

AGENDA

REGULAR MEETING OF THE COUNCIL OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, JULY 16, 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 THE PUBLIC HEARING MEETING OF COUNCIL: JUNE 25, 2018	X
ITEM No. 3.B.	MINUTES OF THE SUBDIVISION AUTHORITY: JUNE 25, 2018	X
ITEM No. 3.C.	MINUTES OF REGULAR MEETING OF COUNCIL: JUNE 25, 2018	X
ITEM No. 4.	BUSINESS ARISING FROM THE MINUTES	
ITEM No. 4.A.	WESTVIEW ESTATES INFORMATION UPDATE	X
ITEM No. 5.	BYLAWS	
ITEM No. 5.A.	FIRST READING OF BYLAW 16-2018 LAND USE UR-M2	X
ITEM No. 5.B.	BYLAW 13-2018 CANNABIS LAND USE BYLAW AMENDMENTS 2ND AND 3RD READING	X
ITEM No. 5.C.	BYLAW 14-2018 BUSINESS LICENSE BYLAW 2ND AND 3RD READING	X
ITEM No. 5.D.	COMMUNITY STANDARDS BYLAW 15-2018 2ND AND 3RD READING	X
ITEM No. 6.	ACTION ITEMS	
ITEM No. 6.A.	DRAFT TOWN OF TABER COMMUNICATIONS PLAN	X
ITEM No. 6.B.	SPECIAL MEETING OF COUNCIL REQUEST	X
ITEM No. 6.C.	AMENDED 2018 AUMA RESOLUTION	X
ITEM No. 6.D.	ALBERTA POLICE WORKING GROUP AUMA APPOINTMENT	X
ITEM No. 6.E.	WHISTLEBLOWER HOTLINE - ETHICS ALERT	X
ITEM No. 6.F.	INFORMATION FOR COUNCIL	X
ITEM No. 6.G.	TABER MUNICIPAL POLICE COMMISSION REPORT TO COUNCIL	X
ITEM No. 6.H.	DEPARTMENT REPORTS	X
ITEM No. 6.I.	MAYOR AND COUNCILLOR REPORTS (VERBAL)	X
ITEM No. 6.J.	STANDING ITEM - COUNCIL REQUESTS	X
ITEM No. 7.	DELEGATIONS	
ITEM No. 7.A.	TABER SHOOTING FOUNDATION REQUEST FOR WASTE BINS AND REMOVAL/DISPOSAL SERVICE	X



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| ITEM No. 8. | MEDIA INQUIRIES | |
| ITEM No. 9. | CLOSED SESSION | X |
| ITEM No. 9.A. | BYLAWS
COUNCIL TAKES THE MEETING INTO CLOSED SESSION TO PREVENT DISCLOSURE OF THE SUBSTANCE OF DELIBERATIONS OF A MEETING OF ITS ELECTED OFFICIALS IN ACCORDANCE WITH SECTION 23(1)(B) OF THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT. | |
| ITEM No. 9.B. | LAND SALE
CLOSED SESSION TO PREVENT DISCLOSURE OF THIRD PARTY BUSINESS INFORMATION, IN ACCORDANCE WITH SECTION 16(1) OF THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT | |
| ITEM No. 9.C. | LEGAL UPDATED
CLOSED SESSION TO PREVENT DISCLOSURE OF ADVICE FROM OFFICIALS, THAT COULD REASONABLY BE EXPECTED TO REVEAL ADVICE, OR ANALYSES DEVELOPED BY A PUBLIC BODY, IN ACCORDANCE WITH SECTION 24(1) OF THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT | |
| ITEM No. 9.D. | EMERGENCY SERVICE BUILDING LOCATION
CLOSED SESSION TO PREVENT DISCLOSURE OF ADVICE FROM OFFICIALS, THAT COULD REASONABLY BE EXPECTED TO REVEAL ADVICE, OR ANALYSES DEVELOPED BY A PUBLIC BODY, IN ACCORDANCE WITH SECTION 24(1) OF THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT | |
| ITEM No. 10. | OPEN SESSION | X |
| ITEM No. 11. | CLOSE OF MEETING | X |



Council Request for Decision	
Meeting Date: July 16, 2018	
Subject: Minutes of the Public Hearing Meeting of Council: June 25, 2018	
Recommendation:	Council adopts the minutes of the Public Hearing Meeting of Council held on June 25, 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 Public Hearing Meeting of Council held on June 25, 2018, as amended.



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

MINUTES OF THE PUBLIC HEARING MEETING OF THE COUNCIL
OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, HELD
IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON
JUNE 25, 2018, AT 3:30 PM.

Mayor

Prokop, Andrew

Councillors

Bekkering, Garth

Brewin, Jack

Firth, Carly

Garner, Mark

Strojwas, Joe

Tams, Louie

Chief Administrative Officer

Armfelt, Cory

Staff

Abdel Khaliq, Alaa

Abela, Graham

Brennan, Meghan

Duske, Dave

Hembrough, Emily

Holmen, Aline

Keer, Raeanne

Monks, Phyllis

Munshaw, Steve

Orwa, John

Parsons, Louise

Scherer, Gary

Van Ham, Kerry

CALL TO ORDER

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

Mayor Prokop stated that members of the public will be given a ten minute time limit for speaking, and that speakers must state their name for the record.

LAND USE AMENDMENT BYLAW 13-2018

i) Explanation of Purpose of Proposed Bylaw No. 13-2018

P. Monks, Director of Planning and Economic Development, stated that Council provided First Reading to Bylaw 13-2018 at their Regular Meeting of Council held on May 14, 2018. She stated that at that meeting Council selected to include cannabis as a discretionary use within certain districts in the Land Use Bylaw. P. Monks advised that amending the Land Use Bylaw gives Council the ability to provide direction on where and how cannabis can be sold within the Town. She stated that the proposed amendments would allow cannabis to be dealt with in a similar fashion to liquor, being a controlled substance, and can be reviewed on a case-by-case basis with the Development Authority (Municipal Planning Commission).

ii) Presentation of Written or Oral Briefs Against the Proposed Bylaw No. 13-2018

Mayor Prokop inquired if any written briefs had been received Against Bylaw 13-2018.

P. Monks stated that a letter was received from S. Sharma, a local business owner, and written recommendations were received from Alberta Health Services.

Mayor Prokop inquired if there was anyone present who wished to present an oral brief Against Bylaw 13-2018.

S. Sharma, local business owner, stated that currently there is no legal dispensary in Canada for cannabis, whether private or public, and instead cannabis is being sold to youth in schools by illegal dealers. He stated that the Bylaw should be determining the locations where regulated sales can take place.

S. Sharma stated that the opportunities for youth to obtain cannabis from a regulated retail shop is highly unlikely due to the security and identification requirements to purchase. He also advised Council that his business is in a detached building, and therefore there would be no negative impact to neighboring businesses. S. Sharma stated that he wishes to grow his business and his community by opening a regulated cannabis retail shop, and that his business would be very vigilant to ensure cannabis is not being sold to youth in the community.

LAND USE AMENDMENT BYLAW 13-2018 – CONT'D

ii) Presentation of Written or Oral Briefs Against the Proposed Bylaw No. 13-2018 – CONT'D

Mayor Prokop inquired if there was anyone else present who also wished to present an oral brief Against Bylaw 13-2018, at this time and there were none.

iii) Presentation of Written or Oral Briefs For the Proposed Bylaw No. 13-2018

Mayor Prokop inquired if any written briefs had been received For Bylaw 13-2018.

P. Monks stated that there were none.

Mayor Prokop inquired if there was anyone present who wished to present an oral brief For Bylaw 13-2018 at this time, and there were none.

CLOSE OF MEETING

Mayor Prokop declared that the Public Hearing is hereby Closed at 3:40 PM.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



Council Request for Decision	
Meeting Date: July 16, 2018	
Subject: Minutes of the Subdivision Authority: June 25, 2018	
Recommendation:	Council adopts the minutes of the Subdivision Authority Meeting held on June 25, 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 Subdivision Authority Meeting held on June 25, 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 SUBDIVISION
AUTHORITY OF THE TOWN OF TABER, IN THE PROVINCE OF
ALBERTA, HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION
BUILDING, ON JUNE 25, 2018, AT 3:41 PM, IMMEDIATELY
FOLLOWING THE PUBLIC HEARING MEETING.

Mayor

Prokop, Andrew

Members

Bekkering, Garth

Brewin, Jack

Firth, Carly

Garner, Mark

Strojwas, Joe

Tams, Louie

Chief Administrative Officer

Armfelt, Cory

Staff

Abdel Khaliq, Alaa

Abela, Graham

Brennan, Meghan

Duske, Dave

Hembrough, Emily

Holmen, Aline

Keer, Raeanne

Monks, Phyllis

Munshaw, Steve

Orwa, John

Parsons, Louise

Scherer, Gary

Van Ham, Kerry

CALL TO ORDER

Mayor Prokop called the meeting to Order at 3:41 PM.

Councillor Tams declared a pecuniary interested in Agenda Item 3.A)
Subdivision Application TT 18-0-004, and left Council Chambers at 3:41
PM.

162/2018

Meeting Date
25/06/2018

ADOPTION OF AGENDA

RES. 296/2018 MOVED by Councillor Firth that the Subdivision Authority adopts the Agenda, as presented.

CARRIED UNANIMOUSLY

SUBDIVISION APPLICATION(S)

A) Subdivision TT 18-0-004 Application: Prairie Lakes Phase 4

P. Monks, Director of Planning and Economic Development, stated that Administration has received Subdivision Application TT 18-0-004 from the developer to allow the expansion to begin Phase 4 of Prairie Lake Estates, and outlined the conditions that would be applied to the approval of the application.

RES. 297/2018 MOVED by Councillor Bekkering that the Subdivision Authority approves the Subdivision Application TT 18-0-004, Lot 2, Block 100, Plan 101 2068 with the following conditions:

1. That this approval shall apply to a residential subdivision plan within N.W. ¼ Sec. 6; TWP. 10; RGE. 16; W.4 M,
2. That pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes shall be paid to the Town of Taber,
3. Easements or rights of way shall be registered against the land for the provision of storm, drainage, gas, power and other utilities as required,

SUBDIVISION APPLICATION(S) – CONT'D

A) Subdivision TT 18-0-004 Application: Prairie Lakes Phase 4 – CONT'D

4. That pursuant to Section 655(1)(b) of the Municipal Government Act, the developer shall enter into a Development Agreement with the Town of Taber, with careful attention being paid to the applicant installing or paying for municipal services, road improvements and the installation of public utilities that are necessary to service the subdivision. This will be registered on all forthcoming titles,
5. The Developer will be obligated to post security, in the amount and form approved by Procedure PLN-2 Appendix B, Section 14.3(b)(ii) at 30% of all estimated construction costs.
6. The Developer will be obligated to pay any outstanding offsite levies owing required by the Town of Taber Off-Site Levy Bylaw.
7. That detailed servicing plans be submitted and approved by the Director of Public Works prior to signing a Development Agreement and prior to endorsement. These plans shall include items such as drainage requirements, grading, sewer and water servicing, proposed service connections to each lot, detailed road design, landscaping, street lights and signage,
8. That lot numbering be submitted and approved by the Director of Planning and Economic Development,
9. That the subdivision plan be registered in a manner satisfactory to the Land Titles Office,

SUBDIVISION APPLICATION(S) – CONT'D

**A) Subdivision TT 18-0-004 Application: Prairie Lakes Phase 4
– CONT'D**

10. The Developer shall be responsible for keeping the development area in a neat and tidy fashion, particularly, as it pertains to blowing debris and weeds during development of the subdivision through the Final Acceptance Certificate (FAC) stage. This issue shall be addressed in the Development Agreement,
11. All multifamily lots are to be granted a front yard setback waiver from 6 meters to 3 meters to allow for rear parking accessed via the lane,
12. Architectural controls regarding parking located in the rear of the lot be registered on titles for all lots with land access.

CARRIED UNANIMOUSLY

CLOSE OF MEETING

RES. 298/2018 MOVED by Councillor Brewin that this meeting of
the Subdivision Authority is hereby Closed.

CARRIED UNANIMOUSLY AT 3:43 PM

Councillor Tams did not return to this meeting.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



Council Request for Decision	
Meeting Date: July 16, 2018	
Subject: Minutes of Regular Meeting of Council: June 25, 2018	
Recommendation:	Council adopts the minutes of the Regular Meeting of Council held on June 25, 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 June 25, 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, JUNE 25, 2018, AT 3:43 PM, IMMEDIATELY FOLLOWING THE PUBLIC HEARING AND SUBDIVISION AUTHORITY MEETINGS.

Mayor

Prokop, Andrew

Councillors

Bekkering, Garth

Brewin, Jack

Firth, Carly

Garner, Mark

Strojwas, Joe

Tams, Louie

Chief Administrative Officer

Armfelt, Cory

Staff

Abdel Khaliq, Alaa

Abela, Graham

Brennan, Meghan

Duske, Dave

Hembrough, Emily

Holmen, Aline

Keer, Raeanne

Monks, Phyllis

Munshaw, Steve

Orwa, John

Parsons, Louise

Scherer, Gary

Van Ham, Kerry

CALL TO ORDER

Mayor Prokop called the meeting to order at 3:43 PM.

ADOPTION OF THE AGENDA

Mayor Prokop inquired if there were any additions or deletions to the Agenda, and C. Armfelt stated that Administration has provided Addendum "A" to be included in the Agenda with the addition of Delegation Agenda Item 7.C) Residents of Westview Estates, and Closed Session Agenda Item 9.D) Organizational Growth.

RES. 299/2018 MOVED by Councillor Strojwas that Council adopts the Agenda, as amended, with the addition of Addendum "A" to include the addition of Delegation Agenda Item 7.C) Residents of Westview Estates, and Closed Session Agenda Item 9.D) Organizational Growth, Closed Session to prevent the disclosure of information relating to the management of personnel, in accordance with Section 24(1)(d) of the *Freedom of Information and Protection of Privacy Act*.

CARRIED UNANIMOUSLY

ADOPTION OF THE MINUTES

A) Minutes of Regular Meeting of Council: June 11, 2018

Council discussed Resolution 292/2018, under Action Item D) Standing Item – Council Requests, in the minutes of the Regular Meeting of Council held on Monday, June 11, 2018.

RES. 300/2018 MOVED by Councillor Firth that Council adopts the minutes of the Regular Meeting of Council held on June 11, 2018, as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

None.

BYLAWS

A) Bylaw 13-2018 Cannabis Land Use Bylaw Amendments 2nd and 3rd Reading

P. Monks, Director of Planning and Economic Development, advised that Council recently held a Public Hearing for the Land Use Amendment Bylaw 13-2018.

Council discussed the letter of recommendations provided by Alberta Health Services regarding cannabis use and retail sales, the level of regulation Council could put into Bylaws, and the potential issues with residents growing cannabis plants in personal residences.

C. Armfelt suggested that Administration provide Council with a legal opinion prior to Council giving Second and Third Reading to the Land Use Amendment Bylaw 13-2018.

RES. 301/2018 MOVED by Councillor Strojwas that Council tables the Land Use Amendment Bylaw 13-2018 until the July 16, 2018 Regular Meeting of Council, and requests Administration to provide legal information regarding limiting production of cannabis in personal residences.

CARRIED UNANIMOUSLY

B) Bylaw 14-2018 Business License Bylaw 2nd and 3rd Reading

C. Armfelt stated that similarly to the Land Use Amendment Bylaw 13-2018, the Business License Bylaw 14-2018 could be tabled until the July 16, 2018 Regular Meeting of Council, allowing Council to address all of the cannabis related bylaws at once.

RES. 302/2018 MOVED by Councillor Tams that Council tables the Business Licence Bylaw 14-2018 for Second and Third Reading until the July 16, 2018 Regular Meeting of Council.

CARRIED UNANIMOUSLY

BYLAWS – CONT'D

C) Proposed Community Standards Bylaw 15-2018

C. Armfelt presented Chief G. Abela, Chief of the Taber Police Service, who presented the proposed Community Standards Bylaw 15-2018 on behalf of K. Holst, Chair of the Taber Municipal Police Commission.

Chief G. Abela stated that the Taber Municipal Police Commission reviewed the proposed amendments to the existing Community Standards Bylaw over a number of meetings to address concerns surrounding prohibiting public consumption of cannabis in the Town and where cannabis can be used, as well as prohibiting certain types of E-cigarettes or tobacco in public premises, public vehicles, and places where youth congregate, such as skate parks. Chief G. Abela clarified that the restrictions on public consumption of cannabis mirrors the same restrictions on public consumption of alcohol.

Council discussed the proposed amendments, and the definitions used within the amendments.

RES. 303/2018 MOVED by Councillor Tams that Council gives First Reading to Community Standards Bylaw 15-2018, at this meeting.

CARRIED UNANIMOUSLY

ACTION ITEMS

A) Community Grant Program Policy and Procedure

C. Armfelt presented A. Holmen, Director of Recreation, and D. Hansen, Chair of the Taber Recreation Board, who presented the recommended changes from the Taber Recreation Board regarding the Community Grant Program PS-REC-3 Policy and Procedure.

Council discussed the recommended changes and the process that the Community Grant Program currently follows.

ACTION ITEMS – CONT'D

A) Community Grant Program Policy and Procedure – CONT'D

RES. 304/2018 MOVED by Councillor Strojwas that Council approves the revisions to the Community Grant Program Policy and Procedure, and authorizes Administration to allocate \$25,000.00 in the 2019 Recreation Budget for this initiative.

CARRIED UNANIMOUSLY

B) Highway 864 & 56th Avenue Intersection Project

C. Armfelt presented G. Scherer, Director of Engineering and Public Works, and E. Dyson, from MPE LLP, who presented the costs associated with extending 56th Avenue to Highway 864, and the installation of an intersection as designated by Alberta Transportation.

Council discussed the proposed plan for extending 56th Avenue and the location of the trail in relation to the road.

RES. 305/2018 MOVED by Councillor Garner that Council directs Administration to add the Highway 864 and 56th Avenue project to the 2019 Capital Budget.

CARRIED UNANIMOUSLY

C) Downtown Wi-Fi Expansion

C. Armfelt presented A. Abdel Khaliq, Information Technology Manager, who presented an opportunity with MageNet to extend the free public Wi-Fi service from Downtown into Confederation Park. He stated that MageNet is offering a discounted price of five Magi Points and power supply units for \$3,950.63, and stated that the Wi-Fi would be available in time for Cornfest.

ACTION ITEMS – CONT'D

C) Downtown Wi-Fi Expansion – CONT'D

MOVED by Councillor Brewin that Council approves the expansion of the Downtown Wi-Fi to cover Confederation Park by purchasing five Magi Points for \$3,950.63 to be funded from the I.T. operating budget.

Councillor Garner requested a friendly amendment to extend the Downtown Wi-Fi to the proximity of the Senior's complexes, which consist of Pioneer Place, Homestead Manor, Harmony Home, and Clearview Lodge, giving them the opportunity to tie into the free Wi-Fi.

A. Abdel Khaliq stated that the additional Magi Points would be approximately \$790.00 each.

Council discussed the Wi-Fi availability to seniors at the locations suggested by Councillor Garner.

Councillor Brewin declined the friendly amendment.

Councillor Garner suggested a friendly amendment for two additional sites to be included in the project.

J. Orwa, Director of Finance, stated that the funds from the I.T. operating budget are limited, and that if Council would like additional sites Administration would have to consider another funding source for the project.

Council discussed the intent of the project and available funding.

Councillor Garner suggested another friendly amendment to include that \$1,425.00 be included to the project from the Council Discretionary Fund.

Councillor Brewin accepted both of the friendly amendments.

ACTION ITEMS – CONT'D

C) Downtown Wi-Fi Expansion – CONT'D

RES. 306/2018 MOVED by Councillor Brewin that Council approves the expansion of the Downtown Wi-Fi to cover Confederation Park by purchasing five Magi Points for \$3,950.63 to be funded from the I.T. operating budget, and an additional two sites to be included in the project to be funded from the Council Discretionary Fund for a total of \$1,425.00.

CARRIED

D) Public Participation Policy

P. Monks, and E. Hembrough, Planning and Economic Development Clerk, presented the Public Participation Policy and Public Participation Plan. They stated that in accordance with the *Municipal Government Act* a Public Participation Policy must be approved by Council by July 23, 2018.

Council discussed the Public Participation Policy and the references and templates used to create the Policy.

MOVED by Councillor Bekkering that Council accepts the Public Participation Policy C-10, as presented.

P. Monks requested that the motion stated that Council approves the Public Participation Policy C-10, not accepts it.

Councillor Bekkering amended his motion.

RES. 307/2018 MOVED by Councillor Bekkering that Council approves the Public Participation Policy C-10, as presented.

CARRIED

ACTION ITEMS – CONT'D

E) Information for Council

C. Armfelt presented information on the Highway 3 and Highway 864 intersection traffic control lights tender results and cost share, the West Trail Extension Project minutes of the June 5, 2018 Committee meeting, information on the Kids Can Catch Event on July 21, 2018 and the Trout Pond Grand Opening, and information on the new Town of Taber website.

