

AGENDA

REGULAR MEETING OF THE COUNCIL OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, APRIL 27, 2020 AT 3:30 PM, IMMEDIATELY FOLLOWING THE SUBDIVISION AUTHORITY MEETING AT 3:30 PM.

| | <u>MOTION</u> |
|--|---------------|
| 1. CALL TO ORDER | |
| 2. ADOPTION OF THE AGENDA | X |
| 3. ADOPTION OF THE MINUTES | |
| ITEM No.3.1 Minutes of Regular Meeting of Council: April 14, 2020 | X |
| 4. BUSINESS ARISING FROM THE MINUTES | |
| 5. BYLAWS | |
| ITEM No.5.1 2nd & 3rd Reading Road Closure Bylaw 3-2019 | X |
| 6. ACTION ITEMS | |
| ITEM No.6.1 Intermunicipal Collaboration Framework Agreement - MD of Taber and the Town of Taber | X |
| ITEM No.6.2 2019 Audited Financial Statements | X |
| ITEM No.6.3 Auditorium Chair Options | X |
| ITEM No.6.4 Information to Council | X |
| ITEM No.6.5 Department Reports | X |
| ITEM No.6.6 Mayor and Councillor Reports (Verbal) | X |
| ITEM No.6.7 Standing Item - Council Requests | X |
| 7. DELEGATIONS | |
| ITEM No.7.1 Delegation: Backyard Hens | X |
| ITEM No.7.2 Delegation: Taber Food Bank | X |
| 8. MEDIA INQUIRIES | |



9. CLOSED SESSION

X

- ITEM No.9.1 Proposed Lease: Taber Animal Control Facility
Closed Session to prevent disclosure of positions, plans, procedures, criteria or instructions developed for the purpose of contractual or other negotiations by or on behalf of the Government of Alberta or a public body, or considerations that relate to those negotiations in accordance with Section 24(1) of the Freedom of Information and Protection of Privacy Act.
- ITEM No.9.2 Economic Relief Considerations
That Council takes the meeting into Closed Session to prevent disclosure of advice from officials in accordance with Section 24(1) of the Freedom of Information and Protection of Privacy Act.
- ITEM No.9.3 Preliminary Municipal Tax Rates
Closed Session to prevent disclosure of proposed plans, policies or projects of the public body which could reasonably be expected to result in disclosure of a pending policy or budgetary decision, in accordance with Section 24(1) of the Freedom of Information and Protection of Privacy Act.
- ITEM No.9.4 Organizational Discussion
Closed Session to prevent disclosure of advice from officials in accordance with Section 24(1) of the Freedom of Information and Protection of Privacy Act
- ITEM No.9.5 Environmental Review Results
Closed session to prevent disclosure harmful to the relations between the municipality and another government agency in accordance with Section 21 of the Freedom of Information and Protection of Privacy Act.

10. OPEN SESSION

X

11. CLOSE OF MEETING

X



Council Request for Decision

Meeting Date: April 27, 2020

Subject:

Minutes of Regular Meeting of Council: April 14, 2020

Recommendation:

Council adopts the minutes of the Regular Meeting of Council held on April 14, 2020, as presented.

Background:

Approval of minutes is in accordance with the *Municipal Government Act*, Section 208.

Legislation / Authority:

Municipal Government Act, 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 *Municipal Government Act*, Section 208.



Alternative(s):

Council adopts the minutes of the Regular Meeting of Council held on April 14, 2020, as amended.

Attachment(s): Minutes

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 TUESDAY, APRIL 14, 2020, AT 3:31 PM, IMMEDIATELY FOLLOWING THE SUBDIVISION AUTHORITY MEETING AT 3:30 PM.

Mayor

Andrew Prokop

Councillors

Garth Bekkering

Jack Brewin

Carly Firth

Mark Garner

Joe Strojwas

Louie Tams

Chief Administrative Officer

Cory Armfelt

Staff

Alaa Abdel Khaliq

Phyllis Monks (Via teleconference)

Steve Munshaw (Via teleconference)

John Orwa (Via teleconference)

Louise Parsons (Via teleconference)

Dawn Phillips (Via teleconference)

Gary Scherer (Via teleconference)

Kerry Van Ham (Via teleconference)

CALL TO ORDER

Mayor Prokop called the meeting to Order at 3:31 PM.

ADOPTION OF THE AGENDA

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

RES. 153/2020 MOVED by Councillor Tams that Council adopts the Agenda as presented.

CARRIED UNANIMOUSLY

ADOPTION OF THE MINUTES

1) Minutes of Special Meeting of Council: March 16, 2020

RES. 154/2020 MOVED by Councillor Firth that Council adopts the minutes of the Special Meeting of Council held on March 23, 2020, as presented.

CARRIED UNANIMOUSLY

2) Minutes of Regular Meeting of Council: March 23, 2020

RES. 155/2020 MOVED by Councillor Brewin that Council adopts the minutes of the Regular Meeting of Council held on March 23, 2020, as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

None.

BYLAWS

1) Proposed Supplementary Assessment Bylaw 6-2020

J. Orwa, Director of Finance, presented the proposed Supplementary Assessment Bylaw 6-2020 to Council.

RES. 156/2020 MOVED by Councillor Tams that Council gives First Reading to Bylaw 6-2020 being the Supplementary Assessment Bylaw for the Town of Taber, as presented.

CARRIED UNANIMOUSLY

RES. 157/2020 MOVED by Councillor Garner that Council gives Second Reading to Bylaw 6-2020 being the Supplementary Assessment Bylaw of the Town of Taber, as presented.

CARRIED UNANIMOUSLY

RES. 158/2020 MOVED by Councillor Firth that Council unanimously agrees to proceed with Third and Final reading to Bylaw 6-2020 being the Supplementary Assessment Bylaw of the Town of Taber, as presented.

CARRIED UNANIMOUSLY

RES. 159/2020 MOVED by Councillor Brewin that Council gives third and final reading to Bylaw 6-2020 being the Supplementary Assessment for the Town of Taber, as presented.

CARRIED UNANIMOUSLY

ACTION ITEMS

1) Business Continuity Plan

P. Monks, Director of Planning and Economic Development, stated that in accordance with Town's Emergency Management Plan, it is essential to have a Business Continuity Plan in order to ensure that municipal operations have been considered, and contingency plans are in place in the event that the COVID-19 pandemic impacts staffing levels.

P. Monks presented the proposed Business Continuity Plan to Council.

RES. 160/2020 MOVED by Councillor Tams that Council endorses the Town of Taber Business Continuity for Pandemic Plan, as presented.

CARRIED UNANIMOUSLY

2) 2020 Utility Upgrades Tender Award

G. Scherer, Director of Engineering and Public Works, and L. Parsons, Procurement Manager, presented the Utility Upgrades tender to Council, and recommended the tender be awarded to Ground Tech Enterprises Ltd.

RES. 161/2020 MOVED by Councillor Garner that Council awards the 2020 Utility Upgrades Tender to Ground Tech Enterprises Ltd. for the amount of \$1,500,499.05 inclusive of GST, with funds to come from the 2020 capital budget.

CARRIED UNANIMOUSLY

ACTION ITEMS – CONT'D

5) Whistleblower Hotline - Ethics Alert

C. Armfelt presented the Whistleblower Hotline-Ethics Alert statistical report for the period of January 1, 2020 – March 31, 2020 to Council.

RES. 164/2020 MOVED by Councillor Tams that Council accepts the statistical report from MNP LLP regarding the Whistleblower Hotline – Ethics Alert for the period of January 1, 2020 – March 31, 2020, for information purposes only.

CARRIED UNANIMOUSLY

6) Information to Council

C. Armfelt presented information to Council regarding the Town's application to host the provincial launch of Seniors' Week, and stated that although the Town was not successful the event has been put on hold due to the COVID-19 pandemic.

RES. 165/2020 MOVED by Councillor Firth that Council accepts the material received in this Agenda Item as information.

CARRIED UNANIMOUSLY

7) Standing Item - Council Requests

Councillor Strojwas inquired if the resolution in Agenda Item 6.2) Utility Upgrades Tender Award was to stated exclusive of GST, instead of inclusive of GST.

G. Scherer stated that the resolution was correct to stated inclusive of GST.

Council made no motions are this time.

DELEGATIONS

None.

MEDIA INQUIRIES

None.

RES. 166/2020

MOVED by Councillor Brewin that Council moves into Closed Session to prevent the disclosure of:

- Third party business information, in accordance with Section 16(1);
- Confidential Evaluations, for the purpose of determining the suitability, eligibility or qualifications for employment, in accordance with Section 19(1);
- Harmful to the relations between the municipality and another government agency in accordance with Section 21;
- Information related to criteria developed for the purpose of contractual or other negotiations, in accordance with Section 24 (c);
- Advice from officials in accordance with Section 24(1); and,
- Advice, proposals, recommendations, analyses or policy options developed by or for a municipality in accordance with Section 24 of the *Freedom of Information and Protection of Privacy Act*.

CARRIED UNANIMOUSLY AT 3:51 PM

CLOSED SESSION

1) Collaboration Discussion

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*.

Pursuant to Section 197(6) of the *Municipal Government Act*, the following members of Administration were in attendance in Closed Session for Agenda Item 9.1) Collaboration Discussion: C. Armfelt, Chief Administrative Officer, J. Orwa, Director of Finance, P. Monks, Director of Planning and Economic Development, and H. Prummel and B. Warkentin, representatives from the Taber and District Chamber of Commerce.

2) Ar. Tech Coating Ltd. Proposed Lease Renewal Closed Session, to prevent disclosure of information related to criteria developed for the purpose of contractual or other negotiations, in accordance with Section 24 (c) 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 9.2) Ar. Tech Coating Ltd. Proposed Lease Renewal: C. Armfelt, Chief Administrative Officer, and K. Van Ham, Administrative Services Manager.

3) Engineering Contract

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

Pursuant to Section 197(6) of the *Municipal Government Act*, the following members of Administration were in attendance in Closed Session for Agenda Item 9.3) Engineering Contract: C. Armfelt, Chief Administrative Officer, and G. Scherer, Director of Engineering and Public Works.

CLOSED SESSION – CONT'D

4) Community Events

Closed session to prevent disclosure of advice, proposals, recommendations, analyses or policy options developed by or for a municipality in accordance with Section 24 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 9.4) Community Events: C. Armfelt, Chief Administrative Officer, and D. Phillips, Director of Recreation.

5) Economic Relief Considerations

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 9.5) Economic Relief Considerations: C. Armfelt, Chief Administrative Officer, J. Orwa, Director of Finance, and P. Monks, Director of Planning and Economic Development.

6) Environmental Review

Closed session to prevent disclosure harmful to the relations between the municipality and another government agency in accordance with Section 21 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 9.6) Environmental Review: C. Armfelt, Chief Administrative Officer, and P. Monks, Director of Planning and Economic Development.

CLOSED SESSION – CONT'D

7) ICF Draft

Closed session to prevent disclosure harmful to the relations between the municipality and another government agency in accordance with Section 21 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 9.7) ICF Draft: C. Armfelt, Chief Administrative Officer, P. Monks, Director of Planning and Economic Development, and M. Brennan, Communications and Projects Coordinator.

8) CAO Performance Evaluation

Closed Session to prevent the disclosure of Confidential Evaluations, for the purpose of determining the suitability, eligibility or qualifications for employment, 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 member of Administration was in attendance in Closed Session for Agenda Item 9.8) CAO Performance Evaluation: C. Armfelt, Chief Administrative Officer.

OPEN SESSION

RES. 167/2020 MOVED by Councillor Brewin that Council reconvenes into Open Session.

CARRIED UNANIMOUSLY AT 6:08 PM

RES. 168/2020 MOVED by Councillor Garner that Council directs Administration to proceed with arrangements for a debenture agreement with the Chamber of Commerce for \$1,000,000.00 to be used towards a project that will include a landscaped accessible parking lot and a functional sani-dump.

CARRIED

101/2020

Meeting Date
4/14/2020

OPEN SESSION – CONT'D

RES. 169/2020 MOVED by Councillor Tams Council authorizes the lease of part of approximately 3.2 acres more or less of the property located at Pt. of Plan 2010204, Block 4, Lot 5; Civic address of 6901 56 Street, Taber, AB, to Ar. Tech Coating Ltd., for a 5 year term to expire December 31, 2024; and,

Directs the Mayor and Chief Administrative Officer to sign the lease documents.

CARRIED UNANIMOUSLY

RES. 170/2020 MOVED by Councillor Strojwas that Council directs Administration to award MPE Engineering Ltd. a 3 year contract extension with a 2 year option to their current contract.

CARRIED UNANIMOUSLY

RES. 171/2020 MOVED by Councillor Bekkering that Council directs Administration to cancel all public events in or around Town owned property till May 31, 2020 with notification to be presented to those involved.

CARRIED UNANIMOUSLY

RES. 172/2020 MOVED by Councillor Tams that Council directs Administration to proceed with a cost-shared environmental report with the MD of Taber, with costs anticipated to be under \$1000.00 taken from Council's Professional Services line item.

CARRIED

RES. 173/2020 MOVED by Councillor Tams that Council accepts the Intermunicipal Collaboration Framework Agreement for information.

CARRIED UNANIMOUSLY

CLOSE OF MEETING

RES. 174/2020 MOVED by Councillor Garner that this Regular Meeting of Council is hereby Closed.

CARRIED UNANIMOUSLY AT 6:14 PM

MAYOR

CHIEF ADMINISTRATIVE OFFICER

DRAFT



Council Request for Decision

Meeting Date: April 27, 2020

Subject:

2nd & 3rd Reading Road Closure Bylaw 3-2019

Recommendation:

1. Council gives 2nd reading to Road Closure Bylaw 3-2019
2. Council gives 3rd reading to Road Closure Bylaw 3-2019

Background:

Administration received a Road Closure application from Martin Geomatics on behalf of Summit Motors in order to improve traffic flow through the lot. The current roadway cuts through the Summit Motors operation and shortcutting traffic is a concern. The corresponding Subdivision TT 19-0-003 that is underway will require the applicant to construct a lane to replace the portion of lane being closed in this road closure. This will allow for residential traffic to have circulation through the existing lane, while closing off the route to short cutting traffic.

First reading for Road Closure Bylaw 3-2019 passed at the regular meeting of Council on August 19, 2019:

RES. 477/2019 - MOVED by Councillor Strojwas that Council gives First Reading to Road Closure Bylaw 3-2019, as presented. CARRIED UNANIMOUSLY

Following 1st Reading, the Public Hearing was held on Sept 9, 2019. The public hearing was advertised in the Taber Times for two weeks. Administration received one comment from the public in regards to concerns about heavy truck traffic being possibly diverted to Heritage Drive as a result of the road closure. Administration has confirmed with Summit Motors that the new lane plan will not allow for heavy trucks to divert onto Heritage Drive and it will be a condition of the subdivision.

The Minister of Transportation has signed the bylaw now and 2nd and 3rd reading will be the next step to complete the process of road closure, after which, the subdivision application will be advertised and circulated. It will go to Municipal Planning Commission and come back to Council for final approval.

The Plan of Subdivision for TT 19-0-003 has been included in this Agenda package for Council's information.



Legislation / Authority:

Section 22 of the Municipal Government Act allows for Council to close a portion of a roadway by bylaw.

Strategic Plan Alignment:

Strategic objective to Develop Community and Promote Growth

Financial Implication:

None. The applicant has paid the appropriate Road Closure fee to cover costs of advertising.

Service Level / Staff Resource Implication:

Road closures are part of the on-going duties of the Planning & Economic Development Department

Justification:

Passing 2nd and 3rd reading will facilitate the completion of the road closure process and allow the applicant to move forward with the subdivision and creation of a new lane to better suit their business operations and provide for improved traffic flow in the area.

Alternative(s):

Council requests additional information.

Council does not give 2nd reading of Road Closure Bylaw 3-2019 with reasons.

Attachment(s): Aerial View Summit Motors
 Road Closure 2-2019 plan
 Subdivision TT 19-0-003 Plan
 Road Closure Bylaw 3-2019

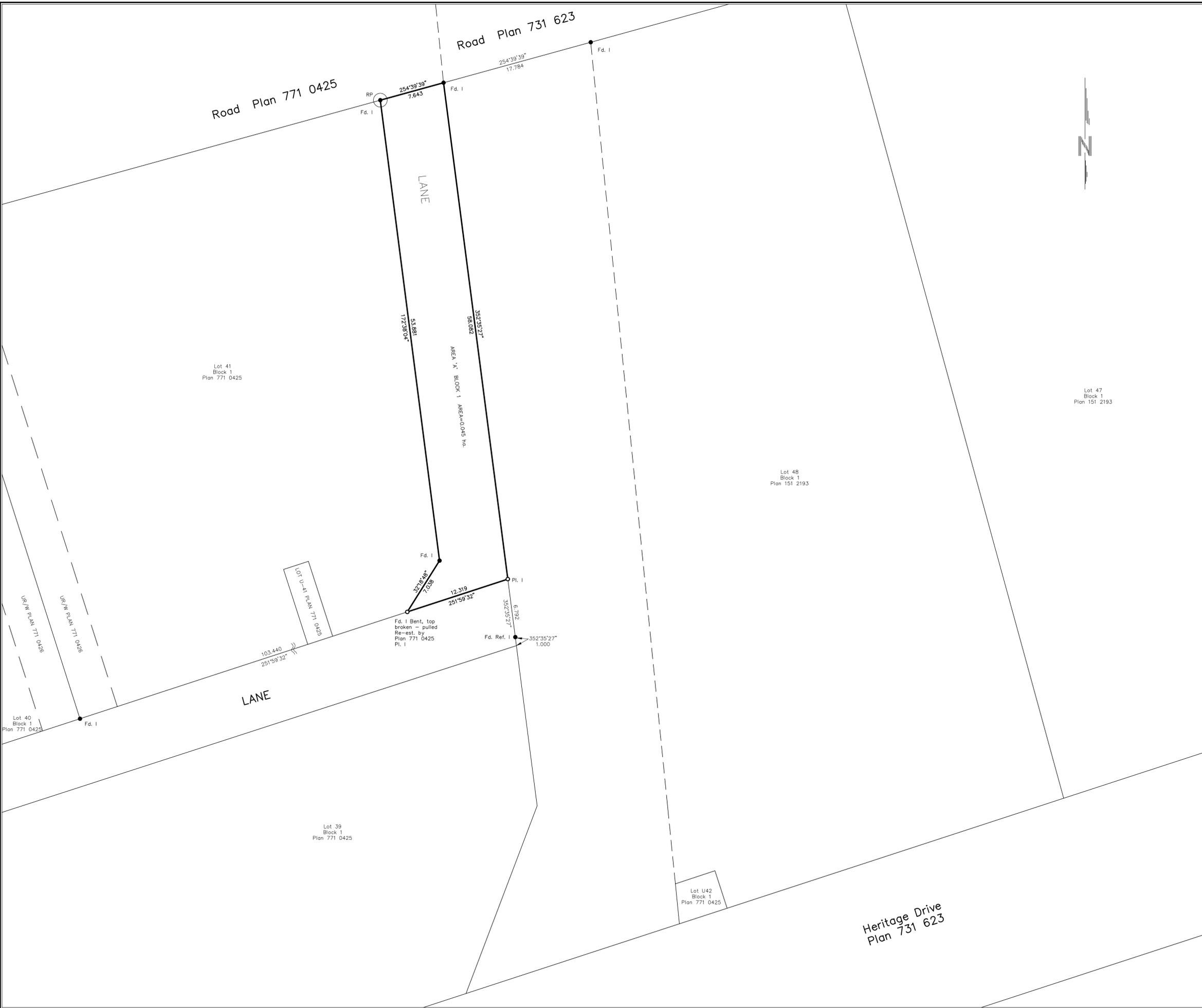
APPROVALS:

Originated By:

Ben Young

Chief Administrative Officer (CAO) or Designate: _____





REGISTRAR
SOUTH ALBERTA LAND REGISTRATION DISTRICT

PLAN No. _____

ENTERED AND REGISTERED
ON _____

INSTRUMENT No. _____

_____ A.D. REGISTRAR

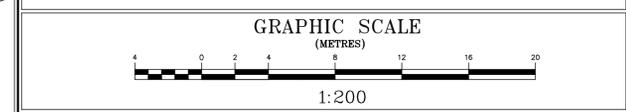
PLAN
SHOWING SURVEY OF
**AREA FOR ROAD
CLOSURE PURPOSES**
AFFECTING A PORTION OF
LANE ON PLAN 771 0425
WITHIN
N.E. 1/4 SEC. 31, TWP. 9, RGE. 16, W4M
TOWN OF TABER

LEGEND
STATUTORY IRON POSTS FOUND ARE SHOWN THUS.....● Fd. I
STATUTORY IRON POSTS PLACED ARE SHOWN THUS...○ PL. I...AND STAMPED 'P181'.
AREA TO BE REGISTERED IS OUTLINED THUS ... _____ AND CONTAINS 0.045 ha
DISTANCES ARE IN METRES AND DECIMALS THEREOF

BEARINGS ARE GRID AND ARE DERIVED FROM GNSS OBSERVATIONS
REFERRED TO
DATUM NAD '83 (ORIGINAL)
PROJECTION 3TM
REFERENCE MERIDIAN 111°
COMBINED SCALE FACTOR 0.999859

NOTE: THE GEO-REFERENCED POINT IS THE STATUTORY FOUND I AT THE NORTH EAST CORNER OF LOT 41, BLOCK 1, PLAN 771 0425 AND IS SHOWN THUS● RP
NADB3 (ORIGINAL), 3TM, REFERENCE MERIDIAN 111°
COORDINATES:
5516511.37 m N.
-83198.68 m E.

- c.s. COUNTERSUNK
- E. EAST
- Fd. FOUND
- GNSS. GLOBAL NAVIGATION SATELLITE SYSTEM
- ha HECTARE
- I STATUTORY IRON POST
- M MERIDIAN
- m METRES
- N. NORTH
- No. NUMBER
- Pl. PLACED
- RP GEO-REFERENCED POINT
- R/W RIGHT OF WAY
- Re-est. RE-ESTABLISHED
- Ref. REFERENCE
- Reg. REGISTRATION
- RGE. RANGE
- S. SOUTH
- SEC. SECTION
- TM. TRANSVERSE MERCATOR
- TWP. TOWNSHIP
- UR/W UTILITY RIGHT OF WAY
- W. WEST



REGISTERED OWNER
TOWN OF TABER

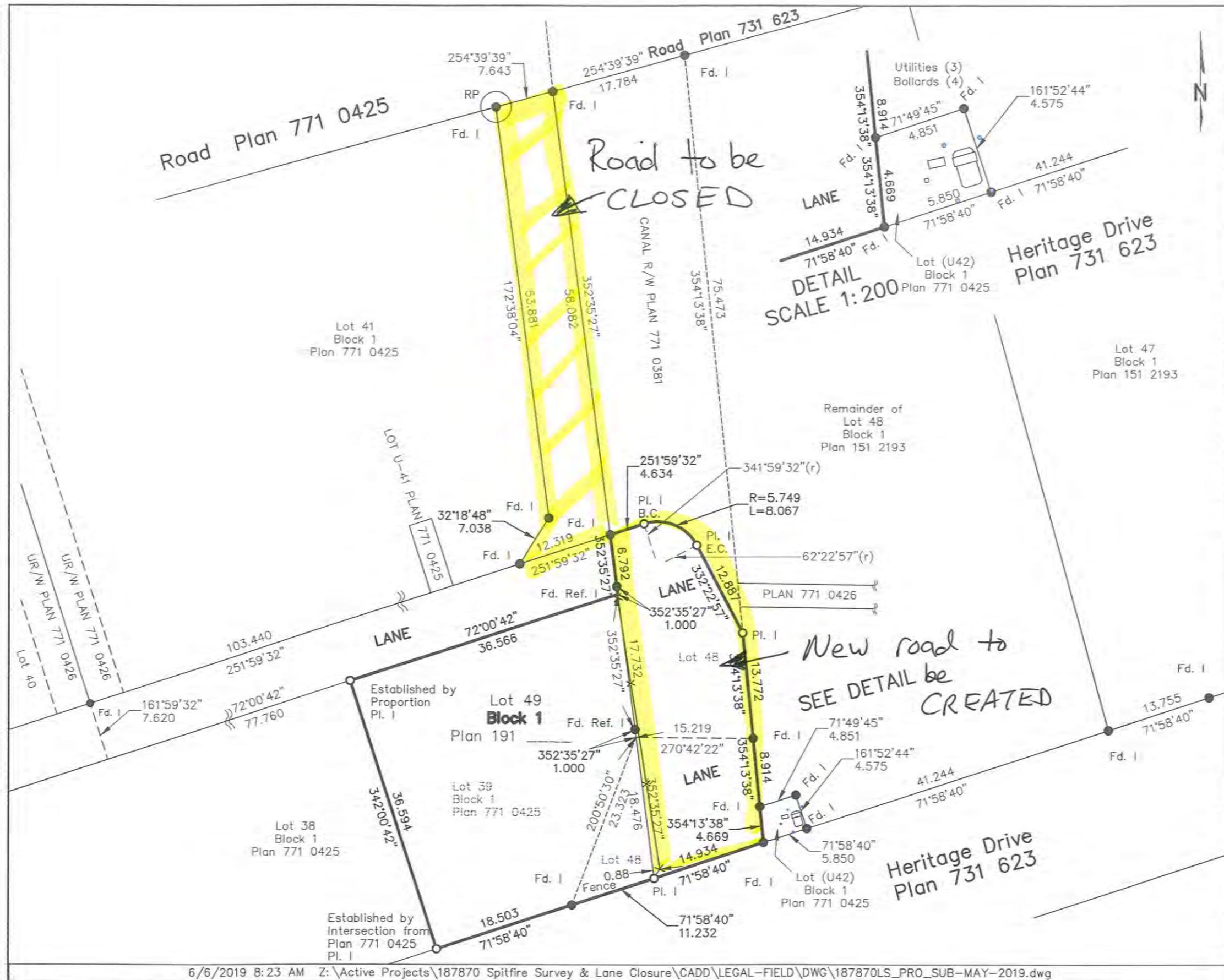
ALBERTA LAND SURVEYOR
NAME: BRUCE A. BARNETT, A.L.S. Reg. No. 615

SURVEYED BETWEEN THE DATES OF:
OCTOBER 12th, 2018 AND _____
IN ACCORDANCE WITH THE PROVISIONS OF THE SURVEYS ACT



MARTIN GEOMATIC CONSULTANTS LTD.
LETHBRIDGE, ALBERTA

DRAWN BY: JML CLIENT: SPITFIRE INVESTMENTS FILE No.: 187870LS

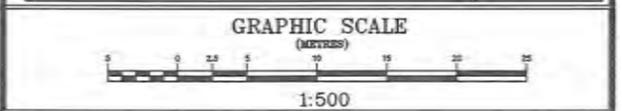


PROPOSED SUBDIVISION PLAN
 SHOWING LANE CREATION WITHIN
LOT 48, BLOCK 1, PLAN 151 2193
 AND
CONSOLIDATION
 OF A PORTION OF
LOT 48, BLOCK 1, PLAN 151 2193
 WITH A PORTION OF
LOT 39, BLOCK 1, PLAN 771 0425
 WITHIN
N.E. 1/4 SEC. 31, TWP. 9, RGE. 16, W4M
TOWN OF TABER

LEGEND
 STATUTORY IRON POSTS FOUND ARE SHOWN THUS ● Fd. I
 STATUTORY IRON POSTS PLACED ARE SHOWN THUS ○ Pl. I
 AREA TO BE REGISTERED IS OUTLINED THUS
 AND CONTAINS 0.184ha
 DISTANCES ARE IN METRES AND DECIMALS THEREOF

| | |
|-----------------------------|------------------------------|
| BC .. BEGINNING OF CURVE | U PUBLIC UTILITY LOT |
| E ... EAST | (r) RADIAL BEARING |
| EC .. END OF CURVE | R RADIUS |
| Fd. . FOUND | Ref. REFERENCE |
| I STATUTORY IRON POST | Reg. ... REGISTRATION |
| m ... METRES | RGE. ... RANGE |
| M MERIDIAN | R/W ... RIGHT OF WAY |
| MR .. MUNICIPAL RESERVE | S SOUTH |
| N. ... NORTH | SEC. SECTION |
| No. . NUMBER | TWP. .. TOWNSHIP |
| Pl. .. PLACED | UR/W .. UTILITY RIGHT OF WAY |
| | W WEST |

| TABLE OF REQUIRED AREAS FOR LANE | |
|------------------------------------|----------------|
| LOT 48, BLOCK 1, PLAN 151 2193 | 0.063ha |
| TOTAL | 0.063ha |
| TABLE OF REQUIRED AREAS FOR LOT 49 | |
| LOT 48, BLOCK 1, PLAN 151 2193 | 0.111ha |
| LOT 39, BLOCK 1, PLAN 771 0425 | 0.010ha |
| TOTAL | 0.121ha |
| GRAND TOTAL | 0.184ha |



REGISTERED OWNERS
 SPITFIRE INVESTMENTS LTD. and LAWRENCE DALE REMPEL

ALBERTA LAND SURVEYOR
 NAME: BRUCE A. BARNETT, A.L.S. Reg. No. 615

MARTIN GEOMATIC CONSULTANTS LTD.
 LETHBRIDGE, ALBERTA

DRAWN BY: JIML
CLIENT: SPITFIRE INVESTMENTS
FILE No.: 187870LS_PRO_SUB-MAY-2019.dwg

TOWN OF TABER
BYLAW NO. 3 – 2019

BEING A BYLAW OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF CLOSING TO PUBLIC TRAVEL AND CREATING TITLE TO AND DISPOSING OF PORTIONS OF A PUBLIC HIGHWAY IN ACCORDANCE WITH SECTION 22 OF THE MUNICIPAL GOVERNMENT ACT, REVISED STATUTES OF ALBERTA 2000, CHAPTER M-26.

WHEREAS the lands hereafter described are no longer required for public travel;

AND WHEREAS an application has been made to Council to have the roadway closed;

AND WHEREAS the Council of the TOWN OF TABER deems it expedient to provide for a bylaw for the purpose of closing to public travel certain roads or portions thereof, situated in the said municipality and thereafter creating title to and disposing of same;

AND WHEREAS, notice of intention of Council to pass a bylaw has been given in accordance with Section 606 of the *Municipal Government Act*;

AND WHEREAS, Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw; and,

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

1.0 NAME OF BYLAW

This Bylaw may be cited as the "Road Closure Bylaw 3-2019".

2.0 DEFINITIONS

In this Bylaw:

| | |
|-------------------------------------|--|
| Chief Administrative Officer | means the Chief Administrative Officer for the Town, regardless of the specific title that may be conferred on the Officer by Council from time to time; |
| Council | means the Council for the Town of Taber; |
| Municipality | means the Town of Taber; |

TOWN OF TABER
BYLAW NO. 3 – 2019

3.0 GENERAL

1. All roads and lands as described below and as seen in Schedule "A" are hereby closed to public travel:

CLOSE THAT PORTION OF LAND AND IT'S CORNER CUT-OFF AS SHOWN ON SUBDIVISION PLAN 7710425 WHICH LIES TO THE EAST OF LOT 41, BLOCK 1, PLAN 7710425 CONTAINING 0.045 HECTARES, MORE OR LESS

EXCEPTING THEREOUT ALL MINES AND MINERALS

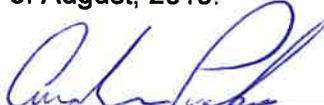
4.0 INTENTION OF TOWN COUNCIL

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

5.0 EFFECTIVE DATE

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. 477/2019 Received first reading this 19th day of August, 2019.



Chief Elected Official

Seal



Chief Administrative Officer

Approved this 5 day of March, 2020



for Minister of Transportation

RES. ___/20___ Received second reading this _____ day of _____,
20__.

TOWN OF TABER
BYLAW NO. 3 – 2019

RES. ___/20___ Received third reading and finally passed this _____ day of
_____, 20___.

Chief Elected Official

Seal

Chief Administrative Officer



Council Request for Decision

Meeting Date: April 27, 2020

Subject:

Intermunicipal Collaboration Framework Agreement - MD of Taber and the Town of Taber

Recommendation:

Council adopts the Intermunicipal Collaboration Framework Agreement, as presented.

Background:

In response to the Modernized Municipal Government Act (MMGA), the Town of Taber and the MD of Taber applied for a grant for an “Inter-municipal Collaboration Project”. The project aims to address the requirements for collaborative mechanisms for municipalities to work together regarding the integrated and strategic planning, delivery and funding of Intermunicipal services. The funding will include the development of an Intermunicipal Collaboration Framework (ICF) and an amendment of the Intermunicipal Development Plan (IDP) between the Town of Taber and the MD of Taber. The initial timeframe submitted was for a project completion date of December 31, 2020. The grant application was successful and funds are in place.

Administration has been working with MD of Taber Administration to update the Intermunicipal Collaboration Framework (ICF) for our two municipalities. Initial deadline set by the Province was April 1, 2020 and that has since been extended until April 1, 2021 to allow municipalities to focus on the business requirement of Covid-19.

A draft document has been completed and reviewed at the Inter Municipal Development Committee (IMDC) meeting on January 10, February 13, March 5 and again on April 8.

At the April 8 IMDC, meeting a “final draft” was reviewed by the Council members and Administration, and the priorities and timelines were added to Appendix A “Opportunities”. General agreement has been reached and the attached document was presented to both Councils for feedback at their respective regular meeting of Council on April 14, 2020. Administration has implemented Council’s final thoughts into the agreement, and are proposing that Council may be prepared to approve it. Approving



this document by resolution will allow the Town of Taber and the MD of Taber to have a completed ICF in place and continue to focus on the Intermunicipal Development Plan completion.

Legislation / Authority:

MGA Division 4, Section 631 and Part 17.2 Intermunicipal Collaborative Framework Regulation.

Strategic Plan Alignment:

Define & Practice Good Governance – Develop partnerships with other regional government and organizations.

Financial Implication:

Grant received and funds in place.

Service Level / Staff Resource Implication:

This work falls under the CAO, and Planning and Economic Development department duties.

Justification:

To meet regulatory requirements.

Alternative(s):

Council proposes additional amendments to the Intermunicipal Collaboration Framework Agreement.



Attachment(s): ICF Final Version for Council

APPROVALS:

Originated By:
Phyllis Monks

Chief Administrative Officer (CAO) or Designate: _____



TOWARDS TOMORROW:
TOGETHER

The Municipal District of Taber and the Town of Taber
Intermunicipal Collaboration Framework Agreement

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FINAL DRAFT

FOREWORD

The Municipal District of Taber and the Town of Taber share more than a name and a border; we share a history, we share common goals, and we share our futures. From the turn of the twentieth century to now, our local governments have worked hand-in-hand with our citizens to make our region one of the greatest areas to thrive in Alberta.

With homesteaders pioneering the area in the late 1890's, the region saw its economic beginnings in farming and coal mining. From our vast agricultural base to our energy sector and every industry in between, there is no shortage of that pioneering determination to be found in residents and businesses alike. Although our two municipalities have seen our fair share of feast and famine, the resilience of our residents demonstrates the indomitable spirit that continues to make Taber and area such a great place to grow.

With this Intermunicipal Collaboration Framework Agreement, both the Municipal District of Taber and the Town of Taber can collaborate toward creating a better future for our residents every day. Where we can maximize our potential together to offer services of enhanced public value for our residents, we will aim to make that a priority. Some services are better delivered jointly while others make more sense to keep separated, but the Town of Taber and the Municipal District of Taber will always consider what is best for our citizens when those decisions are made.

This Framework is our collaboration commitment to our residents. We are working towards tomorrow: together.

WHEREAS the Municipal District of Taber and the Town of Taber share a common border; and

WHEREAS both municipalities share common services and interests and have a desire to work together to provide services to their residents; and

WHEREAS the *Municipal Government Act* requires that municipalities sharing a common border develop matching Intermunicipal Collaboration Frameworks with each other that describe the services that benefit residents in more than one of the municipalities, and which of these services are best administered with a shared intermunicipal approach and further, how those same services are to be delivered and funded.

NOW THEREFORE, by mutual covenant of the Municipal District of Taber and the Town of Taber, it is agreed as follows:

1. APPROVAL RESOLUTION

This “Intermunicipal Collaboration Framework” was approved by the Municipal District of Taber and Town of Taber through resolution as follows:

Municipal District of Taber: Resolution # (Resolution Date)

Town of Taber: Resolution # (Resolution Date)

2. DEFINITIONS

In this Framework:

| | |
|-----------------------|---|
| Act | means any Act of the Legislature of Alberta, as amended from time to time; |
| Administration | shall refer to the Administrative Staff of the respective municipality, and is inclusive of the Chief Administrative Officer; |

| | |
|-------------------------------------|--|
| Bylaw | shall mean a bylaw of either the Town of Taber or the Municipal District of Taber; |
| Chief Administrative Officer | refers to the member of Administration appointed by resolution of Council to carry out executive and administrative duties as prescribed by the <i>Municipal Government Act</i> . This term is synonymous with “CAO” for the purposes of this Framework; |
| Council | means the duly-elected Council for either the Town of Taber or Municipal District of Taber and is inclusive of the Chief Elected Official unless otherwise noted; |
| Councillor | refers to a Councillor of either the Municipal District of Taber or the Town of Taber, and in this instance includes the Chief Elected Official unless otherwise noted; |
| Municipal District | means the Municipal District of Taber, in the Province of Alberta. This term is synonymous with “the MD” for the purposes of this framework; |
| Municipality | refers to the municipal corporations of the Municipal District of Taber and the Town of Taber, respectively; |
| Town | means the Town of Taber, in the Province of Alberta; |

3. TERM AND REVIEW

- 3.1. This intermunicipal collaboration framework (ICF) shall come into force on final passing, through resolution, of this framework by both municipalities.
- 3.2. This framework may be amended from time to time by mutual consent of both municipalities unless specified otherwise in this framework.
- 3.3. In accordance with the Municipal Government Act, this ICF must be reviewed once every five years, or sooner if requested by either municipality.

4. INTERMUNICIPAL COOPERATION

- 4.1. This ICF identifies the existing shared services, potential service opportunities which may prove to be best provided on an intermunicipal basis, and how provisions of such intermunicipal services can be delivered and funded.
- 4.2. The municipalities agree to equitable service delivery. Where shared services are provided, ratepayers and residents of both municipalities will be afforded (as far as practical), the same services at the same costs, including user fees for the services provided by either municipality. Both municipalities acknowledge that identifying what is equitable in the context of level of service has the potential to be complex, and it shall be up to the Committee to come to consensus on what will be considered equitable for each municipality.

5. INTERMUNICIPAL COMMITTEE

- 5.1. The municipalities agree to use the Intermunicipal Development Committee, established under the MD of Taber and Town of Taber Intermunicipal Development Plan, as the same committee for the purposes of intermunicipal collaboration. For the purposes of this Framework, the committee will be referred to as the “Intermunicipal Committee” or “Committee.”
- 5.2. The Committee will meet on an “as required” basis and will develop recommendations to both Councils on matters of intermunicipal strategic direction and cooperation affecting Municipal District and Town residents and ratepayers.
- 5.3. The CAO and/or designate (with support from their respective subject matter experts) from each municipality will serve as advisory staff to the Committee, and shall be responsible for providing background information and recommendations on all matters before the Committee, prepare agendas, records the recommendations of the Committee, and for forwarding all recommendations from the Committee to their respective Councils.

