

AGENDA

REGULAR MEETING OF THE COUNCIL OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, JULY 17, 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 26, 2023	X
ITEM No.4.2 Minutes of Special Meeting of Council: July 6, 2023	X
5. BUSINESS ARISING FROM THE MINUTES	
6. BYLAWS	
7. ACTION ITEMS	
ITEM No.7.1 Appointment of Deputy Mayor	X
ITEM No.7.2 Provincial Appointment to the Taber Municipal Police Commission	X
ITEM No.7.3 Recreation Sprayer Tractor Capital Request	X
ITEM No.7.4 Utility Reduction Request	X
ITEM No.7.5 Tax Penalty Waiver	X
ITEM No.7.6 Follow-up to Taber and District Housing Foundation Request for Financial Assistance	X
ITEM No.7.7 Whistleblower Policy	X
ITEM No.7.8 Workplace Harassment Prevention Policy	X
ITEM No.7.9 Workplace Violence Prevention Policy	X
ITEM No.7.10 Response to Standing Item - RES 195/2023	
ITEM No.7.11 Information For Council	
ITEM No.7.12 Department Reports	
ITEM No.7.13 Mayor and Councillor Reports (Verbal)	
ITEM No.7.14 Standing Items - Council Requests	
8. DELEGATIONS	
ITEM No.8.1 Delegation - Re: Ken Macdonald Concession	X

9. MEDIA INQUIRIES

10. CLOSED SESSION

X

- ITEM No.10.1 Land Proposal
Council takes the meeting into Closed Session to prevent disclosure of third party business information, in accordance with Section 16(1) of the *Freedom of Information and Protection of Privacy Act*; (a)(ii) to prevent the disclosure of commercial, financial, and technical information of a third party, (b) the information was supplied in confidence, and (c) disclosure could reasonably be expected to harm significantly the negotiating position of the third party.
- ITEM No.10.2 Proposed Urban Holdings Ltd. Lease Renewal
That Council takes the meeting in to Closed Session to prevent disclosure of information related to criteria developed for the purpose of contractual negotiations by a public body, in accordance with Section 24 of the *Freedom of Information and Protection of Privacy Act*.
- ITEM No.10.3 Council Governance Update
Closed Session to prevent disclosure of advice from officials that could reasonably be expected to reveal advice, proposals, recommendations, analysis or policy options developed by a public body, in accordance with Section 24(1) of the *Freedom of Information and Protection of Privacy Act*.
- ITEM No.10.4 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*.
- ITEM No.10.5 Siaya Delegation Discussion
Closed Session to prevent disclosure of advice from officials that could reasonably be expected to reveal advice, proposals, recommendations, analysis or policy options developed by a public body, in accordance with Section 24(1) of the *Freedom of Information and Protection of Privacy Act*.
- ITEM No.10.6 Land Sale Offer
Council takes the meeting into Closed Session to prevent disclosure of third party business information, in accordance with Section 16(1) of the *Freedom of Information and Protection of Privacy Act*; (a)(ii) to prevent the disclosure of commercial, financial, and technical information of a third party, (b) the information was supplied in confidence, and (c) disclosure could reasonably be expected to harm significantly the negotiating position of the third party.



ITEM No.10.7 Land purchase and park development
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.

11. OPEN SESSION **X**

12. CLOSE OF MEETING **X**



Council Request for Decision

Meeting Date: July 17, 2023

Subject:

Minutes of Regular Meeting of Council: June 26, 2023

Recommendation:

Council adopts the Minutes of the Regular Meeting of Council held on June 26, 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 26, 2023, as amended.



Attachment(s): June 26, 2023 Council Minutes Draft

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 26, 2023, AT 3:30 PM.

Mayor

Andrew Prokop

Councillors

Garth Bekkering
Jack Brewin
Carly Firth
Alf Rudd
Joanne Sorensen

Absent

Monica McLean

Chief Administrative Officer

Derrin Thibault

Staff

Meghan Brennan
Lisa DeBona
Chris Eagan
Jordan Florchinger
Blake Hranac
Kerry Van Ham

CALL TO ORDER

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

ADOPTION OF THE AGENDA

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

RES. 205/2023

MOVED by Councillor Firth 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; and,
- Add Agenda Item 10.4: Proposed Land Sale Offer – 4925 72 Avenue Taber, AB, to 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*.

CARRIED UNANIMOUSLY

PUBLIC HEARINGS

None.

ADOPTION OF THE MINUTES

1) Minutes of Regular Meeting of Council: June 12, 2023

RES. 206/2023

MOVED by Councillor Firth that Council adopts the Minutes of the Regular Meeting of Council held on June 12, 2023, as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

None.

BYLAWS

None.

ACTION ITEMS

1) Administrative Professional of the Year (Urban)

D. Thibault, Chief Administrative Officer, introduced L. DeBona, Waste Services and Administrative Manager, as the recipient of the Administrative Professional of the Year Award.

Mayor Prokop presented L. DeBona with the award and thanked her for her many efforts.

RES. 207/2023

MOVED by Councillor Rudd 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.

CARRIED UNANIMOUSLY

2) Recycle Coach App

M. Brennan, Communications and Projects Coordinator, presented the results from the research into an application for waste management that had been requested by Council at the April 24, 2023 Regular Meeting.

M. Brennan stated that Administration has recommended the Recycle Coach Application based on multiple features including the ease of use. Council discussed the presented Recycle Coach Application and the cost associated with the implementation.

ACTION ITEMS – CONT'D

2) Recycle Coach App – Cont'd

RES. 208/2023

MOVED by Councillor Rudd 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.

CARRIED UNANIMOUSLY

3) Slow Your Roll Signage Policy C-11 Renewal

M. Brennan, Communications and Projects Coordinator, presented the Slow Your Roll Signage Policy that was due for its 3-year renewal.

M. Brennan stated that Administration had made one minor change to the Policy by removing the number included with the Land Use Bylaw, as this Bylaw is amended regularly resulting in a new number assigned.

RES. 209/2023

MOVED by Councillor Firth that Council approves the Slow Your Roll Signage Policy C-11, as presented.

CARRIED UNANIMOUSLY

4) Proposed Asset Management Policy - PS-PW-4

D. Thibault introduced B. Hranac, Facilities Maintenance and Energy Manager, who presented the proposed Asset Management Policy.

B. Hranac stated that the Town of Taber has engaged with the Federation of Canadian Municipalities (FCM) for a partnership grant to continue to work on the Asset Management program for the Town of Taber.

B. Hranac stated that the FCM requires an Asset Management Policy to be endorsed by the Town of Taber Council to formalize Taber's commitment to Asset Management.

ACTION ITEMS – CONT'D

4) Proposed Asset Management Policy – PS-PW-4 – Cont'd

RES. 210/2023

MOVED by Councillor Sorensen that Council adopts the Asset Management Policy PS-PW-4, as presented.

CARRIED UNANIMOUSLY

5) Department Reports

Council reviewed the Department Reports.

Councillor Rudd requested to be noted on the record as sending congratulations to Ryan Gilbertson, Master Electrician, who received his designation as a Safety Codes Officer in the electrical discipline.

No motion was made at this time.

6) Mayor and Councillor Reports (Verbal)

Mayor and Council provided details of their activity.

Councillor Rudd requested a moment to formally announce his resignation from the Town of Taber Council. Councillor Rudd stated that he is regretful of the decision but due to a change in the administration of the Victim Services operation, he will now become an employee of the municipality which creates a conflict of interest as stated in the *Municipal Government Act*.

Councillor Rudd thanked his fellow members of Council and Administration.

No motion was made at this time.

7) Standing Items - Council Requests

D. Thibault presented the Standing Item listing to Council.

ACTION ITEMS – CONT'D

7) Standing Items – Council Requests – Cont'd

RES. 211/2023

MOVED by Councillor Sorensen that Council moves into Closed Session prior to the timing of Delegations at 5:00 PM 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;
- 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*; and
- Criteria developed for the purpose of contractual negotiations on behalf of a public body, and considerations that relate to those negotiations.

CARRIED UNANIMOUSLY at 4:02PM

CLOSED SESSION

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

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

- 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.**

Pursuant to Section 197(6) of the *Municipal Government Act*, there were the following members of Administration in attendance for Agenda Item 10.2) Proposed Arena ATM Machine Lease Agreement Renewal; D. Thibault, Chief Administrative Officer, and K. Van Ham, Administrative Services Manager.

- 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.**

Pursuant to Section 197(6) of the *Municipal Government Act*, there was the following member of Administration in attendance for Agenda Item 10.3) Proposed Highway Sign Lease Agreements; D. Thibault, Chief Administrative Officer.

CLOSED SESSION – CONT'D

- 4) Proposed Land Sale Offer - 4925 72 Avenue Taber, AB 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 were the following members of Administration in attendance for Agenda Item 10.4) Land Sale Offer – 4925 72 Avenue Taber, AB; D. Thibault, Chief Administrative Officer, and C. Eagan, Director of Planning, Engineering and Operations.

OPEN SESSION

RES. 212/2023

MOVED by Councillor Firth that Council moves out of Closed Session and to recess for thirty minutes to reconvene into the Delegation Agenda Item at 5:00 PM.

CARRIED UNANIMOUSLY at 4:32PM

Council reconvened the meeting at 5:01 PM

DELEGATIONS

1) Presentation to Mr. Brian Gladys: Found Property Claim

D. Thibault introduced B. Gladys, a member of the public who had notified the Taber Police Service of a lost item of jewelry that had been located at the Taber Golf Course on February 2, 2023. Following the conclusion of an investigation by the Taber Police Service, the item had remained unclaimed for more than 90 days and has become property of the Municipality.

Mayor Prokop presented Mr. Gladys with the item and thanked him on behalf of Council for his honesty and efforts in returning the lost item.

RES. 213/2023

MOVED by Councillor Bekkering 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.

CARRIED UNANIMOUSLY

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

D. Thibault introduced T. Janzen, Chief Administrative Officer of the Taber and District Housing Foundation, who detailed the Clearview Lodge Expansion and Modernization presentation to Council.

Council discussed the presented information and engagement with surrounding communities for their involvement in the proposed project.

DELEGATIONS – CONT'D

2) Delegation: Taber & District Housing Association, Clearview Lodge Expansion and Modernization – Cont'd

RES. 214/2023

MOVED by Councillor Rudd that Council requests that Administration investigates the municipality's debt limit, potential regional interest, including an invitation to the Minister of Housing The Honourable Mr. Jason Nixon, Member of The Legislative Assembly The Honourable Mr. Grant Hunter, Member of Parliament The Honourable Mr. Martin Shields, and Member of The Legislative Assembly The Honourable Mr. Joseph Schow to Taber, 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.

CARRIED UNANIMOUSLY

MEDIA INQUIRIES

None.

Council proceeded with motions made related to Agenda Items discussed during Closed Session.

RES. 215/2023

MOVED by Councillor Firth that Council appoints Bethany Mitchell to the Taber Municipal Library Board for a term expiring December 31, 2025.

CARRIED UNANIMOUSLY

MEDIA INQUIRIES – CONT'D

RES. 216/2023

MOVED by Councillor Sorensen that Council authorizes the lease renewal of the property located in the main lobby of the Large Ice Arena located within the Community Centre, 4720 50 Street to Rick Zalesak and Ben Finlayson, for a 5-year term to expire March 31, 2028; and, directs the Mayor and Chief Administrative Officer to sign the lease renewal documents.

CARRIED UNANIMOUSLY

RES. 217/2023

MOVED by Councillor Rudd that Council authorizes Administration to manage the ongoing leases for the Highway 3 Downtown Business Signs and directs the Mayor and Chief Administrative Officer to sign the lease agreement documents as per the following list of lease agreements:

1. Taber IGA
2. Napa Auto Parts
3. The Loft
4. Real Estate Centre
5. White's Plumbing and Heating
6. Oilmen's Taphouse and Grill
7. Mar and Sol Liquor Store
8. Remax
9. Wes' Country Meats and Sausages
10. Saunders Insurance
11. Taber Floor Coverings
12. Johnson's Drugs

CARRIED UNANIMOUSLY

MEDIA INQUIRIES – CONT'D

RES. 218/2023

MOVED by Councillor Sorensen that Council authorizes the sale of the property owned jointly between Douglas J. Bergen & Associates Ltd. and the Town of Taber, located at 4925 72 Avenue, Taber, AB in the Meadows Development in the amount of two hundred and fifty-five thousand (\$255,000); and, Council authorizes the Chief Administrative Officer and the Chief Elected Official to sign the sale documents on behalf of the Town of Taber.

CARRIED UNANIMOUSLY

CLOSE OF MEETING

RES. 219/2023

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

CARRIED UNANIMOUSLY at 5:34 PM

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Council Request for Decision

Meeting Date: July 17, 2023

Subject:

Minutes of Special Meeting of Council: July 6, 2023

Recommendation:

Council adopts the Minutes of the Special Meeting of Council held on July 6, 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 Special Meeting of Council held on July 6, 2023, as amended.



Attachment(s): July 6, 2023 Special Meeting of Council Draft Minutes

APPROVALS:

Originated By:
Brittany Gilbertson

Chief Administrative Officer (CAO) or Designate: _____

MINUTES OF THE SPECIAL MEETING OF THE COUNCIL OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON THURSDAY, JULY 6, 2023, AT 3:30 PM.

Mayor

Andrew Prokop

Councillors

Jack Brewin

Carly Firth

Monica McLean

Joanne Sorensen (Virtual)

Absent

Garth Bekkering

Chief Administrative Officer

Derrin Thibault

Staff

Kerry Van Ham

CALL TO ORDER

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

Mayor Prokop noted for the record that Councillor Sorensen would be attending virtually and that Councillor Bekkering would not be in attendance for the Meeting.

ADOPTION OF THE AGENDA

RES. 220/2023

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

CARRIED UNANIMOUSLY

151/2023

Meeting Date
7/6/2023

PUBLIC HEARINGS

None.

ADOPTION OF THE MINUTES

None.

BUSINESS ARISING FROM THE MINUTES

None.

BYLAWS

None.

ACTION ITEMS

1) Municipal By-Election 2023: Setting By-Election Date

D. Thibault, Chief Administrative Officer, introduced K. Van Ham, Administrative Services Manager, who detailed the requirement, as outlined in the *Local Authorities Election Act*, of selecting the date for the By-Election following the resignation of Councillor Rudd on June 26, 2023.

RES. 221/2023

MOVED by Councillor Brewin that Council sets the date of September 7, 2023 to hold the 2023 Municipal By-Election.