RES. 308/2018 MOVED by Councillor Tams that Council accepts the material received in this Agenda Item as information.

CARRIED UNANIMOUSLY

F) Taber Municipal Police Commission Report to Council

RES. 309/2018 MOVED by Councillor Firth that Council accepts the Taber Municipal Police Commission Report for information.

CARRIED UNANIMOUSLY

G) Department Reports

Council reviewed the Department Reports.

RES. 310/2018 MOVED by Councillor Firth that Council accepts the Department Reports for information.

CARRIED UNANIMOUSLY

ACTION ITEMS – CONT'D

H) Standing Item - Council Requests

RES. 311/2018 MOVED by Councillor Strojwas that Council directs Administration to commit up to \$5,000.00 in sponsorship for the Alberta/Japan Twinning Municipalities Association (A/JTMA) Conference and Annual General Meeting in 2021 in conjunction with the Notogawa Friendship Society from the Council Discretionary Fund.

CARRIED UNANIMOUSLY

Council discussed the Town sponsoring a Multi-Cultural Day, and discussed the requirements and protocol needed for the Taber Police Service to extend their jurisdiction to the Trout Pond.

RES. 312/2018 MOVED by Councillor Strojwas that Council requests that the Taber Municipal Police Commission investigates the feasibility of the addition of the Taber Trout Pond, and other Town of Taber properties in that area west of Highway 864, to its policing jurisdiction.

CARRIED UNANIMOUSLY

DELEGATIONS

A) Presentation of Hermes Awards and Communitas Award

Mayor Prokop presented the Hermes Creative Award for the 2017 Taber Memorial Gardens Cemetery Mapping Project to C. Grant, of CMG Designs, and to K. Van Ham and M. Brennan, on behalf of the Administrative Services department.

Mayor Prokop presented the Hermes Creative Award for the 2018 Growing Good Neighbours Guide to P. Monks, on behalf of the Planning and Economic Development department, and to the M. Brennan, Communications and Projects Coordinator.

DELEGATIONS – CONT'D

A) Presentation of Hermes Awards and Communitas Award – CONT'D

Mayor Prokop presented the Communitas Award for Ethical and Environmental Responsibility – Green Initiatives Award for the Municipal Solid Waste Initiative to G. Scherer and L. DeBona, on behalf of the Engineering and Public Works Department.

RES. 313/2018 MOVED by Councillor Tams that Council accepts the presentation of the Hermes Creative Awards and Communitas Award for information.

CARRIED UNANIMOUSLY

B) Performing Arts Centre Committee Delegation

C. Armfelt presented D. Emek, Chair of the Performing Arts Centre Committee, who reviewed the Feasibility/Viability Study by MNP LLP, and the Phase 3 Terms of Reference for the Performing Arts Centre Committee. He stated that the Committee is looking for direction from Council on what the Committee's next steps should be.

Council discussed the Feasibility/Viability Study by MNP LLP, recent appointment of Councillor Garner to the Committee, and funding opportunities for the project.

Council made no motion at this time.

C) Delegation: Residents of Westview Estates

C. Armfelt introduced R. DeBona, representative of the residents of Westview Estates. R. DeBona stated that the residents are concerned about the condition of the Westview Estates Pond. She stated that residents would like to voice their concerns about the condition of the pond, the future plans for the area, and stated that the residents of the area feel as though their homes are being devalued due to the poor condition of the pond area.

Council reviewed the questions provided by the Delegation, and requested Administration to provide additional information at the July 16, 2018 Regular Meeting of Council.

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Meeting Date
25/06/2018

DELEGATIONS – CONT'D

C) Delegation: Residents of Westview Estates – CONT'D

RES. 314/2018 MOVED by Councillor Tams that Council accepts the information from the residents of Westview Estates for information purposes, and directs Administration to provide additional information on Westview Estates development agreements, and return with that information at the July 16, 2018 Regular Meeting of Council.

CARRIED UNANIMOUSLY

MEDIA INQUIRIES

None.

RES. 315/2018 MOVED by Councillor Tams that Council takes a 30 minute break for dinner, and reconvenes at 6:30 PM.

CARRIED UNANIMOUSLY AT 5:59 PM

RES. 316/2018 MOVED by Councillor Brewin that Council reconvenes the Regular Meeting of Council.

CARRIED UNANIMOUSLY AT 6:27 PM

CLOSED SESSION

RES. 317/2018 MOVED by Councillor Brewin that Council moves into Closed Session to prevent disclosure of confidential evaluations in accordance with Section 19(1), to prevent disclosure of advice from officials that could reasonably be expected to reveal advice or analysis developed by a public body, in accordance with Section 24(1), and to prevent disclosure of information relating to the management of personnel, in accordance with Section 24(1)(d) of the *Freedom of Information and Protection of Privacy Act*.

CARRIED UNANIMOUSLY AT 6:27 PM

Councillor Tams declared a pecuniary interest in Closed Session Agenda Item 9.A) Assignment of Road Licence Agreement and stepped out of the meeting at 6:27 PM.

A) Assignment of Road License Agreement

Closed Session to prevent disclosure of confidential evaluations, in accordance with Section 19(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.A) Assignment of Road License Agreement: C. Armfelt, Chief Administrative Officer, and K. Van Ham, Administrative Services Manager.

Councillor Tams returned to the meeting at 6:29 PM.

Councillor Tams declared a pecuniary interest in Closed Session Agenda Item 9.B) Taber Exhibition Association Lease and stepped out of the meeting at 6:29 PM.

CLOSED SESSION – CONT'D

B) Taber Exhibition Association Lease

Closed Session to prevent disclosure of advice from officials, that could reasonably be expected to reveal advice, or analyses developed by a public body, in accordance with Section 24(1) of the *Freedom of Information and Protection of Privacy Act*

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) Taber Exhibition Association: C. Armfelt, Chief Administrative Officer, J. Orwa, Director of Finance, and K. Van Ham, Administrative Services Manager.

Councillor Tams returned to the meeting at 6:41 PM

C) Council Chamber Renovation

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) Council Chambers Renovation: C. Armfelt, Chief Administrative Officer, and G. Scherer, Director of Engineering and Public Works.

D) Organizational Growth

Closed Session to prevent the disclosure of information relating to the management of personnel, in accordance with Section 24 (1)d 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) Organizational Growth: C. Armfelt, Chief Administrative Officer, J. Orwa, Director of Finance, and G. Scherer, Director of Engineering and Public Works.

OPEN SESSION

RES. 318/2018 MOVED by Councillor Garner that Council reconvenes the meeting into Open Session.

CARRIED UNANIMOUSLY AT 7:29 PM

RES. 319/2018 MOVED by Councillor Brewin that Council authorizes the Assignment of the Road Licence Agreement from 19040498 Alberta Ltd. to 1786598 Alberta Ltd. to accommodate an existing, freestanding sign, and authorizes the Mayor and Chief Administrative Officer to sign the Assignment of Road Licence Agreement.

CARRIED UNANIMOUSLY

OPEN SESSION – CONT'D

RES. 320/2018 MOVED by Councillor Brewin that Council directs administration to stay the course and request the following from the TEA:

- a) Provide the original Scope of Work, including renovation plans (engineered drawings, etc),
- b) Provide a progress report disclosing the utilization of the TEA's grant funding for this project to ensure it is fully utilized prior to the Town funds being dispersed,
- c) Provide all contractor invoices to the Town, because the Town would need to keep an updated listing for tangible capital asset recording (forming part of betterment),
- d) The Town's Facility Maintenance Team to attend the start-up meeting,
- e) Once the Facility maintenance Team determines the progress to date, funds will be released as determined by the Director of Finance, to allow for compliance with the TEA's CFEP Grant funding,
- f) Facility Maintenance Team to be part of inspections along the way, as well as the final inspection, and
- g) There will be a 10% holdback, which will be paid once Facilities Maintenance discerns final project sign-off.

CARRIED

OPEN SESSION – CONT'D

RES. 321/2018 MOVED by Councillor Garner that Council directs Administration to undertake the renovations to the Council Chamber as presented with a \$200,000.00 upset limit and utilize money from the 2018 Capital Budget to complete the work.

CARRIED UNANIMOUSLY

RES. 322/2018 MOVED by Councillor Strojwas that Council accepts the staffing changes put forth by Administration to further enhance the operational capability of the Planning and Economic Development department and the Public Works department.

CARRIED UNANIMOUSLY

CLOSE OF MEETING

RES. 323/2018 MOVED by Councillor Firth that the Regular Meeting of Council is hereby Closed.

CARRIED UNANIMOUSLY AT 7:30 PM

MAYOR

CHIEF ADMINISTRATIVE OFFICER



Council Request for Decision	
Meeting Date: July 16, 2018	
Subject: Westview Estates Information Update	
Recommendation:	That council accepts this information update from administration.
Background:	<p>At the June 25, 2018 Council meeting an items was brought forward by a delegation of residents Of Westview Estates. Concerns were expressed regarding the conditions of the Westview Estates Pond on the north and south end and the path around the pond. There were seven items identified that the delegation requested information updates on. Those items and information regarding them are as follows:</p> <ol style="list-style-type: none"> 1) When is the landscaping around the pond walk way and peninsula going to be completed? <p style="padding-left: 40px;">The landscaping around the north potion of the pond and the peninsula are not currently covered under a development agreement. The north portion of the pond itself is covered under the Phase 6 agreement.</p> <ol style="list-style-type: none"> 2) Will there be an aeration system installed? <p style="padding-left: 40px;">While an aeration system was not initially included in the design of the storm pond, the Town has requested that it be added and the developer had agreed in the past to add it because it has been identified as an issue in the design. This item remains outstanding.</p> <ol style="list-style-type: none"> 3) Will there be a children’s play area installed as promised? <p style="padding-left: 40px;">A play area was initially discussed in the Park area to the Northwest of the pond in a future Phase. As development continues the Town will request that it be included when the associated Phase comes for approval.</p> <ol style="list-style-type: none"> 4) The flower beds and the trees that are planted on the south side that are Town’s responsibility are not being properly maintained, etc. <p style="padding-left: 40px;">The Recreation department is responsible for the ongoing maintenance of the south portion of park adjacent to the pond. They have used substantial staff resources to maintain and upkeep the parks and plantings. There are some issues in the</p>

	<p>beds where back yards have been drained into the public park beds. This causes excessive amounts of water to be directed in these areas making it hard for trees and certain shrubs to survive. Several have had to be removed when they died. Replacing them isn't practical or cost effective while the existing drainage conditions remain. Staff continue to monitor this area closely and are working to improve conditions within our boundaries.</p> <p>5) The residents state that it has been over 10 years in this condition and are very concerned.</p> <p>Administration confirms that it has been well over 10 years. There have been more than one developer in the area and we have worked with both over that time to try to complete deficiencies and deal with design errors and development impacts. We will continue to use what tools we have at our disposal to try to resolve the outstanding issues with this current phase of development.</p> <p>Additionally the residents had indicated their hope that the project would be completed. At this time there is no indication from the Developer that they plan to continue with future phases. The Town has no ability to move the project forward until such time as the Developer applies for additional phases.</p>
Legislation / Authority:	MGA S. 3 and S. 655
Strategic Plan Alignment:	<p>Develop Community & Promote Growth</p> <p>Review Town policies and regulations that pertain to development.</p>
Financial Implication:	Dependent on Council's decision on the condition of the Westview Estates Pond.
Service Level / Staff Resource Implication:	Staff resources are required to continue to inspect and coordinate completion of development of this and future phases. Should council determine an increase in service level is required in the park space there may be some cost implications to Recreation for replacement of trees or increased staffing levels.
Justification:	A request has been received for deliberation of Council to address the residents concerns.
Alternative(s):	Council could request additional information or a higher level of involvement to resolve issues in the future of development of Westview Estates.



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



Council Request for Decision

Meeting Date: July 16, 2018	
Subject: First Reading of Bylaw 16-2018 Land Use UR-M2	
Recommendation:	That Council signs first reading for Bylaw 16-2018 for the purpose of amending the Land Use Bylaw 14-2016 and sets August 20, 2018 as the Public Hearing.
Background:	<p>Administration is proposing an application for a land use bylaw amendment to the maps. Bylaw 16-2018 has been created to reflect the proposed map amendments.</p> <p>The lands consist of four lots East of 50th Street owned by the Town of Taber. Administration proposes Medium Industrial District (M-2) Land Use. The proposed use is consistent with the Future Land Use Strategy set out in the Taber Municipal Development Plan – Figure 8 attached.</p>
Legislation / Authority:	Section 692 of the MGA allows for amendments to the Land-Use Bylaw.
Strategic Plan Alignment:	Develop Community & Promote Growth through the provision of Industrial lots to encourage development and provide options for industry growth.
Financial Implication:	No financial implications at this time.
Service Level / Staff Resource Implication:	Staff time is required to bring to Council.
Justification:	Passing the 1 st reading of Bylaw 16-2018 is required to move forward with the Land Use Bylaw amendment process.



Alternative(s):	<ol style="list-style-type: none"> 1. That Council signs first reading for Bylaw 16-2018 for the purpose of amending the Land Use Bylaw 14-2016 and sets August 20, 2018 as the Public Hearing. 2. That Council signs first reading for Bylaw 16-2018 for the purpose of amending the Land Use Bylaw 14-2016 and amends the date of the Public Hearing. 3. That Council does not pass 1st reading of Bylaw 16-2018 with reasons.
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Attachment(s):	Bylaw 16-2018 Public Notice Bylaw MDP Land Use Schedule
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APPROVALS:	
Originated By:	Emily Hembrough
Chief Administrative Officer (CAO) or Designate:	

**TOWN OF TABER
BYLAW NO. 16-2018**

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 has received an application from the landowner to amend Land Use Bylaw No. 14-2016 to re-designate NW ¼ 8-10-16 W4M; containing 64.25 acres more or less, from Urban Reserve (UR) to Medium Industrial District (M-2) in order to better achieve the development objectives of the landowners in accordance with the Town of Taber Land Use Bylaw 14-2016;

AND WHEREAS Council, having considered at a public hearing the concerns of persons claiming to be affected by this bylaw amendment application, believes that the amendment of the Land Use Bylaw should be allowed in order to achieve the orderly, economical and beneficial use of land in the Town of Taber;

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

1. The Land Use Map contained in Land Use Bylaw No. 14-2016 is amended by the re-districting of:

Part of

BLOCKS A1, C1, Y

PLAN 7819AQ

EXCEPTING THEREOUT ALL MINES AND MINERALS

as identified in the attached figure, "Schedule A", from Urban Reserve District (UR) to Medium Industrial District (M-2).

RES. ___ **READ** a first time this 16 day of June, 2018.

RES. ___ **READ** a second time this ___ day of _____, 2018.

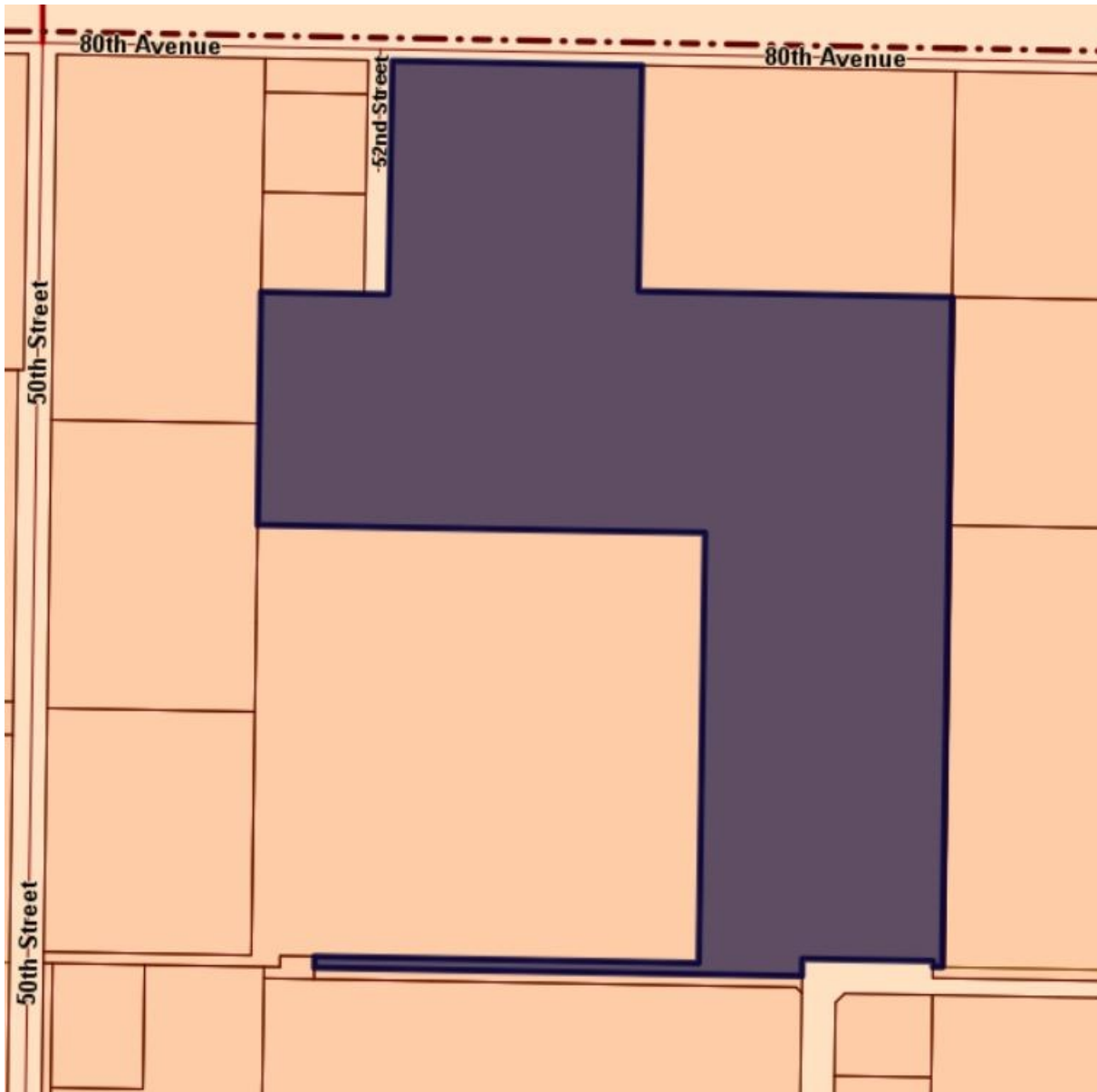
RES. ___ **READ** a third time this ___ day of _____, 2018.

Mayor

Chief Administrative Officer

“SCHEDULE A”

**Subject portion of Block A1, C1, Y, Plan 7819AQ
From: Urban Reserve District (UR)
To: Light Industrial District (M-1)**



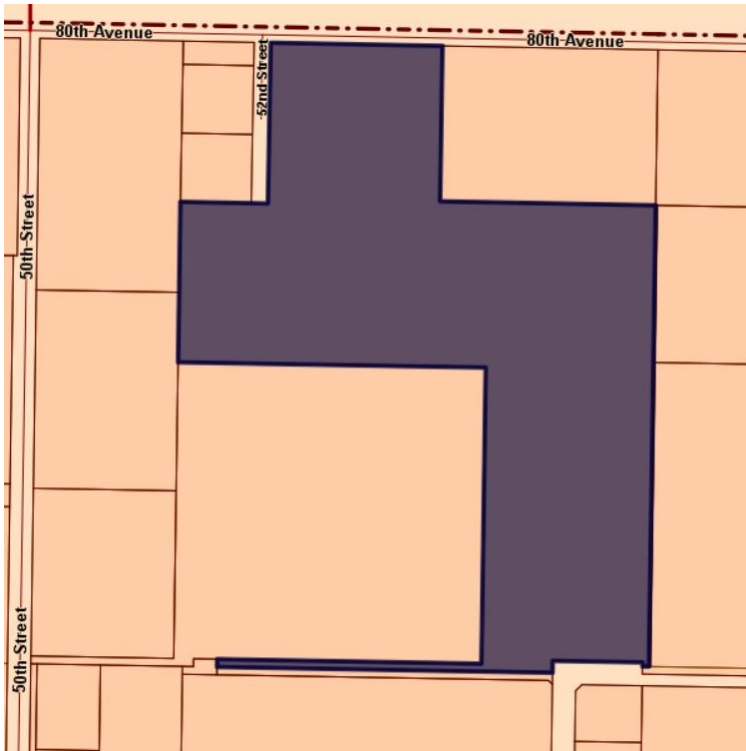
Public Notice
Amendment to Land Use Bylaw 14-2016
Proposed Bylaw 16-2018

Take notice that the Town of Taber is intending to amend Land Use Bylaw 14-2016 by introducing proposed Bylaw 16-2018.

A public hearing and discussion of the proposed amendment will be held on Monday, August 20th, 2018 at 3:30PM in the Town Council Chambers, Administration Building, A4900 – 50th Street, Taber, Alberta.

