



## **AGENDA**

REGULAR MEETING OF THE COUNCIL OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, OCTOBER 25, 2021 AT 3:30 PM, FOLLOWING THE ORGANIZATIONAL MEETING OF COUNCIL AT 3:30 PM.

	<b><u>MOTION</u></b>
<b>1. CALL TO ORDER</b>	
<b>2. ADOPTION OF THE AGENDA</b>	<b>X</b>
<b>3. ADOPTION OF THE MINUTES</b>	
ITEM No.3.1 Minutes of Regular Meeting of Council: October 12, 2021	<b>X</b>
<b>4. BUSINESS ARISING FROM THE MINUTES</b>	
<b>5. BYLAWS</b>	
<b>6. ACTION ITEMS</b>	
ITEM No.6.1 Information for Council	<b>X</b>
ITEM No.6.2 Department Reports	<b>X</b>
ITEM No.6.3 Standing Item - Council Requests	<b>X</b>
<b>7. DELEGATIONS</b>	
<b>8. MEDIA INQUIRIES</b>	
<b>9. CLOSED SESSION</b>	
<b>10. OPEN SESSION</b>	
<b>11. CLOSE OF MEETING</b>	<b>X</b>



## Council Request for Decision

**Meeting Date:** October 25, 2021

**Subject:**

Minutes of Regular Meeting of Council: October 12, 2021

**Recommendation:**

Council adopts the minutes of the Regular Meeting of Council held on October 12, 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 October 12, 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 TUESDAY,  
OCTOBER 12, 2021, AT 3:30 PM.

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**Mayor**

Andrew Prokop

**Councillors**

Garth Bekkering

Jack Brewin

Carly Firth

Mark Garner

Joe Strojwas

**Chief Administrative Officer**

Derrin Thibault

**Staff**

Alaa Abdel Khaliq

Blake Hranac

Ramin Lahiji

Steve Munshaw

John Orwa

Kory Ostrup

Gary Scherer

Kattie Schlamp

Kerry Van Ham

**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. 442/2021      MOVED by Councillor Garner that Council adopts the Agenda, as presented.

CARRIED UNANIMOUSLY

## **ADOPTION OF THE MINUTES**

### **1) Minutes of Regular Meeting of Council: September 27, 2021**

RES. 443/2021      MOVED by Councillor Garner that Council adopts the minutes of the Regular Meeting of Council held on September 27, 2021, as presented.

CARRIED UNANIMOUSLY

## **BUSINESS ARISING FROM THE MINUTES**

### **1) Firemen's Bonspiel**

D. Thibault, Chief Administrative Officer, stated that at the Regular Meeting of Council held on September 27, 2021 Council passed a resolution to support the Taber Firefighters Association with a \$5,000.00 financial grant from the 2022 Community Grant Program to be used towards the 62<sup>nd</sup> Annual AFFCA Provincial Firefighters Curling Championship in January 2022.

D. Thibault stated that Administration is recommending Council rescind their previous resolution to instead use available funds in the 2021 Community Grant Program, which will allow the organization to begin utilizing the funds immediately for the planning of their event.

## BUSINESS ARISING FROM THE MINUTES – CONT'D

### 1) Firemen's Bonspiel – CONT'D

RES. 444/2021      MOVED by Councillor Brewin that Council rescinds RES. 427/2021 which states:

That Council thanks the Taber Firefighters Association and the Taber Curling Club representatives for their presentation; and,

Supports the Taber Firefighters Association with a \$5,000.00 financial grant from the 2022 Community Grant Program, to be used towards hosting the 62<sup>nd</sup> Annual AFFCA Provincial Firefighters Curling Championship in January 2022.

CARRIED UNANIMOUSLY

RES. 445/2021      MOVED by Councillor Brewin that Council thanks the Taber Firefighters Association and the Taber Curling Club representatives for their presentation; and,

Supports the Taber Firefighters Association with a \$5,000.00 financial grant from the 2021 Community Grant Program, to be used towards hosting the 62<sup>nd</sup> Annual AFFCA Provincial Firefighters Curling Championship.

CARRIED UNANIMOUSLY

### BYLAWS

None.

## **ACTION ITEMS**

### **1) 2022 Operating Budget**

J. Orwa, Director of Finance, presented the proposed 2022 Operating Budget to Council.

Council discussed the proposed 2022 Operating Budget and the Stabilization Fund.

RES. 446/2021      MOVED by Councillor Brewin that Council approves the 2022 Proposed Operating Budget as presented.

CARRIED UNANIMOUSLY

RES. 447/2021      MOVED by Councillor Strojwas that Council endorses the 2023 - 2025 three year rolling budget as presented.

CARRIED UNANIMOUSLY

### **2) Easement Request for 5210 49 Avenue - Lot 7, Block 10, Plan 5638L.**

K. Schlamp, Subdivision and Development Officer, stated that Administration received a request for an easement agreement for 5210 49 Avenue. She stated that 5210 49 Avenue is Town-owned land that is currently developed as a parking area for staff at the Emergency Services Building, and the easement request would help facilitate the completion of a development that was started in 2017 for a neighboring building. K. Schlamp stated that the easement would not impact the current use of the land, but would impact the setback of any future developments on this land.

K. Schlamp stated that the request was presented to the Municipal Planning Commission at their Regular Meeting held on September 20, 2021, which recommended it be brought forward to Council for consideration.

## **ACTION ITEMS – CONT'D**

### **2) Easement Request for 5210 49 Avenue - Lot 7, Block 10, Plan 5638L. – CONT'D**

RES. 448/2021      MOVED by Councillor Strojwas that Council authorizes the Mayor and CAO to endorse the Easement Agreement regarding 5210 49 Avenue, Lot 7, Block 10, Plan 5638L.

CARRIED UNANIMOUSLY

### **3) Taber Christian School Lane Way Drainage Improvement**

R. Lahiji, Engineering and Public Works Manager, presented concerns regarding drainage issues in the east alley by the Taber Christian School, and stated that Administration recommends establishing a drainage ditch from the south-side to the west-side of the school to mitigate draining and flooding issues to the neighbouring properties.

Council discussed the proposed project.

RES. 449/2021      MOVED by Councillor Garner that Council accepts the proposed solution for the drainage concerns to and to add it to the 2022 Capital Budget.

CARRIED UNANIMOUSLY

### **4) Operating Reserves Program**

B. Hranac, Energy Manager, presented a partnership opportunity with Enel X to participate in the Alberta Electric System Operator (AESO) Operating Reserve Program.

Council discussed the proposed partnership and program.

RES. 450/2021      MOVED by Councillor Garner that Council directs Administration to enroll into the Alberta Electric System Operator Reserve Program for a 5-year term.

CARRIED UNANIMOUSLY



## **ACTION ITEMS – CONT'D**

### **5) Solar PV System - Aerated Lagoon Site**

B. Hranac stated that at the Regular Meeting of Council held on April 12, 2021, Council directed Administration to review proposals on actual costs and cost savings regarding the installation of solar energy projects within the Town.

B. Hranac stated that Administration reviewed all Town-owned facilities and determined that the aeration lagoon building, wastewater irrigation pumphouse, and water treatment plant to be the most suitable sites for the installation of a solar system. He stated at this time Administration is requesting \$50,000.00 from Capital Reserves to begin the engineering services required for the project.

