



AGENDA

REGULAR MEETING OF THE COUNCIL OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, FEBRUARY 8, 2021 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: January 18, 2021	X
ITEM No.3.2 Minutes of Regular Meeting of Council: January 25, 2021	X
4. BUSINESS ARISING FROM THE MINUTES	
ITEM No.4.1 Use of Municipal Reserve Options	X
5. BYLAWS	
ITEM No.5.1 Proposed Bylaw 21-2020 Lending Bylaw - Chamber of Commerce	X
6. ACTION ITEMS	
ITEM No.6.1 Coffee with Council 2021	X
ITEM No.6.2 2021 Volunteer Recognition	X
ITEM No.6.3 Aquatics Project Operational Funds	X
ITEM No.6.4 Uncollectable Accounts Receivable over \$500	X
ITEM No.6.5 Information for Council	X
ITEM No.6.6 Standing Item - Council Requests	X
7. DELEGATIONS	
ITEM No.7.1 Delegation: Indigenous Concepts and Solutions Inc. - NovoCrete	X
8. MEDIA INQUIRIES	
9. CLOSED SESSION	X
ITEM No.9.1 Affordable Housing Project 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.9.2 Discussion with Council
Closed Session to prevent disclosure that could reasonably be expected to reveal consultations or deliberations involving officers of a public body, in accordance with Section 24(1): Advice from officials, 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: February 8, 2021

Subject:

Minutes of Regular Meeting of Council: January 18, 2021

Recommendation:

Council adopts the minutes of the Regular Meeting of Council held on January 18, 2021, 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 January 18, 2021, 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 MONDAY, JANUARY 18, 2021, AT 3:30 PM.

Mayor

Andrew Prokop

Councillors

Garth Bekkering

Jack Brewin

Carly Firth

Mark Garner

Joe Strojwas (Via teleconference)

Louie Tams

Co-Interim Chief Administrative Officers

John Orwa

Gary Scherer

Staff

Alaa Abdel Khaliq

Phyllis Monks

Kerry Van Ham (Via teleconference)

CALL TO ORDER

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

ADOPTION OF THE AGENDA

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

RES. 8/2021

MOVED by Councillor Brewin that Council adopts the Agenda, as presented.

CARRIED UNANIMOUSLY

5/2021

Meeting Date
1/18/2021

ADOPTION OF THE MINUTES

1) Minutes of Regular Meeting of Council: December 21, 2020

RES. 9/2021 MOVED by Councillor Garner that Council adopts the minutes of the Regular Meeting of Council held on December 21, 2020, as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

None.

BYLAWS

1) Proposed Library Board Bylaw 5-2020

K. Van Ham, Administrative Services Manager, presented proposed Library Board Bylaw 5-2020.

RES. 10/2021 MOVED by Councillor Tams that Council gives First Reading of the Library Board Bylaw 5-2020, as presented.

CARRIED UNANIMOUSLY

RES. 11/2021 MOVED by Councillor Garner that Council gives Second Reading of the Library Board Bylaw 5-2020, as presented.

CARRIED UNANIMOUSLY

RES. 12/2021 MOVED by Councillor Firth Council gives unanimous consent to proceed to Third Reading of the Library Board Bylaw 5-2020.

CARRIED UNANIMOUSLY

BYLAWS – CONT'D

1) Proposed Library Board Bylaw 5-2020 – CONT'D

RES. 13/2021 MOVED by Councillor Bekkering that Council gives Third and Final Reading of the Library Board Bylaw 5-2020, as presented.

CARRIED UNANIMOUSLY

ACTION ITEMS

1) Proposed Capital Projects for 2021/22

G. Scherer, Interim Chief Administrative Officer and Director of Engineering and Public Works, presented proposed Capital Projects for 2021 and 2022. He stated that Administration has recently assessed two roads, the Transfer Station Road and the Trout Pond Road, and stated that both roads are in need of rehabilitation to address the roads conditions and storm water controls.

J. Orwa, Interim Chief Administrative Officer and Director of Finance, reviewed the proposed Capital Projects funding under the Strategic Transportation Infrastructure Program (STIP), and reviewed the Town's contributions to the projects.

Council discussed the proposed projects and funding.

MOVED by Councillor Tams that Council directs Administration to add the BF 80500 Rehabilitation, Transfer Station Road Rehabilitation and Taber Park Access Road (Trout Pond Road) (engineering only) to the 2021 Capital Budget; and,

Further directs Administration to add Taber Park Access Road (Trout Pond Road) and 48th Street Parking projects to the 2022 Capital Budget.

Councillor Bekkering suggested a friendly amendment to remove "Taber Park Access Road" from the resolution and leaving Taber Trout Pond Road.

7/2021

Meeting Date
1/18/2021

ACTION ITEMS – CONT'D

1) Proposed Capital Projects for 2021/22 – CONT'D

Councillor Tams declined the friendly amendment.

RES. 14/2021 MOVED by Councillor Tams that Council directs Administration to add the BF 80500 Rehabilitation, Transfer Station Road Rehabilitation and Taber Park Access Road (Trout Pond Road) (engineering only) to the 2021 Capital Budget; and,

Further directs Administration to add Taber Park Access Road (Trout Pond Road) and 48th Street Parking projects to the 2022 Capital Budget.

CARRIED UNANIMOUSLY

2) Oldman Watershed Council Funding Request

K. Van Ham presented correspondence received from the Oldman Watershed Council requesting funding in the amount of \$3,961.00, based on the rate of 47 cents per resident.

She stated that historically Council has not supported this request through the budget processes specifically, but in 2018 Council choose to support an amount of \$1,500.00 through the Council Discretionary Fund.

Council discussed the funding request.

MOVED by Councillor Bekkering that Council gives an amount of \$1,500.00 from the Council Discretionary Fund to the Oldman Watershed Council.

Councillor Brewin suggested a friendly amendment to request the Oldman Watershed to attend as a Delegation to provide an update on their organization.

Councillor Bekkering accepted the friendly amendment.

ACTION ITEMS – CONT'D

2) Oldman Watershed Council Funding Request – CONT'D

RES. 15/2021 MOVED by Councillor Bekkering that Council gives an amount of \$1,500.00 from the Council Discretionary Fund to the Oldman Watershed Council; and,

Requests the Oldman Watershed Council to attend as a Delegation to provide an update on their organization.

CARRIED

3) 2020 Town of Taber Municipal Census

P. Monks, Director of Planning and Economic Development, presented the 2020 Municipal Census Report.

RES. 16/2021 MOVED by Councillor Firth that Council accepts the 2020 Municipal Census Report as information.

CARRIED UNANIMOUSLY

4) Telus Insights Project Proposal

P. Monks presented the Telus Insights Project proposal to Council, in follow-up to a resolution passed at the Regular Meeting of Council held on October 13, 2020 directing Administration to contact Telus and to investigate the feasibility and costs associated with the census methodology used in Revelstoke, British Columbia.

Council discussed the Insights Project and its benefits to the region.

MOVED by Councillor Bekkering that Council accepts the proposal for information purposes only.

Councillor Strojwas suggested a friendly amendment for Councillor Bekkering to rescind his previous resolution, and to instead recommend Administration to begin discussions with the Joint Economic Development Committee to determine of the neighbouring communities were interested in studying the commuter patterns in the region.

9/2021

Meeting Date
1/18/2021

ACTION ITEMS – CONT'D

4) Telus Insights Project Proposal – CONT'D

Councillor Bekkering declined the friendly amendment.

RES. 17/2021 MOVED by Councillor Bekkering that Council accepts the proposal for information purposes only.

CARRIED

5) Southwest Alberta Regional Skills Study Report

P. Monks presented the Southwest Alberta Regional Skills Study Report.

RES. 18/2021 MOVED by Councillor Garner that Council accepts the Southwest Alberta Regional Skills Study Report as information.

CARRIED UNANIMOUSLY

6) ORRSC Grant Application for Updated Orthophotography

P. Monks stated that the Oldman River Regional Services Commission (ORRSC) is applying for a grant on behalf of all members to update the orthophotography. She stated that ORRSC is requesting support from Council in the form of a motion to include with their grant application.

RES. 19/2021 MOVED by Councillor Tams that Council authorizes the Town of Taber to participate in an application for the 2021 South Region Urban Orthophotography Project submitted by the Town of Fort Macleod under the Intermunicipal Collaboration component of the Alberta Community Partnership Grant; and,

That the Town of Taber, a participant, agrees to abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds.

CARRIED UNANIMOUSLY

10/2021

Meeting Date
1/18/2021

ACTION ITEMS – CONT'D

7) Information for Council

G. Scherer presented information to Council on the water clarity issues previously experienced within the Town, and advised that the issues have mostly cleared up by modifying the treatment process.

RES. 20/2021 MOVED by Councillor Firth that Council accepts the material received in this Agenda Item as information.

CARRIED UNANIMOUSLY

8) Standing Item - Council Requests

J. Orwa reviewed the Standing Item – Council Request action item listing.

G. Scherer advised that the Volunteer Golf Course Enhancement Committee has received both of their requested rocks, in regards to RES. 421/2020.

Council discussed the fallen trees throughout the Town of Taber as a result to the wind storm the previous week.

RES. 21/2021 MOVED by Councillor Strojwas that Council directs Administration to contact the Taber Golf Club Board to help remove a number of trees along the #15 fairway, by the Curling Club.

CARRIED

Council discussed the addition of a larger size of waste bin for those who request them.

G. Scherer advised that in the past, Administration has brought these requests forward, and direction was given to continue with only one size of waste bin. He stated that Administration could bring it back for further Council review.

ACTION ITEMS – CONT'D

9) Standing Item - Council Requests – CONT'D

RES. 22/2021 MOVED by Councillor Bekkering that Council directs Administration to bring back the garbage can issue to the second meeting of February 2021.

CARRIED UANIMOUSLY

Council further discussed fallen trees throughout the Town, and the fees for disposing of large branches and trunks at the Transfer Station.

RES. 23/2021 MOVED by Councillor Brewin that the Town cancels charges for taking tree branches and trunks until the end of February 2021.

CARRIED

DELEGATIONS

None.

MEDIA INQUIRIES

None.

12/2021

Meeting Date
1/18/2021

MEDIA INQUIRIES – CONT'D

RES. 24/2021 MOVED by Councillor Garner that Council takes a 10 minute break, and moves into Closed Session to prevent the disclosure of:

- Advice expected to reveal consultations or deliberations involving officers of a public body, in accordance with Section 24(1) Advice from officials; and,
- Criteria developed for the purpose of contractual negotiations on behalf of a public body, and considerations that relate to those negotiations, in accordance with Section 25(1)(c): Disclosure harmful to economic and other interests of a public body, of the *Freedom of Information and Protection of Privacy Act*.

CARRIED UNANIMOUSLY AT 4:23 PM

Council reconvened into Closed Session at 4:32 PM.

CLOSED SESSION

1) Proposed Lease Agreement Renewal: Night Hawk R.C. Flying Club

Closed Session to prevent disclosure of criteria developed for the purpose of contractual negotiations on behalf of a public body, and considerations that relate to those negotiations, in accordance with Section 25(1)(c): Disclosure harmful to economic and other interests of a public body, 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) Proposed Lease Agreement Renewal: Night Hawk R.C. Flying Club: G. Scherer, Interim Chief Administrative Officer and Director of Engineering and Public Works, J. Orwa, Interim Chief Administrative Officer and Director of Finance, and K. Van Ham, Administrative Services Manager.

13/2021

Meeting Date
1/18/2021

CLOSED SESSION – CONT'D

- 2) Proposed License Agreement Renewal: Tactical Paintball and Airsoft Association of Southern Alberta Closed Session to prevent disclosure of criteria developed for the purpose of contractual negotiations on behalf of a public body, and considerations that relate to those negotiations, in accordance with Section 25(1)(c): Disclosure harmful to economic and other interests of a public body, 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) Proposed Lease Agreement Renewal: Tactical Paintball and Airsoft Association of Southern Alberta: G. Scherer, Interim Chief Administrative Officer and Director of Engineering and Public Works, J. Orwa, Interim Chief Administrative Officer and Director of Finance, and K. Van Ham, Administrative Services Manager.

- 3) Proposed Lease Agreement Renewal Taber Public Library Closed Session to prevent disclosure of criteria developed for the purpose of contractual negotiations on behalf of a public body, and considerations that relate to those negotiations, in accordance with Section 25(1)(c): Disclosure harmful to economic and other interests of a public body, 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) Proposed Lease Agreement Renewal: Taber Public Library: G. Scherer, Interim Chief Administrative Officer and Director of Engineering and Public Works, J. Orwa, Interim Chief Administrative Officer and Director of Finance, and K. Van Ham, Administrative Services Manager.

CLOSED SESSION – CONT'D

4) Discussion with Council

Closed Session to prevent disclosure that could reasonably be expected to reveal consultations or deliberations involving officers of a public body, in accordance with Section 24(1): Advice from officials, 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) Discussion with Council: G. Scherer, Interim Chief Administrative Officer and Director of Engineering and Public Works, and J. Orwa, Interim Chief Administrative Officer and Director of Finance.

5) Additional Compensation for Staff

Closed Session to prevent disclosure that could reasonably be expected to reveal consultations or deliberations involving officers of a public body, in accordance with Section 24(1): Advice from officials, 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) Additional Compensation for Staff: G. Scherer, Interim Chief Administrative Officer and Director of Engineering and Public Works, and J. Orwa, Interim Chief Administrative Officer and Director of Finance.

OPEN SESSION

RES. 25/2021

MOVED by Councillor Tams that Council reconvenes into Open Session.

CARRIED UNANIMOUSLY AT 6:39 PM

OPEN SESSION – CONT'D

RES. 26/2021 MOVED by Councillor Brewin that Council authorizes the lease renewal, as presented, to the Night Hawk R.C. Flying Club for the lands legally described as:

Meridian 4 Range 17 Township 10 Section 11
All of Legal Subdivision 1 and 2 and those portions of Legal Subdivisions 7 and 8 lying to the South and East of the Right Bank of the Belly River in the South East Quarter
Containing 53.2 Hectares (131.40 Acres) More or Less; and,

for a term to expire December 31, 2030.

