

**RAY BRYANT**  
**MAYOR**  
**FORWARDED: JANUARY 19, 2012**

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**AGENDA**

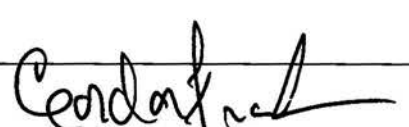
**REGULAR MEETING OF THE COUNCIL OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY JANUARY 23, 2012 AT 5:00 PM.**

	<b><u>MOTION</u></b>
<b><u>ITEM NO. 1. CALL TO ORDER</u></b>	
<b><u>ITEM NO. 2. ADOPTION OF THE AGENDA</u></b>	<b>X</b>
<b><u>ITEM NO. 3. DELEGATIONS</u></b>	
A) RFD Rick Hansen 25 <sup>th</sup> Anniversary Relay Committee	<b>X</b>
<b><u>ITEM NO. 4. ADOPTION OF THE MINUTES</u></b>	
A) RFD Regular Meeting of Council January 9, 2012	<b>X</b>
<b><u>ITEM NO. 5. BUSINESS ARISING FROM THE MINUTES - NONE</u></b>	
<b><u>ITEM NO. 6. BYLAWS</u></b>	
A) RFD Proposed Utility Bylaw 2-2012	<b>X</b>
<b><u>ITEM NO. 7. ACTION ITEMS</u></b>	
A) RFD Staff Professional Development & Training Policy CS-HR-4	<b>X</b>
B) RFD Tender Award – Town of Taber Administration Building	<b>X</b>
C) RFD Department Reports	<b>X</b>
D) RFD Mayor and Council Reports (Verbal)	<b>X</b>
<b><u>ITEM NO. 8. MEDIA INQUIRIES</u></b>	
<b><u>ITEM NO. 9. CLOSED SESSION</u></b>	<b>X</b>
Labour	
<b><u>ITEM NO. 10. OPEN SESSION</u></b>	<b>X</b>
<b><u>ITEM NO. 11. CLOSE OF MEETING</u></b>	<b>X</b>



# TOWN OF TABER

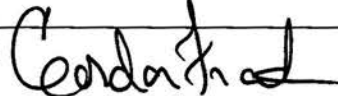
## COUNCIL REQUEST FOR DECISION

<b>Subject:</b> Rick Hansen 25 <sup>th</sup> Anniversary Relay		<b>Date of</b> January 23, 2012
		<b>Agenda:</b>
<b>Prepared By:</b> Rob Cressman, Director of Public Services		
<b>Attachments:</b> None		
<b>Topic:</b> Committee Update & Event Invitation		
<b>Background:</b>	The Rick Hansen 25 <sup>th</sup> Anniversary Relay Committee will provide a verbal update to Council as it relates to the planning committee's work to date and the event itself scheduled in Taber Saturday, February 18, 2012.	
	The Committee members include: <ol style="list-style-type: none"> <li>1. Yvonne Dreddy</li> <li>2. Murray Gardner</li> <li>3. Wanda Renner</li> <li>4. Laura Ross-Giroux</li> <li>5. Aline Holmen – Committee Chair</li> </ol>	
	Committee members will be present to answer any questions from Council.	
<b>Options:</b>	1. Council extends appreciation to the Rick Hansen 25 <sup>th</sup> Anniversary committee for their work, and accepts their update report.	
	<b>Recommendation:</b> Option #1- Council extends appreciation to the Rick Hansen 25 <sup>th</sup> Anniversary committee for their work, and accepts their update report.	
<b>Approval Date:</b>	January 19, 2012	<b>CAO:</b> 



Agenda Item No. 4.A)

**TOWN OF TABER**  
**COUNCIL REQUEST FOR DECISION**

<b>Subject:</b> Regular Minutes of Council	<b>Date of</b> January 9, 2012
	<b>Agenda:</b>
<b>Prepared By:</b> Kerry Van Ham, Council & CAO Assistant	
<b>Attachments:</b> Minutes	
<b>Topic:</b> Minutes of the Regular Meeting of Council, January 9, 2012	
<b>Background:</b>	
<b>Options:</b>	<ol style="list-style-type: none"><li>1. That Council adopts the minutes of the Regular Meeting of Council held on January 9, 2012, as presented.</li><li>2. That Council adopts the minutes of the Regular Meeting of Council held on January 9, 2012, as amended</li></ol>
<b>Recommendation:</b>	Option #1 - That Council adopts the minutes of the Regular Meeting of Council held on January 9, 2012, as presented.
<b>Approval Date:</b>	January 19, 2012 <b>CAO:</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, JANUARY 9, 2012, AT 5:00 PM.

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**PRESENT:** Mayor Ray Bryant  
Councillor Randy Sparks  
Councillor John Papp  
Councillor Garth Bekkering  
Councillor Murray Rochelle

**ABSENT:** Councillor Louie Tams  
Councillor Rick Popadynetz

**ALSO PRESENT:**

Gordon Frank, CLGM, Chief Administrative Officer (CAO)  
Dale Culler, CA, Director of Corporate Services  
Rob Cressman, Director of Public Services  
Kerry Van Ham, Council & CAO Assist./Recording Secretary  
Garrett Simmons, Taber Times

**ORDER**

Mayor Bryant called the Regular Meeting of Council to Order at 5:00 PM.

**ADOPTION OF THE AGENDA**

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

RES.1/12      **MOVED** by Councillor Bekkering that Council adopt the agenda as presented.

**CARRIED UNANIMOUSLY**

**DELEGATIONS – NONE**

**ADOPTION OF MINUTES****A) Regular Meeting of Council – December 19, 2011**

RES.2/12 MOVED by Councillor Sparks that Council adopts the minutes of the Regular Meeting of Council held on December 19, 2011, as presented.

CARRIED UNANIMOUSLY

**BUSINESS ARISING FROM THE MINUTES – NONE****BYLAWS****A) Proposed Supplementary Assessment Bylaw 1-2012**

D. Culler, CA, Director of Corporate Services presented the proposed Bylaw which would authorize the Town's Assessor to assess improvements that have not been previously assessed or increased value of an improvement since it was last assessed.

RES.3/12 MOVED by Councillor Bekkering that Council gives first reading to Bylaw 1-2012 being the Supplementary Assessment Bylaw, at this meeting.

CARRIED UNANIMOUSLY

RES.4/12 MOVED by Councillor Rochelle that Council gives second reading to Bylaw 1-2012 being the Supplementary Assessment Bylaw, at this meeting.

CARRIED UNANIMOUSLY

RES.5/12 MOVED by Councillor Papp that Council unanimously agrees to proceed with third and final reading to Bylaw 1-2012 being the Supplementary Assessment Bylaw, at this meeting.

CARRIED UNANIMOUSLY

RES.6/12 MOVED by Councillor Sparks that Council gives third and final reading to Bylaw 1-2012 being the Supplementary Assessment Bylaw, at this meeting.

CARRIED UNANIMOUSLY

**ACTION ITEMS****A) 2012 Tax Sale**

D. Culler, CA, Director of Corporate Services, presented information on two delinquent property tax accounts #5047340 and #5848010 that are now scheduled to proceed to the next step of the Tax Recovery Process, which is tax sale by Public Auction.

In accordance with Section 419 (a) and (b) of the *Municipal Government Act*, Council must set the following:

- 1) Reserve bid that is as close as reasonably possible to the market value of the parcel; and
- 2) Conditions of the sale

RES.7/12 **MOVED** by Councillor Papp that Council in accordance with Section 419 (a) and (b) of the *M.G.A.* approve the following conditions pertaining to the 2012 tax sale of the attached property tax accounts:

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

CARRIED UNANIMOUSLY

**B) Proposed Request Processing Policy ADM-2**

D. Culler, CA, Director of Corporate Services, introduced the proposed policy that has been created by Administration to reflect the level of service standards and processes for resolution of all requests.

The proposed procedures were included for Council's information.

Council had a number of questions for discussion at this time.

RES.8/12 **MOVED** by Councillor Bekkering that Council adopts the Request Processing Policy ADM-2, as proposed.

CARRIED UNANIMOUSLY

**ACTION ITEMS – CONT'D****C) Proposed Staff Professional Development & Training Policy  
CS-HR-4**

D. Culler, CA, Director of Corporate Services, introduced the proposed policy that has been created to reflect the value that the Town of Taber places on development and training of staff to ensure the knowledge and skills of staff are current and reflective of the Organizational culture.

The proposed procedures were included for Council's information.

RES.9/12 MOVED by Councillor Papp that Council adopts the Staff Professional Development & Training Policy CS-HR-4, as proposed.

CARRIED UNANIMOUSLY

**D) Proposed Write-Down of Assets Policy CS-FIN-2**

D. Culler, CA, Director of Corporate Services, introduced the proposed policy that has been created to provide the Organization with a process for write-down of capital assets which no longer represent the original value, which would provide a fair and equitable assessment, keeping in mind the best interests of the general public.

The proposed procedures were included for Council's information.

Council had a number of questions and at this time.

RES.10/12 MOVED by Councillor Bekkering that Council adopts the Write-Down of Assets Policy CS-FIN-2, as proposed.

CARRIED UNANIMOUSLY

**E) Proposed Write-Off and Disposal of Assets Policy CS-FIN-3**

D. Culler, Director of Corporate Services, introduced the proposed policy that has been created to provide the Organization with a process for the write-off and disposal of capital assets which would include machinery, vehicles, equipment, land improvements and inventory in a fair and equitable manner, when such assets no longer add value to the goods and services provided to the general public.

The proposed procedures were included for Council's information.

**ACTION ITEMS – CONT'D****E) Proposed Write-Off and Disposal of Assets Policy CS-FIN-3 – Cont'd**

RES.11/12 MOVED by Councillor Rochelle that Council adopts the Write-Off and Disposal of Assets Policy CS-FIN-3, as proposed.

CARRIED UNANIMOUSLY

**F) Oldman Watershed Council Contribution Request**

G. Frank, CLGM, Chief Administrative Officer, detailed the request in which each municipality within the Oldman watershed is requested to contribute \$0.30 per resident, which would provide education and tools that people need to be good stewards of the watershed for the next fiscal year (April 1, 2012 – March 31, 2013).

This Organization is also requesting that the Town of Taber become a member of the Oldman Watershed Council, while appointing a delegate to vote on behalf of the Town of Taber at the Organization's Annual General meeting.

Council briefly discussed the requests at this time.

RES.12/12 MOVED by Councillor Bekkering that Council does not authorize the contribution request of \$0.30 per resident to the Oldman Watershed Council for the next fiscal year (April 1, 2012 – March 31, 2013), and further that Council appoints Councillor Sparks as a delegate to vote on behalf of the Town of Taber at the Organization's Annual General Meeting.

CARRIED UNANIMOUSLY

**G) 2012 – 2014 Fuel Tender Award**

R. Cressman, Director of Public Services, detailed the 2012 – 2014 fuel tender process, which closed December 20, 2011.

Council discussed the tender evaluation process at this time.

Councillor Papp left the meeting at 6:09 PM.



**ACTION ITEMS – CONT'D**

**G) 2012 – 2014 Fuel Tender Award – Cont'd**

RES.13/12 MOVED by Councillor Bekkering that Council awards the 2012 - 2014 fuel tender to Bluewave Energy, as recommended and authorizes the CAO and Mayor to execute the associated contract.

CARRIED

Councillor Papp rejoined the meeting at 6:13 PM.

**H) Monthly Operating Financial Statements**

D. Culler, CA, Director of Corporate Services, provided the year to date unaudited operating financial statements for the eleven months ending November 30, 2011.

Dashboard statistics were also included up to and including November 30, 2011.

Council reviewed and discussed the financial statements at this time.

RES.14/12 MOVED by Councillor Papp that Council accepts the unaudited operating financial statements for the eleven months ending November 30, 2011, for information purposes.

CARRIED UNANIMOUSLY

**MEDIA INQUIRIES - NONE**

**CLOSED SESSION**

RES.15/12 MOVED by Councillor Rochelle that Council move to Closed Session to discuss labour and land matters.

CARRIED UNANIMOUSLY AT 6:16 PM

**OPEN SESSION**

RES.16/12 MOVED by Councillor Bekkering that Council reconvenes into Open Session.

CARRIED UNANIMOUSLY AT 6:42 PM

7/2012

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**OPEN SESSION – CONT'D**

RES.17/12 MOVED by Councillor Rochelle to accept the resignation of Ms. Sharon Solvey from the Taber Municipal Library Board, effective immediately, with thanks.

CARRIED UNANIMOUSLY

**CLOSE OF MEETING**

RES.18/12 MOVED by Councillor Sparks that this Regular Meeting of Council is hereby closed.

CARRIED UNANIMOUSLY AT 6:43 PM

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

7/2012



TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Table with 2 columns: Subject, Date of Agenda. Rows include: Subject: Proposed Utility Bylaw No 2-2012, Date of Agenda: January 23, 2012; Prepared By: Dale Culler, CA, Director of Corporate Services; Attachments: Proposed Utility Bylaw No 2-2012, Utility bill examples; Topic: Proposed Utility Bylaw No 2-2012. Includes a 'Background:' section with detailed text about council decisions and utility rates.

Cont'd

Administration is suggesting that the definition for Commercial Buildings be changed to eliminate "but does not include multi-unit structures" as follows:

"means all buildings, which generate revenue, but does not include institutional dwellings; and industrial buildings, but does include temporary residential buildings such as motels, hotels, etc."

Administration is also suggesting that the definition for Multi-Unit Structure be changed to add "self-contained" as follows:

"means a single building comprised of two (2) or more self-contained units separated one from another by party-walls (often sharing a single entrance way)."

Administration is also further suggesting that two definitions be added to distinguish between condominiums that have a single service from multiple services as follows:

**Condominium Single Service:**

"refers to a system of land ownership where each individual owner holds title to a specific unit as well as owning a share of common property, (not limited to but may include an apartment suite in a high rise complex, one of a row of townhouses, a detached or semi-detached house), and has a single utility service with one water meter and is billed as a whole.'

**Condominium Multi Service:**

"refers to a system of land ownership where each individual owner holds title to a specific unit as well as owning a share of common property, (not limited to but may include an apartment suite in a high rise complex, one of a row of townhouses, a detached or semi-detached house), and has separate utility services with separate water meters and is billed separately.'

Administration's intent is that these suggested changes to the definitions and the schedules will provide consistency and clarity in the billing process.

**Options:**

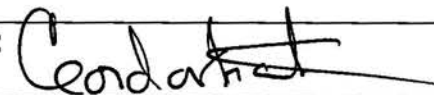
1. That Council gives first reading to Utility Bylaw No. 2-2012 as presented.
2. That Council gives second reading to Utility Bylaw No. 2-2012 as presented.
3. That Council gives unanimous consent to proceed to third and final reading of Utility Bylaw No. 2-2012 as presented.
4. That Council gives third and final reading to Utility Bylaw No. 2-2012 as presented.
5. That Council not approve Utility Bylaw No. 2-2012 as presented.

**Recommendation:** Options #1, 2, 3 and 4 above.

**Approval  
Date:**

January 19, 2012

**CAO:**



**TOWN OF TABER  
BYLAW NO. 2-2012**

BEING A BYLAW OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, RESPECTING UTILITIES INCLUDING, WATER TREATMENT AND DISTRIBUTION, SANITARY AND STORM SEWAGE COLLECTION AND TREATMENT, AND SOLID WASTE COLLECTION, DISPOSAL, AND RECYCLING (\*) SYSTEMS.

WHEREAS the Town of Taber, being a municipal corporation in the Province of Alberta, owns and operates a water treatment and distribution system for supplying potable drinking water and fire protection, a sanitary and storm sewage collection, treatment, and disposal system, and a solid waste collection, disposal, and recycling system as a public utility for the benefit of residents, commercial, institutional, and industrial users and all other consumers in the Town of Taber, and subject to Council approval, to consumers outside the Town boundaries;

AND WHEREAS pursuant to the Municipal Government Act being Chapter M-26 of the Revised Statutes of Alberta, 2000, and amendments thereto, the Council of the Town of Taber has the authority to enact a Bylaw affecting, controlling and regulating the public utility known as "Water System, Sanitary and Storm Sewage Systems and Solid Waste System".

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

**1.0 TITLE:**

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

**2.0 IN THIS BYLAW:**

Arrears	mean those utility rates remaining outstanding after the due date.
Backflow	means a situation that may occur within the water or sewer system where negative or reduced pressures occur within the water or sewer distribution system causing a reversal in the normal direction of flow within the water or sewer supply piping within a building or premise.
Backflow Prevention Device	means a mechanical device specifically designed, constructed, and approved for the control and prevention of Backflow and Backsiphonage.
Backsiphonage	means backflow caused by negative or reduced pressure within the water supply piping within a building or premise.
Biochemical Oxygen Demand (BOD)	means a measure of the oxygen equivalent of the organic matter content of a sample that is susceptible to oxidation by process bacteria.
Body of Water	means any creek, stream, river, pond, lake, waterway, watercourse, canal or other flowing or standing water.
Boulevard Irrigation Area	means an irrigated boulevard whereby the Town maintains and operates the irrigation system, and for which the adjacent property owners pay a fee
Building Drain	means the lowest horizontal piping that conducts Clearwater waste, wastewater, stormwater or water to a building sewer.
Building Sewer	means that part of a drainage system outside a building commencing at the outer face of the wall of the building and connecting the building drain to the main sewer and terminating at the property line or place of disposal or wastewater.
Catch Basin	means an interceptor or area drain installed to prevent sand, grit, and other materials from passing into a drainage system.
Chemical Oxygen Demand (C.O.D.)	means a measure of the oxygen equivalent of the organic matter content of a sample that is susceptible to oxidation by a strong chemical oxidant.
Chief Administrative Officer (C.A.O.)	means the person appointed to the position of chief administrative officer by Town Council pursuant to the Municipal Government Act.

TOWN OF TABER

BYLAW NO. 2-2012

Clearwater Waste	means water that does not contain wastewater or stormwater and to which no substance has been added.
Combined Sewer	means a sewer that is intended to conduct wastewater and storm water.
Combined Water Service Connection	means a potable water service connection, which supplies water for the domestic, commercial, institutional, or industrial use of a consumer and also as a fire protection system in the same premises.
Commercial Buildings	means all buildings, which generate revenue, but does not include institutional dwellings; and industrial buildings, but does include temporary residential buildings such as motels, hotels, etc.
Composite Sample	means a sample composed of a number of grab samples, which have been collected over a specified period of time, usually 24 hours or the industry's operating day, and combined in proportion to the volume of wastewater discharge they represent.
Condominium Single Service	refers to a system of land ownership where each individual owner holds title to a specific unit as well as owning a share of common property, (not limited to but may include an apartment suite in a high rise complex, one of a row of townhouses, a detached or semi-detached house.), and has one single utility service with one water meter and is billed as a whole.
Condominium Multi-Service	refers to a system of land ownership where each individual owner holds title to a specific unit as well as owning a share of common property, (not limited to but may include an apartment suite in a high rise complex, one of a row of townhouses, a detached or semi-detached house.), and has separate utility services with separate water meters and is billed separately.
Consumer	means that person utilizing the water, sanitary and storm sewer, or solid waste and recycling services whether it be an Owner or Tenant.
Conventional Pollutants	may include non-filterable residue (suspended solids), grease and oils, phosphorus, fecal and total coli form bacteria and substances that exert biochemical oxygen demand, chemical oxygen demand or that affect pH.
Council	means the Council of the Town of Taber.
Cross Connection	means an existing connection or a potential connection between any part of the potable water system and any other environment containing any substances other than potable water which, under any circumstances, allow such substances to enter the potable water system. Other substances may be gases, liquids, or solids such as chemicals, waste products, steam, water from other sources (potable or non-potable), or any matter which may change the colour or add odour to the potable water.
Curb stop	(See Water Service Valve)
Enforcement Officer	means the person appointed by Council to enforce compliance with the Bylaw, and also includes a Peace Officer.
Facilities	means any permanent, semi-permanent, or temporary property forming part of the Town's utility infrastructure.
Fixture	means a receptacle, appliance, apparatus or other device that discharges wastewater or clearwater waste and includes a floor drain.
Floor Drain	means a fixture used to receive water from a floor of a building.