Council discussed the proposed solar project and proposed locations.

Council discussed the Energy Efficiency Conservation Fund.

MOVED by Councillor Garner that Council directs Administration to add the Aerated Lagoon Site Solar PV System to the 2022 Capital Budget; and,

Council agrees to fund engineering services for the Aerated Lagoon Site Solar PV System project in the amount of \$50,000 with funds to come from Capital Reserves.

Councillor Strojwas suggested a friendly amendment to have the engineering costs come from the Energy Efficiency Conservation Fund instead of Capital Reserves.

Councillor Garner accepted the friendly amendment.

Councillor Strojwas suggested a friendly amendment that the project be included in the 2021 Capital Budget instead of the 2022 Capital Budget.

Councillor Garner accepted the friendly amendment.

**ACTION ITEMS – CONT'D**

**5) Solar PV System - Aerated Lagoon Site – CONT'D**

RES. 451/2021      MOVED by Councillor Garner that Council directs Administration to add the Aerated Lagoon Site Solar PV System to the 2021 Capital Budget; and,

Council agrees to fund engineering services for the Aerated Lagoon Site Solar PV System project in the amount of \$50,000.00, with funds to come from the Energy Efficiency Conservation Fund.

CARRIED UNANIMOUSLY

**6) Proposed Chief Administrative Officer Performance Evaluation Policy C-13**

D. Thibault presented proposed Chief Administrative Officer Performance Evaluation Policy C-13 to Council.

RES. 452/2021      MOVED by Councillor Bekkering that Council adopts the Chief Administrative Officer Performance Evaluation Policy C-13, as presented.

CARRIED UNANIMOUSLY

**7) Information for Council**

D. Thibault presented information to Council on the status of the land sale offer that was accepted in RES. 440/2021 at the Regular Meeting of Council held on September 27, 2021.

RES. 453/2021      MOVED by Councillor Firth that Council accepts the material received in this Agenda Item as information.

CARRIED UNANIMOUSLY

## **ACTION ITEMS – CONT'D**

### **8) Standing Item - Council Requests**

D. Thibault presented the Standing Item – Council Requests Action Item Listing to Council.

Council discussed concerns received regarding weeds on 56<sup>th</sup> Avenue.

Council made no motion at this time.

## **DELEGATIONS**

None.

## **MEDIA INQUIRIES**

None.

RES. 454/2021

MOVED by Councillor Bekkering that Council moves into Closed Session to prevent the 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 AT 4:27 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 was the following member of Administration in attendance for Agenda Item 9.1) Discussion with Council: D. Thibault, Chief Administrative Officer.

**OPEN SESSION**

RES. 455/2021      MOVED by Councillor Brewin that Council reconvenes into Open Session.

CARRIED UNANIMOUSLY AT 4:53 PM

**CLOSE OF MEETING**

RES. 456/2021      MOVED by Councillor Brewin that this Regular Meeting of Council is hereby Closed.

CARRIED UNANIMOUSLY AT 4:56 PM

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

## Council Request for Decision

**Meeting Date:** October 25, 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. The Draft Meeting Minutes from the Traffic Committee's October 13<sup>th</sup>, 2021 regular quarterly meeting is attached for Council's review.

**Legislation / Authority:**

*Municipal Government Act*, Section 3 and Section 5

**Strategic Plan Alignment:**

Improve Internal & External Communications

Establish appropriate communication protocols between Council and Administration

**Financial Implication:**

These will vary with information items.

**Service Level / Staff Resource Implication:**

These will vary with information items.



**Justification:**

To keep Council informed of current municipal information and correspondence.

**Alternative(s):**

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

**Attachment(s):** Traffic Committee Draft Minutes from Oct.13.2021 Meeting

**APPROVALS:**

**Originated By:**  
Raeanne Keer

**Chief Administrative Officer (CAO) or Designate:** \_\_\_\_\_

# Minutes

<b>Traffic Committee Call to Order &amp; Roll Call</b>		
10.13.2021	10:03 a.m.	Public Works Upstairs Meeting Room
<b>Meeting called by</b>	Gary Scherer – Director of Engineering & Public Works, Town of Taber	
<b>Type of meeting</b>	Traffic Committee	
<b>Organization</b>	Town of Taber	
<b>Minutes Taken by</b>	Lisa DeBona	
<b>Attendees</b>	Darren Thibault – CAO, Insp. Howard Kehler - TPS, Gary Scherer Public Works Director, Councilor Mark Garner	
<b>Approval of Previous Minutes</b>		
<b>Conclusions</b>	The meeting minutes from July 21 <sup>st</sup> , 2021 were approved, and a finalized copy saved in the public folder as well the Historical table of issues was updated. The minutes will be given to Council in their next Meeting through the Information for Council agenda item.	
<b>A. Old item: 56 Avenue/46 Street or 43 Street</b>		
<b>Reference:</b>	Update	
<b>Discussion</b>	Several residents approached the Mayor about the worry that with the extension of 56 Avenue west to HWY 864 that motorists will now be speeding down 56 Avenue in the residential area. They would like stop signs somewhere on 56 Avenue to stop this.	
<b>Conclusions</b>	Committee reviewed the location and agreed that this may happen once the road is opened, 46 Street would not be a good location for a 4-way as it's a T intersection and only a block away from the 47 St. 4-way intersection. Eventually once there is development on the south side of 56 Ave, 43 street will be a good location for a 4-way stop. Until then the committee would like to monitor the traffic flow and continue to table this for discussion at each meeting. Also, get Traffic counters on both sides of HWY864 to see how much traffic we have and the radar sign to record speeds etc. for now.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Continue to Monitor location, get traffic counts and see about installing posts for the radar sign	Gary Scherer	Ongoing
<b>B. Old Item: 47 Street/50 Avenue – Crosswalk System consideration</b>		
<b>Reference:</b>	Update	
<b>Discussion</b>	Council made a motion RES.331/2021 that Council directs the Traffic Committee to look into putting a pedestrian crossing with flashing lights at 47 Street and 50 Avenue. Committee reviewed the location; and feel that this crossing is already very visible and controlled although the East side sign should be changed to the new style bright lime green with a post cover as well. The committee thinks that as we are only budgeting for one crosswalk system per year that a better location for the crosswalk system would be Westview Gate and 50 Ave intersection, as there is a greater population base on both sides of 50 Avenue as well as construction of a new playground in Westview Estates and the new construction of the Clinic/Dental Offices/Commercial space etc. that is going in and there will be increased foot traffic back and forth from the Hospital etc. In addition, this is contingent on the 2022 Capital Budget Equipment ask being approved by Council. Agreed to take recommendations back to Council for their decision. Council decided they want Pedestrian counts at both locations and 50 St./KFC crossing before deciding on which location is best.	
<b>Conclusions</b>	Public Works has purchased Pedestrian & Vehicle counters and will monitor all 3 locations, compile reports and bring them to the next Traffic Committee meeting in January 2022, The purchase of the crosswalk system was approved for the 2022 Capital Budget.	