6. INTERMUNICIPAL DEVELOPMENT PLAN

- 6.1. The municipalities have adopted, or are working towards the adoption of an Intermunicipal Development Plan, by bylaw, in accordance with the Municipal Government Act.
- 6.2. The Intermunicipal Development Plan will be reviewed a minimum of every five years, at the request of one or both of the municipalities, or in conjunction with the review of the Intermunicipal Collaboration Framework.

7. FRAMEWORK FOR MUNICIPAL SERVICES AND APPENDICES

- 7.1. Both municipalities have reviewed the services offered to their respective ratepayers and residents and have identified the services currently being provided on an intermunicipal basis through existing shared service agreements/arrangements, which are listed in the attached Appendix A – Inventory of Existing Shared Services.
- 7.2. Both municipalities have agreed to discuss potential opportunities for shared services that may be of mutual benefit warranting future intermunicipal collaboration, as listed in Appendix B – Opportunities (which also includes priorities and timeframes for discussion by the Intermunicipal Committee), through the provisions of this ICF.

SHARED SERVICES

- 7.3. Both municipalities recognize through their assessment of provided services that there are a number of services in the region which may be enhanced through collaboration. These shared services may be provided by either municipality and funded by both, or provided by external third-party organizations that receives funding from both municipalities. These types of services are referenced as part of the appendices that form part of this framework, and as amended from time to time.

- 7.4. Both municipalities acknowledge that in addition to the shared agreements in place between the municipalities, they each have independent agreements with other regional partners that may also affect the list of shared services as mentioned in the appendices.
- 7.5. Both municipalities agree that should any of the shared services identified within the appendices be disagreed upon for any reason by either municipality, they can agree to further study and discussion. This means that the Intermunicipal Collaboration Framework may still be passed and accepted by both parties, but that particular service will continue to be studied and discussed by the municipalities after the ICF adoption and shall be noted as such within this document. The item in question must be addressed by the next mandatory ICF review period.

8. FLEXIBILITY AND AMENDMENTS

- 8.1. The municipalities retain flexibility in amending this Framework and appendices at any time they see fit, regardless of the passing of this Framework by resolution.
- 8.2. Both municipalities agree that the appendices referenced as part of this framework may be amended at any time, and do not negate the passing of this Framework in its entirety.
- 8.3. Should either municipality disagree with any portions herein, they may still pass the Framework while requesting Administration or the Committee to discuss potential changes to the portion(s) they are concerned with.
- 8.4. Both municipalities may also decide to append to this framework any plans, agreements, or documents they feel contributes to intermunicipal collaboration.

9. FUTURE PROJECTS, SHARED SERVICES, AND AGREEMENTS

- 9.1. In the event that either municipality initiates the development of a new project or service which may require a new cost-sharing agreement or other collaboration-based approach, the initiating municipality's CAO will provide notice to the other municipality's CAO in writing.

- 9.2. The first notification shall include a general description of the project/proposal, estimated costs, and best estimate of timing of both the project and expenditures.
- 9.3. Upon receipt of the initial notification, the receiving municipality will advise the initiating municipality if they support or object in principle to provide funding for the project and provide reasons for their response. Wherever possible, this reply shall be provided to the initiating municipality within 30 days' time.
- 9.4. If requested by either municipality, the Intermunicipal Development Committee will meet to discuss the proposed project within 30 days of the initial notification. Subsequent meetings may be scheduled as deemed necessary.
- 9.5. The following criteria shall be used to assess the desirability of the funding of proposed shared projects or initiatives:
- a) The direct correlation and/or relationship of the proposed project or service to the Intermunicipal Development Plan and to any other municipal planning document prepared and adopted by either municipality;
 - b) If joint funding or financial contributions are being considered what is the proposed and/or expected governance and ownership model;
 - c) The level of community support (in both municipalities);
 - d) The nature of the project or service;
 - e) The projected ongoing operating costs related to the project or service;
 - f) Projected operating costs for new capital projects;
 - g) The municipal debt limit of either municipality; and
 - h) The estimated benefit or use of the project or service to the residents and ratepayers of both municipalities.
 - i) The discernable effort of support, fundraising, and grant funding from volunteers for the project or service
- 9.6. Where the initiating municipality is considering the development of a new capital project which will require a capital contribution and an ongoing operational cost contribution from the other municipality, the capital contribution to the project will be negotiated independently of the negotiation for any new or updated cost sharing

agreement between the municipalities for the ongoing operational costs related to the project.

- 9.7. A proposal for a governance and/or ownership model representing both municipalities shall also be provided for consideration by the initiating municipality for the proposed project/service.
- 9.8. Both municipalities shall agree to make timely and open disclosures of all relevant facts, information, and documents to facilitate negotiations for the Committee.
- 9.9. At no time shall any member of the Committee or any Councillor or Administrator of either municipality undertake any actions that serve to mislead, withhold from, or misinform the Committee. This includes, but is not limited to, fabricating information, willfully distorting facts, creating misrepresentations, bad faith negotiation tactics, or any other actions that could be seen to abuse the Committee's or municipalities' decision making processes.
- 9.10. Anyone that is found to be in contravention of Section 9.8 or Section 9.9 shall be immediately removed from any dealings that come before the Intermunicipal Committee and the Committee shall recommend an appropriate penalty to the Council and Chief Administrative Officer of the municipality to which the offending party belongs. However, as each municipality has different Codes of Conducts and bylaws that deal with Council and Employee conduct, the recommendation shall not be binding upon the municipality.
- 9.11. The Intermunicipal Committee will review and jointly develop the terms related to the proposed project or new shared service, including the cost sharing arrangement of the project or service. The Committee will then provide a recommendation for approval to the Councils of their respective municipalities.
 - a) The Intermunicipal Committee will be the committee responsible for discussing and reviewing future shared services agreements and/or cost sharing agreements (which includes consideration of background reports/information provided by the respective CAO's or CAO designates) between the two municipalities. Should this Committee be unable to reach consensus on a decision to recommend to the

municipal Councils, the dispute shall be dealt with through the dispute resolution processes outlined further in this framework.

- b) Should the Intermunicipal Committee or municipal Councils be unable to reach an agreement within 90 days of the project being proposed and do not agree to extending the time period for consultation and/or debate on the matter, then that unresolved issue shall be dealt with through the dispute resolution process as outlined further within this framework. Should urgency be a concern in the matter before the Committee, the initiating municipality should make this clear within its initial notice and the receiving municipality shall make its best effort to accommodate a compressed timeframe.
- c) The Committee may also recommend that a proposal may be better served by having the municipalities provide the service and funding separately. Should this be the recommendation of the Committee, each municipality shall then be free to pursue or decline the project as they deem acceptable.

10. NEGOTIATION

10.1. While both municipalities or the Intermunicipal Committee navigate through potential collaboration opportunities, they shall consider the following principles used in negotiations and discussions:

- a) **Affordability:** Is this project the most cost efficient method of service delivery for both municipalities? Are other options available that may be more cost efficient? As municipalities are accountable to their taxpayers, they should not be forced into collaboration for the sake of collaboration. Affordability and cost-effectiveness for taxpayers should be considered in every project proposal.
- b) **Governance & Ownership:** If both municipalities were to fund a service delivery, how will the governance be determined? Will both municipalities require representation, and what will reporting methods look like? Governance strategies can assist in

effectively depoliticizing intermunicipal partnerships and provide effective service delivery outcomes.

- c) Potential of Success: Is the project “low hanging fruit” where trust can be quickly built and a short-term success easily found?
- d) Ability to Contribute: Do both municipalities have the ability to contribute to the proposed project or shared service in a desirable time period and with a sufficient amount of effort?
- e) Safety: Will this proposal provide some form of safety or security for the residents of either or both municipalities?
- f) Mutual Benefit: Do both municipalities receive some form of benefit from the proposal, whether monetary, ease of service, improved efficiency, training etc.? Do the benefits outweigh the potential cost that may arise from the proposal?
- g) Future Growth: Will this proposal provide an avenue of growth for both municipalities without negatively impacting one another? Can both municipalities continue to grow economically, population-wise, or strategically through the implementation of this project?
- h) Service in Austerity or Emergency: Will the proposal assist either or both municipalities should an emergency occur? In times of austerity, will collaboration assist in providing stability and support to either or both municipalities? Can one municipality effectively assist the other during austerity without placing their own interests, citizens, staff, and financial stability at risk?
- i) Strategic Direction: Does this project or proposal assist in both municipalities’ strategic direction as outlined by their respective Councils?
- j) Mandate by Government: Is this proposal being mandated by Provincial or Federal Governments? Is there legislation that requires a service that may be better served collaboratively?
- k) Communications: The sharing of ideas, concepts, and proposals between municipalities should be communicated within the committee setting openly and safely without the fear of having short or long term negative political repercussions.

Any particular idea/proposal may be viable or non-viable from a collaboration perspective and should be looked at from a perspective of its own merit.

- 10.2. The above principles of negotiation will also be used as a “litmus test” to determine if a project or service merits collaboration from the outset of discussions with Administration.
- 10.3. All discussions regarding potential collaboration are to be confidential until such time that either Councils decide to begin a public consultation process, they are debated in public meetings, or once the agreements have themselves been signed.

11. PLAN OF IMPLEMENTATION

- 11.1. Should a service or project be deemed acceptable for collaboration between both municipalities, as part of the Committee’s discussion on changes, additions, or deletions to shared services, a plan of implementing the same will be discussed and further developed. The plan shall include any combination of the following as dictated by the nature of the project:
 - a) The starting date the change/addition/deletion is to take effect;
 - b) A plan to phase out an existing service delivery and a plan of initiation for a new service delivery method;
 - c) A plan for phasing in or out of cost sharing or any other arrangements the Committee (and subsequently the Councils) have deemed appropriate;
 - d) A review date for evaluating the efficiency of the shared service and funding model;
 - e) Methods for public feedback through any municipal Public Participation Policies; and
 - f) Considerations for any potential bylaw, policy, or agreement changes that may be required from either municipality
- 11.2. Once both Councils (as recommended by the Intermunicipal Committee), agree to move forward with a new shared project or service, the municipalities will do so with a plan of implementation in place.

12. DISPUTE RESOLUTION

- 12.1. Should a dispute arise between the parties regarding any interpretation, implementation, application, or costing of any agreement identified in this Framework or any alleged contravention of this Framework, the following steps shall apply:
- 12.2. The dispute resolution process shall include Administrative proposals, negotiation, mediation, and arbitration as progressive steps available to the municipalities.
- 12.3. If the Committee cannot immediately or within three (3) meetings come to a mutually-agreed conclusion to a proposed project, the Committee shall ask the CAO of each respective municipality to engage in discussions to formulate resolution proposals internally.
- 12.4. The Chief Administrative Officer of each municipality shall be authorized to engage any Administrative staff and/or consultants they feel necessary to create one or more proposals for the Committee's review.
- 12.5. The Administrative proposals resolution process shall take no more than sixty (60) days. Administration from both municipalities shall be required to bring forth their mutually-agreed proposal(s) to the Committee within this timeframe.
- 12.6. In the event that Administration cannot find proposals which they can mutually agree upon, then both Chief Administrative Officers are required to notify the Committee informing them of the same, and within the sixty (60) day timeline aforementioned.
- 12.7. Either municipality may then provide written notification of a dispute ("Dispute Notice") to the other municipality and request a resolution process outlined within this framework. This Dispute Notice shall outline all reasonable reasoning for the dispute. A written notice of dispute shall not be submitted prior to attempting Administrative proposals for resolution.
- 12.8. The Chief Administrative Officer of the municipality providing the Dispute Notice shall be required to notify the Intermunicipal Committee of the same.
- 12.9. Within thirty (30) days of receiving the Dispute Notice, the Intermunicipal Committee shall meet to attempt to overcome the dispute through negotiation. The negotiations

shall use the principles outlined in the “Negotiation” section of this document to try and come to a consensus. If consensus cannot be reached within sixty (60) days (unless the CAOs mutually agree upon a time extension), the Committee shall be required to undertake mediation as the next step in the dispute resolution process.

12.10. Following unsuccessful negotiations, either municipality shall be entitled to provide the other with a written notice (“Mediation Notice”) outlining:

- a) What elements of the proposal remain in dispute, and the details that are to be mediated; and
- b) The nomination of an individual to act as mediator.

12.11. The municipalities shall have thirty (30) days upon receipt of the Mediation Notice to jointly name a mediator who shall act on the matter.

12.12. Once a mediator has been appointed, each municipality shall be responsible with providing the mediator access to all documents, records, information, and other relevant information in regards to the matter in dispute. Each municipality shall be responsible for providing the mediator with written documentation of the municipality’s stance on the dispute.

12.13. The municipalities shall agree to meet with the mediator at such reasonable times as may be required and requested and shall negotiate in good faith in order to solve the dispute. All proceedings involving the mediator shall be done without prejudice and all fees and costs associated with contracting the mediator shall be equally shared amongst the municipalities.

12.14. In the event that:

- a) The municipalities do not agree on the appointment of a mediator within the thirty (30) days of notice;
- b) The mediation is not completed within sixty (60) days after the appointment of the mediator;
- c) The dispute has not been resolved within ninety (90) days from the date of receipt of the initial Motion of Dispute; either party may by notice to the other municipality withdraw from the mediation process and the dispute shall at that point have failed

to be addressed by mediation. At this point, the dispute resolution shall move to arbitration, and either municipality may supply the other with written notice (“Arbitration Notice”) detailing the subject matter remaining in dispute and the nomination of an individual to act as the arbitrator.

- 12.15. Within thirty (30) days of receipt of the Arbitration Notice, the receiving municipality shall reply in written notice as to the details within the Notice that it accepts and disagrees with, and whether the municipality agrees with the resolution of the dispute by arbitration. The written reply must also include either agreement or disagreement with the arbitrator nominated by the other municipality, and in the case of the latter nominate an alternative for consideration.
- 12.16. The Municipalities shall have thirty (30) days from the date of the Arbitration Notice to jointly nominate or agree upon an arbitrator.
- 12.17. In the event that a mutually agreed upon arbitrator cannot be named within the appointed time frame, either municipality has the ability to apply to the Justice of the Court of Queen’s Bench of Alberta for the appointment of an arbitrator. The arbitrator selected by the Court of Queen’s Bench shall be the mediator forthwith for the dispute at hand.
- 12.18. The *Arbitrator Act* in Alberta, and as amended from time to time, shall apply to the dispute arbitration process, and the terms of reference for arbitration shall be those matters of the dispute at issue as brought forth in the Arbitration Notice and the receiving municipality’s response.
- 12.19. Should the dispute reach the level of arbitration, the arbitrator’s order(s) shall be considered final and binding upon the decision being rendered.
 - a) The only exception to the above shall be a judicial review on a question of jurisdiction only.
- 12.20. Both municipalities shall agree to adhere to the process the arbitrator sets out, including (but not limited to) hearings, meetings, reviews, and other methods of investigation and discovery that the arbitrator finds to be necessary for the resolution process.

- 12.21. The arbitrator shall have sole discretion if hearings held for the presentation of evidence and for arguments may be made public. To this end, should the arbitrator decide hearings may be open to the public, they may also solicit written submissions. All written submissions must be considered in the decision of the arbitrator.
- 12.22. Any fees and associated costs for the arbitrator shall be shared equally between the two municipalities.
- 12.23. Following the rendering of the arbitrator's decision, the arbitrator shall be responsible for compiling and providing a record of the arbitration and providing a copy to each municipality.
- 12.24. Both the Intermunicipal Committee and two municipalities shall be committed to the resolution of any disputes in a timely, non-adversarial and cost-effective manner.
- a) Non-adversarial communications shall encompass any discussions that are held in the public realm, including (but not limited to) discussions during Open Sessions of Council, Intermunicipal Committee, or other public meetings, interviews or discussions with media, discussions with members of the public, and correspondence between the municipalities.
- 12.25. At no time shall either Council or the Intermunicipal Committee allow a current dispute or dispute resolution process get in the way of conducting business on other projects or services that may also be before the Committee for consideration.
- a) The only exception to the above shall be if the dispute resolution process will take such a significant amount of time and effort on the part of the Committee members and/or municipality that the Committee would not have adequate time to dedicate to the consideration of and preparations of plans for a proposed service or project.
 - b) What is considered to be a significant amount of time and effort shall be determined by the scope of the resolution process and agreed to by the Committee at the time of the selection of the type of resolution process.
 - c) Should the Committee deem they do not have adequate time and/or resources to commit to the consideration of any other projects/services at the time of a dispute

resolution process, they shall notify the initiating municipality of the same, and shall indicate a time frame in which the Committee will consider the proposal.

- d) The proposed timeframe for considering a project or service during a period as indicated in 8.20 (c) shall be no more than six (6) months away from the date of first notification by the initiating municipality.

12.26. Neither Councils nor the Intermunicipal Committee shall allow a dispute current or past to affect their opinions and/or decisions of future proposed services and projects.

12.27. Barring any exception noted in Section 12.25, if the municipalities become involved in the dispute resolution process, they each shall continue to perform their obligations as prescribed in this Framework until the dispute resolution process has been completed.

12.28. The above prescribed timelines in the dispute resolution process may be extended upon mutual agreement by both municipalities.

12.29. Both municipalities shall be required to update their respective Intermunicipal Collaboration Frameworks and/or Intermunicipal Development Plans to reflect any changes and implementation plans as required by arbitration.

13. CORRESPONDENCE

13.1. Notice related to this Framework or any related agreement shall be sent in written or electronic form and shall be addressed to the following:

- a) Notice to the Municipal District of Taber:

Municipal District of Taber
c/o Chief Administrative Officer
4900 B 50th Street
Taber, AB
T1G 1T2
feedback@taber.ca

b) Notice to the Town of Taber:

Town of Taber
c/o Chief Administrative Officer
4900 A 50th Street
Taber, AB
T1G 1T1
town@taber.ca

c) Should the contact information for either municipality change, the notice shall be provided to the current address or primary contact email for the proper municipality.

14. SEVERABILITY

- 14.1. If any clause in this framework is found to be invalid, it shall be severed from the remainder of the framework and shall not invalidate the whole.
- 14.2. Words in the singular include words in the plural and words in the plural include the singular.

IN WITNESS WHEREOF the parties have hereunto set their hands and affixed their corporate seals as witnessed by the hands of its proper signing officers duly authorized in that behalf as of the _____ day of _____, 2020.

MUNICIPAL DISTRICT OF TABER

TOWN OF TABER

PER: _____
REEVE

PER: _____
MAYOR

PER: _____
ADMINISTRATOR

PER: _____
ADMINISTRATOR

APPENDICES FOREWORD

The following appendices outline the various services that are currently provided to the citizens of the Municipal District of Taber and the Town of Taber on an intermunicipal basis (Appendix A) and the potential service opportunities both municipalities have agreed to discuss, which may be of mutual benefit warranting future intermunicipal collaboration through the provisions of this ICF (Appendix B).

The appendices are not meant to be set in stone, and provides both municipalities a basis from which to start. In that vein, Appendix “B” outlines future opportunities for the Intermunicipal Committee to consider at the outset.

APPENDIX “A”

INVENTORY OF EXISTING SHARED SERVICES

| Service | Service Provider or Source(s) of Funding |
|--|---|
| Recreation and Cultural Facilities | Intermunicipal Collaboration; Town of Taber lead provider and Municipal District of Taber provides financial and in-kind contributions. |
| Emergency Dispatch Services | Intermunicipal Collaboration; Town of Taber lead provider and Municipal District of Taber provides financial cost share. |
| Mutual Aid (Fire Suppression) | Town of Taber; Municipal District of Taber |
| Library | Intermunicipal Collaboration; Third-party Delivery |
| Family and Community Support Services (FCSS) | Intermunicipal Collaboration; Third-party Delivery |
| Handibus | Intermunicipal Collaboration; Third-party Delivery |
| Food Bank | Intermunicipal Collaboration; Third-party Delivery |
| Irrigation Impact Museum | Intermunicipal Collaboration; Third-party Delivery |
| Communities in Bloom | Intermunicipal Collaboration; Third-party Delivery |
| Chamber of Commerce | Intermunicipal Collaboration; Third-party Delivery |
| Eagle’s Nest Society | Intermunicipal Collaboration; Third-party Delivery; Town of Taber; Municipal District of Taber |
| Taber and District Adult Learning | Third-party Delivery; Town of Taber; Municipal District of Taber |
| Taber Exhibition Association | Third-party Delivery; Town of Taber; Municipal District of Taber |
| Regional Social Services Building | Intermunicipal Collaboration; Third-party Delivery; Town of Taber; Municipal District of Taber |

APPENDIX “B”

OPPORTUNITIES

| Service | Priority | Expected Timeframe for Completion (Long, Medium, or Short) |
|---|----------|---|
| Establish a process for updating the recreation funding formula | 1 | Long (0-3 years) |
| Reconciliation of the revenues being paid between the municipalities (recreation, annexation, etc) | 3 | Long (0-3 years) |
| Library support | 1 | Medium (0-2 years) |
| Affordable housing | 3 | Medium (0-2 years) |
| Expansion of water and wastewater utilities in the Municipal District from the Town of Taber in the short-term in the long-term | 2 | Long (0-3 years) |
| Stormwater mitigation | 1 | Short (0-1 year) |
| Weed mitigation | 2 | Short (0-1 year) |
| Protective and emergency services | 3 | Medium (0-2 years) |
| Waste and recycling management | 2 | Short (0-1 year) |



Council Request for Decision

Meeting Date: April 27, 2020

Subject:

2019 Audited Financial Statements

Recommendation:

That Council:

1. Approves the Consolidated Financial Statements and the Financial Information Return for the year ended December 31, 2019; and
2. Makes available the approved Consolidated Financial Statements for the year ended December 31, 2019 in booklet format to any ratepayer free of charge.

Background:

On April 16, 2020 the Audit Committee met with the auditors from KPMG to discuss the 2019 audit findings and the draft financial statements prepared by KPMG. Out of that meeting, the following motion was unanimously approved, "That the Audit Committee recommends to Council that it approves the Consolidated Financial Statements for the year ended December 31, 2019." The Financial Information Return has also been audited by KPMG and is based on the December 31, 2019 audited financial statements.

The financial statements have been prepared in accordance with Section 276 of the Municipal Government Act. The Act states:

"276 (1) Each municipality must prepare annual financial statements of the municipality for the immediately preceding year in accordance with the Canadian generally accepted accounting principles for municipal governments."

Pursuant to Section 276 of the Municipal Government Act, by May 1st 2020 the financial statements or a summary of them must be made available to the public in the manner Council considers appropriate. As in previous years, Administration recommends the in-house production of the



statements in booklet form (8.5" x 11"). Once approved the 2019 financial statements will also be posted on the Town's web site in "PDF" format.

Legislation / Authority:

Section 276 of the MGA

Strategic Plan Alignment:

Define and Practice Good Governance

Financial Implication:

None

Service Level / Staff Resource Implication:

N/A

Justification:

There is a legislative requirement to prepare, approve and submit financial statements on an annual basis

Alternative(s):

That Council not approve the Consolidated Financial Statements for the year ended December 31, 2019 and directs Management to further report on issues noted.



Attachment(s): 2019 Audited Consolidated Financial Statements
2019 Financial Information Return

APPROVALS:

Originated By: John Orwa

Chief Administrative Officer (CAO) or Designate: _____

TOWN OF TABER
CONSOLIDATED FINANCIAL STATEMENTS
And Independent Auditors' Report thereon
For the year ended December 31, 2019

TOWN OF TABER
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December 31, 2019

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Management's Responsibility for the Consolidated Financial Statements

The accompanying consolidated financial statements of the Town of Taber (the "Town") are the responsibility of the Town's management and have been prepared in compliance with legislation, and in accordance with Public Sector Accounting Standards established by the Public Sector Accounting Board of The Canadian Institute of Chartered Accountants. A summary of the significant accounting policies are described in Note 1 to the consolidated financial statements. The preparation of consolidated financial statements necessarily involves the use of estimates based on management's judgement, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Town's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management.

Council meets with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The consolidated financial statements have been audited by KPMG LLP, independent external auditors appointed by the Town. The accompanying Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the Town's consolidated financial statements.

Chief Administrative Officer

Director of Finance



KPMG LLP
#500, 400 - 4th Avenue South
Lethbridge AB T1J 4E1
Canada
Tel 403-380-5700
Fax 403-380-5760

INDEPENDENT AUDITORS' REPORT

To the Mayor and Members of Council of the Town of Taber

Opinion

We have audited the consolidated financial statements of the Town of Taber (the "Town"), which comprise:

- the consolidated statement of financial position as at December 31, 2019
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statement of changes in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and schedules and notes to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the Town as at December 31, 2019, and its consolidated results of operations, changes in net financial assets, and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditors' Responsibilities for the Audit of the Financial Statements***" section of our auditors' report.

We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

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



Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represents the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

KPMG LLP

Chartered Professional Accountants

Lethbridge, Canada

April 16, 2020

TOWN OF TABER

Consolidated Statement of Financial Position

As at December 31, 2019, with comparative information for 2018

| | 2019 | 2018 |
|--|-------------------|-------------------|
| Financial assets | | |
| Cash and temporary investments (note 2) | \$ 16,960,030 | \$ 18,114,914 |
| Taxes and grants in lieu receivable (note 3) | 676,994 | 550,769 |
| Trade and other receivables | 2,335,598 | 1,969,966 |
| Long-term investments (note 4) | 842,601 | 634,090 |
| Debt charges recoverable | 364,844 | 403,824 |
| Other financial assets | 66 | 1,147 |
| | <hr/> 21,180,133 | <hr/> 21,674,710 |
| Liabilities | | |
| Accounts payable and accrued liabilities | 2,087,032 | 1,965,940 |
| Employee benefit obligations (note 5) | 638,068 | 558,125 |
| Deposit liabilities | 358,200 | 368,707 |
| Deferred revenue and government transfers (note 6) | 4,608,975 | 2,116,676 |
| Provision for landfill post-closure costs (note 7) | 255,603 | 251,397 |
| Long-term debt (note 8) | 8,381,369 | 9,394,859 |
| | <hr/> 16,329,247 | <hr/> 14,655,704 |
| Net financial assets | <hr/> 4,850,886 | <hr/> 7,019,006 |
| Non-financial assets | | |
| Tangible capital assets (schedule 2, note 10) | 133,575,382 | 131,270,177 |
| Land held for resale | 2,468,890 | 2,262,372 |
| Inventory held for consumption | 241,703 | 239,178 |
| Prepays and deposits | 947,367 | 58,916 |
| | <hr/> 137,233,342 | <hr/> 133,830,643 |
| Accumulated surplus (schedule 1, note 11) | <hr/> 142,084,228 | <hr/> 140,849,649 |
| Contingent liabilities (note 15) | | |
| Contractual rights (note 16) | | |
| Subsequent event (note 19) | | |

TOWN OF TABER

Consolidated Statement of Operations and Accumulated Surplus For the year ended December 31, 2019, with comparative information for 2018

| | Budget | 2019 | 2018 |
|---|----------------|----------------|----------------|
| Revenue | | | |
| Net taxes available for municipal purposes (schedule 3) | \$ 9,264,307 | \$ 9,250,472 | \$ 9,136,226 |
| Sales and user fees | 8,733,845 | 9,138,759 | 8,034,290 |
| Government transfers for operating (schedule 4) | 1,275,567 | 1,048,271 | 2,566,084 |
| Penalties and costs of taxes | 175,000 | 192,619 | 196,914 |
| Fines | 510,300 | 558,473 | 493,666 |
| Franchise and concession contracts | 1,820,090 | 1,899,236 | 1,798,036 |
| Investment income | 150,000 | 414,445 | 358,614 |
| Licenses and permits | 245,275 | 253,707 | 253,466 |
| Rentals | 747,179 | 837,669 | 896,643 |
| Other | 115,439 | 490,996 | 1,448,404 |
| | 23,037,002 | 24,084,647 | 25,182,343 |
| Expenses (schedule 5) | | | |
| Council and other legislative | 524,876 | 541,999 | 416,359 |
| General government | 2,646,474 | 2,546,021 | 2,645,332 |
| Protective services | 3,723,186 | 3,637,696 | 3,443,490 |
| Fire | 911,895 | 941,316 | 978,333 |
| Disaster | 14,036 | 11,968 | 11,756 |
| Roads, walks and street lighting | 3,628,207 | 3,869,396 | 5,184,768 |
| Other transportation | 83,875 | 83,875 | 81,875 |
| Stormwater | 547,464 | 499,628 | 615,175 |
| Water supply and distribution | 2,061,031 | 2,105,414 | 1,864,919 |
| Wastewater treatment and disposal | 3,276,158 | 3,271,972 | 3,278,257 |
| Waste management | 1,576,055 | 1,636,125 | 1,577,218 |
| Family and community support | 64,349 | 64,137 | 62,873 |
| Cemeteries | 187,488 | 165,446 | 149,249 |
| Land use planning, zoning and development | 929,590 | 633,625 | 752,695 |
| Subdivision land and development | 184,804 | 192,475 | (261) |
| Land, housing and building rentals | 891,991 | 910,079 | 689,710 |
| Parks and recreation | 3,753,592 | 3,654,750 | 3,292,738 |
| Culture | 904,019 | 1,153,359 | 949,258 |
| | 25,909,090 | 25,919,281 | 25,993,744 |
| Annual surplus (deficit) before other | (2,872,088) | (1,834,634) | (811,401) |
| Other | | | |
| Contributed assets | - | 79,000 | 80,000 |
| Government transfers for capital (schedule 4) | 400,000 | 2,990,213 | 3,276,152 |
| Annual surplus | (2,472,088) | 1,234,579 | 2,544,751 |
| Accumulated surplus, beginning of year | 140,849,649 | 140,849,649 | 138,304,898 |
| Accumulated surplus, end of year | \$ 138,377,561 | \$ 142,084,228 | \$ 140,849,649 |

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Consolidated Statement of Change in Net Financial Assets

For the year ended December 31, 2019, with comparative information for 2018

| | Budget | 2019 | 2018 |
|--|----------------|--------------|--------------|
| Annual surplus | \$ (2,472,088) | \$ 1,234,579 | \$ 2,544,751 |
| Acquisition of tangible capital assets | (133,607) | (7,370,518) | (6,193,451) |
| Contributed tangible capital assets | - | (79,000) | (80,000) |
| Amortization of tangible capital assets | 4,791,010 | 4,809,581 | 4,626,631 |
| Loss on disposal of tangible capital assets | - | 43,843 | 95,025 |
| Proceeds on disposal of tangible capital assets | - | 290,889 | 203,980 |
| | 2,185,315 | (1,070,626) | 1,196,936 |
| Acquisition of land held for resale | - | (260,672) | (1,707,154) |
| Acquisition of inventories of supplies | - | (241,703) | (239,178) |
| Acquisition of prepaids and deposits | - | (947,367) | (58,916) |
| Disposal of land held for resale | - | 54,154 | 55,666 |
| Consumption of inventories of supplies | - | 239,178 | 83,965 |
| Use of prepaids and deposits | - | 58,916 | 1,124,678 |
| | - | (1,097,494) | (740,939) |
| Increase (decrease) in net financial assets | 2,185,315 | (2,168,120) | 455,997 |
| Net financial assets, beginning of year | 7,019,006 | 7,019,006 | 6,563,009 |
| Net financial assets, end of year | \$ 9,204,321 | \$ 4,850,886 | \$ 7,019,006 |

TOWN OF TABER

Consolidated Statement of Cash Flows

For the year ended December 31, 2019, with comparative information for 2018

| | 2019 | 2018 |
|---|----------------------|----------------------|
| Cash flows provided by (used in) the following activities: | | |
| Operating | | |
| Annual surplus | \$ 1,234,579 | \$ 2,544,751 |
| Items not involving cash: | | |
| Amortization of tangible capital assets | 4,809,581 | 4,626,631 |
| Contributed tangible capital assets | (79,000) | (80,000) |
| Loss on disposal of tangible capital assets | 43,843 | 95,025 |
| Change in non-cash assets and liabilities: | | |
| Taxes and grants in lieu receivable | (126,225) | 135,752 |
| Trade and other receivables | (365,632) | (287,015) |
| Debt charges recoverable | 38,980 | 37,685 |
| Other financial assets | 1,081 | 825 |
| Accounts payable and accrued liabilities | 121,092 | (487,980) |
| Employee benefit obligations | 79,943 | 30,923 |
| Deposit liabilities | (10,507) | (29,795) |
| Deferred revenue and government transfers | 2,492,299 | 934,713 |
| Provision for landfill post-closure costs | 4,206 | (34,185) |
| Land held for resale | (206,518) | (1,651,488) |
| Inventory held for consumption | (2,525) | (155,213) |
| Prepays and deposits | (888,451) | 1,065,762 |
| | 7,146,746 | 6,746,391 |
| Capital | | |
| Proceeds on disposal of tangible capital assets | 290,889 | 203,980 |
| Purchase of tangible capital assets: | | |
| Funded from reserves | (5,133,010) | (4,501,544) |
| Funded from operations | (2,237,508) | (1,691,907) |
| | (7,079,629) | (5,989,471) |
| Investing | | |
| Redemption (purchase) of long-term investments | (208,511) | 129,442 |
| | (208,511) | 129,442 |
| Financing | | |
| Repayment of debt charges recoverable | (38,980) | (37,685) |
| Proceeds of long-term debt | - | 2,000,000 |
| Repayment of long-term debt | (974,510) | (793,567) |
| | (1,013,490) | 1,168,748 |
| Net increase (decrease) in cash and cash equivalents | (1,154,884) | 2,055,110 |
| Cash and cash equivalents, beginning of year | 18,114,914 | 16,059,804 |
| Cash and cash equivalents, end of year | \$ 16,960,030 | \$ 18,114,914 |

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Consolidated Schedule of Changes in Accumulated Surplus

For the year ended December 31, 2019, with comparative information for 2018
Schedule 1

| | Unrestricted Net Assets | Reserves | Equity in tangible capital assets | 2019 | 2018 |
|---|----------------------------|----------------------|--------------------------------------|-----------------------|-----------------------|
| Beginning balance | \$ 2,782,592 | \$ 13,787,914 | \$ 124,279,143 | \$ 140,849,649 | \$ 138,304,898 |
| Annual surplus | 1,234,579 | - | - | 1,234,579 | 2,544,751 |
| Operating reserves | | | | | |
| Transfers to reserves | (53,796) | 53,796 | - | - | - |
| Transfers from reserves | 119,371 | (119,371) | - | - | - |
| Capital reserves | | | | | |
| Transfers to reserves | (5,560,693) | 5,560,693 | - | - | - |
| Transfers from reserves for capital purposes | - | (5,133,010) | 5,133,010 | - | - |
| Capital investing | | | | | |
| Capital assets internally funded | (2,237,508) | - | 2,237,508 | - | - |
| Contributed assets | (79,000) | - | 79,000 | - | - |
| Amortization of tangible capital assets | 4,809,581 | - | (4,809,581) | - | - |
| Proceeds on disposal of tangible capital assets | 290,889 | - | (290,889) | - | - |
| Loss on disposal of tangible capital assets | 43,843 | - | (43,843) | - | - |
| Capital financing | | | | | |
| Principal payment of capital debt | (799,405) | - | 799,405 | - | - |
| Total | \$ 550,453 | \$ 14,150,022 | \$ 127,383,753 | \$ 142,084,228 | \$ 140,849,649 |

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Consolidated Schedule of Tangible Capital Assets

For the year ended December 31, 2019, with comparative information for 2018

Schedule 2

| Cost | 2018 | Additions | Disposals | Transfers of assets under construction | 2019 |
|------------------------------|-----------------------|---------------------|---------------------|--|-----------------------|
| Land | \$ 1,647,152 | \$ 303,500 | 164,729 | \$ - | \$ 1,785,923 |
| Land improvements | 4,175,659 | 46,144 | - | - | 4,221,803 |
| Buildings | 17,990,252 | 2,218,790 | 70,000 | - | 20,139,042 |
| Engineering structures | 170,107,105 | 1,600,273 | 506,125 | - | 171,201,253 |
| Machinery and equipment | 10,282,172 | 2,027,225 | 376,365 | - | 11,933,032 |
| Vehicles | 5,614,992 | 249,318 | 135,363 | - | 5,728,947 |
| Assets under construction | 3,180,809 | 1,004,268 | - | - | 4,185,077 |
| Total | \$ 212,998,141 | \$ 7,449,518 | \$ 1,252,582 | \$ - | \$ 219,195,077 |

| Accumulated amortization | 2018 | Amortization expense | Disposals | 2019 |
|-----------------------------|----------------------|-------------------------|-------------------|----------------------|
| Land | \$ - | \$ - | \$ - | \$ - |
| Land improvements | 2,045,462 | 150,998 | - | 2,196,460 |
| Buildings | 6,993,257 | 426,611 | 46,589 | 7,373,279 |
| Engineering structures | 65,307,265 | 3,194,896 | 417,343 | 68,084,818 |
| Machinery and equipment | 4,863,045 | 684,722 | 318,555 | 5,229,212 |
| Vehicles | 2,518,935 | 352,354 | 135,363 | 2,735,926 |
| Total | \$ 81,727,964 | \$ 4,809,581 | \$ 917,850 | \$ 85,619,695 |

| Net book value | 2018 | 2019 |
|---------------------------|-----------------------|-----------------------|
| Land | \$ 1,647,152 | \$ 1,785,923 |
| Land improvements | 2,130,197 | 2,025,343 |
| Buildings | 10,996,995 | 12,765,763 |
| Engineering structures | 104,799,840 | 103,116,435 |
| Machinery and equipment | 5,419,127 | 6,703,820 |
| Vehicles | 3,096,057 | 2,993,021 |
| Assets under construction | 3,180,809 | 4,185,077 |
| Total | \$ 131,270,177 | \$ 133,575,382 |

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Consolidated Schedule of Taxes Levied and Net Taxes Available for Municipal Purposes

For the year ended December 31, 2019, with comparative information for 2018

Schedule 3

| | Budget | 2019 | 2018 |
|--|---------------|---------------|---------------|
| Taxation: | | | |
| Real property taxes | \$ 11,882,223 | \$ 11,830,438 | \$ 11,672,932 |
| Linear property taxes | 242,736 | 223,901 | 221,316 |
| Government grants in place of property taxes | 19,092 | 20,467 | 20,082 |
| | 12,144,051 | 12,074,806 | 11,914,330 |
| Requisition: | | | |
| Alberta School Foundation Fund | 2,451,685 | 2,389,614 | 2,356,090 |
| Holy Spirit School Division | 341,036 | 330,647 | 326,392 |
| Taber & District Housing Authority | 87,023 | 104,073 | 95,622 |
| | 2,879,744 | 2,824,334 | 2,778,104 |
| Net taxes available for municipal purposes | \$ 9,264,307 | \$ 9,250,472 | \$ 9,136,226 |

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Consolidated Schedule of Government Transfers

For the year ended December 31, 2019, with comparative information for 2018

Schedule 4

| | Budget | 2019 | 2018 |
|----------------------------|--------------|--------------|--------------|
| Transfers for operating: | | | |
| Provincial government | \$ 1,031,275 | \$ 778,457 | \$ 2,292,936 |
| Federal government | 13,000 | 22,100 | 14,624 |
| Other local governments | 231,292 | 247,714 | 258,524 |
| | 1,275,567 | 1,048,271 | 2,566,084 |
| Transfers for capital: | | | |
| Provincial government | 400,000 | 2,990,213 | 3,276,152 |
| | 400,000 | 2,990,213 | 3,276,152 |
| Total government transfers | \$ 1,675,567 | \$ 4,038,484 | \$ 5,842,236 |

Consolidated Schedule of Expenses by Object

For the year ended December 31, 2019, with comparative information for 2018

Schedule 5

| | Budget | 2019 | 2018 |
|---|---------------|---------------|---------------|
| Salaries, wages and benefits | \$ 11,214,822 | \$ 11,510,861 | \$ 10,772,054 |
| Contracted and general services | 5,566,191 | 5,563,694 | 6,369,226 |
| Materials, goods and supplies | 3,643,312 | 3,254,259 | 3,580,410 |
| Provision for allowances | - | 3,048 | 827 |
| Transfers to local boards and agencies | 303,754 | 345,998 | 287,231 |
| Bank charges and short-term interest | 8,950 | 13,657 | 15,167 |
| Interest on long-term debt | 242,950 | 239,536 | 228,246 |
| Amortization of tangible capital assets | 4,791,010 | 4,809,581 | 4,626,631 |
| Loss on disposal of tangible capital assets | - | 43,842 | 95,025 |
| Other | 138,101 | 134,805 | 18,927 |
| | \$ 25,909,090 | \$ 25,919,281 | \$ 25,993,744 |

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Consolidated Schedule of Segmented Disclosure
For the year ended December 31, 2019
Schedule 6

| | General Government | Protective Services | Transportation Services | Environmental Services | Public Health Services | Planning and Development | Parks and Recreation | Culture and Libraries | Total |
|--|-----------------------|------------------------|----------------------------|---------------------------|---------------------------|-----------------------------|-------------------------|--------------------------|--------------|
| Revenue | | | | | | | | | |
| Net taxes available for municipal purposes | \$ 9,250,472 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 9,250,472 |
| Sales and user fees | 9,979 | 201,361 | 410,294 | 7,320,335 | 62,984 | 973,090 | 157,424 | 3,292 | 9,138,759 |
| Government transfers for operating | 42,421 | 555,931 | 2,726 | 43,313 | 5,538 | 117,726 | 178,778 | 101,838 | 1,048,271 |
| Penalties and costs of taxes | 148,861 | - | - | 43,758 | - | - | - | - | 192,619 |
| Fines | - | 551,354 | - | - | - | - | - | 7,119 | 558,473 |
| Franchise and concession contracts | 1,899,236 | - | - | - | - | - | - | - | 1,899,236 |
| Investment income | 412,638 | - | - | - | - | - | - | 1,807 | 414,445 |
| Licenses and permits | 3,950 | - | - | - | 2,250 | 247,507 | - | - | 253,707 |
| Rentals | 63,879 | 86,306 | - | - | - | 147,800 | 497,810 | 41,874 | 837,669 |
| Other | 239,894 | 44,413 | 6,941 | 6,279 | 433 | 109,215 | 65,013 | 18,808 | 490,996 |
| | 12,071,330 | 1,439,365 | 419,961 | 7,413,685 | 71,205 | 1,595,338 | 899,025 | 174,738 | 24,084,647 |
| Expenses | | | | | | | | | |
| Salaries, wages and benefits | 1,769,262 | 3,439,707 | 1,348,196 | 1,676,149 | 117,525 | 962,822 | 1,859,040 | 338,160 | 11,510,861 |
| Contracted and general services | 814,350 | 508,031 | 642,954 | 1,926,113 | 19,882 | 534,135 | 663,924 | 454,305 | 5,563,694 |
| Materials, goods and supplies | 204,356 | 257,122 | 691,473 | 1,280,762 | 7,103 | 37,226 | 590,308 | 185,909 | 3,254,259 |
| Provision for allowances | 277 | 2,263 | - | - | - | - | - | 508 | 3,048 |
| Transfers to local boards and agencies | 100,622 | - | 113,731 | - | 64,137 | - | - | 67,508 | 345,998 |
| Bank charges and short-term interest | 1,456 | 1,144 | - | 1,822 | - | - | 8,013 | 1,222 | 13,657 |
| Interest on long-term debt | - | - | 5,094 | 132,749 | - | 67,110 | 417 | 34,166 | 239,536 |
| Amortization of tangible capital assets | 125,650 | 399,362 | 1,719,575 | 1,910,750 | 20,936 | 50,674 | 514,887 | 67,747 | 4,809,581 |
| Loss (gain) on disposal of tangible capital assets | (360) | (16,650) | (38,268) | 80,959 | - | - | 18,161 | - | 43,842 |
| Other | 72,410 | - | - | 4,206 | - | 54,355 | - | 3,834 | 134,805 |
| | 3,088,023 | 4,590,979 | 4,482,755 | 7,013,510 | 229,583 | 1,706,322 | 3,654,750 | 1,153,359 | 25,919,281 |
| Annual surplus (deficit) before other | 8,983,307 | (3,151,614) | (4,062,794) | 400,175 | (158,378) | (110,984) | (2,755,725) | (978,621) | (1,834,634) |
| Other | | | | | | | | | |
| Contributed assets | - | - | - | - | - | 79,000 | - | - | 79,000 |
| Government transfers for capital | 4,910 | 404,000 | - | 2,383,818 | - | - | 197,485 | - | 2,990,213 |
| Annual surplus (deficit) | \$ 8,988,217 | \$ (2,747,614) | \$ (4,062,794) | \$ 2,783,993 | \$ (158,378) | \$ (31,984) | \$ (2,558,240) | \$ (978,621) | \$ 1,234,579 |

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Notes to Consolidated Financial Statements For the year ended December 31, 2019

1. Significant accounting policies

The consolidated financial statements of the Town of Taber (the "Town") are the representations of management prepared in accordance with Canadian Public Sector Accounting Standards. Significant accounting policies adopted by the Town are as follows:

(a) Reporting entity:

The consolidated financial statements reflect the assets, liabilities, revenues and expenses, change in net financial assets of the reporting entity. This entity is comprised of the municipal operations plus all of the organizations that are owned or controlled by the Town and are, therefore, accountable to the Council for the administration of their financial affairs and resources. Included with the town are the following:

Taber Public Library

Taxes levied also include requisitions for educational, health care, social and other external organizations that are not part of the Town.