CARRIED UNANIMOUSLY

RES. 27/2021 MOVED by Councillor Tams that Council authorizes the license renewal, as presented, to the Tactical Paintball and Airsoft Association of Southern Alberta for the lands legally described as:

Portions of Town-owned land NE 12-10-17W4 and the northern part of SE 12-10-17W4, a portion of SE 12-10-17W4, and that portion of the Canal Lands located in NE 12-10-17W4.

CARRIED UNANIMOUSLY

RES. 28/2021 MOVED by Councillor Garner that Council authorizes the lease renewal, as presented, to the Taber Public Library located at 5414 50 Avenue, Taber, AB, for a term to expire December 31, 2030.

CARRIED UNANIMOUSLY

RES. 29/2021 MOVED by Councillor Tams that Council accepts the additional compensation for staff to start January 12, 2021, as presented.

CARRIED UNANIMOUSLY

16/2021

Meeting Date
1/18/2021

CLOSE OF MEETING

RES. 30/2021

MOVED by Councillor Bekkering that this Regular Meeting of Council is hereby Closed.

CARRIED UNANIMOUSLY AT 6:45 PM

MAYOR

CHIEF ADMINISTRATIVE OFFICER

DRAFT

17/2021

Meeting Date
1/18/2021



Council Request for Decision

Meeting Date: February 8, 2021

Subject:

Minutes of Regular Meeting of Council: January 25, 2021

Recommendation:

Council adopts the minutes of the Regular Meeting of Council held on January 25, 2021, 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 January 25, 2021, 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 MONDAY, JANUARY 25, 2021, AT 3:35 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 (Via teleconference)

Louie Tams

Co-Chief Administrative Officers

John Orwa

Gary Scherer

Staff

Alaa Abdel Khaliq

Meghan Brennan

Phyllis Monks

Kerry Van Ham (Via teleconference)

CALL TO ORDER

Mayor Prokop called the meeting to Order at 3:35 PM.

ADOPTION OF THE AGENDA

Mayor Prokop inquired if there were any additions or deletions to the Agenda.

ADOPTION OF THE AGENDA – CONT'D

Council discussed the addition of Closed Session Agenda Item 9.2) Discussion with Council.

RES. 31/2021 MOVED by Councillor Tams that Council adopts the Agenda, as amended, to include the addition of Closed Session Agenda Item 9.2) Discussion with Council, to be in Closed Session to prevent disclosure that could reasonably be expected to reveal consultations or deliberations involving officers of a public body, in accordance with Section 24(1): Advice from officials, of the *Freedom of Information and Protection of Privacy Act*.

CARRIED UNANIMOUSLY

ADOPTION OF THE MINUTES

1) Minutes of Regular Meeting of Council: January 11, 2021

RES. 32/2021 MOVED by Councillor Garner that Council adopts the minutes of the Regular Meeting of Council held on January 11, 2021, as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

1) Intermunicipal Development Plan Public Hearing Update

P. Monks, Director of Planning and Economic Development, stated at the Regular Meeting of Council held on December 21, 2020, Council passed a resolution to defer the joint Intermunicipal Development Plan public hearing to a later day, when COVID-19 restrictions would allow for an in-person event.

BUSINESS ARISING FROM THE MINUTES – CONT'D

1) Intermunicipal Development Plan Public Hearing Update – CONT'D

P. Monks stated that due to the uncertainty around COVID-19 restrictions, and in order to meeting the deadlines outlined by the *Municipal Government Act* and the Alberta Community Partnership Grant, the Municipal District of Taber Council has proposed to host a virtual public hearing on Tuesday, February 23, 2021 at 10:00 AM. She stated at this time Administration is requesting direction from Council on how they would like to move forward with the joint Intermunicipal Development Plan public hearing.

RES. 33/2021 MOVED by Councillor Firth that Council rescinds RES 440/2020, which states that Council defers the joint Intermunicipal Development Plan Public Hearing to a later date when COVID-19 restrictions would allow for an in-person event; and,

Council directs Administration to proceed with a joint public hearing with the Municipal District of Taber, by videoconference, on February 23, 2021 at 10:00 a.m. for proposed Bylaw 12-2020 for the Intermunicipal Development Plan.

CARRIED UNANIMOUSLY

BYLAWS

None.

ACTION ITEMS

1) Organizational Review

J. Orwa, Interim Chief Administrative Officer and Director of Finance, stated that Council requested to have the Organizational Review document, which was previously adopted by Council at their Regular Meeting held on October 26, 2020, brought back to Council for further discussion.

19/2021

Meeting Date
1/25/2021

ACTION ITEMS – CONT'D

1) Organizational Review – CONT'D

Council discussed the Organizational Review document.

MOVED by Councillor Bekkering that Council requests Administration to hold the Organizational Review adopted on October 26, 2020 in abeyance, in order for further Council review and discussion to be undertaken at a future date.

Councillor Tams suggested a friendly amendment that the motion include “until a new Chief Administrative Officer is in place.”

Councillor Bekkering declined the friendly amendment.

Council further discussed the Organizational Review document, and discussed holding the document in abeyance until Council is ready to move forward.

RES. 34/2021 MOVED by Councillor Bekkering that Council requests Administration to hold the Organizational Review adopted on October 26, 2020 in abeyance, in order for further Council review and discussion to be undertaken at a future date.

CARRIED

1) Visual Identity Standards Policy

M. Brennan, Communications and Project Coordinator, presented the Visual Identity Standards Policy ADM-12 to Council.

RES. 35/2021 MOVED by Councillor Garner that Council adopts the Visual Identity Standards Policy ADM-12, as presented.

CARRIED UNANIMOUSLY

20/2021

Meeting Date
1/25/2021

ACTION ITEMS – CONT'D

2) Economic Relief Considerations: Leaseholder, Maggie's Place

K. Van Ham, Administrative Services Manager, presented a request from M. Cavers, operating as Maggie's Place, who operates the concession in the Arena asking Council to consider a rent reduction agreement due to the re-closure of the Community Centre in accordance with the provincial COVID-19 restrictions.

RES. 36/2021 MOVED by Councillor Bekkering that Council directs Administration to enter into a Rent Reduction Agreement which follows the government landlord relief program allowing 25% payment by Maggie Cavers operating as Maggie's Place, and 75% by the Town of Taber effective December 2020 to the provincially-mandated opening date.

CARRIED UNANIMOUSLY

3) Economic Relief Consideration: Taber Curling Club

K. Van Ham presented correspondence from the Board of the Taber Curling Club requesting a waiver to their lease payment for January 2021 due to the financial losses endured related to the re-closure of recreational activity facilities in accordance with the provincial COVID-19 restrictions.

RES. 37/2021 MOVED by Councillor Tams that Council waives the Taber Curling Club January 2021 lease payment, due to the financial losses endured related to the continued and re-instated COVID-19 pandemic facility and activity closures as directed by the Provincial Government and Alberta Health Services.

CARRIED UNANIMOUSLY

ACTION ITEMS – CONT'D

4) Whistleblower Hotline - Ethics Alert

K. Van Ham presented the statistical report from MNP LLP regarding the Whistleblower Hotline – Ethics Alert for the period of October 1, 2020 – December 31, 2020 to Council.

RES. 38/2021 MOVED by Councillor Tams that Council accepts the statistical report from MNP LLP regarding the Whistleblower Hotline – Ethics Alert for the period of October 1, 2020 – December 31, 2020, for information purposes only.

CARRIED UNANIMOUSLY

5) Department Reports

J. Orwa presented the Department Reports to Council.

Council discussed the building permit statics included in the Planning and Economic Development Department Activity Report.

Council discussed the MNP Whistleblower Hotline – Ethics Alert service.

RES. 39/2021 MOVED by Councillor Firth that Council accepts the Department Reports for information.

CARRIED UNANIMOUSLY

6) Mayor and Councillor Reports (Verbal)

Mayor and Council provided their verbal reports.

RES. 40/2021 MOVED by Councillor Tams that Council accepts the Mayor and Councillor Reports for information.

CARRIED UNANIMOUSLY

ACTION ITEMS – CONT'D

7) Standing Item - Council Requests

J. Orwa reviewed the Standing Item – Council Request action item listing.

Council discussed concerns brought forward by L. Bembi regarding a piece of land adjoining to his property on municipal reserve.

MOVED by Councillor Bekkering that Council directs Administration to investigate the agreement with Mr. L. Bembi, if possible, regarding this situation.

Council further discussed the agreement, and it being brought back to Council at a future meeting.

RES. 41/2021 MOVED by Councillor Bekkering that Council directs Administration to investigate the agreement with Mr. L. Bembi, if possible, regarding the situation and for it to be brought back to Council for consideration.

CARRIED UNANIMOUSLY

DELEGATIONS

None.

MEDIA INQUIRIES

S. Ashbee, of the Taber Times, inquired if there was additional information on a new Chief Administrative Officer hire, or what the next steps will be to fill that position.

Mr. Ashbee also inquired if a media release will be done once it is determined.

MEDIA INQUIRIES – CONT'D

Mayor Prokop stated that at this time Council has not reached that point, but when a decision is made the appropriate information will be sent out accordingly.

RES. 42/2021 MOVED by Councillor Tams that Council takes a 10 minute break, and reconvenes into Closed Session to prevent the disclosure of:

- Consultations or deliberations involving officers of a public body, in accordance with Section 24(1): Advice from officials, of the *Freedom of Information and Protection of Privacy Act*.

CARRIED UNANIMOUSLY AT 4:01 PM

RES. 43/2021 MOVED by Councillor Tams that Council reconvenes into Closed Session.

CARRIED UNANIMOUSLY AT 4:13 PM

CLOSED SESSION

1) Discussion with Council

Closed Session to prevent disclosure that could reasonably be expected to reveal consultations or deliberations involving officers of a public body, in accordance with Section 24(1): Advice from officials, of the *Freedom of Information and Protection of Privacy Act*.

Pursuant to Section 197(6) of the *Municipal Government Act*, there were the following members of Administration in attendance for Agenda Item 9.1) Discussion with Council: J. Orwa, Interim Chief Administrative Officer and Director of Finance, and G. Scherer, Interim Chief Administrative Officer and Director of Engineering and Public Works

CLOSED SESSION – CONT'D

2) Discussion with Council

Closed Session to prevent disclosure that could reasonably be expected to reveal consultations or deliberations involving officers of a public body, in accordance with Section 24(1): Advice from officials, of the *Freedom of Information and Protection of Privacy Act*.

Pursuant to Section 197(6) of the *Municipal Government Act*, there were the following members of Administration in attendance for Agenda Item 9.2) Discussion with Council: J. Orwa, Interim Chief Administrative Officer and Director of Finance, and G. Scherer, Interim Chief Administrative Officer and Director of Engineering and Public Works.

OPEN SESSION

RES. 44/2021 MOVED by Councillor Brewin that Council reconvenes into Open Session.

CARRIED UNANIMOUSLY AT 5:20 PM

CLOSE OF MEETING

RES. 45/2021 MOVED by Councillor Tams that this Regular Meeting of Council is hereby Closed.

CARRIED UNANIMOUSLY AT 5:22 PM

MAYOR

INTERIM CHIEF ADMINISTRATIVE OFFICER

25/2021

Meeting Date
1/25/2021

Council Request for Decision

Meeting Date: February 8, 2021

Subject:

Use of Municipal Reserve Options

Recommendation:

Dependent on Council discussion and direction.

Background:

At the January 25, 2021 regular meeting of Council, *RES 41/2021 MOVED by Councillor Bekkering that Council directs Administration to investigate the agreement with Mr. L. Bembi, if possible, regarding the situation and for it to be brought back to Council for consideration.*

Options to resolve the situation are as follows:

1. Dispose of the Municipal Reserve (MR) designation, subdivide a portion to sell to Mr. Bembi, redesignate remainder as Public Utility Lot (PUL);
2. Enter into an encroachment agreement with Mr. Bembi allowing for his fence to be constructed over the portion of MR currently being utilized;
3. Request that Mr. Bembi relocate the items onto his own property or a storage facility in Town.

In November, the landowner met with Administration to discuss potential options to resolve a concern brought to him by Municipal Enforcement regarding several items that were being stored in a Town Municipal Reserve (MR) lot. At the time he had been using it to store a boat, quad and other items. Pictures of those items remaining are provided.

Option 1

Mr. Bembi questioned whether a section of the MR could be purchased or leased which would allow him to construct his fence out into the area and continue to store his items on the lot. The MR lot in question is located at the West end of 48th Avenue, East of Highway 864. The lot was initially intended to be developed as a residential lot, but it was determined that a mine shaft is below ground, so it was unable to be developed and was instead dedicated as MR. A more suitable designation for the lot might have been Public Utility Lot, as the land is unusable because of the mine shaft.

In order to sell a portion of the lot, the MR designation would need to be removed. To “dispose” of MR under the Municipal Government Act, Section 647 must be followed. This will require an

advertisement of Council's intention to dispose of MR, and a public hearing. The Notice must be posted on the MR and advertised in the Taber Times as well as sent to adjacent properties.

A plan would need to be drawn up by a surveyor, identifying the site, and what portion will be subdivided and sold to the landowner. The costs for such a survey are typically \$1500 – 2000.00. The advertising portion will be approximately \$300. Legal fees for endorsement of registration and registration of the documents at land titles will be approximately \$750. Mr. Bembi is interested in approximately 50 m² and would pay up to \$1,000.00. Full costs for the work will be between \$3500-4000. The process will take approximately three months as it requires sign off by the Minister and registration at land titles.

There is irrigation running along the boundary of this MR West of the subject residential lot. Relocation of the line will cost approximately \$400. Locates for shallow utilities would need to be completed prior to a fence being constructed to close off any portion of the MR and costs for relocation of these services and irrigation should be paid by the landowner.

Option 2

In discussions with legal representation, it was confirmed that because the land is zoned MR it cannot be leased to the homeowner.

There are instances where a homeowner has constructed a fence or some other encroachment on to Town lands and an encroachment agreement is entered into to allow the encroachment to remain. This is typically entered into when Planning is completing a compliance certificate for a homeowner and the encroachment has minimal impact on Town lands, and the expectation is that the Town may require the encroachment to be removed at any time, or if it is destroyed or replaced due to maintenance, that it is not put back up.