# Minutes

Action Items		Person Responsible	Deadline
Compile data from Traffic Counter & bring back to next meeting.		Gary Scherer	January 19, 2022
Prepare RFD for Council Meeting for their decision		Gary Scherer	February, 2022
<b>C. Westview Playground Zone Request</b>			
Reference:	Attachment #1		
<b>Discussion</b>	A letter from a resident and member of Town staff was sent in wondering if the Town has discussed designating the portion of Westview Blvd. adjacent to the newly constructed playground equipment as a playground zone.		
<b>Conclusions</b>	Committee reviewed the location and discussed the traffic flow, and the increased amount of children, pedestrians, vehicles etc. now that the playground has been added to this park. They agreed that this should be designated a playground zone as well as installing a crosswalk and signage from South to North from the walking paths for safety. As this is a permanent traffic control device it will need to go to Council for their approval.		
Action Items		Person Responsible	Deadline
Prepare RFD for Council with Recommended actions		Lisa DeBona	November 2021
Respond back to resident via email.		Lisa DeBona	November 2021
<b>D. Removal of Loading Zone - 5219 - 49 Ave</b>			
Reference:	Attachment #2		
<b>Discussion</b>	Property Owner of 5219 49 Ave contacted via phone requesting that we remove the Loading zone that was installed by previous tenant request. As there is no need for it now currently.		
<b>Conclusions</b>	Committee discussed and agreed with the removal request, however now that the previous tenant has moved to their new location there is now the same issue of them parking their bus across angle parking lines and not in an actual loading zone. Committee would like contact to be made with "Kid Zone" to discuss this with them and what options they have available to them, preferably having them come to an agreement with the Church south of them and use of their parking lot and loading/unloading children through the back alley instead of on busy 50 Avenue. Bring findings back to the next Traffic Committee meeting.		
Action Items		Person Responsible	Deadline
Remove Loading zone and return to angle parking		Gary Scherer	November 2021
Contact Kid Zone and bring back in next Agenda Package		Lisa DeBona	January 19, 2022
<b>E. Stop Sign Request - 51 Ave/44 Street</b>			
Reference:	Discussion		
<b>Discussion</b>	A concerned resident sent a letter requesting a yield sign on the South East corner of 51 Ave & 44 St be changed to a stop sign instead due to many near collisions from drivers failing to properly yield and give right of way. The resident has discussed the concern with the neighboring residents in the cul de sac and they have indicated their support.		
<b>Conclusions</b>	Committee reviewed the location; and agree that due to the amount of Traffic coming in and out of the entire Westview subdivision through this intersection and the 1 other entrance at Westview gate that it is a high risk potential for incidents to occur. As this is a permanent traffic control device, it will need to go to Council for their approval.		



# Minutes

Action Items	Person Responsible	Deadline
Take recommendations back to Council for their decision	Gary Scherer	November 2021
Respond back to resident via email.	Lisa DeBona	November 2021
<b>F. Other Business: Clinic narrow street – Traffic Congestion</b>		
<b>Discussion</b>	Monitor 48 Avenue and the Coulee Medical Clinic Temporary location, this road seems more narrow then further east. The clinic should be moving to its new home by June of 2022, continue to discuss at each meeting and check the road width.	
<b>Calendar &amp; Adjournment</b>		
10.13.2021	10:45 a.m.	PW Meeting Room
Meeting called by	Gary Scherer, Engineering & Public Works Director	
Next Scheduled meeting	January 19th at 10:00 a.m. Wednesday	
Location	Public Works Shop Meeting Room	

DRAFT

**From:** [Schlamp, Kattie](#)  
**To:** [DeBona, Lisa](#)  
**Subject:** Westview Playground  
**Date:** Monday, September 27, 2021 8:56:35 AM  
**Attachments:** [image001.png](#)

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Hi Lisa,

Has the Traffic Committee discussed putting up playground signage for the Westview playground? I was driving through the area the other day and noticed there is no signage.

Thanks,

***Kattie Schlamp***

Subdivision and Development Officer

Town of Taber

Phone: 403.223.6009

[www.taber.ca](http://www.taber.ca)

Twitter: @TaberEcDev

LinkedIn: Taber Economic Development



Taber  
Economic  
Development

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41st

Westview Blvd

Westview Gate

Str...  1:500 Scale 1: 1,128   0 10 20m



49 Ave

3333

Jenelle O'Connor  
4517 51 Avenue  
Taber, Alberta  
T1G 2H6  
403.635.0748

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

Attn: Traffic Control Committee  
RE: Stop sign in Westview Estates

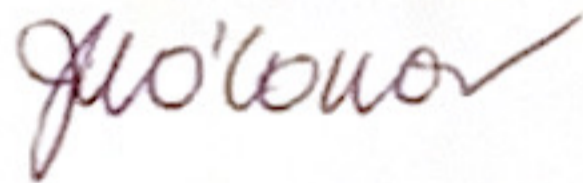
I am writing in regards to a yield sign that is posted at the intersection at the entrance to our cul-de-sac in Westview estates. The traffic sign is situated on the corner of 51 Avenue and 44 Street.

The number of drivers that ignore the yield sign is appalling. I cannot begin to list the number of times myself, a family member, or neighbor have almost been hit in a collision due to a driver failing to yield at this intersection. Drivers that ignore this yield sign put us all in danger every time we leave our cul-de-sac even though we have the right of way.

After discussion with residents in our neighbourhood, they have indicated their agreement and support for the safety of our residents and our community in requesting that the yield sign at the corner of 51 avenue and 44 street be changed to a STOP sign.

I look forward to any discussion that this may open.

Sincerely,



Jenelle O'Connor  
jeo



View Blvd

52 Ave

44A St

43 St

51 Ave

44 St

50 Ave

44 St



Go

0 20 40m



## Council Request for Decision

**Meeting Date:** October 25, 2021

**Subject:**  
Department Reports

**Recommendation:**  
That Council accepts the Department Reports for information.

**Background:**  
The Department Reports are supplied for Council information. In most cases, this communication is provided simply as information to Council and no comment is needed. In some cases, though, Council may wish to seek clarification on the matter from its administration, fellow Committee Members or from the originator of the communication, or even to challenge the matter through Council discussion. Placing the communication on Council's agenda allows these opportunities.

**Legislation / Authority:**  
MGA, Section 207(c)

**Strategic Plan Alignment:**  
Improve internal & external communications

**Financial Implication:**  
N/A

**Service Level / Staff Resource Implication:**  
The service level will remain status quo.

**Justification:**  
To keep Council informed of departmental happenings.

**Alternative(s):**  
Council could seek clarification on any of the matters from Administration or fellow Committee Members.