The statements exclude trust assets that are administered for the benefit of external parties. A schedule of these trust assets is included in Note 12.

Interdepartmental and organizational transactions and balances have been eliminated.

(b) Basis of accounting:

The financial statements are prepared using the accrual basis of accounting in accordance with Canadian Public Sector Accounting Standards.

(c) Expenses:

Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the obligation to pay.

(d) Pension expenses:

The Town participates in a multi-employer defined benefit pension plan. This plan is accounted for as a defined contribution plan whereby contributions are expensed as incurred.

(e) Cash and cash equivalents:

Cash and cash equivalents includes cash and deposits redeemable at managements discretion held with Canadian financial institutions.

(f) Investments:

Investments are recorded at amortized cost. Investment premiums and discounts are amortized on the net present value basis over the term of the respective investments. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

TOWN OF TABER

Notes to Consolidated Financial Statements For the year ended December 31, 2019

(g) Debt charges recoverable:

Debt charges recoverable consist of amounts that are recoverable from municipal agencies or other local governments with respect to outstanding debentures or other long-term debt pursuant to annexation orders or joint capital undertakings. These recoveries are recorded at a value that equals the offsetting portion of the un-matured long-term debt, less actuarial requirements for the retirement of any sinking fund debentures.

(h) Requisition over-levy and under-levy:

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where that actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

(i) Revenues:

Revenue is recorded when it is earned and measurable. Sales and user fees are accounted for in the period in which the events occurred that gave rise to the revenues. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible capital assets are acquired.

(j) Tax revenue:

Tax revenues are recognized once Town Council passes the bylaw approving the current year's tax assessment and tax rate. Tax rate categories include: real property taxes (residential and non-residential), linear property taxes and local improvement taxes. Requisitions operating as flow through arrangements are excluded from revenue. See Schedule 3.

Taxes receivable are measured once the tax rate of the local improvement tax rate bylaw is passed. Taxes receivable are measured at their net realizable value. Net realizable value excludes individually identified taxes in arrears considered uncollectable through the tax recovery process. Taxes received in advance of the next tax year are recorded as a customer credit and liability until the bylaw is passed.

(k) Deferred revenue:

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified. Deferred revenue includes amounts received for services yet to be performed as well as government transfers where the stipulations have not yet been met.

(l) Government transfers:

Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

Government transfers are recognized in the financial statements in the period that gives rise to the transfer occurring, providing the transfers are authorized, the Town has met any eligible criteria and a reasonable estimate of the amounts can be made.

TOWN OF TABER

Notes to Consolidated Financial Statements For the year ended December 31, 2019

(m) Landfill closure and post-closure liability:

Pursuant to the Alberta Environmental Protection and Enhancement Act, the Town is required to fund the closure of its landfill site and provide for post-closure care of the facility. Closure and post-closure activities include the final clay cover, landscaping, as well as surface and ground water monitoring, leachate control, and visual inspection. The landfill site has been closed.

(n) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues and expenses, provides the consolidated Change in Net Financial Assets for the year.

(i) Tangible capital assets:

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over the estimated useful life as follows:

| | Years |
|-------------------------|-------|
| Land improvements | 25-45 |
| Buildings | 25-75 |
| Engineered structures | 25-75 |
| Machinery and equipment | 4-40 |
| Vehicles | 4-25 |

Assets under construction are not amortized until the asset is available for productive use.

(ii) Tangible capital assets disclosed at nominal values:

Where an estimate of fair value could not be made or where there was no future benefit related to the asset, the tangible capital asset was recognized at a nominal value. Land, land improvements, buildings and machinery and equipment are the categories where nominal values were assigned.

(iii) Contributions of tangible capital assets:

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and recorded as revenue.

(iv) Inventories:

Inventories held for consumption are recorded at the lower of cost and replacement cost.

(v) Interest capitalization:

The Town does not capitalize interest costs associated with the acquisition or construction of tangible capital assets.

(vi) Land held for resale:

Land held for resale is recorded at the lower of cost or net realizable value. Cost includes costs for land acquisition and improvements required to prepare the land for servicing such as clearing, stripping and leveling charges. Related development costs incurred to provide infrastructure such as water and wastewater services, roads, sidewalks and street lighting are recorded as capital assets under their respective function.

TOWN OF TABER

Notes to Consolidated Financial Statements For the year ended December 31, 2019

(o) Use of estimates:

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, disclosure of contingent assets and liabilities at the dates of the financial statements and the reported amounts of revenues and expenses during the reporting periods. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Areas with significant use of managements estimates include amortization of capital assets and collection of accounts receivable.

Contributions of tangible capital assets are recorded at fair value at the date of receipt.

Actual results could differ from those estimates.

(p) Liability for contaminated sites:

Contaminated sites are a result of contamination being introduced into air, soil, water, sediment of material (chemical, organic, radioactive) or live organism that exceeds an environmental standard. The Town recognizes a liability for remediation of contaminated sites when the following criteria have been met:

- an environmental standard exists,
- there is evidence that contamination exceeds an environmental standard,
- the Town is directly responsible or accepts responsibility for the contamination
- it is expected that future economic benefits will be given up and,
- a reasonable estimate of the amount can be made.

Sites that are currently in productive use are only considered contaminated sites if an unexpected event results in remediation. In cases where the Town's responsibility is not determinable, a contingent liability may be disclosed.

The liability reflects the Town's best estimate, as of December 31, 2019, of the amount required to remediate non-productive sites to the current minimum standard of use prior to contamination.

Where possible, provisions for remediation are based on environmental assessments completed on a site; for those sites where an assessment has not been completed, estimates of the remediation are completed using information available for the site and by extrapolating from the cost to clean up similar sites. The liability is recorded net of any estimated recoveries from third parties. The Town will measure the liability using present value techniques when cash flows are expected to occur over extended future periods.

(q) Future accounting pronouncements:

The following summarizes the upcoming changes to the Public Sector Accounting Standards by the Public Sector Accounting Standards Board (PSAB). In 2020, the Town will continue to assess the impact and prepare for the adoption of these standards. While the timing of standard adoption can vary, certain standards must be adopted concurrently.

(i) PS 1201 - Financial Statement Presentation

The implementation of this standard requires a new statement of re-measurement gains and losses separate from the statement of operations. This new statement will include the unrealized gains and losses arising from the remeasurement of financial instruments and items denominated in foreign currency. This standard is effective for fiscal years beginning on or after April 1, 2021.

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Notes to Consolidated Financial Statements For the year ended December 31, 2019

(q) Future accounting pronouncements (continued):

(ii) PS 3450 - Financial Instruments

This section establishes recognition, measurement, and disclosure requirements for derivative and non-derivative instruments. The standard requires fair value measurements of derivative instruments and equity instruments; all other financial instruments can be measured at either cost or fair value depending upon elections made by the government. Unrealized gains and losses will be presented on the new statement of remeasurement gains and losses arising from the adoption of PS 1201. There will also be a requirement to disclose the nature and extent of risks arising from financial instruments and clarification is given for the de-recognition of financial liabilities. As the Town does not invest in derivatives or equity instruments based on its investment policy, it is anticipated that the adoption of this standard will have a minimal impact on the Town. This standard is effective for fiscal years beginning on or after April 1, 2021.

(iii) PS 2601 - Foreign Currency Translation

This section establishes guidance on the recognition, measurement, presentation and disclosure of assets and liabilities denominated in foreign currencies. The section requires monetary assets and liabilities, denominated in a foreign currency and non-monetary items valued at fair value denominated in a foreign currency to be adjusted to reflect the exchange rates in effect at the financial statement date. The resulting unrealized gains and losses are to be presented in the new statement of remeasurement gains and losses. This standard is effective for fiscal years beginning on or after April 1, 2021.

(iv) PS 3041 - Portfolio Investments

This section removes the distinction between temporary and portfolio investments and provides additional guidance on recognition, measurement, presentation and disclosure of these types of investments. Upon adoption of this section and PS 3450, PS 3040 - Portfolio investments will no longer be applicable. This standard is effective for fiscal years beginning on or after April 1, 2021.

(x) PS 3280 - Asset Retirement Obligations

This section provides guidance on how to account for and report a liability for retirement of a tangible capital asset. This section is effective for fiscal years beginning on or after April 1, 2021.

(xi) PS 3400 - Revenue

This section provides guidance on how to account for and report on revenue, specifically addressing revenue arising from exchange transactions and unilateral transactions. This section is effective for fiscal years beginning on or after April 1, 2022.

The requirements in PS 1201, PS 3450, PS 2601, and PS 3041 are required to be implemented at the same time.

Management has indicated that the impact of the adoption of this standard is being evaluated and it is not known or reasonably estimable at this time.

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Notes to Consolidated Financial Statements For the year ended December 31, 2019

(r) Adoption of new accounting standards

The Town has prospectively adopted the following standards effective January 1, 2019:

(i) PS 3430 - Restructuring Transactions

This section provides guidance on the recognition, measurement and presentation on restructuring transactions by both the transferor and recipients of assets or liabilities, together with related program or operating responsibilities.

2. Cash and temporary investments

| | 2019 | 2018 |
|---|----------------------|----------------------|
| Cash | \$ 4,471,070 | \$ 2,140,049 |
| Temporary investments (market value 2019 - \$12,543,475; 2018 - \$16,144,005) | 12,488,960 | 15,974,865 |
| | \$ 16,960,030 | \$ 18,114,914 |

The temporary investments are comprised of short-term deposits issued by a Canadian financial institution. These investments mature between January 16, 2020 to November 20, 2020, but are redeemable at management's discretion.

Included in temporary investments are restricted amounts of \$588,154, \$5,186, \$3,304,962, and \$131,811 received from Municipal Sustainability Initiative, Clean Water and Wastewater Fund, Federal Gas Tax Fund, Alberta Community Resilience Program, and Alberta Community Partnership respectively and held exclusively for capital infrastructure projects (note 6).

3. Taxes and grants in lieu receivable

| | 2019 | 2018 |
|---|-------------------|-------------------|
| Current taxes and grants in lieu of taxes | \$ 514,114 | \$ 461,229 |
| Tax arrears | 162,880 | 89,540 |
| | \$ 676,994 | \$ 550,769 |

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Notes to Consolidated Financial Statements For the year ended December 31, 2019

4. Long-term investments

| | 2019 | | 2018 | |
|--|------------|--------------|------------|--------------|
| | Cost | Market Value | Cost | Market Value |
| Guaranteed Investment Certificates | \$ 640,865 | \$ 640,865 | \$ 432,335 | \$ 422,335 |
| Principal Protected Index Fund | 198,206 | 198,206 | 198,206 | 198,206 |
| Patronage reserves - United Farmers of Alberta | 3,434 | 3,434 | 3,453 | 3,453 |
| Shares in Alberta Capital Finance Authority | 40 | 40 | 40 | 40 |
| Shares in 1st Choice Savings & Credit Union Ltd. | 56 | 56 | 56 | 56 |
| | \$ 842,601 | \$ 842,601 | \$ 634,090 | \$ 624,090 |

Guaranteed Investment Certificates have effective interest rates of 2.84% to 4.86% with maturity dates of September 29, 2026 to March 4, 2031.

Corporate bonds have effective yield rates up to 0.10% (2018 - up to 0.10%) with maturity dates up to August 24, 2021.

5. Employee benefit obligations

| | 2019 | 2018 |
|---------------------------------|------------|------------|
| Vacation and other entitlements | \$ 638,068 | \$ 558,125 |

The vacation and other entitlements liability consists of the vacation, overtime, flex and sick leave that employees are deferring to future years. Employees have either earned the benefits or are entitled to these benefits within the next budgetary year.

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Notes to Consolidated Financial Statements For the year ended December 31, 2019

6. Deferred revenue and government transfers

| | 2019 | 2018 |
|---|---------------------|---------------------|
| Deferred revenue | \$ 444,378 | \$ 296,186 |
| Government contributions ⁽¹⁾ | 4,121,968 | 1,782,026 |
| Prepaid taxes | 42,629 | 38,464 |
| | <u>\$ 4,608,975</u> | <u>\$ 2,116,676</u> |

⁽¹⁾ Government contributions in deferred revenue consist of the following:

| | 2018 Balance | Grants Received & Interest Recognized | Government Transfer Revenue | 2019 Balance |
|--|---------------------|--|-----------------------------------|---------------------|
| Municipal Sustainability Initiative Grant | \$ 576,673 | \$ 1,215,955 | \$ (1,204,474) | \$ 588,154 |
| Clean Water and Wastewater Fund | 226,551 | - | (226,551) | - |
| Federal Gas Tax Fund Alberta Community Partnership | 686,946 | 407,933 | (1,089,693) | 5,186 |
| Alberta Community Resilience Program | 200,000 | - | (68,189) | 131,811 |
| Other Grants | - | 3,304,962 | - | 3,304,962 |
| | 91,856 | 561,351 | (561,352) | 91,855 |
| | <u>\$ 1,782,026</u> | <u>\$ 5,490,201</u> | <u>\$ (3,150,259)</u> | <u>\$ 4,121,968</u> |

7. Provision for landfill post-closure costs

Alberta Environmental law requires closure and post-closure of landfill sites, which includes final covering and landscaping, pumping of ground water and leachates from the site, and on-going environmental monitoring, site inspections and maintenance.

The estimated total liability of \$255,603 for 2019 (2018 - \$251,397) is based on the sum of discounted future cash flows for post-closure activities for 11 years (2018 - 12 years) using a discount rate of 2.3% (2018 - 1.7%) and assuming annual inflation of 1.8% (2018 - 1.8%).

The Town has not designated assets for settling post-closure liabilities.

TOWN OF TABER

Notes to Consolidated Financial Statements For the year ended December 31, 2019

8. Long-term debt

| | 2019 | 2018 |
|---|--------------|--------------|
| Tax supported: | | |
| Debenture issued for the construction of library building | \$ 721,643 | \$ 808,058 |
| Debenture issued for Sewer Truck | 325,950 | 430,068 |
| Debenture issued for upgrade to the water and waste water treatment plant | 4,154,037 | 4,707,909 |
| Debenture issued for Lagoon project | 990,000 | 1,045,000 |
| Self supported: | | |
| Debenture from debt charges recoverable (Taber Golf Club) | - | 26,166 |
| Debenture from debt charges recoverable (Taber Gymnastics Fitness Club) | 364,844 | 377,658 |
| Debenture from debt charges recoverable (Land purchase) | 1,824,895 | 2,000,000 |
| | 8,381,369 | 9,394,859 |
| Current portion | 998,901 | 1,013,490 |
| | \$ 7,382,468 | \$ 8,381,369 |

| | Principal | Interest | Total |
|------------|--------------|--------------|--------------|
| 2020 | \$ 998,901 | \$ 217,625 | \$ 1,216,526 |
| 2021 | 1,010,857 | 190,863 | 1,201,720 |
| 2022 | 1,023,206 | 163,710 | 1,186,916 |
| 2023 | 922,615 | 136,752 | 1,059,367 |
| 2024 | 933,358 | 111,203 | 1,044,561 |
| Thereafter | 3,492,432 | 313,595 | 3,806,027 |
| | \$ 8,381,369 | \$ 1,133,748 | \$ 9,515,117 |

The Town is under agreement with the Taber Golf Club for the repayment of a debenture taken out for the benefit of the club. The full principal and interest costs for the debenture are recovered from the club.

The Town is under agreement with the Taber Gymnastics Fitness Club for the repayment of a debenture taken out for the benefit of the club. The full principal and interest costs for the debenture are recovered from the club.

Debenture debt issued for the construction of the library building is repayable to Alberta Capital Finance Authority and bears interest at 4.365% and matures in 2026.

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Notes to Consolidated Financial Statements For the year ended December 31, 2019

8. Long-term debt (continued)

Debenture debt issued to Taber Golf Club is repayable to Alberta Capital Finance Authority and bears interest at 3.494% and matured in 2019.

Debenture debt issued to Taber Gymnastics Fitness Club is repayable to Alberta Capital Finance Authority and bears interest at 3.228% and matures in 2039.

Debenture debt issued for the Sewer Truck is repayable to Alberta Capital Finance Authority and bears interest at 2.134% and matures in 2022.

Debenture debt issued for the upgrade to the water and waste water treatment plant is repayable to Canadian Imperial Bank of Commerce and bears interest at 2.134% and matures in 2027.

Debenture debt issued for the Land purchase is repayable to Alberta Capital Finance Authority and bears interest at 2.899% and matures in 2028.

The Town has a revolving loan with Canadian Imperial Bank of Commerce. The revolving loan is due on demand, bears interest at 2.7% and has available funds up to \$3,000,000. As at December 31, 2019, the revolving loan was not drawn upon.

During the year, on a cash basis, the Town paid \$244,695 on interest on long-term debt.

Debenture debt is issued on the credit and security of the Town at large.

9. Debt limits

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 255/00 for the Town be disclosed as follows:

| | 2019 | 2018 |
|---------------------------------------|---------------|---------------|
| Total debt limit | \$ 36,126,971 | \$ 37,773,515 |
| Total debt | (8,381,369) | (9,394,859) |
| Amount of debt limit unused | \$ 27,745,602 | \$ 28,378,656 |
| Debt servicing limit | \$ 6,021,162 | \$ 6,295,586 |
| Debt servicing | (1,216,526) | (1,258,186) |
| Amount of debt servicing limit unused | \$ 4,804,636 | \$ 5,037,400 |

The debt limit is calculated at 1.5 times revenue of the Town (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the Town. Rather, the financial statements must be interpreted as a whole.

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Notes to Consolidated Financial Statements For the year ended December 31, 2019

10. Tangible capital assets

| | 2019 | 2018 |
|------------------------|----------------|----------------|
| Land for Municipal Use | \$ 1,785,923 | \$ 1,647,152 |
| Land Improvements | 2,025,343 | 2,130,197 |
| Buildings | 12,765,762 | 10,996,994 |
| Engineering Structures | 103,116,436 | 104,799,840 |
| Machinery & Equipment | 6,703,819 | 5,419,126 |
| Vehicles | 2,993,022 | 3,096,059 |
| Work in Progress | 4,185,077 | 3,180,809 |
| | <hr/> | <hr/> |
| | \$ 133,575,382 | \$ 131,270,177 |

Contributed capital assets received and recognized in the year relate to various land recorded on the consolidated financial statements is \$79,000. Contributed capital assets received in 2018 relate to contributions from developers for various land \$80,000.

11. Accumulated surplus

| | 2019 | 2018 |
|-------------------------------|----------------|----------------|
| General government operations | \$ 141,983,750 | \$ 140,702,218 |
| Taber Public Library | 100,478 | 147,431 |
| | <hr/> | <hr/> |
| | \$ 142,084,228 | \$ 140,849,649 |

Accumulated surplus consists of restricted and unrestricted amounts and equity in tangible capital assets as follows:

| | 2019 | 2018 |
|-----------------------------------|----------------|----------------|
| Unrestricted surplus | \$ 550,453 | \$ 2,782,592 |
| Reserves | 14,150,022 | 13,787,914 |
| Equity in tangible capital assets | 127,383,753 | 124,279,143 |
| | <hr/> | <hr/> |
| | \$ 142,084,228 | \$ 140,849,649 |

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Notes to Consolidated Financial Statements For the year ended December 31, 2019

11. Accumulated surplus (continued)

Reserves are comprised of funds internally restricted as follows:

| | 2018 | Transfers in | Transfers out | 2019 |
|--|---------------|-----------------|------------------|---------------|
| General operations | \$ 585,792 | \$ 40,000 | \$ (119,371) | \$ 506,421 |
| Off street parking | 6,700 | - | - | 6,700 |
| Continuing projects | - | 8,785 | - | 8,785 |
| Police Commission | 32,282 | - | - | 32,282 |
| Health and safety | 91,474 | 5,011 | - | 96,485 |
| Repairs and maintenance | - | - | - | - |
| General capital | 2,676,676 | 1,819,165 | (2,614,816) | 1,881,025 |
| Infrastructure | 3,250,605 | 1,689,711 | (612,505) | 4,327,811 |
| Buildings | 131,237 | 647,239 | (415,996) | 362,480 |
| Equipment | 148,337 | 987,339 | (844,542) | 291,134 |
| Land | 3,811,468 | 692,136 | (1,395,834) | 3,107,770 |
| Vehicles | 552,322 | 486,688 | (249,317) | 789,693 |
| Energy conservation | 634,770 | 168,784 | - | 803,554 |
| Funds held in place of municipal reserves | 167,447 | 6,247 | - | 173,694 |
| Development levies | 1,698,804 | 63,384 | - | 1,762,188 |
| | \$ 13,787,914 | \$ 6,614,489 | \$ (6,252,381) | \$ 14,150,022 |

Equity in tangible capital assets

| | 2019 | 2018 |
|---|----------------|----------------|
| Net book value of tangible capital assets | \$ 133,575,382 | \$ 131,270,177 |
| Long-term debt for capital purposes | (8,381,368) | (9,394,858) |
| Long-term debt for operating purposes | 1,824,895 | 2,000,000 |
| Debt charges recoverable | 364,844 | 403,824 |
| | \$ 127,383,753 | \$ 124,279,143 |

TOWN OF TABER

Notes to Consolidated Financial Statements For the year ended December 31, 2019

12. Trust funds

The Town administers the following trusts on behalf of parties external to the reporting entity:

| | 2018 | Increases | Decreases | 2019 |
|-----------------------|-----------|-----------|-----------|----------|
| Highway 3 Association | 21,657 | - | 21,657 | - |
| Police trust | 1,491 | - | - | 1,491 |
| | \$ 23,148 | \$ - | \$ 21,657 | \$ 1,491 |

These amounts are not reflected in the financial position of the Town.

13. Salary and benefits disclosure

Disclosure of salaries and benefits for municipal officials, the chief administrative officer and designated officers as required by Alberta Regulation 313/2000 is as follows:

| | | | 2019 | 2018 |
|------------------------------|-----------------------|---|---------|---------|
| | Salary ⁽¹⁾ | Benefits & Allowances ^(2,3) | Total | Total |
| Members of Council | | | | |
| Mayor A. Prokop | 47,670 | 1,679 | 49,349 | 42,375 |
| Councillors: | | | | |
| J. Brewin | 26,664 | 1,105 | 27,769 | 25,000 |
| J. Strojwas | 26,664 | - | 26,664 | 24,375 |
| G. Bekkering | 26,664 | 375 | 27,039 | 25,125 |
| L. Tams | 28,331 | 1,091 | 29,422 | 24,375 |
| C. Firth | 26,664 | 1,168 | 27,832 | 24,250 |
| M. Garner | 26,664 | 911 | 27,575 | 24,625 |
| Chief Administrative Officer | 178,992 | 35,823 | 214,815 | 207,685 |

(1) Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.

(2) Benefits and allowances figures include the Town's share of all employee benefits and contributions or payments made on behalf of the employee.

(3) Benefits and allowances figures also include the Town's share of the costs of additional taxable benefits including travel allowances and car allowances.

TOWN OF TABER

Notes to Consolidated Financial Statements For the year ended December 31, 2019

14. Pension plans

Employees of the Town qualify to belong to one of the following defined-benefits pension plans:

(a) Local Authorities Pension Plan

The Town participates in a multi-employer defined benefit pension plan. The plan is accounted for as a defined contribution plan.

Employees of the Town, with the exception of police officers, participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plans Act. The LAPP serves about 265,813 people and 421 employers. The LAPP is financed by employer and employee contributions and by investment earnings of the LAPP Fund.

Contributions for current services are recorded as expenses in the year in which they become due.

The Town is required to make current service contributions to the LAPP of 9.39% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 13.84% on pensionable earnings above this amount. Employees of the Town are required to make current service contributions of 8.39% of pensionable earnings up to the year's maximum pensionable earnings and 12.84% on pensionable earnings above this amount.

Total current service contributions by the Town to the LAPP in 2019 were \$560,270 (2018 - \$557,125). Total current service contributions by the employees of the Town to the LAPP in 2019 were \$506,317 (2018 - \$508,290).

At December 31, 2018 the LAPP disclosed an actuarial surplus of \$3.50 billion (2017 - deficit of \$5 million).

(b) Special Forces Pension Plan

The Town participates in a multi-employer defined benefit pension plan. The plan is accounted for as a defined contribution plan.

Police officers employed by the Town, including management, participate in the Special Forces Pension Plan (SFPP), which is one of the plans covered by the Alberta Public Sector Pension Plans Act. The SFPP serves about 7,375 people and 7 employers. The plan is financed by employer and employee contributions and by investment earnings of the SFPP Fund.

Contributions for current services are recorded as expenses in the year in which they become due.

The Town is required to make current service contributions to the SFPP of 14.55% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 14.55% on pensionable earnings above this amount. Police officers of the Town are required to make current service contributions of 13.45% of pensionable earnings up to the year's maximum pensionable earnings and 13.45% on pensionable earnings above this amount.

Total current service contributions by the Town to the SFPP in 2019 were \$226,902 (2018 - \$221,639). Total current service contributions by the police officers of the Town to the SFPP in 2019 were \$209,747 (2018 - \$204,884).

At December 31, 2018 the SFPP Plan disclosed an actuarial surplus of \$191.2 million (2017 - deficit of \$71.1 million).

TOWN OF TABER

Notes to Consolidated Financial Statements For the year ended December 31, 2019

15. Contingent liabilities

The Town has not recognized liabilities relating to certain obligations, primarily environmental and other liabilities relating to facilities, equipment and land. These liabilities are not recognized as the dates of remediation are unknown and as such the fair value of these liabilities cannot be reasonably determined.

16. Contractual rights

The Town has entered into several land rent and oil lease agreements with various third parties. These agreements are individually insignificant. The timing and extent of future revenues from each agreement varies based on its terms. Revenue from land rent and oil leases for the year was \$141,702 (2018 - \$133,765).

17. Financial instruments

The Town's financial instruments consist of cash and temporary investments, taxes and grants in lieu receivable, trade and other receivables, long-term investments, debt charges recoverable, accounts payable and accrued liabilities, employee benefit obligations, deposit liabilities and long-term debt. It is management's opinion that the Town is not exposed to significant interest, currency or liquidity risk arising from these financial instruments.

The Town is subject to credit risk with respect to taxes and grants in lieu receivable, and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the Town provides services may experience financial difficulty and be unable to fulfill their obligations. The large number and diversity of taxpayers and customers minimized the credit risk.

18. Segmented disclosure

Segmented disclosures (Schedule 6) have been identified based upon lines of service provided by the Town. Town services are provided by departments and their activities are reported by functional area in the body of the consolidated financial statements. Certain lines of service that have been separately disclosed in the segmented financial information, along with the services they provide, are as follows:

(a) General government

The mandate of general government includes all taxation, Council and administrative functional activities.

(b) Protective services

The mandate of protective services is to provide for the rescue and protection of people and property within the Town through effective and efficient management and coordination of emergency service systems and resources.

(c) Transportation services

The mandate of transportation services is the delivery of municipal public works services relating to the planning, development and maintenance of roadway systems, streets, walks, lighting, storm water flows and public transit.

TOWN OF TABER

Notes to Consolidated Financial Statements For the year ended December 31, 2019

18. Segmented disclosure (continued)

(d) Environmental services

The mandate of environmental services is the delivery of utility services including water supply and distribution services, wastewater treatment and disposal activities, and solid waste and recycling management.

(e) Public health services

The mandate of public health services is the contribution to Family and Community Support Services (FCSS) and the administration and maintenance of the cemetery.

(f) Planning and development

The mandate of planning and development is the administration of residential, commercial and industrial development services, and operation and maintenance of Town owned buildings.

(g) Parks and recreation

The mandate of parks and recreation includes the operation and maintenance of parks, sportsfields, and recreation and community facilities within the Town.

(h) Culture and libraries

The mandate of culture and libraries includes the operation and maintenance of the community auditorium and meeting rooms, and the support of the Taber Public Library and the ownership of the building.

For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those adopted by the Town as a whole.

19. Subsequent event

Subsequent to December 31, 2019, the COVID-19 outbreak was declared a pandemic by the World Health Organization and has had a significant financial, market and social dislocating impact.

At the time of approval of these financial statements, the entity has experienced the following indicators of financial implications and undertaken the following activities in relation to the COVID-19 pandemic:

- Mandatory working from home requirements for those able to do so
- Closure of facilities based on public health recommendations

At this time these factors present uncertainty over future cash flows, may cause significant changes to the assets or liabilities and may have a significant impact on future operations. An estimate of the financial effect is not practicable at this time.

20. Budget

The budget information was approved by Council on December 17, 2018.

21. Approval of financial statements

These financial statements have been approved by Council and Management.

MUNICIPAL FINANCIAL INFORMATION RETURN

For the Year Ending December 31, 2019

Municipality Name:

Town of Taber

CERTIFICATION

The information contained in this Financial Information Return is presented fairly to the best of my knowledge.



