



***Oath of Office with Mr. Darin Wight will take place at 3:30 PM
prior to the start of the Regular Meeting***

AGENDA

REGULAR MEETING OF THE COUNCIL OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, SEPTEMBER 11, 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: August 21, 2023	X
5. BUSINESS ARISING FROM THE MINUTES	
6. BYLAWS	
7. ACTION ITEMS	
ITEM No.7.1 Alberta Community Partnership Grant Application - Regional Waste Water Treatment Facility Study	X
ITEM No.7.2 Trail Users - Memo of Understanding	
ITEM No.7.3 Information For Council	
ITEM No.7.4 Response to Standing Item 136/2023 Downtown Incentives	
ITEM No.7.5 Response to Standing Item 196/2023 Multi-Family Incentives	
ITEM No.7.6 Standing Items - Council Requests	
8. DELEGATIONS	
9. MEDIA INQUIRIES	



10. CLOSED SESSION

X

ITEM No.10.1 Proposed Educational Opportunity Delegation
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) the disclosure could reasonably be expected to harm significantly the negotiating position of the third party.

ITEM No.10.2 Land Swap Opportunity
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: September 11, 2023

Subject:

Minutes of Regular Meeting of Council: August 21, 2023

Recommendation:

Council adopts the Minutes of the Regular Meeting of Council held on August 21, 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 August 21, 2023, as amended.

Attachment(s): August 21, 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, AUGUST 21, 2023, AT 3:30 PM.

Mayor

Andrew Prokop

Councillors

Garth Bekkering

Jack Brewin

Carly Firth

Monica McLean

Absent

Joanne Sorensen

Chief Administrative Officer

Derrin Thibault

Staff

Chris Eagan

Jordan Florchinger

Brittany Gilbertson

Steve Munshaw

John Orwa

CALL TO ORDER

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

ADOPTION OF THE AGENDA

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

ADOPTION OF THE AGENDA – CONT'D

RES. 253/2023

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

CARRIED UNANIMOUSLY

Mayor Prokop stated for the record that Councillor Sorensen would not be in attendance for the Meeting.

PUBLIC HEARINGS

None.

ADOPTION OF THE MINUTES

1) Minutes of Regular Meeting of Council: July 17, 2023

RES. 254/2023

MOVED by Councillor McLean that Council adopts the Minutes of the Regular Meeting of Council held on July 17, 2023, as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

None.

BYLAWS

1) Proposed Taber Municipal Police Commission Bylaw 15-2023

D. Thibault introduced J. McDonald, Taber Municipal Police Commission Chair, who presented the Proposed Taber Municipal Police Commission Bylaw 15-2023.

BYLAWS – CONT'D

1) Proposed Taber Municipal Police Commission Bylaw 15-2023 – Cont'd

J. McDonald stated that recent amendments to the *Police Act* made by the Minister of Public Safety required a review by the Taber Municipal Police Commission, to make changes reflecting the provincial appointment of members.

Council discussed the amendments.

RES. 255/2023 MOVED by Councillor Bekkering that Council gives First Reading to Taber Municipal Police Commission Bylaw 15-2023.

CARRIED UNANIMOUSLY

RES. 256/2023 MOVED by Councillor Firth that Council gives Second Reading to Taber Municipal Police Commission Bylaw 15-2023.

CARRIED UNANIMOUSLY

RES. 257/2023 MOVED by Councillor McLean that Council unanimously agrees to proceed to Third and Final Reading of Taber Municipal Police Commission Bylaw 15-2023.

CARRIED UNANIMOUSLY

RES. 258/2023 MOVED by Councillor Firth that Council gives Third and Final Reading to Taber Municipal Police Commission Bylaw 15-2023.

CARRIED UNANIMOUSLY

ACTION ITEMS

1) Proposed Changes Taber Municipal Police Commission Policy Manual

D. Thibault introduced J. McDonald, Taber Municipal Police Commission Chair, who presented the Proposed Taber Municipal Police Commission Policy Manual.

J. McDonald stated that the changes reflected in the Taber Municipal Police Commission Bylaw 15-2023 required changes to the Taber Municipal Police Commission Policy Manual, to reflect the provincial appointment of members.

Council discussed the amendments.

RES. 259/2023

MOVED by Councillor McLean that Council approves the proposed changes to the Taber Municipal Police Commission Policy Manual, as presented.

CARRIED UNANIMOUSLY

2) Weed Control Act Municipal Inspector Appointment

D. Thibault presented the *Weed Control Act* Municipal Inspector Appointment.

D. Thibault stated that the municipal council is required to appoint a municipal inspector under the *Weed Control Act* to carry out the responsibilities created through this legislation for the municipality.

RES. 260/2023

MOVED by Councillor Bekkering that Council appoints Constable William Woytowich, of the Taber Police Service, under the *Weed Control Act* of Alberta, as a Municipal Inspector for the Town of Taber, to carry out this *Act* and the regulations within the municipality.

CARRIED UNANIMOUSLY

ACTION ITEMS – CONT'D

3) Fire Pump Rebuild

D. Thibault introduced S. Munshaw, Fire Chief, who presented the information to Council for the rebuilding of Engine 6-3.

S. Munshaw detailed the required rebuild following the discovery of a bearing failure during the annual fire pump testing.

S. Munshaw stated that the repair cost will be covered by the revenue generated from the recent May 2023 deployment of the Taber Fire Department.

RES. 261/2023

MOVED by Councillor Brewin that Council approves rebuilding the fire pump on Engine 6-3, with costs not to exceed \$21,000, excluding GST, funded through the spring wildfire revenue.

CARRIED UNANIMOUSLY

4) Capital Funding Request – Trout Pond Recreation Area (TPRA) Irrigation Water Supply

D. Thibault introduced C. Eagan, Director of Planning, Engineering and Operations, who presented the Capital Funding request for the Trout Pond Recreation Area Irrigation Project.

Council discussed the request.

RES. 262/2023

MOVED by Councillor Brewin that Council approves the Trout Pond Recreation Area Irrigation Project in the amount of \$40,000, with funding from Capital Reserves.

CARRIED UNANIMOUSLY

5) Community Garden Location and Lease

D. Thibault introduced C. Eagan, who presented the Community Garden Lease Proposal.

ACTION ITEMS – CONT'D

5) Community Garden Location and Lease – Cont'd

C. Eagan detailed the Community Garden request for the relocation of their garden to a Town-owned parcel of land, including the steps involved with the relocation.

RES. 263/2023

MOVED by Councillor Firth that Council approves the location of the Community Garden, and directs Administration to enter into a 5-year lease agreement for the indicated lands of the four acres plus or minus in the South-West corner of Meridian 4 Range 17 Township 10 Section 1.

CARRIED UNANIMOUSLY

6) Destruction of Municipal Documents

J. Orwa, Director of Corporate Services and Chief Finance Officer, stated that Administration is recommending the destruction of the documents identified in the attached list, in accordance with the retention period in Schedule A of the Retention of Municipal Documents Bylaw 10-99.

RES. 264/2023

MOVED by Councillor McLean that Council approves the destruction of the documents identified in the attached list, as per the retention period in years identified in Schedule A of the By-law No. 10-99 Retention of Municipal Documents.

CARRIED UNANIMOUSLY

7) Interim Council Member Appointment to Various Boards and Committees

D. Thibault stated that following the resignation of Councillor Rudd at the Regular Meeting of Council on June 26, 2023, one Board had requested to fill the Town of Taber Council representation.

ACTION ITEMS – CONT'D

7) Interim Council Member Appointment to Various Boards and Committees – Cont'd

Council discussed the vacancies on the various Boards, Committees and Commissions left by the resignation of Councillor Rudd, and the upcoming Organizational meeting in October 2023.

RES. 265/2023

MOVED by Councillor Bekkering that Council appoints Councillor Firth to the Taber and District Housing Foundation Board, for a period until the next Organizational Meeting held in October of this year.

CARRIED UNANIMOUSLY

8) 2nd Quarter Financial Statements

D. Thibault introduced J. Orwa, who presented the Second Quarter Financial Statements.

Council commended the Finance Department for their excellent work.

No motion was made at this time.

9) The Meadows Development Progress Report

D. Thibault presented the Meadows Development Progress Report.

No motion was made at this time.

10) Information For Council

D. Thibault provided a Town of Taber staff acknowledgment, stating that he would like to thank all staff for their many efforts throughout the busy months of summer.

D. Thibault stated that he is aware that people often focus on the negative aspects throughout the Town, and that his hope is that they do not overlook the many things that are going well.

ACTION ITEMS – CONT'D

10) Information For Council – Cont'd

D. Thibault stated that he wants to affirm to staff that their hard work is not going unnoticed, and would like to thank all Town employees for all that they do.

No motion is required at this time.

11) Department Reports

Council reviewed the Department Reports, and discussed the detail that is included in each Department Report.

No motion is required.

12) Mayor and Councillor Reports (Verbal)

The Mayor and Council provided details of their monthly activities.

No motion was made at this time.

13) Standing Items - Council Requests

D. Thibault reviewed the current listing.

No motions were made at this time.

RES. 266/2023

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

CARRIED UNANIMOUSLY AT 4:16 PM

Council reconvened the meeting at 5:02 PM.

DELEGATIONS

1) Family and Community Support Services (FCSS) and Youth DO Crew: Request for Support for Little Free Pantry

D. Thibault introduced J. Boyd, Youth Development Coordinator, K. Planger, member of the Youth DO Crew, and A. Baier, member of the Youth DO Crew, as representatives from Family and Community Support Services (FCSS), who presented the request for funding from FCSS and the Youth DO Crew for a Little Free Pantry to be constructed and installed in the Town of Taber.

Council discussed the request for funding, and the other municipalities who have already installed Little Free Pantries in their communities.

MOVED by Councillor Bekkering that Council directs Administration to fund the Family and Community Support Services (FCSS) and the Youth DO Crew request in the amount of \$1,000, for the Little Free Pantry Project, from the Council Discretionary Fund.

Councillor Brewin requested an amendment to the motion to include the staff required to install the pantry.

Councillor Bekkering accepted the requested amendment.

RES. 267/2023

MOVED by Councillor Bekkering that Council directs Administration to fund the Family and Community Support Services (FCSS) and the Youth DO Crew request in the amount of \$1,000, for the Little Free Pantry Project, from the Council Discretionary Fund, and volunteers some of Town staff to install the pantry.

CARRIED UNANIMOUSLY

DELEGATIONS – CONT'D

2) Taber Motorcycle Association: Request for Support for Water Well

D. Thibault introduced S. Kultgen, President of the Taber Motorcycle Association, who presented the request for support for the installation of a water well at the Motocross track.

S. Kultgen detailed the recent installation of power at the Motocross track, and the financial request of \$5,000 for the proposed installation of a water well.

Council discussed the proposal.

RES. 268/2023

MOVED by Councillor Brewin that Council supports the Taber Motorcycle Association's request for the installation of a well at the Motocross track located on a portion of NE 26-10-17W4th, of the Town-owned leased land; and,
Authorizes the amount of \$5,000 to be taken from the 2023 Council Discretionary Fund.

CARRIED UNANIMOUSLY

MEDIA INQUIRIES

None.

MEDIA INQUIRIES – CONT'D

RES. 269/2023

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

- Advice, proposals, recommendations, analyses or policy options developed by or for a municipality in accordance with Section 24 of the *Freedom of Information and Protection of Privacy Act*,
- 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) the disclosure could reasonably be expected to harm significantly the negotiating position of the third party; and,
- Consultations or deliberations involving officers or employees of a public body, in accordance with Advice from Officials, Section 24(1)(b), of the *Freedom of Information and Protection of Privacy Act*.

CARRIED UNANIMOUSLY AT 5:24 PM

CLOSED SESSION

1) Naming Request

Closed session to prevent disclosure of advice, proposals, recommendations, analyses or policy options developed by or for a municipality in accordance with Section 24 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 and the public in attendance for Agenda Item 10.1) Naming Request; D. Thibault, Chief Administrative Officer, and S. Van Geest, a representative from the Taber Trail 77 group.

2) Potato Growers of Alberta Request 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) the disclosure could reasonably be expected to harm significantly the negotiating position of the third party.

Pursuant to Section 197(6) of the *Municipal Government Act*, there was the following member of Administration in attendance for Agenda Item 10.2) Potato Growers of Alberta Request; D. Thibault, Chief Administrative Officer.

3) Discussion with Council Council takes the meeting into Closed Session to prevent disclosure of consultations or deliberations involving officers or employees of a public body, in accordance with Advice from Officials, Section 24(1)(b), of the *Freedom of Information and Protection of Privacy Act*.

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

OPEN SESSION

RES. 270/2023

MOVED by Councillor Bekkering that Council moves into Open Session.

CARRIED UNANIMOUSLY AT 7:04 PM

RES. 271/2023

MOVED by Councillor Firth that Council directs Administration to reaffirm the offer of years 3, 4 and 5 of the Investment Incentive Bylaw to the Potato Growers Association.

CARRIED UNANIMOUSLY

CLOSE OF MEETING

RES. 272/2023

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

CARRIED UNANIMOUSLY AT 7:05 PM

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Council Request for Decision

Meeting Date: September 11, 2023

Subject:

Alberta Community Partnership Grant Application - Regional Waste Water Treatment Facility Study

Recommendation:

Council moves that Town of Taber submits the 2023/24 Alberta Community Partnership grant application in support of a Regional Wastewater Treatment Facility Study that would include the Town of Coaldale, MD of Taber and allow the Town of Taber to be the managing partner for the grant project and related compliance requirements.

Background:

Administration is requesting Council endorse the grant application through Alberta Community Partnership (ACP) grant for the purpose of developing a regional wastewater treatment plant study. The parties involved in the grant application would include the Town of Coaldale, The Town of Taber & the Municipal District of Taber.

Proposed general scope of work:

1. Development of regional collection system network:
 1. Identify areas to be serviced by new collection system infrastructure
 2. Determine areas of developable land and attach a development factor (i.e. m³/ha) which will help us to assign collection system flows to various areas, necessary for sizing the proposed system
2. Development of regional wastewater treatment facility requirements
 1. Quantify the Town of Taber's growth along with regional growth and their projected wastewater treatment needs.
3. Complete an assessment of the Town of Taber's and surrounding area's Wastewater Treatment Collection Infrastructure and other applicable wastewater collection infrastructure
 1. Assessment of Mechanical WWTP
 2. Assessments will include:
 1. Treatment capacity assessment

-
2. Regulatory review
 3. General condition assessment; assessment of remaining life expectancy

 4. Review of Wastewater Treatment Alternatives
 1. Upgrades to Town of Taber WWTP
 2. Construction of New WWTP
 3. Cost estimation – capital and O&M (full life-cycle costing)

 5. Review of Regional Collaboration Plan
 1. Cost distribution
 2. System governance (regional utility, commission, user-pay model)
 3. Available funding sources for major capital investments

Project timelines.

The grant application ask is for \$200,000, the maximum that can be requested. There is no matching grant required.

Legislation / Authority:

Environmental Protection and Enhancement Act R.S.A. 2000, c.E-12, as amended.

Strategic Plan Alignment:

Initiative – Define & Practice Good Governance

Goal – Develop partnerships with other regional governments and organizations.

Financial Implication:

There is no financial implication.

Service Level / Staff Resource Implication:

Staff to work with MPE to develop the regional wastewater treatment facility and collection plan.

Justification:

Develop regional wastewater treatment facility and collection plan for future area expansion and food processing plants.



Alternative(s):

Council directs Administration to provide additional information on the grant application.

Attachment(s):

APPROVALS:

Originated By:
Derrin Thibault

Chief Administrative Officer (CAO) or Designate: _____

Council Request for Decision

Meeting Date: September 11, 2023

Subject:

Trail Users - Memo of Understanding

Recommendation:

Information for Council – Town Administration mediated an agreement with Trail user groups within The Town of Taber and created a Memorandum of Understanding for a trial period of one year. This agreement will allow for both groups to enjoy the Taber Trout Pond Recreation Area.

Background:

The trail user group came to Council February 22, 2021 with an agreement between Trail 77 and Taber Riding Groups including their proposed rules and etiquette. This agreement came about after Taber Recreation Board Chair, Danielle Hansen, requested that the Recreation Board have an informal meeting with Trail 77 and the Taber Riders Group to address some concerns the groups were having. This meeting took place on January 7, 2021.

During the February 22, 2021 Council Meeting the following resolution was made:

RES. 86/2021 MOVED by Councillor Strojwas that Council directs Administration and the trail user groups to provide more information from joint user groups from the parks, and to bring us back some information on insurance liability for the Town.

CARRIED UNANIMOUSLY

Administration presented requested information to Council during the March 22, 2021 Regular Meeting of Town Council and the following motion was made:

RES. 120/2021 MOVED by Councillor Firth that Council directs Administration to update the Regulation of Parks, Boulevards, and Sidewalks Bylaw A-203 to include the trails, and the Trail 77 and Taber Riding Group user agreement; and

That the user groups are required to provide proof of insurance.

