

AGENDA

REGULAR MEETING OF THE COUNCIL OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, DECEMBER 19, 2022 AT 3:30 PM.

	<u>MOTION</u>
1. CALL TO ORDER	
2. ADOPTION OF THE AGENDA	X
3. PUBLIC HEARINGS	
4. ADOPTION OF THE MINUTES	
ITEM No.4.1 Minutes of Regular Meeting of Council: November 28, 2022	X
5. BUSINESS ARISING FROM THE MINUTES	
6. BYLAWS	
7. ACTION ITEMS	
ITEM No.7.1 Public Auction Reserve Bid and Conditions of Sale	X
ITEM No.7.2 TCAPS - Request for Event Waiver	X
ITEM No.7.3 Local Long Table Dinner Sponsorship Request	X
ITEM No.7.4 Heat Exchanger for the Aquafun Centre	X
ITEM No.7.5 Proposed Policy Renewal: Media Relations Policy ADM-11	X
ITEM No.7.6 Recreation Community Grant Program Policy Renewal (PS-REC-4)	X
ITEM No.7.7 Recreation Community & Recreation Volunteerism Policy Renewal (PS-REC-7)	X
ITEM No.7.8 Recreation Aquatic Supervision Policy Renewal (PS-REC-11)	X
ITEM No.7.9 Conclusion of Appointment: Recreation Board and Arts & Heritage Committee	X
ITEM No.7.10 2023 Operating Budget	X
ITEM No.7.11 Standing Item - Council Requests	
ITEM No.7.12 Department Reports	
ITEM No.7.13 Mayor and Councillor Reports (Verbal)	
8. DELEGATIONS	
9. MEDIA INQUIRIES	



10. CLOSED SESSION

- ITEM No.10.1 Board Appointment: Arts and Heritage Committee
Closed Session to prevent disclosure of applicant personal information that is evaluative for the purpose of determining the applicant's suitability, in accordance with Section 19(1) of the Freedom of Information and Protection of Privacy Act.
- ITEM No.10.2 Board Appointment: Recreation Board
Closed Session to prevent disclosure of applicant personal information that is evaluative for the purpose of determining the applicant's suitability, in accordance with Section 19(1) of the Freedom of Information and Protection of Privacy Act.
- ITEM No.10.3 Proposed Lease Agreement Renewal: Taber and District Museum Society
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 Advice from officials: Section 24(1) of the Freedom of Information and Protection of Privacy Act (FOIPP).
- ITEM No.10.4 Land Sale Offer
Council takes the meeting into Closed Session to prevent disclosure of third party business information, in accordance with Section 16(1) of the Freedom of Information and Protection of Privacy Act; (a)(ii) to prevent the disclosure of commercial, financial, and technical information of a third party, (b) the information was supplied in confidence, and (c) disclosure could reasonably be expected to harm significantly the negotiating position of the third party.
- ITEM No.10.5 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.

11. OPEN SESSION

X

12. CLOSE OF MEETING

X



Council Request for Decision

Meeting Date: December 19, 2022

Subject:

Minutes of Regular Meeting of Council: November 28, 2022

Recommendation:

Council adopts the minutes of the Regular Meeting of Council held on November 28, 2022, 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 November 28, 2022, as amended.

Attachment(s): Draft Minutes

APPROVALS:

Originated By:
Kerry Van Ham

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, NOVEMBER 28, 2022, AT 3:30 PM.

Mayor

Andrew Prokop

Councillors

Garth Bekkering

Jack Brewin

Carly Firth

Monica McLean

Alf Rudd

Chief Administrative Officer

Derrin Thibault

Staff

Chris Eagan

Jordan Florchinger

Blake Hranac

Steve Munshaw

John Orwa

Gary Scherer

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 noted the deletion of Delegation Agenda Item 8.4) Scotiabank Presentation.

ADOPTION OF THE AGENDA – CONT'D

RES. 373/2022

MOVED by Councillor Brewin that Council adopts the Agenda, as amended, to reflect the deletion of Delegation Agenda Item 7.4) Scotiabank Presentation.

CARRIED UNANIMOUSLY

PUBLIC HEARINGS

None.

ADOPTION OF THE MINUTES

1) Minutes of Regular Meeting of Council: November 14, 2022

RES. 374/2022

MOVED by Councillor Firth that Council adopts the minutes of the Regular Meeting of Council held on November 14, 2022, as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

None.

BYLAWS

1) Proposed Fee Bylaw 18-2022

J. Orwa, Chief Financial Officer, reviewed the final amendments incorporated into proposed Fee Bylaw 18-2022.

RES. 375/2022

MOVED by Councillor McLean that Council gives Third Reading to Fee Bylaw 18-2022.

CARRIED UNANIMOUSLY

326/2022

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11/28/2022

BYLAWS – CONT'D

2) Proposed Business License Bylaw 19-2022

RES. 376/2022 MOVED by Councillor Rudd that Council gives Second Reading to Business License Bylaw 19-2022.

CARRIED UNANIMOUSLY

RES. 377/2022 MOVED by Councillor Firth that Council gives Third and Final Reading to Business License Bylaw 19-2022.

CARRIED UNANIMOUSLY

ACTION ITEMS

1) Energy Manager of the Year Award

D. Thibault, Chief Administrative Officer, stated that on October 26th, the Municipal Climate Change and Action Centre presented the Town's Municipal Energy Manager Blake Hranac with their 2022 Municipal Energy Manager of the Year Award.

RES. 378/2022 MOVED by Councillor Bekkering that Council congratulates Mr. Blake Hranac on his Municipal Energy Manager of the Year Award and thanks him for his contributions to the Town's Engineering and Public Works Team.

CARRIED UNANIMOUSLY

2) Alberta Community Partnership Grant Application - Regional Wastewater Masterplan

G. Scherer, Director of Engineering and Public Works, reviewed the proposed grant application process and funding opportunity.

ACTION ITEMS – CONT'D

2) Alberta Community Partnership Grant Application - Regional Wastewater Masterplan – Cont'd

RES. 379/2022

MOVED by Councillor Brewin that Council of the Town of Taber supports the submission of the 2022/23 Alberta Community Partnership grant application in support of the Regional Wastewater Master Plan project and is prepared to manage the grant project and related compliance requirements.

CARRIED UNANIMOUSLY

3) Alberta Community Partnership Grant Application - Regional Water Treatment Facility Study

D. Thibault reviewed the proposed grant application process and funding opportunity.

RES. 380/2022

MOVED by Councillor Firth that Council of the Town of Taber supports the submission of the 2022/23 Alberta Community Partnership grant application in support of a Regional Water Treatment Facility Study and allows the MD of Taber to manage the grant project and related compliance requirements.

CARRIED UNANIMOUSLY

4) 2 Billion Tree Grant

C. Eagan, Director of Planning and Community Services stated that funding of the Town's cash commitment of the 2BT grant will require approval to postpone the execution of the campground expansion and rescind approval of funding for that project, and approve the assignment of \$126,500 of Capital Reserves for the West Trail Extension/Trout Pond Project to the 2BT Project.

Council discussed the parameters and funding of the program.

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ACTION ITEMS – CONT'D

4) 2 Billion Tree Grant – Cont'd

RES. 381/2022 MOVED by Councillor McLean that Council approves the defunding of the Trout Pond Campground Expansion Project.

CARRIED UNANIMOUSLY

RES. 382/2022 MOVED by Councillor Rudd that Council approves the use of \$126,500 of the West Trail Expansion funds (Capital Reserves) to meet the Town's funding commitment for the 2 Billion Tree Program grant.

CARRIED UNANIMOUSLY

5) Proposed Renewal: Signing or Authorization of Municipal Documents ADM-10

D. Thibault presented the proposed renewal of the Policy related to the 3-year review cycle.

RES. 383/2022 MOVED by Councillor McLean that Council adopts the Signing or Authorization of Municipal Documents ADM-10, as presented.

CARRIED UNANIMOUSLY

6) Proposed Land Sale Policy ECON-1

D. Thibault presented the proposed renewal of the Policy related to the 3-year review cycle.

RES. 384/2022 MOVED by Councillor Firth that Council authorizes the Proposed Land Sale Policy ECON-1, as presented.

CARRIED UNANIMOUSLY

ACTION ITEMS – CONT'D

7) 3rd Quarter Financial Statements

Council reviewed the year-to-date unaudited financial statements for the nine months ending September 30, 2022.

No motion was made at this time.

8) Information for Council

D. Thibault presented the information related to RES. 290/2022 from the Standing Item List in which Council requested that Administration investigate the stormwater capabilities of 53 Street and 64 Avenue in that neighbourhood, and Administration can report back on that.

No motion was made at this time.

9) Standing Item - Council Requests

MOVED by Councillor Firth that Council directs Administration to investigate increased accessibility options for the Civic Centre Auditorium as well as grant funding for example; signage for a back ramp, elevator ramp, near the front doors, etc.

Councillor Rudd requested an amendment to the motion to include on the sign how to contact the caretaker when events are taking place.

Councillor Firth accepted the amendment.

ACTION ITEMS – CONT'D

9) Standing Item - Council Requests – Cont'd

RES. 385/2022

MOVED by Councillor Firth that Council directs Administration to investigate increased accessibility options for the Civic Centre Auditorium as well as grant funding for example; signage for a back ramp, elevator ramp, near the front doors, etc.; and,

Administration includes a sign with how to contact the caretaker for assistance when events are taking place.

CARRIED UNANIMOUSLY

Council discussed concerns related to garbage carts in back alleys not being picked up by residents within time limits, the restricting of the ability of the Handibus to go down back alleys because of the left-out carts, and enforcement of the existing Bylaw.

RES. 386/2022

MOVED by Councillor Bekkering that Council directs Administration investigate the feasibility of front pick up of all carts and public involvement regarding the wishes.

CARRIED

10) Department Reports

Council reviewed the Department Reports.

RES. 387/2022

MOVED by Councillor Rudd that Council provides a letter of support in effort to access grant funding for the secondary clarifier.

CARRIED UNANIMOUSLY

ACTION ITEMS – CONT'D

11) Mayor and Councillor Reports (Verbal)

Mayor and Council provided their verbal reports.

Council made no motion at this time.

RES. 388/2022 MOVED by Councillor Bekkering that Council recesses until the Delegation portion of the Agenda at 5:00 PM.

CARRIED UNANIMOUSLY AT 4:30 PM

Council reconvened the meeting at 5:05 PM.

DELEGATIONS

1) 2022 Long Service Volunteer Presentations

Mayor Prokop and Council presented a Long Service Recognition Award to Darcy Firth to recognize his service on the Recreation Board. It was noted that other Long Service Recognition volunteers were unable to attend this meeting.

RES. 389/2022 MOVED by Councillor Firth that Council thanks the 2022 Long Service Volunteers for their dedication and volunteerism with the Town's various boards, commissions, and committees.

CARRIED UNANIMOUSLY

2) Delegation: Taber Titans Charity

Mr. Taylor Gouw, Chair, representing Taber Titans Charity presented the group's request for a waiver of booking fees for the large ice and auditorium for their three-day tournament. The tournament is scheduled to run January 20-22, 2023, and at this time the cost of the entire booking is \$6,071.36 (Including GST).

DELEGATIONS – CONT'D

2) Delegation: Taber Titans Charity – Cont'd

MOVED by Councillor Brewin that Council approves a waiver in the amount of \$6071.36 to the Taber Titans Charity Group.

Councillor Firth requested an amendment to specify funds to come from the Community Grant program.

Councillor Brewin accepted the amendment.

RES. 390/2022

MOVED by Councillor Brewin that Council approves a waiver in the amount of \$6071.36 to the Taber Titans Charity Group, with the funds to come from the Community Grant Program.

CARRIED UNANIMOUSLY

3) Delegation: Taber Cowboy Poetry & Western Music Gathering

Mr. David Woodruff, Chair, representing Taber Cowboy Poetry presented the request for a waiver of booking fees for the auditorium and meeting room. The organizing group for this Cowboy Poetry event had applied to the Community Grant Program for a 2023 facility waiver, and was reviewed at the Recreation Board Meeting on November 3, 2022. It was noted that the 2023 rental has not yet been booked, as the group is waiting on the decision for the waiver request, however the two day auditorium with a one day meeting room rental would equal \$1,297.00.

RES. 391/2022

MOVED by Councillor Firth that Council approves the waiver in the amount of \$1,297.00 with the funds to come from Council Discretionary Fund.

CARRIED UNANIMOUSLY

DELEGATIONS – CONT'D

4) Scotiabank Presentation

This Agenda Item was deleted with the Adoption of the Agenda.

