

AGENDA

REGULAR MEETING OF THE COUNCIL OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, MAY 28, 2018 AT 3:30 PM.

		<u>MOTION</u>
ITEM No. 1.	CALL TO ORDER	
ITEM No. 2.	ADOPTION OF THE AGENDA	X
ITEM No. 3.	ADOPTION OF THE MINUTES	
ITEM No. 3.A.	MINUTES OF REGULAR MEETING OF COUNCIL: MAY 14, 2018	X
ITEM No. 4.	BUSINESS ARISING FROM THE MINUTES	
ITEM No. 4.A.	STRATEGIC PLAN FEEDBACK REVIEW	X
ITEM No. 4.B.	BYLAW 13-2018 CANNABIS LAND USE BYLAW AMENDMENTS PUBLIC HEARING	X
ITEM No. 5.	BYLAWS	
ITEM No. 5.A.	BYLAW 14-2018 BUSINESS LICENSE BYLAW FIRST READING	X
ITEM No. 6.	ACTION ITEMS	
ITEM No. 6.A.	COMMUNICATIONS TRAINING FROM LETHBRIDGE COLLEGE	X
ITEM No. 6.B.	2018 AUMA RESOLUTION FOR ENERGY RATES	X
ITEM No. 6.C.	COMMUNITY GRANT PROGRAM APPLICATION: TABER MENNONITE SCHOOL GRADUATION CEREMONY	X
ITEM No. 6.D.	AUDITORIUM FACILITY MODERNIZATION AND MECHANICAL SYSTEM UPGRADE	X
ITEM No. 6.E.	COMMUNITY CENTRE LED SIGNAGE RFP AWARD	X
ITEM No. 6.F.	TABER MUNICIPAL POLICE COMMISSION REPORT TO COUNCIL	X
ITEM No. 6.G.	DEPARTMENT REPORTS	X
ITEM No. 6.H.	MAYOR AND COUNCILLOR REPORTS (VERBAL)	X
ITEM No. 6.I.	STANDING ITEM - COUNCIL REQUESTS	X
ITEM No. 7.	DELEGATIONS	
ITEM No. 7.A.	DELEGATION: TABER YOUTH EMPLOYMENT PROGRAM	X
ITEM No. 8.	MEDIA INQUIRIES	



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|---------------------|---|----------|
| ITEM No. 9. | CLOSED SESSION | X |
| ITEM No. 9.A | SERVICE AGREEMENT | |
| | COUNCIL TAKES THIS MEETING INTO CLOSED SESSION TO PREVENT DISCLOSURE OF ADVICE FROM OFFICIALS, IN ACCORDANCE WITH SECTION 24(1) OF THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT. | |
| ITEM No. 10. | OPEN SESSION | X |
| ITEM No. 11. | CLOSE OF MEETING | X |



Council Request for Decision	
Meeting Date: May 28, 2018	
Subject: Minutes of Regular Meeting of Council: May 14, 2018	
Recommendation:	Council adopts the minutes of the Regular Meeting of Council held on May 14, 2018, as presented.
Background:	N/A
Legislation / Authority:	MGA, Section 208(1)(a)(c).
Strategic Plan Alignment:	N/A
Financial Implication:	N/A
Service Level / Staff Resource Implication:	N/A
Justification:	Approval of minutes is in accordance with the <i>Municipal Government Act</i> , Section 208.
Alternative(s):	Council adopts the minutes of the Regular Meeting of Council held on May 14, 2018, as amended.



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

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, MAY 14, 2018, AT 3:30 PM.

Mayor

Prokop, Andrew

Councillors

Bekkering, Garth

Brewin, Jack

Firth, Carly

Garner, Mark

Strojwas, Joe

Absent

Tams, Louie

Chief Administrative Officer

Armfelt, Cory

Staff

Abdel Khaliq, Alaa

Brennan, Meghan

Hembrough, Emily

Holmen, Aline

Keer, Raeanne

Lahiji, Ramin

Scherer, Gary

Weiss, Donna

CALL TO ORDER

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

ADOPTION OF THE AGENDA

Mayor Prokop requested the addition of Agenda Item 6.I) 2018 Street Improvements Tender Award to the Agenda.

RES. 235/2018 MOVED by Councillor Garner that Council adopts the Agenda as amended, to include the addition of Agenda Item 6.I) 2018 Street Improvements Tender Award.

CARRIED UNANIMOUSLY

ADOPTION OF THE MINUTES

A) Minutes of Regular Meeting of Council: April 23, 2018

RES. 236/2018 MOVED by Councillor Garner that Council adopts the Minutes of the Regular Meeting of Council held on April 23, 2018.

CARRIED UNANIMOUSLY

B) Minutes of Special Meeting of Council: April 26, 2018

RES. 237/2018 MOVED by Councillor Brewin that Council adopts the Minutes of the Special Meeting of Council held on April 26, 2018.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

A) Sufficiency of Fire Hall Petition

C. Armfelt presented the legal opinion received from MLT Aikins regarding the sufficiency of the petition submitted by Mr. Forrest Lester on the Emergency Services Building project.

BUSINESS ARISING FROM THE MINUTES – CONT'D

A) Sufficiency of Fire Hall Petition – CONT'D

MOVED by Councillor Brewin that Council directs Administration to ensure a ten minute response window be required for all fire fighters and first responders in the Town of Taber to the Emergency Services Building by moving the Emergency Services Building to an appropriate location.

Council discussed the insufficiency of the petition and petition requirements outlined in the *Municipal Government Act*.

Councillor Brewin withdrew his previous motion.

RES. 238/2018 MOVED by Councillor Strojwas that Council accepts the information provided from the residents on April 8, 2018, regarding the Emergency Services Building project, as information.

CARRIED

BYLAWS

A) Bylaw 8-2018 Borrowng Bylaw - Land Purchase

C. Armfelt presented D. Weiss, Finance Manager, who stated that at the Regular Meeting of Council held on March 12, 2018, Council gave First Reading to Bylaw 8-2018, being the Borrowing-Long Term land Purchase and Development Bylaw. She stated that no petitions were received against Bylaw 8-2018, and therefore Administration has brought Bylaw 8-2018 for Second and Third Readings.

RES. 239/2018 MOVED by Councillor Strojwas that Council gives Second Reading to Bylaw 8-2018 being the Borrowing-Long Term Land Purchase and Development Bylaw, of the Town of Taber.

CARRIED UNANIMOUSLY

BYLAWS – CONT'D

A) Bylaw 8-2018 Borrowng Bylaw - Land Purchase – CONT'D

RES. 240/2018 MOVED by Councillor Strojwas that Council gives Third and Final Reading to Bylaw 8-2018 being the Borrowing-Long Term Land Purchase and Development Bylaw, of the Town of Taber.

CARRIED UNANIMOUSLY

B) Bylaw 5-2018 Lending Bylaw - Taber Exhibition Association

D. Weiss stated that at the Regular Meeting of Council held on March 12, 2018, Council gave First Reading to Bylaw 5-2018, for the purpose of lending funds to the Taber Exhibition Association. She stated that no petitions were received against Bylaw 5-2018, and therefore Administration has brought Bylaw 5-2018 for Second and Third Readings.

RES. 241/2018 MOVED by Councillor Bekkering that Council gives Second Reading to Bylaw 5-2018 being the Lending Bylaw - Taber Exhibition Association, of the Town of Taber.

CARRIED UNANIMOUSLY

RES. 242/2018 MOVED by Councillor Firth that Council gives Third and Final Reading to Bylaw 5-2018 being the Lending Bylaw – Taber Exhibition Association, of the Town of Taber.

CARRIED UNANIMOUSLY

C) Bylaw 14-2018 Business License Bylaw First Reading

C. Armfelt presented Bylaw 14-2018, being the Business Licence Bylaw, and reviewed the amendments to Bylaw 14-2018 in preparation for the legalization of cannabis.

Council discussed cannabis lounges and the removal of their reference in Bylaw 14-2018.

128/2018

Meeting Date
14/05/2018

BYLAWS – CONT'D

**C) Bylaw 14-2018 Business License Bylaw First Reading –
CONT'D**

RES. 243/2018 MOVED by Councillor Strojwas that Council requests Administration to review Bylaw 14-2018 to remove all references to cannabis lounges from the Bylaw.

CARRIED UNANIMOUSLY

**D) Bylaw 13-2018 Cannabis Land Use Bylaw Amendments First
Reading**

C. Armfelt presented Bylaw 13-2018, being the Cannabis Land Use Bylaw Amendments, and reviewed the differences between the Direct Control Districts and Discretionary Use in the commercial districts in Option A and Option B provided by Administration.

Council discussed the commercial districts, cannabis retail in the downtown core, and the options presented by Administration.

RES. 244/2018 MOVED by Councillor Bekkering that Council gives First Reading to Bylaw 13-2018, for the purposes of amending Land Use Bylaw 14-2016 in alignment with Option B to regulate cannabis related uses as discretionary uses within standard land use districts and sets May 28, 2018 as the Public Hearing date.

CARRIED

Mayor Prokop noted that Councillor Tams would not be in attendance for this evening's meeting due to a work emergency.

ACTION ITEMS

A) Proposed Alberta Urban Municipalities Association (AUMA) Resolution: Alberta Utilities Commission

C. Armfelt stated that the Town has recently launched a free public Wi-Fi, in partnership with Mage Networks, which is available from the Community Centre to the Gymnastics Centre with help from local businesses and the Taber & District Chamber of Commerce. He stated that in discussions with FORTIS it was indicated that the Town would be charged a rate of \$90.00 per month per pole to use the light standards.

C. Armfelt stated that Administration is requesting that Council submit a resolution to the Alberta Urban Municipalities Association (AUMA) requesting AUMA to lobby the Alberta Utilities Commission (AUC) regarding the approved fee to use light standards for modern technology.

RES. 245/2018 MOVED by Councillor Strojwas that Council authorises the resolution which states AUMA lobby the Alberta Utilities Commission (AUC) and any electrical service provider to change the rent cost per pole in consideration of facilitating the cost-effective establishment of public Wi-Fi; and,

Requests that Administration forward the resolution to the Alberta Urban Municipalities Association (AUMA) Chief Executive Officer of the AUMA Board for consideration by the Municipal Governance Committee for furthering to the annual convention.

CARRIED UNANIMOUSLY

B) Performing Arts Centre Committee Direction

C. Armfelt stated that the Performing Arts Centre Committee (PACC) is looking for direction from Council on their desire to move forward with the initiative after receiving the Performing Arts Centre Feasibility and Viability Study from MNP LLP.

ACTION ITEMS – CONT'D

B) Performing Arts Centre Committee Direction – CONT'D

Council discussed the results of the Feasibility and Viability Study, grant opportunities, and appointing a member of Council to the Performing Arts Centre Committee.

RES. 246/2018 MOVED by Councillor Strojwas that Council appoints Councillor Garner to the Performing Arts Centre Committee (PACC), and for him to meet with the PACC, and come back to Council to arrange with a joint meeting with the PACC and Council.

CARRIED UNANIMOUSLY

C) Donations for Ken McDonald Sports Field Signage

A. Holmen, Director of Recreation, stated that Administration is requesting clarification on how Council would like to process donations brought forward for the future development of the baseball/softball facilities at Ken McDonald Sports Field, and sponsorship opportunities for businesses to purchase signs to be displayed in the baseball fields.

Council discussed charitable receipts, the project in the 2019 Capital Budget, and requested additional information about the signs that would be purchased for sponsorship.

RES. 247/2018 MOVED by Councillor Brewin that Council authorizes Administration to receive donations from the public and provide tax receipts for sign boards on the baseball fields at Ken McDonald Memorial Sports Complex with the funds to be put towards the 2019 Capital project of diamond development at that facility.

CARRIED UNANIMOUSLY

ACTION ITEMS – CONT'D

D) Partners FOR the Saskatchewan River Basin (PFSRB)

C. Armfelt presented the correspondence received from the Partners FOR the Saskatchewan River Basin (PFSRB).

RES. 248/2018 MOVED by Councillor Garner that Council accepts the correspondence from the Partners FOR the Saskatchewan River Basin, for information purposes.

CARRIED UNANIMOUSLY

E) Palliser Airshed Society

C. Armfelt presented the correspondence received from the Palliser Airshed Society.

RES. 249/2018 MOVED by Councillor Bekkering that Council declines to join the Palliser Airshed Society, and not pay the per capita annual membership fee.

CARRIED UNANIMOUSLY

F) Disposal of Municipal Documents

D. Weiss presented the list of financial documents from 2010 to be destroyed in accordance with Bylaw 10-99 Retention of Municipal Documents.

RES. 250/2018 MOVED by Councillor Garner that Council approves the destruction of the documents identified in the attached list per the retention period in years identified in Schedule A of Bylaw 10-99 Retention of Municipal Documents.

CARRIED UNANIMOUSLY

ACTION ITEMS – CONT'D

G) Information for Council

C. Armfelt presented the West Trail Extension Project Committee Minutes from April 30, 2018.

A. Holmen and representatives of the Taber Firefighter Association presented information about the installation of the Station 6 Gazebo in Confederation Park.

Council discussed the information presented

RES. 251/2018 MOVED by Councillor Firth that Council adopts the material received in this Agenda Item as information.

CARRIED UNANIMOUSLY

H) Standing Item - Council Requests

Council discussed the resolution from April 9, 2018 directing administration to review applicants to lease the land south of the cemetery for 2018, the Emergency Services Building, and the appropriate response time of first responders to the Emergency Services Building.

RES. 252/2018 MOVED by Councillor Brewin that Council directs Administration that a 10 minutes response window be required for all first responders in the Town of Taber to the Emergency Services Building with the moving of that building to a new location.

CARRIED

I) 2018 Street Improvements Tender Award

G. Scherer, Director of Engineering and Public Works, and R. Lahiji, Manager of Engineering and Public Works, presented the tenders received for the 2018 Street Improvements.

ACTION ITEMS – CONT'D

I) 2018 Street Improvements Tender Award – CONT'D

RES. 253/2018 MOVED by Councillor Garner that Council awards the 2018 Street Improvements Tender Award to Tollestrup Construction Inc. for the amount of \$1,451,350.43.

CARRIED UNANIMOUSLY

RES. 254/2018 MOVED by Councillor Strojwas that Council directs Administration to proceed with construction of the northern part of 46th Street crescent and 52nd Avenue with the cost not exceeding \$190,000.00.

CARRIED UNANIMOUSLY

DELEGATIONS

None.

MEDIA INQUIRIES

None.

RES. 255/2018 MOVED by Councillor Garner that Council breaks for 30 minutes for supper and will return at 5:35 PM.

CARRIED UNANIMOUSLY AT 5:00 PM

RES. 256/2018 MOVED by Councillor Strojwas that Council reconvenes the Regular Meeting of Council.

CARRIED UNANIMOUSLY AT 5:35 PM

CLOSED SESSION

RES. 257/2018 MOVED by Councillor Brewin that Council moves into Closed Session to prevent the disclosure of information related to advice, proposals, recommendations developed by a public body in accordance with Section 24(1) of the *Freedom of Information and Protection of Privacy Act*.

CARRIED UNANIMOUSLY AT 5:35 PM

A) Proposal

Council takes the meeting in Closed Session to prevent disclosure of information related to advice, proposals, recommendations developed by a public body in accordance with Section 24(1)(a) of the *Freedom of Information and Protection of Privacy Act*.

Pursuant to Section 197(6) of the *Municipal Government Act*, the following members of Administration were in attendance in Closed Session for Agenda Item 9.A) Proposal: C. Armfelt, Chief Administrative Officer, and M. Brennan, Communications and Projects Coordinator.

B) Human Resources

Council takes the meeting in Closed Session to prevent disclosure of information related to advice, proposals, recommendations developed by a public body in accordance with Section 24(1)(a) of the *Freedom of Information and Protection of Privacy Act*.

Pursuant to Section 197(6) of the *Municipal Government Act*, the following members of Administration were in attendance in Closed Session for Agenda Item 9.B) Human Resources: C. Armfelt, Chief Administrative Officer, and M. Brennan, Communications and Projects Coordinator.

CLOSED SESSION – CONT'D

C) Potential Service Agreement

Council takes the meeting into Closed Session to prevent disclosure of advice from officials, in accordance with Section 24(1) of the *Freedom of Information and Protection of Privacy Act*.

Pursuant to Section 197(6) of the *Municipal Government Act*, the following members of Administration were in attendance in Closed Session for Agenda Item 9.C) Potential Service Agreement: C. Armfelt, Chief Administrative Officer, and G. Scherer, Director of Engineering and Public Works.

D) Proposals

Council takes the meeting in Closed Session to prevent disclosure of information related to advice, proposals, recommendations developed by a public body in accordance with Section 24(1)(a) of the *Freedom of Information and Protection of Privacy Act*.

Pursuant to Section 197(6) of the *Municipal Government Act*, the following members of Administration were in attendance in Closed Session for Agenda Item 9.A) Proposals: C. Armfelt, Chief Administrative Officer.

E) Residency Requirements

Council takes the meeting in Closed Session to prevent disclosure of advice from officials, in accordance with Section 24(1) of the *Freedom of Information and Protection of Privacy Act*.

Pursuant to Section 197(6) of the *Municipal Government Act*, the following members of Administration were in attendance in Closed Session for Agenda Item 9.D) Residency Requirement: C. Armfelt, Chief Administrative Officer.

CLOSED SESSION – CONT'D

F) Proposed Chief Administrative Officer (CAO) Review

Council takes the meeting in Closed Session to prevent disclosure of advice from officials, in accordance with Section 24(1) of the *Freedom of Information and Protection of Privacy Act*.

Pursuant to Section 197(6) of the *Municipal Government Act*, the following members of Administration were in attendance in Closed Session for Agenda Item 9.E) Proposed Chief Administrative Officer (CAO) Review: C. Armfelt, Chief Administrative Officer.

OPEN SESSION

RES. 258/2018 MOVED by Councillor Strojwas that Council reconvenes into Open Session.

CARRIED UNANIMOUSLY AT 7:28 PM

RES. 259/2018 MOVED by Councillor Bekkering that Council sets Tuesday, May 22, 2018 at 4:30 PM to have information provided by the Lethbridge College regarding communication training for Council.

CARRIED UNANIMOUSLY

RES. 260/2018 MOVED by Councillor Strojwas that Council accepts the terms in the third party service agreement, and directs the Mayor and Chief Administrative Officer to sign the Utility Service Agreement.

CARRIED UNANIMOUSLY

OPEN SESSION – CONT'D

RES. 261/2018 MOVED by Councillor Brewin that Council directs the Chief Administrative Officer to amend the Senior Managers Residency Requirement Procedure C-8, to ensure the best chance for success for future hiring processes.

CARRIED UNANIMOUSLY

RES. 262/2018 MOVED by Councillor Firth that Council in accordance with Section 3.2 of the Chief Administrative Officer Employment Agreement, authorizes a \$12,000.00 wage increase retroactive to the contract anniversary date.

CARRIED UNANIMOUSLY

CLOSE OF MEETING

RES. 263/2018 MOVED by Councillor Bekkering that this Regular Meeting of Council is hereby Closed.

CARRIED UNANIMOUSLY AT 7:30 PM

MAYOR

CHIEF ADMINISTRATIVE OFFICER



Council Request for Decision	
Meeting Date: May 28, 2018	
Subject: Strategic Plan Feedback Review	
Recommendation:	That Council accepts the Strategic Plan feedback for information; and That Council directs Administration to implement _____ elements from the feedback process.
Background:	At their April 23 rd meeting, Council requested that Administration seek public and staff input into the proposed Strategic Plan. As requested, Administration advertised the feedback form on our social media accounts, website, and in the Corn Husk Chronicles, as well as in paper format at the front counter of the Administration Building. In total, 7 responses were received from the public. The report is attached detailing the public opinions. Administrative Staff provided the following feedback: -Refer to the Police as a “service” not “force” within the document -Reflect the newly purchased 60 acre development somehow in the Plan -Reference “locally-based emergency services” within the Plan -Consider changing some images to high-resolution pictures the Town recently acquired
Legislation / Authority:	MGA Section 3
Strategic Plan Alignment:	This would outline new strategic initiatives for the Town of Taber.
Financial Implication:	Budgetary implications will be outlined after Council’s decision on the Strategic Plan is finalized.
Service Level / Staff Resource Implication:	Service levels will depend on the new strategic alignment and Council’s direction for it.



Justification:	A Strategic Plan will provide good governance by clearly outlining Council's priorities and clarifying goals and visions for Administration to work towards.
Alternative(s):	Council may adopt the Strategic Plan without amendments. Council may request further information.

Attachment(s):	2018 Strategic Plan Public Feedback Report Strategic Plan
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APPROVALS:	
Originated By:	Meghan Brennan
Chief Administrative Officer (CAO) or Designate:	



2018 Draft Strategic Plan Feedback Form Responses

In total, there were 7 respondents (all online, no paper copies were handed in at the Office). The responses are below in 'sic erat scriptum,' meaning that the responses were transcribed exactly as they were written by the original source.

Q1: DO YOU HAVE ANY FEEDBACK REGARDING GOAL #1 (IMPROVE INTERNAL AND EXTERNAL COMMUNICATIONS)?

- Not really. Realizing this is a draft plan, I am more interested in the nuts and bolts of how the execution will take place.
- I think it would be great if there was an open communication forum between Council and Administration that the public could view. Like with a program like "Slack" (2) I'm not sure what the "communications strategy" is that it is talking about (3) - I think it would be better to set a concrete goal of the percentage of meetings that will be livestreamed, rather than "develop strategy." (4) I would rather see a specific list of events with a goal of the percentage that will be attended by council. I think the monthly coffee shop get together is a great idea.
- All the ideas sound good, but they have to be actually done to be effective. council need to make communicating to taxpayers a priority. council is not really accessible to the public, I like the idea of coffee shop get togethers.for improving relationship with the media, I've read in the paper that town council thinks the media should be more

positive. That's not the media's job, they just need to report on what you do and decide. Council also needs to stop going into closed session for everything, I understand sometimes you have to, but there's been a way to much over the past couple of years. If you want to communicate better to your taxpayers, stop going into closed session.

- Would really like to have more direct access to council meeting discussions. For example on the town website where it has a link to the event calendar with a council meeting you could have the agenda linked and minutes from previous meetings. Enjoy the cornhusk chronicles a lot. More Facebook updates would be great. I think live streaming is definitely something that should be considered on a trial basis. I think that having councillors out and about is important -- local coffee shops and restaurants to stir up business. Would love to see them at local events (with a designated space or way to know they are there for discussion not on personal time). Meetings at the pool, the library, sports fields etc.
- Communication should be an open agenda with each and every tax payer in this town. All council meetings should be open to the public, as a taxpayer I have the right to know what my elected council is doing. And yes council should be more accessible to the public.
- Sounds good. Live-streaming meetings sounds like a good way to make engagement easier. I'd recommend livestream.com

Q2: DO YOU HAVE ANY FEEDBACK REGARDING GOAL #2 (DEVELOP COMMUNITY AND PROMOTE GROWTH)?

- There is a need to speak to the growing Mennonite community. I know Jane Brenner works well with them and helps them to develop language and social skills but I wonder that is enough.
- (1) - I could not find information on the Proetien Innovation Grant - seems very vague "explore and implement viable opportunities to capture...." (2) and (3) - Perhaps the

town could look into developing a net-zero, permaculture community, or incentivizing for that. 4- Looks like a good idea

- Most of this looks good. I've read in the paper that council bought land for cheap housing, but wants to make it a trailer park to be considered housing for cheap. all the people I know don't want to live in trailers. How does that make Taber a good place for families? That's a terrible idea for cheap housing. also, town council has publicly bashed marijuana, so how does that look for businesses wanting to move here? We're in farming land that could be used for growing and to help make more money for the region, but if i was a marijuana business I'd pass by Taber after council made such a big deal out of it and wanted it banned. Stop making decisions that go against businesses that want to move here. Get with the times and stop using old 1950s thinking.
- An ag school connection would be amazing! Would also love to see facilities that attract people e.g. Ken McDonald sports fields recieve more attention -- specifically bathrooms and possibly a water source out there. Better promotion of the walking paths in town More housing options would great
- Encourage business to locate to Taber. Especially large chain stores and factories that have been turned away.
- As for energy efficiency.....why is the Town of Taber not using propane or natural gas powered vehicles from the grossly numerous 1/2 tons, to the garbage trucks that run around the town? As for the housing in Taber, there is a great amount of housing available from expensive to very affordable without having to build another tax payers debt with low cost housing. Partnering with others for education in the ag field...definitely not. We have a Community College in Lethbridge that meets some of those needs, and if not there is on ein Vermillion. Give it a rest, enough spending is enouhg.
- Start reaching out to new & emerging industries (ie. incoming marijuana businesses), or technology to leverage recent investments in local internet infrastructure. Also leveraging an abundance of green energy source Taber has could create a booming secondary economy as an energy hub and distributor in Alberta

Q3: DO YOU HAVE ANY FEEDBACK REGARDING GOAL #3 (DEFINE AND PRACTICE GOOD GOVERNANCE)?

- No. I am pleased this is part of the strategy.
- 1 What is "image re-establishment process" why value would it bring? 2 Have a public list of the current jobs, and hierarchy with responsibilities, and potential openings. 3. (is this not already happening? it seems vague) 5. (vague) a more specific goal would be nice
- i'm not sure about hosting a retreat. Do you need a retreat if you treat your employees good? Maybe council needs to treat staff better every day and then they won't have to spend money on a retreat. I do like the goal of working with other governments, especially work with the MD and cooperate with them.
- I am not sure that a reestablishment of image is money well spent -- we need to attract visitors and businesses to the area in conjunction with the MD especially with the protein cluster money coming available. obtaining feedback from the public about the strategic planning and then once the plan is in place is important -- online, in person, during the above mentioned communication meetings -- with a variety of hours (daytime/evenings) a cycle of reviewing town documents seems necessary if it doesn't already exist
- #1 can you people not do anything on your own? Why is it that the taxpayers are always on the hook for a specialist to come in and tell you what to do? Definately no to retreats. You have council chambers, hold the retreat there once a week. As for the employees, as long as they are treated fairly and paid fairly there is no reason to go on and on about goals and milestone. As I know for a FACT that only the select few of your employees will benefit from this. You should be looking into the ones that are abusing your system by taking at least 6-8 months or more off!!!! As for employees of the Town of Taber, the should have to reside in the Town of Taber....and no family members should be hired. And this should be cleaned up immediately, as it is a disgrace.
- Reach out to community groups that cover ALL demographics located in town. There seems to be under representation of dominant local groups.

