



AGENDA

REGULAR MEETING OF THE COUNCIL OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, JUNE 26, 2023 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: June 12, 2023	X
5. BUSINESS ARISING FROM THE MINUTES	
6. BYLAWS	
7. ACTION ITEMS	
ITEM No.7.1 Administrative Professional of the Year (Urban)	X
ITEM No.7.2 Recycle Coach App	X
ITEM No.7.3 Slow Your Roll Signage Policy C-11 Renewal	X
ITEM No.7.4 Proposed Asset Management Policy - PS-PW-4	X
ITEM No.7.5 Department Reports	
ITEM No.7.6 Mayor and Councillor Reports (Verbal)	
ITEM No.7.7 Standing Items - Council Requests	
8. DELEGATIONS	
ITEM No.8.1 Presentation to Mr. Brian Gladys: Found Property Claim	X
ITEM No.8.2 Delegation: Taber & District Housing Association, Clearview Lodge Expansion and Modernization	X
9. MEDIA INQUIRIES	



10. CLOSED SESSION

- | | | |
|--------------|---|----------|
| ITEM No.10.1 | 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. | X |
| ITEM No.10.2 | Proposed Arena ATM Machine Lease Agreement Renewal
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. | X |
| ITEM No.10.3 | Proposed Highway Sign Lease Agreements
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. | X |

11. OPEN SESSION **X**

12. CLOSE OF MEETING **X**



Council Request for Decision

Meeting Date: June 26, 2023

Subject:

Minutes of Regular Meeting of Council: June 12, 2023

Recommendation:

Council adopts the Minutes of the Regular Meeting of Council held on June 12, 2023, 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:

To provide good governance.

Financial Implication:

None at this time.

Service Level / Staff Resource Implication:

The service level will remain status quo.

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 June 12, 2023, as amended.



Attachment(s): June 12, 2023 Regular Meeting of Council Minutes

APPROVALS:

Originated By:
Brittany Gilbertson

Chief Administrative Officer (CAO) or Designate: _____

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE
TOWN OF TABER, IN THE PROVINCE OF ALBERTA, HELD IN THE
COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY,
JUNE 12, 2023, AT 3:30 PM.

Mayor

Andrew Prokop

Councillors

Garth Bekkering
Jack Brewin
Carly Firth
Monica McLean
Alf Rudd
Joanne Sorensen

Chief Administrative Officer

Derrin Thibault

Staff

Meghan Brennan
Jordan Florchinger
Brittany Gilbertson
Ramin Lahiji
Celina Newberry
John Orwa

CALL TO ORDER

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

ADOPTION OF THE AGENDA

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

ADOPTION OF THE AGENDA – CONT'D

RES. 185/2023

MOVED by Councillor McLean that Council adopts the Agenda, as amended, to allow for the opportunity to undertake Closed Session items prior to the timing of Delegations at 5:00 PM.

CARRIED UNANIMOUSLY

Mayor Prokop stated for the record that Councillor Brewin would be attending via teleconference.

PUBLIC HEARINGS

1) Call to Order: Public Hearing for Direct Control Development Application 23-038

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

Mayor Prokop stated that anyone who wishes to speak during the Public Hearing will have 5 minutes to speak, and must state their name for the record, and state if they are speaking for themselves or on behalf of a group or organization.

2) Public Hearing for the Direct Control Development Application 23-038

C. Newberry, Planning Officer, stated that Administration had received an application for development in a Direct Control District (DC-2), for a Vegetable Shack.

C. Newberry stated that prior to the advertising being sent out, Administration had received inquiries from the public on the new location for the Vegetable Shack.

3) Presentation of Written or Oral Briefs Against the Direct Control Development Application 23-038

Mayor Prokop inquired if Administration has received any written briefs Against the Direct Control Development Application 23-038.

PUBLIC HEARINGS – CONT'D

3) Presentation of Written or Oral Briefs Against the Direct Control Development Application 23-038 – Cont'd

C. Newberry stated that Administration has not received any written briefs Against the Direct Control Development Application 23-038.

Mayor Prokop inquired if anyone was present who wished to speak Against the Direct Control Development Application 23-038.

Mayor Prokop inquired a second time if anyone was present who wished to speak Against the Direct Control Development Application 23-038.

Mayor Prokop inquired a third and final time if anyone was present who wished to speak Against the Direct Control Development Application 23-038, and there was none.

4) Presentation of Written or Oral Briefs For the Direct Control Development Application 23-038

Mayor Prokop inquired if Administration has received any written briefs For the Direct Control Development Application 23-038.

C. Newberry stated that Administration has not received any written briefs For the Direct Control Development Application 23-038.

Mayor Prokop inquired if anyone was present who wished to speak For the Direct Control Development Application 23-038.

Mayor Prokop inquired a second time if anyone was present who wished to speak For the Direct Control Development Application 23-038.

Mayor Prokop inquired a third and final time if anyone was present who wished to speak For the Direct Control Development Application 23-038, and there was none.

5) Close of Meeting: Public Hearing for the Direct Control Development Application 23-038

Mayor Prokop declared the Public Hearing Closed at 3:33 PM.

ADOPTION OF THE MINUTES

1) Minutes of Regular Meeting of Council: May 23, 2023

RES. 186/2023

MOVED by Councillor Rudd that Council adopts the Minutes of the Regular Meeting of Council held on May 23, 2023, as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

None.

BYLAWS

1) Audit Committee Bylaw

D. Thibault introduced J. Orwa, Director of Corporate Services and Chief Financial Officer, who presented the proposed Audit Committee Bylaw 12-2023.

J. Orwa stated that there have been changes made to the *Municipal Government Act (MGA)* that state the previous policy and procedures required for the Audit Committee are to be combined into a bylaw.

RES. 187/2023

MOVED by Councillor McLean that Council gives First Reading to Bylaw 12-2023 being the Audit Committee Bylaw, as presented.

CARRIED UNANIMOUSLY

RES. 188/2023

MOVED by Councillor Sorensen that Council gives Second Reading to Bylaw 12-2023 being the Audit Committee Bylaw, as presented.

CARRIED UNANIMOUSLY

BYLAWS – CONT'D

1) Audit Committee Bylaw – Cont'd

RES. 189/2023 MOVED by Councillor Firth that Council unanimously agrees to proceed with Third and Final Reading to Bylaw 12-2023 being the Audit Committee Bylaw, as presented.

CARRIED UNANIMOUSLY

RES. 190/2023 MOVED by Councillor Bekkering that Council gives Third and Final Reading to Bylaw 12-2023 being the Audit Committee Bylaw for the Town of Taber, as presented.

CARRIED UNANIMOUSLY

RES. 191/2023 MOVED by Councillor Rudd that Council Repeals Audit Committee Policy C-5.

CARRIED UNANIMOUSLY

ACTION ITEMS

1) DP 23-038 - 5508 46 Avenue - Move on Shed - Vegetable Shack

D. Thibault introduced C. Newberry who presented the Development Permit Application DP 23-038.

MOVED by Councillor Firth that Council approves Development Permit DP 23-038 for Moved on Shed for Produce Retail at 5508 46 Avenue, Lot 23, Block 21, Plan 1410557, with the following ten (10) conditions:

ACTION ITEMS – CONT'D

1) DP 23-038 - 5508 46 Avenue - Move on Shed - Vegetable Shack – Cont'd

- 1) The site is developed as per the attached site plan, to the satisfaction of the Council;
- 2) The development conforms to the requirements of the Direct Control District 2 (DC-2);
- 3) The Moved-on Shed shall be kept in good repair;
- 4) The applicant shall be responsible having all the underground utilities located on the property and ensuring that the building has not been located overtop any of them prior moving the building onto the property. If the proposed location of the building has been located over top any underground utilities it is the applicant's responsibility to either relocate the building to a new location (this must be approved by Council) on the property or remedy to the situation to the satisfaction of the affected utility provider;
- 5) Should the applicant want to install a foundation for the building at any time a separate development permit will be required;
- 6) The applicant must obtain a Building Permit to ensure the development complies with the National Fire Code 2019 (AE) and the National Building Code 2019 (AE). It shall be the responsibility of the applicant to obtain the necessary Building, Plumbing, Electrical, and Gas permits;

ACTION ITEMS – CONT'D

1) DP 23-038 - 5508 46 Avenue - Move on Shed - Vegetable Shack – Cont'd

- 7) The exterior finishes of the moved-on shed shall be professionally manufactured and complimentary to the finishing of the neighbouring properties and subject dwelling;
- 8) Applicant to ensure water will not accumulate at or near the buildings (positive drainage) on site, nor accumulate on the lot, and will not adversely affect adjacent properties;
- 9) During construction, the site shall be maintained in a neat and orderly manner so as to ensure that neighbours are not directly impacted by construction activity. This includes parking of construction vehicles and storage of construction materials, debris, and topsoil. Any damage to neighbours' property, including fences, driveways, or landscaping that occurs due to this construction shall be repaired. Erosion shall be controlled so that soil and dust is not conveyed off site. Standing water on the site shall also be controlled by the applicant. (Non-compliance of these items are subject to fines as indicated under Bylaw 13-2021); and,
- 10) All outstanding taxes, if any, are paid to the Town of Taber prior to proceeding with development.

Councillor Rudd requested an amendment to the motion that in the fourth (4th) condition the word “to” needs to be inserted after the word “prior”.

ACTION ITEMS – CONT'D

1) DP 23-038 – 5508 46 Avenue – Move on Shed - Vegetable Shack – Cont'd

Councillor Firth accepted the amendment.

RES. 192/2023

MOVED by Councillor Firth that Council approves Development Permit DP 23-038 for Moved on Shed for Produce Retail at 5508 46 Avenue, Lot 23, Block 21, Plan 1410557, with the following ten (10) conditions, with the addition of the word "to" after the word "prior" in the fourth (4th) condition:

- 1) The site is developed as per the attached site plan, to the satisfaction of the Council;
- 2) The development conforms to the requirements of the Direct Control District 2 (DC-2);
- 3) The Moved-on Shed shall be kept in good repair;
- 4) The applicant shall be responsible having all the underground utilities located on the property and ensuring that the building has not been located overtop any of them prior to moving the building onto the property. If the proposed location of the building has been located over top any underground utilities it is the applicant's responsibility to either relocate the building to a new location (this must be approved by Council) on the property or remedy the situation to the satisfaction of the affected utility provider;

ACTION ITEMS – CONT'D

1) DP 23-038 – 5508 46 Avenue – Move on Shed – Vegetable Shack – Cont'd

- 5) Should the applicant want to install a foundation for the building at any time a separate development permit will be required;
- 6) The applicant must obtain a Building Permit to ensure the development complies with the National Fire Code 2019 (AE) and the National Building Code 2019 (AE). It shall be the responsibility of the applicant to obtain the necessary Building, Plumbing, Electrical, and Gas permits;
- 7) The exterior finishes of the moved-on shed shall be professionally manufactured and complimentary to the finishing of the neighbouring properties and subject dwelling;
- 8) Applicant to ensure water will not accumulate at or near the buildings (positive drainage) on site, nor accumulate on the lot, and will not adversely affect adjacent properties;

ACTION ITEMS – CONT'D

1) DP 23-038 – 5508 46 Avenue – Move on Shed – Vegetable Shack – Cont'd

- 9) During construction, the site shall be maintained in a neat and orderly manner so as to ensure that neighbours are not directly impacted by construction activity. This includes parking of construction vehicles and storage of construction materials, debris, and topsoil. Any damage to neighbours' property, including fences, driveways, or landscaping that occurs due to this construction shall be repaired. Erosion shall be controlled so that soil and dust is not conveyed off site. Standing water on the site shall also be controlled by the applicant. (Non-compliance of these items are subject to fines as indicated under Bylaw 13-2021); and
- 10) All outstanding taxes, if any, are paid to the Town of Taber prior to proceeding with development.

CARRIED UNANIMOUSLY

2) Asphalt Patching Budget Increase Request

D. Thibault introduced R. Lahiji, Engineering and Public Works Manager, who presented the request to increase the budget for asphalt patching in the Town of Taber.

Council discussed the current budget and future financial considerations regarding asphalt repair in the Town of Taber.

ACTION ITEMS – CONT'D

2) Asphalt Patching Budget Increase Request – Cont'd

RES. 193/2023

MOVED by Councillor Sorensen that Council directs Administration to allocate an additional amount of two hundred ninety thousand dollars (\$290,000.00) from Operating Reserves to offset the increase in cost of asphalt patching work.

CARRIED UNANIMOUSLY

3) Economic Development Resource Collaboration

D. Thibault detailed the request for an Economic Development Resource Collaboration with the Municipal District (M.D.) of Taber.

Council discussed the proposed Economic Development Resource Collaboration and the potential for opportunities not previously explored by the Town of Taber and the M.D. of Taber with this new resource in place.

Council discussed potential conflicts that may arise from the proposed Economic Development Resource Collaboration.

RES. 194/2023

MOVED by Councillor Bekkering that Council directs Administration to add \$25,000 to the 2023 Operating Budget from Operating Reserves, and to approve the addition of \$50,000 to the 2024 and \$50,000 to the 2025 Operating Budgets in support of the hiring of a Professional Economic Development Resource, to be shared 50% of the time between the M.D. and Town of Taber for a 3-year term position.

CARRIED UNANIMOUSLY

ACTION ITEMS – CONT'D

4) 1st Quarter Financial Statements

D. Thibault presented J. Orwa, who reported on the First Quarter Financial Statements.

Council discussed the presented Financial Statements.

No motion was made at this time.

5) Information For Council

D. Thibault presented the Meadows Progress Report and Council discussed.

No motion was made at this time.

6) Standing Items - Council Requests

D. Thibault reviewed the current listing.

RES. 195/2023

MOVED by Councillor Firth that Council directs Administration to investigate an activated charcoal filter or other solution to remedy the odor and taste issues in our water and the cost associated with that solution.

CARRIED UNANIMOUSLY

RES. 196/2023

MOVED by Councillor Sorensen that Council directs Administration to investigate possible grants, subsidies and other incentives to encourage the building of multi-unit residential buildings in the Town of Taber.

CARRIED UNANIMOUSLY

ACTION ITEMS – CONT'D

6) Standing Items – Council Requests – Cont'd

RES. 197/2023

MOVED by Councillor Rudd that Council directs Administration to consider all mixed-use pathways controlled by the Town of Taber be posted with safety and courtesy signs that provide users with information to avoid collisions or other mishaps, such signs to at minimum dictate what types of equipment may be used, speed and right of way protocols. Alternatively, Administration may research developing a bylaw to properly address safety, and make a recommendation to Council, including costs.

CARRIED UNANIMOUSLY

RES. 198/2023

MOVED by Councillor McLean that Council takes a 30-minute meal break to reconvene into the Delegation Agenda Item at 5:00 PM.

CARRIED UNANIMOUSLY at 4:28 PM

Council reconvened the meeting at 5:01 PM

DELEGATIONS

1) 2023 Long Service Volunteer Presentation

Mayor Prokop and Council presented a Long Service Volunteer Recognition Award to Mr. Roger Miles to recognize his service on the Taber Municipal Planning Commission.

RES. 199/2023

MOVED by Councillor Firth that Council thanks Mr. Roger Miles as a recipient of the 2023 Volunteer Long Service Award, and thanks him for his volunteerism and dedication to the community.

CARRIED UNANIMOUSLY

135/2023

Meeting Date
6/12/2023

MEDIA INQUIRIES

None.

RES. 200/2023

MOVED by Councillor McLean that Council moves into Closed Session to prevent the 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 a third party; and,
- Advice from officials, in accordance with Section 24(1)(a) of the *Freedom of Information and Protection of Privacy Act*; to prevent the disclosure of advice, proposals, recommendations, analyses or policy options developed for a public body.

CARRIED UNANIMOUSLY at 5:03 PM

CLOSED SESSION

- 1) **Land Sale Offer - 4 Acres**
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.

Pursuant to Section 197(6) of the *Municipal Government Act*, there was the following member of Administration in attendance for Agenda Item 10.1) Land Sale Offer – 4 Acres; D. Thibault, Chief Administrative Officer.

- 2) **Standing Item Res. 106/2023 and 118/2023 Discussion, 3800 Block of 50th Street**
Council takes the meeting into Closed Session to prevent disclosure of advice from officials, in accordance with Section 24(1)(a) of the *Freedom of Information and Protection of Privacy Act*; to prevent the disclosure of advice, proposals, recommendations, analyses or policy options developed for a public body.