TOWN OF TABER

BYLAW NO. 2-2012

Garbage Bin	means a metal container of a type including size/weight suitable to be mechanically loaded by the Town's or other Contractors' waste disposal vehicles.
Garbage Can	means a metal or plastic container of not less than 20 inches (51 cm) or more than 30 inches (76 cm) in height with a base diameter of not less than 17 inches (43 cm) or more than 20 inches (51 cm), which shall have a proper and tightly fitting metal or plastic cover.
Grab Sample	means a sample collected over a short period of time by taking and combining one or more samples of wastewater flow.
A hydrocarbon of Petroleum Origin	means those materials, which absorb onto Silica gel as described in the USA Environmental Protection Act's "Standard Methods".
Industrial Building	means any building that processes or manufactures goods and products.
Industrial Wastewater	means wastewater from industrial processes.
Inspector	means a person authorized by the C.A.O. to make inspections and/or to take samples where required and to otherwise enforce this Bylaw.
Institutional Building	means a building used by an organization or society for public or social purposes and, without restricting the generality of term, includes senior citizen housing, nursing homes, hospitals, day care centers, museums, libraries, schools, service and fraternal organizations, and government buildings.
Lawn Service Meter	A water meter that is used to measure the consumption of water used to supply water to a lawn or garden.
Mercaptans (THIOLS)	mean the sulphur analogs of alcohol and phenols with the general chemical formula RSH where R is the organic portion of the molecule.
Meter Spacer	means a length of pipe complete with couplings, installed on the internal potable water piping in a building which can be removed for the purpose of installing a water meter in the Town of Taber.
Multi-Unit Structure	means a single building comprised of two (2) or more self-contained units separated one from another by party-walls (often sharing a single entrance way).
Natural Outlet	means any outlet from a natural watercourse into another watercourse, pond, ditch or lake, or other body of surface or groundwater.
Nonfilterable Residue & Suspended Solids	means the solid matter suspended in water and wastewater.
Non-Potable Water	means untreated water that is not suitable for human consumption.
Non-Resident Dwellings	means any residential dwelling that is located outside of the Town of Taber boundaries.
Oil & Grease	means an organic substance recoverable by procedures set forth in "Standard Methods" and includes but is not limited to hydrocarbons, esters, fats, oils, waxes and high molecular carboxylic acids.
Owner	means the person showing as assessed Owner of the property or building on the tax roll, or the Owner of the utility service itself unless specified otherwise.
Person	means any individual, firm, company, association, society, corporation or group.

pH	means the measure of the intensity of the acid or alkaline conditions of a solution determined by the hydrogen ion activity of the solution in accordance with procedures set forth in "Standard Methods".
Phenolic Compounds	means hydroxyl derivatives of benzene and its condensed nuclei. Concentrations of phenolic compounds shall be determined using either the 4-amino antipyrine method or the gas liquid chromatographic procedure given in "Standard Methods".
Phosphorus (Total)	includes all orthophosphates and condensed phosphates, both dissolved and particulate, organic, and inorganic released from combination with organic matter by a digestion process as rigorous than, the Sulfuric acid – nitric acid digestion.
Plumber	means a Plumber employed and designated by the Owner of the premises and in the owner's application will be considered as the Agent of said Owner while employed in the execution of the work of introducing the water into such premises and will not be recognized as in any sense the Agent of the Town or will the Town or its Director of Public Services be responsible for the acts of said Plumber.
Pollutant	means a chemical or material that is added to the water that causes an adverse deviation from the mean geochemical composition of the water. Pollutants shall be classified as conventional, non-conventional and priority. Non-conventional pollutants are those not classified as conventional or priority.
Polluted Cooling Water	means cooling waters to which chemicals have been added for the purpose of inhibiting bacterial growth in the cooling water system.
Potable Water	means water that has been treated to National and Provincial standards and that is suitable for human consumption.
Priority Pollutants	includes chemicals and metals that have a toxic effect on the biological activity of the wastewater treatment processes and/or the receiving stream. These may include phenolic compounds, pesticides, chlorinated hydrocarbons, antimony, arsenic, barium, boron, chromium, copper, cadmium, lead, mercury, nickel, selenium, silver and zinc.
Public Health Inspector	means the Medical Officer of Health for the Town of Taber.
Public Services	means that department of the Town of Taber or its duly authorized representatives with the responsibility of constructing, operating and maintaining the water, sewer and solid waste systems.
Raw Water Supply Lines	means the system of pipes, valves, fittings, valve chambers, and appurtenances which supply raw untreated water to the water reservoirs and water treatment plant.
Receiving Waters	means the Oldman River or any other watercourse receiving or ultimately receiving the discharge of wastewater, Clearwater waste or storm water.
Residential Dwelling	means any family dwelling, and will include places of worship and revenue generating multiple family dwellings of less than six units.
Safety Codes Officer	means a qualified person certified by the Provincial Government to perform inspections related to the Provincial Safety Codes Act and Plumbing regulations.
Sanitary Sewer	means a sewer, which carries wastewater and to which storm, surface and groundwaters are not intentionally admitted.
Scavenge	to salvage from discarded or refuse material.



Sewage	means any liquid waste from a fixture or any storm drainage resulting from precipitation.
Sewage Collection & Treatment Utility	means the system of sewer collection lines, pumping stations, service connections, valves, fittings, backflow prevention devices and all other equipment required for the collection and treatment of sewage for all consumers and is deemed a Public Utility within the meaning of the Municipal Government Act.
Sewage Exemption Meter (Bulk Water Meter)	A water meter that is used to measure the consumption of water in applications where no water can be returned to the sewer system
Sewer Main	means the system of pipes and manholes used to collect sanitary sewage within the Town of Taber.
Sewer Service	means the sewer line connecting a consumer's premises to the Town Sewer Main or point of wastewater disposal with the Consumer owning that portion of the pipe lying within the boundaries of the Consumer's premises, excluding any pipe lying within the boundaries of any easement or right-of-way area granted to the Town for its sewage system.
Sewerage Project	means all construction for collection, transportation, pumping, treatment and final disposal of wastewater or any part thereof.
Sewerage System	means a sewer or system of sewers or any plants, structures, equipment, pipes, apparatus or other things for or incidental to the collection, treatment or disposal of wastewater.
Solid Waste	means garbage, junk, rubbish, trash, and other residential, commercial, institutional, and industrial waste produced by normal human living and processes which are disposed of in a sanitary landfill, or in the case of recyclable materials, which are disposed of through normal recycling practices.
Solid Waste Collector	means any person or contractor employed or hired by the Town for purposes of collection, removal or disposal of solid waste materials.
Solid Waste Receptacle	means a suitably sized and constructed enclosure used to store solid waste until it is collected.
Standard Methods	means the current edition of "Standard Methods for the Examination of Water and Wastewater," American Public Health Association, Washington D.C.
Storm Sewer	means a sewer that is installed to convey storm water and surface drainage.
Surface Water	means water in a watercourse.
Tenant	means that person who rents or leases property and occupies same.
Town	means the Town of Taber, in the Province of Alberta (or its duly authorized representatives) or the area contained within its municipal boundaries as the context requires.
True Colour Units	means the measure of the colour of the water from which turbidity has been removed.
Unpolluted Cooling Waters	means cooling water to which no chemicals or substances have been added and which have not picked up amounts of pollutants in excess of concentrations allowed in the connection permit.
Utility	means all utilities including water, sanitary and storm sewers and solid waste collection and recycling services provided by the Town.
Utility Rate	means the charges for any municipal utility provided to a parcel of land that represents an amount owing to the Town by the customer.

Vacant Lot

any property on which there are no permanent buildings.

Wastewater

means sewage.

Wastewater Treatment Facility

means any system or method used to treat wastewater biologically, chemically, electrically, mechanically or otherwise and includes the wastewater collection system therefore.

Watercourse

means: (a) the bed and shore of a river, stream, lake, creek, lagoon, swamp marsh or other natural body of water; or (b) a canal, ditch, reservoir or other man-made surface feature whether it contains or conveys water continuously or intermittently.

Water Main

means the system of pipes, valves, fittings, valve chambers and appurtenances that supply and distribute potable water within the Town of Taber.

Water Meter

means any device approved by the Town that is designed to measure the quantity of water used by the consumer.

Water Service

means that lateral water pipe which connects an owner's premises to the Town water main with the owner owning that portion of the pipe lying within the boundaries of the owner's premises excluding any pipe lying within the boundaries of any easement or right of way area granted to the Town for its water system.

Water Service Valve

means the water valve on the Town owned portion of the water service connection, located between the Town water main and the property or building line, installed for the purpose of enabling the Town to turn on or off the water supply to an owner's premises. Also known as a "Curb stop".

Water System or Water Utility

means the system of raw water pipelines, water reservoirs, treatment plants, pumping stations, feeder mains, distribution mains, service connections, valves, fittings, hydrants, meters, backflow prevention devices and all other equipment and machinery of whatever kind owned by the Town and which is required to supply and distribute potable water to all consumers and which is deemed to be a Public Utility within the meaning of the Municipal Government Act.

### 3.0 MUNICIPAL OFFICIAL

#### 3.1 Authority

The Municipal Council of the Town of Taber hereby delegates to the C.A.O. the power to:

- a) Administer and enforce the provisions of this Bylaw. In addition to those duties, without limiting them, the C.A.O. may make binding contracts with customers for utility services and may levy rates, charges, rents and fines in accordance with this Bylaw.
- b) Establish regulations for the general maintenance or management or conduct, of any employee of the utility and of the Bylaw Officer and others employed in connection with the utility services.
- c) Fix, in connection with the utility, the times and places where rates, charges and rents outlined in SCHEDULE 'A', 'B', 'C', 'D' are payable.
- d) Provide for the rent of fittings, machines, apparatus, meters or other things leased to the consumer.
- e) Collect the rates, charges or rents in connection with the water treatment and distribution, sanitary and storm sewage collection and treatment, and solid waste collection, disposal, and recycling systems.
- f) Enforce payments of those rates, charges or rents by all or any of the following methods, namely:
  - i) by action in any court of competent jurisdiction;
  - ii) by shutting off the water being supplied to the consumer or discontinuing the service thereof;
  - iii) by transfer to taxes pursuant to the Municipal Government Act plus a fee for transfer.
- g) Enforce the terms and conditions under which the utility services are supplied either:
  - i) by enforcing this Bylaw;
  - ii) by enforcing any agreement made between the Town as supplier and consumer;
  - iii) by enforcing provincial/federal regulations;

Including shutting off the water utility being supplied to the consumer or discontinuing the service thereof until the consumer complies with the terms and conditions of this Bylaw or provincial/federal regulations.

- 3.2 The Director of Public Services or the Town's duly authorized representative may establish standards, guidelines and specifications for the design, construction and maintenance of the utility system.
- 3.3 For the purpose of administering or enforcing the provisions of this Bylaw the C.A.O. may delegate his powers to one or more employees of the Public Services Department or its duly authorized representative and the said employees shall be deemed to be authorized agents of the C.A.O. In that regard, employees of the Finance Department engaged in water, sanitary and storm sewers and solid waste and recycling billings and collection functions related to this Bylaw shall also be deemed to be authorized agents of the C.A.O.

#### 4.0 GENERAL

##### 4.1 Provincial & Federal Regulations

In addition to the conditions and requirements outlined in this Bylaw, all applicable Provincial and Federal regulations and requirements are in effect whether specifically stated or not.

##### 4.2 Supply of Service

- a) The Town having constructed, operated and maintained water, sanitary and storm sewers, and solid waste and recycling systems as a Public Utility shall continue, insofar as there is sufficient plant capacity available, and upon such terms as Council considers advisable, to supply water and collect sanitary and storm sewage, and solid waste and recycling to or from any property owner or industry or other consumer within the municipality situated along any water, sanitary and storm sewer mains, or Municipal right of way, upon being so requested in writing by the Owner. The Town undertakes to supply water, sanitary and storm sewage collection and solid waste collection to the owner's system at the property line of the street, lane or boundary or an easement granted to the Town for its water, sanitary and storm and solid waste system.
- b) Provision for water and sewer services to residences outside the Town limits shall be in accordance with Town policy.

##### 4.3 Sole Source Of Service

No person shall use a source of water supply or sanitary or storm sewage disposal and solid waste collection other than the Town system without consent of the Town.

- a) Further to Section 4.3, the Town may give consent for a person to use an alternate source for the supply of water, sanitary and storm sewer and solid waste facilities subject to such terms and conditions as deemed necessary and notwithstanding that the generality of the foregoing may set a limit on the period of time for which an alternate supply may be used.
- b) No person who has been granted permission to use an alternate supply shall allow that alternate supply to be connected to the Town systems.

##### 4.4 Alterations To Water & Sewer Systems

- a) No person(s) may maintain, repair, replace or upgrade the Town's water, sanitary and storm sewer systems without being contracted by the Town to do so.
- b) No person except those acting with the C.A.O.'s permission shall tamper with any connection of any public or private pipes or mains, either in the streets, lanes, houses or private grounds.
- c) No person(s) may connect to or extend the Town's water, sanitary and storm sewer systems without first obtaining approval and permission from the Town of Taber and Alberta Environmental Protection.
- d) All persons engaged in maintaining, repairing, replacing, upgrading, or extending the Town's water, sanitary and storm sewer systems must be Town employees or qualified experienced municipal water and sewer contractors acting on behalf of the Town.

##### 4.5 Owner Responsibility

An owner is responsible for providing such facilities as the Town considers necessary in order to have a continuous and uninterrupted access to water, sanitary and storm sewers and solid waste systems for the owner's specific needs, provided such facilities are approved by the Town and also provided that such facilities do not interfere with the operation of the water, sanitary and storm sewers and solid waste and recycling systems.

4.6 Ownership of Water & Sewer Service Connection By The Town

The Town is the owner of the water, sanitary and storm sewer service connections within any street, lane, easement or Town property. No person(s) shall make connections to any of the service lines or water, sanitary and storm sewer mains without first having obtained a permit to do so from the Town.

4.7 Number Of Services

- a) **Single Service – Multi-Unit Structures** All newly constructed multi-unit structures located on one lot shall be serviced with one service and one water meter which will register water consumption for all units located within the building. The utility bill for multi-unit structures shall be forwarded directly to the property owner for payment and is ultimately their responsibility. In the event a property owner requests more than one service, they will be responsible for all additional costs associated with the extra service(s). Extra service installation will only be permitted upon first acquiring written approval from the Town and advance payment in full of said additional costs.
- b) **Double Service** Permission will not be granted to supply two (2) or more buildings fronting on the same street with a single service, unless only one of the serviced buildings occupies the frontage on a single Town lot and others are located in the rear of the said front building, then permission may be granted to supply all the buildings from one service, subject to the conditions prescribed by the Town.
- c) **Designated Manufactured Home Park (Trailer Courts)** Designated Manufactured Home Parks shall be serviced with one service and one water meter which will register water consumption for all units within the Park. The utility bill for the Park shall be forwarded directly to the Designated Manufactured Home Park owner for payment and is ultimately their responsibility.

4.8 New Services

- a) The Town shall install that portion of the water and/or sanitary and/or storm sewer service connections that is on Town property and which runs from the Town water and/or sanitary and/or storm sewer mains to the property line of the street, lane, or boundary of an easement or right-of-way granted to the Town for its utility system. The owner of a property is responsible for all costs related to servicing on a property and as such the owner shall be charged connection and installation fees for all new service connections. The owner is required to pay the fees in full, in advance, before installation of service connections can take place, as set out in the Town Bylaws.
- b) Water will be turned on to the premises only after the owner has concluded the work to the satisfaction of the Town and the entire structure is inspected and approved by the Building Inspector and the occupancy permit issued. Notwithstanding Section 5.30, the Town will not turn on the water supply to any new building or new plumbing system until a water meter has been installed and a Provincial Plumbing Permit is presented to the Town for that building.
- c) The Council may refuse to make any new connection or install any new or change any existing service at any time for any reason, which it may consider sufficient. Applicants refused shall be provided with reasons therefore.
- d) Persons receiving a permit for the introduction of water servicing to their premises and the Plumber doing the work will be required to cause the same service to be placed no less than six (6) feet below the surface of the earth at any point between the street line and the inside of the foundation wall of the building into which the water is introduced unless otherwise approved in writing by the Town.

4.9 Replacements And Relocation

Any owner who desires to have an existing water and/or sanitary and/or storm sewer service connections within any street, lane, easement or Town property replaced with a connection of a different size or relocated to a different location, shall apply to the Town in writing for approval and the Town may authorize the work to be carried out by the Town or its agents subject to payment in advance, of the cost of the project as determined by the Town.

4.10 Winter Connections

Service connections to the water, sanitary and storm sewer mains shall not be made between November 1<sup>st</sup> and April 1<sup>st</sup> of the following year unless otherwise approved in writing by the Town.

4.11 Frozen Connections

If a water and/or sanitary and/or storm sewer service connection is frozen on private property, it shall be the owner's responsibility to have it thawed and if necessary the meter replaced at the owner's expense.

4.12 New Utility Accounts

New utility accounts will only be set up in the name of the assessed owner(s), or the purchaser under an agreement for sale, of the serviced property.

4.13 Terminating A Utility Account

- a) A utility account will be terminated when a property is sold. Either the current account holder or the new property owner shall notify the Town, in writing, upon transfer of the property.
- b) A utility account will be terminated when any of the conditions of services provided to tenants under section 9.1 h) have been met.
- c) Any owner of a serviced lot that becomes a vacant lot may apply in writing to have their utility account terminated. The applicant must provide evidence that the services have been properly disconnected and inspected to the Town's satisfaction. From and after the Town or the Town's duly authorized representative's inspection and approval of the physical disconnect, the Town shall not assess any utility rates, charges or rents for the property so terminated.

4.14 Utility Deposits Held by the Town

- a) The utility deposit will be returned (in whole or part) at the earliest of:
  - i) when the utility account is terminated, provided that such deposit is first applied to any unpaid account balance at the time of such termination; or
  - ii) the person(s) become(s) the owner of the property.

In no instance will interest be paid on said deposit.

4.15 Access To Premises

Subject to Section 4.16, as a condition of receiving utility services and as operational needs dictate, authorized representatives of the Town shall have the right to enter a consumer's premises at all reasonable times, after giving reasonable notice, for the purpose of:

- a) Installing, inspecting, maintaining, replacing, testing, monitoring, reading or removing Town facilities, including but not limiting to water meters and remote readouts;
- b) sampling and testing potable water, clearwater waste, and wastewater;
- c) investigating or responding to a consumer's complaint or inquiry; or
- d) enforcing the provisions of this bylaw

4.16 Court Order

If a person refuses to allow or interferes with access to a consumer's premises the Town may, pursuant to section 543 of the *Municipal Government Act*, apply to the Court of Queen's Bench for an order restraining a person from preventing or interfering with the entry, inspection, enforcement or action.

**5.0 WATER SYSTEM**5.1 Responsibility of Water Consumed

The owner shall be responsible for all water consumed on a premise, whether the water consumption was registered by the water meter or consumed by accidental or illegal means.

5.2 Waste Of Water, Leaks & Defects

- a) No person shall waste any water supplied by the Town in any way, whether by improper, leaky, frozen, or broken service pipes, fixtures or taps, or by excessive use of water when yard watering, car washing, cleaning or other uses.
- b) Where water has been shut off to an owner's premises for water wastage, leaks, or defects in the owner's portion of the water service connection, or in other water pipes on the property, or in the interior plumbing system within the owner's premises, the Town may refuse to turn the water on again until the owner has delivered proof that the necessary repairs have been made and has paid the specified water turn on fee as defined in **SCHEDULE 'A'**.

- c) Whenever water has been turned off for non-payment of rates or for purposes of repair or construction or for any necessary or proper reason, no person shall turn it on again who is not duly authorized to do so by the Town.

5.3 Restriction of Water Use

Council may at any time by resolution issue such orders necessary to control or restrict water consumption in the Town in the event that contamination, pollution, fire, drought, or other natural or manmade disasters should have a detrimental effect on the Town's ability to supply potable water to its consumers.

5.4 Protection of Water Service Valves

No person shall interfere with, damage, or make inaccessible any water service valve or its casing due to the construction of walks, driveways, landscaping, or in any other way. The owner of a property shall make every effort to protect the water service valve servicing his or her property from damage.

- a) At the time of issuance of a permit to commence construction of a building or other improvements on a property, the owner of the property may be required to pay to the Town of Taber a construction deposit as set forth in **SCHEDULE 'A'**, which may be refundable upon completion of finished landscaping, and after inspection by the Town determines that the water service valve has not been damaged in any way.
- b) If the water service valve has been damaged, the Town may retain the construction deposit and recover the difference in the amount of the construction deposit and the actual cost incurred to repair the water service valve. Any additional costs over and above the construction deposit may be collected in the same manner as utility rates.
- c) If the water service valve is made inaccessible by any reason, the Town may require such work to be performed to provide accessibility with all costs to be borne by the property owner. Any such costs may be collected in the same manner as utility rates.

5.5 Boosting Devices

No person shall use any devices for the purpose of increasing water pressure on any water service connection on the upstream side of a water meter or water shut-off valve.

5.6 Fire Protection & Branch Supply Lines, Outlets Or Fixtures

- a) No person shall install branch supply line, outlets or fixtures before a water meter or shut-off valve, except for fire protection purposes. Any branch supply line, outlet or fixture installed before a water meter or water shut-off valve for fire protection shall only be installed with written permission from the Town.
- b) No person(s) shall use water from a water service connection that supplies water to private fire hydrants, for any purpose other than fire protection, unless the water service connection is connected to a water meter, supplied and installed by the Town.