The bylaw proposes that a portion of LOT 1 BLOCK 100 PLAN 1012068 be rezoned from Urban Reserve District (UR) to Medium Industrial District (M-2).

Portion of BLOCK A1, C1, Y, PLAN 7819AQ indicated in the sketch below:

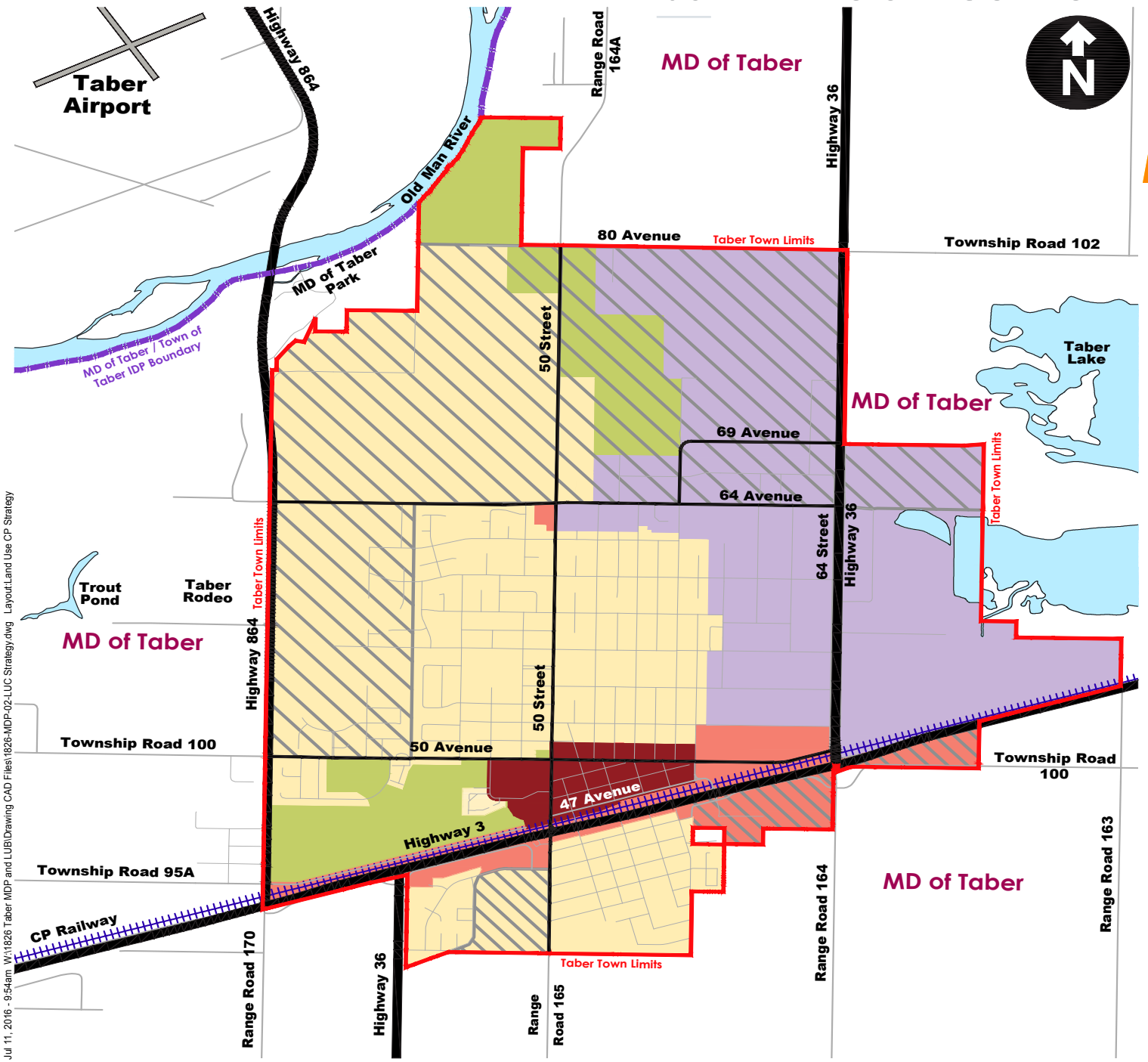


Copies of the proposed amendment to Bylaw 14-2016 will be available at the Town Office, A4900 – 50 Street, Taber, Alberta.

All those who are interested or who may be affected, are invited to attend the Public Hearing. Oral briefs may be put forward at the Public Hearing and those persons attending may ask questions about the proposed amendment to Land Use Bylaw 14-2016 or any other related matters. Written briefs may be submitted to the Planning and Economic Development Office. Such briefs should reach the Town Office no later than noon, Monday August 13th, 2018. Please contact Planning and Economic Development with any questions or concerns.

Grace Noble - Development Officer
Phone: (403)-223-5500 ext. 5527 Email: grace.noble@taber.ca

08 MAPS & FIGURES



Jul 11, 2016 - 9:54am: W:\1826 Taber MDP and LUBI\Drawing CAD Files\1826-MDP-02-LUC Strategy.dwg Layout.Land Use CP Strategy

- Downtown
- Residential
- Comprehensive Commercial
- Industrial
- Parks, Recreation, & Open Space
- Future ASP or ARP

Future Land Use Strategy





Council Request for Decision	
Meeting Date: July 16, 2018	
Subject: Bylaw 13-2018 Cannabis Land Use Bylaw Amendments 2nd and 3rd Reading	
Recommendation:	<p>That Council gives 2nd Reading for Bylaw 13-2018 for the purposes of amending Land Use Bylaw 14-2016 to regulate cannabis related uses.</p> <p>That Council gives 3rd Reading for Bylaw 13-2018 for the purposes of amending Land Use Bylaw 14-2016 to regulate cannabis related uses.</p>
Background:	<p>In April 2017, Council directed administration and the Taber Police Service to review current bylaws, policies, and procedures, as well as review the funding for required resources for the passing of marijuana legislation in 2018.</p> <p>In relation to the Land Use Bylaw the following has occurred:</p> <ul style="list-style-type: none"> • On October 10, 2017, the first cannabis related change came forward as Town Council gave 2nd/3rd reading to a land use bylaw amendment to make textual amendments. These amendments included definitions for cannabis and cannabis related uses as well as revising existing definitions such as bars, retail stores, industrial uses, and home based businesses to clearly exclude cannabis. • On January 22, 2018, Town Council provided further direction that their desired direction was to only permit cannabis related uses within a Direct Control District. This direction was informational only and no amendment was made. • On March 12, 2018, Town Council directed administration to also include separation distances of 100m from any school and hospital uses. This direction was informational only and no amendment was made. <p>Administration has provided two options for Council to move forward with to amend the Land Use Bylaw. Both options are in alignment with best practices established by the Federation of Canadian Municipalities (FCM) and the Alberta Urban Municipalities Association (AUMA).</p> <p>. On May 14, 2018, Town Council approved first reading of Bylaw 13-2018 Cannabis Land Use Bylaw Amendments in accordance with Option B as described below.</p> <p>Option B- This option means that cannabis related uses are discretionary uses in certain districts. A discretionary use means that a development permit will be granted or refused at the discretion of the Municipal Planning Commission on</p>

	<p>case by case basis based on contemplating potential land use impacts such as parking and traffic, appropriateness of location, compatibility and impact on adjacent development, merits of proposed development and sound planning principles. Notification is required to landowners within 100m. Any decision of the Municipal Planning Commission may be appealed.</p> <p>This approach means:</p> <ul style="list-style-type: none"> - lower level of Council control as decision making authority placed with MPC and potentially SDAB (if appealed); and - more streamlined process that provides direction to people looking to start a business; and - Process for appeal. <p>Council held a public hearing on June 25th, 2018, please refer to the public hearing attachments.</p> <ul style="list-style-type: none"> • On June 25, 2018, Town Council requested clarification regarding the personal grow aspects of the new legislation. A legal opinion was obtained to provide Council with further information. It is attached for information.
<p>Legislation / Authority:</p>	<p>MGA Part 1 – Purposes, Powers, and Capacity of Municipalities MGA Part 2 - Bylaws</p>
<p>Strategic Plan Alignment:</p>	<p>Develop Community & Promote Growth Goal #1: Develop new economic initiatives.</p> <p>Develop Community & Promote Growth Goal #2: Review Town policies and regulations that pertain to development.</p>
<p>Financial Implication:</p>	<p>The legalization of cannabis will likely have significant financial implications on the municipality.</p>
<p>Service Level / Staff Resource Implication:</p>	<p>Service level and staff resources will be impacted by taking each application to the Municipal Planning Commission for approval.</p>
<p>Justification:</p>	<p>The legalization of cannabis will impact municipalities regardless of how restrictive local regulations are. There is the potential that by over regulating that Council and Administration may become over burdened with red tape. While at the same time creating an environment that discourages legal businesses from opening in Town which provides increased taxes and jobs for residents.</p>
<p>Alternative(s):</p>	<p>That Council gives 2nd Reading for Bylaw 13-2018 for the purposes of amending Land Use Bylaw 14-2016 in alignment with Option B to regulate cannabis related uses with amendments.</p>



	That Council gives 3 rd reading for Bylaw 13-2018 for the purposes of amending Land Use Bylaw 14-2016 in alignment with Option B to regulate cannabis related uses.
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Attachment(s):	Land Use Bylaw Amendment 13-2018 Buffer Map Legal opinion
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APPROVALS:	
Originated By:	Emily Hembrough
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 and Cannabis Retail Sales 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.

Cannabis Retail Sales: means development used for the retail of cannabis that is authorized by provincial or federal legislation. Retail Sales also includes a development where cannabis is: promoted, advocated, and/or where paraphernalia used in the consumption of cannabis is sold or provided. This use does not include cannabis production and distribution.

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 XXXXXX, 2018.

Mayor

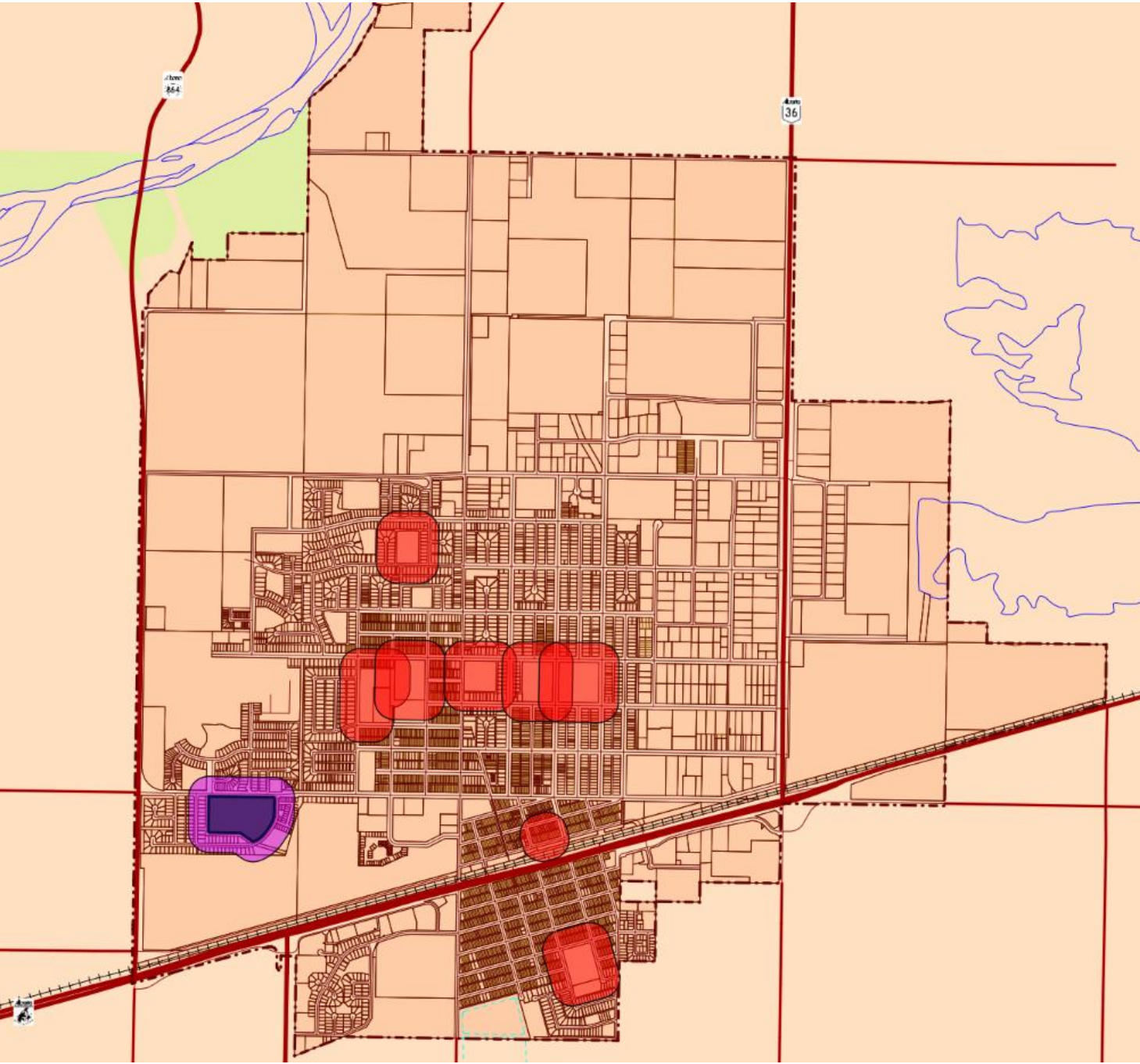
Chief Administrative Officer

Cannabis Retail Sales Proximity Buffer Map 1

Based off of Alberta Legislation restricting any Cannabis Retail Sales within **100m** of a school or hospital.

Anything not covered by a buffer polygon would be able to be considered by Council for rezoning to Direct Control to permit a Cannabis Retail Sales use.

-  Schools
-  Hospital



*Mapping is based off of existing uses in the Town of Taber.

July 9, 2018

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

**Attention: Phyllis Monks, Director of
Planning and Development**

Dear Ms. Monks:

Re: Personal Cultivation of Cannabis
File No.: 056187-0001

Further to this matter, we confirm the Town's request for our opinion with respect to whether or not the Town can prohibit individuals from growing cannabis plants inside their homes despite the upcoming change in Federal law authorizing an individual to grow up to 4 cannabis plants in his/her private residence.

I. Summary and Recommendations

As we've discussed previously, it's somewhat difficult to predict what the Courts will ultimately do with the inevitable jurisdictional challenges that will arise with respect to recreational cannabis given the interaction of Federal, Provincial and Municipal jurisdiction. To date, there is no Court authority which is directly on point with this issue. Accordingly, the only answer I can provide at this point in time is that there is some potential that the Town may be able to restrict or prohibit the growing of cannabis plants in a residential home if the Court is satisfied that the underlying purpose of the Town's bylaw is to achieve a valid municipal purpose

To that end, the primary question in any jurisdictional challenge with respect to a Town bylaw that purports to prohibit or limit the growth of cannabis plants at a private residence will be:

What is the municipal purpose of the restriction?

To answer that question, the Town will have to be able to establish what risk or problem the growth of four (4) marijuana plants at a private residence pose that comes within the Town's municipal purpose as defined in Section 7 of the *Municipal Government Act*, ie.

- a) Safety, health and welfare of people and the protection of people and property, and/or

b) Nuisances.

From a practical perspective, it may be difficult to establish how growing four (4) cannabis plants is any different from growing any other limited number of plants at a private residence. In my opinion, in order for a municipality to be successful in defending a bylaw that restricts or prohibits the growing of up to four (4) cannabis plants, the municipality will need to introduce some compelling evidence that demonstrates how growing this limited number of cannabis plants poses a unique risk to the safety, health and welfare of people or to property or creates a nuisance risk that other plants do not. While I appreciate that illegal "grow ops" resulted in houses being condemned, these places were growing hundreds of plants and utilizing hydroponic technology that resulted in mold and other public health and safety problems.

As seen in the 2014 Alberta Court of Appeal decision *Smith v. St. Albert (City)*, if the bylaw's objective is a valid municipal purpose and the bylaw does not overreach, the Court may find that the "double aspect" doctrine applies which will permit the Town bylaw to be upheld despite the fact that it has some overlap with Federal jurisdiction, ie. criminal law.

That being said, there are other jurisdictional doctrines which may also be applied by the Courts which would result in the Town's bylaw being declared invalid. For example, if the Court found that the "pith and substance" of the bylaw was to regulate a matter within Federal (ie. criminal law) or Provincial (ie. *Safety Codes Act* matters) jurisdiction or if the Court found that the bylaw effectively sterilized a Federal undertaking.

II. Background

On April 13, 2017, Federal Bill C-45 "An Act respecting cannabis and to amend the Controlled Drugs and Substances Act, the Criminal Code" (hereafter the "*Cannabis Act*") was introduced into Parliament. The *Cannabis Act*, along with the Bill C-46, "An Act to Amend the Criminal Code", will legalize the recreational use of cannabis across Canada. The *Act* provides a legal framework to control the production, distribution, sale and possession of cannabis in Canada. The *Cannabis Act* received royal assent on June 21, 2018, and will come into force on October 17, 2018.

Among other things, Section 12(4)(b) of the *Cannabis Act* provides that a person 18 years or older may grow up to four cannabis plants per dwelling-house. The definition of dwelling-house does not distinguish between detached dwellings or multiple-unit buildings. The definition also include outdoor areas, such as yards and gardens.

In addition to setting up the regulatory regime for the distribution and sale of cannabis, the Provinces were given the ability to further restrict other aspects of the production, distribution, sale and possession of cannabis, such as increasing the minimum age for the purchase and use of cannabis or modifying the number of plants that individuals are permitted to grow in a place of residence.

While some Provinces, such as Quebec and Manitoba, have decided to use their jurisdictional discretion to prohibit the individual cultivation of cannabis in private homes, Alberta has decided to not place further restrictions on the four plants per dwelling-house limit.

The Town wants to know what ability it may have to restrict or prohibit the growing of cannabis plants at private residences in the context of the Federal and Provincial legislation permitting up to four (4) plants to be grown in a "dwelling house".

III. Discussion

A. Federal and Provincial Legislation

The Federal *Cannabis Act* states that an individual 18 years or older is prohibited from cultivating more than four plants in their dwelling house:

Cultivation, propagation and harvesting — 18 years of age or older

12(4) Unless authorized under this Act, it is prohibited for an individual who is 18 years of age or older to cultivate, propagate or harvest, or to offer to cultivate, propagate or harvest,

- (a) a cannabis plant that is from a seed or plant material that they know is illicit cannabis;
or
- (b) more than four cannabis plants at any one time in their dwelling-house. [Emphasis added]

The Provincial *Alberta Cannabis Act* relies on the *Cannabis Act* to determine the rules regarding personal cultivation in Alberta:

Prohibition — growing cannabis

90.27 Subject to the federal Act, no person may grow cannabis except in accordance with the regulations.

To date, no regulations have been developed under either the *Cannabis Act* or the *Alberta Cannabis Act* to place any further restrictions or parameters around the personal cultivation of cannabis in Alberta.

Two Provinces, Quebec and Manitoba, have already passed legislation that completely prohibits the personal cultivation of any cannabis plants in a personal residence in their Provinces. For example, Manitoba's *Safe and Responsible Retailing of Cannabis Act* clearly states that "a person must not cultivate cannabis at his or her residence...". Notably, the Government of Manitoba's proposed *Safe and Responsible Retailing of Cannabis Act* makes an exemption for

individuals growing cannabis for medical purposes in accordance with *Access to Cannabis for Medical Purposes Regulation*. The Manitoba legislation states that "a person must not cultivate cannabis at his or her residence... [but, this does not apply to the] cultivation of cannabis for medical purposes that occur in accordance with the requirements of the applicable federal law".

B. Interaction between Municipal, Provincial and Federal Jurisdiction

As stated at the outset, it is currently unclear what ability a municipality will have to regulate or prohibit the growth of cannabis at a residential property given the fact that both the Federal and Provincial legislation permits individuals to grow up to four (4) plants.

In the 1982 Supreme Court of Canada decision *Multiple Access Ltd. v. McCutcheon*, the Supreme Court of Canada held that both Federal legislation and Provincial legislation, which would include municipal bylaws established pursuant to the *Municipal Government Act*, may be valid in relation to different aspects of the same subject matter. This is commonly referred to as the "double aspect" doctrine.

The primary question will be what the bylaw's true purpose and object is. In order for a Town bylaw to be upheld on the basis of the "double aspect" doctrine, the Town will have to clearly establish that:

- a) the bylaw is targeted at achieving a valid municipal purpose, as defined in Section 7 of the *Municipal Government Act*, such as safety, health and welfare of people and the protection of people and property or the prevention of nuisances, and
- b) the bylaw only goes as far as necessary to achieve the valid municipal purpose and does not overreach unnecessarily into Federal jurisdiction (criminal law) or Provincial jurisdiction (*Safety Codes Act* matters).