DEFEATED

On December 12, 2022, Amanda Malone, presented to the Recreation Board again looking for the Board's support to have appropriate Bylaws amended to allow for horseback riding at the Taber Trout Pond Recreation Area. The following motions were made:



RES. 26/2022 *MOVED by Councillor J. Brewin recommends Administration put Amanda Malone on the next available Council Meeting as a Delegation, with the Recreation Board support for Bylaw amendments to be made to allow future horseback riding on the area west of HWY 864 (known as Trout Pond area).*

CARRIED UNANIMOUSLY

RES. 27/2022 *MOVED by D. Hansen that the Recreation Board would also like to recommend that Council directs Administration to create a Board that will take care of the policies, procedures, maintenance, and operations of the Trout Pond trails/park. This Board will consist of representative from each user group that uses the park, one representative from Town of Taber Recreation Board, and one representative from the residence of the M.D. of Taber.*

CARRIED UNANIMOUSLY

Administration advises that the Trail user groups assemble a Board of members that use the park (Equestrian, Bike, Running, etc.) To work out a proposal of how the user groups plan to share a common use agreement between users. A maintenance and development plan for trails used by all groups.

Administration mediated with the three Trail User groups, to establish a Memo of Understanding (Attached) with a trial period of one year. At the conclusion of the trial period, groups will meet to discuss any desired or required alterations to the agreement.

For this to occur the Traffic Control Bylaws would require amending and would also need an appropriate staging area on the north side of Trout Pond Ave.

Legislation / Authority:
MGA, Section 3

Strategic Plan Alignment:
Develop Community and Promote Growth

Financial Implication:
Unknown at this time

Service Level / Staff Resource Implication:
Unknown at this time



Justification:

As per the Recreation Board and Councils request

Alternative(s):

1. Council could request more information.
2. Council could request alterations to the Memo of Understanding.

Attachment(s): Trail Users - MOU

APPROVALS:

Originated By:
Brian Martin

Chief Administrative Officer (CAO) or Designate: _____



MEMORANDUM OF UNDERSTANDING

BETWEEN THE

TRAIL 77 SINGLETRACK ASSOCIATION
Taber, AB.

AND

TABER RIDING GROUP
Taber, AB.

REGARDING: 2024 Trail User Agreement

WHEREAS the **Trail 77 Singletrack Association**, in collaboration and partnership with **Taber Riding Group** will outline an agreement for the Town of Taber **2024 Trail User Agreement**.

THEREFORE, the above-mentioned parties to this memorandum of understanding agree that:

1. Both groups agree to work together to protect and encourage use of the trail system. Each group shall represent and accept responsibility for their group of representation, Equestrian, Bike/Run/Hike users.
2. Representatives of the two groups will form a Trail Users committee, which will arrange to have regularly scheduled meetings throughout the year. This committee will work with one another to address any desired enhancements to the Trail system, training for trail maintenance, or required repairs.
3. Signage will be placed at trailheads with appropriate trail designation and etiquette/rules information on the signs. The Two groups with the assistance of The Town, will design and place signage. Locations will be on kiosk signs posted at: Trout Pond, MD park, East side of MD park near Town of Taber Garbage bins, and at the AquaFun Center. On Trail 77 Trailhead signs no Horse-riding symbols will be added to the signs.
4. When at all possible, horseback riders will endeavor to ride off to the side of the engineered designed biking, running, hiking trails, signage at trail heads will describe this. Distance could be 3' to 30'. With exception of approved crossing points.
5. Damage that is noted will be reported to both groups via email. The groups will correspond as to who, how, and when the damage will be repaired, and the responsible party will attempt to facilitate the repair inside five (5) days from the date the user was made aware of the damage.
6. If the damage is more than either group are equipped to handle a request to The Taber Parks and Recreation department can be requested and assistance will be provided.
7. This will be a trial period of One (1) year for this agreement. The Two groups will meet at the end of this year's agreement for a review and next steps.
8. The representatives of each group for the first year will be:
 - a. Trail 77 Singletrack – Steve VanGeest & Klaas Hoekstra
 - b. Taber Riding Group – Amanda Malone, Eric Szigli & Katie O'Brien

Trail Etiquette for users of the Taber Trail system:

1. **Ride Open Trails:** Respect trail and road closures - ask a land manager for clarification if you are uncertain about the status of a trail. Do not trespass on private land. Obtain permits or other authorization as required.
2. **Leave No Trace:** Be sensitive to the dirt beneath you. Wet and muddy trails are more vulnerable to damage than dry ones. When the trail is soft, consider other riding options. This also means staying on existing trails and not creating new ones. If ground is too soft imprints will be left so avoid use during sensitive times (ie. wet conditions).

- Do not cut switchbacks. Be sure to pack out at least as much as you pack in. Move or remove manure from trails.
3. **Control Your Bicycle:** Inattention for even a moment could put yourself and others at risk. Obey all bicycle speed regulations and recommendations, and ride within your limits.
 4. **Yield Appropriately:** Do your utmost to let your fellow trail users know you are coming - a friendly greeting or bell ring are good methods. Try to anticipate other trail users as you ride around corners. Bicyclists should yield to other non-motorized trail users unless the trail is clearly signed for bike- only travel. Bicyclists traveling downhill should yield to ones headed uphill unless the trail is clearly signed for one-way or downhill-only traffic. In general, strive to make each pass a safe and courteous one.
 5. **Never Scare Animals:** Animals are easily startled by an unannounced approach, a sudden movement, or a loud noise. Give animals enough room and time to adjust to you. When passing horses, use special care and follow directions from the horseback riders (ask if uncertain).
 6. **Plan Ahead:** Know your equipment, your ability and the area in which you are riding and prepare accordingly. Strive to be self-sufficient: keep your equipment in good repair and carry necessary supplies for changes in weather or other conditions. Always wear a helmet and appropriate safety gear.

Trail Etiquette – For Horse riders

1. Realize the capabilities of you and your horse. Ride to the abilities of the least experienced horse or rider. Extend help to others in trouble or who are less experienced.
2. Always have control of your horse. Keep a safe distance between horses. Flag your horse with a red ribbon on the tail if it is likely to kick. Do not allow your horse to nuzzle, scratch, threaten or run up on others.
3. It is your responsibility to know the trails. Respect private property. Stay off trails not designated for horse travel.
4. Leave no trace. Be sensitive to the dirt beneath you. Wet and muddy trails are more vulnerable to damage than dry ones. When the trail is soft consider different riding options. If the ground is too soft imprints will be left so avoid use during sensitive times (I.e., Wet conditions). Be sure to pack out at least as much as you packed in. Move your horse off the trail while relieving itself. Remove any manure left on the trail.
5. Respect all other trail users. Be aware and kind, others may not see horses often or be aware of safety measures that need to be taken.
6. Disturbing wildlife is a serious offence. Keep in mind you are a guest in their home.
7. If you spot a hazard let others know.
8. Report accidental damage as soon as possible with a plan to fix it. If damage or user conflict during use of trails occur. Share your concerns with Trail representatives (Noted Above) immediately.

This memorandum of understanding may be amended during its term with the mutual consent of both parties.

The term of this Memorandum of Understanding is for the 2024 year, where after expiry the parties may negotiate a new understanding.

I agree:

Trail 77 Singletrack Association

Date

Taber Riding Group

Date

Council Request for Decision

Meeting Date: September 11, 2023

Subject:

Information For Council

Recommendation:

The Municipal Energy Manager (MEM) program completion report is provided to Council for information. 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. Municipal Energy Manager (MEM) – Program Completion Report

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:

MEM Report - None

Service Level / Staff Resource Implication:

MEM Report - None

Justification:

To keep Council informed on current municipal information and correspondence.



Alternative(s):

Council could seek clarification on any matter from administration.

Council could discuss, in depth, any other matters raised by communication and take-action through either resolution or bylaw.

Attachment(s): Municipal Energy Manager Report 2023

APPROVALS:

Originated By:
Chris Eagan

Chief Administrative Officer (CAO) or Designate: _____



Municipal Energy Manager (MEM)

Program Completion Report (August 13, 2022 – August 14, 2023)

Town of Taber

August 22, 2023

Municipal Energy Manager Start Date: August 25, 2021

Municipal Energy Manager Name: Blake Hranac, C.E.T.

Municipal Energy Manager Location: Facility Maintenance Shop, Taber, AB

Prepared for



Contacts and Preparation

Municipal Energy Manager contact:

Blake Hranac, Facilities and Energy Manager

Town of Taber

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1 Executive Summary

This report outlines different steps, accomplishments, and experiences lived by the the Municipal Energy Manager (MEM) for the Town of Taber over the past two years. The Municipal Climate Change Action Centre (MCCAC) supported the MEM program for the Town of Taber.

With support from MCCAC, Taber continues it’s focus on reducing energy consumption and greenhouse gas emissions. Council and administration are excited as we continue down the path of energy conservation by; auditing facilities, investing in emerging technologies, greenhouse gas/energy reduction projects, modeling facility energy data, employee/community engagement and adding the relevant policies and procedures to help guide Taber for future sustainable growth.

A key indicator in energy conservation for the Town of Taber is contract volumes. Below is the contracted volume in MWh of the electricity contract starting year 2024.

Contract Year	Contract Price (\$/MWh)	Contract Quantity (MWh)	LCT (MWh)	UCT (MWh)
2024		5,231	3,923	6,539
2025		5,231	3,923	6,539
2026		5,231	3,923	6,539
2027		5,231	3,923	6,539

Below are the contracted volumes for our 2021 – 2023 electricity contract. Please note we have not de-commissioned any facilities and in fact have added 4 facilities to our portfolio since 2021.

Fixed Baseload Notional Hourly Quantity table (MW/h)												
Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2021	0.81	0.81	0.81	0.75	0.75	0.75	0.81	0.81	0.81	0.805	0.805	0.805
2022	0.81	0.81	0.81	0.75	0.75	0.75	0.81	0.81	0.81	0.805	0.805	0.805
2023	0.81	0.81	0.81	0.75	0.75	0.75	0.81	0.81	0.81	0.805	0.805	0.805

The total yearly value is 9,525 MWh. Taber was previously over-insulated with electricity volume and consumption was averaged at 7,291 MWh. With the revised volume starting in 2023, Taber is set to see a 2,060 MWh reduction to energy consumption starting 2024.

That equates to \$160,906 in energy savings per year under our new contract price. Including estimated transmission and distribution costs, that should work out to an estimated \$236,532 in electricity savings per year.

With additional revenue sources and other savings measures Taber is on-track to see an annual savings of \$315,966 per year starting in 2024.

Quotes from the FEM’s director and the CAO:

“The Town of Taber has been provided opportunities through the MEM to see energy efficient installations in the way of LED lighting, Solar arrays, generators, heat exchangers, charging stations and most recently an electric ice resurfacers amongst other initiatives. The Town is very pleased with the energy efficiencies, savings and even revenues that have been recognized through this program. Bravo...!” – CAO, Town of Taber

“The FEM has succeeded in making energy efficiency, sustainability, and environmental stewardship a valued perspective when considering changes and enhancements to our services and facilities which has translated in lower energy costs and reduced taxes and utility costs to our citizens” – Director, Planning, Engineering and Operations, Town of Taber

Provide a summary on influenced GHG savings. Total influenced savings is the sum of savings from projects that are already implemented and the projects that are under construction or planned to be implemented with secured budget/funding and construction plan. Overall influenced savings can comprise GHG numbers from the projects completed in the in-scope facilities whether MEM was involved in that or not. (a) fully and partially MEM led projects and (b) non-MEM led projects as well. Please fill the below table. The numbers should match with numbers from Table 4 and Table 7. The baseline year is the timeline considered for estimating GHG inventory and should be taken from the energy benchmarking report.

Parameters		Values
Program duration		Aug 2021 – Aug 2023
GHG inventory	Baseline year	Jan 2019 – Dec 2019
	tonnes [A]	6,207
GHG savings target (%)		5%
GHG savings target (tonnes)		310
Total influenced savings (tonnes) [B]		1,262
GHG target achieved (%) $\frac{[B]}{[A]}$		20%

- Annual GHG savings of **1,262 tonnes/year** is roughly equivalent to the annual emissions of 159 homes worth of energy, 281 passenger vehicles driven for one year.
- Achieved an estimated annual cost savings of **\$315,966/year** across all completed projects
- Successfully received approval for **8** grant applications worth total of **\$290,000** in across Town facilities. **\$11,599,999 million** worth of grant application(s) are under review with funding agencies (GICB, CEIP and NRCAN Deep Retrofit Accelerator).
- Conducted energy scan on 16 facilities out of 40 in-scope facilities.
- Identified total of 69 energy conservation measures (ECMs) and implemented a total of **46 ECMs** across 25 facilities.

- Energy management assessment (EMA) score improved from **69%** in year 1 to **83%** in year 2.
- Working on a program rollout for a Clean Energy Improvement Program for Taber Residents
- Contributed to the monthly town news letter for energy management tips. Provided news outlets with interviews or project details as required.
- Created and passed an energy management policy for Taber.
- Successfully migrated our Asset Management data from an obsolete system to an industry standard system.
- Represented Taber on (2) municipal energy forums, made presentations on CHPs and Taber Lagoon Upgrades.
- Successfully completed the Certified Energy Manager Course by CEIT.
- Received a promotion to Facilities and Energy Manger. The FEM manages all town owned facilities, Facilities Management operating budget and staff.

2 Organizational Assessment

2.1 Municipality Overview

Taber is a municipality in southern Alberta with a population of 8,711 (2020 Municipal Census) with an average growth of 0.79% per year. Located 51 km east of Lethbridge, Taber is an agricultural community on the corridor of highway 3 and acts as the economic hub for the surrounding rural area. The main industries in the region are; agriculture production, livestock production, various processing plants and energy. Solar and wind generation are becoming prevalent industries in the region. Taber receives the highest solar radiation in Canada and has an ideal climate for wind turbine generation. Taber is located on the prairies and experiences a semi-arid climate with below average precipitation. The municipality owns and operates or leases out a total of 40 buildings. Note that not all facilities were included in the MEM program. Energy scans were done for the strike out facilities but they were not included in the savings modeling as savings were minimal.

Table 1: Portfolio of facilities

Site #	Facility name	Facility type	Location
1	Water Treatment Plant	Treatment Facility	5100 41 Ave.
2	BNR Sewage Treatment Plant	Treatment Facility	4701 80 Ave.
3	Administration Building	City Hall	4900 A 50 St.
4	Police Station	Police	5700 50 Ave.
5	Public Works Shop	Maintenance	6201 54 Ave.
6	Facility Maintenance & Recreation Shop	Maintenance	6201 54 Ave.
7	Library	Library	5415 50 Ave.
8	Community Centre (Arena, Auditorium, Museum)	Ice/Events/Meeting Space	4702 - 4720 50 St.

9	Aquafun Centre	Rec Centre	4700 50 St.
10	Emergency Services Building	Fire	5207 A 49 Ave.
11	Aeration Building and Irrigation Pumphouse	Treatment and Distribution	NW-19-10-16-W4
12	Small Ice Arena	Recreation	4702 - 4720 50 St.
13	Curling Rink	Recreation	4702-4720 50 Street
14	Storm Lift Station	Lift Station	#58, 6200 46 Avenue
15	Animal Shelter	Animal Shelter	5710 66 Avenue
16	Transfer Site Office	Office	SE-11-10-17-W4
17	North Booster Station	Lift Station	4925 62 Avenue
18	Sewer Lift Station	Lift Station	64 Ave SE-07-10-16-W4
19	Storm Lift Station (south)	Lift Station	#58, 6200 46 Avenue

2.2 MEM Integration

From the Y1, Q1 report: Prior to starting the MEM role for Taber, the MEM spent 2 years working for the Town as the Engineering Technologist. During that time, the MEM was able build a good understanding of town operations from an engineering/operations perspective and become familiar with all of the key facilities. The integration of the MEM program in Taber during Q1 is very positive. Departments and council bought into the program and early initiatives of the MEM program.

On January 1st, 2023 the Municipal Energy Manager “MEM” transitioned to the Facilities Management and Energy Manager role “FEM” for this report purpose, now overseeing all aspects of facility management and energy management.

August 17, 2023 – The FEM is preparing the 2024 operating budget and 2024 capital budget for facilities management that includes a suite of efficiency upgrade projects and two on-site generation projects. The FEM has observed that energy management has been fully integrated into municipal operations.

2.3 Energy Team Creation

From the Y1, Q1 report: The energy team consists primarily of the MEM, with direct support from the Director of Engineering and Public Works and ancillary support from the Director of Finance. Facility maintenance staff provide support as needed for facility operation and maintenance. Additional support is given by the primary building manager on a as-needed basis.

Table 2: Energy team details

Name	Title	Focus Area	Role
Blake Hranac	Facilities & Energy Manager	Facilities, Energy & Asset Management	MEM and facilities manager.

Gary Scherer	Director of Engineering and Public Works	Engineering, operations and facilities.	Executive sponsor, who the MEM reports to on a day to day basis.
Chris Eagan	Director of Planning, Engineering & Operations	Engineering, operations and facilities	Executive sponsor, who the FEM reports to on a day to day basis.
John Orwa	Director of Finance	Finance, administration.	Executive sponsor, who the MEM reports to on a monthly basis.