5.7 Lawn Service Meters / Sewage Exemption Meters

- a) Any assessed owner of a property within the Town of Taber may make application to the Town for a "Lawn Service Meter" and/or a "Sewage Exemption Meter". The applicant shall pay to the Town the cost of the water meter as set forth in **Schedule 'A'**. The entire cost of installing a lawn service meter and/or a sewage exemption meter shall be borne by the applicant.
- b) The lawn service meter shall only be used to supply water to a lawn or garden.
- c) Any owner having a lawn service meter that is branched off of the property's water service line will only be charged consumption fees as set out in **schedule 'A'**. If the lawn service meter has a dedicated service line directly to the town's main line, the owner will be charged the flat rate water fee as well as consumption charges as set out in **Schedule 'A'**.
- d) The sewage exemption meter shall only be used for applications in which no water can be returned to the sewer system and will be charged the bulk water rate from **Schedule 'A'**.

5.8 Seals

No person shall tamper with, break or remove any seal installed by the Town on any valve or flagged outlet on water service connections or water metering facilities except in the case of an emergency.

5.9 Broken Seals

In the event a person breaks a seal on a valve in order to obtain a supply of water for emergency purposes, that person shall notify the Town within twenty-four (24) hours.

5.10 Operation of Valves

No person, except Town employees or its duly authorized representatives shall turn on or off a water service valve or any other main valve or valves in the water system.

5.11 Shut-Off Valves

All buildings connected to a water service shall be provided with water shut-off valves placed before the water meter to permit the meter to be isolated for safe removal and to enable the owner to shut off the supply of water in case of any emergency, when making repairs, or to prevent flooding of the premises or in the event the premises are permanently or temporarily vacated. The owner shall maintain the water shut-off valves in good mechanical condition and easily accessible at all times to ensure that it is operable in case of emergency.

5.12 Location and Access to Shut-Off Valves, Water Meter & Remote Readout

The water shut-off valves and meter shall be located inside the utility room of the premises. If the water shut-off valve and meter cannot be located in a heated area (i.e. Designated Manufactured Homes) then the meter and supply lines must be heat taped and insulated to prevent freezing. At all times, the owner of the property shall ensure that the Town has clear unobstructed access to the shut-off valve, water meter and remote readout.

5.13 Supply & Ownership Of Water Meters & Remote Readouts

All water meters and remote readouts shall be supplied, maintained, repaired, tested and replaced by the Town. The Town may from time to time or at any time authorize an individual, firm or corporation to install, maintain, repair and replace water meters.

- a) Owners must provide a valid plumbing permit to pick up a water meter. All water meters supplied by the Town shall at all times remain the property of the Town.
- b) The Town will initially supply a standard ¾" water meter to the owner of the property at no cost. The owner of a property shall pay any additional cost for supplying and installing water meters where installation as approved by the Town requires a larger water meter, a fire service type water meter or other special type of water meter. These additional costs may be collected in the same manner as utility rates.
- c) Notwithstanding the payment of such additional costs, the water meter shall remain the property of the Town. (See **SCHEDULE 'A'** for Water Meter Fees).

5.14 Individual Meters & Remote Readout

Each building and individual dwelling unit shall have a separate water meter and remote readout device attached to it as a component of the meter.

- a) The wire connecting the remote readout to the meter is to be four (4) wires, minimum of 19-gauge bell wire.
- b) On all existing buildings being retrofitted with new meters and readouts, the property owner shall be responsible for installing the wire and interconnecting the meter and remote readout.
- c) On all new construction the electrical contractor shall be responsible for installing the wire and interconnecting the meter and remote readout.

5.15 Meter Reading

- a) Each water meter shall be read at such times or intervals as the Town may designate.
- b) In the event that the Town is unable to read the water meter due to the inaccessibility of the water meter, or for any other reason, the Town shall estimate the utility billing. Payment of an estimated amount shall not excuse the customer from liability for payment of a greater amount that may be owed after a meter is read.
- c) If the Town is unable to access a water meter for actual reading, every attempt will be made by the Town to contact the customer for access. If however contact is unsuccessful, the Town shall estimate the charges as in 5.15(b) for that billing period and provide a written notice to the customer.

The notice will advise the customer of the next actual meter reading date along with instructions to have the water meter accessible for future readings. The notice may also include direction to the property owner to have a remote readout device installed and connected to the water meter. In the event the customer fails or refuses to comply with any of the requirements indicated in the notice the Town may shut off the water supply to the property after having given the owner twenty-four (24) hours notice. The water supply will only be turned back on once the property owner has delivered proof that the necessary changes have been made and that the specified water turn on fee has been paid in full.

5.16 Protection And Maintenance Of Meters And Service Pipes

The cost of all normal repairs to meters so supplied by the Town shall be borne by the Town. Prior to the Town commencing repairs, the owner of the property must ensure that the area surrounding the water meter facilities is clean and accessible (i.e. free of mud, dirt, flood water, etc.).

Should the meter repairs be necessary due to any person tampering with, or neglecting, or abusing the said meters, the expense of such repairs shall be paid by the owner, and the cost of such repairs shall be collectible in the same manner as utility rates. The owner of a property is responsible for the safekeeping of the water meter and any remote reading devices that may be installed with the water meter on the owner's property. Property owners shall protect the water meter and connecting valves and pipes from freezing, excessive heat, overheating of water, external and internal damage of any kind or any other thing which may affect the operation or reading of the water meter and shall pay the cost of repairing or replacing any water meter facilities supplied and installed by the Town that may be damaged from the foregoing cause or any other causes within the owner's control. (See **SCHEDULE 'A'** Water Rates).

5.17 Equipment Maintenance

The Town may set or alter the position of any water meter, remote readout, or backflow prevention device, or any pipe, valve or fitting forming part of the water system for the purposes of protecting, testing or regulating the use of any water meter, backflow prevention device or other equipment forming part of the water system.

5.18 Cost Recovery

The Town may charge for and recover from the owner of a property the cost of supplying, installing, altering, repairing, relocating, or removing a water meter or remote read out. Any such charges may be collected in the same manner as the utility rates.

5.19 Installation of Water Meters

- a) The water meter(s) shall be installed on the water service(s) within a building as soon as it is possible to do so without freezing the water meter.
- b) The owner of a property shall make provisions for the installation of water meters in a horizontal position, in accordance with the Town of Taber standard specifications for the water system. Exceptions may be permitted upon prior written approval from the Town.
- c) The owner of a property shall furnish all meters located within the owner's premises with a permanent support adequate to prevent the weight of the meter from damaging the building's internal water supply piping.
- d) If an inspection of a newly installed meter or remote readout indicates the installation does not comply with the Town standards and the approved mechanical drawings, or has not been carried out, then the owner of the property shall correct or modify the installation at their expense in order to comply with the standards and the approved drawings.
- e) If an owner wishes to have installed other meter, pipe or valve arrangements, the owner shall apply to the Town for approval in writing prior to installation and will be subject to the following:
  - i) any such installation shall be at the owner's sole responsibility and expense; and
  - ii) the Town shall accept no responsibility for such installation and the approval by the Town shall not be an acceptance of responsibility. The Town may in sole judgment, require the owner to indemnify the Town prior to installation of other metering, piping or valve arrangement.
- f) If the owner of a property does not make the installation in the manner approved by the Town, the Town shall have the right to refuse to supply water to the premises.

5.20 Relocation Of Water Meter Piping

No person shall relocate, alter or change any existing water meter piping without the written approval of the Town. The owner or their authorized agent may submit plans and specifications for any proposed relocation of water meter piping and, if approved by the Town, the owner shall pay the entire cost, including any costs incurred by the Town, in making such relocation, alteration or change. Any such costs may be collected in the same manner as the utility rates.

5.21 Size, Type And Number of Meters

The Town shall determine the size, type and number of water meters to be supplied by the Town and installed by the owner of the property. Where the water supplied through a water meter is for fire protection purposes, or for combined fire protection/potable water use or other uses, then the water meter shall be of a fire service type, supplied by the Town and the owner shall pay for all additional costs. Any such additional costs may be collected in the same manner as the utility rates.



5.22 Multiple Meters

In a multi-unit structure having a single water service connection, and where approval has been issued by the Town for installation of multiple meters, each unit shall be individually metered and all water meters shall be installed adjacent to each other, as close as possible to the place where the water service connection enters the building. Each meter shall be equipped with a remote readout. The utility bill shall in all cases be forwarded to the property owner for payment and calculated as individual units for utility billing purposes.

5.23 Building Alteration And Relocation

If the Town is dissatisfied with the location of any water meter due to alterations to a building, the Town may require that the water meter be relocated to a more suitable or convenient location near the point of entry of the water service connection at no cost to the property owner. However, in the event that the property owner requests that the water meter be relocated or if the original meter installation was performed by someone other than the Town and the Town requires the meter to be relocated, all costs associated with the relocation, including any Town costs shall be paid by the property owner and may be collected in the same manner as utility rates.

5.24 Meter Enclosure

- a) All water meters are to be located within the primary building that is supplied by a water service connection.
- b) Where a water meter cannot be installed in a building, it is the property owner's responsibility to provide a building or vault to house the water meter on the owner's property at the owner's expense and in accordance with the Town of Taber's Standard Specifications for the water system under the following conditions:
  - i) any such building or vault is to be insulated and heated during the freezing months; and
  - ii) the property owner shall maintain and repair the meter building and/or vault at the owner's expense. If the owner, after receiving written notice from the Town, neglects to repair or improve his meter building or vault, the Town may either authorize the necessary repairs to be carried out, and charge the owner for the costs incurred, or to shut off the supply of water until the repairs are carried out to the Town's satisfaction.

5.25 Location Of Remote Readout Device

Remote readout devices shall be located:

- a) at a convenient location on the front of all newly constructed buildings; or
- b) if possible at a convenient location on the front of all existing buildings; or
- c) alternately near the power meter.

5.26 Relocation Of Water Meter Remote Readout

If the Town is dissatisfied with the location of any remote readout for any reason, the Town may require that the remote readout be relocated to a more suitable or convenient location at no cost to the property owner. However, in the event that the property owner requests that the remote readout be relocated or if someone other than the Town performed the original remote installation and the Town requires the remote to be relocated, all costs associated with relocating the remote readout including any Town costs shall be paid by the property owner. All such costs may be collected in the same manner as utility rates.

5.27 Notification of Malfunction

A consumer shall notify the Town immediately whenever a water meter or remote readout device is not operating or if any part of it becomes damaged or broken.

5.28 Removed Or Stolen Meter

- a) If a water meter or remote readout is removed or stolen, the owner of the premises shall pay the cost of replacing any such measuring device, including installation. Any such cost may be collected in the same manner as utility rates.
- b) If a property owner fails or refuses to pay the cost of replacing any such measuring device the cost may be added to the taxes levied on the property and collected in the same manner as municipal taxes.

5.29 Meter Spacers

Where the use of a water meter is mandatory under this Bylaw, no person shall use a meter spacer in place of a meter except for the testing of a new plumbing system or a water meter.

5.30 Temporary Water Service Connections

Provision is hereby made to allow for a temporary water service permit thereby providing a service for contractors during the construction stage. Approval for such service shall be obtained from the Town Office for the fixed fees as prescribed in **SCHEDULE 'A'** and shall be for a limited time as requested, but in no case shall approval be given for more than 60 days for each application. The permit once issued shall be delivered to the Director of Public Services or the Town's duly authorized representative who shall attend to the subsequent turning on only. Such permits will be attended to in the order received, but may be subject to a twenty-four (24) hour delay. The water service will be shut off on the pre-established expiry date unless renewal and/or meter installation is approved.

5.31 Accuracy of Meters

- a) If any water meter has, in the opinion of the Town, failed to accurately register the flow of water through the meter since the last reading, the water consumption charge shall be adjusted to the greater of the:
  - i) The amount of water recorded by the meter; or
  - ii) The minimum rate for water supplied to the premises; or
  - iii) The average consumption of the previous three (3) actual billing periods.
- b) If an owner is in doubt as to the accuracy of the meter installed in his or her premises, the owner may request that the Town test the water meter to verify its accuracy.
  - i) If the water meter is found to be measuring within five (5) percent of the meter manufacturers' specified accuracy, the consumer shall pay a fee as set out by the Town in **SCHEDULE 'A'**.
  - ii) If the water meter is found to be measuring in excess of five (5) percent of the meter manufacturers' specified accuracy, the Town will pay the cost of testing the meter and the defective meter will be replaced. A correction to the owner's utility bill will be made going back no more than three (3) billing periods.
  - iii) No corrections shall be made with respect to alleged faulty metering or error in coding after one (1) year has elapsed from the date that the billing has been rendered. This shall not apply in any case of fraud or unauthorized tampering with the water meter.

5.32 Maintenance And Testing

The Town, for maintenance and testing on a periodic basis, may remove water meters. The Town may test a water meter on site, or remove and test the meter at the Town meter facility.

5.33 Temporary Water Supply Shut Off

- a) Any owner, who wishes to temporarily discontinue the use of the water supply, shall give written notice to the Town requesting that the Town shut off the water supply at the curb stop. This does not relieve the owner from the obligation to pay the applicable monthly flat fee and, upon request to restore the water supply, the owner is obliged to pay a turn on fee as set out in **SCHEDULE 'A'**. The fact that a property is vacant is not reason for nonpayment of specified rates.
- b) Whenever any premises are vacated the turn off valve on the inside walls of the building shall be turned off by the owner. In the case of said fixtures not being kept in good order and repair, the Town may shut off the supply of water at the curb stop without notice, and collect any expense incurred against the premises.

5.34 Moving Or Demolishing Buildings

- a) When a building that is connected to the Town water system is to be moved from its existing location or when the water service lines are to be permanently disconnected from any building for any cause, the owner of the land on which the building is situated is required to contact the Town prior to such action for disconnection of services and water meter removal.
- b) The owner of the land from which a building connected to the Town water system is to be removed shall pay to the Town the appropriate charge before a permit for demolition or moving the building is issued pursuant to other Town Bylaws.

5.35 Right of Water Shut-Off

- a) In the event of an emergency as determined by the C.A.O. or his designate, or in the case of making repairs, or in construction of new work, or in connecting or repairing service pipes, the Town shall have the right to shut off the water to any property owner without notice and keep it off as long as may be necessary. The Town shall endeavor to provide notice to all owners affected in advance of turning the water off.
- b) The Town shall have the right to limit the amount of water furnished to any customer should circumstances seem to warrant such action.

- c) The Town shall have the right to shut off the water supply to any property upon reasonable notice in the event of non-payment of utility rates or for violation of any of the provisions of this Bylaw, or any other rules or regulations of the Town pertaining to the water works system.

5.36 Ownership And Use Of Town Fire Hydrants

- a) All fire hydrants, except fire hydrants situated on private property are the property of the Town.
- b) No person or persons, except Town employees shall open, close or interfere with any fire hydrant, hydrant gate or hydrant valve connected to the water system.

5.37 Private Fire Protection Systems & Hydrants

- a) The Town, its Safety Codes Officers and the Fire Chief shall have the right to enter upon private property to inspect private fire systems and to require the owner to undertake whatever repairs and/or maintenance that may be necessary to ensure the fire protection system is operational.
- b) Should the owner refuse or neglect to undertake such repairs or maintenance as required in part a) of this section, the Town may enter upon the premises, complete the work, and recover all costs as a debt due to the municipality as taxes owing.

5.38 Relocation Of Hydrants From Town-Owned Property

Any person who wishes to have a fire hydrant relocated that is situated on property owned by the Town may request in writing to the Town that the hydrant be relocated. If the Town considers it feasible to relocate the hydrant, the person making the request shall pay in advance the full cost to relocate the hydrant.

5.39 Interference With Fire Hydrant Access

- a) Subject to the provisions of the Alberta Fire Code, no person shall allow anything to be constructed, erected or planted adjacent to a fire hydrant, which may in any way interfere with the access to, the use, maintenance or visibility of the hydrant. Nor shall any person paint a fire hydrant without prior written approval from the Town.
- b) Subject to the provisions of Alberta Fire Code no person shall do anything to obstruct access to a fire hydrant or to interfere with the operation of a fire hydrant.

5.40 Fire Hydrants - Other Uses

No person shall, without the written permission of the Town or the Fire Chief, authorize the use of water from a fire hydrant for a purpose other than emergency fire protection. The Town may authorize such other use upon such terms and conditions and subject to payment of such rates as the Town determines.

5.41 Fire Damage And Loss

The Town shall not be liable for loss or damage suffered by any person or property by reason of low water pressure, or by interruption to, or failure of, the water system to deliver water in adequate volume and pressure for supplying water for fire protection purposes.

5.42 Cross Connection Control

- a) The Town of Taber may have a Cross Connection Control Program administered by the Public Services Department to protect the potable water supply by preventing backflow and back pressure contamination of the potable water supply via cross connections.
- b) The owner of each property connected to the water system may obtain the services of a Safety Codes Officer to regularly inspect his or her property for cross connections.
- c) The owner of each property shall eliminate or control any existing or potential cross connections on his property as per current water industry standards.

5.43 Cross Connection Control Inspection Prior To Occupancy

No person shall turn on a water service valve to provide water to the occupants of any newly constructed, renovated or reconstructed premises until the plumbing system in such premises has been inspected for cross connections by a Safety Codes Officer.

5.44 Inspection And Issuance of Cross Connection Control Orders

- a) If a condition is found to exist which is contrary to Sections of this Bylaw, the Town may notify the Safety Codes Officer who shall be requested to immediately carry out an inspection and who may issue such order or orders to the owner, consumer or other person as the case may be, as may be required to obtain compliance with this section of the Bylaw.

- b) If the owner, consumer, or other person to whom the Town or the Safety Codes Officer has issued an order, fails to comply with that order, the Town may:
  - i) give notice to the owner, consumer or other person to correct the fault at his expense within a specified time period; or
  - ii) if the notice is not complied with, the Town may then shut off the water service or services without prior notice.
- c) All costs of inspections shall be borne by the owner.

5.45 Cross Connection Control - Premise Isolation

- a) Where a hazard condition exists, or may exist on the water supply system within a property, which in the opinion of the Town creates a serious risk of contamination to the Town water system, the Town may require that the owner shall immediately install on his water service connection a backflow prevention device approved by the Town in addition to any other backflow prevention devices installed in the owner's water system at the source of potential contamination.
- b) The Town, at its discretion, may grant an owner a specified time period to install the required devices.
- c) If the owner fails or refuses to install the required devices as directed, the Town may shut off the water service without further notice.

5.46 Inspection & Testing Of Backflow Prevention Devices

- a) All testable backflow prevention devices installed in a premise shall be inspected and tested at the expense of the owner upon installation, and annually thereafter.
- b) The Town may request an owner to carry out such tests to demonstrate that the device is in good working condition whenever the Town feels such testing is necessary.
- c) The test, in all cases shall be undertaken by a journeyman plumber certified by the Western Canada Section of the American Water Works Association as a Cross Connection Control Specialist.
- d) The owner of a property shall submit a report to the Town on a form supplied by the Town on any or all tests performed on a cross connection control device within thirty (30) days of a test.
- e) The tester shall affix a tag supplied by the Town to all backflow prevention devices that the tester has tested. The tester shall record the following information on the tag:
  - i) The address of the premise where the device is located.
  - ii) The location of the device within the premise.
  - iii) The type of device, its manufacturer, size, model number, and the serial number of the device.
  - iv) The date the device was installed.
  - v) The test date, the tester's initials, the tester's name (if self-employed) or the name of their employer and tester's license number.

5.47 Repairs & Replacements Of Backflow Prevention Devices

- a) When the results of a test referred to in the previous section show that a backflow prevention device is not in good working condition, the owner shall make repairs or replace the device within ninety-six (96) hours of the failed test.
- b) If the owner fails to comply with part a) of this section of the Bylaw the Town may shut off the water service or services without further notice.

5.48 Failure To Test Backflow Prevention Devices

- a) If an owner fails to have a backflow prevention device tested, the Town may notify the owner that the backflow prevention device must be tested within ninety-six (96) hours of the owner receiving the notice.
- b) The Town may shut off the water to the premises until the backflow prevention device has been tested and approved.

5.49 Approved Fixtures

All materials (i.e. hoses, jets, cocks or fixtures) permanently affixed to the water system within a premise by a consumer of water shall be subject to approval by the Town.