MEDIA INQUIRIES

None.

RES. 392/2022

MOVED by Councillor Bekkering that Council moves to Closed Session to prevent disclosure of:

- Applicant personal information that is evaluative for the purpose of determining the applicant's suitability, in accordance with Section 19(1): Confidential evaluations;
- 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 24(1): Advice from officials; and,
- Plans related to the management of personnel or the administration of a public body that have not yet been implemented, in accordance with Section 24(1): Advice from officials, of the *Freedom of Information and Protection of Privacy Act (FOIPP)*.

CARRIED UNANIMOUSLY AT 5:41 PM

CLOSED SESSION

- 1) Board Appointment: Taber Municipal Library Board Closed Session to prevent disclosure of applicant personal information that is evaluative for the purpose of determining the applicant's suitability, in accordance with Section 19(1) of the *Freedom of Information and Protection of Privacy Act (FOIPP)*.**

Pursuant to Section 197(6) of the *Municipal Government Act*, there was the following members of Administration in attendance for Agenda Item 10.1) Board Appointment: Taber Municipal Library Board; D. Thibault, Chief Administrative Officer, J. Orwa, Chief Financial Officer, and K. Van Ham, Administrative Services Manager.

- 2) Board Appointment: Taber Municipal Police Commission Closed Session to prevent disclosure of applicant personal information that is evaluative for the purpose of determining the applicant's suitability, in accordance with Section 19(1) of the *Freedom of Information and Protection of Privacy Act (FOIPP)*.**

Pursuant to Section 197(6) of the *Municipal Government Act*, there was the following members of Administration in attendance for Agenda Item 10.2) Board Appointment: Taber Municipal Police Commission; D. Thibault, Chief Administrative Officer, J. Orwa, Chief Financial Officer, and K. Van Ham, Administrative Services Manager.

- 3) Proposed Lease Agreement Renewal: Royal Canadian Legion 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 Advice from officials: Section 24(1) of the *Freedom of Information and Protection of Privacy Act (FOIPP)*.**

Pursuant to Section 197(6) of the *Municipal Government Act*, there was the following members of Administration in attendance for Agenda Item 10.3) Proposed Lease Agreement Renewal: Royal Canadian Legion; D. Thibault, Chief Administrative Officer, J. Orwa, Chief Financial Officer, and K. Van Ham, Administrative Services Manager.

CLOSED SESSION – CONT'D

- 4) **Delegation: The Meadows Development Progress Report Closed Session to prevent disclosure of plans relating to the management of personnel or the administration of a public body that have not yet been implemented, in accordance with Section 24(1) of the *Freedom of Information and Protection of Privacy Act (FOIPP)*.**

Pursuant to Section 197(6) of the *Municipal Government Act*, there was the following members of Administration in attendance for Agenda Item 10.4) Delegation: The Meadows Development Progress Report; D. Bergen and B. Goode of Douglas J. Bergen & Associates, D. Thibault, Chief Administrative Officer, J. Orwa, Chief Financial Officer, and C. Eagan, Director of Planning and Community Services.

- 5) **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 (FOIPP)*.**

Pursuant to Section 197(6) of the *Municipal Government Act*, there was the following members of Administration in attendance for Agenda Item 10.5) Discussion with Council; D. Thibault, Chief Administrative Officer, and J. Orwa, Chief Financial Officer.

OPEN SESSION

RES. 393/2022

MOVED by Councillor Rudd that Council reconvenes into Open Session.

CARRIED UNANIMOUSLY AT 8:17 PM

RES. 394/2022

MOVED by Councillor Bekkering that Council appoints Joe Strojwas to the Taber Municipal Library Board for a three (3) year term starting January 1, 2023, expiring December 31, 2025.

CARRIED UNANIMOUSLY

336/2022

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11/28/2022

OPEN SESSION – CONT'D

RES. 395/2022

MOVED by Councillor Rudd that Council appoints John MacDonald to the Taber Municipal Police Commission for a two (2) year term starting January 1, 2023, and expiring December 31, 2024.

CARRIED UNANIMOUSLY

RES. 396/2022

MOVED by Councillor McLean that Council authorizes the lease renewal with the Royal Canadian Legion, Branch #20, for the lands legally described as Lot 1-MR, Block 3, Plan 921 0703, property commonly referred to as the Legion Park and Legion Youth Centre, located at 7201 50 Street Taber, AB, containing a total of 9.81 acres, for a term to expire December 31, 2030.

CARRIED UNANIMOUSLY

CLOSE OF MEETING

RES. 397/2022

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

CARRIED UNANIMOUSLY AT 8:19 PM

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Council Request for Decision

Meeting Date: December 19, 2022

Subject:

Public Auction Reserve Bid and Conditions of Sale

Recommendation:

That Council approves the following conditions pertaining to the February 13, 2023 public auction tax recovery sale of property tax accounts 4356255, 4853060, 5052250, 5142150, 5648280, 6055210 and 6248130:

1. Attached values for each roll number to be set as the reserve bid (these being the values as provided by Lethbridge Property Appraisal Inc.); and
2. Terms of the sale are 10% cash deposit, balance within forty-five (45) working days.

Background:

Due to delinquent property taxes, tax accounts 4356255, 4853060, 5052250, 5142150, 5648280, 6055210 and 6248130 are now scheduled to proceed to the next step of the Tax Recovery Process, tax sale by public auction as per section 418(1) of the MGA.

Legislation / Authority:

MGA Section 418 & 419

Strategic Plan Alignment:

Define and Practice Good Governance

Financial Implication:

Any costs incurred as part of the tax recovery process are added to the tax accounts and are recovered through the sale of the property, if the property is not sold, the Town may become the owner of the property.

Service Level / Staff Resource Implication:

Service level will remain the same



Justification:

As per MGA section 419 "Council must set

1. For each parcel of land to be offered for sale at a public auction, a reserve bid that is as close as reasonably possible to the market value of the parcel, and
2. Any conditions that apply to the sale".

Alternative(s):

That council approves the recommended assessed values for each roll number (these being the values as provided by Lethbridge Property Appraisal Inc.) as the reserve bid and approves the amended terms of the sale.

Attachment(s): Reserve Bids - Current Market Value

APPROVALS:

Originated By: John Orwa

Chief Administrative Officer (CAO) or Designate: _____

2023 Tax Sale Properties

Values provided by Lethbridge Property Appraisal Inc.

<u>Roll Number</u>	<u>Assessment Classification</u>	<u>Reserve Bid (Current Market Value)</u>
4356255	Residential	\$ 285,000
5142150	Residential	\$ 470,000
5648280	Residential	\$ 270,000
6055210	Residential	\$ 420,000
6248130	Residential	\$ 85,000
4853060	Non-Residential	\$ 100,000
5052250	Non-Residential	\$ 220,000

Council Request for Decision

Meeting Date: December 19, 2022

Subject:

TCAPS - Request for Event Waiver

Recommendation:

Council discussion is requested.

Background:

Taber Community Action and Prevention Society (TCAPS) has been hosting fundraisers at the Community Centre annually and have applied for facility waivers through the Community Grant Program dating back to 2013, with the exception of 2021 when no application was made due to COVID. They were successful every year with their applications. The organization's application for a 2023 facility waiver has missed the October 15th deadline for the Community Grant Program. The attached letter addressed to Mayor and Council was received on December 1, 2022 asking for a facility waiver for their 2023 fundraiser to be held on March 17-19, 2023 in the amount of \$794.60.

To date, \$23,767.82 (incl. GST) of the Community Grant Program's \$25,000.00 has been awarded with \$1,232.18 remaining.

Legislation / Authority:

MGA, Section 3

Strategic Plan Alignment:

Define & Practice Good Governance

Financial Implication:

The entire waiver request is \$794.60.

Service Level / Staff Resource Implication:

The impact for Service would be the usual staff time to flood, clean (before and after) the event as well as assist with the renter's needs during the event, which could then also be an in-kind donation if the waiver was granted.

Justification:

This TCAPS organization requested their facility waiver to go to the Mayor and Council for their consideration.



Alternative(s):

1. Council could approve a facility waiver for the TCAPS, in the amount of _____(fill in amount) with the funds to come from the Community Grant Program.
2. Council could accept the TCAPS Waiver Request Agenda Item for information.
3. Council could request more information to be brought back.

Attachment(s): TCAPS - Letter to Mayor and Council - Dec 1, 2022
TCAPS Community Grant Application

APPROVALS:

Originated By:
Chris Eagan

Chief Administrative Officer (CAO) or Designate: _____



Taber Community Action and Prevention Society (TCAPS)

5700 – 50th Ave, Taber, AB T1G 2H7
Phone: 403-223-8991 Fax: 403-223-5540

Chair: Chair.tcaps@gmail.com
Secretary: tcapssecretary@gmail.com

December 1, 2022

The Worshipful Mayor of Taber
A - 4900 50 St.
Taber, Alberta

Re: Waiver Request – Auditorium

Mr. Mayor Prokop and Town Council members,

Please accept this letter in application for a waiver of the auditorium and kitchen fee in the amount of \$794.60. We understand that the deadline for the fee application was October. The last fundraiser we had was in 2020 and we understood we had a yearly standing waiver, but we were wrong.

The Taber Community Action and Prevention Society (TCAPS) is a long-standing grassroots organization that has helped support Taber and area for over 30 years. Our Society currently governs the Horizon Victim Services Board, the Bags of Love Program, the Crisis Fund and TCAD. This year we have partnered with the newly formed Star on 54th Society to put on a Steak and Shrimp night, in a St. Paddy's Day Theme on March 18, 2023. The money raised goes back into the community and we would appreciate your support by waiving the fee for this year's event.

We expect that we will need to decorate on the afternoon of 17th and morning of the 18th, and then clean up on the morning of the 19th.

We also promise to get back on track with submitting a timely application next year.

We have already booked the venue. We thank you for considering our request.

Respectfully,

A handwritten signature in blue ink that reads "Wendy Noble".

Wendy Noble
Vice-Chair
TCAPS



Town of Taber

COMMUNITY GRANT APPLICATION FORM

Is this project (please check one)

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

NAME OF PROJECT/PROGRAM/EVENT BEING APPLIED FOR:

DATE:

ORGANIZATION CONTACT INFORMATION

Name of Organization:	Taber Community Action & Prevention society (TCAPS)
Mailing Address:	5700 50 Av. Taber AB T1G 2H7
Phone Number:	403-308-8699
Website/E-mail	chair.tcaps@gmail.com
Incorporation Number (Societies Act)	506467083

PRIMARY CONTACT FOR THIS GRANT APPLICATION

Name and Title:	Wendy Noble - Vice President
Phone Number:	403-308-8699
E-mail:	wnoble1962@gmail.com

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

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

1. PROJECT INFORMATION:

Project for which funding is being requested:	St. Paddy's Fundraiser
Date of function: Specify setup/takedown	March 18, 2023
Projected completion date:	March 19, 2023
Category: (check one)	<input type="checkbox"/> Culture <input type="checkbox"/> Facilities <input type="checkbox"/> Recreation – Aquafun Centre <input type="checkbox"/> Recreation – Sportsfields <input checked="" type="checkbox"/> Recreation – Auditorium <input type="checkbox"/> Special Activities

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

Taber Community Action and Prevention Society financially supports several social programs, organizations, events and special projects in Taber and area. (Victim Services, Crisis Fund, TCAD - Taber Coalition for Action & Drug Awareness, Bags of Love). Most recently we gave Track 77 a \$10,000 donation.

For this event we are partnering with Star of 54th as a way to help them raise money in the development of their Art and Youth Centre. Proceeds will be divided equally between TCAPS and Star on 54th.

The event will consist of a Steak and Shrimp meal followed by live entertainment. There will be a silent auction, a raffle and an online 50/50.

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

The majority that will benefit from this event will be the youth of this community and surrounding area. As TCAPS supports other projects and organizations, the other demographics will also benefit.

The event is open only to those aged 18+ as alcohol will be on the premises. It is open to those 18+ who purchase tickets.

Number of Taber residents who will benefit from this project:

The number of residents who will benefit is undeterminable as the money goes to many different projects and organizations who serve the whole community.

Volunteer Participation:

a) Number of volunteers involved:
40-50

b) In what roles/activities will they be involved:
Bartenders, Food Committee, Food servers, Table Bussers, Waiters/Waitresses, Decorating, Set up, Clean up, Silent Auction, Kitchen Crew Cleanup

Community: How will the Community learn about the project?