If the matter that the bylaw deals with is outside the scope of a valid municipal purpose, then the Courts will deem the bylaw to be *ultra vires* the municipality and be struck down.

The test for whether or not a municipal bylaw is criminal in nature is derived from *In the Matter of a Reference as to the Validity of Section 5(a) of the Dairy Industry Act* [the "*Margarine Reference*"], [1949] SCR 1. In the *Margarine Reference* the Supreme Court of Canada states that a bylaw will be deemed to be criminal in nature if is

- i) a prohibition of an act,
- ii) contains a penal sanction, and
- iii) is directed toward a criminal purpose. A criminal purpose is defined as an action resulting in some evil, injurious or undesirable effect upon the public. The

purpose of a criminal provision is to maintain public peace, order, security, health, or morality.

Applying this test to the present situation, there is the potential that, subject to the exact wording of the bylaw, the bylaw would be viewed as criminal in nature because:

- i) the bylaw will prohibit the personal cultivation of cannabis plants,
- ii) the bylaw will contain an enforceable penalty, and
- iii) the bylaw may be viewed as being directed towards a criminal purpose.

The fact that a limited amount of personal production of cannabis is being decriminalized at the Federal level, and the Town would place an outright prohibition on growing cannabis, may suggest to a Court that the Town is trying to maintain the criminalization of growing cannabis despite the Federal government's decision to decriminalize the personal growth of cannabis.

The situation potentially draws a parallel to *R v. Morgantaler*, [1993] 3 SCR 463 ("*Morgantaler*"). In *Morgantaler*, the Nova Scotia legislature discovered that Dr. Morgantaler wanted to open up an abortion clinic in Nova Scotia. Prior to the events unfolding, the Supreme Court of Canada ruled that the *Criminal Code* provisions relating to abortion were unconstitutional because they violated a woman's Charter guarantee of security of person. The Provincial legislature responded to Dr. Morgantaler's desire to open the clinic by prohibiting the performance of an abortion outside a hospital and denied medical services insurance coverage for an abortion outside a hospital. The Court held that the Province's scheme, which *prima facie* was not criminal, was criminal through its effects and was subsequently held to be *ultra vires* the Province.

Applying *Morgantaler* rationale to the present situation, a Court may view a municipality's bylaw prohibiting the personal cultivation of cannabis as effectively be criminal in effect. The Court may hold, similar to the holding in *Morgantaler*, that the municipality has effectively established a criminal prohibition against an act that has been decriminalized by the Federal government under the guise of the Town's power through the *Municipal Government Act* to establish regulations about health, public safety, etc.

In a 2010 Supreme Court of Canada decision, *Quebec (Attorney General) v. Lacombe*, a Quebec municipality amended its land use bylaw to prohibit a company from using a particular lake as private aerodrome to provide float plane services. The company had previously obtained a Federal license under the *Aeronautics Act* to use the lake and provide its services. They challenged that the municipality did not have the power to regulate the location of water aerodromes, which is essentially what they did through the bylaw. A majority of the Supreme Court agreed that the bylaw, in pith and substance, was targeted towards the regulation of

aeronautics and not land use. Since aeronautics is a Federal power, the municipality's bylaw was deemed *ultra vires* and invalid.

In an earlier 1983 Supreme Court decision, *R. v. Westerdorp*, the City of Calgary enacted a traffic bylaw that prohibited individuals from being on the street for the purpose of prostitution or to approach individuals for that purpose. The Supreme Court of Canada found the bylaw to be *ultra vires* as the pith and substance of the bylaw was about prohibiting criminal activities more than controlling activities on the city's streets.

In the 2014 Alberta Court of Appeal decision, *Smith v. St. Albert (City)*, the City of St. Albert had passed a Business License Bylaw restricting businesses from displaying or selling three or more restricted products (ie. drug paraphernalia). At the Court of Queen's Bench level, the Justice found that the "pith and substance" of the City's bylaw was targeted at criminal law and, on that basis, held that the bylaw was *ultra vires* the City. However, the Court of Appeal overturned the Court of Queen's Bench decision and declared the bylaw valid. The Court of Appeal was satisfied that the primary purpose of the bylaw was to curtail the negative effects of illicit drug use and provide a safe community by suppressing conditions likely to lead to crime, which were objectives properly within the City's jurisdiction delegated by the Province via the *Municipal Government Act*. While the Court of Appeal found that aspects of the bylaw overlapped with Federal jurisdiction over criminal law, the Court was satisfied that Federal and Provincial aspects of the bylaw were of equivalent importance and applied the double aspect doctrine.

These above cases clearly demonstrate that if the Town decides to enact a bylaw that restricts or prohibits the growing of cannabis plants at a private residence, the Town must ensure that it can prove that the bylaw was enacted for a valid municipal purpose and is not effectively an attempt by the Town to regulate criminal law.

That being said, it is clear that any bylaw passed by the Town which prohibited the growing of cannabis at a private residence would have to include an exception for the cultivation of cannabis for medical reasons pursuant to the *Access to Cannabis for Medical Purposes Regulation* (the "ACMPR"). As per the 2016 Federal Court decision in *Allard v. Canada*, restricting the ability of individuals to access cannabis violates the liberty and security rights protected by Section 7 of the Charter.

Please do not hesitate to contact me directly if you have any questions or would like to discuss this matter further.

Sincerely,

MLT AIKINS LLP

A handwritten signature in black ink, appearing to read 'Joanne M. Klauer', written in a cursive style.

Per:

Joanne M. Klauer



Council Request for Decision	
Meeting Date: July 16, 2018	
Subject: Bylaw 14-2018 Business License Bylaw 2nd and 3rd Reading	
Recommendation:	<p>That Council gives 2nd Reading of Bylaw 14-2018, at this meeting.</p> <p>That Council gives 3rd and Final Reading to Bylaw 14-2018, at this meeting.</p>
Background:	<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, 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); • 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

	<p>officer (Part 2);</p> <ul style="list-style-type: none"> • 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>On June 25, 2018 Council tabled this item for future consideration.</p>
Legislation / Authority:	<p>MGA Part 1 – Purposes, Powers, and Capacity of Municipalities</p> <p>MGA Part 2 - Bylaws</p>
Strategic Plan Alignment:	<p>Develop Community & Promote Growth Goal #1: Develop new economic initiatives.</p> <p>Develop Community & Promote Growth Goal #2: Review Town policies and regulations that pertain to development.</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:	<p>The staff resource implication is the time required by staff to write proposed bylaw and prepare the documents for Council.</p>
Justification:	<p>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.</p>
Alternative(s):	<p>Alternative 1: That Council gives 2nd reading of bylaw 142018 with a recommendation to Administration to make amendments prior to giving 3rd reading.</p> <p>Alternative 2: That Council does not give 2nd Reading of Bylaw 14-2018, at this meeting with reasons.</p>



Attachment(s):	Bylaw 14-2018 Business License Application Cannabis Business License Application Fees Chief of Police Letter
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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. Retail Sales also includes a development where cannabis is: promoted, advocated, and/or where paraphernalia used in the consumption of cannabis is sold or provided. This 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:
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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. Development used for the retail of cannabis paraphernalia 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
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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, edibles, bongs, 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 LICENSE 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: July 16, 2018	
Subject: Community Standards Bylaw 15-2018 2nd and 3rd Reading	
Recommendation:	<p>That Council gives Second Reading to Community Standards Bylaw 15-2018, at this meeting.</p> <p>That Council gives Third and Final Reading to Community Standards Bylaw 15-2018, at this meeting.</p>
Background:	<p>At the June 25, 2018 Regular Meeting of Council, Council passed the following resolution:</p> <p>RES. 303/2018 MOVED by Councillor Tams that Council gives First Reading to Community Standards Bylaw 15-2018, at this meeting.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p> <p>At the May meeting of the Taber Municipal Police Commission the following resolution was passed:</p> <p>RES. 45/2018 MOVED by J. MacDonald that the Taber Municipal Police Commission accepts the Proposed Amendments to the Community Standards Bylaw 4-2015, as presented, and requests Council to consider amending the Community Standards Bylaw 4-2015 as presented.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p> <p>The recommended changes to the Community Standards Bylaw are in two parts. The first part deals with the impending changes to Federal Cannabis Legislation and the introduction of Bill C-45. Since it was decided by the federal government that cannabis should fall under a new regulatory framework, the provincial governments and municipalities in Canada have had to introduce, or at least consider, regulatory frameworks of their own.</p> <p>Previously, Council had directed administration, and asked the Police Commission, to consider what municipal bylaws should be amended, re-written or newly adopted to address the newly proposed laws. Council has undertaken a review of the Land Use Bylaw and Business License Bylaw, and it was the role of the Commission to review the Community Standards Bylaw. Before you today is the amendments that the Police Commission have considered and agreed should be placed within a new Community Standards Bylaw surrounding Cannabis. The proposal includes strict controls on public</p>

	<p>use of cannabis, and that Council may at its discretion, designate places for cannabis use within the Town.</p> <p>Since the last Commission meeting, other municipalities, including Calgary, have introduced to Council bylaws that a place strict controls on the public use of Cannabis. Attached you will find an open letter from the Alberta Association of Chiefs of Police. All Chiefs in the Province recommend public consumption of Cannabis be dealt with the same as alcohol. We suggest the Town does not regulate Cannabis on private property.</p> <p>The second set of changes recommended to the Council address e-cigarette and smoking in Taber.</p>
Legislation / Authority:	<p><i>The Municipal Government Act</i>, Part 2. Section 7 allows for a municipal council to pass bylaws for municipal purposes respecting:</p> <p>The health, safety and welfare of people and the protection of people and property.</p> <p>People, activities and things in, on or near a public place or place that is open to the public</p> <p>Nuisances, including unsightly properties.</p> <p>The Police Act, Section 31(1)(b) The Commission shall establish policies for efficient and effective policing.</p>
Strategic Plan Alignment:	<p>Family/Community</p> <p>Maintain a safe community that is healthy, innovative and environmentally aware.</p>
Financial Implication:	<p>At this time, we anticipate no budgetary impact and can achieve success through our current compliments in the Community Standards Unit and Patrol Unit.</p>
Service Level / Staff Resource Implication:	<p>The service level will remain status quo.</p>
Justification:	<p>Taber Municipal Police Commission recommendation to Council</p>
Alternative:	<p>The Council could seek clarification on any of the matters from Administration or the Commission, or the</p>



Attachment(s):	Community Standards Bylaw 15-2018
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APPROVALS:	
Originated By:	Graham Abela
Chief Administrative Officer (CAO) or Designate:	

Town of Taber Bylaw
Community Standards Bylaw 15-2018

Being a bylaw of the Town of Taber, in the Province of Alberta, to regulate and prohibit certain activities in order to prevent and compel the abatement of noise, nuisances, graffiti, and public disturbances and to provide for a curfew for minors.

Whereas, pursuant to the provisions of the Municipal Government Act, a council may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property; respecting people, activities and things in, on or near a public place or place that is open to the public;

And whereas Council for the Town of Taber deems it necessary and advisable to enact a bylaw for such purposes;

COUNCIL FOR THE TOWN OF TABER ENACTS AS FOLLOWS:

Short Title

1. This Bylaw shall be called the “**Community Standards Bylaw**”.

Part 1 – General Definitions

2. In this Bylaw, the following definitions shall apply:
 - (a) “Cannabis” means any part of the cannabis plant, including the phytocannabinoids, produced by or found in, such a plant regardless of whether that part has been processed or not, other than the following parts of the plant.
 - (i) A non-viable seed of the cannabis plant
 - (ii) A mature stock, without any leaf, flower, seed or branch, of such a plant
 - (iii) Fibre derived from a stalk mentioned in subsection (ii)
 - (iv) The root or any part of the root of such plant.
 - (b) Any substance or mixture of substances that contains or has on it any part of such a plant
 - (c) Any substance that is identical to any phytocannabinoids produced by, or found in, such a plant, regardless of how the substance was obtained
 - (d) “**Curfew Period**” means the period of time between 11:00 pm and 6:00 am, per day.
 - (e) “**Drinking Establishment**” means a business, the primary purpose of which is the sale of alcoholic beverages for consumption on the premises, in which the business is located, and the secondary purposes of which may include entertainment, dancing, music, the preparation and sale of food for consumption on the premises, take-out food services, the sale of alcoholic beverages for consumption away from the premises, and entertainment. A Drinking Establishment includes any premises in respect of which the Alberta Gaming and Liquor Commission have issued a “Class A” Liquor License and where the terms of the license prohibit minors.

- (f) “Electronic smoking device” means an electronic device that can be used to deliver nicotine, cannabis, or other substances to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo or pipe.
- (g) “**Emergency**” means an unforeseen combination of circumstances or the resulting event that requires immediate action. This includes, but is not limited to, a fire, natural disaster, a motor vehicle collision, or any situation beyond the control of anyone, and requiring immediate action to prevent injury or death.
- (h) “**Graffiti**” means the defacement or disfiguring of any property or object, though the performance of any of the following acts:
- (i) the application of any substance, including paint, ink, stain or whitewash to any surface;
or
 - (ii) the affixing of any substance, including paper, fabric or plastic, by any form of adhesion that does not remove cleanly when pulled away from the applied surface; or
 - (iii) the marking, scratching, etching or other alteration or disfigurement of any surface.
- (i) “**Minor**” means an individual less than 16 years of age.
- (j) “**Offence Ticket**” means a municipal ticket used by the Town allowing for a voluntary payment to the Town of a specified fine established by the Bylaw.
- (k) “**Panhandling**” means to ask for a gratuitous donation of money, food, or goods of any kind, whether by spoken or printed word, or bodily gesture, but does not include the solicitation of charitable donations allowed or authorized pursuant to the Charitable Fundraising Act, or any other legislation permitting the solicitation of charitable donations.
- (l) “**Parent or Guardian**” means the parent, guardian or foster parent of a Minor and includes any other person over 18 years of age having care and control of a Minor.
- (m) “**Peace Officer**” means a Bylaw Enforcement Officer, a member of the Taber Police Service or a Community Peace Officer.
- (n) “Playground” means an outdoor area upon which apparatus such as swings and slides are placed.
- (o) “**Public Place**” means any place, including privately owned or leased property, to which the public reasonably has or is permitted to have access.
- (p) “Public Premises” means any place to which the public may have either express or implied access for the purpose of worship, entertainment, recreation, business, amusement, education, transportation, consumption of food or drink, or for the provision and receipt of services.

- (q) "Public Vehicle" means a bus, taxi or other vehicle that is used to transport members of the public for a fee.
- (r) "**Quiet Hours**", means between the hours of eleven (11:00 pm) and seven (7:00 am), per day.
- (s) "Skate Park", means an outdoor area which is designed and intended specifically for the use of skateboards, in-line skates, or other similar devices
- (t) "Sports Field" means an outdoor area which is set apart and used for the playing of sporting activities.
- (u) "**Summons**", means a violation ticket issued under Part II of the Provincial Offences Procedure Act.
- (v) "**Violation Ticket**" means any ticket or tag which is authorized by the Municipal Government Act Chapter M-26 (R.S.A 1994), or under the Provincial Offences Procedure Act Chapter P-34 (R.S.A. 1988), issued for any Bylaw Offence in which a penalty may be paid out of court in lieu of appearing to answer summons.

Part 2 – Minors in Public Place

- 3. No Minor shall be in a Public Place during the Curfew Period unless accompanied by a Parent or Guardian.
- 4. No Parent or Guardian shall suffer, permit or allow any Minor who is in his or her custody, care or control, to be in a Public Place during the Curfew Period unless that Minor is accompanied by a Parent or Guardian.
- 5. Sections 3 and 4 do not apply to a Minor in a Public Place during the Curfew Period when:
 - (a) the Minor is involved in an Emergency;
 - (b) the Minor is in a motor vehicle travelling from one point to another without any detour;
 - (c) acting in the interests of an employer or voluntary organization or while directly returning home, without detour, as soon as reasonably practical, from an organized school or community event, which has been supervised by an adult.

Enforcement against Minors in a Public Place

- 6. Where a Minor is found to be in contravention of Section 3, a Peace Officer may:
 - (a) advise the Minor to go directly to his or her home;

- (b) take the Minor to his or her home and deliver the Minor into the care of the Minor's Parent or Guardian; or
- (c) phone the Minor's Parent or Guardian and request that the Parent or Guardian attend at a mutually agreed upon location, to receive the Minor into the care of the Parent or Guardian.

Part 3 – Nuisance, Graffiti

Graffiti

- 7. (a) No person shall place or cause Graffiti to be placed on any property.
- (b) Every property owner shall ensure that Graffiti placed on their property is removed, painted over, or otherwise permanently blocked from public view.
- (c) In a prosecution for an offence under this Part, the consent of the property owner to place Graffiti on the property shall not be a defence under this bylaw.
- 8. Temporary art or advertising on property approved by the owner of the property and the Town of Taber as per the Land Use Bylaw is not Graffiti.

Spitting/Urinating

- 9. No person shall urinate or deposit any human waste in any Public Place other than in a public washroom.
- 10. No person shall spit at any person in a Public Place or on any public property or on private property that they do not own.

Part 4 – Fighting, Loitering, Assembly of Persons, Panhandling

Fighting/Loitering/Assembly of Persons

- 11. No person shall participate in a fight or any physical confrontation in any Public Place.
- 12. No person shall be a member of the assembly of three or more persons in any Public Place where a Peace Officer has reasonable grounds to believe the assembly will disturb the peace of the neighborhood, and any such person shall disperse as requested by a Peace Officer.
- 13. No person shall loiter and thereby obstruct any other person in any Public Place.

Panhandling

- 14. No person shall engage in Panhandling in any Public Place.

Part 5 – Noise

15. No person shall yell, scream, or swear in any Public Place.
16. No owner, operator or person in charge of a Drinking Establishment shall permit any noise to emanate from the Drinking Establishment in a manner which annoys or disturbs any person outside the boundary of the premises.
17. No persons shall, during any period of the day allow, suffer or permit any electronic equipment, musical instruments, vehicles or any other devices to be sounded or used in any area of the Town of Taber, that may, or is likely, to disturb others.
18. No person shall allow, suffer or permit loud noises to be emitted from within a premises or property occupied or under the control of that person that may or is likely to disturb other persons in the area.
19. No person shall allow, suffer or permit loud noises to be emitted from a vehicle, in its self, or from it's equipment in the interior of the vehicle that may or is likely to disturb others
20. No person shall activate or apply engine retarder brakes within the municipal boundaries of the town.
21. No person shall during the, "quiet hours", of eleven (11:00 pm) and seven (7:00 am), allow, permit or operate any vehicles, equipment or electrical devices in any manner that may or is likely to disturb others and the residents.
22. An exemption to sections 16, 17, 18 and 21 shall be for special sanctioned events that comply with Town of Taber Special Event licencing requirements.

Part 6 – Smoking and Electronic Smoking Devices

23. (a.) No person shall carry or possess a lit cigarette, cigar or pipe, or burn tobacco in any manner or use an electronic smoking device in a public premises, a workplace or a public vehicle.
- (b.) No person shall carry or possess a lit cigarette, cigar or pipe, or burn tobacco in any manner or use an electronic smoking device in, on or within 5 meters of a:
 - (i) Playground
 - (ii) Waterpark or spray park
 - (iii) Skate park: or
 - (iv) Sports field

to which the public has access as of right or by express or implied invitation.
- (c.) No person shall carry or possess a lit cigarette, cigar or pipe, or burn tobacco in any manner or use an electronic smoking device within 5 meters of an entrance or exit to a public premises.

24. Despite any other provision of this bylaw a person may, inside an enclosed premises where the primary function of the premises is the sale of electronic smoking devices, use an electronic smoking device to sample a product prior to purchase.

Part 7 - Cannabis

25. No person may use, or consume Cannabis in a public place, other than a residence, or temporary residence.
26. The Council may, at its sole discretion, designate specific locations within the Town of Taber where Cannabis may be consumed.

Part 7 – Enforcement

Penalties

27. Any person who breaches any provision of this Bylaw is guilty of an offence and liable upon summary conviction to a mandatory penalty:
- (a) in the amount specified in Schedule “A”; or
 - (b) for any offence for which there is no penalty specified, to a penalty of not less than \$200.00 and not more than \$10,000.00,
- and in default of payment of any penalty, to imprisonment for up to 6 months.
28. Any person who commits a second or subsequent offence under this Bylaw within 12 months of committing a first offence under this Bylaw, is liable to an increased find as set out in Schedule “A”.
29. For an offence that is of a continuing nature, a contravention constitutes a separate offence for each day or part of day on which it continues. Any person guilty of such an offence is liable to a fine in an amount not less than that established by the Bylaw for each such day.
30. A Peace Officer who has reasonable grounds to believe that a person has contravened any provision of this Bylaw, may issue and serve upon the person:
- (a) an Offence Ticket allowing payment of the specified penalty as set out in Schedule “A” of this Bylaw to the Town, which payment will be accepted by the Town in lieu of prosecution for the offence. Should payment of the specified penalty not be made to the Town within the time specified on the Office Ticket, a Violation Ticket may be issued and served upon the person; or
 - (b) a summons under Part II, allowing a voluntary payment of the specified penalty as set out in Schedule “A” of this Bylaw, or requiring a person to appear in court without the alternative of making a voluntary payment.
31. Nothing in Section 22 prevents a Peace Officer from issuing a Violation Ticket without having first issued an Offence Ticket.