Q4: DO YOU HAVE ANY FEEDBACK REGARDING GOAL #4 (ENHANCE SENSE OF COMMUNITY)?

- NO
- (3) I would rather see development to the small ice rink, and get a youth centre than pay for public art or events.
- Its easy to say you;ll welcome all types of people when you won't fly the pride flag. both medicine hat and lethbridge do, and its a whole party for the town. Celebrate everyone and let them fly their flags, it doesn't cost the town very much and it makes our town look forward thinking. For the arts, don't build a giant theater no one can pay for. we have that stage in the park that can be used in the summer. Why don't we have plays in the park like lethbridge does? or bands? Promote renting the stage more instead of spending money on a building no one can afford to use. Recreation has been okay in the town, I use the walking trails a lot. Most of the recreation stuff is too expensive for my family to afford, especially the pool. Maybe if council gave people lower rates to use the pool. \$700 is a lot for a family pass, and most of the time i can't make the times for events they are having. The rinks could also be used better in the summer. What about roller blading in the arena? Pincher Creek just had a nerf gun war in their arena, that would be cool in Taber. we need some more imagination with our recreation stuff, I feel like we just build stuff and then move on, like in Ken Mac. There should have been a fourth ball diamond years ago so we could host lots of tournaments. Why wasn't that done or thought of, and only now when taxpayers do it themselves is it an issue the town cares about? I think if we did more with our recreation stuff in all seasons more people would get together.
- We have a community and diversity worth celebrating -- some special events would be great! Keep trying to get the citizens involved in planning and attending these events are valuable and will help to promote the image of the Town looking forward to the opportunities at the trout pond. Our police force is very valuable -- giving them what they need to be successful and keep it local is essential healthy community design sounds incredible -- keeping in mind the importance of play for kids, the need for our whole community to be out and moving –
- Cultural Days, hold that on Family like other communities do. As for the Public funding, it could all be on sponsorship, again not out of the taxpayers pockets. As for the parks, lets just keep up the maintenance of the existing parks! As for the Police

Force, maybe look into what is more cost efficient, RCMP or our own police dept. As from what AI have seen in this community the only place they patrol is the highway going thru town.

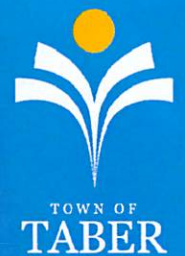
- Work on a public image campaign where a good PR is radiated out in the world... this will also increase a sense of pride in the town and decrease the assumption that Taber is a backwards rural community.

Q5: DO YOU HAVE ANY FEEDBACK ABOUT THE DRAFT STRATEGIC PLAN AS A WHOLE?

- Kudos for developing and sharing this.
- It is great to see a general goal and strategy presented to the citizens. For improvement as a whole, it would be great to see more specific goals that are you can measure and account to easier. Lots of these could technically be achieved with very little effort if you only need to "research" or "encourage" It would also be nice to see the data on where we are at now on some of the goals, and specific dates on when things could be completed.
- It looks pretty good. I hope council actually follows it after hearing what people had to say about it.
- Thank you for the focus on building a sense of community!
- We are a small community and lets keep it as such. There has been a very gross disregard for the maintnence of roads, sidewalks and proper maintenace of the perpetual care at the cemetary. Lets take care of what we have and quit trying to keep up with the big cities!
- Looks good. One more focus should be added talking about a medium to long term plan to repair town infrastructure (roads, plumbing etc)

Town of Taber

STRATEGIC PLAN
2018



Introduction

The Town of Taber is a great place to grow, that is our motto, however, we are much more. Geographically located at the tip of the Palliser triangle, between the cities of Lethbridge and Medicine Hat in southern Alberta, our community spirit is strong and vibrant. We have abundant resources including people, irrigation, oil and gas, service industries, agronomy, an excellent climate, a safe community, and are known for our hospitality.

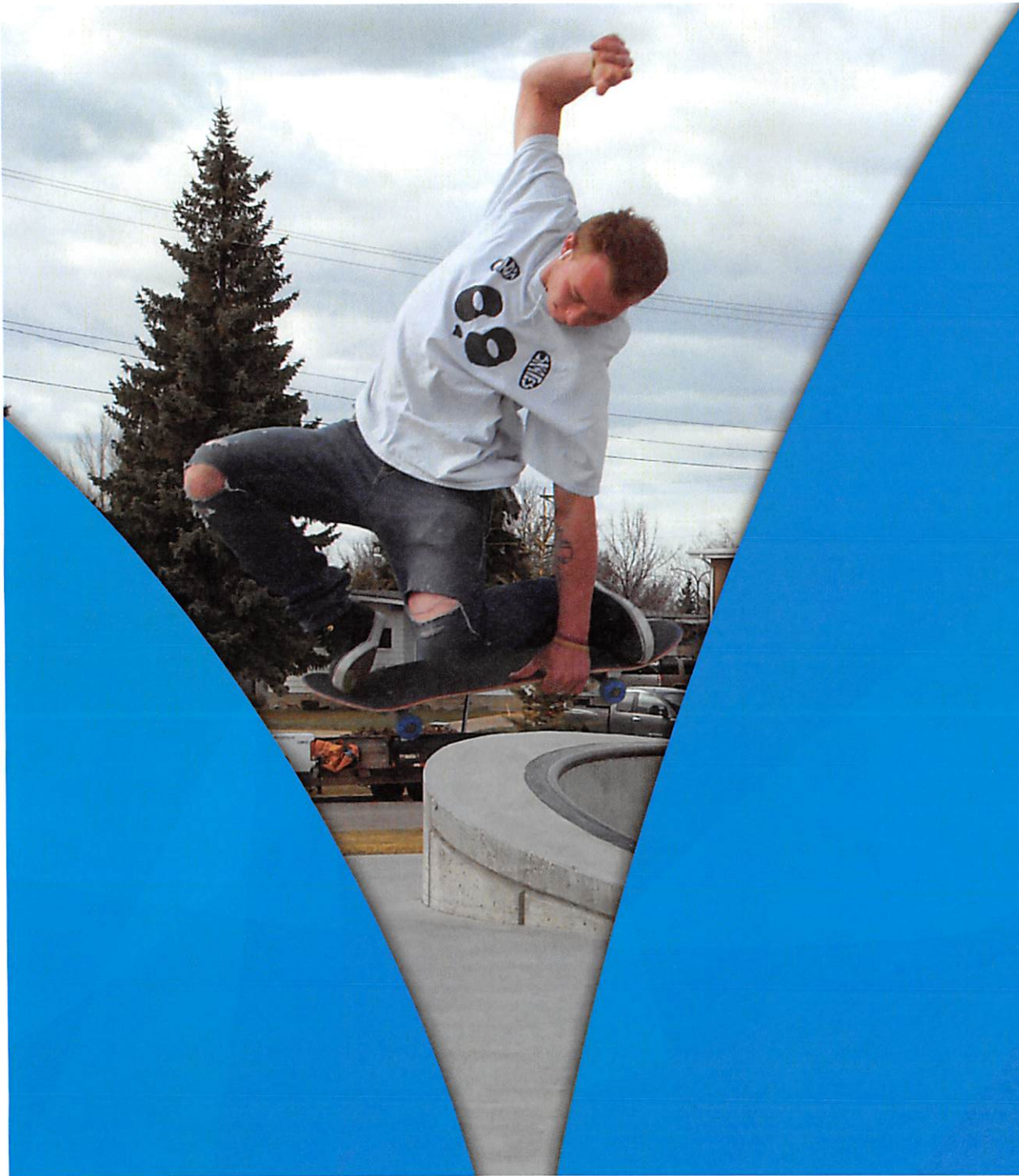
The corporate entity known as the Town of Taber; Council, administration, and employees realized that in order to keep our community a great place to grow, as well as maximize the benefits of globalisation, migration, the economy and other pressures, the Town required a strategic plan. The goal of strategic planning is to bring together the public, staff, administration, and Council in the development of a common long term vision, establish goals, and work on strategic initiatives. The purpose of strategic planning is to create a document that acts as a guideline for all stakeholders in focusing decision making, providing useful information at budget evaluation time, and as a tool to communicate strategic priorities.

The Town administration works with the assets of the Town, including our employees, to establish business plans from the strategic plan that we call strategic initiatives. These strategic initiatives could also be called work plans and establish who is responsible for the work to be done, funding requirements, timelines for completion and a reporting mechanism back, ultimately to Council. As a result, stakeholders can see how our work aligns with our strategies, and everyone is accountable to the plan.

The following chart provides a visual representation of our strategic planning model with associated time lines and responsibilities.

STRATEGIC PLANNING AND IMPLEMENTATION CYCLE:





Vision



The Town of Taber is a leader of the next generation of economic revolution in Canada, a model of good governance in the province of Alberta, and a collaborative growth partner in the southern Alberta region.

Values

Value statements are commonly used in strategic planning to establish the way in which the Town conducts itself within the organization, with external stakeholders and clients. It is more the “how” we do business than the “what”.

The Values proposed were developed from input received from two focus groups that were held with Council and staff. The data was analyzed and a list of ten values were extrapolated. A survey was conducted of all staff to determine which of the ten values were the most significant to them personally and also in their daily work lives. Of the ten, the following five were valued as the most important.

WE VALUE:

PROFESSIONALISM	the skill, good judgment, and polite behavior that is expected from a person who is trained to do a job well
INTEGRITY	the quality of being honest and fair
RESPECT	a feeling or understanding that someone or something is important, serious, etc., and should be treated in an appropriate way
ETHICALITY	following accepted rules of behavior: morally right and good; conforming to accepted standards of conduct
PROGRESSIVENESS	interested in researching and implementing new ideas, findings, or opportunities and examining best practices

Mission



The Town of Taber strives to provide progressive economic, social, and cultural opportunities, while ensuring the efficient and affordable delivery of services in collaboration with industry and other local governments. We will promote an environment that is welcoming to everyone to develop a strong Town and enhance community spirit.



Overall Objective

Establish a local, provincial, and national image of the Town of Taber as a safe, inclusive, family-oriented community, with a strong identity and sense of place.

ASSOCIATED GOALS:



**Improve
Internal
& External
Communications**



**Develop
Community
& Promote
Growth**



**Define &
Practice
Good
Governance**



**Enhance
Sense
of
Community**

Strategic Initiatives

Within each one of the four goals, strategic initiatives were identified. Each of these initiatives have been discussed within the management team and assigned to departments to come up with business plans to address the strategic initiatives. Of course, not everything can be completed at once. Budgets and capacity to complete initiatives are scrutinized and we realize that we need to start with small steps. However, we also know that by aligning our focus, through use of this strategic plan, we will achieve success.





Improve Internal & External Communications

1. Establish appropriate communication protocols between Council and Administration

- Review current communication protocols
- Establish process to identify communication protocol errors
- Establish regular reporting cycle for application of communication protocols
- Establish schedule for updates and revisions to communication protocols

2. Finalize and adopt communications strategy

- Review final strategy draft with Council and Administration
- Implement strategy across all departments
- Review strategy after 6 months to confirm its efficiency and effectiveness

3. Improve relationships with local media

- Develop strategy to open Council meetings to public (i.e. livestream meetings)
- Extend invitations to local and regional media to events Council will be attending
- Extend invitations to local and regional media for local government information sessions

4. Increase Council's public presence

- Encourage a minimum of 2 Council members to attend all local public events
- Encourage a minimum of 1 Council member to attend all regional events
- Council members host monthly coffee shop get together to be publicly available to citizens of Taber



Develop Community & Promote Growth

1. Develop new economic initiatives

- Pursue opportunities that become available through Protein Innovation Grant
- Develop a focused list of potential businesses to engage through in-person meetings
- Explore and implement viable opportunities to capture the benefit of energy efficient technologies

2. Review Town policies and regulations that pertain to development

- Review and make necessary updates to Taber Economic Development Plan, Taber Land Use Bylaw, Taber Municipal Development Plan
- Explore opportunities to provide development incentives that promote well-managed growth (i.e. off-site levy credits, etc)

3. Promote expansion of the variety of housing options in Taber

- Identify missing and under-represented housing typologies
- Identify locations consistent with Town policies and bylaws for increasing housing stock diversity
- Establish relationship with an affordable housing developer (i.e. Habitat for Humanity)

4. Explore post-secondary education partnership opportunities to establish Taber as an agricultural industry learning hub

- Research best practices for developing a learning environment
- Partner with local businesses to sponsor a broad range of educational and training opportunities in Taber
- Research potential post-secondary schools to partner with
- Establish and foster relationship with identified potential post-secondary partners



Define & Practice Good Governance



1. Pursue Strategic Plan mission, vision, and goals

- Share prior to adoption draft Strategic Plan with Taber citizens, businesses, institutions, etc.
- Contract a specialist in change management to assist Council, Administration, and community with image re-establishment process
- Conduct meeting with Council and Administration to review and affirm Strategic Plan
- Review Strategic Plan regularly to identify where to focus efforts

2. Clarify Administrative roles and responsibilities

- Host retreat between Administration & Council
- Review job descriptions for Administrative roles to ensure clarity of expectations of employees
- Create goals and milestones for employees to determine job success

3. Develop HR policies to encourage professional excellence

- Identify financial support for staff to attend conferences, professional development days, etc.

4. Review Town policy documents

- Ensure all policy documents referenced currently exist, will exist within 1 year, or are no longer referenced

5. Develop partnerships with other regional governments and organizations

- Evaluate, foster, and develop established relationships with regional governments through in-person growth and development meetings
- Seek affiliations with other regional governments to improve service delivery, pursue best practices, and maximize grant potential
- Update infrastructure master plan to reflect inter-municipal collaboration opportunities



Enhance Sense of Community

1. Encourage and promote local cultural diversity

- Ensure Town presence at established cultural events
- Meet with local cultural groups to explore development of Taber “Culture Days”

2. Define Taber’s physical “sense of place”

- Host public engagement session to determine entrance / gateway identification options
- Explore development of architectural style guide

3. Develop and promote Taber’s local arts community

- Create Arts & Heritage Committee, including members of Council, Administration, and the public
- Commit funding in 2018-2019 budget towards development of Town public art, cultural events, etc.
- Develop partnership with local and regional arts organizations through regular meetings with Administration

4. Continue the growth of Taber as a healthy and safe community

- Develop new Parks and Recreation Master Plan for Town of Taber
- Collaborate with MD of Taber to complete regional aspects of Parks and Recreation Master Plan (i.e. bicycle & pedestrian trails to the Riverfront Park, regional path system, etc)
- Find opportunities to include healthy community design principles in local infrastructure projects
- Maintain locally based, public safety oriented police force

1st Choice Savings and Credit Union Ltd.

Choice

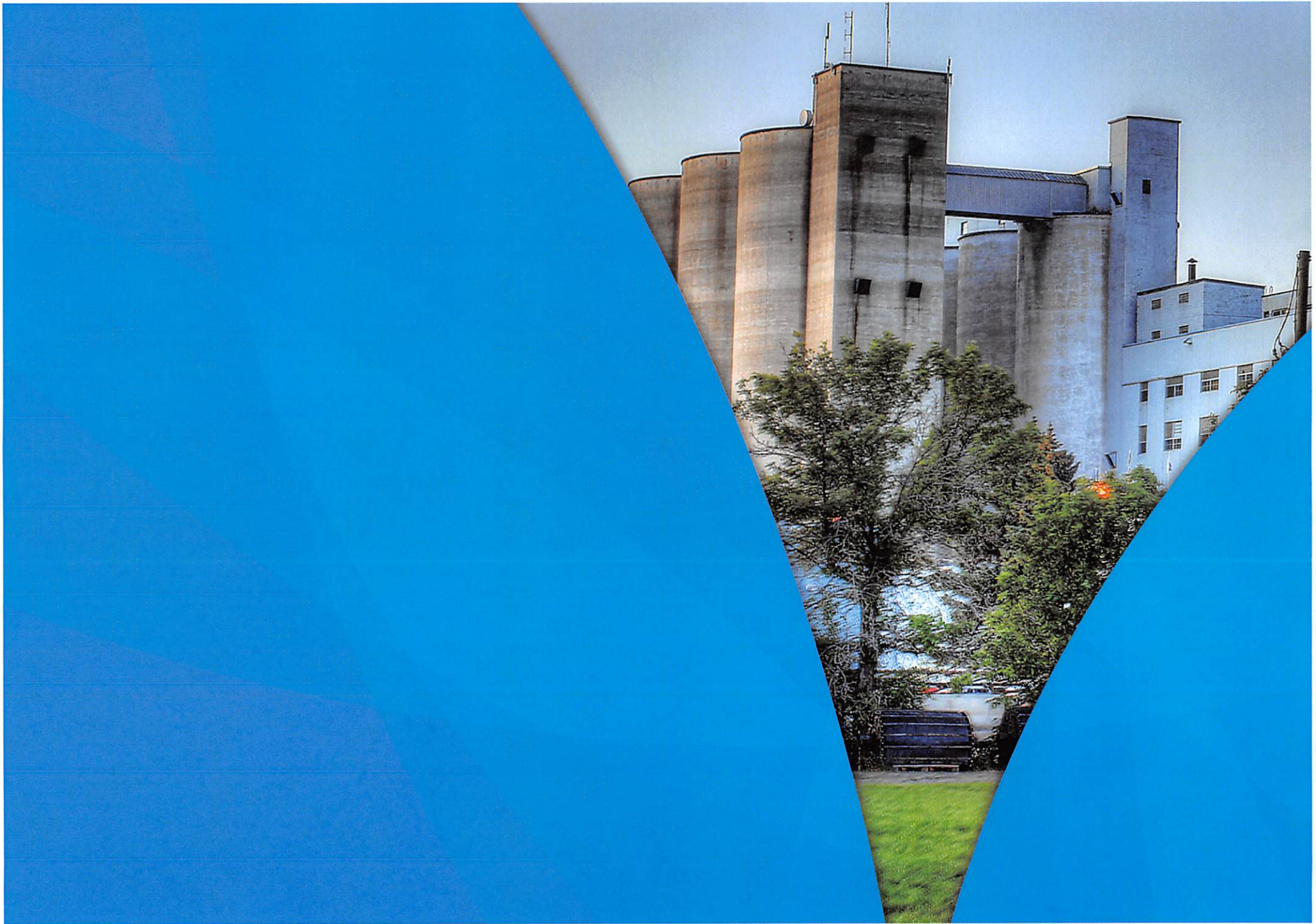


Summary

Strategic planning is a fluid process and that pressure from outside the Town of Taber, as well as from inside, may impact our strategies. The Town administration understands that we will need to revisit our strategic initiatives every 1 to 2 years, as such, we have created a living, but stable document to guide us. This document aligns our strategic priorities with our business priorities and holds all parties accountable. Furthermore:

- It allows our individual employees to see where their work actions lead to achievable and measurable results
- It helps the Town make better decisions with our limited resources and capacity
- It allows us all to share the same vision and move in that direction

At the end of the day, we all move forward as one to achieve success for the Town of Taber.





TOWN OF
TABER

403.223.5500
www.taber.ca



Council Request for Decision	
Meeting Date: May 28, 2018	
Subject: Bylaw 13-2018 Cannabis Land Use Bylaw Amendments Public Hearing	
Recommendation:	That Council amends RES. 244/2018 to reflect that the Public Hearing for Bylaw 13-2018 be held on June 25, 2018 at 3:30 PM.
Background:	<p>On May 14, 2018, at the Regular Meeting of Council, Council passed the following resolution to give First Reading to Bylaw 13-2018 being the Cannabis Land Use Bylaw Amendments and set the Public Hearing date as May 28, 2018.</p> <p><i>RES. 244/2018 MOVED by Councillor Bekkering that Council gives First Reading to Bylaw 13-2018, for the purposes of amending Land Use Bylaw 14-2016 in alignment with Option B to regulate cannabis related uses as discretionary uses within standard land use districts and sets May 28, 2018 as the Public Hearing Date.</i></p> <p style="text-align: right;"><i>CARRIED</i></p> <p>In accordance with Section 606 of the <i>Municipal Government Act</i>, notice of a Public Hearing must be published at least once a week for 2 consecutive weeks. As the Public Hearing for Bylaw 13-2018 was not advertised for two consecutive weeks, as required, Administration is requesting that Council move the Public Hearing for Bylaw 13-2018 to June 25, 2018.</p>
Legislation / Authority:	<i>Municipal Government Act</i> , Section 606
Strategic Plan Alignment:	<p>Family/Community</p> <p>Build a community that is affordance and attractive.</p> <p>Maintain a safe community that is healthy, innovative and environmentally aware.</p>
Financial Implication:	The legalization of cannabis will likely have a significant financial implications on the municipality, and there is a fee with the Taber Times to advertise the notice for the Public Hearing.
Service Level / Staff Resource Implication:	Service level will remain status quo.



Justification:	To ensure that Council follows the legislation outline in the Municipal Government Act regarding Public Hearings and the minimum advertising requirements.
Alternative(s):	Council could request addition information from Administration. Council could choose a different date to hold the Public Hearing.

Attachment(s):	Bylaw 13-2018
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APPROVALS:	
Originated By:	Raeanne Keer
Chief Administrative Officer (CAO) or Designate:	

TOWN OF TABER
BYLAW NO. 13-2018
(Option B – Standard Land Use Districts)

A BYLAW FOR THE PURPOSE OF AMENDING THE TOWN OF TABER LAND USE BYLAW IN ACCORDANCE WITH THE MUNICIPAL GOVERNMENT ACT, CHAPTER M-26, REVISED STATUTES OF ALBERTA 2000, AS AMENDED

WHEREAS the Town of Taber adopted Land Use Bylaw No. 14-2016;

AND WHEREAS Council wishes to amend Land Use Bylaw No. 14-2016 to make amendments to address upcoming changes to cannabis legislation.

NOW THEREFORE, the Council of the Town of Taber in the Province of Alberta, duly assembled in Council, hereby amends No. Bylaw 14-2016 as follows:

1. Within Part 5.0 replace the use definition for Cannabis Lounge with the following:

Cannabis Lounge: means development where the primary purpose of the facility is the sale of cannabis to the public, for the consumption within the premises that is authorized by the federal and provincial legislation.

2. Add the following to Part 3.0 in accordance with the alphabetical order of the section:

3.2 Cannabis Uses

1. For the purposes of this section, 'Cannabis Uses' shall include Cannabis Lounges, Cannabis Retail Sales and Cannabis Production and Distribution Facility.
2. The Development Authority for all discretionary Cannabis Uses shall be the Municipal Planning Commission.
3. Cannabis Uses shall be stand-alone uses and cannot be combined with another use. However, a Cannabis Retail Sales can occur in a multi-tenant building or as part of a mixed-use development assuming there is no common entry or way of passing from one unit to another.
4. Cannabis Uses shall be separated by 100m from the following uses: Hospital, Post-Secondary School, Private School, Elementary School, and Secondary School. For the purposes of this subsection:
 - a. Separation distance shall be measured from the closest point of the subject site boundary to the closest point of another site boundary, and shall not be measured from edge of structures.
 - b. The Development Authority shall not grant variances to the established separation distances.

5. In all instances where a Cannabis Use is a discretionary use, the Development Authority may, at its discretion, require any additional specific design requirements or measures that ensure that development provides a safe environment that is compatible with adjacent or nearby uses, including but not limited to façade design, lighting, signage, screening measures, building orientation and access, and measures to prevent nuisances such as odor.
6. Unless specifically addressed in this bylaw, Cannabis Related Uses shall comply with all Federal and Provincial Legislation and Alberta Gaming and Liquor (AGLC) regulations.
7. Amend the land use districts within Part 4.0 as outlined in the table below:

Land Use District	Discretionary Uses
Downtown Commercial District (DT)	ADD <ul style="list-style-type: none"> • Cannabis Lounge • Cannabis Retail Sales
Comprehensive Commercial District (CC)	ADD <ul style="list-style-type: none"> • Cannabis Lounge • Cannabis Retail Sales
Medium Industrial District (M-2)	ADD <ul style="list-style-type: none"> • Cannabis Production and Distribution

8. The remainder of Bylaw 14-2016 is not amended by this Bylaw 13-2018 and remains in full force and effect.
9. It is the intention of the Town Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is further the intention of the Town Council that if any provision of the Bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

RES. **READ** a first time this XXth day of XXXXXX, 2018.
 RES. **READ** a second time this XXth day of XXXXXX, 2018.
 RES. **READ** a third time this XXth day of XXXXX, 2018.