Signature of Duly Authorized Signing Officer

John Orwa

Print Name

April 16, 2020

Date

FINANCIAL POSITION

Schedule 9A

| | Total 1 |
|--|------------------|
| Assets | 0010 |
| Cash and Temporary Investments | 0020 16,960,030 |
| Taxes and Grants in Place of Taxes Receivable..... | 0030 |
| . Current | 0040 514,114 |
| . Arrears | 0050 162,880 |
| . Allowance | 0060 |
| Receivable From Other Governments | 0070 757,862 |
| Loans Receivable | 0080 2,753 |
| Trade and Other Receivables | 0090 1,574,983 |
| Debt Charges Recoverable..... | 0095 364,844 |
| Inventories Held for Resale | 0130 |
| . Land | 0140 |
| . Other | 0150 |
| Long Term Investments | 0170 |
| . Federal Government | 0180 |
| . Provincial Government | 0190 |
| . Local Governments | 0200 |
| . Other | 0210 842,601 |
| Other Current Assets | 0230 66 |
| Other Long Term Assets | 0240 |
| | 0250 |
| Total Financial Assets | 0260 21,180,133 |
| Liabilities | 0270 |
| Temporary Loans Payable | 0280 |
| Payable To Other Governments | 0290 123,975 |
| Accounts Payable & Accrued Liabilities | 0300 2,601,125 |
| Deposit Liabilities | 0310 358,200 |
| Deferred Revenue | 0340 4,608,975 |
| Long Term Debt | 0350 8,381,369 |
| Other Current Liabilities | 0360 |
| Other Long Term Liabilities | 0370 255,603 |
| | 0380 |
| Total Liabilities | 0390 16,329,247 |
| Net Financial Assets (Net Debt) | 0395 4,850,886 |
| Non Financial Assets | |
| Tangible Capital Assets..... | 0400 133,575,382 |
| Inventory for Consumption..... | 0410 241,703 |
| Prepaid Expenses | 0420 947,367 |
| Other..... | 0430 2,468,890 |
| Total Non-Financial Assets | 0440 137,233,342 |
| Accumulated Surplus | 0450 142,084,228 |

CHANGE IN ACCUMULATED SURPLUS

Schedule 9B

| | | Unrestricted | Restricted | Equity in TCA | Total |
|---|------|--------------|------------|---------------|-------------|
| | | 1 | 2 | 3 | 4 |
| Accumulated Surplus - Beginning of Year | 0500 | 2,782,592 | 13,787,914 | 124,279,143 | 140,849,649 |
| Net Revenue (Expense) | 0505 | 1,234,579 | | | 1,234,579 |
| Funds Designated For Future Use..... | 0511 | -5,614,489 | 5,614,489 | | |
| Restricted Funds - Used for Operations..... | 0512 | 119,371 | -119,371 | | |
| Restricted Funds - Used for TCA..... | 0513 | | -5,133,010 | 5,133,010 | |
| Current Year Funds Used for TCA | 0514 | -2,237,508 | | 2,237,508 | |
| Donated and Contributed TCA..... | 0516 | -79,000 | | 79,000 | |
| Disposals of TCA..... | 0517 | 334,732 | | -334,732 | |
| Annual Amortization Expense..... | 0518 | 4,809,581 | | -4,809,581 | |
| Long Term Debt - Issued..... | 0519 | | | | |
| Long Term Debt - Repaid..... | 0521 | -799,405 | | 799,405 | |
| Capital Debt - Used for TCA..... | 0522 | | | | |
| | 0523 | | | | |
| Other Adjustments..... | 0524 | | | | |
| Accumulated Surplus - End of Year..... | 0525 | 550,453 | 14,150,022 | 127,383,753 | 142,084,228 |

FINANCIAL ACTIVITIES BY TYPE / OBJECT

Schedule 9D

| | | Total |
|---|-------------|-------------------|
| | | 1 |
| Revenues | 1700 | |
| Taxation and Grants in Place | 1710 | |
| . Property (Net Municipal) | 1720 | 9,250,472 |
| . Business | 1730 | |
| . Business Revitalization Zone | 1740 | |
| . Special | 1750 | |
| . Well Drilling | 1760 | |
| . Local Improvement | 1770 | |
| Sales To Other Governments | 1790 | |
| Sales and User Charges | 1800 | 9,138,760 |
| Penalties and Costs on Taxes | 1810 | 192,619 |
| Licenses and Permits | 1820 | 253,707 |
| Fines | 1830 | 558,472 |
| Franchise and Concession Contracts | 1840 | 1,899,236 |
| Returns on Investments | 1850 | 414,445 |
| Rentals | 1860 | 837,669 |
| Insurance Proceeds | 1870 | |
| Net Gain on Sale of Tangible Capital Assets | 1880 | |
| Contributed and Donated Assets..... | 1885 | 79,000 |
| Federal Government Unconditional Transfers | 1890 | |
| Federal Government Conditional Transfers | 1900 | 22,100 |
| Provincial Government Unconditional Transfers | 1910 | |
| Provincial Government Conditional Transfers | 1920 | 3,768,670 |
| Local Government Transfers | 1930 | 247,714 |
| Transfers From Local Boards and Agencies | 1940 | |
| Developer Agreements and Levies | 1960 | |
| Other Revenues | 1970 | 490,996 |
| Total Revenue | 1980 | 27,153,860 |
| Expenses | 1990 | |
| Salaries, Wages, and Benefits | 2000 | 11,510,861 |
| Contracted and General Services | 2010 | 5,563,694 |
| Purchases from Other Governments | 2020 | |
| Materials, Goods, Supplies, and Utilities | 2030 | 3,254,259 |
| Provision For Allowances | 2040 | 3,048 |
| Transfers to Other Governments | 2050 | |
| Transfers to Local Boards and Agencies | 2060 | 131,645 |
| Transfers to Individuals and Organizations | 2070 | 214,353 |
| Bank Charges and Short Term Interest | 2080 | 13,657 |
| Interest on Operating Long Term Debt | 2090 | 60,606 |
| Interest on Capital Long Term Debt | 2100 | 178,930 |
| Amortization of Tangible Capital Assets | 2110 | 4,809,581 |
| Net Loss on Sale of Tangible Capital Assets..... | 2125 | 43,842 |
| Write Down of Tangible Capital Assets..... | 2127 | |
| Other Expenditures | 2130 | 134,805 |
| Total Expenses | 2140 | 25,919,281 |
| Net Revenue (Expense) | 2150 | 1,234,579 |

REVENUE AND EXPENSE SUPPLEMENTARY DETAIL

Schedule 9E

| | | Revenue | | Expenses | |
|---|-------------|------------------------|------------------------------|-----------------------------|---|
| | | Sales and User Charges | Provincial Capital Transfers | Annual Amortization Expense | Capital Long Term Debt Interest Expense |
| | | 1 | 2 | 3 | 4 |
| General Government | 2200 | | | | |
| Council and Other Legislative | 2210 | | | 33 | |
| General Administration | 2220 | 12,380 | | 125,616 | |
| Other General Government..... | 2230 | | | | |
| Protective Services | 2240 | | | | |
| Police | 2250 | 156,713 | | 196,105 | |
| Fire | 2260 | 42,248 | | 201,517 | |
| Disaster and Emergency Measures | 2270 | | | 1,741 | |
| Ambulance and First Aid | 2280 | | | | |
| Bylaws Enforcement | 2290 | | | | |
| Other Protective Services..... | 2300 | | | | |
| Transportation | 2310 | | | | |
| Common and Equipment Pool | 2320 | | | | |
| Roads, Streets, Walks, Lighting | 2330 | 8,332 | | 1,378,916 | |
| Airport | 2340 | | | | |
| Public Transit | 2350 | | | | |
| Storm Sewers and Drainage | 2360 | 401,962 | | 340,659 | 5,094 |
| Other Transportation | 2370 | | | | |
| Environmental Use and Protection | 2380 | | | | |
| Water Supply and Distribution | 2390 | 3,113,840 | | 697,043 | |
| Wastewater Treatment and Disposal | 2400 | 2,660,601 | 226,552 | 1,092,465 | 124,715 |
| Waste Management | 2410 | 1,545,893 | | 121,241 | |
| Other Environmental Use and Protection | 2420 | | | | |
| Public Health and Welfare | 2430 | | | | |
| Family and Community Support | 2440 | | | | |
| Day Care | 2450 | | | | |
| Cemeteries and Crematoriums | 2460 | 62,984 | | 20,936 | |
| Other Public Health and Welfare | 2470 | | | | |
| Planning and Development | 2480 | | | | |
| Land Use Planning, Zoning and Development | 2490 | 258 | | | |
| Economic/Agricultural Development | 2500 | 972,833 | | | |
| Subdivision Land and Development | 2510 | | | | |
| Public Housing Operations | 2520 | | | | |
| Land, Housing and Building Rentals | 2530 | | | 50,674 | |
| Other Planning and Development..... | 2540 | | | | 12,768 |
| Recreation and Culture | 2550 | | | | |
| Recreation Boards | 2560 | | | | |
| Parks and Recreation | 2570 | 157,424 | | 514,887 | |
| Culture: Libraries, Museums, Halls | 2580 | 3,292 | | 67,748 | 34,166 |
| Convention Centres | 2590 | | | | |
| Other Recreation and Culture..... | 2600 | | | | 2,187 |
| Other Utilities | 2605 | | | | |
| Gas | 2606 | | | | |
| Electric | 2607 | | | | |
| Other | 2610 | | | | |
| Total | 2620 | 9,138,760 | 226,552 | 4,809,581 | 178,930 |

TANGIBLE CAPITAL ASSETS SUPPLEMENTARY DETAIL

Schedule 9F

| | | Tangible Capital Assets | | Capital Long Term Debt | |
|---|-------------|-------------------------|------------------------|------------------------|----------------------|
| | | Purchased | Donated or Contributed | Principal Additions | Principal Reductions |
| | | 1 | 2 | 3 | 4 |
| General Government | 2700 | | | | |
| Council and Other Legislative | 2710 | | | | |
| General Administration | 2720 | 186,671 | | | |
| Other General Government..... | 2730 | | | | |
| Protective Services | 2740 | | | | |
| Police | 2750 | 54,094 | | | |
| Fire | 2760 | 2,188,272 | | | |
| Disaster and Emergency Measures | 2770 | | | | |
| Ambulance and First Aid | 2780 | | | | |
| Bylaws Enforcement | 2790 | | | | |
| Other Protective Services..... | 2800 | | | | |
| Transportation | 2810 | | | | |
| Common and Equipment Pool | 2820 | | | | |
| Roads, Streets, Walks, Lighting | 2830 | 618,808 | | | |
| Airport | 2840 | | | | |
| Public Transit | 2850 | | | | |
| Storm Sewers and Drainage | 2860 | | | | |
| Other Transportation | 2870 | | | | |
| Environmental Use and Protection | 2880 | | | | |
| Water Supply and Distribution | 2890 | 436,686 | | | |
| Wastewater Treatment and Disposal | 2900 | 1,688,926 | | | 712,990 |
| Waste Management | 2910 | 24,021 | | | |
| Other Environmental Use and Protection | 2920 | | | | |
| Public Health and Welfare | 2930 | | | | |
| Family and Community Support | 2940 | | | | |
| Day Care | 2950 | | | | |
| Cemeteries and Crematoriums | 2960 | 66,850 | | | |
| Other Public Health and Welfare | 2970 | | | | |
| Planning and Development | 2980 | | | | |
| Land Use Planning, Zoning and Development | 2990 | | | | |
| Economic/Agricultural Development | 3000 | | | | |
| Subdivision Land and Development | 3010 | 1,505,810 | 79,000 | | |
| Public Housing Operations | 3020 | | | | |
| Land, Housing and Building Rentals | 3030 | 63,373 | | | |
| Other Planning and Development..... | 3040 | | | | |
| Recreation and Culture | 3050 | | | | |
| Recreation Boards | 3060 | | | | |
| Parks and Recreation | 3070 | 537,007 | | | |
| Culture: Libraries, Museums, Halls | 3080 | | | | 86,415 |
| Convention Centres | 3090 | | | | |
| Other Recreation and Culture..... | 3100 | | | | |
| Other Utilities | 3105 | | | | |
| Gas | 3106 | | | | |
| Electric | 3107 | | | | |
| Other | 3110 | | | | |
| Total | 3120 | 7,370,518 | 79,000 | | 799,405 |

CHANGE IN TANGIBLE CAPITAL ASSETS

Schedule 9G

| | | Balance at Beginning of Year 1 | Additions 2 | Reductions 3 | Balance at End of Year 4 |
|---|------|---|------------------|------------------|--------------------------------|
| Tangible Capital Assets - Cost | | | | | |
| Engineered Structures | 3200 | | | | |
| Roadway Systems..... | 3201 | 51,921,987 | 562,971 | 103,431 | 52,381,527 |
| Light Rail Transit Systems..... | 3202 | | | | |
| Water Systems..... | 3203 | 41,935,399 | 125,847 | 24,875 | 42,036,371 |
| Wastewater Systems..... | 3204 | 53,181,053 | 911,455 | 377,819 | 53,714,689 |
| Storm Systems..... | 3205 | 22,898,679 | | | 22,898,679 |
| Fibre Optics..... | 3206 | | | | |
| Electricity Systems..... | 3207 | 169,987 | | | 169,987 |
| Gas Distribution Systems..... | 3208 | | | | |
| Total Engineered Structures | 3210 | 170,107,105 | 1,600,273 | 506,125 | 171,201,253 |
| Construction In Progress..... | 3219 | 3,180,809 | 1,004,268 | | 4,185,077 |
| Buildings | 3220 | 17,990,252 | 2,218,790 | 70,000 | 20,139,042 |
| Machinery and Equipment | 3230 | 10,282,172 | 2,027,225 | 376,365 | 11,933,032 |
| Land | 3240 | 1,647,152 | 303,500 | 164,729 | 1,785,923 |
| Land Improvements..... | 3245 | 4,175,659 | 46,144 | | 4,221,803 |
| Vehicles | 3250 | 5,614,992 | 249,318 | 135,363 | 5,728,947 |
| Total Capital Property Cost | 3260 | 212,998,141 | 7,449,518 | 1,252,582 | 219,195,077 |
| Accumulated Amortization | | | | | |
| Engineered Structures | 3270 | | | | |
| Roadway Systems | 3271 | 26,215,135 | 1,198,372 | 90,698 | 27,322,809 |
| Light Rail Transit Systems | 3272 | | | | |
| Water Systems | 3273 | 13,878,097 | 618,788 | 26,685 | 14,470,200 |
| Wastewater Systems | 3274 | 21,321,324 | 1,061,186 | 299,960 | 22,082,550 |
| Storm Systems | 3275 | 3,892,709 | 316,550 | | 4,209,259 |
| Fibre Optics | 3276 | | | | |
| Electricity Systems | 3277 | | | | |
| Gas Distribution Systems | 3278 | | | | |
| Engineered Structures | 3280 | 65,307,265 | 3,194,896 | 417,343 | 68,084,818 |
| Buildings | 3290 | 6,993,257 | 426,611 | 46,589 | 7,373,279 |
| Machinery and Equipment | 3300 | 4,863,045 | 684,722 | 318,555 | 5,229,212 |
| Land | 3310 | | | | |
| Land Improvements..... | 3315 | 2,045,462 | 150,998 | | 2,196,460 |
| Vehicles | 3320 | 2,518,935 | 352,354 | 135,363 | 2,735,926 |
| Total Accumulated Amortization | 3330 | 81,727,964 | 4,809,581 | 917,850 | 85,619,695 |
| Net Book Value of Capital Property | 3340 | 131,270,177 | | | 133,575,382 |
| Capital Long Term Debt (Net) | 3350 | 6,991,034 | | | 6,191,629 |
| Equity In Tangible Capital Assets | 3400 | 124,279,143 | | | 127,383,753 |

LONG TERM DEBT SUPPORT

Schedule 9H

| | | Operating Purposes 1 | Capital Purposes 2 | Total 3 |
|---|------|----------------------------|--------------------------|------------|
| Long Term Debt Support | 3405 | | | |
| Supported by General Tax Levies | 3410 | 1,824,896 | 6,191,629 | 8,016,525 |
| Supported by Special Levies | 3420 | | | |
| Supported by Utility Rates | 3430 | | | |
| Other | 3440 | 364,844 | | 364,844 |
| Total Long Term Debt Principal Balance | 3450 | 2,189,740 | 6,191,629 | 8,381,369 |

LONG TERM DEBT SOURCES

Schedule 9I

| | | Operating Purposes 1 | Capital Purposes 2 | Total 3 |
|---|------|----------------------------|--------------------------|------------|
| Alberta Capital Finance Authority..... | 3500 | 2,189,740 | 1,047,592 | 3,237,332 |
| Canada Mortgage and Housing Corporation | 3520 | | | |
| Mortgage Borrowing | 3600 | | | |
| Other | 3610 | | 5,144,037 | 5,144,037 |
| Total Long Term Debt Principal Balance | 3620 | 2,189,740 | 6,191,629 | 8,381,369 |

FUTURE LONG TERM DEBT REPAYMENTS

Schedule 9J

| | | Operating Purposes 1 | Capital Purposes 2 | Total 3 |
|-------------------------------------|------|----------------------------|--------------------------|------------|
| Principal Repayments by Year | 3700 | | | |
| Current + 1 | 3710 | 193,448 | 805,453 | 998,901 |
| Current + 2 | 3720 | 199,141 | 811,716 | 1,010,857 |
| Current + 3 | 3730 | 205,002 | 818,204 | 1,023,206 |
| Current + 4 | 3740 | 211,035 | 711,580 | 922,615 |
| Current + 5 | 3750 | 217,246 | 716,112 | 933,358 |
| Thereafter | 3760 | 1,163,868 | 2,328,564 | 3,492,432 |
| Total Principal | 3770 | 2,189,740 | 6,191,629 | 8,381,369 |
| Interest by Year | 3780 | | | |
| Current + 1 | 3790 | 63,278 | 154,347 | 217,625 |
| Current + 2 | 3800 | 57,585 | 133,278 | 190,863 |
| Current + 3 | 3810 | 51,725 | 111,985 | 163,710 |
| Current + 4 | 3820 | 45,692 | 91,060 | 136,752 |
| Current + 5 | 3830 | 39,481 | 71,722 | 111,203 |
| Thereafter | 3840 | 136,961 | 176,634 | 313,595 |
| Total Interest | 3850 | 394,722 | 739,026 | 1,133,748 |

PROPERTY TAXES AND GRANTS IN PLACE

Schedule 9K

| | | Property Taxes 1 | Grants - in Place 2 | Total 3 |
|--|------|------------------------|---------------------------|------------|
| Property Taxes | 3900 | | | |
| Residential Land and Improvements | 3910 | 7,411,199 | | 7,411,199 |
| Non-Residential | 3920 | | | |
| Land and Improvements (Excluding M & E)..... | 3935 | 3,566,227 | 20,467 | 3,586,694 |
| Machinery and Equipment | 3950 | 836,287 | | 836,287 |
| Linear Property | 3960 | 223,901 | | 223,901 |
| Railway | 3970 | 14,957 | | 14,957 |
| Farm Land | 3980 | 1,768 | | 1,768 |
| Adjustments to Property Taxes | 3990 | | | |
| Total Property Taxes and Grants In Place | 4000 | 12,054,339 | 20,467 | 12,074,806 |
| Requisition Transfers | | | 4010 | |
| Education | | | | |
| Residential/Farm Land | | | 4031 | 1,829,515 |
| Non-Residential | | | 4035 | 890,746 |
| Seniors Lodges | | | 4090 | 104,073 |
| Other | | | 4100 | |
| Adjustments to Requisition Transfers | | | 4110 | |
| Total Requisition Transfers | | | 4120 | 2,824,334 |
| Net Municipal Property Taxes and Grants In Place | | | 4130 | 9,250,472 |

GRANTS IN PLACE OF TAXES

Schedule 9L

| | | Property Taxes 1 | Business Taxes 2 | Other Taxes 3 | Total 4 |
|-----------------------------|------|------------------------|------------------------|---------------------|------------|
| Federal Government | 4200 | 20,467 | | | 20,467 |
| Provincial Government | 4210 | | | | |
| Local Government | 4220 | | | | |
| Other | 4230 | | | | |
| Total | 4240 | 20,467 | | | 20,467 |

DEBT LIMIT

Schedule 9AA

| | | |
|--------------------------------|------|------------|
| | | 1 |
| Debt Limit | 5700 | 36,126,971 |
| Total Debt | 5710 | 8,381,369 |
| Debt Service Limit | 5720 | 6,021,162 |
| Total Debt Service Costs | 5730 | 1,216,526 |

Enter prior year Line 3450 Column 2 balance here:

6,991,034

EDIT LIST - PLEASE REVIEW AND CORRECT ANY ERRORS NOTED BELOW



Council Request for Decision

Meeting Date: April 27, 2020

Subject:

Auditorium Chair Options

Recommendation:

Administration requests Council discussion.

Background:

In the fall of 2019, Administration received input from the Fire Department regarding non-fixed seating in the Auditorium for assembly occupancies. According to the Alberta Fire Code, when the occupant load exceeds 200 persons, the chairs need to be fastened together. We have received some feedback from renters that the chairs are too small to be fastened together. To alleviate this concern we purchased 11" zip ties to replace the 8" zip ties and we have created a document to recommend that renters fasten the zip ties loosely to allow space between the chairs. This will give individuals approximately 19.5" of space as opposed to 15.5" of space.

At the Council Meeting on February 10, 2020, the following motion was made:

RES. 73/2020 MOVED by Councillor Brewin that Council directs Administration only to investigate looking for new chairs at the Auditorium and bring back to a distant meeting.

Administration researched new chairs that would provide more space for our users.

Legislation / Authority:

National Fire Code – 2019 Alberta Edition

MGA – Section 6



Strategic Plan Alignment:

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

Financial Implication:

Currently unquantifiable due to multiple considerations related to possible policy direction.

1. Approximately \$250 annually for zip ties, dependent on the number of events that exceed 200 people.
2. \$1500.00 for chair clips for existing chairs
3. \$22,000 to \$60,000 to replace 700 chairs and dollies.

Service Level / Staff Resource Implication:

No significant impact on staff resources.

Justification:

Requirement of the Alberta Fire Code 2.7.1.5.

Alternative(s):

Council could request that Administration continue to use zip ties or chair clips for events.

Council could request Administration to budget to replace the chairs with a wider chair.

Council could request more information.



Attachment(s): Chair Option Summary
 Chair Options
 Chair Dolly Options
 Chair Handout
 Fire Code - Nonfixed Seating

APPROVALS:

Originated By:
Dawn Phillips

Chief Administrative Officer (CAO) or Designate: _____

AUDITORIUM CHAIRS – Padded Options

ULINE Fabric Padded Steel Folding Chair (H-3139)
\$33 (20+)



ULINE Fabric Stackable Chair (H-3733)
\$61 (6+)



ULINE Vinyl Padded Steel Folding Chair (H-2522)
\$29 (20+)



ULINE Vinyl Stackable Chair (H-6522)
\$85 (6+)



AUDITORIUM CHAIRS – Unpadded Options

ULINE Steel Folding Chair (H-2227)
\$24 (20+)



Uline Plastic Folding Chair (H-3016)
\$48 (6+)



Uline Plastic Stacking Chair (H-5678BL)
\$65 (20+)



Uline Plastic Ventilated Folding Chair (H-7691)
\$38 (20+)



AUDITORIUM CHAIRS – Clips



2.7.1.4. Signs

1) In *assembly occupancies* with *occupant loads* exceeding 60 persons, the *occupant load* shall be posted in conspicuous locations near the principal entrances to the room or *floor area*.

2) Signs required by the NBC(AE) to indicate the *occupant load* for a *floor area* shall be posted in conspicuous locations near the principal entrances to the *floor area*. (See Note A-2.7.1.4.(2).)

3) Signs required in Sentences (1) and (2) shall have lettering not less than 50 mm high with a 12 mm stroke.

2.7.1.5. Nonfixed Seating

1) When nonfixed seats are provided in *assembly occupancies*,

- a) except as provided in Sentence (3), the seats shall be arranged in rows having an unobstructed passage of not less than 400 mm between rows measured horizontally between plumb lines from the backs of the seats in one row and the edges of the furthest forward projection of the seats in the next row behind in the unoccupied position,
- b) except as provided in Sentence (2), aisles shall be located so that there are not more than 7 seats between every seat and the nearest aisle,
- c) except as provided in Sentence (2), the clear width of an aisle in millimetres shall be not less than the greater of 1 100 or the product of the number of seats served by that aisle and 6.1,
- d) the width of an aisle is permitted to be reduced to not less than 750 mm when serving 60 seats or fewer,
- e) dead-end aisles shall not be longer than 6 m,
- f) except as provided in Sentence (3), when the *occupant load* exceeds 200 persons,
 - i) the seats in a row shall be fastened together in units of no fewer than 8 seats, or
 - ii) where there are 7 seats or fewer in a row, all the seats in the row shall be fastened together,
- g) the distance to an *exit* door by means of any aisle shall be not more than
 - i) 30 m in the case of an *assembly occupancy* that is not *sprinklered*, or
 - ii) 45 m in the case of an *assembly occupancy* that is *sprinklered*, and
- h) every aisle shall terminate in a cross aisle, *foyer* or *exit*, and the width of the cross aisle, *foyer* or *exit* shall be at least the required width of the widest aisle that it serves, plus 50% of the total required width of the remaining aisles that it serves.

2) When nonfixed seats are provided in outdoor *assembly occupancies*,

- a) aisles shall be located so that there are not more than 15 seats between every seat and the nearest aisle, and
- b) the clear width of an aisle in millimetres shall be not less than the greater of 1 200 or the product of the number of seats served by that aisle and 1.8.

3) When nonfixed seats are provided at tables arranged in rows, the spacing between the nearest edges of tables in 2 successive rows shall be not less than

- a) 1 400 mm where seating is arranged on both sides of tables (back to back), or
- b) 1 000 mm where seating is on one side only.

4) The arrangement of nonfixed tables and chairs shall conform to NFPA 101, "Life Safety Code."

2.7.1.6. Maintenance

1) *Means of egress* shall be maintained in good repair and free of obstructions.



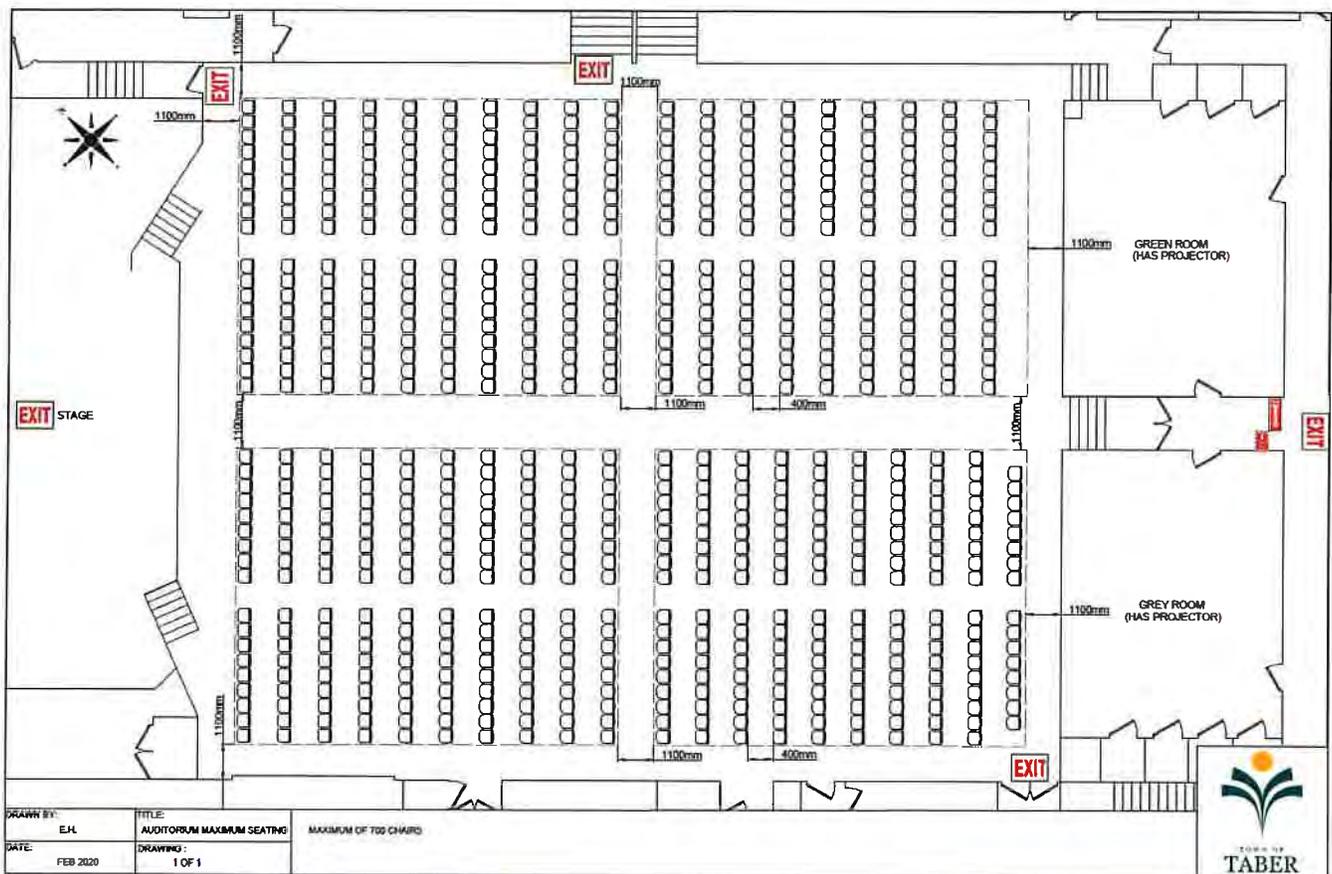
Fastening Chairs

As per the Alberta Fire Code 2.7.1.5, when chairs are placed in rows of 8 or more while the total number of chairs exceeds more than 200, the chairs must be fastened together.

This is for the safety of the public in case of an emergency so the chairs will not fall over / reduce the number of isles for public to exit.

As seen in the image below:

- The maximum capacity for rowed seating in the Town of Taber Auditorium is 700 seats
- The Fire Code states that no more than 15 may be in each row with an isle width of a minimum of 1100mm (43.3")
- The rows must be a minimum of 400mm (15") spaced from the back of one chair to the front of the chair in the next row
- The chairs in each row must be fastened together
 - The town will provide zip ties/ fasteners for this purpose when rowed seating is requested
 - For comfort, we suggest that the zip ties be loosely fastened to give more space for seating (see diagram below)



****All rentals are subject to a fire inspection at any time.**

When Zip ties are being utilized to fasten seats, please attach the zip ties above the platform of the seat as loose as the zip tie will manage. This will make for a wider seat to be more comfortable for your guests. (See picture to the right for example).



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Deluxe Folding Chair - Black



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Attractive option for banquet halls and corporate seminars.

- Double riveted, u-braced legs for maximum support.
- Folds to 2 1/2" thickness for easy storage.
- [Dollies](#) - Speed setup and takedown of banquets, meetings and seminars.
- [Folding Tables](#) available.

| MODEL NO. | DESCRIPTION | SEAT HEIGHT | CAPACITY (LBS.) | QTY./ CTN. | PRICE PER CHAIR (MIN. 4) | | IN STOCK SHIPS TODAY |
|-----------|-------------|-------------|-----------------|------------|--------------------------|-----|--------------------------------------|
| | | | | | 4 | 20+ | |
| H-2227BL | Deluxe | 17" | 300 | 4 | \$29 each any qty. | | 4 <input type="button" value="ADD"/> |

SOLD IN CARTON QUANTITIES

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| | |
|---|---|
| <p>DIMENSIONS:</p> <ul style="list-style-type: none"> • Overall: 18 1/4 x 19 1/2 x 30 3/8" (W x D x H) • Folded: 18 1/4 x 2 1/2 x 39" (W x D x H) • Back: 17 1/2 x 8 1/4" (W x D) • Seat: 16 x 16" <p>MATERIAL:</p> <ul style="list-style-type: none"> • Seat Pan: 20 gauge steel • Back Pan: 23 gauge steel • Tube: 7/8" x 18 gauge steel <p>FEATURES:</p> <ul style="list-style-type: none"> • Double riveted, double hinged U-braces help to strengthen the frame. <p>SPECIFICATIONS:</p> <ul style="list-style-type: none"> • Meets ANSI/BIFMA x5.1 standards. | <p>Availability: In Stock Unit Weight: 9 lbs.\4.09 kg</p> <p>Catalog Page 512</p> <p>Email Item</p> |
|---|---|

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Deluxe Plastic Folding Chair - Black



[More Images](#)

Fold-away chairs for cafeterias, conference rooms and meeting halls.

- Contoured back and seat for all-day comfort. Heavy duty frame.
- 2" thick back rest. Powder-coated steel frame.
- Made in the USA.
- [Dollies](#) - Speed setup and takedown of banquets, meetings and seminars.
- [Deluxe Folding Tables](#) available.

SOLD IN CARTON QUANTITIES

| MODEL NO. | DESCRIPTION | COLOR | SEAT HEIGHT | CAPACITY (LBS.) | QTY./ CTN. | PRICE PER CHAIR (MIN. 4) | | IN STOCK SHIPS TODAY |
|-----------|-------------|-------|-------------|-----------------|------------|--------------------------|------|--------------------------------------|
| | | | | | | 4 | 20+ | |
| H-3016BL | Deluxe | Black | 17" | 450 | 4 | \$61 | \$58 | 4 <input type="button" value="ADD"/> |

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| | |
|--|--|
| <p>DIMENSIONS:</p> <ul style="list-style-type: none"> • Overall: 18 1/2 x 20 1/2 x 34 1/2" (W x D x H) • Back: 18 1/2 x 11 1/2" (W x D) • Seat: 16 x 17" (W x D) <p>THICKNESS:</p> <ul style="list-style-type: none"> • Legs: 18 gauge steel <p>MATERIAL:</p> <ul style="list-style-type: none"> • HDPE (High Density Polyethylene) with UV Inhibitors <p>FEATURES:</p> <ul style="list-style-type: none"> • For indoor or outdoor use. • Stain resistant • Molded handle in seat back. • Two welded cross braces. • Legs include non-marring floor caps. <p>SPECIFICATIONS:</p> <ul style="list-style-type: none"> • Meets ANSI/BIFMA x5.1 standards. | <p>Availability: In Stock Unit Weight: 11 lbs./4.86 kg</p> <p>Catalog Page 512</p> <p>Email Item</p> |
|--|--|

SAME DAY SHIPPING

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Plastic Stackable Chair - Black



[More Images](#)

Tough enough for the rowdiest breakroom or cafeteria.

- Contoured plastic back and seat with waterfall edge.
- Connector clips keep chairs neatly in a row.
- Chrome finish steel frame.
- Stacks up to 5 high for convenient storage.
- [Chair Dolly](#) - Easily move up to 16 stacked chairs at a time. 4" swivel casters: 2 locking.

| MODEL NO. | DESCRIPTION | SEAT DIM. W x D | SEAT HEIGHT | CAP. (LBS.) | QTY./ CTN. | PRICE PER CHAIR | | IN STOCK SHIPS TODAY |
|-----------|-------------|-----------------|-------------|-------------|------------|-----------------|------|--------------------------------------|
| | | | | | | 4 | 20+ | |
| H-5678BL | Plastic | 18 x 17" | 18" | 300 | 4 | \$83 | \$78 | 4 <input type="button" value="ADD"/> |

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| | |
|---|--|
| <p>DIMENSIONS:</p> <ul style="list-style-type: none"> • Overall: 20 1/2 x 21 1/2 x 32 1/2" (W x D x H) • Back: 18 x 12 1/2" (W x H) • Base: 20 1/2 x 21 1/2" (W x D) • Frame Diameter: 0.435" <p>MATERIAL:</p> <ul style="list-style-type: none"> • Back & Seat: Polypropylene • Frame: Steel wire rod <p>INCLUDES:</p> <ul style="list-style-type: none"> • (8) Connector clips <ul style="list-style-type: none"> ◦ Two clips required per connection. <p>SPECIFICATIONS:</p> <ul style="list-style-type: none"> • Meets ANSI/BIFMA x5.1 standards. | <p>Ships Via Motor Freight</p> <p>Availability: In Stock Unit Weight: 12 lbs.\6 kg</p> <p>Catalog Page 524</p> <p>Email Item</p> |
|---|--|

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Ventilated Folding Chair



More Images

INDOOR/OUTDOOR

Breathable design. Keep cool at outdoor parties, concerts and sporting events.

- Comfortable seat and back gently flex for long-term comfort.
- Easy-to-clean polypropylene resists stains.
- Black powder-coated steel frame.
- Non-marring plastic feet.
- Dolly - Speed setup and takedown of banquets, meetings and seminars.

| MODEL NO. | DESCRIPTION | SEAT HEIGHT | CAPACITY (LBS.) | QTY./ CTN. | PRICE PER CHAIR (MIN. 4) | | IN STOCK SHIPS TODAY |
|-----------|-------------|-------------|-----------------|------------|--------------------------|------|---|
| | | | | | 4 | 20+ | |
| H-7691 | Plastic | 18" | 300 | 4 | \$47 | \$43 | 4 <input type="text"/> <input type="button" value="ADD"/> |

- Additional Info + Metric + Accessories + Shopping Lists Request a Catalog

| | |
|---|--|
| <p>DIMENSIONS:</p> <ul style="list-style-type: none"> • Seat Height (Actual): 17 3/4" • Overall: 20 x 20 1/2 x 32" (W x D x H) • Folded: 20 x 2 1/4 x 40" (W x D x H) • Back: 17 5/8 x 7 1/2" (W x H) • Seat: 17 x 18" (W x D) <p>THICKNESS:</p> <ul style="list-style-type: none"> • Legs: 18 gauge steel <p>FEATURES:</p> <ul style="list-style-type: none"> • Two welded cross braces. | <p>Availability: <u>In Stock</u> Unit Weight: 9.58 lbs./4.35 kg</p> <p><u>Catalog Page 515</u></p> <p><u>Email Item</u></p> |
|---|--|

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Deluxe Fabric Padded Folding Chair - Black



[More Images](#)

Attractive option for banquet halls and corporate seminars.

- Double riveted, double-hinged U-braced legs for maximum support.
- Comfortable 1 1/4" foam padded seat with 3/4" backrest.
- 3M Scotchgard™ fabric protector repels liquids and blocks stains.
- Non-marring leg caps protect floors from scratching.
- [Dollies](#) - Speed setup and takedown of banquets, meetings and seminars.
- [Folding Tables](#) available.

| MODEL NO. | DESCRIPTION | SEAT HEIGHT | CAPACITY (LBS.) | QTY./ CTN. | PRICE PER CHAIR (MIN. 4) | | ADD TO CART |
|-----------|---------------|-------------|-----------------|------------|--------------------------|------|--------------------------------------|
| | | | | | 4 | 20+ | |
| H-3139BL | Fabric Padded | 18" | 300 | 4 | \$40 | \$38 | 4 <input type="button" value="Add"/> |

SOLD IN CARTON QUANTITIES

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| | |
|--|--|
| <p>DIMENSIONS:</p> <ul style="list-style-type: none"> • Overall: 18 1/4 x 20 x 30" (W x D x H) • Folded: 18 1/4 x 3 3/4 x 39" (W x D x H) • Back: 18 1/4 x 7 1/2" (W x D) • Seat: 16 x 16" <p>THICKNESS:</p> <ul style="list-style-type: none"> • Seat Pan: 20 gauge steel • Back Pan: 23 gauge steel • Tube: 7/8" x 18 gauge steel • Foam Padding: <ul style="list-style-type: none"> • Back: 3/4" • Seat: 1 1/4" <p>MATERIAL:</p> <ul style="list-style-type: none"> • Fabric: 100% acrylic • Foam: Polyurethane <p>FEATURES:</p> <ul style="list-style-type: none"> • Double riveted, double hinged U-braces help to strengthen the frame. <p>SPECIFICATIONS:</p> <ul style="list-style-type: none"> • Meets ANSI/BIFMA x5.1 standards. • Meets CAL 117 flammability requirements. | <p>Unit Weight: 11 lbs.15 kg</p> <p>Catalog Page 512</p> <p>Email Item</p> |
|--|--|

SAME DAY SHIPPING

HUGE SELECTION IN STOCK

SHIPS FROM 11 LOCATIONS

Fabric Stackable Chair - Black



[More Images](#)

Sturdy, durable chairs stack neatly when not in use.

- Classic look and comfort for breakrooms and reception areas.
- 2 1/2" thick foam padded seat with 2" back.
- Steel frame. Powder-coat finish.
- Stacks up to 5 high for convenient storage.
- [Chair Dolly](#) - Easily move 5 stacked chairs at a time. Sturdy steel frame, locking casters.

| MODEL NO. | DESCRIPTION | SEAT DIM. W x D | SEAT HEIGHT | CAP. (LBS.) | QTY./CTN. | PRICE EACH | | IN STOCK SHIPS TODAY | |
|-----------|-------------|-----------------|-------------|-------------|-----------|------------|------|----------------------|---------------------|
| | | | | | | 1 | 6+ | | |
| H-3733BL | Fabric | 19 x 17 1/2" | 19" | 300 | 1 | \$78 | \$72 | 1 | ADD |

EASY ASSEMBLY. SHIPS VIA PARCEL CARRIER.

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| | |
|---|--|
| <p>DIMENSIONS:</p> <ul style="list-style-type: none"> • Overall: 20 1/2 x 21 1/4 x 32 1/2" (W x D x H) • Back: 18 1/2 x 12 1/2" (W x H) • Leg Diameter: 1" tube • 5 Stacked Chairs: 22 1/2 x 30 x 44" (W x D x H) <p>THICKNESS:</p> <ul style="list-style-type: none"> • Legs: 15 gauge steel <p>MATERIAL:</p> <ul style="list-style-type: none"> • Fabric: 100% polyester <p>COMPATIBILITY:</p> <ul style="list-style-type: none"> • Chairs without arms will not stack on top of chairs with arms. <p>FEATURES:</p> <ul style="list-style-type: none"> • Includes leveling feet. <p>SPECIFICATIONS:</p> <ul style="list-style-type: none"> • Meets ANSI/BIFMA x5.1 standards. • Meets Bulletin 117 Fire Code. | <p>Availability: In Stock Unit Weight: 21 lbs.\10 kg</p> <p>Instructions</p> <p>Catalog Page 519</p> <p>Email Item</p> |
|---|--|

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Deluxe Vinyl Padded Folding Chair - Black



[More Images](#)

Fold-away chairs for cafeterias and conference rooms.

- Comfortable 1 1/4" foam padded seat with 3/4" backrest.
- Easy to clean.
- [Dollies](#) - Speed setup and takedown of banquets, meetings and seminars.
- [Folding Tables](#) available.

| MODEL NO. | DESCRIPTION | SEAT HEIGHT | CAPACITY (LBS.) | QTY./CTN. | PRICE PER CHAIR (MIN. 4) | | IN STOCK SHIPS TODAY | |
|-----------|--------------|-------------|-----------------|-----------|--------------------------|------|----------------------|-----|
| | | | | | 4 | 20+ | 4 | ADD |
| H-2522BL | Vinyl Padded | 18" | 300 | 4 | \$38 | \$35 | 4 | ADD |

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| | |
|---|--|
| <p>DIMENSIONS:</p> <ul style="list-style-type: none"> • Overall: 18 1/4 x 20 x 30" (W x D x H) • Folded: 18 1/4 x 3 1/2 x 39" (W x D x H) • Back: 18 1/4 x 7 1/2" (W x D) • Seat: 16 x 16" <p>MATERIAL:</p> <ul style="list-style-type: none"> • Seat Pan: 20 gauge steel • Back Pan: 23 gauge steel • Tube: 7/8" x 18 gauge steel • Foam: Polyurethane <p>FEATURES:</p> <ul style="list-style-type: none"> • Double riveted, double hinged U-braces help to strengthen the frame. <p>SPECIFICATIONS:</p> <ul style="list-style-type: none"> • Meets ANSI/BIFMA x5.1 standards. | <p>Availability: In Stock Unit Weight: 11 lbs.15 kg</p> <p>Catalog Page 512</p> <p>Email Item</p> |
|---|--|

SAME DAY SHIPPING

HUGE SELECTION IN STOCK

SHIPS FROM 11 LOCATIONS

Vinyl Stackable Chair - Black



[More Images](#)

Sturdy, durable chairs stack neatly when not in use.