Part 8 – Miscellaneous

Severability

- 32. Should any provision of this Bylaw be found void or unenforceable, then it is the express intention of Town Council that such void or unenforceable sections be severed from this Bylaw and the balance remain in full force and effect.

Coming Into Force

- 33. This Bylaw shall come into force and effect upon final reading thereof
- 34. Bylaw A-253 and A-370 shall be repealed in its entirety
- 35. Section VII of Bylaw 4-2008 is hereby repealed
- 36. Section VII Section 1 – a),b), and c), Section 2, and Section 3 of Bylaw 6-2018 are hereby repealed.

RES. 303/2018 READ A FIRSTTIME IN OPEN COUNCIL this 25th day of June, 2018.

READ A SECONDTIME IN OPEN COUNCIL this day of , 2018.

READ A THIRD TIME IN OPEN COUNCIL this day of , 2018.

AND SIGNED BY THE MAYOR AND CAO this day of , 2018.

Mayor

Chief Administrative Officer

Schedule "A"
Schedule of Fines

Section	Offence	Fine
4	Parent/Guardian allow Minor in Public Place during Curfew	
	(a) first offence	100.00
	(b) second and subsequent offences	200.00
7(1)	Placing Graffiti on property	
	(a) first offence	2,500.00
	(b) second offence	5,000.00
	(c) third and subsequent offences	7,500.00
7(2)	Failure to Remove Graffiti	
	(a) first offence	250.00
	(b) second offence	500.00
	(c) third and subsequent offences	1,000.00
9	Urinating/Depositing Human Waste in Public Place	
	(a) first offence	250.00
	(b) second offence	500.00
	(c) third and subsequent offences	750.00
10	Spitting in Public Place	
	(a) first offence	75.00
	(b) second and subsequent offences	150.00
11	Fighting in a Public Place	
	(a) first offence	250.00
	(b) second offence	500.00
	(c) third and subsequent offences	750.00
12	Being a member of an assembly and failing to disperse as directed by a Peace Officer	
	(a) first offence	250.00
	(b) second offence	500.00
	(c) third and subsequent offences	750.00
13	Loitering	
	(a) first offence	250.00
	(b) second offence	500.00
	(c) third and subsequent offences	750.00
14	Panhandling	
	(a) first offence	75.00
	(b) second offence	200.00
	(c) third and subsequent offences	300.00

15	Yelling, Screaming or Swearing	
	(a) first offence	150.00
	(b) second offence	250.00
	(c) third and subsequent offences	500.00
16	Drinking Establishment Making Noise	
	(a) first offence	2,000.00
	(b) second offence	5,000.00
	(c) third and subsequent offences	10,000.00
17	Allow, Suffer or Permit Noise likely to Disturb Others	
	(a) first offence	150.00
	(b) second offence	250.00
	(c) third and subsequent offences	500.00
18	Allow, Suffer or Permit Noise from a Premises or Property	
	(a) first offence	150.00
	(b) second offence	250.00
	(c) third and subsequent offences	500.00
19	Allow, Suffer or Permit Noise from a Vehicle	
	(a) first offence	150.00
	(b) second offence	250.00
20	Activate or Apply Engine Retarder Brakes	
	(a) first offence	150.00
	(b) second offence	250.00
	(c) third and subsequent offences	500.00
21	Allow or Permit Noise between 11:00 PM and 7:00 Am	
	(a) first offence	150.00
	(b) second offence	250.00
	(c) third and subsequent offences	500.00
23(1)	Carrying or Possessing lit cigarette, cigar, pipe or using an electronic smoking device	
	(a) first offence	150.00
	(b) Second offence	250.00
	(c) Third offence and subsequent offences	500.00
23(2)	Carrying or possessing a lit cigarette, cigar or pipe or using an electronic smoking device in, on or within 5 meters of playground, skate park or sports field.	
	(a) first offence	150.00
	(b) Second offence	250.00
	(c) Third offence and subsequent offences	500.00

23(3) Carrying or possessing a lit cigarette, cigar or pipe or using an electronic smoking device within 5 meters of an entrance or exit to a public premises

- | | |
|---|--------|
| (a) first offence | 150.00 |
| (b) Second offence | 250.00 |
| (c) Third offence and subsequent offences | 500.00 |

25 Use, or Consume Cannabis in a public place, other than a residence, or temporary residence.

- | | |
|---|--------|
| (a) first offence | 200.00 |
| (b) Second offence | 300.00 |
| (c) Third offence and subsequent offences | 750.00 |



Council Request for Decision

Meeting Date: July 16, 2018

Subject: Draft Town of Taber Communications Plan

Recommendation:

That Council approves the Town of Taber Communications Plan as presented.

Background:

With Council's new Strategic Plan focussing on improvements to internal and external communications, a Communications Plan has been drafted in order to implement initiatives that will support this goal.

A Communications Plan is a "road map" that provides details on how a corporation will go about communicating with its stakeholders. It provides a detailed listing of the actions that will be taken and the reporting methods so the progress, successes, and failures for each initiative can be carefully tracked and edited if need be. Communications Plans are intended to be live documents that are evaluated annually. The Town's Plan has goals that reach into the next three years, but the documents will continue to be looked at annually and edited as needed.

The overarching mission of the draft Communications Plan is outlined as follows:

"Educate the people of Taber of the government's role in their lives. Engage our stakeholders in every level of the project implementation. And evolve our processes to help make Taber a great place to grow."

The 2017 Communications Survey and subsequent Report were both used to inform a number of the goals and actions within this document. The public provided their feedback on a number of topics regarding the Town's communications efforts. Using those results have helped shape this plan to fit within citizen expectations of their local government. The 2018 Survey results were also used, and that Report will be forthcoming to Council. Informal discussions over the past two years with various Administrative Staff members have also lent some ideas to the actions detailed within.

There are four desired outcomes within this Plan. The appendices outline the actions to be taken to meet those goals, and which Administrative Departments will work towards those actions.

The overarching path of this plan is to "educate, engage, and evolve." As detailed in the plan, the results of all the desired outcomes, goals, and actions will ultimately provide a clear path of two-way communications for the Town of Taber.



Legislation / Authority:	MGA Section 3
Strategic Plan Alignment:	Improve Internal and External Communications
Financial Implication:	There is no financial implication to approving this plan or for the initiatives detailed other than those projects mentioned within that have already been approved in the budgetary cycle.
Service Level / Staff Resource Implication:	The Town of Taber currently has one Administrative Staff member who works on communications as a portion of her duties. This Plan has been written with that in mind.
Justification:	In order to support the Municipality's new Strategic Plan, a clear outline of the ways in which external and internal communications will be improved needs to be implemented. A Communications Plan is an essential tool in managing plans, actions, and reporting for communications for a corporation.
Alternative(s):	Council may make amendments to the Plan. Council may choose not to adopt the Plan. Council may choose to request further information.

Attachment(s):	2018 Draft Communications Plan 2018 Draft Communications Plan Appendices
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APPROVALS:	
Originated By:	Meghan Brennan
Chief Administrative Officer (CAO) or Designate:	

DRAFT

TOWN OF TABER COMMUNICATIONS PLAN

Educate – Engage - Evolve

ABOUT THIS PLAN

This document outlines the past, present, and future of the Town of Taber's communications strategy. It will provide a path for the Town's commitment to transparency and working collaboratively to promote active citizen engagement. The goals and actions within this document actively encompass both Administration and Council's mission to inform, promote, and adapt and will therefore be updated on an annual basis. Enhanced communications will serve to improve stakeholder relations, public engagement, and help achieve organizational goals.

Following the adoption of the Town's Strategic Plan in 2018, this Communications Plan has been written to match and expand on the goals within the Strategic Plan.

Ultimately, it is the goal of this plan to provide a clear path of two-way communications for the Town of Taber demonstrating we are a great place to grow.

MISSION

EDUCATE

the people of Taber of the government's role in their lives;

ENGAGE

our stakeholders in every level of project implementation; and

EVOVLE

our processes to help make Taber a great place to grow.

OVERARCHING THEMES

1. Provide information that is clear and well-timed.
2. Use a variety of communications tools to reach a wider audience.
3. Make our communications accessible to the majority of users.
4. Collaborate with all Departments to ensure that messages are relayed factually and quickly.
5. Obey all laws and bylaws that protect the privacy of all individuals.
6. Strive to promote a relationship where stakeholders and public alike feel empowered to communicate with the Town.

THE PATH AS IT WAS

- The Town employed the use of its current website starting in 2011.
- 2011 also saw the employment of the Town's official Facebook and Twitter Profiles.
- In 2015, Council identified a gap in the Town's communications following a large-scale news event.
- September 2015 saw the creation of a Communications and Projects Coordinator position. This position detailed that communications was only a portion of the intended duties, interspersed with a number of other projects as outlined elsewhere.
- The Town joined Instagram in 2016 as a way to capitalize on another demographic and social media platform.
- The Communications Coordinator was employed as the Information Officer for the Town's Emergency Operations Centre activations, such as in the February 2017 Structure Fire.

THE PATH AHEAD

Citizens expect easy access to the government's information they want, when they want it. Communications is no longer a luxury in public service, it is a necessity. No other government level has quite the life-impacting proximity to their citizens as municipalities do. As such, municipal governments have the responsibility to effectively communicate to and engage with their citizens in the matters that impact their lives. The Town of Taber can be a frontrunner for providing timely, accurate, and necessary information to our citizens in a number of platforms, and has laid the groundwork to do so. This will be the first Communications Plan in the Town of Taber's history, and the goals and actions within it point towards laying even more groundwork for upcoming plans.

This Communications Plan is intended to be reviewed annually. Depending on budgets, staff capabilities, and timelines, action items may have to be adjusted accordingly. As per the appendices, each action item has been given a scheduled quarter for it to be met. These timelines have been considered in light of the fact that the Town of Taber has a Communications Coordinator that only does communications as a portion of their duties.

While the action items have different responsible departments, success for this Communications Plan will rest on the collaboration between all Departments and Council. Each staff member and Councillor has a role to play in effectively marketing and promoting our community, the government's roles and responsibilities, and what makes Taber such a great place to grow.

CURRENT TOOLS

The Town of Taber currently employs the use of these regular communications tools:

- Website (www.taber.ca)
- Facebook (@TownofTaber)
- Twitter (@TownofTaber)
- Instagram (@townoftaber)
- Local print media
- The Corn Husk Chronicles
- Wikipedia (indirectly)
- Media Releases as needed
- WhatsApp

COMMUNICATIONS TEAM

Communications in municipal government is a team effort. However, there is typically a position or team responsible for the coordination of that effort. The Town of Taber's Communications Coordinator belongs to the Administrative Services Department. Main duties of the coordinator in terms of communications include, but are not limited to, the following:

- Creates and maintains communication efforts on behalf of the Town, including website maintenance, social media platforms, media releases, speeches, newsletters, ads, brochures, and other various means.
- Point of contact for media and to provide general or news story-related information on behalf of the municipality.
- Handles issues management and crisis control for issues affecting the municipality.
- Provides support for communications to Council, the Chief Administrative Officer, and Management Team as required.
- Acts as the Information Officer during instances of Emergency Operations Centre activation.
- Authorized user of Alberta Emergency Alert.
- Acts as an ad-hoc photographer for the Town when required.

COMMUNICATIONS SURVEY

- The 2017 Communications Survey was the Town's first survey that allowed citizens "to give feedback on how they receive information about the Town and its operations." It was provided in both online and paper formats to give all residents equal opportunity to participate.
- The survey is intended to be annual, and is reflected in the action items within this Plan.
- Only 74 responses were received, reflecting only 0.9% of Taber's population. While this was a disappointing result, it should not deter future surveys. The more opportunities the public has to participate, the more responses we will see in future.
- The Report on the results has been posted to the Town's website for public viewing.
- Subsequent surveys will help track the successes of our communication initiatives to citizens.
- Some of the key results from the 2017 survey include the following:
 - 43% of respondents are "satisfied" that they are being well-informed about Town operations
 - The top two sources respondents used for Town information were local print media and the Town's Facebook Page
 - 56% of respondents indicated they read the Corn Husk Chronicles, with 38.6% stating they find it "very informative."

DESIRED OUTCOMES

The following have been outlined as the outcomes to be sought on the municipality's behalf for the next three years and the goals that correspond to each outcome.

There are two outcomes that expressly relate to external stakeholders, while the other two reflect changes to internal communication initiatives.

All outcomes are reflective and coincide with the Town of Taber's new Strategic Plan as adopted in 2018.

DESIRED OUTCOME #1:

Town citizens feel they are well-informed about Town projects, news, events, and initiatives

GOALS:

- The Town proactively provides accurate and timely information to encourage engagement
- The Town employs the use of a wide range of communication channels to maximize the reach of our messages
- Council and Administration provide a unified voice and message to the public
- Council and Administration foster a positive relationship with media

Strategic Alignment: Improve Internal & External Communications

DESIRED OUTCOME #2:

Administrative Staff feel valued and involved in the communications process

GOALS:

- Administrative staff understand their particular roles in the communications process of the Town of Taber
- A strong “employee-first” engagement culture is fostered

Strategic Alignment: Establish appropriate communication protocols between Council & Administration

DESIRED OUTCOME #3:

The Town becomes a leader in emergency management communications

GOALS:

- Administration and Council are trained in emergency communication processes
- The Information Officer section of the Emergency Operations Centre is robustly staffed and trained to deal with emergencies as they arise
- Information Officer section is trained to handle media calls and social media communications during a large-scale emergency situation

Strategic Alignment: Improve Internal and External Communications

DESIRED OUTCOME #4:

The Town of Taber is marketed as a great place to grow for residents and businesses

GOALS:

- Demonstrate the wide array of choices of services and amenities our residents have to enjoy in their community
- Increase public awareness of what differentiates Taber from communities similar in size
- Promote a feeling of community spirit and a sense that our community is one "unit."

Strategic Alignment: Improve Internal and External Communications

MEASURE OF SUCCESS

The next three years will see a great deal of change and growth in the Town of Taber communications. The desired outcomes and their different action items will be integrated in the yearly quarters as outlined in the Appendices. Many items impact other departments whose participation will be beneficial in the educate-engage-evolve path of this plan.

Each action item will have its own corresponding success measurement, depending on the steps to be taken. Some are easier to report on, such as surveys or engagement numbers. A number of action items will have more subtle effects, and may not be as easily reported on. However, the Town of Taber Administrative Staff is committed to ensuring that Council and residents feel well informed on the progress of this Plan.

At any time, Council is welcome to provide input through proper processes for Town communication initiatives. The constantly changing projects and desires of the municipality dictate that communications be as flexible as possible.

Ultimately, the results of all the desired outcomes, goals, and actions will lead to a population and municipality that is educated, engaged, and ultimately evolving.

DRAFT

2018 Communications Plan prepared by:

Meghan Brennan, Communications and Projects Coordinator

Desired Outcome #1: Town citizens feel they are well-informed about Town projects, news, events, and initiatives

DRAFT

Goals	Action Items	Success Measure	2018				2019				2020				Departments Responsible	
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
1.1 The Town proactively provides accurate and timely information to encourage engagement	1.1.1 Administration and Council promotes the website as the Town's primary source of accurate and timely information	Increased website traffic by 10% each year														Communications/ All Departments
	1.1.2 Administration looks at ways to provide more service capabilities to residents from the convenience of their homes through online methods	Increased usage of "Request Tracker" tools on website by 5% per annum; added online services provided with 2018 website update														Communications/ IT
	1.1.3 An annual Communications Survey is released to determine the communication needs and desires of citizens	Survey released annually; report provided to Council and public following the report; <i>established regular annual reporting cycle</i>														Communications
	1.1.4 Management team liaises with front-line staff members to provide them timely information so they are able to provide accurate information to the public; <i>establish opportunities to identify communication protocol errors and rectify them</i>	Satisfaction expressed by workers the management team identifies as being front-line; internal communications survey expresses satisfaction amongst front-line workers														Communications/ Management Team
	1.1.5 An Advertising Policy and Procedure are created to comply with Section 606 of the Municipal Government Act	Completed and approved Policy and Procedure														Communications/ All Departments
1.2 The Town employs the use of a wide range of communication channels to maximize the reach of our messages	1.2.1 Administration promotes current communication channels as easily-accessible resources for information for the Town	Increased engagement on Town social media sites by 10% each year														Communications
	1.2.2 Administration creates and implements a Public Participation Policy to encourage engagement with citizens	A completed Public Participation Policy as per the Municipal Government Act's mandatory July 23, 2018 deadline														CAO/Administrative Services/ Planning & Economic Development
	1.2.3 Implement media platforms that will fit within the municipality's needs and will provide easy engagement and access for residents	Successful implementation of communication platforms such as a request-tracker tool on new website, Whatsapp or other messaging tools, etc.														Communications
	1.2.4 The Corn Husk Chronicles is evaluated to measure its continued need	TBD: The outcome of the evaluation will determine the ultimate fate of the Corn Husk Chronicles														Communications

Desired Outcome #2: Administrative Staff feel valued and involved in the communications process

DRAFT

Goals	Action Items	Success Measure	2018				2019				2020				Departments Responsible	
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
2.1 Administrative Staff understand their particular roles in the communications process of the Town of Taber	2.1.1 Identify the needs of staff members for communications processes annually; <i>review current communication protocols</i>	Implementation of an annual Employee Communications Survey														Communications
	2.1.2 Management Team informs all employees of the various communication policies and procedures that may affect their jobs	Increased employee knowledge of policies and procedures that relate to communications (i.e.: social media); policies and procedures become part of the employee orientation package														Communications/ Administrative Services/ Human Resources
	2.1.3 Avenues are provided for employees to provide suggestions for improved communication processes that will make their jobs more efficient; <i>review current communication protocols</i>	Implementation of a "suggestion box" for employees; updated intranet with accessible features for staff														Communications/ IT
2.2 A strong "employee-first" engagement culture is fostered	2.2.1 All Employees are valued as "ambassadors of the brand" for the Town of Taber	Employees are trained in how to communicate with the public when asked questions; employees are encouraged to spread relevant information from official Town channels														Communications
	2.2.2 (Similar to 2.1.2) Management team supports front-line staff by proactively providing information regarding events, notices, news, projects, etc	Increased annual satisfaction from staff as determined by annual survey														Communications/ Management Team

Blocks indicate the desired timeline of implementation, reporting, or completion for each associated task

Blue font indicates direct alignment with the Town's Strategic Plan

Desired Outcome #3: The Town becomes a leader in emergency management communications

DRAFT

Goals	Action Items	Success Measure	2018				2019				2020				Departments Responsible	
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
3.1 Administration and Council are trained in emergency communication processes	3.1.1 Administration to craft and share a document containing information for Councillors to use during emergencies which outlines some key phrasing, information, how to handle questions, etc	Council feels prepared for potential emergency situations; the document is up-to-date and easy to use; Council is involved in the editing of the document so it fits their needs for any potential emergencies														Communications
	3.1.2 Administrative Staff designated in the IO Section receive the necessary training from organizations such as Alberta Emergency Management Agency and other agencies as offered	All staffing in the IO Section feel trained and capable of stepping into the IO roles and responsibilities; backup is established in the IO section so there is no longer reliance on just one individual														Communications
	3.1.3 Administrative Staff trained and authorized in Alberta Emergency Alert keep up-to-date with their training and mandatory practices	All authorized users keep their training up-to-date and submit quarterly test alerts														Communications
3.2 The Information Officer (IO) section of the Emergency Operations Centre is robustly staffed and trained to deal with emergencies as they arise	3.2.1 At least three Administrative Staff members are trained to act in the Information Officer section in differing capacities	Minimum of 3 Administrative Staff members are trained and equipped to serve in the IO section of the Emergency Operations Centre by end of 2020														Communications/ Other Departments
	3.2.2 Permissions and training are provided to IO staff for the Town website for future need	IT and Communications provide necessary training to those selected as IO staff. Staff feel adequately prepared to post notices and edit the website to address an emergency situation														Communications
3.3 The Information Officer Section is trained to handle high-volume media calls and social media communications during a large-scale emergency situation	3.3.1 Social media training is provided to each member of the IO Section	Communications provides in-house training for all staff selected to be members of the Information Officer section by end of 2020														Communications/ Other Departments
	3.3.2 Media scrum training and practice is offered to each IO team member	Implementation of at least one media scrum practice by 2020														Communications
	3.3.3 Access to official Town communication platforms are outline before an emergency occurs	Roles and responsibilities of each IO team member in regards to official Town communications channels (website, social media platforms) are to be decided on and documented														Communications

Blocks indicate the desired timeline of implementation, reporting, or completion for each associated task