The community will learn about the project by word of mouth, advertising signs, newspaper and social media outlets

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

Success will be measured by the number inf attendance and the amount of money that is raised.

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

Recognition will be given in the event program and also on our facebook page. The MC will also provide acknowledgement during the event itself and it will also be recognized in the thank you that will go out in the newspaper afterwards.

Other Comments?

List of other organizations supporting this Project/Other funding sources

this information has not been provided. As we are late in getting this together, we are in the process of approaching other organizations to help support.

We will be contacting local businesses to provide support for the silent auction.

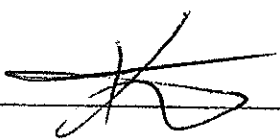
2. FINANCIAL INFORMATION:

<p>Grant/waiver amount requested:</p>	<p>\$794.60</p>
<p>Grant/waiver amount requested represents what % of total budget:</p>	<p>5%</p>
<p>Have you received previous funding/waivers from the Town of Taber in past years? If so, please elaborate the purpose and the total grant/waiver amount received:</p>	<p>Yes we have received previous waivers from the Town of Taber in the past. Our last fundraiser which was held in 2020 where we partnered with Lost Paws, received a waiver. Prior to that waivers have been received for the TCAD Wellness Walks and the Ladies Night Out Fundraisers that took place prior to 2020</p>
<p>If your request is not fully funded by Council, can you complete your project/event:</p>	<p>yes</p>

Please attach a detailed budget of the event including itemized revenue/expenses (if not applicable, please explain the reason on the box below).

attached at end with the other required documents.

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



Ken Holst

Signature of President/Treasurer

Name (please print)

403 894 4824

Dec 8, 2022

Phone Number

Date

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

If you or your organization has any questions regarding the Town of Taber, Grant Policy, this application, or the application process, please contact the Director of Recreation at (403) 382-9521 or direct (403) 223- 6019. Completed applications, with all required documents, can be submitted to the Director of Recreation:

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

* * * * *

TCAPS 2022-2023 Directors

Last Name	First Name	Position	Phone #
Holst	Ken	President	403-894-4824
Noble	Wendy	Vice-President	403-308-8699
Warkentin	Bruce	Treasurer	403-393-5517
Miller	Tenille	Secretary	403-330-6876
Franke	Denise	Past President	403-795-5011
McPhee	Alana	Director	403-331-4694
Paradee	Joan	Director	403-223-3990
Abela	Graham	Director	403-315-3684
Miller	Angela	Director	403-634-9767
Meggison	Katharina	Director	
Wiebe	Naomi	Director	
Weaver	Kaitlynn	Director	403-795-4627

Taber Community Action and Prevention Society (TCAPS)
Compiled Financial Information
For the year ended December 31, 2021

Taber Community Action and Prevention Society (TCAPS) Balance Sheet

As at December 31, 2021

	2017	2018	2019	2020	2021
Assets					
Cash					
TCAPS	22,395	26,242	23,709	34,135	38,134
Casino	28,578	26,088	3,095	3,095	27,532
Horizons Victim Services	41,869	50,122	55,191	61,645	56,749
	92,842	102,452	81,995	98,875	122,415
Equity					
Restricted Funds					
Victims Crisis Fund	8,470	5,925	3,391	9,053	7,938
Bags of Love	2,326	2,103	2,103	2,103	1,880
	10,796	8,028	5,494	11,156	9,818
TCAPS General	11,599	18,214	18,215	22,979	28,316
Casino	28,578	26,088	3,095	3,095	27,532
Horizons Victim Services	41,869	50,122	55,191	61,645	56,749
	70,447	76,210	58,286	64,740	84,281
	92,842	102,452	81,995	98,875	122,415

Approved on behalf of Management

e-Signed by Graham Abela
2022-06-21 12:43:28:28 MDT

e-Signed by Ken Holst
2022-06-21 13:14:33:33 MDT

Taber Community Action and Prevention Society (TCAPS)
Statement of Earnings (Loss) and Retained Earnings

For the year ended December 31, 2021

	2017	2018	2019	2020	2021
Revenue					
Horizons Victim Services					
Victims of Crime Fund	61,413	84,400	110,050	113,730	103,256
Other	851	137	47	3,735	74
Other	2,073	2,975	880	4,345	5,466
AGLC Casino	-	-	-	-	24,440
Victims Crisis Fund - donations	-	-	-	-	2,793
Events	15,614	20,360	1,580	31,908	-
	79,951	107,872	112,557	153,718	136,029
Horizons Victim Services Expenses					
Salaries, wages and benefits	36,736	42,860	66,906	69,065	70,273
Repayment of prior year surplus	2,646	-	8,116	13,892	16,611
Vehicle expenses	-	5,426	7,922	8,032	9,121
Insurance	1,014	1,019	1,654	3,484	4,226
Travel, meals, and accommodations	6,302	7,226	6,662	2,012	3,003
Office and other	4,056	7,739	3,294	5,057	2,838
Volunteer supplies	3,426	7,620	1,346	1,383	1,074
Telephone, fax and internet	1,433	1,357	1,464	1,586	862
Training	7,331	1,450	4,396	2,053	201
Advertising and promotion	360	1,588	3,269	4,447	17
	63,304	76,285	105,029	111,011	108,226
TCAPS Expenses					
Victims Crisis Fund - disbursements	-	-	-	-	3,908
Bags of Love	-	-	-	-	223
Advertising and promotion	1,665	472	264	668	126
Grants	15,304	-	-	2,575	-
Events	16,424	16,247	2,195	18,245	-
	33,393	16,719	2,459	21,488	4,257
Total expenses	96,697	93,004	107,488	132,499	112,483
Net earnings (loss)	(16,746)	14,868	5,069	21,219	23,546
Equity, beginning of year	27,308	11,599	18,214	18,215	22,979
Transfer (to) from restricted funds	1,037	(8,253)	(5,068)	(16,455)	(18,209)
Equity, end of year	11,599	18,214	18,215	22,979	28,316

TCAPS 2023 St Paddy's Fundraiser Proposed Budget

EXPENSES	AMOUNT (EST)	REVENUE	AMOUNT (EST)
Decorations	1000	Ticket Sales (240 x \$65)	15,600
Live Entertainment	4000	Liquor Sales	4000
Glass Rental	200	Silent Auction	3000
Advertising	500	50/50	1000
Food	4500	Raffle	1000
Liquor	2500		
Pop Glasses Mix	800		
Volunteer Food	600		
Silent Auction	150		
Raffle Liquor Tickets	150		
Posters Event tickets	800		
Silent Auction Items	In Kind		
Drive Home Crew (non profit group)	Donations from Users		
Miscellaneous	200		
	<hr/> <hr/>		<hr/> <hr/>
TOTAL EST. EXPENSES	15,400	TOTAL EST. REVENUE	24,600
Town of Taber Auditorum Rental	800		
	<hr/> <hr/>		
TOTAL EST EXPENSES WITH HALL RENTAL	16, 200		

Council Request for Decision

Meeting Date: December 19, 2022

Subject:

Local Long Table Dinner Sponsorship Request

Recommendation:

That Council approves the 2023 Taber Region Local Long Table Dinner sponsorship request in the amount of \$ 2,500.00 for a Gold Level Sponsorship package, with funding to come from the 2022 Council Discretionary Fund.

Background:

The Joint Economic Development Committee has announced they are hosting a Taber Region Local Long Table Dinner in July 2023. The event is designed to highlight local food and growers with a delicious dinner made by renowned chefs. The Taber Region is an ideal place to hold this type of event, with so many local growers and producers.

Many other communities, including Lethbridge and Medicine Hat offer similar type dinners, that typically sell out well in advance of the event. In Taber, as it is our first year, the JEDC has hired consultants who specialise in these types of culinary events to help get the ball rolling, and to teach us how to successfully offer these on an on-going basis. Over a few years, the consultants will transition themselves out as the JEDC takes on more responsibility.

The evening will consist of the dinner, around a beautifully decorated table in Confederation Park. The Community Centre offers the commercial kitchen needed by the chefs, as well as the Community Centre itself as a back up location for weather. After the dinner, we will have some form of entertainment, hopefully a swing/jazz style band with possibly some dance instructors to help everyone get moving and enjoying themselves.

Tickets will be sold for \$100, with 100 people total at the table. Some of these 100 tickets will be offered to sponsors, as per the sponsorship packages. The budget for this event is substantial, especially with the consultant fees, marketing, and chef fees.

We also hope over time, as the consultants transition out, we can use the money to add a farm tour before the dinner. These add quite a bit of cost with transport, pro-serve certified services, washroom facilities, etc. But hope to include this in future years.

Attached is the sponsorship levels and opportunities to be involved. We are looking for 2 Feature Sponsors, 5 Gold Sponsors, 4 Silver Sponsors and 2 Bronze Sponsors. As well as up to 2



sponsors for each “Add On” opportunity. This is not a fundraiser or for-profit event, we hope to cover the costs and should there be extra, it will simply be seed money for the next year’s event.

Legislation / Authority:

MGA, Section 1 – Municipal Purposes

Strategic Plan Alignment:

Enhance Sense of Community

Financial Implication:

The cost of the sponsorship level which would be between \$500-\$5,000 depending which option Council chooses.

Council currently has \$3,951.00 available in the 2022 Council Discretionary Fund that could be carried over for this event in 2023.

Council currently has \$25,000.00 for 2023 available in their Council Discretionary Fund.

Service Level / Staff Resource Implication:

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

Justification:

To continue to support new initiatives in the region that celebrate the local economy.

Alternative(s):

1. Council could ask for more information.
2. Council could accept this as information only, effectively not participating in a sponsorship opportunity.

Attachment(s): Local Long Table Dinner Sponsorship Packages

APPROVALS:

Originated By:

Amy Allred

Chief Administrative Officer (CAO) or Designate: _____

Taber Region Long Table Dinner

July 2023

Feature Sponsor \$5000

8 Tickets to the Event
Name announced from the podium
Logo placement on keepsake lanyard
The unique option to sponsor a
signature dish

Gold Sponsor \$ 2500

4 Tickets to the Event
Name announced from the podium
Your logo on the keepsake lanyard

Silver Sponsor \$1000

2 Tickets to the Event

Your logo on the keepsake lanyard

Bronze Sponsor \$500

Your logo on the keepsake
lanyard

ADDITIONAL SPONSORSHIP OPTIONS

Cocktail Sponsors

Entertainment Sponsors

Decor Sponsors

\$1000 each.

Your name mentioned from podium and
printed on the keepsake lanyard.



Council Request for Decision

Meeting Date: December 19, 2022

Subject:

Heat Exchanger for the Aquafun Centre

Recommendation:

Council directs Administration to replace the Aquafun Centre's burner and heat exchanger, at a total budget cost of \$65,000, with funds to come from Operating Reserves.

Background:

A new Air Handling Unit was installed in the Aquafun Centre in approximately 2007. In recent months air quality on the pool deck area and some offices has been noted as poor. Results of an air quality test showed that increased amounts of CO₂ were detected in those areas. An inspection of the Air Handling Unit was performed by professional HVAC specialists, and it was found that the heat exchanger, within the Air Handling unit, had multiple cracks, rust holes, and split welds. This was identified as the cause of the higher levels of CO₂ that has been pushed into the Aquafun Centre.

This resulted in shutting down the heat exchanger within the Air Handling Unit, thus leaving the majority of the building without a heat source. Facility Maintenance installed a temporary heat source to allow the building to remain operating until a repair/replacement solution can be found. This is costing \$1,000/mo. for the rental of the temporary heater.

Two options exist to bring the air handling unit back into operation:

Replace the burner and heat exchanger. Total Project Budget of \$65K. Estimated time to completion is 12 weeks.

Replace the entire air handling unit. Total Project Budget of \$200K. Estimated time to completion is 30 weeks.

Legislation / Authority:

MGA, Section 3, Purpose

Strategic Plan Alignment:

Enhance Sense of Community



Financial Implication:

The implication will be dependant on the option chosen by Council. Replacement of the burner and heat exchanger will cost approximately \$65K and the replacement of the entire air handling unit will cost approximately \$200K.

Service Level / Staff Resource Implication:

Facility maintenance staff will be required to assist the contractors with building access, electrical expertise, and setup for the project.

Justification:

To allow Administration to have The Aquafun Centre operating at its designed level of expectation, making the facility more user friendly and operate efficiently.

Alternative(s):

1. Council directs Administration to replace the burner and heat exchanger, with a total project budget not to exceed \$_____, with the funds to come from Operational Reserves.
2. Council directs Administration to replace the entire air handling unit, with a total project cost of \$200,000, with the funds to come from Capital Reserves.
3. Council directs Administration to replace the entire air handling unit, with the project budget not to exceed \$_____, with the funds to come from Capital Reserves.
4. Council could request more information.