Pursuant to Section 197(6) of the *Municipal Government Act*, there was the following member of Administration in attendance for Agenda Item 10.2) Standing Item Res. 106/2023 and 118/2023 Discussion, 3800 Block of 50th Street; D. Thibault, Chief Administrative Officer.

- 3) **CUPE Memorandum of Settlement**
Closed session to prevent business interests of third party in accordance with Section 16 of the *Freedom of Information and Protection of Privacy Act*

Pursuant to Section 197(6) of the *Municipal Government Act*, there were the following members of Administration in attendance for Agenda Item 10.3) CUPE Memorandum of Settlement; D. Thibault, Chief Administrative Officer, G. Noble, Human Resources Manager.

OPEN SESSION

RES. 201/2023

MOVED by Councillor Firth that Council moves into Open Session.

CARRIED UNANIMOUSLY at 6:29 PM

RES. 202/2023

MOVED by Councillor Sorensen that Council directs Administration to upgrade the irrigation ditch located directly South of the alley behind 38th Avenue South, and authorizes an expenditure of up to \$50,000 to come from Capital Reserves.

CARRIED

RES. 203/2023

MOVED by Councillor Bekkering that Council directs the Mayor and CAO to sign a new agreement with CUPE for the term of January 1st, 2022 to December 31st, 2023.

CARRIED UNANIMOUSLY

CLOSE OF MEETING

RES. 204/2023

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

CARRIED UNANIMOUSLY at 6:31 PM

MAYOR

CHIEF ADMINISTRATIVE OFFICER



Council Request for Decision

Meeting Date: June 26, 2023

Subject:

Administrative Professional of the Year (Urban)

Recommendation:

That Council congratulates Ms. Lisa DeBona on her Administrative Professional of the Year (Urban) Award and thanks her for her contributions to the Town's Engineering and Public Works Team.

Background:

A request was made that Lisa DeBona attend a Council meeting to be formally recognized for her recent Alberta Public Works Association's Administrative Professional of the Year (Urban) Award.

Ms. DeBona will be in attendance (with her trophy) for Council to formally recognize her and the contributions she makes to our Engineering and Public Works team.

The APWA Award details that "the distinguished award recognizes outstanding achievement in administration within the public works department and serves to inspire excellence and dedication in the public sector."

The Award was presented to Lisa at the APWA Annual Conference on May 31st, and a media release celebrating the win was released by the Town on June 15th.

Legislation / Authority:

MGA Section 3

Strategic Plan Alignment:

Define and practice good governance.

Financial Implication:

None.

Service Level / Staff Resource Implication:

Status Quo.



Justification:

This gives Council the opportunity to thank a long-serving staff member for the work she does and to recognize her achievements.

Alternative(s):

1. Council may request further information.

Attachment(s):

APPROVALS:

Originated By:
Meghan Brennan

Chief Administrative Officer (CAO) or Designate: _____

Council Request for Decision

Meeting Date: June 26, 2023

Subject:

Recycle Coach App

Recommendation:

That Council approves \$2,700 to be allocated from the Council Discretionary Fund for the purchase of the Recycle Coach Application in 2023 and directs Administration to include the application's pricing in future operating budgets.

Background:

At their April 24, 2023 meeting, Council passed the following resolution:

RES. 132/2023 MOVED by Councillor Firth that Council directs Administration to investigate the cost and feasibility of an app to assist residents with waste collection.

CARRIED UNANIMOUSLY

Administration has since done research into various applications that offer this service and have found that Recycle Coach is our preferred choice. Leduc and Medicine Hat are municipalities that use this same Canadian company, with great success. Administration tried reaching out to the company that Lethbridge uses, but they did not respond.

The Recycle Coach app is completely customizable to our community and our waste services. It has capabilities that go far beyond simple notifications for residents, including (but not limited to):

1. **“What Goes Where:”** a searchable in-app database so residents can determine which items go into which carts. This also can include image recognition so the public can take a picture of their item to discover which cart it belongs to.
2. **“Report-a-problem”** with collection issues within the app that can be directed to the Public Works Shop (the Town also has this capability on our website, but this offers yet another easy avenue for residents to report issues with collection)
3. **Website integration**
4. Fun, educational **public engagement** that the Town can customize to gain public interest and increase participation in the waste cart system, including:

- Weekly “fun surveys” which asks App Users quick questions to gauge their knowledge and to inform them of the answer (we can customize these to fit themes, times of the year, etc. For example: a quick question around the holidays would be: “Can you recycle waxy wrapping paper?”)
 - Blog articles
 - Kids activity packets
5. **“Annual Survey”** which residents can participate in to test their knowledge, which then compares our results to other municipalities (ie: Taberites’ knowledge versus Leduc’s knowledge). This friendly competition would also give valuable feedback to Administration on areas of knowledge gaps we can improve on.

Administration is fully satisfied that this app would go above and beyond what Council initially requested and would set the Town of Taber’s waste collection service up for success for many years to come. The extra public engagement features alone offer Administration new and exciting ways to renew residents’ interest in our waste services, while still offering the same communication types (paper calendars, website, etc.) that citizens have also come to use.

The developer also offers in-app translation services (for an additional yearly fee per language). Administration did ask about Low German or High German specifically (our 2020 Census stated German was the next largest language used in Taber), but those are not currently offered. However, there is Tagalog (3rd highest language in the Census) and Spanish. Given the Town’s success with the Alberta Advantage Immigration Program, there are options for other languages as well should Administration deem the need for it in future years. Currently, the cost is an additional \$200 per language, per year. Administration is recommending that we launch the app with only English for 2023 and use the in-app public engagement and feedback offerings to determine the need for additional languages and the kinds of languages in future years. This will also serve to allow residents to give us feedback to help improve the app, increasing public buy-in. Administration can then budget for languages accordingly.

Fortunately, the staff of the Public Works Department have already done the majority of the information compilation over the past 7 years for what the app developer would need, meaning that the app could be launched in 2023. With Council’s permission, Administration would like to make that a reality and move into the digital age with our waste collection services.

Because this is not currently budgeted for, Administration is seeking Council’s approval to get the system started in 2023, with funding to come from the Council Discretionary Fund. Administration will then include the cost for the app in future budgets.

Legislation / Authority:
MGA Section 3

Strategic Plan Alignment:
Improve internal and external communications.
Develop community & promote growth.



Financial Implication:

This is not currently budgeted for. The investment for the app would be:

1. \$2,700 for 2023 (Council Discretionary Fund)
2. \$3,200 (to be budgeted for in 2024)
3. \$3,600 (to be budgeted for in 2025)

As of June 12, 2023, Council has \$16,480.94 in the Discretionary Fund.

Service Level / Staff Resource Implication:

It will take approximately a month or so for at least 3 members of Administration to provide the information and work with the app developer on inputting information, customizing marketing, and implementing integration with our systems.

Once the app is created, it will be a matter for Administrative Staff to add it to our various other communications channels, editorial planning, and calendars. Administration is confident we currently have the capacity to add this to our workload with existing staffing levels.

Justification:

Council requested this initiative, stemming from the Waste Collection Survey and public feedback requesting an app. Other communities use apps such as these, and this is an easy, cost-effective way of notifying residents about their waste collection services while also engaging with them directly.

Alternative(s):

1. Council may request Administration place this initiative for consideration in the 2024 Budget Process.
2. Council may request further information.
3. Council may accept this item for information only.

Attachment(s): Recycle Coach Information

APPROVALS:

Originated By:
Meghan Brennan

Chief Administrative Officer (CAO) or Designate: _____

Let's Dive in...

Contamination

Sorting Instructions

Communication

Education

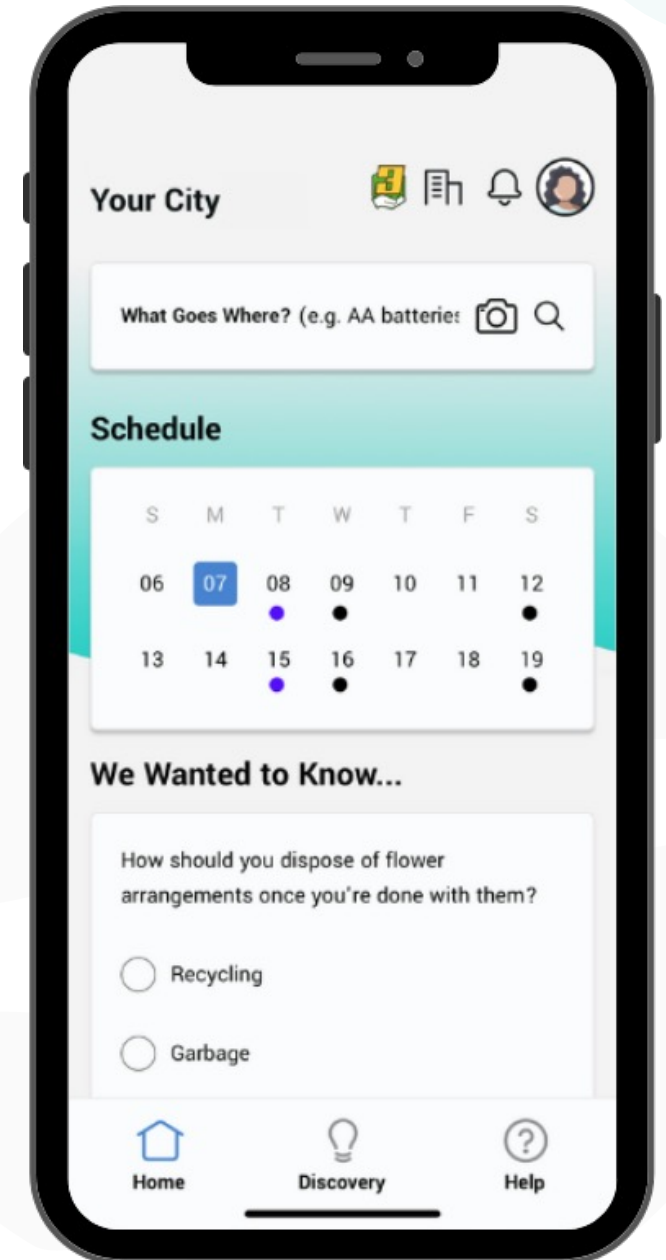
**Schedules/
Calendars**

Events

Collaboration

Your Responsibilities

Under 25



Communication

Personalized Collection Schedule - Unlimited schedules for all city services, events and collection schedules. Includes color customization, editable requirements, and detailed instructions.

What Goes Where - Full database containing 400+ materials and over 15,000+ search terms. Includes drop-off locations and event details. Includes Image Recognition technology.

Outbound Communication - Includes in-app notifications and reminder messages to residents. Available at city and collection zone level. SMS for an additional fee.

In-Bound Communication - Includes access to the Report A Problem tool for residents. Variety of topics allowed including; missed collection, broken cart, pot hole reporting and more. Integrations available into 311 ticketing systems or e-mail distros.

Basic Education

Basic Education will expose your residents to: We Wanted to Know Quiz, Blogs, Annual Knowledge Survey, On-Boarding Survey, Kids Activity Packets.

Marketing & Support

Marketing Support - Recycle Coach provides an Always-On strategy. We provide you with direct Marketing Support (in your Client Portal) to ensure you have the tools to engage with your community. Dedicated Listing in the Recycle Coach mobile app and a custom web widget for your website.

Analytics & Reporting - Detailed user analytics, engagement metrics and over a dozen insightful reports.

You will be paired with a dedicated Customer Success Manager

3-year Commitment*

*Pricing presented within is valid for 90-days. Rates subject to increase should a lesser term be requested.

RC – Language Fee \$200/yr. (Optional Add-on)
RC – SMS \$100/yr. (Optional Add-on)

Investment:
Yr. 1 - \$2700
Yr. 2 - \$3200
Yr. 3 - \$3600



WHO WE ARE

2001

Pioneered the use of **traditional wall calendars** for recycling education



2011

Developed **industry-first mobile app**, called My Waste

2015

Rebranded as Recycle Coach to better align with our core mission of recycling education

2018

Launched enhanced education – **PRO Package**

2021

Launched **Recycle Coach at Work (RCAW)**



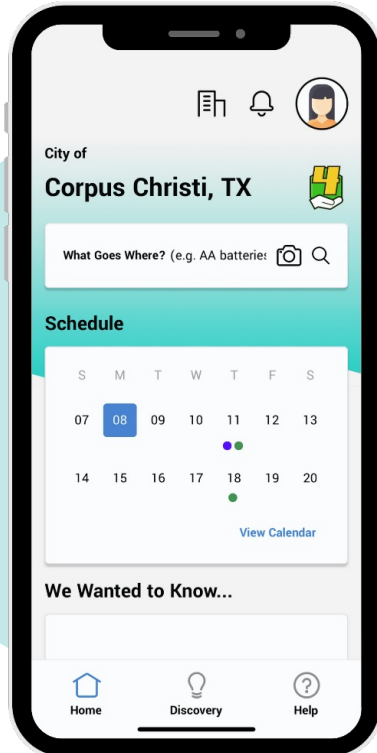
OUR SOLUTION



Most people are not aware of the contamination issue, and how they are contributing to it



Better education is desperately needed. It begins with establishing a line of communication.

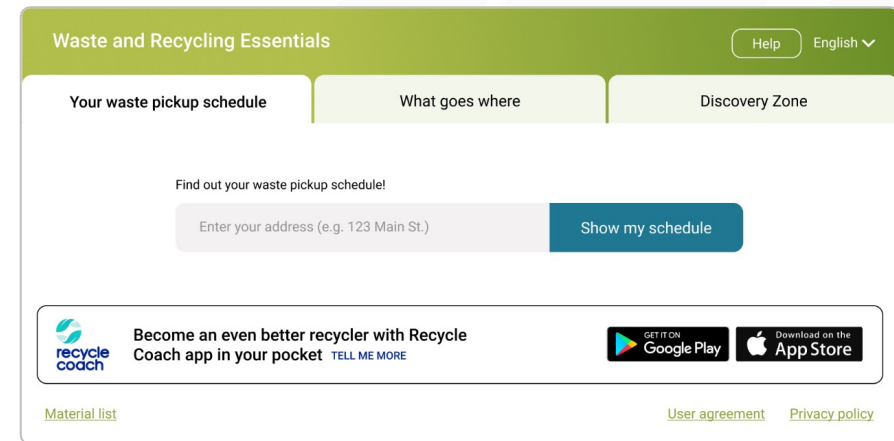


Mobile app

Residents download it because it makes their household operations simpler

Web app (widget)

Leverages municipality's website traffic to increase resident participation and eliminate user acquisition costs