Blue font indicates direct alignment with the Town's Strategic Plan

Desired Outcome #4: The Town of Taber is marketed as a great place to grow for residents and businesses

DRAFT

Goals	Action Items	Success Measure	2018				2019				2020				Departments Responsible
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
4.1 Demonstrate the wide array of choices of services and amenities our residents have to enjoy in their community	4.1.1 Promote Taber's facilities and services using a variety of methods (brochures, ads, tourist information centres, signage, etc)	Implementation of print media to distribute to high-traffic areas for citizens and tourists; annual refresh of media to include new facilities, services, or tourist information													Communications
	4.1.2 Feature Town services and facilities throughout all stages of their gestation on the website (project conception, construction, implementation, etc); encourage departments to create project-specific pages on the Town website for upcoming projects; encourage updates on website to facility/service pages so the information is accurate and up-to-date	Steady increase to website traffic on project-specific pages; updates to department pages on websites are conducted on a regular basis													
4.2 Increase public awareness of what differentiates Taber from communities similar in size	4.2.1 Integrate the sharing of messages to reduce redundancy and promote fresh information	Increased inter-departmental sharing of information regarding projects so messaging is streamlined to the public													Communications/ All Departments
	4.2.2 Develop branding and a unified "look" for ads which will showcase the best of our community	A unified "brand" that is recognizable and attributable to Taber being a "great place to grow"													Communications/ Economic Development
4.3 Promote a feeling of community spirit and a sense that our community is one "unit"	4.3.1 Provide avenues for public and local events to be advertised and easily accessible for citizens	Community calendar for local events to be made available on Town website													Communications
	4.3.2 Research avenues into accessibility for various languages, learning levels, and disabilities so all citizens have access to information; <i>develop strategy to open Council meetings to the public, regardless of abilities</i>	Potential implementation of translation services for online platforms; avenues for communication channels for blind or hearing impaired individuals; other opportunities as needed; <i>consider livestream capabilities</i>													Communications/ IT
	4.3.3 Foster a consistent "voice" from the municipality that promotes a community-minded spirit	(Similar to 4.2.2) A "voice" that is approachable and friendly is utilized for all Town-owned media types, and is recognizable to the general public as being from the Town of Taber													Communications
	4.3.4 Administration and Council fosters more opportunities and avenues for the public to provide input on Town initiatives, projects, ect, as per the Public Participation Policy	Increased satisfaction indicated by the public as to how they feel their participation is handled and considered (to be determined through the annual Communications Survey)													Council/ Administration

Blocks indicate the desired timeline of implementation, reporting, or completion for each associated task

Blue font indicates direct alignment with the Town's Strategic Plan



Council Request for Decision	
Meeting Date: July 16, 2018	
Subject: Special Meeting of Council Request	
Recommendation:	That Council approves having a Special Meeting of Council on July ____ , 2018.
Background:	Administration has two tenders that close the week of closing on July 10 th and July 12 th for the Arena Renovations Phase II and the Community Centre Exterior Upgrades – Painting. With the time required time to evaluate the bids, Administration would not be able to have the documents prepared for the agenda closing of July 12 th for the July 16 th meeting of Council. Therefore Administration is requesting that Council select and date a time that is meeting their availability during the week of July 23 rd to July 27 th , 2018.
Legislation / Authority:	Municipal Government Act, Section 3
Strategic Plan Alignment:	No Strong Alignment.
Financial Implication:	None at this time.
Service Level / Staff Resource Implication:	Necessary staff will have to attend an additional meeting of Council this month.
Justification:	The Special Meeting has been requested by Administration due to the closing dates of the tenders. The small window of opportunity for the work to be done on the Community Centre does not allow efficient time to wait until the Regular Meeting of Council on August 20, 2018.
Alternative(s):	<ol style="list-style-type: none"> 1. Council could request additional information from Administration 2. Council could chose not to have a special meeting, and instead review the tender Request for Decisions at the August 20, 2018 meeting.



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

Council Request for Decision

Meeting Date: July 16, 2018

Subject: Amended 2018 AUMA Resolution

Recommendation:

That Council authorizes the resolution titled “New Regulated Rate Schedule for Low Wattage Devices” which states:

WHEREAS Many municipalities are seeking options to provide access to Wi-Fi in public places;

WHEREAS Streetlights are one of the best option for affixing Wi-Fi access points, as they are ideally located for the provision of Wi-Fi in public places and for maintenance of devices.

WHEREAS In Alberta the Alberta Utilities Commission is responsible for approving rate schedules that include a minimum charge to cover the costs of transmission and distribution.

WHEREAS Currently the default approach for wires service providers is to apply a “small general service rate” to any device attached to streetlights that usually includes a rate minimum for demand that far exceeds the demand of the device.

WHEREAS Wifi access points only use approximately 2 to 20 watts, whereas rate minimums range from approximately 3kW to 5kW.

NOW THEREFORE BE IT RESOLVED THAT The Alberta Urban Municipalities Association request that the Alberta Utilities Commission work proactively with wire service providers to develop a new regulated rate schedule for low wattage devices on streetlights.

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:

At their May 28th, 2018 meeting, Council passed the following resolution:

“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

	<p>WHEREAS the lowest regulatory charge for municipalities in Alberta is Rate 41; and</p> <p>WHEREAS Rate 41 regulatory charges constitute a 3kW minimum monthly energy charge regardless of actual power consumed by the accessory or device; and</p> <p>WHEREAS advancing technologies may not require 3kW of power to operate devices; and</p> <p>WHEREAS municipalities must pay for minimum usage charges regardless of the actual usage of the accessory or device; and</p> <p>WHEREAS these minimum costs are prohibitive to municipalities providing essential or innovative services that require power.</p> <p>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.</p> <p>And,</p> <p>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.”</p> <p>Administration forwarded the resolution to the AUMA Board. After some discussions, the AUMA staff recommended some changes to the motion and background. Should Council wish to move forward with the amended motion, the motion and background is attached for Council’s approval.</p>
<p>Legislation / Authority:</p>	<p>MGA Section 3 AUMA Resolution Policy</p>
<p>Strategic Plan Alignment:</p>	<p>Find opportunities to include healthy community design principles in local infrastructure projects.</p>
<p>Financial Implication:</p>	<p>None at this time.</p>
<p>Service Level / Staff Resource Implication:</p>	<p>Time costs for staff will be minimal.</p>



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 withdraw their resolution submission.

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

2018 AUMA Resolution:

New Regulated Rate Schedule for Low Wattage Devices

Background:

In 2017 the Town of Taber wished to implement WiFi in its downtown core using brand-new technology that used minimal power. The streetlights in the community would be the logical choice to place the WiFi extenders, however the municipality was faced with usage rates that constituted a 3 kilowatt minimum charge per device per month, despite the devices only using 2.5 watts each per month. The power these WiFi extenders consumed constituted only 0.5% of the mandatory 3kW rate charge minimum. Devices that would have cost only a few cents would have been regulated to cost exponentially more. The Town of Taber found the minimum rate structure to be cost prohibitive to the project, and had to create public-private partnerships with local businesses to supply power to the devices instead of using municipal infrastructure. Had those partnerships not been sought, the project would not have been implemented, meaning a loss of service and innovation to our community.

The current minimum rate structure does not reflect the innovation and efficiency in modern technology. Many devices, including WiFi repeaters, use minimal electricity for their functions. Municipalities are therefore faced with choosing either fiscal responsibility or service implementation. This dilemma also prohibits increased innovation in Alberta 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 current minimum rate will become even more disparate to the actual use of electricity for such devices.

This proposed resolution seeks to add a new regulated rate that charges a much lower fee to reflect emerging technologies' minimal usage of power. This will allow municipalities to implement services and innovating technologies without the burden of added costs.

WHEREAS Many municipalities are seeking options to provide access to Wi-Fi in public places;

WHEREAS Streetlights are one of the best option for affixing Wi-Fi access points, as they are ideally located for the provision of Wi-Fi in public places and for maintenance of devices.

WHEREAS In Alberta the Alberta Utilities Commission is responsible for approving rate schedules that include a minimum charge to cover the costs of transmission and distribution.

WHEREAS Currently the default approach for wires service providers is to apply a "small general service rate" to any device attached to streetlights that usually includes a rate minimum for demand that far exceeds the demand of the device.

WHEREAS Wifi access points only use approximately 2 to 20 watts, whereas rate minimums range from approximately 3kW to 5kW.

NOW THEREFORE BE IT RESOLVED THAT The Alberta Urban Municipalities Association request that the Alberta Utilities Commission work proactively with wire service providers to develop a new regulated rate schedule for low wattage devices on streetlights.



Council Request for Decision	
Meeting Date: July 16, 2018	
Subject: Alberta Police Working Group AUMA Appointment	
Recommendation:	Council appoints _____ to represent the Town of Taber on the AUMA Alberta Police Act Working Group.
Background:	<p>Alberta Urban Municipalities Association (AUMA) is advocating for a new, more equitable funding model as one of AUMA's priorities in 2018. AUMA is wanting to open a working group to conduct a comprehensive review of the Alberta Police Act, and develop recommendations for amendments to improve policing services and community safety, as well as develop recommendations for a new funding model to the AUMA Board.</p> <p>AUMA would like to ensure that the working group of twelve (12) members, including representation from a range of municipalities, including municipalities with their own police force, so that various perspectives are considered in developing our recommendations. The working group will hold up to five (5) face to face meetings at AUMA's office in Edmonton.</p> <p>Therefore AUMA is requesting that the Town of Taber appoint an individual as a representative for municipalities with their own police force to the working group. This representative can be an elected official, or a member of administration. Council could also request that the Taber Municipal Police Commission appoint one of their members to the Working Group if Council would not like to participate.</p>
Legislation / Authority:	Municipal Government Act, Section 3
Strategic Plan Alignment:	<p>Define & Practice Good Governance</p> <p>Develop partnerships with other regional governments and organizations.</p>
Financial Implication:	The costs of traveling to Edmonton for up to five (5) face to face meetings.
Service Level / Staff Resource Implication:	Staff resources and levels would be impacted if Council appoints a member of Administration to the Working Group.



Justification:	The opportunity for Council participate in a working group that could have impacts to the Alberta Police Act, the police funding model, and as a result impact the Taber Police Service and Taber Municipal Police Commission.
Alternative(s):	<ol style="list-style-type: none"> 1. Council accepts the letter received from Mr. Barry Morishita, President of AUMA, dated July 9, 2018, for information purposes. 2. Council requests that the Taber Municipal Police Commission appoints a Commission member to AUMA's Alberta Police Act Working Group at this time. 3. Council chooses not to appoint or participate in AUMA's Alberta Police Act Working Group at this time.
Attachment(s):	Letter

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



July 9, 2018

His Worship Andrew Prokop
Mayor
Town of Taber
A-4900 - 50 Street
Taber, AB T1G 1T1



Dear Mayor Prokop:

Advocating for a new, more equitable police funding model is one of AUMA's priorities for 2018. However, AUMA has more work to do in developing and testing options for this funding model. As establishing a new funding model will require opening the Alberta Police Act, we would also like to determine what other legislative changes may be required. Accordingly, AUMA is establishing a working group with the following mandate:

- Conduct a comprehensive review of the Alberta Police Act and developing recommendations for amendments to improve policing services and community safety.
- Recommend a new funding model to the AUMA Board. This work will include:
 - Gathering information on the current policing costs being paid by municipalities;
 - Using the principles previously endorsed by members to develop options for a funding model;
 - Providing estimates of the financial impacts to municipalities under each funding model option; and
 - Testing funding model options with AUMA membership.

AUMA would like to ensure that the working group includes representation from a range of municipalities, including municipalities with their own police force, so that various perspectives are considered in developing our recommendations. We would therefore appreciate your assistance in appointing an individual representing a municipality with its own police force to this working group. If you are able to identify an individual who meets the requirements outlined in the enclosed Terms of Reference, please forward this individual's name and contact information to Kelly Santarossa, Senior Policy Analyst, at ksantarossa@auma.ca. If you have any questions about the working group or require additional information, feel free to contact Kelly at 780-409-4315.

Sincerely,

Barry Morishita
AUMA President

If you would like to discuss this matter further, please feel free to contact me by email at president@auma.ca or my cell phone at (403) 363-9224.

Enclosures



Terms of Reference Alberta Police Act Working Group

BACKGROUND:

Advocating for the implementation of a new, more equitable police funding model is a strategic priority for the Safe and Healthy Communities Committee in 2018.

Currently, policing costs are only paid by urban municipalities with a population greater than 5,000. In 2010, the previous provincial government committed to providing a new cost-sharing model for police funding. At this time, AUMA consulted with members on potential approaches and developed proposed principles for a new funding model, including the model's use of population and assessment base as a simulation of demand for services and ability to pay. This work was validated by members in 2013 at the Spring Mayors' Caucus.

In 2016, AUMA members passed a resolution asking AUMA to advocate for a new, more equitable police funding model. In response to this resolution, the Minister of Justice and Solicitor General indicated that although Ministry staff have researched options for a new funding model, any consultations on police funding are not likely to take place until after the 2019 provincial election.

To further inform AUMA's advocacy on this issue, there is a need to undertake additional work to develop and test options for a new police funding model. Also, as establishing a new model will require opening the Alberta Police Act, AUMA would like to determine what other legislative amendments may be required to improve policing services. AUMA is therefore seeking to strike a working group to carry out this work.

MANDATE:

The working group will be tasked with:

- Conducting a comprehensive review of the Alberta Police Act and developing recommendations for amendments to improve policing services and community safety,
- Recommending a new funding model to the AUMA Board. This work will include:
 - Gathering information on the current policing costs being paid by municipalities;
 - Using the principles previously endorsed by members to develop options for a funding model;
 - Providing estimates of the financial impacts to municipalities under each funding model option; and
 - Testing funding model options with AUMA membership.

300 - 8616 51 Avenue, Edmonton, AB T6E 6E6 Toll Free: 310-AUMA (2862) Phone: 780-433-4431 Fax: 780-433-4454 auma.ca

The working group will report to the AUMA Board, and may also seek feedback on its recommendations from the Safe and Healthy Communities Committee.

TERM:

As a government review of the Alberta Police Act as not been scheduled, timelines for the working group are flexible. However, it would be strategically advantageous to have recommendations in place by winter 2018-19 to inform advocacy as political campaigning intensifies for the 2019 provincial election. Accordingly, the working group is expected to be appointed in summer 2018. An initial orientation will be held over the summer, and regular meetings (every two months or so) will begin in fall 2018. The working group is expected to have finalized a proposal for a new police funding model by Spring 2019; additional meetings may be required to determine other recommendations for amendments to the Act beyond the funding model (subject to progress achieved and Board direction).

MEMBERSHIP AND RESPONSIBILITIES:

The working group will consist of up to 12 members. This includes elected officials and CAOs or senior administrators with subject matter expertise, spanning a range of AUMA's regular members (i.e. cities, towns, villages and summer villages) and geographic regions. Subject expertise includes knowledge of police services, police governance, policing standards, the Alberta Police Act, Municipal Police Servicing Agreements, the Alberta Law Enforcement Review Board, police commissions and committees, and RCMP Community Advisory Committees. The use of alternates will be allowed, and if necessary, working group membership can be amended during the working group's term. The working group will also include a representative of the AUMA Board, as well as an AUMA Executive Officer.

Working group membership should include the following:

- One AUMA Board member;
- One AUMA Executive Officer;
- Two Safe & Healthy Committee members;
- Two elected officials (non-board members);
- Two municipal administration staff;
- Two representatives from municipalities with police commissions (non-board members);
- One representative from a specialized municipality;
- Two representatives from a summer village, village, or town with a population under 5,000.

AUMA will also explore opportunities for the working group to partner with stakeholders such as the Alberta Association of Police Governance, the Alberta Association of Chiefs of Police, and Alberta Justice and Solicitor General staff.

Working group members will be responsible for:

- Responding to requests for input in a timely manner;
- Preparing for and regularly attending meetings;
- Constructively participating in meetings; and
- Representing the interests and views of municipalities.

MEETINGS:

The working group will hold up to five face-to-face meetings at AUMA's office in Edmonton. Meeting agendas and support materials will be emailed to working group members at least five working days prior to a meeting. Discussions with working group members may also be done through email and/or telephone meetings.

AUMA shall reimburse working group members for their travel expenses according to AUMA Policy No. FM003.



Council Request for Decision	
Meeting Date: July 16, 2018	
Subject: Whistleblower Hotline - Ethics Alert	
Recommendation:	That Council accepts the statistical report from MNP LLP regarding the Whistleblower Hotline – Ethics Alert for the period of April 1, 2018 – June 30, 2018, for information purposes.
Background:	In accordance with Council-approved Whistleblower Policy and Procedure ADM-6, MNP LLP is required to send statistical reports detailing the number of calls for service that have been received by their agency on a quarterly basis. The report is attached for review.
Legislation / Authority:	Whistleblower Policy ADM-6.
Strategic Plan Alignment:	Governance: To make the Town of Taber an employer of Choice, where employees are self-assured, valued, respected and viewed as the corporation’s strongest asset.
Financial Implication:	None at this time.
Service Level / Staff Resource Implication:	At this time, the service level will remain status quo. There is staff time involved with reviewing this report and providing the information to Council.
Justification:	This information provides Council with the relevance and usage of the system.
Alternative(s):	Council could choose to ask any questions it sees relevant.



Attachment(s):	Statistical Report
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APPROVALS:	
Originated By:	Kerry Van Ham
Chief Administrative Officer (CAO) or Designate:	

July 4, 2018

**Private and Confidential
Sent Via Mail**Ms Kerry Van Ham
Town of Taber

kerry.vanham@taber.ca

RE: WHISTLEBLOWER HOTLINE – ETHICS ALERT

Dear Ms. Van Ham,

There has been one (1) call for service on the whistleblower hotline up to and including June 30, 2018. Details are as follows:

Date Received	Information	Action Taken
email May 6, 2018	<ul style="list-style-type: none">Suspicious activities in an rv park	Emailed to Dave Duske

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

Yours truly,

MNP LLPMichael McCormack, BA, CFI
Investigative & Forensic Services

/hg



Council Request for Decision	
Meeting Date: July 16, 2018	
Subject: Information for Council	
Recommendation:	That Council accepts the material received in this Agenda Item as information.
Background:	<p>The Town receives communication on an on-going basis that is likely of interest to Council. In most cases, this communication is provided simply as information to Council and no comment is needed. In some cases, though, Council may wish to seek clarification on the matter from its administration or from the originator of the communication, or even to challenge the matter through Council discussion. Placing the communication on Council's agenda allows these opportunities.</p> <p>The relevant communication for this Council agenda is:</p> <ol style="list-style-type: none"> 1. Traffic Committee June 19, 2018 Minutes
Legislation / Authority:	MGA, Section 3 (Municipal Purposes) and Section 5 (Powers, Duties and Functions)
Strategic Plan Alignment:	<p>Governance:</p> <p>Build partnerships with other governments and organizations where synergies may exist.</p>
Financial Implication:	These will vary with information items.
Service Level / Staff Resource Implication:	These will vary with information items.
Justification:	To keep Council informed of current municipal information and correspondence.
Alternative(s):	<ol style="list-style-type: none"> 1. Council could seek clarification on any of the matters from administration. 2. Council could discuss, in depth, any of the matters raised by



	communication and take action through either resolution of bylaw.
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Attachment(s):	Traffic Committee Meeting Minutes - DRAFT - June 19th 2018
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APPROVALS:	
Originated By:	Raeanne Keer
Chief Administrative Officer (CAO) or Designate:	

Minutes

Traffic Committee Call to Order & Roll Call		
6.19.2018	10:00 a.m.	PW Meeting Room
Meeting called by	Cory Armfelt - CAO Town of Taber	
Type of meeting	Traffic Committee	
Organization	Town of Taber	
Minutes Taken by	Lisa DeBona	
Attendees	Cory Armfelt – CAO, Sgt. Howard Kehler, Councilor Mark Garner, Gary Scherer Dir. of PW, Mayor Andrew Prokop	
Approval of Previous Minutes		
Conclusions	The meeting minutes from March 20 th , 2018 were approved, and a finalized copy placed in the public folder, as well as the Historical table of issues updated.	
A. Old item: HWY 864/HWY3 Intersection		
Reference:	Update	
Discussion	We will proceed with the installation of traffic lights at the HWY864/HWY3 intersection with a 3-way cost split between MD of Taber & Alberta Transportation in the 2018 capital reserves, project going forward with 30 day construction period no start date at this time.	
Action Items	Person Responsible	Deadline
None at this time.	n/a	n/a
B. Old item: Handi-Bus Parking 53 St.		
Reference:	Attachments #Update & Map	
Discussion	Previously we had the Handi-Bus request and receive a designated parking spot, which they chose on 53 Street/48 Ave. We had 2 letters from businesses affected by the decision who were against it. We discussed it with the Handi-Bus Association and they are fine with us moving the parking spot.	
Conclusions	We contacted HR Block to see if we could move the Handi-Bus parking to their corner on 53 St. they were against a sole Handi-Bus spot but would consider a Hand-cap stall there if we addressed the problem with snow removal, they brought up the issue of the lack of handi-cap parking on 48 Ave in general, we are going to do an assessment of the Handi-cap parking issue as a whole and combine this item into that assessment and bring it back to the committee's next meeting.	
Action Items	Person Responsible	Deadline
Do an Assessment and Recommendation including costs of Handi-Cap parking downtown.	Gary Scherer	Sept.19.2018
C. 44 Street/Clinic Parking		
Reference:	Attachment #1	
Discussion	Resident sent a letter of concern about vehicles parking too close to the entrance for vision clearance, he would like to see some No Parking Signs put up.	
Conclusions	The committee has no issue with this we will order & install signs as well as paint the curb yellow 5 meters on each side of the main entrance.	
Action Items	Person Responsible	Deadline
Order and install signs, paint curb	Gary Scherer	Sept.19.2018
Send a letter back to resident explaining what we are doing	Lisa DeBona	Sept.19.2018
F. Canada Post – Mailbox curbs		
Reference:	Attachment #2	
Discussion	Committee received a letter from TPS dispatch about Signature Pointe's mailbox and people parking and blocking the mailbox, they requested curb be painted yellow.	