 Mayor

 Chief Administrative Officer



Council Request for Decision	
Meeting Date: May 28, 2018	
Subject: Bylaw 14-2018 Business License Bylaw First Reading	
Recommendation:	That Council gives 1st Reading of Bylaw 14-2018 being the Business License Bylaw, at this meeting.
Background:	<p>At the Regular Meeting of Council held on Monday, May 14, 2018, Council made the following resolution:</p> <p style="text-align: center;"><i>RES. 243/2018 MOVED by Councillor Strojwas that Council requests Administration to review Bylaw 14-2018 to remove all references to cannabis lounges from the Bylaw.</i></p> <p style="text-align: right;"><i>CARRIED UNANIMOUSLY</i></p> <p>In April 2017, Council directed administration and the Taber Police Service to review current bylaws, polices, and procedures, as well as review the funding for required resources for the passing of marijuana legislation in 2018.</p> <p>In relation to the Business License Bylaw the following has occurred:</p> <ul style="list-style-type: none"> • On January 22, 2018, Town Council provided further direction that their desired direction was to increase local regulations on the business license process by including a unique/separate business license for cannabis related businesses, require police checks, and any other necessary regulations administration believed were warranted. Additionally, direction was given to moderately increase business license fees associated with cannabis businesses. • On March 12, 2018, Town Council directed administration to limit the hours of operation for cannabis retail sales to 10am-10pm and that the preferred fees were to be: \$500/yr for cannabis retail sales, \$1000/yr for cannabis lounges, and \$2500/yr for cannabis production and distribution. <p>In preparing the cannabis related changes to the Business License Bylaw administration took the opportunity to review the bylaw in its entirety and after compiling a list of insufficiencies further changes were made.</p> <p>The Cannabis specific changes follow the direction provided by council to date and include:</p> <ul style="list-style-type: none"> • Cannabis Related Use Definitions (Part 1);

	<ul style="list-style-type: none"> • Specific regulations around Cannabis Related Uses (Part 6); • Separate Application for Cannabis Related Uses (Schedule B); • Revised Fee Schedule (Schedule C). <p>The other changes made to this bylaw include:</p> <ul style="list-style-type: none"> • Additional definitions for uses such as garage sales, general contractor, and photographer (Part 1). • Clearly identifying the role(s) of license inspector and bylaw enforcement officer (Part 2); • Better linking land use regulations with business license regulations (Part 4); and • Overall formatting. <p>All cannabis related changes are in alignment with best practices established by the Federation of Canadian Municipalities (FCM) and the Alberta Urban Municipalities Association (AUMA).</p> <p>The Taber Police Service does have concerns regarding the overall financial impacts of cannabis legalization on the police force and proposes that higher fees that suggested by Council would help recoup some of those costs – see attached letter.</p> <p>Although a public hearing is not required (although possible) for a Business License Bylaw, it is strongly suggested that 2nd/3rd reading are held until after the public hearing of the Cannabis Related Land Use Bylaw Amendment's as some of the concerns potentially raised at the public hearing by Council or Public may be better addressed through the Business License Bylaw rather than the Land Use Bylaw.</p>
Legislation / Authority:	<p>MGA Part 1 – Purposes, Powers, and Capacity of Municipalities</p> <p>MGA Part 2 - Bylaws</p>
Strategic Plan Alignment:	<p>Economic Goal: Create conditions for business success and economic development.</p> <p>Family/Community Goal: Maintain a safe community that is healthy, innovative, and environmentally aware.</p>
Financial Implication:	<p>The legalization of cannabis will likely have significant financial implications on the municipality. However, it is unlikely that the financial implications can be reasonably recouped through business license fees.</p>



Service Level / Staff Resource Implication:	The staff resource implication is the time required by staff to write proposed bylaw and prepare the documents for Council.
Justification:	The legalization of cannabis will impact municipalities. The changes to the business license bylaw will put in place the necessary regulations to best protect the interests of the community.
Alternative(s):	<p>Alternative 1: That Council gives 1st Reading of Bylaw 14-2018, at this meeting AND That Council holds a Public Hearing on May 28, 2018.</p> <p>Alternative 2: That Council does not give 1st reading of Bylaw 14-2018 with reasons.</p> <p>Alternative 3: That Council gives 1st Reading of Bylaw 14-2018, at this meeting.</p> <p>That Council gives 2nd Reading of Bylaw 14-2018, at this meeting.</p> <p>That Council unanimously agrees to proceed to 3rd and Final Reading to Bylaw 14-2018, at this meeting.</p> <p>That Council gives 3rd and Final Reading to Bylaw 14-2018, at this meeting.</p>
Attachment(s):	Bylaw 14-2018 Schedule A - Business License Application Schedule B - Business Licence Application Schedule C - Fees Letter from Chief of Police

APPROVALS:	
Originated By:	Emily Hembrough
Chief Administrative Officer (CAO) or Designate:	

TOWN OF TABER

BYLAW 14-2018

BEING A BYLAW OF THE TOWN OF TABER IN THE PROVINCE OF ALBERTA TO ESTABLISH THE LICENSING AND REGULATING OF BUSINESS AND INDUSTRY.

WHEREAS Section 7 of the *Municipal Government Act*, R.S.A. 2000 Chapter M-26, as amended, authorizes a council to pass bylaws for municipal purposes respecting businesses, business activities and persons engaged in business;

AND WHEREAS Section 8 of the *Municipal Government Act*, R.S.A. 2000 Chapter M-26, as amended, permits a council to provide for a system of licenses, permits or approvals;

NOW THEREFORE, The Town of Taber Council, duly assembled, hereby enacts as follows:

Part 1: DEFINITIONS

- 1.1 This Bylaw may be referred to as the “Business License Bylaw”.
- 1.2 In this Bylaw unless the context otherwise requires:
 - a. “**Act**” means the Municipal Government Act, being Chapter M-26, RSA 2000, and amendments thereto;
 - b. “**Adult Person**” means any living person over the age of eighteen (18) years of age.
 - c. “**Applicant**” means a person who applies for a licence or renewal of a licence required by this Bylaw and shall also mean a person who is appealing the refusal, revocation, or suspension of a licence.
 - d. “**Business**” means:
 - i. a commercial, merchandising or industrial activity or undertaking;
 - ii. a profession, trade, occupation, calling or employment, or
 - iii. an activity providing goods and/or services,
 - e. “**Bylaw**” means the Town of Taber Business Licence Bylaw, as may be amended from time to time.
 - f. “**Bylaw Enforcement Officer**” means any individual employed by the Town as a Police Officer or Bylaw Enforcement Officer empowered to enforce this Bylaw.
 - g. “**Cannabis**” means a cannabis plant and anything referred to in subsection a. but does not include anything in subsection b.;
 - a. Cannabis includes:
 - i. Any part of a cannabis plant, including the photocannabinoids produced by, or found in, such a plant, regardless of whether that part has been processed or not, other than a part of the plant referred to in subsection b.
 - ii. Any substance or mixture of substances that contains or has on it any part of such a plant;

- iii. Any substance that is identical to any phytocannabinoid produced by or found in, such a plant, regardless of how the substance was obtained.
 - b. Notwithstanding subsection a., cannabis does not include:
 - i. a non-viable seed of a cannabis plant;
 - ii. a mature stalk, without any leaf, flower, seed or branch, of such plant;
 - iii. fibre derived from a stalk referred in subsection b.ii. and;
 - iv. the root or any part of the root of such a plant.
- h. **“Cannabis Production and Distribution”** Means development used principally for one or more of the following activities as it relates to cannabis;
 - a. the production, cultivation, and growth of cannabis,
 - b. the processing of raw materials;
 - c. the making, testing, manufacturing, assembling or in any way altering the chemical or physical properties of semi-finished or finished goods or products;
 - d. the storage or transshipping of materials, goods, and products; or
 - e. the distribution and sale of materials, goods, and products to cannabis retail sales stores or to individual customers.
- i. **“Cannabis Retail Sales”** means development used for the retail of cannabis that is authorized by provincial or federal legislation. Thus use does not include cannabis production and distribution.
- j. **“CAO”** means the Chief Administrative Officer of the Town of Taber and anyone acting or authorized by the CAO to act on his behalf.
- k. **“Carnival”** or **“Circus”** means a traveling company of performers that may include acrobats, clowns, trained animals, hula hoopers and other novelty acts and describes the performance that these performers give. A circus may include circus rides, menageries, hippodrome, waxworks, exhibitions, freak shows, sideshows, midways, and other duly authorized persons working in association with a circus operation.
- l. **“Charitable Organization”** means any religious, charitable, scientific, literary or educational organization which is a registered Canadian charitable organization pursuant to the Income Tax Act of Canada.
- m. **“Chief of Police”** means the Chief of Police of the Taber Police Service, and includes any person designated by the Chief of Police to perform his duties or exercise his powers pursuant to this Bylaw.
- n. **“Council”** means the Municipal Council of the Town of Taber, in the Province of Alberta.
- o. **“Electronic Means”** means a computer with the capability to electronically transmit the information recorded pursuant to Section VIII via the internet.

- p. **“Estate Sale”** means a sale of goods belonging to the estate of a deceased person conducted by a person legally authorized to dispose of the goods.
- q. **“Fireworks”** means those items permitted under the Alberta Fire Code for sale and disposal in the Province of Alberta.
- r. **“Fireworks Merchant”** means any person or corporation who sells or offers for sale to the public any items defined as fireworks.
- s. **“Food Truck”** means a cart, trailer, or vehicle-mounted food service establishment, which is designed to set up on a temporary basis and be readily moveable, from which prepared food and/or beverages are offered for sale to the public. This shall not include catering services delivering food, huckster, hawker, pedlar, mobile vendor, or temporary fruit/vegetable stands.
- t. **“Garage Sale”** means displaying and offering for sale of five (5) or more items of goods, wares or merchandise (other than boats, motor vehicles or recreational vehicles of any kind) on private property.
- v. **“General Contractor”** means any person who, for compensation undertakes to do, provide or carry on any of the trades or occupations (acoustical installation, asphalt installation, bricklaying, building movers, carpentry, ceramic tile installation, chimney repairs, concrete, crane/ hoist lifting, damp-proofing, decorating, demolition, door/window installation, drywalling, eavestroughing, excavation, flooring installation, foundation coating, framing, glass working, insulation installation, lathing installation, masonry, painting, paving, precast concrete installation, reinforcing steel installation, roofing, sandblasting, scaffold installation, siding installation, sewer/water installation, stuccoing and/or plastering, structural steel installation) but does not include the employees of any licensed contractor.
- w. **“Hawker or Pedlar”** means any person who, whether as principal or agent:
 - i. goes from house to house selling or offering for sale any merchandise or service, or both, to any person; and who is not a wholesaler or retailer in such merchandise or service, and not having a permanent place of business in the municipality; or
 - ii. offers or exposes for sale to any person by means of proof samples, paper cuts or blueprints, merchandise or service or both to be afterwards delivered in and shipped into the Municipality;
 - iii. sells merchandise or services, or both, on the street or roads or elsewhere than at the building that is his permanent place of business (but does not include any person selling meat, fruit or other farm produce that has been produced, raised or grown by himself, or fish of his own catching).
- x. **“Home Occupation – Class 1”** means a use:
 - i. That comprises business that is incidental and subordinate to the principal residential use of the dwelling unit in which it is located;
 - ii. That due to its scale and intensity, no impacts of the business are observed or felt outside of the dwelling unit;
 - iii. That has a maximum of one (1) visit per day;

- iv. That does not require any person other than the resident of the dwelling unit, to work at the residence where the use is located; and
 - v. That does not require a private garage or other accessory buildings of the dwelling unit to be used in the operation of the use;
 - vi. That does not exceed a maximum of two per dwelling unit; and
 - vii. That does not cause electronic interference, dust, noise, odour, smoke, or anything of offensive or objectionable nature, which is detectable to normal sensory perception, outside of the building containing the use.
 - viii. This use does not include cannabis retail sales or cannabis production and distribution.
- y. **“Home Occupation – Class 2”** means a use:
- i. That comprises business that is incidental and subordinate to the principal residential use of the dwelling unit in which it is located;
 - ii. That due to its scale and intensity, no impacts of the business are observed or felt outside of the dwelling unit;
 - iii. That does not require any person other than the resident of the dwelling unit, to work at the residence where the use is located;
 - iv. A use that may have one person, other than the resident of the Dwelling Unit, working at the residence where the use is located; and
 - v. A use that may require a private garage or other accessory building of the dwelling unit to be used in the operation of the Home Occupation;
 - vi. That does not exceed a maximum of one per dwelling unit; and
 - vii. That does not create electronic interference, dust, noise, odour, smoke or anything of an offensive or objectionable nature, which is detectable to normal sensory perception, outside the building containing the use.
 - viii. This use does not include cannabis retail sales or cannabis production and distribution.
- z. **“Huckster”** means any person who sells or offers for sale:
- i. meats, fruit, or other farm produce that has been produced or grown by himself; or
 - ii. fish of his own catching.
- aa. **“Licence Inspector”** means the municipal official(s) appointed by the Town’s CAO to administer and enforce the requirements of this Bylaw.
- bb. **“Licence”** means a license issued by the Licence Inspector pursuant to this Bylaw.
- cc. **“Licensee”** means a person or corporation holding a valid licence issued pursuant to this Bylaw.
- dd. **“Licence Year”** means a calendar year period commencing on January 1st and ending on December 31st.
- ee. **“Municipal Tag”** means a ticket alleging an offence issued pursuant to the authority of a bylaw of the Town;
- ff. **“Non-Resident Business”** means a business that is not permanently located in the Town of Taber, as determined by the Licence Inspector, during that licence year.

- gg. **"Pawnbroker"** means any person who lawfully carries on the business of receiving or taking by way of pawn or pledge, any personal property or goods for the repayment of money loaned thereon.
- hh. **"Person"** means a corporation, firm, partnership and an adult person, their heirs, executors and administrators or other respective legal representatives of a person.
- ii. **"Photographer"** means a person who carries on the business of taking photographs or videotapes or developing or finishing photographic films of any kind, and includes a person who sells goods, wares or merchandise incidental to the business of a photographer.
- jj. **"Premises"** means the store, office, warehouse, factory, building enclosure, yard or other place occupied or capable of being occupied for any purpose.
- kk. **"Record Book"** means a record in a form prescribed by the Licence Inspector.
- ll. **"Resident Business"** means that the business maintains a permanent place of business in the Town of Taber, as determined by the Licence Inspector.
- mm. **"Second-hand Dealer"** means any person who carries on a business which includes purchasing, selling, exchanging, advertising for sale, or in any way dealing in goods of any kind or nature, which have been used, re-conditioned, or remade, including antiques, or purchased by a person to be used, all commonly known as second-hand goods, but does not include:
- i. a person who deals exclusively in second-hand books or cards;
 - ii. an auctioneer when disposing of goods by public auction; or
 - iii. used motor vehicle dealers.
- nn. **"Security Firm"** means a for-profit enterprise that provides security services and expertise to private and public clients. A security firm is primarily engaged in providing watchman, guard and patrol services, such as parking security and security guard services. Examples of services provided by these companies include the prevention of unauthorized activity or entry, access control, and fire and theft prevention and detection. These services can be broadly described as the protection of personnel and/or assets. It does not include the "Chief of Police" as herein defined.
- oo. **"Special Event"** means events sponsored by the Taber and District Chamber of Commerce, including CornFest, Trade Fairs, Victoria Day celebrations, Midnight Madness, and Canada Day celebrations. Other similar special occasions may be included in this category at the discretion of the CAO including those not sponsored by the Taber and District Chamber of Commerce.
- pp. **"Sub-contractor"** means any person who undertakes to sub-contract from a general contractor or owner & pays their own benefits.
- qq. **"Taxi"** means any motor vehicle which is employed in the conveyance of passengers excepting ambulances, hearses, drive-yourself vehicles, and motor vehicles having a legal seating capacity for seven or more adult persons including the driver and which are rented solely by the hour or chartered solely by the trip.
- rr. **"Tobacco Dealer"** means every person who, as a retailer, keeps for sale, sells, exposes or offers for sale cigars, cigarettes or cigarette tobacco, smoking or chewing tobacco, snuff or any tobacco products, including an operator of a vending machine.

- ss. “**Town**” means the Town of Taber, in the Province of Alberta or the area contained within the corporate boundaries of the Town as the context requires.
- tt. “**Violation Ticket**” means a violation ticket as defined in the Provincial Offences Procedures Act, RSA 2000 C 34 as amended and any Regulations thereto.

PART 2: APPOINTMENT AUTHORITY AND DUTIES

- 2.1 The Chief Administrative Officer (CAO) may appoint Licence Inspector(s) and/or Bylaw Enforcement Officer(s) to carry out the provisions of this Bylaw.
- 2.2 The responsibilities of the Licence Inspector are:
 - a. To receive and process all applications for a business licence.
 - b. To consider and approve or refuse an application for a licence.
 - c. To record such necessary information and details with respect to licences as may be required by the CAO or as contained on the application form attached as Schedules A and B of this Bylaw.
 - d. To periodically visit and inspect all premises licensed by the Town of Taber for the purpose of ascertaining whether the persons governing such licence or premises comply with the provisions of this or any other applicable bylaw.
 - e. To refuse to grant, revoke, or suspend any licence required under this Bylaw if in the opinion of the Licence Inspector there are just and reasonable grounds for the refusal of the application or the revocation or suspension of such licence, subject to the right of the applicant to appeal the refusal, revocation or suspension to Council.
 - f. To issue a licence, with or without conditions, upon compliance with the terms of this Bylaw and all other applicable bylaws, Provincial Statutes and Federal Acts, and payment of the appropriate fee.
 - g. To endorse on the licence issued the particulars of any conditions that the Licence Inspector determines are necessary.
- 2.3 The responsibilities of the Bylaw Enforcement Officer are:
 - a. To periodically visit and inspect all premises licensed by the Town of Taber for the purpose of ascertaining whether the persons governing such licence or premises comply with the provisions of this or any other applicable bylaw.
 - b. To refuse to grant, revoke, or suspend any licence required under this Bylaw if in the opinion of the Bylaw Enforcement Officer there are just and reasonable grounds for the refusal of the application or the revocation or suspension of such licence, subject to the right of the applicant to appeal the refusal, revocation or suspension to Council.
 - c. To diligently prosecute violators and infractions of this Bylaw.
- 2.4 The Licence Inspector, Bylaw Enforcement Officer, or other duly authorized persons may enter all buildings and premises at all reasonable times for the purpose of administering or enforcing this Bylaw.

PART 3: REQUIRMENTS FOR BUSINESS LICENSE

- 3.1 No person shall carry on or operate a business which is either wholly within or partly within and partly outside the Town unless a valid and subsisting license is held pursuant to this Bylaw.
- 3.2 No person shall engage in or operate a business at more than one location in the Town of Taber unless the person holds a separate business licence that authorizes the person to engage in that business for each location.
- 3.3 Any charitable or non-profit organization shall be exempted from the requirement to obtain a business licence provided that:
 - i. written request is given to the Licensing Inspector providing a description of the business, the time and place of the business, and the charitable or non-profit organization responsible;
 - ii. that such written request is provided not less than three (3) days prior to the start of the business;
 - iii. that the proposed business complies with all bylaws of the Town of Taber, and any other statutes or regulations;
 - iv. that written approval has been provided by the Licence Inspector; and
 - v. that the business is not a carnival or a circus.
- 3.4 Others exempt from the requirement to obtain a business licence include the following:
 - i. Public educational and institutional uses;
 - ii. A business that is to be in operation for less than four months and which is owned and operated by full-time students. Proof of full-time attendance at a secondary or post-secondary institution may be required;
 - iii. A garage sale in alignment with Section 6.05;
 - iv. A newspaper and flyer delivery person who delivers the product to homes and businesses;
 - v. Anything classified by the License Inspector as a Special Event; and
 - vi. Refer to Exemptions RSA 2000 Chapter H - 7 101 & Chapter P - 26 40.
- 3.5 Exempt businesses still seeking to obtain a business licence may be issued a licence at the discretion of the Licence Inspector.

PART 4: APPLICATION & ISSUANCE OF LICENSES

- 4.1 Every application for a license shall be made by an adult person.
- 4.2 Every applicant for a license shall conform to the provisions of this bylaw and any other bylaw, Provincial Statute or Federal Act, applicable to that business.

- 4.3 Every license is separate and distinct and is tied to a specific location with specific conditions. License's cannot be assigned, delegated, sold, inherited, or otherwise transferred between persons or transferred to another license or delegated the privilege of its own license.
- 4.4 Before the processing of a License, the following shall be submitted:
- i. Necessary Development Permit and Building Permit approvals as required by the Planning and Economic Development Department;
 - ii. Completed application form in accordance with Schedules A and B;
 - iii. License fee in accordance with Schedule C;
 - iv. The License Inspector may require any company or individual applying for or renewing a business licence, to submit an employee list with valid Police information checks to be obtained from where the employee resides and are current, within three months of the application or renewal date, for each employee engaged in or likely to be engaged in door to door sales or installation of goods or provision of services within a residence inside Town limits. Failure to comply with the Licence Inspector's request to furnish such information is grounds for refusal of the licence or licence renewal. The Licence Inspector may consult with the Taber Police Service prior to issuance or renewal of a business licence for these firms. Each individual on contract would have to provide picture identification, a police information check and a business licence application.
 - v. Proof, satisfactory of the License Inspector, of compliance at the proposed place of business with the applicable land use, health, and safety regulations that may apply to the proposed place of business;
 - vi. Any additional information required by this bylaw or by the License Inspector.
- 4.5 If in the opinion of the License Inspector an applicant for a license has complied with the terms of this Bylaw and all other applicable bylaws, Provincial Statutes and Federal Act, the applicant shall be issued the license applied for upon payment of the applicable fee.
- 4.6 An application for a licence for any business which is not carried on by a corporation shall be made by a person who will be actively engaged in the management and control of the business. If in the course of any year, additional persons are added to those sharing the control of the licensed operation, then their names shall be forthwith given to the Licence Inspector. Failure to disclose to the Town any of the information required herein shall be grounds for immediate revocation of the licence and the forfeiture of any fee paid for the licence.
- 4.7 Every license issued under this bylaw shall be posted in a conspicuous place in the business premises of the applicant licensee.
- 4.8 The onus of proving that a person has a valid and subsisting license for a business is on the person alleging to have obtained the license.

- 4.9 The onus of proving that a person is exempt from the provisions of this Bylaw requiring a license by virtue of Provincial or Federal legislation is on the person alleging the exemption.
- 4.10 Every annual license issued under the provisions of this bylaw shall terminate at midnight on the 31st day of December of the year in which said license was issued or such earlier date if the license has been revoked or suspended.
- 4.11 The License Inspector may refer any application for a license or renewal of a license to such persons or departments as deemed advisable in the circumstances and shall deal with the application when such comments have been received.
- 4.12 All licenses issued are subject to the applicable land use regulations in force in the Town and the issuance of a license shall not be deemed as approval to carry on a business in or on any premises in contravention of such regulations. In any case where a license is granted to a person to carry on a business in or on premises where such activity is not permitted by the land use regulations of the Town, the License Inspector and/or Bylaw Enforcement Officer shall forthwith cancel the license and refund the license fee to the applicant.
- 4.13 All businesses required to hold a license pursuant to Section 3 of this bylaw shall pay an annual license fee per business site in accordance with schedules approved by Town Council.
- 4.14 Should a Resident or Home Occupation business licence be issued after June 30th, in any year, the licence fee shall be one-half of the annual licence fee determined on Schedule C.
- 4.15 Where a license is revoked or surrendered, the licensee is not entitled to any refund.

PART 5: REVOCATIONS, SUSPENSIONS AND APPEALS

- 5.1 Where the Licence Inspector is notified by verifiable means that the applicant for a licence has been convicted in the previous calendar year of an offence against the provisions of this Bylaw or if he has information unfavourable to the issue of such licence or licence renewal, a licence may be refused.
- 5.2 Where an application for a licence is refused, revoked or suspended, the Licence Inspector shall notify the applicant in writing of such refusal, revocation or suspension and the reasons for same.
- 5.3 In cases where:
- a. an application for a licence has been refused;
 - b. a licence has been issued, subject to conditions;

- c. a licence has been revoked, or
 - d. a licence has been suspended,the applicant may appeal to Town Council.
- 5.4 Notwithstanding subsection 3, a person shall not have grounds to appeal a refusal to issue or renew a licence if the reason for the refusal is the failure to pay any fee or provide any required information.
- 5.5 An appeal pursuant to subsection 3 shall be made in writing addressed to the Chief Administrative Officer and shall be made within thirty (30) days after the date of the refusal, revocation, suspension or date upon which the licence was issued subject to conditions.
- 5.6 Town Council after hearing an appeal pursuant to subsection 3 may:
 - a. direct a licence be issued without conditions;
 - b. direct a licence be issued with conditions;
 - c. uphold the decision of the Licence Inspector on grounds which appear just and reasonable to Council and advise the appellant in writing of those grounds.

PART 6: REGULATIONS RESPECTING CERTAIN SPECIFIC BUSINESSES

- 6.1 In addition to the general provisions of this bylaw, including the requirement of a business license, the businesses dealt with in this part are also subject to the following regulations.
- 6.2 **Cannabis Related Uses**
 - i. For the purposes of this section Cannabis Related Uses shall include cannabis retail sales, and cannabis production and distribution.
 - ii. Cannabis Related Uses shall use the business license application form included in Schedule B. Prior to accepting of the business license application for Cannabis Related Uses the following shall be provided:
 - i. Proof that the relevant Federal and/or Provincial approvals/licenses have been obtained. For Retail Sales this means proof Alberta Gaming and Liquor Commission has deemed the applicant eligible for a cannabis retail license and for Production and Distribution this means proof the federal government has approved the producer/distributor to be licensed;
 - ii. A conditional development permit from the Town for the location of the proposed premises;
 - iii. A security plan and proof of a security alarm contract;

- iv. Police Information Check(s) for the company or individual applying for or renewing a business licence for a cannabis related use and all employees. Police Information Checks must:
 - a. Be provided from the Town, City or Municipality in which they reside.
 - b. Be completed within three months of the application or renewal date; and
 - c. Be kept up to date throughout the year by providing to the License Inspector within 1 month of any new hire.
 - v. Any additional requirements deemed necessary at the discretion of the License Inspector. Failure to comply is grounds for license or license renewal to be refused, revoked, or suspended. The Licence Inspector may consult with the Taber Police Service prior to issuance or renewal of a business licence for these firms. A licence may be refused by the Licence Inspector based on non-compliance of Section 6.02 (b) or any other verifiable means if it is determined that such refusal is in the interests of Town residents and businesses.
- iii. Existing Business Licenses for a non-Cannabis Related Use cannot be renewed or amended for a Cannabis Related Use.
 - iv. Relevant Federal or/and Provincial approvals/licenses shall be posted in a conspicuous place license in the business premises of the applicant licensee alongside the business.
 - v. Minors under the age of 18 are prohibited from the premises of all Cannabis Related Uses.
 - vi. All advertising and signage other than the company name and logo, visible from the outside of the premises is prohibited.
 - vii. Consumption is prohibited on the premises of all Cannabis Retail Sales and Cannabis Production and Distribution facilities.
 - viii. Cannabis Retail Sales are prohibited from conducting online sales and home delivery.
 - ix. All Cannabis Retail Sales buildings require transparent storefronts.
 - x. All Cannabis Retail Sales in the Town of Taber must carry out business between the hours of 10:00 am and 10:00 pm.

6.3 **Carnival/Circus**

- i. No licence shall be issued for a carnival or circus unless the applicant provides proof of liability insurance in the amount of not less than two million dollars (\$2,000,000.00), covering public liability for all personal injury, and property damage which may occur by reason of the operation of the carnival or circus; and
- ii. The licence fees for a carnival or circus shall be in accordance with schedules approved by Town Council for Special Events.
- iii. The licence fee for a carnival sponsored and operated by a charitable organization may be waived at the discretion of the Licence Inspector. Any decision on a refusal to waive fees for a carnival sponsored and operated by a charitable organization may be appealed to Town Council in accordance with Part 5 of this bylaw.
- iv. All Carnival and Circus facilities, and equipment, shall be subject to the relevant permits and inspections by the Safety Codes Officer as assigned by the Licence Inspector or designee. If equipment or facilities are found to be non-compliant with the Safety Codes Act, a Business Licence may be refused, revoked, or limited to apply only to those areas found to be compliant with the Safety Codes Act.

6.4 **Food Trucks**

- i. The license inspector shall require all home-based Food Truck business to have a home occupation development permit prior to receiving a business licence. All other Food Truck businesses will be required to obtain a development permit from the Planning & Economic Development Department.
- ii. Licensee must follow the Land Use Bylaw 14-2016 Food Truck guidelines.
- iii. Prior to a licence being issued by the Licence Inspector a Food Truck shall at the discretion of the Licence Inspector:
 - a. Receive authorization from the local Health Unit;
 - b. It shall be a condition of each licence issued to a Food Truck that they are required to limit their time to any one location to a maximum of 5 hours within a 48 hour time period (any one location is considered within 100m),
- iv. All Food Trucks must provide proof of Fire Inspection by resident city within 6 weeks prior to application date.