Attachment(s):

APPROVALS:

Originated By:
Brian Martin

Chief Administrative Officer (CAO) or Designate: _____



Council Request for Decision

Meeting Date: December 19, 2022

Subject:

Proposed Policy Renewal: Media Relations Policy ADM-11

Recommendation:

That Council approves the Media Relations Policy ADM-11 as presented.

Background:

The Town's Media Relations Policy is due for its 3-year renewal. Administration has only made one minor change (removing the number of the Council Code of Conduct Bylaw so as to remain the same if the Bylaw number were to change), otherwise the Policy remains unaltered.

As the Policy seems to be working well and Administration has not received any negative feedback regarding the implementation of this Policy, no further amendments are being recommended at this time, though Administration is always looking at best practices for media relations and listening to feedback from media personnel.

This Policy outlines how the Town will go about creating a good working relationship with the media, and clearly outlines the various roles for the different levels of the municipality when speaking with the media.

Legislation / Authority:

MGA Section 3
Town of Taber Communications Plan

Strategic Plan Alignment:

Improve internal and external communications.

Financial Implication:

None.

Service Level / Staff Resource Implication:

Status quo.



Justification:

It is best practice for any organization to have a media relations policy that outlines key spokespersons and details the respectful relationship the organization will try to foster with the media. It was identified in Council's media training that our Policy serves the Town well and sets all levels of the municipality up for success and clarity when handling media requests.

Alternative(s):


1. Council may request further information.
2. Council may request amendments.

Attachment(s): Media Relations Policy ADM-11

APPROVALS:

Originated By:
Meghan Brennan

Chief Administrative Officer (CAO) or Designate: _____

		<h1>Media Relations</h1>
Policy No.: ADM-11	Council Resolution No.: 714/2019	
Department: Administration	Authority: Council	
Effective Date: December 16, 2019	Revision Date: December 19, 2022	
Review Date: December 2025	Repealed Date:	
Supersedes: Press Releases- News Media Information M90/1/11/91		
Related Procedure No.: ADM-11		
Related Procedure Name: Media Relations		

1.0 PURPOSE

- 1.1 The Town of Taber recognizes that building trust and mutually beneficial relationships with the media is a necessary link to fostering precise, balanced, and fair reporting and to allow the Town to convey key information and protect and enhance the Town’s reputation. This policy serves to augment that relationship and to provide clarification on Council’s and Administration’s roles in regards to media relations.

2.0 POLICY STATEMENT

- 2.1 Media refers to all methods of traditional news media (print, radio, and television), online media (websites), and also includes those media types that are solely on social media (blogs, Facebook, Twitter, YouTube, etc.)
- 2.2 Media personnel refers to an individual or group who officially represents print, radio, television, or online outlets. This ranges from local to international outlets.
- 2.3 The Town of Taber will strive to work collaboratively with all media companies and personnel to foster an open and honest relationship.
 - 2.3.1 For all media requests concerning Council or decisions of Council, the Mayor shall be the point of contact unless otherwise designated by a resolution or bylaw of Council, and as per the official Council Code of Conduct Bylaw.
- 2.4 The Deputy Mayor shall be the point of contact for media requests only when designated by a resolution of Council, the Mayor directs that the Deputy Mayor may answer in his or her place, or the Mayor is unavailable for a period of more than 3 days.
- 2.5 Councillors who receive requests from the media shall respond in accordance with their official Council Code of Conduct Bylaw.



- 2.6 For all media requests concerning Administration, the Chief Administrative Officer shall be the spokesperson unless he designates a member of Administration from the list of authorized spokespersons from the corresponding Procedure.
- 2.7 Exceptions to the above may include items that concern Administration but that Council has a vested interest in speaking to. Items that are deemed to fall within this scope shall be at the sole discretion of the Chief Administrative Officer, the Mayor (or Deputy), and in discussions with Communications. Items that this can include (but is not limited to) are as follows:
 - 2.7.1 Information regarding the CUPE Collective Agreement or negotiations;
 - 2.7.2 Budget information;
 - 2.7.3 Personnel issues;
 - 2.7.4 Criminal or ethical behavior involving any members of Council, Administration, boards, commissions, or committees unless otherwise noted within this policy;
- 2.8 Communications staff shall be notified of all media requests sent to Administration so as to facilitate the sharing of information to the media in a timely manner.
- 2.9 Employees of the Town of Taber shall not speak on matters in relation to Town of Taber business to media personnel unless given express permission by the Chief Administrative Officer, or they are a designated spokesperson as outlined within the corresponding procedure.
- 2.10 When Administrative Staff notify Elected Officials of media requests, Elected Officials must respond within 24 hours to the staff member except in extenuating circumstances.
 - 2.10.1 Where possible, Elected Officials should make every effort to respond to media requests as soon as feasible to allow for media to prepare interviews and materials prior to their deadlines.
- 2.11 Designated spokespersons will make every attempt to provide the requested information or grant an interview in a timely manner in order to respect media deadlines, whenever possible.
- 2.12 In the event that there is no spokesperson available to speak or provide information on the matter, this shall be communicated to media personnel as soon as possible.
- 2.13 No spokesperson, Administrative Staff, or committee member shall provide information to the media "off the record," or without prior consent from either the Mayor (or designate) or the Chief Administrative Officer (or designate) for information that has not yet been publicly shared by the municipality or is not allowed to be disclosed.
- 2.14 No spokesperson or otherwise shall ever release any information to the media that is protected by federal, provincial, or municipal laws.



- 2.15 Media personnel shall always be treated with courtesy and respect by all members of Town of Taber Council, Administration, and members of Town boards, committees, and commissions.
- 2.16 The Town of Taber reserves the right to refuse to participate in any media requests that are made anonymously or where the media organization is not disclosed.
- 2.17 Exceptions to this policy include the following:
 - 2.17.1 The Taber Police Service, as their own policies and procedures take precedence for their service;
 - 2.17.2 The Taber Police Commission, as their own policies and procedures take precedence for their own media relations;
 - 2.17.3 Any activation of the Emergency Operations Centre of the Town of Taber. In the case of activation the Emergency Response Plan and any actions prescribed therein shall take precedence over this policy;
 - 2.17.4 Activation of a State of Local Emergency (SOLE) within the Town of Taber for which prescribed actions shall take precedence.
 - 2.17.5 Any information that the Town of Taber is not authorized to disclose under the *FOIPP Act* or any other acts that prohibit the release of information due to privacy or legal concerns.
- 2.18 In the case of any Emergency Operations Centre activations or States of Local Emergency, the Information Officer and Information Officer Section shall be the sole points of media contact unless otherwise designated by the Director of Emergency Management, the Information Officer Section Chief, or the Town's Emergency Management Response Plan.
 - 2.18.1 As Council are representatives of the community and will be asked questions by the media during emergency responses, every effort will be taken for the Mayor or Deputy Mayor to be briefed and brought into media response during emergencies as appropriate.
- 2.19 Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

3.0 ADDITIONAL REFERENCES

- 3.1 Council Code of Conduct Bylaw

MAYOR

DATE



CHIEF ADMINISTRATIVE OFFICER

DATE





Council Request for Decision

Meeting Date: December 19, 2022

Subject:

Recreation Community Grant Program Policy Renewal (PS-REC-4)

Recommendation:

Council approves the Recreation Community Grant Program Policy Renewal (PS-REC-4), as presented.

Background:

Administration has reviewed the Recreation Community Grant Program Policy Renewal (PS-REC-4), as attached, as part of 3-year policy review. Administration is only recommending wording edits as highlighted.

Legislation / Authority:

Municipal Government Act, 201 (1) (a)

Strategic Plan Alignment:

Define and practice good governance

Financial Implication:

None

Service Level / Staff Resource Implication:

None

Justification:

Three-year review of the policy, to ensure municipal best practices are being sought.

Alternative(s):

That Council approves the Recreation Community Grant Program Policy Renewal (PS-REC-4), as amended.


Attachment(s): Community Grant Program Policy PS-REC-4 DRAFT



APPROVALS:

Originated By:
Brian Martin

Chief Administrative Officer (CAO) or Designate: _____

		<h1>Community Grants Program</h1>
Policy No.: PS-REC-4	Council Resolution No.:	
Department: Recreation	Authority: Council	
Effective Date: December 19, 2022	Revision Date: December 19, 2022	
Review Date: November 2025	Repealed Date:	
Supersedes: Recreation Facilities Rental Fee Waiver and Reduction Requests Policy PS-REC-3		
Related Procedure No.: PS-REC-4		
Related Procedure Name: Community Grants Program		

1.0 PURPOSE

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

2.0 POLICY STATEMENT

2.1 The Town of Taber recognizes the value realized from efforts of community organizations that enhance the life and social wellbeing of our residents. Community Grant requests will be reviewed and considered by the Recreation Board.

2.2 Waivers for services and facilities may be provided to assist organizations with their projects or events. Applications for cash donations will not be considered under the Community Grant Program.

2.3 Requests will not be considered by individuals or organizations that function for profit.

2.4 Community grant requests are considered annually; Community grants that receive approval are not a commitment by the Municipality to continue such grants in the future.

2.5 The Recreation Board will review the submissions for approval annually at their meeting in November.



- 2.6 By way of resolution, the Recreation Board shall establish a list of community groups and organizations that are eligible for grant funding for the upcoming year.
- 2.7 Administration will include in the annual operating budget, a grant expense in the associated Recreation functions, to be considered annually by Council.
- 2.8 A budget figure as set by Council annually is to be placed in the Recreation budget for allocation by the Recreation Board for the disbursement for this program. ~~Any project/event/activity not eligible under the Community Grant Program will be submitted directly to Council for consideration at its next regular meeting.~~
- 2.9 For clarity this policy does not include the value of labour resources provided by the Town of Taber in support of the annual Cornfest or Remembrance Day events.
- 2.10 Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

3.0 ADDITIONAL REFERENCES

N/A

MAYOR

DATE

CHIEF ADMINISTRATIVE OFFICER

DATE



Request for Decision

Meeting Date: December 19, 2022

Subject:

Recreation Community & Recreation Volunteerism Policy Renewal (PS-REC-7)

Recommendation:

Council approves the Recreation Community & Recreation Volunteerism Policy PS-REC-7, as presented.

Background:

Administration has reviewed the Recreation Community & Recreation Volunteerism Policy PS-REC-7, as attached, as part of 3-year policy review. Administration is not recommending any changes to the policy currently.

Legislation / Authority:

Municipal Government Act, 201 (1) (a)

Strategic Plan Alignment:

Define and practice good governance

Financial Implication:

None

Service Level / Staff Resource Implication:

None

Justification:

Three-year review of the policy, to ensure municipal best practices are being sought.

Alternative(s):

That Council approves the Recreation Community & Recreation Volunteerism Policy PS-REC-7, as amended.

Attachment(s): Community & Recreation Volunteerism Policy PS-REC-7 DRAFT



APPROVALS:

Originated By: Brian Martin

Chief Administrative Officer (CAO) or Designate: _____



Community and Recreation Volunteerism

Policy No.: PS-REC-7	Council Resolution No.:
Department: Recreation	Authority: Council
Effective Date: December 19, 2022	Revision Date: December 19, 2022
Review Date: November 2025	Repealed Date:
Supersedes: N/A	
Related Procedure No.: PS-REC-7	
Related Procedure Name: Community and Recreation Volunteerism	

1.0 PURPOSE

- 1.1 To develop a consistent process that supports recreation facilities volunteers and their volunteerism by establishing expectations, best practices and minimizing risks.
- 1.1.1 Section 535 (1) of the *Municipal Government Act* RSA 2000, C M-26 states Volunteer workers are not liable for loss or damage caused by anything said or done or omitted to be done in good faith in the performance or intended performance of their functions, duties or powers under this Act or any other enactment.

2.0 POLICY STATEMENT

- 2.1 The Corporation, and staff value and respect all Volunteers.
- 2.2 Volunteers make commitments to the Municipality and will act responsibly and with integrity.
- 2.3 All volunteers performing duties on behalf of the Corporation are insured through the Town of Taber's General Liability Insurance Policy.
- 2.3.1 All volunteers will be assigned with a municipal manager/supervisor to report to.
- 2.3.2 Volunteers will follow the Town of Taber's Health & Safety policies and procedures:
- 2.3.2.1 All health and safety incidents must be reported to the assigned municipal manager/supervisor.
- 2.3.2.2 The Town of Taber will supply safety equipment that is required for the volunteer position except for safety toed footwear.