CARRIED UNANIMOUSLY

2) Municipal By-Election 2023: Legislated Election Decisions

D. Thibault introduced K. Van Ham, who presented information regarding the requirements within the *Local Authorities Election Act* and the *Municipal Government Act* that request certain decisions be made by Council prior to a By-Election being held.

ACTION ITEMS – CONT'D

2) Municipal By-Election 2023: Legislated Election Decisions – Cont'd

K. Van Ham detailed the recommendation being presented to Council that will allow the Returning Officer to select advanced voting dates and hours, allow the Returning Officer to arrange for elector assistance where it is needed, and to designate Institutional Voting Stations.

RES. 222/2023

MOVED by Councillor Firth that Council, pursuant to Section 73 of the *Local Authorities Election Act*, directs that an advanced vote be held in 2023, with the Returning Officer to determine the days and hours when the advance vote is to be held.

CARRIED UNANIMOUSLY

RES. 223/2023

MOVED by Councillor McLean that Council, pursuant to Section 79 of the *Local Authorities Election Act*, directs the Returning Officer to arrange for elector assistance at home through the attendance of 2 deputies at the residence of an elector, during the hours an advance voting station is open, in order to take the votes of an elector who, because of physical disability, is unable to attend a voting station or an advance voting station to vote.

CARRIED UNANIMOUSLY

ACTION ITEMS – CONT'D

2) Municipal By-Election 2023: Legislated Election Decisions – Cont'd

RES. 224/2023

MOVED by Councillor Brewin that Council, pursuant to Section 80 of the *Local Authorities Election Act*, designates the following institutional Voting Stations for the Town of Taber for the 2023 Municipal By-Election:

- 3.1 Taber Health Centre located at 4326 50 Avenue, Taber, AB;
- 3.2 Clearview Lodge, located at 4730 50 Avenue, Taber, AB; and,
- 3.3 The Good Samaritan Society, commonly known as Lindenvue, located at 4700 64 Avenue, Taber, AB.

CARRIED UNANIMOUSLY

3) Municipal By-Election 2023: Proposed Budget Requirements

D. Thibault introduced K. Van Ham, who presented the requirements for a budget to be set for the By-Election.

K. Van Ham explained that the proposed amount had not been included in the 2023 Operating Budget as a By-Election had not been anticipated.

K. Van Ham detailed that the requested amount of \$35,000.00 was based on the 2021 Municipal Election overall cost.

RES. 225/2023

MOVED by Councillor McLean that Council authorizes the amount of up to \$35,000.00 for the conduct of the Municipal By-Election 2023 to come from Operating Reserves.

CARRIED UNANIMOUSLY

DELEGATIONS

None.

MEDIA INQUIRIES

None.

RES. 226/2023

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

- Contractual negotiations and considerations relating to the administration of a public body that have not yet been implemented in accordance with Section 24(1) of the *Freedom of Information and Protection of Privacy Act*.

CARRIED UNANIMOUSLY at 3:38 PM

CLOSED SESSION

- 1) Municipal By-Election 2023: Appointment of Returning Officer and Substitute Returning Officer Closed Session to prevent disclosure of contractual negotiations and considerations relating to the administration of a public body that have not yet been implemented in accordance with Section 24(1) of the *Freedom of Information and Protection of Privacy Act*.**

Pursuant to Section 197(6) of the *Municipal Government Act*, there were the following members of Administration in attendance for Agenda Item 10.1) Municipal By-Election 2023: Appointment of Returning Officer and Substitute Returning Officer; D. Thibault, Chief Administrative Officer, and K. Van Ham, Administrative Services Manager.

OPEN SESSION

RES. 227/2023

MOVED by Councillor Firth that Council moves into Open Session.

CARRIED UNANIMOUSLY at 3:44 PM

RES. 228/2023

MOVED by Councillor Sorensen that, pursuant to S. 13(1) of the *Local Authorities Election Act*, Council appoints Jeanne Rudolf as the Town of Taber's Returning Officer for the 2023 Municipal By-Election, and authorizes the Mayor and the Chief Administrative Officer to execute the contract with Jeanne Rudolf of C. Rudolf Oilfield Consulting Ltd.

CARRIED UNANIMOUSLY

RES. 229/2023

MOVED by Councillor McLean that pursuant to S.13(1) of the *Local Authorities Election Act*, Council appoints Jill Jespersen as the Town of Taber's substitute Returning Officer for the 2023 Municipal By-Election.

CARRIED UNANIMOUSLY

CLOSE OF MEETING

RES. 230/2023

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

CARRIED UNANIMOUSLY at 3:45 PM

MAYOR

CHIEF ADMINISTRATIVE OFFICER

157/2023

Meeting Date
7/6/2023

Council Request for Decision

Meeting Date: July 17, 2023

Subject:

Appointment of Deputy Mayor

Recommendation:

That Council appoints Councillor Garth Bekkering as Deputy Mayor to serve a term beginning July 17, 2023, and ending June 30, 2024.

Background:

At the Organizational Meeting of Council held on October 25, 2021 Council adopted the schedule outlining the delegation of Deputy Mayor for eight-month terms to members of Council. This provides each member the opportunity to assist with town business in the possible absence of the Mayor, or to represent the Town, should the Mayor have other commitments. Historically the order of appointments has been based on the number of votes each Councillor received in the municipal election, in order from most to least.

Deputy Mayor Alf Rudd provided his official resignation from Council at the June 26, 2023 Council meeting, effectively ending his term as Deputy Mayor. Therefore, Administration is recommending that Mayor Prokop completes the Oath of Office for Councillor Garth Bekkering to be Deputy Mayor for the term expiring June 30, 2024, at this time.

Legislation / Authority:

Municipal Government Act, Section 197(1)

Strategic Plan Alignment:

Governance: Examine service delivery at the department level and confirm if resources are aligned appropriately.

Financial Implication:

None.



Service Level / Staff Resource Implication:

1. Deputy Mayor time commitment for potential function attendance and signing authority.
2. Staff involvement in documenting appointments and sending to applicable internal and external stakeholders.

Justification:

The Oath of Office for Deputy Mayor bestowed on Councillor Bekkering is in accordance with the *Municipal Government Act*.

Alternative(s):

1. Council could choose the term that Councillor Bekkering serve begin on July 17, 2023 and end _____.
2. Council could choose to appoint Councillor Bekkering as Deputy Mayor at this time, to serve a term beginning July 17, 2023, and re-visit the Deputy Mayor appointment terms at the next Organizational Meeting after the by-election to adjust for the new member of Council.
3. Council could choose not to do the Oath of Office at this meeting and instead do it at the next Regular Meeting scheduled for August 21, 2023.

Attachment(s): Deputy Mayor Listing

APPROVALS:

Originated By:
Brittany Gilbertson

Chief Administrative Officer (CAO) or Designate: _____



COUNCIL BOARDS, COMMITTEES & COMMISSIONS

June 30, 2023

DEPUTY MAYORS - ARE APPOINTED FOR A EIGHT MONTH TERM

1.	NOVEMBER 1, 2021 – JUNE 30, 2022	COUNCILLOR SORENSEN
2.	JULY 1, 2022 – FEBRUARY 28, 2023	COUNCILLOR FIRTH
3.	MARCH 1, 2023 – OCTOBER 31, 2023	VACANT
4.	NOVEMBER 1, 2023 – JUNE 30, 2024	COUNCILLOR BEKKERING
5.	JULY 1, 2024 – FEBRUARY 28, 2025	COUNCILLOR MCLEAN
6.	MARCH 1, 2025 – OCTOBER 20, 2025	COUNCILLOR BREWIN

Council Request for Decision

Meeting Date: July 17, 2023

Subject:

Provincial Appointment to the Taber Municipal Police Commission

Recommendation:

Council accepts the Provincial Appointment of Joseph Strojwas to the Taber Municipal Police Commission, as dated in the Ministerial Order, for a term of 3 years, beginning April 24, 2023.

Background:

Administration has received documentation from The Honourable Michael G. Ellis, Minister of Public Safety and Emergency Services, advising of the Provincial Appointment of Joseph Strojwas to the Taber Police Commission for a three-year term.

Recent amendments to the *Police Act* state:

“28(2.3) If the council has appointed

1. 1 to 3 members to the commission, the Minister may appoint one member to the commission,
2. 4 to 6 members to the commission, the Minister may appoint up to 2 members to the commission, or
3. 7 to 9 members to the commission, the Minister may appoint up to 3 members to the commission.

28(3) Notwithstanding subsection 2.3), the Minister may appoint additional members to a commission of the Minister considers it necessary, so long as the total number of members

1. Appointed to the commission does not exceed 15 members, and
2. Appointed by the Minister is less than 50% of the total number of commission members.

28(6.1) Notwithstanding subsection (6)(b), a person appointed to a commission by the Minister may be appointed for a term of office of up to 3 years.”

Legislation / Authority:

Police Act Section 28

Strategic Plan Alignment:

Define and practice good governance

Financial Implication:

None.



Service Level / Staff Resource Implication:

The service level will remain status quo.

Justification:

Administration has received a Ministerial Order to advise of a Provincial Appointment that is being forwarded for Council information.

Alternative(s):

None.

Attachment(s): Ministerial Order - Provincial Appointment to the Taber Municipal Police Commission

APPROVALS:

Originated By:

Brittany Gilbertson

Chief Administrative Officer (CAO) or Designate: _____



Council Request for Decision

Meeting Date: July 17, 2023

Subject:

Recreation Sprayer Tractor Capital Request

Recommendation:

That Council directs Administration to purchase a used recertified Turf Sprayer with Airfoils, holding tank, and hand sprayer for up to \$25,000.00, with funds to come from Capital Reserves.

Background:

Historically, the Parks & Recreation department has budgeted an average of \$40,000.00 in Contracted Services for two herbicide applications in parks. This approach provided no services for spot treatment, re-treatment of problem areas, and hand-application in smaller locations leading to weed issues and complaints.

To address service levels and reduce Contracted Services costs, the Recreation Department has undertaken an initiative to utilize Town staff to take over a portion of weed control. During the past year, the Rec Supervisor has gained certification as a Herbicide Applicator who can administer the Town's required Weed control program. Starting this spring, Recreation Operators have performed hand application work to supplement the Contracted Service provider.

The next phase of the initiative requires the purchase of a boom spray tractor with an airfoil system. A recertified used turf sprayer with airfoils, holding tank, and hand sprayer has been identified that will meet our requirements. A budget of \$25,000.00 (new are \$90K) is requested to purchase the used unit with funds to come from Capital Reserves.

Legislation / Authority:

MGA Section 3

Strategic Plan Alignment:

Define & Practice Good Governance



Financial Implication:

Use of up to \$25K of Capital Reserves.

The scope of work and contractor cost in Contracted Services will be reduced in the 2024 Operating Budget.

Service Level / Staff Resource Implication:

The purchase of a Town owned Herbicide spray applicator will increase the Departments adaptability to respond quickly to any Town Parks weed concerns.

No new positions are required.

Justification:

Improve service levels and complaint response and reduce operating costs.

Alternative(s):

1. Council directs Administration to purchase a new Turf Sprayer with Airfoils for \$90,000 with the funds to come from Capital Reserves.
2. That Council requests additional information.

Attachment(s): Recertified Sprayer Tractor

New Sprayer Tractor

APPROVALS:

Originated By:

Brian Martin

Chief Administrative Officer (CAO) or Designate: _____

Oakcreek Golf Turf LP

3816 64th Ave SE (Head Office)

Calgary, AB

T2C 2B4

Friday, April 28, 2023

**TOWN OF TABER
ATTN: MIKE MELHAM**

PRICING SHEET

Req'd	Model No.	Equipment Description	QTY	F'23 BUDGET	Extended Total
1	U-41179	2009 TORO MP1250 SPRAYER APPROXIMATELY 1500 HOURS RAN THROUGH SHOP, SERVICED, AND READY FOR USE	1	\$ 21,000.00	\$ 21,000.00

All Applicable Taxes are extra
Available on a first come, first serve basis

We trust the above information meets with your approval. If you have any questions or require further information please don't hesitate to call.

Sincerely,
Oakcreek Golf & Turf LP

Zach Bishop
Calgary (Head Office) | Southern Alberta/ East Kootenay Sales
403-585-4743

Oakcreek Golf & Turf LP

3816-64th Avenue SE
Calgary, AB
T2C 2B4

Friday, April 14, 2023

Town of Taber

To follow up our recent conversation, we are please to submit the following quotation for your 2024 equipment needs. As you review our proposal, please feel free to contact us if you have any questions. We would be happy to assit you in any way we can.

Req'd	Model No.	Equipment Description	QTY	F'24 Budget Pricing	Extended
1	41188	Multi Pro 1750	1	65,986.00	65,986.00
1	41208	Clean Rinse Kit 25hp Kohler® twin cylinder, gas engine Ground Speed - Forward: 0-11.5 mph Reverse: 0-2.5 mph Boom Assembly - 18.5ft triangular truss-style 175 Gallon Tank Capacity			
1	41159	Electric Hose Reel Kit (KZ Valve)	1	5,692.00	5,692.00
1	41602	Drift Reduction Boom Shroud Kit	1	4,430.00	4,430.00
1	120-8508	Heavy Duty Spring Kit	1	358.00	358.00
1	41219	Ultra Sonic Boom II Kit	1	5,708.00	5,708.00
1	130-8227	Finish Kit (Finish Kit for Ultra Sonic Boom II Kit)	1	1,094.00	1,094.00

All applicable taxes extra

Pricing Subject to Change Without Notice

Net Total: **83,268.00**

We trust the above Information Meets with your approval. Once again if you have any questions or require further information please

Sincerely,

Oakcreek Golf & Turf LP

Zach Bishop
Southern Alberta Sales

Council Request for Decision

Meeting Date: July 17, 2023

Subject:

Utility Reduction Request

Recommendation:

That Council does not approve a reduction to utility account #432500.003.

Background:

On June 28, 2023, Administration received an email (attached) addressed to the Mayor regarding high water consumption and a request for the reduction of utility bills.

As stated in the letter, the property owner found a leaking control valve on his in-ground sprinklers resulting in the consumption to be very high for May and June. The control valve has since been repaired.

The property owner would like Council to reduce the amount of his May and June bills to reflect the normal consumption for his account. His average consumption for summer months (last two years) is 91 cubic meters. If Council would like to use the average consumption, the reduction would be \$65.10 for the May bill and \$277.38 for the June bill, for a total reduction of \$342.48.

As per Utility Bylaw 20-2020 5.1

“Responsibility of Water Consumed

The owner shall be responsible for all water consumed on the premise, whether the water consumption was registered by the water meter or consumed by accidental or illegal means”.