6.5 **Garage Sales**

- i. A maximum of three garage sales in each calendar year may be conducted on each private residential property in the Town.
- ii. A garage sale shall not be conducted for a period of more than three consecutive days.

6.6 **General Contractors, Project Managers, and Sub-contractors**

- i. An applicant for a license to carry on business as a general contractor or project manager in respect of a specific construction or renovation project on projects must provide to the license inspector a complete and accurate list of all persons or firms that the applicant anticipates using as sub-contractors or materials suppliers on the project or projects, including the addresses and telephone numbers of such persons or firms.
- ii. The license inspector may at any time request a holder of a subsisting general contractor license to provide a complete and accurate list of all persons or firms that the licensee is then using as subcontractors or materials suppliers on any construction or renovation project supervised or managed by the licensee, including addresses and telephone numbers of such persons or firms, and refusal to supply such a list within a reasonable time after the request is made, shall be grounds for the license inspector to revoke the licensee's license to carry on the business of the General Contractor or Project Manager.

6.7 **Fireworks Merchants**

- i. Any person who sells or offers for sale, any fireworks shall first be required to obtain a permit as per the requirements of the Alberta Fire Code. Such permit may be obtained from the Town of Taber Fire Department.
- ii. Upon receipt of a permit in sub-section (i), such person must then apply for a Business Licence specific to the sale of fireworks. A Business Licence shall not be issued for fireworks sales without the issuance of a permit as per the requirements of the Alberta Fire Code.

6.8 **Hawkers and Pedlars**

- i. The Licence Inspector shall require any Hawker or Pedlar to obtain a Police Information Check from the Town, City or Municipality in which they reside. A licence may be refused by the Licence Inspector for any Hawker and Pedlar based on the Police Information Check or other verifiable means if it is determined that such refusal is in the interests of Town residents and businesses.
- ii. A separate licence is required for each Hawker or Pedlar regardless of whether that Hawker or Pedlar is an employee of some other person.
- iii. This section does not apply to charitable organizations, or to the representative of a wholesale vendor distributing articles of merchandise on a wholesale basis to retail merchants for resale.
- iv. All Hawkiers and Pedlars in the Town of Taber must carry out business between the hours of 9:00 am and 8:00 pm on Mondays to Saturday, but not at any other time nor on Sundays or Statutory Holidays.

- v. The Licence Inspector may require any Hawker or Pedlar to receive authorization from the local Health Unit prior to issuance of a business licence. Without this authorization, the Licence Inspector may refuse to issue a business licence.
- vi. The applicant shall satisfy the requirements of Alberta Consumer and Corporate Affairs and their successors prior to receiving a Town business licence.

6.9 **Home Occupations**

- i. No licence for a home occupation shall be granted until the applicant has first obtained the necessary development approval (development permit) under the applicable land use regulations of the Town.
- ii. The dwelling unit, accessory buildings, and the property within which the home occupation is located shall not be used as a work place for non-resident employees of the business and shall have no retail sales unless specific approval is granted as part of the development permit.
- iii. There shall be no outdoor business activity or storage of goods, materials or equipment allowed on site unless specific approval is granted as part of the development permit.
- iv. A change in the name of the home occupation shall require a new business licence certificate at no additional cost.
- v. A change in the operation or location of the home occupation shall require a new business licence as per the fee schedule.

6.10 **Pawn Shop/Pawnbroker**

- i. Every pawnbroker shall have a sign with their name and the word "Pawnbroker" in large legible characters placed over the door outside the shop or other place used by them for carrying on their business.
- ii. Every pawnbroker shall at all times keep posted in a conspicuous position on the pawnbrokers premises so as to be easily seen and read by the persons pledging goods a card or sign having printed or painted thereon the rate of profit allowed by the relevant federal/provincial legislation at the time, to be taken by pawnbrokers.
- iii. In addition to any other requirements, before the issue or renewal of a Licence for a Pawn Shop, a person must submit the name, date of birth and job title of every person working in the Pawn Shop to the License Inspector.

- iv. Whenever a Pawnbroker receives goods that are to be held as security for the repayment of money he shall immediately record or cause to be recorded the following information by Electronic Means satisfactory to the Licence Inspector and Chief of Police:
 - a. the date and time the goods were received;
 - b. the full name, gender, date of birth, residential address and telephone number of the person from whom the goods were received;
 - c. details from at least two pieces of identification provided by the person from whom the goods were received, at least one of which must have a photograph of the person;
 - d. a complete description of each good including where available, the make, color, model and serial number of the good, the manufacturer's name and any distinguishing marks;
 - e. no good shall be accepted that have had any make, model, serial number, manufacturer or any other distinguishing mark altered or obliterated;
 - f. the amount of money advanced in respect of each good; and
 - g. the full name of the person working in the pawnshop that conducted the transaction.

- v. The Pawnbroker shall provide the information kept pursuant to Subsection (iv) upon being required to do so by any License Inspector and/or Bylaw Enforcement Officer.

- vi. Prior to receiving the information required by Subsection (iv), a Pawnbroker shall obtain from the person from whom the goods were received, written consent in a form satisfactory to the Town of Taber allowing the use of the information in a manner consistent with the purposes of this Bylaw.

- vii. No Pawnbroker shall employ a person under the age of sixteen (16) years to take a pawned good from a customer as security for the repayment of money lent thereon.

- viii. A fee may be collected by the Pawnbroker, from the customer, client, the person or persons pawning items, or any other person who conducts business with the Pawnbroker, which will be used to compensate the Pawnbroker for the fees incurred to use the electronic means as required within this bylaw.

6.11 **Second-Hand Dealers**

- i. Whenever goods are acquired by a Second-Hand Dealer for re-sale, the Second-Hand dealer shall immediately record or cause to be recorded the following information by Electronic Means satisfactory to the Inspector:
 - a. the date and time the goods are acquired or received;

- b. the full name, date of birth, residential address and telephone number of the person from whom the goods were acquired;
 - c. details from at least two pieces of identification provided by the person from whom the goods were acquired, at least one of which must have a photograph of the person;
 - d. a complete description of each good including where available, the make, color, model and serial number of the good, the manufacturer's name and any distinguishing marks;
 - e. the amount of money paid by the Second-hand Dealer in respect of each good; and
 - f. the full name of the person working in the Second-hand store that conducted the transaction.
- ii. No previously owned goods shall be acquired or received by a Second-Hand Store for re-sale if the make, model, serial number, manufacturer's name or any other distinguishing mark has been altered or in any way obliterated.
- iii. Prior to receiving the information required by Subsection (i), a Second-Hand Dealer shall obtain from the person from whom the goods were acquired, written consent in a form satisfactory to the Town of Taber allowing the use of the information in a manner consistent with the purposes of this Bylaw.
- iv. A Second-Hand Dealer shall not acquire goods from an Estate Sale unless the person from whom the goods are to be acquired provides written proof of his authority to dispose of the Estate Sale goods to the Second-hand Dealer.
- v. The Chief of Police may grant written exemptions from any of the requirements in Subsections (ii), (iii), and (iv) to Second-Hand Dealers for specific types of goods, if in the opinion of the Chief of Police, complying with the requirements would not serve to protect the public from acquiring stolen property through purchases from Second-hand Dealers.
- vi. If an exemption is granted pursuant to Subsection v. from the requirements in Subsection (i), the Second-hand Dealer shall keep the information referred to in Subsection (i) that they are still required to record, in a Record Book or electronic record, for at least one year after the goods are acquired.
- vii. The Second-Hand Dealer shall provide the information kept pursuant to Subsection (vi) upon being required to do so by any License Inspector and/or Bylaw Enforcement Officer.
- viii. A Licensee shall not accept goods from:
 - a. a person who is or appears to be under the influence of alcohol or drugs;
 - b. a person who is under the age of sixteen (16) years;

- c. a person who fails to properly identify himself or otherwise refuses to comply with the requirements in this Bylaw;
 - d. a person who a Licensee knows or has reasonable grounds to believe stole or otherwise illegally acquired the goods; or
 - e. a person who fails or refuses to supply written consent as required by this Bylaw.
- ix. A Licensee shall not accept any goods which have had the manufacturer's name or serial number removed, defaced, tampered with or altered in any way unless the Licensee has first obtained prior written approval from any License Inspector and/or Bylaw Enforcement Officer.
- x. No Licensee shall alter, repair, dispose of or in any way part with possession of goods acquired in the course of his business until fourteen (14) days have passed from the date of acquisition.
- xi. Subsection (x) shall not be deemed to authorize a sale or forfeiture if:
 - a. the parties have agreed upon a longer period for the holding of the goods; or if;
 - b. the sale or forfeiture would in any other way be contrary to the law.
- xii. A fee may be collected by the Second-Hand Dealer, from the customer, client, the person or persons pawning items, or any other person who conducts business with the Pawnbroker, which will be used to compensate the Second-Hand Dealer for the fees incurred to use the electronic means as required within this bylaw.

6.12 Security Firms/Security System and Alarm Installers

- i. The Licence Inspector shall require any company or individual applying for or renewing a business licence for a security firm as well as those installing security systems/alarms within the Town of Taber to obtain a Police Information Check from the Town, City or Municipality in which they reside. The Police Information Check must have been completed within three months of the application or renewal date. A licence may be refused by the Licence Inspector for any cannabis related use based on the Police Information Check or other verifiable means if it is determined that such refusal is in the interests of Town residents and businesses.
- ii. The License Inspector shall require any company or individual applying for or renewing a business licence for a security firm as well as those installing security systems/alarms within the Town of Taber to provide a complete employee list with Police Information Checks for each employee from the Town, City or Municipality in which they reside. Throughout the year, the License Inspector shall be provided with Police Information Checks for any new employees. This is to be provided to the License Inspector within 1 month of hiring. Failure to comply with the Licence Inspector's request to furnish such information is grounds for license

or license renewal to be refused, revoked, or suspended. The Licence Inspector may consult with the Taber Police Service prior to issuance or renewal of a business licence for these firms.

6.13 Taxi

- i. Every person operating a taxi or shuttle service which is employed in the conveyance of passengers in, around and outside the Town of Taber shall obtain a business licence.
- ii. Requirements to Operate a Taxi/Shuttle Service:
 - a. Maintain a valid driver's licence for each driver (either a Class 1, 2 or 4).
 - b. Have valid vehicle registration with a Class 1 Commercial Licence Plate for each operating vehicle.
 - c. Carry valid taxi insurance with a minimum \$1 Million Passenger Hazard Insurance Policy for each operating vehicle.
 - d. Have a yearly vehicle inspection completed at the level as prescribed by the Town of Taber, form attached.
 - e. Have a Police Information check from the Town, City or Municipality in which they reside, with a vulnerable sector check for each driver completed within 3 months of the application.
 - f. Have a recent driver's abstract for each driver.
 - g. All of the above conditions must be met and resubmitted to the satisfaction of the Licence Inspector, prior to December 31st yearly, in order to renew the taxi/shuttle service business licence.

PART 7: FINES AND PENALTIES

- 7.1 Every person who violates any of the provisions of this Bylaw, or who suffers or permits any act or thing to be done in contravention or in violation of anything required to be done by any of the provisions of this Bylaw or who does any act which violates any provisions of this Bylaw, shall be deemed to be guilty of an offence against this Bylaw and liable to the penalties herein imposed.
- 7.2 For the purposes of this Bylaw, an act or omission by an employee or agent of a person is deemed to be an act or omission of the person if that act or omission occurred in the course of the employee's employment with the person, or in the course of the agent exercising the powers or performing the duties on behalf of the person under their agency relationship.
- 7.3 A person who is guilty of an offence is liable to a fine in an amount not less than that established in this section, and not exceeding \$10,000.00, and to imprisonment for not more than one year for non-payment of a fine.

- 7.4 A person carrying on or engaged in any business in respect of which a licence is required under this Bylaw who fails to furnish all information requested by the Licence Inspector within ten (10) days from the date on which the request is made, is guilty of an offence and liable on summary conviction to a fine not exceeding fifty dollars (\$50.00) for every day during which the default continues.
- 7.5 Without restricting the generality of subsections 7.03 and 7.04, the following fine amounts are established for use on Municipal Tags and Violation Tickets if a voluntary payment option is offered:
- a. \$100.00 for any offence for which a fine is not otherwise established in this section;
 - b. \$100.00 for each "Resident Business" engaged in or operated without a Licence inside Town limits (plus the required Licence Fee);
 - c. \$500.00 for each "Non-Resident Business" engaged in or operated without a licence inside Town limits (plus the required Licence Fee);
 - d. \$200.00 or two times the required licence fee, whichever is greater, for each business that fails to apply for a business licence within ten (10) days from the date on which the business is issued written notice that a business licence is required (for January, renewals excepted). Such written notice may include, but is not limited to, a Municipal Tag or Violation Ticket.
 - e. \$200.00 or two times the required Licence Fee, whichever is greater, for each business that fails to furnish all information requested by the Licence Inspector within ten (10) days from the date on which the request is made. For the purposes of this sub-section, the Licence Inspector shall not request more information than that required on the application form attached as Schedule A of this Bylaw.
 - f. \$1,000.00 for each business engaged in or operated without a licence inside Town limits after a business licence application is refused or a business licence is revoked;
 - g. \$1,000.00 for an offence under Part 6 and 7.
- 7.6 If a person is guilty of a subsequent offence, the fine amounts established in this Section are doubled.
- 7.7 In addition to any fine imposed for an offence, a court may impose a penalty in the amount of the licence fee for each business being engaged in or operated without a licence.
- 7.8 If a Municipal Tag is issued in respect of an offence the Municipal Tag must specify the fine amount established by this By-law for the offence.
- 7.9 A person who commits an offence may, if a Municipal Tag is issued in respect of the offence, pay the fine amount established by this Bylaw for the offence and if the amount

is paid on or before the required date, the person will not be prosecuted any further for the offence.

7.10 In accordance with the fines and penalties established in this Bylaw, if a Violation Ticket is issued in respect of an offence, the Violation Ticket may:

- i. specify the fine amount established by this Bylaw for the offence; or
- ii. require a person to appear in court without the alternative of making a voluntary payment.

7.11 A person who commits an offence may:

- i. if a Violation Ticket is issued in respect of the offence; and
- ii. if the Violation Ticket specifies the fine amount established by this Bylaw for the offence;

make a voluntary payment equal to the specified fine.

7.12 Where, in any prosecution or proceeding under this Bylaw providing for the licensing of any business or industry, or of persons carrying on the same or engaged therein, it is alleged that the person proceeded against, carried on, or engaged in such business or industry without having first obtained a licence to do so, part of one transaction in such business or industry is sufficient to establish that the person proceeded against, carried on, or engaged in such business or industry.

7.13 Where any Bylaw Enforcement Officer believes on reasonable and probable grounds that a person has contravened any provision of this Bylaw they may commence proceedings by issuing a summons by means of a violation ticket in accordance with Part 2 of the *Provincial Offences Procedure Act* R.S.A. 2000 c. P-34.

PART 8: SEVERABILITY

8.01 If any section or parts of this Bylaw are found in court of law to be illegal or beyond the power of Council to enact, such Section or parts shall be deemed to be severable and all other Sections or parts of this Bylaw shall be deemed to be separate and independent there from and to be enacted as such.

PART 9: REPEAL

9.01 Bylaw 8-2008, being the former Business License Bylaw, is hereby repealed in its entirety.

PART 10: EFFECTIVE DATE

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

RES. Read a first time this _____ day of _____, 20 _____

RES. Read a first time this _____ day of _____, 20 _____

RES. Read a first time this _____ day of _____, 20 _____



General Application for Business License

**BYLAW 14-2018
SCHEDULE - A**

A-4900 50th St.
Taber, Alberta T1G 1T1
Phone:403-223-6009
Fax: 403-223-5530

Office Use Only				
HO #:	HO Fee:	Land Use District:	Permit Effective:	
BL #:	BL Fee:	Roll No:	Type of License:	Required License Date:
DP #:	DP Fee:	Date Received:	Date Advertised:	Total fees:

Annual – Jan.1st – Dec. 31st <input type="checkbox"/> Town Resident - \$100.00 <input type="checkbox"/> Home Occupation - \$150.00 <input type="checkbox"/> M.D Resident - \$300.00 <input type="checkbox"/> Non-Resident - \$500.00	Kiosk, Hawker, Peddler, Huckster <input type="checkbox"/> Town Resident - \$100.00 <input type="checkbox"/> Non-Resident - \$250.00	Non- Annual <input type="checkbox"/> Non-Resident Day - \$50.00 <input type="checkbox"/> Non-Resident Week - \$100.00 <input type="checkbox"/> Non-Resident month - \$150.00 <input type="checkbox"/> General Contractor - \$1000.00 / Proj.
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Renewal Fees are due by January 31st. Late fees of \$25.00 / week will apply after February 1st.

Check if applicable: New Application Change of Ownership Change of Use Change of Location

Proposed Municipal Address:				
Legal Description of Property:	Lot (Parcel):	Block:	Plan:	
If moving, list previous address:				
Applicant:	Name:		Email:	
	Address:			
	Town:		Postal Code:	
	Phone Res:		Phone Cell:	
Registered Land Owner: (if different from applicant)	Name:		Email:	
	Address:			
	Town:		Postal Code:	
	Phone Res:		Phone Cell:	
	Contact person's Name:		Contact persons Phone:	
Business:	Name:		Existing Business License#:	
	Previous Business Name:		Operating As:	
	On-Site <input type="checkbox"/>	Off-Site/Mobile <input type="checkbox"/>	Would you your business on the online business directory?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Mailing Address:		Town:	Postal Code:
	Website:			
	Expected start date:		No. of Employees:	Hours of Operation:

Describe in detail what the business entails:

The personal information requested on this form is being collected for a home occupation permit and is protected by the Freedom of Information and Protection of Privacy (FOIP) Act. If you have questions about the collection, contact our FOIP Coordinator at (403) 223-5500.

Do you require a Provincial License? If unsure, please check below for the applicable list. If so, please submit a copy with your application.

<input type="checkbox"/> Housing & Consumer Affairs – Contact Alberta Government Services (www.servicealberta.gov.ab.ca) Auctions, collection agencies, cooperative, debt repayment agency, direct seller, employment agency, home inspection, public utility marketing, monument business, payday loan business, retail home sales, travel club	
<input type="checkbox"/> Alberta Health Services – Environmental Public Health (www.albertahealthservices.ca/eph.asp) Restaurants, catering personal service, day cares, rental housing	<input type="checkbox"/> Real Estate Council of Alberta (www.reca.ca) Real Estate Agent, Real Estate Broker, Mortgage Broker, Property Manager
<input type="checkbox"/> Alberta Insurance Council (www.abccouncil.ab.ca) Insurance Agents, Brokers, Adjusters	<input type="checkbox"/> Alberta Gaming and Liquor Commission (www.aglc.ca) Liquor sales, gambling, raffles, bingos, pull tickets, cannabis sales
<input type="checkbox"/> Alberta Motor Vehicle Industry Council (www.amvic.org) Vehicle sales, vehicle repairs, vehicle leasing, vehicle consignment	<input type="checkbox"/> Alberta Funeral Services Regulatory Board (www.afsrb.ab.ca) Funeral Business

I hereby apply for a Business License as per the Town of Taber's License Bylaw 14-2018, as amended. I swear that the information included on this application is correct, to the best of my knowledge. I understand that a change to any existing information renders this registration void. I agree to provide the Town of Taber with written notice of any changes to this information.

This license does not authorize or permit the registrant to carry on a business contrary to the provisions to any other Town of Taber Bylaw, this Business License inspector may temporarily suspend the license until such time as the contravention is rectified

Should a license be issued after June 30th, in any year, the license fee shall be one-half of the annual license fee determined on Schedule C of Bylaw 14-2018. This provision shall not apply to non-resident businesses, transient businesses, canvassers, hawkers, pedlars, hucksters, or itinerant shows, all of whom are required to pay the full annual license fee regardless of the date the license is issued and shall not be permitted to transfer their license. The information provided in this application will be available to the public to assist in marketing your business, through printed directories, and web directories.

Businesses engaged in door to door sales or contractors involved in residential installations may be required to submit an employee list with valid, current and verifiable copies of criminal record checks. Failure to provide this information when requested by the Town is grounds for refusal of a license application or revocation of a license subject to the appeal process outlined in Bylaw 14-2018.

<input type="checkbox"/> Approved <input type="checkbox"/> Refused	Conditions / Reasons:
---	------------------------------

Signed: _____
 Applicant

Date: _____

Signed: _____
 Registered Owner (If different than applicant)

Date: _____

Signed: _____
 Development Officer

Date: _____

Signed: _____
 License Inspector

Date: _____

The personal information requested on this form is being collected for a home occupation permit and is protected by the Freedom of Information and Protection of Privacy (FOIP) Act. If you have questions about the collection, contact our FOIP Coordinator at (403) 223-5500.



Cannabis Related Use Application for Business License

Planning and Economic Development

A-4900 50th St.
 Taber, Alberta T1G 1T1
 Phone:403-223-6009
 Fax: 403-223-5530

Office Use Only				
HO #:	HO Fee:	Land Use District:		Permit Effective:
BL #:	BL Fee:	Roll No:	Type of License:	Required License Date:
DP #:	DP Fee:	Date Received:	Date Advertised:	Total fees:

- **New ownership, change of use, and/or change of location requires a new application.**
- **It is recommended you review the Cannabis Related Use sections of the *Land Use Bylaw* and *Business License Bylaw* prior to submitting an application.**
- **Please attach the following:**
 - Site plan and floor plan incl. signage
 - Conditional Development Permit
 - Federal/Provincial Approval
 - Any additional requirements deemed necessary by License Inspector
 - Police Information Check(s)
 - Security plan and security alarm contract
 - If premises is leased – attach lease

Municipal Address:			
Legal Description:	Lot (Parcel):	Block:	Plan:
Applicant:	Name:		Email:
	Address:		
	Town:		Postal Code:
	Phone Res:		Phone Cell:
Registered Land Owner: (if different from applicant)	Name:		Email:
	Address:		
	Town:		Postal Code:
	Phone Res:		Phone Cell:

Nature of Business: (Check one)

<input type="checkbox"/> Cannabis Retail Sales Development used for the retail of cannabis that is authorized by provincial or federal legislation. Annual Business License Fee: \$500.00/ year	<input type="checkbox"/> Cannabis Production & Distribution Development used principally for the production, cultivation, and growth of cannabis; processing of raw materials; storage or transshipping of material, goods and products, and distribution and sale of materials, goods, and products to cannabis retail stores or individual customers. Annual Business License Fee: \$2,500.00 / year
---	--

The personal information requested on this form is being collected for a home occupation permit and is protected by the Freedom of Information and Protection of Privacy (FOIP) Act. If you have questions about the collection, contact our FOIP Coordinator at (403) 223-5500.

Business:	Proposed Name:		Business License#:	
	Will there be clients?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, how many?	How often?
	Will there be customer ID cards?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please provide more information:	
	Will you employ anyone else?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, how many employees?	
	Are any signs proposed for the business?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Specify number, type, and size (please indicate on site plan):	
	Will there be plants on the premises?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, how many and where will they be stored? (please indicate on site plan)	
	Have you made your neighbors aware of your proposed business?		Yes <input type="checkbox"/> No <input type="checkbox"/>	How much parking is provided?
Describe in detail what products will be sold: (cannabis, shatter, oil, edables, bongos, pipes, etc.)	<hr/> <hr/> <hr/> <hr/> <hr/>			
What work will be done on the premises and where? (highlight in building layout)	<hr/> <hr/> <hr/>			
Will there be any flammable and/or hazardous materials on the premises for the business? (propane, special cleaners, butane, etc.) Yes <input type="checkbox"/> No <input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p>If yes, what material, how much is being kept on the premises, and where is it stored?</p>			
Describe in detail how you will mitigate neighborhood impacts such as noise, smell traffic, public consumption related to the business, lights, crowding, etc.	<hr/> <hr/> <hr/> <hr/> <hr/>			

The personal information requested on this form is being collected for a home occupation permit and is protected by the Freedom of Information and Protection of Privacy (FOIP) Act. If you have questions about the collection, contact our FOIP Coordinator at (403) 223-5500.

<p>I hereby apply for a Business License as per the Town of Taber's License Bylaw 14-2018, as amended. I swear that the information included on this application is correct, to the best of my knowledge. I understand that a change to any existing information renders this registration void. I agree to provide the Town of Taber with written notice of any changes to this information.</p> <p>This license does not authorize or permit the registrant to carry on a business contrary to the provisions to any other Town of Taber Bylaw, this Business License inspector may temporarily suspend the license until such time as the contravention is rectified</p>	
<p>Should a license be issued after June 30th, in any year, the license fee shall be one-half of the annual license fee determined on Schedule C of Bylaw 14-2018. This provision shall not apply to non-resident businesses, transient businesses, canvassers, hawkers, pedlars, hucksters, or itinerant shows, all of whom are required to pay the full annual license fee regardless of the date the license is issued and shall not be permitted to transfer their license. The information provided in this application will be available to the public to assist in marketing your business, through printed directories, and web directories.</p> <p>Businesses engaged in door to door sales or contractors involved in residential installations may be required to submit an employee list with valid, current and verifiable copies of criminal record checks. Failure to provide this information when requested by the Town is grounds for refusal of a license application or revocation of a license subject to the appeal process outlined in Bylaw 14-2018.</p>	
<input type="checkbox"/> Approved <input type="checkbox"/> Refused	Conditions / Reasons:

Signed: _____ Applicant	Date: _____
Signed: _____ Registered Owner (If different than applicant)	Date: _____
Signed: _____ Development Officer	Date: _____
Signed: _____ License Inspector	Date: _____
Signed: _____ Chief of Police	Date: _____

The personal information requested on this form is being collected for a home occupation permit and is protected by the Freedom of Information and Protection of Privacy (FOIP) Act. If you have questions about the collection, contact our FOIP Coordinator at (403) 223-5500.

BUSINESS LICENSURE FEES

General Contractor (including subcontractors):	\$1,000.00/project
Resident (located inside Town boundaries) Business:	\$100.00/year
Home Occupation:	\$150.00/year
Non-resident (located outside Town boundaries) Business:	\$50.00/day \$100.00/week \$150.00/month
MD of Taber Businesses:	\$300.00/year
Non-Resident Business (outside Town/MD boundaries):	\$500.00/year
Non-Resident Huckster/Mobile Vendors & Food Trucks:	\$250.00 a unit/year
Cannabis Retail Sales	\$500.00/year
Cannabis Production and Distribution	\$2500.00/year

For day, week or month, the Non-Resident fees apply.

