



## AGENDA

REGULAR MEETING OF THE COUNCIL OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, SEPTEMBER 9, 2024 AT 3:30 PM.

	<u>MOTION</u>
<b>1. CALL TO ORDER</b>	
<b>2. ADOPTION OF THE AGENDA</b>	<b>X</b>
<b>3. PUBLIC HEARINGS</b>	
<b>4. ADOPTION OF THE MINUTES</b>	
ITEM No.4.1 Minutes of Regular Meeting of Council: August 19, 2024	<b>X</b>
<b>5. BUSINESS ARISING FROM THE MINUTES</b>	
<b>6. BYLAWS</b>	
ITEM No.6.1 Long-term Borrowing – 41 Ave. Cast Iron & Sanitary Replacement Project Bylaw 19-2024	<b>X</b>
ITEM No.6.2 Assessment Review Board Bylaw 20-2024	<b>X</b>
<b>7. ACTION ITEMS</b>	
ITEM No.7.1 Appointment of Assessment Review Board Members and Review Board Clerk	<b>X</b>
ITEM No.7.2 Proposed Policy - Purchase of Alcohol with Town Funds	<b>X</b>
ITEM No.7.3 2nd Quarter Financial Statements	
ITEM No.7.4 Request for Ramp Encroachment - 5115 48 Avenue	<b>X</b>
ITEM No.7.5 Funding Request: HALO Air Ambulance Request	
ITEM No.7.6 WTP Filter #2 Actuator Replacement	<b>X</b>
ITEM No.7.7 Information For Council	
ITEM No.7.8 Standing Items - Council Requests	
<b>8. DELEGATIONS</b>	
ITEM No.8.1 Delegation: Taber and District Housing Foundation - Cherry & Main Affordable Apartment Project and Land Request	<b>X</b>
ITEM No.8.2 Delegation: Mr. Grant Hunter, MLA	



## 9. MEDIA INQUIRIES

### 10. CLOSED SESSION

X

- ITEM No.10.1 Labour Discussion  
Closed Session to prevent disclosure of positions, plans, procedures, criteria or instructions developed for the purpose of contractual or other negotiations by or on behalf of the Government of Alberta or a public body, or considerations that relate to those negotiations in accordance with Section 24(1) of the *Freedom of Information and Protection of Privacy Act*.
- ITEM No.10.2 Economic Development Collaboration Update - 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.10.3 Residential Developer LOI Offer  
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.10.4 Land Sale Offer - 56th Street  
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.

### 11. OPEN SESSION

X

### 12. CLOSE OF MEETING

X

## Council Request for Decision

**Meeting Date: September 9, 2024**

**Subject:**

Minutes of Regular Meeting of Council: August 19, 2024

**Recommendation:**

Council adopts the Minutes of the Regular Meeting of Council held on August 19, 2024, 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 19, 2024, as amended.



---

**Attachment(s):** August 19, 2024 Draft minutes

**APPROVALS:**

**Originated By:**  
Brittany Gilbertson

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



MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE  
TOWN OF TABER, IN THE PROVINCE OF ALBERTA, HELD IN THE  
COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY,  
AUGUST 19, 2024, AT 3:41 PM.

---

**Mayor**

Andrew Prokop

**Councillors**

Garth Bekkering  
Jack Brewin  
Carly Firth  
Monica McLean  
Daniel Remfert  
Joanne Sorensen

**Chief Administrative Officer**

Derrin Thibault

**Staff**

Alaa Abdel Khaliq  
Amy Allred  
Chris Eagan  
Brittany Gilbertson  
Blake Hranac  
Brian Martin  
Steve Munshaw  
Celina Newberry  
Grace Noble  
Donna Weiss

**CALL TO ORDER**

Mayor Prokop called the Meeting to Order at 3:41 PM.

## **ADOPTION OF THE AGENDA**

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

RES. 255/2024

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

CARRIED UNANIMOUSLY

## **PUBLIC HEARINGS**

### **1) Public Hearing for Direct Control Development Application 24-141**

#### **A) Public Hearing for Direct Control Development Application 24-141**

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

D. Thibault introduced C. Eagan, Director of Planning, Engineering and Operations, and C. Newberry, Planning Officer, who presented the Development Application.

#### **B) Presentation of Written or Oral Briefs Against the Direct Control Development Application 24-141**

Mayor Prokop inquired if anyone was present who wished to speak Against the Direct Control Development Application 24-141.

Mayor Prokop inquired a second time if anyone was present who wished to speak Against the Direct Control Development Application 24-141.

Mayor Prokop inquired a third and final time if anyone was present who wished to speak Against the Direct Control Development Application 24-141, and there was none.

## **PUBLIC HEARINGS – CONT'D**

### **1) Public Hearing for Direct Control Development Application 24-141 – Cont'd**

#### **C) Presentation of Written or Oral Briefs For the Direct Control Development Application 24-141**

Mayor Prokop inquired if anyone was present who wished to speak For the Direct Control Development Application 24-141.

Mayor Prokop inquired a second time if anyone was present who wished to speak For the Direct Control Development Application 24-141.

Mayor Prokop inquired a third and final time if anyone was present who wished to speak For the Direct Control Development Application 24-141, and there was none.

## **ADOPTION OF THE MINUTES**

### **1) Minutes of Regular Meeting of Council: July 15, 2024**

RES. 256/2024

MOVED by Councillor Remfert that Council adopts the Minutes of the Regular Meeting of Council held on July 15, 2024, as presented.

CARRIED UNANIMOUSLY

## **BUSINESS ARISING FROM THE MINUTES**

None.

## **BYLAWS**

None.

## ACTION ITEMS

### 1) DP 24-141 - 4818 72 Avenue - Semi Detached

D. Thibault reintroduced C. Newberry, who presented the Development Application DP 24-141.

RES. 257/2024

MOVED by Councillor Brewin that Council approves Development Permit DP 24-141 for a Similar to Semi-Detached Dwelling at 4818 72 Avenue, Unit 72, Condo Plan 2210424, with the following thirteen (13) conditions:

1. The site is developed as per the site plan submitted;
2. A variance was granted by Council on August 19<sup>th</sup>, 2024, allowing for the front deck to be 1.82 metres closer to the front of the property than the front of the dwelling. The setback for the front deck has been relaxed from 6.66 metres to 4.84 metres;
3. A maximum height variance of 0.10 metres was granted by Council on August 19<sup>th</sup>, 2024. The maximum allowable height of the principal building has been raised to 4.60 metres from 4.50 metres;
4. A variance for parking was granted by Council on August 19<sup>th</sup>, 2024 reducing the required number of parking stalls from 4 stalls to 2 stalls for this property;
5. The development otherwise conforms to the district requirements of the Direct Control District 4 (DC-4);

## **ACTION ITEMS – CONT'D**

### **1) DP 21-141 – 4818 72 Avenue – Semi Detached – Cont'd**

6. The applicant must obtain a Building Permit to ensure the development complies with the National Fire Code 2023 (AE) and the National Building Code 2023 (AE). It shall be the responsibility of the applicant to obtain the necessary Building, Plumbing, Electrical, and Gas Permits;
7. The architectural controls and vertical grade points must be approved by the developer;
8. In accordance with policy PLN-4, a \$2,500.00 damage deposit shall be forwarded to the Town office (Planning Department) prior to construction. Any damages to any of the Town's infrastructure including, but not limited to, public streets, sidewalks, or services as a result of construction of this project shall be restored to Town standards at the applicant's expense prior to issuance of an occupancy permit;
9. The contractor commissioned for construction must have a valid Business License for the Town of Taber;

## **ACTION ITEMS – CONT'D**

### **1) DP 21-141 – 4818 72 Avenue – Semi Detached – Cont'd**

10. A lot drainage (grade) plan illustrating water will not accumulate at or near the buildings (positive drainage), nor accumulate on the lot, and will not adversely affect adjacent properties shall be produced by a qualified professional and supplied to the Town of Taber prior to the Building Permit being issued. In addition, the foundation must be staked by a qualified professional;
11. During construction, the site shall be maintained in a neat and orderly manner so as to ensure that neighbours are not directly impacted by construction activity. This includes parking of construction vehicles and storage of construction materials, debris, and topsoil. Any damage to neighbours' property, including fences, driveways, or landscaping that occurs due to this construction shall be repaired. Erosion shall be controlled so that soil and dust is not conveyed off site. Standing water on the site shall also be controlled by the applicant. (Non-compliance of these items are subject to fines as indicated under Bylaw 13-2021);
12. Prior to occupancy, the applicant will provide an Updated Real Property Report to the Town of Taber;
13. All outstanding taxes, if any, are paid to the Town of Taber prior to proceeding with development.

**CARRIED UNANIMOUSLY**

## **ACTION ITEMS – CONT'D**

### **2) Nepotism Policy CS-HR-13: Proposed Renewal**

D. Thibault introduced G. Noble, Human Resources Manager, who presented the Nepotism Policy CS-HR-13 that is due for its three-year renewal.

RES. 258/2024

MOVED by Councillor Firth that Council approves the Nepotism Policy CS-HR-13, as presented.

CARRIED UNANIMOUSLY

### **3) Tax Penalty Waiver Request Roll 5662050**

D. Thibault introduced D. Weiss, Finance Manager, who presented the tax penalty waiver request from Roll Account 5662050.

RES. 259/2024

MOVED by Councillor Bekkering that Council does not waive the July 3, 2024 tax penalty in the amount of \$915.94.

CARRIED UNANIMOUSLY

### **4) Tax Penalty Waiver Request Roll 3951280**

D. Weiss presented the request for a tax penalty waiver from Roll Account 3951280.

RES. 260/2024

MOVED by Councillor Remfert that Council does not waive the July 3, 2024 tax penalty in the amount of \$162.16.

CARRIED UNANIMOUSLY

### **5) Renewed Funding Commitment for Taber Civic Centre Modernization and Expansion**

D. Thibault introduced B. Hranac, Facilities Maintenance and Energy Manager, who detailed the request to pursue the Green and Inclusive Community Buildings Program Grant.

## **ACTION ITEMS – CONT'D**

### **5) Renewed Funding Commitment for Taber Civic Centre Modernization and Expansion – Cont'd**

RES. 261/2024

MOVED by Councillor Sorensen that Council directs Administration to pursue the Green and Inclusive Community Buildings Program Grant from Infrastructure Canada, to modernize and expand the Civic Centre, and acknowledge a potential commitment of up to \$2,000,000.00 in matching funding from Capital Reserves.

CARRIED UNANIMOUSLY

### **6) Capital Project Reallocation**

D. Thibault introduced B. Martin, Recreation Manager and S. Munshaw, Director of Community and Protective Services, who presented the request to reallocate Capital Funds from the Hot Water Pressure Washer Project, with funds to now go towards the purchase of commercial grade appliances for the Ken MacDonald concession.

RES. 262/2024

MOVED by Councillor Sorensen that Council directs Administration to cancel the 2024 Capital Hot Water Pressure Washer Project and reallocate the funds of \$7,000.00 to the purchase of commercial grade appliances for the new Ken MacDonald Concession.

CARRIED UNANIMOUSLY

### **7) 2025 Alberta Summer Games Request**

D. Thibault reintroduced B. Martin, who detailed the request to submit a bid for the Town of Taber to host the 2025 Alberta Summer Games.



## ACTION ITEMS – CONT'D

### 7) 2025 Alberta Summer Games Request – Cont'd

RES. 263/2024

MOVED by Councillor Remfert that Council directs Administration to complete the bid process for the 2025 Alberta Summer Games to be hosted by the Town of Taber; and,

Council directs Administration to approach the Municipal District of Taber to co-host the 2025 Alberta Summer Games and come back to Council at a future date for a funding request, if the bid for the 2025 Alberta Summer Games is successful.

CARRIED

### 8) Funding Request: STARS (Shock Trauma Air Rescue Service)

D. Thibault detailed the funding request from STARS (Shock Trauma Air Rescue Service) for an annual contribution of \$1 per capita from the Town of Taber.

MOVED by Councillor Brewin that Council donates to the STARS Foundation the amount, based on the 2021 Statistics Canada calculations the amount of \$8,862.00, and consider doing this yearly in the budget.

Council discussed the motion.

## **ACTION ITEMS – CONT'D**

### **8) Funding Request: STARS (Shock Trauma Air Rescue Service) – Cont'd**

RES. 264/2024

MOVED by Councillor Brewin that Council chooses to become a STARS sponsor in the amount of \$8,862.00 with funds to come from Capital Reserves; and,

Requests that Administration place \$8,862.00 in future Operating Budgets going forward.

CARRIED UNANIMOUSLY

### **9) WWTP Fermenter Repair**

D. Thibault introduced C. Eagan, who detailed the request for funding to repair a damaged fermenter at the Wastewater Treatment Plant.

RES. 265/2024

MOVED by Councillor Brewin that Council approves a project budget not to exceed \$350,000.00 to repair the damaged fermenter at the Wastewater Treatment Plant; and,

Fund the project from Capital Reserves.

CARRIED UNANIMOUSLY

### **10) Information For Council**

D. Thibault reviewed the Information for Council item, which included the Status Graph for the current 2024 Capital Projects.

No motion was made at this time.

### **11) Department Reports**

D. Thibault presented the Department Reports for Council to review.

No motion was made at this time.

160/2024

Meeting Date  
8/19/2024

## **ACTION ITEMS – CONT'D**

### **12) Mayor and Councillor Reports (Verbal)**

Mayor and Council provided details of their monthly activity.

No motion was made at this time.

### **13) Standing Items - Council Requests**

D. Thibault reviewed the current listing.

MOVED by Councillor Sorensen that Council directs Administration to provide an in-depth analysis of their assets and the life expectancy of these assets, and maybe look at a five- or ten-year plan for maintenance so that we can be better prepared.

Council discussed the motion.

Councillor Sorensen withdrew her motion.

RES. 266/2024

MOVED by Councillor Sorensen that Council directs Administration to come back to Council with investigating how we can better prepare for the life expectancy of our assets and a maintenance plan.

CARRIED UNANIMOUSLY

RES. 267/2024

MOVED by Councillor McLean that Council directs Administration to look into the cost and also the feasibility of connecting the Golf Course path up to the 56<sup>th</sup> Avenue Road.

CARRIED UNANIMOUSLY

**ACTION ITEMS – CONT'D**

**13) Standing Items – Council Requests – Cont'd**

RES. 268/2024

MOVED by Councillor Brewin that Council directs Administration to investigate the possibility of extending 43<sup>rd</sup> Street through the development there, being even somewhat temporary with a grader and some gravel, just to make passageway through there a little easier to 56<sup>th</sup> Avenue.

CARRIED UNANIMOUSLY

RES. 269/2024

MOVED by Mayor Prokop that Council directs Administration to investigate flag poles and flags, primarily the Canadian Flag, Provincial Flag, and the Town of Taber Flag, to be displayed at the Taber Trout Pond, and report back to Council with cost estimates.