Legislation / Authority:

Fee Bylaw 18-2022

Utility Bylaw 20-2020

Strategic Plan Alignment:

Define and Practice Good Governance



Financial Implication:

\$342.48

Service Level / Staff Resource Implication:

No change in Staff/Service level

Justification:

Utility Bylaw 20-2020 5.1

Alternative(s):

1. That Council directs Administration to reduce utility account #432500.003 in the amount of \$342.48.
2. That Council directs Administration to reduce utility account #432500.003 in the amount of _____.

Attachment(s): Request for utility bill reduction
Average Consumption and Charges

APPROVALS:

Originated By: John Orwa

Chief Administrative Officer (CAO) or Designate: _____

From: [REDACTED]
Date: June 28, 2023 at 4:28:36 PM MDT
To: "Prokop, Andrew" <Andrew.Prokop@taber.ca>
Subject: Request for Assistance with High Water Bill

Dear Mayor Prokop,

I hope this email finds you well. I am writing to bring an important matter to your attention regarding my recent water bill. I was advised by Amy from the town office that my water consumption for the current billing period has exceeded 300 cubic meters, whereas my average during the summer months is typically around 85 cubic meters. This news came as a surprise to me, and I am now anticipating a bill of over \$500, which is significantly higher than usual. Moreover, last month's bill was also nearly double the expected amount.

I am reaching out to you today to kindly request your assistance in addressing this situation and possibly seeking a discount on my water bill. I assure you that this excessive water usage was in no way intentional on my part. In fact, I was completely unaware of it until I received the email notification from Amy. Upon further investigation, my family and I discovered that one of the control valves for our in-ground sprinklers has been leaking, resulting in the entire control box becoming flooded.

We have promptly rectified the issue by repairing the faulty valve and resolving the flooding problem. We understand the importance of responsible water usage and take it seriously. This incident was an unfortunate oversight, and we have taken immediate action to prevent any further wastage.

Considering the circumstances and our commitment to responsible water management, I kindly request your understanding and support in resolving this matter. I would greatly appreciate it if you could explore any possible measures that could help alleviate the financial burden caused by this unexpected spike in water consumption. Your assistance in securing a discount or alternative solution would be of immense help to my family during this challenging time.

I understand that you are faced with numerous responsibilities, but I genuinely believe in your dedication to serving our community and addressing the concerns of its residents. I am confident that your expertise and leadership can make a significant difference in this situation.

Please let me know if there is any additional information or documentation required from my end to facilitate the resolution process. I eagerly await your response and sincerely hope for a positive outcome.

Thank you very much for your time, attention, and consideration.

I've also attached the email from Amy:

[REDACTED]
[REDACTED]
Taber,AB, T1G1H8
[REDACTED]
[REDACTED]

Sent from [Mail](#) for Windows

From: [Armstrong, Amy](#)

Sent: June 28, 2023 2:43 PM

To: [REDACTED]

Subject: Town of Taber Utility #432500.003

Good afternoon, [REDACTED]

Your water meter at your house was read on June 27, 2023 and it read at 330 cubic meters. This is quite high considering your usual consumption during warmer months is 85 cubic meters.

The utility statement for June will be higher than a regular utility statement as it includes 330 cubic meters of water. If you have not been using more water than normal, please check your house for leaks.

While an increase in outside watering due to the hot and dry weather can cause a significant increase for consumption, however, the following are some of the sources for possible leaks which can also contribute to higher water bills:

1. Toilets and toilet valves;
2. Faucets;
3. Ice maker and water dispenser in your fridge;
4. Outside faucets;
5. Garden or underground sprinklers;

6. Washing machine;
7. Dishwasher;
8. Hot water heater;
9. Between the water meter and the house.

You may wish to check your home to ensure that there are no leaks which can cause unnecessary water consumption.

Thank you,



Amy Armstrong
Accounts Receivable/Utilities Clerk

P: 403-223-6002

F: 403-223-5530

Address: A - 4900 50th Street, Taber, AB, T1G 1T1

Web: www.taber.ca

Social Media: @TownofTaber

E: amy.armstrong@taber.ca

Acct 432500.003

	2021 Consumption	Consumption Charges	2022 Consumption	Consumption Charges	2023 Consumption	Consumption Charge	Average charge	variance
May	54	58.86	51	55.59	147	170.52	105.42	65.10
June	102	111.18	67	73.03	330	382.80	105.42	277.38
July	141	153.69	103	112.27				342.48
Aug	94	102.46	115	125.35				
Yearly Average	97.75		84					
2 year Average		91						

91 cubic meters would be a charge of 105.42

Council Request for Decision

Meeting Date: July 17, 2023

Subject:

Tax Penalty Waiver

Recommendation:

That Council does not waive the July 1, 2023 tax penalty in the amount of \$277.89.

Background:

The 2023 tax notices were mailed out on May 16, 2023. In accordance with property tax bylaw 9-2023 a 6% penalty was applied to overdue accounts on July 4. On July 7 administration received the tax notice, for roll 4841140, back in the mail with envelope marked “moved”. A phone call was made to the owner of the property to let him know that the notice was sent back to us. The owner advised us that he had not moved and didn’t know why Canada Post had sent his notice back.

The property owner is requesting that the July 1 penalty in the amount of \$277.89 be waived as he did not receive his notice until July 7, 2023 when it was emailed to him by Administration.

Penalty for non-payment in current year

344(1) A council may by bylaw impose penalties in the year in which a tax is imposed if the tax remains unpaid after the date shown on the tax notice. (2) A penalty under this section is imposed at the rate set out in the bylaw.

Penalties

346 A penalty imposed under section 344 or 345 is part of the tax in respect of which it is imposed.

Cancellation, reduction, refund, or deferral of taxes

347(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions: (a) cancel or reduce tax arrears; (b) cancel or refund all or part of a tax; (c) defer the collection of a tax. (2) A council may phase in a tax increase or decrease resulting from the preparation of any new assessment.

Legislation / Authority:

MGA Section 344(1), 345, 346 and 347



Strategic Plan Alignment:

Define and Practice Good Governance

Financial Implication:

\$277.89

Service Level / Staff Resource Implication:

No change in Staff/Service level

Justification:

Property Tax Bylaw 9-2023.

Alternative(s):

That Council directs Administration to waive the July 1 tax penalty, for Roll 4841140, in the amount of \$277.89.

Attachment(s): Email from Property Owner
Copy of Returned Assessment/Tax Notice

APPROVALS:

Originated By: John Orwa

Chief Administrative Officer (CAO) or Designate: _____

Weiss, Donna

From: [REDACTED]
Sent: Sunday, July 9, 2023 10:04 PM
To: Weiss, Donna
Subject: Re: 2023 Tax Notice

Hi, to who this may concern , Clearly we didn't receive are taxes in the mail or email, before this was due, so I am asking for the penalty to be removed , I will make sure that are original balance is paid in full before the end of this month, of \$ 4631.44 dollars, thanks in advance, Any questions please feel free to call me at [REDACTED]
[REDACTED] ,

On Fri, Jul 7, 2023, 2:15 p.m. Weiss, Donna <Donna.Weiss@taber.ca> wrote:

Please see the attached 2023 tax notice

Thank you,

Donna Weiss

Town of Taber

403-223-6001

dweiss@taber.ca



A-4900 50 Street
Taber AB Canada
T1G 1T1

INCENTIVE
LETTERMAIL



3545896
E1aMI
083958
NE014
002816
0516

CANADA POSTES
POST CANADA

00.91

T1G 1T1 2023.05.16

POSTE-LETRES
A TARIFS
PREFERENTIELS

TOWN OF TABER
JUL 07 2023
RECEIVED

RETURN TO SENDER
RETOUR À L'EXPÉDITEUR

- Unclaimed
Non réclamé
- No such address
Adresse inexistante
- Incomplete address
Adresse incomplète
- Moved / Unknown
Déménagé / Inconnu
- No such Post Office
Bureau inexistant
- Refused by addressee
Refusé par le destinataire

MOVED

TABER AB T1G 1C9
2023 Assessment Notice

Council Request for Decision

Meeting Date: July 17, 2023

Subject:

Follow-up to Taber and District Housing Foundation Request for Financial Assistance

Recommendation:

Council discussion is requested.

Background:

At the joint meeting that was held on July 5th at the MD of Taber Reeves room, the Village of Barnwell, Town of Vauxhall, Town of Taber and MD of Taber all had some representation present to discuss the Clearview Lodge expansion & modernization project. The reason for the joint meeting was to gauge the level of financial interest and abilities of each Municipality.

A summary of the scenarios presented asks for 1/3 or \$8,456,000 of the \$25,368,000 project costs to be funded by the Municipalities. There were also 2 scenarios provided with how to spread the funding across the participating Municipalities, 1 scenario was property assessment based and the other was population based. (See attachment for financial details)

Based on the scenario's presented Administration is requesting direction from Council on how to proceed with the request from Taber and District Housing.

Legislation / Authority:

MGA S.251, 258, 273

Strategic Plan Alignment:

Develop Community & Promote Growth

1. Promote expansion of the variety of housing options in Taber

Define & Practice Good Governance

2. Develop partnerships with regional governments and organizations



Financial Implication:

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

Service Level / Staff Resource Implication:

No change in service levels

Justification:

The Joint Municipal meeting attendees have requested that the respective Council's review the scenarios for discussion and provide a response to Taber and District Housing Foundation.

Alternative(s):

1. Council directs administration to draft a borrowing bylaw on behalf of the Taber & District Housing Foundation for the Clearview Lodge Expansion & Modernization project up to a maximum of \$4.5M provided that TDH obtains the requisite funding from the Alberta Government, CMHC, MD of Taber, Town of Vauxhall and The Village of Barnwell as outlined in both proposed options provided by TDH.
2. Council directs administration to draft a borrowing bylaw on behalf of the Taber & District Housing Foundation for the Clearview Lodge Expansion & Modernization project up to a maximum of \$_____ provided that TDH obtains the requisite funding from the Alberta Government, CMHC, MD of Taber, Town of Vauxhall and The Village of Barnwell as outlined in both proposed options provided by TDH.
3. Council could choose to defer this topic until a certain future Council meeting.

Attachment(s): Clearview Lodge Expansion & Modernization

APPROVALS:

Originated By:
Derrin Thibault

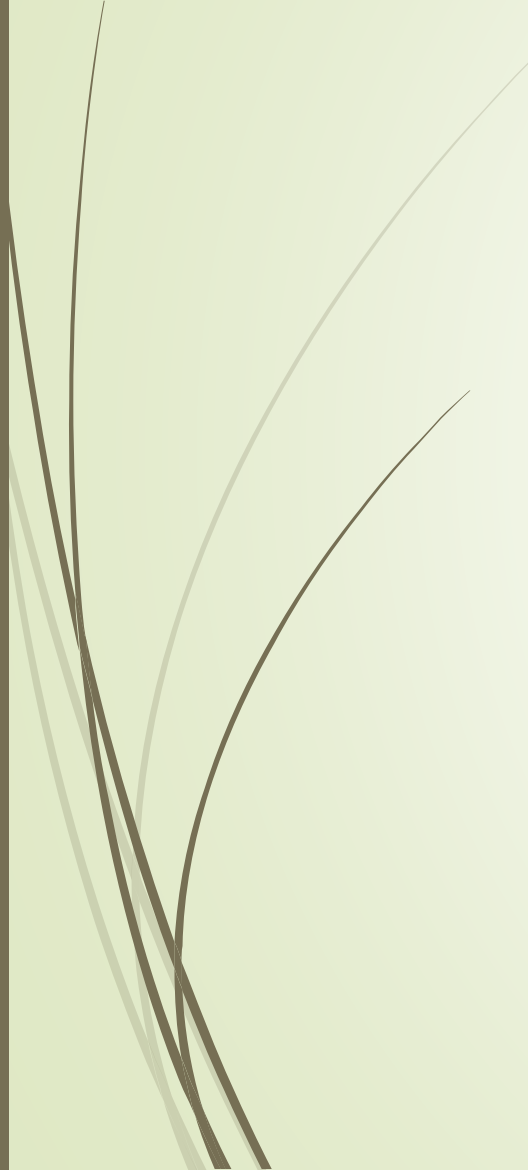
Chief Administrative Officer (CAO) or Designate: _____

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?



Council Request for Decision

Meeting Date: July 17, 2023

Subject:

Whistleblower Policy

Recommendation:

That Council approves the Whistleblower Policy ADM-6 as presented.

Background:

In consultation with Council the Town of Taber's Whistleblower policy has been recently reviewed by administration and highlighted revisions are being submitted to Council for approval. The previous policy is also attached for comparison.

Administration has proposed updates to this policy that includes a statement in the event the CAO is the subject of the complaint and reflects transparency of the whistleblower making the complaint.

It has been found that the current policy language was missing a process if the CAO was the subject of complaint. The current policy language also lacked accountability and responsibility on the part of the accuser and doesn't allow for a resolution of findings to go back to anyone if the source chooses to remain anonymous.

Legislation / Authority:

MGA Section 3

Strategic Plan Alignment:

Define and practice good governance: reviewing Town policy documents.

Financial Implication:

There are no financial implications currently.

Service Level / Staff Resource Implication:

These will be no change in service levels.

Justification:

The Policy has been recently reviewed.



Alternative(s):

1. Council directs administration to provide further information and return to a future meeting.
2. Council directs administration to make amendments to the policy and return to a future meeting.

Attachment(s): Current - Whistleblower Policy
Updated - Whistleblower Policy

APPROVALS:

Originated By:
Derrin Thibault

Chief Administrative Officer (CAO) or Designate: _____



Whistleblower

Policy No.: ADM-6	Council Resolution No.: 121/2022
Department: Administration	Authority: Council
Effective Date: May 25, 2015	Revision Date: March 28, 2022
Review Date: April 2025	Repealed Date:
Supersedes: N/A	
Related Procedure No.: ADM-6	
Related Procedure Name: Whistleblower	

1.0 PURPOSE

- 1.1 To establish specific responsibilities regarding the reporting and investigation of allegations of wrongdoings that may be, but are not limited to, unlawful or illegal behaviour within the organization of the Town of Taber. The policy reflects the Town's commitment to open, ethical, accountable and transparent local government.