ESSENTIALS PACKAGE

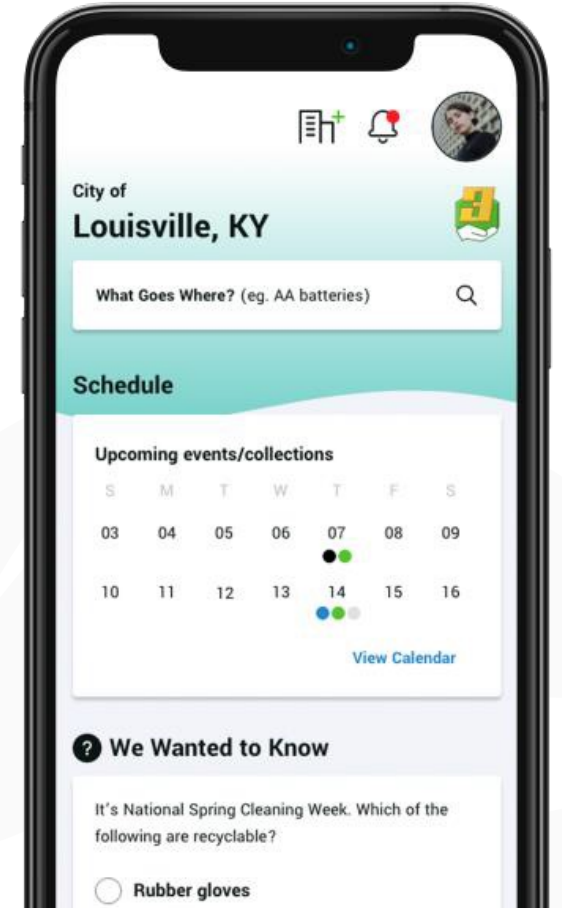


Communication



**Basic
Education**

COMMUNICATION



Special Add-on Available

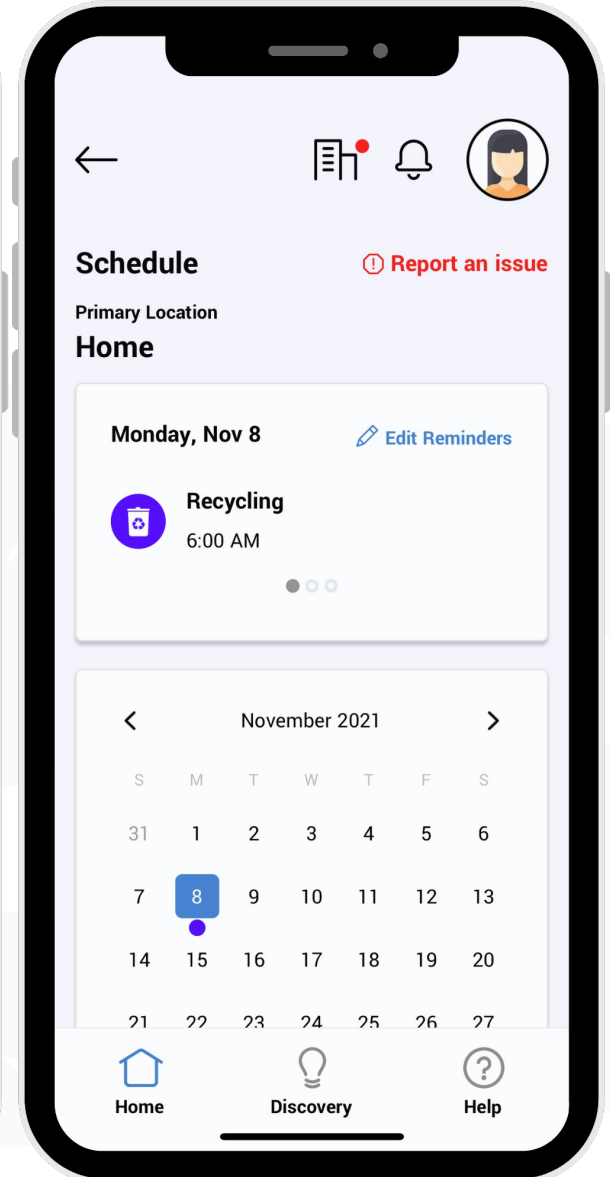
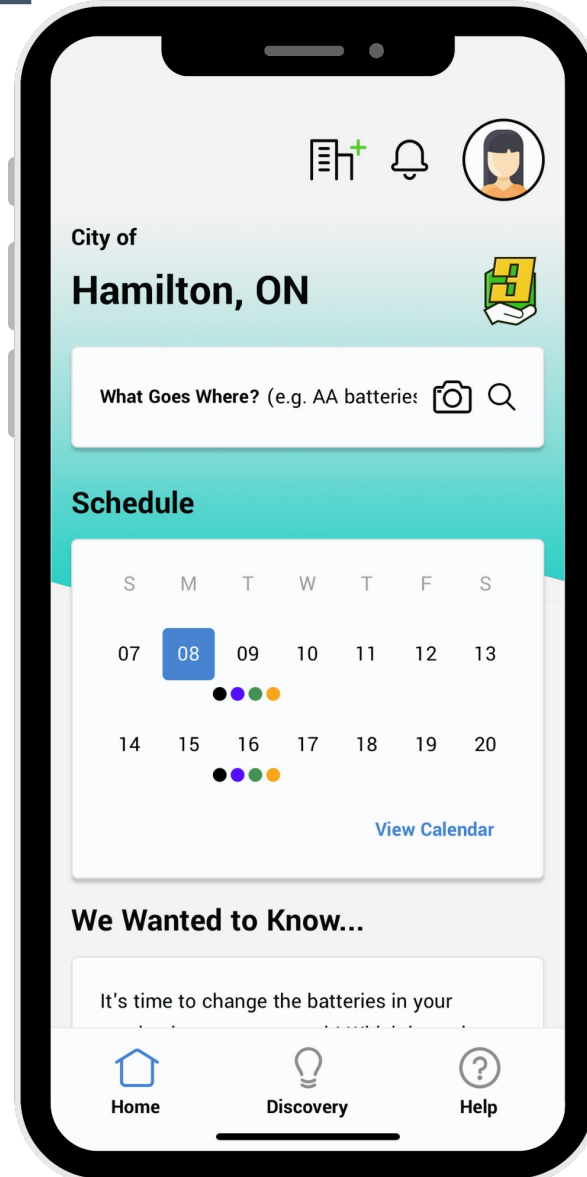
- Allow residents to get reminders and notifications via SMS text messages



COLLECTION SCHEDULE

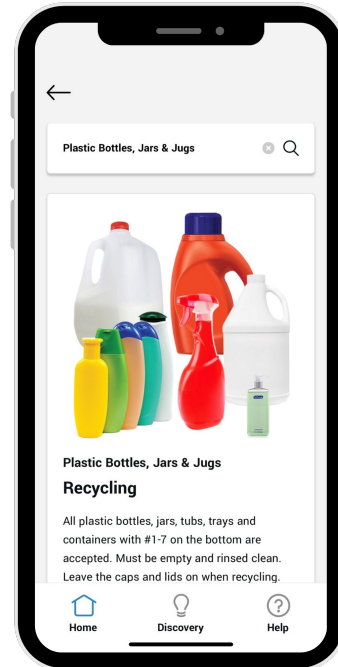
Give residents their **full personalized pick-up schedule**, street-sweeping details and more!

You can even customize Events!

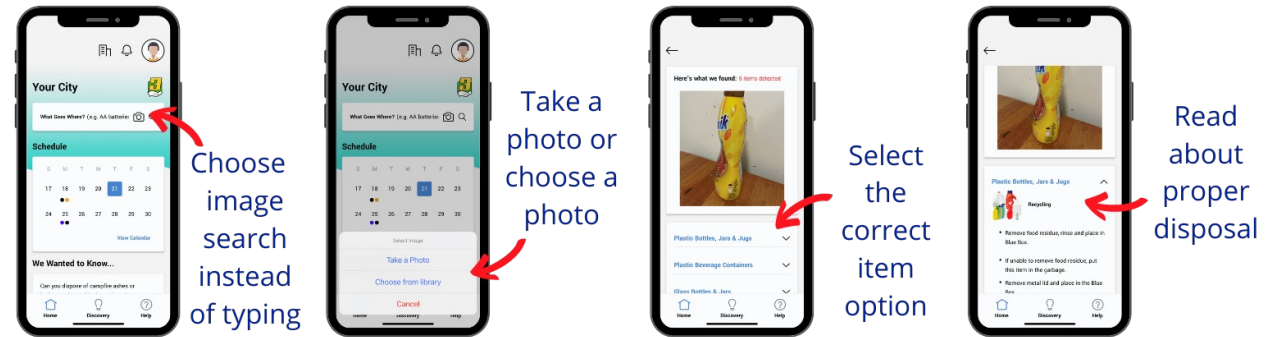


WHAT GOES WHERE (WGW)

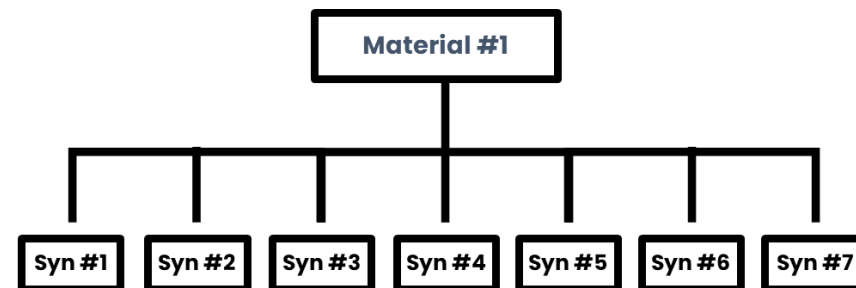
Full database containing 400+ materials and over 15,000+ search terms. Includes drop-off locations and event details.



Includes Image Recognition



The system's successful search rate averages over 99%.

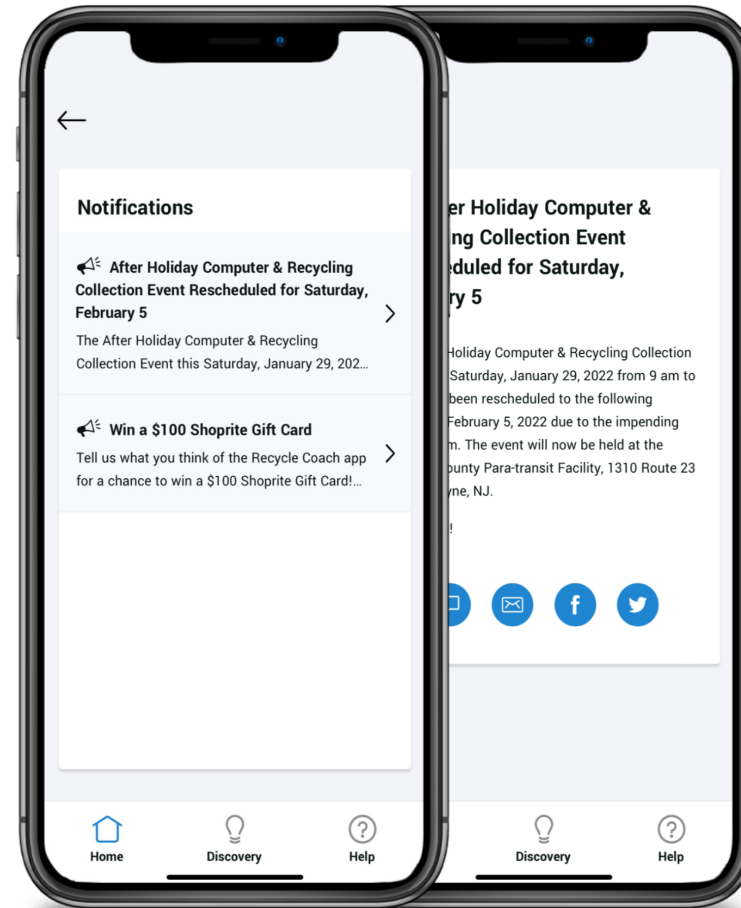


OUTBOUND COMMUNICATION

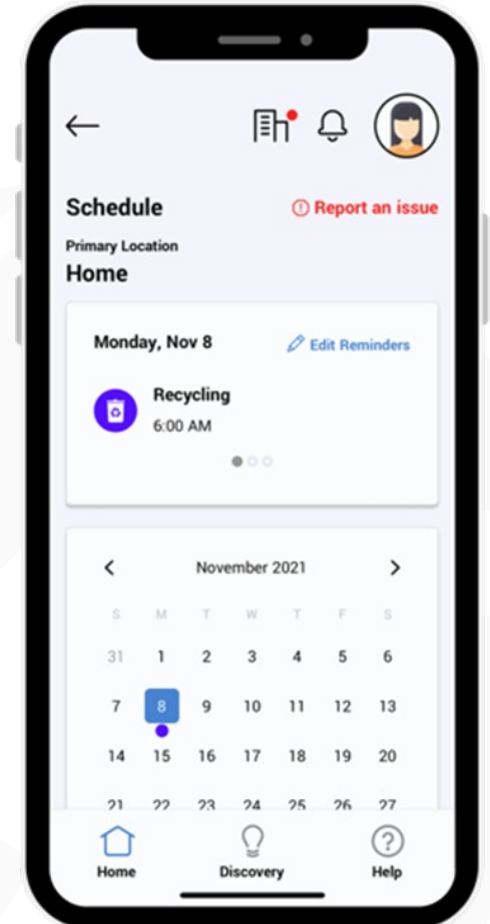
Notifications: Communicate information to your residents through our Client Portal.

- ✓ Specify if it is **General Information** or **Emergency Alerts**
- ✓ Notifications can be **scheduled** or sent **immediately** and specify **zone**
- ✓ **Add links** to webpages where needed

Reminder Messages: Residents can set personalized pick-up reminders to ensure they never miss a collection. **Add messages to reminders as well.**



Notifications



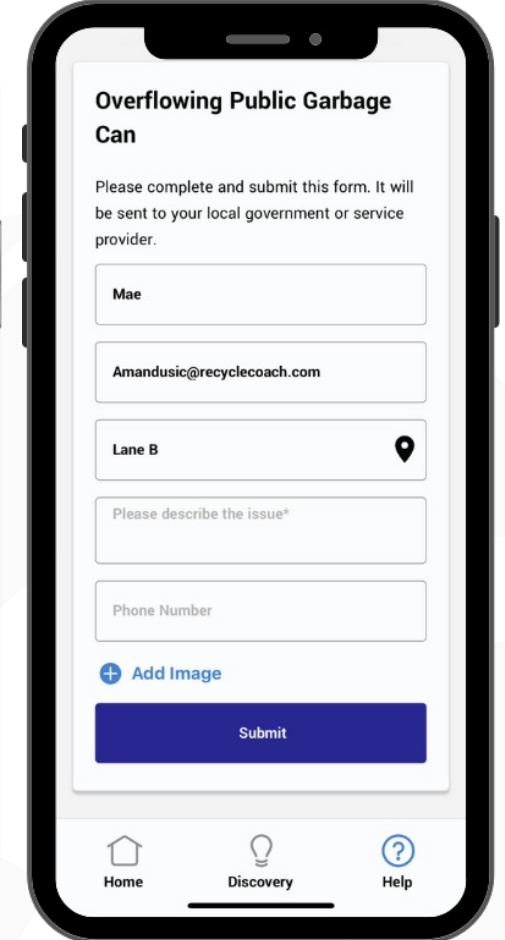
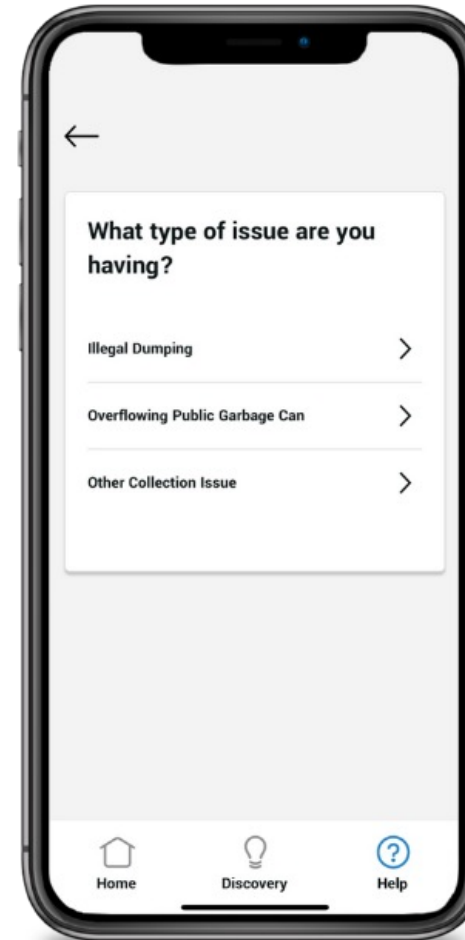
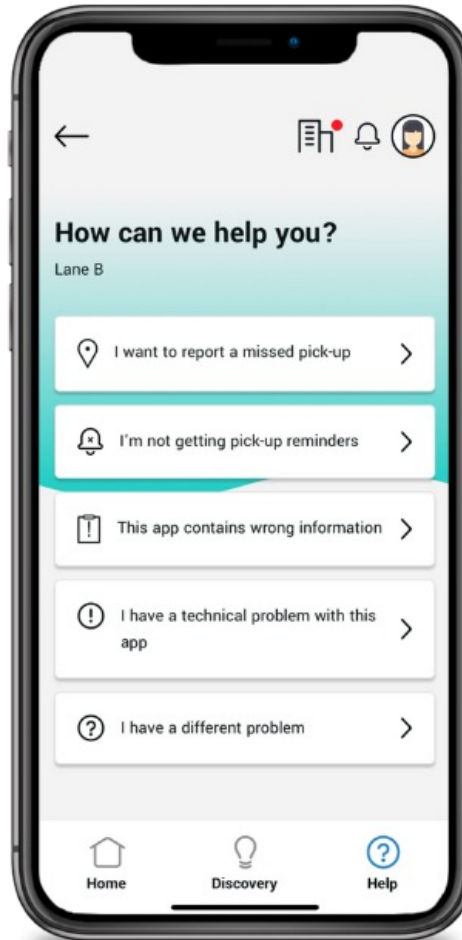
Reminders

INBOUND COMMUNICATION

Our **Report a Problem Tool** is designed to allow residents to communicate with you directly.