The landowner has indicated that there are several neighboring properties which appear to have similar encroachments into the Public Utility Lots to the north and east of his property. Administration has reviewed these properties and determined that Right-of-Way agreements have been entered into with these landowners for the care and upkeep of these PUL lots as a lease. This is not possible with a Municipal Reserve.

Council or the CAO can be an approver for this type of encroachment under the existing Encroachment Agreement Procedure PLN-3 and the agreement would be signed by the CAO. The cost for an encroachment is \$300 + the landowner is required to pay a lawyer to draft the agreement to be executed by the Town registered on their title.

This would allow the homeowner to construct the fence into the MR and enter into an encroachment agreement, while recognizing that with notice from the Town, it may require removal in future. Legal council suggests that it be restrictive as to what the homeowner can do with those lands and protect the Town from any liability or potential future environmental impacts.

Each encroachment is considered separately by the Town so there is less chance for this to set a precedent. Typically however, it is not standard practice to use Municipal Reserve for private landowner purposes, as the intention is to have it available for the public to use. In this instance the park is apparently not well used, however that does not mean it would always be the case depending on who was to live in the cul-de-sac in future.

There is irrigation running along the boundary of this MR West of the subject residential lot. Relocation of the line will cost approximately \$400. Locates for shallow utilities would need to be completed prior to a fence being constructed to close off any portion of the MR and costs for relocation of these services and irrigation should be paid by the landowner.

Option 3

In this instance, given that the homeowner is parking personal property on the MR, and Community Standards unit has received a complaint regarding the situation, Council could decide to request that the homeowner relocate the items either within his property, or to utilize the services of a storage unit or lot. There are many similar situations within the community which are covered under the community standards bylaw.

Administration has provided background information for Council to consider and provide direction. Recommendations for each alternative are provided below.

Legislation / Authority:

Municipal Government Act Section 647; Encroachment Agreement Procedure PLN-3; Town of Taber Nuisance Bylaw 6-2018, Section V or Traffic Control Bylaw 15-2019, Section 10.09 and 10.10.

Strategic Plan Alignment:

Define & Practice Good Governance

Financial Implication:

If Council determines to pay for a portion of the cost to dispose of MR and subdivide the property the amount would be approximately \$3500.

Service Level / Staff Resource Implication:

Disposal of MR and Subdivision activity, as well as encroachment agreements fall under the duties of the Planning & Economic Development Department.

Justification:

In order to address a concern brought forward by a citizen, consideration can be given to the identified options.



Alternative(s):

Option 1

Council directs administration to proceed with disposal of the Municipal Reserve Designation of Lot 33MR, Block 3, Plan 9011158 and to subdivide a portion for sale, with the remnant to be designated as public utility lot. Costs above the land sale price for this project to be taken from _____.

Option 2

Council directs administration to enter into an encroachment agreement with the owner of Lot 34, Block 3, Plan 9011158 for the construction of a fence and use of 50m² of Lot 33MR, Block 3, Plan 9011158. Costs for this agreement and any relocation of irrigation/shallow services to be paid for by Mr. Bembi.

Option 3

Council accepts this summary for information purposes and directs administration to prepare correspondence to the owner of Lot 34, Block 3, Plan 9011158 requesting the removal of property from the Municipal Reserve at Lot 33MR, Block 3, Plan 9011158.

Attachment(s):

Site Photos

Photos of both locations

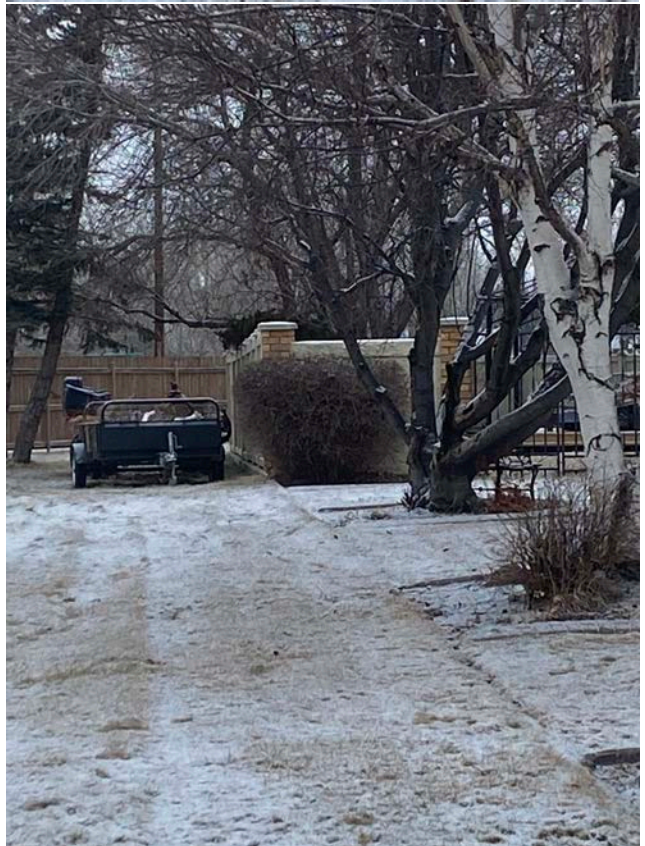
Properties with Right of Way Lease Agreements

APPROVALS:

Originated By:

Phyllis Monks

Chief Administrative Officer (CAO) or Designate: _____

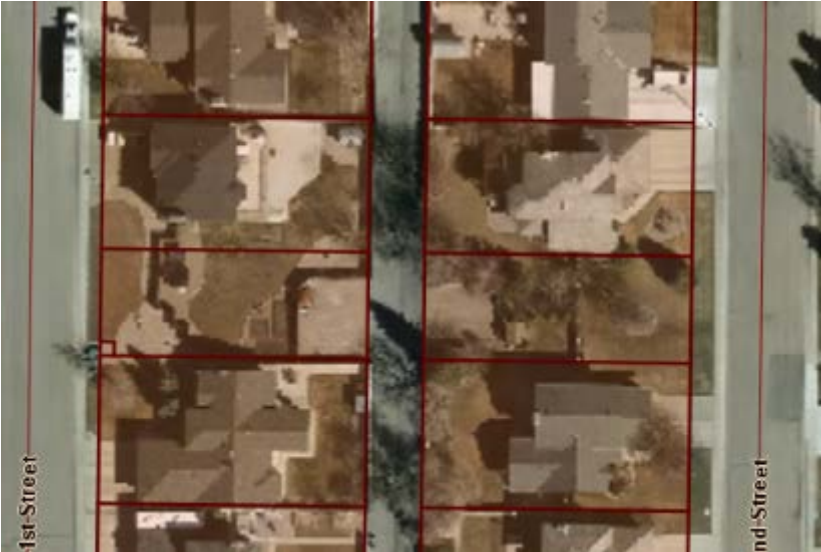




4810 40 Street – the homeowner



Homes identified by the homeowner as similar





Additional properties with items constructed within the PUL, as identified by homeowner.



Council Request for Decision

Meeting Date: February 8, 2021

Subject:

Proposed Bylaw 21-2020 - Chamber of Commerce Building Project Lending Bylaw

Recommendation:

1. That Council gives 2nd reading to Chamber of Commerce Building Project Lending Bylaw 21-2020, at this meeting.
2. That Council gives 3rd and final reading to Chamber of Commerce Building Project Lending Bylaw 21-2020, at this meeting.

Background:

At the April 14, 2020 regular meeting of Council, the following Resolution was carried:

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 \$1,000,000.000 to be used towards a project that will include a landscaped accessible parking lot and a functional sanitary dump.

Bylaw 19-2021 being the Long Term Borrowing – Taber Chamber of Commerce Building Project Bylaw was given third and final reading on December 21, 2020.

As per Section 265(1) of the MGA “A municipality may only lend money to a non-profit organization, one of its controlled corporations or the designated seller within the meaning of section 30(1) of the Gas Distribution Act, SA 1994 cG-1.5 as it read on June 30, 1998, if the loan is authorized by bylaw”.

Lending Bylaw 21-2020 was given first reading on December 21, 2020.

The Lending Bylaw was advertised for two weeks as required.

Administration is now requesting Council to give Bylaw 21-2020 2nd and 3rd reading.

Legislation / Authority:

MGA 264, 265 and 606

Strategic Plan Alignment:

Develop Community & Promote Growth



Financial Implication:

The Chamber will pay as per the Treasury Board and Finance payment schedule, no financial impact for the Town

Service Level / Staff Resource Implication:

Service level to remain the same

Justification:

Council authorization at the April 14, 2020 council meeting

Alternative(s):

That Council directs administration to provide further information

Attachment(s): Lending Bylaw 21-2020

APPROVALS:

Originated By: John Orwa

Chief Administrative Officer (CAO) or Designate: _____

TOWN OF TABER
BYLAW NO. 21 – 2020

BEING A BYLAW OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF AUTHORIZING THE COUNCIL OF THE TOWN OF TABER TO LEND BY THE ISSUANCE OF THE DEBENTURE(S) IN THE AMOUNT OF \$1,000,000 FOR THE PURPOSE OF FINANCING THE TABER CHAMBER OF COMMERCE BUILDING PROJECT WITHIN THE TOWN OF TABER.

WHEREAS the Council of the Town of Taber, in the Province of Alberta, deems it expedient to issue a bylaw pursuant to Section 251 of the Municipal Government Act to authorize the financing of the Taber Chamber of Commerce Building Project;

AND WHEREAS the plans, specifications and estimates for the project confirm the total cost of the said project to be \$1,000,000;

AND WHEREAS in order to construct and complete the said project, it will be necessary for the Town of Taber to lend the sum of \$1,000,000 on the terms and conditions referred to in this bylaw;

AND WHEREAS the Town of Taber will collect the indebtedness over a period of thirty (30) years in semi-annual installments, with interest not to exceed EIGHT percent (8%), or the interest rate fixed from time to time by the Treasury Board and Finance, payable semi-annually;

AND WHEREAS the estimated life of the project is fifty (50) years;

AND WHEREAS all required approvals have been obtained and the project is in compliance with all *Acts* and *Regulations* of the Province of Alberta;

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 “Taber Chamber of Commerce Building Project Lending Bylaw 21-2020”.

2.0 DEFINITIONS

In this Bylaw:

- | | |
|-------------------------------------|---|
| Act | means the Municipal Government Act; |
| Bylaw | means the “Taber Chamber of Commerce Building Project Lending Bylaw 21-2020”; |
| Chief Administrative Officer | means the Chief Administrative Officer for the Town, regardless of the specific |

TOWN OF TABER
BYLAW NO. 21 – 2020

title that may be conferred on the Officer by Council from time to time;

Council means the Council for the Town of Taber;

Indebtedness means an amount of money owed;

Municipality means the Town of Taber;

Signatory means person(s) authorized to sign on behalf of the Town of Taber as designated by Council

3.0 GENERAL

3.1 The indebtedness shall be contracted on the credit and security of the Town of Taber.

3.2 The net amount loaned under the bylaw shall be applied only to the project specified in this bylaw.

4.0 TERMS AND CONDITIONS

4.1 That for the purpose of the Chamber of Commerce Building project, the sum of ONE MILLION DOLLARS (\$1,000,000) be borrowed from the Treasury Board and Finance or another authorized financial institution by way of debenture on the credit and security of the Town of Taber at large, of which the full sum of \$1,000,000 Dollars is to be collected by semi-annual payments charged against the Taber Chamber of Commerce.

4.2 The loan shall bear interest during the currency of the debenture, at a rate not exceeding EIGHT (8%), or the interest rate fixed from time to time by the Treasury Board and Finance, per annum, payable semi-annually.

4.3 The loan shall be issued in such a manner that the principal and interest will be combined and be made payable in, as nearly possible, equal semi-annual installments over a period of thirty (30) years.

4.4 The loan shall be payable in lawful money of Canada at the Canadian Imperial Bank of Commerce in the Town of Taber or at such other bank or financial institution as the Council may authorize as its banking agency during the currency of the loan.

4.5 The Taber Chamber of Commerce shall authorize and make payments to the Town of Taber on such date and in such amounts as specified in the repayment schedule forming part of the loan.

4.6 The loan shall be signed by the President and the Treasurer of the Taber Chamber of Commerce.

TOWN OF TABER
BYLAW NO. 21 – 2020

4.7 In the event the Taber Chamber of Commerce is unable to meet the payments, The Town of Taber shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.

5.0 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.

6.0 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. Read a first time this ___ day of _____, 2020
- RES. Read a second time this ___ day of _____, 20__
- RES. Read a third time and finally passed this ___ day of _____, 20__

TOWN OF TABER

MAYOR

CHIEF ADMINISTRATIVE OFFICER (C.A.O)



Council Request for Decision

Meeting Date: February 8, 2021

Subject:

Coffee with Council 2021

Recommendation:

Council direction is requested.

Background:

At their November 23, 2020 meeting, Council requested that Administration bring this item back to the first meeting of February 2021.

Given the restrictions still in place due to COVID-19 and in consideration of the safety of the public and Council members, Administration recommends that Council consider alternative recommendation #1 as their chosen direction. This will allow for Administration to watch the restrictions for the appropriate measures to be met and bring forth the item for Council to decide when the restrictions allow for the event to take place.

Previously Provided Information (for Council's information)

The following information was provided to Council in 2020, and is here again for review:

Administration is requesting Council's direction on whether they wish to carry on with Coffee with Council, and to what level of frequency.

Given tighter budgets and the increasing demands for Council's time, Administration is providing a number of options for Council to consider. The various budget breakdowns can be found below.

Parkside Manor has indicated that all dates listed in the attachment are available to rent at this time.

The Manager of the Taber Public Library reached out to Administration to request and suggest the Library as a venue for hosting Coffee with Council in 2021. They indicated that the program room would be offered, providing some privacy while still being accessible in a public building. It was also noted that the Library would not charge rent for the use of the room.

The dates proposed take into account events such as Council meetings, potential Volunteer Recognition, potential AUMA, the A/JTMA Conference, committee meetings, and staff availability



(assuming no COVID-19 interruptions or changes). October's evening booking does occur after the scheduled Recreation Board meeting, but given the date of the municipal election (October 18th), Administration is recommending holding October's Coffee with Council prior to it and allowing the newly-elected Council to get acquainted with their roles before attending their first Coffee with Council in November.