CARRIED UNANIMOUSLY

**DELEGATIONS**

None.

**MEDIA INQUIRIES**

None.

## MEDIA INQUIRIES – CONT'D

RES. 270/2024

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

- Plans relating to the management of personnel or the administration of a public body that have not yet been implemented, in accordance with Section 24(1) of the *Freedom of Information and Protection of Privacy Act*;
- 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;
- Recommendations developed for a public body, in accordance with Section 24(1): Advice from Officials, of the *Freedom of Information and Protection of Privacy Act*; and,
- Information related to criteria developed for the purpose of contractual negotiations by a public body, in accordance with Section 24 of the *Freedom of Information and Protection of Privacy Act*.

CARRIED UNANIMOUSLY AT 5:18 PM

## CLOSED SESSION

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

Pursuant to Section 197(6) of the *Municipal Government Act*, there were the following members of Administration and the public for Agenda Item 10.1) The Meadows Development Progress Report; D. Thibault, Chief Administrative Officer, D. Bergen and R. Goode of Bergen & Associates, and N. Wiebe of Remax.

- 2) Town of Taber's 120th Anniversary**  
**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 were the following members of Administration in attendance for Agenda Item 10.2) Town of Taber's 120<sup>th</sup> Anniversary; D. Thibault, Chief Administrative Officer, and A. Allred, Economic Development Manager.

- 3) Proposed Arena Concession Lease Renewal**  
**That Council takes the meeting into Closed Session to prevent the disclosure of recommendations developed for a public body, in accordance with Section 24(1): Advice from officials, of the *Freedom of Information and Protection of Privacy Act***

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

## CLOSED SESSION – CONT'D

### 4) Proposed Lease Agreement - Grass Harvesting License

Closed session to prevent disclosure of information related to criteria developed for the purpose of contractual negotiations by a public body, in accordance with Section 24 of the *Freedom of Information and Protection of Privacy Act*.

Pursuant to Section 197(6) of the *Municipal Government Act*, there was the following member of Administration in attendance for Agenda Item 10.4) Proposed Lease Agreement – Grass Harvesting License; D. Thibault, Chief Administrative Officer.

### 5) Proposed Lease Agreement - Vegetable Garden

Closed session to prevent disclosure of information related to criteria developed for the purpose of contractual negotiations by a public body, in accordance with Section 24 of the *Freedom of Information and Protection of Privacy Act*.

Pursuant to Section 197(6) of the *Municipal Government Act*, there was the following member of Administration in attendance for Agenda Item 10.5) Proposed Lease Agreement – Vegetable Garden; D. Thibault, Chief Administrative Officer.

## OPEN SESSION

RES. 271/2024

MOVED by Councillor Bekkering that Council moves into Open Session.

CARRIED UNANIMOUSLY AT 6:32 PM

RES. 272/2024

MOVED by Councillor Remfert that Council receives the progress report for information.

CARRIED UNANIMOUSLY

**OPEN SESSION – CONT'D**

RES. 273/2024

MOVED by Councillor Sorensen that Council directs Administration to move ahead with the booking of the main stage artist, in collaboration with Spider Entertainment, with funding not to exceed \$175,000.00 to be added to the 2025 Operating Budget, supplemented by grant funding and sponsorships; and,

Directs Administration to start planning the remaining events with a report back at a future Council Meeting.

CARRIED

RES. 274/2024

MOVED by Councillor McLean that Council authorizes the Ice Arena Concession Operator lease for the property located at the Community Centre, Block C, Plan 7282JK, 4712 50<sup>th</sup> Street to Maggie's Place, for a term to expire August 31<sup>st</sup>, 2029; and,

Directs the Mayor and Chief Administrative Officer to sign the lease documents.

CARRIED UNANIMOUSLY

RES. 275/2024

MOVED by Councillor Firth that Council authorizes the lease agreement of the property located at Meridian 4, Range 16, Township 10, Section 18, which lies to the North West of Township Road 102A, containing 4.8 Acres, more or less, excepting thereout all mines and minerals (excepting thereout the oil/gas well lease lands); and,

Directs the Mayor and Chief Administrative Officer to sign the lease agreement document.

CARRIED UNANIMOUSLY

166/2024

Meeting Date  
8/19/2024



**OPEN SESSION – CONT’D**

RES. 276/2024

MOVED by Councillor Firth that Council authorizes the lease agreement of the property located at Meridian 4, Range 17, Township 10, Section 1, which lies to the East of the Trout Pond Recreation Area, containing 64.7 hectares (160 Acres) more or less, excepting thereout all mines and minerals (excepting thereout the oil/gas well lease lands); and,

Directs the Mayor and Chief Administrative Officer to sign the lease agreement document.

CARRIED UNANIMOUSLY

**CLOSE OF MEETING**

RES. 277/2024

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

CARRIED UNANIMOUSLY AT 6:35 PM

---

MAYOR

---

CHIEF ADMINISTRATIVE OFFICER

## Council Request for Decision

**Meeting Date: September 9, 2024**

**Subject:**

Long-term Borrowing – 41 Ave. Cast Iron & Sanitary Replacement Project Bylaw 19-2024

**Recommendation:**

1. That Council gives 1<sup>st</sup> reading to Long-term Borrowing – 41 Ave. Cast Iron & Sanitary Replacement Project Bylaw 19-2024, at this meeting.
2. That Council gives 2<sup>nd</sup> reading to Long-term Borrowing – 41 Ave. Cast Iron & Sanitary Replacement Project Bylaw 19-2024, at this meeting.
3. That Council unanimously agrees to proceed to 3<sup>rd</sup> and final reading to Long-term Borrowing – 41 Ave. Cast Iron & Sanitary Replacement Project Bylaw 19-2024, at this meeting.
4. That Council gives 3<sup>rd</sup> and final reading to Long-term Borrowing – 41 Ave. Cast Iron & Sanitary Replacement Project Bylaw 19-2024, at this meeting.

**Background:**

Long-term borrowing bylaw 2-2024- 41<sup>st</sup> Ave. Cast Iron Replacement, was given third and final reading on March 25, 2024.

Alberta Treasury is requesting that section 4.4 of the bylaw be amended to say the Municipality will raise and levy taxes to repay the indebtedness, before they release the funds.

Attached is original Bylaw 2-2024 and new Bylaw 19-2024 with the requested amendment.

Administration is looking for first, second and third reading of Long-term Borrowing – 41 Ave. Cast Iron & Sanitary Replacement Project Bylaw 19-2024, at this meeting.

**Legislation / Authority:**

MGA 251, 258, 273

**Strategic Plan Alignment:**

Define and Practice Good Governance



**Financial Implication:**

The estimated annual payments for this loan would be approximately \$123,849.60. This may change depending on the interest rate at the time of the actual debenture. This will be serviced by the approved infrastructure fee of \$3.08/month.

**Service Level / Staff Resource Implication:**

Service levels remain the same.

**Justification:**

To finance the 41<sup>st</sup> Ave. (51 ST to 53<sup>rd</sup> ST) Cast Iron & Sanitary Replacement Project

**Alternative(s):**

1. That Council does not give first, second and third reading to Long-term Borrowing – 41 Ave. Cast Iron & Sanitary Replacement Project Bylaw 19-2024 and directs administration to provide further information.

**Attachment(s):** Long-Term Borrowing Bylaw 19-2024  
Long-term Borrowing Bylaw 2-2024  
Email from Alberta Treasury

**APPROVALS:**

**Originated By:** John Orwa

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

TOWN OF TABER  
BYLAW NO.19– 2024

**BEING A BYLAW OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF AUTHORIZING THE COUNCIL OF THE TOWN OF TABER TO INCUR INDEBTEDNESS BY THE ISSUANCE OF THE DEBENTURE(S) IN THE AMOUNT UP TO \$975,000 FOR THE PURPOSE OF FINANCING THE 41 AVE. CAST IRON & SANITARY REPLACEMENT PROJECT WITHIN THE TOWN OF TABER.**

---

WHEREAS the Council of the Town of Taber, in the Province of Alberta, deems it expedient to issue a bylaw pursuant to Section 251 of the Municipal Government Act to authorize the financing of the 41 Ave. Cast Iron & Sanitary Replacement Project.

AND WHEREAS the plans, specifications and estimates for the project confirm the total cost of the said project to be \$1,550,000.

AND WHEREAS in order to construct and complete the said project, it will be necessary for the Town of Taber to borrow up to the sum of \$975,000 on the terms and conditions referred to in this bylaw;

AND WHEREAS the Town of Taber will repay the indebtedness over a period of Ten (10) years in semi-annual installments, with interest not to exceed EIGHT percent (8%), or the interest rate fixed from time to time by the Alberta Finance and Treasury Board, payable semi-annually;

AND WHEREAS the amount of the outstanding debt of the Town of Taber at December 31, 2022 is \$13.1M and no part of the principal or interest is in arrears.

AND WHEREAS the estimated lifetime of the purchase financed under this bylaw is equal to 75 years;

AND WHEREAS all required approvals have been obtained and the project is in accordance with all *Acts* and *Regulations* of the Province of Alberta.

NOW THEREFORE the Council of the Town of Taber in the Province of Alberta, duly assembled, hereby enacts as follows:

**1.0 NAME OF BYLAW**

This bylaw may be cited as the "Long-term Borrowing – 41 Ave. Cast Iron & Sanitary Replacement Project Bylaw 19-2024" – to amend Bylaw 2-2024

**2.0 DEFINITIONS**

In this Bylaw:

**Act** means the Municipal Government Act

**Bylaw** means the "Long-term Borrowing – 41 Ave. Cast Iron & Sanitary Replacement

TOWN OF TABER  
BYLAW NO.19- 2024

Project Bylaw 19-2024” – to amend  
Bylaw 2-2024

<b>Chief Administrative Officer</b>	means the Chief Administrative Officer for the Town, regardless of the specific title that may be conferred on the Officer by Council from time to time;
<b>Council</b>	means the Council for the Town of Taber;
<b>Indebtedness</b>	means an amount of money owed;
<b>Municipality</b>	means the Town of Taber;
<b>Signatory</b>	means person(s) authorized to sign on behalf of the Town of Taber as designated by Council.

**3.0 GENERAL**

- 3.1 The indebtedness shall be contracted on the credit and security of the Town of Taber.
- 3.2 The net amount borrowed under the bylaw shall be applied only to the project specified in this bylaw.

**4.0 TERMS AND CONDITIONS**

- 4.1 That for the purpose of the 41 Ave. Cast Iron & Sanitary Replacement Project, the sum of up to NINE HUNDRED AND SEVENTY FIVE THOUSAND (\$975,000) be borrowed from the Alberta Finance and Treasury Board or another authorized financial institution by way of debenture on the credit and security of the Town of Taber at large, of which the full sum of up to \$975,000 Dollars is to be paid by the Town of Taber at large.
- 4.2 The Signatory(s) of the Town of Taber are hereby authorized to issue debenture(s) on behalf of the Town of Taber for the amount and purpose as authorized by this bylaw, namely the 41 Ave. Cast Iron & Sanitary Replacement Project.
- 4.3 The Town of Taber shall repay the indebtedness according to the repayment structure in effect, namely semi-annual equal payments of combined principal and interest instalments not to exceed TEN (10) years calculated at a rate not exceeding the interest rate fixed by the Alberta Finance and Treasury Board or another authorized financial institution on the date of the borrowing, and not to exceed EIGHT (8) percent.
- 4.4 The Town of Taber shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.

TOWN OF TABER  
BYLAW NO.19- 2024

**5.0 INTENTION OF TOWN COUNCIL**

It is the intention of the Town Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is further the intention of the Town Council that if any provision of the Bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

**6.0 RECINDED OR AMENDED BYLAWS**

Bylaw 2-2024 is hereby repealed in its entirety.

**7.0 EFFECTIVE DATE**

This Bylaw shall take effect on the day of the final passing and the signatures of the chief elected official and duly authorized designated officer thereof.

- RES. Read a first time this \_\_\_ day of \_\_\_, 2024
- RES. Read a second time this \_\_\_ day of \_\_\_, 2024
- RES. Read a third time and finally passed this \_\_\_ day of \_\_\_, 2024

**TOWN OF TABER**

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**CHIEF ADMINISTRATIVE OFFICER (C.A.O)**

TOWN OF TABER  
BYLAW NO.2- 2024

**BEING A BYLAW OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF AUTHORIZING THE COUNCIL OF THE TOWN OF TABER TO INCUR INDEBTEDNESS BY THE ISSUANCE OF THE DEBENTURE(S) IN THE AMOUNT UP TO \$975,000 FOR THE PURPOSE OF FINANCING THE 41 AVE. CAST IRON & SANITARY REPLACEMENT PROJECT WITHIN THE TOWN OF TABER.**

---

WHEREAS the Council of the Town of Taber, in the Province of Alberta, deems it expedient to issue a bylaw pursuant to Section 251 of the Municipal Government Act to authorize the financing of the 41 Ave. Cast Iron & Sanitary Replacement Project.

AND WHEREAS the plans, specifications and estimates for the project confirm the total cost of the said project to be \$1,550,000.

AND WHEREAS in order to construct and complete the said project, it will be necessary for the Town of Taber to borrow up to the sum of \$975,000 on the terms and conditions referred to in this bylaw;

AND WHEREAS the Town of Taber will repay the indebtedness over a period of Ten (10) years in semi-annual installments, with interest not to exceed EIGHT percent (8%), or the interest rate fixed from time to time by the Alberta Finance and Treasury Board, payable semi-annually;

AND WHEREAS the amount of the outstanding debt of the Town of Taber at December 31, 2022 is \$13.1M and no part of the principal or interest is in arrears.

AND WHEREAS the estimated lifetime of the purchase financed under this bylaw is equal to 75 years;

AND WHEREAS all required approvals have been obtained and the project is in accordance with all *Acts* and *Regulations* of the Province of Alberta.

NOW THEREFORE the Council of the Town of Taber in the Province of Alberta, duly assembled, hereby enacts as follows:

**1.0 NAME OF BYLAW**

This bylaw may be cited as the “Long-term Borrowing – 41 Ave. Cast Iron & Sanitary Replacement Project Bylaw 2-2024”.

**2.0 DEFINITIONS**

In this Bylaw:

**Act** means the Municipal Government Act

**Bylaw** means the “Long-term Borrowing – 41 Ave. Cast Iron & Sanitary Replacement Project Bylaw 2-2024”.



TOWN OF TABER  
BYLAW NO.2– 2024

<b>Chief Administrative Officer</b>	means the Chief Administrative Officer for the Town, regardless of the specific title that may be conferred on the Officer by Council from time to time;
<b>Council</b>	means the Council for the Town of Taber;
<b>Indebtedness</b>	means an amount of money owed;
<b>Municipality</b>	means the Town of Taber;
<b>Signatory</b>	means person(s) authorized to sign on behalf of the Town of Taber as designated by Council.