Using a generic email, 311-type number or form on your Municipality's webpage, residents will be redirected to you with problem types such as:

- Missed Collection
- Damaged/Missing Bin/Cart
- Wrong Information
- Other (not limited, ex. Potholes, burnt-out light, dead animal, etc..)

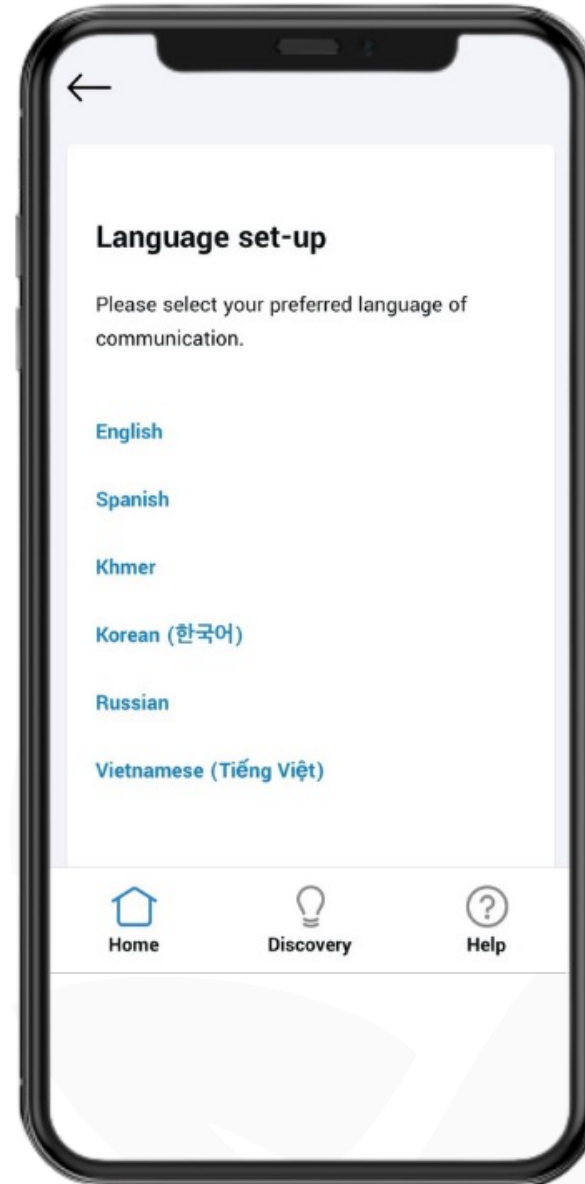


MULTIPLE LANGUAGES

Ensure your Recycle Coach tool is accessible to everyone in your community. We offers **up to 24 languages*** for an inclusive experience for all.

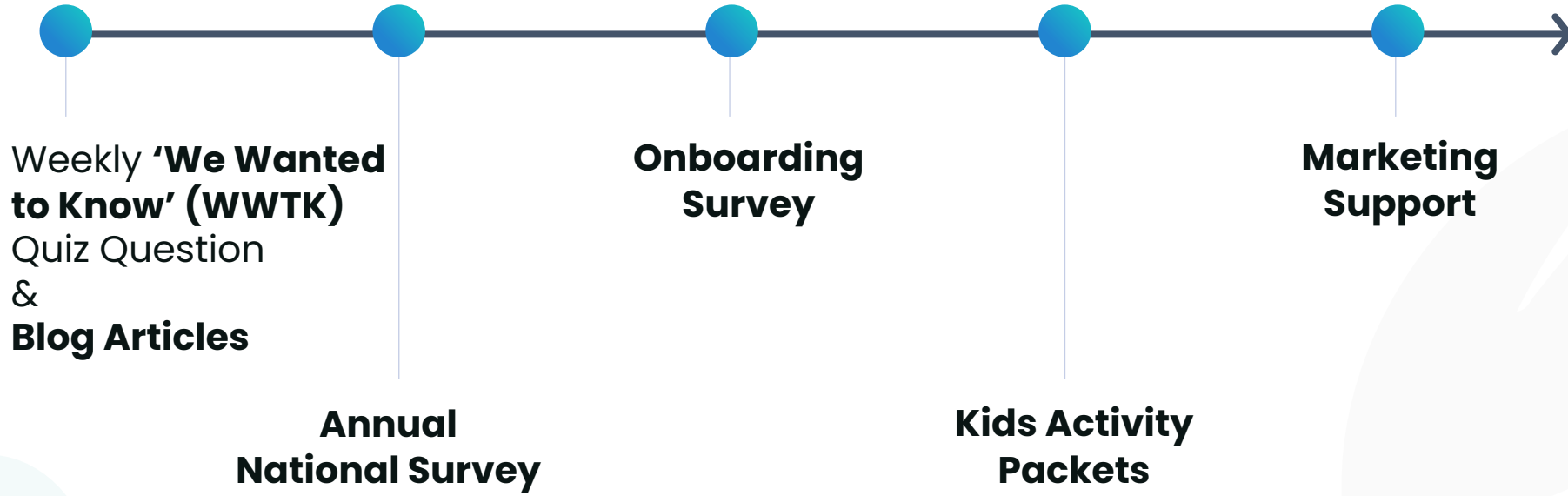
When a resident downloads the App or accesses the online experience, they will be prompted to choose the language option that best suits them.

Canadian English, Canadian French, New Zealand English, American English, Australian English, American Spanish, British English, Arabic, Greek, Hindi, Italian, Simple Chinese, Traditional Chinese, Vietnamese, Haitian Creole, Somali, Urdu, Portuguese, Russian, Khmer, Filipino, Punjabi, Persian and Korean.

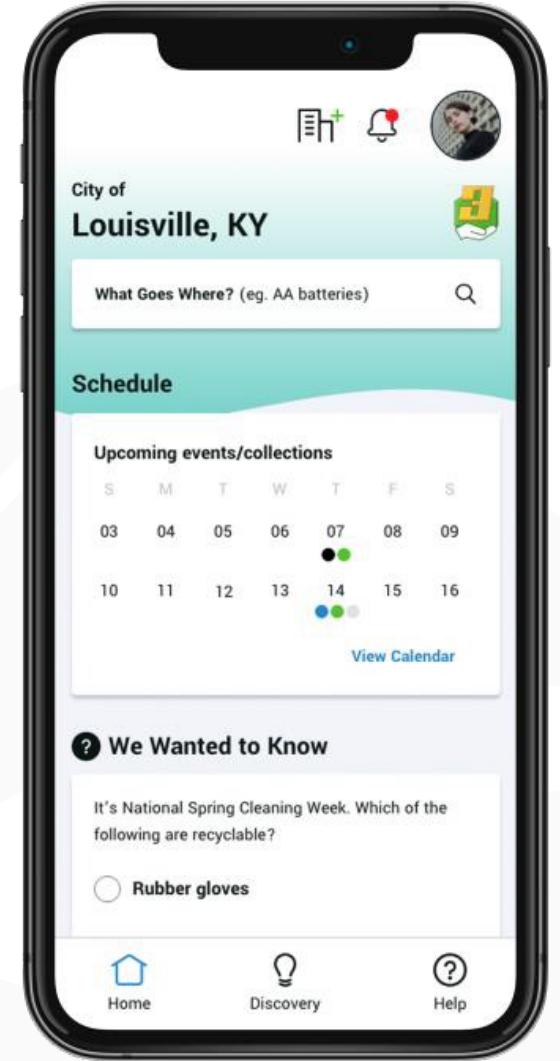


*for a fee

BASIC EDUCATION



Includes all COMMUNICATION tools.



ABOUT CASy

Quiz Question

Are plastic pop bottles recyclable?

CASy is a proprietary algorithm that allocates Recycle Coach generated educational content to each User, based on their local rules.



Responses

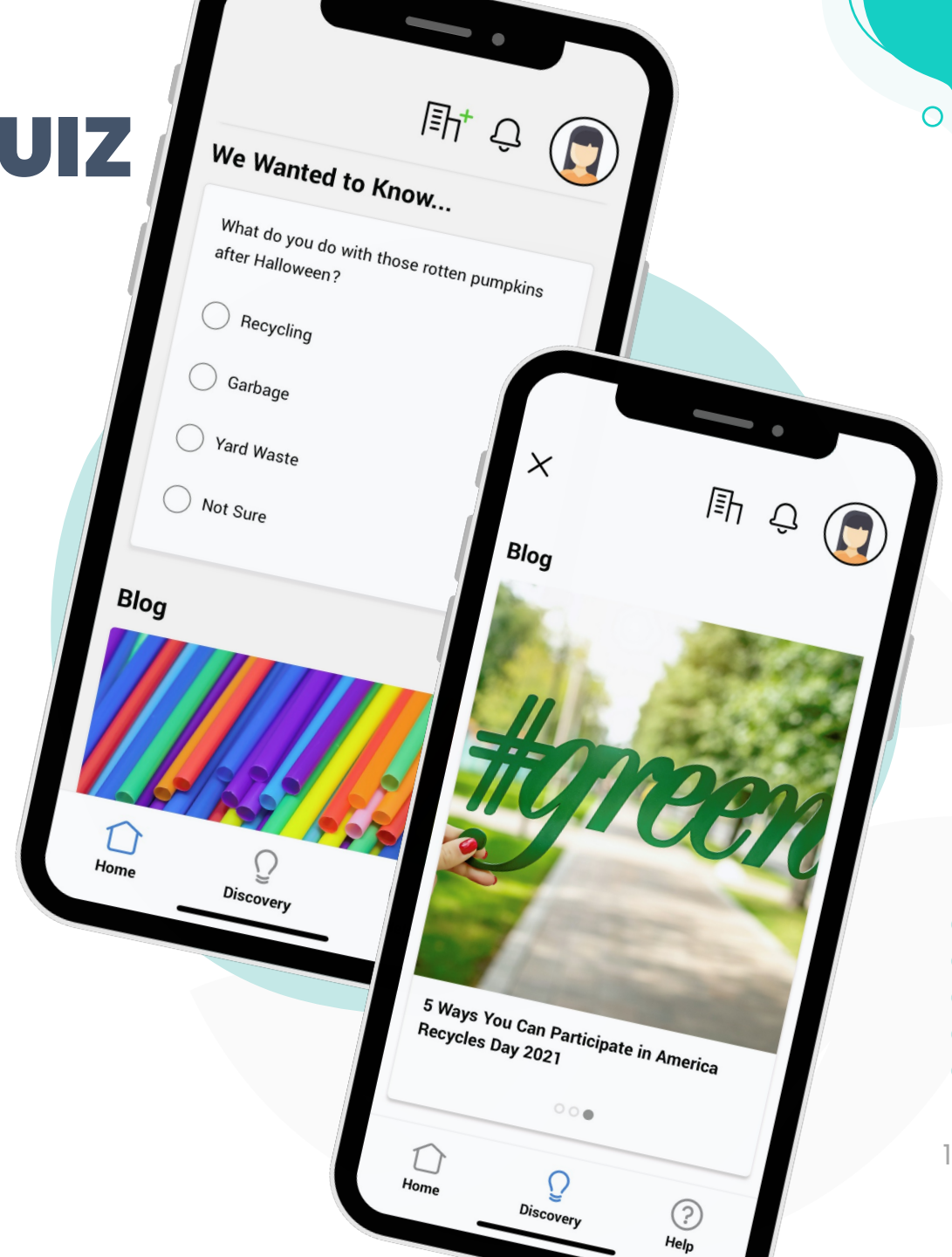


'WE WANTED TO KNOW' QUIZ and BLOG ARTICLES

Weekly quizzes or polls pulled from our **Content Allocation System (CASy)** to test your residents' recycling knowledge based on your Municipality's program.

Monthly Blog posts are available for residents that want to further their sustainability knowledge. (CASy driven to ensure each blog is customized)

Full analytics on how your residents interact available for review through your Client Portal.



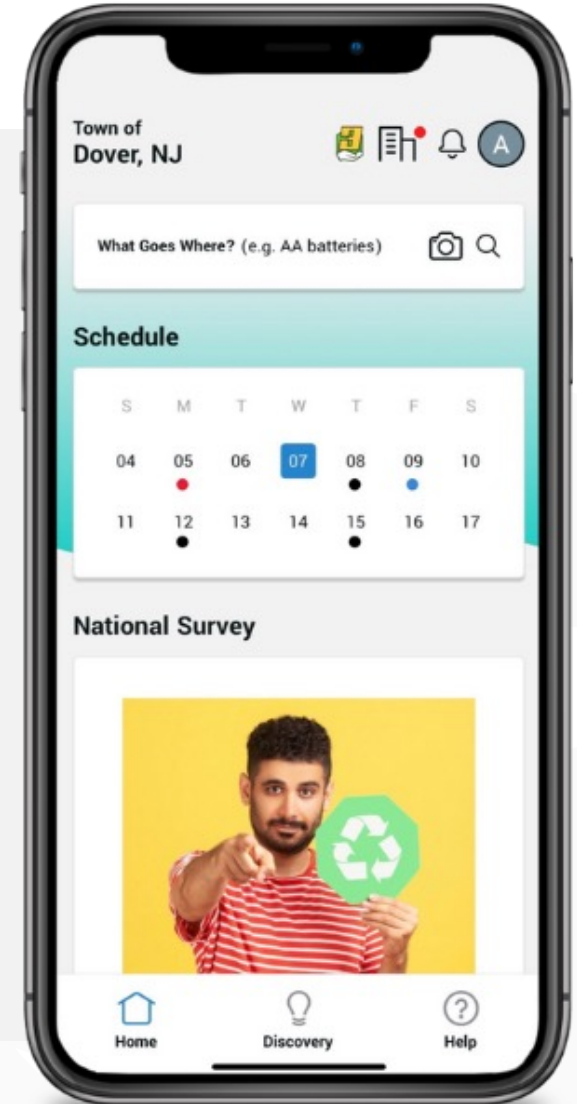
ANNUAL KNOWLEDGE SURVEY

Comparison to results from last year

Side-by-side results to other municipalities

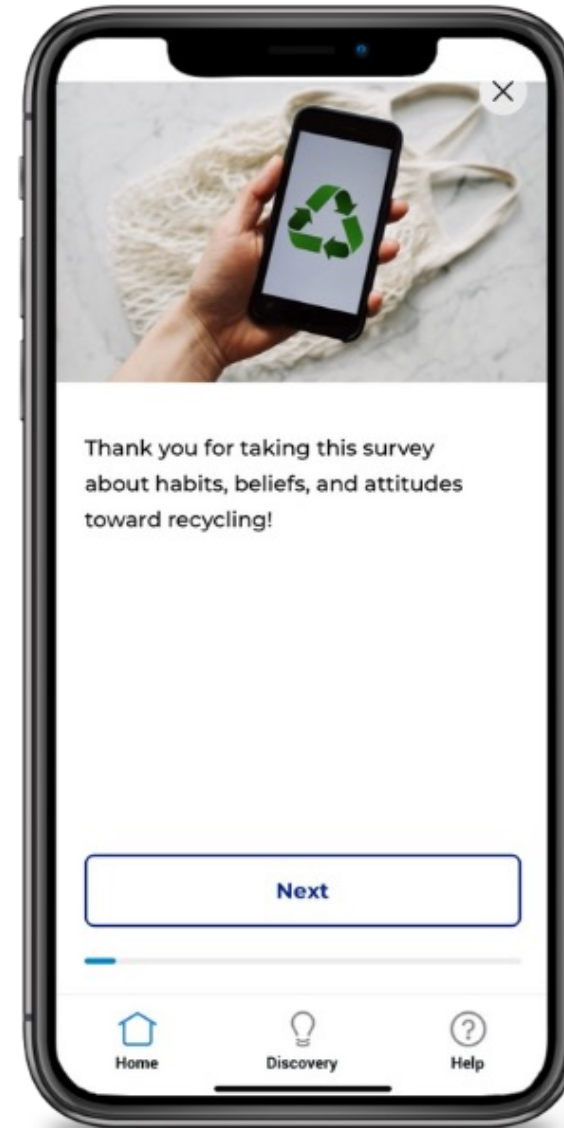
Press Initiatives

Residents have a chance to participate and test their Recycling Knowledge. This survey shares the results of their participation and how residents are doing when it comes to recycling in their Municipality.