5.50 Selling And Supply Of Water

No person of any house, building or other place supplied with water from the waterworks, unless authorized by the Town shall:

- a) Lend, sell or dispose of the water thereof or give away, or permit the same to be taken or carried away or use, or apply to the use or benefit of others, or to any other than his/her or their own use, and benefit, or shall increase the supply of water beyond that agreed for with the Town or lawfully neglect or improperly waste the water.
- b) Supply water by a pipe or a hose from the water system, or any other source, to any other premises which could be supplied with water through it's own water service connection.

#### 5.51 Allowable Water Uses

The Town may allow a contractor, consumer, or other persons to run water without charge for the water consumed for the purposes of:

- a) flushing water mains, hydrant leads, and water service connections in order to clean them, or
- b) conducting water flow tests, or
- c) training fire fighters employed by the Town's Fire Department, or
- d) such other purposes as may be approved by the Town from time to time.

#### 5.52 Willful Act Prohibitions

- a) No person or persons shall:
  - i) Willfully or maliciously hinder or interrupt or cause or procure to be hindered or interrupted the Town or its contractors, servants, agents, or workers in the exercise of any of the powers and duties related to water utility system and authorized by, or contained in this Bylaw.
  - ii) Throw or deposit any injurious, noxious or offensive matter or water contaminant into the water system, or in any way cause willful damage or injury to the water system, or encourage the same to be done.
  - iii) Willfully alter or tamper with in any way, any water meter so as to lessen or alter the amount of water registered by the water meter.
  - iv) Attach or connect any pipe to any water main or service, or in any other way obtain or use the water system thereof in a manner contrary to this Bylaw without the written consent of the Town.
  - v) Willfully and without authority hinder, disrupt or cut off the supply of water to any consumer or user of the water system.

#### 5.53 Responsibility For Contamination & Pollution

Any person who contaminates or pollutes the water system by any means will bear the full cost of any and all damages and/or repairs and maintenance required for the Town to restore normal water service to its customers.

### 6.0 SEWAGE COLLECTION SYSTEM

#### 6.1 Authority

- a) Except as otherwise provided in this Bylaw, no person shall discharge into any water course any wastewater or waste.
- b) The provisions of this Bylaw shall apply to all persons using the Town's sewerage system both in and outside the Town, and regardless of whether any person using this system has a contract for sewerage service with the Town.
- c) Any owner or occupier of property connected or required to be connected to the sewerage system shall, upon request of the Town, provide such information as the type quantity and chemical composition of pollutants which are or may be handled, stored or used on that property, or discharged into the sewerage system.
- d) Those persons desiring sewerage system service must apply in writing to the Town. Every property owner who is served by a sanitary sewer service shall pay to the Town the monthly sewer flat fee rate as well as consumption charges as set out in **SCHEDULE 'B'**. Sewer consumption charges are based on metered water consumption.

#### 6.2 Sewer Service

- a) No person shall uncover, make any connections with or opening into, use, alter or disturb any public sewer or appurtenances thereof without prior written authorization from the C.A.O.
- b) No person shall connect private sewer lines to sanitary, combined, or storm sewers without first obtaining the necessary written approval from the Town.
- c) No person shall discharge or cause to be discharged into any sewer system or watercourse within, or entering the Town sewerage system, any wastewater, clear water waste or storm water without

obtaining written approval to do so from the C.A.O. No such approval shall be given by the C.A.O. until:

- i) such person has made application in writing for permission to discharge wastewater, clear water waste or storm water into a sewer within, or entering the Town system; and
  - ii) such person has given the chemical and physical analysis, quantity and rate of discharge of sewage proposed to be so discharged, any other detailed information that is required, including all pertinent information relating to any proposed pretreatment before discharge; and
  - iii) such person has given assurance that the discharge into the sewerage system will at all times meet the criteria set out in Clause 6.4 a) & c) whichever is applicable; and
  - iv) such person has provided for facilities to control the rate of discharge into the sewerage system as directed by the C.A.O.
- d) In order for the Town to construct a new or replacement sewer service from the sewer main to the property line, the property owner requesting the service shall supply the Town with the size and accurate location of all sewer services.
  - e) The Town shall maintain the sewer service from the main to the property line and assume responsibility for blockages caused by tree roots and/or collapsed service lines; otherwise it shall be the responsibility of the property owner, to correct any blockage. The cost of any work done by the Town will be charged back to the property owner and may be collected in the same manner as utility rates.
  - f) The proper care and maintenance of the sewer service connection line from the property line and thereafter shall be the responsibility of the owner. Where the sewer line becomes plugged the owner or occupant must first call a qualified plumber and attempt to clean the line or establish the probable cause at his own expense.

The Town will be responsible for the cost of excavation and repair only if it is found that the cause of the stoppage is the result of faulty material or construction from the property line to the main line.

- g) In the event that any sewer service or private sewer system is abandoned, the owner, at their expense, shall effectively cap the sewer at a suitable location within his property in order to prevent wastewater and storm water from backing up into the soil and to prevent soil or dirt from being washed into the sewer.
- h) Where required by the C.A.O., the owner of a property serviced by a sewer, shall install a suitable sampling manhole in the sewer service for determining the wastewater quality, temperature, rate of flow and other measurements. Such manhole shall be:
  - i) Located and constructed in accordance with plans approved by the inspector; and
  - ii) Installed and maintained at all times by the owner at their own expense.
- i) Weeping Tiles
  - i) No person shall allow water collected from foundation drains or weeping tiles, sumps from weeping tiles, roof drains, eaves troughs, yard drains or roof spouts to enter the sanitary sewerage system of the Town of Taber.
  - ii) Upon application to the Town of Taber for a building permit, the applicant shall include an indication with house plans that the method of discharge shall include foundation drains or weeping tiles to a sump pit, as set out in **SCHEDULE 'I'** attached and forming part of this Bylaw.

### 6.3 Wastewater Facilities On Private Property

- a) The owner of property used for employment, recreation or other purposes, situated within the Town and abutting on any street, lane or right of way in which there is a public sanitary or combined sewer shall install, at his own expense, suitable toilet facilities therein and shall connect such facilities with the proper sewer in accordance with the provisions of the Safety Codes Act, Chapter S-0.5 as amended, within sixty (60) days of the Public Health Inspector notifying him to do so.

Where a public sanitary sewer is not available, the owner of the property described above shall connect the building sewer to a private wastewater disposal system which shall comply with the provisions of this Bylaw, The Safety Codes Act, and the regulations of the Provincial Board of Health.

- b) At such time as a public sewer becomes available to a property served by a private wastewater disposal system, the provisions of Clause 6.3 a) shall then apply to the property and a direct connection shall be made to the public sewer and any septic tanks, cesspools or similar private wastewater disposal facilities shall be removed, or abandoned and filled with suitable material.
- c) The owner at his expense in conformity with this Bylaw and The Safety Codes Act shall construct any sewer service on private property.
- d) Permits for building sewers on private property shall be obtained from the Safety Codes Officer. Permit applications shall be supplemented by any plans, specifications or other information considered necessary by the Safety Codes Officer.

- e) The owner shall, at his own expense, maintain the building sewer from his property line to the building.
- f) The owner shall, at his own expense, operate and maintain his private wastewater disposal facilities in a sanitary condition.
- g) The owner of vehicle, equipment and gasoline service stations and vehicle and equipment washing establishments shall provide oil and sand interceptors on private property to properly dispose of oil and grease.

Interceptors will be required for other types of business if the C.A.O. determines they are necessary for the proper handling of liquid waste.

All interceptors shall be:

- i) of a type and capacity approved by the C.A.O.; and
  - ii) located to be readily and easily accessible for cleaning and inspection; and
  - iii) maintained by the owner at his expense.
- h) The owner at his expense shall maintain catch basins on private property.

#### 6.4 Wastewater Strength Limits

##### a) Storm Sewerage System

Unpolluted water shall be discharged to the storm sewerage system or to a natural watercourse. Water, including storm water, surface water, clear water waste and sub-surface drainage (except foundation drainage) shall be considered to be unpolluted if:

- i) it does not contain conventional, non-conventional, or priority pollutants in measurable concentrations other than those identified below in less than or equal to the concentrations listed:

##### Conventional Pollutants

- B.O.D. - 20 mg/L
- C.O.D. - 40 mg/L
- Grease and Oils - 5.0 mg/L
- Nitrogen (ammonia plus organic) - 1.0 mg/L
- Non-Filterable Residue - 20 mg/L
- Total Phosphorus - 0.05 mg/L
- Copper - 0.02 mg/L
- Fluoride - 1.5 mg/L
- Iron - 0.3 mg/L
- Manganese - 0.05 mg/L
- Sulfide - 0.5 mg/L
- Zinc - 0.05 mg/L
- Total Coliform density 5,000 per 100 ml in 90% of samples
- Faecal Coliform density 1,000 per 100 ml in 90% of samples

##### Priority Pollutants

- Arsenic - 0.1 mg/L
- Barium - 1.00 mg/L
- Boron - 0.5 mg/L
- Cadmium - 0.05 mg/L
- Chromium - 0.05 mg/L
- Cyanide - 0.01 mg/L
- Lead - 0.05 mg/L
- Mercury - 0.0001 mg/L
- Phenolics - 0.005 mg/L
- Selenium - 0.01 mg/L
- Silver - 0.05 mg/L
- Pesticides (total) - 0.01 mg/L

- ii) its pH is greater than 6.5 and less than 9.0;
- iii) it has a colour less than 30 true colour units;
- iv) its temperature is lower than 65°C

These lists shall not be limited to the above materials. They include any materials cited in Provincial and Federal Legislation and amendments thereto including priority pollutants listed in the Federal Environmental Contaminants Act.

- v) No person shall discharge or cause or permit to be discharged any substance which, in the opinion of the C.A.O., is or may become harmful to any recipient water course or storm sewer system or part thereof, may interfere with the proper operation of the storm sewerage

system, may impair or interfere with any treatment process, or may become a hazard to persons, property or animals.

b) Sanitary Sewer

No person shall discharge or cause to be discharged any surface water, sub-surface drainage or unpolluted clear water waste to any sanitary sewer. The C.A.O. may on application authorize such discharge where exceptional conditions prevent compliance with the foregoing provision.

c) Sanitary Sewerage System

Except as hereinafter provided, no person shall discharge or cause or permit to be discharged any of the following described water or wastes to any sanitary sewerage system:

- i) any liquid or vapor having a temperature higher than 75°C;
- ii) any gasoline, solvents or similar products;
- iii) any tar or other viscous material of mineral origin;
- iv) any garbage that has not been shredded so as to pass through a 6mm screen;
- v) any ashes, cinders, wood, wood-shavings, sawdust, rags, sand, mud, straw, metal, glass, fiberglass, plastics, eggshells, feathers, and improperly shredded paper or other solids.
- vi) any water or wastes which contain material that will solidify or become viscous at temperatures between 5°C and 80°C;
- vii) animal parts or wastes including; but not limited to:
  - any manure or intestinal contents from horses, cattle, sheep, swine or poultry,
  - hooves or toenails,
  - intestines or stomach casings or animal body parts,
  - bones,
  - bristles and hair,
  - hides or parts thereof,
  - fat or flesh particles larger than will pass through a 6mm screen,
  - fleshing and hair resulting from tanning operations,
- viii) any wastewater having a pH lower than 6.0 or above 10.0;
- ix) wastewater which is in or is capable of being transformed into, two or more separate layers;
- x) wastewater containing substances in concentrations exceeding the following:
  - Antimony - 1.0 mg/L
  - Arsenic - 1.0 mg/L
  - Barium - 3.0 mg/L
  - Boron - 1.0 mg/L
  - Cadmium - 0.05 mg/L
  - Chromium - 1.0 mg/L
  - Chlorinated hydrocarbons - 0.02 mg/L
  - Copper - 0.5 mg/L
  - Cyanide - 1.0 mg/L
  - Lead - 1.0 mg
  - Manganese - 1.0 mg/L
  - Mercury - 0.1 mg/L
  - Nickel - 0.5 mg/L
  - Total Pesticides - 0.1 mg/L
  - Phenolic Compounds - 0.1 mg/L
  - Selenium - 1.0 mg/L
  - Silver - 1.0 mg/L
  - Sulfide - 1.0 mg/L
  - Zinc - 1.0 mg/L
- xi) pollutants other than those listed in x) prohibited from being discharged under Federal or Provincial legislation and amendments thereto;
- xii) any noxious or malodorous gas or substance capable of creating public nuisance including, but not limited to, hydrogen sulphide, mercaptans (thiols), carbon disulphides, other reduced sulphur compounds, amines, and ammonia;
- xiii) wastewater containing substances in concentrations exceeding the following:
  - 1500 mg/L non-filterable residue (suspended solids), and/or
  - 1500 mg/L B.O.D. and/or
  - 2000 mg/L chemical oxygen demand (C.O.D.) and/or
  - 500 mg/L grease and oils and/or
  - 100 mg/L hydrocarbons of petroleum origin and/or
  - 100 mg/L total Kjeldahl nitrogen (TKN) and/or
  - 25 mg/L total phosphorus
- xiv) lime slurry and residues
- xv) any substance which, in the opinion of the C.A.O., is or may become harmful to any recipient water course or sewer system or part thereof, may interfere with the proper operation of the sewer system, may impair or interfere with any treatment process, or may become a hazard to persons, property or animals.



- d) If a person discharges, or allows to be discharged, clear water waste or wastewater to a sewer within or entering the Town exceeding any of the following characteristics and limits:
- i) B.O.D. – 1000 mg/L
  - ii) C.O.D. - 1500 mg/L
  - iii) Non-filterable residue - 1000 mg/L
  - iv) Grease and oils - 300 mg/L
  - v) Hydrocarbon of petroleum origin - 50 mg/L
  - vi) TKN - 80 mg/L
  - vii) Total phosphorus - 20 mg/L

Then such persons shall pay a surcharge computed as set out in **SCHEDULE 'II'** and the cost of cleanup and damages caused by the discharged substance(s).

- e) The following regulations apply to wastewater hauled from within Town limits for disposal to the Town's sewer system:
- i) Pursuant to requirements of the Town, and any changes and amendments thereto, persons hauling wastewater such as septic tank sludge and other water for discharge into the Town's sewer system shall obtain prior written approval from the Town.
  - ii) Approval from the Town is subject to cancellation for any violation of this Bylaw.
  - iii) Persons hauling wastewater or other waters for treatment shall discharge the wastewater or other waters into the Town's sewer system only at sites designated for such disposal, which shall be marked with the appropriate signage.
  - iv) Wastewater and other waters discharged shall meet the limits established in clause 6.4 c).
  - v) Treatment of wastewater or other waters so discharged shall be paid for in accordance with the fee schedule set out in **SCHEDULE 'B'**.
  - vi) Any person discharging water or wastewater to the sewer system at the designated sites shall allow the material being discharged to be sampled and shall provide information on the wastewater being discharged. This information shall include, but not be limited to, source of wastewater, and quantity of wastewater, trucking firm name and truck license number.
- f) No person shall place or deposit, or permit to be deposited in any manner that is unsanitary in the opinion of the Public Health Inspector upon public or private property within the Town of Taber or in any area under the jurisdiction of the Town, any human or animal excrement, garbage or other objectionable waste.
- g) No person shall discharge to any natural outlet within the Town or any area under the jurisdiction of the Town, any sanitary wastewater, industrial wastewater or other polluted water except where pretreatment has been approved in accordance with the provisions of this Bylaw and the concentration of pollutants has been reduced to or below the levels indicated in Clause 6.4 a).

#### 6.5 Sampling And Pretreatment

- a) Where the municipality or person using the sewerage system must provide pretreatment of wastewater, clear water waste or storm water to bring it within the limits established in this Bylaw, that pretreatment facility shall be provided at the expense of the user.
- b) Where pretreatment facilities are required, they shall be maintained continuously in satisfactory and effective operation by the owner at his expense.
- c) All measurements, tests and analyses of the characteristics of industrial waste, wastewater or water to which reference is made in this Bylaw shall be determined in accordance with:
- i) Standard Methods
  - ii) Methods Manual for Chemical Analysis of Water and Wastes, Alberta Environment Environmental Protection Services, Pollution Control Division, Pollution Control Laboratory
  - iii) Annual book of A.S.T.M. Standards - American Society for Testing and Materials, or
  - iv) Other methods consistent with, or promulgated in, the professional literature. The measurements, tests and analyses shall be determined from aliquots of samples collected from the sampling manhole or other sampling points approved by the C.A.O.
- d) No statement contained in this Bylaw shall be construed as preventing any special agreement or arrangement between the Town and any industrial concern whereby the Town for treatment subject to payment may accept an industrial waste of unusual strength or character thereof by the industrial concern.
- e) Sampling shall be conducted and the Inspector will make decisions regarding sampling. The procedure for taking individual and composite samples for the purpose of determining surcharges and conducting tests is outlined below:
- i) monitoring to determine pollutant concentrations may be performed on one or more grab samples obtained at any time from approved sampling points; and
  - ii) monitoring to determine wastewater over strength surcharge assessment shall be performed on daily composite samples obtained from approved sampling points and combined using a method identified below. The following is the standard procedure for this sampling:
    - 1) Grab samples of approximately equal volumes will be taken at random time intervals during the customer's operating day or over a 24-hour period.

- 2) The Town's water meter or the industry's effluent flow meter will be read when they are readily accessible and the reading recorded each time a grab sample is collected.
- 3) Where the meter is not readily accessible; the sampler may observe the flow in the sewer line being sampled and estimate the rate of flow.
- 4) The series of grab samples collected will be combined into a composite sample for analysis. The grab samples may be combined in proportion to the volume of water used or discharged during the sampling period, in proportion to the estimated flow, or where neither actual nor the estimated flow is available, the grab samples may be combined on an equal volume basis.

Any combination of the above may be used in the appropriate circumstances.

## 7.0 SOLID WASTE MANAGEMENT COLLECTION & DISPOSAL

### 7.1 Authority Of The Solid Waste Collector & Town

- a) Where the householder or proprietor places waste in a can or receptacle other than one which meets the specifications set out in this Bylaw, the solid waste collector is entitled to consider such can or receptacle as solid waste and to remove it from the premises.
- b) The solid waste collector, at his discretion, shall have the right to refuse to remove any solid waste where the container does not meet the necessary requirements or is in a dilapidated, unsafe or unsanitary condition.
- c) The solid waste collector shall not collect any solid waste located in any yard, fence, garage, compound, etc. that is not contained in a properly placed solid waste receptacle as defined in the following section.
- d) A solid waste collector shall not be required to remove any garbage can that together with its contents exceeds fifty (50) pounds (22.7 kilograms).
- e) The solid waste collector shall not be responsible for the collection and removal of any of the following types of solid waste except under a separate agreement between the Town and the householder or proprietor and upon payment of such charges as may be set out in such an agreement:
  - i) Trade solid waste resulting from the construction, repair, decorating, clearing or grading of a building or premises.
  - ii) Scrap metals including car bodies, chassis, machinery or parts or garage refuse.
  - iii) Household chattel, material or equipment which has an overall length of more than four (4) feet (1.2 metres) or an overall weight of more than fifty (50) pounds (22.7 kilograms), and no solid waste collector shall be required to collect a parcel any measurement which exceeds same, other than during Spring and Fall Cleanup.
  - iv) Other solid waste which cannot be loaded from garbage cans, plastic bags or metal garbage containers including such items as tires, auto parts and boxes.
- f) Collections of solid waste shall be made by the solid waste collector on such days and at such times as the Town may appoint.
- g) The Town may at any time, and from time to time, enter into a contract or contracts with any person, firm or corporation for the collection, removal, and disposal of the whole, or any part of, the solid waste accumulated within the Town, or may provide for the collection, removal and disposal of solid waste by the use of equipment and employees of the Town.
- h) The Town may, by written notice, direct any householder, person or proprietor to promptly provide additional garbage cans or other approved receptacles or to provide such receptacles in a proper condition where the Town considers either that the number of approved receptacles or their condition is inadequate or insufficient in practice to meet the spirit and intent of this Bylaw. Failure to comply may cause the Town to acquire same and any cost associated to same shall become a charge against the property and collectible in the same, and like manner as taxes.

### 7.2 General

- a) No person shall collect, dispose of or remove solid waste except in accordance with the provisions of this Bylaw.
- b) No persons are permitted to disturb or scavenge the contents of a solid waste receptacle.
- c) No person shall deposit any dead animal, manure, excrement, refuse, liquid waste or other filth upon or into any street, service lane, alley, highway, ditch, well, lake, pond, river, stream or water course or onto any land except with the written consent of the Public Health Inspector.
- d) No person shall directly or indirectly dispose of, or permit any person to dispose of, any explosive, volatile, noxious, hazardous, toxic or dangerous device, substance, chemical or thing, including hot ashes or burning matter in any garbage can, plastic bag or solid waste receptacle.