2.0 POLICY STATEMENT

- 2.1 This policy applies to all Town employees and Contractors over which Council has the authority to require that general policies be followed.
- 2.2 Every employee of the Town of Taber has a responsibility to report any wrongdoing of which he or she may have knowledge. Every employee has a responsibility to treat any such report of wrongdoing in a confidential manner in accordance with the procedures set out in this policy.
- 2.3 Members of the general public are encouraged to report any incidence of wrongdoing they may observe by Town of Taber employees or Contractors.
- 2.4 While employees and members of the public are encouraged to identify themselves in making a report of wrongdoing, they may do so on an anonymous basis. The Town of Taber will ensure, to the extent permitted by law and in accordance with this policy, that all reports of wrongdoing are treated in a confidential manner. However, anonymity cannot be guaranteed in all cases.
- 2.5 Wrongdoings may include but shall not be limited to:
- 2.5.1 crime or suspected criminal activity;



- 2.5.2 any actual or suspected violation of any federal, provincial or municipal act, regulation or bylaw;
 - 2.5.3 any actual or suspected violation of any Town policies and procedures;
 - 2.5.4 the misuse of position for personal gain;
 - 2.5.5 any claim for reimbursement of expenses that are not made for the exclusive benefit of the Town;
 - 2.5.6 unauthorized use of Town property, equipment, materials or records;
 - 2.5.7 any misappropriation of funds, securities, supplies or other assets;
 - 2.5.8 dangerous practices likely to cause physical harm or damage to any person or property;
 - 2.5.9 failure to rectify or take reasonable steps to report a matter likely to give rise to significant and avoidable cost or loss to the Town; or,
 - 2.5.10 improper or fraudulent accounting or auditing practices.
- 2.6 This policy will protect any Town of Taber employee who makes a disclosure or raises a concern under this policy provided that the employee:
- 2.6.1 discloses information in good faith;
 - 2.6.2 believes it to be substantially true;
 - 2.6.3 does not act maliciously or make false allegations; and,
 - 2.6.4 does not seek any personal or financial gain.
- 2.7 The intention of this policy is to ensure that employees and members of the public can raise legitimate concerns about wrongdoing in a safe and secure manner. If an employee or member of the public files a report of wrongdoing in good faith, he or she shall not be subject to any form of penalty, retaliation, or reprisal. All employees are prohibited from penalizing or retaliating against such an employee or member of the public. Examples of such prohibited actions are:
- 2.7.1 dismissing or threatening to dismiss an employee;
 - 2.7.2 disciplining, suspending or threatening to discipline or suspend an employee;
 - 2.7.3 subjecting an employee to any form of harassment or abuse as per the Employee Code of Conduct Policy, the Workplace Harassment Prevention Policy or the Workplace Violence Prevention Policy;
 - 2.7.4 imposing any penalty, directly or indirectly, upon a public complainant; and,
 - 2.7.5 intimidating or coercing an employee or public complainant.



- 2.8 If an employee files a report of wrongdoing maliciously, in bad faith or with an ulterior motive (including with the intention to harm any individual or the Town), he or she may be subject to disciplinary action as outlined in the Town of Taber Employee Code of Conduct Policy, or any other applicable policy.
- 2.9 If any member of the public files a report of wrongdoing maliciously, in bad faith or with an ulterior motive (including with the intention to harm any individual or the Town), he or she may be subject to civil or other legal remedies available to the Town or the aggrieved party.
- 2.10 In the event that a Council member is the subject of a complaint, the complainant shall be referred to the Town of Taber Council Code of Conduct Bylaw for reporting when contacting MNP's Ethics Alert Hotline (1-866-529-9589). This is the legislated routing in accordance with the *Municipal Government Act*.
- 2.11 In the event that the Chief of Police is the subject of the complaint, the complainant shall be referred to the Chair of the Taber Municipal Police Commission for reporting when contacting MNP's Ethics Alert Hotline (1-866-529-9589). This is the legislated routing in accordance with the Police Act.
- 2.12 In the event that a member of the Taber Police Service is the subject of the complaint, the complainant shall be referred to the Chief of Police for reporting when contacting MNP's Ethics Alert Hotline (1-866-529-9589). This is the legislated routing in accordance with the Police Act.
- 2.13 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

- *Municipal Government Act*
- *Police Act*
- Council Code of Conduct Bylaw
- Town of Taber Employee Code of Conduct Policy
- Workplace Harassment Prevention Policy
- Workplace Violence Prevention Policy
- CUPE Local 2038 Collective Agreement
- MNP LLP Whistleblower Hotline, Ethics Alert



MAYOR



DATE



CHIEF ADMINISTRATIVE OFFICER

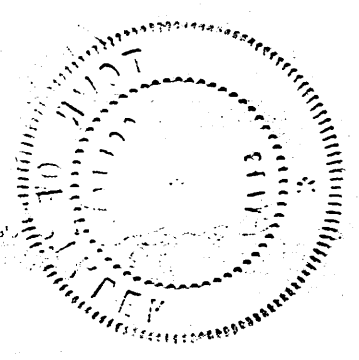


DATE



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2015 1194





Whistleblower

Policy No.: ADM-6	Council Resolution No.:
Department: Administration	Authority: Council
Effective Date: May 25, 2015	Revision Date: July 17, 2023
Review Date: April 2025	Repealed Date:
Supersedes: N/A	
Related Procedure No.: ADM-6	
Related Procedure Name: Whistleblower	

1.0 PURPOSE

- 1.1 To establish specific responsibilities regarding the reporting and investigation of allegations of wrongdoings that may be, but are not limited to, unlawful or illegal behaviour within the organization of the Town of Taber. The policy reflects the Town's commitment to open, ethical, accountable and transparent local government.

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- 2.1 This policy applies to all Town employees and Contractors over which Council has the authority to require that general policies be followed.
- 2.2 Every employee of the Town of Taber has a responsibility to report any wrongdoing of which he or she may have knowledge. Every employee has a responsibility to treat any such report of wrongdoing in a confidential manner in accordance with the procedures set out in this policy.
- 2.3 Members of the general public are encouraged to report any incidence of wrongdoing they may observe by Town of Taber employees or Contractors.
- 2.4 **Participants making a report of wrongdoing must identify themselves in making a report of wrongdoing.** The Town of Taber will ensure, to the extent permitted by law and in accordance with this policy, that all reports of wrongdoing are treated in a confidential manner. However, anonymity cannot be guaranteed in all cases.
- 2.5 Wrongdoings may include but shall not be limited to:
- 2.5.1 crime or suspected criminal activity;
 - 2.5.2 any actual or suspected violation of any federal, provincial or municipal act, regulation or bylaw;



- 2.5.3 any actual or suspected violation of any Town policies and procedures;
 - 2.5.4 the misuse of position for personal gain;
 - 2.5.5 any claim for reimbursement of expenses that are not made for the exclusive benefit of the Town;
 - 2.5.6 unauthorized use of Town property, equipment, materials or records;
 - 2.5.7 any misappropriation of funds, securities, supplies or other assets;
 - 2.5.8 dangerous practices likely to cause physical harm or damage to any person or property;
 - 2.5.9 failure to rectify or take reasonable steps to report a matter likely to give rise to significant and avoidable cost or loss to the Town; or,
 - 2.5.10 improper or fraudulent accounting or auditing practices.
- 2.6 This policy will protect any Town of Taber employee who makes a disclosure or raises a concern under this policy provided that the employee:
- 2.6.1 discloses information in good faith;
 - 2.6.2 believes it to be substantially true;
 - 2.6.3 does not act maliciously or make false allegations; and,
 - 2.6.4 does not seek any personal or financial gain.
- 2.7 The intention of this policy is to ensure that employees and members of the public can raise legitimate concerns about wrongdoing in a safe and secure manner. If an employee or member of the public files a report of wrongdoing in good faith, he or she shall not be subject to any form of penalty, retaliation, or reprisal. All employees are prohibited from penalizing or retaliating against such an employee or member of the public. Examples of such prohibited actions are:
- 2.7.1 dismissing or threatening to dismiss an employee;
 - 2.7.2 disciplining, suspending or threatening to discipline or suspend an employee;
 - 2.7.3 subjecting an employee to any form of harassment or abuse as per the Employee Code of Conduct Policy, the Workplace Harassment Prevention Policy or the Workplace Violence Prevention Policy;
 - 2.7.4 imposing any penalty, directly or indirectly, upon a public complainant; and,
 - 2.7.5 intimidating or coercing an employee or public complainant.
- 2.8 If an employee files a report of wrongdoing maliciously, in bad faith or with an ulterior motive (including with the intention to harm any individual or the Town), he



or she may be subject to disciplinary action as outlined in the Town of Taber Employee Code of Conduct Policy, or any other applicable policy.

- 2.9 If any member of the public files a report of wrongdoing maliciously, in bad faith or with an ulterior motive (including with the intention to harm any individual or the Town), he or she may be subject to civil or other legal remedies available to the Town or the aggrieved party.
- 2.10 In the event that a Council member is the subject of a complaint, the complainant shall be referred to the Town of Taber Council Code of Conduct Bylaw for reporting when contacting MNP’s Ethics Alert Hotline (1-866-529-9589). This is the legislated routing in accordance with the *Municipal Government Act*.
- 2.11 In the event that the CAO is the subject of a complaint, the complainant shall be referred to the Town of Taber Mayor and Council for reporting when contacting MNP’s Ethics Alert Hotline (1-866-529-9589).
- 2.12 In the event that the Chief of Police is the subject of the complaint, the complainant shall be referred to the Chair of the Taber Municipal Police Commission for reporting when contacting MNP’s Ethics Alert Hotline (1-866-529-9589). This is the legislated routing in accordance with the *Police Act*.
- 2.13 In the event that a sworn member of the Taber Police Service is the subject of the complaint, the complainant shall be referred to the Chief of Police for reporting when contacting MNP’s Ethics Alert Hotline (1-866-529-9589). This is the legislated routing in accordance with the *Police Act*.
- 2.14 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

- *Municipal Government Act*
- *Police Act*
- Council Code of Conduct Bylaw
- Town of Taber Employee Code of Conduct Policy
- Workplace Harassment Prevention Policy
- Workplace Violence Prevention Policy
- CUPE Local 2038 Collective Agreement
- MNP LLP Whistleblower Hotline, Ethics Alert

MAYOR

DATE

CHIEF ADMINISTRATIVE OFFICER

DATE



Council Request for Decision

Meeting Date: July 17, 2023

Subject:

Workplace Harassment Prevention Policy

Recommendation:

That Council approves the Workplace Harassment Prevention Policy CS-HR-12 as presented.

Background:

The Town of Taber's Workplace Harassment Prevention policy is due for renewal. It has been recently reviewed and highlighted revisions are being submitted to Council for approval. The previous policy is also attached for comparison.

Administration has minor updates to this policy that includes formatting, some wording and moving the definitions portion into the procedure.

Legislation / Authority:

MGA Section 3

Strategic Plan Alignment:

Define and practice good governance: reviewing Town policy documents.

Financial Implication:

There are no financial implications currently.

Service Level / Staff Resource Implication:

These will be no change in service levels.

Justification:

The Policy is due for renewal.

Alternative(s):

1. Council directs administration to provide further information and return to a future meeting.
2. Council directs administration to make amendments to the policy and return to a future meeting.



Attachment(s): Current - Workplace Harassment Prevention Policy
Updated - Workplace Harassment Prevention Policy

APPROVALS:

Originated By:
Grace Noble

Chief Administrative Officer (CAO) or Designate: _____



Workplace Harassment Prevention

Policy No.: CS-HR-12	Council Resolution No.: 106/2019
Department: Administrative	Authority: Council
Effective Date: March 11, 2019	Revision Date:
Review Date: March 2022	Repealed Date:
Supersedes: CS-HR-7	
Related Procedure No.: CS-HR-12	
Related Procedure Name: Workplace Harassment Prevention Procedure	

Purpose

The Town of Taber is committed to the prevention of harassment in the workplace and promotes a harassment free workplace. In conjunction with Occupational Health and Safety Code Part 27, any act of harassment committed is unacceptable and such conduct will not be tolerated. The Town believes that all individuals have the right to work in the environment free from harassment.

Policy Statement

- 1) The Town of Taber is committed to:
 - a. Fostering a Harassment-free workplace where all employees are treated with respect and dignity; and,
 - b. Educating our employees in the recognition of harassment and the operation of our policy and procedures in this regard; and,
 - c. Taking necessary action in response to such reported incidents, utilizing proper investigative procedures; and,
 - d. Providing appropriate support for victims.
 - e. The employer will disclose only the minimum amount of personal information required that is necessary to inform workers of specific threats or potential threats. All information will be treated in a confidential manner.

- 2) Application
 - a. This policy applies to Elected Officials, Board, Committee or Commission members, and all current employees of the Town of Taber, including full-time, part-time, casual, contracted, permanent and temporary employees.

 - b. This policy applies to all behavior that is in some way connected to work, including during off-site meetings, training and on business trips.



3) Definitions

The *Canadian Human Rights Act* protects employees from harassment based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or pardoned conviction.

a. Workplace Harassment:

Any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to an individual, or adversely affects the individual's health and safety, and includes;

- i) Conduct, comments, bullying or actions because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and
- ii) A sexual solicitation or advance,

But excludes any reasonable conduct of the employer or supervisor related to the normal management of workers or a work site.

b. Workplace harassment is behavior intended to intimidate, offend, degrade or humiliate a person or group. Harassing behavior is a serious issue that creates an unhealthy environment and may result in psychological harm to individuals. Harassing behavior can include;

- i) Unwelcome conduct, comments, gestures or contact which causes offense or humiliation (e.g. name calling, harassing phone calls, spreading rumours);
- ii) Deliberate mis-gendering i.e. referring to a person using terms or pronouns that do not align with the person's affirmed gender, or
- iii) Physical or psychological bullying which creates fear or mistrust or which ridicules or devalues the individual e.g. fist shaking, yelling;
- iv) Exclusion or isolation of individuals;
- v) Intimidation i.e. standing too close or making inappropriate gestures/comments;
- vi) Cyber bullying e.g. posting or sending offensive or intimidating messages through social media or email;
- vii) Deliberately setting the individual up to fail e.g. making unreasonable demands, setting impossible deadlines, interfering with work;
- viii) Intentionally withholding information or giving the wrong information;
- ix) Taking away work or responsibility without cause; and
- x) Displaying or circulating offensive pictures or materials in print or electronic form.

c. Bullying:

Bullying is a form of aggression where there is a power imbalance; the person doing the bullying has power over the person being victimized

- iii) Physical bullying: using physical force or aggression against another person (e.g., hitting)

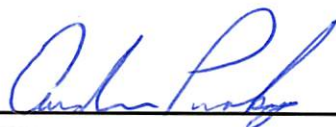


- iv) Verbal bullying: using words to verbally attack someone (e.g., name-calling)
- v) Social/relational bullying: trying to hurt someone through excluding them, spreading rumors or ignoring them (e.g., gossiping)
- vi) Cyberbullying: using electronic media to threaten, embarrass, intimidate, or exclude someone, or to damage their reputation (e.g., sending threatening text messages).