**3.0 GENERAL**

- 3.1 The indebtedness shall be contracted on the credit and security of the Town of Taber.
- 3.2 The net amount borrowed under the bylaw shall be applied only to the project specified in this bylaw.

**4.0 TERMS AND CONDITIONS**

- 4.1 That for the purpose of the 41 Ave. Cast Iron & Sanitary Replacement Project, the sum of up to NINE HUNDRED AND SEVENTY FIVE THOUSAND (\$975,000) be borrowed from the Alberta Finance and Treasury Board or another authorized financial institution by way of debenture on the credit and security of the Town of Taber at large, of which the full sum of up to \$975,000 Dollars is to be paid by the Town of Taber at large.
- 4.2 The Signatory(s) of the Town of Taber are hereby authorized to issue debenture(s) on behalf of the Town of Taber for the amount and purpose as authorized by this bylaw, namely the 41 Ave. Cast Iron & Sanitary Replacement Project.
- 4.3 The Town of Taber shall repay the indebtedness according to the repayment structure in effect, namely semi-annual equal payments of combined principal and interest instalments not to exceed TEN (10) years calculated at a rate not exceeding the interest rate fixed by the Alberta Finance and Treasury Board or another authorized financial institution on the date of the borrowing, and not to exceed EIGHT (8) percent.
- 4.4 The Town of Taber shall levy and raise in each year a municipal Infrastructure fee sufficient to pay the indebtedness.



TOWN OF TABER  
BYLAW NO.2- 2024

**5.0 INTENTION OF TOWN COUNCIL**

It is the intention of the Town Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is further the intention of the Town Council that if any provision of the Bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

**6.0 EFFECTIVE DATE**

This Bylaw shall take effect on the day of the final passing and the signatures of the chief elected official and duly authorized designated officer thereof.

RES. 39/2024	Read a First Time this 12 <sup>th</sup> day of February, 2024.
RES. 99/2024	Read a Second Time this 25 <sup>th</sup> day of March, 2024
RES. 100/2024	Read a Third Time and finally Passed this 25 <sup>th</sup> day of March, 2024

TOWN OF TABER



MAYOR



CHIEF ADMINISTRATIVE OFFICER (C.A.O)

**From:** Sania Gul <Sania.Gul@gov.ab.ca> **On Behalf Of** TBF Local Authority Loans

**Sent:** Tuesday, September 3, 2024 10:40 AM

**To:** Orwa, John <John.Orwa@taber.ca>

**Subject:** RE: Debenture-Town of Taber

Good Morning John

Thank you for your patience.

Please go ahead and amend the Bylaw as per our MLA (We want to see taxes clause clearly).

In the event that the Borrower fails to, or is in jeopardy of failing to, make payments as required under Section

4.1, the Borrower shall impose and collect taxes on all taxable property and businesses in its municipality of an

amount sufficient to pay to the Province all amounts in arrears and becoming due and owing under this

Agreement or any Debenture

Please let me know if you have any question and concerns. I do understand that you will amend the existing Bylaw and in the new bylaw number you will reference that you are amending the current bylaw.

Thank you again.

**Sania Gul**

Finance Officer

Treasury Operations

Treasury and Risk Management

780-427-1027

Sania.gul@gov.ab.ca



## Council Request for Decision

**Meeting Date: September 9, 2024**

**Subject:**

Assessment Review Board Bylaw 20-2024

**Recommendation:**

1. That Council gives 1<sup>st</sup> reading to Assessment Review Board Bylaw 20-2024, at this meeting.
2. That Council gives 2<sup>nd</sup> reading to Assessment Review Board Bylaw 20-2024, at this meeting.
3. That Council unanimously agrees to proceed to 3<sup>rd</sup> and final reading to Assessment Review Board Bylaw 20-2024, at this meeting.
4. That Council gives 3<sup>rd</sup> and final reading to Assessment Review Board Bylaw 20-2024, at this meeting.

**Background:**

As per MGA S. 454

A Council must by Bylaw establish a local assessment review board to hear complaints referred to in section 460.1, and a composite assessment review board to hear complaints referred to in section 460.1(2).

The Town currently has Assessment Review Board Bylaw 20-2019. Administration has removed the remuneration section and changed the appointment term from three years to “up to three years” in proposed bylaw 20-2024. The Town currently has a Temporary Assessment Review Board Services Agreement with ORRSC, this agreement contains a Remuneration section.

The attached bylaw will replace Bylaw 20-2019.

Administration is looking for the first, second and third reading at this meeting.

**Legislation / Authority:**

MGA, Section 454



**Strategic Plan Alignment:**

Define and Practice Good Governance

**Financial Implication:**

Staff time

**Service Level / Staff Resource Implication:**

Service levels to remain the same

**Justification:**

MGA S.454

**Alternative(s):**

1. Council may choose to not give first, second and third readings to Bylaw 20-2024 and direct Administration to provide additional information.

**Attachment(s):** Assessment Review Board Bylaw 20-2019  
Assessment Review Board Bylaw 20-2024

**APPROVALS:**

**Originated By:** John Orwa

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

TOWN OF TABER  
BYLAW 20-2019

**BEING A BYLAW OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING ASSESSMENT REVIEW BOARDS TO HEAR AND DEAL WITH COMPLAINTS ON MATTERS PERTAINING TO ASSESSMENT WITHIN THE TOWN OF TABER.**

---

WHEREAS section 454 of the *Municipal Government Act* (Alberta, R.S.A. 2000, Chapter M-26, and amendments thereto) requires a Council to establish by bylaw a Local Assessment Review Board and a Composite Assessment Review Board.

NOW THEREFORE the Council of the Town of Taber in the Province of Alberta, duly assembled, hereby enacts as follows:

**1.0 NAME OF BYLAW**

This Bylaw may be cited as the "Assessment Review Boards Bylaw"

**2.0 DEFINITIONS**

In this Bylaw:

<b>Assessment Review Boards</b>	means the Local Assessment Review Board and the Composite Assessment Review Board collectively;
<b>Clerk</b>	means the designated officer appointed as the clerk of the Assessment Review Boards in accordance with section 454 of the <i>Municipal Government Act</i> ;
<b>Composite Assessment Review Board</b>	means a board established to hear and make decisions on complaints about any matter referenced in section 460.1(2) of the <i>Municipal Government Act</i> ;
<b>Council</b>	means the duly elected Council for the Town of Taber;
<b>Designated Officer</b>	means a person appointed to a position established under section 210(1) of the <i>Municipal Government Act</i>
<b>Local Assessment Review Board</b>	means a board established to hear and make decisions on complaints about any matter referenced in section 460.1(1) of the <i>Municipal Government Act</i> ;
<b>Municipality</b>	means the Town of Taber;



TOWN OF TABER  
BYLAW 20-2019

**3.0 ESTABLISHMENT OF BOARDS**

- 3.1 Council hereby establishes the following boards:
- a) Local Assessment Review Board; and
  - b) Composite Assessment Review Board.

**4.0 APPOINTMENT OF MEMBERS AND ASSESSMENT REVIEW BOARD CLERK**

- 4.1 Council appoints up to six members for a three year term to expire on December 31. A member may be re-appointed when their term expires.
- 4.2 Council will designate one of the members appointed under subsection (4.1) as the chair of the local assessment review board and for the Composite assessment review board; for a three year term.
- 4.3 Council will appoint a designated officer to act as the clerk of the assessment review boards having jurisdiction in the municipality. The clerk must not be an assessor or a designated officer having authority to grant or cancel tax exemptions or deferrals under section 364.1 of the *Municipal Government Act*

**5.0 REMUNERATION**

- 5.1 Assessment Review Board Clerk:
- a) \$100 per morning / \$200 per day for Local Assessment Review Board
  - b) \$200 per morning / \$400 per day for Composite Assessment Review Board
  - c) Travel costs at the *CRA standard rate*
  - d) Lunch (if applicable) at \$11.00
- 5.2 Board Members:
- a) \$100 per morning / \$200 per day for Local Assessment Review Board
  - b) \$200 per morning / \$400 per day for Composite Assessment Review Board
  - c) Travel costs at the *CRA standard rate*
  - d) Lunch (if applicable) at \$11.00

**6.0 INTENTION OF TOWN COUNCIL**

It is the intention of the Town Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is further the intention of the Town Council that if any provision of the Bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

**7.0 RESCINDED OR AMENDED BYLAWS**

Bylaw No. 1-2007 is hereby repealed in its entirety.


TOWN OF TABER  
BYLAW 20-2019

**8.0 EFFECTIVE DATE**

This Bylaw shall take effect on the day of the final passing and the signatures of the chief elected official and duly authorized designated officer thereof.

RES. 562/2019	Read a first time this 23 <sup>rd</sup> day of September, 2019
RES. 563/2019	Read a second time this 23 <sup>rd</sup> day of September, 2019
RES. 565/2019	Read a third time and finally passed this 23 <sup>rd</sup> day of September, 2019

TOWN OF TABER

  
\_\_\_\_\_  
MAYOR

  
\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER (C.A.O)

TOWN OF TABER  
BYLAW 20-2024

**BEING A BYLAW OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING ASSESSMENT REVIEW BOARDS TO HEAR AND DEAL WITH COMPLAINTS ON MATTERS PERTAINING TO ASSESSMENT WITHIN THE TOWN OF TABER.**

---

WHEREAS section 454 of the *Municipal Government Act* (Alberta, R.S.A. 2000, Chapter M-26, and amendments thereto) requires a Council to establish by bylaw a Local Assessment Review Board and a Composite Assessment Review Board.

NOW THEREFORE the Council of the Town of Taber in the Province of Alberta, duly assembled, hereby enacts as follows:

**1.0 NAME OF BYLAW**

This Bylaw may be cited as the “Assessment Review Boards Bylaw”

**2.0 DEFINITIONS**

In this Bylaw:

<b>Assessment Review Boards</b>	means the Local Assessment Review Board and the Composite Assessment Review Board collectively;
<b>Clerk</b>	means the designated officer appointed as the clerk of the Assessment Review Boards in accordance with section 454 of the <i>Municipal Government Act</i> ;
<b>Composite Assessment Review Board</b>	means a board established to hear and make decisions on complaints about any matter referenced in section 460.1(2) of the <i>Municipal Government Act</i> ;
<b>Council</b>	means the duly elected Council for the Town of Taber;
<b>Designated Officer</b>	means a person appointed to a position established under section 210(1) of the <i>Municipal Government Act</i>
<b>Local Assessment Review Board</b>	means a board established to hear and make decisions on complaints about any matter referenced in section 460.1(1) of the <i>Municipal Government Act</i> ;
<b>Municipality</b>	means the Town of Taber;



TOWN OF TABER  
BYLAW 20-2024

**3.0 ESTABLISHMENT OF BOARDS**

- 3.1 Council hereby establishes the following boards:
- a) Local Assessment Review Board; and
  - b) Composite Assessment Review Board.

**4.0 APPOINTMENT OF MEMBERS AND ASSESSMENT REVIEW BOARD CLERK**

- 4.1 Council appoints up to six members for **up to** a three-year term to expire on December 31. A member may be re-appointed when their term expires.
- 4.2 Council will designate one of the members appointed under subsection (4.1) as the chair of the local assessment review board and for the Composite assessment review board; for up to a three-year term.
- 4.3 Council will appoint a designated officer to act as the clerk of the assessment review boards having jurisdiction in the municipality. The clerk must not be an assessor or a designated officer having authority to grant or cancel tax exemptions or deferrals under section 364.1 of the *Municipal Government Act*

**5.0 INTENTION OF TOWN COUNCIL**

It is the intention of the Town Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is further the intention of the Town Council that if any provision of the Bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

**6.0 RESCINDED OR AMENDED BYLAWS**

**Bylaw No. 20-2019 is hereby repealed in its entirety.**

**7.0 EFFECTIVE DATE**

This Bylaw shall take effect on the day of the final passing and the signatures of the chief elected official and duly authorized designated officer thereof.

RES.	/2024	Read a first time this		day of September, 2024
RES.	/2024	Read a second time this		day of September, 2024
RES.	/2024	Read a third time and finally passed this		day of September, 2024

**TOWN OF TABER**

TOWN OF TABER  
BYLAW 20-2024

---

**MAYOR**

---

**CHIEF ADMINISTRATIVE OFFICER (C.A.O)**

## Council Request for Decision

**Meeting Date: September 9, 2024**

**Subject:**

Appointment of Assessment Review Board Members and Review Board Clerk

**Recommendation:**

1. That Council appoints the following members to the Assessment Review board for a one-year term, ending December 31, 2024.  
Jon Hood – Board member, Chair  
Sheila Smidt – Board member  
Christopher Northcott – Board member  
Russell Norris – Board member
2. That Council appoints the CAO or designate of the Oldman River Regional Services Commission as the Assessment Review board clerk for a term, ending December 31, 2024

**Background:**

The Town of Taber has entered into a Temporary Assessment Review Board Agreement with the Oldman River Regional Services Commission (ORRSC).

Administration is looking for council to appoint an Assessment Review Board Clerk and Assessment Review Board members.

**Legislation / Authority:**

MGA Section 454 & 456

**Strategic Plan Alignment:**

Define and Practice Good Governance



---

**Financial Implication:**

This will depend on the length of the hearing and will be paid according to the agreement with ORRSC.

**Service Level / Staff Resource Implication:**

No change in service/staff levels

**Justification:**

The Town of Taber has one non-residential assessment appeal to be heard by the Assessment Review Board.

**Alternative(s):**

1. That Council does not appoint the listed members to the Assessment Review board and requests further information.

**Attachment(s):** Temporary Assessment Review Board Services Agreement

**APPROVALS:**

**Originated By:** John Orwa

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

## Council Request for Decision

**Meeting Date: September 9, 2024**

**Subject:**

Proposed Policy - Purchase of Alcohol with Town Funds

**Recommendation:**

Council approves the Alcohol Purchased with Town Funds policy CS-FIN-11, as presented.

**Background:**

The Council of the Town of Taber has a broad mandate to provide good governance, develop and maintain a safe and viable community, and to supply desirable and/or necessary services to the community. The purpose of this policy is to control the use of Town funds to purchase alcoholic beverages at functions sponsored by Town Council.

This policy was discussed at the August 7, 2024, Town of Taber Audit committee meeting.

Administration is looking for Council discussion.

**Legislation / Authority:**

Council

**Strategic Plan Alignment:**

Define and Practice good governance

**Financial Implication:**

Currently unquantifiable

**Service Level / Staff Resource Implication:**

No change in service levels

**Justification:**

Administration is bringing forward researched best practices to ensure that policies and procedures are relevant and operationally sound.