- e) No person shall directly or otherwise dispose of or permit any person to dispose of any unwrapped wet garbage in any garbage can, garbage bin or solid waste receptacle.
- f) No person shall operate a vehicle transporting solid waste within the Town unless the solid waste is completely enclosed or securely covered so as to prevent any portion of the solid waste from falling off or out of the vehicle while in transit.
- g) Except as otherwise herein provided, no person shall place or keep solid waste receptacles upon any portion of a street, lane or alley. Any such solid waste receptacles may be removed and disposed of by the Town.
- h) Forty-five (45) and fifty (50) gallon drums and barrels are strictly prohibited from being used as garbage cans or solid waste receptacles.
- i) Residential/Commercial garbage bins should not contain recycling products or construction materials (wood, metal or concrete), and are for the use of assigned Town residents and commercial/industrial users only.
- j) No person shall deposit waste in a residential bin receptacle or commercial bin receptacle without the prior consent of the Town of Taber, being the owner of the bin receptacles, other than the occupants of the premises to which the bin receptacles in the areas as so designated by the Town.
- k) No person shall fill a garbage can to a greater height than within two (2) inches (5 cm) from the top thereof or with material of such weight that the combined weight of the receptacle and its contents exceeds fifty (50) pounds (22.7 kilograms).

### 7.3 Collection & Disposal

- a) All property owners where a garbage bin is not supplied shall provide and maintain in good condition, a solid waste receptacle large enough to contain a sufficient number of garbage cans to contain the normal solid waste generated from the premises during the period between solid waste collections.

In addition, these solid waste receptacles shall not be more than twenty-four (24) inches (61 cm) above the ground. Solid waste will not be collected from within:

- i) where any premises are serviced by a lane, the solid waste receptacle shall be located immediately adjacent to the lane, and shall be immediately accessible from the lane; or
  - ii) where any premises is not serviced by a lane, all solid waste from such premises shall be placed in a solid waste receptacle or in garbage cans for collection at a location as close as possible to the traveled portion of any adjacent street. Solid waste receptacles and garbage cans shall not be placed on a sidewalk or in such a location as to interfere in any way with vehicular or pedestrian traffic.
- b) For Commercial/Industrial solid waste collection the following shall apply:
    - i) Waste material from a Commercial/Industrial operation(s) designated for pick-up by the solid waste collector shall be placed in a commercial bin.
    - ii) Commercial bins shall be rented from the Town unless the Town cannot provide the required service. The color of privately owned bins shall not be the same color as Town owned bins.
    - iii) It shall be the responsibility of the user of these commercial bins to provide a solid, well-drained base of asphalt, concrete or other equivalent material upon which to place the commercial bin.
    - iv) The solid waste collector shall provide no hand pick-up.
    - v) A Rental/Collection Agreement, in a form approved by the Town shall be executed by the parties involved.
    - vi) The size of the bin being rented to the owner/occupant shall be reflective of the average amount of waste material, and shall remain at the sole discretion of the Town.
  - c) All owners and occupants of a property shall dispose of solid waste generated upon their premises by placing or causing the same to be placed in a garbage can or bin maintained for that purpose, or in such other container as is specifically permitted by this Bylaw or approved in writing by the Town. The owner shall ensure that a cover is kept securely over the mouth of all such garbage cans or bins except when same are actually being filled or emptied.
  - d) All owners and occupants of a property shall at all times ensure that solid waste is kept within the garbage cans, bins or other approved receptacles provided for that purpose, and not allowed to spill over or accumulate on any land or street or adjoining public or private property.
  - e) All owners and occupants of a property shall keep the land in the rear of their premises to the center line of the lane in clean and tidy condition and free from refuse and solid waste.
  - f) The owner and occupants of a property shall be responsible for keeping the front of their premises to the center line of the street in a clean and tidy condition and free from refuse and solid waste.
  - g) Notwithstanding any other provision of this Bylaw, plastic bags of the type designed for the disposal of domestic solid waste may be used for the disposal of solid waste if:

- i) the plastic bags containing solid waste are kept in a solid waste receptacle at all times other than on a collection day; and
  - ii) the plastic bags containing solid waste are kept in good repair and securely closed except when solid waste is being placed therein.
- h) Clippings from lawns, shrubs and trees shall not be put out for collection unless the same are compactly and securely tied in bundles not exceeding four (4) feet (1.2 metres) in length; all other garden waste, including weeds shall be deposited in plastic bags and placed for collection in the same manner, location and weight as is prescribed in this Bylaw for garbage cans.

## 8.0 RECYCLING

### 8.1 Recycling Contract

The Town promotes the use of the recycling depot for those products that can be recycled for the purposes of aiding the environment and reducing the size of the solid waste stream.

### 8.2 Materials Management

- a) To aid in the efficiency of the recycling process products should be sorted, flattened and clean.
- b) Cardboard to be collected from residential/commercial premises, shall be flattened and placed in the same manner and location as is prescribed in this Bylaw for garbage bins/cans.

### 8.3 Cost Recovery

The Town may assess or levy any charges or fees necessary to recover a portion or the entire cost of the recycling program from the utility customers. These charges may be collected in the same manner as the utility rates, charges and rents.

## 9.0 RATES/PENALTIES/PAYMENT OF UTILITY BILLS

### 9.1 Rates

- a) The water, sanitary and storm sewers, and solid waste and recycling rates and rents to be charged by the Town and payable to the Town under the terms of this Bylaw for the water treatment and distribution, sanitary and storm sewer collection and treatment, and solid waste collection disposal and recycling supplied or made available for use by a consumer, shall be those set forth in the attached Rate Schedules.
- b) Collection of the revenue derived from the water treatment, sanitary and storm sewers collection and treatment, and solid waste collection and disposal and recycling systems, the payment of disbursements connected therewith, and the supervision of all accounts and records shall be under the immediate control and direction of the Director of Corporate Services. The Director of Public Services shall promptly notify the Director of Corporate Services of all connections made so that the proper charges may be made against all properties connected to the system.
- c) The rates shall be due and payable when rendered and a penalty of two percent (2%) will be charged on all current amounts greater than five dollars (\$5.00) that are not paid by the due date.
- d) Where the Town is owed payment for outstanding rates, costs and charges, the Town will not supply new services until all arrears from previous accounts are paid in full and may enforce payment by all or any of the following methods, namely:
  - i) by shutting water off to the property; or
  - ii) by action in any court of competent jurisdiction, or
  - iii) outstanding utility charges will be transferred to taxes pursuant to the Municipal Government Act, R.S.A. 2000, Chapter 26, Section 553 (1) (b); plus a fee for transfer as set out in **SCHEDULE 'A'**.
- e) Where the water supply has been shut off because of default of utility payment the water supply shall not be turned on until payment of the arrears and turn on fee has been received by the Town.
- f) Where the occupant is the owner or purchaser under an agreement for sale in possession of the premises to which utilities are supplied or is available for the use of the occupant, all sums payable by the occupant pursuant to this Bylaw, are a debt due and owing to the Town and shall constitute a preferential lien and charge on the premises and the personal property of the occupant and may be levied and collected in a like manner as municipal rates and taxes are recoverable.
- g) Where the occupant is other than the owner, or the purchaser under an agreement for sale, all sums payable by the occupant pursuant to this Bylaw including rates set out in **Schedules 'A', 'B', 'C', and 'D'** are a debt due and owing to the Town.
- h) Services being provided to tenants will remain in effect until one of the following conditions are met:
  - i) there has been a disconnection of water supply for utility account arrears; or

- ii) a tenant is in arrears and there are not separate shut off valves in a multi-occupied building; or
  - iii) when the existing tenant vacates.
- i) If one of the above conditions occurs, then the responsibility for all utilities, (water, sewer, storm, solid waste and recycling) will thereafter be the responsibility of the owner of the property with the utility account established in the name of the owner.
  - j) Non-receipt of a utility bill does not exempt a consumer from payment for the services rendered.
  - k) The flat fee rates specified in **Schedules 'A', 'B', 'C', 'D'** shall apply whether or not any water was metered or sewage discharged during the billing period. The fact that a property is vacant is not reason for nonpayment of specified rates.

#### 9.2 Payment of Utility Bills

- a) The water, sanitary and storm sewer, solid waste and recycling rates and rents set out in the attached rate schedules shall be invoiced in accordance with operational policies, penalties and collection procedures in compliance with Town Policy.
- b) When the occupant is the owner of a building or lot or part of a lot, the sum payable by them for the utility service supplied by the Town to them or their use, and all rates, costs and charges imposed by this Bylaw are a preferential lien and charge on the building or lot or part of a lot and on the personal property of the debtor and may be levied and collected in a like manner as municipal rates and taxes are recoverable.
- c) When the occupant to whom the utility service has been supplied is a person other than the owner of a building or lot, and that said occupant has a utility account in their name, the sum payable by the occupant is a debt due by him and is a preferential lien and charge on his personal property and may be levied and collected with costs by distress.

#### 9.3 Solid Waste Collection & Disposal and Recycling Fees

- a) In any multi-unit structures all the units shall be assessed a fee whether occupied or not.
- b) All consumers shall be assessed at least a minimum waste fee as set out in **SCHEDULE 'C'**, unless the Town cannot accommodate the consumer's waste collection needs.
- c) All consumers shall be assessed a recycling fee as defined in **SCHEDULE 'C'**

### 10.0 FINES - GENERAL

Any person who contravenes any provision of this Bylaw is guilty of an offence and upon Summary Conviction is liable to a minimum fine of \$500.00 and a maximum fine of \$10,000.00 (exclusive of costs) for each contravention of this Bylaw.

#### 10.1 Fines - Sewage Collection System

- a) In the case of property connected to the Town sewerage system served in whole or in part with water from sources other than the Town, when the wastewater exceeds the limits set out in Clause 6.4 d), the surcharge shall be that stipulated in **SCHEDULE 'II'**.
- b) Any persons outside the Town's Wastewater Strength Limits who utilize any portion of the Town collection, transmission or treatment systems will be charged a surcharge outlined in **SCHEDULE 'II'**, in addition to the applicable charges.
- c) Where the concentration of the wastewater discharged into a Town sewer is determined from a common sampling manhole where the wastewater is a combination of that discharged from several commercial and industrial premises served by separate water meters, then the surcharge rate so determined shall be applied to the utility bills of each separate premise.
- d) To determine or adjust the rate and amount to be charged to industries every month for over strength wastewater, the Town shall charge a rate based on the strength of wastewater as determined by an analysis of samples collected from the discharged wastewater. The sampling shall be done at the Town's discretion.
- e) If the owner or occupier of a building, for which a sewer connection has been required pursuant to Clause 6.3 a) of this Bylaw, neglects or refuses to comply with the notice within the time frame provided by the Public Health Inspector, the Town may make or repair or cause to be made or repaired the said connection at the expense of the said owner or occupier.
- f) The C.A.O. may authorize discontinuation of sewer service and may plug or seal off the sewer line discharging unacceptable sewage, when provisions of this Bylaw are not complied with.

- i) The sewage may be prevented from being discharged into the sewerage system until evidence satisfactory to the C.A.O. has been produced that no further breaches of the provisions of this Bylaw will occur or are likely to occur.
- g) All persons who by themselves, their servants or agents, by act, default, neglect or omission, occasion any loss, damage or injury to the sanitary or storm sewerage systems are liable to the Town for or in respect thereof.
  - i) The expense incidental to the laying, connecting, disconnecting or repairing as herein provided of service pipes of sanitary or storm sewers when the work is done by the Town on private property, is payable by the owner on demand by the Town.
  - ii) If the cost referred in subsection h)i) of this section is not paid within thirty (30) days of notification thereof, the cost shall be levied and collected as a municipal tax.
- h) Any person not complying with this Bylaw shall be responsible for all fines, penalties, and costs resulting from that act.
- i) The costs imposed on the owner or occupier referred to in subsection h) also include fines imposed upon the Town by the Federal or Provincial Government as a result of the said owner's or occupier's non-compliance with this Bylaw.
- j) Where the owner of land with a sewer connected to the sewerage system allowed more than one person, either by lease or by other arrangement, to use the land or a portion thereof, and there is discharge to the sewerage system substances prohibited by this Bylaw, the owner, whether or not one or more of the persons occupying the land is prosecuted in respect thereof, is guilty of an offence and is liable to be prosecuted pursuant to Clause 10.0 of this Bylaw.
- k) If, in the C.A.O.'s opinion, there is evidence that oversized solids are entering the Town sewer system from any sewer connection, then the Town may install a screen between the connection and the Town sewer system at the owner's expense. The above screen will have a minimum size of 20 mm square openings and shall be the responsibility of the person contributing waste through that connection to remove any solids collected on the screen and dispose of these solids in an approved manner. The Town will not be responsible in any way for any disruption of service which may occur due to blockage of the screen by solids.
- l) Nothing in this Bylaw relieves any persons from complying with any provision of Federal or Provincial legislation or any other Bylaw of the Town.

#### 10.2 Fines - Solid Waste Management Collection & Disposal

- a) If any person(s) shall deposit waste in a residential bin receptacle or commercial bin receptacle without the consent of the Town of Taber, being the owner of the bin receptacles in the areas as so designated by the Town, such person(s) shall be liable to a fine of Five Hundred (\$500.00) Dollars plus all costs incurred by the Town.
- b) In lieu of prosecution the payment of Five Hundred (\$500.00) Dollars may be made to the Town of Taber within seven (7) days of the date of the offence.
- c) Scavenging shall be liable to a fine of Five Hundred (\$500.00) Dollars.
- d) Any person committing an offence under this Bylaw shall be subject to the fine, costs and payment referred to in a),b) & c) above for the first offence, and again for each subsequent offence incurred thereafter.
- e) Prosecution under this Section does not relieve a person from compliance with the Bylaw.

#### 11.0 **LIABILITY FOR DAMAGES INCURRED**

Except as provided for in the Municipal Government Act, being Chapter M-26, of the Statutes of Alberta, 2000 and amendments thereto, or other relevant legislation, the Town is not liable for damages (including but not limited to electrical hot water tanks):

- a) caused by the break of any Town water and/or sanitary and/or storm sewer mains, water and/or sanitary and/or storm sewer service connections or other pipe or for the settlement of any excavation or trench made for the installation or repair of any part of the utility; or
- b) caused by the disruption of any supply of water from the water utility whether proper notice is provided or not. In the event of such a situation, no deduction shall be made from the utility billing; or
- c) caused by emergencies as determined by the C.A.O. or his designate, force majeure, acts of God, strikes and other utility outages.

In any case where the Town is required to notify a consumer or owner pursuant to this Bylaw, the C.A.O. or his designate shall affect such service either:

- a) by causing a written copy of the notice to be delivered to and left in a conspicuous place at or about the premises within which the utility was being consumed by the owner or the consumer affected by such notice; or
- b) by causing a written copy of the notice to be mailed or delivered to the last known address of the owner as disclosed in the land registry system established by the Land Titles Act of Alberta as shall appear to the Town most appropriate in the circumstances; or
- c) by causing a written copy of the notice to be mailed or delivered to the last known address of the owner as provided by the consumer or owner on a change of address notification.

**13.0 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 provisions of the Bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

**14.0 RESCINDED OR AMENDED BYLAWS**

Bylaw No. 5-2011 hereby is repealed in its entirety.

**15.0 EFFECTIVE DATE**

This Bylaw shall take force and effect upon the final reading thereof.

RES. Read a first time this \_\_\_\_ day of \_\_\_\_\_.

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

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

**TOWN OF TABER**

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

\_\_\_\_\_  
**C.A.O.**

## SCHEDULE 'A' WATER RATES

Schedule 'A' effective January 1, 2012.

<b>RESIDENTIAL:</b>		
(includes condominium multi-service)	Flat Fee	\$ 25.55/month
	Meter Rate	\$ 1.03/m <sup>3</sup>
Multi-Unit Structure	Flat Fee	\$ 25.55/month - first unit
(includes condominium single service)	Flat Fee	\$ 12.78/month/additional unit
	Meter Rate	\$ 1.03/m <sup>3</sup>
<b>COMMERCIAL, INDUSTRIAL, INSTITUTIONAL:</b>		
	Flat Fee	\$ 26.32/month
	Meter Rate	\$ 0.99/m <sup>3</sup>
Multi-Unit Structure:	Flat Fee	\$ 26.32/month - first unit
	Flat Fee	\$ 13.16/month/additional unit
	Meter Rate	\$ 0.99/m <sup>3</sup>
<b>NON-RESIDENT:</b>		
	Flat Fee	\$ 25.55/month
	Meter Rate	\$ 1.74/m <sup>3</sup>
<b>VILLAGE OF BARNWELL:</b>		
	Meter Rate	\$ 449.93 per 4,500/m <sup>3</sup>
<b>FIRE PROTECTION SERVICES:</b>		
	Flat Fee	
	10" diameter	\$ 29.18/month
	12" diameter	\$ 42.70/month
<b>BULK WATER:</b>		
		\$ 3.00/m <sup>3</sup>
<b>UTILITY DEPOSIT:</b>		
		\$150.00
<b>TURN ON FEE:</b>		
	Working Hours	\$ 75.00
	After Working Hours	\$ 150.00
<b>TRANSFER TO TAXES FEE:</b>		
		\$ 20.00
<b>TEMPORARY WATER SERVICE:</b>		
		\$ 125.00
<b>CONSTRUCTION DEPOSIT:</b>		
		as per policy #68C08/21/00
<b>WATER METER:</b>		
(Plus GST where Applicable)	5/8" Meter	\$ 417.90
	3/4" Meter	\$ 464.10
	1" Meter	\$ 572.25
	1 1/2" Meter	\$ 934.50
	2" Meter (only)	\$ 1107.75
<u>Oversized Meters (Section 5.13b))</u>		
	3/4" to 1" Upgrade	\$ 119.70
	3/4" to 1 1/2" Upgrade	\$ 517.65
	3/4" to 2" Upgrade	\$ 707.70

**WATER METER TESTING:**

Subject to 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.



## SCHEDULE 'B' SANITARY SEWER RATES

Schedule 'B' effective January 1, 2012.

### RESIDENTIAL:

(includes condominium multi-service)

Flat Fee	\$ 27.36/month
Meter Rate	\$ 0.62/m <sup>3</sup>

Multi-Unit Structure:

(includes condominium single service)

Flat Fee	\$ 27.36/month - first unit
Flat Fee	\$ 13.68/month/additional unit
Meter Rate	\$ 0.62/m <sup>3</sup>

### COMMERCIAL, INDUSTRIAL, INSTITUTIONAL:

Flat Fee	\$ 28.18/month
Meter Rate	\$ 0.59/m <sup>3</sup>

Multi-Unit Structure:

Flat Fee	\$ 28.18/month - first unit
Flat Fee	\$ 14.09/month/additional unit
Meter Rate	\$ 0.59/m <sup>3</sup>

### NON-RESIDENT:

Flat Fee	\$ 27.36/month
Meter Rate	\$ 1.14/m <sup>3</sup>

### 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.

### 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 April of the same 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 of the summer months May through September.

The summer sewer rate is applied to the following residential code: \*SR1 – Residential as defined in the Town's Land Use Bylaw.

## SCHEDULE 'C' GARBAGE & RECYCLING RATES

Schedule 'C' effective January 1, 2012.

### GARBAGE

#### RESIDENTIAL:

(includes condominium multi-service)

	Flat Fee	\$ 18.87/month
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Condominium Single Service	Flat Fee	\$ 18.87/bin/month plus
(all bins picked up twice weekly)	Pick-up Fee	\$ 42.63/bin/month

- Additional bin(s) fee will be applied in addition to and at same rate as first bin.

Multi-Unit Structure	Flat Fee	\$ 18.87/month - first unit
	Flat Fee	\$ 9.43/month/additional unit

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

#### COMMERCIAL, INDUSTRIAL, INSTITUTIONAL:

(includes multi-unit structures)

	Flat Fee	\$ 18.87/bin/month plus
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(all bins picked up twice weekly)

	Pick-up Fee	\$ 42.63/bin/month
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- 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.
- Includes combined Commercial / Residential units

#### 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.

RECYCLING

**RESIDENTIAL:**

(includes condominium multi-service)

Flat Fee

\$ 2.16/month

Condominium Single Service

Flat Fee

\$ 13.35/bin/month

Multi-Unit Structure

Flat Fee

\$ 2.16/month - first unit

Flat Fee

\$ 1.08/month/additional unit

**COMMERCIAL, INDUSTRIAL, INSTITUTIONAL:**

Flat Fee

\$ 13.35/bin/month

- For use of community recycling program

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.

**SCHEDULE 'D'**  
**STORM SEWER RATES**

Schedule 'D' effective January 1, 2012.

All Town Utility Accounts/Classes:

Flat Fee

\$ 8.74/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.

**SCHEDULE 'I'**  
**FOUNDATION DRAINS/WEEPING TILES**

The following items are mandatory for all new construction where water flow from foundation drains or weeping tiles, sumps from weeping tiles, roof drains, eaves troughs, yard drains or roof spouts will apply to that construction within the Town of Taber.