- Antimicrobial and easy to clean in waiting rooms and clinics.
- 2 1/2" thick foam padded seat with 2" back.
- Steel frame. Powder-coated finish.
- Stacks up to 5 high for convenient storage.
- [Chair Dolly](#) - Easily move 5 stacked chairs at a time. Sturdy steel frame, locking casters.

| MODEL NO. | DESCRIPTION | SEAT DIM. W x D | SEAT HEIGHT | CAP. (LBS.) | QTY./ CTN. | PRICE EACH | | IN STOCK | |
|-----------|-------------|-----------------|-------------|-------------|------------|------------|------|-------------|------------|
| | | | | | | 1 | 6+ | SHIPS TODAY | |
| H-6522 | Vinyl | 19 x 17 1/2" | 19" | 300 | 1 | \$101 | \$95 | 1 | ADD |

EASY ASSEMBLY. SHIPS VIA PARCEL CARRIER.

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| | |
|---|--|
| <p>DIMENSIONS:</p> <ul style="list-style-type: none"> • Overall: 20 1/2 x 21 1/4 x 32 1/2" (W x D x H) • Back: 18 1/2 x 12 1/2" (W x H) • Leg Diameter: 1" tube • 5 Stacked Chairs: 22 1/2 x 30 x 44" (W x D x H) <p>THICKNESS:</p> <ul style="list-style-type: none"> • Legs: 15 gauge steel <p>MATERIAL:</p> <ul style="list-style-type: none"> • Polyurethane <p>COMPATIBILITY:</p> <ul style="list-style-type: none"> • Chairs without arms will not stack on top of chairs with arms. <p>FEATURES:</p> <ul style="list-style-type: none"> • Includes leveling feet. <p>SPECIFICATIONS:</p> <ul style="list-style-type: none"> • Meets ANSI/BIFMA x5.1 standards. • Meets Bulletin 117 Fire Code. • Passes CA Prop 65 testing. | <p>Availability: In Stock Unit Weight: 21 lbs.\10 kg</p> <p>Instructions</p> <p>Catalog Page 519</p> <p>Email Item</p> |
|---|--|

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Stackable Chair Dolly

Easily move 5 stacked chairs at a time.



- Sturdy steel frame, locking casters.
- Use with [Fabric](#), [Vinyl](#), [Mesh](#), [Plastic](#) and [Skyview](#) Stackable Chairs.

[Enlarge](#)

| MODEL NO. | DESCRIPTION | SIZE | WT. (LBS.) | CAP. (LBS.) | PRICE EACH | | IN STOCK |
|-----------|-----------------------|----------|------------|-------------|------------|------|--------------------------------------|
| | | | | | 1 | 4+ | |
| H-4115 | Stackable Chair Dolly | 23 x 23" | 22 | 1,000 | \$91 | \$86 | 1 <input type="button" value="ADD"/> |

EASY ASSEMBLY. SHIPS VIA PARCEL CARRIER.

[- Additional Info](#) [+ Metric](#) [+ Shopping Lists](#) [Request a Catalog](#)

| | |
|--|--|
| <p>DIMENSIONS:</p> <ul style="list-style-type: none"> • Tray Lip: 1 5/16" H • Adds 5 3/16" to height of stackable chairs. • Casters: 4 x 1 1/4" (D x W) <p>CAPACITY:</p> <ul style="list-style-type: none"> • Only holds four H-6965 Mesh Chairs with Armrests. • Holds up to eight H-7629 Skyview Stack Chairs. <p>REPLACEMENT CASTERS:</p> <ul style="list-style-type: none"> • 4" Nylon, Swivel with Brake: H-4005 | <p>Availability: In Stock Unit Weight: 22 lbs.\10 kg</p> <p>Instructions</p> <p>Email Item</p> |
|--|--|

SAME DAY SHIPPING

HUGE SELECTION IN STOCK

SHIPS FROM 11 LOCATIONS

Folding Chair Dolly - 50 Chair Capacity



Speed setup and takedown of banquets, meetings and seminars.

- Rugged powder-coated steel.
- 4" casters: 3 swivel, 2 rigid.
- Folding chairs sold separately.

[More Images](#)

| MODEL NO. | DESCRIPTION | DIMENSIONS L x W x H | CHAIR CAPACITY | | WEIGHT (LBS.) | PRICE EACH | | IN STOCK SHIPS TODAY |
|-----------|-------------|----------------------|----------------|---------|---------------|------------|-------|-----------------------|
| | | | STEEL | PLASTIC | | 1 | 2+ | |
| H-2524 | Platform | 105 x 19 x 39" | 50 | 34 | 66 | \$369 | \$355 | 1 ADD |

SHIPS UNASSEMBLED VIA MOTOR FREIGHT

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| | |
|--|---|
| <p>SHIPMENT - SPECIAL HANDLING:</p> <ul style="list-style-type: none"> • Will not fit on standard liftgate. • Must be removed from shipping carrier with a forklift or other suitable lifting device. <p>DIMENSIONS:</p> <ul style="list-style-type: none"> • Actual: 104 3/4 x 19 1/4" (L x W) • Width: <ul style="list-style-type: none"> ◦ 19" with 2" lip ◦ Holds chairs 15 1/4" to 19" wide. • (3) 1" Diameter Tubular Handles: <ul style="list-style-type: none"> ◦ (1) Flow Back Push Handle: 38 1/2" ◦ (2) Tubular Handles: 30 1/2" <p>FEATURES:</p> <ul style="list-style-type: none"> • Multiple tubular handle sockets to secure different quantities of chairs. • Casters are welded to dolly. <p>CAPACITY:</p> <ul style="list-style-type: none"> • Weight: 1,500 lbs • Plastic Chairs: <ul style="list-style-type: none"> ◦ H-3015 Economy: 38 - 40 ◦ H-3016 Deluxe: 34 - 36 • Note: Chairs must be fully upright and facing the same direction to reach maximum capacity. <p>COLOR:</p> <ul style="list-style-type: none"> • Brown | <p>Ships Via Motor Freight</p> <p>Availability: In Stock Unit Weight: 78 lbs.\35 kg</p> <p>Instructions</p> <p>Catalog Page 512</p> <p>Email Item</p> |
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SAME DAY SHIPPING

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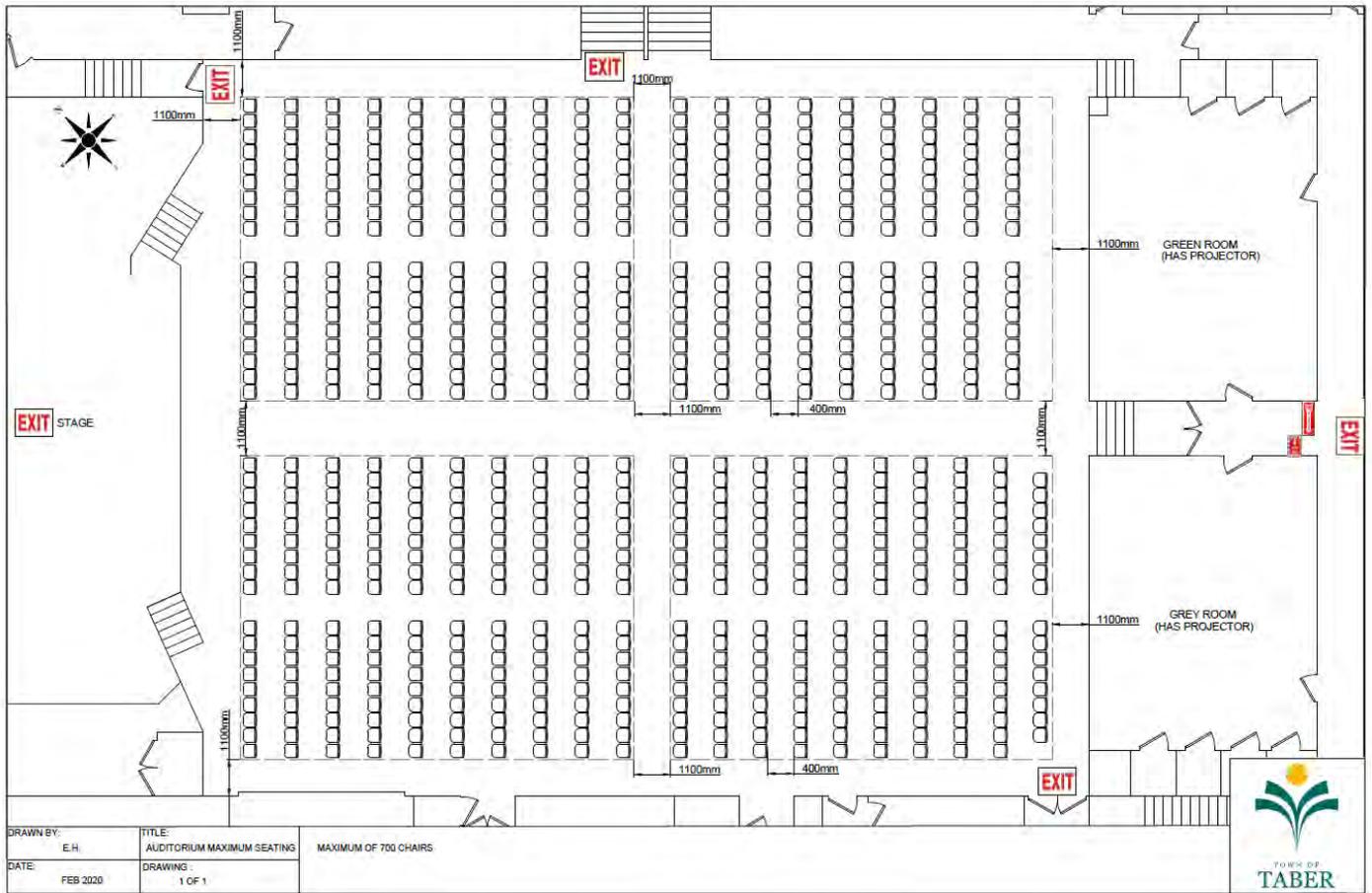
Fastening Chairs

As per the Alberta Fire Code 2.7.1.5, when chairs are placed in rows of 8 or more while the total number of chairs exceeds more than 200, the chairs must be fastened together.

This is for the safety of the public in case of an emergency so the chairs will not fall over / reduce the number of aisles for public to exit.

As seen in the image below:

- The maximum capacity for rowed seating in the Town of Taber Auditorium is 700 seats
- The Fire Code states that no more than 15 may be in each row with an aisle width of a minimum of 1100mm (43.3")
- The rows must be a minimum of 400mm (15") spaced from the back of one chair to the front of the chair in the next row
- The chairs in each row must be fastened together
 - The town will provide zip ties/ fasteners for this purpose when rowed seating is requested
 - For comfort, we suggest that the zip ties be loosely fastened to give more space for seating (see diagram below)



****All rentals are subject to a fire inspection at any time.**

When Zip ties are being utilized to fasten seats, please attach the zip ties above the platform of the seat as loose as the zip tie will manage. This will make for a wider seat to be more comfortable for your guests. (See picture to the right for example).



2.7.1.4. Signs

- 1) In *assembly occupancies* with *occupant loads* exceeding 60 persons, the *occupant load* shall be posted in conspicuous locations near the principal entrances to the room or *floor area*.
- 2) Signs required by the NBC(AE) to indicate the *occupant load* for a *floor area* shall be posted in conspicuous locations near the principal entrances to the *floor area*. (See Note A-2.7.1.4.(2).)
- 3) Signs required in Sentences (1) and (2) shall have lettering not less than 50 mm high with a 12 mm stroke.

2.7.1.5. Nonfixed Seating

- 1) When nonfixed seats are provided in *assembly occupancies*,
 - a) except as provided in Sentence (3), the seats shall be arranged in rows having an unobstructed passage of not less than 400 mm between rows measured horizontally between plumb lines from the backs of the seats in one row and the edges of the furthest forward projection of the seats in the next row behind in the unoccupied position,
 - b) except as provided in Sentence (2), aisles shall be located so that there are not more than 7 seats between every seat and the nearest aisle,
 - c) except as provided in Sentence (2), the clear width of an aisle in millimetres shall be not less than the greater of 1 100 or the product of the number of seats served by that aisle and 6.1,
 - d) the width of an aisle is permitted to be reduced to not less than 750 mm when serving 60 seats or fewer,
 - e) dead-end aisles shall not be longer than 6 m,
 - f) except as provided in Sentence (3), when the *occupant load* exceeds 200 persons,
 - i) the seats in a row shall be fastened together in units of no fewer than 8 seats, or
 - ii) where there are 7 seats or fewer in a row, all the seats in the row shall be fastened together,
 - g) the distance to an *exit* door by means of any aisle shall be not more than
 - i) 30 m in the case of an *assembly occupancy* that is not *sprinklered*, or
 - ii) 45 m in the case of an *assembly occupancy* that is *sprinklered*, and
 - h) every aisle shall terminate in a cross aisle, foyer or *exit*, and the width of the cross aisle, foyer or *exit* shall be at least the required width of the widest aisle that it serves, plus 50% of the total required width of the remaining aisles that it serves.
- 2) When nonfixed seats are provided in outdoor *assembly occupancies*,
 - a) aisles shall be located so that there are not more than 15 seats between every seat and the nearest aisle, and
 - b) the clear width of an aisle in millimetres shall be not less than the greater of 1 200 or the product of the number of seats served by that aisle and 1.8.
- 3) When nonfixed seats are provided at tables arranged in rows, the spacing between the nearest edges of tables in 2 successive rows shall be not less than
 - a) 1 400 mm where seating is arranged on both sides of tables (back to back), or
 - b) 1 000 mm where seating is on one side only.
- 4) The arrangement of nonfixed tables and chairs shall conform to NFPA 101, "Life Safety Code."

2.7.1.6. Maintenance

- 1) *Means of egress* shall be maintained in good repair and free of obstructions.



Council Request for Decision

Meeting Date: April 27, 2020

Subject:

Information to Council

Recommendation:

That Council accepts the material received in this Agenda Item as information.

Background:

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.

The relevant communication for this Council agenda is:

1. Communities in Bloom Nationals has been cancelled for 2020 due to COVID-19. The Taber Communities in Bloom contacted administration to advise that they will be returning the funds they were allocated to attend Nationals.
2. Attached are the Traffic Committee meeting minutes from their regular scheduled meeting April 15th 2020.

Legislation / Authority:

Municipal Government Act, Section 3 and Section 5

Strategic Plan Alignment:

Improve Internal & External Communications

Establish appropriate communication protocols between Council and Administration



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):

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.

Attachment(s): Traffic Committee Meeting Minutes - Draft - Apr.15.20

APPROVALS:

Originated By:
Raeanne Keer

Chief Administrative Officer (CAO) or Designate: _____

Minutes

| Traffic Committee Call to Order & Roll Call | | | |
|---|---|---------------------------|-----------------|
| 4.15.2020 | 10:01 a.m. | Go To Meeting - Online | |
| 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 PW Director, Mayor Andrew Prokop | | |
| Approval of Previous Minutes | | | |
| Conclusions | The meeting minutes from January 15,2020 were approved, and a finalized copy placed in the public folder, as well as the Historical table of issues updated. | | |
| A. Old item: Dr. Hamman Traffic Issue | | | |
| Reference: | Update | | |
| Discussion | Resident sent a letter regarding his concerns over the traffic on 49street east of the school during drop-off & pick-up of children. He is requesting an inset lane installed by cutting into the boulevard so that there is more room as people are even parking on the crosswalk. Committee reviewed the location and agree that it is busy however; any project taken on would be at Horizon School Division's cost and not the Town's responsibility. We can check the crosswalks and make sure they are visible and properly signed. | | |
| Conclusions | Horizon School Division was contacted by email to look into the parent's concerns and to check their current drop off policies etc. They are still discussing it with their board and will let us know. The signage was checked and it is good. | | |
| Action Items | | Person Responsible | Deadline |
| Bring back to next meeting to discuss further | | Gary Scherer | July 2020 |
| B. 64 Ave/50 Street Intersection & Playground zones | | | |
| Reference: | Attachment #1 - 3 | | |
| Discussion | Two residents sent letters about this intersection being dangerous and wanting a 4-way stop installed as they say it's hard to see traffic coming from the south on 50st. In addition, one of the residents wants to know why we have playground zones instead of school zones. | | |
| Conclusions | Committee reviewed the location and TPS provided statistics from the past year at this location, there was 1 incident, There may be an issue of the trees on the east side of 50 street and visibility to the south. Check the intersection for sight triangle and the signage in place to see if improvements could be made (install post covers etc.). As far as the playground zones the Town feels that this is important as they are all open and used as neighborhood playgrounds past school hours and the Town has no intention of switching to school zones. | | |
| Action Items | | Person Responsible | Deadline |
| Email residents back with decisions | | Lisa DeBona | July 2020 |
| Check intersection signage & trim trees or cut down dependent | | Gary Scherer | July 2020 |
| E. Other Business: 53 Street/47 Ave Intersection Parking | | | |
| Reference: | map | | |
| Discussion | Councilor Garner notices that people are parallel parking on 47 avenue to close to the corner on 53 St. for motorists to see around trying to pull out onto the avenue. On the east side of intersection. | | |
| Conclusions | Check the East side of the intersection for signage, paint on the curb etc. to make sure it is within regulations for enforcement, we did the west side last time. | | |

Minutes

| Action Items | | Person Responsible | Deadline |
|---|--|--------------------|-----------------|
| Check signage, paint etc. & update as needed. | | Gary Scherer | July 2020 |
| Calendar & Adjournment | | | |
| 4.15.2020 | | 10:25 a.m. | PW Meeting Room |
| Meeting called by | Gary Scherer, Engineering & Public Works Director | | |
| Next Scheduled meeting | July 15 th , 2020 at 10:00 a.m. Wednesday | | |
| Location | Public Works Shop Meeting Room | | |

DRAFT



Council Request for Decision

Meeting Date: April 27, 2020

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:

Improve internal & external communications

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(s):

Council could seek clarification on any of the matters from Administration or fellow Committee Members.



Attachment(s): Water & Wastewater Treatment Facilities - April Department Report
 Engineering & Public Works - April Department Report
 Administrative Services Activity Report
 Human Resources Activity Report
 Fire Department Report
 Finance Department Activity Report
 Planning & Economic Development Activity Report
 Recreation Activity Report
 CAO Activity Report

APPROVALS:

Originated By:
Raeanne Keer

Chief Administrative Officer (CAO) or Designate: _____



TOWN OF
TABER

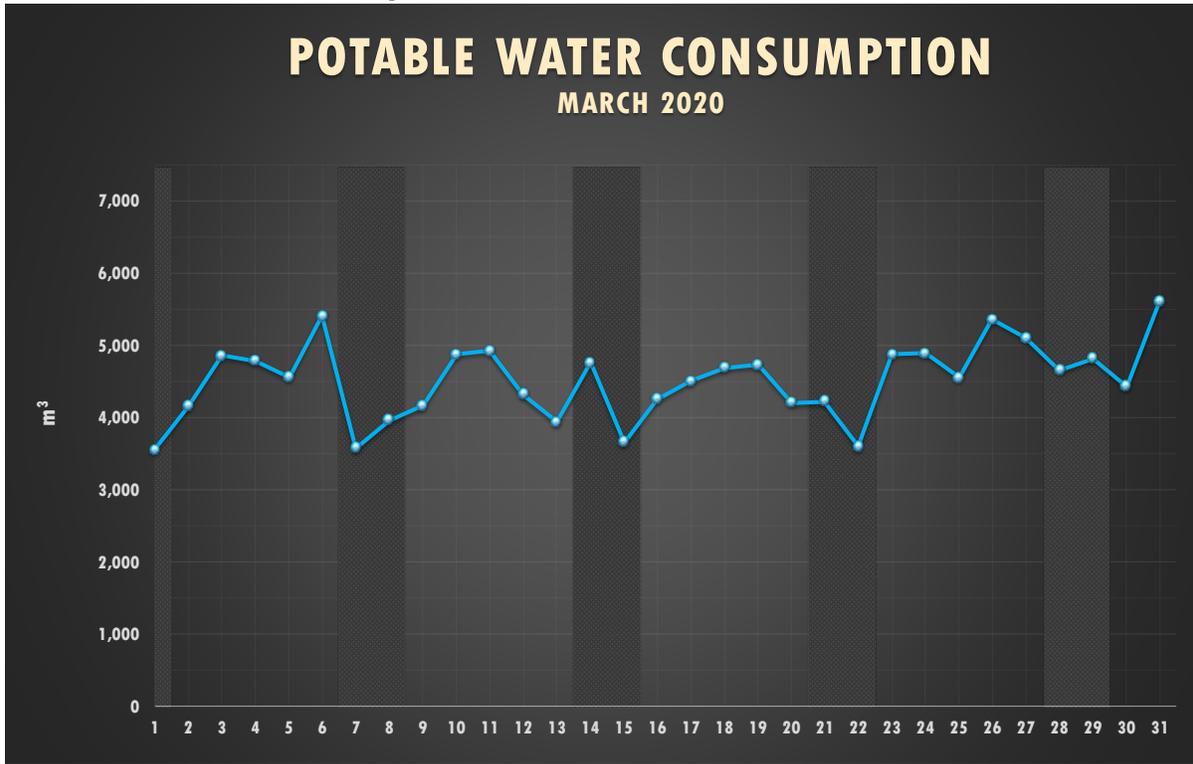
ACTIVITY REPORT

April 2020

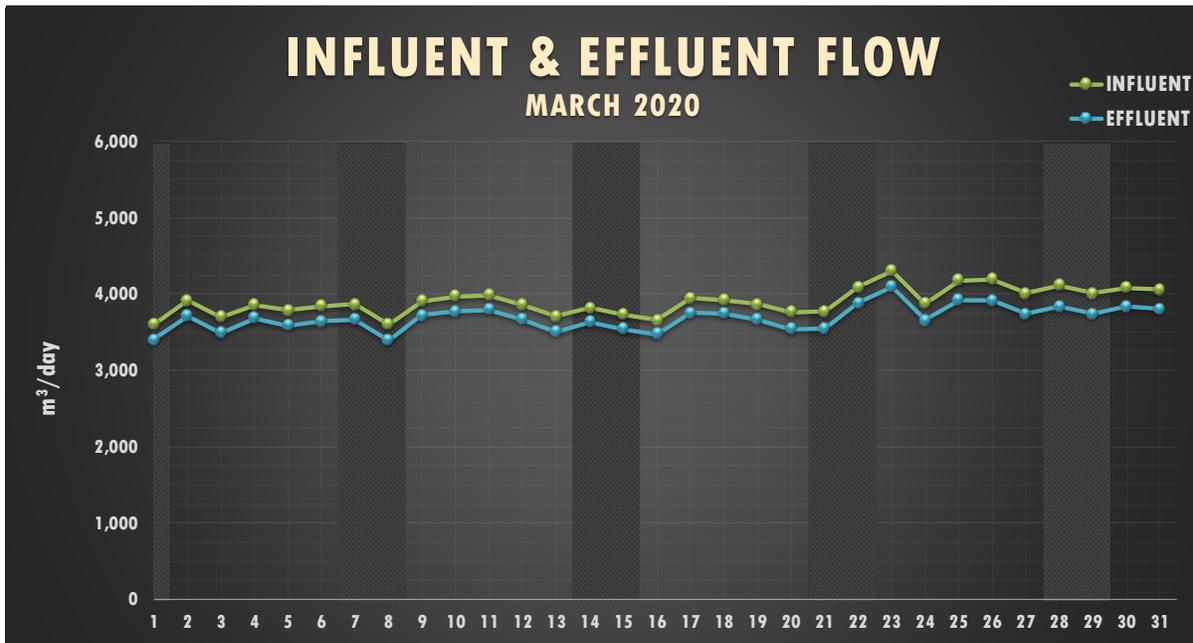
DEPARTMENT: Water & Wastewater Treatment

| Strategic Plan Alignment | Associated Projects & Tasks |
|---|--|
|  <p>Develop Community & Promote Growth</p> | <ul style="list-style-type: none"> • SCADA upgrades at the Water Treatment & Wastewater Treatment Plants are ongoing • Water Treatment Plant Generator upgrade is 90% complete • High Lift Pump replacement at the Water Treatment Plant and Chin Pump Station is 70% complete • Operation of Lantic Wastewater Treatment Plant is ongoing with staff providing input on maintenance. |
|  <p>Improve Internal & External Communications</p> | <ul style="list-style-type: none"> • Monthly Safety Meeting • Weekly Town Operations Meetings all treatment facilities • Weekly Lantic Operations Meeting • Weekly Lantic Maintenance Meeting • ISO17025 Lantic Lab Certification Meetings • Lantic Boiler and Filtration Upgrade Meetings • Staff are preparing the pivots for the irrigation season at the lagoons. |
|  <p>Define & Practice Good Governance</p> | <ul style="list-style-type: none"> • We strive to minimize our impact on the environment by consistently meeting and exceeding the guidelines set out by Alberta Environment • Monthly site inspections were completed • We are following our Covid-19 Pandemic Emergency Response Plan • Staff are following all AHS standards for Pandemic. |
|  <p>Enhance Sense of Community</p> | <ul style="list-style-type: none"> • Submitted Water Saving Tip to Corn Husk Chronicles • We have received a draft of the Town's new waterworks approval, there will be additional requests for information to be submitted before the approval can be finalized • There has been no disruption of services during the Pandemic i.e. water and wastewater treatment. |

Potable Water Consumption



WWTP Influent & Effluent Flow





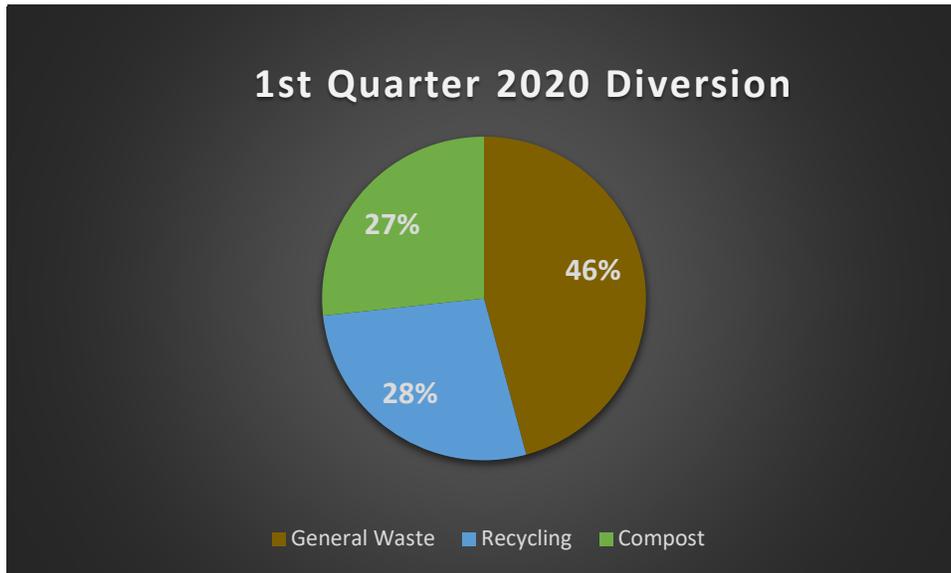
ACTIVITY REPORT

April 2020

DEPARTMENT: Engineering & Public Works

| Strategic Plan Alignment | Associated Projects & Tasks |
|---|--|
|  <p data-bbox="316 730 461 835">Develop Community & Promote Growth</p> | <ul style="list-style-type: none"> • Town of Taber 2020 Utility Upgrades Tender was closed and was awarded to Ground tech. • Completed inspections for the Planning Department. • Meetings with several contractors for the curling roof replacement project, as well as painting in the main lobby area. Obtaining pricing for refinishing of the hardwood in the lounge. • Replacing the flooring in the lobby to Bodymasters gym and hallway to the auditorium. • Start Grading back alleys. • Street sweeping program has started, signage posted at street corners the prior for awareness. • Performed Pandemic update meetings. • Social distancing during operations. |
|  <p data-bbox="282 1129 488 1241">Improve Internal & External Communications</p> | <ul style="list-style-type: none"> • Held monthly safety meetings. • Received & completed locates of water & sewer lines from Alberta One-Call for residents and businesses. • Received on-line, email and telephone service requests from residents and staff, investigated and completed all work orders pertaining to those requests. • Front door & counter are closed to the Public but operations continue as normal through the phone and email. |
|  <p data-bbox="305 1604 461 1717">Define & Practice Good Governance</p> | <ul style="list-style-type: none"> • Developing an infrastructure assessment map (roads & sidewalks) • Dug and filled graves. • Flushed sanitary sewer pipelines, checked manholes and video inspected to prevent back-ups. Visited the 5 lift stations throughout Town, continued the Hydrant Flushing program. • Checked all the drainage around Town and cleaned catch basins. • Worked at the pool refinishing water slide stairs, replacing jets in the hot tub, painting of the main pool area, painting the water feature, repairing floor tile on pool deck. • Tenders have closed for the arena lobby flooring. • Tearing out of the arena concession area and preparing a scope of work for the replacement. • Replacing shower tile in three of the arena dressing rooms. • Completed numerous facility maintenance work orders from various departments. • Servicing all HVAC units and air conditioners. • Checking all sump pumps to make sure they are working. • Attending regular meetings for the new Fire Hall. |

| | |
|---|---|
| | |
|  <p>Enhance Sense of Community</p> | <ul style="list-style-type: none"> • Put out residential education posts on Facebook and the Cornhusk Chronicles about stopping the use of Compostable bags in Taber by November 1st 2020. • Put out residential education posts on Facebook and the Cornhusk Chronicles about taking carts back into residences yards after collection as per the bylaw and so that proper alley maintenance can occur with our spring grading program. • Collection of all residential automated cart waste, commercial/industrial & multi-family waste. • Co-ordinated the collection of compost, recycling and Styrofoam, both residential & commercial. |





ACTIVITY REPORT

April 2020

DEPARTMENT: Administrative Services

| Strategic Plan Alignment | Associated Projects & Tasks |
|--|---|
|  <p>Develop Community & Promote Growth</p> | <ul style="list-style-type: none"> • Liaising with lease holders for construction of renewal and amended leases • Follow-up on various facility maintenance project requests • RFP for agricultural parcels and corresponding lease documents |
|  <p>Improve Internal & External Communications</p> | <ul style="list-style-type: none"> • Attended Alberta Municipal Clerk's training video call • Arranged and managed the work from home system for our department • Set up various conference calls for internal communication • Set up various conference calls for external provincial communication • Attended the monthly CUPE and Town of Taber Management meeting, creating the agenda and minutes • Attended the monthly Management Team meeting • Responding to resident inquiries regarding Council's Boards, Committees and Commissions • Fielding inquiries regarding leasing of Town-owned lands • Held weekly meetings with Administrative Services staff to receive updates, assign tasks, and check in (thrice weekly) • Attended the Director's meeting |
|  <p>Define & Practice Good Governance</p> | <ul style="list-style-type: none"> • Researched and created bylaw amendment proposals • Created lease renewal proposals • Created new lease documents • Liaised with other departments for new MoU and lease document creation • Reviewing department purchases, as well as facilities maintenance • Continued to meet and manage the Cemetery Software Project process formulation and discussions with vendor and internal staff arrangements • Preparations for Council meetings • Kept updated on eCompliance program for Health and Safety • Continued the reviewing other various policy and procedure documents for formulation by other departments • Attended Regular Meetings of Council |



Enhance
Sense
of
Community

- Liaised with CNRL to determine site work
- Contacted Lessees
- Site visit to facility to determine facility needs
- Participating member of the Town's Emergency Operations Centre (EOC)
- Reviewed daily POC updates
- Fielded various department requests from citizens and internal clients
- Creation of municipal invitation letters to external partners
- Creation of municipal response letters to concerned parties



ACTIVITY REPORT

March 2020

DEPARTMENT: Administrative Services

(Communications and Projects Coordinator)

| Strategic Plan Alignment | Associated Projects & Tasks |
|--|---|
|  <p data-bbox="316 688 461 793">Develop Community & Promote Growth</p> | <ul style="list-style-type: none"> • Assisted as backup cemetery clerk when necessary (this includes preparing burial orders, pre-need contracts, etc) • Attended training for new cemetery software • As per CAO request, assisted with the drafting of the Inter-Collaboration Framework with the Municipal District and a presentation for the same |
|  <p data-bbox="282 1297 488 1409">Improve Internal & External Communications</p> | <ul style="list-style-type: none"> • Submitted Taber Times Ads: regular ads and other various ads as needed • Released April Corn Husk Chronicles • Drafting May Corn Husk Chronicles • Continued to make edits and updates to the Town’s website pages to ensure accuracy and relevance • Actively increased engagement on social media by posting current events, upcoming programming, new projects, etc • Responded to the public’s questions and feedback on our social media accounts • Assisted media and news personnel by fielding questions and scheduling interview requests for Council and Staff • Coordinated with Departments on their requests for communications (this includes designing materials, writing copy, offering communications advice, and providing training on communications initiatives) • Assisted with requests for writing for cards, speeches, and other written materials • Provided assistance with interview information preparations • Submitted regular practice Alberta Emergency Alerts in order to maintain certification • Created a number of designs for various posters, social media graphics, brochures, and other print materials as requested by various staff members • Provided public communications regarding COVID-19 • Assisting with weekly Mayoral videos for COVID-19 |

| | |
|--|--|
|  <p>Define & Practice Good Governance</p> | <ul style="list-style-type: none"> • Continued regular upkeep with eCompliance as required by health and safety regulations • Continued upkeep with our Employee Recognition Program (includes setting up the email-based program, notifying Directors of staff milestones, ensuring orders are placed in a timely fashion, wrapping gifts, and scheduling presentations of gifts) • Attended monthly Administration Building health and safety meetings • Attended Directors meetings • Assisting with upkeep of oil and gas leases and rent review notices • Attending EOC Meetings as Information Officer (IO) regarding COVID-19 |
|  <p>Enhance Sense of Community</p> | <ul style="list-style-type: none"> • Assisting Recreation Staff with their new social media and communications initiatives where requested • Assisting with sharing mental health updates to the community during COVID-19 • Creating content for COVID-19 messaging for residents to access CERB or any resources provided by the Provincial and Federal governments |



TOWN OF

ACTIVITY REPORT

Taber Memorial Gardens

| Statistics Provided from: March 1, 2020 to March 30, 2020 | |
|--|-------------------|
| SERVICE PROVIDED | STATISTICS |
| Burials | 4 |
| Pre-Planning Purchases | 1 |
| Columbarium Transactions | 0 |
| Monument Permits | 1 |
| Disinter/Reinter | 0 |
| Transfer of Burial Rights | 0 |
| Public Concerns | 1 |
| Grave Searches from the Public | 0 |
| Grave Searches from Monument Companies | 1 |
| Inquiries from other Municipalities | 0 |



ACTIVITY REPORT

April 2020

DEPARTMENT: Human Resources

| Strategic Plan Alignment | Associated Projects & Tasks |
|---|---|
|  <p>Develop Community & Promote Growth</p> | <ul style="list-style-type: none"> • Hired 11 Summer Seasonal Staff for Recreation Department • Hired 2 Summer Seasonal Staff for TPS • Hired 3 Summer Seasonal Staff for PW Department |
|  <p>Improve Internal & External Communications</p> | <ul style="list-style-type: none"> • Working with IT regarding HRIS improvement project. • Attended Webinar regarding Disability Forms • Attended an ADP information meeting for Work Force Now • Attending Joint Worksite Health & Safety Meeting on April 29 |
|  <p>Define & Practice Good Governance</p> | <ul style="list-style-type: none"> • Developing E-Compliance Incident report • Developing E-Compliance Investigation report • Developing Health & Safety action-plan from audit results • Preparing documents for CUPE negotiations • Prep work for COVID-19 |
|  <p>Enhance Sense of Community</p> | <ul style="list-style-type: none"> • Working with WCB to return employee back to work with permanent restrictions X1 • Working with Sun Life representatives on two Short-term disability claims management cases. |



ACTIVITY REPORT

March 2020

DEPARTMENT: FIRE DEPARTMENT

| Strategic Plan Alignment | 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 2016-2020. Now we will assist in communicating with the province officials the official web link online will be up in the next few months www.abfirechiefs.ca this link is now active please review • New Emergency Services Building construction under way with Building permit building construction started July 28, 2019 completion June 2020 open house to follow. Review given to the MEMC 2020 |
|  <p>Improve Internal & External Communications</p> | <ul style="list-style-type: none"> • Continues to work with Provincial Medical First Responder Training Committee on COVID 19 Provincial response. • Fire Chief working with the Alberta Fire Chief Association to develop a training guide line for the province. |
|  <p>Define & Practice Good Governance</p> | <p>This time indicates the training of the Fire Department in the month.</p> <ul style="list-style-type: none"> • Past month 341.5 hours of firefighter training • Past 12 months 4853.5 hours of firefighter training <p>Fire Training officer:</p> <ul style="list-style-type: none"> • 7 Taber Firefighters continued the NFPA 1001 program with one class being hosted in March. This course has now been put on hold due to COVID-19. • 9 members began the NFPA 1021 Company Officer Level 2 Course. This course was put on hold due to COVID-19. • Alternatives are being discussed and implemented to continue competency training for firefighters. • We hosted our first video conference training night. It went fairly well and we have began creating some training videos to use on our fire practice nights. • The EOC hosted an After Action Review following our Emergency Management exercise. Agency improvements will be coordinated and implemented. • The 3 members of the Provincial All Hazards Incident Management Team went to Fort MacLeod for scenario based training. |

Year to date LAST year; 72 calls. Total Calls for **March - 27** Year to date THIS year; 66 calls

Total call volume over last 4 years: 1070 Calls

CALLS BY TYPE

| | | |
|------------------------|-------------------|------------------|
| Structure Fire – 0 | Public Assist – 1 | MVC –2 |
| Rubbish/Grass Fire – 2 | Hazmat – 0 | Alarm Call – 4 |
| MFR – 18 | Mutual Aid – 0 | Vehicle Fire – 0 |



ACTIVITY REPORT

April 2020

DEPARTMENT: Finance

| Strategic Plan Alignment | Associated Projects & Tasks |
|---|--|
|  <p>Improve Internal & External Communications</p> | <ul style="list-style-type: none"> • Prepare and manage the work from home for all staff. • Replace Administration Firewalls as part of the Ever greening Project • Complete the Fire Trucks upgrade as part of the Ever greening Project • Continue on the CAD servers upgrade • |
|  <p>Define & Practice Good Governance</p> | <ul style="list-style-type: none"> • Complete the IT KPI Report • Renew multiple licenses and subscriptions • Replace Servers as part of the Ever greening Project • Award Utility Upgrades Tender • Prepare Contract Change Order for extension to MPE Engineering Contract • Evaluation of Arena Flooring RFP's • Prepare and post Curling Rink Roofing Replacement RFP and addendum • Prepare package for AUMA P-Card Program • Audit Committee meeting • EOC meetings • Weekly virtual staff meetings • Daily Financial Activities |