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

Additional References

- Employee Code of Conduct Policy
- Health and Safety Policy
- Whistleblower Policy
- Council Code of Conduct Bylaw
- Workplace Violence Prevention Policy/Procedure



MAYOR



DATE



CHIEF ADMINISTRATIVE OFFICER



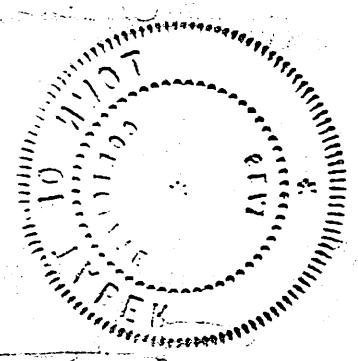
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		<h1>Workplace Harassment Prevention</h1>	
Policy No.: CS-HR-12		Council Resolution No.: 106/2019	
Department: Administrative		Authority: Council	
Effective Date: March 11, 2019		Revision Date: July 17, 2023	
Review Date: March 2026		Repealed Date:	
Supersedes: CS-HR-7			
Related Procedure No.: CS-HR-12			
Related Procedure Name: Workplace Harassment Prevention Procedure			

1.0 PURPOSE

1.1 The Town of Taber is committed to the prevention of harassment in the workplace and promotes a harassment free workplace. In conjunction with Occupational Health and Safety Code Part 27, any act of harassment committed is unacceptable and such conduct will not be tolerated. The Town believes that all individuals have the right to work in an environment free from harassment.

2.0 POLICY STATEMENT

2.1 The Town of Taber is committed to:

- 2.1.1 Fostering a Harassment-free workplace where all employees are treated with dignity and professionalism;
- 2.1.2 Educating our employees in the recognition of harassment and the operation of our policy and procedures in this regard;
- 2.1.3 Taking necessary action in response to such reported incidents, utilizing proper investigative procedures;
- 2.1.4 Providing appropriate support for victims; and
- 2.1.5 The employer will disclose only the minimum amount of personal information required that is necessary to inform workers of specific threats or potential threats. All information will be treated in a confidential manner.



2.2 Application

2.2.1 This policy applies to Elected Officials, Board, Committee or Commission members, and all current employees of the Town of Taber, including full-time, part-time, casual, contracted, permanent and temporary employees.

2.2.2 This policy applies to all settings that is in some way connected to work, including during off-site meetings, training and on business trips.

2.2.3 This policy is not intended to discourage a Worker from exercising the Workers' rights pursuant to any other law, including the Alberta Human Rights Act.

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

3.0 ADDITIONAL REFERENCES

- Employee Code of Conduct Policy
- Health and Safety Policy
- Whistleblower Policy
- Council Code of Conduct Bylaw
- Workplace Violence Prevention Policy/Procedure
- Part 27 OHS Code Violence and Harassment

MAYOR

DATE

CHIEF ADMINISTRATIVE OFFICER

DATE



Council Request for Decision

Meeting Date: July 17, 2023

Subject:

Workplace Violence Prevention Policy

Recommendation:

That Council approves the Workplace Violence Prevention Policy CS-HR-11 as presented.

Background:

The Town of Taber's Workplace Violence Prevention policy is due for renewal. It has been recently reviewed and highlighted revisions are being submitted to Council for approval. The previous policy is also attached for comparison.

Administration has minor updates to this policy that includes formatting, some wording and moving the definitions portion into the procedure.

Legislation / Authority:

MGA Section 3

Strategic Plan Alignment:

Define and practice good governance: reviewing Town policy documents.

Financial Implication:

There are no financial implications currently.

Service Level / Staff Resource Implication:

These will be no change in service levels.

Justification:

The Policy is due for renewal.



Alternative(s):

1. Council directs administration to provide further information and return to a future meeting.
2. Council directs administration to make amendments to the policy and return to a future meeting.

Attachment(s): Current - Workplace Violence Prevention Policy
Updated - Workplace Violence Prevention Policy

APPROVALS:

Originated By:
Grace Noble

Chief Administrative Officer (CAO) or Designate: _____



Workplace Violence Prevention

Policy No.: CS-HR-11	Council Resolution No.: 105/2019
Department: Administrative	Authority: Council
Effective Date: March 11, 2019	Revision Date:
Review Date: March 2022	Repealed Date:
Supersedes: CS-HR-7	
Related Procedure No.: CS-HR-11	
Related Procedure Name: Workplace Violence Prevention Procedure	

Purpose

The Town of Taber is committed to the prevention of violence and violent behavior in the workplace and promotes a violence-free workplace. In conjunction with Occupational Health and Safety Code Part 27, any act of violence committed is unacceptable and such conduct will not be tolerated. The Town believes that all individuals have the right to work in the environment free from violence.

Policy Statement

- 1) The Town of Taber is committed to:
 - a. Fostering a Violence-free workplace where all individuals are treated with respect and dignity; and,
 - b. Education in the recognition of violence and the operation of our policy and procedures in this regard; and,
 - c. Taking necessary action in response to such reported incidents, utilizing proper investigative procedures; and,
 - d. Providing appropriate support for victims.
 - e. The employer will disclose only the minimum amount of personal information required that is necessary to inform workers of specific threats or potential threats. All information will be treated in a confidential manner.
- 2) Application
 - a. This policy applies to Elected Officials, Board, Committee or Commission members, and all current employees of the Town of Taber, including full-time, part-time, casual, contracted, permanent and temporary employees.
 - b. This policy applies to all behavior that is in some way connected to work, including during off-site meetings, training and on business trips.



3) Definitions

The *Canadian Human Rights Act* protects employees from violence based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or pardoned conviction.

a. Bullying:

Bullying is a form of aggression where there is a power imbalance; the person doing the bullying has power over the person being victimized

- i) Physical bullying: using physical force or aggression against another person (e.g., hitting)
- ii) Verbal bullying: using words to verbally attack someone (e.g., name-calling)
- iii) Social/relational bullying: trying to hurt someone through excluding them, spreading rumors or ignoring them (e.g., gossiping)
- iv) Cyberbullying: using electronic media to threaten, embarrass, intimidate, or exclude someone, or to damage their reputation (e.g., sending threatening text messages).

b. Workplace Violence:

- i) Physical attack or aggression (e.g. hitting, shoving, pushing or kicking; throwing an object; kicking an object at someone);
- ii) Threatening or intimidating someone; (e.g. shaking a fist, wielding a weapon, trying to hit someone, trying to run down someone with a vehicle, destroying property or throwing objects) or
- iii) Verbal or written threats (e.g. verbally threatening someone, leaving threatening notes or sending threatening e-mails to express an intent to harm);
- iv) Domestic violence; and
- v) Sexual violence.

c. Domestic Violence:

Domestic violence is a pattern of behavior used by one person to gain power and control over another with whom a person has or had a personal relationship. All measures will be taken to ensure that individuals are not subjected to acts of domestic violence while in the workplace and, similarly, that co-workers are protected from dangers created by the spillover of domestic violence from the home to the workplace. Examples of behavior may include;

- i) Physical violence, sexual abuse, financial control, emotional and psychological intimidation, verbal abuse, stalking and using electronic devices to harass and control;
- ii) Can occur between, but not limited to; current or former intimate partners; people of all ages; family members; people of all racial, economic, educational and religious backgrounds; and people of heterosexual and same-sex relationships.



d. Sexual Violence:

Sexual violence as a workplace hazard refers to any sexual act, attempt to obtain a sexual act, or other act directed against a worker's sexuality using coercion, by any person regardless of their relationship to the victim, in a workplace or work related setting.

Sexual violence exists on a continuum from obscene name-calling to rape and/or homicide, and includes on-line forms of sexual violence i.e. internet threats and harassment and sexual exploitation.

Sexual violence is gender-neutral and can be perpetrated by either males or females against either males or females, including the same gender.

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

Additional References

- Employee Code of Conduct Policy
- Health and Safety Policy
- Whistleblower Policy
- Council Code of Conduct Bylaw
- Workplace Harassment Prevention Policy/Procedure



MAYOR

MARCH 29, 2019
DATE



CHIEF ADMINISTRATIVE OFFICER

March 29, 2019.
DATE

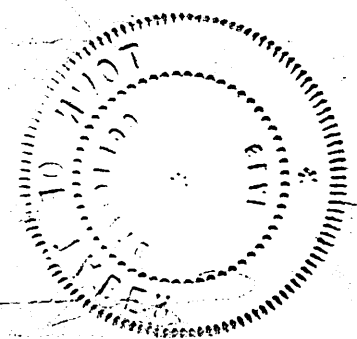


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Workplace Violence Prevention

Policy No.: CS-HR-11	Council Resolution No.: 105/2019
Department: Administrative	Authority: Council
Effective Date: March 11, 2019	Revision Date: July 17, 2023
Review Date: March 2026	Repealed Date:
Supersedes: CS-HR-7	
Related Procedure No.: CS-HR-11	
Related Procedure Name: Workplace Violence Prevention Procedure	

1.0 PURPOSE

- 1.1 The Town of Taber is committed to the prevention of violence and violent behavior in the workplace and promotes a violence-free workplace. In conjunction with Occupational Health and Safety Code Part 27, any act of violence committed is unacceptable and such conduct will not be tolerated. The Town believes that all individuals have the right to work in an environment free from violence.

2.0 POLICY STATEMENT

2.1 The Town of Taber is committed to:

- 2.1.1 Fostering a Violence-free workplace where all individuals are treated dignity and **professionalism**;
- 2.1.2 Education in the recognition of violence and the operation of our policy and procedures in this regard;
- 2.1.3 Taking necessary action in response to such reported incidents, utilizing proper investigative procedures;
- 2.1.4 Providing appropriate support for victims.
- 2.1.5 The employer will disclose only the minimum amount of personal information required that is necessary to inform workers of specific threats or potential threats. All information will be treated in a confidential manner.



2.2 Application

- 2.2.1 This policy applies to Elected Officials, Board, Committee or Commission members, and all current employees of the Town of Taber, including full-time, part-time, casual, contracted, permanent and temporary employees.
- 2.2.2 This policy applies to all behavior that is in some way connected to work, including during off-site meetings, training and on business trips.
- 2.2.3 Workers shall not be penalized, reprimanded, or in any way criticized when acting in good faith while following the procedures set forth for addressing situations involving workplace violence, bullying or harassment.
- 2.2.4 This policy is not intended to discourage a Worker from exercising the Workers' rights pursuant to any other law, including the Alberta Human Rights Act.
- 2.2.5 Administration shall establish procedures for this policy and shall be responsible for ensuring the spirit and intent of the policy is adhered to.

3.0 ADDITIONAL REFERENCES

- Employee Code of Conduct Policy
- Health and Safety Policy
- Whistleblower Policy
- Council Code of Conduct Bylaw
- Workplace Harassment Prevention Policy/Procedure
- Part 27 OHS Code Violence and Harassment

MAYOR

DATE

CHIEF ADMINISTRATIVE OFFICER

DATE



Council Request for Decision

Meeting Date: July 17, 2023

Subject:

Response to Standing Item - RES 195/2023

Recommendation:

Council receives this RFD for information.

Background:

At the June 12, 2023 meeting of Council the following Standing Item was created;

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.

After project inception planning work by Public Works, the attached Project Statement documents a capital project to design, procure, and construct a process addition to the Water Treatment Plant process to address the odor and taste concerns raised by citizens.

The Opinion of Probable Cost to complete the work is \$1.5M.

Administration will bring this capital project request forward during the 2024 budget deliberations.

Legislation / Authority:

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

Strategic Plan Alignment:

Define & Practice Good Governance

Financial Implication:

None for the recommended option



Service Level / Staff Resource Implication:

No service level or staff resource implications for the recommended option

Justification:

Response to Standing Item

Alternative(s):

1. Council directs Administration to initiate the project planning and design process and authorizes project expenditures up to \$150,000.
2. Council requests Administration provide additional information through the 2024 capital budget process.
3. Council directs Administration to cease any additional work for the project at this time.

Attachment(s): Project Statement

APPROVALS:

Originated By:

Chris Eagan

Chief Administrative Officer (CAO) or Designate: _____

Water Treatment Plant Taste/Odor Upgrade

June 22, 2023

Project Statement

Add equipment to the Water Treatment Plant to provide improved taste/odor control by May 31, 2024 for total project budget of \$1.5M.

Project Objectives

At the end of the project, what results will we have?

Primary Objectives:

1. Improve water quality to address odor/taste issues.
- 2.

Secondary Objectives:

1. Demolish obsolete and unused equipment to reclaim plant space.

What value will be gained?

1. Citizens will receive water from the plant that has negligible taste and odor.
2. Reduction in complaints related to water odor/taste.
- 3.

What constraints do we face?

1. Existing plant process does not have the capability to address taste/odor issues.
2. No capital budget approved at this time.
3. Minimal internal plant engineering capability.

What requirements must be met?

1. NBC (National Building Code)
2. NFPA 13 (National Fire protection Code).
3. Provincial water treatment related standards

Council Request for Decision

Meeting Date: July 17, 2023

Subject:

Information For Council

Recommendation:

No motion is required at this time.

Background:

The Town receives communication on an on-going basis that is likely of interest to Council. In most cases, this communication is provided simply as information to Council and no comment is needed. In some cases, though, Council may wish to seek clarification on the matter from its administration or from the originator of the communication, or even to challenge the matter through Council discussion. Placing the communication on Council's agenda allows these opportunities. The relevant communication for this Council agenda is:

1. Quarterly AAIP Immigration Program Update

As of July 4, we have 79 approved candidates with the AAIP program. This totals 171 people including their families. Out of these 79 candidates, 24 of them have received their provincial nomination status, this means they have passed the provincial steps, and can apply for permanent residency. We have 34 businesses with active candidates, with new employers inquiring every week.

This last month, Lethbridge County joined our program on a trial basis as well. They are excited to partner on this project and hope that some of their bigger employers will take advantage of the program.

Of the 79 candidates, 67 have job positions in Taber, 1 in the MD, 2 in Vauxhall, 1 in Picture Butte and just recently 8 candidates in Coaldale.

We have hired Rylan Howard, through the SILP Grant funding, to be an Economic Development Assistant, he is working primarily on helping employers and community engagement.

2. Attached for Council's information is the updated status graph for all current 2023 Capital projects as well as those that have been carried forward.



Legislation / Authority:

Municipal Government Act Sections 3 and 5.

Strategic Plan Alignment:

Improve internal and external communications: establish appropriate communication protocols between Council and Administration.