Any renewal not paid by February 28th will be subject to all applicable fines outlined in the Fines and Penalties Section of the Bylaw.

See Section 3.03 and 3.04 for list of exemptions.



Taber Police Service

"Committed to building partnerships to prevent crime and address community concerns"

2018 April 12

Andrew Malcolm
Director of Planning
Town of Taber

Re: Business License Bylaw – Cannabis

Please accept this letter for the purposes of providing some information in reference to the potential cannabis business license changes that may be occurring in the near future.

As the Chief of Police, I am certain that there will be costs associated to the Taber Police in the enforcement of cannabis-related activities in the community. There are few ways in which the municipality can recoup the costs associated with cannabis activities, except through the licensing requirements for the businesses that benefit from cannabis sales.

In jurisdictions where cannabis is currently legally sold, the increased regulations required to administer cannabis have placed greater strains on the police and the provincial and federal governments have not said how the revenue collected from taxation will trickle down to the municipality. As we do not know this information, I can provide you with the following list of expected expenses that the Taber Police will incur:

- **Training:**
For impaired by drug investigations, our officers will need to be trained in drug recognition expert training. We have been advised by the Province that the estimated costs associated for the training is \$7,000 per officer. This does not take into account the wages associated with the training, or expenses. We will need to train 4 officers to ensure we have enough officers on patrol at any given time to conduct these investigations. The \$28,000 we need to spend on this will exceed our yearly training dollars allocated in our budget and mean that no other training could take place this year if we decide to do this.
- **Drug Testing:**
We have been advised that we can expect to pay \$40 for each test that is used to detect cannabis in a person that is suspected of impaired driving by cannabis. We will incur costs associated with these devices that we have no increased budget to pay. This will also incur training for each officer.

- **Enforcement:**

At this time we cannot provide a good estimate of the costs associated with the investigation of calls for service for impaired by drug investigations or for cannabis-related activities in the community, i.e., public use, illegal sales, packaging offenses, grow offences, illegal possessions, minor possessions, etc. We do know that it will increase enforcement which could lead us to have to increase our capacity to deal with it. Hard to put a number on these costs, but there will be increases.

- **Prosecution:**

As some of the prosecutions of cannabis-related activities will involve bylaw offences, the costs associated to prosecute these matter, in the event of a not guilty plea, are solely borne by the police service. For example, our cost to prosecute a bylaw offense is approx. \$400.00.

There are few, if any, alternatives in the MGA to recoup these costs. We know from other municipalities in Alberta, and elsewhere, that the fee schedules for cannabis-related business pay fees and licensing that are commensurate with the administrative and enforcement requirement of the municipality. There is no reason Taber can't do the same. As a result of the above, we would urge Council to adopt a business licensing application fee, and a yearly licensing fee for cannabis-related business endeavours, commensurate to cover some of the costs associated with the enforcement of this industry.

Respectfully submitted,



Dr. Graham Abela
Chief of Police

cc: Cory Armfelt, CAO



Council Request for Decision	
Meeting Date: 28/05/2018	
Subject: Communications Training from Lethbridge College	
Recommendation:	<p>That Council approves the communications training proposal from Lethbridge College, with funds to be taken from the Council training budgetary line.</p> <p>Administration is also seeking Council's direction as to dates and times that are available for Council to attend the training.</p>
Background:	<p>With the new draft Strategic Plan outlining an increased focus on communications for the Town of Taber, Administration sought a partnership with Lethbridge College to provide training for this initiative.</p> <p>The proposal from Lethbridge College is attached. It was indicated that there is some interest in opening this training up to the Senior Administrative Team and other key staff members within the Town. Should Council wish to include Administrative Staff that can also be arranged.</p> <p>The timelines within the proposal are no longer valid, but the College has indicated they are flexible with their timing, although they would have to confirm scheduling with the instructors.</p>
Legislation / Authority:	<p>MGA Section 3</p> <p>Council Code of Conduct Bylaw 1-2018 Section 18</p>
Strategic Plan Alignment:	<p>This training would most closely align with the new initiatives in the draft Strategic Plan.</p>
Financial Implication:	<p>Council has funds available for training. The estimated cost of the training is attached in the proposal.</p>
Service Level / Staff Resource Implication:	<p>Some Administrative Staff may be invited to the training.</p>
Justification:	<p>Council has indicated communications is a focus for their new Strategic Plan. This training will allow Council to become comfortable in many facets of communicating.</p>



	Better communications will increase the public's trust and confidence in their government.
Alternative(s):	Council may request further information. Council may decline the training.

Attachment(s):	Proposal from Lethbridge College
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APPROVALS:	
Originated By:	Meghan Brennan
Chief Administrative Officer (CAO) or Designate:	

Training Delivery Proposal for



Submitted to:

Meghan Brennan

Communications and Projects Coordinator

Town of Taber

403-223-5500 x 5508

Prepared by:

Lana Barlow

Business Development Coordinator

Corporate and Continuing Education

Direct line: 403.320.3202 Extension 5766

ana.barlow@lethbridgecollege.ca

any**SOLUTION**
any**TIME**
any**WHERE**

trainingresults.ca



Introduction

Corporate and Continuing Education was approached by The Town of Taber to develop and provide communications and public relations training for Council members. The following proposal represents a summary of training that could be provided by qualified instructors who have over two decades of media and communications expertise.

Program and Learning Objectives

Key Learning Outcomes:

- What is your communication style? Identify common communication problems and how your communication style impacts those around you and the community
- Develop skills to ask questions and communicate accordingly to all stakeholders
- Learn what your non-verbal messages are telling others
- Develop skills in listening actively and empathetically when working with internal and external stakeholders
- Establish the means for business continuity in your community and with your team
- Determine how to manage incidents and crisis situations
- Learn how to help teams recover from a crisis
- Enhance your ability and skills to handle difficult situations in times of crisis
- Learn how to deal with situations assertively but with tact
- Learn how to think critically and effectively communicate a message and deliver a specific message in all forms of communication
- Learn how to present ideas to a group or use social media to share a message to your community and stakeholders
- Learn how to become a better spokesperson and foster relationships with internal and external stakeholders such as the media

Specific Expectations that should result from this training:

1. Council understands the necessary role communications have in the government-public relations landscape and that community engagement is tied directly to their verbal and non-verbal actions.
2. Council realizes that their decisions have long-term communication implications and the importance of communicating with diplomacy and empathy.
3. Councillors are able to speak to a broad variety of media personnel (whether they are “combative” or not) and utilize the skills learned to deliver and hone a message that aligns with The Town of Taber strategic vision and goals.
4. At the end of this training Council should understand what constitutes a communications crisis.
5. Council must use the skills and training learned to participate in mock scenarios/media scrums the last evening of training.

Program Considerations

- **Training location:** Town of Taber office
- **Session dates:** End of May, Early June(Exact dates to be determined)
- **Program length/instructional hours:** 15 hours
- **Capacity:** Maximum 20 per cohort
- **Instructors note:** Instructors have indicated until they begin the training and get a sense for how the individuals are responding to the training and their level of knowledge; they may need to incorporate and additional 3-5 hours of training. This is NOT included in the quote below as it will be addressed during the training and communicated accordingly to The Town of Taber as to what steps they would like to proceed with.

Pricing

Training Fee = \$5485.00 + GST (per group of 20 participants)

Includes:

- Total of 15 hours of training – 5 x 3 HR training sessions
- Communications Training 6 hrs.
- Crisis Management 3 hrs.
- Crafting and Delivering your Public Service message 3 hrs.
- Role playing and mock media scrum training 3 hrs.

Next Steps

- Corporate and Continuing Education encourages The Town of Taber to contact our office with feedback regarding this proposal as well as to begin the process of securing preferable dates.
- Upon approval to move forward with training, a training services agreement (two copies) will be developed by Lethbridge College Corporate Services, requiring execution on behalf of both parties.
- Agreement must be returned to Corporate and Continuing Education at least two weeks in advance of the scheduled start date.

To further discuss the details of this proposal, please contact:

Lana Barlow, Business Development Coordinator
Business Training & Development, Lethbridge College
Telephone: 403.320.3202 Extension 5766
Email: lana.barlow@lethbridgecollege.ca

Thank you for this opportunity to offer customized, innovative and practical training to your organization.
This quote expires 30 days from date listed on the cover.



Council Request for Decision

Meeting Date: May 28, 2018

Subject: 2018 AUMA Resolution for Energy Rates

Recommendation:

That Council authorizes the resolution titled “Termination of Regulated Minimum Electrical Costs” which states:

WHEREAS municipalities have the opportunity to connect to electrical power infrastructure to provide services to our communities; and

WHEREAS the lowest regulatory charge for municipalities in Alberta is Rate 41; and

WHEREAS Rate 41 regulatory charges constitute a 3kW minimum monthly energy charge regardless of actual power consumed by the accessory or device; and

WHEREAS advancing technologies may not require 3kW of power to operate devices; and

WHEREAS municipalities must pay for minimum usage charges regardless of the actual usage of the accessory or device; and

WHEREAS these minimum costs are prohibitive to municipalities providing essential or innovative services that require power.

NOW THEREFORE BE IT RESOLVED THAT the Alberta Urban Municipalities Association lobby the Province of Alberta and the Alberta Utilities Commission to remove the minimum monthly energy charge rates and establish a charge-for-usage fee structure that would allow municipalities to provide necessary services and innovation in their communities without the burden of mandatory minimum energy costs.

And,

Directs Administration to forward the resolution to the Alberta Urban Municipalities Association (AUMA) Chief Executive Officer of the AUMA Board for consideration by the Municipal Governance Committee for furthering to the annual convention.

Background:

Council requested that a resolution be put forth to the AUMA regarding the regulated minimum energy rates following its downtown WiFi project and subsequent discovery of minimum electricity rates.

Administration discussed the energy rates with FORTIS who provided information that was used within the resolution itself. Administration also

	learned that Taber is not the only community looking into and requesting reviews of the Rate 41 Regulatory Rate. For Council's information, the proposed background to be provided to the AUMA is also attached with the resolution as outlined above.
Legislation / Authority:	MGA, Section 3 AUMA Resolution Policy
Strategic Plan Alignment:	Family/Community: Maintain a safe community that is healthy, innovative and environmentally aware.
Financial Implication:	None at this time.
Service Level / Staff Resource Implication:	There is a service implication to correspond with the submission of potential resolutions by the AUMA's deadline of May 31 st , 2018.
Justification:	Utilization of the lobbying ability of the AUMA could have an impact to communities across the province, and allow municipalities to use electricity to implement services while still remaining financially responsible.
Alternative(s):	Council could choose to amend the resolution. Council could choose to not submit a resolution.



Attachment(s):	AUMA Resolution 2018
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APPROVALS:	
Originated By:	Meghan Brennan
Chief Administrative Officer (CAO) or Designate:	

2018 AUMA Resolution:

Termination of Regulated Minimum Electrical Costs

Background: Municipalities across Alberta depend on electrical power to provide services to their communities and citizens. With the current Alberta Utilities Board rate structure, Rate 41 is the lowest monthly rate that is available to municipalities, and constitutes a 3kW minimum monthly energy charge.

The requirement of a minimum charge for electrical power is cost prohibitive to municipalities seeking to implement devices and accessories that would use a fraction of the 3kW minimum. Devices such as Wi-Fi repeaters, security cameras, decorative lighting, irrigation controllers, and other accessories may not necessarily use 3kW of power, but the municipality will be charged as such under the current rate structure. Therefore, municipalities are faced with choosing either fiscal responsibility or service implementation. This dilemma also prohibits increased innovation in Albertan municipalities who may wish to test new technologies that utilize insignificant amounts of electricity. As technology continues to develop and become more energy-efficient, the rate structure will become even more disparate to the actual use of electricity for such devices.

This proposed resolution seeks to remove this regulated rate and replace it with a charge-per-usage fee structure that would allow municipalities to implement services and innovative technologies and pay for only the power that they use without the burden of a minimum cost structure.

WHEREAS municipalities have the opportunity to connect to electrical power infrastructure to provide services to our communities; and

WHEREAS the lowest regulatory charge for municipalities in Alberta is Rate 41; and

WHEREAS Rate 41 regulatory charges constitute a 3kW minimum monthly energy charge regardless of actual power consumed by the accessory or device; and

WHEREAS advancing technologies may not require 3kW of power to operate devices; and

WHEREAS municipalities must pay for minimum usage charges regardless of the actual usage of the accessory or device; and

WHEREAS these minimum costs are prohibitive to municipalities providing essential or innovative services that require power.

NOW THEREFORE BE IT RESOLVED THAT the Alberta Urban Municipalities Association lobby the Province of Alberta and the Alberta Utilities Commission to remove the minimum monthly energy charge rates and establish a charge-for-usage fee structure that would allow municipalities to provide necessary services and innovation in their communities without the burden of mandatory minimum energy costs.

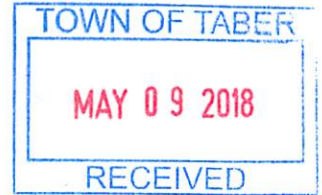


Council Request for Decision	
Meeting Date: May 28, 2018	
Subject: Community Grant Program Application: Taber Mennonite School Graduation Ceremony	
Recommendation:	That Council approves the Community Grant Program application for waiver of the Community Centre Auditorium fee in the amount of \$515.25 for the purpose of the Taber Mennonite School Graduation Ceremony.
Background:	<p>A request has been received from Mark Harding, principal of Taber Mennonite School, for application of waiver for the Community Centre Auditorium fee for the Taber Mennonite School Graduation Ceremony on June 1, 2018.</p> <p>As per the Community Grant Program policy and procedure (Section 10), due to the timing that this request was received as well as the type of request being made, funding for this request is being submitted directly to Council under the Council Discretionary Fund.</p>
Legislation / Authority:	Community Grant Program Policy and Procedures (PS – REC – 3)
Strategic Plan Alignment:	Build partnerships with other governments and organizations where synergies exist.
Financial Implication:	<p>The total amount requested to Council under the Community Grant Program equals \$515.25.</p> <p>To-date there is approximately \$1,019.04 remaining in the Community Grant Program, for these types of requests.</p>
Service Level / Staff Resource Implication:	No significant impact.
Justification:	In support of the Community Grant Program approved by Council
Alternative(s):	Council may choose to request additional information from the Organization, prior to their decision.



Attachment(s):	Community Grants Application Package Community Grants Policy (PS-Rec-3) Community Grants Procedure (PS-Rec-3)
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APPROVALS:	
Originated By:	Raeanne Keer
Chief Administrative Officer (CAO) or Designate:	



Town of Taber

COMMUNITY GRANT APPLICATION FORM

Grant being applied for (please check one)

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

Is this project (please check one)

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

NAME OF PROJECT/PROGRAM/EVENT BEING APPLIED FOR:

TABER MENNONITE
SCHOOL GRADUATION CEREMONY

DATE:

JUNE 1-2018


ORGANIZATION CONTACT INFORMATION

Name of Organization:	TABER MENNONITE SCHOOL
Mailing Address:	5329 - 47 AVE TABER, AB T1G 1R4
Phone Number:	403-223-0179
Website/E-mail	MARK.HARDING@HORIZONAB.CA
Incorporation Number (Societies Act)	

PRIMARY CONTACT FOR THIS GRANT APPLICATION

Name and Title:	MARK HARDING, PRINCIPAL
Phone Number:	403-223 0179
E-mail:	SEE ABOVE.

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

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

1. PROJECT INFORMATION:

Project for which funding is being requested:	TABER MENNONITE SCHOOL GRAD FUNCTION
Date of function: Specify setup/takedown	JUNE 1ST SETUP JUNE 1ST TAKE DOWN
Projected completion date:	
Category: (check one)	<input type="checkbox"/> Culture <input type="checkbox"/> Facilities <input type="checkbox"/> Recreation – Aquafun Centre <input type="checkbox"/> Recreation – Sportsfields <input checked="" type="checkbox"/> Recreation – Auditorium <i>3/10/2020</i> <input type="checkbox"/> Special Activities

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

WE HOPE TO USE THE AUDITORIUM TO HOST OUR SCHOOL'S GRADUATION CEREMONY AND BANQUET

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

STUDENTS/GRADS AND THE FAMILIES OF TABER MENNONITE SCHOOL

Number of Taber residents who will benefit from this project:

200 (?)

Volunteer Participation:

a) Number of volunteers involved:

25

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

-SET UP EVENT -SERVE FOOD -TAKE DOWN EVENT

Community: How will the Community learn about the project?

LIKELY COVERAGE FROM TOWN TIMES.

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

A POSITIVE REVIEW BY GRADS AND THEIR FAMILIES.

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

ACKNOWLEDGEMENT IN OUR EVENING PROGRAM

Other Comments?

2. FINANCIAL INFORMATION:

Grant/waiver amount requested:	\$515.25
Grant/waiver amount requested represents what % of total budget:	25%
Have you received previous funding/waivers from the Town of Taber in past years? If so, please elaborate the purpose and the total grant/waiver amount received:	NO.
If your request is not fully funded by Council, can you complete your project/event:	YES, BUT ON A VERY TIGHT BUDGET RELATIVE TO OTHER SCHOOLS.
<p>Complete the attached Form A to provide a detailed budget of the project. Identify all sources of confirmed and anticipated revenues and expenditures (including other grants and generated revenues.)</p> <p>SEE ATTACHED SPREAD SHEET</p>	

FORM "A" GRANT APPLICATION

Town of Taber

Project Revenues:

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

Project Expenditures:

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

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

*Please attach supplementary information as required VERIFICATION

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

Male Hardy
Signature of President/Treasurer

MARK HAUSING
Name (please print)

403-223-0179
Phone Number

MAY 9/2018
Date

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

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

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

* * * * *



Facility Booking Application Form Auditorium

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

Event Date(s): June 1, 2018

Booking Start Time(s): 8:30 AM
(Include set-up time prior to event start)

Booking End Time(s): 11:00 PM
(Include clean-up time following event end time)

Lessee/Organization Name: Taber Mennonite School

Lessee - Contact Person Name: Sean Dupuis/Marn Harding Contact Person Phone #: 403-223-0179

Event Name /Purpose: TMS Grad Estimated Attendance: 250

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

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> # Chairs <u>250</u> | <input checked="" type="checkbox"/> Podium | <input checked="" type="checkbox"/> # Rectangle Tables <u>4</u> |
| <input checked="" type="checkbox"/> Sound System | <input type="checkbox"/> DVD Player & Television | <input type="checkbox"/> Bar |
| <input checked="" type="checkbox"/> Kitchen | <input type="checkbox"/> WIFI Internet Access | <input type="checkbox"/> Wheelchair Lift |
| <input type="checkbox"/> Piano (Auditorium Floor Level) | <input checked="" type="checkbox"/> Stove | |
| <input type="checkbox"/> Other Equipment Requests: _____ | | |

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

- | | |
|--|--|
| <input type="checkbox"/> Caterer Name _____ | <input type="checkbox"/> Bartenders (or Group) Name _____ |
| <input type="checkbox"/> Decorators Name _____ | <input type="checkbox"/> Entertainment/Music _____ |
| <input type="checkbox"/> Specify Electrical Requirements: _____ | <input type="checkbox"/> AGLC Liquor License Yes / No (circle one) |
| <input type="checkbox"/> Liability Insurance Yes / No (circle one) | |

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

Notes: Also renting round tables from Chamber of Commerce

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



Tax Invoice

TOWN OF TABER

Town of Taber

GST #: 108130360

**A 4900 50 ST
TABER, AB T1G1T1**

Bill To

Taber Mennonite School

**6302 56 St,
Taber,
AB T1G 1Z9**

Invoice 27765

Date 2018-04-23

Page 1

Description	Qty	Line Value	Discount	Total
Auditorium Day Booking 5% GST	1	\$515.25		\$490.71 \$24.54

Total Invoice	\$515.25
----------------------	-----------------

Category	Source	Quantity	Price	Total	Ordered	Paid
Decor						
Round Table Rentals (+ \$100 deposit)	Taber Chamber of Commerce	13	\$3.00	\$39.00	No	
Hall Rental	Town of Taber	1	\$515.25	\$515.25	Yes	
Chair Ties?				\$0.00	No	
Table Runners (Burlap)		7	\$3.00	\$21.00	No	
Laundry	(for table cloths and chair cove	1	\$15.25	\$15.25	No	
Bottle		14	\$2.00	\$28.00		
Parchment		12	\$2.00	\$24.00		
Tule		1	\$100.00	\$100.00		
Paper Lanterns		16	\$6.00	\$96.00		
String Lights		18	\$2.00	\$36.00		
Black Fabric		1	\$100.00	\$100.00		
PVC Backdrop		1	\$100.00	\$100.00		
Food (Current costs are placeholders)						
Graduate Free Tickets	Placeholder	36	10	\$360.00		
Additional Tickets	Placeholder	20	10	\$200.00		
Staff and Special Guests	Placeholder	24	10	\$240.00		
				\$1,874.50		


Sources of Income:

Alberta Hiway Clean Up

School Based Hot Lunch Sales

Bake Sales

School Recycling

		<h1>Community Grants Program</h1>
Policy No.: PS-REC-3	Council Resolution No.: 553/14	
Department: Community Services	Authority: Council	
Effective Date: 24/11/14	Revision Date:	
Review Date: September 2015	Repealed Date:	
Supersedes: Recreation Facilities Rental Fee Waiver and Reduction Requests Policy PS-REC-2		
Related Procedure No.: PS-REC-3		
Related Procedure Name: Community Grants Program		

Purpose

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

Policy Statement

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

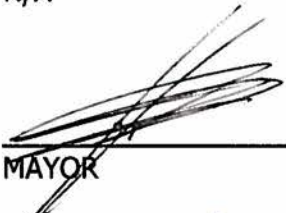


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- 6) Council will review the recommended submissions for approval annually at their last meeting of October.
- 7) By way of resolution, Council shall establish a list of community groups and organizations that are eligible for grant funding for the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

Additional References

N/A



MAYOR

09/12/14
DATE



CHIEF ADMINISTRATIVE OFFICER

DECEMBER 9 / 2014
DATE





Community Grants Program

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

Purpose

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

Operating Guidelines

1) Eligibility

Applications will only be considered for:

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

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



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

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

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

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



5) Process:

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



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



CHIEF ADMINISTRATIVE OFFICER

DECEMBER 9 / 2014
DATE





Council Request for Decision	
Meeting Date: May 28, 2018	
Subject: Auditorium Facility Modernization and Mechanical System Upgrade	
Recommendation:	That Council authorize Administration to move the Auditorium Facility Modernization and Mechanical System Upgrade to 2019 and authorize that the funding in the 2018 Capital Budget be moved to the 2019 Capital Budget.
Background:	<p>Council approved an Auditorium upgrade in 2018 for a total budget of \$500,000.00. This project was intended to upgrade the existing lobby area. Administration has been working with MPE Engineering on the scope and design of the project.</p> <p>Now that we know the overall scope, our challenge is in finding acceptable time frames to allow for the work to occur. We had blocked a seven week period but have learned we required a ten week time frame. In looking at the booking schedule, the next available time frame that has the least amount of impact on the public is January 7 – March 14th, 2019. During this time frame we have the following functions:</p> <ul style="list-style-type: none"> • Kinsmen Senior Dinner – Kinsmen is aware and is looking at alternatives for 2019 • Fading Sons Hockey Tournament Cabaret – the option is available to move the tournament weekend to March 15-17 for ice and auditorium. Not ideal for them but doable and they are aware. • Walkabout – can be moved to arena • Community Keep Fit – can be moved to arena lobby <p>Regardless of the date selected, there will be an impact on user groups. Our goal is to minimize that impact. Administration is requesting permission from Council to hold off on the upgrade and re-allocate the funds from 2018 to 2019 Capital projects.</p>
Legislation / Authority:	MGA Section 3
Strategic Plan Alignment:	<p>Family/Community:</p> <p>Build a community that is affordable and attractive.</p>



Financial Implication:	\$500,000.00 is allocated in the 2018 Capital Budget. Administration is requesting this be re-allocated to 2019 Capital Budget.
Service Level / Staff Resource Implication:	Regardless of the date of the upgrade, there will be an impact on user groups.
Justification:	There is insufficient timeframes available to accommodate a ten week upgrade. These facilities book up to a year in advance. The January – March dates have been tentatively blocked.
Alternative(s):	Council may choose to proceed in 2018 which would then result in a greater impact of cancellations for our users.

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

Council Request for Decision													
Meeting Date: May 28, 2018													
Subject: Community Centre LED Signage RFP Award													
Recommendation:	That Council awards the RFP for L.E.D. Signage to Libertelevision West Inc. for a total project cost of \$66,482.00 and allows Administration to utilize a portion of the remaining funds for a structural assessment of the final construction to meet building code requirements.												
Background:	<p>On April 15, 2018 the Town of Taber solicited a Request for Proposal (RFP) for the Community Centre Digital Sign. The objective of the RFP was to contract with qualified and experienced firm(s) to design and install the sign by August 15, 2018.</p> <p>The proposals were opened on May 10, 2018. Proposals were received by seven companies. Of those, only three companies (with a total of 9 options) were responsive. The balance were either late submissions or they did not participate in the “mandatory site meeting”. The responsive firms are as follows:</p> <ul style="list-style-type: none"> • PixelBoom Media Ltd • Libertelevision West – Digital Signs • National Sign Link <p>The proposals were evaluated by Aline Holmen, Director of Recreation and Al Abdel Khaliq, IT Manager. Additionally, Louise Parsons, Procurement Manager evaluated each Proposal for responsiveness, compliance and cost.</p> <p>Proposal Evaluation Process:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">1. Total Bid Price</td> <td style="text-align: right;">40 points</td> </tr> <tr> <td>2. Design/Specifications</td> <td style="text-align: right;">30 points</td> </tr> <tr> <td>3. Capability to Perform Work/references</td> <td style="text-align: right;">10 points</td> </tr> <tr> <td>4. Support Services</td> <td style="text-align: right;">10 points</td> </tr> <tr> <td>5. Timeline</td> <td style="text-align: right;"><u>10 points</u></td> </tr> <tr> <td>Total Point Value</td> <td style="text-align: right;">100 points</td> </tr> </table>	1. Total Bid Price	40 points	2. Design/Specifications	30 points	3. Capability to Perform Work/references	10 points	4. Support Services	10 points	5. Timeline	<u>10 points</u>	Total Point Value	100 points
1. Total Bid Price	40 points												
2. Design/Specifications	30 points												
3. Capability to Perform Work/references	10 points												
4. Support Services	10 points												
5. Timeline	<u>10 points</u>												
Total Point Value	100 points												
Legislation / Authority:	MGA Section 3, 2018 Capital Budget												
Strategic Plan Alignment:	Create and promote all-season recreational opportunities and facilities that regionally recognized.												