2.4 Municipality Engagement

From the Y1, Q3 report: Engagement is still positive through all departments. Grant funding opportunities are forwarded by the FEM to the various departments when available. Energy efficiency and green grant opportunities are forwarded to the MEM by departments for consideration. Webinars/seminars are forwarded to the FEM to attend. All energy and building efficiency related items flow through the FEM and communication is strong. Ideas are regularly passed onto the FEM for consideration at a management and employee level.

August 2023 - The FEM oversees all related tasks to energy management as it relates to the corporate profile, facilities or future planning. Buy-in was strong from council down to the director, manager and staff level.

2.5 Employee Engagement

The FEM is engaging employees and the community on multiple fronts. The FEM contributes to the monthly town news letter on energy saving tips and information. The FEM routinely emails the Town management group with any homeowner grants or new opportunities for staff.

The FEM is also in the grant application stage for a Clean Energy Improvement Program and is working with the communications team to keep residents and employees informed about the future program.

2.6 MEM Organizational Barriers and Challenges

From the Y1, Q3 report: At the end of Q3 the MEM does not observe any operational barriers. This statement is true and a testament to the buy in from administration and council. From directors to the CAO, the initiatives put forth by the MEM have been well received and carried forward. We have a unique advantage at Taber with a total administration buy in, good communication and minimum red tape.

Taber is extremely happy with support from MCCAC for year two of the program. The FEM experienced less and less organizational barriers throughout the program. The FEM is now in a position where the only organizational barrier would be council directing administration not to proceed with a proposed energy efficiency project.

The primary future challenge is to continue to find operational efficiencies across facilities as our facilities age and require maintenance/renewal.

2.7 Program Feedback and Recommendations

Below is the feedback from the FEM on the MEM program.

- Support from CLEAResult was strong throughout the program. Taber went from having zero energy management expertise in-house to where we are today.
- The impact of the MEM program can be found in the list of energy conservation and revenue projects in table 3.7
- The quarterly reports and extensive and could be streamlined for a future program.
- Mention the effectiveness of program coaching and its importance in your success.
- Future support from MCCAC at this point would be a graduate program, future funding opportunities to help Taber continue to find operational efficiencies, reduce greenhouse gas emissions and reduce the municipalities energy consumption.
- An open space to discuss topics with other MEMs would be an asset.

2.8 Success Story(ies)

The MEM completed training for the Association of Energy Engineers Certified Energy Manager course.

Public Works LED Lighting Retrofit. Grant funding and a partnership with Fortis Alberta made the project possible. The MEM worked with Fortis to secure \$5,000 of funding for the project. The director of Public Works provided the \$7,000 difference from the operational budget to purchase the lights. The master electrician on-staff removed the existing lights and replaced with LEDs over the course of two days during a cold spell. A total of 34 metal halide lights were replaced with LEDs in the shop bays cutting the electrical consumption of the shop lights in half and providing double the light and a better-quality lighting. Operational staff were very impressed with the improved workspace lighting.

Electric Vehicle Charging Program. Taber council added the EVCP program through MCCAC to the 2022 Capital Budget. The MEM worked with directors and facility managers to produce site plans for each facility to determine the most suitable public/fleet charging locations. The MEM worked with facility maintenance to come up with a wiring plan. The MEM researched the all available chargers in Canada to determine the most suitable brand of charger to implement. All levels of administration and council are excited to proceed with the project. The MEM and master electrician issued the site plans to local qualified electrical contractors to bid on the work.

Minimum Demand Agreement Review and Cost Savings: The MEM worked with a 3rd party energy consultant to review all town owned facilities MDAs. The findings from the review yielded a \$50,000 cost savings to the town with MDA buy downs. One of the facilities required an immediate purchase buy down as the cost savings exceeded the buy down amount and the remainder of the facilities were able to utilize the no cost buy down waiting period. Administration is pleased to see utility cost savings.

AESO Demand Response Program: The 3rd Party company and its electrical subcontractor are 90% complete with electrical upgrades to enroll Taber in the Program. Taber upgraded the SCADA systems to add remote generator control. Our treatment staff now has full functionality to respond to call-outs from AESO and emergencies through SCADA. During the upgrades the engineers found issues with the existing generators and our WTP generator was not programmed to turn on in a power failure situation. Our treatment staff were very happy to go through the process and correct the issues as part of the enrollment. Administration is excited to enroll Taber in March/April 2022.

South Grow Regional Economic Development Summit engagement with municipalities. The MEM was asked to represent the MEM program with the Pincher Creek/MD Pincher Creek MEM David Desabrais alongside the MCCAC program lead to deliver a panel discussion on the benefits of the MEM program through MCCAC. We were able to discuss topics with small municipalities that currently don't have the capacity for a MEM and advocated the benefits of applying for the program.

Electric Vehicle Charging Program. Taber submitted a funding application in Q3 for 17 type 2 chargers total. The project includes both public charging stations and municipal fleet charging stations at all major town owned facilities. Taber received the approved funding application from MCCAC in April and construction is starting in July. Taber is extremely excited for the project and partnership with MCCAC.

2024 Future Power Commodity. The MEM in collaboration with the Director of Finance and Director of Engineering and Public Works set out to secure 2024 and onward future power supply contract. The MEM worked with AMSC to review the current contract that expires Q4 2023, review future power supply contract options, pricing and duration. The MEM put out a public request for proposal (RFP) for future power commodity and received bids from (3) external power supply distributors. We explored a different product; load following vs 24x7 block product, how to market the facilities with CHP and (future) solar. All of the information was gathered and a recommendation made to the Director of Finance. He was pleased with the results and the MEM provided him with all of the information to make an informed decision with the best rate possible.

Water Treatment Plant and Wastewater Treatment Plant LED Upgrades. Full facility retrofit both inside and outside for both treatment facilities complete in Q3. Project was a great success with the treatment operators extremely happy with the lighting quality and reduced dark spots in both facilities.

AESO Demand Response Program: Taber fully enrolled and generating a daily standby rate for 350kW of combined load to shed in an emergency callout from AESO in Q3. A second load test is scheduled in Q4 during peak season for the treatment facilities and Taber hopes to increase its load profile for the summer months. The first revenue cheque is scheduled to arrive in July and Taber is extremely happy with the overall process. We have not received a callout yet this year.

Climate Resilience Capacity Building: Received a funding agreement from MCCAC for a climate change analysis of Taber's Potable Water and Wastewater Infrastructure. The intent is to analyze the infrastructure against future climate modeling. Phase 2 of the project will include water and wastewater

master plans for future infrastructure upgrades. The operations team is excited for the project and outcomes from the analysis.

Procurement of an Electric Ice Re-Surfacer: Advocated for Taber to start fleet transition to EV and was finally successful. Worked with the manager of Recreation and Grant Coordinator for a submission to MCCAC under the Electric Vehicle Program. Request for proposals is currently on Alberta Purchasing Connection and the recreation budget for 2022 was amended to include the purchase of the Ice Re-Surfacer.

Re-started construction on the Lagoon system ground mounted solar system. COVID supply and staffing issues have caused delays to the completion of the project. Now scheduled for September 2023. The FEM spent a considerable amount of time working with the contractor to come up with a plan to finish the project under the existing contract.

The FEM successfully migrated all of the asset management data from our old obsolete AM software system to an industry standard system. Full migration managed by the FEM on all linear and non-linear assets. The move will allow the FEM to start importing facility specific major equipment components into the asset management system for better life cycle tracking.

Completed the Police Station full indoor/outdoor lighting retrofit to LED lighting with the Fortis Save Energy Grant.

With the help from CLEAResult, identified a major issue with the power billing at the indoor pool facility. Taber installed two 35kW combined heat and power units at the facility, commissioned in October 2021. The FEM and CLEAResult identified a gap in the electricity billing that was not accounted for. The FEM investigated and found that Fortis had not commissioned the bi-directional meter and therefore Taber was not receiving credits for the electricity exported back to the grid. The FEM worked with Fortis, ATCO Renewables and the installer to get all the commissioning documentations to Fortis and we are now receiving credits for the power pushed back to the grid overnight when the facility is at low demand.

Received endorsement from council and successfully passed an Energy Management Policy for the municipality.

Taber was approved by FCM to submit a full Green Municipal Fund application for our version of a Clean Energy Improvement Program. The unique aspect of the Taber program will be an incentive for residents who deploy rooftop solar. Taber received the most sun in the country and that provides us with a unique and innovative Clean Energy Improvement Program.

Taber submitted a Green and Inclusive Community Building grant to expand and modernize our existing Community Centre.

Taber submitted a National Resources Canada Deep Retrofit grant to help offset the engineering/pre-design costs for the solar system.

3 Program Activities

3.1 Benchmarking Study

The MEM imported 16 facilities into the Energy Star Portfolio Manager. The 16 facilities represent all of the facilities owned and utility bills paid for by the municipality under the natural gas and electricity portfolio. Taber currently owns 40 facilities of which 23 are leased or do not have a natural gas or electrical site ID. Energy Star Portfolio manager is a free online software by Energy Star that rates buildings based on their size, building type, energy consumption, water consumption, waste and materials. The data is combined and a score is created based on criteria of a building type created by Energy Star. Having a N/A score does not mean the building is performing poorly. EUI stands for energy use index and is a metric of total energy consumption over the area of the facility. ECI is the energy cost intensity and is a metric of total energy cost over the area of the facility. ECI is the energy cost intensity and is a metric of total energy cost over the area of the facility. Total energy cost includes transmission and distribution charges.

The FEM updated data to capture year two of the program. Three facilities increased energy use index in 2023 compared to 2019. The Water Treatment Plant and Lagoons/Irrigation System increases can be directly attributed to increase water use due to a drought season. The Emergency Services Building (Fire Hall) can be attributed to Alberta Health Services moving in and basing ambulance services out of the fire hall. All other facilities have seen a decline in energy use since 2019.

Table 3: Comparison of energy benchmarking performance matrix

#	Facility Name	Year One			Year Two		
		EUI (GJ/m ²)	ECI (\$/m ²)	Energy Star Score	EUI (GJ/m ²)	ECI (\$/m ²)	Energy Star Score
1	Administration Building	1.59	\$28.52	28	1.53	\$31.01	34
2	Police Station	1.48	\$30.15	N/A	1.23	\$28.66	N/A
3	Emergency Services Building	1.16	\$18.90	N/A	1.55	\$23.91	N/A
4	Community Centre	1.57	\$20.68	48	1.46	\$24.53	59
5	Library *data not available*	1.42	\$30.27	N/A	N/A	N/A	N/A
6	Facility Maintenance and Recreation Shop	1.19	\$17.91	36	0.92	\$16.08	65
7	Public Works Shop	1.31	\$17.53	N/A	1.18	\$16.89	N/A
8	Aquafun Centre	8.92	\$96.13	N/A	8.14	\$77.87	N/A
9	Water Treatment Plant	8.49	\$153.24	N/A	8.57	\$158.65	N/A
10	BNR Sewage Treatment Plant	10.26	\$131.35	N/A	8.06	\$133.43	N/A
11	Sewage Lagoons and Irrigation	16.66	\$379.58	N/A	17.20	\$649.10	N/A
12	Animal Shelter	0.87	\$23.30	N/A	0.84	\$21.75	N/A

13	North Booster Station	6.91	\$332.04	N/A	6.01	\$406.06	N/A
14	Sewer Lift Station	4.93	\$287.28	N/A	5.93	\$297.05	N/A
15	Storm Lift Station (south)	5.72	\$303.45	N/A	2.23	\$222.67	N/A
16	Transfer Site Office	3.70	\$120.71	N/A	2.81	\$107.61	N/A

3.2 In-Scope GHG Inventory and Status

The total 2019 GHG inventory total increased from 6,055 to 6,207 with the added facilities in year two of the program. Taber measured and verified 1,262tCO₂e of annual GHG savings. The FEM revised achieved GHG savings based on measurement and verification under the performance modeling in RETScreen, some projects are under construction or less than a year of data to model and have been added in appendix E.

Table 4: GHG inventory and reduction targets

#	GHG-emitting portfolio	2019 GHG emission (tCO ₂ e/year)	GHG saving target (%)	Expected GHG savings (tCO ₂ e/year)	Target timeline	Annual GHG savings	
						Influenced savings* (tCO ₂ e/year)	%**
1	Administration Building	173	5%	8.7	2023	12.5	7%
2	Police Station	134	5%	6.7	2023	16	12%
3	Emergency Services Building	172	5%	8.6	2023	0	0%
4	Community Centre	1,065	5%	53.3	2023	-35	-3%
5	Library *data not available*	97	0%	0	N/A	0	16%
6	Facility Maintenance and Recreation Shop	84	5%	4.2	2023	3	4%
7	Public Works Shop	185	5%	9.3	2023	29	16%
8	Aquafun Centre	835	5%	41.8	2023	147	18%
9	Water Treatment Plant	979	5%	49	2023	19	2%
10	BNR Sewage Treatment Plant	1,319	5%	66	2023	229	17%
11	Sewage Lagoons and Irrigation	1,012	5%	50.6	2023	842	83%
12	Animal Shelter	11	5%	0.6	2023	0	0%
13	North Booster Station	58	5%	2.9	2023	0	0%
14	Sewer Lift Station	64	5%	3.2	2023	0	0%

15	Storm Lift Station (south)	10	5%	0.5	2023	0	0%
16	Transfer Site Office	10	5%	0.5	2023	0.3	3.2%
Total		6,207	5%	306		1,262	20%

*Influenced savings is the sum of achieved and planned savings

** Influenced savings
GHG emissions

3.3 Energy Scan and Opportunity Register

The FEM created a year two opportunity register to capture ECMs to be included in year two of the MEM program. All year one-line items were carried over to the year two opportunity register for future consideration.

The FEM continued energy scans in year two of the program as identified below. A total of 61 energy conservations were identified at the below facilities and the FEM completed a total of 38 energy conservation measures. See 3.7 for a breakdown of each measure.

Table 5: Facilities update on energy management process

#	Facility name	Scan completion date	Opportunity register submission date	Number of ECMs identified	Number of ECMs implemented	Measures included in EMP	Opportunity register link
1	Water Treatment Plant	Y2	Y2	4	3	Yes	Town of Taber Opp Reg Year2.xlsx
2	Wastewater Treatment Plant	Y2	Y2	6	4	Yes	See link
3	Police Station	Y2	Y2	2	2	Yes	See link
4	Storm Lift Station	Y2	Y2	3	1	Yes	See link
5	North Booster Station	Y2	Y2	4	1	Yes	See link
6	Animal Shelter	Y2	Y2	1	1	Yes	See link
7	Sewer Lift Station	TBD	TBD	1	1	Yes	See link
8	Administration Building	Y1	Y1	13	7	Yes	See link
9	Public Works Shop	Y1	Y1	4	3	Yes	See link
10	Facility Maintenance & Recreation Shop	Y1	Y1	4	4	Yes	See link
11	Library	Y1	Y1	0	0	No	See link
12	Community Centre (Arena, Auditorium, Curling, Museum & Chamber)	Y1	Y1	9	7	Yes	See link

13	Aquafun Centre	Y1	Y1	10	6	Yes	See link
14	Emergency Services Building	Y1	Y1	1	0	Yes	See link
15	Wastewater Lagoons & Irrigation Pumphouse	Y1	Y1	1	1	Yes	See link
16	Transfer Site Office	Y2	Y2	2	1	Yes	See link
17	Multiple Facilities	Y2	Y2	4	4	Yes	See link
	Total			69	46		

3.4 Energy Management Assessment (EMA) & Energy Management Plan (EMP)

EMA: Year two EMA was conducted with CLEAResult, the MEM and the executive sponsors in November 2022. With the progress from Y1 the metrics for the municipality completeness scale grew in most categories and can be reviewed in the spider chart below. A main takeaway from the EMA session with CLEAResult was employee and community engagement and was identified as an area of improvement in the program.

August 2023 – The FEM marked all on-going assessment items complete as he is now a graduate of the program. May of the EMA action items have been integrated into the FEM position. Taber views this as a good success and will work towards continuous improvement.

EMP: The FEM marked any ECMs that have been started or are under construction as complete for this report purpose.

3.5 Engagement Campaign

As noted above in the EMA, engagement was identified as an area of improvement in the program. The FEM continued contributing to the monthly town news letter. The monthly town news letter pauses during the summer months and will resume in the fall. The FEM will continue to provide content to the newsletter

The FEM continues to keep employees up to date on residential grants, energy saving tips and general energy related topics as they come up.

3.6 Energy Management Software (EMS)

The FEM currently utilizes RETScreen (feasibility) and calculations to quantify savings at the planning stage and RETScreen (performance) measurement and verification to measure and verify the savings after project implementation at a given facility. The measurement and verification function of RETScreen is the primary M&V tool for the FEM. The FEM is using the following EMSs to measure and verify ECMs and the energy savings at facilities: RETScreen // Excel-based energy models // Engineering calculations and studies.