TOWN OF
TABER

ACTIVITY REPORT

April 2020

DEPARTMENT: Planning & Economic Development

| Strategic Plan Alignment | Associated Projects & Tasks |
|---|--|
|  <p>Develop Community & Promote Growth</p> | <ul style="list-style-type: none"> • Answered a variety of calls from residents and businesses, providing information and guidance on the Land Use Bylaw, Development Permits, Business Licensing, and other miscellaneous requests. • Issued 2 Compliance Certificates to date. • Issued 2 Development Permits to date. • Issued 4 Portable Sign Permits to date. • Facilitating 3 subdivision applications. • Issued 5 business licenses. • Spring Clean up letter for empty lots sent out to developers and builders. • Ongoing discussion with Developer to work at moving forward endorsement of Westview Phase 6 and discuss future plans for construction of 56th Avenue and development of those adjacent residential lots. • Ongoing work on Outline Plan and engineering design for Town owned 60 acres including preliminary engineering and estimates for Phase 1 servicing – revisions underway with goal to bring draft to Council for direction to move forward to public consultation. • Working on Grasslands Taber project for development of Eureka Industrial land including subdivision of lots. Agreement prepared for execution. • Continued work with Consultant and the MD on the Intermunicipal Development Plan – met with IMDC with draft document and taking forward to Council for review and direction. • Annexation in effect. Revising required Town plans and processes in order. • Work on the Southwest Alberta Regional Skills Study with regional partners is ongoing. Currently surveys and roundtable discussions are on hold while businesses adjust to their new normal. • Received approval from Council to work with Chamber on a new facility. Representing the Town on the building committee. • Working on the development of Downtown Architectural Guidelines, and Gateway Signage Guidelines. • Regional EDO meeting – conference call. |
|  <p>Improve Internal & External Communications</p> | <ul style="list-style-type: none"> • Continued to maintain presence on LinkedIn and Twitter for Economic Development, posting 2-4 times a week on each platform. • Working with TNC Publishing and JEDC on creating articles for new business & community profile for 2020 • Preparation of RFD's and attendance at two Council meetings. • Ongoing communications with Palliser AirShed Society about setting up an air quality monitoring device in Town. • Working with Consultant on updates to mapping for MDP |

| | |
|--|---|
| | <ul style="list-style-type: none"> • Conference call with the Pheasant Festival Planning Committee. • Attended Management Team meeting. |
|  <p>Define & Practice Good Governance</p> | <ul style="list-style-type: none"> • Activation of EOC for Covid-19 Pandemic. Daily meetings. • Continued working from home options for Planning and Economic Development staff and coordination of that effort to ensure health and safety of staff. • Weekly meetings with CAO. • Facilitated Municipal Planning Commission meeting third Monday of the month. • Facilitated Special Meeting of Municipal Planning Commission, on April 2, for an application – paid by applicant. • First draft of Land Use Bylaw amendment completed and presented to MPC for review at May meeting. Public Consultation Plan under consideration. • Team meetings and staff one-on-ones • Weekly CAO meeting • Attended Council Agenda setting meetings, after Council review and monthly management meeting. • Currently enrolled in Human Resources Administration on line learning as part of NACLAA certification from University of Alberta. • Exploring options within policies and bylaws to allow for outdoor patios in the downtown. • Weekly Taber Times advertising for projects, ensuring meeting MGA advertising requirements. • Filing of all documentation that is created as a result of the Emergency Operations Centre activation for COVID-19. • Team member working with Alberta Liaison group to share information and strategies for COVID19 pandemic among municipalities • Working towards having two roads designated as roads within the recently acquired annexation area. • Provided update to Developer on the status of their Securities and Offsite Levies. |
|  <p>Enhance Sense of Community</p> | <ul style="list-style-type: none"> • Continued work on Animal Shelter project. • Sent a letter to Builders, Contractors, and Developers reminding them to be good neighbours and keep their developments and vacant properties clean. • Updated and approved 2 tourism ads for publications coming out end of spring/early summer. |



ACTIVITY REPORT

April 2020

DEPARTMENT: Recreation

| Strategic Plan Alignment | Associated Projects & Tasks |
|---|---|
|  <p>Develop Community & Promote Growth</p> | <ul style="list-style-type: none"> • Planning for events has been put on hold due to COVID, but we are starting to look to events for post-pandemic. • Created a Created community scavenger hunt. Aimed to connect community members and local businesses during isolation period due to covid pandemic. Assured all provincial and federal mandates were abided by. • Working on the summer program schedule. • Choosewell grant has wrapped up. We are continuing to work on finding ways to continue to promote healthy options and promotions in our facilities. • Arena crew has shifted into Parks and has started cleaning up the parks and getting ready for spring. |
|  <p>Improve Internal & External Communications</p> | <ul style="list-style-type: none"> • Weekly virtual meetings with the Recreation Team. • Daily check-ins with staff working from home. • All management attended the Management Meeting via “Go to Meeting”. • Ongoing communication with other municipalities about what they are doing to enhance community engagement during covid. • Weekly Director Meetings with each Manager. • ICS Meetings followed by strategy meetings on Monday, Wednesday and Friday. • Staying in touch with our facility users regarding season status. • Worked with ice users to wrap up their seasons early. • Updated the ammonia leak system for the ice plant room. • Researching portable ammonia detectors. |
|  <p>Define & Practice Good Governance</p> | <ul style="list-style-type: none"> • Monday/Wednesday/Friday pandemic meetings to ensure staff are healthy and remind them of the pandemic safe work practices. • Arts and Heritage Committee meetings and Recreation Board meetings have been postponed until post-pandemic. • Several staff completed their BEM, ICS 100 and ICS 200. • Hired Lace Lutz as the new ACE Coordinator. Emily trained Lace for several days before going on maternity leave. • Emergency Social Services documentation and planning has been updated. • All safe work practices and procedures are being reviewed and updated. • Hazard assessments are being reviewed and updated. • Sorting through old documents. • Playgrounds and benches have been closed due to COVID-19. |

| | |
|---|--|
| | <ul style="list-style-type: none"> • Attached devices to the garbage cans in the parks to keep the lids partially propped open to allow people to dispose of garbage without touching the lids. • Finalizing the hiring of the Parks Seasonal Staff. • Completed Choosewell Grant documentation and submitted the final report to ARPA. • Organizing Recreation shared files on the computer. • Gopher control at Ken McDonald Memorial Sport Complex and the Cemetery. • Building Maintenance isolated a brine leak in the small ice flooring. |
|  <p data-bbox="300 877 462 989">Enhance Sense of Community</p> | <ul style="list-style-type: none"> • Researching possible future events. • Looking at options for Canada Day, depending on the pandemic mandates that could be in place at that time. • Water slide stairs are being repaired and recoated, as budgeted. • Spray features are being updated and replaced, as budgeted. • Aquafun Centre is being cleaned. We are not planning a fall shutdown this year, so all this work is being completed now. • Staying engaged with the community through our Town of Taber – Recreation page. • Working on the Ken MacDonald Compound, replacing fencing, organizing and general clean up. • The Trout Pond campground is almost complete. Estimated completion date is May 1st. • Concession renovations are underway. • Working with Building Maintenance on the replacement of floors in the lobby and hallway outside of the meeting rooms. • Tentatively scheduled sportsfields for the season. |



ACTIVITY REPORT

March 2020

DEPARTMENT: CAO

| Strategic Plan Alignment | Associated Projects & Tasks |
|--|--|
|  <p data-bbox="315 978 462 1083">Develop Community & Promote Growth</p> | <ul style="list-style-type: none"> • Reviewed the agenda for the Traffic Committee meeting and participated in said meeting. • Investigated messaging based on a Provincial request to know what shovel ready projects municipalities are prepared to undertake, created and provided list to Alberta Infrastructure. • Discussions with Mayor Prokop regarding insurance policy matter and Administration’s tiered insurance coverage strategy, attempting to balance being local business friendly and limiting “red tape” for some contract business partners, versus municipal risk. • Spoke to PepsiCo regarding their need/desire for local employees. Began to assist with an economic development social media campaign through the Planning and Economic Development Department. • Coordinated on taxation matters with Designated Industrial Properties with the Finance Manager. • Reviewed and forwarded the Draft Integrated Collaborative Framework to the MD CAO. Much back and forth work on this project throughout the month. • Forwarded the presentation from the Town of Taber’s adopted raw water strategy discussion from Monday evening’s Council to key neighbouring/stakeholder agencies. • Spoke to senior staff regarding expectations for supporting local when purchasing going forward. • Called a worm composting company representative and shared company details with the Director of Planning and Economic Development for future relationship building purposes. |
|  <p data-bbox="282 1703 488 1808">Improve Internal & External Communications</p> | <ul style="list-style-type: none"> • Welcomed the new Human Resources Coordinator and oriented her to her job realities. • Crafted and sent a letter to the Municipal District of Taber CAO related to declining the opportunity to submit a bid for their request for proposal to solicit same for solid waste pick-up in Grassy Lake. • Ensured the Health and Safety Coordinator was on track with changes required to the eCompliance health and safety platform. • Participated in many Emergency Operations Centre (EOC) meetings and Strategies and Tactics meetings related to COVID19. • Work internally on correspondence to be provided to Lamb Weston and the Potato Growers of Alberta. |

| | |
|--|---|
| | <ul style="list-style-type: none">• Began discussion/research towards closing playgrounds. This directive from AHS occurred later in the same day. Communications plan operationalized.• Performed a virtual check in meeting with CAO direct reports to confirm all were healthy and not experiencing any Alberta Health Services (AHS) reported COVID19 symptoms as per town health and safety directives every Monday, Wednesday, Friday.• Spoke to the Recreation Director and followed up via email through review of poster material expectations for messaging on park benches.• Worked with the Information Technology department to further enhance my work communications and productivity platforms on my computer.• Spoke with the City of Leduc's Emergency Operations Centre Liaison Officer to confirm participate in an Alberta wide joint municipal EOC strategies, tactics and information sharing program.• Participated in many Provincial Operations Centre DEM/DDEM conference call updates.• Began the investigation of a tender process which was subject of an insurance policy request by Council.• Began process of ensuring enhanced reporting on logistics supplies in EOC. Set final framework for regular reporting approach.• Compared communications products Zoom/Skype.• Received iPad and began experiments/learning Skype.• Spoke to the Communications Coordinator about changing messaging on the LED sign to reflect pandemic realities.• Worked on items for discussion for the Management Team Meeting. Lead and participated in said meeting.• Listened to the AUMA call where a number of common municipal matters were explored given the pandemic and the changes being made to provincial legislation to address pandemic challenges.• Working with the Information Technology department to determine an approach to stopping a significant attack to our virtual systems.• Planned information to share with staff through the weekly staff email and video update. Produced material and shared each week.• Worked with Human Resources to establish a COVID/Health and Wellness related spreadsheet to be updated, saved and shared with the CAO daily. |
|--|---|



- Met with the Finance Director to review the external audit documentation and logistics related to the Audit Committee meeting for the 2019 financial statements.
- Met and participated in the Audit Committee Meeting.
- Met with the Health and Safety Coordinator to review his current workload and steps towards implementation of the Health and Safety Post-Audit Action Plan.
- Working with the Recreation Director on matters related to the hiring of summer staff and considerations towards the discussion with Council related to canceling town events due to COVID19.
- Participated in a grievance meeting.
- Reviewing legislative/regulatory changes to municipal legislation through ministerial orders related to addressing the COVID19 pandemic.
- Spoke to Alberta Health Services (AHS) and the Deputy Director of Emergency Management (DDEM) regarding the need for AHS to take ownership of local enforcement matters for Health Orders related to COVID19.
- Gave final review to the submissions for Municipal Affairs Ministers Awards.
- Confirmed and discussed practice implementation of pre-workplace attendance COVID19 assessment procedures for all emergency services personnel in the town.
- Worked with the Information Technology group to determine the limitations of the computer monitoring product used to track employee's online behaviours when/where required.
- Met with administrative staff to review the motions and details from closed session to allow for the production of meeting minutes.
- Provided details to ADP Workforce in anticipation of a demonstration of this onboarding and payroll product. Working with this firm to upgrade the current products used to onboard and track time.
- Request made to each CAO direct report to supply work from home strategy for each of their divisions/employees. Worked on compiling this report.
- Spoke to Finance Director regarding Council pay on first of month. Operationalized plan.
- Worked on wording for a request for proposal related to the desire to hire an external firm to review the current corporate structure and staffing levels in consideration of levels of service, staff compensation levels and the next decade of Administrative performance.
- Reviewed the contents of the Business Continuity Plan and recommended its approval via Council motion.

| | |
|---|---|
| | <ul style="list-style-type: none"> • Held Labour/Management meeting with CUPE. Employee health and safety strategies during the pandemic was a significant discussion topic. • Met with the Intermunicipal Development Committee (IMDC) Town of Taber Council representatives prior to the formal meeting. • Met with the IMDC meeting at the Reeves Room in the Municipal District of Taber office and had support from that committee to move the Intermunicipal Collaborative Framework (ICF) forward to the respective Councils for conversation towards possible adoption at the April 27th meeting. |
|  <p data-bbox="300 1270 462 1386">Enhance Sense of Community</p> | <ul style="list-style-type: none"> • Worked with the Administrative Services Manager and Taber Police Chief to finalize details of the Lost Paws Society Memorandum of Understanding and lease. • Undertook the post-Council senior staff meetings to discuss the approach to implementing the previous day's Council Meeting motions. • Investigated/discussed/operationalized public participation options based on the Municipal Affairs order-in-council related to permitting virtual public participation in Council meetings. • Working with staff on details for RFDs. • Attended Bill Brezovski's retirement lunch at the Public Works Shop. • Looked into a concern from a citizen related to their cash drop to pay for their utilities. • Reviewed the concept of hosting a University of Lethbridge applied studies student in the Information Technology Department. Concept was approved. • Shared Council member supplied options for a municipal recovery/stimulation program during and after the pandemic. Worked on said report with other staff. • Discussed the opportunity presented by the Lions Club to plant 100 trees at the Trout Pond with the Recreation Director. Irrigation, location and project funding topics raised. • Discussed community initiatives which TELUS may want to invest in directly (Safe Haven, Foodbank, Lost Paws, Taber Charity Auction were ones I suggested they investigate for opportunities) with the Southern Alberta TELUS Manager, as well as a matter related to lack of fibre optic connectivity at the Taber Irrigation location. • Confirmed details of the Arena Concession upgrades with the Recreation Director. • Worked internally to ensure the invoices from the Taber and District Housing Authority and Barons, Eureka, Warner FCSS were processed swiftly. • Working with Canada Post related to the location of a community mailbox on the south side of Taber. |



Council Request for Decision

Meeting Date: April 27, 2020

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(s):

Council could seek clarification on any of the matters.



Attachment(s): None.

APPROVALS:

Originated By:
Raeanne Keer

Chief Administrative Officer (CAO) or Designate: _____



Council Request for Decision

Meeting Date: April 27, 2020

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:

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.

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 Councilors 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.

The intention of this RFD is for items to be brought forward from the floor at the meeting.

Legislation / Authority:

Municipal Government Act, Section 153, Section 154, Section 180, and Section 249.

Strategic Plan Alignment:

Improve Internal & External Communications

Establish appropriate communication protocols between Council and Administration.



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

APPROVALS:

Originated By:
Raeanne Keer

Chief Administrative Officer (CAO) or Designate: _____

| Council Date | Resolution # | Resolution | Assigned To | Completed? | Request Return To Council? By? |
|---------------------|---------------------|--|--------------------------------------|--|---------------------------------------|
| 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 – Included in proposed Operating Budget</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 (A/JTMA) Conference and Annual General Meeting in 2021 in conjunction with the Notogawa Friendship Society from the Council Discretionary Fund. | Admin Services | <i>In Progress – Letter to A/JTMA completed.</i> | Not Stated |
| Feb 10/2020 | 78/2020 | MOVED by Councillor Firth that Council directs Administration to pose the concept of two parking spaces outside of the Taber Police Services Building for the purpose of exchanging legal items to the Taber Municipal Police Commission. | Admin Services/ Police Commission | <i>In Progress – Letter has been sent to Police Commission</i> | Not Stated |

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



Council Request for Decision

Meeting Date: April 27, 2020

Subject:

Delegation: Backyard Hens

Recommendation:

Council discussion is requested.

Background:

Danielle Kenyon, resident of the Town of Taber, will present a request to Council to allow “backyard hens” within the Town, similar to programs implemented in other Alberta communities.

Currently, Section 3 of the Exotic and Wild Animal Bylaw 6-2007 does not allow possession or ownership of poultry within the corporate limits of the Town of Taber.

Legislation / Authority:

Municipal Government Act, Section 3
Exotic and Wild Animal Bylaw 6-2007

Strategic Plan Alignment:

Enhance Sense of Community

Financial Implication:

Currently unquantifiable due to multiple considerations related to possible policy direction.

Service Level / Staff Resource Implication:

Currently unquantifiable due to multiple considerations related to possible policy direction.

Justification:

This is an opportunity for Council to receive a presentation from a resident of the Town regarding their request and interest for having backyard hens within the Town’s corporate limits.



Alternative(s):

1. That Council directs Administration to review current Town of Taber Bylaws to allow residents to keep ____ hens, and create the required documents with the associated rules and fines.
2. That Council directs Administration to develop a 2-year pilot project to assess what backyard hens would look like in the Town of Taber, and to bring the project to Council for review at a future meeting.
3. That Council directs Administration develop a process to allow individuals and backyard hens to be considered on a case-by-case basis.
4. That Council directs Administration to complete additional research as to what other municipalities are doing regarding backyard hens, and to provide a report to Council at a future meeting.
5. That Council thanks the Delegation for its presentation, and chooses to leave the Exotic and Wild Animal Bylaw 6-2007 as written at this time to not include poultry within the Town of Taber.
6. Council could request additional information from Administration or the Delegation.

Attachment(s): Presentation
 City of Edmonton - Urban Hen Keeping Procedures and Guidelines
 City of Edmonton - Urban Hen Survey
 Town of High River - Urban Chicken Guidelines
 Town of High River - Mr. Bridge Enforcement Officer Correspondence
 Town of Okotoks Urban Hens Bylaw 24-17
 Town of Okotoks - Urban Hen Pilot Guidelines and Regulations
 Town of Okotoks - Municipal Enforcement Administration Correspondence
 City of St. Albert - Hen Bylaw 32/2018
 City of St. Albert - Planning, Infrastructure, and Development Services Correspondence
 Town of Taber - Exotic and Wild Animal Bylaw 6-2007

APPROVALS:

Originated By:
Raeanne Keer

Chief Administrative Officer (CAO) or Designate: _____



BACKYARD HENS TABER

Presented to Taber Town Council

Monday, April 27, 2020

By Danielle Jorgensen-Kenyon

WHY BACKYARD HENS?



SUSTAINABLE

"Right now over 70 percent of the world population is convinced that something serious has to be done about the dangers facing the planet. ...Most of humanity wants to know how to make the change. It's one of those tipping-point times where things can change unbelievably fast..." Paul H. Ray and Sherry Ruth Anderson, *The Cultural Creatives*

HEALTHY

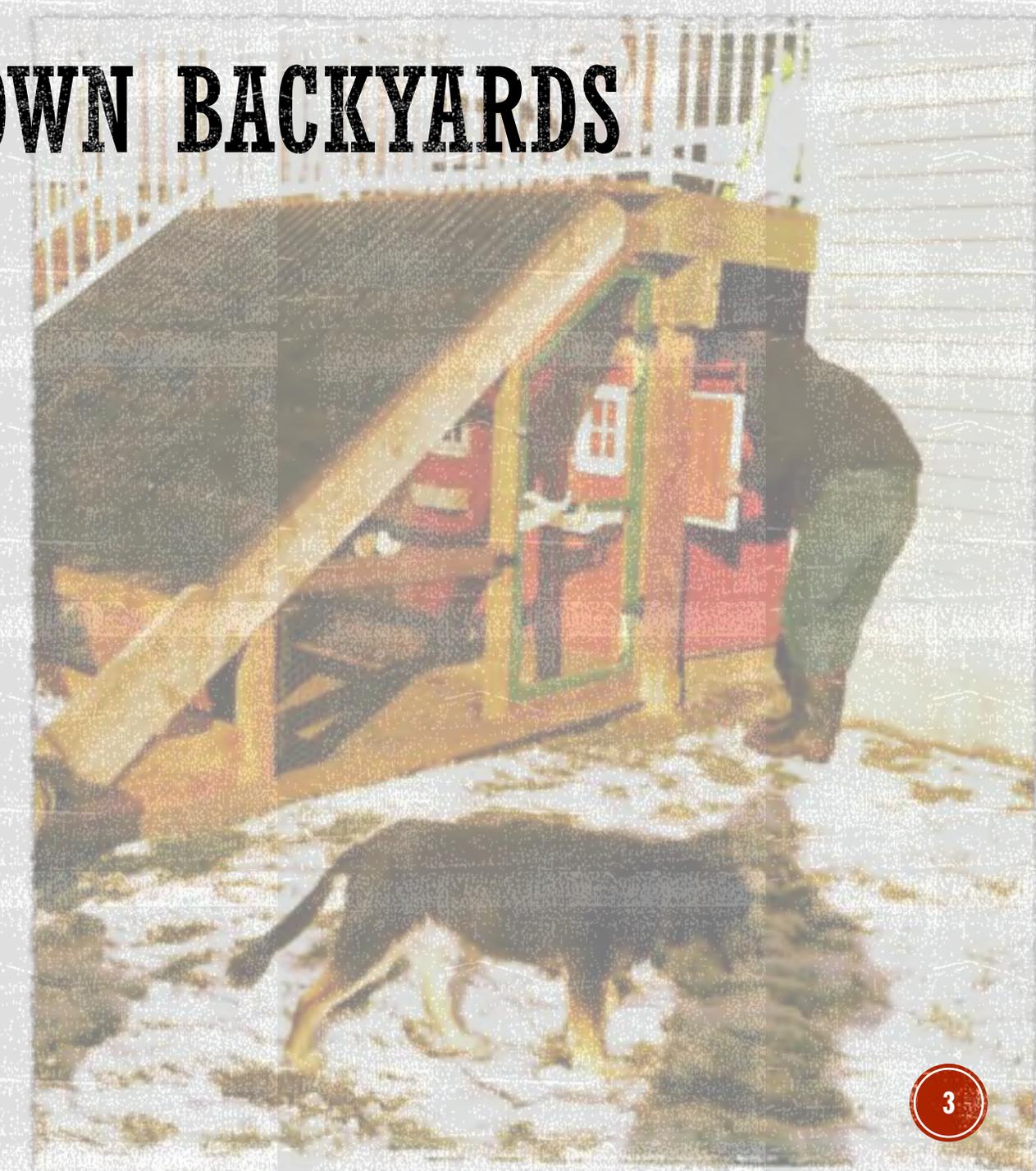
"Affordable access to eggs that are organically produced by chickens living in their natural environment, providing a healthy source of protein to all residents, regardless of income" - Urban Chickens in Windsor

LOCAL

"...owners are sharing their eggs with neighbors...it brings people together in a sense."
- Tracy Tsui, RPP, MCIP
Planner, Infrastructure & Development Services
City of St. Albert

RIGHT IN OUR OWN BACKYARDS

- ◆ A local, healthy, affordable source of eggs. Feed for 6 hens costs approximately 16\$/month.
- ◆ Chickens eat bugs and weeds reducing the need for pesticide and herbicide use in our backyards and gardens.
- ◆ Chicken poop makes exceptional compost! It can enrich soil and assist with creating thriving gardens reducing the need for synthetic fertilizer and other chemicals.
- ◆ Chickens aerate the soil through pecking and scratching. This also assists with creating healthy yards and gardens.
- ◆ Homegrown eggs are environmentally friendly. They reduce the need for packaging and transportation.

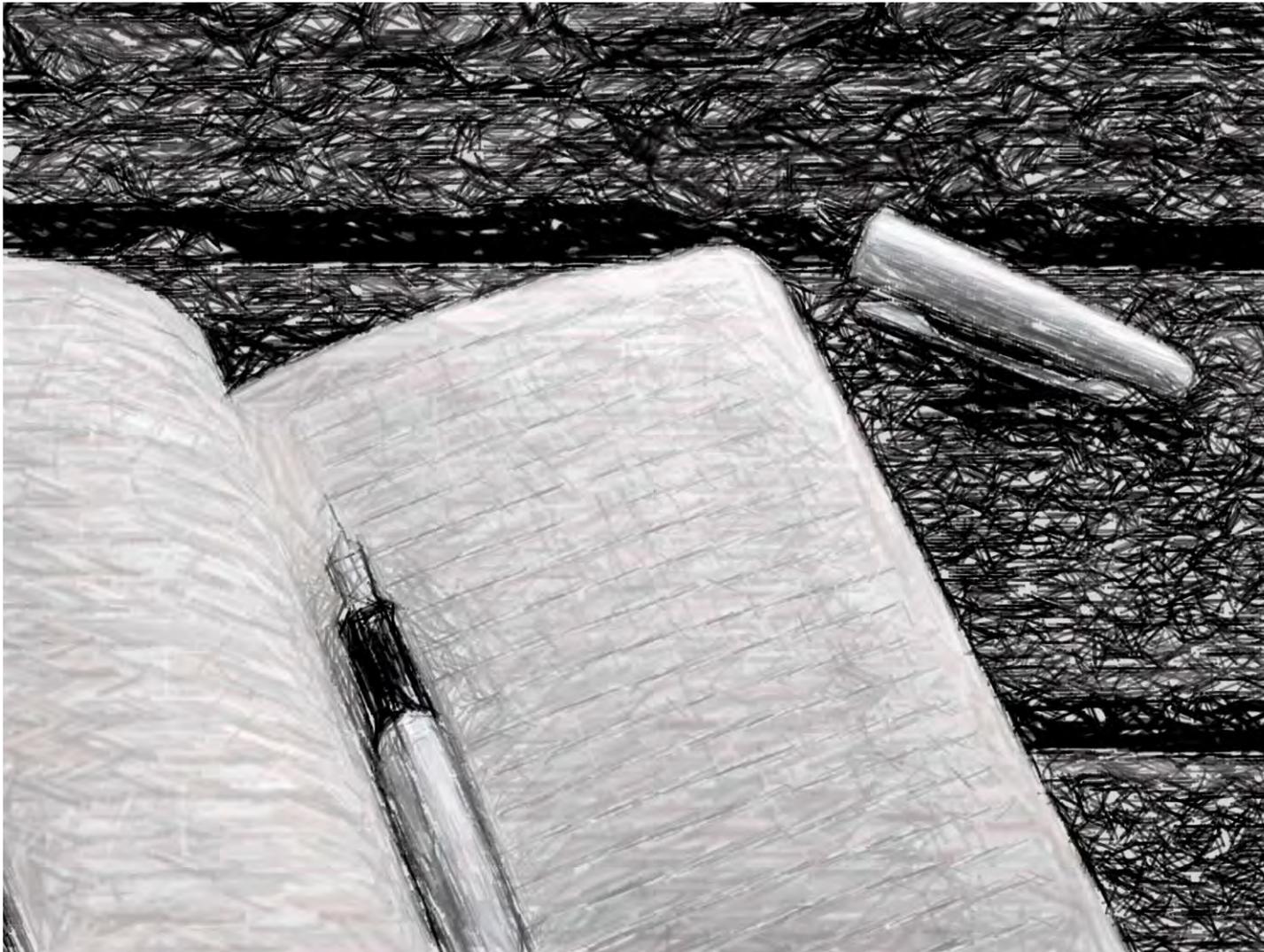


FOOD SECURITY

Now more than ever, we are realizing the importance of food security. The COVID-19 pandemic has shown us that anything is possible and unimaginable, unprecedented situations can and do happen.

The photo on the right was taken locally at Taber Walmart on Sunday, March 29, 2020. Even with the store limiting customers to 2 cartons of eggs each to ensure everyone could access them, there was still none available.





Was there any unforeseen issues that you would warn a community just starting out about?

“The biggest hurdle initially was people opposing the idea before they understood the logistics and rules required to keep Urban Hens (myself included)....”

- Angela Clay
Municipal Enforcement Administrator, Okotoks

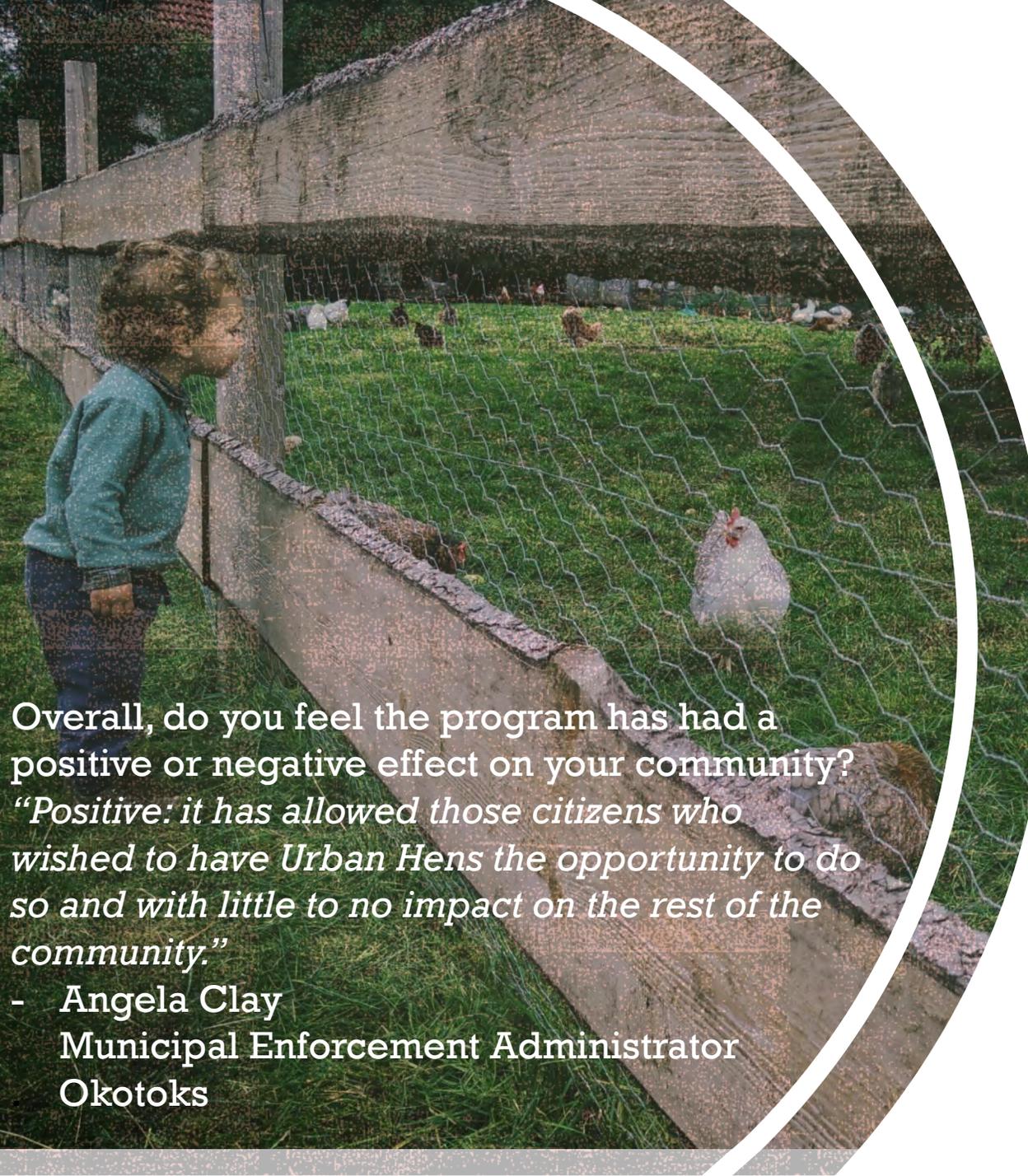
GENERAL REGULATIONS

We do not need to reinvent the wheel. There are plenty of resources, bylaws and pilot projects to reference. Many municipalities in the province, country and world allow backyard hens and more are jumping on board. They set guidelines such as:

- No roosters allowed
- Number of hens is limited (generally 3-8)
- How far a coop must be from neighboring properties
- What fines will be if rules are broken
- Certification in a proper training course

BUT, WHAT ABOUT THE...

- Smell? The scent of a chicken coop that comes to most people's minds is that of a large coop/farm operation with many birds. A well maintained, small backyard coop is nearly undetectable until you are standing inside of it.
- Noise? Most bylaws outlaw roosters (as they are not required for egg production) which drastically lessens and almost eliminates the noise factor. A hen squawk comes in at about 60 decibels which is comparable to a human conversation and much quieter than leaf blowers, barking dogs, and lawn mowers which are all usual sounds in our neighborhoods.
- Pests? As long as feed is properly stored and the coop is properly secured, hens actually reduce pests in the yard instead of adding to them.
- Diseases? Most disease issues are mitigated by the small number of hens allowed in municipal areas and maintaining proper coop hygiene. Many backyard hen bylaws also require an appropriate training course which covers all of the above concerns in detail.



Overall, do you feel the program has had a positive or negative effect on your community?

“Positive: it has allowed those citizens who wished to have Urban Hens the opportunity to do so and with little to no impact on the rest of the community.”

- Angela Clay
Municipal Enforcement Administrator
Okotoks

CHICKENS 101 – RIVER CITY CHICKENS

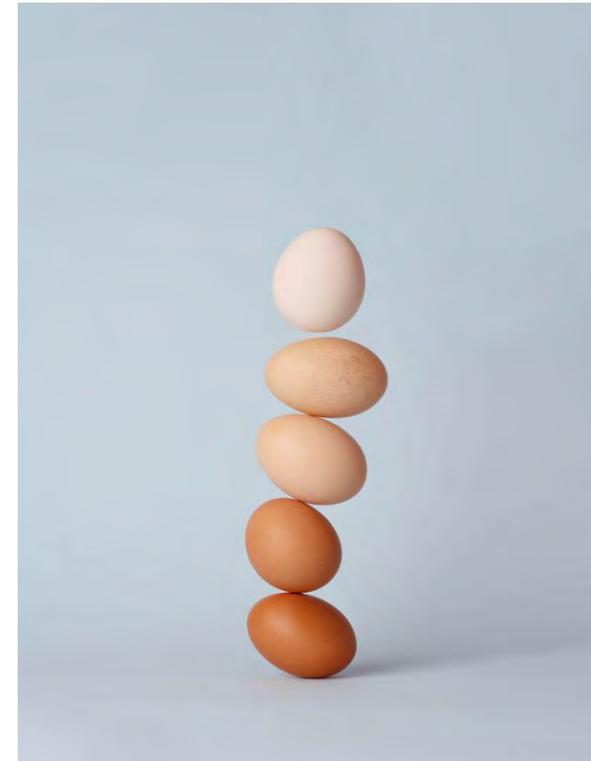


- River City Chickens presents "Chickens 101" , an informative course for urban chicken keepers. Topics include coop design and requirements; feeding and general care; winter needs and concerns; breed selection, buying hens, and flock introductions; predator and vermin prevention; waste management; disease recognition and control; end of life options; and biosecurity. (description taken from <http://www.rivercitychickens.org/classes--events.html>)
- This course is a prerequisite for anyone looking to obtain a hen licence in Edmonton, Leduc and St. Albert.
- River City Chickens would be more than happy to be the official training source for Taber residents and would also gladly consult with council on backyard hens as they have done for other Alberta municipalities.
- Having recently completed this course myself, I understand how vital this course, or similar training is for citizens to have an accurate understanding of what urban hen keeping looks like before they commit. The course is Alberta made and focuses on considerations that need to be made in our area such as appropriate winter housing, suitable breeds for our climate, disease and pest issues common to our province etc.

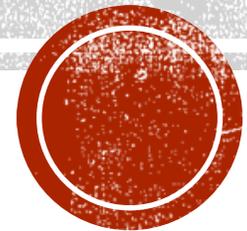
HOW CAN COUNCIL HELP?

There are families in Taber wanting backyard hens for a variety of reasons. Some are looking for a way to increase their food security, others want to exercise control over where their food comes from and teach their children the responsibility and connection to our food sources that has been lost and multiple other reasons. There is a balance in allowing them to do in a respectful considerate manner to the rest of the community.

- It doesn't have to be an all or nothing approach. I am asking that council consider one of the three options
 - Amend the town bylaws to allow residents to keep 6 hens and create a bylaw outlining the associated rules and fines;
 - Conduct a 2 year pilot project to assess what backyard hens looks like in Taber; or lastly
 - Allow individuals, such as myself, who have done the research, invested both their time and money, and completed the appropriate training to apply on a case by case basis for the permission of council to keep 6 hens.



**THANK YOU FOR YOUR TIME
AND CONSIDERATION**



Are there any questions?

URBAN HEN KEEPING PROCEDURES AND GUIDELINES

These procedures and guidelines establish the regulatory framework for the keeping of urban hens within the City of Edmonton limits, and provide guidance for the selection of appropriate sites, the application processes and enforcement procedures to ensure successful urban hen keeping. In the development of these procedures and guidelines, the City of Edmonton reviewed best practices, communication plans, outcomes, and mitigation strategies of other municipalities who have made allowances for urban hen keeping. Zoning Bylaw requirements, potential health concerns, and provincial legislations were also carefully considered.

1

SITE REQUIREMENTS FOR HEN COOP AND RUN

- Coops may only be located in backyards of properties that are completely fenced and secured. Some properties, due to the smaller size of a backyard or other situational factors, may not be deemed suitable for urban hen keeping through the application process.
- Coop sites should take into consideration backyard locations that would minimize impact to adjacent neighbours (away from bedroom windows, furthest point from building, etc).
- An approved site may house only one coop and run, and they must be in compliance with *Zoning Bylaw 12800*. All coops are reviewed against the *Zoning Bylaw 12800* and require Development Permits unless they meet the specific criteria for exemption under Section 12.2. Consultation with a Development Officer/ Planner is recommended before purchasing or installing an accessory structure. Standard setback requirements are outlined in the *Zoning Bylaw*. The *Zoning Bylaw* requires that an accessory structure be located:
 - a minimum of 0.9m from a side property line,
 - a minimum of 18.0m from a front property line,
 - a minimum of 0.6m from the rear property line, and,
 - a minimum of 0.9m from any other buildings on the site.

2

NUMBER OF HENS AND COOP SIZE

- Approved sites must keep a minimum of three hens and shall not exceed six hens per site. **Roosters are not permitted.** Hen Breed and numbers shall be indicated through the application process. Young hens (also called pullets) shall not be younger than 16 weeks old.
- A minimum of 0.37 square meters per hen is required for the coop, along with a minimum of 0.93 square meters per hen of for the run
- All coops must contain sufficient perch locations, have adequate ventilation, and be weather and predator proof.
- All hens must remain in the coop or an enclosed run unless directly supervised where they must then stay on the Licensed property.

3

NUISANCE CONDITIONS

- The site and coop must be properly maintained to prevent negative impacts, including but not limited to: attracting nuisance animals, the spread of food over the property, and excessive smells or noise.

4

STANDARD OF CARE

- Hen sites shall adhere to good management and husbandry practices, maintain hens in such a condition so as to prevent distress, disease, and welfare issues. Hens require appropriate food, liquid (unfrozen) water, shelter, light, warmth, ventilation, veterinary care and opportunities for essential behaviours such as scratching, pecking, dust-bathing and roosting, in order to be comfortable and healthy.
- Animal Control must be notified immediately of any disease or welfare issues that arise that may affect the public and the steps taken to rectify the situation.
- In the winter months, runs are required to be wrapped. Runs can be wrapped with a hard material like corrugated plastic or a soft material like polyethylene film (poly wrap) or a tarp. Adequate ventilation in the run and coop area is important to reduce moisture and mitigate the conditions that contribute to frostbite. Pre-made coops and runs may need to be modified to ensure proper ventilation and insulation.

5

WASTE & DISPOSAL

- Manure must be removed, discarded, and/or properly composted to prevent nuisance orders.
- There is to be no on-site slaughter or euthanizing of hens within City limits. Removal methods include (but are not limited to) humane euthanasia by a veterinarian, relocation to a farm, or taking hens to a licensed abattoir. Deceased birds should be double-bagged and placed for garbage collection or taken to a veterinarian for disposal. All changes to flock size must be reported to Animal Control as a Licence requirement.

6

TRAINING & MENTOR

- The Licencee(s) must have completed an accepted urban hen keeping course. It is also recommended that for the first year each site have support and assistance from a recognized mentor. These conditions must be met, or reasonable steps towards meeting the requirement must be made prior to a permanent Urban Hen Keeping Licence being issued. The Licensee shall provide proof of completion of a training course recognized by Animal Control as comprehensive and specific to the Alberta climate. Licencees will be required to take a competency test before the end of their first year.