Minutes

Conclusions	At a previous meeting we were told that we could not paint the curbs yellow as then the postal carriers would not be able to park their either so we removed the paint. TPS now has no issue with the yellow paint, talk to Canada Post and have them send us a list of how many postal boxes they have issues with so that we can come up with a cost estimate of painting them yellow again.	
Action Items	Person Responsible	Deadline
Contact Canada Post for number of trouble Boxes	Lisa DeBona	ASAP
Send CAO a cost budget on re-painting the curbs	Gary Scherer	Sept.19.2018
F. 50 Avenue – 2 Additional Crosswalk Requests		
Reference:	Attachment #3 & #4	
Discussion	Two residents sent in requests for two additional crosswalks on 50 Avenue one located across from the walkway opening in Westview Fence across to Hospital, and the other located across from Drainage ditch over to the Canada Post Mail box.	
Conclusions	Committee agrees that there is a need for these crosswalks as soon as 50 th Ave Overlay is completed.	
Action Items	Person Responsible	Deadline
Order and Install Signs, Paint crosswalks	Gary Scherer	Sept.19.2018
Send a letter back to resident explaining what we are doing	Lisa DeBona	Sept.19.2018
F. Old Courthouse Parking Change Request		
Reference:	Attachment #5	
Discussion	The new owners of this building are requesting that the angle parking on 53 Street in front of the building be changed to Parallel handi-cap parking.	
Conclusions	We will include this request into our handi-cap parking assessment of the Downtown commercial core.	
Action Items	Person Responsible	Deadline
Send a letter back to the business explaining the assessment	Lisa DeBona	Sept.19.2018
G. 62 Avenue – Former Playground Zone Question		
Reference:	Attachment #6	
Discussion	Brought up in council, resident had asked why the playground zone signage was removed.	
Conclusions	This was never an enforced playground zone; signs were installed not through the proper procedure of the Traffic Committee. Committee determined in the January 2017 meeting that there should only be Pedestrian crossing signs as it is a walkway that leads to a playground exactly like the one on 60 Avenue and that it should be removed and made a crosswalk.	
Action Items	Person Responsible	Deadline
Send a letter back to the resident or counselor explaining what was done.	Lisa DeBona	Sept.19.2018
H. Town owned Gators/UTV's		
Reference:	TPS	
Discussion	Sgt. Kehler advised the committee that all Town owned gators and UTV's that are used in daily operations within Town Limits should have a slow moving vehicle sign installed to differentiate them from privately owned UTV's.	
Conclusions	Forward this information to all departments currently using UTV's in operations.	

Minutes

I. Other Business: 53 Ave/47 St Parking Congestion		
Reference:	n/a	
Discussion	Councilor Garner inquired about what could be done about the congestion around the soccer fields on 47 Street and 53 Avenue and whether or not we could add to the existing graveled parking on 53 Ave and extend it all of the way down.	
Conclusions	Put together some costs for the different options and bring back to the next meeting in September.	
Action Items	Person Responsible	Deadline
Cost Assessment on various options	Gary Scherer	Sept.19.2018
J. Other Business: 80 Avenue Crosswalk Request		
Reference:	n/a	
Discussion	Resident requested that a crosswalk be installed at 80 Ave/50 Street as lots of pedestrians using the walking trail cross there and motorists are going fast as they are leaving or entering town limits.	
Conclusions	The Committee agrees that it is a safety hazard and a crosswalk with signage should be installed.	
Action Items	Person Responsible	Deadline
Order and Install Signs, Paint crosswalk	Gary Scherer	Sept.19.2018
Send a letter back to resident explaining what we are doing	Lisa DeBona	Sept.19.2018
K. Other Business: Crosswalk Painting Standards		
Reference:	n/a	
Discussion	Sgt. Kehler feels that the Town should have a standard of painting all crosswalks with the outside border as well as the cross-hatching so that all crosswalks are the same and the most visible they can be.	
Conclusions	As this changes the Public Works budget, an assessment of the added cost and time would have to be completed for the CAO to be able to make an informed decision about this matter.	
Action Items	Person Responsible	Deadline
Cost & Labor Assessment completed & taken to CAO	Gary Scherer	Sept.19.2018
L. Other Business: Taber Christian School Parking Plan		
Reference:	n/a	
Discussion	The school is working on their parking plan, they are removing the community gardens located on the west side of the school by the alley and replacing it with additional parking, as well as designating from the mailbox to alley on 60 ave as a Loading zone only and would like us to install signs and paint the curb.	
Conclusions	The committee has no issues with this.	
Action Items	Person Responsible	Deadline
Order and install signs, paint curb	Gary Scherer	Sept.19.2018
Send a letter back to resident explaining what we are doing	Lisa DeBona	Sept.19.2018
M. Other Business: Bush on 49 Street & 60 Avenue		
Reference:	n/a	
Discussion	TPS is inquiring about a bush that is blocking a traffic sign (Pedestrian crossing) and who is responsible for the trimming of it.	
Conclusions	The bush is on the property of 4826 60 Avenue and it is clearly blocking the sign.	
Action Items	Person Responsible	Deadline
Send pictures and response to Community Standards Unit	Lisa DeBona	Sept.19.2018

Minutes

N. Other Business: 50 Street/41 Ave Yield Sign		
Reference:	n/a	
Discussion	Resident feels that the yield sign here needs to be changed to a stop sign now that there is a 4-Plex that affects vision clearance on this corner.	
Conclusions	The committee has no issues with this, but feels for continuity all yield signs onto 50 Street on the South side should be changed to stop signs.	
Action Items	Person Responsible	Deadline
Order and install signs	Gary Scherer	Sept.19.2018
Respond back to resident explaining what we are doing	Howard Kehler	Sept.19.2018
O. Other Business: Triad/Police Station Corner		
Reference:	n/a	
Discussion	Councilor Garner Visibility issues with this side of 57 Street & 50 Avenue; something needs to be done to line up the corner and the crosswalks.	
Conclusions	There is drainage swales and ditches there so there would be need to be an assessment and cost evaluation done on this and bring back to the next meeting or to the CAO.	
Action Items	Person Responsible	Deadline
Cost Assessment on various options	Gary Scherer	Sept.19.2018
Calendar & Adjournment		
6.19.2018	11:25 a.m.	PW Meeting Room
Meeting called by	Gary Scherer, Director of Engineering & Public Works	
Next Scheduled meeting	September. 19 th , 2018 at 10:00 a.m. Wednesday	
Location	Public Works Shop Meeting Room	



Council Request for Decision	
Meeting Date: July 16, 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:	



Council Request for Decision	
Meeting Date: July 16, 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):	Fire Department Recreation Activity Report July 2018 Water & Wastewater Treatment Department Report Engineering & Public Works/Facility Maintenance Department Report Finance Activity Report Planning & Economic Development Administrative Services Activity Report Human Resources Activity Report CAO Activity Report
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APPROVALS:	
Originated By:	Raeanne Keer
Chief Administrative Officer (CAO) or Designate:	

ACTIVITY REPORT

DEPARTMENT: **FIRE DEPARTMENT**

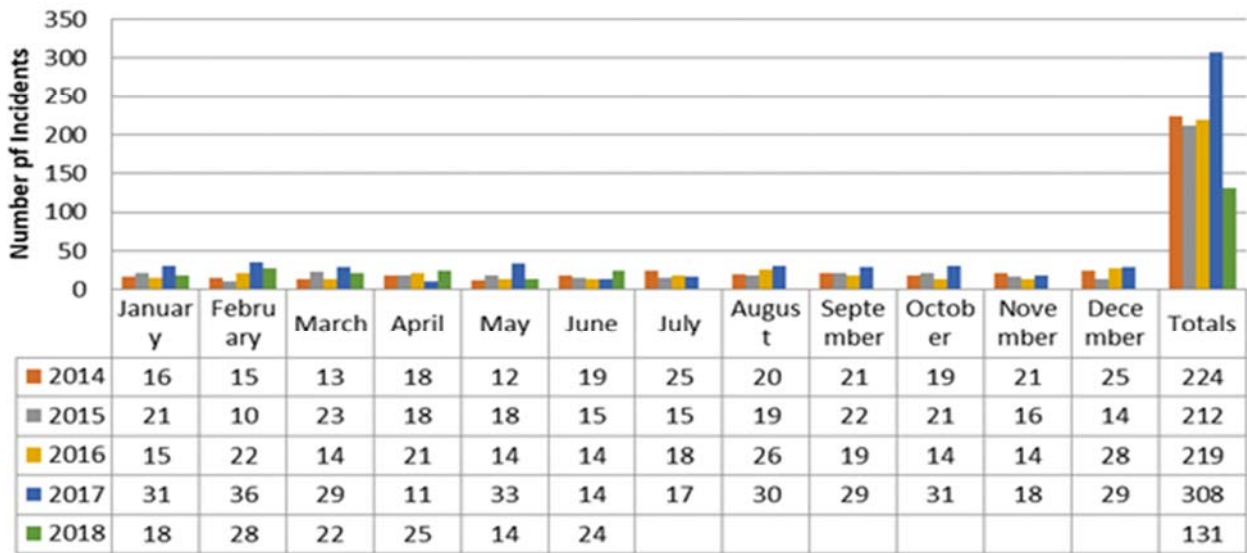
Strategic Plan Alignment (Goals)	Associated Projects & Tasks
 <p>Develop Community & Promote Growth</p>	<ul style="list-style-type: none"> • Fire Chief Working with the Alberta fire chiefs Association to build a common training program within the province started in 2016-2019. • Platform fire truck finalized Delivered • Promotion of firefighter Kevin ROLL to Lieutenant Position. • Fire Safety video with FCSS and AHS. • 3 Probationary Firefighters intake exam completed – 1 unsuccessful.
 <p>Improve Internal & External Communications</p>	<ul style="list-style-type: none"> • 1001 Level 1 practical and written evaluation completed For 17 Students from Taber, Bow Island, Etzikom, Foremost, Stirling and Crowsnest Pass • 472 HazMat Awareness and Ops course hosted and completed for 17 Students from Taber, Bow Island, Etzikom, Foremost, Stirling and Crowsnest Pass (544hrs) • 1 member took Train the Trainer for Grain Rescue. • 208 hrs of public education
 <p>Define & Practice Good Governance</p>	<ul style="list-style-type: none"> • Fire Chief assisted in building of the RFP for Alberta Fire Chiefs Association Core Competency review for the province • 495 hours of firefighter training



Enhance
Sense
of
Community

- 1 member on Alberta Summer Games Committee as Medical Chairperson
- Home fire drill for Special Needs individual.
- 49 students toured fire station
- 32 members participated in truck dedication and bell ceremony. (150 in attendance)
- 6 members attend an NFPA 1002 aerial training course

Comparison by Year by Month with Totals 2013 - 2018



Year to date last year **154** calls

Year to date this year **131** calls

Total Calls for **June: 24**

Structure Fire – **0**




Public Assist – **7**

MVC – **4**

Rubbish/Grass Fire – 0	Hazmat – 0	Alarm Call – 3
MFR – 9	Mutual Aid – 0	Vehicle Fire – 1

ACTIVITY REPORT

DEPARTMENT: **Recreation**

Strategic Plan Alignment (Goals)	Associated Projects & Tasks
 <p>Develop Community & Promote Growth</p>	<ul style="list-style-type: none"> • Investigating and applying for grant funding for energy efficient Initiatives in all recreation areas.
 <p>Improve Internal & External Communications</p>	<ul style="list-style-type: none"> • Developing a new Special Event Application form to benefit internal and external • Worked with local media for SASG event and Canada Day • Adapting communications processes with Recreation staff
 <p>Define & Practice Good Governance</p>	<ul style="list-style-type: none"> • Reviewing job descriptions for vacant positions to determine overall department success/improvement. • Working with Recreation staff to create future goals • Staff are currently enrolled in numerous professional development courses and training courses • Continue to work with and update eCompliance • Working with the Recreation Board with regards to development of a Regional Recreational Master Plan in partnership with neighboring municipalities. Further work to be done with this in Sept.




Enhance
Sense
of
Community

- Worked with the organizers for the National Indigenous Day event to ensure event success
- Worked with ATCO Gas on their appreciation BBQ set up
- Worked with several school graduations to ensure successful events
- SASG event completed with huge success – wrap up occurring
- Canada Day planning and implementation was a success
- Station 6 Gazebo completed with exception of the small piece of concrete that will join it to the pathway
- Planning completed for the Cornfest Fun Run, after SASG we decided to add the 3km run to this event also as a new feature due to overwhelming response.
- Worked with the organizers for the Taber Boxing Event to ensure success.
- Continue to hold monthly safety meetings with staff
- Continue to work on the West Trail Extension Project, planning occurring for the Grand Opening/Kids Can Fish Event
- Completed formal inspections as required
- Worked with Building Maintenance regarding RFP for painting of Community Centre
- Planning ahead towards ice installation and VerSet Hockey Skills Camp
- RFP for the Phase 2/3 of the Arena Upgrade prepared and going out this week. MPE Engineering has been involved in the planning of this work.
- Working with Communities in Bloom to continue to enhance community
- As Board Chair, working with Southern Alberta Recreation Association towards future development of board members and strategic planning.
- Working on development of a playground expansion for Confederation Park. Several partners have committed to the project and application for grant funding is underway.
- Administration working with ACA regarding Kids Can Catch Program
- Working on the revised Community Grant Program process and will be promoting the change in process to the local groups
- Continue to work with communications on promotion of various events/programming offered by our department
- Coordinating repairs to the Skateboard Park facility and Tennis Courts as per 2018 budget
- Continue to assist other user groups with their special events in or on our facilities including VBS, outdoor church gatherings, etc.

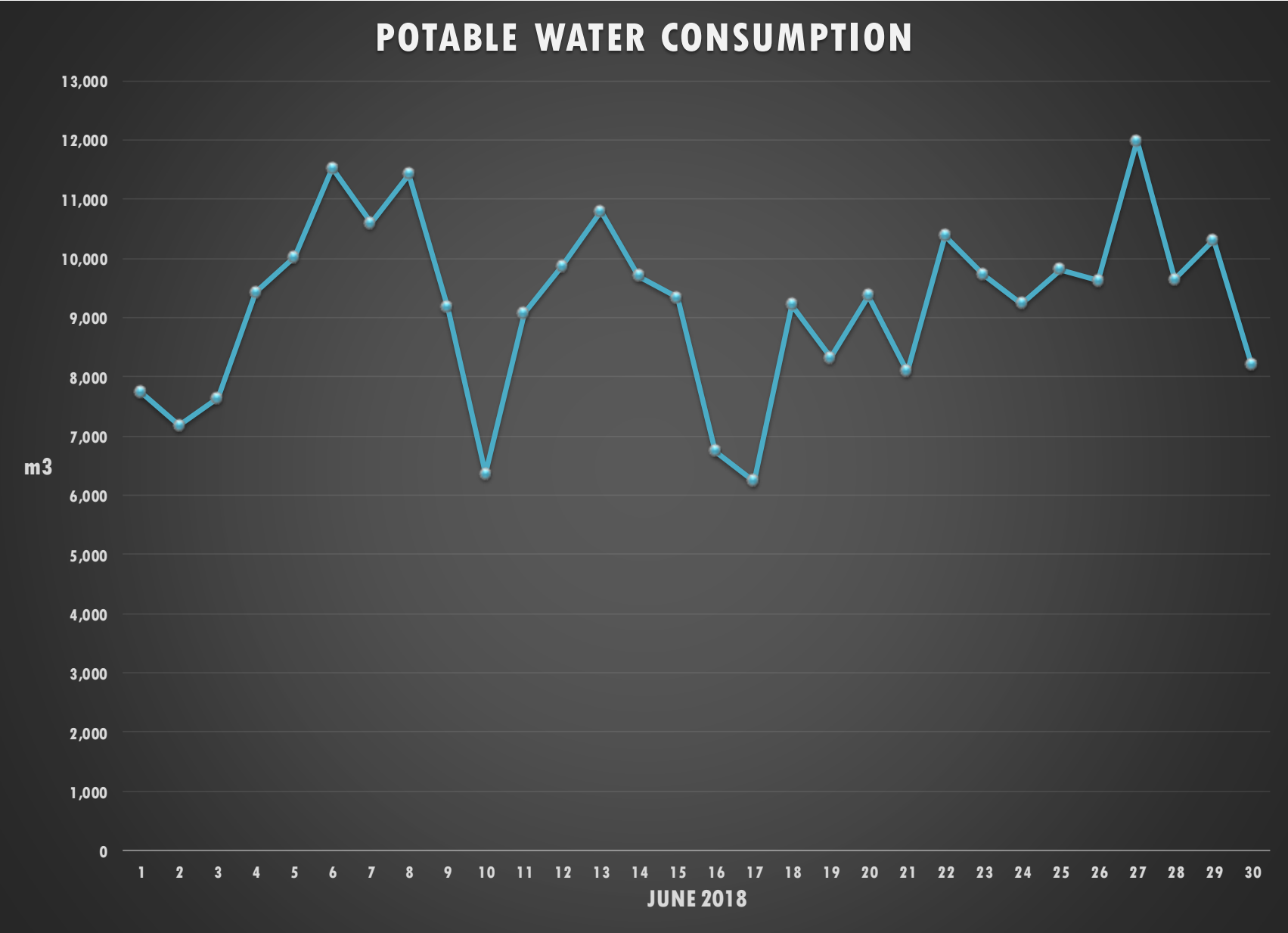


ACTIVITY REPORT

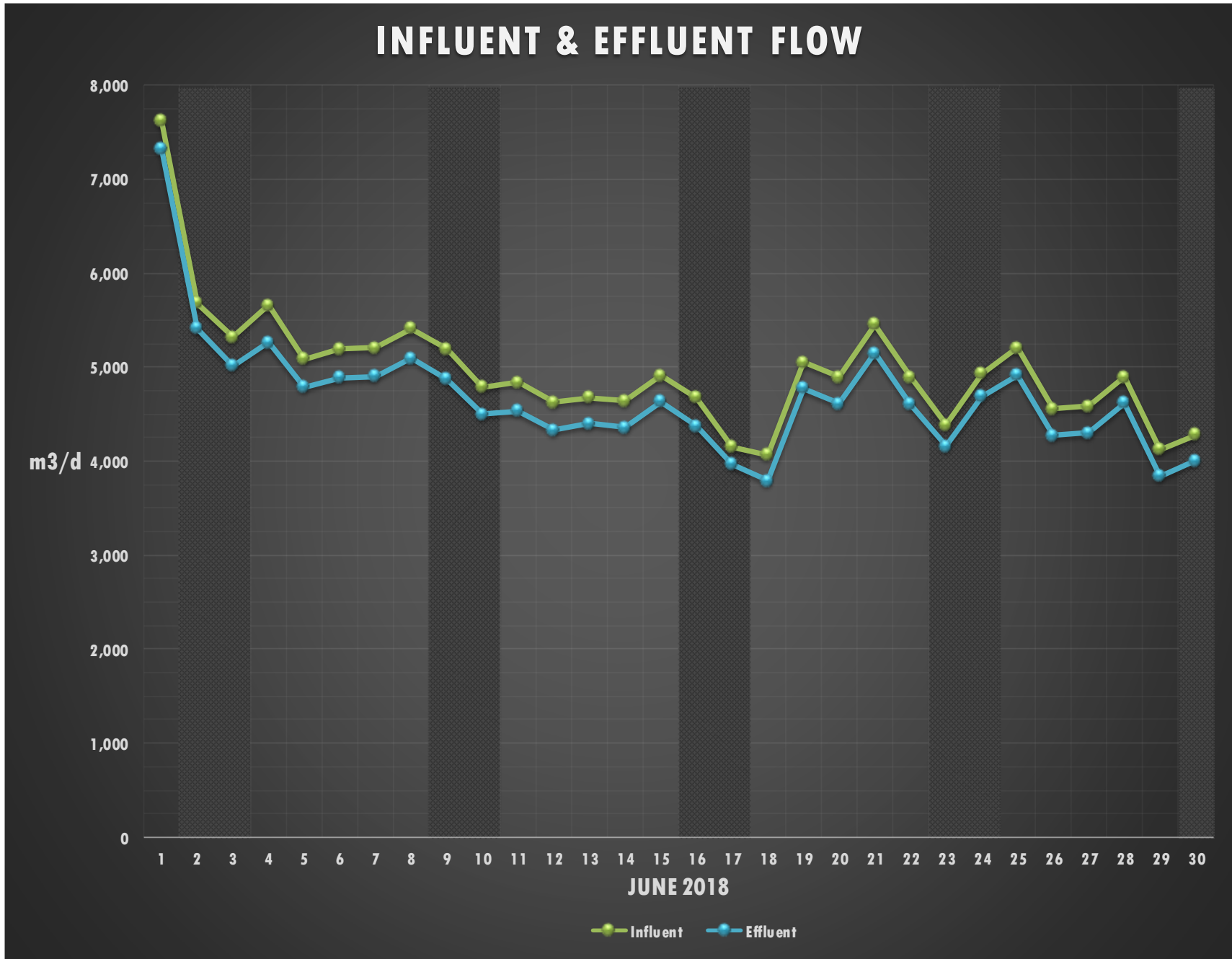
DEPARTMENT: Water & Wastewater Treatment