As per previous years, Coffee with Council (regardless of the frequency on which Council decides) will be advertised in the Taber Times, Corn Husk Chronicles, on our social media accounts, website, and community LED sign.

Legislation / Authority:

MGA Section 3

Strategic Plan Alignment:

Improve internal and external communications: Council members host monthly coffee shop get together to be publicly available to citizens of Taber

Financial Implication:

Option A: Parkside Manor, 11 months (January removed)

- Refreshments: \$125.90/ month = \$1384.90/ year
- Facility Rental: \$60/month = \$660/year
- Ads in Taber Times: \$157.10/month = \$1728.10
- Total: \$3773.00 for 2021 (\$343/ month)

Option B: Parkside Manor, 5 months (bi-monthly, with January removed)

- Refreshments: \$125.90/ month = \$629.50/ year
- Facility Rental: \$60/ month = \$300/ year
- Ads in Taber Times: \$157.10/ month = \$785.50
- Total: \$1715.00 for 2021 (\$343/ month) (54.5% decrease from Option A)

Option C: Parkside Manor, Quarterly (4 times a year)

- Refreshments: \$125.90 per month (4 months a year) = \$503.60
- Facility Rental: \$60/month (4 months a year) = \$240
- Ads in Taber Times: \$157.10 (4 times per year) = \$628.40
- Total: \$1372.00 for 2021 (63.6% decrease from Option A)

Option D: Library, 11 months (January removed)

- Refreshments: \$125.90 per month = \$1384.90/ year
- Ads in Taber Times: \$157.10/month = \$1728.10/ year
- Total: \$3113.00 for 2021 (\$283/ month) (17.5% decrease from Option A)

Option E: Library, 5 months (bi-monthly, with January removed)

- Refreshments: \$125.90/ month = \$629.50/ year
- Ads in Taber Times: \$157.10/ month = \$785.50
- Total: \$1415.00 for 2021 (\$283/ month) (62.5% decrease from Option A)

Option F: Library, Quarterly (4 times a year)

- Refreshments: \$125.90 per month (4 months a year) = \$503.60
- Ads in Taber Times: \$157.10 (4 times per year) = \$628.40
- Total: \$1132.00 for 2021 (70% decrease from Option A)

Service Level / Staff Resource Implication:

One staff member organizes, schedules, and communicates for Coffee with Council. As this staff member is management, no overtime pay is required. However, staffing hours are provided for Council's consideration as well:

1. Option A/D: 12 hours per year (40 minutes per month attending each iteration & 5 hours planning, coordinating, scheduling, booking, and communicating)
2. Option B/E: 8 hours per year (40 minutes per month attending each iteration & 5 hours planning, coordinating, scheduling, booking, and communicating); this reflects a 30.8% decrease in staff time from Options A/D to be spent on other initiatives.
3. Option C/F: 7.6 hours per year (40 minutes per month attending each iteration & 5 hours planning, coordinating, scheduling, booking and communicating); this reflects a 41.5% decrease in staff time from Options A/D to be spent on other initiatives.

Justification:

Council has outlined this event in their Strategic Plan in order to make themselves publicly available. Although Council indicated in the Strategic Plan that the meetings are to be held monthly, as the Plan is a living document, Council may conduct Coffee with Council in any schedule and format they so choose.

Alternative(s):

1. That Council instructs Administration to bring back the Coffee with Council item to the next available Council meeting after restrictions on indoor gatherings have been eased and/or lifted by the Government of Alberta.
2. That Council conduct Coffee with Council monthly in 2021 at [LOCATION], and directs Administration to schedule the dates accordingly and in line with all COVID-19 protocols.
3. The Council conduct Coffee with Council bi-monthly in 2021 at [LOCATION], and directs Administration to schedule the dates accordingly and in line with all COVID-19 protocols.
4. That Council conduct Coffee with Council quarterly in 2021 at [LOCATION] and directs Administration to schedule the dates accordingly and in line with all COVID-19 protocols.
5. Council may choose to conduct Coffee with Council in another scheduling format.
6. That Council accepts this item for information only.
7. Council may choose to conduct public relations in another format.

Attachment(s): 2021 Coffee with Council Dates

APPROVALS:

Originated By:
Meghan Brennan

Chief Administrative Officer (CAO) or Designate: _____

Coffee with Council - Monthly

- ~~January~~
 - ~~Thursday, January 21st: 7-8 PM~~
 - ~~Friday, January 22nd: 10-11 AM~~
- February
 - Thursday, February 18th: 7-8 PM
 - Friday, February 19th: 10-11 AM
- March
 - Thursday, March 18th: 7-8 PM
 - Friday, March 19th: 10-11 AM
- April
 - Thursday, March 15th: 7-8 PM
 - Friday, March 16th: 10-11 AM
- May
 - Thursday, May 20th: 7-8 PM
 - Friday, May 21st: 10-11 AM
- June
 - Thursday, June 17th: 7-8 PM
 - Friday, June 18th: 10-11 AM
- July
 - Thursday, July 8th: 7-8 PM
 - Friday, July 9th: 10-11 AM
- August
 - Thursday, August 12th: 7-8 PM
 - Friday, August 13th: 10-11 AM
- September
 - Thursday, September 16th: 7-8 PM
 - Friday, September 17th: 10-11 AM
- October
 - Thursday, October 7th: 7-8 PM
 - Friday, October 8th: 10-11 AM
- November
 - Thursday, November 18th: 7-8 PM
 - Friday, November 19th: 10-11 AM
- December
 - Thursday, December 16th: 7-8 PM
 - Friday, December 17th: 10-11 AM

Coffee with Council – Bi-Monthly

- March
 - Thursday, March 18th: 7-8 PM
 - Friday, March 19th: 10-11 AM
- May
 - Thursday, May 20th: 7-8 PM
 - Friday, May 21st: 10-11 AM
- July
 - Thursday, July 8th: 7-8 PM
 - Friday, July 9th: 10-11 AM
- September
 - Thursday, September 16th: 7-8 PM
 - Friday, September 17th: 10-11 AM
- November
 - Thursday, November 18th: 7-8 PM
 - Friday, November 19th: 10-11 AM

Coffee with Council – Quarterly

- March
 - Thursday, March 18th: 7-8 PM
 - Friday, March 19th: 10-11 AM
- June
 - Thursday, June 17th: 7-8 PM
 - Friday, June 18th: 10-11 AM
- September
 - Thursday, September 16th: 7-8 PM
 - Friday, September 17th: 10-11 AM
- December
 - Thursday, December 16th: 7-8 PM
 - Friday, December 17th: 10-11 AM

Council Request for Decision

Meeting Date: February 8, 2021

Subject:

2021 Volunteer Recognition

Recommendation:

That Council directs Administration to cancel the 2021 Volunteer Recognition Banquet, with regret;
AND

That Council allocates the budgeted funding for the 2021 Volunteer Recognition Banquet to the volunteer groups at \$100 per member to be used as the group sees fit.

Background:

Administration is seeking Council's direction on how best to recognize the dedication of our community's volunteer groups given the continued existence of the COVID-19 pandemic and the restrictions resulting from the same. It is around this time that Administration would begin planning the annual Volunteer Recognition Banquet and securing a venue, caterer, and entertainment. With the unpredictability of the pandemic and the uncertainty as to whether restrictions may be eased in the coming months, Administration is recommending that Council take the same actions as they did in 2020 to recognize the volunteer groups in Taber while still keeping everyone safe and removed from any gatherings.

Council chose to allocate \$100 per volunteer member to each group typically invited to the annual Banquet in 2020. The groups were given the flexibility to use the money as they saw fit, whether it was to further their services or operations, donate to a cause or group of their choice, or to buy a recognition item for their members.

In true altruistic form, every single volunteer group decided to use those funds for causes that benefit the people of Taber (or for a good cause) or to purchase materials to enhance services to the community. In no particular order, the following were all the organizations that were chosen by the volunteer groups to receive their funding:

1. Taber Arts & Crafts Society
2. Citizens on Patrol
3. Taber Food Bank
4. Justin Hall Memorial Fund
5. Kidney Cancer Society of Canada
6. Taber Municipal Library

7. Lost Paws Society
8. My City Care Taber
9. Parkside Manor
10. Safe Haven
11. Taber Communities in Bloom
12. TCAPS
13. Westview Playground

The response from the volunteer groups was an overwhelming gratitude. When contacted about Council's decision, each Chair/President expressed their appreciation to Council and the Town for the ability to continue supporting the community through the money or to provide funding to an organization that found 2020 a hard year operationally.

Council's decision not only had the desired result for recognition, but also had the positive side-effect of benefitting a number of community services and organizations in a tough year thanks to the generosity of the Town's volunteers.

Given the positive response from the groups and the likely continuation of gathering restrictions in the spring, Administration is asking Council to consider recognizing our community's volunteers in the same way in 2021, with the hopes that 2022 will see a return to our regular Banquet format.

Legislation / Authority:

MGA Section 3

Strategic Plan Alignment:

1. Enhance sense of community
2. Define and practice good governance

Financial Implication:

In 2020, \$7900 was allocated to the various organizations in total. Administration is expecting 2021's costs to be similar, as the volunteer organization numbers remain relatively stable.

The current budget allocated towards the 2021 Volunteer Recognition Banquet will be adequate to fund the donations if Council chooses to stipulate \$100 per volunteer.

Service Level / Staff Resource Implication:

The Administrative Services Department will be responsible for contacting the organizations and for making sure that the cheques are allocated appropriately.



Justification:

There was overwhelming gratitude expressed by the volunteer groups when they were contacted about Council's decision in 2020, and so Administration is recommending the same course of action be taken in 2021, with the hope that we can host our regular Banquet in 2022.

Additionally, if restrictions were to be eased in the coming months, it is likely little notice would be given, and Administration would not have enough time to prepare a venue, catering, and entertainment to the high standard to which the Banquet has been held in the past and in the tradition of holding it during National Volunteer Week (which is typically in April).

Alternative(s):

1. Council may request further information.
2. Council may suggest another option for recognizing the Town's volunteer groups.

Attachment(s): None.

APPROVALS:

Originated By:
Meghan Brennan

Chief Administrative Officer (CAO) or Designate: _____

Council Request for Decision

Meeting Date: February 8, 2021

Subject:

Aquatics Project Operational Funds

Recommendation:

Council directs Administration to transfer \$31,000.00 from the 2020 Aquatics Operating Budget to operating reserves to be used in 2021 to fund the pool project work-in-progress.

Background:

Administration is currently upgrading the chlorine system for the hot tub and the acid system for the Aquafun Centre. Due to delays with the supplier as a result of COVID, the project will not be completed until January 2021. As the funds are operational, Administration is requesting that the funds be transferred to operating reserves to be then used in 2021 to pay for the project upon completion.

Legislation / Authority:

MGA Section 243

Strategic Plan Alignment:

Define and practice good governance

Financial Implication:

\$31,000 Budgeted in the 2020 Operating Budget

Service Level / Staff Resource Implication:

Staff time to learn the new system.

Justification:

The pool operations equipment was ordered in 2020 and was expected to be completed in 2020. There are no funds budgeted to cover the costs in 2021. Since the project is not complete it cannot be paid in the 2020 budget.

Alternative(s):

Council requests more information.



Attachment(s): Equipment and Installation Quote

APPROVALS:

Originated By:
Dawn Phillips

Chief Administrative Officer (CAO) or Designate: _____

September 24, 2020

Kory Ostrup
Taber Aquafun Centre
4712 50th Street
Taber, AB
T1G 2B6

Dear Kory,

Further to our recent discussion we are pleased to provide you the following supply and installation quotations:

Pool Pilot Professional:

- 1 – PPP with 4 power boards, 1 control board, 4 power cords
- 1 – CC15 commercial cell

Total Net Cost for Pool Pilot Professional \$15,989.18

The above cost includes removal of the existing system, installation of the Pool Pilot Professional power supply, one cell, connection to existing controller. Electrical is extra to be supplied by others.

Bisulphate mixing and storage tank:

- 1 – 680L tank complete with, mixer, bulkhead fitting, mounting plate, slotted feed pipe

Total Net Cost for Bisulphate tank \$2,645.20 Please note this is supply only

Chem-Dos™ CO2/Acid feed system:

- 1 – Chem-Dos™ CO2/Acid control box with solenoid pre-installed
- 1 – Chem-Dos™ CO2/Acid injection pod complete with mixer, stainless steel bubbler, flow meter
- 1 – Necessary piping, fittings, valves, uni-strut wall

Total Net Cost for Chem-Dos™ CO2/Acid system \$3995.00**

**This is a per pool price installed.

Owner's Responsibility:

The Town of Taber is responsible for providing clear and available floor and wall space. Any and all necessary electrical for the installation of the Pool Pilot Professional. Supply and installation of the CO2 tank, regulators, related piping, shutoff valves, take offs for each pool to allow us to connect 3/8" tubing to the supplied solenoids.

We look forward to working with the Town of Taber and continuing to assist you to provide the highest water quality to your patrons.

Steve Ashworth
President

Quotation accepted by:

Signature: _____

Print Name: _____

Title/Position: _____

Date: _____

PO for Project: _____



Council Request for Decision

Meeting Date: February 8, 2021

Subject:

Uncollectable Accounts Receivable over \$500

Recommendation:

That Council approves the uncollectable accounts receivable in the amount of \$1,424.26 to be written off as of December 31, 2020.

Background:

In accordance with Town of Taber Policy No. CS-FIN-4, Administration has prepared the accounts receivable with a value of five hundred dollars and over that is considered uncollectable as of December 31 to be brought forward for Council consideration to be written off.

This year the proposed write off is made up of two accounts, one in the amount of \$800 from the fire department and one in the amount of \$624.26 that is a result unpaid employee benefits.

These accounts have been outstanding for over two years. Efforts to collect these receivables included invoices being sent out, monthly statements, many phone calls and emails. These accounts have been sent to collections.

Legislation / Authority:

Town of Taber Policy No. CS-FIN-4

Strategic Plan Alignment:

Define and Practice Good Governance

Financial Implication:

Loss of \$1,424.26

Service Level / Staff Resource Implication:

Use of existing staff resources



Justification:

The Accounts Receivable Collections & Write offs policy CS-Fin-4

Alternative(s):

That Council does not approve the write off in the amount of \$1,424.26.