Baseline energy models are complete for 12 of the 16 facilities included in the portfolio. The event log (tracks energy conservation measure or facility event dates relating to energy) is updated quarterly by the FEM with replacement, breakdown or implementation data at a given facility. Measurement and Verification function is the primary tool to track energy savings and is done quarterly. The M&V function basis reductions on what the expected energy consumption is based on historical factors such as weather and any variables added against recorded utility data. The difference between the baseline predicted and the utility data represents the savings. The FEM based all achieved GHG savings from Table 4 on the M&V function of RETScreen. See below for the building portfolio being tracked for year two of the MEM program.

Please note that the lift stations and booster station was omitted from performance tracking. The FEM concluded that the facilities pumping schedules are based on SCADA and there is no logical way to track the pumping besides pulling the data off of SCADA which would be time consuming for modeling.

Table 6: Energy Management Software Plan for building portfolio

#	Facility Name	Chosen EMS	Competency Level (Scale 1-5) ¹	Fuel Type to be Quantified	Model completion date
1	Water Treatment Plant	RETScreen	4	Elec/Gas	Y1
2	BNR Sewage Treatment Plant	RETScreen	4	Elec/Gas	Y1
3	Administration Building	RETScreen	4	Elec/Gas	Y1
4	Police Station	RETScreen	4	Elec/Gas	Y2
5	Public Works Shop	RETScreen	4	Elec/Gas	Y1
6	Facility Maintenance & Recreation Shop	RETScreen	4	Elec/Gas	Y1
7	Library	N/A	0	Elec/Gas	N/A
8	Community Centre	RETScreen	4	Elec/Gas	Y1
9	Aquafun Centre	RETScreen	4	Elec/Gas	Y1
10	Emergency Services Building	RETScreen	4	Elec/Gas	Y2
11	Wastewater Lagoons & Irrigation Pumphouse	RETScreen	4	Elec	Y1
12	Animal Shelter	RETScreen	4	Elec/Gas	Y2
13	North Booster Station	RETScreen	0	Elec/Gas	N/A
14	Sewer Lift Station	RETScreen	0	Elec/Gas	N/A
15	Storm Lift Station (South)	RETScreen	0	Elec/Gas	N/A
16	Transfer Site Office	RETScreen	4	Elec/Gas	Y2

¹ Provide the competency level on chosen EMS – **1:** No prior knowledge, training, or experience; **2:** Beginner knowledge - has attended training or experiential learning, but is not yet competent; **3:** Intermediate knowledge and experience, able to work on the subject with extra leanings; **4:** Advanced knowledge and experience, comfortable to work on the subject; **5:** can be considered an expert on this subject

3.7 Projects Summary

Table 7: List of measures completed to date and planned with approved budget/funding

Please note that the calculations below reflect the energy models during the program. The Community Centre experienced an increase in energy usage during the program and that is reflected below. IF Taber is successful on the GICB application, that trend will decrease over the long term.

SN	Measure/Project details	Measure category	Cost class	Expected measure cost (\$)	Expected energy saving (kWh/year)	Expected energy savings (GJ/year)	Expected cost savings (\$/year)	Expected GHG savings (tCO ₂ e/year)	Expected measure lifetime (years)	EMS Used for calculations	Completion date
Public Works Building (This facility uses RETScreen model to track the GHG savings)											
1	ECM 41: High Bay LED Retrofit for shop bays.	OR	Capital	\$11,263	46,435	0	\$4,436	31	15	RETScreen	1/15/2022
2	ECM 42: Schedule space temperature setbacks and ventilation settings based on occupancy.	OR	No Cost	\$0	0	0	0	0	0	RETScreen	4/20/2022
3	ECM 53: Smart Stat Retrofit	OR	Low Cost	\$600	11,835	-33	-\$188	-2	10	RETScreen	02/10/2023
RETScreen Savings Total				\$11,863	58,435	-33	\$4,248	29	15		
Aquafun Centre (This facility uses RETScreen model to track the GHG savings)											
4	ECM 32: Commissioned (2) Yanmar 35kW CHPs	OR	Capital	\$556,000	455,514	-2,928	\$27,071	120	25	RETScreen	11/1/2021
5	ECM 29: Full facility LED retrofit.	OR	Capital	\$20,000	44,454	0	\$3,798	27	15	RETScreen	10/1/2021
6	ECM 48: Thermographic scan of building Envelope	OR	Low Cost	\$0	0	0	0	0	5	RETScreen	1/5/2022

7	ECM 31: Re-Line hot water storage tank.	OR	Capital	\$10,000	0	0	0	0	20	RETScreen	9/30/2022
8	ECM 65: Replace heat exchanger on AHU	OR	Capital	\$90,000	0	0	0	0	20	RETScreen	4/20/2023
9	ECM 74: Retro-Commissioned the bi-directional electricity meter with Fortis	OR	No-Cost	\$0	0	0	TBD	0	100	Utility Bill	06/23/2023
RETScreen Savings Total				\$676,000	499,968	-2,928	\$25,092	147			

Community Centre (Arena, Auditorium, Curling, Museum & Chamber) (This facility uses RETScreen model to track the GHG savings)

10	ECM 35: Full facility LED retrofit.	OR	Capital	\$64,000	31,228	0	\$4,338	20	15	RETScreen	10/1/2021
11	ECM 49: Thermographic scan of building Envelope	OR	Low Cost	\$0	0	0	0	0	5	RETScreen	1/5/2022
12	ECM 36: Install or repair door sweeps, weatherstripping and caulk to reduce air infiltration.	OR	Low Cost	\$0	0	0	0	0	5	RETScreen	5/30/2022
13	ECM:37: Inspect seasonal equipment if left plugged in after ice removal.	OR	No Cost	\$0	0	0	0	0	5	RETScreen	4/30/2022
14	ECM 54: Replace gas furnace with high efficiency furnace for Archery Room	OR	Capital	\$12,000	0	0	0	0	30	RETScreen	7/30/2022
15	ECM 53: Smart Stat Retrofit	OR	Low Cost	\$2,000	0	0	0	0	10	RETScreen	02/10/2023
16	ECM 57: Replace natural gas Zamboni with EV Zamboni	OR	Capital	\$150,000	0	0	0	5	15	RETScreen	05/18/2023
-	Difference in net savings from early ice plant operation	N/A	N/A	0	-76,637	-391	-\$8,044	-60	-	RETScreen	05/18/2023
RETScreen Savings Total				\$228,000	-45,409	-391	-\$3,706	-35			

Multiple Facilities WTP/WWTP/Solids Handling/Lift Station (External Consultant Excel)

17	ECM 50: MDA Buy-Downs for 5 Facilities Total)	OR	Capital	\$10,778.70	0	0	\$35,929	0	100	Eng. Calcs	2/23/2022
RETScreen Savings Total				\$10,778.70	0	0	\$35,929	0			
Facility Maintenance Shop (This facility uses RETScreen to measure savings)											
18	ECM 44: Schedule space temperature setbacks and ventilation settings based on occupancy.	OR	Low Cost	\$0	0	0	0	0	100	RETScreen	2/20/2022
19	ECM 43: Convert shop bay lighting from 24/7 to occupancy sensors.	OR	No Cost	\$0	0	0	0	0	100	RETScreen	3/30/2022
20	ECM 53: Smart Stat Retrofit	OR	Low Cost	\$880	0	53	\$301	3	10	RETScreen	1/15/2023
21	ECM 72: Add door sweeps to north doors	OR	Low Cost	\$0	0	0	0	0	0	RETScreen	08/30/2023
RETScreen Savings Total				\$880	0	53	\$301	3			
Administration Building (This facility uses RETScreen to measure savings)											
22	ECM 16: Space heater exchange program	OR	Low Cost	\$630	2,200	0	\$200	1	5	RETScreen	On-going
23	ECM 21: Thermographic scan of building Envelope	OR	Low Cost	0	0	0	0	0	5	RETScreen	1/5/2022
24	ECM 20: Install or repair door sweeps, weatherstripping and caulk to reduce air infiltration.	OR	Low Cost	\$20	0	0	0	0	0	RETScreen	2/3/2022
25	ECM 3/53: Install Smart T-Stats	OR	Low Cost	\$800	2,500	100	\$800	6	10	RETScreen	01/15/2023
26	ECM 8: Replace Perimeter RTU at end of Life	OR	Capital	\$20,000	4,000	6	\$350	3	15	RETScreen	9/30/2022
27	ECM 12: LED Retrofit Finance Department	OR	Capital	\$10,000	5,400	0	\$350	2.5	15	RETScreen	12/31/2022

28	ECM 81: LED Retrofit West Wing	OR	Capital	\$5,000	0	0	0	0	15	RETScreen	08/31/2023
RETScreen Savings Total				\$36,450	14,100	106	\$1,700	12.5			
Multiple Facilities - WTP/WWTP/Lagoon System (Tracked revenue by MEM)											
29	ECM 52: Enroll Taber in the AESO Demand Response Program	OR	No Cost	\$0	0	0	\$82,000	0	5	Year 1 Revenue	2/25/2022
RETScreen Savings Total				\$0	0	0	\$82,000	0			
Water Treatment Plant (This facility uses RETScreen to measure savings)											
30	ECM 45: WTP LED Retrofit	OR	Capital	\$36,257	73,107	0	\$5,551	39	15	RETScreen	3/30/2022
31	ECM 59: Temperature setback to 18-degrees	OR	No Cost	0	0	0	0	0	100	RETScreen	10/30/2022
32	ECM 63: Replace (3) Furnaces with High Efficiency Furnaces	OR	Capital	\$14,000	0	-405	-\$2,305	-20	20	RETScreen	1/15/2023
RETScreen Savings Total				\$50,257	73,107	-405	\$3,246	19			
Wastewater Treatment Plant (This facility uses RETScreen to measure savings)											
33	ECM 46: WWTP LED Retrofit	OR	Capital	\$52,398	73,260	0	\$4,100	37	15	RETScreen	4/30/2022
34	ECM 58: Temperature setback to 18-degrees	OR	No Cost	0	0	2,923	\$16,637	145	-	RETScreen	9/30/2022
35	ECM 77: Process air blower adjustment	OR	No Cost	0	85,740	0	\$12,073	48	-	RETScreen	03/24/2023
36	ECM 82: Service and Repair (3) Primary AHUs	OR	Capital	\$14,000	0	0	0	0	-	RETScreen	08/31/2023

RETScreen Savings Total			\$66,398	159,000	2,923	\$32,810	229			
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Multiple Facilities (Admin/Police/EMS/Public Works/Arena)

37	ECM 55: Install 13 level 2 charging stations	OR	Capital	\$0	0	0	0	0	20	Eng calcs	11/20/2022
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RETScreen Savings Total			\$0	0	0	0	0			
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Police Station (This facility uses RETScreen to measure savings)

38	ECM 53: Smart Stat Retrofit	OR	Low Cost	\$1,100	0	72	\$409	4	10	RETScreen	1/30/2023
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39	ECM 60: Full facility LED Retrofit	OR	Capital	\$30,000	22,633	0	\$1,718	12	15	RETScreen	05/31/2023
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RETScreen Savings Total			\$31,100	65,930	72	\$2,128	16			
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Storm Lift Station

40	ECM 61: Reduce building setpoint to 12 degrees	OR	No-Cost	\$0	TBD	TBD	TBD	0.5	20	N/A	1/30/2023
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RETScreen Savings Total			0	0	0	0	0.5			-	-
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North Booster Station

41	ECM 74: Reduce building setpoint to 12 degrees	OR	No-Cost	\$0	TBD	TBD	TBD	TBD	20	N/A	1/30/2023
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RETScreen Savings Total			0	0	0	0	0			-	-
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Transfer Site Office (This facility uses RETScreen to measure savings)

42	ECM 53: Smart Stat Retrofit	OR	Low Cost	\$200	624	5	\$75	0.3	10	RETScreen	02/31/2023
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RETScreen Savings Total				\$200	624	5	\$75	0.3			
Animal Shelter (This facility uses RETScreen to measure savings)											
43	ECM 53: Smart Stat Retrofit	OR	Low Cost	\$200	0	1	0	0	10	RETScreen	02/31/2023
RETScreen Savings Total				\$200	0	1	0	0			
Sanitary Lift Station (This facility <u>does not</u> use RETScreen to measure savings)											
44	ECM 66: Replace Unit Heater with High Efficiency	OR	Finance	\$2,000	0	0	0	0	15	None	04/31/2023
RETScreen Savings Total				\$2,000	0	0	0	0			
Multiple Facilities (Town Wide and Community Partners) (Estimated Savings by MEM)											
45	Future Power Commodity Procurement 2024-2027	OR	Finance	\$0	0	0	\$11,500	0	3	Excel	10/30/2022
RETScreen Savings Total				\$0	0	0	\$11,500	0			
Wastewater Lagoons & Irrigation Pumphouse (Engineering Calculations as system is under construction)											
46	ECM 51: Wastewater Lagoons & Irrigation Solar 1.08MW	OR	Capital	\$1,385,870	1,589,000	0	\$120,645	842	30		
RETScreen Savings Total				\$1,385,870	1,589,000	0	\$120,645	842			
Municipality Total for Taber				\$2,499,996	2,371,458	-597	\$315,966.26	1,263	-		

*OR: Opportunity Register

4 Study and Capital Project List

The summary below is a snapshot of the list of capital projects with grant funding approved or planned by the FEM in 2023. Confirmed capital projects without grant funding can be found in table 9.

Table 8: Summary of studies and capital projects

Facility	Project	Grant funding		Status
		Provider or Program	Amount	
Confirmed:				
Town Wide	Water and Wastewater Climate Resiliency Analysis	MCCAC Climate Resilience Capacity Building Program	\$ 20,000	Analysis complete February 2023.
Community Centre	EV Zamboni	Capital & MCCAC	\$ 150,000	Project complete.
Police Station	Full Facility LED Upgrade	Fortis Save Energy	\$ 5,000	Project complete.
Town Wide	Asset Management Implementation	FCM MAAP	\$ 50,000	Migration complete, FEM working on planning document deliverables.
Town Wide	Water Master Plan	MCCAC Climate Resilience Capacity Building Program	\$ 60,000	Project with Engineering and Public Works Department
Community	Clean Energy Improvement Program	FCM Community Efficiency Financing	\$ 1,500,000	Approved by FCM to submit full application, anticipate Q2 2024 for rollout.
Town Wide	Electric Vehicle Charging Program	MCCAC EVCP	\$100,000	Funding agreement executed by MCCAC and Taber. Project is now in the construction phase. 11 charging stations total.
Public Works	Full Shop Area LED Upgrade	Fortis Save Energy	\$ 5,000	Project complete.
Total			\$1,790,000	
Planned:				
Community Centre	Retrofit of community centre with second full sheet of Ice	GICB	\$ 9,999,999	Grant submitted, FEM still waiting on response.
Operations	Funding to cover engineering costs for solar system and look into future deep retrofits	NRCAN Deep Retrofit Accelerator	\$100,000	Grant submitted, FEM still waiting on response.

Total			\$10,099,999	
Exploring:				
Water Treatment Plant	Solar System	TBD	\$ 1,000,000	FEM completed work on ground mounted design and costing for a solar PV system to offset electricity consumption at the WTP. Waiting on solar grants.
EMS Solar	Rooftop Solar System	MCCAC	\$150,000	Waiting to see fall MCCAC funding, will try to chase grant to deploy rooftop solar to our new fire hall.
Wastewater Treatment Plant	Solar System	TBD	\$ 1,350,000	FEM working on ground mounted design and costing for a solar PV system to offset electricity consumption at the WWTP.
Wastewater Treatment Plant	Combined Heat and Power	TBD	TBD	MEM exploring the feasibility of installing a CHP that uses facility bio gas as a fuel source for CHP to offset electrical consumption and reduce heat demand from natural gas.
Town Wide	Community GHG Emissions Tracking	FCM	\$14,000	Working with Emissions on grant proposal and procurement of GHG tracking software to baseline the community.
Aquafun Centre	On-Demand Power Factor Correction	ATCO Renewable Grant	\$15,000	Working on scope, equipment for 2024 grant submission.
Total			\$1,179,000	

5 Future Work

The FEM graduates from the MEM program in August 2023. However, energy management will continue for Town of Taber. The FEM will take learned experiences, knowledge and the MEM email list as assets as Taber moves forward with facilities management and energy management. There is much to be excited for including the GICB grant results, future funding from MCCAC and the completion of our ground mounted solar system.