Strategic Plan Alignment (Goals)	Associated Projects & Tasks
 <p data-bbox="191 709 407 867">Enhance Sense of Community</p>	<ul style="list-style-type: none"> • Weekly cleaning of septic tanks at the Youth Centre • UV disinfection system cleaned and repaired • Started dosing H₂SO₄ at the lagoon pump house for pH adjustment • Fixing issues with Blower #3 at the aeration building • Changed water supply to canals from chin • Replaced chlorine pump • Received tanker of chlorine for WTP • Completed formal site inspection • SCADA project underway – 45% complete • Tender closed on BNR upgrade • Held Operator & Safety Meetings • RV Dump Station commissioned • 0 Safety incidents reported

June 2018 | Potable Water Consumption





June 2018 | WWTP Influent & Effluent Flow



ACTIVITY REPORT

DEPARTMENT: Engineering & Public Works




Strategic Plan Alignment (Goals)	Associated Projects & Tasks
 <p>Define & Practice Good Governance</p>	<ul style="list-style-type: none"> • Developing an infrastructure assessment map (roads and sidewalks)
 <p>Enhance Sense of Community</p>	<ul style="list-style-type: none"> • Industrial Lagoon Upgrade – Project is 98% complete. • 2018 street improvements has started – Project is 17% complete. • Dug graves and filled graves • Completed inspections for Planning • Performed video inspection for proper flow • Cleaned and mowed ditches to prevent flooding. • Graded industrial roads • Helped with Summer games • Worked and built a road for new sewer dump station • Cut the grass on ditches around the town • 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 • Rehabilitate sidewalk on 50th Avenue. • Held a monthly safety meeting on July 12 2018. • Completed Formal Inspections of Buildings & Yard. • Street sweeping has started. • Placed, replaced and fixed signs. • Locates for Alberta First Call to Locate Water and Sewer lines • Hydrant Flushing • Hot tapped new services at 5105 40th Ave • Completed set-up and tear down for summer games. • Completed set-up and tear down for Boxing event. • Regular on-going maintenance of all Town-owned facilities. • Getting prices and coordinating work for council chamber renovations. • Installed new wiring for security cameras at the Transfer Station/Landfill. • Had brine leaks repaired on small ice. • Working on quotes for painting of bodymasters gym and archery. • Working on quotes for bathroom renovations in upstairs curling rink.

	<ul style="list-style-type: none">• Collection of all residential automated cart waste.• Collection of all commercial/industrial/multi-family waste.• Coordinated collection of compost and recycling residential and commercial.• Received 99 additional recycling carts for increased use.• Started painting out old commercial waste bins for new decals to be switched out with old downtown bins.
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ACTIVITY REPORT

DEPARTMENT: **Finance**

Strategic Plan Alignment (Goals)	Associated Projects & Tasks
 <p data-bbox="300 667 516 821">Develop Community & Promote Growth</p>	<ul data-bbox="641 405 1382 464" style="list-style-type: none"> • Get approval on expanding the Downtown Wi-Fi to cover the Confederation Park.
 <p data-bbox="253 1125 565 1278">Improve Internal & External Communications</p>	<ul data-bbox="641 863 1479 1068" style="list-style-type: none"> • Launch the new Town of Taber website. • Go live with the new phone system in all departments except Police. • Training for utility position • Attended training for Agenda.net upgrade • Attended training for AssetFinda for asset management • Completed 2017 Town of Taber Annual Report for GFOA submission
 <p data-bbox="300 1646 516 1799">Define & Practice Good Governance</p>	<ul data-bbox="641 1373 1073 1474" style="list-style-type: none"> • Daily financial activities • Tax collection and reconciliation • Monthly reports and reconciliations

ACTIVITY REPORT

Planning & Economic Development Department

Strategic Plan Alignment (Goals)	Associated Projects & Tasks
 <p>Develop Community & Promote Growth</p>	<ul style="list-style-type: none"> • Conduct Public Hearing for Cannabis Land Use Bylaw amendments. • 2nd and 3rd reading of Cannabis Land Use Bylaw amendments • 2nd and 3rd reading of Business Licence Bylaw amendments • Present Phase 4 of Prairie Lakes Subdivision development to Council for approval. • Eureka ASP Stakeholder Workshop Session • Hosted Plant Protein Alliance of Alberta representatives and Western Economic Diversification to discuss growth of plant protein industry in Taber • Attended Protein Industries Canada Stakeholder consultation session in Edmonton • Attended Highway 3 information Session to receive preferred realignment option. • Toured agri-processing facility in Calgary to promote Taber as location for future expansion • Attended Waste Water and Bio Management learning session at Tecconnect • Attended Joint Economic Development Committee meeting • Delivered New Business Welcome Packages to 5 businesses in Town
 <p>Improve Internal & External Communications</p>	<ul style="list-style-type: none"> • Presentation of Public Participation Policy to Council in alignment with the Municipal Government Act. • Final preparation of Planning and Economic Development portions for new website launch on June 19. • Assisted a contractor for the province in the placement of a portable sign for information on the enumeration for the upcoming provincial election.



**Define &
Practice
Good
Governance**

- Attended the Safety Codes Council Conference to learn about upcoming changes.
- Flood mitigation grant application
- Lease agreement for 60 acres of newly purchased Town land
- Renewed contract for services with Superior Safety Codes






**Enhance
Sense
of
Community**

- Continue Working with Taber and District Housing, the Municipal District of Taber, and Alberta Rural Development Network on Housing Needs Assessment.
- New Business Welcome letters sent to new home occupations
- Working with a new business to have an awning installed to enhance their business and encourage the type of feel retailers want to see in our downtown core.
- Marketing and advertisement activities to encourage citizens to vote for Taber to win the Coors Banquet contest

ACTIVITY REPORT

DEPARTMENT: Administrative Services

Strategic Plan Alignment (Goals)	Associated Projects & Tasks
 <p>Develop Community & Promote Growth</p>	<ul style="list-style-type: none"> • Liaised with leaseholder user groups regarding their events • Reviewed RFP documents
 <p>Improve Internal & External Communications</p>	<ul style="list-style-type: none"> • Held weekly meetings with Administrative Services staff to receive updates, assign tasks, and check in. • Liaised with the facility maintenance team to discuss various lessee opportunities • Liaised with leaseholder user groups during road construction projects • Arranged/created advertising in the Taber Times for joint Council meetings • Reviewed various contracts/agreements with other departments for the Nighthawk Flying Club, Curling Club, Taber Exhibition Association
 <p>Define & Practice Good Governance</p>	<ul style="list-style-type: none"> • Attended multiple days of collective agreement bargaining with CUPE Local 2038. • Attended the monthly Administration Building Health and Safety meeting. • Preparations for Council meetings, Management meetings, agenda setting meetings • Discussions regarding various other lessees and licensees • Communicating on FOIPP appeal applications • Policy and procedure discussions • Attended agenda system upgrade training sessions and program formulations going forward • Attended Harassment Committee Meeting • Kept updated on eCompliance program for Health and Safety



Enhance
Sense
of
Community



- Made arrangements for gift, card and speech for Council's representative with the visit to Higashimi, Japan
- Liaised with the Consul General of Japan in Calgary's Office



ACTIVITY REPORT

DEPARTMENT: Administrative Services

(Communications and Projects Coordinator)

Strategic Plan Alignment (Goals)	Associated Projects & Tasks
 <p data-bbox="284 724 500 877">Develop Community & Promote Growth</p>	<ul data-bbox="630 464 1469 604" 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 data-bbox="240 1245 548 1398">Improve Internal & External Communications</p>	<ul data-bbox="630 924 1461 1520" style="list-style-type: none"> • Submitted a number of Taber Times ads • Released July Corn Husk Chronicles • Working with IT Department to correct minor issues with new website • Editing new website for Search Engine Optimization and content review • Actively increased engagement on our social media platforms by posting current events, upcoming programming, new projects, etc. (Reached milestone of 2,000 likes on Facebook) • Responded to public's questions and concerns on social media • Finalized Communications Plan • Assisted media and news outlets by fielding questions and scheduling interviews • Published media releases where necessary • Assisted departments with messaging for large projects (road construction, Trout Pond, etc)



**Define &
Practice
Good
Governance**

- Continued upkeep with our Employee Recognition Program



**Enhance
Sense
of
Community**

- Assisting in communicative efforts for the Coors Banquet One Horse Town Contest
- Assisted Summer Games Coordinator with communication efforts for the upcoming Southern Alberta Summer Games





ACTIVITY REPORT

Taber Memorial Gardens

Statistics Provided from June 20th to July 7th	
SERVICE PROVIDED	STATISTICS
Burials	3
Pre-Planning Purchases	1
Columbarium Transactions	1
Monument Permits	5
Disinter/Reinter	0
Transfer of Burial Rights	0
Public Concerns	1
Graves Searches from the Public	4
Graves Searches from Monument Companies	5
Inquiries from other Municipalities	0

ACTIVITY REPORT – June 2018

DEPARTMENT: **Human Resource**

Strategic Plan Alignment (Goals)	Associated Projects & Tasks
 <p>Develop Community & Promote Growth</p>	<ul style="list-style-type: none"> • Interviewing candidates for the Utility Operator position (pending offer) • Created FT position in Economic Planning & Development dept. • Recruiting for Rec. Custodian • Hired 2 PW Summer Seasonal Roads & Walks individuals June 18, 2018 • Hired Rec Program Assistant June 25, 2018 • Hired Utility Clerk • Hired 4 casual Lifeguards
 <p>Improve Internal & External Communications</p>	<ul style="list-style-type: none"> • Town of Taber started CUPE contract negotiations, exchanged proposals on June 1. Next meeting set for July 17 & 19. • Overseeing implementation of new e-Compliance health and safety software; entering Hazard Assessments for PW & Utilities department and reviewing with each employee. • Service Canada Rep onsite June 27 to review our Summer Student Grant applications. Student placement and all documentation met with approval. • Received approval for Green Jobs grant (New), ToT will receiving funding for 2 positions.



**Define &
Practice
Good
Governance**

- Creating new Anti-Workplace Violence Policy to make ToT compliant with OHS June 1, 2018 changes. Set to be reviewed by Harassment Committee.




**Enhance
Sense
of
Community**

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ACTIVITY REPORT July 2018

DEPARTMENT: **CAO**

Strategic Plan Alignment (Goals)	Associated Projects & Tasks
 <p data-bbox="285 764 500 915">Develop Community & Promote Growth</p>	<ul data-bbox="672 401 1479 1010" style="list-style-type: none"> • Worked with stakeholders to create an opportunity where a post-secondary education facility would be located in the Town of Taber. • Worked with the Director of Recreation on the format to easily compare rural municipal funding for urban recreation facilities. • Continued to work with the Director of Planning and Economic Development on bringing her up to speed on projects and local development constraints. • Worked with our annexation consultant on putting final touches on the “notice” report for the MD. Also working with the MD to determine the value of the taxation they get from the land subject to the annexation. • Investigated a matter where a contractor was objecting over the completion of contractually required warranty work. • Continued to work with our director team and legal resources on resolutions for storm pond acquisition and future 56 Ave alignment related issues in Westview.
 <p data-bbox="240 1470 548 1621">Improve Internal & External Communications</p>	<ul data-bbox="672 1058 1479 1787" style="list-style-type: none"> • Worked with TID to ensure the Town is meeting their storm water mitigation expectations in the Wal-Mart area. • Spoke with the Director of Public Works to put some signage along 80th Ave indicating that RV’s lining up to use the dump station should not be blocking the driveway of the resident adjacent to the dump station. • Approved a request from the Taber Shooting Foundation to allow them to dump some wood waste for free at the Taber Transfer Station this weekend. • Reviewed and provided comment on the draft Communications Plan. • Working with the Recreation Director on preparations for Canada Day, as well as the Trout Pond opening. • Organized the writing of a letter nominating the Taber Charity Auction for an “Inspiring Group Philanthropy Award”. • Met with the Executive Director of the Potato Growers Association to discuss matters of mutual interest. • Crafted a press release regarding the Trout pond and RV dump station grand opening.



**Define &
Practice
Good
Governance**

- Worked within the Recreation Department to determine any ongoing moral issues and how management could develop a stronger team in this department.
- Signed the official invitation to host the delegation from Siaya County and communicated with AUMA and other municipalities regarding how they could assist us on this endeavor if the invite is accepted.
- Finished and achieved a passing grade on a Municipal Finance course towards a CLGM designation.
- Held a management team meeting where we reviewed the strategic plan and implementation approaches, a consistent approach to discipline, and preparation work towards the Southern Alberta Summer Games.
- Performed strategy planning for the CUPE contract negotiations.
- Approved an award nomination for the AUMA “Sustainability in Action” based on the towns Integrated Community Sustainability Plan and the three bin recycling system.
- Worked on messaging for the GFOA (Government Finance Officer Association) award application.
- Reinforced the progressive discipline approach as per the CUPE contract to all management.
- Attended and participated in the joint Town/MD of Taber meeting.



**Enhance
Sense
of
Community**

- Worked with internal stakeholders to create a schedule for deploying the mobile speed sign for the summer months.
- Provided direction to the Director of Engineering and Public Works to prohibit parking of anything larger than a 1 ton truck east of the Co-op grocery store.
- Attended opening and closing ceremonies for the Southern Alberta Summer Games and worked with senior staff on logistical matters related to the games.
- Engaged with SouthGrow in garnering some project participation efforts and support towards the re-establishment of a Lethbridge College regional campus facility in Taber.
- Communicated with Tetra Tech regarding the clean-up of the area where an illegal salvage facility was being run.
- Met with Charlie Fox (Master of Ceremonies for the Aboriginal Day), to discuss the possibility of additional support being extended by the Blood Tribe to repatriate the Bison skeleton back into the Taber area from its current location in Drumheller.
- Connected with Building Maintenance staff over some ongoing

	<p>vandalism in the bathrooms adjacent to the spray park and ensuring the Recreation Director has the IT Department to review the CCTV footage, as well as ensuring the TPS are aware of the situation.</p>
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Council Request for Decision	
Meeting Date: July 16, 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: July 16, 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?
May 14/2018	252/2018	MOVED by Councillor Brewin that Council directs Administration to ensure a ten minute response time for all fire and ambulance first responders to residential locations within the Town of Taber by relocating the Emergency management Centre Building to an appropriate location.	Planning/ Fire	<i>In Progress</i>	Not Stated
May 28/2018	277/2018	MOVED by Councillor Garner that Council directs Administration to investigate the cost to renovate the current Council Chambers with new carpeting, updating the surface of the walls, reconfiguring the west wall, changing of the seating arrangement, and that the information is brought back prior to October and prior to the planning of the 2019 Capital Budget.	Public Works	<i>In Progress</i>	2019 Budget Planning Cycle
June 11/18	292/2018	MOVED by Councillor Strojwas that Council directs Administration to start the budgetary process, and investigate a celebration for the 40 th anniversary of the twinning relationship between the Town of Taber and Higashiomi for 2021.	Admin Services	<i>In Progress</i>	Not Stated
June 25/18	311/2018	MOVED by Councillor Strojwas that Council directs Administration to commit up to \$5,000.00 in sponsorship for the Alberta/Japan Twinning Municipalities Association (AJTMA) Conference and Annual General Meeting in 2021 in conjunction with the Notogawa Friendship Society from the Council Discretionary Fund.	Admin Services	<i>In Progress</i>	Not Stated

June 25/18	312/2018	MOVED by Councillor Strojwas that Council requests that the Taber Municipal Police Commission investigate the feasibility of the addition of the Taber Trout Pond, and other Town of Taber properties in that area west of Highway 864, to its policing jurisdiction.	Police Commission	<i>In Progress</i>	Not Stated
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** Once items have been designated completed, they will be removed from this listed at the next Council meeting*



Council Request for Decision	
Meeting Date: July 16, 2018	
Subject: Delegation: Taber Shooting Foundation Request for Waste Bins and Removal/Disposal Service	
Recommendation:	Council discussion is requested.
Background:	Mr. Allen Herbst will be in attendance to provide details on the Organization's request for the Town of Taber to supply large garbage bins, along with garbage pick-up (when required by the Organization), to the Taber Shooting Foundation (attached).
Legislation / Authority:	MGA, Section 3.
Strategic Plan Alignment:	No strong alignment.
Financial Implication:	This is not a budgeted amount. The cost will be determined on the frequency of garbage pick-up requested.
Service Level / Staff Resource Implication:	This will be an increase in service level, requiring staff and operational resources.
Justification:	Council consideration has been requested.
Alternative(s):	<p>Council could choose to provide for garbage receptacles, and a frequency of garbage pick-up as requested by the Taber Shooting Foundation.</p> <p>Council could consider the cost for the service to be provided to the Taber Shooting Foundation, to pass along as a fee-for-service to the Taber Shooting Foundation.</p> <p>Council could choose to not provide for the request from the Taber Shooting Foundation.</p>



Attachment(s):	Request Letter from TSF
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APPROVALS:	
Originated By:	Kerry Van Ham
Chief Administrative Officer (CAO) or Designate:	

July 9 2018

Mayor Andrew Prokop and Town of Taber Councillors,

On behalf of the Taber Shooting Foundation I would like to request the assistance of the Town of Taber Public Works to address the problem of garbage collection and disposal at the TSF Shooting Range located North of the Taber Airport, next to the Motocross Track.

We are aware the Town has stored many large garbage bins at the Taber Landfill site. Apparently they are no longer in service in the Town limits, except in certain locations. Since these are a surplus item, it is our wish to put into service a few of them on our facility. Initially, we would request only two. One would be located outside the entrance to the 100/600 metre ranges. The other at the entrance to the Action Range, just between the 50 m and the 200 m Ranges. Both locations would be very accessible to the garbage trucks when emptying becomes necessary.

In order for this to work for us, it would require the Town of Taber Public Works to empty the bins when we request it. I don't expect it would require a regular, weekly pickup. I would rather we give your staff a call in advance to dispatch a pickup when needed. Since these bins are rather large, it is doubtful they would have to empty very often. The Town crew already have a key fob to access the TSF Range.

If the Town is able to accommodate this request, it would necessitate the service to be provided free of charge. I realize this is asking a lot, but we simply don't have the monies necessary to enlist your services. All our income/budget to date has been earmarked for developmental projects. We have undergone a great deal of construction this summer. In cooperation with the MD of Taber resources, we hope to focus our finances on developing the Skeet/Trap Shooting venue this Fall or next year. As you know, to date the MD has been the main driving force on this project. The TSF has not forgot the generosity of the Town of Taber when we moved the Training and Resource Center from Vauxhall to its present location. The provision of smaller garbage barrels and picnic tables has been most welcome as well.

The TSF Range has been described as 'WORLD CLASS' by many of the user groups from all over Western Canada. It has, to date, complemented the already phenomenal recreational opportunities the Town and MD have to offer. The number of donors and volunteers since its inception has been the determining factor in its success. Currently we have in excess of 450 members. User groups, such as K Division of the RCMP, plus local detachments have utilized it. The CPR Police, the ALERT TEAM from Calgary, SWAT TEAM from Lethbridge are more examples. And most importantly to us is the presence of our amazing Taber Police Service, as members and frequent users of the TSF. We have hosted an number of shooting sports groups, such as the SAPRL, IPSC, COWBOY ACTION, MAPLESEED WORKSHOP, CRPS and SASG events. Various league activities will be organized as interest is expressed.

Thus it is with much respect we ask you to consider this request. I can be available at a later date to address Council if you so wish. I would gladly provide any councillors a tour of the facility if they like.

Yours Respectfully,

Allen Herbst
Vice President Taber Shooting Foundation 403-223-3459
403-330-6341