Financial Implication:

These will vary with information items.

Service Level / Staff Resource Implication:

These will vary with information items.

Justification:

To keep Council informed on current municipal information and correspondence.

Alternative(s):

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

Attachment(s): 2023 Capital Project Status Update

APPROVALS:

Originated By:

Kerry Van Ham

Chief Administrative Officer (CAO) or Designate: _____

CAPITAL PROJECTS

CAPITAL YEAR	DEPARTMENT	DESCRIPTION	APPROVED BUDGET	GRANT FUNDED	% COMPLETE	COMMENTS
2022/23	Information Technology	Annual Computer Replacement	\$ 194,900.00		<div style="width: 45%;">45%</div>	Working on workstation replacements currently
2023	Information Technology	Asset Management Systems	\$ 100,000.00	<div style="width: 50%;">50%</div>	<div style="width: 80%;">80%</div>	System migration finished, policy/procedure in progress.
2022	Information Technology	Fibre Cable from Admin to Fire	\$ 50,000.00		<div style="width: 100%;">100%</div>	Complete, underbudget at \$45,075.88
2023	Police/Facility Maint.	Lighting Update	\$ 45,000.00	<div style="width: 10%;">10%</div>	<div style="width: 100%;">100%</div>	Complete, underbudget at \$33,094.00
2023	Police	Encryption of Radio Signals	\$ 40,000.00			Sourcing best options
2023	Police	Annual Car Replacement	\$ 67,500.00		<div style="width: 75%;">75%</div>	Procurement finished, delivery of unit in 3 to 4 months
2020	Police	E-Ticketing	\$ 17,500.00		<div style="width: 75%;">75%</div>	Soft launch occurring, following Provincial Authority
2022	Police	Next Gen 911	\$ 250,000.00	<div style="width: 100%;">100%</div>	<div style="width: 20%;">20%</div>	Provincial Authority delay
2022	Police	Intoxilyzer	\$ 25,000.00			Provincial Authority delay
2023	Fire	Cargo Trailer	\$ 30,000.00		<div style="width: 75%;">75%</div>	Procurement finished, waiting on delivery of unit July 2023
2023	Fire	Thermal Imaging Camera	\$ 10,000.00		<div style="width: 100%;">100%</div>	Completed at budget
2023	Public Works	Pathway Asphalt Overlay (golf course & HWY 864)	\$ 160,000.00	<div style="width: 100%;">100%</div>	<div style="width: 55%;">55%</div>	Construction has started
2021	Public Works	BF 80500 Bridge Rehab	\$ 570,000.00	<div style="width: 75%;">75%</div>	<div style="width: 98%;">98%</div>	Construction is finished, waiting for Record Drawing.
2022	Public Works	Transportation Master Plan	\$ 150,000.00	<div style="width: 100%;">100%</div>	<div style="width: 75%;">75%</div>	Engineered report in progress
2023	Public Works	RRFD - LED Flashing Cross Walk System	\$ 9,000.00		<div style="width: 80%;">80%</div>	Received, installation scheduled for July 2023
2022	Facility Maintenance	Electric Vehicle Charging Stations	\$ 200,000.00	<div style="width: 100%;">100%</div>	<div style="width: 95%;">95%</div>	Complete, Underbudget at \$103,485.77
2023	Public Works	4200 Blk 56th Street Swale Replacement	\$ 75,000.00	<div style="width: 100%;">100%</div>	<div style="width: 100%;">100%</div>	Complete, Underbudget at \$68,455.00
2023	Public Works	Shulte Tri-Deck Mower	\$ 30,000.00		<div style="width: 10%;">10%</div>	Evaluating quotes
2023	Public Works	Degalmen Side Arm Tractor Implement	\$ 20,000.00		<div style="width: 10%;">10%</div>	Evaluating quotes
2015	Stormwater	East Ind Storm System - Wetlands	\$ 7,499,200.00	<div style="width: 90%;">90%</div>	<div style="width: 65%;">65%</div>	Multi-Year Project, construction in progress.Tenative finish Fall 2023
2022	Stormwater	Regional Stormwater Master Plan	\$ 200,000.00	<div style="width: 100%;">100%</div>	<div style="width: 65%;">65%</div>	Engineered report in progress

CAPITAL PROJECTS

CAPITAL YEAR	DEPARTMENT	DESCRIPTION	APPROVED BUDGET	GRANT FUNDED	% COMPLETE	COMMENTS
2023	Water Sup & Dist.	Water System Climate Resiliency Plan	\$ 80,000.00	100%	<div style="width: 15%;"></div> 15%	Engineered report in progress
2023	Water Sup & Dist.	Water Meter Replacement Program	\$ 30,000.00		<div style="width: 80%;"></div> 80%	Ongoing procurement throughout the year as needed
2023	Facility Maintenance	PLC Replacement at Truck Fill Station	\$ 30,000.00		<div style="width: 100%;"></div> 100%	Complete, Underbudget at \$23,732.56
2023	Water Sup & Dist.	South Raw Water Cleaning	\$ 60,000.00		<div style="width: 30%;"></div> 30%	Underway, Drainage is done and cleaning will start once dry enough
2022	Water Sup & Dist.	Raw Water Pump Station (Engineering Only)	\$ 400,000.00	100%	<div style="width: 75%;"></div> 75%	Engineering underway, SMRID delays, Tender to go out soon
2023	WW Treat & Disp	Downtown Sanitary Pipe Relining	\$ 160,000.00	100%	<div style="width: 75%;"></div> 75%	Construction underway
2023	WW Treat & Disp	Secondary Clarifier Rehab	\$ 3,000,000.00	36%	<div style="width: 25%;"></div> 25%	Engineering finished, grant awarded, tender going out
2023	WW Treat & Disp	Roof Replacement - Wastewater Treatment Plant	\$ 325,000.00	100%	<div style="width: 5%;"></div> 5%	Waiting for clarifier replacement scheduling, has to occur afterwards
2023	WW Treat & Disp	Lower Lagoon Sludge Removal Project	\$ 70,000.00		<div style="width: 75%;"></div> 75%	Majority of removal was finished, some more to be done in the Fall 2023
2021	Facility Maintenance	WW Lagoons Solar PV System	\$ 1,606,316.00		<div style="width: 70%;"></div> 70%	Panels installed, waiting on electrical in July 2023
2022	Landfill	Transfer Station Tipping Building Upgrades	\$ 465,000.00	100%	<div style="width: 95%;"></div> 95%	Construction finished, waiting on record drawings and a few minor installations
2023	Waste & Collection	Residential Collection Carts	\$ 25,000.00		<div style="width: 100%;"></div> 100%	Complete, Underbudget at \$22,849.75
2023	Cemetery	Row K Development (South)	\$ 100,000.00	100%	<div style="width: 65%;"></div> 65%	Construction underway
2022	Arena	Floor Scrubber/Auditorium Basketball Nets	\$ 12,000.00		<div style="width: 75%;"></div> 75%	Procurement finished, waiting for delivery of units
2022	Arena	EV Ice Resurfer	\$ 165,000.00	80%	<div style="width: 75%;"></div> 75%	Complete, unit received at \$145,000
2023	Parks	Downtown 47 Ave Park Development & Murals	\$ 551,653.00	75%	<div style="width: 30%;"></div> 30%	Murals finished, funding reallocation approved for new Park project
2023	Parks	Irrigation Updates	\$ 35,000.00		<div style="width: 25%;"></div> 25%	Construction will occur Summer of 2023
2023	Parks	Zero-turn Mower Replacement	\$ 35,000.00		<div style="width: 75%;"></div> 75%	Complete, unit received at \$32,500
2022	Parks	Trout Pond Storage Shed	\$ 15,000.00			Re-evaluating
2022	Parks	Trout Pond Accessible Pathway	\$ 20,000.00	100%	<div style="width: 25%;"></div> 25%	Contract awarded, construction scheduled for May 2023
2022	Parks	Trout Pond Playground	\$ 170,000.00	100%	<div style="width: 100%;"></div> 100%	Completed at budget

CAPITAL PROJECTS

CAPITAL YEAR	DEPARTMENT	DESCRIPTION	APPROVED BUDGET	GRANT FUNDED	% COMPLETE	COMMENTS
2021	Parks	Prairie Lake Estates Playground	\$ 20,000.00		50%	Material on order, Construction scheduled for summer 2023
2022	Parks	Kiwanis Playground	\$ 80,000.00	100%	90%	Waiting on Installation, summer 2023
2022	Parks	Tennis Court Upgrade	\$ 100,000.00	100%	50%	Contract awarded, construction scheduled for summer 2023
2022	Aquafun	Aquafun Change Room Tile Replacement	\$ 56,000.00	100%	25%	Re-Tendering in 2023, Carry forward
2022	Aquafun	Aquafun Centre Locker Replacement	\$ 104,521.20	100%	50%	Procurement finished, waiting for delivery & installation
2023	Sportsfields	Baseball Infield Renewal	\$ 50,000.00			Weather dependant, Summer 2023
2021	Sportsfields	Rock Sign at KMMSC	\$ 7,500.00		75%	Waiting on Installation, summer 2023
2022	Sportsfields	Infield Groomer	\$ 50,000.00	100%	75%	Complete, unit received at \$38,323

Council Request for Decision

Meeting Date: July 17, 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):**
- Administrative Services Department Report
 - Finance Department Report
 - June Economic Development Report
 - Engineering & Public Works Department Report
 - Treatment Facilities Department Report
 - CAO Department Report
 - Fire Department Report
 - Recreation, Planning, & Facilities Department Report
 - HR Department Report - June 2023

APPROVALS:

Originated By:
Brittany Gilbertson

Chief Administrative Officer (CAO) or Designate: _____






TOWN OF
TABER

DEPARTMENT REPORT

June 2023

DEPARTMENT: Administrative Services

Strategic Plan Alignment	Associated Projects & Tasks
 <p>DEVELOP COMMUNITY & PROMOTE GROWTH</p>	<ul style="list-style-type: none"> 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/Golf 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"> Attended Questica Operating and Capital Budget Training for the updated software program/platform Conducted the Administration Building Health & Safety inspection, along with another staff member 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"> 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 MEMC, Council agenda creation, minutes documents, after-Council action items, other documentation required for meetings, attended agenda review meetings Attended the after-Council review meeting Kept updated on eCompliance program for Health and Safety



ENHANCE
SENSE OF
COMMUNITY

- Making preparations for the by-election, securing assets required for contracted services, legislative requirements, facilities, etc.
- RSVP'd for Council to various events
- 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 and Eventbrite management • Invited media partners to Taber's Table • Made preparations for Talk of the Town event as per request of Mayor.
 <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 July Corn Husk Chronicles • Drafting August 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) • Released messaging regarding temporary closure of lap pool at Aquafun, golf course walking trail resurfacing, Canada Day fireworks, employment opportunities, etc.
 <p>DEFINE & PRACTICE GOOD GOVERNANCE</p>	<ul style="list-style-type: none"> • 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)

	<ul style="list-style-type: none">• Participated in Questica budget training• Updated Slow Your Roll Policy & Procedure• Making preparations for by-election
 <p data-bbox="347 764 462 831">ENHANCE SENSE OF COMMUNITY</p>	<ul style="list-style-type: none">• Released communications in regards to Canada Day festivities• Attended fireworks launch with the Fire Department to access live updates for the public for the fireworks on Canada Day• Completed necessary tasks for Coffee with Council

DEPARTMENT REPORT

Taber Memorial Gardens



Statistics Provided from: June 1, 2023 to June 30, 2023	
SERVICE PROVIDED	STATISTICS
Burials	7
Pre-Planning Purchases	0
Columbarium Transactions	4
Monument Permits	0
Disinter/Reinter	0
Transfer of Burial Rights	0
Public Concerns	3
Grave Searches from the Public	1
Grave Searches from Monument Companies	0
Inquiries from other Municipalities	0



ACTIVITY REPORT

June 2023

DEPARTMENT: Finance

Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="297 680 500 747">IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS</p>	<ul style="list-style-type: none"> • Upgrade multiple systems and firmware. • Continue 2023 Annual Computer Replacement.
 <p data-bbox="297 1108 500 1176">DEFINE & PRACTICE GOOD GOVERNANCE</p>	<ul style="list-style-type: none"> • Complete the IT KPI Report. • Renew multiple licenses and subscriptions. • Daily Procurement Activities • Purchase Orders Issued as per Council Approved Capital Budget: <ul style="list-style-type: none"> • WWTP Secondary Clarifier Upgrades - Engineering • Posted three (3) Assets for Auction on GovDeals: <ol style="list-style-type: none"> 1. 2012 Zamboni 2. Micro – Z II Basketball Nets 3. Vortex Tot Table • Attended Government Finance Officers Association (GFOA); Alberta and International Conferences. • 2022 Annual Financial Report Submission • Preparation and mailing of Tax Notices • Attended various meetings • Daily Finance activities






TOWN OF
TABER

ACTIVITY REPORT

June 2023

DEPARTMENT: Economic Development

Strategic Plan Alignment	Associated Projects & Tasks
 <p>IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS</p>	<ul style="list-style-type: none"> • Shannon attended Agri-Food Tourism Session • Attended Community Futures Board meeting. • Attended the Joint Chamber & Councils Meeting • Was interviewed by the Dutch Evening News regarding the AAIP program. • Attended monthly Community Futures Meeting to discuss projects and how we can help each other. • Hosted an AAIP Information lunch in Coaldale. • Lethbridge County officially joined our AAIP program on a trial basis.
 <p>DEVELOP COMMUNITY & PROMOTE GROWTH</p>	<ul style="list-style-type: none"> • Issued 10 Business Licenses in April, 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. • Attended Promoting Tourism in Southern Alberta Workshop • Met with local group looking to purchase land in town. • Met with local family looking to develop their land and went through options with them. • Met with developer looking to build multi-family or other projects in Taber. • 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 15 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 resources and processes.
 <p>DEFINE & PRACTICE GOOD GOVERNANCE</p>	<ul style="list-style-type: none"> • In April, we received the following inquiries about the AAIP programs – 22 phone calls, 116 emails, 55 in person visits and 1 other. • Our new Economic Development Assistant was hired and went through orientation and training. • Put together files and details for the next round of AAIP approvals, interviewed 7 candidates over zoom and checked qualifications. • Held 3 Committee Approval meetings. • Amy attended the Economic Future Forum in Calgary • Researched residential incentives to present to Council including multi-family and secondary suite options.



ENHANCE
SENSE OF
COMMUNITY

- Worked on planning Culture Days Event – Taste of Taber.
- Attended Cornfest & Pheasant Festival Meetings
- Farmer’s Markets started – they are being well attended by both vendors and shoppers.