Financial Implication:	<p>The L.E.D signage was budgeted in the 2018 Capital Budget for \$120,000.00. This project falls well within the existing budget framework.</p> <p>We are required to complete a structural assessment on the final proposed drawing for wind and strength as per Building Code requirements which would require a portion of funding to undertake.</p>
Service Level / Staff Resource Implication:	Service level involvement required for assistance with communications and Building Code requirements as well as overseeing the project.
Justification:	Council has indicated that the existing signage in front of the Community Centre is not appropriate and has directed Administration to replace with an LED Sign. Funding was provided in the 2018 Capital Budget.
Alternative(s):	Council could request additional information from Administration.

Attachment(s):	RFP Award Recommendation RFP Detailed Evaluation Tool
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APPROVALS:	
Originated By:	Aline Holmen
Chief Administrative Officer (CAO) or Designate:	



RFP AWARD RECOMMENDATION

RFP #	850-T01 (2018-19)
PROJECT NAME	Community Centre LED Signage
PROJECT BUDGET	\$120,000
DATE	May 15, 2018

Submitted for your review and concurrence is the award recommendation for the above referenced Request for Proposal.

BACKGROUND

On April 15, 2018 the Town of Taber solicited a Request for Proposal (RFP) for the Community Centre Digital Sign. The objective of the RFP was to contract with qualified and experienced firm(s) to design and install the sign by August 15, 2018.

The Proposals were opened on May 10, 2018. Proposals were received by 7 companies. Of the seven (7) proposals received, only 3 companies (a total of 9 options) were responsive. The balance were either late submissions or did not participate in the "mandatory pre-bid meeting". The responsive firms are as follows:

- **Pixel Boom Media Ltd.**
- **Libertevision West – Digital Signs**
- **National Sign Link**

The Proposals were evaluated by the following:

- Aline Holmen – Director of Recreation
- Al Abdel Khaliq – IT Manager

Additionally, Louise Parsons, Procurement Manager evaluated each Proposal for responsiveness, compliance and cost.

PROPOSAL EVALUATION PROCESS

All Proposals were first examined to determine whether or not they met all the requirements of the RFP. A point system was then used to evaluate the Proposals in terms of meeting the required specifications as per the following:

Categories	Weight
1. Total Bid Price	40 points
2. Design/Specifications	30 points
3. Capability to Perform Work / References	10 points
4. Support Services	10 points
4. Timeline	10 points
Total	<u>100 Points</u>

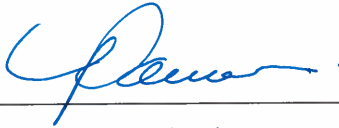


1. Total Bid Price
The contract Total Bid Price shall include the cost of design, materials, plants, tools, equipment, labour, services, transportation, taxes and incidentals necessary for the essential elements required in executing the work required of the contractor. Any item of work not specially listed shall be considered incidental to such other items as are listed, and thus considered to be included within the Proponents Total Bid Price.
2. Design
Includes product specifications, quality and design.
3. Capability of the Contractor to carry out the work
With the RFP submittal the contractor shall provide a minimum of three (3) references of past work completed. This should include a contract name and phone number, size of job a whether the job was completed within the required time frame and any warranty issues.
4. Support Services
Includes training on software and ability to troubleshoot or assist when required.
5. Timeline
The proponent will be responsible to create a timeline for the completion of the project.
The spreadsheet attached hereto as Exhibit No. 1 details the scoring for each Proposal.

Based on the above objective the (attached) Proposal evaluation was prepared.

RECOMMENDATION

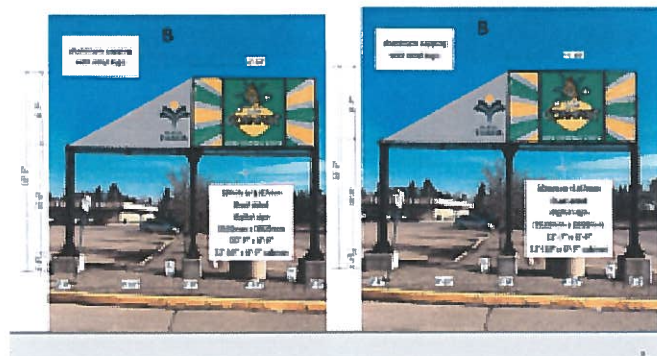
After a thorough evaluation, we recommend an award be made to **Libertevision West Inc. - Option #4 for a total project cost of \$66,482.⁰⁰** which ranked #2 in the overall bid ranking (See attachment). While other Respondents also offered good overall Proposals, Libertevision West Inc.'s submissions were ranked highest overall. The highest ranking bid is Libertevision's Option #3 (same design), but Option #4 has an increased Pixel quality. Although Option #4 is slightly higher than the lowest bid (Option #3), we are recommending that we proceed with Option #4 for an additional cost of \$6756.⁰⁰.

Attest:

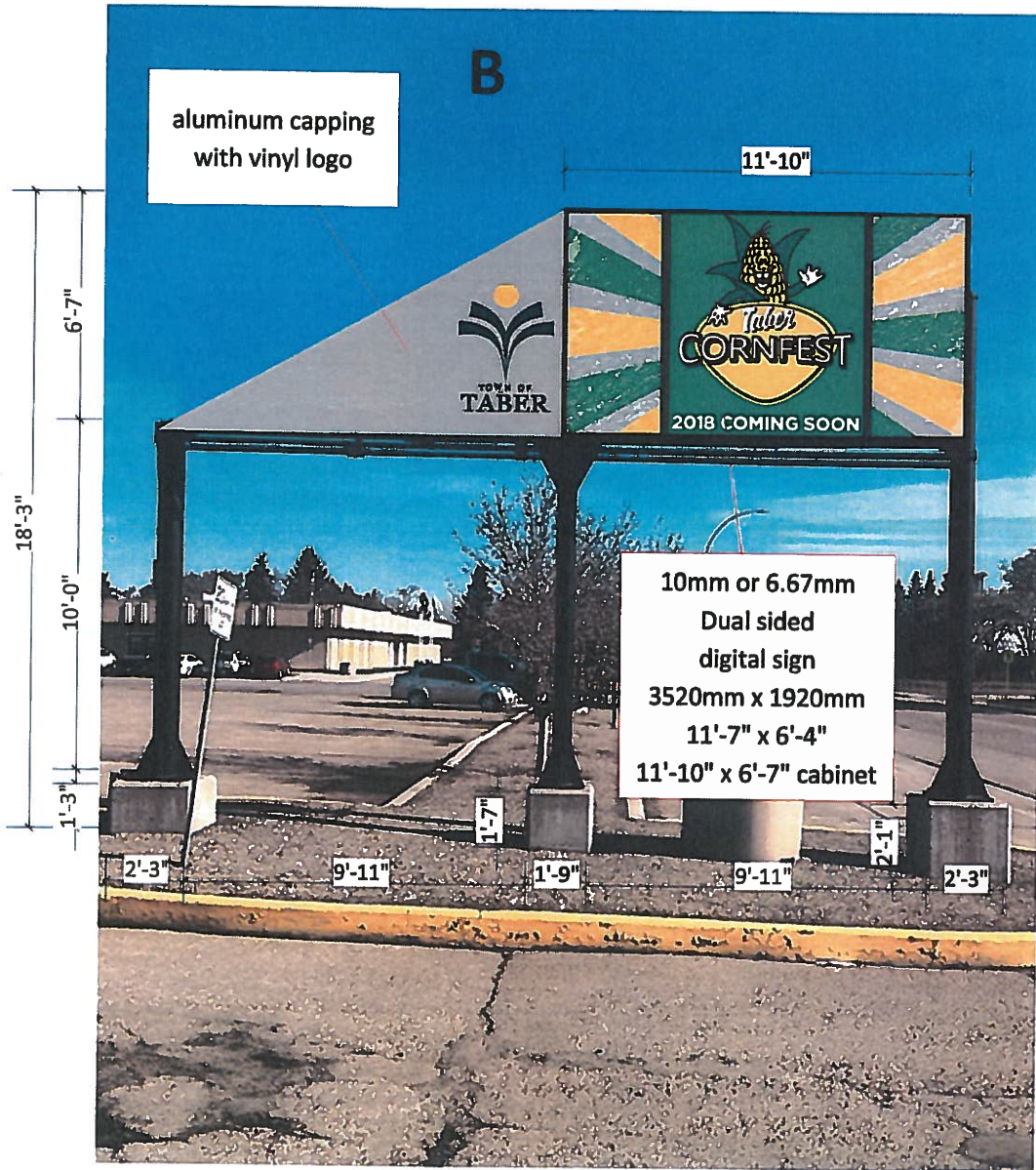
TITLE	NAME	SIGNATURE	DATE
Procurement Manager	Louise Parsons		May 15, 2018
Director of Recreation	Aline Holmen		May 15, 2018
Chief Administrative Officer	Cory Armfelt		May 15, 2018

Highest Ranking Option		Recommended Option	
Libertevision West Inc Opt 3		Libertevision West Inc Opt 4	
May 9, 2018 @4:05 pm		May 9, 2018 @4:05 pm	
30		32	
10.5 Wks	20	10.5 Wks	20
6		6	
10		10	
\$ 59,726.00	40	\$ 66,482.00	36

Design B	Design B
Parts out of Red Deer, no <i>confirmed</i> Local service THE DIFFERENCE IN DESIGN B OFFERINGS IS THE PIXEL QUALITY. This Option provides a 10 mm Pixel quality.	Parts out of Red Deer, no <i>confirmed</i> Local service THE DIFFERENCE IN DESIGN B OFFERINGS IS THE PIXEL QUALITY. This Option provides a 6.67 mm Pixel quality.
106	103
1	2



SIGN DESIGN – OPTION B



850-T01 (2018-19)
 Community Centre LED Signage
 Price Proposal Evaluation & Rating Tool

Vendor	PixelBoom Media Ltd Opt 1		PixelBoom Media Ltd Opt 2		PixelBoom Media Ltd Opt 3		Libertelevision West Inc Opt 1		Libertelevision West Inc Opt 2		Highest Ranking Option Libertelevision West Inc Opt 3		Recommended Option Libertelevision West Inc Opt 4		National Sign Link Opt 1		National Sign Link Opt 2	
	Bid Received:	May 10 2018 @11:54 am		May 10 2018 @11:54 am		May 10 2018 @11:54 am		May 9, 2018 @4:05 pm		May 9, 2018 @4:05 pm		May 9, 2018 @4:05 pm		May 9, 2018 @4:05 pm		May 10, 2018 @1:59 pm		May 10, 2018 @1:59 pm
Design & Responsiveness (30 points)	29		32		32		30		30		30		32		0		0	
Delivery Date/Timeline (10 Points)	10.5 Wks	20	10-Jan-00	20	10.5 Wks	20	10.5 Wks	20	10.5 Wks	20	10.5 Wks	20	10.5 Wks	20	2 Wks	20	2 Wks	20
Manufacturer History, Warranty & Local Support (10 Points)	10		10		10		6		6		6		6		6		6	
Vendor History, References (10 Points)	10		10		10		10		10		10		10		10		10	
Base Price (40 Points)	\$ 119,765.37	20	\$ 127,430.95	19	\$ 170,039.03	14	\$ 85,118.00	28	\$ 95,930.00	25	\$ 59,726.00	40	\$ 66,482.00	36	\$ 80,500.00	30	\$ 60,550.00	39
Comment Section:	Design A The only difference between Opt 1 & Opt 2 is in Opt 2 pricing, he has added in the costs for removal of old structure and electrical		Design A The only difference between Opt 1 & Opt 2 is in Opt 2 pricing, he has added in the costs for removal of old structure and electrical		Design B		Design A Parts out of Red Deer, no confirmed Local service THE DIFFERENCE IN DESIGN A OFFERINGS IS THE PIXEL QUALITY. This Option provides a 10 mm Pixel quality.		Design A Parts out of Red Deer, no confirmed Local service THE DIFFERENCE IN DESIGN A OFFERINGS IS THE PIXEL QUALITY. This Option provides a 6.67 mm Pixel quality.		Design B Parts out of Red Deer, no confirmed Local service THE DIFFERENCE IN DESIGN B OFFERINGS IS THE PIXEL QUALITY. This Option provides a 10 mm Pixel quality.		Design B Parts out of Red Deer, no confirmed Local service THE DIFFERENCE IN DESIGN B OFFERINGS IS THE PIXEL QUALITY. This Option provides a 6.67 mm Pixel quality.		- Concerns about 2 week completion period vs sow understanding. No labour included in Warranty. THE ONLY DIFFERENCE IN THE TWO OFFERS FROM NATIONAL SIGN LINK IS THE SIZE		- Concerns about 2 week completion period vs sow understanding. No labour included in Warranty. THE ONLY DIFFERENCE IN THE TWO OFFERS FROM NATIONAL SIGN LINK IS THE SIZE	
TOTAL SCORE	88		90		86		94		91		106		103		66		75	
RANKING	6		5		7		3		4		1		2		9		8	





Council Request for Decision	
Meeting Date: May 28, 2018	
Subject: Taber Municipal Police Commission Report to Council	
Recommendation:	That Council accepts the Taber Municipal Police Commission Report for information.
Background:	The most recent Taber Municipal Police Commission Report is supplied for Council information. In most cases, this communication is provided simply as information to Council and no comment is needed. In some cases, though, Council may wish to seek clarification on the matter from its fellow Council members that are acting members on the Taber Municipal Police Commission. Placing the communication on Council's agenda allows these opportunities.
Legislation / Authority:	MGA, Section 207(c), Taber Municipal Police Commission Policy Manual.
Strategic Plan Alignment:	Family/Community: Maintain a locally based police force, and look for ways to make it more financial sustainable.
Financial Implication:	N/A
Service Level / Staff Resource Implication:	The service level will remain status quo.
Justification:	Council has requested to be kept informed of Taber Municipal Police Commission happenings.
Alternative:	Council could seek clarification on any of the matters from Administration or fellow Committee Members.



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

Taber Municipal Police Commission Report

March 2018

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

Police

Community Involvement:

- Sgt. Kehler, Cst. Nguyen, and Volunteer Constable Cornie attended the Community Awareness session facilitated by Taber and District Community Adult Learning.
- We conducted a mock evacuation drill at Clearview Lodge.
- Chief Abela attended the HR Committee of the Alberta Association of Chiefs of Police in Calgary to discuss recruitments standards, training, use of force, and diversity and inclusion from a Provincial lens.

Training:

- Cst. Fudge attended child seat installation training in Lethbridge.

Equipment:

- Our use of force instructors have purchased all of our ammunition and training supplies for 2018 this year.

Personnel:

- There have been no personnel changes this past month.
- We will be hiring our summer students to commence around May 1, 2018 for our bylaw function. We have one returning and one new hire.

Operational:

- CPIC access (in car) is closer, with testing occurring this past week.
- Taber Police personnel have been involved in the EOC that was stood up as a result of the Local State of Emergency.

Policy:

- Taber Police have been working on the suggested amendments to the Community Standards Bylaw to deal with smoking, vaping, and cannabis issues/concerns. Attached is a separate

Communications/911

Equipment:

- Our new phone system will be installed in early April with training occurring throughout the month. The system allow us to have protected blue tooth capabilities and make the work station more ergonomic and user friendly.

Personnel:

- We have posted for the full time Communications Operator position left vacant a few months back.

Training:

- All communication staff have been reviewing NAED protocols for dispatch, specifically the sinking vehicle and active shooter protocols.

Operational:

- Our PSCM Manager and Arlene Wong have been assigned into the positons within the EOC and have been attending briefings.
- The back 911 lines at the fire hall have been tested getting ready for compliance with the 911 standards of the Province. We have asked for Telus to check one of the lines for an issue, but the other one is working excellent.

Strategic Plan

Update will occur next meeting.

Community Standards Unit

Please see attached reports; March 2018.

- The pamphlet for nuisance properties was sent out in the utilities mail out. This pamphlet can also be found at several locations throughout town and on our website.
- There was a request at Council on April 9, 2018 from Councillor Brewin to ask about boulevard parking in the community. I advised a report was completed and submitted to me and that I would get that info to the Commission. I have attached the excel spread sheet that was developed when we addressed this parking issue in late 2018. Below is that spread sheet. The CSU works continuously to address these issues. This is a snap shot of late in the fall of 2018 and I as the Chief have not asked for this report to be completed again.

2018 Boulevard Parking

Location	Vehicle	Violation	Action	Result
4900 Block 55 Ave	Registered Car	Park On Grass Portion of BLVD	Fine issued	Vehicle Moved
5000 Block 54 Ave	Registered Car	Park On Grass Portion of BLVD	Spoke to RO	Vehicle Moved
5200 Block 56 Ave	Expired Truck	Park On Grass Portion of BLVD	Fine issued	Vehicle Moved
5200 Block 45 Ave	Expired Truck	Park On Grass Portion of BLVD	Fine issued	Vehicle Moved
5600 Block 49 St	2 Trucks W/Out Plates	Park On Blvd outside property line	Spoke to RO	Vehicles Moved
5000 Block 57 St	Expired Car	Park on BLVD/Parking space	Spoke to RO	Vehicle Moved
6000 Block 60 St	Registered Car and Travel Trailer	Park On Blvd outside property line	Spoke to RO	Car moved. Waiting for truck repair to move trailer
6000 Block 51 St	Registered Truck and Expired SUV	Park On Blvd outside property line	Spoke to RO	Vehicles Moved
5000 Block 57 St	Truck W/Out plates	Park on BLVD/Parking space	Spoke to RO	Fined, Truck to be moved
Prominence Place	Registered Car	Park On Blvd outside property line	Spoke to RO	Vehicle Moved
6000 Block 52 St	SUV W/Out Plates	Park on BLVD/Parking space	VM left for RO	Fined SUV to be moved
4900 Block 57 Ave	2 Trucks W/Out Plates	Park on BLVD/Parking space	Spoke to RO	Vehicles Moved
5000 Block 58 Ave	Van W/out Plates and Registered Travel Trailer	Park On Blvd outside property line	Spoke to RO	Trailer Moved. Van eventually fined for not moving. Van moved
5400 Block 44 Ave	Expired Pt Cruiser	Park Grass Portion of BLVD	Spoke to RO	Vehicle Moved

Operational:

Crime Trend Analysis/Mayors Report/Benchmarking

CHAIR'S REPORT				
March	TOTAL 2018 YTD	Comparison 2017 YTD	% Difference	Comparison 2017 Dec 31
TRAFFIC				
- Impaired Operation/Related Offences	12	9	33%	47
- Dangerous Operation of Motor Vehicle	0	1	-100%	6
- Traffic collisions	46	37	24%	137
- Other criminal code	0	1	-100%	5
- Provincial Traffic Offences	396	541	-27%	2134
LIQUOR ACT				
	23	19	21%	121
OTHER CRIMINAL CODE				
- Other criminal code	61	34	79%	209
- Offensive weapons	3	4	-25%	13
- Corruption (Public Mischief)	1	2	-50%	6
DRUG ENFORCEMENT				
- Trafficking	0	0	0%	6
- Possession	12	2	500%	17
- Other	5	3	67%	10
CRIMES AGAINST A PERSON				
- Sexual offences	3	4	-25%	12
- Robbery/Extortion/Harassment/Threats	32	26	23%	92
- Offences - Death Related or Endangering Life	0	0	0%	0
- Kidnapping/Hostage/Abduction	0	0	0%	3
- Assaults	16	19	-16%	93
CRIMES AGAINST PROPERTY				
- Theft under \$5000	30	29	3%	214
- Theft over \$5000	7	5	40%	30
- Possession of Stolen Goods	5	7	-29%	32
- Fraud	11	11	0%	48
- Break and Enter	4	9	-56%	47
- Arson	0	0	0%	2
- Mischief	23	17	35%	122
BYLAW				
- Traffic	8	4	100%	39
- Other (non-traffic calls)	90	60	50%	530

Analyses: The crime trends are in keeping with normal trends, slight increase in other criminal code. Most likely due to vehicle entries. As reported last month trends are continuing, property crime, as it is in the entire Province, is up and most is being seen as regional and organized. We are concerned with the increase to methamphetamine charges and investigations that we have been encountering.

911 REPORT

911 Communications: (March 2018) Line 1 now includes line 2.

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

Mar-18	Total Call Answered	Answered within 15 sec		Answered Within 40 Sec		Answered After 40 Sec		Total Abandoned Calls
		Calls	%	Calls	%	Calls	%	
Taber Police Service	213	211	99.1	211	99.1	2	0.9	37
*average answer time is 5.7 seconds								
Type of calls	% of calls							
Residential (landline)	8.0%							
Business (landline)	36.0%							
Wireless	70.0%							
Non 9-1-1 (transfers)	7.0%							

Police Complaints

Monthly Allegations By Allegation -- March 2018

Allegation	Month	YTD 2018	YTD 2017	% change
Corrupt Practice: c(iii) Engage in Inappropriate Contract	0	0	1	-100%
Discreditable: e(i) (B) Contravene Act Legislature AB	0	0	0	0%
Discreditable: e(viii) Discredit the Reputation of the Service	0	0	1	-100%
Insubordination: g(ii) Breach Policy/Order/Directive	0	0	0	0%
Neglect Duty: h(i) Fail to Promptly/Diligently Perform Duty	0	0	1	-100%

Report date range criteria: Incidents received between 2018/03/01 and 2018/03/31

Report count criteria: By allegations linked to incidents.

Report name: Monthly allegation tally Report run on: Apr 10, 2018 at 10:00 by Chief Graham Abela



Council Request for Decision	
Meeting Date: May 28, 2018	
Subject: Department Reports	
Recommendation:	That Council accepts the Department Reports for information.
Background:	The Department Reports are supplied for Council information. In most cases, this communication is provided simply as information to Council and no comment is needed. In some cases, though, Council may wish to seek clarification on the matter from its administration, fellow Committee Members or from the originator of the communication, or even to challenge the matter through Council discussion. Placing the communication on Council's agenda allows these opportunities.
Legislation / Authority:	MGA, Section 207(c)
Strategic Plan Alignment:	Governance: Make the Town of Taber an employer of choice, where employees are self-assured, valued, respected and viewed as the corporation's strongest assets.
Financial Implication:	N/A
Service Level / Staff Resource Implication:	The service level will remain status quo.
Justification:	To keep Council informed of departmental happenings.
Alternative:	Council could seek clarification on any of the matters from Administration or fellow Committee Members.



Attachment(s):	Finance Department Report Recreation Activity Report May 2018 Engineering & Public Works Department Report Water & Wastewater Treatment Department Report Fire Department Activity Report Administrative Services Activity Report Chief Administrative Officer Activity Report
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APPROVALS:	
Originated By:	Raeanne Keer
Chief Administrative Officer (CAO) or Designate:	



ACTIVITY REPORT

DEPARTMENT: Finance

Budget Categorization	Strategic Plan Alignment (Goals and Initiatives)	Associated Projects & Tasks
<p>Projects and tasks expected and approved under the 2018 Capital Budget</p>	<p>Strengthen our core infrastructure and services in a fiscally responsible manner</p>	<ul style="list-style-type: none"> • Replace multiple workstations as part for the annual computer replacement. • Configure security system on Fire Hall doors. • Working on migrating the website to a new vendor. • Setup servers for the SCADA Upgrade. • Perform training on the new phone system. • Install 5 new security camera for the community center. • Sign an agreement for the new Assets Management software.
	<p>Make the Town of Taber an employer of choice, where employees are self-assured, valued, respected and viewed as the corporation's strongest asset</p>	<ul style="list-style-type: none"> • IT Manager attended the MISA conference. • Setup summer staff accounts.
<p>Projects and tasks expected to be approved under the Capital and Operational Budget</p>	<p>Strengthen our core infrastructure and services in a fiscally responsible manner</p>	<ul style="list-style-type: none"> • Prepared and sent out 2018 Tax Notices • Prepared RFDs for Council for 2nd and 3rd readings for the Borrowing Bylaw 10-2018 and the Lending Bylaw 5-2018 • Daily financial activities
	<p>Strengthen our core infrastructure and services in a fiscally responsible manner</p>	<ul style="list-style-type: none"> • Renew Anti-Malware license. • Renew Firewall License. • Setup server for Agenda Upgrade. • Arrange training for the Agenda software upgrade.
<p>Additional Items and Projects not expected under either Capital or Operational Budgets</p>	<p>Strengthen our core infrastructure and services in a fiscally responsible manner</p>	<ul style="list-style-type: none"> • Perform iPad training for MPC. • Upgrade Water+ Software. • Setup a new domain controller at TPS. • Upgrade AQUA software for TPS. • Configure a Captive Portal for Downtown WiFi



ACTIVITY REPORT

DEPARTMENT: Recreation May 2018

Budget Categorization	Strategic Plan Alignment (Goals and Initiatives)	Associated Projects & Tasks
<p>Projects and tasks expected and approved under the 2018 Capital Budget</p>	<p>Create and promote all-season recreational facilities that are regionally recognized</p>	<ul style="list-style-type: none"> • Continue to work on West Trail Extension Project. • Working on Trailhead signage for Walking Trail (by pool)
	<p>To improve the quality of life for Town residents and following a recreation master plan, invest in the Town's recreation facilities and opportunities</p>	<ul style="list-style-type: none"> • Recreation Software continues to be utilized and developed. Preparing for Phase 2 development. • LED Signage RFP completed for Community Centre • Investigating options for painting the community centre
<p>Projects and tasks expected and approved under the 2018 Operational Budget</p>	<p>Create a team work environment that is safe, customer focussed and employee friendly</p>	<ul style="list-style-type: none"> • Continue to assist and work with eCompliance Health and Safety Software. • 1 minor safety incidents with staff in March and regular safety meetings are occurring. • Staff have begun attending development training. Director attended the API2 training in Lethbridge • Working with new seasonal staff regarding training for positions.
	<p>Utilize work teams that are vertically and horizontally integrated</p>	<ul style="list-style-type: none"> • Recruiting for full time Lifeguard 2 position and casual positions. • Strategy plan for Managerial Maternity Leave has been implemented and is successful. • Recruitment completed for summer seasonal staff for Parks and still recruiting one more assistant position for Programs.