Attachment(s): Uncollectable Accounts Receivable over \$500

APPROVALS:

Originated By: John Orwa

Chief Administrative Officer (CAO) or Designate: _____

December 31, 2020 A/R Write-offs over \$500

Invoice Date	Amount	
4/30/2018	\$ 800.00	Motor Vehicle Collision- Fire Dept
2018 & 2019	\$ 624.26	Employee Benefits
	<u>\$ 1,424.26</u>	

Council Request for Decision

Meeting Date: February 8, 2021

Subject:

Information for 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) MD of Bonnyville No. 87 Correspondence

Correspondence was received to gauge whether Mayor and Council determine a need for a stronger western Canadian municipal advocate.

2) Traffic Committee Meeting Minutes

The Traffic Committee had their regularly scheduled meeting on January 20th, attached are the draft minutes for Council's information.

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):

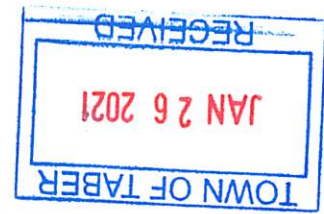
1. Council could seek clarification on any of the matters from administration.
2. Council could discuss, in depth, any of the matters raised by communication and take action through either resolution of bylaw.

Attachment(s): Correspondence from MD of Bonnyville No. 87
Draft Traffic Committee Meeting Minutes - 01.20.2021

APPROVALS:

Originated By:
Raeanne Keer

Chief Administrative Officer (CAO) or Designate: _____



January 20, 2021

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

Attn: Mayor and Council

RE: Need for a Stronger Western Canadian Municipal Advocate

The past few years have presented convincing evidence of the continued lack of advocacy and blatant disregard at the federal level for Western Canada's needs and one of its highly significant industries that impacts us all: the natural resources industry. Our Council here at the Municipal District of Bonnyville (M.D.) is beyond frustrated with this lack of effective representation that Western Canadian municipalities receive.

Currently, our only voice at the national table is that of the Federation of Canadian Municipalities (FCM). From their website, FCM states they "...advocate for municipalities to be sure their citizens' needs are reflected in federal policies and programs. Year after year, our work benefits every municipal government and taxpayer in Canada, and our programming delivers tools that help municipalities tackle local challenges."

- Question:** Do you feel that FCM advocates for the needs of your municipality or western Canada?
- Question:** Does the annual FCM Conference agenda/tours provide relevant value for your municipality?
- Question:** Are the needs of western Canada different than those of eastern Canada, and if so, is it time we entertain the idea of a WCM (Western Canadian Municipalities)?

To their credit, FCM did add a Western Economic Solutions Taskforce as one of their 15 program areas. Unfortunately, this initiative – which was created to mitigate the genuine alienation and hostility western Canadian municipalities experienced at the 2019 FCM Annual Conference held in Quebec City – has not produced any real results.

Our hope is that this letter will spark the much-needed conversation and potential solution to this long-standing issue. We sincerely request that you and your Council take the time to truly reflect on the level of service you are receiving from your current federal advocate. Are they truly the federal voice advocating for your citizens and your municipality?



The M.D. and many other communities across Alberta and western Canada are proud supporters and partners of the oil and gas industry. We wish to be a part of a solution that supports industry competitiveness rather than be forced to absorb Ontario's and Quebec's concepts of crippling changes that impact our municipal sustainability.

Thank you in advance for your Council's reflection on this topic and we look forward to hearing any feedback you may have.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "G. Sawchuk", is written over the typed name.

Greg Sawchuk
Reeve

cc: Mr. Barry Morishita, President, Alberta Urban Municipalities Association
Mr. Paul McLauchlin, President, Rural Municipalities of Alberta

/eq

Minutes

Traffic Committee Call to Order & Roll Call			
1.20.2021	10:03 a.m.	Public Works Upstairs Meeting Room	
Meeting called by	Gary Scherer – Acting CAO, Director of Engineering & Public Works, Town of Taber		
Type of meeting	Traffic Committee		
Organization	Town of Taber		
Minutes Taken by	Lisa DeBona		
Attendees	Insp. Howard Kehler, Gary Scherer Acting CAO & PW Director, Councilor Mark Garner		
Approval of Previous Minutes			
Conclusions	The meeting minutes from October 14 th , 2020 were approved, and a finalized copy placed in the public folder, as well as the Historical table of issues updated.		
A. Old item: Street Painting Policy			
Reference:	Update		
Discussion	Councilor Garner requested information regarding whether or not the Town of Taber has a policy or bylaw that addresses street painting requests or if someone paints on one of the Town's streets. The committee requested that all policies & bylaws were looked through and anything pertaining be brought to next meeting. There is little mention in the Town's current Traffic Bylaw regarding paint etc. on the roadways. Examples from Victoria & Edmonton were reviewed.		
Conclusions	Include wording similar to the example from Edmonton's traffic Bylaw, and directed to add it to our Traffic Bylaw and take back to Council for approval, we will also be adding in wording regarding Sidewalk Patios brought from the Planning Department and fixing section 19.01 by adding the word "or" between items b) & c) when talking about electrical cords spanning the sidewalk.		
Action Items		Person Responsible	Deadline
Rework Traffic Bylaw and take to Council for approval		Gary Scherer	TBD at a later Date
B. Old item: 53 Avenue – Soccer Field Additional Parking			
Reference:	Attachment #1 & #2		
Discussion	This project is in the Capital Budget alternate projects already but with asphalt paving at a high cost, wondering if we could get this done before soccer season with a lower cost by doing it with gravel or asphalt millings instead.		
Conclusions	Committee reviewed the project and Councilor Garner will bring it to the next Council meeting during council requests as an option for consideration.		
Action Items		Person Responsible	Deadline
Take back to Council with alternate options		Mark Garner	February 2021
C. 46 Street & 60 Ave Intersection			
Reference:	Map		
Discussion	Insp. Kehler brought forward that there is no traffic control device at this intersection for drivers entering 60 Avenue from 46 Street south that is a minor collector compared to 60 Ave and so many drivers do not realize that they need to yield to their right, which could be hazardous.		
Conclusions	Committee reviewed the location and agreed that a yield sign be installed on 46 Street at this intersection.		
Action Items		Person Responsible	Deadline
Install Signage onto existing pole.		Gary Scherer	January 31, 2021

Minutes

D. 43 Street & 56 Ave Intersection

Reference:	Map		
Discussion	Gary Scherer & Insp. Kehler brought forward that there are no traffic control devices at this intersection for drivers entering 56 Avenue from 43 Street north or south and this will become a very busy through street on 56 Avenue once the construction of the road out to HWY 864 is complete this year.		
Conclusions	Committee reviewed the location and agreed that this intersection will need stop signs, as this street will have a substantial increase in traffic over the next years.		
Action Items		Person Responsible	Deadline
Install Stop signs both North and south on 43 Street		Gary Scherer	January 31, 2021
Calendar & Adjournment			
1.20.2021	10:25 a.m.	PW Meeting Room	
Meeting called by	Gary Scherer, Acting CAO & Engineering & Public Works Director		
Next Scheduled meeting	April 21st, 2021 at 10:00 a.m. Wednesday		
Location	Public Works Shop Meeting Room		

Council Request for Decision

Meeting Date: February 8, 2021

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</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</i>	Not Stated
Oct 13/20	420/2020	MOVED by Councillor Garner that Council asks Administration to look into the lighting on the west-side of the walking path around the Golf Course, and south-side, coming back with recommendation and costs, and have the Kiwanis join in.	Public Works	<i>In Progress</i>	Not Stated
Dec 21/2020	444/2020	MOVED by Councillor Tams that Council investigates an outside agency to assist Council in doing a Chief Administrative Officer review in January/February 2021, and for the template to become the property of the Town of Taber for Chief Administrative Officer evaluations; and, For the Audit Committee to be responsible for investigating and selecting a company to complete this audit, with findings coming back to from Council the Audit Committee.	Audit Committee/ Finance	<i>In Progress</i>	January/ February 2021

Jan 18/2021	21/2021	MOVED by Councillor Strojwas that Council directs Administration to contact the Taber Golf Club Board to help remove a number of trees along the #15 fairway, by the Curling Club.	Public Works	<i>In Progress</i>	Not Stated
Jan 18/2021	22/2021	MOVED by Councillor Bekkering that Council directs Administration to bring back the garbage can issue to the second meeting of February 2021.	Public Works	<i>In Progress</i>	February 22, 2021
Jan 18/2021	23/2021	MOVED by Councillor Brewin that the Town cancels charges for taking tree branches and trunks until the end of February 2021.	Public Works/ Finance	Completed	Not Stated
Jan 25/2021	41/2021	MOVED by Councillor Bekkering that Council directs Administration to investigate the agreement with Mr. L. Bembi, if possible, regarding the situation and for it to be brought back to Council for consideration.	Planning	Completed – Refer to February 8, 2021 Agenda Package.	Not Stated

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

Council Request for Decision

Meeting Date: February 8, 2021

Subject:

Delegation: Indigenous Concepts and Solutions Inc. - NovoCrete

Recommendation:

Being as this is not a policy decision, and within the operational purview of Administration, Council directs Administration to review the product information provided by Indigenous Concepts and Solutions Inc; and,

That Council accepts the presentation from the Delegation for information purposes only.

Background:

Murray Gardner, Sales Manager for Indigenous Concepts and Solutions Inc., will be presenting on their NovoCrete Product. Information provided by Indigenous Concepts and Solutions Inc. on the product is attached for Council's review.

Legislation / Authority:

Municipal Government Act, Section 3

Strategic Plan Alignment:

Develop Community and Promote Growth.

Financial Implication:

Administration is not aware of any at this time.

Service Level / Staff Resource Implication:

Service level and staff resource implications will remain status quo.



Justification:

This is an opportunity for Council to receive information from a third party organization on a new product.

Alternative(s):

1. Council could request additional information for Administration or the Delegation.

Attachment(s): NovoCrete - Question and Answers
NovoCrete - Technical Product Specifications

APPROVALS:

Originated By:
Raeanne Keer

Chief Administrative Officer (CAO) or Designate: _____

Q&A: NovoCrete® by OPiS AG

NovoCrete is used as a non-toxic and not harmful additive to traditional Portland or composite cement in stabilization processes of **usually base course layers (but is also applicable in subbase layers and subgrade)** and consists of **100 % mineral components** (see attached MSDS). The **health and environmental compatibility** of NovoCrete is proofed by international accredited laboratories (attached to this email).

Further environmental and especially cost advantages are **no required excavations and soil replacements**, because the existing soil can be used for the stabilization process where additional the construction time can be significantly reduced in comparison to conventional constructions. **Nearly all types of soil can be stabilized** with NovoCrete even soils with an **organic content of up to 15 % and high plastic or expansive soils**, so that the NovoCrete construction system could be certified in many countries like Russia, Switzerland, Germany, Turkey, Nigeria, Indonesia etc..

The Additive NovoCrete must be added to cement with a share of 2 % (only calculated on the cement amount) and mixed together with the in-situ soil material available. It promotes cement hydration processes, inhibits the action of fulvic acids and neutralizes pH-levels. The structural changes and the formation of minerals occurring during the cement hydration process **improves and/or increase the unconfined compressive and tensile strength, CBR-values, modulus of elasticity and – especially with regard to cold climate zones - frost resistance of soils.**

Stabilized base courses treated with cement only, usually combine high stiffness with a high risk on premature cracking. This undesirable combination was regarded as a major handicap for cement stabilizing in the past. Due to the generated tensile strength and flexibility of NovoCrete layers the absorption of vibrations ,e.g. caused by heavy truck traffic, is allowed and with minimum 90 day lasting hydration process the **premature cracking will be significantly reduced** even with high binder contents.

Apart from improving above-mentioned parameters, NovoCrete also **promotes the immobilization of pollutants**, such as heavy metals , organic and nonorganic parameters, which get permanently embedded in the new crystal structure in the soil.

Please find following the answers to your questions:

1. Can you provide examples in the application of NovoCrete in a northern environment?

In cold climate zones (with long frost periods) we have carried out several projects in Canada (Alberta) as well as in Switzerland and Russia. Attached you'll find some job site reports with information regarding the projects.

In addition, in 2014 we had a project in the wider area of Yelloknife, with regard to this project we would like to ask you to contact Mr. Merlin Alberts, who can send you more information and probably images of this project.

2. Can you provide examples in the application of NovoCrete in a roadway that is in continual use during the construction? For these examples can you explain the road bed deficiency NovoCrete was trying to remedy?



Attached you'll find two videos (from Germany and Serbia) where the traffic was ensured meanwhile the NovoCrete stabilization process.

One lane was blocked on each of the road / highway in order to carry out the stabilization, existing traffic was diverted to the remaining available lane (partly also to the side of the oncoming traffic). After completion of the stabilized lanes (including pavement), they were returned to traffic and the next lane area were stabilized.

The stabilization process was partly carried out in the two variants, which is explained in detail or can be found in the following videos about:

A. Kräherwald / Germany:

Existing damage prior to stabilization:

- high occurrence of various crack structures in the asphalt surface, bad base course and no frost resistant base course.
- Significant settlements and loss of bearing capacity in the road due to the former use of inhomogeneous and unfavorable and/or unsuitable road construction materials

Due to the high level of road traffic, the work had to be completed in a given time window, which could not have been achieved with conventional construction methods.

As in almost all of our projects, a mobile cement spreader was used to spread a ready-mix of cement and NovoCrete additive, as well as a milling machine (Wirtgen type) with an upstream water tanker to mill the construction material-cement-Novocete mixture in situ. Since we specify a requirement for our technology with regard to the maximum grain size (max. grain size ≤ 50 mm) of construction materials, which was not met in this project, a stone crusher was used in advance for the stabilization to crush the material into a proper size.

The existing asphalt pavement, which we can otherwise often reuse in the stabilization process, was here removed before the construction work to guarantee the connection to the sewer network and the previous street level.

B. Serbia

Existing damages prior to stabilization:

- high occurrence of various crack structures in the asphalt surface
- Significant settlements / insufficient bearing capacity due to the increased traffic growth within the years as well as the used construction material and former design.