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- Attachment(s):**
- Administrative Services Department Report
  - CAO Department Report
  - HR Department Report
  - Engineering & Public Works Department Report
  - Treatment Facilities Department Report
  - Planning and Economic Development Department Report
  - Recreation Department Report
  - Fire Department Report
  - Finance Department Report

**APPROVALS:**

**Originated By:**  
Raeanne Keer

**Chief Administrative Officer (CAO) or Designate:** \_\_\_\_\_









TOWN OF  
**TABER**

## DEPARTMENT REPORT

September 2021

DEPARTMENT: Administrative Services

Strategic Plan Alignment	Associated Projects & Tasks
 <p>Develop Community &amp; Promote Growth</p>	<ul style="list-style-type: none"> <li>• Walk-through facility maintenance projects for completion overview</li> <li>• Reviewed position for vacant facility maintenance positions</li> <li>• Follow up on various cemetery items</li> <li>• Discussed leaseholder requests with lessees, liaising with facility maintenance: Curling Club and Parkside Manor</li> <li>• Approving and follow-up on various facility maintenance project requests: Legion Youth Centre and Park, Parkside Manor</li> </ul>
 <p>Improve Internal &amp; External Communications</p>	<ul style="list-style-type: none"> <li>• Reviewed and edited multiple communications / contracts and correspondence from other departments</li> <li>• Managed multiple communication requests for social media posting; requesting the creation of documentation and dissemination for municipal best practices, and review of current policy and procedure</li> <li>• Follow-up on Council requests related to Council Action Items</li> <li>• Liaised with the Taber Library related to their leased space, external and internal maintenance requirements, and board vacancy advertising, etc.</li> <li>• Held weekly meetings with Administrative Services staff to receive updates, assign tasks, and check-in</li> <li>• Attended the Director's meeting</li> </ul>
 <p>Define &amp; Practice Good Governance</p>	<ul style="list-style-type: none"> <li>• Continued to manage and formulate the creation of an electronic platform for Council orientation documents post-election</li> <li>• Created the agenda and completed minutes for the monthly CUPE and Town Management Meeting</li> <li>• Attended Council agenda setting meetings with the CAO, Mayor and Deputy Mayor</li> <li>• Continued Election 2021 preparations and formulation, meeting with the Returning Officer and staff</li> <li>• Liaised with ESS and Returning Officer</li> <li>• Fielded various election questions that arose</li> <li>• Attended Regular Meetings of Council</li> <li>• Reviewing department purchases, as well as facilities maintenance</li> <li>• Preparations for Council meetings</li> <li>• Kept updated on eCompliance program for Health and Safety</li> <li>• Attended monthly Administration Building health and safety meetings (via email during COVID)</li> </ul>

	<ul style="list-style-type: none"><li>• Continued the reviewing other various bylaw, policy and procedure documents for formulation by other departments</li></ul>
 <p>Enhance Sense of Community</p>	<ul style="list-style-type: none"><li>• Site visit to the Curling Club to view the facility upgrades</li><li>• Arranged for the Mayor's attendance at various meetings and celebrations such. This includes staff time, set preparation, technology interface</li><li>• Fielded various department requests from citizens and internal clients</li></ul>







TOWN OF  
**TABER**

## DEPARTMENT REPORT

**DEPARTMENT: Administrative Services**

**(Communications and Projects Coordinator)**

Strategic Plan Alignment	Associated Projects & Tasks
 <p><b>Develop Community &amp; Promote Growth</b></p>	<ul style="list-style-type: none"> <li>Assisted as backup Cemetery Clerk when necessary (this includes preparing burial orders, pre-need contracts, etc.)</li> </ul>
 <p><b>Improve Internal &amp; External Communications</b></p>	<ul style="list-style-type: none"> <li>Carrying out initiatives as outlined in the 2021-2023 Communications Plan</li> <li>Fielded various questions from the public as transferred to communications</li> <li>Submitted Taber Times Ads: regular ads and other various ads as needed</li> <li>Released October Corn Husk Chronicles: special Election edition</li> <li>Drafting November Corn Husk Chronicles</li> <li>Continued to make edits and updates to the Town's website pages to ensure accuracy and relevance</li> <li>Actively increased engagement on social media by posting current events, upcoming programming, new projects, etc.</li> <li>Responded to the public's questions and feedback on our social media accounts, or referred them to appropriate source for info</li> <li>Assisted media and news personnel by fielding questions and scheduling interview requests for Council (Mayor) and Staff</li> <li>Researched best practices for various communications initiatives through the Alberta Municipal Communicators.</li> <li>Maintained log-ins for Alberta Emergency Alerts in order to maintain certification.</li> <li>Working on various design templates for emergency communications preparedness for various scenarios</li> <li>Creating a database of crisis and emergency templates for use in activated EOC situations</li> <li>Edited website to reflect current COVID-19 information to mirror the Province of Alberta and current restrictions. This included assisting Recreation Department with providing communications regarding their facilities and restrictions</li> <li>Coordinated with Departments on their requests for communications (this includes designing materials, writing copy, offering communications advice, and providing training on communications initiatives)</li> </ul>

	<ul style="list-style-type: none"> <li>Assisted with requests for writing for cards, speeches, and other written materials</li> </ul>
 <p>Define &amp; Practice Good Governance</p>	<ul style="list-style-type: none"> <li>Continued regular upkeep with eCompliance as required by health and safety program</li> <li>Continued upkeep with our Employee Recognition Program (includes setting up the email-based program, notifying Directors of staff milestones, ensuring orders are placed in a timely fashion, wrapping gifts, and scheduling presentations of gifts)</li> <li>Attended monthly Administration Building health and safety meetings (via email during COVID)</li> <li>Attended regular Directors meetings and management team meetings</li> <li>Assisting with upkeep of oil and gas leases and rent review notices</li> <li>Provided readiness for potential deployment for Southern Alberta Incident Management Team (only if requested during an emergency in Southern Alberta)</li> <li>Assisting Administrative Services Manager and Returning Officer with elections preparations</li> <li>Designing ads and a number of other communications materials to be used for the 2021 municipal election.</li> <li>Designed ads to bolster elector knowledge and empowering women and diverse citizens in politics for the 2021 election.</li> <li>Responded with availability for Southern Alberta All-Hazards Incident Management Team scheduling in case of being called out to an emergency in an IO function.</li> <li>Made arrangements for translation of letter from the Mayor to accompany 40<sup>th</sup> anniversary gift to Higashiomi</li> </ul>
 <p>Enhance Sense of Community</p>	<ul style="list-style-type: none"> <li>Assisting Recreation Staff with their social media and communications initiatives where requested. Evaluating their processes as per Director of Recreation for future improvements and amalgamation back into the main Town profile.</li> <li>Assisted Mayor with set design and livestream setup for virtual meetings, greets, and awards (involves set creation, videography, and editing).</li> </ul>



## DEPARTMENT REPORT

### Taber Memorial Gardens





Statistics Provided from: September 1, 2021 to September 3, 2021	
SERVICE PROVIDED	STATISTICS
Burials	9
Pre-Planning Purchases	4
Columbarium Transactions	0
Monument Permits	2
Disinter/Reinter	0
Transfer of Burial Rights	0
Public Concerns	3
Grave Searches from the Public	1
Grave Searches from Monument Companies	2
Inquiries from other Municipalities	0