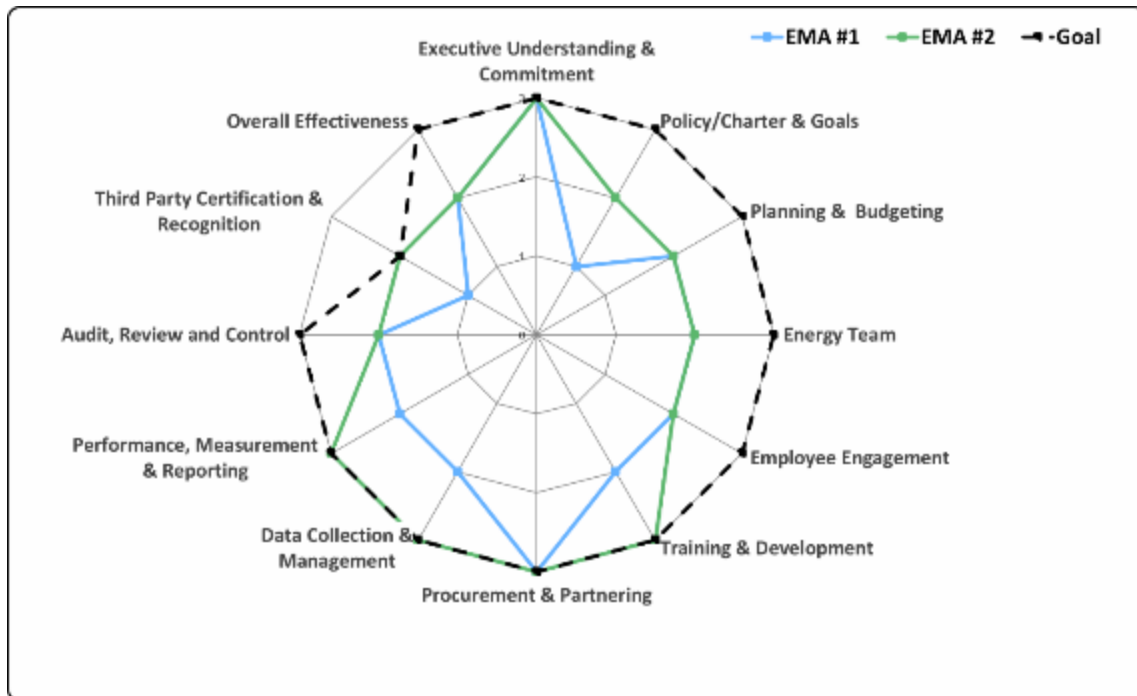
Taber has and will continue down the path of sound energy management beyond the MEM program.

Appendix A: EMA Analysis for the Town of Taber and Action Items

Table 9: Updates on the EMA Action Items

Management Area	Action Item	Status	Comments/updates
Plan			
Policy/Charter & Goals	Build a sustainability plan which includes the scope of committed parties. Bring the draft of energy policy to council for approval. **COMPLETE**	Q3 2023	Blake
Policy/Charter & Goals	Include the language around energy efficiency in the existing procurement policy and circulate amongst all the department. **FUTURE TASK**	Q2 2023	Blake, John
Policy/Charter & Goals	Share all the policies including sustainability plan with staff to create awareness around energy efficiency and town's priorities **COMPLETE**	Q3 2023	Blake
Planning & Budgeting	Consider establishing Green Revolving fund where savings from the energy efficient projects is reinvested to implement more projects. Refer to Town of Banff Green Revolving fund.	Q3 2023	Blake, John
Planning & Budgeting	Formalize the budgeting process for energy efficiency projects by including a line item in the 2024 and future annual general budget **COMPLETE**	Q4 2023	Blake, John
Do			
Energy Team	Combine energy and environment committee to work on all the energy and sustainability related initiatives. Conduct regular meetings. **Environmental committee on hold as per CAO**	Q1 2023	Blake
Employee Engagement	Set up engagement methods to share program progress with broader employee base. Use recurring Newsletter (Cornhusk Chronicles) as one of the platforms. Refer to CLEAResult SharePoint for sample ideas and draft on energy efficiency content. **COMPLETE**	Q1 2023	Blake, Communication team
Employee Engagement	Share energy efficiency tips and best practices with employees to align their actions that contribute towards achieving town's goals. **COMPLETE**	Q1 2023	Blake
Check			

Data Collection and Management	Invest in an asset management software and include major equipment in the database to better manager their lifespan and maintenance schedule. **COMPLETE**	Q3 2023	Blake
Performance, Management & Reporting	Identify KPIs such as energy use intensity, energy cost intensity, GHGs, etc. and share with employees through newsletter or other medium to boost awareness and engagement. **COMPLETE**	Q2 2023	Blake
Act			
Audit, Review & Control	Tailor the winter and shutdown checklist available on SharePoint and emulate with the existing safety and a biannual energy checklist where an iPad is used to track the progress. **FUTUE TASK**	Q3 2023	Blake
Overall effectiveness	Continue to explore funding opportunities for capital project upgrades. **On-going**	Q2 2023	Blake
Overall effectiveness	Invest time and resources both in capital and low cost / no cost projects to achieve energy, cost, and emissions savings **COMPLETE**	Q2 2023	Blake



SURVEY RESULTS

	Management Area	EMA #1	EMA #2	Goal
Plan	Executive Understanding & Commitment	3	3	3
	Policy/Charter & Goals	1	2	3
	Planning & Budgeting	2	2	3
Do	Energy Team	2	2	3
	Employee Engagement	2	2	3
	Training & Development	2	3	3
	Procurement & Partnering	3	3	3
Check	Data Collection & Management	2	3	3
	Performance, Measurement & Reporting	2	3	3
Act	Audit, Review and Control	2	2	3
	Third Party Certification & Recognition	1	2	2
	Overall Effectiveness	2	2	3
TOTALS		24	29	35
% Actual versus Goal		69%	83%	

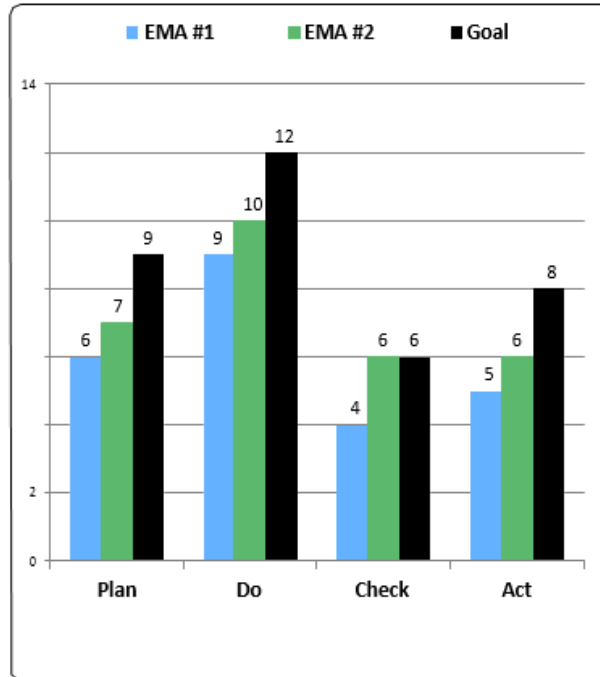
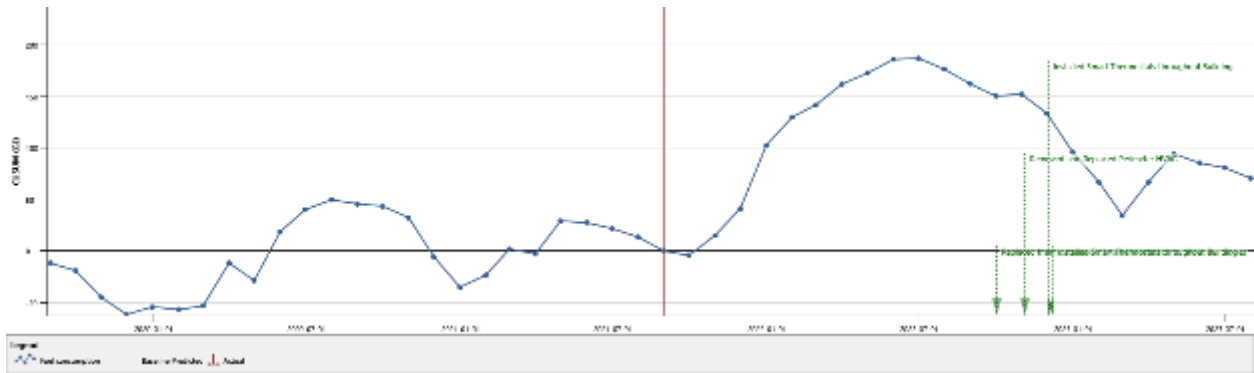


Figure 2: Survey scoring and PDCA versus goal chart for the Town of Taber

Town of Taber - Energy Management Plan												
	2022				2023							
	September	October	November	December	January	February	March	April	May	June	July	August
1	<p>***COMPLETE*** ECM 31 Aquafun Centre</p> <p>Re-line hot water storage tank.</p> <p>Owner: Facility Maintenance</p> <p>11/01/2022 - MEM and FM to reduce setpoints in November.</p>	<p>***COMPLETE*** ECM 59 Water Treatment Plant Facility</p> <p>Temperature setback to 18 degrees.</p> <p>Owner: Facility Maintenance</p> <p>11/01/2022 - MEM and FM to reduce setpoints in November.</p>	<p>***COMPLETE*** ECM 8 Admin Building</p> <p>Replace one existing RTU that serves perimeter of the building with higher efficiency model including.</p> <p>Owner: Facility Maintenance</p> <p>06/30: Fall 2022 is the installation timeline.</p>	<p>***COMPLETE*** ECM 63 Water Treatment Plant</p> <p>Replace (3) furnaces with high efficiency furnaces</p> <p>Owner: MEM</p> <p>11/17: Ordered furnaces</p>	<p>**COMPLETE** ECM 72 Facility Maintenance/Recreation</p> <p>Install door sweeps on north doors.</p> <p>Owner: Facility Maintenance</p> <p>04/28/2023: To be revisited in fall.</p>	<p>**COMPLETE** ECM 65 Aquafun Centre</p> <p>Replace heat exchanger or replace AHU.</p> <p>Owner: Facility Maintenance</p> <p>04/28/2023: Completed. Blake will put the cost numbers of the overall impact.</p> <p>03/31/2023: Procurement is done.</p>	<p>**COMPLETE** ECM 60 Police Station</p> <p>Full facility LED retrofit.</p> <p>Owner: MEM and Facility Maintenance</p> <p>06/15/2023: Construction completed</p> <p>05/25/2023: Ongoing construction, planned to be finished up in June 2023</p> <p>04/28/2023: Ongoing construction.</p> <p>03/31/2023: Quotes received.</p>	<p>**COMPLETE** ECM 57 Community Centre</p> <p>Replace propane Zamboni 450 with EV Zamboni, make and model to be determined</p> <p>Owner: Recreation</p> <p>05/25/2023: EV Zamboni arrived</p> <p>04/28/2023: Chargers are already installed. Expected delivery of Zamboni is May 01.</p>	<p>**COMPLETE** ECM 78 Auditorium</p> <p>Replaced old DHW tank with new energy efficient DHW tank</p> <p>Owner: Facility Maintenance</p>	<p>**COMPLETE** ECM 79 Aquafun Centre</p> <p>Retocomissioned the bi-directional meter at facility to account for CHPs pushing power back to the grid</p> <p>Owner: Facility Maintenance</p> <p>07/21: MEM to monitor facility for one year and negotiage retro-</p>	<p>**COMPLETE** ECM 81 Administration</p> <p>LED Upgrades</p> <p>Owner: Facility Maintenance</p> <p>Upgrading Lights on the west office wing and hallway complete with occupancy sensors and hallway sensors.</p>	<p>**COMPLETE** ECM 51 Wastewater Lagoons & Irrigation Pumphouse</p> <p>1MW Solar farm to turn both facilities net-zero</p> <p>Owner: MEM</p> <p>05/25/2023: Panels are installed, wiring to follow.</p> <p>04/28/2023: Construction</p>
2	<p>**COMPLETE** ECM 55 Town Wide</p> <p>Install 11 level 2 charging stations at various facilities around Taber</p> <p>Owner: MEM</p> <p>11/01/2022 - Waiting on gateways to comission.</p>	<p>ECM 16 ** 50% COMPLETE** Admin Building</p> <p>Put a space heater policy in place to reduce the number of space heaters in use. Optimize HVAC setpoints.</p> <p>Owner: MEM</p> <p>03/31: Pick up on the engagement in next winter.</p>	<p>**COMPLETE** ECM 30 Aquafun Centre</p> <p>Install or repair door sweeps, weatherstripping and caulk to reduce air infiltration.</p> <p>Owner:</p> <p>04/28/2023: To be revisited in fall.</p> <p>03/31/2023: One door was fixed with weatherstripping though still</p>	<p>**COMPLETE** ECM 53 20 Facilities</p> <p>Install smart networked T-stats and schedule space temperature setbacks where possible.</p> <p>Owner: MEM and Facility Maintenance</p> <p>03/31/2023: All the t-stats are installed and operational.</p>	<p>**COMPLETE** ECM 53 20 Facilities</p> <p>Replace analog thermostats with programmable T-stats. Facility maintenance shop, Police Station, Administration Building, arenas</p> <p>COMPLETE</p> <p>Owner: MEM and Facility Maintenance</p> <p>04/28/2023: Completed. All facilities</p>	<p>**COMPLETE** ECM 67 Transfer Station</p> <p>Seal exterior screw holes and door sweep.</p> <p>Owner: Facility Maintenance</p> <p>04/28/2023: To be revisited in fall.</p>				<p>**ONGOING** ECM 80 Aquafun Centre</p> <p>Power Factor issues identified at facility. FM repaid capacitors and put together a active power factor correction proeject. MEM looking into grant funding.</p> <p>Owner: Facility Maintenance</p>	<p>**COMPLETE** ECM 82 WWTP</p> <p>HVAC Upgrades</p> <p>Owner: Facility Maintenance</p> <p>Servicing and minor upgrades to (3) primary air handling units.</p>	
3	<p>***COMPLETE*** ECM 58 Wastewater Treatment Plant</p> <p>Facility temperature setback to 18 degrees.</p> <p>Owner: Facility Maintenance</p>	<p>***COMPLETE*** ECM 61 Storm Lift Station</p> <p>FM to reduce building setpoint.</p> <p>Owner: Facility Maintenance and MEM</p> <p>11/01/2022 - FM and MEM to investigate high NG consumption</p>	<p>**COMPLETE** ECM 69 South Storm Lift Station</p> <p>Setback thermostat from 15 degrees celcius to 5 degrees</p> <p>Owner: MEM</p>	<p>**COMPLETE** ECM 64 Wastewater Treatment Plant Facility</p> <p>Repair cracked heat exchanger.</p> <p>Owner: Facility Maintenance</p> <p>05/25/2023: To be revisited later.</p> <p>04/28/2023: Facility staffs were tied up with AHU fixing in the pool. To be revisited after finishing up the work.</p>	<p>**COMPLETE** ECM 74 North Booster</p> <p>Winter temperature setback from 20 degrees to 12 degrees</p> <p>Owner: MEM</p> <p>12/29: Complete.</p>	<p>**COMPLETE** ECM 3 Admin Building</p> <p>Install smart networked T-stats and schedule space temperature setbacks based on occupancy for all the areas.</p> <p>Owner: MEM</p> <p>06/30: Revised schedule to Fall 2022</p> <p>04/28: Installation in mid-summer</p>						<p>**COMPLETE** ECM 48 Water Treatment Plant Facility</p> <p>Weatherization of man-doors including thermal scan.</p> <p>Owner: Facility Maintenance</p> <p>04/28/2023: To be revisited in fall</p>
4	<p>***DROPPED*** ECM 34 Aquafun Centre</p> <p>Schedule space temperature setbacks and ventilation settings based on off-peak schedule.</p> <p>Owner: Facility Maintenance</p> <p>11/01/2022 - After reaserch it was determined as not feasible to reduce temperature overnight above 0.5 degrees as the time to</p>	<p>**STOPPED WORK** ECM 62 Public Works</p> <p>Install timers on over head doors to reduce heat loss if left open.</p> <p>Owner: Facility Maintenance and MEM</p> <p>11/01/2022 - MEM investigated and determined the risk to the doors and increased incidents were too high. ECM moved to</p>	<p>**COMPLETE** ECM 70 Recreation Bays at Facility Maintenance</p> <p>Setback thermostat from 20 degrees celcius to 12 degrees</p> <p>Owner: Facility Maintenance</p>	<p>**COMPLETE** ECM 66 Sanitary Lift Station</p> <p>Replace unit heater with high efficiency unit heater.</p> <p>Owner: Facility Maintenance</p> <p>04/28/2023: Completed early April 2023.</p>	<p>**COMPLETE** ECM 68 Transfer Station</p> <p>Remove programable thermostat and install smart stat on schedule.</p> <p>Owner: Facility Maintenance</p>							<p>**COMPLETE** ECM 49 Wastewater Treatment Plant Facility</p> <p>Weatherization of man-doors including thermal scan.</p> <p>Owner: Facility Maintenance</p> <p>04/28/2023: To be revisited in fall.</p>