- 1) Foundation drains or weeping tiles shall be prohibited from being connected to any sanitary sewer system.
- 2) Foundation drains or weeping tiles shall drain to a storm drain line, if one is provided, or otherwise to the ground surface at the exterior of the premises.
- 3) Where surface drainage is used, measures shall be taken to prevent soil erosion.
- 4) A sump pit shall be provided, and it shall be not less than 750 mm (30 inches) deep, 0.25 m<sup>2</sup> in area and be supplied with a cover.
- 5) Where a sump it is provided, an automatic sump pump shall be installed to discharge the water from the sump pit as indicated in the drawings below, either Option #1 or Option #2.
- 6) Electrical connections to the pump required in 5) above shall be in conformance with the Alberta Electrical Code.
- 7) Any plumbing connections shall be in conformance with the Alberta Plumbing Code, or as otherwise upgraded by the Town of Taber.

## SCHEDULE 'II'

### WASTEWATER OVERSTRENGTH SURCHARGES

In addition to those sewerage service charges assessed pursuant to **Schedule 'B'**, 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) milliegrams 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 phosphours.
  
- b) In determining sewage characteristics for surcharge purposes, samples shall be of at lease one hour's accumulation when received in the automatic samplers, or of a composite of our separate grab samples collected within a one hour period where functional automatic samplers exit.
  
- 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 B, 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 need to be in excess of the surcharge limits to cause the levying of the surcharge. The surcharge will be same if one, tow, 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 manager, 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.
  
  - (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.

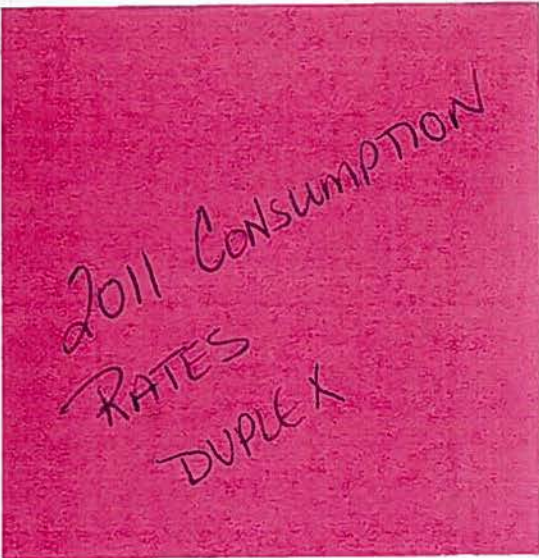
The foregoing weight in kilograms is calculated on the following basis for each component:

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

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

**UTILITY STATEMENT**

Remittance Copy



Account Number: [REDACTED]  
 Service Address: [REDACTED]  
 Arrears Payable Now: \$0.00  
 Current Charges: \$138.89  
 Total Amount Due: \$138.89  
 AMOUNT PAID:

Utility Account Inquiries:

Phone: (403) 223-6002 Fax: (403) 223-5530 Email: utilitiesclerk@taber.ca www.taber.ca

Account Number: [REDACTED] Billing Date: 12/31/2011

Billing Period		No. Of Days	Previous Meter Read	Current Actual	Consumption Cubic Meters
From	To				
12/1/2011	12/31/2011	30	13141	13162	21

		Rate/Consumption Fee	Flat Fee	Total
12/31/2011	Balance Forward			\$120.89
12/8/2011	230458 Cash Receipt			(\$120.89)
12/31/2011	Storm Water Management Fee		\$7.60	\$7.60
12/31/2011	Water	0.94000	\$19.74	\$25.55
12/31/2011	Sewer - Additional Units		\$13.68	\$52.80
12/31/2011	Garbage		\$18.32	\$18.32
12/31/2011	Recycling		\$2.10	\$2.10

IF YOU HAVE ARREARS, PLEASE ENSURE THAT THEY ARE PAID BY JANUARY 20 TO AVOID WATER SHUT OFF OR TRANSFER TO YOUR PROPERTY TAX ACCOUNT.

Name: [REDACTED]

Service Address: [REDACTED]

Arrears - PAYABLE NOW	Arrears Shutoff / Transfer Date	Current Charges	Due Date	Amount Due
\$0.00		\$138.89	1/31/2012	\$138.89

**SEE REVERSE SIDE FOR PAYMENT AND PENALTY INFORMATION**

**There is a \$30.00 Charge for NSF Payments**



**UTILITY STATEMENT**

Remittance Copy

2012 CONSUMPTION  
RATES DUPLEX  
ADDITIONAL  
GARBAGE +  
RECYCLING

**Account Number:** [REDACTED]  
**Service Address:** [REDACTED]  
**Arrears Payable Now:** \$0.00  
**Current Charges:** \$154.71  
**Total Amount Due:** \$154.71  
**AMOUNT PAID:**

Utility Account Inquiries:  
 (403) 223-6002 Fax: (403) 223-5530 Email: utilitiesclerk@taber.ca www.taber.ca

Account Number: [REDACTED] Billing Date: 1/31/2012

Billing Period		No. Of Days	Previous Meter Read	Current Actual	Consumption Cubic Meters
From	To				
1/1/2012	1/31/2012	30	13175	13196	21

		Rate/Consumption Fee	Flat Fee	Total
1/31/2012	Balance Forward			\$279.39
1/6/2012	231419 Cash Receipt			(\$279.39)
1/31/2012	Storm Water Management Fee		\$8.74	\$8.74
1/31/2012	Water	1.03000	\$21.63	\$47.18
1/31/2012	Water-Additional Units		\$12.78	\$12.78
1/31/2012	Sewer	0.62000	\$13.02	\$40.38
1/31/2012	Sewer - Additional Units		\$14.09	\$14.09
1/31/2012	Garbage		\$18.87	\$18.87
1/31/2012	Garbage Additional Units		\$9.43	\$9.43
1/31/2012	Recycling		\$2.16	\$2.16
1/31/2012	Recycling Additional Units		\$1.08	\$1.08

PLEASE NOTE A CHANGE TO YOUR UTILITY STATEMENT.  
 AS PER THE TOWN OF TABER BYLAW GARBAGE & RECYCLING  
 CHARGES FOR ADDITIONAL UNITS WILL TAKE EFFECT  
 JANUARY 1, 2012

Name: [REDACTED] Service Address: [REDACTED]

Arrears - PAYABLE NOW	Arrears Shutoff / Transfer Date	Current Charges	Due Date	Amount Due
\$0.00		\$154.71	1/31/2012	\$154.71

**SEE REVERSE SIDE FOR PAYMENT AND PENALTY INFORMATION**  
**There is a \$30.00 Charge for NSF Payments**

**UTILITY STATEMENT**

Remittance Copy



**Account Number:** [REDACTED]  
**Service Address:** [REDACTED]  
**Arrears Payable Now:** \$295.31  
**Current Charges:** \$295.31  
**Total Amount Due:** \$295.31  
**AMOUNT PAID:**

Utility Account Inquiries:  
 Phone: (403) 223-6002 Fax: (403) 223-5530 Email: utilitiesclerk@taber.ca www.taber.ca

Account Number: [REDACTED] Billing Date: 12/31/2011

Billing Period		No. Of Days	Previous Meter Read	Current Actual	Consumption Cubic Meters
From	To				
12/1/2011	12/31/2011	30	13167	13257	90

		Rate/Consumption Fee	Flat Fee	Total
12/31/2011	Balance Forward			\$205.31
12/12/2011	230575 Cash Receipt			(\$205.31)
12/31/2011	Storm Water Management Fee		\$7.60	\$7.60
12/31/2011	Water	0.94000	\$84.60	\$25.55
12/31/2011	Sewer - Additional Units		\$41.04	\$118.80
12/31/2011	Garbage		\$18.32	\$18.32
12/31/2011	Recycling		\$2.10	\$2.10

**IF YOU HAVE ARREARS, PLEASE ENSURE THAT THEY ARE PAID BY JANUARY 20 TO AVOID WATER SHUT OFF OR TRANSFER TO YOUR PROPERTY TAX ACCOUNT.**

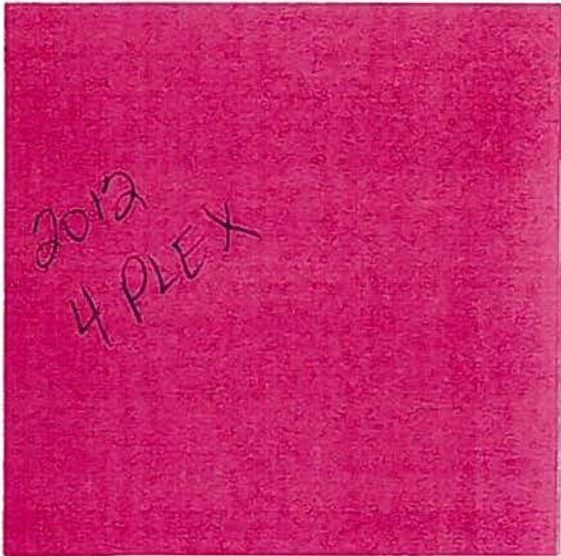
Name: [REDACTED] Service Address: [REDACTED]

Arrears - PAYABLE NOW	Arrears Shutoff / Transfer Date	Current Charges	Due Date	Amount Due
\$295.31		\$295.31	1/31/2012	\$295.31

**SEE REVERSE SIDE FOR PAYMENT AND PENALTY INFORMATION**  
**There is a \$30.00 Charge for NSF Payments**

**UTILITY STATEMENT**

Remittance Copy



**Account Number:** [REDACTED]  
**Service Address:** [REDACTED]  
**Arrears Payable Now:** \$295.31  
**Current Charges:** \$342.09  
**Total Amount Due:** \$637.40  
**AMOUNT PAID:**

Utility Account Inquiries:

Phone: (403) 223-6002 Fax: (403) 223-5530 Email: utilitiesclerk@taber.ca www.taber.ca

Account Number: [REDACTED] Billing Date: 1/31/2012

Billing Period		No. Of Days	Previous Meter Read	Current Actual	Consumption Cubic Meters
From	To				
1/1/2012	1/31/2012	30	13257	13347	90

		Rate/Consumption Fee	Flat Fee	Total
1/31/2012	Balance Forward			\$295.31
1/31/2012	Storm Water Management Fee		\$8.74	\$8.74
1/31/2012	Water	1.03000	\$92.70	\$118.25
1/31/2012	Water-Additional Units		\$38.34	\$38.34
1/31/2012	Sewer	0.62000	\$55.80	\$83.16
1/31/2012	Sewer-Additional Units		\$41.04	\$41.04
1/31/2012	Garbage		\$18.87	\$18.87
1/31/2012	Garbage Additional Units		\$28.29	\$28.29
1/31/2012	Recycling		\$2.16	\$2.16
1/31/2012	Recycling Additional Units		\$3.24	\$3.24

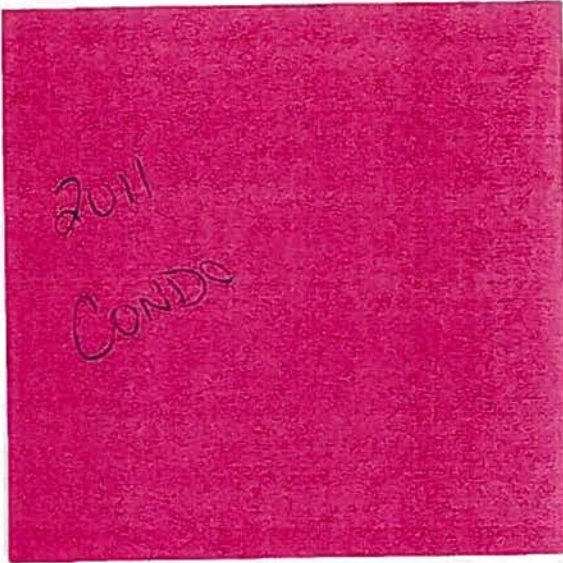
Name: [REDACTED] Service Address: [REDACTED]

Arrears - PAYABLE NOW	Arrears Shutoff / Transfer Date	Current Charges	Due Date	Amount Due
\$295.31		\$342.09	1/31/2012	\$637.40

**SEE REVERSE SIDE FOR PAYMENT AND PENALTY INFORMATION**  
**There is a \$30.00 Charge for NSF Payments**

**UTILITY STATEMENT**

Remittance Copy



Account Number: [REDACTED]  
 Service Address: [REDACTED]  
 Arrears Payable Now: \$1,609.30  
 Current Charges: \$1,609.30  
 Total Amount Due: \$1,609.30  
 AMOUNT PAID:

Utility Account Inquiries:

Phone: (403) 223-6002 Fax: (403) 223-5530 Email: utilitiesclerk@taber.ca www.taber.ca

Account Number: [REDACTED] Billing Date: 12/31/2011

Billing Period		No. Of Days	Previous Meter Read	Current Actual	Consumption Cubic Meters
From	To				
12/1/2011	12/31/2011	30	97354	97950	596

		Rate/Consumption Fee	Flat Fee	Total
12/31/2011	Balance Forward			\$1,027.30
12/30/2011	231092 Cash Receipt			(\$1,027.30)
12/31/2011	Storm Water Management Fee		\$7.60	\$7.60
12/31/2011	Water	0.94000	\$560.24 \$25.55	\$866.95
12/31/2011	Sewer - Additional Units		\$300.96	\$662.08
12/31/2011	Garbage		\$59.71	\$59.71
12/31/2011	Recycling		\$12.96	\$12.96

IF YOU HAVE ARREARS, PLEASE ENSURE THAT THEY ARE PAID BY JANUARY 20 TO AVOID WATER SHUT OFF OR TRANSFER TO YOUR PROPERTY TAX ACCOUNT.

ACCOUNT IS SET UP FOR PRE-AUTHORIZED PAYMENT. PLEASE DO NOT PAY THIS BILL

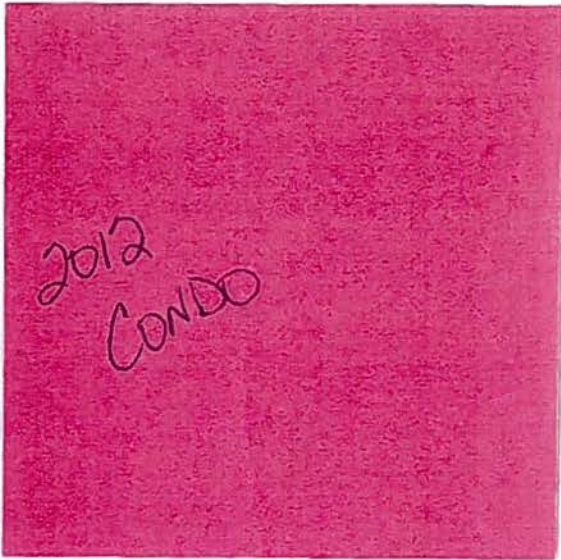
Name: [REDACTED] Service Address: [REDACTED]

Arrears - PAYABLE NOW	Arrears Shutoff / Transfer Date	Current Charges	Due Date	Amount Due
\$1,609.30		\$1,609.30	1/31/2012	\$1,609.30

**SEE REVERSE SIDE FOR PAYMENT AND PENALTY INFORMATION**  
**There is a \$30.00 Charge for NSF Payments**

**UTILITY STATEMENT**

Remittance Copy



**Account Number:** [REDACTED]  
**Service Address:** [REDACTED]  
**Arrears Payable Now:** \$1,609.30  
**Current Charges:** \$1,711.04  
**Total Amount Due:** \$3,320.34  
**AMOUNT PAID:**

Utility Account Inquiries:

Phone: (403) 223-6002 Fax: (403) 223-5530 Email: utilitiesclerk@taber.ca www.taber.ca

Account Number: [REDACTED] Billing Date: 1/31/2012

Billing Period		No. Of Days	Previous Meter Read	Current Actual	Consumption Cubic Meters
From	To				
1/1/2012	1/31/2012	30	97950	98546	596

		Rate/Consumption Fee	Flat Fee	Total
1/31/2012	Balance Forward			\$1,609.30
1/31/2012	Storm Water Management Fee		\$8.74	\$8.74
1/31/2012	Water	1.03000	\$613.88	\$25.55
1/31/2012	Water-Additional Units		\$281.16	\$281.16
1/31/2012	Sewer	0.62000	\$369.52	\$27.36
1/31/2012	Sewer - Additional Units		\$309.98	\$309.98
1/31/2012	Condo Garbage 1 bin/2 pickups		\$61.50	\$61.50
1/31/2012	Condo Recycling		\$13.35	\$13.35

ACCOUNT IS SET UP FOR  
 PRE-AUTHORIZED PAYMENT.  
 PLEASE DO NOT PAY THIS BILL

Name: [REDACTED] Service Address: [REDACTED]

Arrears - PAYABLE NOW	Arrears Shutoff / Transfer Date	Current Charges	Due Date	Amount Due
\$1,609.30		\$1,711.04	1/31/2012	\$3,320.34

**SEE REVERSE SIDE FOR PAYMENT AND PENALTY INFORMATION**  
 There is a \$30.00 Charge for NSF Payments



TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Table with 2 columns: Field Name and Content. Fields include Subject, Date of Agenda, Prepared By, Attachments, Topic, Background, Options, Recommendation, and Approval Date. Includes a signature for the CAO.



## Staff Professional Development & Training

<b>Policy No.:</b> CS-HR-4	<b>Council Resolution No.:</b> 9/12
<b>Department:</b> Corporate Services	<b>Authority:</b> Council
<b>Effective Date:</b> January 9, 2012	<b>Revision Date:</b>
<b>Review Date:</b> January 9, 2015	<b>Repealed Date:</b>
<b>Supersedes:</b> Further Education – Financial Assistance Program Policy 92M01/28/02	
<b>Related Procedure No.:</b> CS-HR-4	
<b>Related Procedure Name:</b> Staff Professional Development & Training	

### Purpose

The Staff Professional Development & Training Policy develops the values of the Town of Taber by creating an organizational culture that enhances diversity, innovation, excellence, and integrity through a mechanism that promotes knowledge, skills, and abilities of staff in their current and future roles within the organization.

### Definitions:

#### Training

Training is the acquisition of knowledge, skills, and competencies as a result of the teaching of vocational or practical skills and knowledge that relate to specific useful competencies. It forms the core of apprenticeships and provides the backbone of content at institutes of technology (also known as technical colleges or polytechnics). In addition to the basic training required for a trade, occupation or profession, observers of the labor-market recognize the need to continue training beyond initial qualifications: to maintain, upgrade and update skills throughout working life.

#### Professional development

Professional Development refers to the skills and knowledge attained for both personal development and career advancement. Professional development encompasses all types of facilitated learning opportunities, ranging from college degrees to formal coursework, conferences and informal learning opportunities situated in practice. It has been described as intensive and collaborative, ideally incorporating an evaluative stage. There are a variety of approaches to professional development, including consultation, coaching, and communities of practice, lesson study, mentoring, reflective supervision and technical assistance.



## Policy Statement

- 1) Staff professional development & training must optimize the quality of working life and to achieve excellence by:
  - a. Enhancing the recruitment and retention of high quality staff
  - b. Providing support for career advancement
  - c. Maintaining and increase job satisfaction
  - d. Developing the ability of staff to initiate and respond constructively to change
  - e. Maintain and improve organizational effectiveness and efficiency
- 2) Staff professional development & training must recognize that individual staff needs and organizational needs be linked to the overall strategic objectives of the department and the Town of Taber.
- 3) All requests made for staff professional development & training must fall within the approved budget of the department as established by Council.
- 4) All staff professional development opportunities must be offered on a basis that is equitable to all staff members in accordance with operational needs within each employee's scope of duties.
- 5) All staff professional development & training must be approved by the department manager and documentation justifying the individual staff members' professional development & training must be forwarded to Human resources to maintain staff records.
- 6) All staff professional development & training for protective services shall be maintained at the department manager level.
- 7) All staff professional development & training outside of the province, but within North America must be approved by the CAO.
- 8) All staff professional development & training outside of North America must be approved by Council.

## Additional References

N/A

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DATE

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

\_\_\_\_\_  
DATE





TOWN OF TABER POLICY  
FURTHER EDUCATION - FINANCIAL ASSISTANCE PROGRAM

**TITLE:** FURTHER EDUCATION - FINANCIAL ASSISTANCE PROGRAM

**FUNCTION:** Administration

**AUTHORITY:** MANAGEMENT

**RESOLUTION NO:** 28/02                      **EFFECTIVE DATE:** January 28, 2002

**REVISION DATES:** \_\_\_\_\_

**POLICY**

See attached Policy.