## DEPARTMENT REPORT

September 2021

DEPARTMENT: CAO

Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="318 638 467 741">Develop Community &amp; Promote Growth</p>	<ul data-bbox="634 457 1487 636" style="list-style-type: none"> <li>• Meet &amp; greet with Melody from the Canadian Sugar Beet Producers association</li> <li>• Meet &amp; greet with Zakk Morrison from FCSS</li> <li>• Attended a virtual SouthGrow general meeting</li> <li>• Meeting with MD of Taber CAO</li> </ul>
 <p data-bbox="285 1031 492 1140">Improve Internal &amp; External Communications</p>	<ul data-bbox="634 762 1487 1228" style="list-style-type: none"> <li>• Health and safety orientation</li> <li>• Office orientation (people &amp; places)</li> <li>• Tour of the Town</li> <li>• Learned various software programs and folder navigation (Agenda software, E-compliance, Penny, Questica, SharePoint navigation)</li> <li>• Reviewed all 3 employer/employee agreements in preparation for negotiations</li> <li>• Reviewed TSI study with respect to the organizational re-alignment</li> <li>• Council meeting agenda preparation meetings</li> <li>• Attended various committee, commission and board meetings</li> <li>• Held various discussions with all directors</li> <li>• Held various discussions with some management staff</li> <li>•</li> </ul>
 <p data-bbox="305 1430 464 1539">Define &amp; Practice Good Governance</p>	<ul data-bbox="634 1245 1409 1528" style="list-style-type: none"> <li>• Completed all online security training</li> <li>• Completed all E-compliance policies and procedures readings</li> <li>• Reviewed narratives around operating budgets for 2022</li> <li>• Reviewed and approved various applications, RFD's, bylaws, policies, procedures &amp; COVID processes</li> <li>• Council orientation preparations</li> <li>• Held various discussions and fielded questions with Council Members</li> </ul>
 <p data-bbox="302 1738 464 1848">Enhance Sense of Community</p>	<ul data-bbox="634 1551 1013 1581" style="list-style-type: none"> <li>• Attended a farmer's market</li> </ul>







TOWN OF  
**TABER**

## Department REPORT

September 2021

**DEPARTMENT: Human Resources**

Strategic Plan Alignment	Associated Projects & Tasks
 <p><b>Develop Community &amp; Promote Growth</b></p>	<ul style="list-style-type: none"> <li>• Completed orientation and all appropriate correspondence for Recreation Casual staff as well as Full-Time and casual staff at Taber Police Service</li> <li>• Posted for Payroll and Benefits Administrator</li> <li>• Preparing for Bargaining</li> <li>• Coordinated correspondence/meetings for permanent employees leaving the Town</li> </ul>
 <p><b>Improve Internal &amp; External Communications</b></p>	<ul style="list-style-type: none"> <li>• Assisting departments with eCompliance</li> <li>• Assisting departments with the CUPE contract</li> <li>• Assisting employees with questions regarding benefits &amp; pension</li> <li>• Contacting management staff to advise of outstanding performance evaluations for their staff members</li> <li>• Working to assist departments in Penny (payroll system) through training</li> <li>• Updating HR contact lists to help network with HR professionals within Alberta Town's</li> <li>• Updating orientation process- moving to paperless system</li> <li>• Preparing form letters for HR to use to standardize communication</li> <li>• Creating a master file for approved Job Descriptions to ensure all positions have an updated description</li> </ul>
 <p><b>Define &amp; Practice Good Governance</b></p>	<ul style="list-style-type: none"> <li>• Monitoring Staffing requirements and concerns in relation to COVID-19</li> <li>• Updating Health &amp; Safety Bulletin boards in various departments</li> <li>• Working on the HR &amp; Health and Safety Budgets</li> <li>• Attended Labour Management Meeting</li> <li>• Attended Joint Health &amp; Safety Committee Meeting</li> <li>• H&amp;S Coordinator working to review e-compliance to ensure all staff are set-up properly</li> <li>• Working on beginning stages to create WCB tracking on e-compliance as well as WCB guidelines</li> </ul>
 <p><b>Enhance Sense of Community</b></p>	<ul style="list-style-type: none"> <li>• Working with WCB</li> <li>• Working with Sun Life</li> <li>• Working with AMSC</li> <li>• Assisting employees with their concerns &amp; Questions</li> <li>• Assisted employees with benefits questions</li> <li>• Working on Return to Work for employee's off on Sun Life</li> </ul>











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## DEPARTMENT REPORT

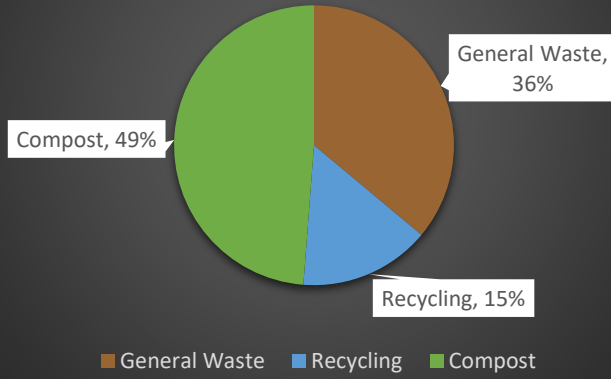
September 2021

DEPARTMENT: Engineering & Public Works

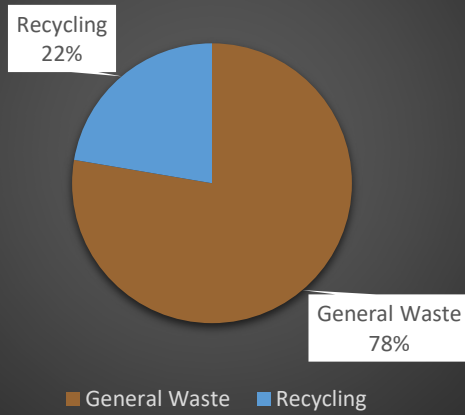
Strategic Plan Alignment	Associated Projects & Tasks
 <p>Develop Community &amp; Promote Growth</p>	<ul style="list-style-type: none"> <li>• Developing an energy baseline 2-year facility power and gas consumption on all major town facilities for modeling.</li> <li>• Collected usage and facility data to benchmark facilities chosen for energy scans, and worked on training with CLEAResults to audit those facilities, did an energy scan for the administration building.</li> <li>• Working on an EnelX Operating reserve program proposal</li> <li>• RETScreen Training for facility consumption and energy efficiency modeling.</li> <li>• Preliminary engineering and design for Wastewater Lagoons Solar System, including grant application process.</li> <li>• Followed up with Terralta regarding council presentation and Civic Centre solar designs.</li> <li>• Energy Associates International proposal for competitive energy market pricing.</li> <li>• West side walking pathway lighting design meetings and review with Fortis Alberta.</li> <li>• Atco Gas meetings for green technology and future projects.</li> <li>• Developing an infrastructure assessment map (roads &amp; sidewalks - on going) Tangible Capital Assets</li> <li>• Completed inspections for the Planning Department.</li> <li>• The Community Centre Parking Lot Rehabilitation is at 98% completion.</li> <li>• The EMS Parking Lot Rehabilitation is completed.</li> <li>• 53 Avenue Water line Upgrades construction is underway and is at 97% completion.</li> <li>• Ran temporary wiring and assisted in set up for the BBQ competition.</li> <li>• Winterized outdoor Public Washrooms.</li> <li>• Set-Up the inflatable Pheasant on the Heritage Inn roof for the Pheasant Festival.</li> </ul>
 <p>Improve Internal &amp; External Communications</p>	<ul style="list-style-type: none"> <li>• Held monthly safety meetings.</li> <li>• Ran new data &amp; phone cables into the Fire Hall for the back-up 911 system.</li> <li>• Received &amp; completed locates of water &amp; sewer lines from Alberta One-Call for residents and businesses.</li> <li>• Received on-line, email and telephone service requests from residents and staff, investigated and completed all work orders pertaining to those requests.</li> <li>• Submitted post to Cornhusk Chronicles regarding the Fall Tree Trimming &amp; leaves collection program.</li> </ul>