TOWN OF
TABER

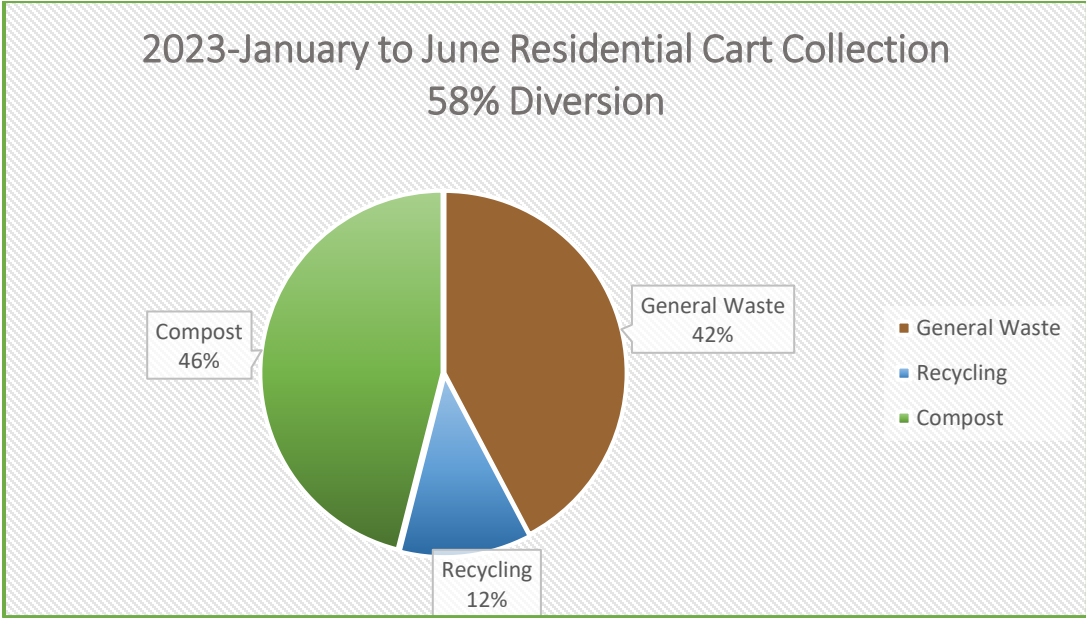
ACTIVITY REPORT

June 2023

DEPARTMENT: Public Works

Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="297 779 500 842">IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS</p>	<ul style="list-style-type: none"> • Moving forward with Procurement and Implementation of the approved 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 1409 500 1472">DEVELOP COMMUNITY & PROMOTE GROWTH</p>	<ul style="list-style-type: none"> • Transfer Station Tipping Building Extension is at 90% completion, construction is going well, and weather has been cooperating. • Cemetery Row K Development construction is at 75% completion. • The 4200 BLK of 56 St Swale replacement was completed. • The phase two of Wetlands construction is moving forward. • Pathway overlay has started it is at 10% completion. • Sidewalk assessment for next year capital project has started. • Attend meetings regarding Raw Water Supply Upgrade for Preliminary Approval. • 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>DEFINE & PRACTICE GOOD GOVERNANCE</p>	<ul style="list-style-type: none"> •Continued the street sweeping maintenance program. •Completed Branch chipping at the Transfer Station for Compost Facility use. •Received new inventory of Residential Carts to be delivered to New Houses and replace broken carts for residents. •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. •Discussions with local contractor on future development on Highway 3. •Staff attended the Alberta Public Works Conference in Edmonton; Manager won an award for Administrative Professional of the Year.
 <p>ENHANCE SENSE OF COMMUNITY</p>	<ul style="list-style-type: none"> • Installed new lids on bins at Public Recycling Drop off to promote the breaking down of cardboard boxes and to deter the leaving of large items in the bins. • 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.



- Based off a weight calculation – Please note that recyclable materials weigh substantially less than Compost and general waste.







TOWN OF
TABER

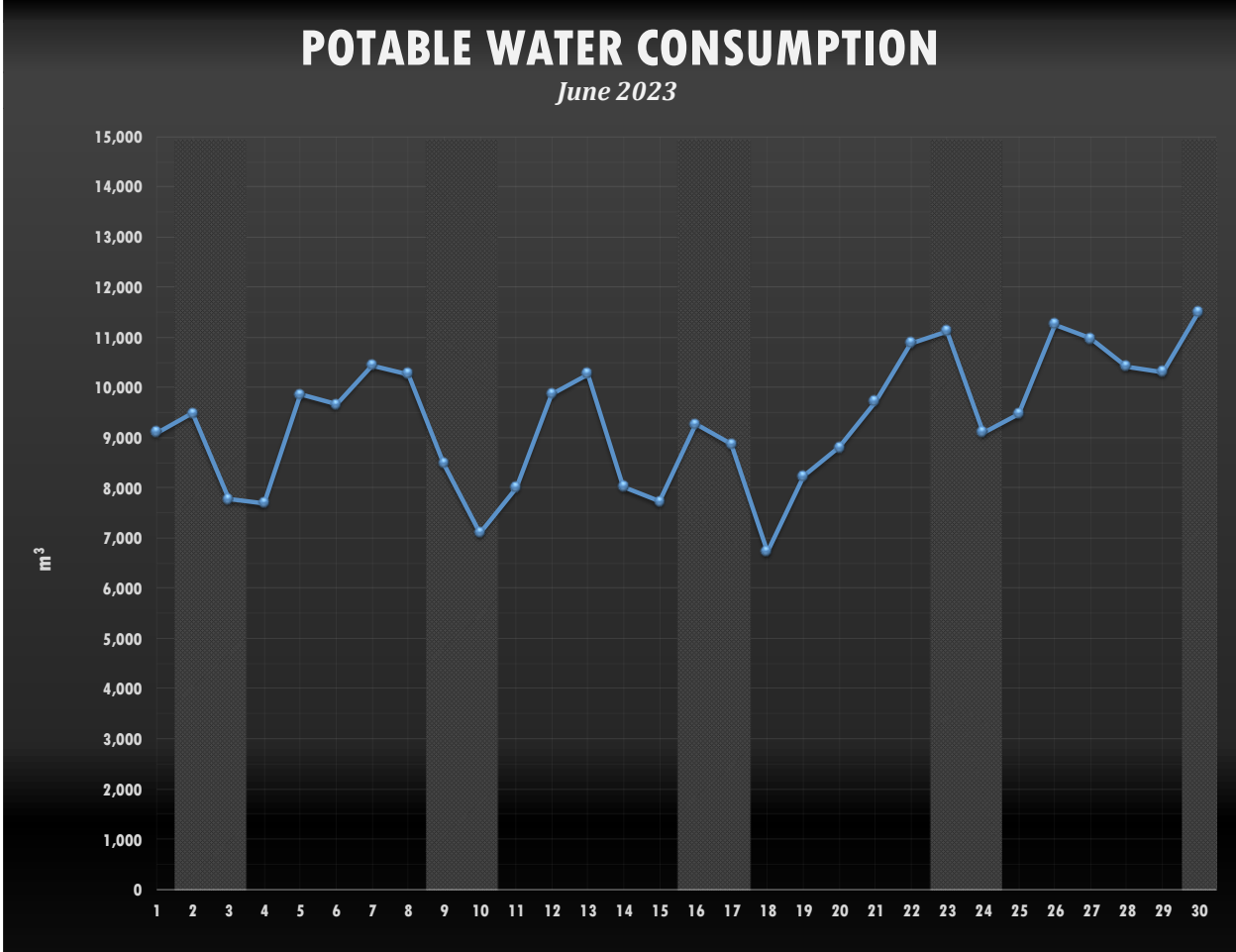
ACTIVITY REPORT

June 2023

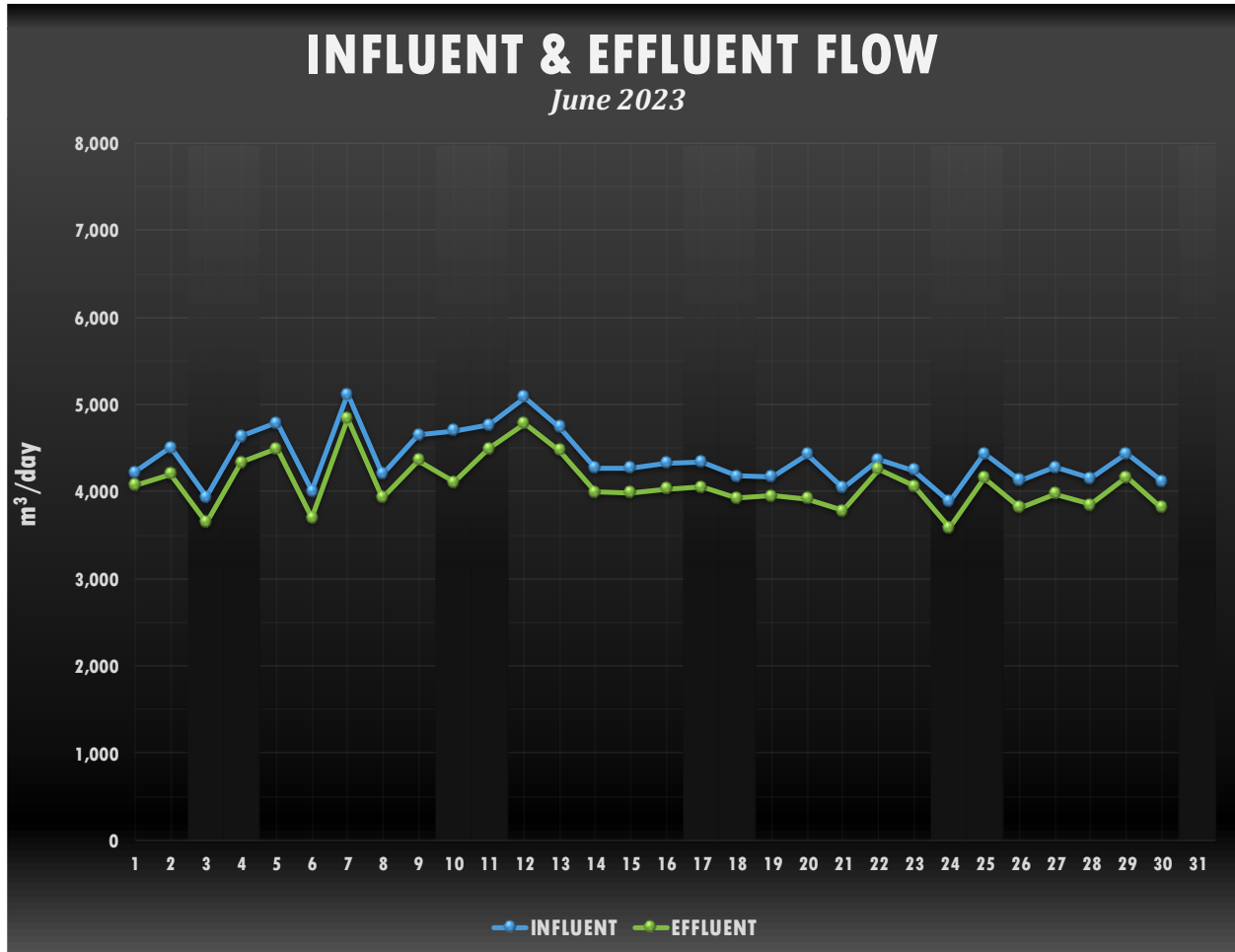
DEPARTMENT: Water & Wastewater Treatment Facilities

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 • 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 • One operator attended Confined Space training • Three operators attended H₂S training • Two operators attended First Aid training
 <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 • The Water Trailer was provided for the Kids Can Catch event at the Trout Pond.

Potable Water Consumption



WWTP Influent & Effluent Flow









TOWN OF
TABER

ACTIVITY REPORT

June 2023




DEPARTMENT: CAO


Strategic Plan Alignment	Associated Projects & Tasks
 <p>IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS</p>	<ul style="list-style-type: none"> • Attended various committee, commission, & board meetings • Meeting with a local resident. • Annual joint meeting with elected officials & the Chamber of Commerce • Joint elected officials meeting with the Town of Coaldale • Monthly directors meeting • Quarterly Management meeting • Attended a Recreation staff appreciation lunch
 <p>DEVELOP COMMUNITY & PROMOTE GROWTH</p>	<ul style="list-style-type: none"> • Participated in Trout Pond meetings. • Participated in various land sale discussions. • Meetings with multiple developers.
 <p>DEFINE & PRACTICE GOOD GOVERNANCE</p>	<ul 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. • Discussions with our HR Consultant. • Participated in the audit committee meeting
 <p>ENHANCE SENSE OF COMMUNITY</p>	<ul style="list-style-type: none"> • Participated in the Seniors week breakfast at Parkside Manor • Cornstalk planning discussions • Attended a Cornfest planning meeting • Attended the Verset hockey school planning meeting • Participated in the Kids can Catch Trout pond event • Provided Town Hall tours for St. Pat's School children