**Please note this Policy will commence in the 2003 Course Year.**

**DISTRIBUTION**

MANAGEMENT  X  NON-MANAGEMENT  X  OFFICE  X  OTHER  X

**INQUIRIES - DIRECTED TO:** CHIEF ADMINISTRATIVE OFFICER

**DATE:** 1/28/02

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

**TOWN OF TABER  
FURTHER EDUCATION FINANCIAL ASSISTANCE PROGRAM**

In addition to the Town's ongoing training and skill development, the Town will provide financial assistance to individuals who are pursuing further formal education.

1. OBJECTIVES

The Further Education Financial Assistance Program will provide the opportunity to Employees who, realizing that their past education may not be adequate preparation for the careers to which they now aspire, take the initiative to broaden their skills and knowledge for their present or future positions through courses of study in their spare time. From the Town's point of view, the continuing education of its Employees reaps dividends in a better-trained work force, and a wider range of options for Employee development.

2. ELIGIBILITY

Full time permanent employees are eligible to participate in the Program.

To qualify for reimbursement, a recognized school or educational institution must sponsor the courses or programs. They may be taken by correspondence due to geographic reasons or because the Employee's work schedule would not allow attendance.

Courses of study eligible for reimbursement shall be of benefit to the Town operations, and shall have prior approval of the Department Head and Chief Administrative Officer. Participation in the Plan should be discussed, and the Supervisor or Department Head may be of assistance in identifying specific needs or related career possibilities. Undertaking such a program will require considerable personal commitment on the part of the Employee, and thus must always be completely voluntary.

3. APPLICATION FOR APPROVAL

The Further Education Financial Assistance Program application must be submitted to the Supervisor, prior to September 1<sup>st</sup> for courses for the following calendar year. The Supervisor in conjunction with the Department Head shall review the request for financial assistance and make a recommendation to the Chief Administrative Officer. The Chief Administrative Office will review all applications for the Further Education Financial Assistance Program and approve up to a maximum of \$5,000.00 in a budget year. The approval shall be based on Article 4. 'Guidelines for Approving Applications'.

**TOWN OF TABER  
FURTHER EDUCATION FINANCIAL ASSISTANCE PROGRAM**

**4. GUIDELINES FOR APPROVING APPLICATIONS**

The guideline for approving applications is as follows:

Academic programs at the post graduate level, or professional programs may be approved if the degree or qualifications would enhance the Employee's work oriented skills within the Town.

**5. FINANCIAL COVERAGE**

Provided that participation in the course or program has received prior approval, the Department Head will issue a Purchase Order for the costs and forward, along with the Application for Reimbursement to Accounts Payable for payment. Items covered may include:

- Registration Fees;
- Tuition Fees;
- Examination Fees;
- Prescribed texts which must be acquired by the student in order to pursue the course;
- Educational materials that have been approved by the Department Head.

Travel, meals and accommodation are not included and will not be reimbursed.

A maximum of \$1,000.00 per participant may be approved in any given budget year and the applicant must apply annually for courses extending beyond one calendar year.

**6. SPECIAL CONDITIONS FOR REIMBURSEMENT OF COSTS**

The following special conditions apply:

- Upon successful completion of the course and prior approval of the application for reimbursement, the Town will reimburse the funds as approved within thirty (30) days.
- A copy of a diploma, certificate, or other confirmation of pass credits is to be forwarded to the Department Head upon successful completion of the course(s).
- Where an Employee is receiving financial assistance from another source, reimbursement from the Town may be offset accordingly.
- Where an Employee with less than twelve (12) months service completes a course costing more than \$500.00, the Town will not reimburse the participant until the Employee has completed twelve (12) months of service.
- For an Employee whose employment has terminated with the Town of Taber prior to successful completion of the course, no reimbursement for the course shall be made.

**TOWN OF TABER  
FURTHER EDUCATION FINANCIAL ASSISTANCE PROGRAM**

- Where an Employee has successfully completed a course(s) of instruction, and the reimbursement is less than \$500.00, or \$500.00 and more, it is expected that the Employee will remain with the Town for a period of at least six (6) months, or twelve (12) months respectively, following completion of the course so that the community, who having paid for the course will derive some benefit from it.

7. APPLICATION FORMS

All applications for assistance shall be completed on the attached form.

8. TIME OFF

Time off with pay will only be granted for attendance to examinations if required.

9. PAY INCREASE AND PROMOTION

The employee should not expect a pay increase or a promotion due to the completion of any course, degree or certificate.

**TOWN OF TABER  
FURTHER EDUCATION FINANCIAL ASSISTANCE PROGRAM**

**APPLICATION TO PARTICIPATE**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Course(s) covered by this Application to be taken between January 1<sup>st</sup> and December 31<sup>st</sup>, \_\_\_\_\_. (State 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> year) (Describe the relevance to the Employer)

\_\_\_\_\_  
\_\_\_\_\_

**COST OF COURSE**

Registration/Tuition	\$	Approved Education Materials	\$
Examination	\$	Required Textbooks	\$
Total Cost of the Course			\$

**DESCRIPTION OF THE COURSE**

Name of the School:	School Address:
Duration of the Course covered by this application?	
Is the course part of a plan to obtain a degree/diploma/designation? Yes <input type="checkbox"/> No <input type="checkbox"/>	
What is the number of years required to complete the degree/diploma/designation? _____	

**PERSONAL DATA**

Position: \_\_\_\_\_ Department: \_\_\_\_\_

Previous course(s) taken under this program associated with the above course:

\_\_\_\_\_

**OTHER**

Previous Courses Taken: \_\_\_\_\_

\_\_\_\_\_

Applicant's Formal Education: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_ Signature \_\_\_\_\_

Recommended for Approval:	
Supervisor _____	Department Head _____
Approved: <input type="checkbox"/> Yes	_____
<input type="checkbox"/> No	Chief Administrative Officer _____ Date _____
Please forward completed original application to Human Resources	

**TOWN OF TABER  
FURTHER EDUCATION FINANCIAL ASSISTANCE PROGRAM**

**APPLICATION FOR REIMBURSEMENT**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

\_\_\_\_\_  
Department

\_\_\_\_\_  
Name of Course

\_\_\_\_\_  
Name of School/Institution

\_\_\_\_\_  
Date Course to Commence

\_\_\_\_\_  
Date Course to be completed

<b>ELIGIBLE REIMBURSEMENTS</b>	
Registration/Tuition	\$
Approved Education Materials	\$
Examination	\$
Required Text Books (only)	\$
G.S.T.	\$
<b>TOTAL</b>	<b>\$</b>

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Please issue a cheque to: \_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

SERVICE AGREEMENT  
PROMISSORY NOTE

\_\_\_\_\_  
Date

**WHEREAS THE TWO PARTIES HEREUNDER BEING:**

The Town of Taber  
(Hereinafter referred to as "The Town")

and

\_\_\_\_\_  
(Hereinafter referred to as "The Applicant")

**HERBY COVENANT AND AGREE AS FOLLOWS:**

1. **THAT** the Applicant participating in the Further Education Financial Assistance Program will be required to sign this agreement in favour of the Town to repay the approved costs related to the course if the Applicant does not remain with the Town for a period of at least six (6) months (for less than \$500.00) or twelve (12) months (for \$500.00 or greater). In the event that repayment is not made prior to the final pay period, the amount will be deducted from the Applicant's final pay.
2. **THAT** the course or program must be pre-approved by the Chief Administrative Officer and Department Head for each budget year.
3. On demand, after the above date for the value received, the undersigned:

\_\_\_\_\_ of the \_\_\_\_\_ in the Province of Alberta promises to pay to the Town of Taber, at its offices in Taber, Alberta, the sum of \$ \_\_\_\_\_ Dollars, in full.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Witness

(Seal)



**TOWN OF TABER  
COUNCIL REQUEST FOR DECISION**

<b>Subject:</b> Award of Tender for the Re-Design, Construction and Project Administration of the Town of Taber Administration Building.	<b>Date of</b> January 23, 2012 <b>Agenda:</b>
<b>Prepared By:</b> Gordon Frank, CLGM, Chief Administrative Officer	
<b>Attachments:</b> Bid Results Excerpts from the Project Specifications	
<b>Topic:</b> Award of Tender for the Re-Design, Construction and Project Administration of the Town of Taber Administration Building	
<b>Background:</b>	<p>Over the past two years the Building Renovation Committee (BRC) has been working with Sahuri and Partners Architecture to re-design the Administration Building. Through a series of meetings the BRC and Architects have come up with a function re-design, modernization and energy efficiencies to the building design that should meet the Town's needs for the next 10 – 20 years. In early December 2011 the Architect tendered the building with a mandatory on site meeting on January 5, 2012 for all interested general contractors. The purpose of the meeting was to provide the general contractor a full understanding of the requirements of the building and a visualization of the work required. Only the 16 general contractors that were in attendance at the meeting would be allowed to submit a tender on January 18, 2012. The tender document has several allowances including audio/visual allowance, front entrance door relocation and hazard material removal. The tender documents also had separate pricing for the parapet caulking, joint renovation in the lobby area and an emergency generator backup (primarily for the MD Emergency Operations Centre) which has been also separated to allow the MD of Taber their input and acceptance. After the close of tender there were seven (7) general contractors submitting bids from the low tender of \$1,175,744.00 to a high of \$1,787,209.00. No contingency is allocated in the tender. Attached is a summary of the unofficial bids for the Council information. A letter of recommendation and summary from the Architects will be provided at the meeting verifying the amounts and the bid bonds.</p>
	<p>The 2010 budgeted cost to undertake this project is \$1,250,000. In order to proceed, Council's purchasing policy requires that capital expenditures in excess of \$75,000 are to be approved by Council. The successful company will be will responsible for coordinating with all sub-contractors including the separated items. It is estimated the total cost for the project will not exceed the 2010 budget.</p>
	<p>Based on the proposals, the reference checks, and security requirements, it is recommended the renovation and construction and Project for the Administration Building is awarded to Amron Construction, Medicine Hat in the amount of \$1,175,744.00 excluding GST.</p>



**Options:**

1. That Council authorizes Administration to enter a contract document with Amron Construction, Medicine Hat in the amount of \$1,175,744.00 excluding GST.  
  
That Council authorizes Administration if required to spend up to a maximum of \$74,000.00 for contingency for the Administration Renovation Project.
2. Council does not proceed with the Town of Taber Administration Building Project and provides Administration with further direction regarding this matter.

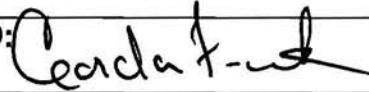
**Recommendation:** Option #1 - That Council authorizes Administration to enter a contract document with Amron Construction, Medicine Hat in the amount of \$1,175,744.00 excluding GST.

That Council authorizes Administration if required to spend up to a maximum of \$74,000.00 for contingency for the Administration Renovation Project.

**Approval  
Date:**

January 19, 2012

**CAO:**



# Town of Taber – Administration Building Renovations

## BID RESULTS

Project No. 11-032

18-Jan-12



### AMRON CONSTRUCTION

Base Bid	2,000,000.00
Amendments -	960,141.00
<b>Total</b>	<b>1,039,859.00</b>

Separate Price 1	29,990.00
Separate Price 2	29,990.00
Separate Price 3	8,917.00
Separate Price 4	66,988.00

**Total** 1,175,744.00

- ✓ Bid Security
- ✓ Walk Thru Form

### SILVER RIDGE CONSTRUCTION

Base Bid	1,090,000.00
Amendments	
<b>Total</b>	<b>1,090,000.00</b>

Separate Price 1	3,900.00
Separate Price 2	3,900.00
Separate Price 3	6,465.00
Separate Price 4	58,200.00

**Total** 1,162,465.00

- ✓ Bid Security
- ✓ Walk Thru Form

### KT CONSTRUCTION SERVICES LTD.

Base Bid	1,127,800.00
Amendments	
<b>Total</b>	<b>1,127,800.00</b>

Separate Price 1	21,100.00
Separate Price 2	18,300.00
Separate Price 3	28,400.00
Separate Price 4	78,300.00

**Total** 1,273,900.00

- ✓ Bid Security
- ✓ Walk Thru Form

### OLAND CONSTRUCTION 2000 LTD.

Base Bid	1,600,000.00
Amendments	403,862.00
<b>Total</b>	<b>1,196,138.00</b>

Separate Price 1	9,520.00
Separate Price 2	9,520.00
Separate Price 3	5,600.00
Separate Price 4	70,226.00

**Total** 1,291,004.00

- ✓ Bid Security
- ✓ Walk Thru Form

### IMG DESIGN BUILD LTD.

Base Bid	1,253,367.00
Amendments	
<b>Total</b>	<b>1,253,367.00</b>

Separate Price 1	4,283.00
Separate Price 2	4,283.00
Separate Price 3	8,202.00
Separate Price 4	100,000.00

**Total** 1,370,135.00

- ✓ Bid Security
- ✓ Walk Thru Form

### PHOENIX CONSTRUCTION INC.

Base Bid	3,000,000.00
Amendments	1,686,059.00
<b>Total</b>	<b>1,313,941.00</b>

Separate Price 1	4,650.00
Separate Price 2	4,650.00
Separate Price 3	8,850.00
Separate Price 4	83,000.00

**Total** 1,415,091.00

- ✓ Bid Security
- ✓ Walk Thru Form

### KELLERDENALI CONSTRUCTION

Base Bid	1,750,000.00
Amendments	392,798.00
<b>Total</b>	<b>1,357,202.00</b>

Separate Price 1	4,200.00
Separate Price 2	2,300.00
Separate Price 3	12,121.00
Separate Price 4	58,000.00

**Total** 1,433,823.00

- ✓ Bid Security
- ✓ Walk Thru Form

.5 Art. 1.13: Replace with the following:

1.13 Separate Prices (additions)

- .1 Provide Separate Price #1 – for repairs to exterior precast concrete fascia panels located on the M.D. (north) portion of the building, as indicated on drawings. Precast Fascia Panel recaulking. Recaulking shall be carried out by a qualified professional caulking subcontractor with a minimum of 5 years experience. Submit name of sub contractor to consultant for approval prior to starting work on site.
- .2 Provide Separate Price #2 - for repairs to exterior precast concrete fascia panels located on the Town of Taber (south) portion of the building, as indicated on drawings.
- .3 Provide Separate Price #3 – for work in Corridors 102 and 105 as follows:
  - .1 Repair and refinishing of floor of Corridor 102. Floor of Corridor 105 (ceramic tile) is to remain as existing.
  - .2 Repair and refinishing of walls, doors and frames in both corridors. Refer to Finish Schedules.
  - .3 Removal and replacement of ceilings in Corridors 102 and 105. Ceiling grids to match existing, so that mechanical grilles and diffusers and light fixtures are installed in existing locations.

6.6 Allow the lump sum of \$100,000.00 for the following:

- .1 Supply and installation of a complete stand-alone emergency generator , including concrete pad, underground services, new electrical panels and conductors and all tests required prior to commissioning this equipment. Refer to electrical drawings.

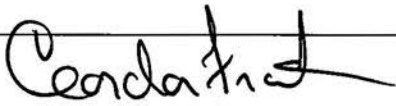
.3 Division 01 - General Requirements

- .1 Article. 6.0 Cash Allowances – Delete Cash Allowance 6.5 for the emergency generator installation.



# TOWN OF TABER

## COUNCIL REQUEST FOR DECISION

<b>Subject:</b> Department Head Reports	<b>Date of</b> January 23, 2012 <b>Agenda:</b>
<b>Prepared By:</b> Kerry Van Ham, Council & CAO Assistant	
<b>Attachments:</b> Department Head Reports	
<b>Topic:</b> Department Head Reports	
<b>Background:</b>	The following reports are supplied for Council Information.
<b>Options:</b>	1. That Council accepts the Department Head Reports for information.
<b>Recommendation:</b> Option #1 - That Council accepts the Department Head Reports for information.	
<b>Approval Date:</b>	January 19, 2012 <b>CAO:</b> 



## ***Town of Taber***

**CHIEF ADMINISTRATIVE OFFICER  
December 10, 2011 – January 6, 2012**

- Discussions with Alberta Health Services
- Union discussions on a variety of topics

**Meetings and Conferences:**

- Attended a meeting with the Architects regarding the mandatory walk through for general contractors regarding the renovation to the Administration building.
- Meeting with staff regarding new policies and procedures adopted by Council
- Meeting with the Library Board
- Management Team meetings to discuss a variety of relevant topics



## ***Town of Taber***

### **ADMINISTRATION REPORT December 20, 2011 – January 23, 2012**

#### **CORPORATE SERVICES REPORT for December 20, 2011 – January 23, 2012**

##### **Corporate Services**

- Met with Associated Engineering (AE) and KPMG to discuss the plan to correct the Town's infrastructure asset database and the potential impact that the restatement will have on the financial statements. We now know the total impact and AE is confident that the asset listing is complete and accurate.
- Preparation work has been started for the year end. Discussions have been had with payroll staff to ensure that they will have all the accruals prepared; they are also currently working on pension reconciliations.
- Staff worked on setting up and implementing Utility Bylaw 5-2011 in our accounting system and came across some questions relating to the Bylaws implementation caused by Council's decision to split residential water and sewer rates from commercial/industrial/institutional rates. Based on these questions several definition changes are being proposed to provide clarity and consistency in the billing process.
- We are currently working on our service level document which will demonstrate specific tasks performed with financial allocations.

##### **Information Technology Department**

- The Town of Taber performed year end updates and procedures for its software programs, the most complex of which was payroll systems updates. The main server software was updated to the latest versions which include 2012 tax tables. Workstation upgrades were done for all staff.

- The I.T. Department participated in an evaluation of photocopiers for the Administration Building, and helped choose a Xerox ColorQube. This innovative copier is extremely environmentally friendly owing to the fact that it has no toner cartridges. The toner comes as a waxy block that is completely consumed by the printing process. While environmental friendliness was only one factor of many in the selection ratings process, I am pleased the copier has many other strengths and that the result will let us make a huge impact on the environment.

**Highlights from our activities:**

- Training activities
  - For I.T. staff –
    - None
  - For all staff –
    - Ran SmartList Builder report creation training session for finance and payroll staff
    - Ran year end processing training session for finance and payroll staff
- Automatic Vehicle Locating System (AVLS) master computer upgrade.
- Change user logon scripts to the Powershell program
- Swap computers, Planning Consultant / CAO Administrative Assistant
- Installed and configured new SSL VPN remote access system
- Moved staff files to a new location on the Storage Area Network (SAN) device

**Currently working on:**

- Project, Wireless Access for Town Buildings – Ongoing

### **Human Resources Department**

- Recruitment is ongoing for the following positions:
  - Permanent Full-time
    - None
  - Permanent Part-time
    - ¾ Lifeguard
  - Temporary Full-time
    - Payroll Clerk
  - Temporary Part-time
    - None
  - Casual
    - Paramedics & EMT's
  - Seasonal
    - None
- Involved in ongoing labour negotiations for CUPE Collective Agreement

#### **Currently working on:**

- Payroll year-end processes with new payroll system including Pension Reconciliation, T4's, and WCB annual return
- Working on establishing a return to work program
- Service Levels Document



## Monthly Report – Director of Public Services January 16, 2011

### Activities from the past month:

- Final proposed 2012-14 Operating & Capital budget plans and 'budget backgrounder'
- Provided articles & public education for January Cornhusk Chronicle
- Blocked berm preliminary assessment w/ Associated Engineering, AB Disaster Recovery program, AB Environment & CNRL – report, recommendations & cost estimates in late January
- Along with A Holmen and J Hoglund, participated in recreation sponsorship program start-up Jan 12 with Partnership Group's Mark McLoughlin
- Finalizing contract with fuel supplier Bluewave Energy for 2012-14
- Attended WTP Upgrades project pre-tender meeting w/ Epcor, Stantec & contractors
- Reviewed 2011 Capital projects w/ Corporate Services as it relates to senior government grant reporting, tangible capital assets and year end processes
- Drafted Tender, RFP & RFQ policy/procedures with review/feedback from staff
- Drafted Vehicle use policy/procedures
- Reviewing tender documents for procurement of items/projects approved in 2012 budget
- Review of proposed developments & servicing agreements
- Executed access easement agreement w/ Shane Hall; registered agreement with Land Titles
- Monthly Health & Safety inspections & meetings; reviewed & signed off on dept monthly inspections and dept H&S incident reports
- Preparing 2012-14 recycling services contract for execution with contractor
- Attended Dec 14 Taber & District Regional Waste Mgmt Authority meeting – presented 2012 Op/Cap budget and tipping fees
- Audited personnel meeting with EMS Manager including follow-up de-brief
- Various other personnel items within PS department
- Attended meeting with Husky re: coordination of Husky's emergency response plan w/ Town
- Met with EBA Engineering re: 2012 groundwater monitoring pgm and Class III landfill capacity
- Attended meeting w/ Alberta Innovates- Energy and Environment Solutions project reps as it relates to municipal waste management opportunities

### Activities in upcoming month:

- Continued participation in Collective Agreement negotiations
- Prepare Request For Proposals for waste & recycling services review; evaluate submissions
- Implementation of projects/programs per approved 2012 Operating/Capital budgets
- Off site Levies study project start-up meeting January 19
- Final inspection, sign-off and contractors security release re: 2009 BiAnnual Cap Wks projects
- Inter-municipal tasks involving including Johnson's Addition & Horseshoe Estates utility servicing & shared recreation services. Authorized AE to proceed with Off Site Levies study
- Continue phase 1 of Recreation Sponsorship program – asset inventory and valuation
- Assessment of facilities maintenance operations following Facility Maintenance Coordinator resignation
- Health & Safety program inspections, incident review & mtgs; 2011 audit action plan

# Manager of Public Works – Monthly Dept Report

January 16, 2012

## **Facility Maintenance**

- Implementation of the 2011 Facility & Equipment Maintenance program is ongoing including monthly work at the Admin Bldg, Auditorium, Ice Arenas, Aquafun Centre, Police Services Building, PS Shop & Landfill/Transfer Station Scale Building.
- Advised Corporate Service Manager to put Confederation Park Brick Entry repair thru insurance claim as expect person charged will only receive community service.
- Reviewed 2012 Budget with PSM, Facility Assistant and Electrician.
- Advised Electrician of Budget items to proceed with.
- Attended Aquafun meeting about heat exchanger breakdown.
- Reviewed Capital & Operating budgets for all Facilities 2012.
- Met with PSM, Facility Assistant & Electrician to discuss agenda for my resignation
- Attended Close Out Interview with HR.
- Advised MD of Taber to contact Atco energy Sense to Evaluate the energy efficiency of their side of the Administration Building.