	<p>Create and promote all-season recreational opportunities and facilities that are regionally recognized</p>	<ul style="list-style-type: none"> • Working with Communications to promote Recreation and SASG through social media and the website. • Attended MD of Taber Council meeting regarding a Regional Recreation Master Plan. • Sportsfields have been in operation since the beginning of the month and staff continue to develop those areas.
	<p>Beautify the community (e.g., vegetation and attractive entranceways, downtown streetscapes)</p>	<ul style="list-style-type: none"> • Working in conjunction with Communities in Bloom. • Workers are completing maintenance schedules for the parks in the community. • New equipment arriving for the outdoor functional areas based on 2018 Capital Budget expenditures. • A lot of maintenance work has been completed at the cemetery and is ongoing. • RFQ underway for repairs to SK8 park brick. • Cameras installed at various locations around Confederation Park.
	<p>To improve the quality of life for Town residents and following a recreation master plan, invest in the Town's recreation facilities and opportunities</p>	<ul style="list-style-type: none"> • Summer planning is underway at the Aquafun Centre swim lesson registration and program registration is set for June 9th • Planning and purchasing ongoing for 2018 Operating and Capital budget allocations for maintenance. • Working closely with the grant coordinator regarding grants for recreation. • Coordinating repairs for the tennis court facility.
	<p>Seek partnerships within the Taber area for recreational facility development</p>	<ul style="list-style-type: none"> • Working with the Baseball/Softball Enhancement group regarding future facility development. • Working with community groups regarding playground

		<p>and park enhancements including the Station 6 gazebo in Confederation Park.</p>
	<p>Create an environment for hosting special events in Taber</p>	<ul style="list-style-type: none"> • Working on SASG (Southern Alberta Summer Games). Committee set up and planning is underway. • Working with user groups with regards to Special Events occurring in Taber in 2018 including Boxing, Taber Equality, Family Connections, Cornfest, Tournaments, etc.



ACTIVITY REPORT

DEPARTMENT: Engineering and Public Works

Budget Categorization	Strategic Plan Alignment (Goals and Initiatives)	Associated Projects & Tasks
<p>Projects and tasks expected and approved under the 2018 Capital Budget</p>	<p>Strengthen our core infrastructure and services in a fiscally responsible manner</p>	<ul style="list-style-type: none"> • Industrial Lagoon Upgrade – Project is 98% complete. • Tender for 2018 street improvements was approved by council.
	<p>To improve the quality of life for Town residents and following a recreation master plan, invest in the Town’s recreation facilities and opportunities</p>	<ul style="list-style-type: none"> • Back-up Generator for administration building is awarded and being built with a mid to end of July delivery time.
<p>Projects and tasks expected and approved under the 2018 Operational Budget</p>	<p>Maintain a safe community that is healthy, innovative and environmentally aware</p>	<ul style="list-style-type: none"> • Developing an infrastructure assessment map (roads and sidewalks) • Dug graves and filled graves • Completed inspections for Planning • Performed video inspection for proper flow • Cleaned and mowed ditches to prevent flooding.
	<p>Review the Town’s solid waste and recycling program to seek greater efficiency and effectiveness</p>	<ul style="list-style-type: none"> • Collection of residential carts; garbage, recycling and organics. • Collection of commercial garbage and extended commercial recycling program, and a selection of commercial organics bins.
	<p>Strengthen our core infrastructure and services in a fiscally responsible manner</p>	<ul style="list-style-type: none"> • Graded industrial roads • Filled pot holes as needed • Removed and installed new water meters with the new Radio Frequency Reads • Flushed sewer pipelines to keep debris and lard from building up in the pipelines. • Checked Sanitary sewer manholes to prevent backups • Daily visits to 5 lift stations around Town

	Identify and work with partners who will help us achieve our vision and goals through sharing of knowledge and resources, and seeking operation efficiencies	<ul style="list-style-type: none"> • Marked water and sewer lines for Alberta One-Call • Updated Oldman River Regional Services Commission Map
	Update and follow the Infrastructure Master Plan that itemizes and prioritize when infrastructure replacement is required	<ul style="list-style-type: none"> • Regular ongoing maintenance of town owned buildings. • Checking all sump pumps regularly in all buildings.
	Beautify the community (e.g., vegetation and attractive entranceways, downtown streetscapes)	<ul style="list-style-type: none"> • Delivered the CIB planters to Sunnyside Nursery for the group to begin planting.
	Create a team work environment that is safe, customer focussed and employee friendly	<ul style="list-style-type: none"> • Held a monthly safety meeting on May 10 2018. • Completed Formal Inspections of Buildings & Yard.
	To improve the quality of life for Town residents and following a recreation master plan, invest in the Town's recreation facilities and opportunities	<ul style="list-style-type: none"> • Annual Servicing of all air conditioning units in Town owned buildings. • Installing new make-up, exhausts, and heaters at the aeration building. • Had roof replaced on Zamboni room at small ice. • Annual servicing of all the town fire extinguishers. • Street sweeping has started. • Wrap trees to prevent pest movement • Insert pests control tables into trees
	Assist other agencies with their vision and efforts to make Taber a healthy community- socially, physically, and mentally	<ul style="list-style-type: none"> • Renovating the upstairs Fire Hall for two bunk rooms for Alberta Health Services to operate their EMS Services from the Fire Hall.
Additional Items and Projects not expected under either Capital or Operational Budgets	Build a community that is affordable and attractive	
	Make the Town of Taber an employer of choice, where employees and self-assured, valued, respected and viewed as the corporation's strongest asset	<ul style="list-style-type: none"> • Built barricades • Installed new sign breakaways



ACTIVITY REPORT

DEPARTMENT: Water & Wastewater Services

Budget Categorization	Strategic Plan Alignment (Goals and Initiatives)	Associated Projects & Tasks
<p>Projects and tasks expected and approved under the 2018 Capital Budget</p>	<p>Strengthen our core infrastructure and services in a fiscally responsible manner</p>	<ul style="list-style-type: none"> • Water meter replacement – ongoing throughout the year • Industrial Lagoon Upgrade – ongoing
<p>Projects and tasks expected and approved under the 2018 Operational Budget</p>	<p>Provide a strong learning environment and ongoing training opportunities</p>	<ul style="list-style-type: none"> • Attended weekly Operations Meetings • Attended department Safety Meeting • Attended Joint Health & Safety Meeting • One staff member attended First Aid Training • One operator achieved Level II certifications in water, distribution and collection • Five staff members attended Leadership for Excellence training course
	<p>Create and promote all-season recreational opportunities and facilities that are regionally recognized</p>	<ul style="list-style-type: none"> • Weekly cleaning of septic tanks at the Youth Centre
	<p>Create a team work environment that is safe, customer focussed and employee friendly</p>	<ul style="list-style-type: none"> • 0 safety incidents reported • Weekly Plant Operator Meetings • Monthly Health and Safety meetings
	<p>Identify and work with partners who will help us achieve our vision and goals through sharing of knowledge and resources, and seeking operation efficiencies</p>	<ul style="list-style-type: none"> • Marked water and sewer lines for Alberta One-Call • Met with Alberta Environment drinking water specialist

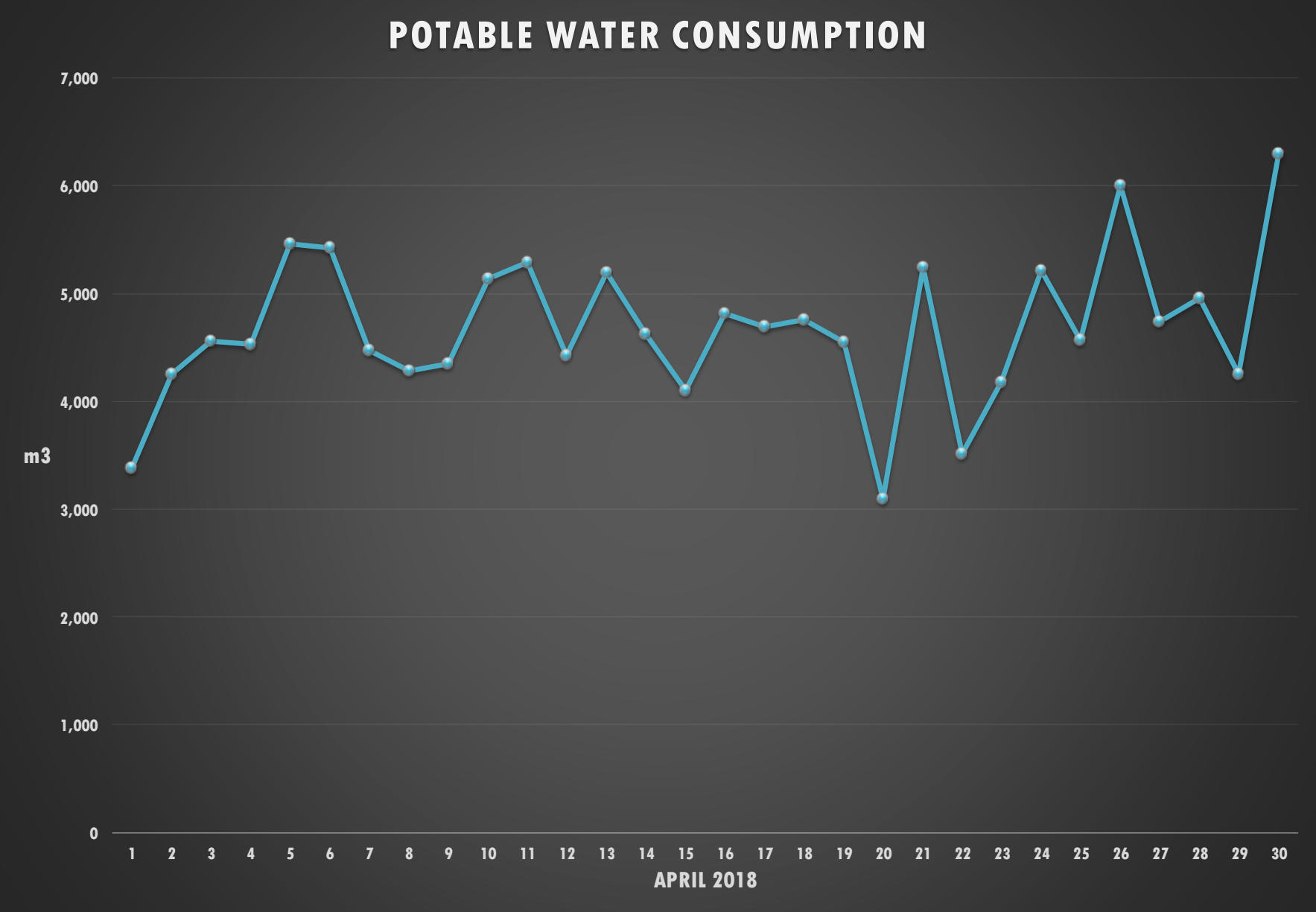
	<p>Update and follow the Infrastructure Master Plan that itemizes and prioritize when infrastructure replacement is required</p>	<ul style="list-style-type: none"> • Water meter replacement – ongoing throughout year
	<p>Strengthen our core infrastructure and services in a fiscally responsible manner</p>	<ul style="list-style-type: none"> • MPE upgrading screen on SCADA computers • 10 truckloads of seed sludge from the Lethbridge WWTP to repopulate BNR with Autotrophic bacteria that convert Ammonia to Nitrate • Removed Chin pump trailer from Chin Lake Reservoir • Fire Chief completed his annual inspection of WWTP • Found a crack in fermenter piping – had it repaired • Dealt with numerous Sewer Backup Complaints – had plumber auger lines out from root problems • Did some Turn on/off for residents of Water • Monthly Meter Reading R-900's • Ran monthly generator checks at Lift Stations • Started yearly fire hydrant flushing program • Performed video inspections on residence with sewer backups • Repaired curb stop at 5217 – 54 Street • Fixed water main leak at 62 Avenue & 52 Street. Many large crater in pipe was able to cut a piece out and repair leak. • Finish backfill at water leak site • Dug up road at 57 Avenue to turn on main corporation valve that was left off in construction years ago • Repaired broken service and curb stop at 5103 – 44 Avenue • Changed bolts on valve at 52 Street & 60 Avenue

		<ul style="list-style-type: none"> • Flushed sewer main on 50 Avenue from 53 Street to 52 Street • Flushed sewer main on 52 Street from 62 Avenue to 60 Avenue – found hole in pipe • Fixed sewer service at 5012 – 46 Avenue back alleyway • Exposed water and wastewater lines that leave the WTP on 40th Avenue • Top Shot started manhole rehabilitation on nine manholes around Town to fix benching, infiltration and damaged pipes • Directionally drilled underneath 50th Street south of the water plant reservoir for a pipe to send water to Highway 36 • Laid out the pipe for pumping to Highway 36 • Flushed culverts of 50th Street to keep ditch flowing
Additional Items and Projects not expected under either Capital or Operational Budgets		<ul style="list-style-type: none"> • Nothing to report

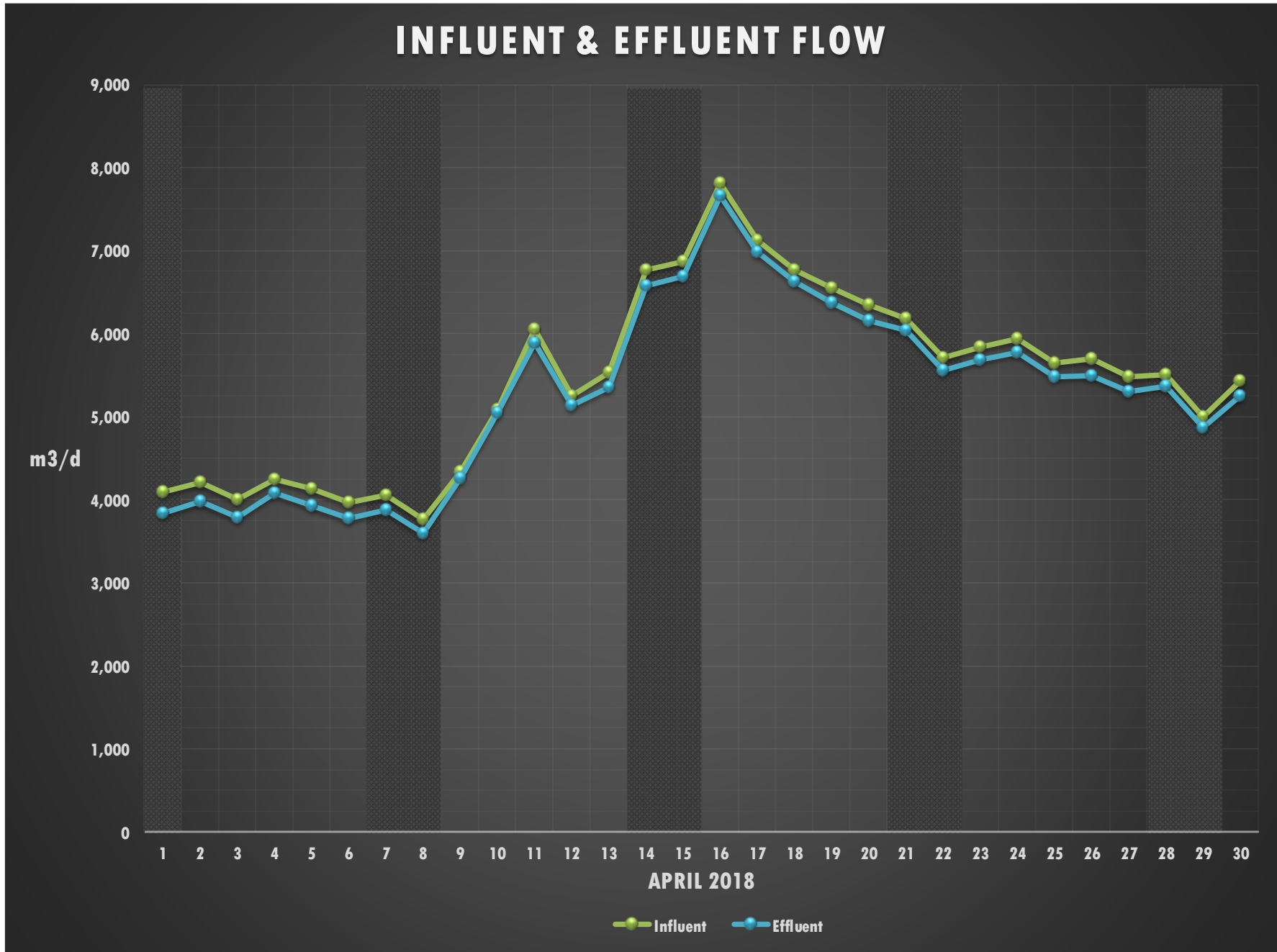
Capital Project Status

PROJECT	TARGET COMPLETION	BUDGET	PROJECTED COST	INVOICED TO DATE	STATUS
Water Meters	Dec 2018	\$150,000	\$150,000	\$93,355	

April 2018 | Potable Water Consumption



April 2018 | WWTP Influent & Effluent Flow





ACTIVITY REPORT

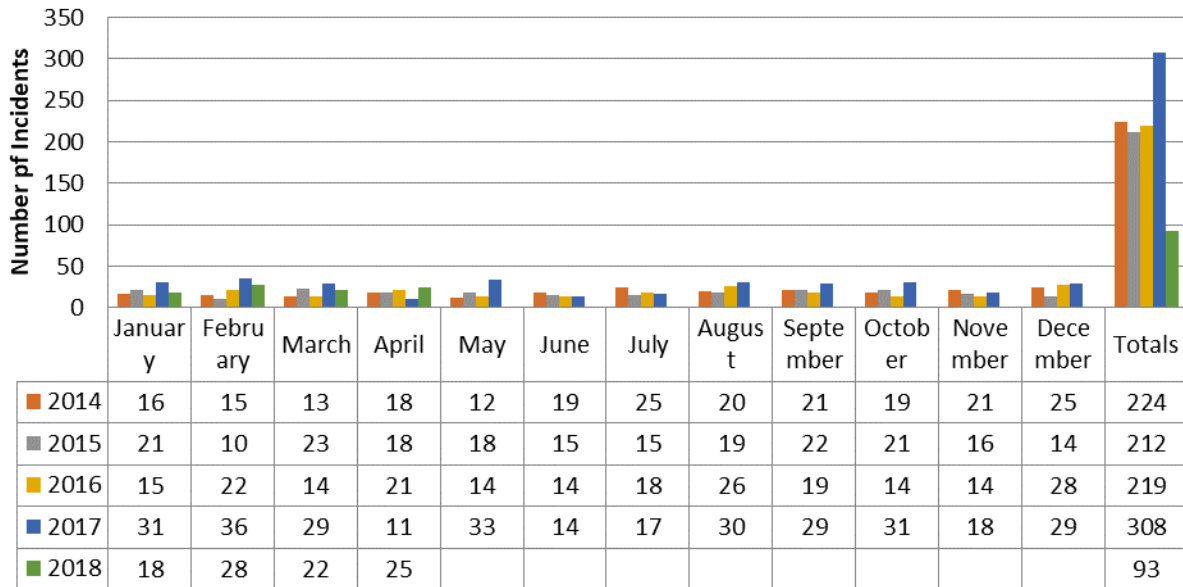
DEPARTMENT: Taber Fire Department

Budget Categorization	Strategic Plan Alignment (Goals and Initiatives)	Associated Projects & Tasks
<p>Projects and tasks expected and approved under the 2018 Capital Budget</p>	<p>Platform truck capital project</p>	<p>Platform fire truck build will finalize in May. This will require 1 day of oversight each week from March through to May with a trip to the plant in the first week of May with the truck build committee.</p>
<p>Projects and tasks expected and approved under the 2018 Operational Budget</p>	<p>Identify and work with partners who will help us achieve our vision and goals through sharing of knowledge and resources, and seeking operational efficiencies</p>	<ul style="list-style-type: none"> • 1 member attended Leadership Series Course in Lethbridge • Attended Zone 7 Chiefs meeting • 2 Staff attended AMHSA Leadership in Safety Excellence workshops
	<p>Encourage the development of Taber as a learning hub in Southern Alberta, offering training and educational experiences based on our economic advantages</p>	<ul style="list-style-type: none"> • Teleconference regarding AFTO committee formation. • Fire Chief assisted in building of the RFP for Alberta Fire Chiefs Association Core Competency review for the province • 408 hours for 1001 Training, Provincially Grant funded. For 17 Students from Taber, Bow Island, Etzikom, Foremost, Stirling and Crowsnest Pass • 258 volunteer hours for courses & public education • Intake of 3 Cadets, completed a 20hr orientation weekend and began a 6 week Probationary Firefighter Course
	<p>Partner with local businesses to sponsor a broad range of educational opportunities in Taber</p>	<ul style="list-style-type: none"> • 5 members participated in Bike Rodeo • 1 member on Alberta Summer Games Committee as Medical Chairperson • 6 members volunteered at the Taber Food Bank Drive • 89 Volunteer Hours for Taber Charity Auction • 3 members attended Taber Special Needs Grand Opening

	Promote a culture of education, excellence and innovation within the Town organization	<ul style="list-style-type: none"> • 258 hours of firefighter training
	Create conditions for business success and economic development, taking advantage of the Town's unique climate and location in Southern Alberta	<ul style="list-style-type: none"> • 12 businesses inspected • Started a monthly inspection with the Planning Department to review new/change of use buildings within the Town • One of our Captain has been promoted to Deputy Chief for the Town of Rocky mountain house.
Additional Items and Projects not expected under either Capital or Operational	Build partnerships with other governments and organizations where synergies may exist	<ul style="list-style-type: none"> • Working with the Alberta fire chiefs to build a common training program within the province. • MFR Committee approved a new response plan which should result in minimal change to call volume. • Met with Cornfest Committee

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

Comparison by Year by Month with Totals 2013 - 2018



Year to date last year 108 calls

Year to date this year 93 calls

Total Calls for April: 25

Structure Fire – 1	Public Assist – 3	MVC – 3
Rubbish/Grass Fire – 1	Hazmat – 0	Alarm Call – 3
MFR – 14	Mutual Aid – 0	Vehicle Fire – 0



ACTIVITY REPORT

DEPARTMENT: Administrative Services

Budget Categorization	Strategic Plan Alignment (Goals and Initiatives)	Associated Projects & Tasks
<p>Projects and tasks expected and approved under the 2018 Capital Budget</p>	<p>Strengthen our core infrastructure and services in a fiscally responsible manner</p>	<ul style="list-style-type: none"> • Authorized release of the RFP for the Cemetery Software project
<p>Projects and tasks expected and approved under the 2018 Operational Budget</p>	<p>Council, management and staff work together to promote a culture of service, both internally and externally, that demonstrates empathy, compassion, helpfulness and professionalism</p>	<ul style="list-style-type: none"> • Continued to work with Facilities Maintenance for review of approved upcoming 2018 projects • Finalized plans for the Volunteer Recognition Event. • Continued to review and formulate plans and proposals for the Employee Recognition event •
	<p>Create a team work environment that is safe, customer focused and employee friendly</p>	<ul style="list-style-type: none"> • FOIPP activity • Made various arrangements for Council and staff attendance at meetings and functions • Attended the monthly Management Team Meeting. • Worked on Council agendas for Regular Meetings • Held meetings with Admin Services staff to review, collaborate and assign projects • Attended the Harassment Committee meeting • Reviewed various lease agreements. Performed Commissioner for Oaths duties
<p>Additional Items and Projects not expected under either Capital or Operational Budgets</p>	<p>Provide a strong learning environment and ongoing training opportunities</p>	<ul style="list-style-type: none"> • Attended the Alberta Municipal Clerk's Conference • Discussed and investigated a variety of training opportunities with department staff • Attended and passed the ICS 400 Course held in Taber. • Participated in multiple Emergency Coordination Centre

		<p>Meetings</p> <ul style="list-style-type: none"> • Attended the training for the new telephone system
	<p>Examine service delivery at the department level and confirm if resources are aligned appropriately</p>	<ul style="list-style-type: none"> • Continued to participated in the preparation committee for the upcoming CUPE Negotiations
	<p>Foster cultural opportunities in Taber through improved venues, support of special events, and recognition of our cultural diversity</p>	<ul style="list-style-type: none"> • Discussed facilities with various stakeholder groups such as Parkside Manor, Curling Club, and the Arena Concession.