**Alternative(s):**

1. That Council does not approve the Purchase of Alcohol with Town Funds Policy CS-FIN-11, and requests additional information.



**Attachment(s):** Use of Town Funds to Purchase Alcohol Policy

**APPROVALS:**

**Originated By:** John Orwa

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



# Use of Town Funds to Purchase Alcohol

<b>Policy No.:</b> CS-FIN-11	<b>Council Resolution No.:</b> [number/year]
<b>Department:</b> Corporate Services	<b>Authority:</b> Council
<b>Effective Date:</b>	<b>Revision Date:</b>
<b>Review Date:</b> 3 years from approval date, or when required –[Month Year; ie: January 2004]	<b>Repealed Date:</b>
<b>Supersedes:</b>	
<b>Related Procedure No.:</b> [PRO-If applicable]	
<b>Related Procedure Name:</b> [PRO-If applicable]	

## 1.0 PURPOSE

1.1 The Council of the Town of Taber has a broad mandate to provide good government, develop and maintain a safe and viable community, and to supply desirable and/or necessary services to the community. The purpose of this policy is to control the use of Town funds to purchase alcoholic beverages at functions sponsored by Town Council.

## 2.0 POLICY STATEMENT

2.1 It is the policy of the Town of Taber to prohibit the use of Town funds to purchase alcoholic beverages except at functions sponsored by the Town Council, Police Commission, or except under circumstances when approved by the Mayor or the Chief Administrative Officer or Chief of Police respectfully.

2.1.1 Employees shall seek approval from the Chief Administrative Officer or the Mayor when responsible for hosting delegation which entails extending citizen hospitality. Written approval is required in advance of the function as well as obtaining any necessary liquor license.

2.1.2 Taber Police Service employees will seek approval from the Chair of the Commission, or Chief of Police when responsible for hosting delegation which entails extending citizen hospitality. Written approval is required in advance of the function as well as obtaining any necessary liquor license.

2.1.3 Alcohol is considered a personal expense and is not eligible for reimbursement unless an exception has been pre-approved.



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

**3.0 DEFINITIONS**

3.1 Alcohol: Beverages including but not limited to, spirits, wine, and beer.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

\_\_\_\_\_  
DATE

DRAFT







## Council Request for Decision

**Meeting Date: September 9, 2024**

**Subject:**

2nd Quarter Financial Statements

**Recommendation:**

No motion needed.

**Background:**

Attached is the year-to-date unaudited financial statements for the six months ending June 30, 2024. This being the 2<sup>nd</sup> quarter it is anticipated that most revenues would not yet be fully realized, thus the variance amounts would be expected to be negative and the “Percentage Used” column would be expected to be about 50%. For expenses, an amount in the “Variance” column that is negative means that the expense is still within budget. This being the 2<sup>nd</sup> quarter it is anticipated that most expense objects except for those expenses that are paid once per year (Insurance Premiums) would result in the “Percentage Used” column being about 50%.

**Legislation / Authority:**

MGA s. 248

**Strategic Plan Alignment:**

Define and Practice Good Governance

**Financial Implication:**

Staff and Council’s time

**Service Level / Staff Resource Implication:**

Existing Staff Resources



**Justification:**

At the August 7, 2024 Town of Taber Audit Committee Meeting, the following resolution was passed:

“RES.20/2024 MOVED by Councillor Sorensen that the Audit Committee approves the 2nd Quarter unaudited Financial Statements for the six months ended June 30, 2024.

CARRIED UNANIMOUSLY”.

**Alternative(s):**

N/A

**Attachment(s):** Unaudited Financial Statements - June 30, 2024

**APPROVALS:**

**Originated By:** John Orwa

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

**TOWN OF TABER**  
**FINANCIAL STATEMENTS**  
**For the Six Months Ending Sunday, June 30, 2024**  
**(Unaudited)**

---

**TOWN OF TABER**  
**TABLE OF CONTENTS**  
**For the Six Months Ending Sunday, June 30, 2024**  
**(Unaudited)**

---

FINANCIAL STATEMENTS

STATEMENT OF FINANCIAL POSITION	1
STATEMENT OF OPERATIONS AND CHANGE IN FUND BALANCES	2
STATEMENT OF OPERATIONS - ACCOUNT LEVEL DETAIL	3 - 8
STATEMENT OF DEPARTMENTAL ACTIVITIES	9
SECTOR CHARTS	10 - 11

---

## TOWN OF TABER

### Statement of Financial Position

For the Six Months Ending Sunday, June 30, 2024, with comparative  
information for December 31, 2023  
(Unaudited)

	2024	2023
<b>Financial assets</b>		
Cash and temporary investments	21,605,919	17,514,315
Taxes and grants in lieu receivable	4,569,987	745,292
Trade and other receivables	2,731,352	3,404,022
Long-term investments	1,124,414	1,241,396
Debt charges recoverable	1,234,365	1,253,452
Other financial assets	0	4,131
	<hr/> 31,266,036	<hr/> 24,162,608
<b>Liabilities</b>		
Accounts payable and accrued liabilities	1,843,201	2,278,038
Employee benefit obligations	928,135	808,613
Deposit liabilities	641,236	494,097
Deferred revenue	2,279,077	2,144,549
Asset Retirement Obligation	12,243,569	12,243,569
Long-term debt	13,424,565	14,068,961
	<hr/> 31,359,783	<hr/> 32,037,828
Net financial debt	<hr/> -93,747	<hr/> -7,875,220
<b>Non-financial assets</b>		
Tangible capital assets	146,867,409	149,450,037
Land held for resale	4,434,333	4,434,333
Inventory held for consumption	0	194,830
Prepaid expenses	41,727	76,434
	<hr/> 151,343,470	<hr/> 154,155,634
<b>Accumulated surplus</b>	<hr/> 151,249,722	<hr/> 146,280,414

---

# TOWN OF TABER

## Statement of Operations and Change in Fund Balances

For the Six Months Ending Sunday, June 30, 2024, with comparative information for 2023

(Unaudited)

	2024 Budget Operating	2024 YTD Operating	Variance	Percentage Used	2023 YTD Operating	2024 YTD Operating	Change
<b>Revenues</b>							
Net taxes available for municipal purposes	11,445,371	13,129,222	1,683,851	114.71%	12,433,174	13,129,222	696,049
Sales to other governments	8,800	-	(8,800)	0.00%	-	-	-
Sales and user fees	12,175,118	5,295,837	(6,879,281)	43.50%	5,388,988	5,295,837	(93,151)
Penalties and cost of taxes	190,000	106,968	(83,032)	56.30%	120,834	106,968	(13,866)
Licenses and permits	323,064	295,402	(27,662)	91.44%	188,933	295,402	106,469
Fines	255,000	91,478	(163,522)	35.87%	98,930	91,478	(7,452)
Franchise and concession contracts	2,156,744	1,132,687	(1,024,057)	52.52%	1,107,839	1,132,687	24,848
Investment income	150,000	517,560	367,560	345.04%	420,673	517,560	96,887
Rentals	982,894	615,236	(367,658)	62.59%	593,173	615,236	22,064
Other	292,482	216,123	(76,359)	73.89%	174,504	216,123	41,619
Government transfers	1,401,288	705,848	(695,440)	50.37%	677,605	705,848	28,243
<b>Total Revenues</b>	<b>29,380,761</b>	<b>22,106,362</b>	<b>(7,274,399)</b>	<b>75.24%</b>	<b>21,204,651</b>	<b>22,106,362</b>	<b>901,711</b>
<b>Expenses</b>							
Salaries, wages and benefits	13,883,276	6,521,095	(7,362,181)	46.97%	5,920,992	6,521,095	600,102
Contracted and general services	6,250,864	2,764,138	(3,486,726)	44.22%	2,553,507	2,764,138	210,631
Purchase from other governments	906,505	378,648	(527,857)	41.77%	254,550	378,648	124,098
Materials, goods and supplies	4,255,882	2,139,938	(2,115,944)	50.28%	1,956,536	2,139,938	183,403
Provisions for allowances	149,070	68,755	(80,315)	46.12%	37,570	68,755	31,186
Transfers to local boards and agencies	749,470	548,692	(200,778)	73.21%	766,134	548,692	(217,443)
Bank charges and short-term interest	13,478	8,796	(4,682)	65.26%	6,536	8,796	2,260
Interest on long-term debt	557,011	232,689	(324,322)	41.77%	195,478	232,689	37,211
Amortization	5,165,245	2,582,628	(2,582,617)	50.00%	2,632,413	2,582,628	(49,785)
Loss (gain) on disposal of capital assets	-	-	-	0.00%	-	-	-
Other	118,000	34,727	(83,273)	29.43%	89,572	34,727	(54,846)
<b>Total Expenses</b>	<b>32,048,801</b>	<b>15,280,105</b>	<b>(16,768,696)</b>	<b>47.68%</b>	<b>14,413,289</b>	<b>15,280,105</b>	<b>866,816</b>
Excess (deficiency) of revenue over expenses	(2,668,040)	6,826,257	9,494,297	-255.85%	6,791,362	6,826,257	34,895
Repayment of long term debt	(1,478,712)	(625,309)	853,403	42.29%	(583,637)	(625,309)	(41,672)
From reserves	815,064	170,038	(645,026)	20.86%	3,960	170,038	166,078
To reserves	(1,891,170)	(904,756)	986,414	47.84%	(988,339)	(904,756)	83,583
<b>Change in Fund Balance</b>	<b>(5,222,858)</b>	<b>5,466,231</b>	<b>10,689,089</b>	<b>-104.66%</b>	<b>5,223,347</b>	<b>5,466,231</b>	<b>242,884</b>

# TOWN OF TABER

## Statement of Operations - Account Level Detail

For the Six Months Ending Sunday, June 30, 2024, with comparative information for 2023

(Unaudited)

	2024 Budget Operating	2024 YTD Operating	Variance	Percentage Used	2023 YTD Operating	2024 YTD Operating	Change
<b>Revenues</b>							
Local Improvement Taxes	-	-	-	0.00%	-	-	-
Property Taxes - FARMLAND	1,825	1,825	(0)	99.99%	2,471	1,825	(646)
Property Taxes - GIL Federal	10,709	10,709	(1)	100.00%	10,532	10,709	176
Property Taxes - GIL Provincial	38,852	38,852	0	100.00%	37,528	38,852	1,324
Property Taxes - LINEAR	319,792	319,792	0	100.00%	301,095	319,792	18,698
Property Taxes - MACHINERY & EQUIPMENT	901,183	901,183	0	100.00%	901,576	901,183	(393)
Property Taxes - NON RESIDENTIAL	4,319,377	4,310,961	(8,416)	99.81%	4,086,250	4,310,961	224,711
Property Taxes - RAILWAY	19,167	19,167	0	100.00%	20,019	19,167	(852)
Property Taxes - RESIDENTIAL	9,244,503	9,243,453	(1,050)	99.99%	8,774,608	9,243,453	468,846
Designated Ind Property Tax Requisition	(2,038)	(2,038)	0	100.00%	(1,811)	(2,038)	(227)
Payment for Annexed Land	(55,374)	(55,374)	(0)	100.00%	(64,603)	(55,374)	9,229
Public School Requisition - Residential/Farmland	(1,959,759)	(893,696)	1,066,063	45.60%	(883,569)	(893,696)	(10,127)
Public School Requisition - Non Residential	(886,500)	(433,601)	452,899	48.91%	(430,680)	(433,601)	(2,921)
Seniors Lodges - Taber & District Housing	(160,444)	(160,444)	(0)	100.00%	(147,801)	(160,444)	(12,644)
Separate School Requisition - Non Residential	(125,989)	(62,446)	63,543	49.56%	(60,663)	(62,446)	(1,783)
Separate School Requisition - Residential/Farmland	(219,933)	(109,120)	110,813	49.62%	(111,777)	(109,120)	2,657
<b>Net taxes available for municipal purposes</b>	<b>11,445,371</b>	<b>13,129,222</b>	<b>1,683,851</b>	<b>114.71%</b>	<b>12,433,174</b>	<b>13,129,222</b>	<b>696,049</b>
Sales to Local Government	8,800	-	(8,800)	0.00%	-	-	-
Sales to Provincial Government	-	-	-	0.00%	-	-	-
<b>Sales to other governments</b>	<b>8,800</b>	<b>-</b>	<b>(8,800)</b>	<b>0.00%</b>	<b>-</b>	<b>-</b>	<b>-</b>
Land Sales	1,114,000	-	(1,114,000)	0.00%	239,460	-	(239,460)
Recycling Service Fees	305,760	154,128	(151,632)	50.41%	150,024	154,128	4,105
Sale of Consumables	21,800	11,640	(10,160)	53.39%	9,817	11,640	1,823
Sale of Materials and Supplies	49,750	16,964	(32,786)	34.10%	2,382	16,964	14,582
Sales of Services	896,918	228,336	(668,582)	25.46%	372,446	228,336	(144,110)
Sales of Services - Lantic	-	311,190	311,190	0.00%	311,407	311,190	(217)
Sales of Services - Opening & Closing	40,000	21,080	(18,920)	52.70%	20,690	21,080	390
Sales of Services - Plots & Perpetual Care	27,299	16,003	(11,296)	58.62%	22,755	16,003	(6,752)
Service Installations	-	-	-	0.00%	-	-	-
Storm Water Management Fee	533,550	266,950	(266,600)	50.03%	238,653	266,950	28,297
Tax Certificates & Information	12,300	6,544	(5,756)	53.20%	6,070	6,544	474
User Fees	151,119	76,985	(74,134)	50.94%	70,644	76,985	6,341
Utility Bulk Service Fees	357,910	221,308	(136,602)	61.83%	202,838	221,308	18,469
Utility Hook-up Fees	-	-	-	0.00%	-	-	-
Utility Service Fees	8,664,712	3,964,709	(4,700,003)	45.76%	3,741,803	3,964,709	222,907
<b>Sales and user fees</b>	<b>12,175,118</b>	<b>5,295,837</b>	<b>(6,879,281)</b>	<b>43.50%</b>	<b>5,388,988</b>	<b>5,295,837</b>	<b>(93,151)</b>
Penalties	190,000	106,968	(83,032)	56.30%	120,834	106,968	(13,866)
<b>Penalties and cost of taxes</b>	<b>190,000</b>	<b>106,968</b>	<b>(83,032)</b>	<b>56.30%</b>	<b>120,834</b>	<b>106,968</b>	<b>(13,866)</b>

# TOWN OF TABER

## Statement of Operations - Account Level Detail

For the Six Months Ending Sunday, June 30, 2024, with comparative information for 2023

(Unaudited)