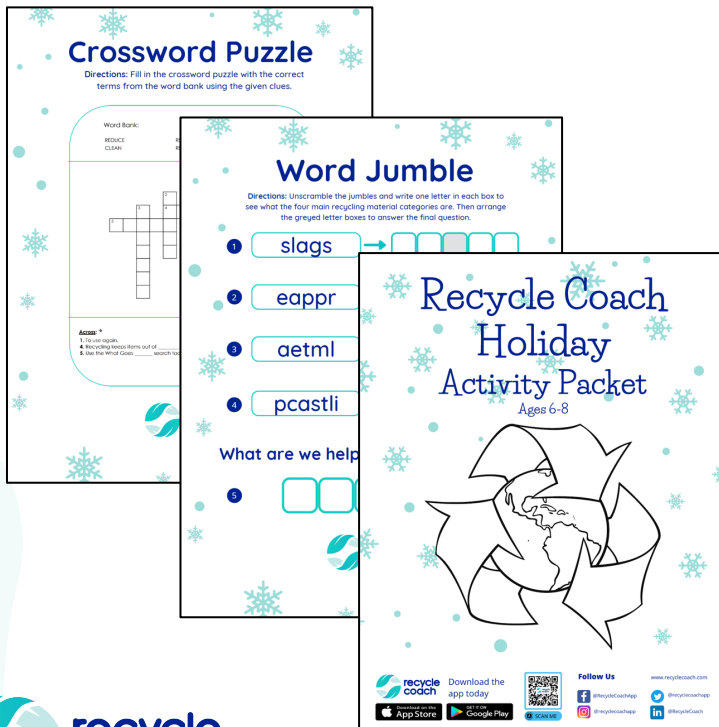
ONBOARDING SURVEY

- Gauge new app users' confidence in recycling with this survey.
- Residents answer questions about their beliefs and attitudes about recycling before they start using the Mobile App.
- They are also quizzed on a few common contaminants to gain insight into their baseline recycling knowledge
- You can check how residents answered on the Client Portal



KIDS ACTIVITY PACKETS

Engaging children in recycling and teaching them the basics is a terrific investment! Activity Packets can be downloaded from the mobile app or the web app and printed on home printers. Designed by a teacher, they contain age-appropriate activities that entertain children and focus attention on recycling and waste management.



MARKETING SUPPORT

Recycle Coach provides an **Always-On** strategy. We provide you with direct Marketing Support (in your Client Portal) to ensure you have the tools to engage with your community.

- Posters
 - Social Media Assets
 - Templated Press Release
 - Web Banners
 - Blog Posts
- ...and more



 SCAN ME

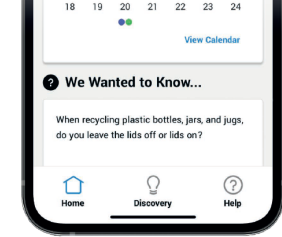


Welcome to Recycle Coach

Download our free Mobile App today to become a better recycler.

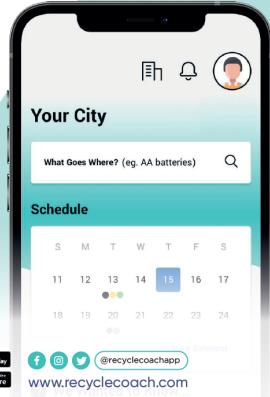


     @recyclecoachapp
www.recyclecoach.com



Our community has partnered with Recycle Coach to help you recycle better!

Visit the Apple Store or Google Play to download the Recycle Coach Mobile App today and support clean living.



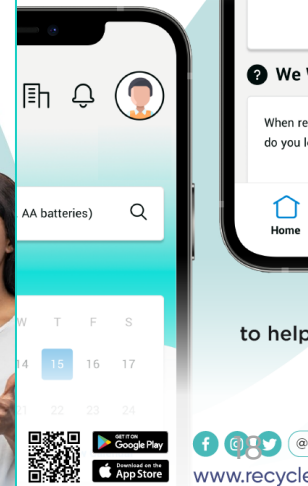
     @recyclecoachapp
www.recyclecoach.com

WE'RE HERE TO

Our community has partnered with Recycle Coach,

Looking to Recycle Better?

Navigate to our Municipality's recycling page and check out the new recycling tools!



     @recyclecoachapp
www.recyclecoach.com

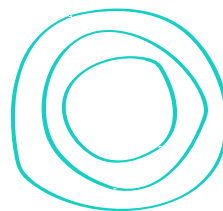
Client Portal

- ✓ **Outbound Communication**
- ✓ **Real-time Reporting**
- ✓ **WGW Edit Tool**
- ✓ **Preview Collections**
- ✓ **Marketing Assets**

The screenshot displays the Client Portal interface with the following components:

- Navigation:** Home, Notifications, Reports, What Goes Where, Schedule, Marketing Support.
- Header:** Welcome Back, John McTester! (with a hand icon)
- User Profile:** John McTester, LOCALTEST231, E: gfnecvpjgmmmpdht@sdvrecft.com, Account settings button.
- What do you want to do?:** Four action cards: What Goes Where (View/Manage), Schedules (View/Manage), Educational Content (View/Create), and Notification Messages (View/Approve). Each card has a 'Go' button.
- Reports:** Last 30 days. A donut chart shows 56 Total Users. Summary statistics: New Subscribers (0), Interactions (205), Material Searches (0). A 'Reports home page' link is at the bottom right.
- Survey:** How your residents answered this. Question: Can you recycle plastic bottles such as the ones in this image? View responses button.





Carly Lester
Customer Success Manager
416-423-3203 ext. 132
clester@recyclecoach.com



Testimonial



“Gone are the days where one media could reach an entire population. As a result, any outreach activities today must use a multi-prong approach to get the message out. As we move towards a digital society, Recycle Coach is well positioned to serve a large proportion of our target market with their broad offering of products and services reaching multiple demographics in a format that appeals to them.”

**Francis Veilleux | President
Bluewater Recycling Association**



Community Action



Community Action



Reporting

Home Notifications **Reports** What Goes Where Schedule Marketing Support

JM

User Report

- Users Report
- Interactions Report
- New Subscriber Report
- Material Searches Report
- Page Views Report
- Featured Lesson Report
- Problems Reported
- Enhanced Education Report
- Knowledge Measurement Report
- Badge Report

● Mobile Users ⓘ
2

● Web App Users ⓘ
1

● Communication Users ⓘ
11

● Calendar Users ⓘ
42

205 ↗

Current 30 Day Period

Interactions

[View report](#)

0 —

Featured Lesson Participants

Featured Lesson

[View report](#)

0

Current 30 Day Period

Material Searches

10 Reports to view user updates, interactions, and recycling knowledge

User Acquisition Best Practices

Grow your outreach through these easy steps...



Build Your Brand

Leverage Recycle Coach's Social Media Marketing Support to build your online presence. Post consistently on social media, add website banners and include our QR code on all published materials.



Community Engagement

Provide Recycle Coach posters, which include our QR code, to community centers and schools to promote better recycling. You can also host events where you bring swag and giveaways.



Partnerships

Partner with your local sustainability activists, chamber of commerce and school boards by introducing Recycle Coach and providing marketing materials through our 'Marketing Support' tab in the Client Portal.



Business Outreach

Host a webinar to launch Recycle Coach in your offices for all city employees. Engage local businesses by running a contest with your residents to win gift cards.



Council Request for Decision

Meeting Date: June 26, 2023

Subject:

Slow Your Roll Signage Policy C-11 Renewal

Recommendation:

That Council approves the Slow Your Roll Signage Policy C-11 as presented.

Background:

The Slow Your Roll Signage Policy C-11 is due for its 3-year renewal.

3 years ago, Council allowed this signage initiative to be administered by a Coordinator (a private individual in the community), and a policy was created to allow this to occur while also staying in line with the Land Use Bylaw. The signs (Slow Your Roll- Kids at Play) can be purchased by citizens and placed temporarily on their properties to warn motorists that children are playing in the area, and to slow down. Administration has checked with the Coordinator and determined the program is still running, and that the policy was working well for the purpose.

Administration is only making one change (highlighted) to refer to the Land Use Bylaw signage section without numbering it specifically. This way the Policy remains valid even if the number of the Land Use Bylaw section were to change in future.

Legislation / Authority:

MGA Section 3

Strategic Plan Alignment:

Enhance sense of community

Financial Implication:

None at this time.

Service Level / Staff Resource Implication:

Status quo.



Justification:

The Policy is due for its renewal.

Alternative(s):

1. Council may request further information.
2. Council may request additional changes to the Policy.

Attachment(s): Slow Your Roll Signage Policy C-11

APPROVALS:

Originated By:
Meghan Brennan

Chief Administrative Officer (CAO) or Designate: _____



Slow Your Roll Signage

Policy No.: C-11	Council Resolution No.: 251/2020
Department: Administrative	Authority: Council
Effective Date: June 8, 2020	Revision Date: June 26, 2023
Review Date: June 2026	Repealed Date:
Supersedes:	
Related Procedure No.: C-11	
Related Procedure Name: Slow Your Roll Signage	

1.0 PURPOSE

- 1.1 To facilitate the Slow Your Roll campaign's intention of making vehicular traffic mindful of children playing in the area, this policy shall outline how the campaign signage is to be administered and treated in the Town of Taber.

2.0 POLICY STATEMENT

- 2.1 The signs shall be the property of the homeowner and shall be cared for and properly handled by the same.
- 2.2 The "Slow Your Roll" signage and campaign shall be administered by the Campaign Coordinator and not the Town of Taber
- 2.3 The "Slow Your Roll" signage shall be considered applicable under the Land Use Bylaw Section regarding exempted signage and are thereby allowed to be placed on boulevards and private property without a development permit so long as the signs are only temporarily placed.
- 2.4 "Slow Your Roll" signage shall be designed to be temporary in nature so as to conform to the Town of Taber Land Use Bylaw.
- 2.5 Property owners shall not allow the signage to become a nuisance, debris, or a hazard.
- 2.6 The Town of Taber accepts no risk or liability for the "Slow Your Roll" campaign and property owners shall place the signs on their private properties at their own risk.



2.7 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

- Town of Taber Land Use Bylaw
- Town of Taber Traffic Control Bylaw

MAYOR

DATE

CHIEF ADMINISTRATIVE OFFICER

DATE

PROPOSED



Council Request for Decision

Meeting Date: June 26, 2023

Subject:

Proposed Asset Management Policy – PS-PW-4

Recommendation:

Council adopts the Asset Management Policy PS-PW-4, as presented.

Background:

Administration recognizes the need to implement an Asset Management “AM” strategy to achieve proactive medium to long term operational sustainability of the organization. Administration will develop and operate an AM Strategy and promote the use of Asset Management principals in all Town departments.

The intent of the AM Policy is to facilitate the logical, methodical, and informed decision making for the Town’s Asset Management Program to achieve greater Asset Life-Cycle management and effective allocation of resources.

In 2020, administration engaged with the Federation of Canadian Municipalities “FCM” for a partnership grant to continue work on the Asset Management program for Taber.

FCM and Taber allocated \$50,000 each to formalize Taber’s Asset Management program. A deliverable of the program is for the municipality to produce an Asset Management Policy, endorsed by council.

Adopting this policy formalizes Taber’s commitment to Asset Management and is the foundation of a functional Asset Management program for the municipality.

Currently, departments have been following asset management to varying levels of detail in an independent manor. This policy will start the centralization and shared responsibility of Asset Management across the municipality.

Legislation / Authority:

Municipal Government Act, 201 (1) (a)

Strategic Plan Alignment:

Define & Practice Good Governance



Financial Implication:

Future capital or operational request to maintain the Asset Management Program as determined by senior administration.

No further financial implications.

Service Level / Staff Resource Implication:

Allocation of staff resources to be determined by senior administration.

Justification:

A formal commitment from council to build on the current asset management practices carried out by administration.

Alternative(s):

1. Council adopts the Asset Management Policy PS-PW-4, with the following amendments_____.
2. Council requests more information from administration and asks for the policy to return to a future meeting.

Attachment(s): Asset Management Policy PS-PW-4

APPROVALS:

Originated By:
Blake Hranac

Chief Administrative Officer (CAO) or Designate: _____



Asset Management

Policy No.: PS-PW-4	Council Resolution No.: /2023
Department: Public Works	Authority: Council
Effective Date: June 26, 2023	Revision Date:
Review Date: June 2026	Repealed Date:
Supersedes: N/A	
Related Procedure No.: PS-PW-4	
Related Procedure Name: Asset Management Procedure	

1.0 PURPOSE

- 1.1 The purpose of this Asset Management Policy is to facilitate the logical, methodical and informed decision making for the Town’s Asset Management Program to achieve optimal Asset Life-cycle management and effective allocation of resources. The policy specifically addresses the following principals:
 - 1.1.1 Provide a consistent and accurate means of tracking and reporting of the Town’s assets (including the planning, creation, operation, maintenance and disposal of assets).
 - 1.1.2 Provide a framework which enables the Town to promote and enhance the provision of services at a level that balances customer expectations with costs and business risk.
 - 1.1.3 Meet legislative reporting and organizational financial planning requirements.
 - 1.1.4 Integration of Asset Management practices within long-term financial planning and budgeting strategies.

2.0 POLICY STATEMENT

- 2.1 The Town of Taber (the “Town”) recognizes the need to implement an Asset Management (“AM”) Strategy to achieve optimal asset performance, maximize staff productivity, and ensure medium to long term operational sustainability. The Town will develop and operate an AM strategy and promote the use of Asset Management principals in all Town departments.
- 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 DEFINITIONS

- 3.1 “CAO” means the Town of Taber Chief Administrative Officer.
- 3.2 “Asset” (Infrastructure) means an item, thing, or entity that has potential or actual value to an organization.
- 3.3 “Asset Life-cycle” means the full life-cycle span of an asset from the point when a need for it is first established, through design, construction, acquisition, operation and any maintenance or renewal, through to its decommissioning or disposal.
- 3.4 “Asset Management” means the process of making decisions about the use and care of infrastructure to deliver in a way that considers current and future needs, manages risk and opportunities, and makes the best use of resources.
- 3.5 “Asset Management Program” means how the Town’s organizational objectives are to be converted into Asset Management objectives, including the approach for developing the Asset Management Policy, Asset Management Strategy, and Asset Management Plans, in supporting achievement of the Asset Management objectives.
- 3.6 “Community” refers to all members of the public that live in, work in, operate businesses and visit the Town of Taber.
- 3.7 “Level of Service” means the defined standard for the provision of a particular service. Components of defining these standards include quality, quantity, reliability, responsiveness, environmental acceptability, and cost.
- 3.8 “Principles” means to provide direction on applying AM within the municipality, and guidance on what the AM program should cover. The Principles should be aligned with the community vision and existing Municipal Sustainability Plan and other strategic plans to ensure the consistency between the municipality’s strategic direction and asset management efforts.
- 3.9 “Risk” means the degree of price volatility and/or chance of failure carried by an asset factoring the impact of failure and asset criticality.
- 3.10 “Sustainability” means meeting the needs of the present without compromising the ability of future generations to meet their own needs.

4.0 RESPONSIBILITIES

- 4.1 Municipal Council to:
- 4.1.1 Approve by resolution this policy and any amendments.
- 4.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.
- 4.1.3 Prioritize effective stewardship of assets and articulate community values.



- 4.1.4 Consider the Level of Service sustainability delivered to the community.
- 4.2 Chief Administrative Officer to:
 - 4.2.1 Recommend this policy and any amendments for adoption by Council.
 - 4.2.2 Implement this policy and approve procedures and exceptions.
 - 4.2.3 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.
 - 4.2.4 Be a visible champion for the implementation of the Asset Management Policy across the organization.
- 4.3 Corporate Leadership Team (Directors and CAO) to:
 - 4.3.1 Lead the adoption of the policy within departments.
 - 4.3.2 Communicate the policy across the Town.
- 4.4 Directors to:
 - 4.4.1 Ensure implementation of this policy and procedure.
 - 4.4.2 Ensure that this policy and procedure is reviewed every three years.
 - 4.4.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.
- 4.5 Managers to:
 - 4.5.1 Understand and adhere to this policy.
 - 4.5.2 Ensure employees are aware of this policy and allocate sufficient resources as necessary.
- 4.6 Staff to:
 - 4.6.1 Observe the requirements of the policy.

