Officer, Village of Champion  
Lori Rolfe, Chief Administrative Officer, Village of Coutts  
Cindy Cornish, Chief Administrative Officer, Village of Cowley  
Chad Parsons, Chief Administrative Officer, villages of Glenwood and Hill Spring  
Tracy Doram, Chief Administrative Officer, Village of Lomond  
Kirk Hofman, Chief Administrative Officer, Village of Nobleford  
Sharon Zacharias, Chief Administrative Officer, Village of Rosemary  
Michael Selk, Chief Administrative Officer, Village of Stirling  
Jon Hood, Chief Administrative Officer, Village of Warner  
Sharon Plett, Chief Administrative Officer, summer villages of Ghost Lake and Waiparous  
Lorrie O'Brien, Chief Administrative Officer, Municipality of Crowsnest Pass

April 3, 2017

**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 January 1, 2017 to March 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





<b>Council Request for Decision</b>	
<b>Meeting Date: April 10, 2017</b>	
<b>Subject:</b> Standing Item - Council Requests	
<b>Recommendation:</b>	That Council uses this standing agenda item opportunity to address administration about their concerns, ask questions and direct municipal resources.
<b>Background:</b>	<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>
<b>Legislation / Authority:</b>	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)
<b>Strategic Plan Alignment:</b>	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.
<b>Financial Implication:</b>	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.



<b>Service Level / Staff Resource Implication:</b>	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.
<b>Justification:</b>	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.
<b>Alternative(s):</b>	Alternatives will vary based on the discussion.

<b>Attachment(s):</b>	None
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<b>APPROVALS:</b>	
<b>Originated By:</b>	Raeanne Keer
<b>Chief Administrative Officer (CAO) or Designate:</b>	