	2024 Budget Operating	2024 YTD Operating	Variance	Percentage Used	2023 YTD Operating	2024 YTD Operating	Change
Development Permit Application Fees	50,000	40,986	(9,014)	81.97%	21,563	40,986	19,424
Licenses Animal Control Cats	-	-	-	0.00%	-	-	-
Licenses Animal Control Dogs	1,500	2,630	1,130	175.33%	2,880	2,630	(250)
Licenses Business	100,000	109,425	9,425	109.43%	102,377	109,425	7,049
Permit Application Fees - Building	155,000	133,386	(21,614)	86.06%	60,589	133,386	72,797
Permit Application Fees - Cemetery	1,564	825	(739)	52.75%	675	825	150
Subdivision Application Fees	15,000	8,150	(6,850)	54.33%	850	8,150	7,300
<b>Licenses and permits</b>	<b>323,064</b>	<b>295,402</b>	<b>(27,662)</b>	<b>91.44%</b>	<b>188,933</b>	<b>295,402</b>	<b>106,469</b>
Fines Police	250,000	87,834	(162,166)	35.13%	95,335	87,834	(7,501)
Fines Animal Control Cats	-	-	-	0.00%	-	-	-
Fines Animal Control Dogs	3,000	1,844	(1,156)	61.47%	2,620	1,844	(776)
Other Fines	2,000	1,800	(200)	90.00%	975	1,800	825
<b>Fines</b>	<b>255,000</b>	<b>91,478</b>	<b>(163,522)</b>	<b>35.87%</b>	<b>98,930</b>	<b>91,478</b>	<b>(7,452)</b>
Franchise Fees Electrical Distribution System	1,327,165	670,784	(656,381)	50.54%	652,925	670,784	17,859
Franchise Fees Gas Distribution System	829,579	461,904	(367,675)	55.68%	454,914	461,904	6,989
<b>Franchise and concession contracts</b>	<b>2,156,744</b>	<b>1,132,687</b>	<b>(1,024,057)</b>	<b>52.52%</b>	<b>1,107,839</b>	<b>1,132,687</b>	<b>24,848</b>
Interest Income	7,613	3,857	(3,756)	50.67%	4,056	3,857	(198)
Investment Income	150,000	517,560	367,560	345.04%	420,673	517,560	96,887
<b>Investment income</b>	<b>157,613</b>	<b>521,417</b>	<b>363,804</b>	<b>330.82%</b>	<b>424,728</b>	<b>521,417</b>	<b>96,689</b>
Admissions	153,579	93,178	(60,401)	60.67%	83,278	93,178	9,900
Admissions - Passes	41,616	26,364	(15,252)	63.35%	22,670	26,364	3,694
Building Rental Revenue	251,287	142,185	(109,102)	56.58%	129,567	142,185	12,619
Equipment Rental Revenue	-	-	-	0.00%	-	-	-
Facility Rental Revenues	347,483	157,014	(190,469)	45.19%	156,572	157,014	442
Facility Rental Revenues - Advertising Space	7,970	-	(7,970)	0.00%	7,970	-	(7,970)
Farmland Lease Revenue	88,505	128,229	39,724	144.88%	123,236	128,229	4,993
Land Lease Revenue	14,529	6,753	(7,776)	46.48%	5,052	6,753	1,700
Surface (Oil) Land Lease Revenue	77,925	61,514	(16,411)	78.94%	64,827	61,514	(3,314)
<b>Rentals</b>	<b>982,894</b>	<b>615,236</b>	<b>(367,658)</b>	<b>62.59%</b>	<b>593,173</b>	<b>615,236</b>	<b>22,064</b>
Development Levies	-	-	-	0.00%	-	-	-
Donations and Gifts	100,838	54,375	(46,463)	53.92%	53,970	54,375	405
Insurance Proceeds	-	25,863	25,863	0.00%	8,357	25,863	17,506
Operating Contingency/Debt Recovery	60,000	-	(60,000)	0.00%	-	-	-
Recovery from Operating Allowance	-	-	-	0.00%	-	-	-
Sponsorships	2,500	2,200	(300)	88.00%	-	2,200	2,200
Sundry Revenue	167,598	152,773	(14,825)	91.15%	130,718	152,773	22,055
Transfers from Local Boards and Agencies	-	-	-	0.00%	-	-	-
	330,936	235,210	(95,726)	71.07%	193,045	235,210	42,166
Contributions from Other Operating Functions	-	-	-	0.00%	-	-	-
Recoverable Debt - Principal	(38,454)	(19,087)	19,367	49.64%	(18,541)	(19,087)	(546)
<b>Other</b>	<b>292,482</b>	<b>216,123</b>	<b>(76,359)</b>	<b>73.89%</b>	<b>174,504</b>	<b>216,123</b>	<b>41,619</b>



# TOWN OF TABER

## Statement of Operations - Account Level Detail

For the Six Months Ending Sunday, June 30, 2024, with comparative information for 2023

(Unaudited)

	2024 Budget Operating	2024 YTD Operating	Variance	Percentage Used	2023 YTD Operating	2024 YTD Operating	Change
Transfers from Federal Gov Conditional	10,900	13,300	2,400	122.02%	-	13,300	13,300
Transfers from Federal Gov Unconditional	-	-	-	0.00%	-	-	-
Transfers from Local Government	-	-	-	0.00%	-	-	-
Transfers from Local Government - Barnwell	-	-	-	0.00%	-	-	-
Transfers from Local Government - MD	455,693	444,140	(11,553)	97.46%	429,873	444,140	14,268
Transfers from Provincial Gov Conditional	934,695	248,408	(686,287)	26.58%	247,733	248,408	675
Transfers from Provincial Gov Unconditional	-	-	-	0.00%	-	-	-
<b>Government transfers</b>	<b>1,401,288</b>	<b>705,848</b>	<b>(695,440)</b>	<b>50.37%</b>	<b>677,605</b>	<b>705,848</b>	<b>28,243</b>
<b>Total Revenues</b>	<b>29,388,374</b>	<b>22,110,220</b>	<b>(7,278,154)</b>	<b>75.23%</b>	<b>21,208,707</b>	<b>22,110,220</b>	<b>901,513</b>
<b>Expenses</b>							
CUPE Wages - Casual	894,656	429,822	(464,834)	48.04%	399,069	429,822	30,753
CUPE Wages - Casual Guards	82,446	35,977	(46,469)	43.64%	34,241	35,977	1,736
CUPE Wages - Full Time Clerical	1,544,782	634,901	(909,881)	41.10%	509,951	634,901	124,950
CUPE Wages - Full Time Outside	3,279,792	1,493,116	(1,786,676)	45.52%	1,394,048	1,493,116	99,068
CUPE Wages - Part Time Clerical	-	34,895	34,895	0.00%	15,516	34,895	19,379
CUPE Wages - Part Time Outside	31,752	-	(31,752)	0.00%	-	-	-
Elected Official Remuneration	202,532	99,427	(103,105)	49.09%	99,427	99,427	-
Employer Premium Reduction Contributions	8,000	-	(8,000)	0.00%	-	-	-
Employer Statutory & Benefits Contributions	2,776,689	1,386,171	(1,390,518)	49.92%	1,196,779	1,386,171	189,392
Employment Contracts	193,599	88,081	(105,518)	45.50%	93,517	88,081	(5,436)
Moving Allowances / Expenses	-	-	-	0.00%	-	-	-
Police Assoc Wages - Full Time	1,907,601	881,938	(1,025,663)	46.23%	733,877	881,938	148,061
Salaries - Out of Scope	2,961,427	1,436,767	(1,524,660)	48.52%	1,444,568	1,436,767	(7,801)
Salary, Wages and Benefits Contra	-	-	-	0.00%	-	-	-
Training - In Service	-	-	-	0.00%	-	-	-
<b>Salaries, wages and benefits</b>	<b>13,883,276</b>	<b>6,521,095</b>	<b>(7,362,181)</b>	<b>46.97%</b>	<b>5,920,992</b>	<b>6,521,095</b>	<b>600,102</b>
Advertising, Promotion, Public Relations	119,273	41,148	(78,125)	34.50%	21,593	41,148	19,555
Census	-	-	-	0.00%	-	-	-
Communications - Data	81,970	28,329	(53,641)	34.56%	25,029	28,329	3,300
Communications - Telephone Land Lines	75,600	32,892	(42,708)	43.51%	32,807	32,892	85
Communications - Telephone Mobile	52,612	25,056	(27,556)	47.62%	24,193	25,056	862
Contracted and General Services Contra	-	-	-	0.00%	-	-	-
Contracted Other - Trucking	191,240	101,912	(89,328)	53.29%	74,447	101,912	27,465
Contracted Public Transportation	-	-	-	0.00%	-	-	-
Contracted Repairs, Maintenance - Building	362,565	85,704	(276,861)	23.64%	98,230	85,704	(12,526)
Contracted Repairs, Maintenance - Building Janitor	262,541	113,332	(149,209)	43.17%	118,382	113,332	(5,050)
Contracted Repairs, Maintenance - Eng Structures	697,750	297,598	(400,152)	42.65%	317,786	297,598	(20,188)
Contracted Repairs, Maintenance - IT	-	-	-	0.00%	-	-	-
Contracted Repairs, Maintenance - Land Improvement	173,325	25,122	(148,203)	14.49%	40,652	25,122	(15,530)
Contracted Repairs, Maintenance - M&E & Furnishing	215,924	99,085	(116,839)	45.89%	94,673	99,085	4,413

# TOWN OF TABER

## Statement of Operations - Account Level Detail

For the Six Months Ending Sunday, June 30, 2024, with comparative information for 2023

(Unaudited)

	2024 Budget Operating	2024 YTD Operating	Variance	Percentage Used	2023 YTD Operating	2024 YTD Operating	Change
Contracted Repairs, Maintenance - Other	16,000	9,734	(6,266)	60.84%	9,293	9,734	441
Contracted Repairs, Maintenance - Vehicles	114,330	85,871	(28,459)	75.11%	78,272	85,871	7,598
Commission Honorarium	6,500	-	(6,500)	0.00%	-	-	-
Damage Claims	3,500	2,795	(705)	79.87%	2,148	2,795	648
Elections	-	-	-	0.00%	-	-	-
Express, Cartage, Freight	78,188	32,430	(45,758)	41.48%	40,863	32,430	(8,433)
Insurance Premiums	309,348	319,906	10,558	103.41%	303,949	319,906	15,957
Licenses, Permits and Software Support	891,718	332,983	(558,735)	37.34%	312,249	332,983	20,735
Memberships, Conferences, Registration Fees	114,733	37,762	(76,971)	32.91%	33,813	37,762	3,948
Municipal Membership Fees	13,050	11,188	(1,862)	85.73%	10,767	11,188	421
Postage	41,286	20,615	(20,671)	49.93%	19,145	20,615	1,470
Professional Services - Accounting & Audit	29,500	34,600	5,100	117.29%	26,052	34,600	8,548
Professional Services - Engineering	167,000	46,161	(120,839)	27.64%	66,369	46,161	(20,208)
Professional Services - Information Technology	49,700	35,421	(14,279)	71.27%	35,185	35,421	235
Professional Services - Inspections & Architecture	72,765	30,437	(42,328)	41.83%	33,002	30,437	(2,565)
Professional Services - Legal	93,100	5,726	(87,374)	6.15%	13,837	5,726	(8,111)
Professional Services - Management	185,450	103,823	(81,627)	55.98%	69,023	103,823	34,800
Professional Services - Other	1,127,320	454,837	(672,483)	40.35%	378,931	454,837	75,906
Professional Services - Property Assessment	112,750	51,958	(60,792)	46.08%	50,250	51,958	1,708
Professional Services - Veterinary Cat Control	5,000	86	(4,914)	1.72%	495	86	(409)
Professional Services - Veterinary Dog Control	-	-	-	0.00%	-	-	-
Property Tax Payment for Municipal Owned Land	2,583	2,686	103	104.00%	-	2,686	2,686
Rental / Lease of Building	-	(4,982)	(4,982)	0.00%	700	(4,982)	(5,682)
Rental / Lease of Equipment & Furnishings	171,411	161,071	(10,340)	93.97%	77,840	161,071	83,232
Rental / Lease of Land for Municipal Use	-	-	-	0.00%	-	-	-
Rental / Lease of Uniforms & Coveralls	7,250	3,573	(3,677)	49.28%	3,795	3,573	(222)
Rental / Lease of Vehicle	28,942	12,472	(16,470)	43.09%	6,779	12,472	5,693
Subscriptions and Publications	5,650	796	(4,854)	14.09%	754	796	42
Towing	2,250	3,220	970	143.11%	105	3,220	3,115
Training - External	193,612	63,618	(129,994)	32.86%	86,488	63,618	(22,870)
Travel and Subsistence	173,878	54,240	(119,638)	31.19%	44,597	54,240	9,643
Uniform and Clothing Alterations	1,250	932	(318)	74.55%	1,014	932	(82)
<b>Contracted and general services</b>	<b>6,250,864</b>	<b>2,764,138</b>	<b>(3,486,726)</b>	<b>44.22%</b>	<b>2,553,507</b>	<b>2,764,138</b>	<b>210,631</b>
Purchases from Local Government	300,000	185,849	(114,151)	61.95%	163,752	185,849	22,097
Purchases from Other Municipality Agencies	601,105	191,794	(409,311)	31.91%	89,999	191,794	101,795
Purchases from Provincial Agencies	5,400	1,004	(4,396)	18.60%	799	1,004	205
<b>Purchase from other governments</b>	<b>906,505</b>	<b>378,648</b>	<b>(527,857)</b>	<b>41.77%</b>	<b>254,550</b>	<b>378,648</b>	<b>124,098</b>
Building Furnishings & Supplies	40,680	34,724	(5,956)	85.36%	14,972	34,724	19,751
Building, Plumbing and Electrical Supplies	118,921	64,404	(54,517)	54.16%	60,208	64,404	4,196
Building, Plumbing and Electrical Supplies - MD	-	-	-	0.00%	131	-	(131)
Catered or Purchased Foods	60,141	18,382	(41,759)	30.57%	19,422	18,382	(1,040)

# TOWN OF TABER

## Statement of Operations - Account Level Detail

For the Six Months Ending Sunday, June 30, 2024, with comparative information for 2023

(Unaudited)