2.4 Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

3.0 ADDITIONAL RESOURCES

N/A

MAYOR

DATE

CHIEF ADMINISTRATIVE OFFICER

DATE

DRAFT



Council Request for Decision

Meeting Date: December 19, 2022

Subject:

Recreation Aquatic Supervision Policy Renewal (PS-REC-11)

Recommendation:

Council approves the Recreation Aquatic Supervision Policy PS-REC-11, as presented.

Background:

Administration has reviewed the Recreation Aquatic Supervision Policy PS-REC-11, as attached, as part of 3-year policy review. Administration is not recommending any changes to the policy at this time, other than the addition of the Town Policy Statement which is being added to all Policies.

Legislation / Authority:

Municipal Government Act, 201 (1) (a)

Strategic Plan Alignment:

Define and practice good governance

Financial Implication:

None

Service Level / Staff Resource Implication:

None

Justification:

Three-year review of the policy, to ensure municipal best practices are being sought.

Alternative(s):

That Council approves the Recreation Aquatic Supervision Policy PS-REC-11, as amended.

Attachment(s): Recreation Aquatic Supervision Policy PS-REC-1 Draft

APPROVALS:



Originated By:
Brian Martin

Chief Administrative Officer (CAO) or Designate: _____

		<h1>Aquatic Supervision</h1>
Policy No.: PS-REC-11	Council Resolution No.:	
Department: Recreation	Authority: Council	
Effective Date: December 19, 2022	Revision Date: December 18, 2022	
Review Date: November 2025	Repealed Date:	
Supersedes: N/A		
Related Procedure No.: PS-REC-11		
Related Procedure Name: Aquatic Supervision		

1.0 PURPOSE

1.1 To establish parameters of supervision in the aquatic setting for patrons in order to promote a healthy, safe and appealing environment in the Aquafun Centre.

2.0 POLICY STATEMENT

2.1 Children under the age of eight must be accompanied in the water and within arm's reach of a responsible person sixteen years or older.

2.2 Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

3.0 ADDITIONAL REFERENCES

N/A

MAYOR

DATE

CHIEF ADMINISTRATIVE OFFICER

DATE



Council Request for Decision

Meeting Date: December 19, 2022

Subject:

Conclusion of Appointment: Recreation Board and Arts & Heritage Committee

Recommendation:

Council accepts the conclusion of appointment correspondence from Jeff Bronsch from both the Taber Recreation Board, and Arts & Heritage Committee effective December 31, 2022, with regret; and,

Council wishes Mr. Bronsch the best in any future endeavours.

Background:

Administration received correspondence from Mr. Jeff Bronsch that he will conclude his appointments from both the Taber Recreation Board and Arts & Heritage Committee, effective December 31, 2022.

Administration has already begun advertising the future vacancies in the Taber Times.

Legislation / Authority:

Recreation Board Bylaw
Arts & Heritage Committee Bylaw

Strategic Plan Alignment:

Define and Practice Good Governance.

Financial Implication:

N/A

Service Level / Staff Resource Implication:

The resignation could affect the remainder of the Board or Committee members by not being able to obtain quorum for the governance of these bodies.

Justification:

Acceptance of the resignation will allow Administration to continue advertising the vacancy.

Alternative(s):

1. Council could request additional information from Administration or the member of Council on the Recreation Board or Arts & Heritage Committee.



Attachment(s): Correspondence

APPROVALS:

Originated By:
Kerry Van Ham

Chief Administrative Officer (CAO) or Designate: _____

From: [Jeff Bronsch](#)
To: [Planger, Marty](#); [Martin, Brian](#); [Hembrough, Emily](#); [Van Ham, Kerry](#)
Subject: Rec Board and Arts and Heritage
Date: Friday, November 4, 2022 1:32:26 PM

Hello,

I wanted to let you know that I will not be re-applying for a position on the Recreation Board or the Arts and Heritage Committee.

I believe my term concludes for both commitments at the end of December 2022.

Regards,

Jeff Bronsch
Taber, Alberta

[REDACTED]

[REDACTED]

[REDACTED]



Council Request for Decision

Meeting Date: December 19, 2022

Subject:

2023 Operating Budget

Recommendation:

1. That Council approves the 2023 Operating budget as presented.
2. That Council endorses the 2024 – 2026 three year rolling budget as presented.

Background:

As per Council direction, Administration has prepared a balanced 2023 operating budget.

The overall deficit for 2023 has been offset by the stabilization fund as previously discussed with Council. The overall deficit was in the amount of \$795,217. This is a variance of \$139,762 from the \$655,455 previously discussed with Council. The variance is primarily due to the increases to EI, CPP, WCB and benefit costs to the Town of Taber.

Administration has incorporated the Council approved increases for the Community Related Organizations as previously presented. The Council discretionary fund has been left at \$25K. The utility increases and the infrastructure fee have been incorporated in the proposed 2023 budget.

The repayment of the long-term debt for the Lagoon Solar project has also been incorporated in the proposed 2023 budget.

All contracted services regarding building maintenance and renovations have been moved from the various departments to the Property Management area as part of the centralization plan.

The net tax revenue needed to run Municipal programs has been projected using the 2022 tax year assessments. The mills rates are dependent on our actual assessed values. If the assessed values decrease the mill rates will need to increase to break even and vice versa.

The assessments are likely to change (increase/decrease) for the 2023 tax year, necessitating the need to amend the budget in April when setting tax rates.

As per the MGA, Administration has balanced the current year budget and projected the next three years as attached. It is noticeable that the next three years show large deficits. Council along with Administration will need to develop a strategy to offset these deficits.

In accordance with MGA s. 283.1 (2) and (4) Administration has prepared a three-year financial plan for Council endorsement.



Legislation / Authority:

MGA Section 242, 283.1 (2) and (4)

Strategic Plan Alignment:

Define and Practice Good Governance

Financial Implication:

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

Service Level / Staff Resource Implication:

Service levels to increase/decrease depending on budget approval.

Justification:

Provides the authorization for the municipality to operate in the next fiscal year

Alternative(s):

That Council approves the 2023 Operating budget with the following amendments

_____.

Attachment(s): 2023 Operating budget summary

APPROVALS:

Originated By: John Orwa

Chief Administrative Officer (CAO) or Designate: _____

2023 Operating Budget Summary

	2023	2024	2025	2026
Revenues	28,730,347	27,538,981	28,225,451	27,771,756
Fines	381,000	381,000	381,000	381,000
Franchise fees	2,023,537	2,023,537	2,023,537	2,023,537
From reserves	825,217	30,000	30,000	30,000
Government transfers	1,308,214	1,317,227	1,322,159	1,322,159
Investment income	158,013	157,613	157,200	21,775
Licenses and permits	320,564	322,064	279,064	324,064
Net taxes	10,851,883	11,362,995	11,714,773	12,150,661
Other revenues	234,818	187,038	209,238	187,238
Penalties and costs of taxes	190,000	190,000	190,000	40,000
Rentals	1,005,218	1,008,514	1,011,517	1,013,309
Sales and user fees	11,408,083	10,535,193	10,883,163	10,254,213
Sales to other governments	23,800	23,800	23,800	23,800
Expenses	33,931,771	34,502,327	34,946,407	34,846,145
Amortization	5,201,424	5,201,424	5,201,424	5,201,424
Bank charges and interest	13,478	13,478	13,478	11,917
Contracted and general services	5,878,043	6,003,749	6,248,816	6,083,115
Interest on long-term debt	561,807	525,038	487,481	448,761
Materials, goods and supplies	4,063,079	4,015,487	4,080,390	4,073,474
Other expenditures	85,000	85,000	85,000	85,000
Provisions for allowances	40,000	40,000	40,000	40,000
Purchases from other governments	959,262	965,548	971,960	984,810
Repayment of long-term debt	1,354,202	1,376,170	1,398,916	1,422,474
Salaries, wages and benefits	12,975,137	13,478,846	13,593,267	13,681,904
To reserves	2,062,731	2,062,331	2,061,918	2,061,493
Transfers to local boards and	737,608	735,256	763,757	751,773
Net Total	(5,201,424)	(6,963,346)	(6,720,956)	(7,074,389)
	5,201,424	5,201,424	5,201,424	5,201,424
Amortization	5,201,424	5,201,424	5,201,424	5,201,424
Surplus/Deficit	0	(1,761,922)	(1,519,532)	(1,872,965)

Council Request for Decision

Meeting Date: December 19, 2022

Subject:

Standing Item - Council Requests

Recommendation:

That Council uses this standing agenda item opportunity to provide policy or governance direction to Administration.

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 policy or governance 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): Listing

APPROVALS:

Originated By:
Kerry Van Ham

Chief Administrative Officer (CAO) or Designate: _____

Council Date	Resolution #	Resolution	Assigned To	Completed?
Nov. 28, 2022	385/2022	<p>MOVED by Councillor Firth that Council directs Administration to investigate increased accessibility options for the Civic Centre Auditorium as well as grant funding for example; signage for a back ramp, elevator ramp, near the front doors, etc.; and,</p> <p>Administration includes a sign with how to contact the caretaker for assistance when events are taking place.</p>	Recreation	<i>In Progress</i>
Nov. 28, 2022	386/2022	<p>MOVED by Councillor Bekkering that Council directs Administration investigate the feasibility of front pick up of all carts and public involvement regarding the wishes.</p>	Public Works	<i>In Progress</i>

* Once items have been designated complete, they will be removed from this listing at the next Council meeting.



Council Request for Decision

Meeting Date: December 19, 2022

Subject:

Department Reports

Recommendation:

No motion is required.

Background:

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

Legislation / Authority:

MGA, Section 207(c)

Strategic Plan Alignment:

Improve internal & external communications

Financial Implication:

N/A

Service Level / Staff Resource Implication:

The service level will remain status quo.

Justification:

To keep Council informed of departmental happenings.

Alternative(s):

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



Attachment(s): CAO Report
Administrative Services Department Report
Planning and Community Services
Finance Department Report
Fire Department Report
Engineering & Public Works Department Report
Public Works Treatment Facilities Department Report
HR Department Report

APPROVALS:

Originated By:
Kerry Van Ham





Chief Administrative Officer (CAO) or Designate: _____



DEPARTMENT REPORT

November 2022

DEPARTMENT: CAO




Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="318 638 462 741">Develop Community & Promote Growth</p>	<ul data-bbox="634 459 1477 636" style="list-style-type: none"> • Attended the Community Standards Unit lunch event • Attended a trout Pond committee meeting • Attended a STAR Theatre meeting • Attended a meeting in Coaldale with CAO peers from Coaldale, the MD of Taber, and Lethbridge County
 <p data-bbox="285 945 488 1050">Improve Internal & External Communications</p>	<ul data-bbox="634 764 1406 978" style="list-style-type: none"> • Attended various committee, commission, & board meetings • Attended CUPE executive Labor Management meeting • Chaired monthly Director's meeting • Attended a dinner with Council • Attended the Fire Department annual awards banquet • Attended the Town of Taber staff party
 <p data-bbox="306 1255 461 1360">Define & Practice Good Governance</p>	<ul data-bbox="634 1068 1437 1316" style="list-style-type: none"> • Reviewed and/or approved various applications, RFD's, bylaws, policies, procedures • Council meeting & agenda preparation meetings • Finalized 2023 Operating budgets • Participated in the Towns COR (Certificate of Recognition) audit Interview • Attended the audit committee meeting
 <p data-bbox="302 1562 461 1667">Enhance Sense of Community</p>	<ul data-bbox="634 1375 1312 1407" style="list-style-type: none"> • Walked around downtown during the Winter Festival