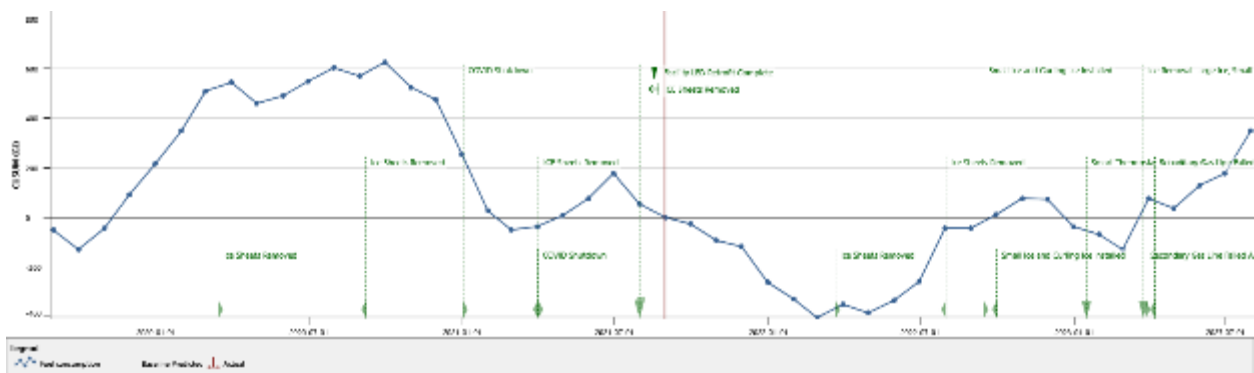
Administration Building: Natural Gas Model



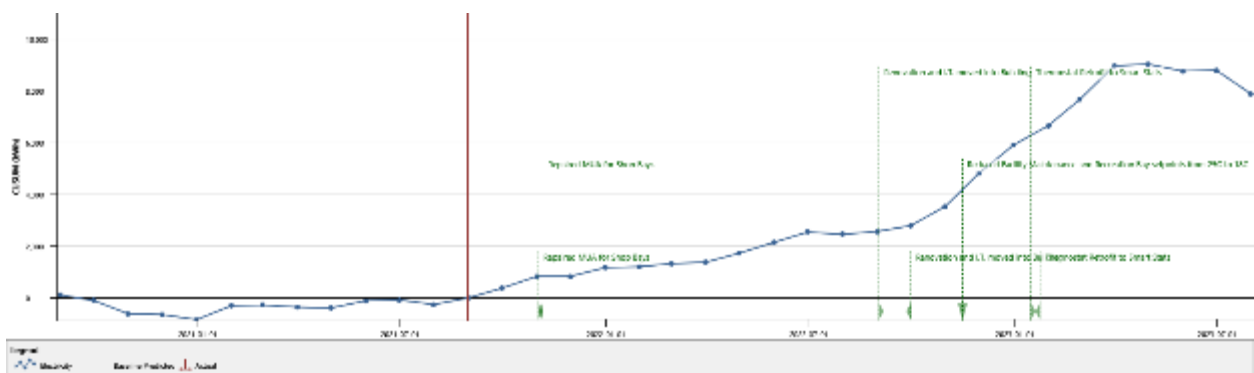
Community Centre: Power Model



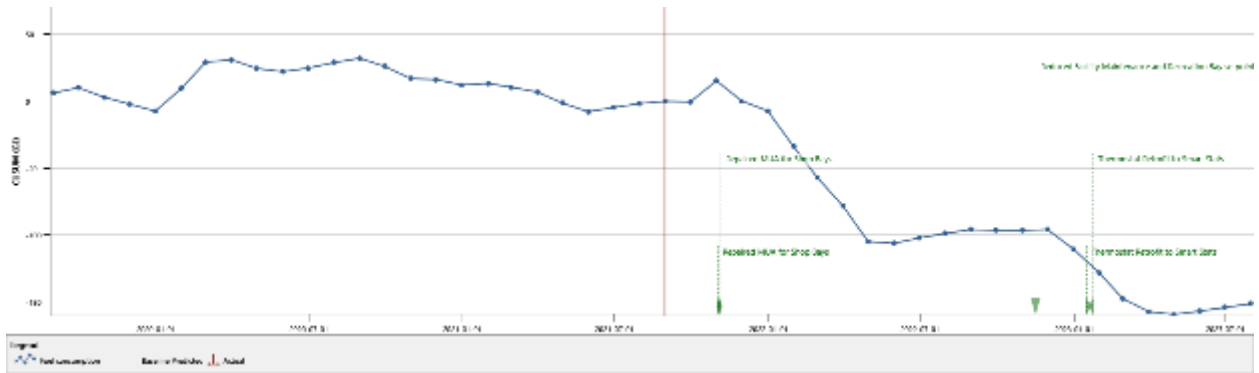
Community Centre: Natural Gas Model



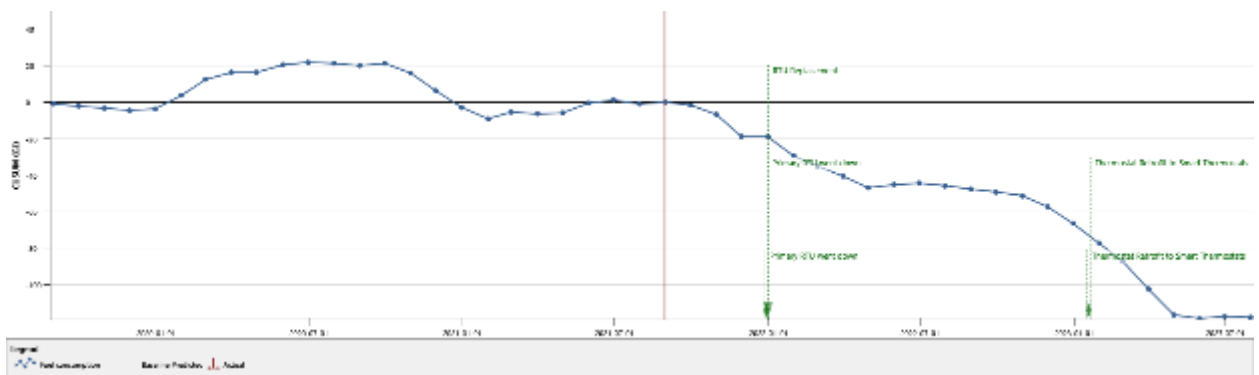
Facility Maintenance Shop: Power Model



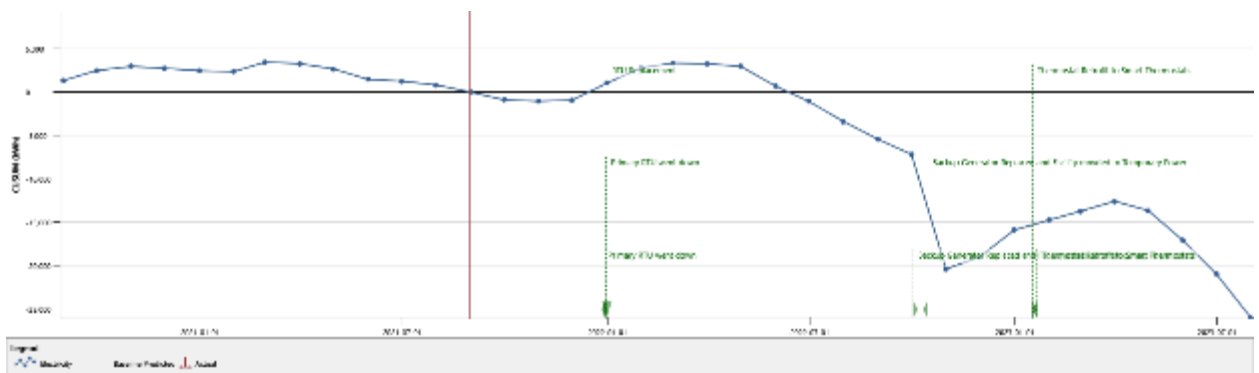
Facility Maintenance Shop: Natural Gas Model



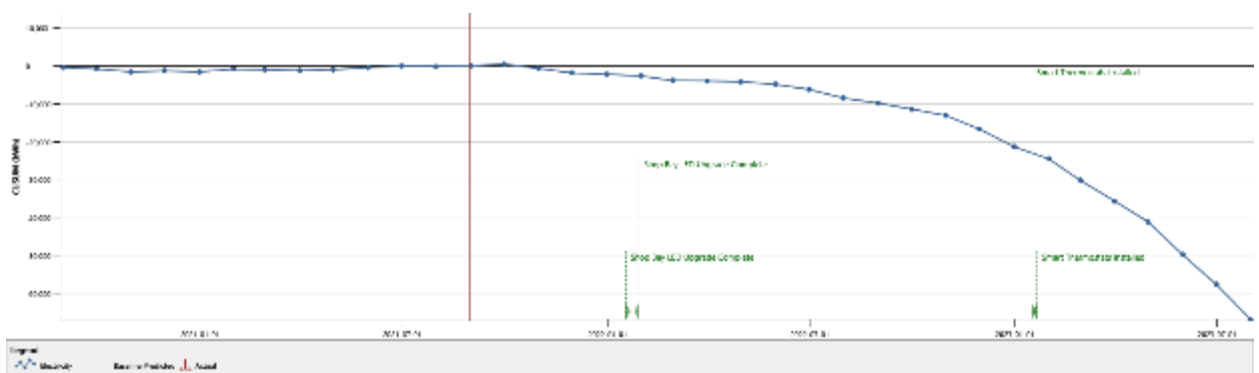
Police Station: Natural Gas Model



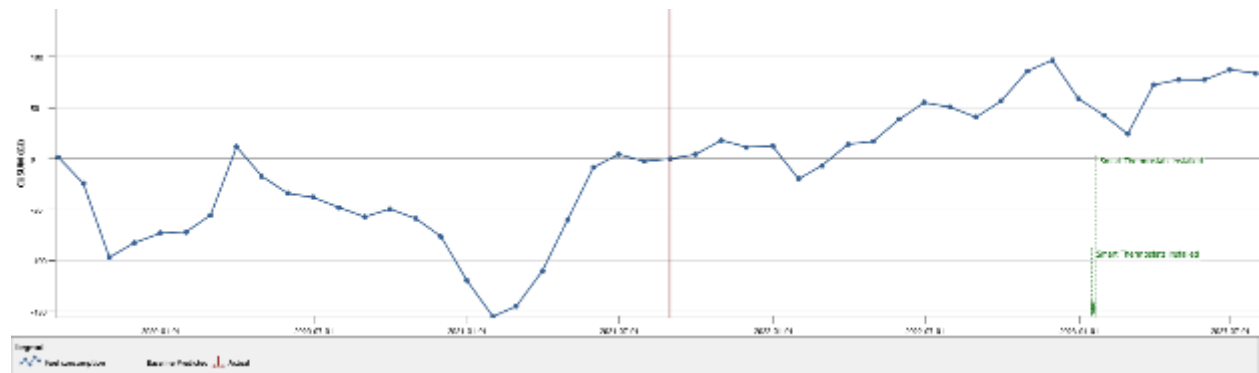
Police Station: Power Model



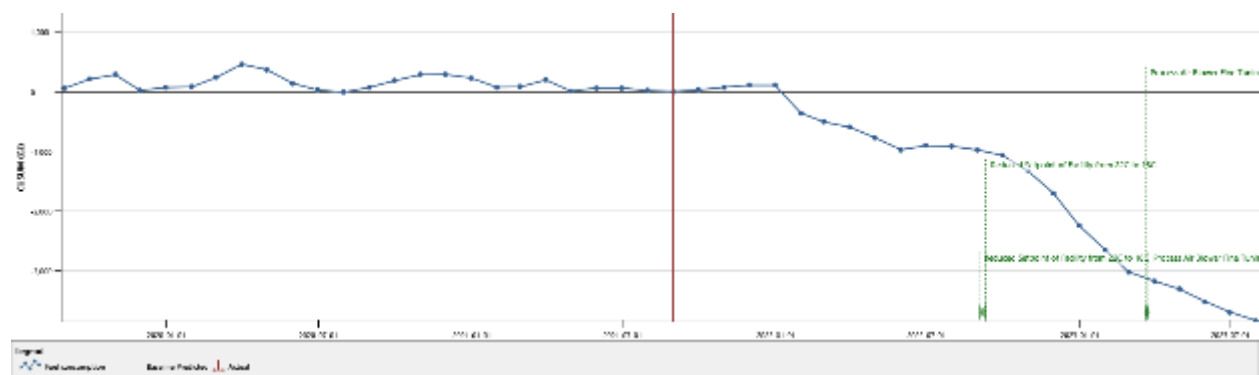
Public Works Shop: Power Model



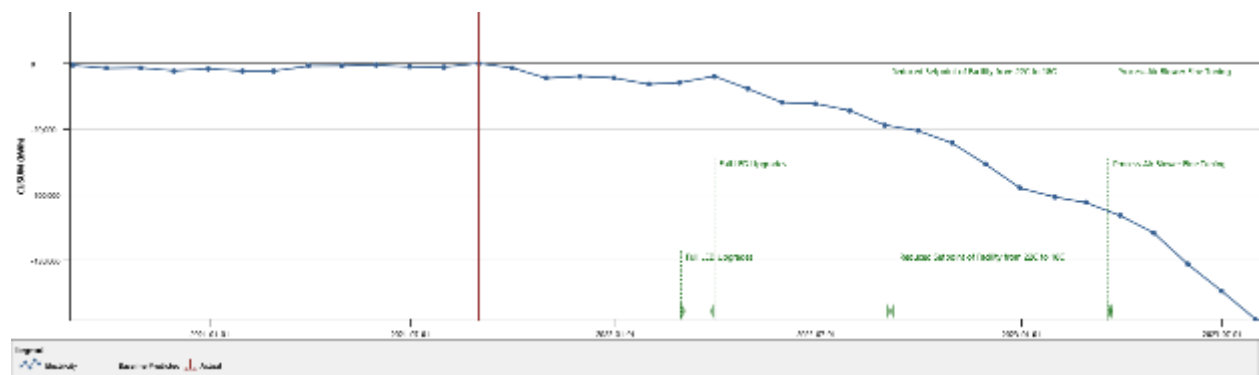
Public Works Shop: Natural Gas Model



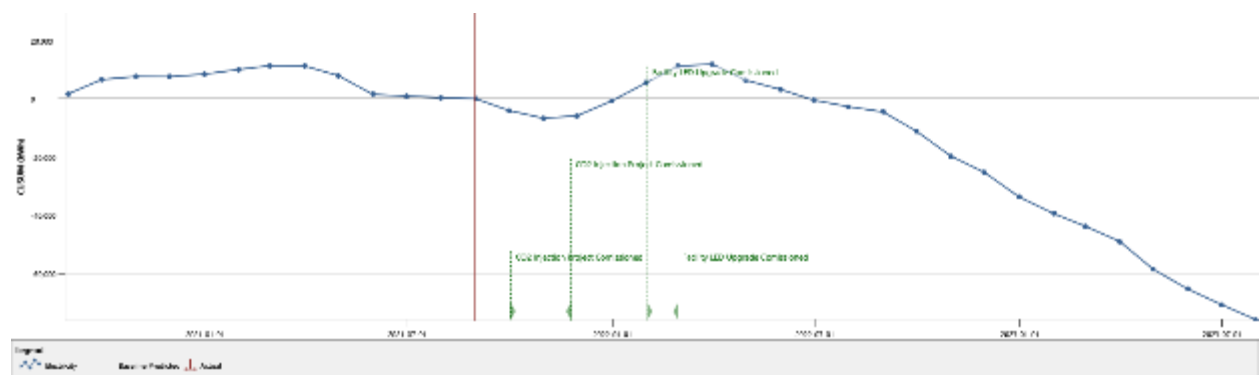
Wastewater Treatment Plant: Natural Gas Model