	2024 Budget Operating	2024 YTD Operating	Variance	Percentage Used	2023 YTD Operating	2024 YTD Operating	Change
Chemicals, Salt, Etc.	635,500	196,660	(438,840)	30.95%	256,540	196,660	(59,880)
Clothing & Boots	82,149	47,759	(34,390)	58.14%	42,951	47,759	4,809
Computer Equipment & Supplies	16,000	2,382	(13,618)	14.89%	5,355	2,382	(2,973)
Electricity	1,219,630	619,800	(599,830)	50.82%	622,827	619,800	(3,027)
Gas, Oil, Antifreeze, Etc.	337,304	178,082	(159,222)	52.80%	163,587	178,082	14,494
General Goods and Supplies - Other	45,683	5,757	(39,926)	12.60%	7,730	5,757	(1,972)
Gravel, Sand, Rocks	54,680	45,476	(9,204)	83.17%	22,392	45,476	23,085
Ground Materials and Fertilizer	43,629	11,967	(31,662)	27.43%	2,928	11,967	9,039
Janitorial Supplies	63,621	25,018	(38,603)	39.32%	25,755	25,018	(738)
Land Improvement Materials	193,071	186,087	(6,984)	96.38%	162,255	186,087	23,832
Machine & Equipment Parts	239,060	162,293	(76,767)	67.89%	83,567	162,293	78,726
Materials, Goods and Supplies Contra	-	-	-	0.00%	-	-	-
Natural Gas	388,900	204,578	(184,322)	52.60%	193,717	204,578	10,861
Paving, Curb, Sidewalk Materials	75,839	28,342	(47,497)	37.37%	22,303	28,342	6,039
Pharmaceutical & First Aid	7,795	7,493	(302)	96.12%	955	7,493	6,538
Promotional Materials	75,450	23,946	(51,504)	31.74%	22,504	23,946	1,442
Promotional Materials - Fire Prevention	-	8,923	8,923	0.00%	1,885	8,923	7,038
Re-Sale Supplies	20,075	14,911	(5,164)	74.27%	10,139	14,911	4,771
Road Signs (incl. Repair Materials)	15,376	25,092	9,716	163.19%	26,974	25,092	(1,882)
Safety Equipment and Supplies	56,980	36,917	(20,063)	64.79%	26,614	36,917	10,302
Small Equipment and Tools	242,243	111,678	(130,565)	46.10%	63,999	111,678	47,678
Stationery, Office Supplies	124,429	33,513	(90,916)	26.93%	30,469	33,513	3,045
Tires & Batteries	50,745	15,923	(34,822)	31.38%	40,643	15,923	(24,720)
Vehicle Parts	46,981	27,209	(19,773)	57.91%	23,253	27,209	3,956
Water, Sewer, Garbage Costs	1,000	2,624	1,624	262.42%	2,461	2,624	164
<b>Materials, goods and supplies</b>	<b>4,255,882</b>	<b>2,139,938</b>	<b>(2,115,944)</b>	<b>50.28%</b>	<b>1,956,536</b>	<b>2,139,938</b>	<b>183,403</b>
Cancellation of Uncollectable Accounts	149,070	68,755	(80,315)	46.12%	37,570	68,755	31,186
Transfers to Operating Allowances	-	-	-	0.00%	-	-	-
<b>Provisions for allowances</b>	<b>149,070</b>	<b>68,755</b>	<b>(80,315)</b>	<b>46.12%</b>	<b>37,570</b>	<b>68,755</b>	<b>31,186</b>
Grants to Individuals and Non-Government Org	273,298	276,324	3,026	101.11%	480,985	276,324	(204,661)
Transfer Payment to Local Government Agency	144,713	106,639	(38,074)	73.69%	105,769	106,639	869
Transfer Payment to Other Local Government	-	-	-	0.00%	16,900	-	(16,900)
Transfer Payment to Own Municipal Agency	331,459	165,730	(165,730)	50.00%	162,480	165,730	3,250
<b>Transfers to local boards and agencies</b>	<b>749,470</b>	<b>548,692</b>	<b>(200,778)</b>	<b>73.21%</b>	<b>766,134</b>	<b>548,692</b>	<b>(217,443)</b>
Bank Charges	13,478	8,796	(4,682)	65.26%	6,536	8,796	2,260
<b>Bank charges and short-term interest</b>	<b>13,478</b>	<b>8,796</b>	<b>(4,682)</b>	<b>65.26%</b>	<b>6,536</b>	<b>8,796</b>	<b>2,260</b>
Debenture Debt - Interest	557,011	232,689	(324,322)	41.77%	195,478	232,689	37,211
<b>Interest on long-term debt</b>	<b>557,011</b>	<b>232,689</b>	<b>(324,322)</b>	<b>41.77%</b>	<b>195,478</b>	<b>232,689</b>	<b>37,211</b>

## TOWN OF TABER

### Statement of Operations - Account Level Detail

For the Six Months Ending Sunday, June 30, 2024, with comparative information for 2023

(Unaudited)

	2024	2024	Variance	Percentage Used	2023	2024	Change
	Budget Operating	YTD Operating			YTD Operating	YTD Operating	
Amortization	5,165,245	2,582,628	(2,582,617)	50.00%	2,632,413	2,582,628	(49,785)
<b>Amortization</b>	<b>5,165,245</b>	<b>2,582,628</b>	<b>(2,582,617)</b>	<b>50.00%</b>	<b>2,632,413</b>	<b>2,582,628</b>	<b>(49,785)</b>
Loss (Gain) on Disposal of Capital Assets	-	-	-	0.00%	-	-	-
<b>Loss (gain) on disposal of capital assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>-</b>	<b>-</b>
Cost of Land Sold (from Inventory)	60,000	-	(60,000)	0.00%	58,010	-	(58,010)
Operating Contingency/Debt Reduction	25,000	6,936	(18,064)	27.74%	8,627	6,936	(1,691)
Penny Rounding - Over/Under	-	0	0	0.00%	1	0	(1)
Sundry Expenses	33,000	27,790	(5,210)	84.21%	22,935	27,790	4,855
	118,000	34,727	(83,273)	29.43%	89,572	34,727	(54,846)
Contributions to Other Operating Functions	-	-	-	0.00%	-	-	-
<b>Other</b>	<b>118,000</b>	<b>34,727</b>	<b>(83,273)</b>	<b>29.43%</b>	<b>89,572</b>	<b>34,727</b>	<b>(54,846)</b>
<b>Total Expenses</b>	<b>32,048,801</b>	<b>15,280,105</b>	<b>(16,768,696)</b>	<b>47.68%</b>	<b>14,413,289</b>	<b>15,280,105</b>	<b>866,816</b>
<b>Excess (deficiency) of revenue over expenses</b>	<b>(2,660,427)</b>	<b>6,830,115</b>	<b>9,490,542</b>	<b>-256.73%</b>	<b>6,795,418</b>	<b>6,830,115</b>	<b>34,697</b>
Debtenture Debt - Principal	(1,517,166)	(644,396)	872,770	42.47%	(602,178)	(644,396)	(42,218)
Recoverable Debt - Principal	38,454	19,087	(19,367)	49.64%	18,541	19,087	546
<b>Repayment of long term debt</b>	<b>(1,478,712)</b>	<b>(625,309)</b>	<b>853,403</b>	<b>42.29%</b>	<b>(583,637)</b>	<b>(625,309)</b>	<b>(41,672)</b>
Contributions from Capital Fund	695,064	9,127	(685,937)	1.31%	-	9,127	9,127
Contributions from Operating Reserves	120,000	160,911	40,911	134.09%	3,960	160,911	156,951
<b>From reserves</b>	<b>815,064</b>	<b>170,038</b>	<b>(645,026)</b>	<b>20.86%</b>	<b>3,960</b>	<b>170,038</b>	<b>166,078</b>
Contributions to Capital Fund	(1,851,170)	(846,779)	1,004,391	45.74%	(938,448)	(846,779)	91,668
Contributions to Operating Reserves	(40,000)	(57,977)	(17,977)	144.94%	(49,891)	(57,977)	(8,086)
<b>To reserves</b>	<b>(1,891,170)</b>	<b>(904,756)</b>	<b>986,414</b>	<b>47.84%</b>	<b>(988,339)</b>	<b>(904,756)</b>	<b>83,583</b>
<b>Change in Fund Balance</b>	<b>(5,215,245)</b>	<b>5,470,088</b>	<b>10,685,333</b>	<b>-104.89%</b>	<b>5,227,402</b>	<b>5,470,088</b>	<b>242,686</b>

# TOWN OF TABER

## Statement of Departmental Activities

For the Six Months Ending Sunday, June 30, 2024, with comparative information for 2023

(Unaudited)

Department	2024 Budget Net	2024 Operating Net	Variance	2023 Actual YTD Net	2024 Actual YTD Net	Change
Taxes and General	14,363,109	14,807,112	444,003	14,039,336	14,807,112	767,775
Council	(654,383)	(314,270)	340,113	(536,063)	(314,270)	221,793
CAO Offices	(576,254)	(262,486)	313,768	(328,282)	(262,486)	65,796
Finance and Customer Care	(1,194,182)	(575,026)	619,156	(506,835)	(575,026)	(68,191)
Health and Safety	(315,814)	(139,096)	176,718	(19,837)	(139,096)	(119,259)
Information Technology	(1,291,165)	(551,411)	739,754	(566,775)	(551,411)	15,365
Police Department	(3,692,294)	(1,817,127)	1,875,167	(1,430,753)	(1,817,127)	(386,374)
Fire Department	(1,118,645)	(536,497)	582,148	(364,079)	(536,497)	(172,418)
Fire Department Training	(12,088)	(9,679)	2,409	(5,099)	(9,679)	(4,580)
Disaster Services	(17,975)	(9,466)	8,509	(5,786)	(9,466)	(3,680)
Victim Services Unit	-	(42,410)	(42,410)	(253)	(42,410)	(42,157)
Roads Streets Walks	(4,235,712)	(2,139,233)	2,096,479	(2,248,489)	(2,139,233)	109,256
Public Transit	(145,750)	(145,750)	-	(138,700)	(145,750)	(7,050)
Stormwater	(177,418)	(76,253)	101,165	(85,324)	(76,253)	9,071
Water	424,983	82,361	(342,622)	378,162	82,361	(295,801)
Wastewater	(1,069,178)	(366,045)	703,133	(670,394)	(366,045)	304,350
Landfill	104,829	(152,298)	(257,127)	(231,467)	(152,298)	79,169
Solid Waste Services	18,258	76,896	58,638	178,036	76,896	(101,141)
FCSS	(71,053)	(70,896)	157	(70,896)	(70,896)	-
Cemetery	(150,645)	(48,309)	102,336	(40,239)	(48,309)	(8,070)
Planning and Economic Development	(179,506)	44,951	224,457	(148,718)	44,951	193,668
Subdivision and Land Development	398,117	(332,216)	(730,333)	(132,679)	(332,216)	(199,537)
Economic Development	(230,388)	(32,807)	197,581	-	(32,807)	(32,807)
Property Management	(1,257,801)	(349,371)	908,430	(189,412)	(349,371)	(159,959)
Arenas	(707,035)	(310,898)	396,137	(264,825)	(310,898)	(46,074)
Golf and Curling	(64,424)	(32,090)	32,334	(32,729)	(32,090)	638
Parks	(873,045)	(297,369)	575,676	(335,698)	(297,369)	38,329
Recreation Programs	(32,443)	(7,646)	24,797	(37,304)	(7,646)	29,658
Summer Games	-	-	-	-	-	-
Special Programs	2,500	2,200	(300)	-	2,200	2,200
Aquafun Centre	(1,055,488)	(297,854)	757,634	(372,817)	(297,854)	74,963

---

# TOWN OF TABER

## Statement of Departmental Activities

For the Six Months Ending Sunday, June 30, 2024, with comparative information for 2023

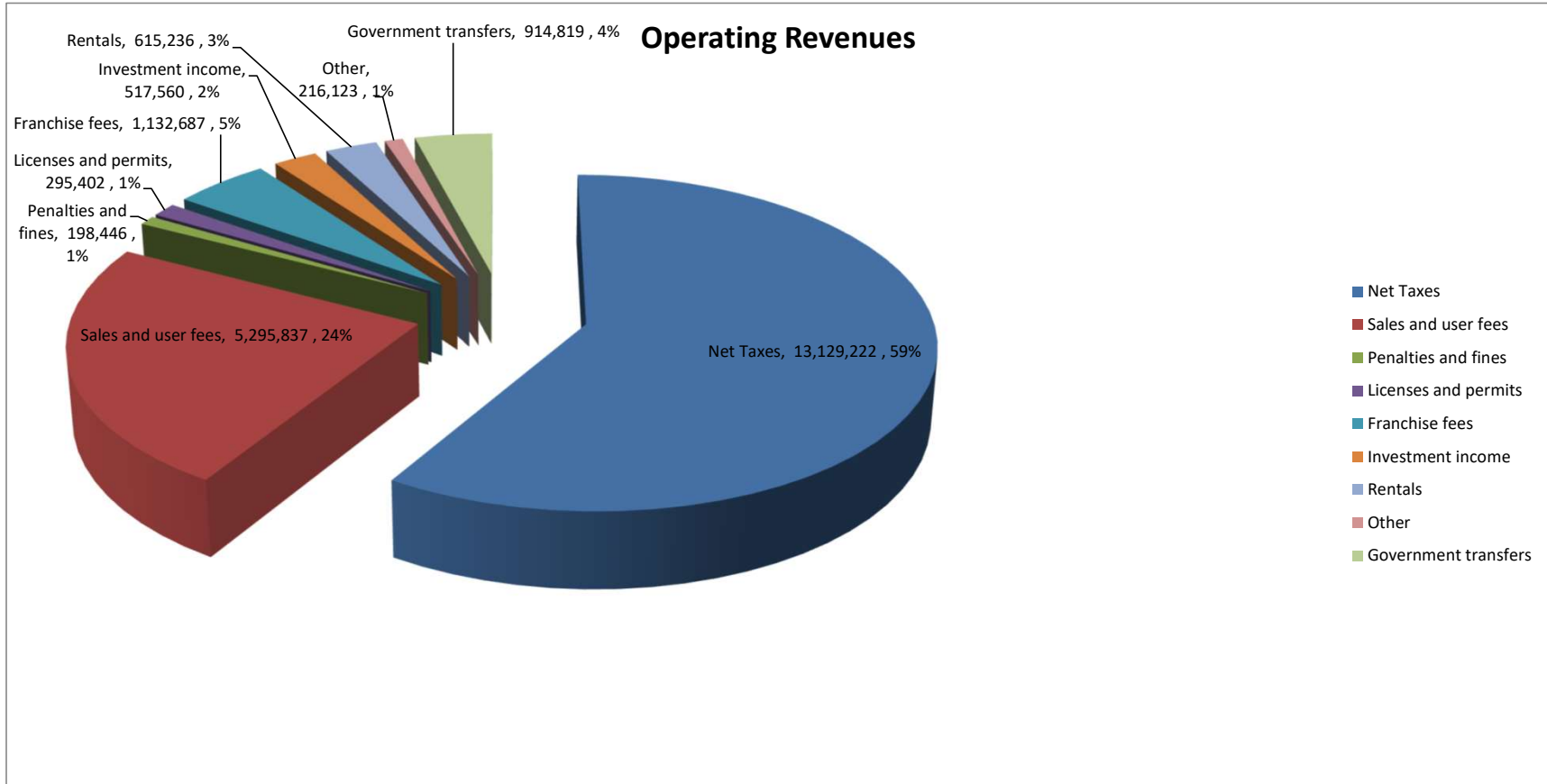
(Unaudited)