DEPARTMENT REPORT

November 2022

DEPARTMENT: Administrative Services

Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="316 730 464 835">Develop Community & Promote Growth</p>	<ul data-bbox="656 457 1490 934" style="list-style-type: none"> • Booked variety of accommodations for Council member attendance at conferences • Followed-up with B/C/C members for re-application and training • Continued to evaluate multiple operating budgets for various costs centres, along with a capital budget item • Assisted as back-up cemetery clerk • Undertook interviews for positions; determined criterion and scoring • Reviewed current arrangements and discussed leaseholder requests with various leaseholders; Chamber of Commerce, Legion Youth Centre and Park, Curling Club, Library, Museum. • Liaising, approving and follow-up on various facility maintenance project requests
 <p data-bbox="284 1203 492 1308">Improve Internal & External Communications</p>	<ul data-bbox="656 951 1490 1367" style="list-style-type: none"> • Attended event for multiple staff departures • Made Remembrance Day arrangements • Responded to various cemetery inquiries for burials, monuments, grave locations, available spaces, etc. • Reviewed/edited Taber Times ads • Liaised with Secretary of Taber Municipal Police Commission for year-end requirements, advertising, website, etc. • Liaising with CAO, HR, and legal on employment matters • Liaising with consultants for cemetery software • Reviewed, created and edited multiple RFDs, communications / contracts, bylaws, policies/procedures, how-to-guides, and correspondence from other departments
 <p data-bbox="305 1686 464 1791">Define & Practice Good Governance</p>	<ul data-bbox="656 1409 1471 1892" style="list-style-type: none"> • Created the agenda, attended the meeting for the CUPE Executive and Town of Taber Management meeting • Responded to multiple FOIP requests • Advised internal staff on various FOIP inquiries, items, construction of clauses and documents • Continued to keep up with best practice through Alberta Municipal Clerk's Association, and LGAA (Local Government Administration Association) • Completed Council agenda creation, minutes documents, after-Council action items, other documentation required for Council meetings • Attended the after-Council review meeting • Reviewed department purchases, as well as facilities maintenance

	<ul style="list-style-type: none">• Kept updated on eCompliance program for Health and Safety
 <p>Enhance Sense of Community</p>	<ul style="list-style-type: none">• Liaised with Embassy of the Czech Republic in Ottawa• Liaised with Provincial Minister's Office• Liaised with MD of Taber Office• Reviewed damage to grave and oversaw the make it right process• Started to construct RFQ process for Cemetery 2023 Capital Budget project• Fielded various department requests from citizens and internal clients







TOWN OF
TABER

DEPARTMENT REPORT

DEPARTMENT: Administrative Services

(Communications and Projects Coordinator)

Strategic Plan Alignment	Associated Projects & Tasks
 <p>Develop Community & Promote Growth</p>	<ul style="list-style-type: none"> • Serving as Interim Cemetery Clerk in absence of Administrative Assistant (this includes burial work orders, pre-need purchasing/planning with families, genealogical searches, and other cemetery inquiries as required). • Finalizing new how-to training guides for burials, pre-need purchases and other various cemetery tasks
 <p>Improve Internal & External Communications</p>	<ul style="list-style-type: none"> • Carrying out initiatives as outlined in the 2021-2023 Communications Plan • Following through on 2022 editorial calendar; planning 2023 editorial calendar • Fielded various questions from the public as transferred to communications • Submitted Taber Times Ads: regular ads and other various ads as needed • Released November Corn Husk Chronicles • Drafted December Corn Husk Chronicles • Continued to make edits and updates to the Town's website pages, social media, and various other communications channels to ensure accuracy and relevance • Scheduled interviews with local media personnel and key spokespersons for Town projects and initiatives when requested. • Took training on the new Alberta Emergency Alert system to be released in March 2023. • Coordinated with Departments on their requests for communications (this includes designing materials, writing copy, offering communications advice, photography, speechwriting, and providing training on communications initiatives) • Finalized design and content for New Residents Guide as part of AAIP Program, as requested by Economic Development. To be released in 2023.
 <p>Define & Practice Good Governance</p>	<ul style="list-style-type: none"> • Preparing handover of Employee Recognition Program to HR Department • Attended regular After-Council meetings with Director team • Assisting with upkeep of oil and gas leases and rent review notices • Attended the Southern Alberta All-Hazards Incident Management Team Function Exercise in Crowsnest Pass; first exercise since COVID-19 • Assisting Administrative Services Manager in multiple capacities in absence of Administrative Assistant.

	<ul style="list-style-type: none">• Received certificate from University of Alberta Faculty of Extension in Handling Workplace Conflict• Completed Change Leadership course as part of University of Alberta's Advanced Certificate in Leadership• Accepted into the University of Alberta's Advanced Certificate in Leadership program• Received certificate from the University of Alberta for Handling Workplace Conflict training
 <p>Enhance Sense of Community</p>	<ul style="list-style-type: none">• Collaborating with Economic Development staff on their communications needs for the AAIP program.• Worked on PR messaging regarding ostriches in Taber and creating a positive news story by donating to Food Bank.



DEPARTMENT REPORT
Taber Memorial Gardens

Statistics Provided from: November 1, 2022, to November 30, 2022	
SERVICE PROVIDED	STATISTICS
Burials	9
Pre-Planning Purchases	1
Columbarium Transactions	0
Monument Permits	3
Disinter/Reinter	0
Transfer of Burial Rights	0
Public Concerns	1
Grave Searches from the Public	2
Grave Searches from Monument Companies	3
Inquiries from other Municipalities	0



TOWN OF
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DEPARTMENT REPORT





November 2022

DEPARTMENT: Recreation

Strategic Plan Alignment	Associated Projects & Tasks
 <p>Develop Community & Promote Growth</p>	<ul style="list-style-type: none"> • Programmed/promoted the NEW Lifesaving Society Lesson Program which comes into effect January 2023 • Finalized the 2023 Advanced Swim Courses • Water Gun Wednesdays continue to go well • Held the November Regular Meeting of the Recreation Board where the Board deliberated on the 2023 Community Grant Program
 <p>Improve Internal & External Communications</p>	<ul style="list-style-type: none"> • Continuing to communicate regularly with our facility users • Continue to update the Community Digital Sign • Continue to maintain the Town of Taber – Recreation, Arts, & Heritage Facebook page • Department continue to have biweekly meetings • Monthly communication with the ATM lessee regarding the schedule at the community centre • Advertising of available ice through Facebook has seen an increase in bookings • Starting to draft the Winter Leisure Guide for January release
 <p>Define & Practice Good Governance</p>	<ul style="list-style-type: none"> • Held all safety required staff meetings and inspections • Seeing to continued facility maintenance in all facilities • Ken McDonald Sportsfield Complex has been closed for the winter • Working on all Recreation functions of the upcoming Budget • School pool booking and private rentals bookings continue to be popular • Aquafun Centre has been working through some heating issues and maintaining heat on the deck space • Reviewing over 10 policies and procedures before bringing them to Council for approval • Recruiting for 2x Operator 1 positions
 <p>Enhance Sense of Community</p>	<ul style="list-style-type: none"> • Staff assisted in setup/cleanup of numerous special events such as Remembrance Day, and Winter Festival recreation events • Facilitated for the following community events: Family Violence Awareness, Football Banquet, Jingle Sale, and numerous church dinners and functions • Planning for 4 tournaments with will be hosted at the Taber Arenas in December and January • Event Planning for 2023 • Recreation Assistant Manager attended the Southern Alberta Summer Games Meeting • Arranged for the clearing off of the Football Field as needed for Playoff games. Thank you to the Public Works staff for their assistance





November 2022

DEPARTMENT: Arts, Culture & Events

Strategic Plan Alignment	Associated Projects & Tasks
 <p style="color: #006666; font-weight: bold;">Develop Community & Promote Growth</p>	<ul style="list-style-type: none"> Attended a TCAPS meeting Met with the Remembrance Day Committee members on the Remembrance Day Ceremony November 11th Taking applications for vendors at our All I Want for Christmas Market on December 3rd. Will be a full event this year
 <p style="color: #006666; font-weight: bold;">Improve Internal & External Communications</p>	<ul style="list-style-type: none"> Working with directors and managers on updating the Special Event Application Process Keeping event pages on the Town website up-to-date Attended the Southern Alberta All-Hazards Incident Management training in Crowsnest Pass – was one of the mentors Updating event layout maps for Fire Department approval for maximum capacity Updated website with the signed layout maps
 <p style="color: #006666; font-weight: bold;">Define & Practice Good Governance</p>	<ul style="list-style-type: none"> Created agenda items for the November Art & Heritage Committee meeting
 <p style="color: #006666; font-weight: bold;">Enhance Sense of Community</p>	<ul style="list-style-type: none"> Second year for the Veteran banners was posted. Banners were picked up by PW and hung for Nov. 1st until the 17th. As per Council direction, added a walking tour map / booklet with the help of the Communications Coordinator Assisting the Chamber of Commerce with planning the Winter Festival for November 18th Helped set up, was there the entirety of the event Part of a TCAPS Sub committee for planning a fundraiser to support both TCAPS and STAR

November 2022

DEPARTMENT: Planning

Strategic Plan Alignment	Associated Projects & Tasks
 <p style="color: #006666; font-weight: bold;">Develop Community & Promote Growth</p>	<ul style="list-style-type: none"> • Answered a variety of calls from residents and businesses, providing information and guidance on the Land Use Bylaw, Development Permits, Business Licensing, and other miscellaneous request • Issued 9 Compliance Certificates in November, and 84 so far in 2022 • Issued 12 Development Permits in November, and 113 so far in 2022 • Issued 2 Portable Sign Permit in November, and 7 so far in 2022 • 0 subdivisions were endorsed once subdivision conditions were met. 0 subdivisions were sent to Land Titles for registration in November, and 0 are in circulation for internal and external review • Talked with people about the requirements for subdividing properties • Talked with a few people regarding the need to consolidate properties prior to development on them • Worked with Developers to conduct site inspections and return securities where appropriate • Working with Developer of Westview Neighbourhood Commercial Site in relation to their subdivision and development permit files • Ongoing work related to Meadows of Taber construction • Received and began a redistricting application for a landowner
 <p style="color: #006666; font-weight: bold;">Improve Internal & External Communications</p>	<ul style="list-style-type: none"> • Preparation of RFD's for Council meetings • Continued review of the Compliance Certificate Policy • Furthered work on an amendment for the Land Use Bylaw • Attended a site inspection in relation to continuing work at a development site
 <p style="color: #006666; font-weight: bold;">Define & Practice Good Governance</p>	<ul style="list-style-type: none"> • Facilitated Municipal Planning Commission meeting on the Third Monday of the month • Held a Special Municipal Planning Commission meeting • Weekly Taber Times advertising for projects, ensuring meeting MGA advertising requirements • Ongoing enforcement of Land Use Bylaw infractions on a complaint basis, or as a result of drive-by checks by staff • Facilitating Development and Building Permit inspections to ensure projects are completed and deposits can be returned where necessary
 <p style="color: #006666; font-weight: bold;">Enhance Sense of Community</p>	<ul style="list-style-type: none"> • Working towards improving the departments Citizen Engagement skills

November 2022

DEPARTMENT: Economic Development

Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="318 606 467 709">Develop Community & Promote Growth</p>	<ul data-bbox="634 407 1490 737" style="list-style-type: none"> • Issued 6 Business Licenses in November, a mixture of resident licenses, temporary licenses, and home occupations • Coordinated with Travel Alberta to organise regional tourism meeting happening Dec 2 • Spoke with new companies interested in Eureka Industrial Park • Attended Highway 3 Twinning Assoc meeting • Met with local church looking to purchase land for a new building • Met with Food Tourism Strategies re: long table dinner for JEDC, motion was passed to continue with planning and hosting long table dinner • Started to put together details and sponsorship packages for Long Table Dinner
 <p data-bbox="282 947 492 1050">Improve Internal & External Communications</p>	<ul data-bbox="634 758 1490 1058" style="list-style-type: none"> • Continued to maintain presence on LinkedIn for Economic Development, posting 2-4 times a month • Prepped advertising of Eureka in Invest Alberta magazine • Presented Info Session to Council on Immigration Programs • Met with Incite Strategy Edmonton re: Economic Development Initiatives • Added Investment Incentive page to the Taber website • Started a 2023 social media marketing plan for the Ec Dev social media pages • Attended Lethbridge Immigration Partnership workshop • Contacted all AAIP applicants to follow up, prep information for next Approval Meeting (Dec 6th)
 <p data-bbox="306 1367 461 1470">Define & Practice Good Governance</p>	<ul data-bbox="634 1079 1490 1566" style="list-style-type: none"> • In November, we received the following inquiries about the AAIP programs – 15 phone calls, 44 emails, 6 texts and 15 in person visits • Interviewed 2 AAIP candidates over zoom • Update Business License Bylaw to reflect changes to the Fee Schedule, presented to Council • Reviewed and updated Land Sale Policy & Procedure, presented to Council • Applied for Settlement, Integration & Language Projects Grant • Attended JEDC Meeting, wrote agenda and sent out minutes • Attended Safety Audit Interview • Met with our provincial immigration rep to discuss the ongoing programs, challenges, how they can help • Met with Lethbridge Family Services Director to update on AAIP • Worked on Investment Incentive Applications with lawyer, finalizing current agreements for the 2023 tax year • Updated forms, email reply templates and website to stay up to date with AAIP updates
 <p data-bbox="302 1776 461 1879">Enhance Sense of Community</p>	<ul data-bbox="634 1587 1490 1703" style="list-style-type: none"> • Worked on creating an online business directory for the Town, details will be included with business license renewals • Created interactive maps for newcomers and tourists to show attractions, services and important infrastructure