7

INSPECTIONS

- The Licensee(s) shall make themselves and the coops available for inspection on reasonable request from Animal Control Peace Officers.
- An initial inspection of the coop and site will be conducted prior to final site approval and the licence being granted by the City of Edmonton. Hens can be obtained after approval.

8

REGISTRATION

- The Licensee must comply with all Provincial regulations around the keeping of hens. The Province of Alberta requires all owners of poultry (including small urban flocks) to register their flocks into the provincial database and obtain a Premise Identification (PID) Number. The PID enables the province to keep track of livestock site locations in case of potential disease outbreak. The Province will maintain communication with site owners should any information or incidents occur that would require site owners to take action.
- Neighbour notification process will be completed and letters submitted back to the City as part of the application submission.

9

ENFORCEMENT

- Poultry keeping is enforced under Section 27 of the *Animal Licensing and Control Bylaw 13145*.
- Animal Control Peace Officers will respond to all complaints and initiate investigations when warranted. When enforcement or other animal husbandry issues arise, City administration will work with hen keepers, neighbours, and other external stakeholders to ensure they are addressed and resolved in a timely manner. Failing to comply with the terms and conditions of an Urban Hen Keeping Licence may result in a fine of \$100, or a licence being revoked. Keeping hens without a licence will result in a \$500 fine.
- Egg production is for self-consumption. No sale of eggs is permitted.
- All public complaints shall be directed through 311; this reporting approach is consistent with the City of Edmonton bylaw complaint process.

Insight Survey Results

Edmonton Insight Survey – Urban Hen Keeping

Raising hens in the City is good for neighbourhoods.

| | Total |
|----------------------------|-------|
| Total | 1,797 |
| Strongly agree | 22% |
| Somewhat agree | 29% |
| Neither agree nor disagree | 19% |
| Somewhat disagree | 13% |
| Strongly disagree | 14% |
| I don't know | 4% |

I would support hens being raised near my property.

| | Total |
|----------------------------|-------|
| Total | 1,797 |
| Strongly agree | 28% |
| Somewhat agree | 29% |
| Neither agree nor disagree | 10% |
| Somewhat disagree | 13% |
| Strongly disagree | 18% |
| I don't know | 2% |

Were you aware that the City of Edmonton recently piloted a project that allowed hens to be on residential properties?

| | Total |
|----------------------|-------|
| Total | 1,797 |
| Yes, I was aware. | 78% |
| No, I was not aware. | 22% |



Your guide to keeping urban chickens in the Town of High River



High River Council has approved Urban Chicken Bylaw 4470/2016 to regulate and provide guidelines for residents to keep chickens within the corporate boundaries of the Town of High River.

This Bylaw requires residents to apply for and maintain an Urban Chicken License on an annual basis.

Urban Chickens kept within the Town of High River are for personal use only and any person wanting to keep Urban Chickens must obtain a Premises Identification (PID) under the Premises Identification Regulation (200/2008) in the *Alberta Animal Health Act*.

Liability insurance must also be obtained by the applicant.

URBAN CHICKEN REQUIREMENTS

- Only Hens will be allowed to be kept;
- Roosters are not allowed to be kept;
- No more than three (3) Hens can be kept on a single property;
- Each Hen must be provided with food, water, shelter, light, ventilation, care, and opportunities for essential behaviours such as scratching, dust-bathing, and roosting, all sufficient to maintain the Hen in good health;
- No Hen shall be slaughtered on the property;
- Hens will be disposed of by delivering it to a farm, abattoir, veterinarian, or other operation that is lawfully permitted to dispose of Hens.

COOP RESTRICTIONS

- Provide each Hen with at least 0.37 m² of interior floor area, and at least 0.92 m² of outdoor enclosure, within the coop;
- Provide and maintain, in the coop, at least one nest box per coop and one perch per Hen, that is at least 15 cm long;
- Keep each Hen in the coop at all times;
- Maintain the coop in good repair and sanitary condition, and free from vermin and noxious or offensive smells and substances;
- Construct and maintain the coop to prevent any rodent from harbouring underneath or within it or within its walls, and to prevent entrance by any other animal.

ENFORCEMENT

- This Bylaw shall be enforced by any Bylaw Enforcement Officer;
- Approved Licence holders shall make themselves and their coops available for inspection on reasonable request by the Bylaw Enforcement Officer.

HOW TO APPLY

Online

Visit www.highriver.ca and select 'Bylaw & Protective Services' from the Residents menu to download an application or for more information about the Urban Chicken Bylaw.

In person

Visit 309B Macleod Trail SW and pick up an application from the main reception desk.

Return all forms to:

309B Macleod Trail S.W
High River, AB T1V 1Z5



Phone conversation on April 8, 2020 with Mr. Bridge, an enforcement officer for the High River Urban Hens and Bees Program

Overall, do you feel the program has had a positive or negative effect on your community?

Positive. A few people have hens. Gives people freedom. Don't notice it much. Not too many take part.

How long have hens been allowed in your community?

5+ years

Have there been complaints? If so, how many and of what nature?

1 complaint - keeping a rooster Aug 2018

Have enforcement actions needed to be taken or fines given? If so, how many and of what nature? No, a warning was given for the rooster and the family rehomed it

Do I have your permission to share your responses? yes

BYLAW 24-17

A BYLAW OF THE TOWN OF OKOTOKS IN THE PROVINCE OF ALBERTA TO REGULATE THE KEEPING OF CHICKENS IN URBAN AREAS

WHEREAS pursuant to provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, Council may pass a bylaw for municipal purposes respecting the safety, health and welfare of people, the protection of people and property, wild and domestic animals, and certain activities in relation to them; and

WHEREAS pursuant to provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, Council has the authority to provide for a system of licences, permits and approvals; and

WHEREAS Council deems it desirable to regulate and licence the keeping of chickens in urban areas of the Town;

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

1. SHORT TITLE

This bylaw may be known as the "Urban Hen Bylaw".

2. DEFINITIONS

In this bylaw, unless the context otherwise requires:

- 2.1 **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of the Town appointed by Council, or designate;
- 2.2 **coop** means a fully enclosed weather proof structure and attached outdoor enclosure used for the keeping of urban hens, that is no larger than 10m² (107.63 ft.²) in floor area, and no more than 2m (6.56 ft.) in height;
- 2.3 **Council** means the Council of the Town of Okotoks;
- 2.4 **hen** means a domesticated female chicken;
- 2.5 **outdoor enclosure** means a securely enclosed, roofed outdoor area attached to and forming part of a coop having a bare earth or vegetated floor for urban hens to roam;

2.6 **Peace Officer** means:

- a) a member of the Royal Canadian Mounted Police;
- b) a Community Peace Officer as appointed by the Solicitor General of Alberta;
- c) a Bylaw Enforcement Officer as appointed by the Town to enforce bylaws of the Town;

2.7 **rooster** means a domesticated male chicken;

2.8 **sell** means to exchange or deliver for money or its equivalent;

2.9 **Town** means the Town of Okotoks, a municipal corporation in the Province of Alberta, and where the context so requires, means the area of land within the corporate boundaries thereof;

2.10 **urban area** means lands located within the Town on which agricultural operations, including but not limited to the keeping of livestock, are neither a permitted or discretionary use under Bylaws of the Town;

2.11 **urban hen** means a hen that is at least sixteen (16) weeks of age;

2.12 **urban hen licence** means a licence issued pursuant to this bylaw which authorizes the licence holder to keep urban hens on a specific property within the Town.

2.13 **violation tag** means a notice or tag in the form as approved by the CAO, issued by the Town, allowing a voluntary payment option of a fine established under this Bylaw;

2.14 **violation ticket** means a ticket issued pursuant to Part 2 of the *Provincial Offences Procedures Act*, Revised Statutes of Alberta 2000, Chapter P-34 and any amendments or regulations thereto.

3. PROHIBITIONS

3.1 No person in an urban area shall keep:

- a) a rooster; or
- b) a hen, other than an urban hen for which a valid urban hen licence has been issued.

4. URBAN HEN LICENCES

4.1 The maximum number of urban hen licences that may be issued in the Town shall be one urban hen licence per one thousand five hundred (1500) persons based on the population of the Town as determined by the most recent census.

- 4.2 A person may keep up to four (4) urban hens by:
- a) submitting a completed urban hen licence application on forms approved by the CAO; and
 - b) paying an annual urban hen licence fee as set out in the Town of Okotoks Fees, Rates and Charges Bylaw 09-16.
- 4.3 Urban hen licences are valid for the period of January 1 to December 31 of the year in which it is issued and must be renewed annually prior to January 31 of each subsequent year.
- 4.4 Urban hen licence fees shall not be reduced or prorated no matter the month of purchase.
- 4.5 Urban hen licence fees shall not be refunded or rebated.
- 4.6 An urban hen licence is not transferable from one person to another.
- 4.7 An urban hen licence is not transferable from one property to another except:
- a) when a licence holder has moved to a new property within the Town, then:
 - i. the licence holder may apply to transfer the licence; and
 - ii. an inspection of the new property must be carried out to determine the licence holder is still able to meet all requirements for an urban hen licence as set out in this Bylaw at such property.
- 4.8 A person to whom an urban hen licence has been issued shall produce the licence upon the demand of a Peace Officer.
- 4.9 An urban hen licence may be issued or renewed if the CAO is satisfied that:
- a) the applicant is the owner of the property on which the urban hens will be kept; or that the owner of the property has provided written consent to the applicant;
 - b) the land use designation of the property on which the urban hens will be kept allows the placement of a coop for the keeping of urban hens;
 - c) the applicant resides on the property on which the urban hens will be kept;
 - d) all required information has been provided;
 - e) the applicant has taken a course on the safe handling of hens and eggs;
 - f) the applicable licence fee has been paid; and
 - g) the applicant has complied with all other Provincial and Federal Regulations for the keeping of chickens.
- 4.10 An urban hen licence may be revoked or may not be renewed by the CAO if:
- a) the applicant or licence holder does not meet or no longer meets the requirements for an urban hen licence as set out in this Bylaw;
 - b) the applicant or licence holder furnishes false information or misrepresents any

- fact or circumstance required pursuant to this Bylaw;
- c) the applicant or licence holder has, in the opinion of the CAO, based on reasonable grounds, contravened any part of this Bylaw whether or not the contravention has been prosecuted;
- d) the applicant or licence holder fails to pay a fine imposed by a court for a contravention of this Bylaw or any other applicable Bylaw related to the keeping of livestock;
- e) the applicant or licence holder fails to pay any fee required by this Bylaw or any other applicable legislation; or
- f) in the opinion of the CAO, based on reasonable grounds, it is in the public interest to do so.

4.11 If the CAO revokes, or refuses to issue or renew an urban hen licence, the applicant may appeal the decision to Council, in accordance with Town Bylaws.

5. KEEPING OF URBAN HENS

5.1 A person who keeps urban hens must:

- a) provide each urban hen with at least 0.37m² (3.98 ft.²) of interior floor area, and at least 0.92m² (9.9 ft.²) of outdoor enclosure, within the coop;
- b) ensure that each coop is:
 - i. located in the rear yard of the property;
 - ii. a minimum 3.0m (9.84 ft.) from a dwelling;
 - iii. a minimum 1m (3.28 ft.) from any lot line;
 - iv. a minimum 3.6m (11.81 ft.) from any street adjacent to the property; and
 - v. at grade level, no more than 2m (6.56 ft.) in height;
- c) provide and maintain, in the coop, at least one nest box per coop and one perch per urban hen that is at least 15cm (5.90 in) long;
- d) keep each urban hen in the coop at all times;
- e) provide each urban hen with food, water, shelter, light, ventilation, care, and opportunities for essential behaviours such as scratching, dust-bathing, and roosting, all sufficient to maintain the urban hen in good health;
- f) maintain the coop in good repair and sanitary condition, and free from vermin and noxious or offensive smells and substances;
- g) construct and maintain the coop to prevent any rodent from harbouring underneath, within, or within its walls, and to prevent entrance by any other animal;
- h) keep a food container and water container in the coop;
- i) keep the coop secured at all times;
- j) remove leftover feed, trash, and manure in a timely manner;
- k) store feed within a fully enclosed container;
- l) store manure within a fully enclosed container, and store no more than 85 litres (3 cubic feet) of manure at any time;
- m) remove all other manure not used for composting or fertilizing and dispose of such in accordance with Town Bylaws;
- n) follow biosecurity procedures outlined by the Canadian Food Inspection Agency to reduce potential for disease outbreak; and

- o) keep urban hens for personal use only.

5.2 No person who keeps urban hens shall:

- a) sell eggs, manure, meat, or other products derived from an urban hen;
- b) slaughter any urban hen on the property;
- c) dispose of an urban hen except by delivering it to a farm, abattoir, veterinarian, or other operation that is lawfully permitted to dispose of such; and
- d) keep an urban hen in a cage, kennel, or any other form of shelter other than a coop.

6. AUTHORITY OF CHIEF ADMINISTRATIVE OFFICER

6.1 Without restricting any other power, duty, or function granted by the Urban Hen Bylaw, the Chief Administrative Officer may:

- a) carry out any inspections to determine compliance with the Urban Hen Bylaw;
- b) take any steps or carry out any actions required to enforce the Urban Hen Bylaw;
- c) take any steps or carry out any actions required to remedy a contravention of the Urban Hen Bylaw;
- d) establish forms for the purposes of the Urban Hen Bylaw; and
- e) delegate any powers, duties, or functions under the Urban Hen Bylaw to a Town employee

7. PENALTIES AND ENFORCEMENT

7.1 No person shall willfully obstruct, hinder or interfere with a Peace Officer or any other person authorized to enforce and engaged in the enforcement of the provisions of this Bylaw.

7.2 Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable on summary conviction to a fine of not more than Ten Thousand (\$10,000) Dollars, imprisonment for a term not exceeding one (1) year, or both.

7.3 Where there is a specified penalty listed for an offence in Schedule "A" to this Bylaw, that amount is the minimum specified penalty for the offence.

7.4 Where a person contravenes the same provision of this Bylaw two (2) or more times within one twelve (12) month period, the specified penalty payable in respect of the second or subsequent contravention shall be the amount stated in Schedule "A" for such offences.

- 7.5 In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day or part of a day on which it continues.
- 7.6 The levying and payment of any fine or the imprisonment for any period provided in this Bylaw shall not relieve a person from the necessity of paying any fees, charges or costs from which that person is liable under the provisions of this Bylaw or any other bylaw.
- 7.7 Any Peace Officer who has reasonable and probable grounds to believe that any person has contravened any provision of this Bylaw may issue and serve:
- a) a violation tag allowing a payment of the specified penalty to the Town; or
 - b) a violation ticket allowing payment according to the provisions of the Provincial Offences Procedure Act, Revised Statutes of Alberta 2000, Chapter P-34 and amendments thereto.
- 7.8 Service of a violation tag will be sufficient if it is:
- a) personally served; or
 - b) served by regular mail to the person's last known mailing address.
- 7.9 If a violation ticket is issued in respect to an offence, the violation ticket may:
- a) specify the fine amount established by this Bylaw for the offence; or
 - b) require a person to appear in court without the alternative of making a voluntary payment.
- 7.10 A person who commits an offence may:
- a) if a violation ticket is issued in respect of the offence; and
 - b) if the violation ticket specified the fine amount established by this Bylaw for the offence;

make a voluntary payment equal to the specified fine by delivering the violation ticket and the specified fine to the provincial courthouse specified on the violation ticket.

8. SEVERABILITY

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

9. GENERAL

9.1 Any person who contravenes any provision of this Bylaw by:

- a) doing any act or thing which the person is prohibited from doing; or
- b) failing to do any act or thing the person is required to do;

is guilty of an offence and any offence created pursuant to this Bylaw is a strict liability offence for the purposes of prosecution under this Bylaw.

9.2 Nothing in this Bylaw relieves a person from complying with any provision of any federal or provincial law or regulation, other bylaw(s), or any requirement of any lawful permit, order or licence.

9.3 Words in the singular include the plural and words in the plural include the singular.

9.4 This Bylaw is gender-neutral and, accordingly, any reference to one gender includes the other.

9.5 Schedule "A" shall form a part of this Bylaw and may, from time to time, be amended.

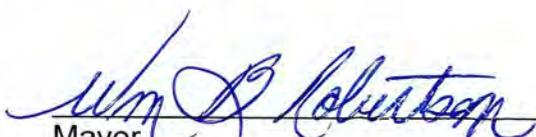
9.6 No provision of this Bylaw or any action taken pursuant to any provision of this Bylaw shall restrict, limit, prevent or preclude the Town from pursuing any other remedy in relation to a premises as provided by the *Municipal Government Act*, or any other law of the Province of Alberta.

This Bylaw shall come into full force and effect upon third and final reading,

READ A FIRST TIME this 17th day of July, 2017.

READ A SECOND TIME this 21st day of August, 2017.

READ A THIRD TIME AND PASSED this 21st day of August, 2017.



Mayor



Chief Administrative Officer

Schedule "A"

| SECTION | OFFENCE | PENALTY 1 st Offence | PENALTY 2 nd & Subsequent |
|---------|---|------------------------------------|---|
| 3.1 a) | Keep a rooster | \$250 | \$500 |
| 3.1 b) | Keep an unlicensed urban hen | \$250 | \$500 |
| 4.3 | Fail to renew urban hen licence | \$250 | \$500 |
| 4.6 | Transfer urban hen licence | \$250 | \$500 |
| 4.7 | Fail to produce urban hen licence upon demand | \$250 | \$500 |
| 5.1 a) | Fail to provide adequate coop space for number of hens | \$250 | \$500 |
| 5.1 b) | Coop improperly located | \$250 | \$500 |
| 5.1 c) | Fail to provide nest box or perch per urban hen | \$250 | \$500 |
| 5.1 d) | Allow urban hen to be outside coop | \$250 | \$500 |
| 5.1 e) | Fail to adequately provide for essential hen behaviour | \$250 | \$500 |
| 5.1 f) | Fail to maintain coop to prevent odors | \$250 | \$500 |
| 5.1 g) | Fail to prevent rodents/animals from entering coop | \$250 | \$500 |
| 5.1 h) | Fail to keep food and water in coop | \$250 | \$500 |
| 5.1 i) | Fail to keep coop secured | \$250 | \$500 |
| 5.1 j) | Fail to remove waste in timely manner | \$250 | \$500 |
| 5.1 k) | Fail to properly store feed | \$250 | \$500 |
| 5.1 l) | Fail to properly store manure | \$250 | \$500 |
| 5.1 m) | Fail to properly dispose of manure | \$250 | \$500 |
| 5.1 n) | Fail to follow biosecurity procedures | \$250 | \$500 |
| 5.1 o) | Keep urban hens for other than personal use | \$250 | \$500 |
| 5.2 a) | Sell products derived from urban hens | \$250 | \$500 |
| 5.2 b) | Slaughter urban hen on property | \$250 | \$500 |
| 5.2 c) | Unlawfully dispose of urban hen | \$250 | \$500 |
| 5.2 d) | Keep urban hen in other form of shelter other than coop | \$250 | \$500 |

**TOWN OF OKOTOKS
URBAN HEN PILOT
GUIDELINES AND REGULATIONS**

WHEREAS pursuant to provisions of the Municipal Government Act, Council has the authority to regulate or prohibit certain activities for municipal purposes respecting the safety, health and welfare of people and the protection of people and property, wild and domestic animals, and certain activities in relation to them; and

WHEREAS pursuant to provisions of the Municipal Government Act, Council has the authority to provide for a system of licenses, permits and approvals; and

WHEREAS Council deems it necessary to assess the viability of keeping urban hens within the Town; and

NOTWITHSTANDING any other Town Bylaws or Regulations enacted by Council;

NOW THEREFORE the Council of the Town of Okotoks enacts a time constrained Urban Hen Pilot as follows:

1. SHORT TITLE

This document may be known as the “Urban Hen Pilot Guidelines and Regulations”.

2. DEFINITIONS

In this document, unless the context otherwise requires:

- 2.1 **Chief Administrative Officer** means the Chief Administrative Officer of the Town appointed by Council, or designate.
- 2.2 **coop** means a fully enclosed weather proof structure and attached outdoor enclosure used for the keeping of urban hens, that is no larger than 10 meters square in floor area, and no more than 2 meters in height;
- 2.3 **Council** means the Council of the Town of Okotoks.
- 2.4 **hen** means a domesticated female chicken;
- 2.5 **Municipal Government Act** means the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto.

2.6 **outdoor enclosure** means a securely enclosed, roofed outdoor area attached to and forming part of a coop having a bare earth or vegetated floor for urban hens to roam;

2.7 **Peace Officer** means:

- a) a member of the Royal Canadian Mounted Police;
- b) a Community Peace Officer as appointed by the Solicitor General of Alberta;
- c) a Bylaw Enforcement Officer as appointed by the Town to enforce bylaws of the Town.

2.8 **rooster** means a domesticated male chicken;

2.9 **sell** means to exchange or deliver for money or its equivalent.

2.10 **Town** means the Town of Okotoks, a municipal corporation in the Province of Alberta, and where the context so requires, means the area of land within the corporate boundaries thereof.

2.11 **urban area** means lands located within the Town on which agricultural operations, including but not limited to the keeping of livestock, are neither a permitted or discretionary use under the Bylaws of the Town.

2.12 **urban hen** means a hen that is at least 16 weeks of age.

2.13 **urban hen license** means a license issued by the Chief Administrative Officer pursuant to the Urban Hen Pilot Guidelines and Regulations which authorizes the license holder to keep urban hens on a specific property within the Town

3. **PURPOSE**

3.1 The purpose of the Urban Hen Pilot Guidelines and Regulations is to regulate and control the keeping of urban hens in the Town during a defined pilot program period.

4. **PROHIBITIONS**

4.1 No person shall be permitted to keep a rooster or hen in an urban area, other than an urban hen for which a valid urban hen license has been issued.

5. **URBAN HEN LICENSES**

5.1 A person may apply to keep up to three (3) urban hens by:

- a) submitting a completed application, on the form approved by the Chief Administrative Officer, and
- b) paying a license fee of \$30.00 which is due and payable prior to January 31st of each year.

- 5.2 License fees shall not be reduced or prorated no matter the month of purchase.
- 5.3 License fees that have been paid shall not be refunded or rebated.
- 5.4 The Chief Administrative Officer may not issue or renew an urban hen license unless satisfied that:
- a) the applicant is the owner of the property on which the urban hens will be kept, or that the owner of the property has provided written consent to the applicant;
 - b) the land use designation of the property on which the urban hens will be kept allows the placement of a coop for the keeping of urban hens;
 - c) the applicant resides on the property on which the urban hens will be kept;
 - d) the applicable license fee has been paid;
 - e) all required information has been provided, and
 - f) the applicant has complied with all other Provincial and Federal Regulations for the keeping of livestock.
- 5.5 The maximum number of urban hen licenses that may be issued in the Town for the period that the Urban Hen Pilot Guidelines and Regulations is in force shall be eighteen (18). Each subsequent year, the maximum number of urban hen licenses that may be issued shall be one urban hen license per one thousand five hundred (1500) persons based on the population of the Town as determined by the most recent census.
- 5.6 The Chief Administrative Officer may refuse to grant or renew an urban hen license if:
- a) the applicant or license holder does not meet or no longer meets the requirements of the Urban Hen Pilot Guidelines and Regulations for an urban hen license;
 - b) the applicant or license holder furnishes false information or misrepresents any fact or circumstance to the Chief Administrative Officer or a Peace Officer;
 - c) the applicant or license holder has, in the opinion of the Chief Administrative Officer, based on reasonable grounds, contravened the Urban Hen Pilot Guidelines and Regulations whether or not the contravention has been prosecuted;
 - d) the applicant or license holder fails to pay a fine imposed by a court for a contravention of the Urban Hen Pilot Guidelines and Regulations or any other applicable Bylaw related to the keeping of livestock;
 - e) the applicant or license holder fails to pay any fee required by the Urban Hen Pilot Guidelines and Regulations or any other applicable legislation; or

- f) in the opinion of the Chief Administrative Officer, based on reasonable grounds, it is in the public interest to do so.
- 5.7 If the Chief Administrative Officer refuses to grant or renew an urban hen license, the applicant may appeal the decision to Council, in accordance with Town Bylaws.
- 5.8 An urban hen license is only valid for the period of January 1 to December 31 of the year in which it is issued.
- 5.9 An urban hen license is not transferable from one person to another or from one property to another.
- 5.10 A person to whom an urban hen license has been issued shall produce the license on the demand of the Chief Administrative Officer or a Peace Officer.
- 5.11 A person who wishes to obtain an urban hen licence shall have attended a course that instructs on the safe and healthy handling of hens and eggs.

6. KEEPING OF URBAN HENS

- 6.1 A person who keeps urban hens must:
 - a) provide each urban hen with at least 0.37 square meters of interior floor area, and at least 0.92 square meters of outdoor enclosure, within the coop;
 - b) ensure that each coop is:
 - i. located within the rear yard of the lot behind a dwelling;
 - ii. a minimum 3.0 m from a dwelling;
 - iii. a minimum 1 m from any lot line;
 - iv. a minimum 3.6 m from any street adjacent to the property; and
 - v. at grade level, no more than 2 m in height;
 - c) provide and maintain, in the coop, at least one nest box per coop and one perch per urban hen that is at least 15 cm long;
 - d) keep each urban hen in the coop at all times;
 - e) provide each urban hen with food, water, shelter, light, ventilation, care, and opportunities for essential behaviours such as scratching, dust-bathing, and roosting, all sufficient to maintain the urban hen in good health;
 - f) maintain the coop in good repair and sanitary condition, and free from vermin and noxious or offensive smells and substances;
 - g) construct and maintain the coop to prevent any rodent from harbouring underneath or within it or within its walls, and to prevent entrance by any other animal;
 - h) keep a food container and water container in the coop;
 - i) keep the coop secured from sunset to sunrise;
 - j) remove leftover feed, trash, and manure in a timely manner;
 - k) store feed within a fully enclosed container;

- l) store manure within a fully enclosed container, and store no more than 3 cubic feet of manure at any time;
- m) remove all other manure not used for composting or fertilizing and dispose of such in accordance with Town Bylaws;
- n) follow biosecurity procedures recommended by the Canadian Food Inspection Agency to reduce potential for disease outbreak; and
- o) keep urban hens for personal use only.

6.2 No person who keeps urban hens shall:

- a) sell eggs, manure, meat, or other products derived from an urban hen;
- b) slaughter any urban hen on the property;
- c) dispose of an urban hen except by delivering it to a farm, abattoir, veterinarian, or other operation that is lawfully permitted to dispose of such; and
- d) keep an urban hen in a cage, kennel, or any other form of shelter other than a coop.

7. PENALTIES

7.1 Any person who contravenes any provision of the Urban Hen Pilot Guidelines and Regulations shall be deemed an unlicensed urban hen owner for the purposes of the Urban Hen Pilot Guidelines and Regulations.

7.2 An unlicensed urban hen owner is subject to penalty under Bylaw 18-08, Section 4 (q) (keeping livestock in a prohibited area of the Town).

8. INTERFERENCE WITH TOWN FORCES

8.1 No person shall hinder, interrupt or cause to be hindered any employee of the Town or its contractors, servants and agents or workers, in the exercise of the powers or duties as authorized or required in the Urban Hen Pilot Guidelines and Regulations.

9. AUTHORITY OF THE CHIEF ADMINISTRATIVE OFFICER

9.1 Without restricting any other power, duty, or function granted by the Urban Hen Pilot Guidelines and Regulations, the Chief Administrative Officer may:

- a) carry out any inspections to determine compliance with the Urban Hen Pilot Guidelines and Regulations;
- b) take any steps or carry out any actions required to enforce the Urban Hen Pilot Guidelines and Regulations;
- c) take any steps or carry out any actions required to remedy a contravention of the Urban Hen Pilot Guidelines and Regulations;
- d) establish forms for the purposes of the Urban Hen Pilot Guidelines and Regulations; and

- e) delegate any powers, duties, or functions under the Urban Hen Pilot Guidelines and Regulations to a Town employee.

10. SEVERABILITY

- 10.1 Every provision of the Urban Hen Pilot Guidelines and Regulations is independent of all other provisions and if any provision of the Urban Hen Pilot Guidelines and Regulations is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of the Urban Hen Pilot Guidelines and Regulations shall remain valid and enforceable.

11. GENERAL

- 11.1 Nothing in the Urban Hen Pilot Guidelines and Regulations relieves a person from complying with any Federal or Provincial law or regulation, other Urban Hen Pilot Guidelines and Regulations, or any requirement of any lawful permit, order or license.



Danielle Kenyon <[REDACTED]>

Urban Hens Questions

4 messages

Danielle Kenyon <[REDACTED]>
To: aclay@okotoks.ca

Tue, Apr 7, 2020 at 1:41 PM

Hello Angela,

My name is Danielle Kenyon and I am presenting the case for backyard chickens to my Town Council in Taber, AB. I am hoping to get some insight from other Alberta communities that allow hens as to how the program has been going. If you wouldnt mind answering a few questions that would be fantastic.

- 1.) Overall, do you feel the program has had a positive or negative effect on your community?
- 2.) How long have hens been allowed in your community?
- 3.) Have there been complaints? If so, how many and of what nature?
- 4.) Have enforcement actions needed to be taken or fines given? If so, how many and of what nature?
- 5.) What is the number or percentage of households participating in your community?
- 6.) Was there any unforeseen issues that you would warn a community just starting out about?

Thank you so much for your time!

Sincerely,

Danielle Kenyon

Angela Clay <aclay@okotoks.ca>
To: Danielle Kenyon <[REDACTED]>

Tue, Apr 7, 2020 at 4:32 PM

From: Danielle Kenyon <[REDACTED]>
Sent: April 7, 2020 1:42 PM
To: Angela Clay <aclay@okotoks.ca>
Subject: Urban Hens Questions

Hello Angela,

My name is Danielle Kenyon and I am presenting the case for backyard chickens to my Town Council in Taber, AB. I am hoping to get some insight from other Alberta communities that allow hens as to how the program has been going. If you wouldnt mind answering a few questions that would be fantastic.

- 1.) Overall, do you feel the program has had a positive or negative effect on your community?

Positive: it has allowed those citizens who wished to have Urban Hens the opportunity to do so and with little to no impact on the rest of the community.

- 2.) How long have hens been allowed in your community?

Our pilot project started in spring of 2015 and the Urban Hen Bylaw was passed by Council in August 2017.

- 3.) Have there been complaints? If so, how many and of what nature?

We had several people opposed to the idea when it was first presented to Council, but Council decided to go ahead with a pilot project.

During the pilot project there were no official complaints although we did do some proactive work for neighbors who were concerned about noise and smell.

Since the bylaw was passed, we have received the following official complaints:

- a) one for keeping hens and a rooster without making application to do so – the accused was informed of the bylaw that prohibits roosters and told about the requirement to license hens and decided to find someone out of Town to take the fowl
- b) one for allowing hens to run outside the coop – the owner decided to withdraw from the program
- c) one for an urban hen owner failing to renew their hen license – the owner was contacted and paid the outstanding fees
- d) one for hens being noisy – the complainant was opposed to the entire idea so over sensitive to the situation; the hen owner was very cooperative as they did not want to be a bad neighbor and worked through the issue and ended up replacing one hen that seemed to be making more noise than usual and was causing the other hens to join in the “cackling”.

4.) Have enforcement actions needed to be taken or fines given? If so, how many and of what nature?

See above – warnings only, no fines required to be issued

5.) What is the number or percentage of households participating in your community?

We allow 1 license per 1500 person based on the Town’s most recent population, but have never reached the maximum allowed.

The number of applications we have received:

2015 – 12

2016 – 3

2017 – 4

2018 – 4

2019 – none

2020 – none to date

We initially had 15 citizens actively participate in the Pilot Project and currently have 13 Urban Hen owners.

6.) Was there any unforeseen issues that you would warn a community just starting out about?

The biggest hurdle initially was people opposing the idea before they understood the logistics and rules required to keep Urban Hens (myself included).

Several interested applicants did not follow through once they realized what would be involved for them to keep hens.

Our department did a mandatory site inspection for each application we received to ensure coops could be properly located in yards to minimize disturbance to neighbors.

If you have any other questions, don't hesitate to get in touch!

Sincerely,

Angela Clay

Municipal Enforcement Administrator

403-995-6302



This communication is intended for the use of the recipient to which it is addressed, and may contain confidential, personal, and/or privileged information.

Please contact us immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it.

Any communication received in error, or subsequent reply, should be deleted or destroyed.

Danielle Kenyon <[REDACTED]>
To: Angela Clay <aclay@okotoks.ca>

Tue, Apr 7, 2020 at 4:45 PM

Wonderful! Thank you so much. Only two other topics that I forgot to include.

- 1) Do you have a figure of what the program has cost the municipality? Does the registration fee tend to cover the associated annual costs for the municipality?
- 2) Do I have your permission to share your responses?

Thank you so much!

Danielle
[Quoted text hidden]

2 attachments



image002.jpg
5K



image002.jpg
5K

Angela Clay <aclay@okotoks.ca>
To: Danielle Kenyon <[REDACTED]>

Wed, Apr 8, 2020 at 1:26 PM

From: Danielle Kenyon <[REDACTED]>
Sent: April 7, 2020 4:45 PM
To: Angela Clay <aclay@okotoks.ca>
Subject: Re: Urban Hens Questions

Wonderful! Thank you so much. Only two other topics that I forgot to include.

1) Do you have a figure of what the program has cost the municipality?

Unfortunately, that was not tracked. There would have been a cost for all the research our department did at the beginning in order to create the Pilot Program Guidelines for urban hen owners to follow (which were then amended to create the bylaw), and then there would have been a cost for going out and doing all the site inspections; any expenses were absorbed by our department's annual budget and were not split out for tracking.

Does the registration fee tend to cover the associated annual costs for the municipality? **Certainly not initially, but now that most hen owners are set up and all the requirements are in place, the expense is nominal so the fee simply offsets any current expenses.**

2) Do I have your permission to share your responses? **That is no problem!**

[Quoted text hidden]

[Quoted text hidden]

CITY OF ST. ALBERT

BYLAW 32/2018

A bylaw to regulate hen keeping within the City of St. Albert

WHEREAS pursuant to the *Municipal Government Act* a council may pass bylaws respecting wild and domestic animals and activities in relation to them;

AND WHEREAS pursuant to the *Municipal Government Act* a council may by bylaw regulate or prohibit, and provide for a system of licences, permits, or approvals;

NOW THEREFORE the City of St. Albert, in Council assembled, ENACTS AS FOLLOWS:

TITLE

1. This bylaw may be referred to as the "Hen Bylaw".

DEFINITIONS

2. In this bylaw:
 - a. "Adjoining Neighbour" means an owner or occupant of a property that is contiguous to a Subject Property along a common property line. If the Subject Property is located on a corner lot, an Adjoining Neighbour includes an owner or occupant of property that is adjacent to the Subject Property across a rear lane, but not across a street;
 - b. "*Animal Health Act*" means the *Animal Health Act*, SA 2007, C A-40.2 including regulations under that statute;
 - c. "Chief Administrative Officer" means the person holding the office of Chief Administrative Officer of the City of St. Albert;
 - d. "City" means the municipal corporation of the City of St. Albert;
 - e. "Coop" means a fully enclosed structure intended for the keeping of Hens;
 - f. "Hen" means a female chicken;
 - g. "Hen Keeper" means a person having any right of custody, control, or possession of a Hen;

- h. "Hen Licence" means a licence issued under this bylaw that authorizes the keeping of Hens in the City;
- i. "Licensing Authority" means the Chief Administrative Officer or a person appointed by the Chief Administrative Officer to issue Hen Licences;
- j. "Municipal Violation Tag" means a notice that alleges a bylaw offence and provides a person with the opportunity to pay an amount to the City in lieu of prosecution for the offence;
- k. "Nest Box" means a box within a Coop for the nesting of Hens;
- l. "Peace Officer" has the meaning set out in the *Provincial Offences Procedure Act*, RSA 2000, c P-34;
- m. "Premises Identification (PID) Number" means a nine-character combination of numbers and letters issued by the Province of Alberta pursuant to the provisions of the *Animal Health Act* to owners of livestock;
- n. "Subject Property" means a lot or parcel of land in respect of which a Hen Licence is sought or has been issued;
- o. "Temporary Caregiver" means a person who has been authorized by the Hen Keeper to provide care to their Hens in the event the Hen Keeper is temporarily unable to do so; and
- p. "Violation Ticket" has the meaning set out in the *Provincial Offences Procedure Act*.

HEN LICENCE

3. The purpose of this bylaw is to enable hen keeping as urban agriculture, if the Hen Keeper is the holder of a valid Hen Licence and remains at all times in compliance with the provisions of this bylaw.
4. A Hen Licence may be issued only to a natural person aged 18 years or older.
5. A Hen Licence may authorize the keeping of not more than 4 Hens on the Subject Property and may be issued subject to such conditions as the Licensing Authority considers appropriate.
6. Before a Hen Licence is issued or renewed, the applicant must provide to the satisfaction of the Licensing Authority:

- a. a completed Hen Licence or Hen Licence renewal application, in the form prescribed by the Licensing Authority;
 - b. the Hen Licence fee prescribed in Schedule A to this bylaw; and
 - c. any other information reasonably required by the Licensing Authority, including but not limited to:
 - i. the name, address, and contact information of the person who will be the Hen Keeper and of any person who may act as a Temporary Caregiver;
 - ii. a copy of a Certificate of Title for the Subject Property issued by the Land Titles Office not more than two weeks prior to the date of the application;
 - iii. written permission to keep hens on the Subject Property, from the registered owner of the Subject Property as shown on the Certificate of Title, if the Hen Keeper is not the registered owner;
 - iv. a drawing that shows the location and size of the Coop on the Subject Property, and associated setbacks from the Coop to the side and rear property lines;
 - v. evidence that the proposed Hen Keeper has experience or training in hen keeping; and
 - vi. a copy of the Premises Identification (PID) Number applicable to Subject Property.
7. At the time of application for a Hen Licence, the applicant must demonstrate to the satisfaction of the Licensing Authority that all Adjoining Neighbours have been notified of the intent to apply for a Hen Licence on the Subject Property.
8. A Hen Licence is valid for one year from the date of issuance.
9. A Hen Licence does not take effect until:
- a. the appeal period referenced in Section 15 has expired, if no appeal was received during the appeal period; or
 - b. the Appeal Committee has made a decision on any appeal and that decision upholds the issuance of the Hen Licence, with or without conditions.
10. A Hen Licence is not transferable from one person or property to another.

11. Keeping of hens is a development under the *Land Use Bylaw* but, subject to section 36 of this bylaw, does not require a development permit under the *Land Use Bylaw* if hen keeping complies with and is licensed under this bylaw.
12. The Licensing Authority will notify Adjoining Neighbours when a Hen Licence is issued.
13. The Licensing Authority may refuse to issue or renew a Hen Licence, or may revoke a previously issued Hen Licence, for any of the following reasons:
 - a. an applicant for or holder of a Hen Licence does not meet or has ceased to meet the requirements of this bylaw;
 - b. an applicant has submitted false information;
 - c. an applicant for or holder of a Hen Licence has outstanding unpaid fines under this bylaw;
 - d. an applicant has previously been the holder of a Hen Licence that was revoked for non-compliance with this bylaw, or in respect of which an order has been made under section 645 of the *Municipal Government Act*;
 - e. an applicant for or holder of a Hen Licence has been convicted of any offence involving abuse, mistreatment or negligent treatment or keeping of animals; or
 - f. in the opinion of the Licensing Authority, it is in the public interest to refuse to issue a Hen Licence.