	2024 Budget Net	2024 Operating Net	Variance	2023 Actual YTD Net	2024 Actual YTD Net	Change
Sportsfields	(513,675)	(221,921)	291,754	(204,339)	(221,921)	(17,582)
Auditorium	(264,455)	(102,128)	162,327	(99,831)	(102,128)	(2,297)
Library	(576,225)	(286,889)	289,336	(282,758)	(286,889)	(4,131)
<b>Department Total</b>	<b>(5,165,245)</b>	<b>5,486,077</b>	<b>10,651,322</b>	<b>5,245,156</b>	<b>5,486,077</b>	<b>240,921</b>

# TOWN OF TABER

## Sector Chart

For the Six Months Ending Sunday, June 30, 2024, with comparative information for 2023  
(Unaudited)

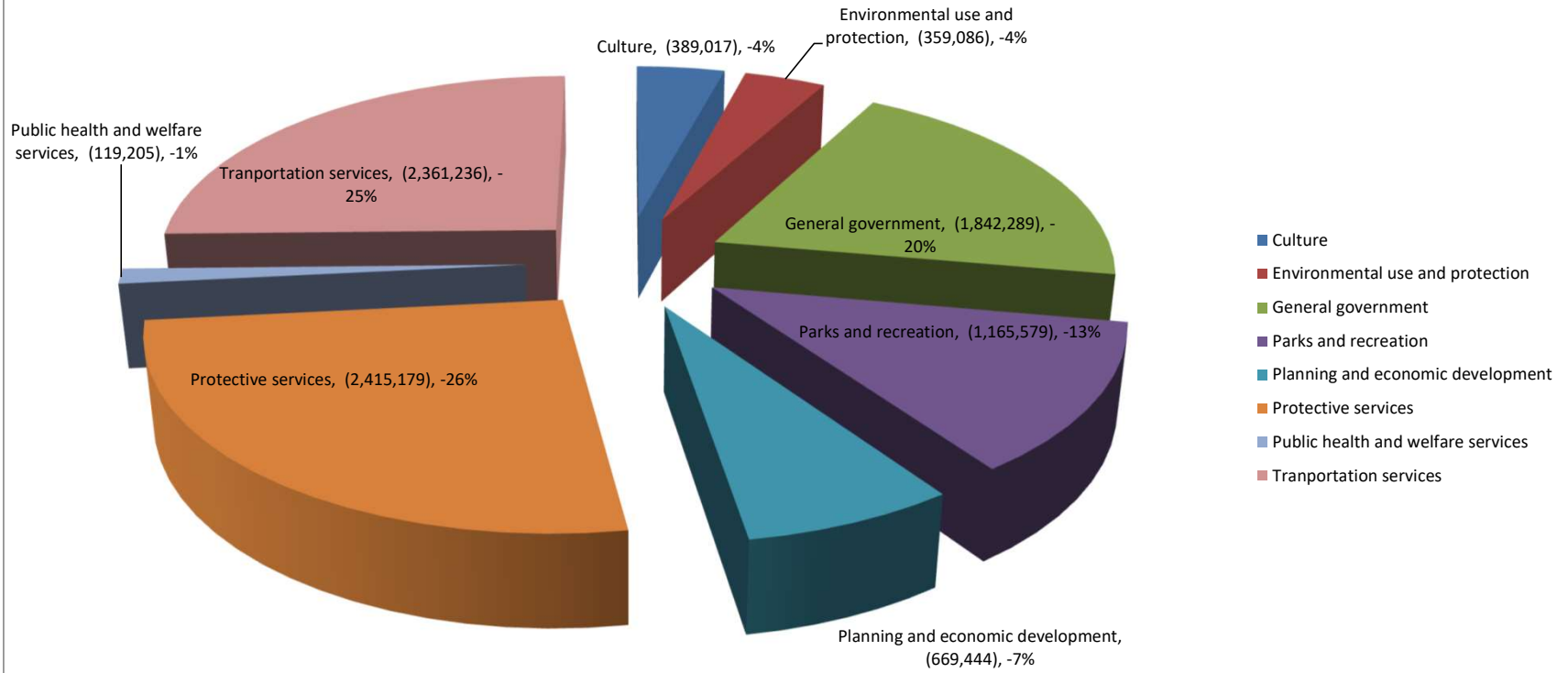


# TOWN OF TABER

## Sector Chart

For the Six Months Ending Sunday, June 30, 2024, with comparative information for 2023  
(Unaudited)

### Net Operating (including Amortization; excluding Taxes and General)







## Council Request for Decision

**Meeting Date: September 9, 2024**

**Subject:**

Request for Ramp Encroachment - 5115 48 Avenue

**Recommendation:**

Council directs administration not to grant the request for the ramp encroachment.

**Background:**

Administration has received a request to allow for the future encroachment of a Ramp on the Towns sidewalk in front of 5115 48 Avenue. The Development Authority did approve an addition to this building under DP 24-058. The plans at the time did not show any ramps. Once the main construction had begun it became obvious to the developer that they would need to install a ramp at the property. At this time, they submitted an updated drawing showing the ramp at the front of the building. This ramp is only partially on their property with most of it on the Towns property. A request was then made asking to allow the installation of a ramp which would require an encroachment agreement.

After reviewing the proposed encroachment with various members of the Public Works department and our Fire Department it was determined that an encroachment should not be granted. There were many reasons for this not the least being that they can move the ramp to the door on the west side of the addition and have it located completely on their property. They do not wish to do this as it will reduce the number of tables that they can have on their proposed patio area.

At the time we offered them an alternative solution in that they could install the ramp on the west side of the building and apply for a sidewalk patio permit each season at a cost of \$100 for the initial application and \$25 for each subsequent season as this is within the realm of the planning department to issue unlike their request for the encroachment.

We did ask them to provide us with their reasoning for requesting the encroachment and it is in the attached email.

**Legislation / Authority:**

#PLN – 3 Section 2.1(b)

**Strategic Plan Alignment:**

Define & Practice Good Governance #3:



**Financial Implication:**

The applicant would be responsible for any cost associated with the encroachment.

**Service Level / Staff Resource Implication:**

There may need to be adjustments to how public works maintains the sidewalk in this area.

**Justification:**

Encroachments are generally only granted after the fact when an error has been identified, and the encroachment has been built by mistake partially on the adjacent land.

**Alternative(s):**

Council could approve the encroachment.

**Attachment(s):** Drawings from June 19 with Ramp at the Front  
Drawings for Ramp Encroachment Request  
Email

**APPROVALS:**

**Originated By:**  
Celina Newberry

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

# DEVELOPMENT STANDARDS:(TABER LAND USE BY LAW)

**SITE LOCATION**  
 5115 48 AVE, TABER, AB T1G 1S9.  
 LOT: 18, 19, 20  
 BLOCK: 11  
 PLAN: 5638L

**PROJECT INFORMATION:**

THIS PROJECT IS TO DO ADDTION IN BUILDING WITH EXISTING. THE UNIT WILL BE USED FOR THE RESTAURENT.

**LAND USE DISTRICT:** DOWNTOWN DISTRICT (DT)

BLDG.AREA:2968.6 SF  
 PROPSD ADDITION: 408.6 SF  
 SITE AREA: 9375 SF

DESCRIPTION	PERMITTED	PROPOSED
USE	DISCRETIONARY USE	RESTAURANT
MAX. HEIGHT	46' (14.0 m)	
MIN. FRONT SETBACK	0.0m	
MIN. REAR SETBACK	0.0m	
MIN. SIDES SETBACK	0.0m	

TOTAL BLDG AREA 280m<sup>2</sup>

PARKING STALLS REQUIRED  
 GAMING CENTER 170.66m<sup>2</sup>  
 MIN. PARKING STALLS 1/30m<sup>2</sup>

RESTAURANT 83.98m<sup>2</sup>  
 MIN. PARKING STALLS 1/25m<sup>2</sup>

TOTAL REQUIRED STALL=9  
 PROPOSED STALL=8

REQUIRED WAIVER FOR 1 PARKING STALL.

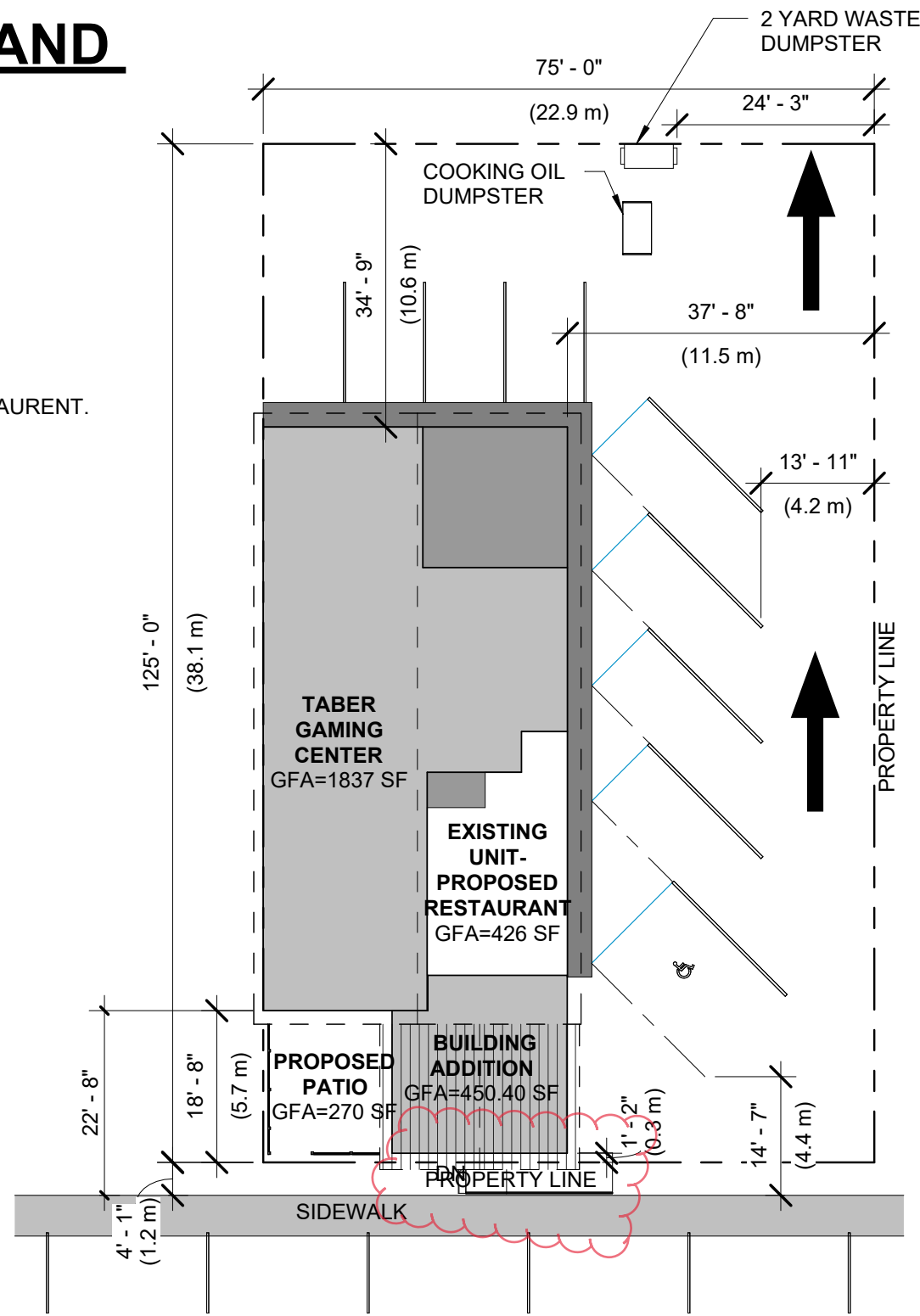
MIN. ACCESSIBLE PARKING 1

**GARABAGE REQUIRED:**

WASTE DUMPSTER - REQUIRED NEW ON SITE  
 COOKING OIL DUMPSTER - REQUIRED NEW ON SITE  
 RECYCLE COLLECTION DUMPSTER - EXISTING TO BE USED

**ABBREVIATIONS:**

APPROX.	APPROXIMATELY
BLDG.	BUILDING
GFA	GROSS FLOOR AREA
MAX.	MAXIMUM
MIN.	MINIMUM
SF	SQUARE FOOT
FDN.	FOUNDATION



48 AVE

① Site  
 1" = 20'-0"



GENERAL AND SUB-CONTRACTING  
 Residential Commercial Agricultural

Phone: 403-223-9411  
 Fax: 403-223-1573

Box 4779, TABER, AB, T1G 2E1

www.vhlconstruction.ca

STAMP:

REVISION	DATE
A	
B	
C	
D	
E	
F	

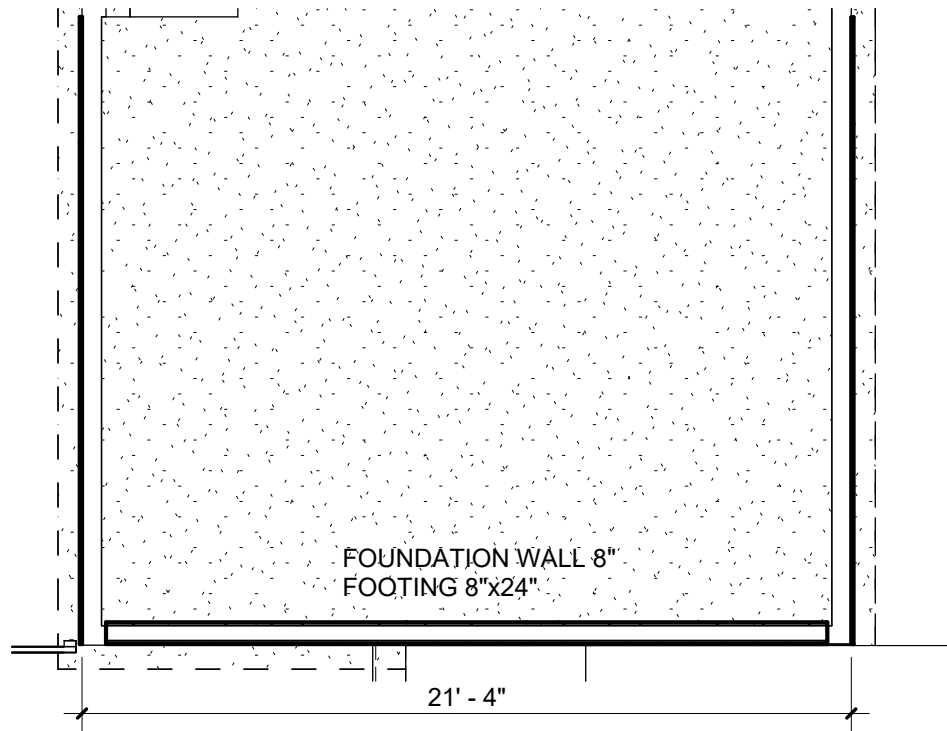
TGC  
 BUILDING  
 EXPANSION

Project number: 2725  
 Date: June 03,2024  
 Drawn by: T.PATEL  
 Checked by: J.WIEBE