5.0 ADDITIONAL REFERENCES

- Policy No. CS-FIN-7 – Tangible Capital Assets
- Policy No. CS-FIN-2 – Write-Down of Assets
- Policy No. CS-FIN-3 – Write-Off and Disposal of Assets



MAYOR

DATE

CHIEF ADMINISTRATIVE OFFICER

DATE

DRAFT





Council Request for Decision

Meeting Date: June 26, 2023

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):**
- Recreation, Planning, Facilities & Econ. Dev. Department Report
 - CAO Department Report
 - Administrative Services Department Report
 - Engineering & Public Works Department Report
 - Public Works Treatment Facilities Department Report
 - HR Department Report - May 2023
 - Fire Department Report

APPROVALS:

Originated By:
Brittany Gilbertson




Chief Administrative Officer (CAO) or Designate: _____



DEPARTMENT REPORT

May 2023

DEPARTMENT: Recreation

Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="305 695 505 764">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 • Keeping event pages on the Town website up-to-date • Continue to meet monthly with CIB Directors • Met with the Ice Users – May 29 to plan for next season • Staff attended the Sparkfair
 <p data-bbox="305 1062 505 1131">DEVELOP COMMUNITY & PROMOTE GROWTH</p>	<ul style="list-style-type: none"> • Department continues to research grants for current and future projects • Sponsored IGA Swim which we are grateful for • Held May's Taber Recreation Board regular meeting • Swim Club season starting May 1st • Playground preparation and install began at the Kiwanis Park • 2500 new fish residence at the Taber Trout Pond • Prepped the Meadows grounds • Trout Pond Playground Opened • Continue to meet with the Trail users to mediate and develop a user agreement • Continue to meet with the Trout Pond Committee along with architects and continue with the process of developing a Master Plan for the area
 <p data-bbox="305 1545 505 1614">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 • Put the new groomer into circulation on the diamond maintenance • New mower delivered and commissioned • 1st round of fertilizing and spraying completed • CIB preparation, maintenance and watering is ongoing • SMRID water came in mid May, repaired some irrigation breaks/pumps, all irrigation systems started • Campgrounds officially opened and have been busy • Pool hired a new cashier and trained • Parks and green space maintenance including leaf cleanup, watering program, cutting, weed whipping, etc continues • Playground inspections began • Opened the tennis courts & Spray Park • Town spraying operations started • Staff First Aid Course was held • Annual Pool Shut Down being planned for September • Summer Lessons being promoted, registration begins June 14th




ENHANCE
SENSE OF
COMMUNITY

- Department is working on a couple of memorial bench installs as well as a tree
- Triathlon planning
- Senior Pancake Breakfast planning took place
- Facilitated or collaborated with the following community events: Oilmen's Association Cabaret, Lion's Dog Walk, Library Block Party, W.R. Myer's Grad, Special Needs BBQ, Provincial Elections, and number Church events
- Working with Spider Entertainment on upcoming concert event
- Planning for the Kids Can Catch Event – June 17 and we are thrilled to be partnering with MNP again this year
- Planning for the Canada Day Event on July 1 continues
- Cornfest Funrun planning continues
- Numerous year end school field trips are filling up the pool schedule for May/June

May 2023

DEPARTMENT: Facility Maintenance

Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="305 621 505 688">IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS</p>	<ul data-bbox="643 401 1474 678" style="list-style-type: none"> • Submitted post to the cornhusk chronicles to educate residents with monthly energy management tips • Held monthly safety meeting • Held monthly facility maintenance staff meeting • Received work orders, emails and telephone call service requests from staff, building users and lease holders, investigated and completed work orders as required • Master Electrician Ryan Gilbertson became a safety codes officer in the electrical discipline
 <p data-bbox="305 1171 505 1239">DEVELOP COMMUNITY & PROMOTE GROWTH</p>	<ul data-bbox="643 722 1485 1472" style="list-style-type: none"> • Provided reviews of proposed building expansions or renovations to Town owned facilities • Wastewater Lagoon Solar Generation; piling done, racking done, panel installation done. Projected completion June 2023 • Electric Vehicle Charging Program; Project complete and rebate cheque received for full project amount • Clean Energy Improvement Program; market study and FCM Community Efficiency Financing application complete and ready for submission June 2023. Early indications are Spring 2024 for community rollout • Continued energy audits of town owned facilities to identify potential energy conservation measures • Police Station Lighting Upgrades; Project 80% complete on replacing all interior/exterior facility lights with LEDs • Asset Management migration to PSD Citywide on-going; all existing AM data from old system has been import into new system. PSD currently vetting the data FCM grant deliverables for the project due July 2023 • Procurement work complete for the Truck Fill PLC Upgrades, tentative June 2023 for construction • Continued deliverable work for the Municipal Energy Manager program • Fielded emails/calls from potential partners for new technology, energy efficient opportunities and potential grants • Zamboni room retrofit work complete for new EV Zamboni • Working with Recreation for the change room flooring replacement project • Started planning work for 2024 Capital and Operational projects
 <p data-bbox="305 1808 505 1875">DEFINE & PRACTICE GOOD GOVERNANCE</p>	<ul data-bbox="643 1509 1450 1982" style="list-style-type: none"> • Continued progress on 2023 operational projects and annual works • Regular preventative maintenance for all Town owned buildings, 56 work order requests at various Town own buildings • Prepared RFD's for Council meetings • Repaired rooftop units as required for seasonal change over to cooling • Worked with Recreation to open the Spray Park • Worked with Recreation for pump start-up at various parks • Process plumbing repair at solids handling building • Replaced CHW Tank for the Auditorium • Filter replacements for HVAC units at various facilities • Roof sealing at various facilities • Plumbing repairs as required • Various troubleshooting and repairs at three treatment facilities • Various troubleshooting and repairs at the Aquafun Centre • Various troubleshooting at Sanitary Lift Station



ENHANCE
SENSE OF
COMMUNITY

- Continually programming Administration colored lighting according to schedule
- Adjust flags at all Town flag poles as requested

New Tickets

56 ↓ -26

Your Tickets

0

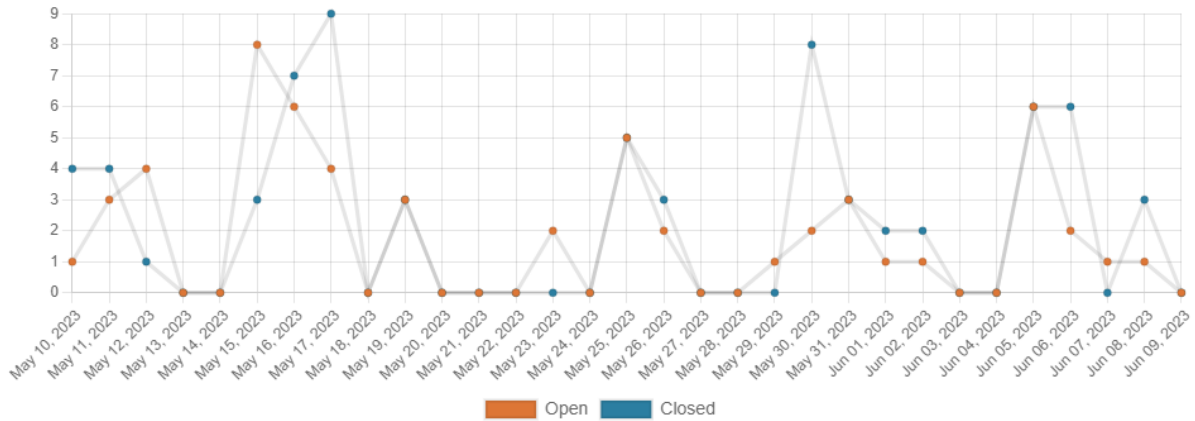
Open Tickets

10 ↑ 6

Unassigned Tickets





2 ↑ 2

Ticket History







May 2023

DEPARTMENT: Planning

Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="305 625 505 688">IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS</p>	<ul data-bbox="643 401 1479 621" style="list-style-type: none"> • Preparation of RFD's for Council meetings • Continued work on an amendment for the Land Use Bylaw – Text Amendments • Attended site inspections in relation to continuing work at development sites • Continued to foster communication with other Town of Taber Departments • Continued discussion about the need for a Southeast Area Structure plan in relation to ongoing and anticipated development in the area
 <p data-bbox="305 1071 505 1134">DEVELOP COMMUNITY & PROMOTE GROWTH</p>	<ul data-bbox="643 722 1479 1281" 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 3 Compliance Certificates in May, and 22 so far in 2023 • Issued 22 Development Permits in May, and 62 so far in 2023 • Issued 3 Portable Sign Permit in May, and 3 so far in 2023 • Development Value for Taber biased on the value indicated on building permits issued for April 2023 is \$1,924,300 • 0 subdivisions were endorsed once subdivision conditions were met. 0 subdivisions were sent to Land Titles for registration in May, and 0 are in circulation for internal and external review • Discussed the requirements for subdividing properties with a few people • 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 • Attended CPAA conference
 <p data-bbox="305 1518 505 1581">DEFINE & PRACTICE GOOD GOVERNANCE</p>	<ul data-bbox="643 1293 1479 1507" style="list-style-type: none"> • Facilitated Municipal Planning Commission meeting on May 15th, 2023 • 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 data-bbox="305 1839 505 1902">ENHANCE SENSE OF COMMUNITY</p>	<ul data-bbox="643 1619 1479 1671" style="list-style-type: none"> • Working with multiple developers to improve commercial development in the community

May 2023

DEPARTMENT: Economic Development





Strategic Plan Alignment	Associated Projects & Tasks
 <p style="color: #008080; font-weight: bold; margin-top: 5px;">IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS</p>	<ul style="list-style-type: none"> • Met with TDCALA to continue discussions on settlement and community integration for overseas candidates • Attended Chamber Exec & Cornfest Meetings • Attended the Picture Butte Chamber meeting to present on the AAIP program • Attended Community Futures Board meeting • Met with reps from County of Lethbridge to discuss the AAIP program and how we could work together
 <p style="color: #008080; font-weight: bold; margin-top: 5px;">DEVELOP COMMUNITY & PROMOTE GROWTH</p>	<ul style="list-style-type: none"> • Issued 5 Business Licenses in May, a mixture of resident licenses, temporary licenses, and home occupations • Answered 1 inquiries regarding land in Eureka, provided pricing, information, and options, as well as investment incentive details. We are continuing to follow up with them • Met with developer looking to invest in Taber, continuing to work with them on details • Met with another developer looking to possibly build houses • Met with industrial company looking to locate in Southern Alberta – provided information and tour • Continued communication with another industrial company interested in Taber, met with them in person • Prepared a land sale offer that will go to Council next meeting • Working on details for Taber’s Table Long Table dinner, including meetings with chefs and stakeholders to finalise details • Confirmed all details for AAIP applications to meet the criteria and composed the Community Support Letters required for their applications • Attended ongoing Town Events Meetings, helped organise cultural performers, Canada Day and Fun Run details • Helped new businesses with questions about zoning, workforce, AAIP programs, grants, newcomer owner resources and processes • Organised and attended New Business visits
 <p style="color: #008080; font-weight: bold; margin-top: 5px;">DEFINE & PRACTICE GOOD GOVERNANCE</p>	<ul style="list-style-type: none"> • In May, we received the following inquiries about the AAIP programs – 56 phone calls, 100 emails, 67 in person visits and 0 others • Put together files and details for the next round of AAIP approvals, interviewed 9 candidates over zoom and checked qualifications • Held 3 Committee Approval meetings • Continued work on business license renewals, including cancellations, updating addresses, and returned mail • Interviewed candidates for the Economic Development Assistant (grant) position
 <p style="color: #008080; font-weight: bold; margin-top: 5px;">ENHANCE SENSE OF COMMUNITY</p>	<ul style="list-style-type: none"> • Continued promoting and working on Online Business Directory • Worked on Hwy 3 Visit Downtown advertising signs – signs were printed and put up along the highway • Farmers Market applications are open – processing applications and answering inquiries • Worked on planning Culture Days Event – Taste of Taber



ACTIVITY REPORT

May 2023

DEPARTMENT: CAO

Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="297 678 500 751">IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS</p>	<ul data-bbox="621 457 1398 667" style="list-style-type: none"> • Attended various committee, commission, & board meetings • Participated in the Director’s retreat. • Meeting with a local resident. • Meeting with the Towns contracted engineering group. • Participated in our Employee Recognition Event. • Worked on a couple draft MOUs to assist other Municipalities.
 <p data-bbox="297 999 500 1073">DEVELOP COMMUNITY & PROMOTE GROWTH</p>	<ul data-bbox="621 779 1182 919" style="list-style-type: none"> • Participated in Trout Pond meetings. • Participated in various land sale discussions. • Meeting with Lantic representatives. • Meeting with developers.
 <p data-bbox="297 1329 500 1402">DEFINE & PRACTICE GOOD GOVERNANCE</p>	<ul data-bbox="621 1100 1422 1381" style="list-style-type: none"> • Reviewed and/or approved various applications, RFD’s, bylaws, policies, procedures. • Council meeting & agenda preparation meetings. • Participated in the Southern Regional Storm Water Drainage Committee meeting. • Participated in Health & Safety Interviews. • Discussions with our HR Consultant. • Discussions with Legal
 <p data-bbox="297 1671 500 1745">ENHANCE SENSE OF COMMUNITY</p>	<ul data-bbox="621 1442 1341 1478" style="list-style-type: none"> • Worked on a couple draft MOU for a not-for-profit entity.






TOWN OF
TABER

DEPARTMENT REPORT

May 2023

DEPARTMENT: Administrative Services

Strategic Plan Alignment	Associated Projects & Tasks
 <p>DEVELOP COMMUNITY & PROMOTE GROWTH</p>	<ul style="list-style-type: none"> • Our team hosted a practicum student, from the business department of Portage College, including training and work evaluation • Continued overseeing mapping updates to the Cemsites program • Reviewed current arrangements and discussed leaseholder requests with various leaseholders; Legion Youth Centre and Park, Curling Club, Arena ATM, and Archers and Bowhunters • Liaising, approving and follow-up on various facility maintenance project requests
 <p>IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS</p>	<ul style="list-style-type: none"> • Constructed the agenda and attended the CUPE monthly management meeting • Held weekly meetings with staff • Meeting with facility maintenance manager related to leaseholder and lessee responsibilities • Responded to various cemetery inquiries • Liaising with consultants for cemetery software • Reviewed, created and edited multiple RFDs, communications / contracts, bylaws, policies/procedures, and correspondence from other departments
 <p>DEFINE & PRACTICE GOOD GOVERNANCE</p>	<ul style="list-style-type: none"> • Participated in Local Government Administration of Alberta virtual event • Participated in Government Frameworks virtual meeting offering • Responded to FOIP request • Oversaw signing of Taber Minor Hockey lease renewal • Oversaw follow up and signing of multiple agreements and documents • Created the agenda, attended the meeting for the CUPE Executive and Town of Taber Management meeting • 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) • Oversaw Council agenda creation, minutes documents, after-Council action items, other documentation required for Council meetings • Attended the after-Council review meeting • Kept updated on eCompliance program for Health and Safety



ENHANCE
SENSE OF
COMMUNITY

- RSVP'd for Council to various events; Taber Special Needs, Senior's pancake breakfast, etc.
- Made arrangements for St. Mary's Grade 6 class tour related to local government discussions
- 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"> • Assisting Economic Development with Taber’s Table communications • As per request of the Mayor, assisting with the “Talk of the Town” planning and presentation materials
 <p>IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS</p>	<ul style="list-style-type: none"> • Carrying out initiatives as outlined in the 2021-2023 Communications Plan • Fielded various questions from the public as transferred to communications • Regularly approving the Town’s regular ads to the Taber Times • Released June Corn Husk Chronicles • Drafting July Corn Husk Chronicles • Continually making 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. • Coordinating with Departments on their requests for communications (this includes designing materials, writing copy, offering communications advice, photography, speechwriting, and providing training on communications initiatives) • Presented in Rocky Mountain House for the Spring Alberta Municipal Communicators Conference regarding our communications response to the ostrich incident • Presented the Ostrich Response at the Alberta Public Works Association’s annual conference • Won an Honourable Mention Hermes Award for the Newcomers Guide • Awarded two international awards for the Ostrich Response: the 2023 Communitas Award’s Excellence in Community Service-Making a Difference, as well as a Gold Hermes Creative Award (this is the 19th Hermes Award won by the Administrative Services Department to date)



DEFINE &
PRACTICE
GOOD GOVERNANCE

- Attended regular After-Council meetings with Director team
- Assisting with upkeep of oil and gas leases and rent review notices
- Participated in various discussions regarding office renovations
- Final preparations for the 2022 Annual Report in partnership with the Finance Department. This includes design, photography work, and writing all the introductions and messages within the document (except for the Financial pieces)
- Assisting HR with future communications initiatives for summer students
- Deployed to Drayton Valley/Brazeau County to assist in their Incident Command Post during the Buck Creek Wildfire as an Information Officer (through the South Zone All Hazards Incident Management Team)