The NovoCrete stabilization process was carried out with a slurry system. The asphalt pavement was removed in advance to the stabilization process. The cement and the NovoCrete were not spread out with mobile spreaders, but the two components were mixed on site with water and aggregates in the slurry unit and distributed.

3. Are there any long history examples of NovoCrete applications?

We would like to refer to the submitted report of the project Unterlunkhofen in Switzerland (see separate file) where we've carried out the road rehabilitation work with NovoCrete (in December 2006).

In 2014, as part of our in-house quality controls, we ordered, through our partner in Switzerland, from an independent accredited laboratory an investigation of the 2006 stabilized road.

Information on the damage pattern (before the stabilization in 2006) and further information on the project can be found in the job site report (2006, file Unterlunkhofen). The English translation of the investigation by the independent laboratory (2014) and its position on the expected service life time of the road can also be found in the file "Unterlunkhofen".

As a further example we would like to present below some pictures (recorded 2019) from a project in Novgorod /Russia which was stabilized 2010 but not paved with asphalt. Until today the road is still unpaved without any defects:





4. With the use of cement (exothermic reaction), are there any thermal concerns (melting permafrost) in a northern environment?

Of course, the addition of cement causes heat (in our point of view just low with our application rates) to develop in the setting process of the stabilized layer. So we assume that this will not permanently affect the permafrost layer but will help during the stabilization process.

E.g. in the course of the construction of our railway project Samsun / Turkey (also a mountain region where strong and prolonged frosts occurs) we have carried out - in winter at minus degrees air temperature - accompanying temperature measurements, which have shown that, with an added amount of 180 kg / m³ cement-NovoCrete the soil temperature of the underlying untreated soil shows no temperature increase.

5. What are the thermal insulation characteristics of NovoCrete?

Table: Examples of bulk densities and thermal conductivities of selected building materials		
Examples	Raw Density [kg/m ³]	Thermal Conductivity λ [W/(m·K)]
NovoCrete®, Hydraulic Binders	1700 - 1800	1,00
Cement mortar	2000	1,60
Concrete	2000	1,35
Reinforced Concrete (reinforcement 1%)	2300	2,30
Lightweight concrete CLC (NovoCorpus) and reinforced lightweight concrete with a closed structure	800	0,39
Lightweight concrete with a pore-like structure with porous aggregates	600	0,22
Thermal insulation made of polystyrene (PS) particle foam, WLS 035	-	0,04

The thermal conductivity of substances is very different. Liquids (water) and gases (air), for example, are poor conductors of heat, while metals are very good.

6. Can NovoCrete be laid over a layer of road bed insulation?

Basically yes, it should be only ensured that the insulation underneath is not milled when stabilizing the NovoCrete layer on top, but this can be handled easily. Settlements will not occur because the NovoCrete layer behaves like a bedded plate and distributes the load over the plate.

7. Are there any ambient weather conditions (hot, cold, wet, etc.) that limit the construction application of NovoCrete?

Our temperature range to work with NovoCrete is between +45 °C to -5°C (air temperature).

Even in unfavorable weather such as Rain events (up to a certain amount of rain, for example in Asia and Africa: we work significantly longer than other construction sites with conventional construction methods in the rainy season) and unfavorable soil conditions with very low bearing capacity and / or e.g. heavily wet soil or soil types with organic content up to 15 %, we're able to carry out the work and can guarantee long lasting and stable layers (our requirement for a required basic load-bearing capacity in advance of the stabilization is at least 15 MN / m2 so that our machines can run).

8. Are there any special worksite requirements, preparations areas, storage sites, etc. needed during the construction of roads when using NovoCrete?

Special machinery is only for the stabilizing process required which is a milling machine (e.g. Wirtgen 2500, Bomag, CAT or similar) and mobile cement spreader. The remaining machines (e.g. grader, steel drum roller at least 12 t - better 16 t, are depending on the project, even if a sheepfoot roller is required-, water tanker etc.) are corresponding to the machine park of a conventional construction site.

Furthermore, in order to cause no construction stoppages, a stock of cement and NovoCrete should be kept near the site if there is a large distance between the cement plant and the construction site .

The road profile must be carried out before the road stabilization.

The project area to be stabilized must have a minimum load-bearing modulus (Ev2) of at least 15 MN/m2 to ensure that the machines can be driven on.

9. You noted in our video conference that NovoCrete is guaranteed for ten years, how will NovoCrete start to fail in the future?

In our in-house quality controls and monitoring programs, we have found that - even after 10 years - the NovoCrete layers are still intact and can be driven on and only damage occurs to the asphalt layer or the asphalt needs to be replaced.

We would like to refer again to our projects Unterlunkhofen / Germany and Novgorod / Russia (see also point 3). In the pictures from Russia - after 10 years of operation and despite the lack of asphalt pavement - the road is still capable of high bearing capacities and no damages occurred. Only the road surface shows a certain partly slight "roughness" due to abrasion caused by the traffic as there was no asphalt on top.

10. Can you provide some examples of cost/benefit analysis for road construction projects using NovoCrete?

See attachments (Cost/Benefit)

11. Many of our highway alignments cross sections with rock and muskeg transitions, which results in differential settlement over time, how will NovoCrete deal with this situation?

The NovoCrete layer is comparable to a slab foundation, the loads will be distributed over the whole slab. Due to the slab function and as well due to the generated tensile strength and a certain flexibility in the microstructure of NovoCrete layers, transitions - caused by different soil types and their different differential settlement- do not represent an exclusion criterion. However, different NovoCrete projects have shown, that if unfavorable soil conditions are present, this situation can be handled by increasing the binding agent and / or increasing the milling depth of the NovoCrete layer. NovoCrete also fulfills the European requirements for founding of buildings where its slab foundation effect is used and massive savings can be reached compared to the conventional foundation required.

12. Our highway embankments are built with either rock or pit run, and may have less sand and clay, how will NovoCrete deal with this situation?

With NovoCrete cohesive and non-cohesive soils as well as organic soils can be stabilized.

In general, we specify the basic requirements for grain sizes as follows:

- max. permissible grain size ≤ 50 mm
- material should contain at least min. 20% < 0.2 mm

In principle, we carry out a laboratory suitability test in advance of every construction work, in which the soil mechanical parameters of the untreated material and as well as tests with cement-NovoCrete-treated samples will be carried out. Should this investigation show that e.g. not a sufficient amount of interstitial grain in your materials, since we specify the maximum grain size as 50 mm - and if your material is larger than 50 mm, either the material on the construction site must be crushed with a stone crusher (unit behind a tractor) to a proper size with sufficient fine grain content or an admixture of a suitable grain size can be added to the existing material.

13. Can we chipseal/asphalt directly on the top of NovoCrete? What is the long term adhesion between the two surfaces?

Yes NovoCrete is used without a primer between the chipseal/asphalt layer and NovoCrete base layer.

We have references with asphalt up to 20 years without damages and with chipseal only 6 years of references but it is not recommended for curvy high truck traffic used roads.

14. Pre and post construction road bed cross-sections

We refer to the attached file "road design: conventional vs. NovoCrete" where you can find a comparison of proposed conventional construction vs. the executed NovoCrete construction.

15. Pre and post construction bearing capacity

- a. Min. value to construct: As already mentioned, to ensure the driving of our machinery we need a bearing capacity modulus (Ev2) of min. 15 MN/m²
- b. With the NovoCrete technology we're able to stabilize soils - even with low bearing capacity like 15 MN/m² - to long lasting and high bearing base course layers with an Ev2 > 120 MN/m², even with reduced layer thicknesses compared to the conventional approach.

16. Drainage hydrology

In general, we do not carry out any road and drainage design planning, as the specifications are given to us by a planning office and we are flexible enough with our system to adapt to the requirements. Given Drainage hydrology is not a problem to adapt the stabilized layers to the drainage systems (both open and closed systems).

17. Limits to acceptable road bed material specifications

As already mentioned, we usually work in the base course of the road. However, we have some requirements on the soil / materials which is:

- Min. load bearing capacity (Ev2) of min. 15 MN/m²
- Max. allowable grain size is 50 mm
- Min. fine content: grain size 0,2 mm: min. 20%
- Organic content <= 15% (no roots)

18. Road bed construction procedures

- a. Preparatory work (asphalt crushing with rehabilitation, levelling and installing required road profile)
- b. Spreading of the exactly amount of NovoCrete per square meter (m²)



c. Spreading of the exactly amount of cement per square meter (m^2)



Note: if a ready mix (Cement and NovoCrete are mixed at Cement plant) is used then only step c is required

d. Milling of the cement-NovoCrete-mixture by adding water



e. Compaction the milled mixture by using a compactor with vibratory sheepfoot or steel drum roller for achieving the required compaction



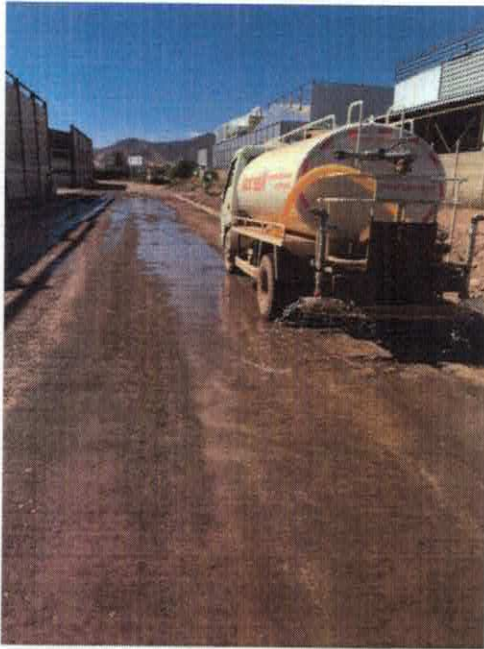
f. Fine leveling by using a grader



g. Final static and dynamic compaction of the fine level by using a steel drum roller



h. Curing after final compaction (min. 3 days)



19. Examples of road rehabilitation production rates

2500 qm bis 3500 qm per day (if the logistic requirements are met)

20. Any special post-construction maintenance considerations.

Stabilized areas must be cured with water until pavement with asphalt is done or in case no pavement will be done for min. 3 days (within this time the road must be closed for traffic).

Pavement with asphalt can be done after 24 hours after stabilization is finished

21. Any environmental concerns (short term and long term)

No, we refer to the MSDS and health / environmental reports in the attachment. The NovoCrete System is used for **the immobilization of pollutants**, such as heavy metals, organic and nonorganic parameters, which get permanently embedded in the new crystal structure in the soil so that pollutants cannot reach ground water anymore. The NovoCrete layers fulfill the high german and/or swiss standards of ground water pollution.

Regards
OPiS Team



**Technical specification
for
the product**

NovoCrete®

Compiled and reported

28.9.2020

by

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Annex content

Annex 1: Chemical research reports (3 pcs.) of independent laboratories



1. Purpose of use and product benefits

NovoCrete® is used as a non-toxic and not harmful additive to traditional Portland or composite cement in stabilization processes of base course layers. NovoCrete® does not contain any synthetically produced components and consists of 100 % mineral components. The health and environmental compatibility of NovoCrete® is proofed by international accredited laboratories.

Further environmental and especially cost advantages are: a. no required excavations and b. soil replacements; because the existing soil can be used for the stabilization process whereas additionally the construction time can be significantly reduced in comparison to conventional constructions. Nearly all types of soil can be stabilized with NovoCrete® even soils with an organic content up to 15 % and high plastic, expansive soils.

The Additive NovoCrete® must be added to cement with a share of 2 % and mixed together with the in-situ soil material. It promotes cement hydration processes, inhibits the action of fulvic acids and neutralizes pH-levels. The structural changes and the formation of minerals occurring during the cement hydration can improve the unconfined compressive and tensile strength, CBR-values, modulus of elasticity and frost resistance of soils.

Stabilised base courses treated with cement only, usually combine high stiffness with a high risk on premature cracking. This undesirable combination was regarded as a major handicap for conventional cement Stabilizations since the 1980s. Due to the generated tensile strength and flexibility of NovoCrete® layers the absorption of vibrations is made possible, e.g. caused by heavy truck traffic, and with a minimum 90 day lasting hydration process the premature cracking can be significantly reduced even with high binder contents.

Apart from improving above-mentioned parameters, NovoCrete® also promotes the immobilization of pollutants, such as heavy metals, organic and non-organic parameters, which get permanently embedded in the new crystal structure of the soil.

2. Areas of application

NovoCrete® is mainly used as an additive in the course of cement stabilization for the construction of **base courses**. However, as can be seen in the following list of only a few selected areas of application, applications in the subbase and subgrade range are also possible:

- road / motorway / highway construction / industrial access roads
- footpaths / cycle paths / agriculture roads / forest trails
- storage areas (Container, wood, metal / steel parts etc.) and logistic centers
- rail bed construction / railway tracks
- installation of base courses underneath indoor surfaces
- general foundation
- parking lots
- harbour sites
- bio-gas plants (silage storage areas etc.)
- slope stabilization

3. Process of Production



In accordance with TÜV NORD CERT procedures according to DIN EN ISO 9001:2015, mechanical mixture of minerals and mineral compositions according to the specifications of OPiS AG, Switzerland, at:

Schüssler Novachem GmbH (Certificate No. 08100002678, since 4.12.2018)
Otto-Stomps-Strass 101
06116 Halle
Germany

4. Certification

Certified by NAFDAC (Certification code 8101, since May 28, 2019) and Standards Organization (SGS, Certificate No. : PC / 181102/02/021097/1, since February 14, 2019) in Nigeria.

The application for CE certification (under Conformity system 2+; No. ü472) was submitted on June 2nd, 2020 via RWTH Aachen University and is expected to be available by the end of November 2020.

5. Shelf life

Provided the storage conditions (chapter 7) are observed the shelf life is 9 month from production.

6. Product datas

6.a Product composition

NovoCrete® is a mixture of naturally occurring alkali and alkaline earth minerals and contains the following parameters:

Chloride:	< 30 %
Oxide:	> 5 %
Sulfate:	> 5 %
Silicate:	> 5 %
Carbonate:	< 55 %

More detailed informations on the substances contained are not given due to copyright reasons.