	<ul style="list-style-type: none"> <li>Submitted posts to social media regarding road closures and construction projects.</li> </ul>
 <p>Define &amp; Practice Good Governance</p>	<ul style="list-style-type: none"> <li>Dug and filled graves</li> <li>Flushed sanitary sewer pipelines, checked manholes and video inspected to prevent back-ups. Visited the five lift stations throughout Town.</li> <li>Filled Potholes around Town.</li> <li>Poured concrete pad, cored holes through walls and pulled wire for the new generator project at the Taber Police Station.</li> <li>Service all HVAC's, boilers and furnaces for winter readiness.</li> <li>Replaced HVAC at the Waste Water Treatment Plant.</li> <li>As part of the annual AquaFun Center shut down, replaced tiles in women's shower, re-grouted Leisure pool, installed new sand filter tanks, replaced water cool, repaired several lighting issues, and replaced valves as needed.</li> <li>Installed the Combined Heat &amp; Power Generators at the AquaFun Center and had them commissioned.</li> <li>Replaced all expired Fire Extinguishers.</li> <li>Replaced commercial cooler at the Auditorium.</li> <li>Injected rink seal into cooling system at the Arena to prevent possible leaks on ice surfaces.</li> <li>Inspected all elevators.</li> <li>Regular preventative maintenance for all buildings, and completed many work order repair requests at all Town owned buildings.</li> <li>Installed cabinets and sink for the Recreation offices.</li> </ul>
 <p>Enhance Sense of Community</p>	<ul style="list-style-type: none"> <li>Completed the clean-up, drainage correction and creation of a concrete bunker for our scrap metal recycling area at the Transfer Station.</li> <li>Collection of all residential automated cart waste, and commercial/industrial - multi-family waste containers.</li> <li>Co-ordinated the collection of compost, recycling and Styrofoam, both residential &amp; commercial.</li> <li>Maintained the responsible disposal and recycling of all waste materials at the Town of Taber Transfer Station including Paint, Household Hazardous waste, used motor oil, tires, batteries &amp; e-waste materials.</li> <li>Placed and fixed signs around Town.</li> </ul>

### 2021 - Jan -September - Residential Diversion is at 64%



### 2021 - Jan - September - Commercial Diversion









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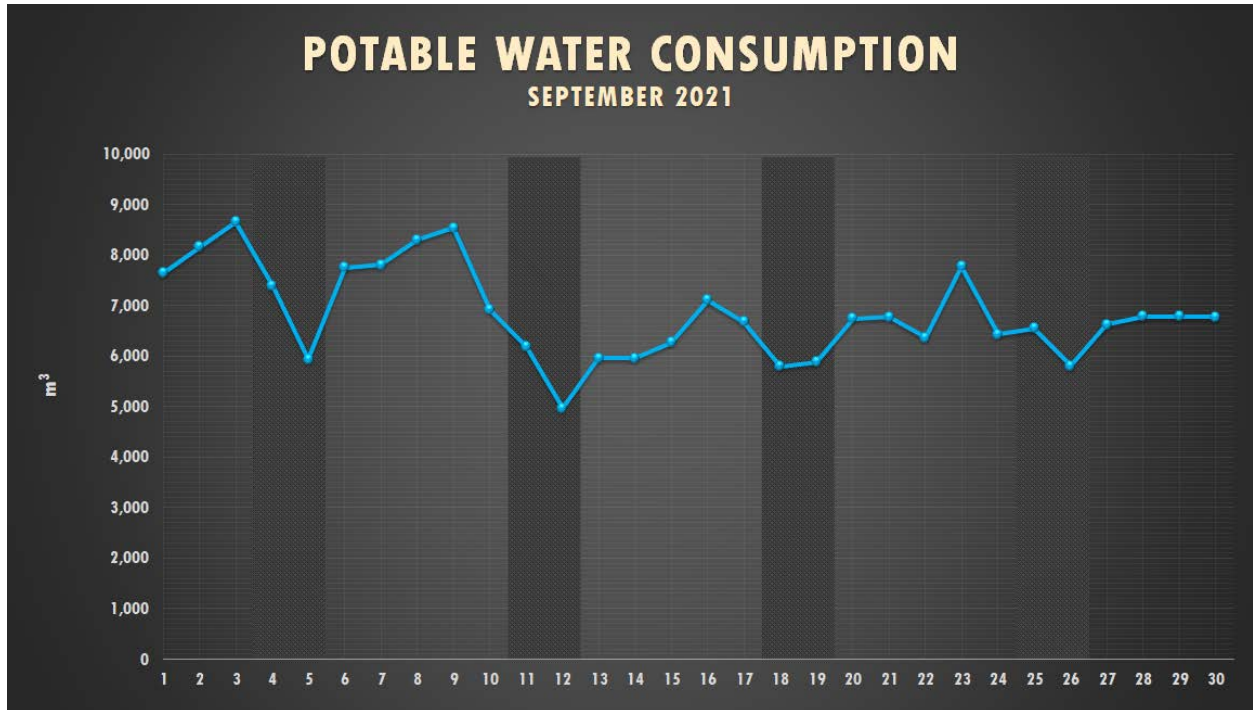
## DEPARTMENT REPORT

September 2021

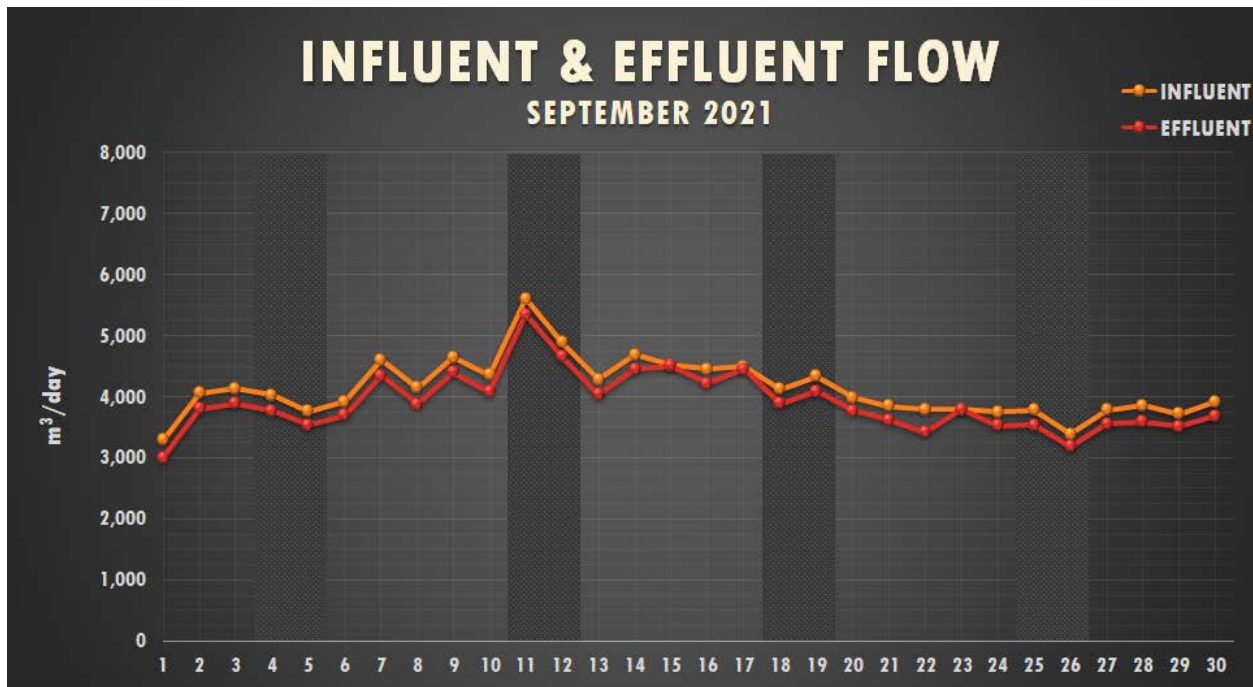
DEPARTMENT: Water & Wastewater Treatment Facilities