ENHANCE
SENSE OF
COMMUNITY

- Making final communications preparations for Canada Day celebrations

DEPARTMENT REPORT

Taber Memorial Gardens

Statistics Provided from: May 1, 2023 to May 31, 2023	
SERVICE PROVIDED	STATISTICS
Burials	8
Pre-Planning Purchases	1
Columbarium Transactions	0
Monument Permits	3
Disinter/Reinter	0
Transfer of Burial Rights	3
Public Concerns	0
Grave Searches from the Public	2
Grave Searches from Monument Companies	1
Inquiries from other Municipalities	0







TOWN OF
TABER

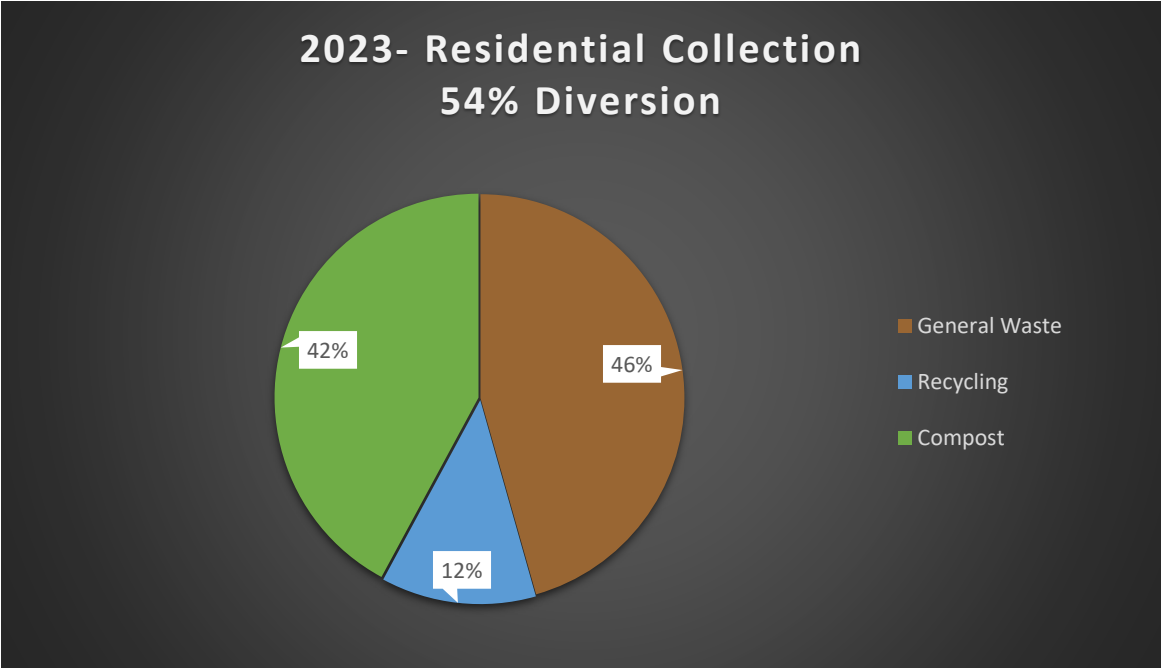
ACTIVITY REPORT

May 2023

DEPARTMENT: Public Works

Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="297 758 500 825">IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS</p>	<ul data-bbox="618 457 1458 894" style="list-style-type: none"> • Researched options for a Waste Collection Calendar & Informational App to assist residents and to improve the program. • Received telephone, email & online service requests from residents & staff, investigated and completed all work orders pertaining to those requests. • Held monthly safety meetings and attended various administration organizational meetings. • Received & completed locates for Alberta One-Call/Utility Safety partners. • Submitted Cornhusk Chronicles and Social Media posts regarding Transfer Station Building Construction progress. • Provided comments on various planning permits.
 <p data-bbox="297 1304 500 1371">DEVELOP COMMUNITY & PROMOTE GROWTH</p>	<ul data-bbox="618 938 1463 1507" style="list-style-type: none"> • Transfer Station Tipping Building Extension is at 65% completion, construction is going well, and weather has been cooperating. • Cemetery Row K Development construction has started. • The 4200 BLK of 56 St swale replacement is at 60% • The phase two of Wetlands construction has started. • Attend meetings with planning department. • Attended meetings with MPE regarding Town of Taber Transportation Master plan. • Attended meetings with MPE regarding Town of Taber storm water Master plan. • Attended meetings with MPE regarding Town of Taber water Master plan. • Attended the monthly Communities In Bloom meeting with the Recreation Department to facilitate their needs. • Attended the Cornfest planning Committee meeting to help facilitate their needs.
 <p data-bbox="297 1778 500 1845">DEFINE & PRACTICE GOOD GOVERNANCE</p>	<ul data-bbox="618 1539 1471 1873" style="list-style-type: none"> • Worked on 2023 Equipment Purchases approved in the Capital Budget, completed the purchase and set up of the Magnetic Implement and started using it at the Transfer Station with great results. • Began the street sweeping maintenance program. • Attended meetings regarding Telus Small Cell Antenna Mount around Town office and Arena. • Compiled Asset information and location to enter into the Town's GIS website ORRSC . • Operations meeting with the treatment facilities on day-to-day operations.

	<ul style="list-style-type: none"> •Discussions with local contractor on future development on Highway 3.
 <p data-bbox="337 764 457 835">ENHANCE SENSE OF COMMUNITY</p>	<ul style="list-style-type: none"> • Completed Inspections & checks at Public Works Shop, Transfer Station & Lift Stations. • Excavated and backfilled graves as requested by the Administrative Department. • Researched options for battery and glass recycling to add to services at the Transfer Station.









TOWN OF
TABER

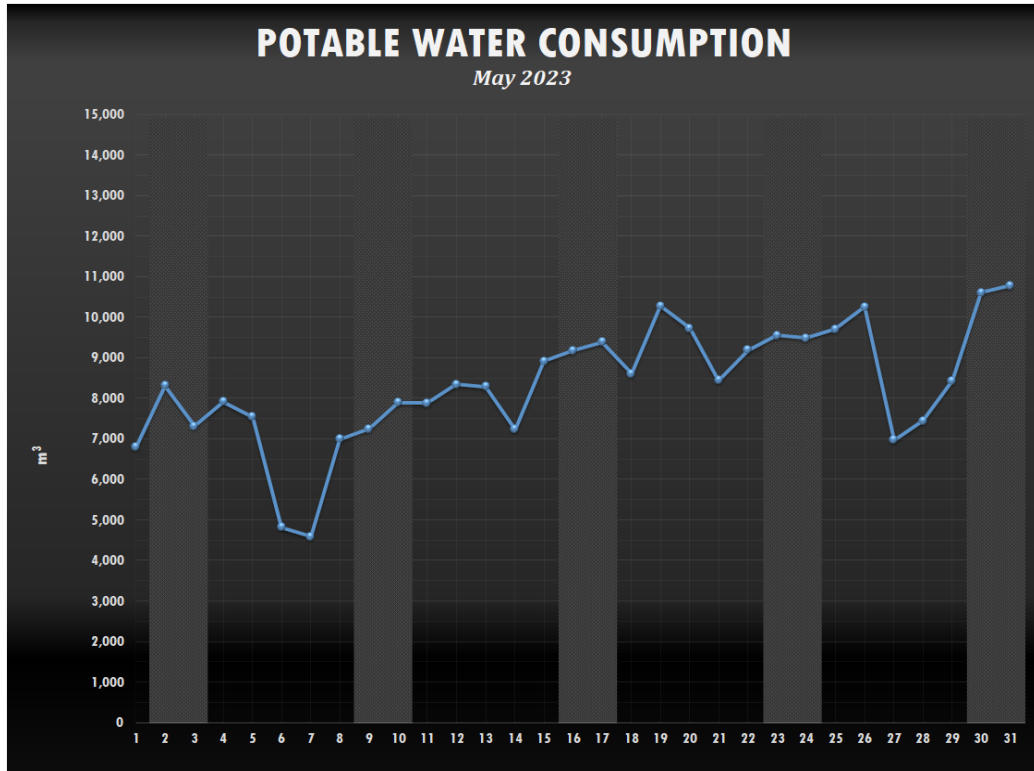
ACTIVITY REPORT

May 2023

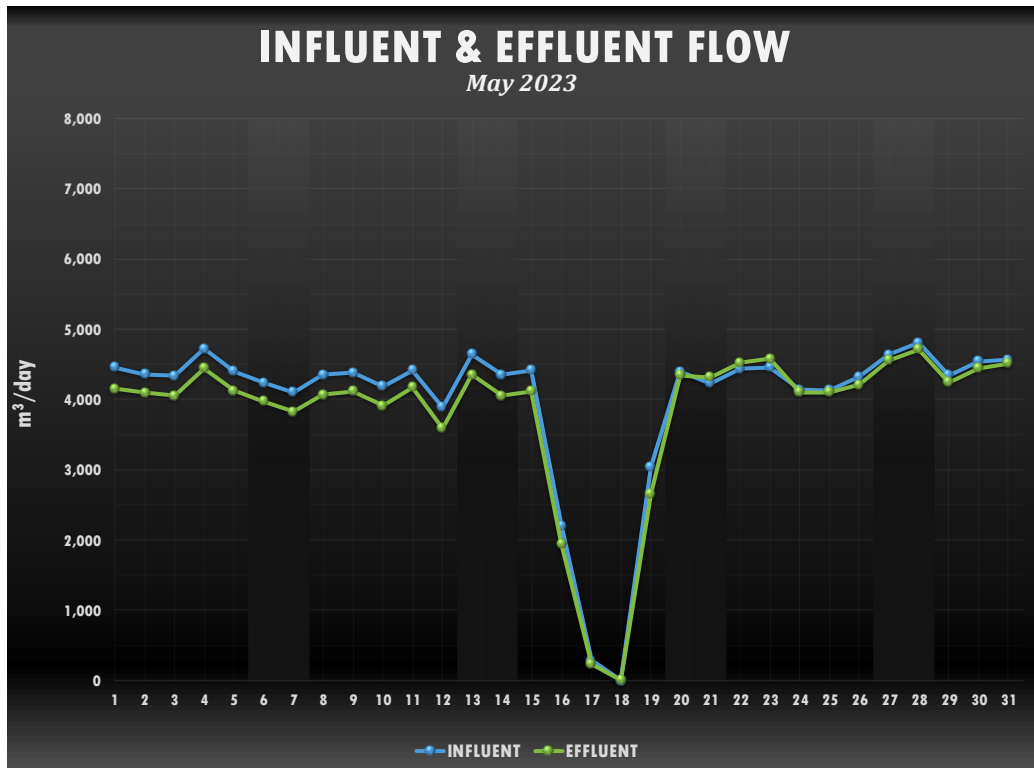
DEPARTMENT: Water & Wastewater Treatment Facilities

Strategic Plan Alignment	Associated Projects & Tasks
 <p>IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS</p>	<ul style="list-style-type: none">• Municipal Safety Meeting• Municipal Operations Meetings• Lantic Operations Meetings• Lantic Maintenance Meetings• Lantic boiler and filtration upgrade meetings
 <p>DEVELOP COMMUNITY & PROMOTE GROWTH</p>	<ul style="list-style-type: none">• High Lift Pump 401 replacement at the Water Treatment Plant is in progress• Operation of the Lantic Wastewater Treatment Plant is ongoing• Secondary Clarifier upgrade at the Wastewater Treatment Plant is in progress.• Studies are being conducted on the lower cell of the Industrial Lagoon• Chemical system upgrades in progress at Lantic
 <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• We are following our Covid-19 Pandemic Emergency Response Plan
 <p>ENHANCE SENSE OF COMMUNITY</p>	<ul style="list-style-type: none">• Submitted a Water Saving Tip to be included in the Corn Husk Chronicles

Potable Water Consumption



WWTP Influent & Effluent Flow








TOWN OF
TABER

ACTIVITY REPORT

May 2023

DEPARTMENT: Human Resources




Strategic Plan Alignment	Associated Projects & Tasks
 <p>IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS</p>	<ul style="list-style-type: none"> • Assisting departments with eCompliance access and use. • Reviewing eCompliance to ensure all staff are properly set up. • 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 Practice for continuity and best practices.
 <p>DEVELOP COMMUNITY & PROMOTE GROWTH</p>	<ul style="list-style-type: none"> • Posted for several positions, as well as maintained open until filled position postings. • Booked interviews for various departments and positions. • Conducted group orientations for the Seasonal Summer Staff for 2023. • 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 our First Aid course provider to arrange course dates for staff.
 <p>DEFINE & PRACTICE GOOD GOVERNANCE</p>	<ul style="list-style-type: none"> • COR Audit: received results, information provided to management team to complete a review and create an action plan. • COR Audit: Working with the JHSC to review and work on action items. • Reviewing eCompliance to ensure all staff are properly set up. • Reviewing and updating policies, procedures, safe work practices and procedures and codes of practice for best practices and legislation compliance. • Attended a virtual Workplace Psychological Health Seminar. • Attended a Mental Health First Aid Workshop. • Working with a HR Consultant from UpSourced HR on several projects & tasks.
 <p>ENHANCE SENSE OF COMMUNITY</p>	<ul style="list-style-type: none"> • Attending safety meetings to participate in safety enhancements. • Working with WCB regarding existing claims & working on a Return to work for an employee off on WCB. • Working with Sun Life & AMSC (Alberta Municipalities). • Assisting employees with their concerns & questions. • Maintaining Wellness Wednesday emails that go out to all staff on various health, benefits & general well being topics. • Working with Payroll on several projects. • Prepared for the Employee Recognition Event and hosted the event.




ACTIVITY REPORT

May 2023

DEPARTMENT: **FIRE**

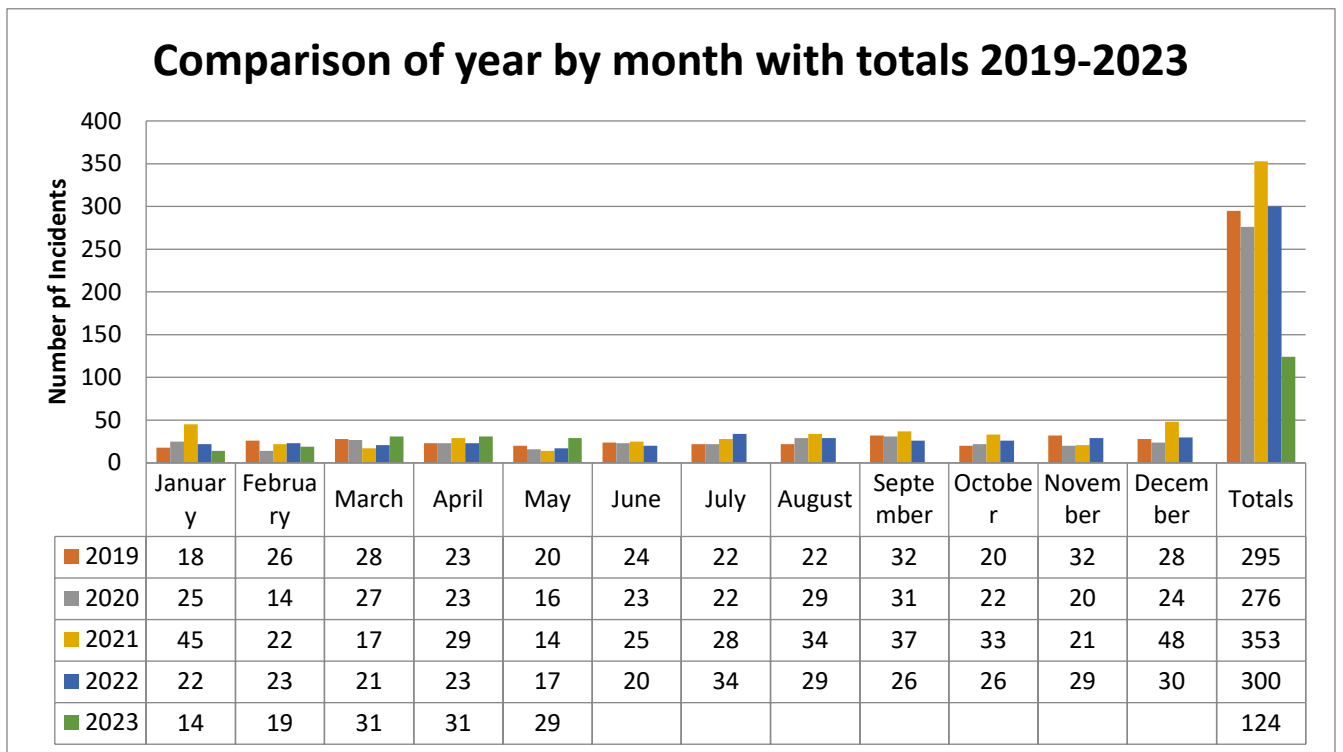
Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="297 678 500 751">IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS</p>	<ul data-bbox="618 457 1487 583" style="list-style-type: none"> • Continue to Post on Facebook, keeping the community involved; TFD is now on Instagram as well • Recruit class of (5) Graduating June 27th .
 <p data-bbox="297 1041 500 1115">DEVELOP COMMUNITY & PROMOTE GROWTH</p>	<ul data-bbox="618 781 1487 1161" 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 • AC West continues work with the Alberta Fire Training Officers • Fire Chief has been appointed to the Government and stakeholders committee with the Alberta Fire Chiefs Association • Northern Deployment May 6th to May 25th responding to the Provincial State of Emergency do to the Spring Wildfires
 <p data-bbox="297 1581 500 1654">DEFINE & PRACTICE GOOD GOVERNANCE</p>	<p data-bbox="618 1186 797 1220">Fire Training:</p> <p data-bbox="618 1230 1422 1264">This time indicates the training of the Fire Department in the month.</p> <ul data-bbox="618 1274 1487 1759" style="list-style-type: none"> • Past month – 366.5 hours of firefighter training • Past 12 months – 4322 hours of firefighter training • Four members successfully completed NFPA 1002 Fire Apparatus Driver/Operator certification testing • Seven members successfully completed the extensive 100-hour Emergency Medical Responder (EMR) training that has been offered over the past several months • Four external training centre rentals in May to the MD of Taber and Town of Coaldale fire departments • NFPA 1002 Aerial Operator course held at start of May with 4 members of Taber 1 Member of Picture Butte; all members were successful in their certification testing