APPEAL

14. An appeal lies from a decision of the Licensing Authority to:
 - a. issue a Hen Licence, if the appellant is an Adjoining Neighbour;
 - b. impose conditions on a Hen Licence, if the appellant is the person who applied for the Hen Licence or is an Adjoining Neighbour;
 - c. refuse to issue a Hen Licence, if the appellant is the person who applied for the Hen Licence; or
 - d. revoke a Hen Licence, if the appellant is the holder of the Hen Licence that was revoked.

15. An appeal under section 14 must be in writing, addressed to the Office of the Chief Administrative Officer, and must be received in that Office not later than 14 days after the decision appealed from is issued.
16. An Adjoining Neighbour may appeal under clause 14(a) or 14(b) of this bylaw only if the grounds of appeal are:
 - a. that the keeping of hens on the Subject Property is likely to have a materially adverse effect on the health of the Adjoining Neighbour or of a person living in the premises of the Adjoining Neighbour; or
 - b. a reason or factor listed in clauses 13(a), (b), (d) or (e) of this bylaw.
17. As soon as reasonably practicable and in any event not more than 14 days after receiving a notice of appeal the Chief Administrative Officer must appoint an Appeal Committee for the purpose of hearing the appeal, and apart from appointing the Appeal Committee and providing it with administrative support the Chief Administrative Officer shall not be involved in the appeal process.
18. The Appeal Committee shall consist of 3 members none of whom is an employee or council member of the City and at least one of whom is either a lawyer with expertise in administrative law or a person with experience acting as a member of an administrative or quasi-judicial tribunal. In the case of an appeal from an Adjoining Neighbour alleging the likelihood of a materially adverse health effect, the Chief Administrative Officer must also make reasonable efforts to appoint to the Appeal Committee a licensed and practicing veterinarian and a licensed and practicing physician.
19. The Appeal Committee shall schedule the hearing of the appeal within 30 days after notice of appeal.
20. Subject to the requirements of this bylaw the Appeal Committee members shall from among themselves choose a Chair and may establish a procedure consistent with principles of natural justice for the hearing of the appeal.
21. The Appeal Committee shall provide its decision in writing, with reasons, within 7 business days of the hearing of the appeal. The Appeal Committee may:
 - a. uphold the decision of the Licensing Authority;
 - b. vary the decision of the Licensing Authority, including imposing conditions on a Hen Licence that differ from any conditions imposed by the Licensing Authority; or
 - c. overturn the decision of the Licensing Authority.

22. The decision of the Appeal Committee is final and binding and is not subject to appeal to a Court.

RESPONSIBILITIES OF A HEN KEEPER

23. Hen Keepers must comply with the *Animal Health Act*.

24. Hen Keepers, owners of a Subject Property, and Temporary Caregivers must:

- a. ensure good husbandry practices where each Hen is provided with food, unfrozen water, shelter, adequate light, ventilation, warmth, veterinary care, and opportunities to scratch, peck, dust-bathe, roost, and socialize with their own kind;
- b. provide warmth to the Hens through heat lamps, wall insulation, poly-sheeting, seedling heat mats, or other means;
- c. maintain the Coop in good repair and sanitary conditions, free from vermin and noxious and offensive smells and substances;
- d. construct and maintain the Coop to prevent rodents from being harboured underneath, within, or within the walls of the Coop, and to prevent access to the Coop by any other animal;
- e. keep each Hen in a secured area at all times;
- f. keep each Hen locked in the Coop from sunset on any given day, to sunrise the following day;
- g. ensure that Hens are kept in the Coop with all openings, such as doors and windows, secured in such a manner that will not allow predators to enter;
- h. keep food and water containers in the Coop;
- i. store feed in a fully enclosed, non-penetrable container;
- j. remove leftover feed, trash, and manure, in a timely manner;
- k. follow biosecurity procedures recommended by the Canadian Food Inspection Agency (CFIA);
- l. ensure Hens are slaughtered or euthanized at an appropriate location or facility, not on the Subject Property;

- m. dispose of the carcass of a Hen deceased by natural causes, by double bagging and bringing it to a veterinarian, farm, abattoir, or other operation that is lawfully permitted to dispose of Hens;
- n. take Hens to a veterinarian, farm, abattoir, or other operation if Hens are no longer wanted;
- o. keep Hens for personal use only, and not sell eggs, manure, meat, or any other products derived from Hens; and
- p. keep a Hen in a cage only when actively transporting the Hen.

HEN KEEPING GENERAL REGULATIONS

- 25. Hen keeping is permitted under and in accordance with this bylaw.
- 26. This bylaw applies to the activity of Hen keeping for personal use only. The commercial sale of Hens or Hen products is not permitted.
- 27. This Bylaw enables the keeping of Hens within the confines of a fenced property and does not permit Hens to be sheltered within a residential dwelling unit.
- 28. Each Hen must be a minimum of 4 months (16 weeks) old when acquired for keeping under a Hen Licence.
- 29. This bylaw does not exempt a person from complying with any Federal or Provincial law or regulation, other City bylaw, or any requirement of any lawful permit, order, or licence.

COOP REQUIREMENTS FOR HEN KEEPING

- 30. A Coop is only permitted within a fenced rear yard of a residential property.
- 31. A Coop must be located at grade level, but not over a utility right-of-way.
- 32. A minimum Coop floor area of 0.37 sq. m. (4 sq. ft.) per Hen is required.
- 33. A Coop must contain a minimum of 1 Nest Box for every 1 or 2 hens.
- 34. The setbacks of a Coop from property lines and/or other structures within the same property must comply with the minimum requirements outlined in the *Land Use Bylaw* for an accessory building.
- 35. The maximum lot coverage of all structures on a property, including a Coop, must comply with the *Land Use Bylaw*.

36. A development permit is required for a Coop if the floor area and/or height of the Coop does not comply with the requirements of the *Land Use Bylaw* for an Accessory Building. A separate owner authorization form for the development permit is required, if a development permit is required.
37. The Licensing Authority has the authority to impose additional site-specific conditions.

ENFORCEMENT

Offence

38. The Licensing Authority or a Peace Officer may enter upon any Subject Property to inspect for compliance with this bylaw.
39. Should a hen keeping site, Coop, or Hen Keeper be found to be non-compliant with this Bylaw at any time, enforcement action may be taken including without limitation: issuing a Municipal Violation Tag or Violation Ticket, revocation of a Hen Licence or issuance of a Stop Order under Section 645 of the *Municipal Government Act*.
40. Should Hens and/or a Coop be ordered to be removed, all costs and associated expenditures related to the removal shall be the responsibility of the property owner.
41. A person who contravenes any provision of this Bylaw is guilty of an offence.

Continuing Offence

42. In the case of an offence that is of a continuing nature, a contravention of a provision of this bylaw constitutes a separate offence with respect to each day, or part of a day, during which the contravention continues. A person guilty of such an offence is liable to a fine in an amount not less than that established by this Bylaw for each such separate offence.

Fines and Penalties

43. A Person who is guilty of an offence under this Bylaw is liable to a specified penalty of \$250.00.

Municipal Violation Tag

44. A Peace Officer may issue, with respect to an offence under this Bylaw, a Municipal Violation Tag specifying the fine amount established by this Bylaw.

45. Where a Municipal Violation Tag is issued, the fine amount indicated thereon may be paid within the time limited on the Tag for payment, and if paid in full and on time no prosecution will be initiated.

Violation Ticket

46. A Peace Officer may issue, with respect to an offence under this bylaw, a Violation Ticket specifying the fine amount established by this bylaw.

47. Where a Violation Ticket specifies a fine amount, a voluntary payment equal to the specified fine amount may be made as directed on the Violation Ticket.

SEVERABILITY

48. Should any provision of this bylaw be declared invalid by a court, the remainder of this bylaw shall continue in full force and effect.

EFFECTIVE DATE

49. This bylaw comes into effect when it is passed.

READ a First time this 7th day of January, 2019.

READ a Second time this 7th day of January, 2019.

READ a Third time this 7th day of January, 2019.

SIGNED AND PASSED this 17th day of January 2019



MAYOR



CHIEF LEGISLATIVE OFFICER

SCHEDULE A – FEES

| Fee Description | Fee |
|---|------------|
| Hen Licence Fee | |
| Hen Licences are valid for one (1) year following the date of issuance. | \$40.00 |



Danielle Kenyon <[REDACTED]>

Backyard Hens

9 messages

Danielle Kenyon <[REDACTED]>
To: ttsui@stalbert.ca

Tue, Apr 7, 2020 at 2:47 PM

Good afternoon,
I was given your email as the contact for the backyard hens program in St. Albert. I was wondering if youd answer a few questions for me regarding the program?
Thanks,
Danielle

Tracy Tsui <ttsui@stalbert.ca>
To: Danielle Kenyon <[REDACTED]>

Tue, Apr 7, 2020 at 2:53 PM

Hi Danielle,

Yes I am, how can I help?

Tracy Tsui, RPP, MCIP

Planner, Infrastructure & Development Services

P: 780-418-6617 **E:** ttsui@stalbert.ca2nd Floor, 5 St. Anne Street, St. Albert, AB, T8N 3Z9

From: Danielle Kenyon <[REDACTED]>
Sent: April-07-20 2:47 PM
To: Tracy Tsui <ttsui@stalbert.ca>
Subject: Backyard Hens

Notice: This email originated from outside of the organization.

[Quoted text hidden]

NOTICE - This communication is intended only for the addressee and may contain information that is confidential, protected or legally privileged. If you are not the addressee, any use, distribution, or copying of this communication or the information contained in it is strictly prohibited. If you have received this communication in error, please notify the sender immediately by telephone and then destroy or delete this communication, or return it by mail as the sender requests.

Danielle Kenyon <daniraekenyon@gmail.com>
To: Tracy Tsui <ttsui@stalbert.ca>

Tue, Apr 7, 2020 at 2:55 PM

Thank you!

I am presenting the case for backyard chickens to my Town Council in Taber, AB.

I am hoping to get some insight from other Alberta communities that allow hens as to how the program has been going. If you wouldn't mind answering a few questions that would be fantastic.

- 1.) Overall, do you feel the program has had a positive or negative effect on your community?
- 2.) How long have hens been allowed in your community?
- 3.) Have there been complaints? If so, how many and of what nature?
- 4.) Have enforcement actions needed to be taken or fines given? If so, how many and of what nature?
- 5.) What is the number or percentage of households participating in your community?
- 6.) Was there any unforeseen issues that you would warn a community just starting out about?

Thank you so much for your time!

Sincerely,

Danielle Kenyon

[Quoted text hidden]

2 attachments



image002.jpg
4K



image002.jpg
4K

Tracy Tsui <ttsui@stalbert.ca>
To: Danielle Kenyon <[REDACTED]>

Tue, Apr 7, 2020 at 3:39 PM

Hi Danielle, my answers are below in [blue](#). More info on St. Albert's hen licence application process and Hen Bylaw can be found here: <https://stalbert.ca/city/approvals/backyard-hens/>

Good luck on your presentation, and feel free to let me know if there are any further questions!

Tracy

From: Danielle Kenyon <[REDACTED]>
Sent: April-07-20 2:55 PM
To: Tracy Tsui <ttsui@stalbert.ca>
Subject: Re: Backyard Hens

Notice: This email originated from outside of the organization.

Thank you!

I am presenting the case for backyard chickens to my Town Council in Taber, AB.

I am hoping to get some insight from other Alberta communities that allow hens as to how the program has been going. If you wouldn't mind answering a few questions that would be fantastic.

1.) Overall, do you feel the program has had a positive or negative effect on your community? In my opinion, I feel that St. Albert's backyard hens program has been positive. Only one complaint so far and no appeals submitted by neighbours (we give adjacent neighbours of applicants the opportunity to appeal within 14 days of a Hen Licence being issued). Owners are sharing their eggs with neighbours; and a couple years ago during a block party, an owner invited neighbours to see their hen coop (this resident at the time was selected to participate in the backyard hens pilot project), so it brings people together in a sense. The Mayor happened to be at the block party too.

As a side note, St. Albert ran a one-year pilot for backyard hens starting Spring 2017. Staff went out to inspect the hens and hen coops, and found no issues. No issues from neighbours either. The pilot helped staff learn about hen keeping in an urban context, and the drafting of the Hen Bylaw.

2.) How long have hens been allowed in your community? Our Hen Bylaw was approved in January 2019, so St. Albert has allowed hens for about a year and 3 months.

3.) Have there been complaints? If so, how many and of what nature? We go out to inspect on a complaints-based approach. So far we have received one complaint about a neighbour wanting the hen coop further away from their house. The owner preferred it in a location closer to neighbour's house (but still on their own property and meeting the required minimum setbacks). We concluded this as a civil matter between the two parties, as the owner was not in contravention of the Hen Bylaw.

4.) Have enforcement actions needed to be taken or fines given? If so, how many and of what nature? No, we have not needed to take enforcement action. However, if we did, the fine would be \$250.00.

5.) What is the number or percentage of households participating in your community? 14 households to date have a Hen Licence. St. Albert's population is about 66,000.

6.) Was there any unforeseen issues that you would warn a community just starting out about? Nothing major, but we learned part way through that Building Permits may be required for heat lamps, etc. for a hen coop. Anything that would require new extension (i.e. wires) from the main dwelling requires a BP as per Building Code. So review of an application may require coordination with Building Inspections Branch for any inspections. None so far, but I had them help review a hen coop with solar panel installation where the applicant stated that all electrical components are within the hen coop, so no BP required there. When we learned that Building Permits may be required, our application process was updated, and we informed those, that were already issued a Hen Licence, that a BP may be required.

Thank you so much for your time!

Sincerely,

Danielle Kenyon

On Tue., Apr. 7, 2020, 2:53 p.m. Tracy Tsui, <ttsui@stalbert.ca> wrote:

Hi Danielle,

Yes I am, how can I help?

Tracy Tsui, RPP, MCIP

Planner, Infrastructure & Development Services

P: 780-418-6617 **E:** ttsui@stalbert.ca

2nd Floor, 5 St. Anne Street, St. Albert, AB, T8N 3Z9

 NewBrand-1

From: Danielle Kenyon <[REDACTED]>
Sent: April-07-20 2:47 PM
To: Tracy Tsui <ttsui@stalbert.ca>
Subject: Backyard Hens

Notice: This email originated from outside of the organization.

Good afternoon,

I was given your email as the contact for the backyard hens program in St. Albert. I was wondering if youd answer a few questions for me regarding the program?

Thanks,

Danielle

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[Quoted text hidden]

Danielle Kenyon <[REDACTED]>
To: Tracy Tsui <ttsui@stalbert.ca>

Tue, Apr 7, 2020 at 3:43 PM

Thank you so very much for your thorough answers! I will let you know if I have any further questions. Have a great day!

Danielle

[Quoted text hidden]

Danielle Kenyon <[REDACTED]>
To: Tracy Tsui <ttsui@stalbert.ca>

Tue, Apr 7, 2020 at 4:45 PM

Tracy,

There are two other topics that I forgot to include.

- 1) Do you have a figure of what the program has cost the municipality? Does the registration fee tend to cover the associated annual costs for the municipality?
- 2) Do I have your permission to share your responses?

Thank you so much!

Danielle

[Quoted text hidden]

Tracy Tsui <ttsui@stalbert.ca>

Wed, Apr 8, 2020 at 9:50 AM

To: Danielle Kenyon <[REDACTED]>

Hi Danielle, see below in [blue](#).

Thanks!

Tracy

From: Danielle Kenyon <[REDACTED]>
Sent: April-07-20 4:46 PM
To: Tracy Tsui <ttsui@stalbert.ca>
Subject: Re: Backyard Hens

Notice: This email originated from outside of the organization.

Tracy,

There are two other topics that I forgot to include.

1) Do you have a figure of what the program has cost the municipality? Does the registration fee tend to cover the associated annual costs for the municipality? [\\$15,000.00 was allotted to the Backyard Hens Pilot Project from St. Albert's Council Contingency Fund.](#) A total of \$8,587.16 of the funds were used as follows:

- [\\$7,621.69 - contracted staff hours](#)
- [\\$945.92 - contracted services and materials for hen keeping courses](#)
- [\\$19.55 - other travel and general expenses](#)

The annual budget will include an additional licence fee revenue of \$1,600.00 (based on an estimation of 40 licences issued at \$40.00 per licence). While this value is based on Administration's record of public interest, it will be reviewed in subsequent years as a better understanding of the actual uptake is known. But currently, we have 14 licences and not the estimated 40. A reason for this may be that after owners take the hen course (because a hen course certificate is required with application), owners may feel that hen keeping is more work than they think, or perhaps not the right time. The hen course component is administered by a private organization (River City Chickens Collective) based in Edmonton, Alberta. I think they charge \$50.00.

In the future, we would also like to implement an online renewal system where owners can annually renew their licence on their own, similar to renewing a dog licence. This would require additional costs in setting up the system. Currently, we are manually reminding and renewing Hen Licences, which is taking a bit more staff time.

2) Do I have your permission to share your responses? [Yes.](#)

[Quoted text hidden]

From: Danielle Kenyon <[REDACTED]>
Sent: April-07-20 2:47 PM
To: Tracy Tsui <ttsui@stalbert.ca>
Subject: Backyard Hens

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Danielle

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[Quoted text hidden]

Danielle Kenyon <[REDACTED]>
 To: Tracy Tsui <ttsui@stalbert.ca>

Wed, Apr 8, 2020 at 11:14 AM

Tracy,
 Thank you so much for your time and effort.
 Have a wonderful day!

[Quoted text hidden]

Tracy Tsui <ttsui@stalbert.ca>
 To: Danielle Kenyon <[REDACTED]>

Wed, Apr 8, 2020 at 11:25 AM

Hi Danielle – You're very welcome. Take good care 😊

[Quoted text hidden]

[Quoted text hidden]

**TOWN OF TABER
BYLAW NO. 6-2007**

**BEING A BYLAW OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA
TO PROVIDE FOR THE CONTROL AND PROHIBITION OF CERTAIN EXOTIC
AND WILD ANIMALS WITHIN THE CORPORATE LIMITS OF THE TOWN OF
TABER**

WHEREAS the Municipal Council of the Town of Taber, in the Province of Alberta, duly assembled, may pass a Bylaw and or regulations pursuant to Section 7 of the Municipal Government Act, being Chapter M-26, Revised Statutes of Alberta 2000, and any amendments thereto, dealing with the safety, health and welfare of people and the protection of people and property;

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

SECTION I TITLE

This Bylaw may be cited as "THE EXOTIC AND WILD ANIMAL BYLAW".

SECTION II DEFINITIONS

- 2.1 **ANIMAL CONTROL OFFICER:** means a person or persons appointed by the Chief Administrative Officer of the Town of Taber to carry out the provisions of this Bylaw.
- 2.2 **ANIMAL:** means any member of the animal kingdom of living beings, excluding humans. Without limitation, "Animal" shall include Mammals, Dogs, Cats, Birds, Reptiles and Insects.
- 2.3 **ANIMAL CONTROL FACILITY:** means a place, dwelling that the Town shall provide or designate for the confinement of impounded animals.
- 2.4 **AT LARGE:** describes any animal, found in any place away from a place either owned or occupied by its owner, and not under the control of any person.
- 2.5 **BYLAW ENFORCEMENT OFFICER:** means a person or persons appointed by the Chief Administrative Officer for the Town of Taber pursuant to the provisions of the Municipal Government Act (MGA), Sections 555(1) and 556 (a) and (b).
- 2.6 **CHIEF ADMINISTRATIVE OFFICER:** means a person appointed to the position by Council of the Town of Taber pursuant to Section 205 (1) of the Municipal Government Act.

**TOWN OF TABER
BYLAW NO. 6-2007**

- 2.7 **COUNCIL:** means the Municipal Council of the Town of Taber, in the Province of Alberta.
- 2.8 **DAY:** means a continuous period of twenty-four (24) hours.
- 2.9 **EXOTIC ANIMAL:** means an animal as set out in Section 3.1 of this Bylaw, or such other animals as Council may designate by resolution from time to time.
- 2.10 **OFFICER:** includes a peace officer or police constable or other person employed for the preservation and maintenance of the public peace or for the service or execution of civil process; and includes any person assigned the responsibility of administering and enforcing this Bylaw and all persons acting under their instructions.
- 2.11 **OWNER:** includes any person, including the parent or legal guardian of a minor person, who possesses, keeps or harbors one or more animals, or who has legal title to the animal and includes any person who has possession or custody of the animal either temporarily or permanently, or harbors the animal or suffers the animal to remain on property they occupy or in a vehicle in their possession.
- 2.12 **PERSON:** includes an individual, a sole proprietorship, a partnership, an unincorporated association, a trust, a body corporate, and a natural person.
- 2.13 **TOWN:** means the Town of Taber in the Province of Alberta.
- 2.14 **VIOLATION TICKET:** means a ticket issued pursuant to Part 2 of the Provincial Offences Procedure Act, R.S.A. 2000, c.P-34, as amended, and regulations thereunder, or a Town of Taber Bylaw Ticket.
- 2.15 **WILD ANIMAL:** means an animal of wild, untamed, uncultured, feral, or brutal nature or disposition. For purposes of this Bylaw an animal which was once a domesticated animal, can become a wild animal.

SECTION III

EXOTIC ANIMALS

- 3.1 **The following animals shall be deemed to be exotic animals under this Bylaw, and the possession or ownership of such exotic animals within the corporate limits of the Town of Taber shall be prohibited:**

**TOWN OF TABER
BYLAW NO. 6-2007**

Mammals

Marsupials or Pouched Mammals

Kangaroos

American Opossums

Marsupial Wolf, Tasmanian devil, Tasmanian tiger, Pouched

Mouse

Australian Bandicoot (not the Indian Bandicoot, which is a
marsupial)

Pouched Rat

Koala, Cuscus (a marsupial monkey), Flying Phalanger (similar
to a flying squirrel)

Wombat

Carnivorous Land Mammals

Wolf, Coyote, Fox, Wild Dog

Bear

Raccoon, Panda, Coatimundi

Weasels, Stoat, Wolverine, Marten, Mink, Badger, Skunk, Otter

Mongoose, Civet, Genet

Hyena

Ocelot, Lion, Tiger, Leopard, Panther, Lynx, Mountain Lion,

Bobcat

Seals, Sea Lions, Walruses

Bats

Odd-toed Hoofed Animals

Horse, Ass, Zebra, Mule, Donkeys

Tapir

Rhinoceros

Even-toed Hoofed Animals

All pigs, Warthogs (excluding Vietnamese Pot-Bellied Pigs)

Peccaries

Hippopotamus

Camel, Dromedaries, Llama, Alpacas

Mouse Deer

Deer, Reindeer, Caribou, moose, Elk, Antelope

Giraffe, Okapi

Pronged-Horned Antelope

Sheep, Goat, Bison, Water Buffalo, Musk Ox, Cow, Heifer, Steer,

Bull

**TOWN OF TABER
BYLAW NO. 6-2007**

Anteaters
Sloths
Armadillos

Elephants

Tree Shrews, Lemurs, Lorises, Bush Babies, Tarsiers, Monkeys,
Marmosets, Macaques, Baboons, Mandrills, Apes, Gibbons,
Orangutans, Gorillas, Chimpanzees

Reptiles

Gila Monster, Beaded Lizard

Snakes

All venomous snakes
Snakes over one meter in length
More than three snakes under one meter in length

Crocodiles, Alligators, Caimans, Gavials

Birds

Ostriches
Rheas
Cassowaries, Emus
Kiwis
Poultry
Fowl

Raptors

Hawks, Falcons, Eagles, Buteos, Vultures, Kites, Condors,
Ospreys, Sparrow Hawks
Owls

All Spiders

All venomous insects

Other

All venomous and poisonous animals

SECTION IV

EXCEPTIONS

**TOWN OF TABER
BYLAW NO. 6-2007**

This Bylaw does not apply to:

- 4.1 The Town of Taber Animal Control Facility
- 4.2 The premises of an accredited veterinary hospital under the care of a licensed veterinarian.
- 4.3 Professionally produced film production sets that are being made by film professionals and film production companies, and only temporarily during filming.
- 4.4 The areas of the Town in which educational programs are being conducted with animals, if the animals are owned by an accredited institution and only while the educational programs are actually being conducted, provided that such programs be limited to a maximum of three days at any one location.
- 4.5 The premises of slaughterhouses.
- 4.6 Events being hosted by or held on lands leased to the Agricultural Society.
- 4.7 A parade as approved by the Town of Taber.
- 4.8 Circuses licensed by the Town of Taber.
- 4.9 Agricultural operations in existence on the day of the passing of this Bylaw.

SECTION V

OTHER ANIMALS

- 5.1 All other animals, subject to 5.1(b) below, not classified as Exotic animals or wild animals must be kept caged or in pens as required and not permitted to be at large, off of the owners property occupied by the owner of such animal and shall not exceed five (5) other animals in total regardless of the species.

- a) These other animals are as follows, but not limited to:

- Rabbits
- Iguanas
- Gerbils
- Guinea Pigs
- Hamsters
- Domesticated Mice
- Domesticated Birds (Parrots, Budgies)
- Ferrets

**TOWN OF TABER
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- b) No person may keep within the limits of the Town of Taber, any wild animals, bees or pigeons.
- 5.2 Failure to comply with any subsection of this Section of the bylaw may result in prosecution, or in lieu thereof payment of a voluntary fine as set out in Schedule "A" which is attached and forms part of this Bylaw.
- 5.3 **IMPOUNDMENT AND RELEASE OF OTHER/EXOTIC ANIMALS:** the owner of an impounded animal may reclaim the said animal from the pound within seventy-two (72) hours from the time of impoundment, excluding Sundays and Holidays, by paying the impound fee, care and sustenance fees, as set out in Schedule "A" and any veterinary fees and by paying any voluntary penalties/fines that may have been imposed in accordance with Schedule "A" which forms part of this Bylaw.

Should Other/Exotic animals not be claimed by the owners, within ten (10) business days or an appropriate place to impound the animals not be available then these said animals will be destroyed by means of Euthanasia.

SECTION VI PENALTIES/COUNCIL INTENT

- 6.1 **PENALTIES:** Where an Animal Control Officer, Bylaw Officer, Peace Officer or other person authorized to carry out the provisions of the Bylaw believes that a person has contravened any provision of this Bylaw, they may serve upon such person a notice of form commonly called a Bylaw Tickets, having printed wording approved by the Chief Administrative Officer, or a Provincial Part 2 Summons.
- 6.2 A Bylaw Ticket or a Provincial Part 2 Summons shall be deemed to have been sufficiently served:
- a) if served personally on the accused; or
 - b) if served by double registered mail; or
 - c) if left at the accused's usual place of abode with an inmate thereof who appears to be at least eighteen (18) years of age; or
 - d) where the accused is an association, partnership, corporation or registered kennel, if served by registered mail or if left with a person who appears to be at least eighteen (18) years of age and who is an employee or officer of the association, partnership, corporation or registered kennel.

**TOWN OF TABER
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- 6.3 Upon production of any such Bylaw Ticket within twenty-one (21) days from the date of service of such notice, together with the payment of the sum specified in Schedule "A", to a person authorized by the Chief Administrative Officer of the Town of Taber to receive such payment, an official receipt for such payment shall be issued, and subject to the provisions of this Section, such payment shall be accepted in lieu of prosecution.
- 6.4 If the person upon whom any such Bylaw Ticket is served fails to pay the said sum within the time allotted, the provisions of this Section shall no longer apply and a Provincial Part 2 Summons will be issued.
- 6.5 **SUMMARY CONVICTION:** a person who contravenes a provision of the Bylaw by doing something which he/she is prohibited from doing, or by failing to do something which he/she is required to do, or by doing something in a manner different from that in which he/she is required or permitted to do in this Bylaw, then he/she is guilty of an offense and liable to, upon summary conviction, a fine of not more than two thousand (\$2000.00) dollars, per infraction and upon failure to pay said fine and costs, to imprisonment for a period not exceeding thirty (30) days, per infraction.
- 6.6 In addition to the penalties in this Section, a Provincial Court Judge may, if he/she considers the offense sufficiently serious, direct or order the person that owns, keeps, maintains or harbors the animal to prevent such animal from doing mischief or causing a disturbance or nuisance complained of or issue an order for the animal to be destroyed.
- 6.7 **COUNCIL INTENT:** it is the intention of the Council of the Town of Taber, that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is further the intention of Council that if any provision of this Bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

SECTION VII

REPEALED BYLAW

That Bylaw No. A-333 the Regulation of Livestock and Fowl is hereby repealed in its entirety.

SECTION VIII

EFFECTIVE DATE

This Bylaw shall come into force and effect upon the final passing thereof.

**TOWN OF TABER
BYLAW NO. 6-2007**

RES.164/07 READ a first time this 28TH day of MAY, 2007.

RES.196/07 READ a second time this 25TH day of JUNE, 2007,
as amended.

RES.197/07 READ a third time and finally passed this 25TH day of JUNE,
2007, as amended.



MAYOR



CHIEF ADMINISTRATIVE OFFICER

**TOWN OF TABER
BYLAW NO. 6-2007**

SCHEDULE "A"

VOLUNTARY PENALTIES

| | FIRST | SECOND | THIRD |
|---|-----------------|-----------------|-----------------|
| EXOTIC ANIMALS & OTHER ANIMALS | \$100.00 | \$200.00 | \$400.00 |

SUBSEQUENT OFFENCES

\$1,000.00

IMPOUND FEES

- **\$9.00 FOR EACH ANIMAL EACH DAY CONFINED - OR THE ACTUAL COST WHEN FACILITIES OTHER THAN THOSE OWNED BY THE TOWN ARE USED.**

VETERINARY FEES

- **IN THE EVENT THAT AN IMPOUNDED ANIMAL NEEDS VETERINARY CARE THE COST OF SUCH CARE SHALL BE CHARGED TO THE ANIMALS OWNER.**



Council Request for Decision

Meeting Date: April 27, 2020

Subject:

Delegation: Taber Food Bank

Recommendation:

Council directs Administration to provide the Taber Food Bank with funds in the amount of \$_____ to be taken from _____

Background:

The Taber Food Bank is presenting as a delegation to Council with a request for financial assistance. As a result of the Covid-19 pandemic, many families in Taber are struggling due to lack of work and funds. School has been cancelled and families are social distancing at home. Food insecurity has increased and the demand at the food bank is high. Public donations have decreased with financial insecurity in many homes. Federal and Provincial funding is not yet in place.

Mr. Kevin Leahy, President of the Taber Food Bank will provide information and a request on their behalf.

Legislation / Authority:

Municipal Government Act, Section 3

Strategic Plan Alignment:

Enhance Sense of Community – Continue the Growth of Taber as a healthy and safe community.

Financial Implication:

Dependent on operational variables.

Service Level / Staff Resource Implication:

No impacts to staff resources.

Justification:

Supporting the food bank will provide support to struggling Taber residents.

Alternative(s):

Council accepts the Food Bank presentation for information.



Attachment(s): Information on Food Bank Request
Open Letter to Premier Kenney

APPROVALS:

Originated By:
Phyllis Monks

Chief Administrative Officer (CAO) or Designate: _____

From: Tamara Miyanaga [<mailto:TMiyanaga@mdtaber.ab.ca>]

Sent: April 5, 2020 12:47 AM

To: Prokop, Andrew <Andrew.Prokop@taber.ca>; Merrill Harris <MHarris@mdtaber.ab.ca>;
martin.shields.c1@parl.gc.ca; Taber.Warner@assembly.ab.ca; mayor@town.vauxhall.ab.ca

Cc: Council <Council@mdtaber.ab.ca>; Arlos Crofts <ACrofts@mdtaber.ab.ca>; Armfelt, Cory <cory.armfelt@taber.ca>;
[REDACTED] <cao@town.vauxhall.ab.ca>

Subject: Food Bank

Good Evening,

Food is not optional. Going to bed hungry, trying to learn or work on an empty stomach causes stress, lack of focus and poor health. Sadly many families experience food insecurity everyday and now it is compounded by the threat of COVID 19.

With school suspended, families are social isolating at home. Their food demand has increased, and in many cases compounded with income reduction. Families anxiously wait for the provincial and federal emergency resources, but they are aware they will face budgetary shortfalls. I expect these families will turn to the food bank to fill their basic needs. We have already seen a 74% increase from February to March.

Thank-you for discussing the rising demands of the food banks. The Food Bank needs our support. In Taber they have less than 1.6 FTE staff. The management teams splits a position and there is one part time support. The Food Bank operates on the generosity of donors. Volunteers are the life line, however high risk health scenarios and social distancing, have created new challenges to meet the demand.

The Federal and Provincial government have indicated support for food banks. It is imperative funding reach rural Food Banks like Taber and Vauxhall.

I felt it best to provide answers directly from the Taber Food Bank Managers.

How many families (people) receive hampers?

[In the month of March we issued hampers to 174 families \(March statistics not finalized\). This is up from previous months. We also filled 72 requests for bags of groceries from our Pickshelf Program](#) (supplemental items, including day old bread, vegetables, extra product, etc.) February Statistics: Hampers: 100 Adults:122 Children: 46 Seniors 12

With the downturn in the economy is there a shortfall in regular donations?

[We have seen a dramatic decrease in monetary and food donations. Many of our previous monetary donations came from small businesses. With limits on individuals buying food, food donations are now almost non-existent. Our morning food donations from Co-op and IGA are a fraction of what we usually receive.](#) Co-op and IGA normally provide day old bread, meat, vegetables and unsaleable food items.

Has access to food orders been satisfactory?

[Co-op and IGA have not been able to get the amounts we order on many items. They have both been really great working with us, trying to get what they can.](#)

Do you have adequate volunteers?

We have limited our number of volunteers due to health concerns (many are seniors) and due to not spreading the virus. We are being cautious on taking new volunteers with trying to stay safe and healthy.

Do you have a pandemic strategic plan

We have two volunteers lined up in the case that staff and/or volunteers become sick or have to self isolate. Both volunteers are familiar with our operation. In the event the above should happen, we have 100 dry hampers pre-made .

If the demand doubled can the food bank manage?

If the demand did double, at present, we have enough staff and volunteer to keep up, however we would not have an adequate food supply.

If you have further questions, do not hesitate to contact Food Bank Manager Leah Jespersen or Naomi Wiebe, 403.223.1833 or email: taberfoodbanksociety@gmail.com or contact Board President Kevin Leahy 403.635.7216.

It is important we support and help our Food Banks. The demands they are facing is unprecedented. They are the front line workers who meet the needs of the hungry. I would appreciate any financial assistance or political influence to ensure Food Banks can meet the unknown demand. Currently the Taber Food Bank is waiting to hear if they are successful in receiving an FCSS grant.

If you would like to make a personal donation ATB is matching donations 50%, for nonprofits helping people manage COVID 19.

Taber Food Bank: <https://atbcares.benevity.org/community/cause/124-879561322RR0001>

Vauxhall Food Bank: <https://atbcares.benevity.org/community/cause/124-871667168RR0001>

Tamara Miyanaga

Municipal District of Taber

Division 4 Councillor

Email: tmiyanaga@mdtaber.ab.ca

Cell: 403-308-6538

MD of Taber Office: 403-223-3541

The Honourable Jason Kenney
Premier of Alberta
307 Legislature Building, 10800-97 Avenue
Edmonton, Alberta
T5K 2B6

March 17, 2020

Re: COVID-19 Social Services support

Dear Premier Kenney,

Today \$60 million was promised to social services to support their COVID-19 response. May I ask, does this include food banks? I am unable to find any information regarding this on the Government of Alberta website. You may or may not be aware that food banks in Alberta do not receive provincial or federal government funding for our daily operations. We rely on the support and generosity of our community, as well as grants, and donations from associations such as Food Banks Alberta and Food Banks Canada. Generally, this is enough to help support our neighbours in need in our community.

The 2016 census for Taber recorded a population of 8,428 individuals living in our town. Last year we distributed 1,464 hampers to help support 1,987 adults and 1,052 children living around our community. These are individuals and families that may be living on government assistance, low income, have sickness/medical expenses, have had a change in their household (such as a changing family situation, relocation, or job loss), or some other circumstance where they are not able to provide food for their household. Our hampers provide two boxes of food, which contains non-perishables, eggs, milk, cheese, margarine, and frozen meat, potato products, and vegetables, designed to help provide families with five to seven days worth of food. Thanks to our local stores Taber IGA, South Country Co-op, and Taber Walmart, various farmers and colonies, as well as individuals, churches, service groups, and other community businesses that support our organization, we are able to serve all of these individuals with 3 part time staff, and numerous remarkable volunteers. Last year not including the time put in by our drivers or event volunteers, our volunteers gave over 6,400 hours of their time to help us with our daily operations. That averages out to over 533 hours per month!

Each year in March is Hunger Count month. During this month, we compile statistics to send to Food Banks Canada and Food Banks Alberta to help them get a snapshot view of hunger needs across the country. This year on our first day of Hunger Count, March 3rd, we served 86 unique individuals thru our second program, our pickshelf, or "store front." These individuals took home a variety of bread products, non-perishables, yogurt, and fresh vegetables to help feed the 135 adults and 45 children (including themselves) living in their households.

Due to the growing health concerns surrounding COVID-19, we at the Taber Food Bank have unfortunately had to temporarily change our operations. Our top priority is to be proactive in our pandemic planning to help protect the vulnerable population we are serving and help reduce exposure rates. This means that our operations have changed to appointment times instead of walk-ins, we are practicing social distancing, and we have increased our cleaning and hand sanitizing measures. Sadly we have also had cut back on our volunteers to help protect them, our staff, and those we are serving. At this point in time, we are looking at running with approximately 30% or less of the volunteer hours

we normally do, while continuing to serve the same number of households.

Like many communities around the world, ours has not been immune to the panicked buying many individuals have started in response to the pandemic. This effects us and our clients in various ways.

- Our local stores have less items available to donate.
- As stores across the country are all trying to acquire supplies to replenish, it is more difficult for us to purchase needed items as we require them.
- Vulnerable individuals we serve who are in the higher risk category, whether because of their age or medical conditions, are having to make multiple trips and/or stops to find essentials, or are unable to find hygiene and cleaning supplies at all. More time in the community and increased stores visited has the chance of raising their exposure risk.
- Most of our clients do not have the extra funds to be able to stock up. In February 2019, more than 23% of the households we served had a net income of \$249 or less after paying their necessary expenses such as housing and utilities. That net income must help purchase groceries, fuel (if they have access to a vehicle, which many do not, so they may have to pay for a taxi or a friend to give them a ride), and any other miscellaneous expenses throughout the month such as clothing. This means that when or if they do actually receive enough money to purchase groceries, store shelves are currently more sparse than they should be, despite the best efforts of our stores. For those who suffer food insecurity already, this may increase their panic, and contribute to a mental health crisis.
- Price increases may or may not happen based on supply and demand. If so, we will have to make our budget dollars stretch even more to help those we serve.

Today was the first day that our organization was open since provincial changes have taken place over the last few days, such as students not being allowed to attend schools, and gathering sizes being limited. We have already received calls from new households seeking assistance to get thru these trying times.

I am asking that as your government is trying to figure out the best ways to deal with this pandemic and see our province thru this difficult time, that you consider supporting provincial food banks. Besides the essential and valiant work of health providers and service providers such as those at grocery stores, fuel stations, and pharmacies, and behind the scenes necessary industries such as farmers, ranchers, and truck drivers, it is quite possible our services will not only be needed, but greatly increase. In some communities, food banks may be the first place that those who need help turn to.

Sincerely,

Naomi Wiebe

Taber Food Bank Society