6.b Chemical / physical properties and health / environmental compatibility

The chemical and physical properties as well as informations on health and environmental compatibility of NovoCrete® are shown in the following table 2.

With regard to environmental and health compatibility, reference is also made to the laboratory reports from external, independent laboratories, which are attached to the technical specification as Annex 1.

Table 2 : Chemical, physical and toxical properties of NovoCrete®

Part A:					
Ingredients	Concentration	CAS Number	Classification	LD50	LC50
Non hazardous	100 %	-	-	See Part E	See Part F
Part B: Product information					
Product description: NovoCrete®®					
Serial No: NC-2007-HE					
Supplier: OPiS AG			Emmersbergstr. 33		
CH-8200 Schaffhausen			Switzerland		
Tel.: +41-52-5117920 Fax +41-52-5117929			Emergency-Tel.: +41-52-5117920		
Means of usage: Cement additive für soil stabilization					
Part C: Physical – Chemical properties					
Form: Powder / Granulate		Smell and colour: Smell - less, white to grey		Smell threshold value: Unknown	
Specific weight: 1000 kg / m3 at 20 °C		PH – value in dest. H2O: 9		Steam pressure: unknown	
Melting point in °C ≥ 1.000 °C		Freezing point in °C unknown, solid		Gas density (Air = 1) unknown, fast	
Combustion: no			Spontaneous combustion: no		
Explosion danger: no			Dangerous products of combustion: no		

Part D: Stability and Reactivity
Stability: thermal stabile
Incompatible substances: none
Dangerous solution products: none
Part E: Toxicological data
Means of contact:
Skin contact: to be avoided
Absorption through skin: to be avoided Eye contact: to be avoided
Inhalation: to be avoided Swallowing: unknown
Actions to be taken in case of acute contact:
In case of inhalation or swallowing of the material a medical doctor should be consulted and patient should rinse with sufficient water.
In case of eye contact immediate rinse with water.

Effects of long exposure to product: no harmful effect, rat oral (96 h) LD 50 2600 mg/kg - 10000 mg/kg		
Maximum exposure: unknown	Irritation: unknown	Interactions: unknown
Proof of sensibilisation, cause to cancer, cause to mutation, reproduction toxicology, terratogenity and narcotic actions? unknown		
Part F: Ecology		
Mobility: no (an-organic mineral phases)	Adsorption: binding of heavy metals	
Desorption: no	Decomposability: no (an-organic mineral phases)	

Accumulation: no bio accumulation	Eco toxicology: no harmful effect fish (96 h) LC50 460 mg/L - 14000 mg/L
Part G: Protection of labour	
Personal protective outfit: safety glasses, work gloves, dust mask as prevention measures against eye -, skin -, and inhalation contact.	
Personal protective outfit: Safety glasses, work gloves, dust mask as prevention measures against eye -, skin -, and inhalation contact.	Inhalation protection: Dust concentration of > TWAEV (Timed Weighted Average Exposure limit) 10 mg / m ³ Usage of dust mask.
Eye protection: Safety glasses in case of dust usage of contact lenses is not recommended	Shoes: Closed shoes, boots for example to avoid skin contact
Further protective wear: no	
Usage in enclosed areas: ventilation is advised when dust burdening is > 10 mg / m ³ TWAEV	
Measures to be taken in case of spillage or leakage: clean with dry means of cleaning; minimization of dust, avoid inhalation	
Disposal: no special actions to be taken; disposal in accordance with local rules and regulations	
Handling: minimization of dust	
Storage: dry storage with advise for durability	
Special information for sea transport: no risks for sea transport	
Part H: First aid measures	
Inhalation: consultation of medical doctor and rinse with water	
Swallowing: swallowing of dangerous amounts is not likely, but in case of swallowing drink water and consult a medical doctor. Start vomiting.	



Eye contact: rinse eyes with sufficient water	
Skin contact: avoid skin contact	
Further Information: no	Source decoding: GefStoffV
WHMIS. This product has been classified in accordance with the hazard criteria of the Controlled Products Regulations and the MSDS contains all of the information required by those regulations.	

7. Size of trading unit and storage conditions

The delivery takes place in:

- 25 kg paper bags with plastic inlay or
- 0,5 and 1 t big bags (polyethylene with plastic inlay)

The additive must be stored dry and protected from direct sunlight on pallets. A storage in air-conditioned surroundings is recommended. In order to avoid material compaction big bags should be stored as a single layer on the pallets.

8. Mode of action

NovoCrete® intervenes in the chemical-mineralogical reactions of the individual CSH phases of the cement hydration process.

By adding cement and water in the initial phases of cement hydration, cement paste is formed, which slowly dries in the subsequent hydration phases and, together with the hydration products that crystallize out on the clinker particles, converts to cement stone and then forms a rigid framework between the soil particles.

By adding NovoCrete®, the solution of ions - which are necessary for the formation of hydration products - is significantly stimulated.

The provision of the significantly higher ion supply leads not only to a modification of the surface morphology (in the form of a significantly lengthened needle growth, which leads to a tighter framework in the further course of the hydration cycles which is decisive for the later "flexible" behavior "of the NovoCrete® layer) also to a modification of the Mineral inventory.

Furthermore, due to the sorption behavior and ion exchange capacity of the clay minerals in the present soil – the formation of stable aggregates, are enabled and which are embedded in the CSH structure together with the mineral compositions and new mineral formations that have been transformed in the hydration processes. This leads in addition to the needle interweaving to a significantly improved filling of the pore structure, which - in comparison to only cement-stabilized soils and with the same amount of cement applied - has a favorable effect on the deformation behavior of stabilized NovoCrete® layers and results into a significantly reduced premature cracking.



9. Climatic application possibilities:

NovoCrete® can be used in the following climate zones:

- tropics and subtropics (arid and humid)
- boreal and nemoral zones (temperate zones)

10. Influence of Weather conditions

The implementation on the construction site can take place in the temperature range from -5 ° C to +50 ° C (air temperature in each case).

Stabilization of frozen soils is not permitted.

If exposure to frost is expected, the drainage must be effective enough to prevent the solidification from freezing in the water-saturated state.

In the case of intense solar radiation / high temperatures, the water content must be set so that the optimum water content is still present when the material mixture is compacted.

If heavy rainfall occurs during the construction work, it is recommended to cover spreaded areas with plastic tarp.

In order to exclude or reduce wind drifts of the additive to be applied, it is recommended to spread it - both by machine and by hand, close to the ground.

11. Reaction time (laboratory) and processing time (construction site)

The reaction time (in laboratory tests) of NovoCrete® refers to the time between mixing in the Additive – cement-mixture to the soil and compacting the soil-cement-NovoCrete® mixture and is 1 hour.

The processing time (on construction site) of NovoCrete® refers to the time between spreading the binder and the completed final compaction and is 4 hours.

12. Possible mixing methods

NovoCrete® can be used for the following mixing processes:

- mixed in place
- mixed in plant

13. Spreading method

The additive - either alone or as a ready mixture (with cement) - can be applied machine-controlled (with special spreader units, which are suitable for the application of small amounts of binder) or spread by hand.



If manual spreading is planned, it is recommended to spread NovoCrete® on the previously spread cement.

With machine spreading, it is recommended to spread NovoCrete® first and then the cement. However, if there are significant waterlogging zones in the construction site, it is recommended to apply the NovoCrete® as in the manual spreading process mentioned above or as a sandwich (cement-NovoCrete®-cement). The latter variant can also be spread in the case of expected rain events and / or in the case of higher cement quantities (> 180 kg / m³).

14. Requirements for the substances involved in the stabilization process with NovoCrete®

The substances used for stabilization with NovoCrete® are cement, natural soils / mixtures of aggregates or recycling material and water.

14. a. Requirements for the cement to be used

Types of cement to be used (depending on project conditions and requirements) according to DIN 1164, DIN EN 197-1, DIN EN 197-4 :

Portland type 1,
OPC

CEM I 32,5 N / CEM I 42,5 N (depending on project conditions and requirements letter identification can change to R or HS)

CEM II 32,5 N / CEM II 42,5 N (depending on project conditions and requirements letter identification can change to R or HS)

CPJ 42,5

14.b. Requirements for natural soils / mixtures of aggregates or recycling material to be used

With the exception of peat all soil types according to the DIN 18 196 /AASHTO M 145 / ASTM D3282 and natural and artificial aggregate mixtures as well recycling materials (both according to the Standards RuA-StB, RuVA-StB, TL-Gestein) can be used in the stabilization with NovoCrete® provided the following criteria will be met:

- Loss of ignition ≤ 15%
- Max. allowable grain size: 50 mm (note: it is important to ensure that the untreated material has a well graded grain size distribution)
- Sulfat content < 3000 ppm

14.c. Requirements for water to be used

The water should not contain any components and / or admixtures that are harmful to cement stabilization processes.

15. Recommended application rates

As already mentioned NovoCrete® must be added to cement with a share of 2 % (calculated on the used cement amount). Following table 3 shows the recommended application rates for

cement and NovoCrete® depending on the main soil type and the soil mechanic parameters of the untreated soil (conducted in the feasibility study):

Main soil type	Cement content (kg/m ³) (range)	NovoCrete® (%) (calculated on the used cement amount)
Gravel or Sand-Gravel-Mix	100 to 160	2
Sand	160 to 180	2
sandy loam	170 to 190	2
Silt	180 to 200	2
Clay	180 to 220	2
natural and artificial aggregate mixtures or recycling materials	100 to 160	2

16. Considerations for Laboratory testings

To estimate the required cement and NovoCrete® content Laboratory tests are generally recommended prior to construction. The feasibility study is divided into two (2) investigation phases which is described below.

The following are the instructions for laboratory tests that must be taken into account when performing laboratory work with NovoCrete®

If different types of soil have been explored in the area of the later NovoCrete® layer, the following investigation program must be carried out on each type of soil / aggregate mixture.

16.a. Phase 1: tests on natural soil, untreated aggregate mixtures or recycling materials

The following soil mechanical parameters are to be determined on the untreated soils / aggregates or recycling materials:

- Determination of the grain size distribution (Sieve and / or Hidrometer) according to DIN EN 1097 or the national standard of the country carrying out the tests
- Determination of the natural water content according to DIN EN 933 or the national standard of the country carrying out the tests
- determination of the loss of ignition according to DIN 18128 or the national standard of the country carrying out the tests
- Determination of the liquid/plastic limit according to DIN 18 122 T 1 or the national standard of the country carrying out the tests (test execution depends on the material/ soil type)
- Proctor test (standard or modified: depending on project requirements) according to DIN EN 13286 or the national standard of the country carrying out the tests.

16. b. Phase 2: tests on soil+cement+NovoCrete® mixtures

Once the soil mechanical parameters from phase 1 have been received, the cement and NovoCrete® content is determined for the subsequent investigations which must be carried out on the soil / cement / NovoCrete® mixture.

The table given in Chapter 8 can be used to estimate the cement and NovoCrete® content. It is expressly pointed out that the following soil mechanical tests (proctor tests with soil + cement+ NovoCrete®) and produced specimens (to be prepared in the later stage) should be carried out at least on 2, better 3, different mixtures of soil +cement +NovoCrete® (in this regard, it is pointed out again that the calculation of the 2% of NovoCrete® is based on the respective cement content).

For each selected test mixture (each mixture contains soil with varying cement / NovoCrete® content), one (1) proctor test (standard or modified, depending on the project requirements hereinafter referred to as "binder proctor") must be carried out according to DIN EN 13286 (or the national standard of the country) .

It should be noted for every test part in the proctor test:

- that the materials (dry soil / Cement/NovoCrete®) must always be mixed individually for each partial test in the proctor test. It is not allowed to increase the water content in an already used soil- cement- NovoCrete® mixture. For each proctor point the materials (dry soil/cement/NovoCrete®) must be newly mixed, the added water amount varies for each point.
- cement and NovoCrete® should be mixed first, afterwards the cement- NovoCrete® mixture will be mixed with the required (dry) soil amount for the mould and at least the required water amount will be given, all ingredients should be mixed together homogeniously.
- Furthermore, after mixing the soil with cement, NovoCrete® and water- the mixture must be stored (covered with a damp cloth) for min. 45 minutes, but not longer than 60 minutes, before the mixture is to be compacted according to the mentioned standard. Afterwards determination of the density and water content.

With the result of the "binder proctor" test specimens for each investigated mixture batch (mixture of soil + cement + NovoCrete® + opt. water content from the respective "binder proctor") are to be produced for the further (subsequent) investigations.

The following Specimens to produce should be created in the same way as when executing the binder proctor:

- each sample is mixed individually, but with the difference that the optimum water content of the respective binder proctor is set for the mixture.
- cement and NovoCrete® should be mixed first, afterwards the cement- NovoCrete® mixture will be mixed with the required (dry) soil amount for the mould and at least the required water amount will be given, all ingredients should be mixed together homogeniously.
- Furthermore, after mixing the soil with cement, NovoCrete® and water- the mixture must be stored (covered with a damp cloth) for min. 45 minutes, but not longer than 60 minutes, before the mixture is to be compacted according to the mentioned standard.



After the specimens have been produced and removed from the mould, the specimens should be stored in the humidity chamber (95% relative humidity at 20 ± 2 ° C) for 3 days. After 3 days the specimens should be taken out of the humidity chamber and stored at room temperature - protected from the sun and not humidified - until the day of the further testing.

After 7 and 14 or 28 days execute the following tests on the specimens (for each tests and test date min. 2 to 3 specimen are required):

- the unconfined compressive strength
- Frost thaw test according to TP BF-StB or to the required standard in the country (test execution depends of the country)

additional tests (if required):

- elasticity modulus (ASTM C 469) and/ or CBR (incl. swell parameter)
- water impermeability (DIN 18130-1), only on 28 days old specimens
- chemical test in case of recycling material which contains asphalt/bitumen or soil containing hazardous parameters: elute tests (only on 28 days old specimens)

Note: If Proctor tests and test specimens are carried out / created in the course of construction, the aforementioned recommendation must be taken into account.

OPiS AG

Annex 1

Telephone
 +256 (0) 414 250 464 (Gen)
 +256 (0) 414 250 474
 Email: dgal@mia.go.ug
 Web site: www.mia.go.ug

In any Correspondence on
 this subject please
 quote No.