ACTIVITY REPORT

DEPARTMENT: Administrative Services

(Communications and Projects Coordinator)

Budget Categorization	Strategic Plan Alignment (Goals and Initiatives)	Associated Projects & Tasks
<p>Projects and tasks expected and approved under the 2018 Capital Budget</p>	<p>Strengthen our core infrastructure and services in a fiscally responsible manner</p>	<ul style="list-style-type: none"> • Finalizing work on Alberta Beverage Recycling Corporation Community Champions approved Grant (this grant provides us with our wrapped recycling bins; we are receiving 7 news ones for 2018)
<p>Projects and tasks expected and approved under the 2018 Operational Budget</p>	<p>Council, management and staff work together to promote a culture of service, both internally and externally, that demonstrates empathy, compassion, helpfulness and professionalism</p>	<ul style="list-style-type: none"> • Submitted a number of Taber Times ads • Released May Corn Husk Chronicles • Continued upkeep with the Town website • Actively increased engagement on our social media platforms by posting current events, upcoming programming, new projects, etc. • Responded to public's questions and concerns on social media • Working with IT Manager and various Town departments on implementation of new website • Finalized Communications Plan; draft to be forthcoming following approval of Strategic Plan • Assisted with a number of photography opportunities for Council • Assisting Planning Department with a good neighbour guide for our residents • Successfully applied for 2 Gold Hermes Awards (Taber Memorial Gardens Signage and Growing Good Neighbours Guide) • Making preparations for the 2018 Employee Recognition Event • Assisted media and news outlets by fielding questions and scheduling interviews • Published media releases where necessary • Released second annual

		Communications Survey to the public
	Create a team work environment that is safe, customer focused and employee friendly	<ul style="list-style-type: none"> • Attended regular Health and Safety meetings • Continued upkeep with eCompliance as required
	Provide strong learning environment and ongoing training opportunities	<ul style="list-style-type: none"> • Registered for Alberta Communications Conference in May • Attended Public Participation Training
	Foster cultural opportunities in Taber through improved venues, support of special events, and recognition of our cultural diversity	<ul style="list-style-type: none"> • Assisting with 2018 Southern Alberta Summer Games in regards to communications initiatives
	Assist other agencies with their vision and efforts to make Taber a healthy community – socially, physically and mentally	<ul style="list-style-type: none"> • Provided free advertising space for a number of non-profit community groups in the Corn Husk Chronicles • Continued issuing practice alerts to stay certified in Alberta Emergency Alert

April 17, 2018 to May 18, 2018 Cemetery

Description	Number
Burials	14
Pre-Planning Purchases	4
Columbarium Transactions	3
Monument Permits	4
Disinter/Reinter	1
Transfer of Burial Rights	0
Public Concerns	1
Graves Searches from the Public	4
Graves Searches from Monument Companies	2
Inquiries from other Municipalities	0



MAY 2018 ACTIVITY REPORT

DEPARTMENT: Chief Administrative Officer

Budget Categorization	Strategic Plan Alignment (Goals and Initiatives)	Associated Projects & Tasks
<p>Projects and tasks expected and approved under the 2017/2018 Operational and Capital Budget</p>	<p>Create a team work environment that is safe, customer focused and employee friendly</p>	<ul style="list-style-type: none"> • Ensured aspects of the Harassment Policy and protocol were being followed regarding a harassment claim between two staff members. • Attended to three separate Health and Safety Reviews of town facilities. • Attended to the Administration Office Safety meeting. • Coordinated meeting dates with CUPE to begin renegotiation on the collective agreement. • Secured the hiring of an excellent candidate for the Director of Planning and Economic Development role. • Worked with the Administrative Services Department to finalize details of the Staff Appreciation Event.
	<p>Strengthen our core infrastructure and services in a fiscally responsible manner</p>	<ul style="list-style-type: none"> • Worked with the Purchasing Coordinator to ensure she is working towards being the hub of all future tenders and RFP reviews and awards for the municipality. • Worked with the Director of Recreation to develop colour palates for the painting of the Aqua fun Centre, Auditorium and Arena complex. • Worked with the seasonal grant coordinator to get

		<p>her access to grant opportunity portals and provided direction on grants to apply for.</p> <ul style="list-style-type: none"> • Worked with Alberta Transportation and internal staff on logistics related to development of the lights at Highways 3 and 864. • Worked with the Engineering and Public Works Department to final a contract with a third party the town will be extending services to. • Attended an AUMA conference on Risk Management to learn about best management practices related to municipal liabilities. • Worked with the Fire Chief to develop the approach to facilitate Council selecting a location for the Emergency Services Building based on the motion to ensure a 10 minute response time for all residential developments. • Discussed the idea of beginning a tree farm on town owned land and directed staff to begin to look for suitable venues to undertake this.
	<p>Strengthen ties, where appropriate, with the Municipal District of Taber, Town of Vauxhall and Village of Barnwell to reduce the property tax burden</p>	<ul style="list-style-type: none"> • Met with the Village of Barnwell to discuss the updated raw water contract. • Met with the MD of Taber and stakeholders of the annexation. • Reviewed recreation funding allotments between rural and urban municipalities of a similar

		<p>size to Taber for the purpose of future cost sharing with the MD.</p>
	<p>Build partnerships with other governments and organizations where synergies may exist</p>	<ul style="list-style-type: none"> • Attended and participated in the Cornfest planning meeting. • Met with internal staff and coordinated with the Province on an application for Disaster Relief Funding. • Attended a dark fibre meeting for Southeast Alberta arranged by the City of Brooks. • Worked with the Finance Department and the Highway 3 Twinning Association on gathering material for their GST submission.
	<p>Provide a strong learning environment and ongoing training opportunities</p>	<ul style="list-style-type: none"> • Encouraged staff to access training for the purposes of career advancement at the Cao Summer Staff Welcome Luncheon. • Directed staff towards educational opportunities which would assist them with advancement in the municipality.
	<p>Make the Town of Taber an employer of choice, where employees are self-assured, valued, respected and viewed as the corporation's strongest asset</p>	<ul style="list-style-type: none"> • Held a luncheon to welcome all new seasonal staff and share expectations of working together and working safely throughout the summer. • Undertook a review of some postings for internal positions and hiring procedures due to the HR Manger being on holidays. • Worked with the HR Manager to amend the Chief of Police's employment contract due to motions passed by the

	<p>Create conditions of business success and economic development, taking advantage of the Town's unique climate and location in Southern Alberta</p>	<p>Police Commission.</p> <ul style="list-style-type: none"> • Worked with the Economic Development Officer to advance land sales by working through development options with two potential purchasers. • Met with the Plant Protein Alliance of Alberta to build relationships for future development considerations.
	<p>Foster cultural opportunities in Taber through improved venues, support of special events, and recognition of our cultural diversity</p>	<ul style="list-style-type: none"> • Researched logistics, values and funding logistics for multi-use facilities which have been developed in similar sized municipalities to Taber.
	<p>Maintain a safe community that is healthy, innovative and environmentally aware</p>	<ul style="list-style-type: none"> • Worked with MAGE Networks and internal staff to finalize the Wi-Fi project in the downtown. • Worked with TELUS to make arrangements for a deal suitable to all parties to install fibre optic cable in Fairway Village. • Received a concern via the Whistleblower Hotline related to some suspected drug activity in town. Passed information to the Taber Police Service. • Provided advice to Planning and Economic Development Department with some enforcement techniques via the Land Use Bylaw for some unsightly premises. • Spoke to some downtown business owners about developing a suite of standards for enhancing the sidewalks in front of their businesses.



Council Request for Decision	
Meeting Date: May 28, 2018	
Subject: Mayor and Councillor Reports (Verbal)	
Recommendation:	That Council accepts the Mayor and Councillor Reports for information.
Background:	Updates are provided verbally to inform Council of individual elected official activity. This could come in the form of meeting attendance to Council's Boards, Commissions, Committees, ad hoc organizations or meetings intended to strengthen municipal reputation and visibility.
Legislation / Authority:	MGA, Section 207(c)
Strategic Plan Alignment:	Governance: Build partnerships with other governments and organizations where synergies may exist.
Financial Implication:	N/A
Service Level / Staff Resource Implication:	The service level will remain status quo.
Justification:	To keep all of Council informed of elected official activity.
Alternative:	Council could seek clarification on any of the matters.



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



Council Request for Decision	
Meeting Date: May 28, 2018	
Subject: Standing Item - Council Requests	
Recommendation:	That Council uses this standing agenda item opportunity to address administration about their concerns, ask questions and direct municipal resources.
Background:	<p>The Municipal Government Act only allows Mayor and Council to act by resolution or bylaw, not separately through individual direction to administration. If one member wishes to see action on a certain item that requires the deployment or diversion of municipal resources, that does not mean all or even a majority of the other six members want Town resources used in that manner. Also, it is likely that all of Council and the public want to know about issues of concern and interest in Taber, so this conversation should be shared for better governance.</p> <p>To assist in this information sharing and ensure agreement on the relative importance of activities, and to facilitate a common understanding, Council established a standing item on Council agendas that would allow the Mayor and Councillors to raise issues of individual concern. This allows discussion amongst Council and with administration on how best to deal with these concerns. It is an opportunity for Council to provide suggestions or direction to administration as to how best to proceed.</p> <p>The intention of this RFD is for items to be brought forward from the floor at the meeting.</p>
Legislation / Authority:	MGA Section 153 (General Duties of Councillors), Section 154 (General Duties of Chief Elected Official, Section 180 (Methods in Which Council May Act); Section 249 (Civil Liability of Councillors)
Strategic Plan Alignment:	Goal: Make the Town of Taber an employer of choice, where employees are self-assured, valued, respected and viewed as the corporation's strongest asset.
Financial Implication:	The financial implication will vary depending on the discussion outcomes but should consider the alignment of Town facility and service provision with the approved budget.



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

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

Council Date	Resolution #	Resolution	Assigned To	Completed?	Request Return To Council? By?
April 9/2018	189/2018	MOVED by Councillor Strojwas that Council directs Administration to review different applicants for the land purchase for leasing of the land south of the cemetery for 2018, for one year terms.	Planning/ Admin Services	<i>In Progress</i>	Not Stated
May 14/2018	252/2018	MOVED by Councillor Brewin that Council directs Administration that a 10 minute response window be required for all firefighters in the Town of Taber to the Emergency Services Building with the moving of that building to a new location.	Planning	<i>In Progress</i>	Not Stated

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



Council Request for Decision	
Meeting Date: May 28, 2018	
Subject: Delegation: Taber Youth Employment Program	
Recommendation:	Council accepts the Taber Youth Employment Program Delegation presentation for information purposes.
Background:	Diane Llewelyn-Jones, Program Coordinator/Facilitator of the Taber Youth Employment Program, will be providing formation to Council about the federally funded Youth Employment Program in Taber. The Taber Youth Employment Program gives young adults with barriers employment a hands-up in establishing themselves in the work force and on their career paths.
Legislation / Authority:	<i>Municipal Government Act, Section 3</i>
Strategic Plan Alignment:	Governance: Build partnerships with other governments and organizations where synergies may exist.
Financial Implication:	None at this time.
Service Level / Staff Resource Implication:	Staff levels remain status quo.
Justification:	Taber Youth Employment Program offers opportunities to young adults with barriers an opportunity to establish themselves in the workforce.
Alternative(s):	Council could request additional information from the Delegation.



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



Taber Youth Employment Program

5327 48 Avenue Taber, AB T1G 1S7

Phone: 403-416-5115

Tuesday, May 8, 2018

The Town of Taber Council

A - 4900 50 Street

Taber, AB T1G 1T1

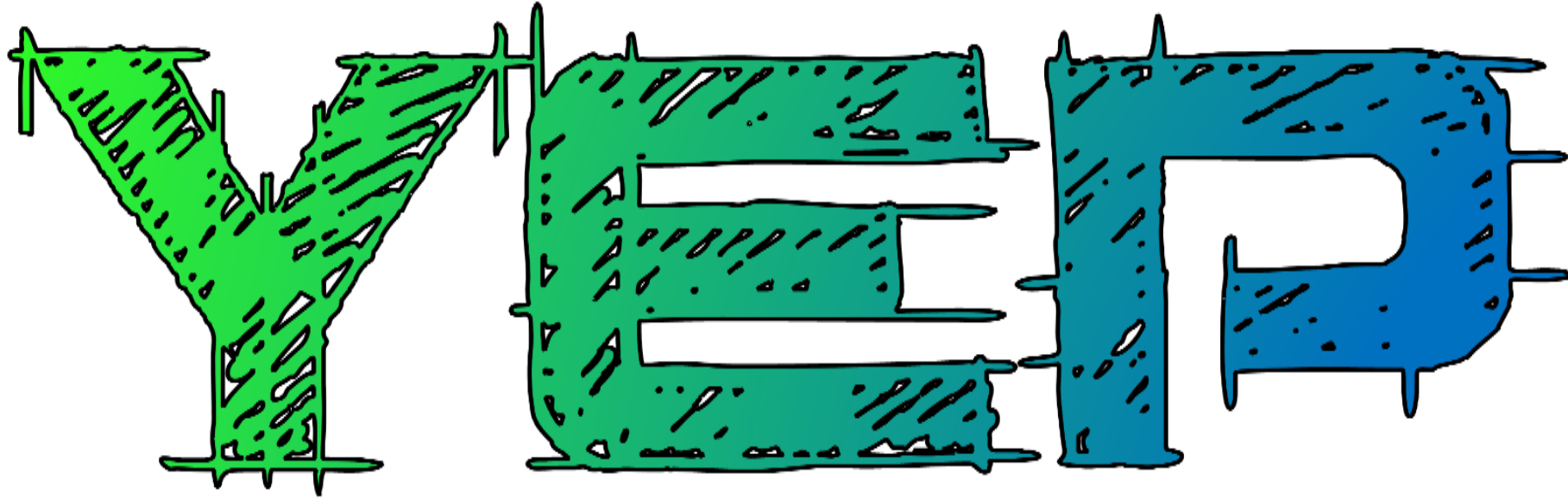
Dear Members of Council;

The Youth Employment Program under the Taber and Community Adult Learning would like to request an opportunity to make a presentation to The Town of Taber Council on Monday, May 28, 2018.

The purpose of the presentation is to provide an informational session about our federally funded program. The design of the Youth Employment Program is to give young adults with barriers to employment a hands-up in establishing themselves in the work force and on their career paths. The Power Point presentation we have prepared is approximately 15 minutes long, and then any additional time for questions.

Regards,

Diane Llewelyn-Jones
Program Coordinator/Facilitator
Taber Youth Employment Program



Taber Youth Employment Program

5327 48 Avenue Taber, AB T1G 1S7

P: (403) 416-5115



Canada

The Taber Youth Employment Program is a project under Taber & District Community Adult Learning Association, and funded by the Government of Canada's Skills Link Program.



Who is the Taber Youth Employment Program (YEP) for?

- Unemployed Albertans between the ages of 15 - 30, and are also not currently in school.
- Individuals who experience barriers to employment and post-secondary education.

What is considered a “barrier”?

- ▶ High school non-completion
- ▶ Disability
- ▶ Aboriginal origin
- ▶ Residence in a rural or remote location
- ▶ Lone (single) parent
- ▶ Visible or ethnic minority
- ▶ Official language minority community language barriers (i.e. Francophone residing outside of Quebec or Anglophone residing in Quebec)
- ▶ Recent immigrant
- ▶ Other

Is there a need for the Taber Youth Employment Program?

- ▶ Each intake offered allows only 8 participants be accepted. Intakes begin every 16 weeks, and we receive an average of 30 applications each time.
- ▶ The number of applicants indicates there is a want and a need for this skills-based program. Our program has served 36 participants to date.
- ▶ We anticipate the number of applications received to increase steadily as our program continues through the end of March, 2020.
- ▶ Remaining intakes for the Taber Youth Employment Program are:

April 23, 2018

August 13, 2018

December 3, 2018

April 1, 2019

July 22, 2019

November 12, 2019

What is the Taber Youth Employment Program?

- ▶ A 16-week skills development and work experience program within the community of Taber, Alberta.
- ▶ The students receive current provincial minimum wage per hour of attendance for:
 - ▶ 7 weeks of paid in-class instruction, skills training and personal and professional development (210 hours).
 - ▶ 9 weeks of paid work experience, which includes shadowing, mentorship, and hands-on training (315 hours).

YEP In-Class Curriculum

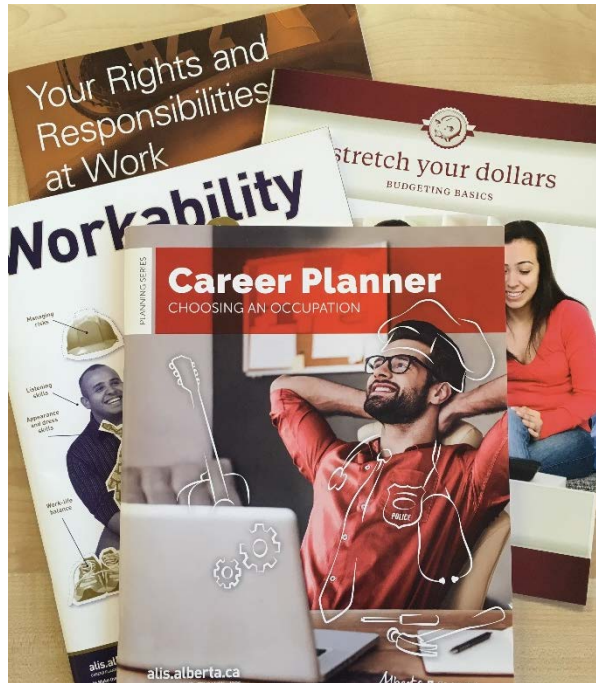
This part of the program includes the first 7 weeks (210 hours) of in-class education and training.

Nine Essential Employability Skills*:

- ▶ Reading text
- ▶ Document use
- ▶ Writing
- ▶ Oral communication
- ▶ Numeracy
- ▶ Working with others
- ▶ Thinking skills
- ▶ Computer use
- ▶ Continuous learning

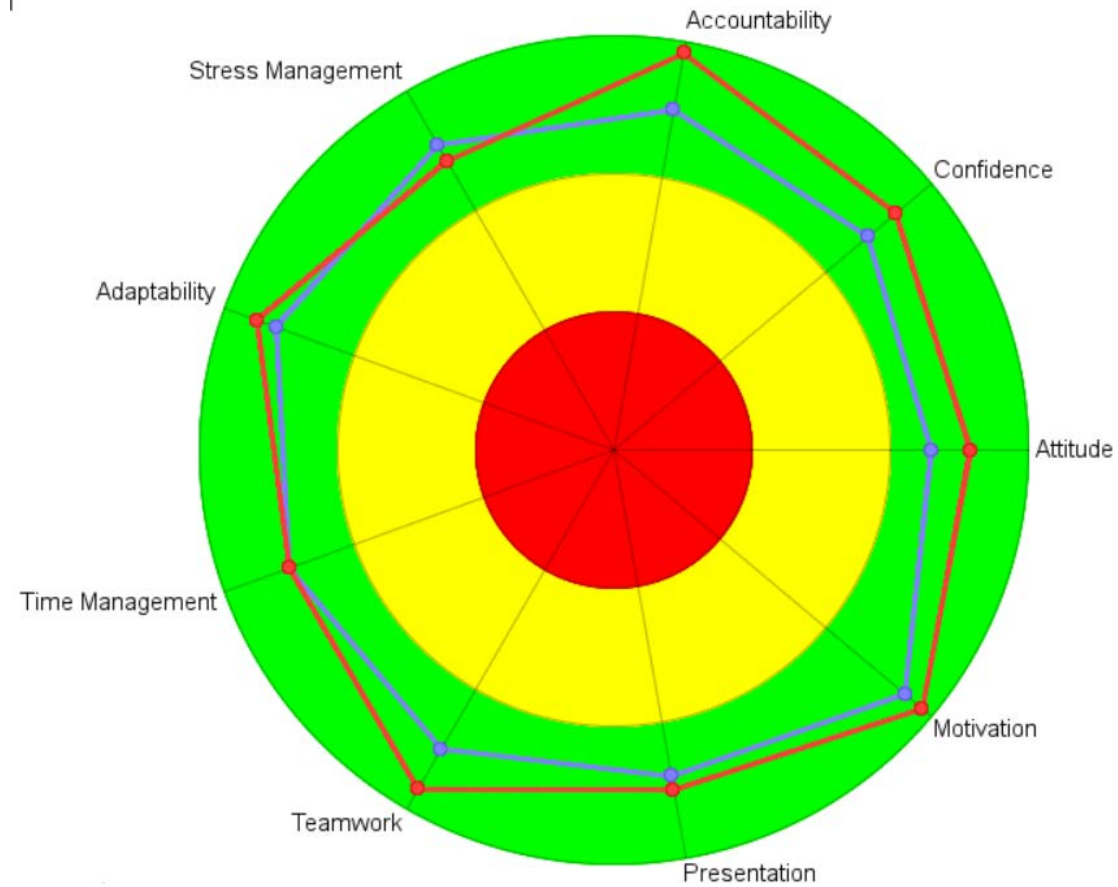
**The Nine Essential Employability Skills outlined above are determined by Service Canada.*

How do our participants learn?



Self-Discovery

- Assessment testing
- Skills and attributes
- Personality testing
- Learning styles
- Creative strengths
- Values and morals
- Talents and interests





MEDICINE HAT
COLLEGE



Exposure

- Trades and Apprenticeships
- College tours
- Military and Law Enforcement
- Labour Market Research
- Career Connections

Soft Skills

- Team work
- Decision-making
- Time management
- Public speaking
- Volunteering



Life Skills

- Financial planning
- YEP Community Kitchen
- Nutrition
- Physical, mental and emotional health
- Addictions and abuse

The image shows several worksheets with various life skills topics, each with checkboxes and some with a yellow star icon. Smarties candies are scattered across the pages.

- Utilities:** Includes a picture of a house and a checkbox.
- Insurance:** Includes a picture of a car and a picture of a doctor. Options include:
 - Auto: Liability coverage only (checkbox), Complete coverage (checkbox)
 - Health and Disability: No coverage (checkbox), Fringe benefits of job (checkbox), Basic health coverage (checkbox)
 - Individual health & disability coverage (checkbox)
 - Renters: Property and liability coverage (checkbox)
- Personal care:** Includes a picture of a car. Options include:
 - Basic products like soap, shampoo, toothpaste, make-up, etc. (checkbox)
 - Occasional professional haircuts, basic personal care products (checkbox)
 - Regular professional hairstyling, name brand personal care products (checkbox)
- Clothing & Laundry:** Includes a picture of a car. Options include:
 - ...thing (checkbox)
 - ...present wardrobe (checkbox)
 - ...or sewing skills (checkbox)
 - ...discount store, ...used (checkbox)
 - ...ment store (checkbox)
 - ...clothes (checkbox)
 - No Cost (checkbox)
- Furnishings:** Includes a picture of a sofa and a yellow star icon. Options include:
 - Borrow from relatives or friends (checkbox)
 - Rent furniture or live in ... apartment (checkbox)
 - Buy at a garage sale or thrift shop (checkbox)
 - Buy new furniture (checkbox)
- Savings:** Includes a picture of money. Options include:
 - No cost (checkbox)
 - ...y bank (checkbox)
 - ...ncome (checkbox)
 - ...ncome (checkbox)
 - ...ent (checkbox)
 - ...gious (checkbox)

YEP Work Experience

This part of the program includes the last 9 weeks (315 hours) of on-the-job, entry level training and mentorship with a local business/organization.

- ▶ Host site opportunities
- ▶ Finalize placement details
- ▶ Taber YEP (through funding from the Government of Canada Skills Link Program) reimburses the employer current provincial minimum wage for a maximum of 35 hours paid employment per week over 9 weeks (315 hours).
- ▶ Worker's Compensation Board (WCB) coverage is available at no additional cost for any host site that does not have it for the participant during the work experience placement.
- ▶ YEP staff ongoing support - participant and host site
- ▶ Participant reporting - weekly reflection
- ▶ Performance evaluation

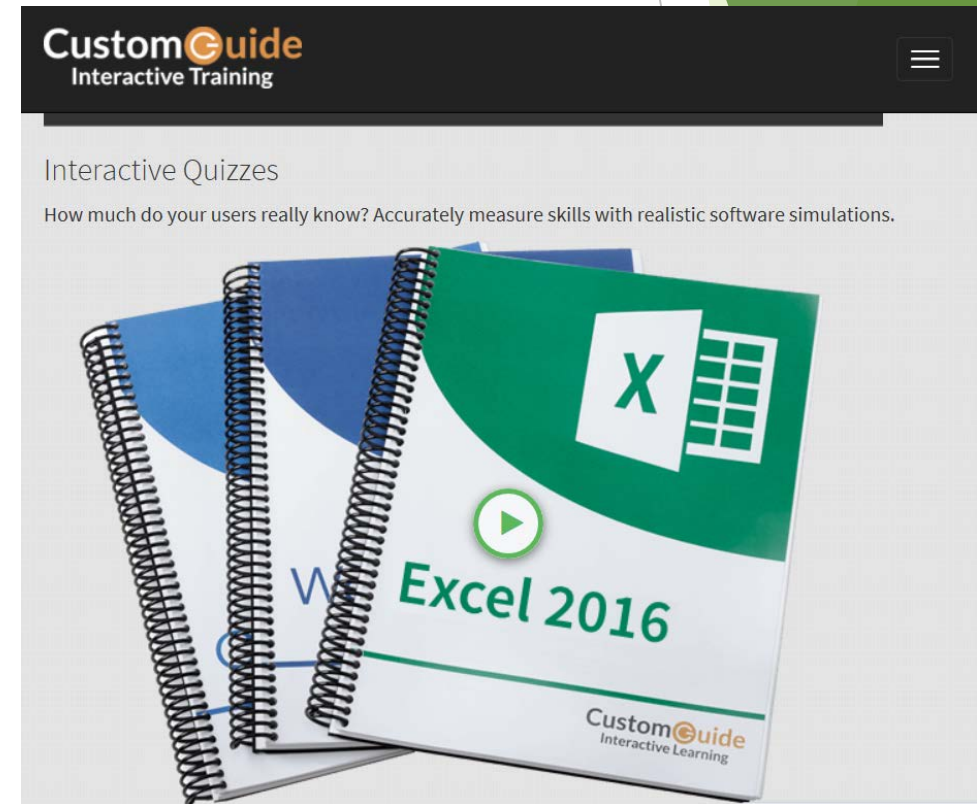
How are participants prepared for employment?

- ▶ Resumes and cover letters
- ▶ Interview preparation and practice
- ▶ Capstone
- ▶ Business etiquette



What are the hard skills participants learn through YEP?

- ▶ Custom Guide - MS Office Word, Excel, Power Point and Outlook
- ▶ Standard First Aid CPR Level C with AED
- ▶ WHMIS certification
- ▶ Occupational Health and Safety
- ▶ Any host site specific training requirements
 - ▶ Safety/Protective gear and appropriate dress attire
 - ▶ Food Safety Handling and Pro-Serve
 - ▶ H2S Alive training
 - ▶ Forklift training/certification
 - ▶ other



How are participants prepared for success?

- ▶ Human Rights
- ▶ Employment Standards
- ▶ Labour Laws
- ▶ Dealing with difficult people
- ▶ Cultural exchange



Work Placements

- ▶ Jiffy Lube
- ▶ Luigi's Pizza
- ▶ Heritage Inn
- ▶ Taber Public Library
- ▶ Riverbend Rock Products
- ▶ Town of Taber IT Department
- ▶ The Onion Grill (Lethbridge)
- ▶ Clearview Lodge
- ▶ M.D. of Taber Fire Department
- ▶ Western R.V. Country (Lethbridge)
- ▶ Unifirst
- ▶ Taber Child Care Society
- ▶ H & R Block
- ▶ Garden Gate Floral
- ▶ Taber Times
- ▶ Peaceful Minds Wellness Centre
- ▶ Well-Tech
- ▶ Ducharme Logistics
- ▶ Johnson's Taber Drugstore
- ▶ Taber Home & Farm Centre
- ▶ UFA Taber
- ▶ Nona's Pizzeria (Vauxhall)
- ▶ Potato Growers of Alberta
- ▶ Taber IGA - Bakery
- ▶ Verl's Automotive (Barnwell)
- ▶ Taber Vision Centre
- ▶ Pinnacle Landscaping
- ▶ ...and more to come!

Celebration of Completion



\$500.00 Bonus!

Successes

Government Projections

- ▶ 100% capacity to be served
- ▶ 70% employment rate
- ▶ 3% will return to school
- ▶ 27% will neither be employed or return to school

Taber YEP Statistics

- ▶ 100% capacity served
- ▶ 80% are employed
- ▶ 60% returned to school (GED, high school completion, post-secondary)
- ▶ 20% are currently unemployed or have not returned to school

Scan and share this code to access
our easy to use online program application!



“Like Us” on Facebook!
@TaberYEP



We appreciate your support!