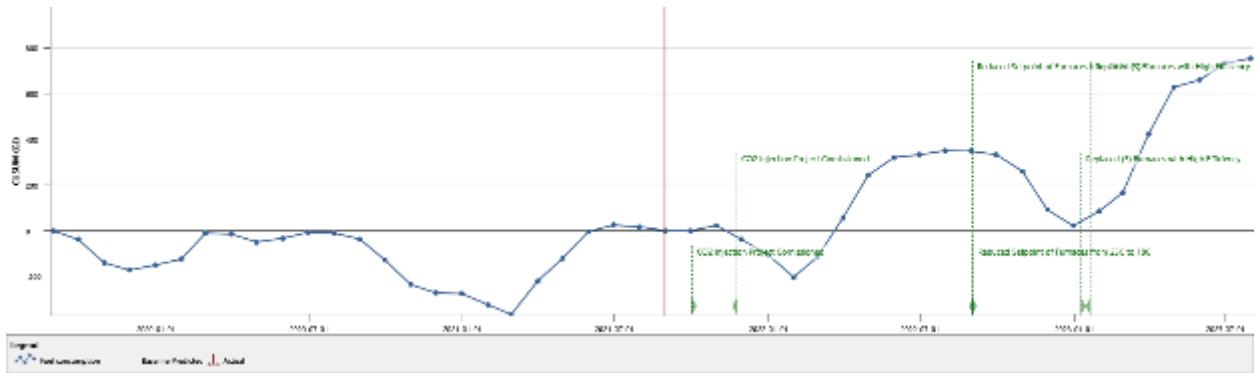
Wastewater Treatment Plant: Power Model



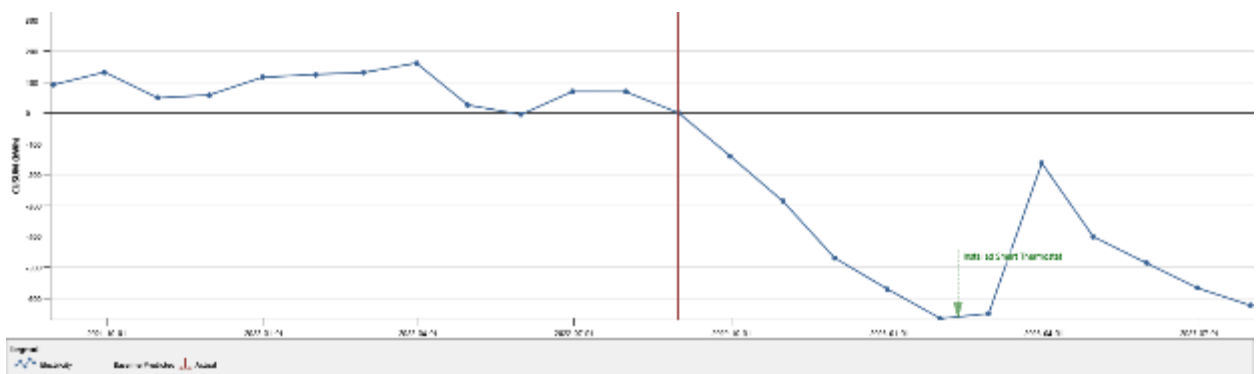
Water Treatment Plant: Power Model



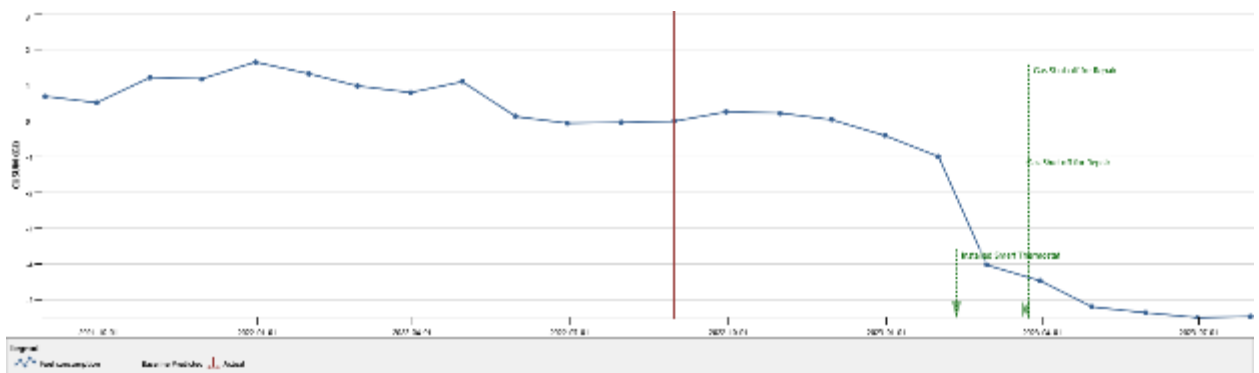
Water Treatment Plant: Natural Gas Model



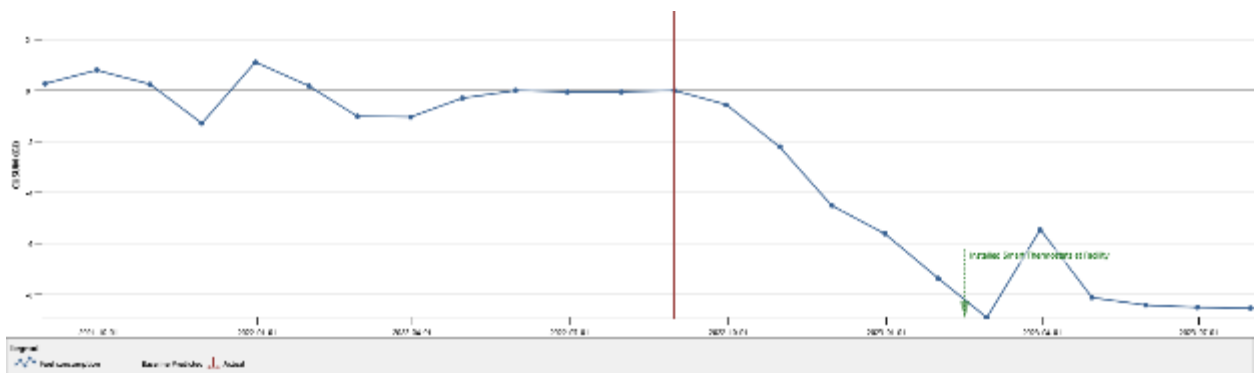
Transfer Site Office: Power Model



Transfer Site Office: Natural Gas Model



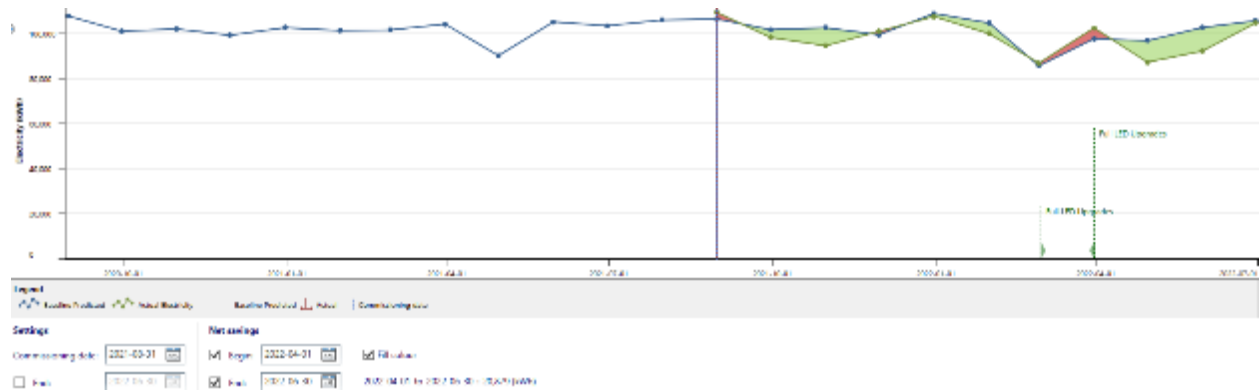
Animal Shelter: Natural Gas Model



Appendix E: Examples of Calculations Performed in EMS

ECM 45/46: Water Treatment Plant and Wastewater Treatment Plant Full LED Retrofit

Measures complete 04/30/2022. RETScreen measurement and verification used to track GHG reductions and savings.



ECM 41: High Bay LED Retrofit for Public Works

Analysis carried out on RETScreen feasibility program. Compared the specification of the old lights to the new LEDs to produce a feasibility report for the grant application and administration to show savings.

	Base case	Proposed case	Energy saved
Lighting Level - calculator			
Space type	Warehouse		
Illumination level - suggested	100 Lux		
Illumination level	100 Lux		
Lamp & fixture type	User-defined	User-defined	
Description	Metal halide	Light emitting diode (LED)	
Manufacturer	Philips	Shat-R-Shield	
Model	Pulse Start Metal Halide Protected - 3600K, 400W	LED High Bay - 5000K, 200W	
Efficiency	lm/W	90	90
Electricity load per lamp	W	400	200
Number of lamps per fixture		1	1
Miscellaneous losses	W	0	0
Electricity load per fixture	W	400	200
Number of fixtures - suggested		36	36
Number of fixtures		36	36
Number of lamps - total		36	36
Illumination level - variance	%		
Operating hours	h/d	9	9
Costing method	Level 2		
Number of lamps - initial costs	lamp	36	36
Initial costs - lamp	\$/lamp		315
Incremental initial costs - other	\$		0
Incremental initial costs - total	\$		
Lamp life	h		54,000
Lamp replacement frequency	yr		16.4
Incremental O&M savings			
Number of units		1	1
Electricity	kWh	47,304	23,652
			23,652 50%

ECM 32: Aquafun Centre Commissioned (2) Yanmar 35kW CHPs

MEM is tracking monthly CHP data and will provide an updated M&V report at year one after commissioning. For the purposes of reporting for the MEM program, see the below engineering study by ATCO for project metrics.

Table 13: Project Financials

CALCULATION	FACTORS	RESULT
Electrical Savings (MWh/yr)		517,285
= CHP Output kW * Availability hrs/yr * Electrical Load Availability		
Output at elevation (kW)	66	
95% Availability (hrs/yr)	8,322	
Electrical Load Availability (%)	94.48%	
Natural Gas Savings (GJ/yr)		(3,178)
CHP Offset		3,626
= Availability Hrs * Overall Availability % * CHP Thermal Efficiency * Gas Consumption GJ/hr * AFUE Multiplier		
95% Availability (hrs/yr)	8,322	
Thermal Load Availability (%)	74%	
CHP Thermal Efficiency (%)	54.31%	
CHP Gas Consumption (GJ/hr)	0.865	
AFUE Multiplier (100%/95%)	1.25	
CHP Gas Consumption (GJ/yr)		6,804
= Availability hrs * Electrical Load Match % * CHP Gas Consumption GJ/hr		
95% Availability (hrs/yr)	8,322	
% of time Electrical Load Matched (%)	94.48%	
CHP Gas Consumption (GJ/hr)	0.865	
Electrical Average Blended Cost (\$/kWh)		\$0.117
Natural Gas Average Blended Cost (\$/GJ)		\$5.12
Utility Savings (\$/yr)		\$44,250
Electrical Savings (\$/yr)		\$60,522
Electrical Avg Blended Cost (\$/kWh)	\$0.117	
Electrical Savings (kWh/yr)	517,285	
Natural Gas Savings (\$/yr)		-\$16,272
Natural Gas Average Blended Cost (\$/GJ)	\$5.12	
Natural Gas Savings (GJ/yr)	-3,178	

Lifetime Emissions Reduction (tonne CO2e Lifetime)		3,399
GHG Reduction (tonnes CO2e/yr)	136	
Lifespan (years)	25	
Lifetime Abatement Rate (\$/tonne CO2e Lifetime)		\$163.59
Capital Cost (\$)	\$556,000	
Lifetime Emissions Reduction (tonne CO2e Lifetime)	3,399	
Operations and Maintenance Cost (\$/yr)		\$10,346
Operations and Maintenance Cost (\$/kWh)	\$0.020	
Electricity Production (kWh)	517,285	
Dollar Savings (\$/yr)		\$33,905
Utility Savings (\$/yr)	\$44,250	
Operations and Maintenance Cost (\$/yr)	\$10,346	
Net Capital Cost (\$)		\$151,750
ECM Capital Cost (\$)	\$556,000	
ECM MCCAC REC Funding 75% (excludes Engineering Design Cost) (\$)	\$404,250	
Simple Payback Years (Net Capital Cost \$/ Dollar Savings \$/yr)		4.5
Baseline NPV Life-Cycle Cost (\$)		-\$844,522
Capital (\$)	\$0	
Inflation Rate (%)	3%	
Discount Rate (%)	5%	
ECM Lifetime (years)	25	
Energy Savings Lost (\$/yr)	\$44,250	
NPV Life Cycle Cost (\$)		\$495,323
Capital Cost	\$151,750	
Inflation Rate (%)	3%	
Discount Rate (%)	5%	
ECM Dollar Savings (\$/yr)	\$33,905	

ECM 29: Aquafun Centre Full Indoor Facility LED Retrofit

MEM to confirm savings and GHG reductions in RETScreen modeling for Q3 report. For the purposes of reporting for the MEM program, see the below scoping audit.

Line Item	ECM Description	Electric Saved (kWh)	Peak Demand Savings(kW)	Annualized Demand Savings(kW)	Gas Saved (GJ)	GHG Saved Per Year(tCO2)	Expected Lifetime(Years)	Lifetime GHG Saved
Low Cost / No Cost ECMs								
1	CFL Retrofits	50.00	0.01	0.13	0.00	0.03	15	0.48
Capital Cost ECMs								
4	HID Retrofits	28188.00	6.23	74.77	0.00	18.04	15	270.60
5	T8 Retrofits	5172.00	1.14	13.72	0.00	3.31	15	49.65

ECM 35/36: Community Centre Full Indoor facility LED Retrofit & Door Sweeps

MEM to confirm savings and GHG reductions in RETScreen modeling for Q4 report. For the purposes of reporting for the MEM program, see the below scoping audit.

Table 1 Energy Savings of Energy Conservation Measures

Line Item	ECM Description	Electric Saved (kWh)	Peak Demand Savings(kW)	Annualized Demand Savings(kW)	Gas Saved (GJ)	GHG Saved Per Year(tCO2)	Expected Lifetime(Years)	Lifetime GHG Saved
Low Cost / No Cost ECMs								
1	Incandescent Retrofits	262.00	0.09	1.08	0.00	0.17	15	2.52
2	Door Sweeps	0.00	0.00	0.00	6.61	0.33	15	4.96
3	Empty Fridges Plugged In	11,648.00	2.00	21.00	0.00	7.45	15	111.82
4	Empty Deep Freeze Plugged In	2,912.00	0.50	6.00	0.00	1.86	15	27.96
5	CFL Retrofits	332.00	0.11	1.37	0.00	0.21	15	3.19
6	Occupancy Sensors on Vending Machines	3,157.90	0.54	6.48	0.00	2.02	15	30.32
Subtotals	-	18,311.90	3.24	35.93	6.61	12.05	-	180.75
Capital Cost ECMs								
7	Switch to Tankless Water Heaters	0.00	0.00	0.00	167.13	8.36	20	167.13
8	Remove Micro Air Bubbles	69800.00	24.00	287.60	74.84	48.41	20	968.28
9	T8 Retrofits	30634.00	10.52	126.24	0.00	19.61	15	294.09
10	Replace Furnaces	0.00	0.00	0.00	1034.93	51.75	20	1034.93
Subtotals	-	100434.00	34.52	413.84	1276.90	128.12	-	2464.43
Totals	-	118745.90	37.76	449.77	1283.51	140.17	-	2645.18

-	Combined Lighting ECM	31228.00	10.72	128.69	0.00	19.99	15	299.79
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ECM 50: Minimum Demand Agreement Buy-Downs for 4 Facilities

Real calculated savings from the MDA analysis. Please note that site ID highlighted in red was not included as the solar farm will impact demand. MEM will review the Lagoon site ID buy down options in Q1 2024.

Site ID:	4000902787	40248207005	40249209008	40861455000	Total
Description:	Sewage Treatment Plant #2 42 08 544 0000	Water Treatment Plant #2 41 06 544 0000	Sewage Treatment Plant	NW Lift Station	
MDA Demand:	91	141	187	53	1181
Actual Peak Demand:	72	285	204	72	717
Annual MDA Costs:	\$10,064	\$34,511	\$42,802	\$5,862	\$127,614
Option Recommended:	Option 2 (3 months notice)	Option 2 (6 months notice)	Option 1 (if buydown cost readily available ~\$6,900)	Option 2 (3 months notice)	
Annual Actual Demand Costs:	\$5,028	\$27,306	\$26,126	\$4,850	\$75,716
Projected Annual Savings:	\$5,036	\$7,205	\$22,676	\$1,012	\$51,698
Projected Annual Savings excluding Site ID 40861455000:	\$5,036	\$7,205	\$22,676	\$1,012	\$51,698

ECM 44: AESO Demand Response Program

Revenue calculated based on revenue analysis by 3rd party Energy Company.

2022 AESO Demand Response Program				
Program Revenue				
Cutoff Date	Invoice Date	Period	Amount	Comments
3/31/2022	6/9/2022	Q1 2022	\$141.15	Enrollment March 25, 2022. Cut-off for Q1 payment is March 31, 2022.
6/30/2022	9/15/2022	Q2 2022	\$ 9,269.16	Full quarter enrollment minus a week in June when we opted out due to the volume of callou
9/30/2022	12/15/2022	Q3 2022	\$47,338.21	Full quarter enrollment.
12/31/2022	3/15/2023	Q4 2022	\$26,080.56	Full Quarter enrollment.
			\$82,829.08	Total Revenue
			-\$ 8,248.50	Total Overtime Cost to Taber
			\$74,580.58	Taber Revenue

ECM 16: Space Heater Exchange Program

Savings are based on only the Administration building space heaters. MEM to confirm at police station, EMS building and library for additional space heaters and calculations may change. See below for the MEMs excel calculations on savings.