**DIRECTORATE OF GOVERNMENT
 ANALYTICAL LABORATORY**
 MINISTRY OF INTERNAL AFFAIRS
 Plot No. 2 Lourdel Road
 Wandegaya,
 P.O.Box 2174
 Kampala - Uganda

GE006/14

REPORT OF ANALYSIS

Description of Sample

Novocrete sample was received from Sheladia Associates/Prome Consultants on 11th January 2014 for environmental safety profiling

Methods of Analysis

pH was determined using a pH Meter. Metal ions were quantified from an acidified ashed sample, at respective wavelengths, using Atomic Absorption Spectrometry technique, Shimadzu 6300. Aflatoxins were determined by HPLC technique, Shimadzu A10. *Micobacterium tuberclei* and Anthrax were determined using sensitivity test techniques. Skin sensitivity test was done using patch test. All determinations were done in triplicate.

Results of Analysis

The mean analysis values are as below:

Parameter	Result	
pH	6.6	
Calcium (mg/kg)	44.6	
Iron (mg/kg)	4.8	
Magnesium (mg/kg)	32.5	
Manganese (mg/kg)	1.4	
Potassium (mg/kg)	38.7	
Chlorides (mg/kg)	118	
Sulfides (mg/kg)	0	
Heavy Metals		
Barium (mg/kg)	1.2	100 Max***
Cadmium (mg/l)	2.2	
Chromium, Total (mg/kg)	≤0.01*	
Chromium, VI (mg/kg)	≤0.01*	0.05 Max***
Cobalt (mg/kg)	≤0.01*	
Copper (mg/kg)	1.8	
Lead (mg/kg)	≤0.001*	0.01 Max***
Mercury (mg/kg)	≤0.001*	0.001 Max***
Microbiology		
Aflatoxins (ppb)		
B ₁	≤0.001**	10 Max***
B ₂	≤0.001**	
G ₁	≤0.001**	
G ₂	≤0.001**	
<i>Mycobacterium tuberclei</i>	None Reactive	Non-Reactive***
Bio-Agents		
Anthrax	None Reactive	Absent***
Botulin	None Reactive	Absent***

DGAL, OMB Reports GE006/14

Page 1 of 2

"Go Scientific for a Safe and Just Society"

[Handwritten signature]
 03/04/14

Poisons		
Metallic Poisons	Absent	Absent***
Organo-phosphorylated	Absent	Absent***
Organo-chlorinated	Absent	Absent***
Sensitivity		
Patch Test	Mild Irritant	Mild***

Remarks

1. *Detection limit: Atomic Absorption Technique (Strawds, 6300) ** Detection limit: HPLC technique (Strawds A10)
2. *** General Occupational Health & Safety Requirements of the US
3. Product meets OSHA Requirements
4. Product **MUST** be used in accordance with label instructions
5. Results relate to sample and are reported on as received basis

OK
03/04/14

Justus Mike Ooom
Senior Government Analyst

SCHWENK Zement KG
Werkgruppe Süd - Mergelstetten

Hainenbachstraße 30
 89522 Heidenheim



Prüfzeugnis

Sortiment	NovoCrete ST 98
Hersteller	SCHWENK Zement KG - Werkgruppe Süd - Mergelstetten
Probe	lose Ware
Prüfzeitpunkt	Oktober 2010

Prüfungen nach werksinternen Prüfvorschriften

Parameter	Dimension	Prüfwert	Richtwerte 1) in mg/kg
-----------	-----------	----------	------------------------

Chemische Analyse:

Arsen	mg/kg	5	100
Cadmium	mg/kg	10	10
Chrom	mg/kg	69	500
Nickel	mg/kg	41	500
Blei	mg/kg	70	500

1) Quelle: in Anlehnung an den folgenden Leitfaden, der für Zement erstellt worden ist.

Technische Regel
Arbeitsblatt W 347 | Mai 2006



Hygienische Anforderungen an zementgebundene
 Werkstoffe im Trinkwasserbereich - Prüfung und
 Bewertung

Liegen die Absolutwerte [mg/kg] der aufgeführten Elemente im Zement (hier NovoCrete ST 98) unter den angegebenen Richtwerten, so ist keine Untersuchung des Prüfwassers nach Ziffer 8.1 des zitierten Leitfadens auf die entsprechenden Elemente notwendig.

Heidenheim, den 08.11.2010


 Dr. Raiber
 Laborleiter



ECOLOGICAL REPORT ON NOVO CRETE REPORT NUMBER C06493

Date : 03-04-2013

ORIGINAL

This is to report that we, CIS Commodity Inspection Services, have received a sample of NovoCrete from Messers Geo Konzept d.o.o. The sample has been analyzed which revealed following results:

Applicant : AHMED ELBADAWI MOHAMED SALIH
Khartoum - Sudan

Supplier : GEO KONCEPT D.O.O
ZAGREBAČKA 25
10430 SAMOBOR
CROATIA

Producer : IBS GMBH
ESCHLE 1
78862 HERRENZIMMERN
GERMANY

Country of origin : Germany

Service needed : Ecological profile and sample analysis

Introduction:

NovoCrete is used for the construction of high-quality bearing layers using the existing soil, it accelerates the cement hydration process and increases the resistance to pressure, the static and dynamic moduli of elasticity, the resistance to bending and tensile strength, the resistance to freezing and soil stabilisation rich in humus.

Unlike the traditional methods of construction, with NovoCrete and cement, the coating of the upper layers of multipurpose roads is possible without the use of mineral bearing layers or layers made to protect against freezing, thus saving money and time needed for the construction.

NovoCrete is used in countries as: Germany, USA, Saudi-Arabia, Russia, Switzerland, Italy, Croatia and Indonesia.

NovoCrete can be used for the following:

- Construction of roads and highways
- Approach roads and site roads
- Areas for shopping and production halls, container areas including foundation
- Forest tracks and farm roads (asphalt layer is not required)
- Slope stabilisation and the construction of dams
- The construction of railway lines and routes
- Airport runways
- Bulk cargo terminals (metal, wood, etc.)

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ECOLOGICAL REPORT ON NOVO CRETE REPORT NUMBER C06493

Date : 03-04-2013

- Stabilisation and immobilization of soil containing hazardous waste
- Rehabilitation of waste tip
- Harbours, docks

NovoCrete has the following environmental effects:

- NovoCrete is a completely natural product – as its composition is made of different natural minerals that accelerate the immobility of deleterious substances which are placed in the environment. These are heavy metals, organic parameters which are permanently fixed into the newly created crystal structures of soil.
- Due to the usage of material found at the dig there are no harmful effects on the environment.
- The protection of ground (due to water impermeability of stabilized layer there is no capillary water rising).
- The possibility of usage near the source (well area) of spring water.
- Emission of greenhouse gases is reduced 700-1400% as well as the fossil fuel consumption.
- Avoidance of additional exploitation of the stone material and a removal of a construction rubble stockpiling from the existing pavement structure.
- The possibility of using masonry demolition fragments in building roads, installing in embankments, etc. (steel-mill slag, slag + fly ash, carbonate sludge).

The above environmental effects were subject to consultation by CIS with experts in the field and are confirmed to be true.

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Commodity Inspection Services BV (CIS) is a member of the International Chamber of Commerce (ICC) and is a member of the International Chamber of Commerce (ICC) and is a member of the International Chamber of Commerce (ICC).

FUSFA

Gaifa



**ECOLOGICAL REPORT ON NOVO CRETE
REPORT NUMBER C06493**

Date : 03-04-2013

Testing:

Sampling date(s) : Sampling done by IBS GMBH and forwarded to us.

Sample quantity : 3 kg

Analysis:

Conducted by order of CIS by independent ISO laboratory Greit Service in Italy on a representative sample revealed satisfactory average results.

CHEMICAL & PHYSICAL PROPERTIES	Parameter		Results
	Mobility		none
	Absorption		binding heavy metal
	Desorption		none
	Decomposition		none
	Accumulation		no bio-accumulation
	Eco-toxicity		none
	Heavy metals: • Arsenic (As) • Cadmium (Cd)	mg/kg mg/kg	1.2 7.8

The radioactivity test has been conducted by order of CIS by independent ISO Laboratory Applus RTD in The Netherlands on a representative sample revealed satisfactory average results.

Parameter	Detection limit	Results
¹³⁷ Cs	10 Bq/kg	not detected
¹³⁷ Cs	10 Bq/kg	not detected
Free from any harmful radiation		
In compliance with regulation 3954/87/Euratom and amendment 2218/89, regulation 737/90/EEG and supplement 686/95/EEG and 616/2000, and regulation 297/2011/EU and supplement PBEU L 97/20, regarding the maximum permissible levels of radioactive contamination of food- and feeding stuff, expressed in [Bq/kg].		

Polycyclic Aromatic Hydrocarbon (PAHs):

Sample description	Binder contents (M-%)	PAHs in binder (mg/kg)
Collecting sample asphalt from break Labor-no: 1665-1667	8.49	130

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**ECOLOGICAL REPORT ON NOVO CRETE
REPORT NUMBER C06493**

Date : 03-04-2013

Chemicals:

Chemical Composition	Concentration
Chloride (natural)	25 – 35 %
Oxide (natural)	35 – 40 %
Sulphate (natural)	10 – 20 %
Silicate (natural)	10 – 25 %

Physical – Chemical properties:

Form: powder / granulate	Smell and colour: smell-less, white to grey	Smell threshold value: unknown
Specific weight: 1000 kg / m ³ at 20 °C	pH-value in dest. H ₂ O: 9	Steam pressure: unknown
Melting point in °C: ≥ 1.000 °C	Freezing point in °C: unknown, solid	Gas density (Air = 1) unknown, fast
Combustion: no	Spontaneous combustion: no	
Explosion danger: no	Dangerous products of combustion: no	
Physical State: solid Specific gravit: 3 - 3,5 Evaporation rate: not applicable Solubility in water: < 1% Coefficient of water/oil distribution: not available		

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**ECOLOGICAL REPORT ON NOVO CRETE
REPORT NUMBER C06493**

Date : 03-04-2013

Other Information:

Product information:

Product description: NovoCrete®		Product use: Soil Stabilization	
Producer: Ibs GmbH (i. G.)		Chemical family: Alkaline Earth Minerals	Distributor: GEO KONCEPT d.o.o.
Street: Eschle 1		Street: Zagrebačka 25	
City: D-78862 Herrenzimmern	Country: Germany	City: 10430 Samobor	Country: Croatia
Means of usage: Cement additive; to be used in soil stabilization			

Composition:

Ingredient	%	CAS Number	LD50	LC50
non hazardous	100	none	not applicable	not applicable

Ecology:

Mobility: no (an-organic mineral phases)	Adsorption: Binding of heavy metals
Desorption: no	Decomposability: no (an-organic mineral phases)
Accumulation: no bio-accumulation	Eco toxicology: no

Stability and Reactivity stability:

Stability: Stable under normal conditions of use
Incompatible substances: May react with strong acids
Dangerous solution products: unknown
Hazardous thermal decomposition products: none known
Hazardous polymerization: Will not occur

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**ECOLOGICAL REPORT ON NOVO CRETE
REPORT NUMBER C06493**

Date : 03-04-2013

Other Information:

Product information:

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Producer: Ihs GmbH (i. G.)		Chemical family: Alkaline Earth Minerals	Distributor: GEO KONCEPT d.o.o.
Street: Eschle 1		Street: Zagrebačka 25	
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ECOLOGICAL REPORT ON NOVO CRETE REPORT NUMBER C06493

Date : 03-04-2013

Protection of labour:

Personal protective outfit: Safety glasses, leather gloves, dust mask as prevention measures against eye -, skin-, and inhalation contact. Coveralls.	Inhalation protection: Dust concentration > TWAEV (Timed Weighted Average Exposure limit) 10 mg / m ³ ; Usage of dust mask.
Eye protection: Safety glasses in case of dust; Usage of contact lenses is not recommended	Shoes: Closed shoes, boots for example to avoid skin contact
Further protective wear: no	
Usage in enclosed areas: Ventilation is advised when dust burdening is > 10 mg / m ³ TWAEV	
Use only in a well ventilated area. Adequate ventilation should be provided to keep dust concentrations below acceptable exposure limits.	
Measures to be taken in case of spillage or leakage: Clean with dry means of cleaning; minimization of dust, avoid inhalation.	
Disposal: Disposal should be made in accordance with national and local regulations. Consult local waste authorities for direction and/or approvals prior to disposal.	
Handling: Avoid creating dust. Use only in a well ventilated area. Wear specified protective equipment.	
Storage: Keep container dry. Keep in a cool, well ventilated place.	
Special information for sea transport: No risks for sea transport.	

Fire fight measures:

Flashpoint (method): none Lower explosion limit (% v/v): not applicable Upper explosion limit (% v/v): not applicable Auto-ignition temperature: not applicable Special Hazards: none Extinguishing media: Use appropriate media for surrounding fire. Special firefighting procedures: Fire-fighters should wear self-contained breathing apparatus and full protective clothing when fighting chemical fires. Hazardous combustion products: none Sensitivity to static discharge: no Sensitivity to mechanical impact: no

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**ECOLOGICAL REPORT ON NOVO CRETE
REPORT NUMBER C06493**

Date : 03-04-2013

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**ECOLOGICAL REPORT ON NOVO CRETE
REPORT NUMBER C06493**

Date : 03-04-2013

Transport information:

TDG
Proper Shipping Name: NOT RESTRICTED
UN No.: NA
Hazard Class - Primary:
Hazard Class - Secondary:
Packing Group:
AIR TRANSPORT (ICAO/IATA)
Proper Shipping Name: NOT RESTRICTED
UN No.: NA
Hazard Class - Primary:
Hazard Class - Secondary:
Packing Group:
MARINE TRANSPORT (IMDG/IMO)
Proper Shipping Name: NOT RESTRICTED
UN No.: NA
Hazard Class - Primary:
Hazard Class - Secondary:
Packing Group:
EmS:

For and on behalf of
CIS Commodity Inspection Services*
(ISO independent and analytical Laboratory)



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Confirmed and signed by



Volker H. Dietrich
CFO / OPiS AG