TOWN OF
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DEPARTMENT REPORT

November 2022

DEPARTMENT: Finance




Strategic Plan Alignment	Associated Projects & Tasks
 <p>Improve Internal & External Communications</p>	<ul style="list-style-type: none">• Upgrade multiple systems and firmware.• Continue the 2022 Annual Computer Replacement.• Replace/Upgrade the TPS Domain Controller.• Install the latest security update for the email server and intranet.• Complete the purchase of the IT Vehicle.•
 <p>Define & Practice Good Governance</p>	<ul style="list-style-type: none">• Complete the IT KPI Report.• Renew multiple licenses and subscriptions.• Daily Procurement Activities• Transfer Station Tipping Building Upgrade Purchase Order Issued• IT Van Purchase – Procurement Support• 2023 Blanket Purchase Orders Preparation• Virtually Attended 2022 Canadian Association of Government Finance Officers (CAGFO) Annual Conference• Audit Committee meeting• 2023 Operating Budget preparation• Daily Finance Activities




DEPARTMENT REPORT

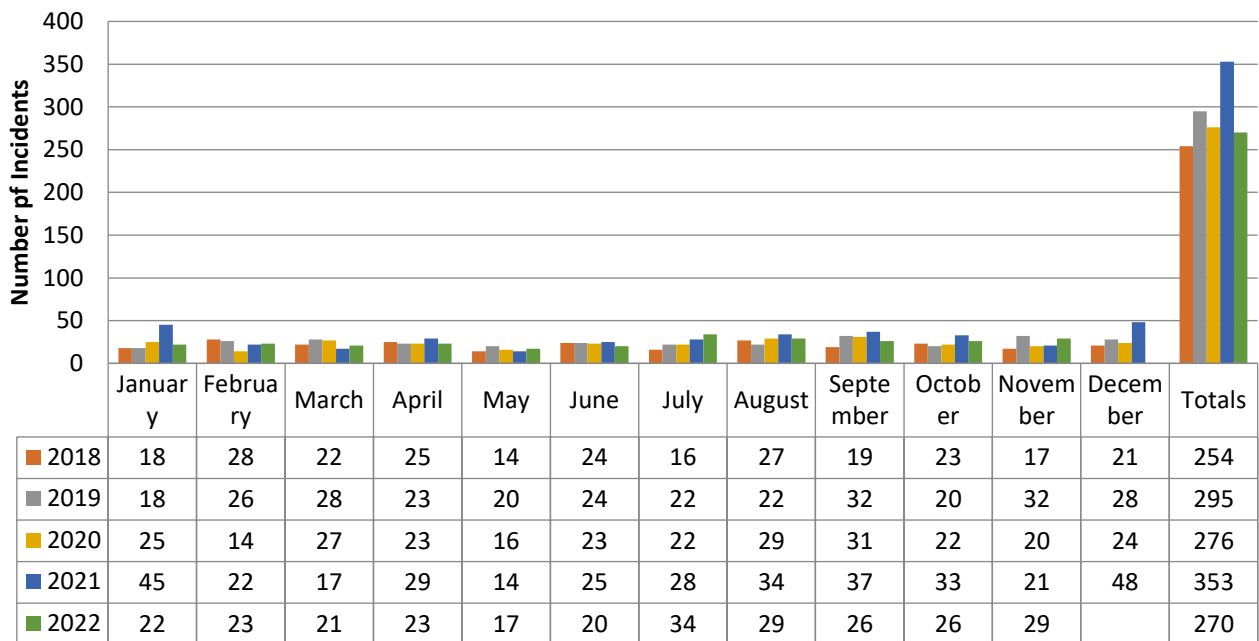
November 2022

DEPARTMENT: FIRE DEPARTMENT

Strategic Plan Alignment	Associated Projects & Tasks
 <p>Develop Community & Promote Growth</p>	<ul style="list-style-type: none"> • Fire Chief Chair: Core Competency Committee Working with the Alberta Fire Chief Association to build the Provincial Toolbox standardizing the fire service in Alberta, this term is 2021-2023. please visit: @ abfirechiefs.ca please feel free to do a risk assessment of the Town. <ul style="list-style-type: none"> • Chief attended the RMA conference in November to explain the tool. • AC West continues work with the Alberta Fire Training Officers Association • Hosted the Annual Awards Ceremony for the Fire Department, presented 4 Five Year Service Awards, 2 Alberta Emergency Service Medals for 12 years, 1 Queens Platinum Jubilee Medal, over 40 educational course certificates, Rookie of the Year, Firefighter of the year and Award of Merit. • AC West & AC Swarbrick attended a two-day functional exercise with the Southern Alberta All-Hazards Incident Management Team hosted in the Crowsnest Pass
 <p>Improve Internal & External Communications</p>	<ul style="list-style-type: none"> • Continue to Post on Facebook, keeping the community involved; TFD is now on Instagram as well • Hosted the Interim Accounting Student from Administration to assist the student in understanding the roles & responsibilities of the Fire Department.
 <p>Define & Practice Good Governance</p>	<p>Fire Training: This time indicates the training of the Fire Department in the month.</p> <ul style="list-style-type: none"> • Past month – 405 hours of firefighter training • Past 12 months – 3989 hours of firefighter training • 8 members started their 1001 level 1 training which is a 6 month long, 160-hour course that includes certification training on a vast variety of basic firefighter functions • 4 members completed Standard First Aid and BLS skills training

	<p>Fire Prevention:</p> <ul style="list-style-type: none"> • Fire inspections 10 • Smoke alarm installation 14 exchanges • Fire investigations 0 • Flammable Liquid Storage Tank inspections: 0 • AC's visited a Gr.10 PE class and delivered a CPR & AED class for 34 St. Mary's Students
	<ul style="list-style-type: none"> • 1656 hours volunteer service over the last 12 months outside of training and call responses • 4 students were chosen for the Fire Chief of the Day contest, picked up from school, lunch with the Fire Chief, Assistant Chiefs and 5 firefighters. • Taber Fire members attended Winterfest downtown and assisted with fire pits and the Annual Christmas tree light up ceremony.

Comparison of year by month with totals 2018-2022



Year to date **LAST** year; **305** calls. Total Calls for **November – 29 Calls**. Year to date **THIS** year; **270** calls

Total call volume over the last 4 years: **1166** Calls

CALLS BY TYPE

Structure Fire – 0	Public Assist – 9	MVC – 4
Rubbish/Grass Fire – 0	Hazmat – 0	Alarm Call – 9
MFR – 7	Mutual Aid – 0	Vehicle Fire – 0






TOWN OF
TABER

DEPARTMENT REPORT

November 2022

DEPARTMENT: Engineering & Public Works

Strategic Plan Alignment	Associated Projects & Tasks
 <p>Develop Community & Promote Growth</p>	<ul style="list-style-type: none"> • Installed Town Christmas Décor onto the Streetlights downtown the night before Winter Festival. • Installed numerous Christmas Decoration Displays for Communities in Bloom at the AquaFun Center, Confederation Park and the Police station, the week prior to Winter Festival. • Supplied and hooked up power to all of the Christmas Displays and the Lights in the Trees at Confederation Park for Communities in Bloom. • Provide approval to different utility companies. • Provide approval for new built or existing building expansions. • Putting together as built drawing for 2022 Sidewalk improvements and 2022 road improvements. • 66th Avenue Ditch upgrade was completed. • Attended various meetings with TELUS for installing new cell phone Hubs behind administration building. • Attended various meetings with Bell to install new fiber line to Emergency Services Building. • Wastewater Lagoon Solar Generation project is on schedule for February 2023 completion, all equipment and materials have arrived. • Electric Vehicle Charging Program; 100% of stations have been installed, networking and commissioning is scheduled to happen in December with project completion by end of December 2022. • Clean Energy Improvement Program; Bylaw was approved, working with AMSC to enroll Taber into earliest available program & funding application. Currently targeting January 2023 • Thermostat Retrofit, all units have been delivered, Facility maintenance to install 54 thermostats across 20 facilities over the winter. • Completed year 2, month 3 of the municipal manager program through MCCAC. • Climate Resiliency; working with MPE Engineering on the climate analysis of our water and wastewater infrastructure. Document completion date of December 31, 2022 and then applying for grant funding for proposed updates. • Working on energy audits on Lift Stations and Transfer Station Scale House.

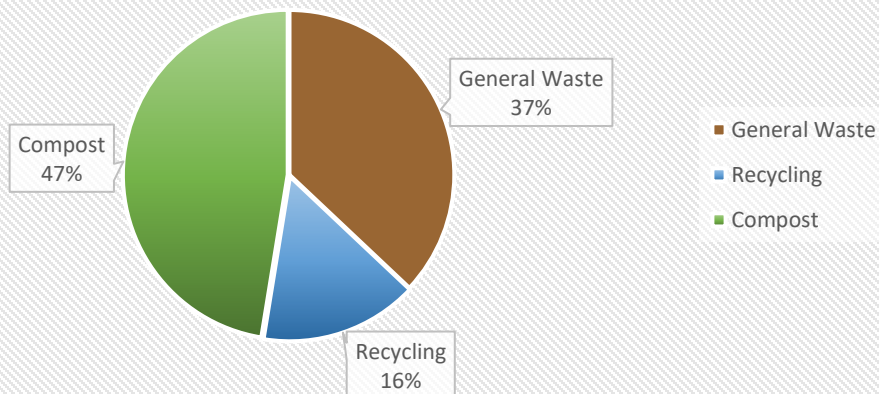
 <p>Improve Internal & External Communications</p>	<ul style="list-style-type: none"> • Submitted posts to the cornhusk chronicles & social media accounts to educate residents with helpful holiday recycling do's and don'ts. • Submitted posts to the cornhusk chronicles & social media accounts to inform residents on our holiday hours at the Transfer Station and the Waste collection holiday schedules. • Held monthly safety meetings. • Received & completed locates of water & sewer lines from Utility Safety partners for residents and businesses doing excavation work. • Received on-line, email and telephone service requests from residents and staff, investigated and completed all work orders pertaining to those requests.
 <p>Define & Practice Good Governance</p>	<ul style="list-style-type: none"> • Perform staff evaluations. • Perform snow removal of streets and parking lots. • Perform snow removal of Sidewalk and Pathways. • Winterized and repaired Fire hydrants. • Repaired Water leaks. • Regular preventative maintenance for all buildings and completed many work order repair requests at all Town owned buildings. • Completed our Annual asphalt-patching program as part of the operational budget. • Completed several sidewalk replacement projects in house as part of the operational budget. • Prepared RFD's for Council meetings • Excavated and backfilled graves • Flushed sanitary sewer pipelines, checked manholes and video inspected to prevent back-ups. Visited the five lift stations throughout Town. • Sent some old Equipment from the Public Works Shop to Team Auctions including an end of lifecycle Excavator that was replaced in 2022 and proceeds were \$40,915.34, which will be put back into the Town reserves. • Renovated the Finance department side of the Administration Building as scheduled including new flooring, new suspended ceiling, drywall repairs and paint. Replaced all light fixtures with LED. • Repaired Heat exchanger unit at the WWTP as well as various automation troubleshooting and repairs at both treatment facilities. • Troubleshoot Air Handling unit at Aquafun Center and came up with a temporary solution, while sourcing a permanent solution. • Annual Generator service and load testing at all Town facilities with Generators. • Repaired several furnaces and unit heaters.



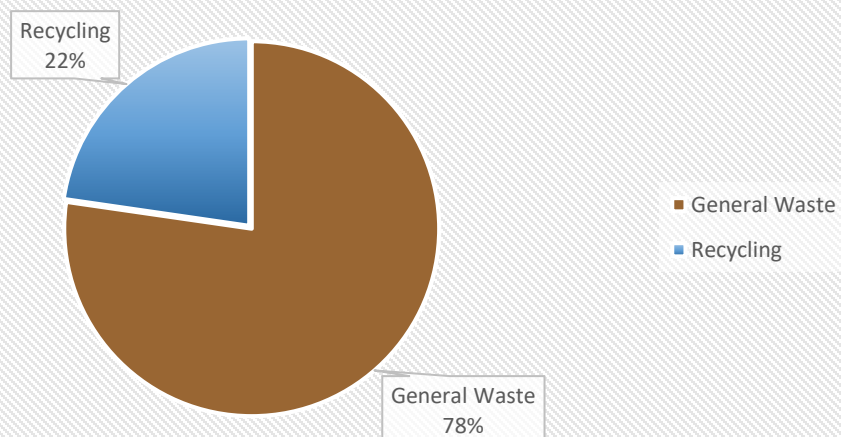
Enhance
Sense
of
Community

- Continually programming Administration colored lighting according to schedule.
- Collection of all residential automated cart waste, and commercial/industrial - multi-family waste containers.
- Co-ordinated the collection of compost, recycling and Styrofoam, both residential & commercial.
- 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 & e-waste materials.