Heat Exchange Program Calculations			
Administration Building			
Existing Space Heaters	Proposed Heated Blankets	Cost Savings	
9 Electric heaters (assumed)	9 Heated Blankets	\$1,762.56 Per year cost savings to switch to heated	
1500 W per unit	140 W per unit	9 Units to Purchase	
13500 W/hr	1260 W/hr	\$70.00 Assumed price per unit	
13.5 kWh	1.26 kWh	\$630.00 Total upfront cost	
121.5 kWh/day	11.34 kWh/day	9 Used exchanged heating units	
607.5 kWh/week	56.7 kWh/week	\$25.00 Resale price	
2430 kWh/month	226.8 kWh/month	\$225.00 Total recuperated cost	
\$243.00 Assumed 10¢/kWh	\$22.68 Assumed 10¢/kWh	\$1,357.56 Year 1 cost savings	
\$1,944.00 Calculated cost per year (8 months)	\$181.44 Calculated cost per year (8 months)	\$1,815.44 Year 2 cost savings	
		\$1,869.90 Year 3 cost savings	
		\$1,926.00 Year 4 cost savings	
		\$1,983.78 Year 5 cost savings	
		\$8,952.67 Total calculated 5 year cost savings	

Future Power Commodity Procurement 2024-2027

Savings are based on pricing provided through an RFP against the future forecasted Alberta Electricity Forecast Spot Market Pricing

2022 Pricing Analysis for Future Power Commodity
Executive Summary

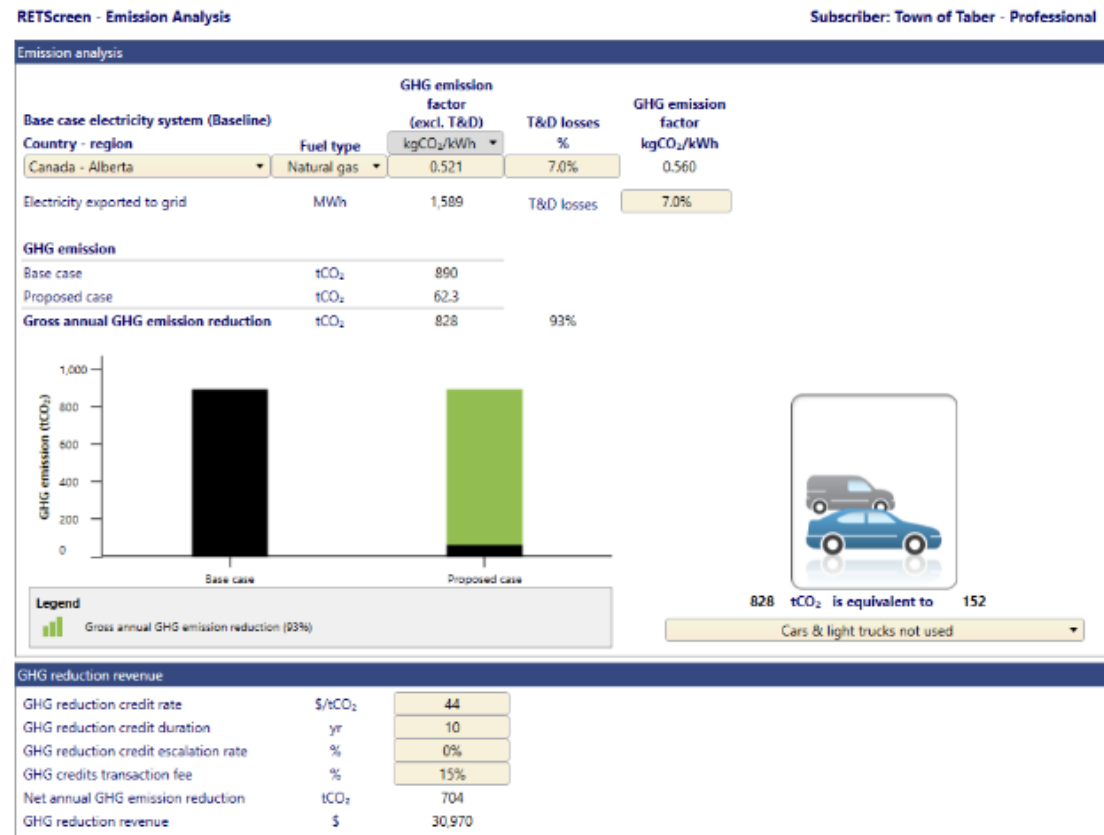
Author: Blake Hranac
Term: 4 Year
Timeline: 2024 - 2027
Product: Local Following
Criteria: Ranking lowest combined price with administration fees over a 4 year term

Results:

Electricity Supplier	Total Price	Administration	Average Alberta Electricity Forecast Spot Price (per MWh) 2023 - 2027	Variance	Total Estimated Cost Savings over 4 Year Term	Comments
1 Capital Power	\$ 1,260,456.83	Energy Associates International	\$ 07.75	\$ 2.61	\$ 46,402.15	Pricing from Request for Proposal
2 TransAlta	\$ 1,266,284.21	Alberta Municipal Services Corporation	\$ 07.75	\$ 2.11	\$ 40,704.75	Pricing was <u>not</u> provided in the Request for Proposal process
3 Enmax Energy	\$ 1,373,851.23	Energy Associates International	\$ 07.75	-\$ 3.44	\$ 86,262.24	Pricing from Request for Proposal
4 Direct Energy	\$ 1,424,473.28	Energy Associates International	\$ 07.75	-\$ 6.89	\$ 227,484.32	Pricing from Request for Proposal

ECM 51: Wastewater Lagoons & Irrigation 1MW Ground Mounted Solar Farm

Detailed solar feasibility study for the project on RETScreen. The model reflects the equipment specified for the project, outputs, O&M, inverter replacement at year 21 and a detailed financial model with carbon offset revenue, power escalation rates, NVP and IRR. The snapshot below is the calculated reduction of GHGs for the project.



ECM 57: Ice Re-Surfacers

GHG reductions calculated from a mean average of other municipality reductions calculations for Ice Re-Surfacers in Alberta. Data available on MCCAC website.

EV Zamboni GHG Reduction Comparisons				
Equipment	Municipality	GHG Reduction/year	Project Cost	MCCAC Funding
Zamboni 450 EV	Millet	4.68	\$ 151,240.00	\$ 45,372.00
Zamboni 552AC EV	Slave Lake	4.68	\$ 179,455.00	\$ 42,874.00
Zamboni 552AC EV	Leduc	4.68	\$ 172,080.00	\$ 50,000.00
Zamboni 450 EV	Brooks	4.65	\$ 165,452.00	\$ 49,635.00
(2) Zamboni 450 EV	Medicine Hat	9.35	\$ 360,000.00	\$ 100,000.00
Olympia IceBear	Airdrie	4.68	\$ 165,000.00	\$ 49,500.00
Olympia Millennium Model E	Innisfail	4.68	\$ 160,748.00	\$ 48,224.00

Appendix F: Program Completion Checklist

Please complete all the below checklist item to ensure complete closing of the program. Ensure all the documents/files are up to date.

Table 10: MEM program completion checklist

#	Item	File format	Status	Remarks (if any)
1	Y2 Report	.doc	<input checked="" type="checkbox"/>	With CLEAResult for review
2	Energy Management Plan (EMP) for scanned facilities	.xlsx	<input checked="" type="checkbox"/>	Submitted
3	EMA calendar for scanned facilities	.xlsx	<input checked="" type="checkbox"/>	Submitted
4	Opportunity Registers for scanned facilities	.xlsx	<input checked="" type="checkbox"/>	Submitted
5	RETScreen energy models	.retx	<input checked="" type="checkbox"/>	Submitted
5	Photographs of completed and ongoing projects, engagement activities, celebration, recognition, etc.	Any image format	<input checked="" type="checkbox"/>	Submitted
6	Quotes from municipality leaders	In Y2 report	<input checked="" type="checkbox"/>	Submitted
7	Council / top management presentation	Pdf or ppt	<input type="checkbox"/>	
8	Completion of the MEM program evaluation for Executive Sponsors	Survey link	<input type="checkbox"/>	
9	Completion of the MEM program evaluation for MEMs	Survey link	<input type="checkbox"/>	

Appendix G: Photographs of Energy Conservation Measures

ECM 51: Wastewater Lagoons & Irrigation Ground Mounted Solar 1.08MW



ECM 3/53: Install Smart T-Stats



ECM 60: Full facility LED Retrofit



ECM 55: Install 13 level 2 charging stations



ECM 46: WWTP LED Retrofit



ECM 45: WTP LED Retrofit



ECM 63: Replace (3) Furnaces with High Efficiency Furnaces



ECM 52: Enroll Taber in the AESO Demand Response Program



ECM 12: LED Retrofit Finance Department



ECM 8: Replace Perimeter RTU at end of Life



ECM 54: Replace gas furnace with high efficiency furnace for Archery Room



ECM 57: Replace natural gas Zamboni with EV Zamboni



ECM 35: Full facility LED retrofit



ECM 65: Replace heat exchanger on AHU



ECM 74: Retro-Commissioned the bi-directional electricity meter with Fortis



ECM 29: Full facility LED retrofit



ECM 32: Commissioned (2) Yanmar 35kW CHPs



ECM 41: High Bay LED Retrofit for shop bays



ECM 50: MDA Buy-Downs for 5 Facilities Total



FortisAlberta Inc.
 320 - 17th Ave. S.W.
 Calgary, Alberta T2S 2V1
 (403) 514-4000
 www.fortisalberta.com

February 4, 2022
 Reference No. CRM 630040719

Blake Hranac
 4900 50 St
 Taber, Alberta T1V 1T1

Dear Blake Hranac:

Subject: Review of Minimum Request
Site ID: 0040249209008
Service Location: SE-18-10-16-4

FortisAlberta has received your request for costs and requirements to decrease the Expected Peak Demand for your service described above. The rules and requirements for decreasing the Expected Peak Demand are covered in FortisAlberta's *Customer Terms and Conditions of Electric Distribution Service* ("Terms and Conditions") under section 7.3.2 "Impact of Changes on a Customer's Electric Service Agreement – Decreases."

This letter contains key information about the process. It is important that you, the Distribution Load Customer ("Customer") or the authorized representative of the Customer, have read and understood the content prior to making a decision.

Note: A Customer may have a Review of Minimum done for a service location once in a twelve-month period.

Please note that if you are not the registered owner of the Land, the acceptance of this Review of Minimums will require the written authorization of the registered landowner.

If a signed authorization is not received within 60 days of the date of this letter this proposal will become stale dated.

	Existing Service Terms	Decreased Service Terms
Rate	Rate 61 - General Service	Rate 61 - General Service
Expected Peak Demand	580.00 kW	280.00 kW
Contract Minimum Demand	287.00 kW	187.00 kW
Rate Minimum	50.00 kW	50.00 kW
Transformer size	750 kVA	750 kVA
Type of Metering	Interval)	Interval

FortisAlberta's original investment for this service was determined by the initial Expected Peak Demand. If the Expected Peak Demand decreases, the investment is recalculated based on the revised Expected Peak Demand. The incremental difference is the "Buy-Down".

Services with a revised Expected Peak Demand of 75 kW or higher will require a new Electric Service Agreement (ESA). The revised Contract Minimum Demand will be specified in the ESA.

Community Engagement - Monthly Submission to Town Newsletter



Holy Spirit

CATHOLIC SCHOOL DIVISION

REGISTRATION BEGINS FEBRUARY 1, 2023

Registration for the 2023/2024 school year will open online Wednesday, **February 1, 2023** for families of students new to the school division - including those interested in our amazing Early Learning and Kindergarten Programs!

- The **Early Learning Program** is designed to stimulate the growing curiosity of children 3 and 4 years of age.
- **Kindergarten** is designed for children 5 years of age on, or before, December 31, 2023.

To discuss our Early Learning and Kindergarten Programs, or your child's specialized programming requirements, contact the Coordinator of Early Learning at earlylearning@holyspirit.ab.ca or 403-381-8495.

If you need assistance with the online registration process or have any other questions, visit the division's website at www.holyspirit.ab.ca or contact your neighbourhood school:

SPT **St. Patrick School - Early Learning to Grade 5**
 5352-48th Street, Taber, AB
 Phone: (403) 223-3352
<https://spt.holyspirit.ab.ca>

St. Mary School - Grades 6 to 12
 5427-50th Street, Taber, AB
 Phone: (403) 223-3165
<https://smt.holyspirit.ab.ca>

T A B E R I S

H I R I N G



S U M M E R
S T A F F

Want a summer job that gives you hands-on experience in the municipal world?

Do you want to learn new skills while still enjoying the summer?

Our summer seasonal positions are now open for applications!

Come join Team Taber!

All positions:
www.taber.ca/employment




Monthly Energy Management Tip

Residential Heating Equipment – Gas Fired Furnace

Canada's cold climate means that space heating accounts for a remarkable 63% of the energy used in the average Canadian home. A well-maintained furnace can last between 15 to 30 years.

According to Fortis BC, standard efficiency furnaces installed in homes before 1990 were as little as 60% efficient. Common natural gas furnaces installed in homes built between 1990 and 2010 were slightly better at 80% efficient. That means, even if it was installed correctly and well maintained, 20 cents of every dollar spent

heating your home may be lost through exhaust. Do you currently have an aging furnace that is close or past it's useful life? Nowadays, all furnaces sold in Canada are required to be 90% or higher efficient, with some furnaces rated for 98.5% efficiency. Upgrading an aging furnace to an ENERGY STAR certified, forced air, gas-fired furnace that has an annual fuel utilization efficiency (AFUE) of 96% can reduce your heating bill by as much as 38%.

Upgrading your old furnace (heating equipment) will extend the life if your HVAC system, reduce the overall size of a new furnace, and reduce your energy bill. It's a win-win-win!

For inquiries about submitting a not-for-profit and non-political event, see eligibility at www.taber.ca/cornhusk or contact Communications Coordinator at comms@taber.ca
Submission deadline is the 23rd of previous month.

For the Town of Taber's latest news, events, and information, please visit us at www.taber.ca

Follow us on [Facebook](#), [Twitter](#), and [Instagram!](#)

Technical Documentation - Climate Change Capacity Building

Preliminary Climate Analysis for the Town of Taber, Alberta


MPE Engineering Ltd.
Final report

February 7, 2023
02206597.000-0100-EN-R-0100-00



eNGLOBE

Council Adoption – Energy Management Policy

Town of Taber – Public Works Policy		Page 1 of 2
 <p>TOWN OF TABER</p>	<h2 style="margin: 0;">Energy Management</h2>	
Policy No.: PS-PW-7	Council Resolution No.: 180/2023	
Department: Public Works	Authority: Council	
Effective Date: May 23, 2023	Revision Date:	
Review Date: May 23, 2026	Repealed Date:	
Supersedes: N/A		
Related Procedure No.: N/A		
Related Procedure Name: N/A		

1.0 PURPOSE

1.1 The Town of Taber is committed to reducing its environmental impact and energy costs through effective energy management. Through the application of an Energy Management Policy, the Town will incorporate energy management practices into operations and maintenance, reduce its greenhouse gas (GHG) emissions, and reduce energy costs for the organization and community.

2.0 POLICY STATEMENT

2.1 To demonstrate leadership within the organization and the community through a commitment to energy management.

2.2 To lead and inspire actions that conserve non-renewable energy resources, meet the needs of our current citizens, and protect the environment.

2.3 To integrate energy conservation principles and performance objectives into decision-making processes to enhance environmental sustainability for present and future generations.

Council Request for Decision

Meeting Date: September 11, 2023

Subject:

Response to Standing Item 136/2023 Downtown Incentives

Recommendation:

No motion required.

Background:

At the April 24, 2023 Council meeting, the following resolution was made:

“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.”

Administration has been researching various downtown property incentives that would transfer well to our community. We have the Beautification Program, that is coordinated through Community Futures that is fully subscribed every year. This helps businesses to invest mainly in the appearance of their businesses.

The most popular downtown idea at the moment is transforming commercial space into residential spaces. Downtown Calgary is the leader in this with several empty office spaces being converted to residences. The City offers a portion of funding to each conversion project. Our land use bylaw does allow for multi-unit residential, mixed-use developments, live/work units and home occupations.

Taber is in a unique position with a number of new commercial spaces set to open over the next few years that will further affect the vacancy rate in our downtown core. This is a project that will require some planning input on what the future of downtown Taber looks like.

Administration will continue to research and learn from other municipalities and return to Council with options for downtown plans and incentives.

Legislation / Authority:

Municipal Government Act

Strategic Plan Alignment:

Develop Community & Promote Growth



Financial Implication:

There is no financial implication at this time.

Service Level / Staff Resource Implication:

None.

Justification:

Council requested information.

Alternative(s):

1. Council could require additional information from Administration.
2. Council could provide policy or governance direction to Administration.

Attachment(s):

APPROVALS:

Originated By:

Amy Allred

Chief Administrative Officer (CAO) or Designate: _____

Council Request for Decision

Meeting Date: September 11, 2023

Subject:

Response to Standing Item 196/2023 Multi-Family Incentives

Recommendation:

No motion required.

Background:

At the June 12, 2023 Council meeting, the following resolution was made:

“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”

Administration is continually researching various incentives and avenues to assist multi-family residential developers to build. We are in the process of asking both local developers and out of town developers what they would like to see as an incentive for building. There are many options for incentives including tax rebates, discounts on land, free permits and many communities are offering grants towards the building costs.

As we continue in this research, we will report our findings back to Council with recommendations and ideas that can be implemented here.

Administration is also looking into options for single family or suited home incentives to build the inventory and availability of homes in Taber.

Legislation / Authority:

Municipal Government Act

Strategic Plan Alignment:

Develop Community & Promote Growth

Financial Implication:

There is no financial implication at this time.

Service Level / Staff Resource Implication:

None.



Justification:

Council requested information.

Alternative(s):

1. Council could require additional information from Administration.
2. Council could provide policy or governance direction to Administration.

Attachment(s):

APPROVALS:

Originated By:

Amy Allred

Chief Administrative Officer (CAO) or Designate: _____

Council Request for Decision

Meeting Date: September 11, 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	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.