## **Transportation**

- Pothole maintenance ongoing.
- Started November 28th annual tree trimming program on boulevards ongoing.
- Working on content for the Infrastructure Service Levels.
- Sand icy roads and parking lots as needed.
- Clear snow from parking lots/pathways as needed.
- Take down Xmas Decorations January 13th.
- Fred Lister (Facility Maintenance Coordinator) submitted resignation January 11th.
- Start the recruiting process for Facility Maintenance Coordinator position.
- Monthly Safety meeting

## **Solid Waste Collection and Transfer Station**

- Tan/Green Collection Bin maintenance ongoing.
- Green Compost bins will be picked up on a monthly basis starting December 01, 2011 – March 30, 2012.
- Working on gathering information from other municipalities for the rollout front curb pickup containers and garbage truck ongoing.
- Working with Taber Recycling for solutions to reduce the Cardboard in our waste stream ongoing.
- Monthly Safety meeting.

# Recreation Facilities Manager – Department Report

## **Civic Centre**

- Regular operation and bookings ongoing in both Auditorium and Arena's
- Review of Safe Work practices and procedures ongoing
- Spring renovation items scheduled. (Aud floor refinishing, painting)
- Refrigeration plant maintenance projects being prepared
- Ice season extension request granted to accommodate 4 on 4 tournament. Event is moved back one weekend to end April 1st. Open ice time for the extra week of operation taking bookings

## **Parks**

- Spring/Summer season maintenance program planning begun
- Turf management program being reviewed
- Regular maintenance checks ongoing
- Review of Safe Work practices and procedures ongoing
- Pre-season machinery maintenance items being addressed
- Capital project planning underway

## **Sportsfields**

- Spring/Summer season maintenance program planning begun
- Regular maintenance checks ongoing
- Review of Safe Work practices and procedures ongoing
- Turf management program being reviewed
- Pre-season machinery maintenance items being addressed
- Pre-season work begun. Brooming edges of ball diamonds completed. Parking block rearrangement at Ken MacDonald completed.

## **Cemetery**

- Spring/Summer season maintenance program planning begun
- Pre-season machinery maintenance items being addressed
- Regular maintenance checks ongoing
- Specific site care requests being scheduled for spring 2012
- Review of Safe Work practices and procedures ongoing

## **LEISURE SERVICES Report**

### **January 2012**

#### **Aquatics**

- Currently recruiting one 3/4 Lifeguard
- Recruitment to occur shortly for one casual Lifeguard.
- Currently reviewing all SWPs and revising as needed.
- Compiling staff evaluations.
- Reviewing all Specific job tasks for new hazards
- Review and updates of preventative maintenance program checklists.
- Winter swim lesson schedule to begin January 7<sup>th</sup>, planning for spring session underway.
- Communications continue with AHS regarding proposed legislation for swimming pools regarding Operational Standards.
- Overseeing and updating portions of the new Town of Taber website/Facebook page.
- Upcoming training update to be held for advanced instructors regarding new CPR standards and all staff to be trained within the first two weeks of January on new standard.
- Preparing for new National Lifeguard and First Aid standards being implemented in 2012 involving some planning from our end.
- Tender for lap pool tiling project and shower tile replacement to be developed in near future.
- Working with Taber Viper Swim Club on CFEP grant funding application related to lap pool tile project.
- Continue to work with B. Busch and C. Westerhoud on the development of a Return to Work Program and procedures related.
- Developing some new programs and activities for the facility such as the fitness challenge involving staff and patrons beginning February 1, 2012 and the introduction of water "Boot Camps".

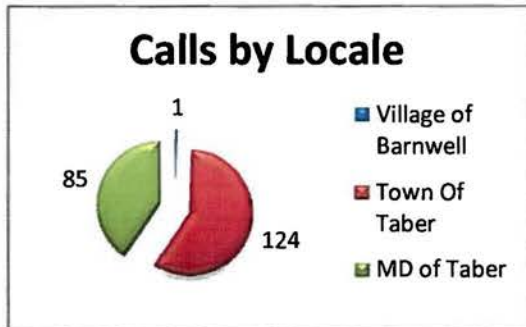
#### **Leisure Services**

- The Rick Hansen 25th Anniversary Relay event planning has kicked in high gear as the event draws closer. Involvement with schools and the promotion of the event as well as traffic management occurring personally while others are planning details of entertainment for event.
- Preparing for spring programming with user groups such as soccer, gymnastics and swim club. Spring registration event tentatively set to occur March 1 and 3<sup>rd</sup>.
- Working with Partnership Group regarding first steps towards asset identification and valuation.
- Development of Spring Leisure Guide occurring.
- Involved the Southern Alberta Recreation Association and the upcoming 2012 Southern Alberta Summer Games.
- Completed Celebrate Canada funding application.
- Preparing for the 2012 special events functions occurring May 1- August 30<sup>th</sup>.

## Taber Emergency Services Report – December 2011

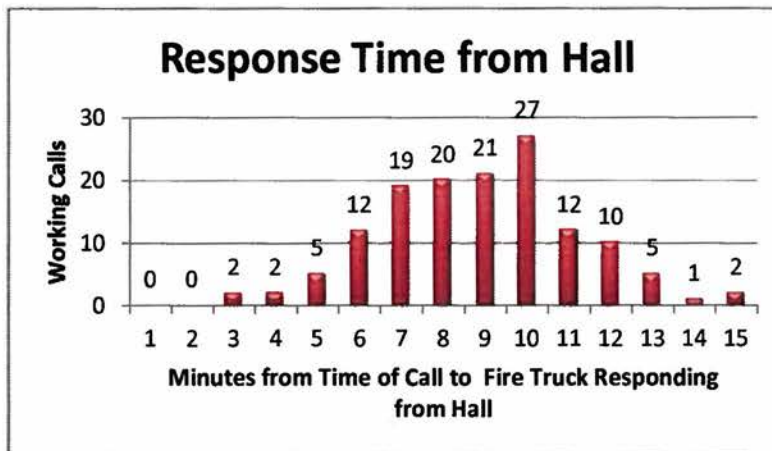
### Fire- M. Bos

In 2011, Taber Fire Department attended 210 calls for service in total. 138 of the calls attended were considered working calls where fire crews responded to a possible incident in progress. The remaining 72 calls were dealt with on scene by a duty officer. Fire crews still did attend to the hall for these incidents.



Dispatch and response times were recorded throughout the year. There was no significant decrease in the time it takes for our emergency crews to staff a fire truck and respond from the hall. As new subdivisions come on line, we envision the emergency response times will increase. The attached bar chart displays how long it takes the volunteers to respond in a fire truck after an

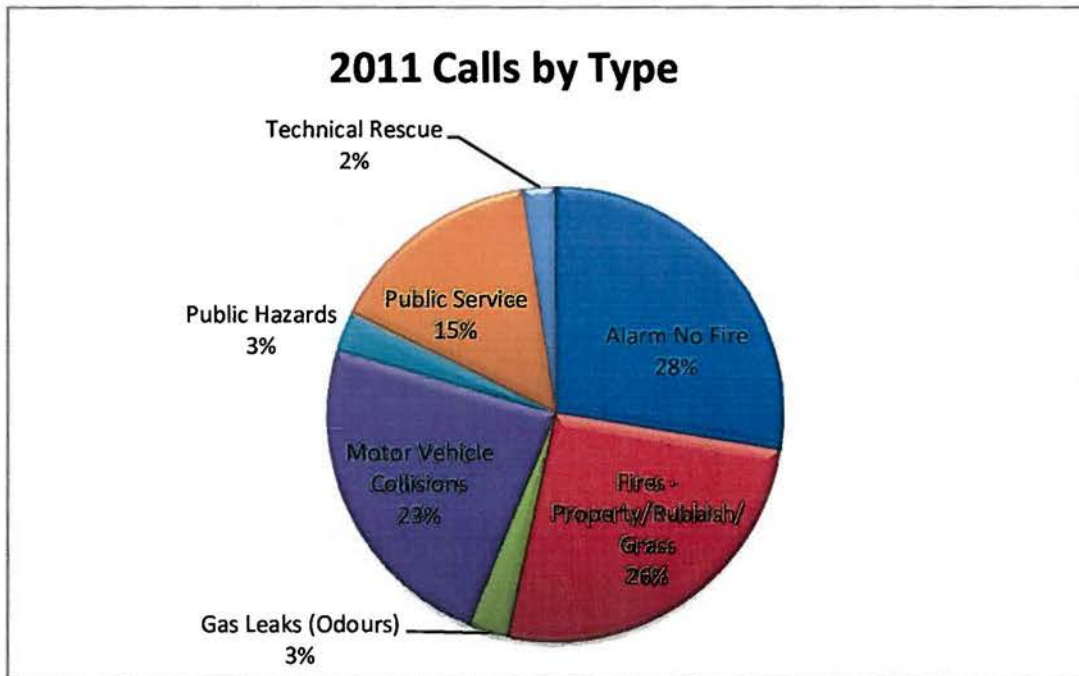
emergency call is placed. The time it takes a truck to travel to an incident is in addition to this. Our 90<sup>th</sup> percentile response time to an incident is therefore well over 10 minutes almost anywhere in town.



Our volunteer numbers have been fluctuating somewhat due to the economic situation. We have 23 members on roster, including 2 members currently on leave for work related reasons. Our volunteers collectively put in 2476 man hours into incident response in 2011. In addition, 2132 man hours were allocated to training. The officers of the Taber Fire department, not

including the Chief and Deputy Chief, completed 4247 hours of on call duty on evenings and weekends. The quick response capability permitted by using a ranking member as a duty officer meant Taber Emergency Services was able to have a qualified member on scene at an incident up to 10 minutes before a responding fire truck could be on scene. On working calls this allows a safe setup and tasking for incoming units which creates an effective and efficient incident. It also permits an effective use of resources where a fire truck may not be required.

2011 was an unusual year for most of us; some notable incidents included a train fire, multiple animal rescue requests, several wind driven residential fires, and an area search for a missing person. In addition, 17 fire investigation reports were filed with the Alberta Fire Commissioners office due to lost property or injury.



**Notes to chart-**

Public service calls are assists to EMS staff, Taber Police Service, or RCMP. They may also include nonemergent calls such as a downed tree.

**Town Of Taber**  
**MONTHLY DASHBOARD**

2011	6 Month Rolling Average	December 2011	November 2011	October 2011	September 2011	August 2011	July 2011
<b>Financial assets</b>							
1. Total Cash	1,133,322.66	1,077,102.85	1,416,110.55	907,606.90	489,836.72	1,122,071.88	1,787,207.04
2. Investments - ROI - 1.55%	10,203,116.16	8,939,228.91	9,702,360.13	9,494,554.47	10,485,865.36	10,984,457.75	11,612,230.35
3. Taxes and grants in lieu receivable	772,275.28	342,554.15	547,658.62	683,330.17	828,124.86	1,009,220.24	1,222,763.61
4. Trade receivables and other assets	1,349,573.74	1,288,224.15	1,301,753.97	1,310,154.91	1,426,174.60	1,361,784.69	1,409,350.12
	<b>13,458,287.83</b>	<b>11,647,110.06</b>	<b>12,967,883.27</b>	<b>12,395,646.45</b>	<b>13,230,001.54</b>	<b>14,477,534.56</b>	<b>16,031,551.12</b>
<b>Liabilities</b>							
5. Accounts payable and other obligations	2,338,546.04	1,987,460.64	2,528,950.32	2,104,138.28	2,251,539.83	2,096,282.21	3,062,904.94
6. Deferred revenue	2,977,244.48	3,845,892.32	3,403,926.72	2,695,653.69	2,693,280.29	2,625,596.60	2,599,117.26
7. Long-term debt	9,604,439.69	9,480,500.16	9,549,353.89	9,587,290.31	9,625,226.73	9,673,165.31	9,711,101.73
	<b>14,920,230.21</b>	<b>15,313,853.12</b>	<b>15,482,230.93</b>	<b>14,387,082.28</b>	<b>14,570,046.85</b>	<b>14,395,044.12</b>	<b>15,373,123.93</b>
<b>Net financial assets (debt)</b>	<b>(1,461,942.37)</b>	<b>(3,666,743.06)</b>	<b>(2,514,347.66)</b>	<b>(1,991,435.83)</b>	<b>(1,340,045.31)</b>	<b>82,490.44</b>	<b>658,427.19</b>
<b>Non-financial assets</b>							
8. Tangible capital assets	121,191,041.85	123,530,804.33	120,099,152.70	120,411,121.03	120,723,089.36	121,035,057.69	121,347,026.00
9. Land held for resale	989,372.27	989,372.27	989,372.27	989,372.27	989,372.27	989,372.27	989,372.27
10. Inventory and prepaid expenses	414,143.50	409,272.38	422,607.26	418,215.26	411,588.69	411,588.69	411,588.69
	<b>122,594,557.62</b>	<b>124,929,448.98</b>	<b>121,511,132.23</b>	<b>121,818,708.56</b>	<b>122,124,050.32</b>	<b>122,436,018.65</b>	<b>122,747,986.96</b>
<b>Accumulated surplus</b>	<b>121,132,615.25</b>	<b>121,262,705.92</b>	<b>118,996,784.57</b>	<b>119,827,272.73</b>	<b>120,784,005.01</b>	<b>122,518,509.09</b>	<b>123,406,414.15</b>
<b>Capital projects</b>							
\$ spent on capital projects	3,639,276.58	4,409,156.45	4,360,281.98	4,071,439.42	3,575,802.89	2,800,058.49	2,618,920.24
\$ budgeted for capital projects	10,390,687.00	10,390,687.00	10,390,687.00	10,390,687.00	10,390,687.00	10,390,687.00	10,390,687.00
% of capital budget spent	35.02%	42.43%	41.96%	39.18%	34.41%	26.95%	25.20%
# of projects budgeted	38.00	38	38	38	38	38	38
# of projects started	32.50	35	34	34	33	30	29
# of projects closed	15.83	23	19	18	13	11	11
# of projects pending	16.67	12	15	16	20	19	18
<b>Human Resources</b>							
New hires / rehires in FTE	1.07	1.25	0.00	1.57	3.20	0.40	0.20
Terminations / resignations in FTE	1.42	0.20	1.00	1.40	1.25	1.25	2.20
Layoff in FTE	1.67	0.00	0.00	0.00	2.58	5.78	0.00
Employee headcount in FTE	99.21	97.84	96.79	97.79	97.62	98.25	105.63
Open positions for hire in FTE	3.87	2.35	1.75	4.15	3.08	5.80	4.55
<b>IT</b>							
Total website visits	11,827.67				10,843	11,999	12,641
Top 1 Page Visited	0.00	Taber Home Page (2638)	Taber Home Page (3579)	Taber Home Page (2717)	Taber Home Page (2948)	Taber Home Page (2920)	Taber Home Page (2900)
Top 2 Page Visited	0.00	Job Opportunities (687)	Job Opportunities (894)	Job Opportunities (979)	Job Opportunities (890)	Events Calendar (1681)	Job Opportunities (915)
Top 3 Page Visited	0.00	Document Archives (463)	Civic Alerts (2651)	Parks (661)	Parks (742)	Job Opportunities (832)	Parks (913)
Top 4 Page Visited	0.00	Quicklinks (147)	Document Archives (224)	Life In Taber (357)	Life In Taber (426)	Parks (805)	Events Calendar (814)
Top 5 Page Visited	0.00	Search (128)	Search (203)	Contact Us (421)	Events Calendar (421)	Life In Taber (477)	Life In Taber (489)
e-mails processed	20,599.67	17,326	15,098	23,166	20,059	24,655	23,294
SPAM (within total e-mails)	14,249.83	10,945	8,218	16,553	13,254	18,468	18,061
SPAM expressed in %	67.9%	63.2%	54.4%	71.5%	66.1%	74.9%	77.5%
<b>Police</b>							
Traffic	172.50	172	173	174	136	147	233
Liquor Act	14.50	10	6	21	11	29	10
Other criminal code	27.83	30	29	34	27	21	26
Drug enforcement	9.17	7	13	10	9	7	9
Crimes against a person	16.17	12	17	15	21	20	12
Crimes against property	39.83	26	32	35	58	60	28

Town Of Taber MONTHLY DASHBOARD							
2011	6 Month Rolling Average	December 2011	November 2011	October 2011	September 2011	August 2011	July 2011
<b>Fire</b>							
# of Town of Taber calls	11.60		13	16	7	22	0
# of M.D. calls	10.60		9	10	15	19	0
<b>Ambulance</b>							
# of emergency call out	67.83	68	63	84	64	65	63
# of transfers calls	22.00	18	19	19	25	29	22
ALS hours	443.00	528	428	388	480	432	402
BLS hours	293.00	216	292	356	264	312	318
<b>Bylaw</b>							
Traffic	2.50	0	0	2	7	3	3
Other (inc animal calls)	22.67	20	13	17	16	32	38
<b>Public Services</b>							
Garbage (Tonnes)							
Concrete	64.15	1.84	19.59	13.17	151.73	147.86	50.69
Dry Goods (demolition materials)	11.84	0.00	34.85	0.67	3.97	24.53	7.04
Dry Goods (spring/fall cleanup)	12.50	8.50	0.00	0.00	0.00	1.31	65.18
General garbage	513.04	374.44	484.90	496.58	687.66	512.32	512.32
Metals	3.79	1.35	2.87	6.24	1.88	2.94	7.43
Shingles	19.10	7.78	12.81	16.05	31.95	24.60	21.41
Wood	56.93	16.81	67.07	71.90	25.13	86.19	74.47
<b>Planning</b>							
# of permits	9.17	8	17	7	7	9	7
# of units	3.50	1	11	2	2	3	2
# of lots sold	0.17	0	0	1	0	0	0
<b>Pool / Recreation</b>							
# of swim passes	129.67	178	116	134	71	125	154
Overall swim attendance	4,829.00	4,371	4,499	4,218	2,190	6,814	6,882
Private pool rentals	4.17	11	4	2	5	0	3
School pool rentals	5.33	3	17	6	6	0	0
Auditorium rentals	35.17	38	43	43	28	37	22
Meeting room rentals	41.17	24	33	37	19	65	69
Private ice rentals	44.83	84	60	48	16	57	4
School ice rentals	0.00	0	0	0	0	0	0
Tennis keys sold	3.00	0	0	0	0	11	7
Sportsfield soccer field rentals	3.33	0	0	8	12	0	0
Sportsfield baseball rentals	0.00	0	0	0	0	0	0

Comments:





Agenda Item No. 7.D)

## TOWN OF TABER COUNCIL REQUEST FOR DECISION

<b>Subject:</b> Mayor and Councillor Reports (Verbal)	<b>Date of</b> January 23, 2012 <b>Agenda:</b>
<b>Prepared By:</b> Kerry Van Ham, Council & CAO Assistant	
<b>Attachments:</b> None	
<b>Topic:</b> Mayor and Councillor Reports (Verbal)	
<b>Background:</b>	
<b>Options:</b>	
1. That Council accepts the Mayor and Councillor reports, as presented.	
<b>Recommendation:</b> Option #1 - That Council accepts the Mayor and Councillor reports, as presented.	
<b>Approval Date:</b>	January 19, 2012 <b>CAO:</b> 