	<ul style="list-style-type: none"> • Hosted Electric Vehicle safety for first responders training put on by Kevin Patterson with Banff Fire / EV-X Training; 9 members from TFD attended, 1 from TPS, 5 from MD of Taber Fire, 2 from Fort Macleod FD and 1 from Lethbridge Fire <p>Fire Prevention:</p> <ul style="list-style-type: none"> • Fire inspections 8 • Smoke alarm installation 6 exchanges • Fire investigations 0 • Flammable Liquid Storage Tank inspections: 12 • Flammable Liquid Storage Tanks Operating Licenses are approx. 50% complete for 2023. • Attended 1 Fire Drill at the Provincial Building
 <p>ENHANCE SENSE OF COMMUNITY</p>	<ul style="list-style-type: none"> • 1966 hours volunteer service over the last 12 months outside of training and call responses • 6 members attended McHappy Day & 6 members made Smile Cookies at Tim Horton's raising funds for the Taber & District Health Foundation • 10 members attended stuff a bus campaign with the Taber Food Bank • 21 Students from Tween Valley School toured station • 28 children visited at Taber Child Care Center

Year to date LAST year – 106 calls. Total Calls for **May – 29 Calls.**

Year to date THIS year - 124 calls

Total call volume over the last 4 years: 1233 Calls



CALLS BY TYPE

Structure Fire – 0	Public Assist – 5	MVC – 2
Rubbish/Grass Fire – 4	Hazmat – 0	Alarm Call – 7
MFR – 6	Mutual Aid – 5	Vehicle Fire – 0



Council Request for Decision

Meeting Date: June 26, 2023

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:
Brittany Gilbertson

Chief Administrative Officer (CAO) or Designate: _____

Council Request for Decision

Meeting Date: June 26, 2023

Subject:

Standing Items - 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 Councillors to raise issues of individual concern. This allows discussion amongst Council and with Administration on how best to deal with these concerns. It is an opportunity for Council to provide suggestions or direction to Administration as to how best to proceed.

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:
Brittany Gilbertson

Chief Administrative Officer (CAO) or Designate: _____

Council Date	Resolution #	Resolution	Assigned To	Completed?
April 24, 2023	136/2023	MOVED by Councillor Firth that Council directs Administration to investigate ways to incentivize downtown property owners to invest, beautify or fill their vacant properties within the downtown core.	Planning	<i>In Progress</i>
June 12, 2023	195/2023	MOVED by Councillor Firth that Council directs Administration to investigate an activated charcoal filter or other solution to remedy the odor and taste issues in our water and the cost associated with that solution.	Public Works	<i>In Progress</i>
June 12, 2023	196/2023	MOVED by Councillor Sorensen that Council directs Administration to investigate possible grants, subsidies and other incentives to encourage the building of multi-unit residential buildings in the Town of Taber	Planning	<i>In Progress</i>
June 12, 2023	197/2023	MOVED by Councillor Rudd that Council directs Administration to consider all mixed-use pathways controlled by the Town of Taber be posted with safety and courtesy signs that provide users with information to avoid collisions or other mishaps, such signs to at minimum dictate what types of equipment may be used, speed and right of way protocols. Alternatively, Administration may research developing a bylaw to properly address safety, and make a recommendation to Council, including costs.	Recreation	<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: June 26, 2023

Subject:

Presentation to Mr. Brian Gladys: Found Property Claim

Recommendation:

That Council thanks Brian Gladys for his honesty and integrity in turning in the found ring to the Taber Police Service and commends Mr. Gladys for his honesty, strength of character.

Background:

RSA 2000 Section 611 Chapter M-26 *MUNICIPAL GOVERNMENT ACT* 382 The provisions of Section 610 *MGA*:

Lost or unclaimed property 610:

- (1) Lost or unclaimed property coming into the possession of a municipality must be retained for at least 30 days from the date it comes into possession of the municipality unless it is unsafe, unsanitary, or perishable, in which case it may be disposed of at any time.
- (2) If property is not claimed within 30 days, it becomes the property of the municipality and the municipality may dispose of the property by public auction or as the council directs.
- (3) The purchaser of lost or unclaimed property is the absolute owner of it.
- (4) A prior owner of lost or unclaimed property is entitled to the proceeds of the sale less all expenses incurred by the municipality if the prior owner makes a claim to the municipality within 90 days after the date of the sale.
- (5) If the sale proceeds are not claimed within 90 days from the date of sale, the rights of any prior owner to the sale proceeds are extinguished and the sale proceeds belong to the municipality.

An investigation was completed by the Taber Police Service with no owner of the property being identified and as per Taber Police service policy more than 90 days have passed with no claimant coming forward. The property has now been turned over to the Municipality and is ready to be disposed of as Council directs as outlined in the MGA.

As per the attached letter from Inspector Dave Gyepesi, Mr. Brian Gladys performed an act of true honesty and integrity. The Taber Police Service and the Town of Taber wish to recognize this.



Legislation / Authority:

MGA Section 3

Strategic Plan Alignment:

Enhance sense of community

Define and practice good governance

Financial Implication:

There is no financial implication in presenting these items of thanks.

Service Level / Staff Resource Implication:

Service levels shall remain status quo.

Justification:

As Inspector Gyepesi mentioned, after extensive efforts made to find the owner of the ring no persons came forward, therefore Council is being requested to honor the claim made by Mr. Gladys.

Alternative(s):

1. Council may request further information.

Attachment(s): Found Property Claim

APPROVALS:

Originated By:

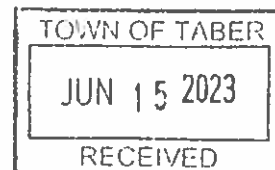
Derrin Thibault

Chief Administrative Officer (CAO) or Designate: _____



Taber Police Service

"Committed to building partnerships to prevent crime and address community concerns"



June 15, 2023

Office of the Chief Administrator
Town of Taber
A-4900-50 Street
Taber, Alberta T1G-1T1

RE: Found Property Claim
TPS File 2023-149958

Attn: Mr. Derrin Thibault

On February 2, 2023, a Mr. Brian Gladys was reupholstering golf carts at the Taber Golf Course when he located a ladies ring wedged underneath a seat. Mr. Gladys brought the ring to the Taber Police Service and the ring was exhibited. At the time the relinquishment of claim on the exhibit form was not signed by Mr. Gladys. A social media post was created by our service but no one had come forward to claim the ring. Further to this, Mr. Gladys advised that he attempted to find the owner by discussing it with all the golf board members and he also mentioned it at the Taber Golf Club AGM meeting held after the event.

Taber Police Service Policy states that found property be held for 90 days unless the owner is located. As of June 15, 2023, after the expiration of the 90 day hold period, no one attended to claim the ring.

On June 5, 2023 Mr. Gladys sent an email to Chief Abela stating that he would like to make a claim on the ring. Since the relinquishment of claim was not signed at the time that the ring was exhibited and the fact that several attempts were made to attempt to find the owner, council should consider honoring the claim of Mr. Gladys. The value of the ring is unknown.

Please contact me if you have any further questions or concerns. The contact information for Mr. Gladys is as follows:

Brian Gladys

[REDACTED]

Sincerely,

Dave Gyepesi
Inspector
Taber Police Service



Council Request for Decision

Meeting Date: June 26, 2023

Subject:

Delegation: Taber & District Housing Association, Clearview Lodge Expansion and Modernization

Recommendation:

Council requests that Administration investigates the municipality's debt limit, potential regional interest, and other factors to determine if the Taber & District Housing Association Clearview Lodge Expansion and Modernization Project is a recommended and viable project, with information to be brought back to a future Council meeting for further consideration.

Background:

The Taber & District Housing is presenting information on the Clearview Lodge expansion & modernization project.

Legislation / Authority:

MGA S.242

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:

No change in service levels.

Justification:

This is a request from the Taber & District Housing Association.



Alternative(s):

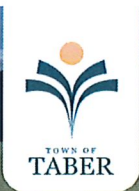
1. Council could choose to provide funding or other supportive aspects in a different amount than requested.
2. Council could choose to defer this topic until a certain future Council meeting.

Attachment(s): Delegation Request Details
TDHF Presentation

APPROVALS:

Originated By:
Derrin Thibault

Chief Administrative Officer (CAO) or Designate: _____



Council Presentation Submission Form

Tim Janzen
Name

Taber and District Housing Foundation
Organization (if applicable)

Name of Presenter (if different from above)

5318 48th Avenue, Taber, AB T1G 1S2

Address

timj@taberhsg.ca

Email (if applicable)

403-382-7098

Phone Number

June 26, 2023

Council Meeting Date Requested

Please submit this form to the Town Administration Building, care of the Administrative Services Department (A - 4900 50th Street, Taber, AB, T1G 1T1) or email it to admin@taber.ca

Topic of Presentation

Please be specific, provide details, and attach additional information if required. If you are asking for a letter of support, please provide a draft of the proposed letter addressed to the appropriate body.

I would like to speak to Council and Administration about the Clearview Lodge Expansion and Modernization project. I will provide the estimated total cost of the project and ask whether Council would consider investing their proportionate share of 1/3rd of the project cost. This will greatly assist the TDHF application to the Government of Alberta during the next application window (anticipated yet in 2023).





Councillor

Mayor

Councillor

Council Presentation Submission Form

Purpose of Delegation (please circle one)

Request Action/ Support/
Policy Change

Request Funds

Other (please specify)

Desired Resolution (please indicate the outcome you would like from Council)

That Council would invest their proportionate share of one third of the total cost of the Clearview Lodge Expansion and Modernization project.

Activities to date relative to the matter (fundraising, campaigns, other organizational support, etc.)

The investment for the project is anticipated to involve all four municipalities that make up TDHF board - MD of Taber, Town of Taber, Town of Vauxhall and Village of Barnwell.

Financial Implications

To be used only if funding is being requested. Please identify amount and purpose for the funds.

The funding would only be drawn at the time when the project had received approval and funds were required for the project to begin. It is entirely possible that funds could be drawn down as the project continued over its anticipated 36 month duration.

Acknowledgements

Initial

I acknowledge that my presentation is limited to ten (10) minutes total, not including questions or deliberation from Council.

TJ

I acknowledge that I shall provide all the necessary information and presentation materials to Town of Taber Administration prior to the deadline* for inclusion in the agenda.

TJ

I understand that the information provided herein and in my presentation along with my name and contact information will become part of the public record and part of the Town's official documents and recordings of Council meetings. I also acknowledge that these materials are available for the public to access on various Town channels.

TJ

*The deadline for submissions is no less than seven (7) working days prior to the Council meeting you wish to attend.



Clearview Lodge

Expansion & Modernization Project
Taber, AB









Clearview Lodge Expansion & Modernization



Proposed Clearview Lodge Project

Expansion

- ▶ New forecourt for additional parking and one way traffic flow
 - ▶ Visitors
 - ▶ Handi-bus
 - ▶ Emergency Vehicles
- ▶ Landscaping plan that incorporates the entirety of the Lodge property
- ▶ Green spaces inside and out to create a great sensory experience for residents

Clearview Lodge Expansion & Modernization



Proposed Clearview Lodge Project

Expansion

- ▶ 44 new bachelor studio units on three floors (360 sq. feet)
- ▶ Basement with meeting area, exercise and craft rooms, staff room, mechanical, commercial laundry and storage
- ▶ Each floor has a view of interior courtyard via solarium gallery as part of the main hallway and informal gathering areas
- ▶ This wing is nearly net zero with upgraded envelope, geothermal heating and in-room ventilation and heat recovery units. Solar panels on roof. No natural gas service.
- ▶ Two elevators for public access but could be re-designated as resident and staff for infection control.

Clearview Lodge Expansion & Modernization



Proposed Clearview Lodge Project

Modernization

- ▶ 38 renovated units in the existing footprint (300+ to 480 sq. feet) – 19 bachelor and 19 one-bedroom suites; all with handicap accessible washrooms and roll-in showers
- ▶ New meeting area (can accommodate all residents), has a separate entrance to allow visitors or guest performers to enter facility without walking throughout
- ▶ Consolidated office space and bistro to update the current snack bar
- ▶ Updated mechanical and electrical
 - ▶ High efficiency boilers and additional heating elements in room
 - ▶ Updated make up air units with heat recovery capacity

Clearview Lodge Expansion & Modernization



Proposed Clearview Lodge Project

Cost:

BTY completed Class A costing in September 2022

Total project	\$22,751,700
Inflation Escalation (11.6% - 2025 \$s)	\$ 2,616,300
Anticipated total	\$25,368,000

Clearview Lodge Expansion & Modernization



Proposed Clearview Lodge Project

Status:

TDHF has secured a development permit and extension.

Construction drawings would require a final review but are ready to be used for preparing bid documents.

*There could be an opportunity to “**value-engineer**”, to reduce costs but not reduce the functionality of the space.*

TDHF is engaging BTY Group to provide an updated Class A Costing estimate with some “value-engineer” possibilities and values.

Clearview Lodge Expansion & Modernization



Affordable Housing Partnership Program

Rolled out in January 2023 by Govt of Alberta

The program explicitly calls for multiple partners in Affordable Housing projects and Government of Alberta will not invest more than one-third of the cost of the project.

The suggested partnerships include:

- Province of Alberta, local municipal govt., and CMHC
- alternatively, there could be investment by a Housing Management body, a not-for-profit organization, a private investor
- **The key issue being the Provincial Government will NOT provide more than one-third of the funding.**

Clearview Lodge Expansion & Modernization



Request (Tax Assessment based):

That the municipalities served by TDHF would invest in the CVL project and provide equity representing one-third of the project total (\$8,456,000):

(based on 2023 Tax Assessment values used in the requisition process)

Municipal District of Taber	\$ 5,178,641
Town of Taber	\$ 2,804,861
Town of Vauxhall	\$ 223,894
Village of Barnwell	\$ 248,604
Total	\$ 8,456,000

That the commitments be made as soon as possible and be included in upcoming applications. It is anticipated that the next Affordable Partnership funding window could happen this summer or fall.

Clearview Lodge Expansion & Modernization



Request (Population - based):

That the municipalities served by TDHF would invest in the CVL project and provide equity representing one-third of the project total (\$8,456,000):

(based on 2021 population per Statistics Canada)

Municipal District of Taber	(7,447 – 40.1%)	\$ 3,390,856
Town of Taber	(8,862 – 47.7%)	\$ 4,033,512
Town of Vauxhall	(1,286 – 6.9%)	\$ 583,464
Village of Barnwell	(978 – 5.3%)	\$ 448,168
Total		\$ 8,456,000

That the commitments be made as soon as possible and be included in upcoming applications. It is anticipated that the next Affordable Partnership funding window could happen this summer or fall.



Clearview Lodge Expansion &
Modernization



QUESTIONS OR COMMENTS?