Strategic Plan Alignment	Associated Projects & Tasks
 <p>Develop Community &amp; Promote Growth</p>	<ul style="list-style-type: none"> <li>• UV Lighting replacement project at the WWTP is now complete and in full operation</li> <li>• High Lift Pump replacement at the Water Treatment Plant engineering assessment needs to be completed</li> <li>• Operation of Lantic Wastewater Treatment Plant is ongoing</li> <li>• Construction on the CO<sub>2</sub> Injection Project is 65% complete; there have been a couple of issues with the availability of parts due to COVID.</li> <li>• Sludge removal at the lower lagoons is needed MPE Engineering to assist with an assessment of the cost and process.</li> </ul>
 <p>Improve Internal &amp; External Communications</p>	<ul style="list-style-type: none"> <li>• Monthly Safety Meeting</li> <li>• Operations Meetings</li> <li>• Weekly Lantic Operations Meeting</li> <li>• Weekly Lantic Maintenance Meeting</li> <li>• Lantic Boiler and Filtration Upgrade Meetings</li> </ul>
 <p>Define &amp; Practice Good Governance</p>	<ul style="list-style-type: none"> <li>• We strive to minimize our impact on the environment by consistently meeting and exceeding the guidelines set out by Alberta Environment</li> <li>• Monthly site inspections were completed</li> <li>• We are following our Covid-19 Pandemic Emergency Response Plan.</li> </ul>
 <p>Enhance Sense of Community</p>	<ul style="list-style-type: none"> <li>• Submitted Water Saving Tip to Corn Husk Chronicles</li> <li>• Submitted the Town's Wastewater Systems Approval Renewal application to Alberta Environment &amp; Parks, we probably won't receive an approval but an one year extension until AE&amp;P has time to review the application.</li> </ul>

## Potable Water Consumption



## WWTP Influent & Effluent Flow









## DEPARTMENT REPORT

September 2021

DEPARTMENT: Planning & Economic Development

Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="318 1020 459 1121">Develop Community &amp; Promote Growth</p>	<ul style="list-style-type: none"> <li>• Answered a variety of calls from residents and businesses, providing information and guidance on the Land Use Bylaw, Development Permits, Business Licensing, and other miscellaneous requests.</li> <li>• Issued 20 Compliance Certificates in September, and 101 so far in 2021.</li> <li>• Issued 18 Development Permits in September, and 105 so far in 2021.</li> <li>• Issued 4 Portable Sign Permit Renewals in September, and 14 so far in 2021.</li> <li>• Facilitating 3 subdivision applications, all 3 can be endorsed once subdivision conditions have been met. Working with Developers to conduct site inspections and return securities where appropriate.</li> <li>• Issued 7 Business Licenses in September, a mixture of resident licenses, temporary licenses, and home occupations.</li> <li>• Working with Canada’s Premier Food Corridor on new online marketing initiative for the region.</li> <li>• Working with Developer of Westview Neighbourhood Commercial Site in relation to their subdivision and development permit files.</li> <li>• Executed utility right of way document was sent off to Vietnam via courier for execution and should be on route back to Administration soon.</li> <li>• Continued discussions with Community Futures about conducting more Business Promotional Videos.</li> <li>• Ongoing work related to Meadows of Taber construction.</li> <li>• Discussions with several businesses or investors considering locating or growing in Taber.</li> <li>• Potential investor from Government of Alberta Request for Information visited Taber to further discussions with Administration.</li> </ul>
 <p data-bbox="285 1640 488 1745">Improve Internal &amp; External Communications</p>	<ul style="list-style-type: none"> <li>• Continued to maintain presence on LinkedIn and Twitter for Economic Development, posting 2-4 times a week on each platform.</li> <li>• Preparation of RFD’s and attendance at two Council meetings.</li> <li>• Met with new Atco Gas rep to discuss projects and processes in Taber.</li> </ul>





 <p>Define &amp; Practice Good Governance</p>	<ul style="list-style-type: none"> <li>•Facilitated Municipal Planning Commission meeting on the second Monday of the month.</li> <li>•Attended Council Agenda setting meetings and after Council review.</li> <li>•Weekly Taber Times advertising for projects, ensuring meeting MGA advertising requirements.</li> <li>•Ongoing enforcement of Land Use Bylaw infractions on a complaint basis, or as a result of drive-by checks by staff.</li> <li>•Facilitating Development and Building Permit inspections to ensure projects are completed and deposits can be returned where necessary.</li> </ul>
 <p>Enhance Sense of Community</p>	<ul style="list-style-type: none"> <li>•Continuing to plan and coordinate items for the Taber Pheasant Festival.</li> <li>•Team member attended Door to the World planning meeting.</li> <li>•Team member attended BBQ Competition meeting.</li> <li>•Team member attended Cornfest Wrap-up meeting with Taber Chamber.</li> </ul>



## DEPARTMENT REPORT

September 2021

DEPARTMENT: Recreation

Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="318 701 462 800"><b>Develop Community &amp; Promote Growth</b></p>	<ul data-bbox="634 527 1471 709" style="list-style-type: none"> <li>• The Small Ice installation began Sept 20<sup>th</sup></li> <li>• The Football Field was painted and operational and painted all the flag poles and road signs prior to the first game</li> <li>• The last Farmers' Market and Backyard BBQ Competition was held</li> <li>• Due to new COVID-19 regulations and rising cases, processes and programs are all being adjusted when needed.</li> </ul>
 <p data-bbox="285 1001 488 1100"><b>Improve Internal &amp; External Communications</b></p>	<ul data-bbox="634 821 1490 1031" style="list-style-type: none"> <li>• We have T.V.s installed in the Arena, Aquafun, and Auditorium that will broadcast messages/ schedules/ ads. It also gave the lobbies a more modern feel when first walking in</li> <li>• Interviews for pool positions resulting in the hiring of one new cashier and three new casual lifeguards</li> <li>• Staff training held including Standard First Aid Course and WSI</li> <li>• Continuing to communicate with our facility users.</li> </ul>
 <p data-bbox="306 1325 461 1430"><b>Define &amp; Practice Good Governance</b></p>	<ul data-bbox="634 1121 1463 1398" style="list-style-type: none"> <li>• The Arena Parking Lot has seen a drastic reduction in litter from the new cameras and following up with the Taber Police Dept.</li> <li>• Moving all operations to indoors with the exception of Football which runs through to November. This includes preparing all our equipment for storage</li> <li>• Staff completed the Pool Annual Shut Down Sept 7 – 19</li> <li>• Held all safety required staff meetings and inspections</li> <li>• CHP Project install began</li> <li>• Due to new restrictions, the pool and arena are now operating with the REP Program in place and the pool is noticing it is a bit slower than normal.</li> </ul>
 <p data-bbox="302 1661 461 1766"><b>Enhance Sense of Community</b></p>	<ul data-bbox="634 1463 1490 1703" style="list-style-type: none"> <li>• We replaced our biggest mulch bed in town with decorative rock</li> <li>• We are continuing to work with Communities in Bloom as their season is coming to an end</li> <li>• The upcoming Gord Bamford Concert (originally scheduled for Oct 23rd) has been postponed to March 19, 2022</li> <li>• Preparation for our Community Halloween Party to be held on October 31st is in full swing and we are looking for support and volunteers from the community</li> </ul>