Jan. to Nov. 2022 - Residential Collection 63% Diversion



Jan. to Nov. 2022 - Commercial Collection









TOWN OF
TABER

DEPARTMENT REPORT

November 2022

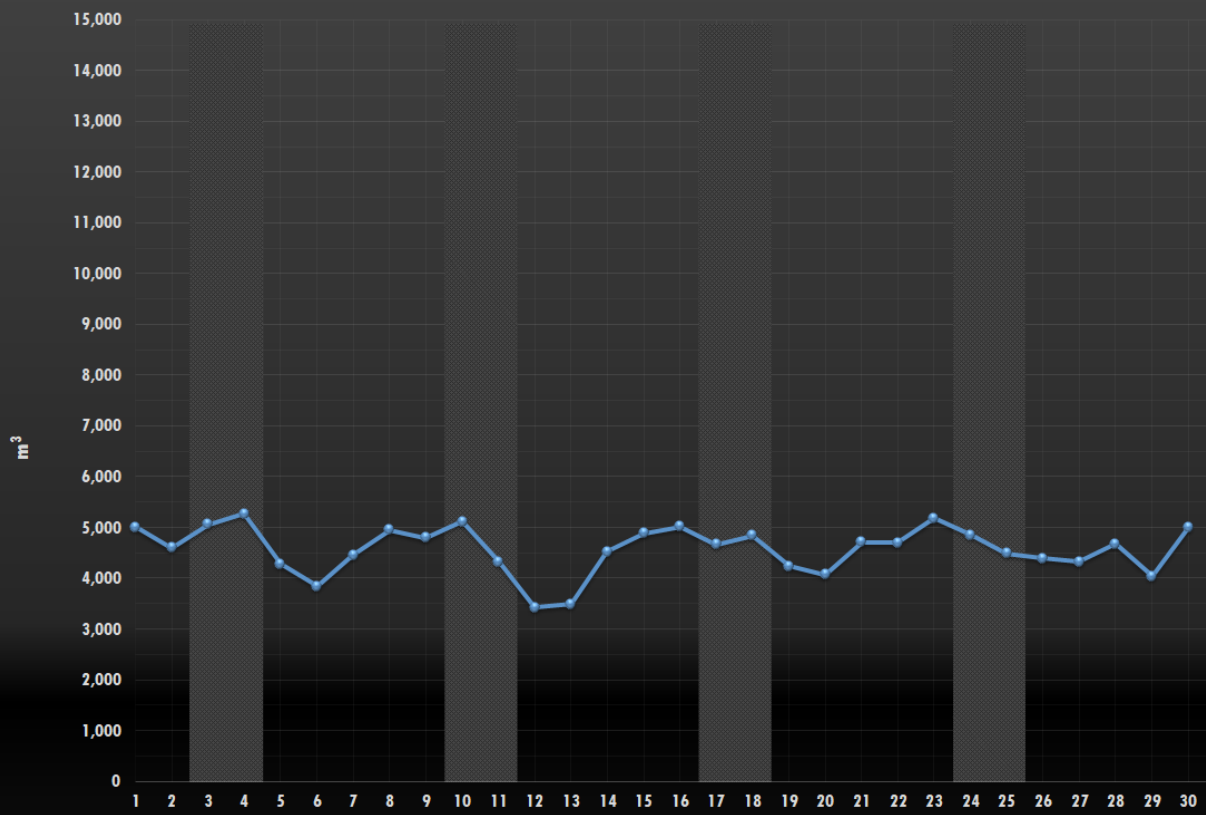
DEPARTMENT: Water & Wastewater Treatment Facilities

Strategic Plan Alignment	Associated Projects & Tasks
 <p>Develop Community & Promote Growth</p>	<ul style="list-style-type: none"> • High Lift Pump 401 replacement at the Water Treatment Plant is in review for costs • Operation of Lantic Wastewater Treatment Plant is ongoing • Secondary Clarifier upgrade at the Wastewater Treatment Plant • Studies are being conducted on the lower cell of the Industrial Lagoon • Chemical system upgrades in progress at Lantic
 <p>Improve Internal & External Communications</p>	<ul style="list-style-type: none"> • Monthly Safety Meeting • Operations Meetings • Weekly Lantic Operations Meeting • Weekly Lantic Maintenance Meeting • Lantic Boiler and Filtration Upgrade Meetings • Performance evaluations were completed
 <p>Define & Practice Good Governance</p>	<ul style="list-style-type: none"> • We strive to minimize our impact on the environment by consistently meeting and exceeding the guidelines set out by Alberta Environment • Monthly site inspections were completed • We are following our Covid-19 Pandemic Emergency Response Plan • One operator took a Flowmeter Fundamentals course
 <p>Enhance Sense of Community</p>	<ul style="list-style-type: none"> • Submitted a Water Saving Tip to the Corn Husk Chronicles

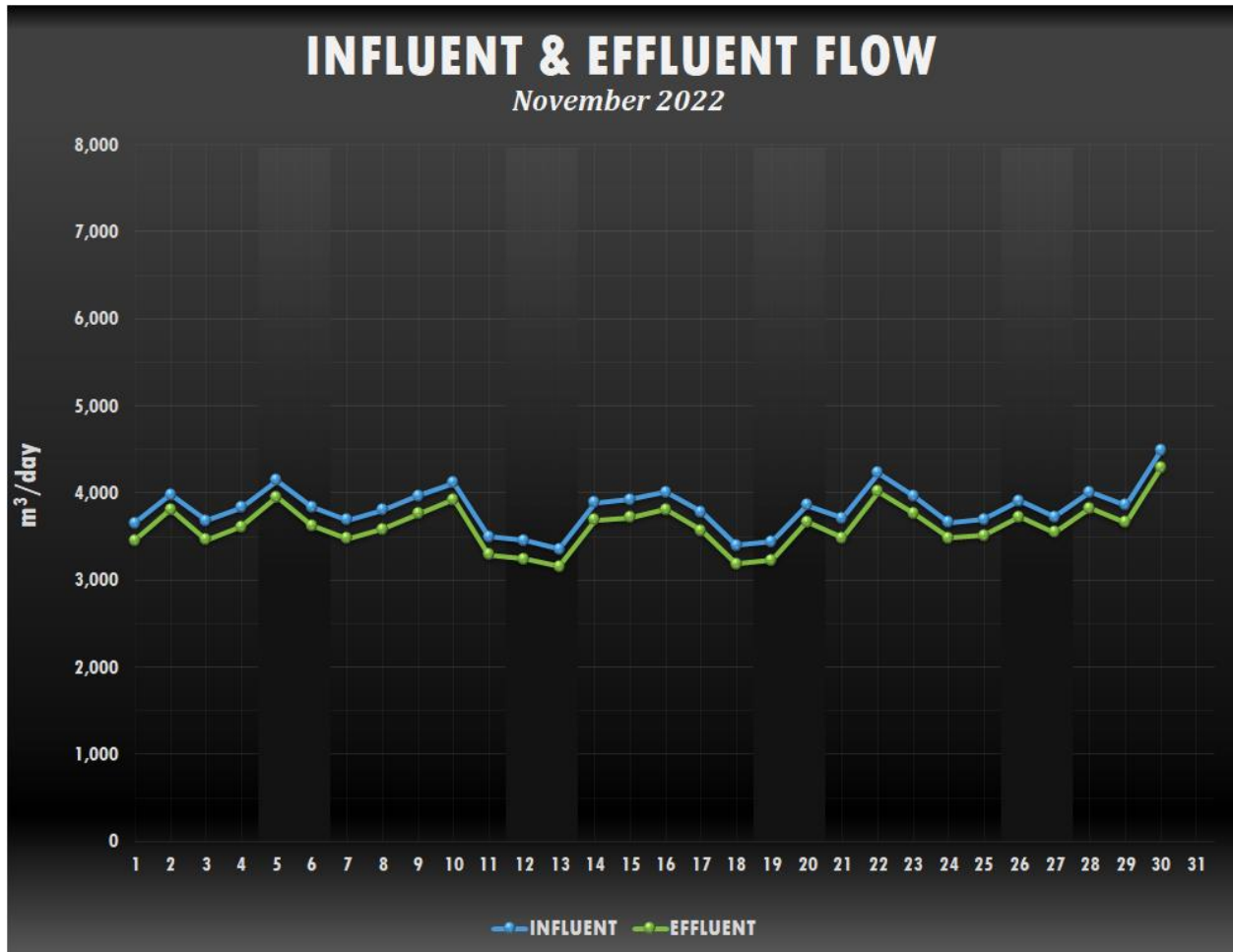
Potable Water Consumption

POTABLE WATER CONSUMPTION

November 2022



WWTP Influent & Effluent Flow







Department REPORT

November & December 2022

DEPARTMENT: Human Resources

Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="316 659 464 762">Develop Community & Promote Growth</p>	<ul data-bbox="634 457 1511 793" style="list-style-type: none"> • Advertised for a temporary FT Clerk Typist II-Utilities/AR Clerk, Casual Communications Operators, FT Planning Assistant, FT Communications Operator, FT Landfill Scale Operator, FT Health & Safety Officer, as well as maintaining open until filled position postings. • Continue preparing for bargaining and negotiations of contracts. • Booking interviews for various departments and positions. • Coordinated meetings for employees joining and leaving the Town. • Preparing interview questions for various posted positions. • Exploring external training opportunities for various departments. • Working with IT & YEP to bring an IT student in for a 6-8week term.
 <p data-bbox="284 1014 492 1117">Improve Internal & External Communications</p>	<ul data-bbox="634 808 1430 1144" style="list-style-type: none"> • Assisting departments with e-Compliance access and use. • Reviewing e-Compliance to ensure all staff are set-up properly. • Assisting departments with the CUPE contract. • Assisting employees with questions regarding benefits & pension. • Supporting staff at all levels regarding employee relations and HR related subjects. • Preparation and follow up for the Labour Management Meetings. • New Employee Orientations • Updating Emergency Response Plans and Safe Work Practices for continuity and best practices.
 <p data-bbox="305 1362 459 1472">Define & Practice Good Governance</p>	<ul data-bbox="634 1159 1487 1465" style="list-style-type: none"> • Coordinated COR audit – Waiting on Results • Planned and participated in training and emergency drills • Attended safety webinars for continual improvement and best practices. • Reviewing e-Compliance to ensure all staff are set-up properly. • Reviewing and updating policies, procedures, and codes of practice for best practices and legislation compliance • Updating Emergency Response Plans and Safe Work Practices for continuity and best practices. • Participated in Workplace Investigations Training
 <p data-bbox="302 1709 459 1818">Enhance Sense of Community</p>	<ul data-bbox="634 1501 1487 1843" style="list-style-type: none"> • Attending safety meetings and worksites to observe and participate in safety enhancements. • Attended Health and Safety Committee meeting. • Working with WCB regarding existing claims. • Working with Sun Life & AMSC. • Assisting employees with their concerns & questions. • Working on Return to Work for employee's off on Sun Life and WCB. • Started Wellness Wednesday emails that go out to all staff on various health, benefits & general well being. • Working with Payroll on year end items & processes.



Council Request for Decision

Meeting Date: December 19, 2022

Subject:
Mayor and Councillor Reports (Verbal)

Recommendation:
No motion is required.

Background:
Updates are provided verbally to inform Council of individual elected official activity. This could come in the form of meeting attendance to Council's Boards, Commissions, Committees, ad hoc organizations or meetings intended to strengthen municipal reputation and visibility.

Legislation / Authority:
MGA, Section 207(c)

Strategic Plan Alignment:
Governance:
Build partnerships with other governments and organizations where synergies may exist.

Financial Implication:
N/A

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

Justification:
To keep all of Council informed of elected official activity.

Alternative(s):
Council could seek clarification on any of the matters.

Attachment(s):



APPROVALS:

Originated By:
Kerry Van Ham

Chief Administrative Officer (CAO) or Designate: _____