ACTIVITY REPORT

June 2023

DEPARTMENT: **FIRE**

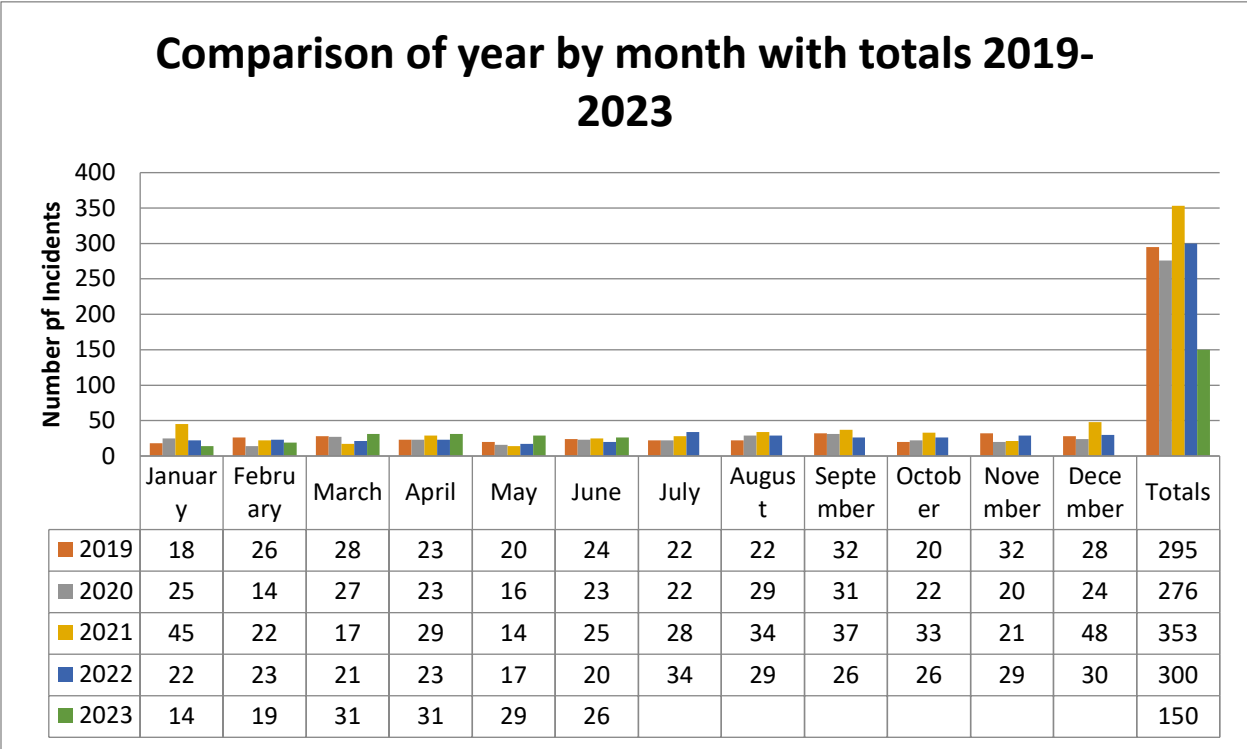
Strategic Plan Alignment	Associated Projects & Tasks
 <p>IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS</p>	<ul style="list-style-type: none"> • Continue to Post on Facebook, keeping the community involved; TFD is now on Instagram as well • Recruit class of (5) Graduating June 27th .
 <p>DEVELOP COMMUNITY & PROMOTE GROWTH</p>	<ul style="list-style-type: none"> • Fire Chief Chair: Core Competency Committee Working with the Alberta Fire Chief Association to build the Provincial Toolbox standardizing the fire service in Alberta, this term is 2021-2023. please visit: @ abfirechiefs.ca • AC West continues work with the Alberta Fire Training Officers • Fire Chief sits on the Government and stakeholders committee with the Alberta Fire Chiefs Association
 <p>DEFINE & PRACTICE GOOD GOVERNANCE</p>	<p>Fire Training: This time indicates the training of the Fire Department in the month.</p> <ul style="list-style-type: none"> • Past month – 357 hours of firefighter training • Past 12 months – 4463 hours of firefighter training • Three officers attended and completed a three-day certification session in Blue Card Incident Command, taught in house by the TFD. This 24-hour training course is the final certification step after completing a previous (approx.) 40 hour online training component. Two fire officers from the MD of Taber Fire Service also attended. • TFD hosted an NFPA 1033 Fire Investigator course put on through FireWise Consulting; two TFD members attended, along with ten other students from all over western Canada • Training Officer attended a three-day course on NFPA 1403 Live Fire Training and Live Fire Fixed-Facility training centres • Provided one Fire Extinguisher training session to a local industrial workplace

	<p>Fire Prevention:</p> <ul style="list-style-type: none"> • Fire inspections 35 • Smoke alarm installation 3 exchanges • Fire investigations 0 • Flammable Liquid Storage Tank inspections: 8 • Flammable Liquid Storage Tanks Operating Licenses are approx. 100% complete for 2023.
	<ul style="list-style-type: none"> • 1887 hours volunteer service over the last 12 months outside of training and call responses • 2 Car Seat Inspections • 3 Fire Station Tours for 67 students • Volunteered at the Dr Hamman School's annual Color Run

Year to date LAST year – **126** calls. Total Calls for **June – 26 Calls.**

Year to date THIS year - **150** calls

Total call volume over the last 4 years: **1235** Calls



CALLS BY TYPE

Structure Fire – 0	Public Assist – 4	MVC – 3
Rubbish/Grass Fire – 3	Hazmat – 2	Alarm Call – 11
MFR – 3	Mutual Aid – 0	Vehicle Fire – 0



DEPARTMENT REPORT

June 2023

DEPARTMENT: Recreation

Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="305 695 505 764">IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS</p>	<ul data-bbox="643 464 1468 793" 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 monthly operation 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 VerSet – to plan for this year’s camp •
 <p data-bbox="305 1035 505 1104">DEVELOP COMMUNITY & PROMOTE GROWTH</p>	<ul data-bbox="643 816 1468 1119" style="list-style-type: none"> • Department continues to research grants for current and future projects • Sponsored IGA Swim • Sponsored MacDonald’s Swim • Held June’s Taber Recreation Board and Taber Arts & Heritage Committee regular meeting • Continue to work with the Trail users to 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 • Irrigation at the Meadows complete • Work with contractor on Meadows playground ongoing
 <p data-bbox="305 1518 505 1587">DEFINE & PRACTICE GOOD GOVERNANCE</p>	<ul data-bbox="643 1140 1487 1766" style="list-style-type: none"> • Held all safety required staff meetings and inspections • Seeing to continued facility maintenance in all facilities • CIB preparation, maintenance and watering is ongoing • Parks and green space maintenance including leaf cleanup, watering program, cutting, weed whipping, etc continues • Playground inspections completed • Summer Lessons registration took place June 14th • Summer Splash Passes on Sale throughout the month of June • Cashier/Lifeguard interviews took place • Met with Kid Zone to assist in Summer Programs • Annual Slide Maintenance took place • Magrath fence maintenance began • Dog shelter had pea gravel installed around the shelter • Kiwanis playground swing ordered • Began board repairs and checks for July ice installation • Spraying/fertilizing by contractor completed • Wind fence ordered and received for tennis/pickleball courts • Outdoor Pickleball nets received and ready for court upgrade • Tree trimming at youth centre completed • Backlog of sod installation at cemetery complete






ENHANCE
SENSE OF
COMMUNITY

- Senior Pancake Breakfast was held June 5, and hosted many Free Senior dropins
- Facilitated or collaborated with the following community events: St. Mary's Grad, Vipers' Swim Meet,
- Registering and Setup for the Farmers' Market began and is ongoing
- Working with Spider Entertainment on upcoming concert event
- Held a successful Kids Can Catch on June 17th and having served over 300 lunches and gave away 100 fishing rods and many door prizes
- 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 throughout June, with a School's Out Celebration held

June 2023

DEPARTMENT: Facility Maintenance

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"> 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
 <p style="color: #008080; font-weight: bold; margin-top: 5px;">DEVELOP COMMUNITY & PROMOTE GROWTH</p>	<ul 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. Contractor waiting on electrical sub-contractor to complete work. Projected completion estimated August 2023 Clean Energy Improvement Program; market study and FCM Community Efficiency Financing application complete and ready for submission July 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 complete Asset Management migration to PSD Citywide on-going; staff started training on new system, working on deliverables and requested a grant extension for all deliverables September, 2023 Truck Fill PLC Upgrades; Project complete EV Zamboni Project; Project complete, waiting on final electrical permit signoff New Tipping Building; Upgrades to sub-panel feeder complete Renovated the Old HR Office as requested by Administration Continued deliverable work for the Municipal Energy Manager program Fielded emails/calls from potential partners for new technology, energy efficient opportunities and potential grants Working with Recreation for projects scheduled during September pool shutdown Continued planning work for 2024 Capital and Operational projects
 <p style="color: #008080; font-weight: bold; margin-top: 5px;">DEFINE & PRACTICE GOOD GOVERNANCE</p>	<ul style="list-style-type: none"> Continued progress on 2023 operational projects and annual works Regular preventative maintenance for all Town owned buildings, 71 work order requests at various Town own buildings Prepared RFD's for Council meetings Fire Alarm Testing at various town owned facilities Continued work with Recreation on pumps at various parks Upgrades to Parkside Manor Generator Repairs at Wastewater Treatment Plant Filter replacements for HVAC units at various facilities Various repairs at the Post Office basement and EMS Building Plumbing repairs at various town owned facilities Various repairs at the spray park Various troubleshooting and repairs at three treatment facilities Various troubleshooting and repairs at the Aquafun Centre



ENHANCE
SENSE OF
COMMUNITY





- Continually programming Administration colored lighting according to schedule.
- Adjust flags at all Town flag poles as requested.
- Assist Recreation with summer events

<p>New Tickets</p> <p>71 ↑4</p>	<p>Your Tickets</p> <p>1 ↑1</p>	<p>Open Tickets</p> <p>21 ↑17</p>	<p>Unassigned Tickets</p> <p>4 ↑4</p>
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June 2023

DEPARTMENT: Planning

Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="305 621 505 688">IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS</p>	<ul data-bbox="639 401 1477 684" style="list-style-type: none"> • Preparation of RFD's for Council meetings • Finished work on an amendment for the Land Use Bylaw – Text Amendments • Began a new text amendment for the Land Use Bylaw • Began a Land Use Bylaw amendment to redistrict a property • 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 1125 505 1192">DEVELOP COMMUNITY & PROMOTE GROWTH</p>	<ul data-bbox="639 722 1477 1402" 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 8 Compliance Certificates in May, and 29 so far in 2023 • Issued 19 Development Permits in May, and 81 so far in 2023 • Issued 5 Portable Sign Permit in May, and 8 so far in 2023 • Update on May Development Value for Taber biased on the value indicated on building permits issued is revised from \$1,924,300 to \$2,324,300 as there was a permit issued in May that was not received by our office until the end of June. • Development Value for Taber biased on the value indicated on building permits issued for June 2023 is \$2,3046,500. • 0 subdivisions were endorsed once subdivision conditions were met. 0 subdivisions were sent to Land Titles for registration in May, and 1 application is 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 1635 505 1703">DEFINE & PRACTICE GOOD GOVERNANCE</p>	<ul data-bbox="639 1415 1477 1633" style="list-style-type: none"> • Facilitated Municipal Planning Commission meeting on June 19th, 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 1957 505 2024">ENHANCE SENSE OF COMMUNITY</p>	<ul data-bbox="639 1736 1477 1793" style="list-style-type: none"> • Working with multiple developers to improve commercial development in the community







TOWN OF
TABER

ACTIVITY REPORT

June 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. • 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 – 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 the following virtual webinars: Employee Retention, Employment Contract Pitfalls to Avoid, Employee Engagement, Doing More with Less, • Working with our consultant from UpSourced HR on several projects & tasks.
 <p>ENHANCE SENSE OF COMMUNITY</p>	<ul style="list-style-type: none"> • Attending safety meetings and worksites to observe and participate in safety enhancements. • Toured Town facilities with our new H&S Coordinator • Working with WCB regarding existing claims. • Working with Sun Life & AMSC (Alberta Municipalities). • Assisting employees with their concerns & questions. • Working on Return to Work for employee off on WCB. • Maintaining Wellness Wednesday emails that go out to all staff on various health, benefits & general well being topics. • Working with Payroll on several projects.

Council Request for Decision

Meeting Date: July 17, 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: July 17, 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.	Economic Development	<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.	Water Utility	<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	Economic Development	<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: July 17, 2023

Subject:

Delegation - Re: Ken Macdonald Concession

Recommendation:

That Council directs Administration to allocate an additional \$40,000.00, from Capital Reserves, for the completion of the Ken MacDonald Memorial Sports Complex concession.

Background:

Tod Pickerell, of The Kinsmen Club of Taber has sent a letter (attached), requesting the Town of Taber Council approve the allocation of \$40,000.00 to complete the development of the concession located within the Ken Macdonald Ball Diamond.

Legislation / Authority:

MGA: Section 3

Strategic Plan Alignment:

Develop Community & Promote Growth
Develop Sense of Community

Financial Implication:

This request would come out of Capital Reserves. The cost would be dependant on amount of volunteer hours and cost of the building materials, the scope of the request, and what would be approved.

Service Level / Staff Resource Implication:

No staff resources required. This would enhance the Ken Macdonald Ball Diamond facility.

Justification:

The completion of this concession will enhance the ability of organizations to host more successful tournaments in the park.



Alternative(s):

1. That Council accepts the Kinsmen Club of Taber presentation, for information.
2. That Council requests more information from Kinsmen Club of Taber.

Attachment(s): Concession Request

APPROVALS:

Originated By:
Brian Martin

Chief Administrative Officer (CAO) or Designate: _____

Kinsmen Club of Taber
5302 49 Ave.
Taber, AB

June 27, 2023

Council of The Town of Taber

Dear sirs/madams,

Please consider our request for additional funding to complete the construction of the concession building located at the Ken McDonald Sports Field ball diamonds. We are asking for further funding of \$40,000 and will have the project completed by August 15, 2023.

In case you are not familiar with this project, we will give you a brief history of our involvement with construction at the Ken McDonald Sports Field.

In spring of 2019 we were asked to “partner” with the Taber Baseball Softball Improvement Society in the construction of the 4th ball diamond at Ken McDonald Sports Field. The Town had agreed to provide \$150,000 in grant funding for this purpose. The Improvement Society was not a registered non-profit and was not incorporated under the Societies Act of Alberta, and therefore could not receive the grant funding from the Town. Our club agreed to get involved and signed a Grant Funding and Project Agreement with the Town on June 18, 2019. Although our role was primarily to be a conduit for the funds, we accepted the responsibility of completing the project by signing the agreement. In the ensuing months work commenced mainly from the volunteer efforts of several individuals from the Improvement Society. The project was substantially completed in fall of 2020 with the final cheque written on June 9, 2021 for planting of trees.

With the ball diamond completed, the Improvement Society turned it’s focus to the construction of a concession/bathroom building in the center of the ball diamonds. A budget was prepared and the Town agreed to provide \$100,000 in grant funding for this purpose. Again, our club was asked to “partner” with the Improvement Society and we signed a Grant Funding and Project Agreement with the Town on May 10, 2021. Our role was primarily to be a conduit for the funds but we again accepted the responsibility of completing the project by signing the agreement. Work commenced in June of 2021 with 2 members of the Improvement Society taking on the main roles of providing volunteer labor and organizing contracted services. Unfortunately, major disruptions to the progress of the project occurred when one of the Improvement Society members moved out of town, due to a career change. The remaining Improvement Society member also had a career change which significantly limited his availability. Fast forward to spring 2023 and the project is incomplete and way past the agreed completion date. This has led our club to completely take the project over. In order to see this project completed and have the building available for use this season, we have obtained a quote from a Taber general contractor to finish the project. We have \$18,557.16 remaining from the Town’s funding, but the remaining costs are estimated to be \$53,200.00. With a shortfall of \$34,642.84, we are asking for a further \$40,000 in grant funding. This amount provides a contingency in the amount of \$5,357.16.

Thank you for your consideration!