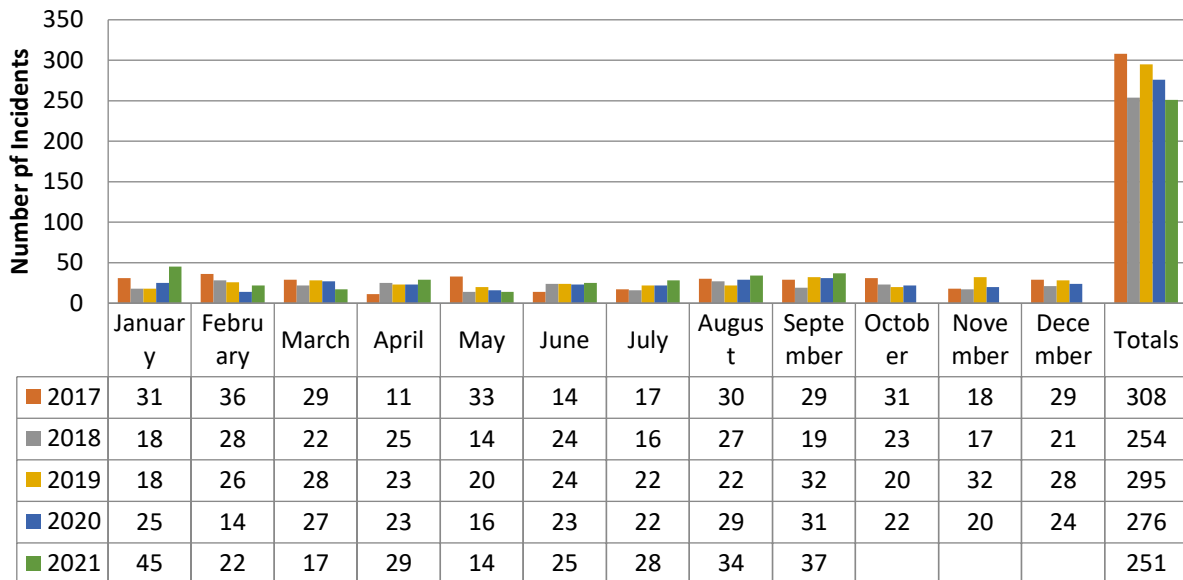
# FIRE DEPARTMENT REPORT

September 2021

DEPARTMENT: FIRE DEPARTMENT

Strategic Plan Alignment	Associated Projects & Tasks
 <p>Develop Community &amp; Promote Growth</p>	<ul style="list-style-type: none"> <li>• <b>Continued</b> Fire Chief Worked with the Alberta fire Chief Association building the Provincial Tool box standardizing the fire service in Alberta, this term is 2020-2022 with monthly meetings held online.</li> <li>• The Taber Fire Department continues inspections on Tank Storage systems and continues to work with ASCA finishing in November 2021.</li> <li>• Started working on the Alberta Fire Training Conference for the fall of 2022</li> </ul>
 <p>Improve Internal &amp; External Communications</p>	<ul style="list-style-type: none"> <li>• Continues to work with Provincial Medical First Responder Training Committee on COVID 19 Provincial response.</li> <li>• Continue to Post on Facebook, keeping the community involved</li> <li>• Working as the DEM as part of the EOC agency for the Corn Fest operations.</li> <li>• Promotion of Fire Prevention Officer Steve Swarbrick.</li> </ul>
 <p>Define &amp; Practice Good Governance</p>	<p><b>Fire Training:</b></p> <p>This time indicates the training of the Fire Department in the month.</p> <ul style="list-style-type: none"> <li>• Past month <b>229</b> hours of firefighter training.</li> <li>• Past 12 months <b>4372</b>.hours of online and Face-to-Face firefighter training.</li> <li>• Assistant fire Chief Hired Amy West, Started September 13, 2021</li> </ul> <p><b>Fire Prevention:</b></p> <ul style="list-style-type: none"> <li>• Fire inspections <b>8</b></li> <li>• Smoke alarm installation <b>4 exchanges</b></li> <li>• Fire investigations <b>2</b></li> <li>• Flammable Liquid Storage Tank inspections: <b>2</b></li> </ul>
 <p>Enhance Sense of Community</p>	<ul style="list-style-type: none"> <li>• <b>1880</b> hours volunteer service over the last 12 months outside of training and call responses.</li> <li>• <b>5</b> members volunteered for Rodeo Standby for <b>44</b> hrs</li> </ul>

## Comparison of year by month with totals 2017-2021



Year to date LAST year; 210 calls. Total Calls for **September - 37**. Year to date THIS year; **251** calls

Total call volume over the last 4 years: **1154** Calls

### CALLS BY TYPE



Structure Fire – 2	Public Assist – 10	MVC – 3
Rubbish/Grass Fire – 0	Hazmat – 0	Alarm Call – 11
MFR – 11	Mutual Aid – 0	Vehicle Fire – 0



# DEPARTMENT REPORT

September 2021

DEPARTMENT: Finance

Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="282 638 488 743">Improve Internal &amp; External Communications</p>	<ul data-bbox="630 457 1187 590" style="list-style-type: none"> <li>• Upgrade multiple systems and firmware.</li> <li>• Continue the Annual Computer Replacement.</li> <li>• Upgrade Dynamics GP</li> <li>•</li> </ul>
 <p data-bbox="305 1031 461 1142">Define &amp; Practice Good Governance</p>	<ul data-bbox="630 760 1487 1192" style="list-style-type: none"> <li>• Complete the IT KPI Report.</li> <li>• Renew multiple licenses and subscriptions.</li> <li>• Conduct External Security Test</li> <li>• Contract(s) Administration</li> <li>• COVID-19 Procurement Support</li> <li>• Daily Procurement Activities</li> <li>• Election Procurement Support</li> <li>• Administration Refurbish Procurement Support</li> <li>• Gateway Signage RFP - Issued, Site Meeting, Addendum &amp; Evaluation</li> <li>• 2022 Capital Project Preparation</li> <li>• Final Operating Budget presentation to Council for approval</li> <li>• Daily Finance Activities</li> </ul>

## Council Request for Decision

**Meeting Date: October 25, 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.



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**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:** \_\_\_\_\_

<b>Council Date</b>	<b>Resolution #</b>	<b>Resolution</b>	<b>Assigned To</b>	<b>Completed?</b>	<b>Request Return To Council by?</b>
Sept 13, 2021	403/2021	MOVED by Councillor Brewin that Council directs Administration to investigate options and possibilities to address the paving stones Main Street, and where ever else they are used, to be replaced by coloured cement or other options, and to bring back for Council's further consideration.	Public Works	<i>In Progress</i>	Not Stated

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