SITE PLAN

A100

Scale 1" = 20'-0"



2 FOUNDATION PLAN  
3/16" = 1'-0"

**OCCUPANT LOAD:**

TABER GAMING CENTER=139.6 SQM/9.3 persons = **15 persons**

KITCHEN=34.64 SQM/9.3 persons = **3.72 persons**

DINING=41.62 SQM/1.2 persons = **34.68 persons**

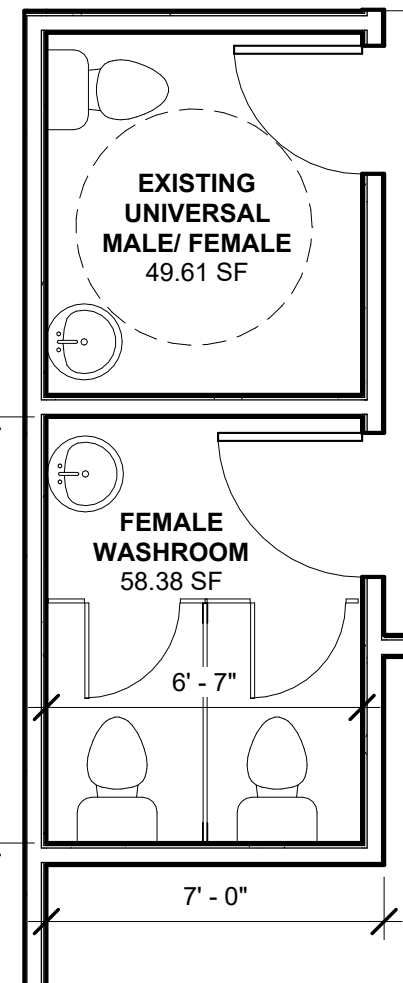
TOTAL OCCUPANT LOAD = **54 persons**

**WATER CLOSET REQUIRED :**

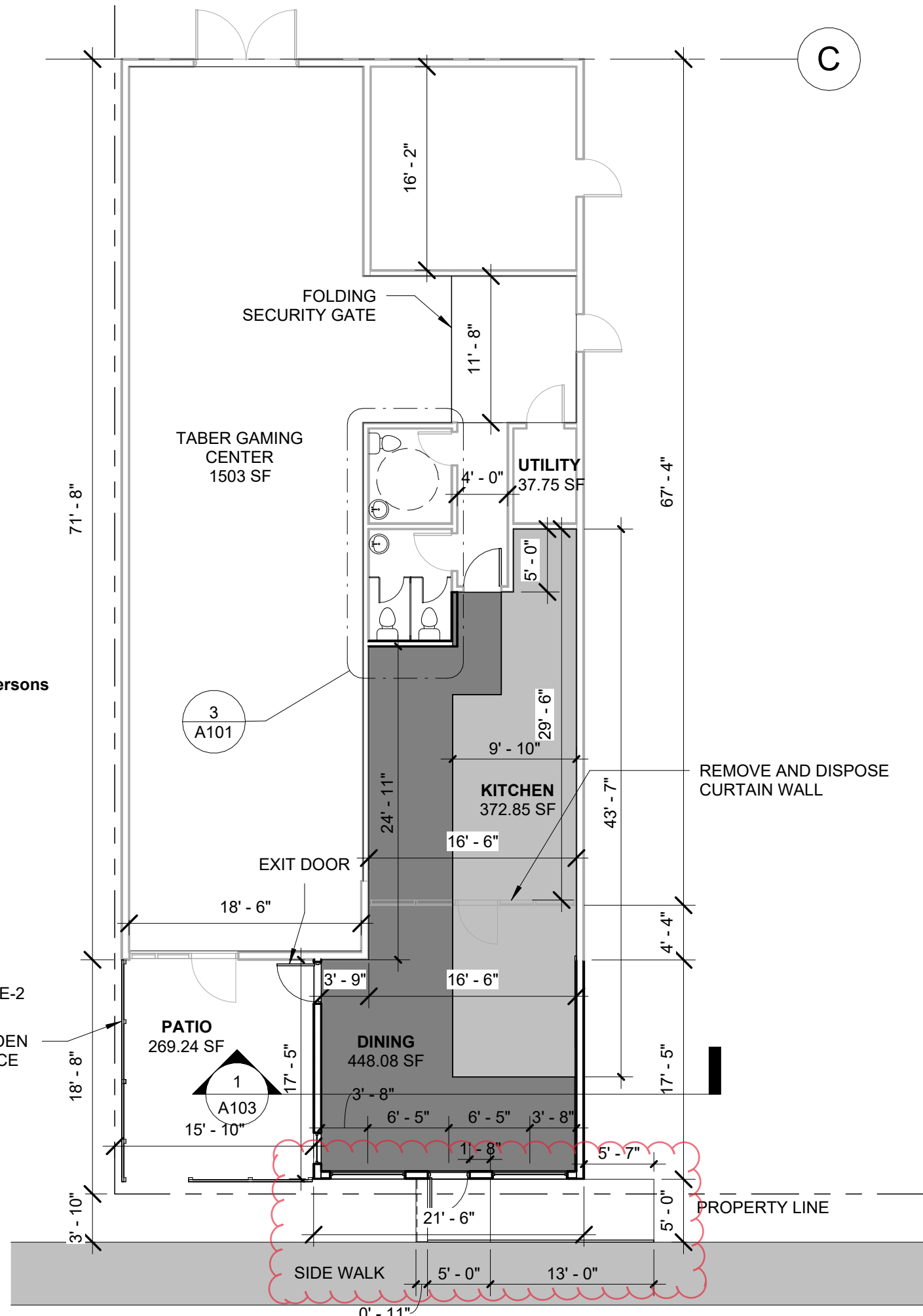
TABLE 3.7.2.2.-A  
WATER CLOSETS FOR AN ASSEMBLY OCCUPANCY  
FORMING PART OF SENTENCE 3.7.2.2.(6).

25-50 EACH SEX (TOTAL SERVES=100), MALE-1, FEMALE-2

WINDOW SCHEDULE			
WINDOW NO.	HEIGHT	WIDTH	SILL HEIGHT
1	5' - 0"	2' - 6"	2' - 0"
2	5' - 0"	6' - 0"	2' - 0"
5	5' - 0"	6' - 0"	2' - 0"
	4' - 0"	5' - 0"	0' - 0"
	4' - 0"	5' - 0"	0' - 0"
	4' - 0"	5' - 0"	-8' - 6"



3 WASHROOM LAYOUT  
1/4" = 1'-0"



1 FLOOR PLAN  
1" = 10'-0"

STAMP:

REVISION	DATE
A	
B	
C	
D	
E	
F	

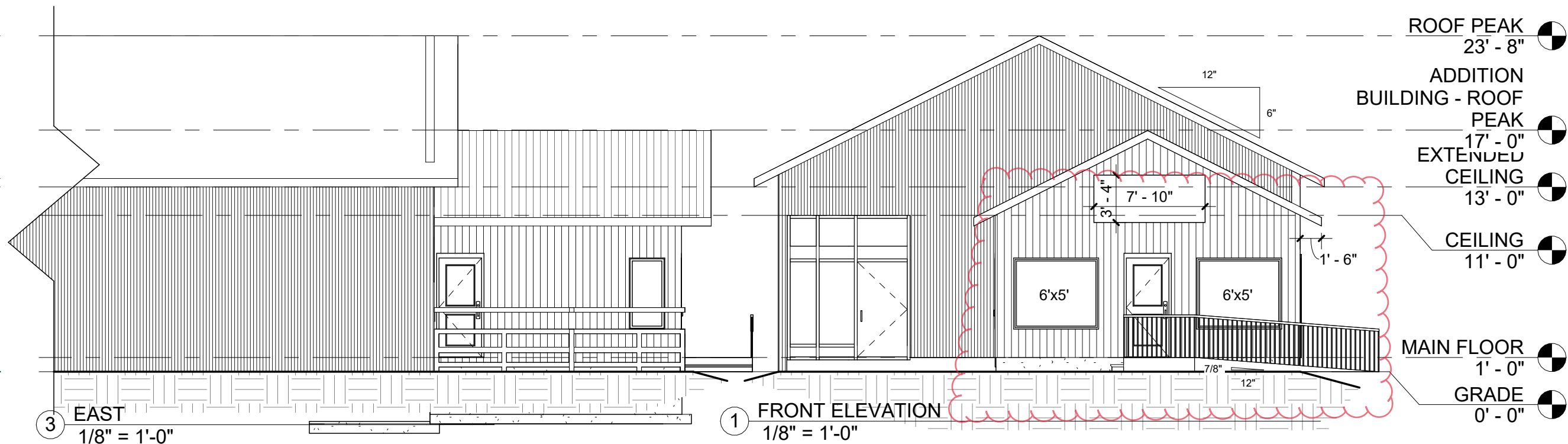
**TGC BUILDING EXPANSION**

Project number: 2725  
Date: June 03, 2024  
Drawn by: T.PATEL  
Checked by: J.WIEBE

**FLOOR PLANS**

A101

Scale As indicated



3 EAST  
1/8" = 1'-0"

1 FRONT ELEVATION  
1/8" = 1'-0"

- ROOF PEAK 23' - 8"
- ADDITION BUILDING - ROOF PEAK 17' - 0"
- EXTENDED CEILING 13' - 0"
- CEILING 11' - 0"
- MAIN FLOOR 1' - 0"
- GRADE 0' - 0"



4 WEST  
1/8" = 1'-0"

2 BACK ELEVATION  
1/8" = 1'-0"

- ROOF PEAK 23' - 8"
- ADDITION BUILDING - ROOF PEAK 17' - 0"
- EXTENDED CEILING 13' - 0"
- CEILING 11' - 0"
- MAIN FLOOR 1' - 0"

STAMP:

REVISION	DATE
A	
B	
C	
D	
E	
F	

**TGC BUILDING EXPANSION**

Project number: 2725  
Date: June 03, 2024  
Drawn by: T.PATEL  
Checked by: J.WIEBE

**ELEVATION VIEWS**

A102

Scale 1/8" = 1'-0"

**INTERIOR WALL**  
1/2" DRYWALL TYPE X.  
2x4 16" c/c / R14 INSL.  
1/2" DRYWALL TYPE X.

29 GA. METAL FLASHING  
6" R23 INSULATION  
6 mill POLY MOISTURE MEMBRANE  
5/8" PLYWOOD SHEATHING

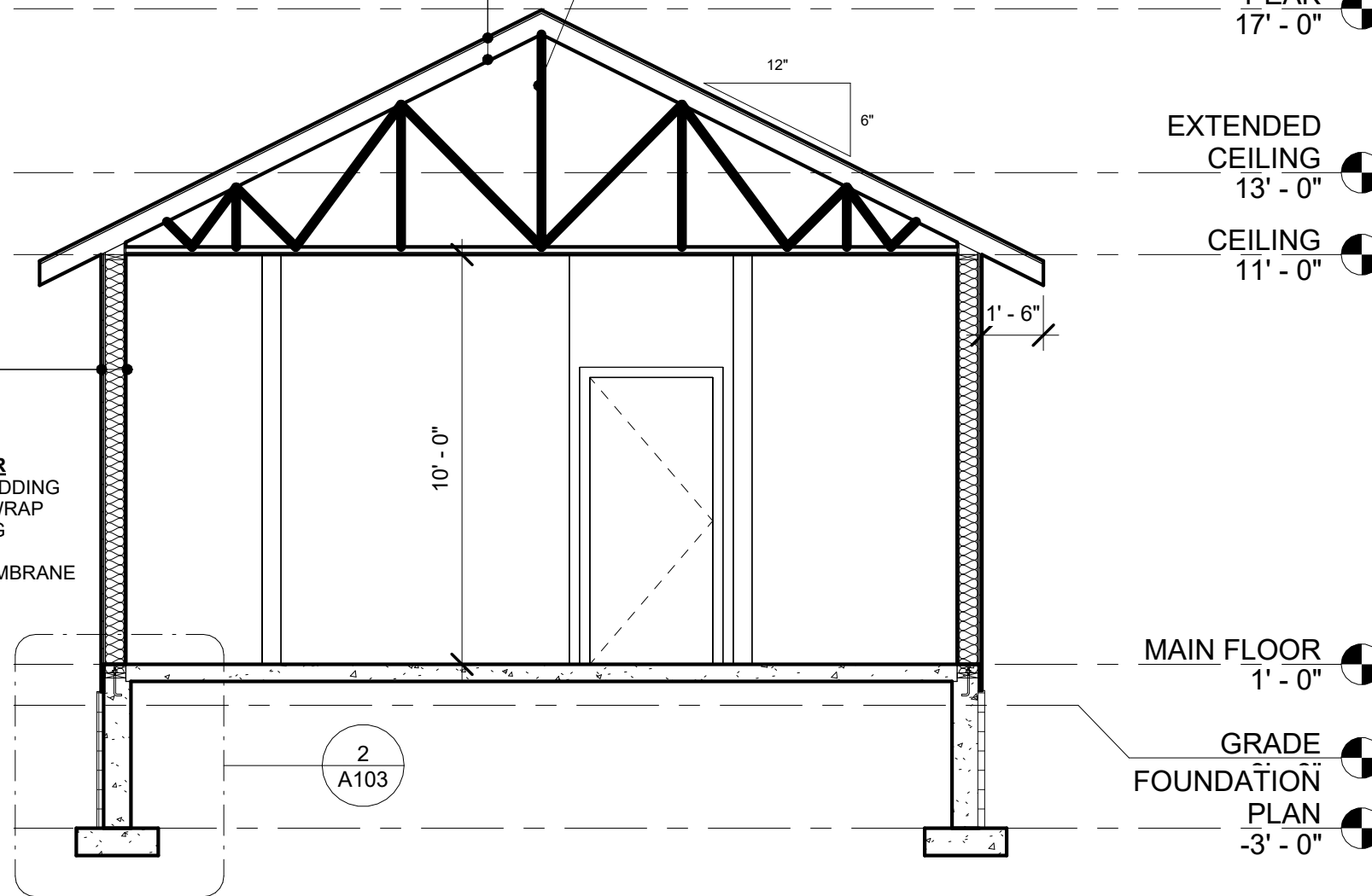
ENGINEERED TRUSSES  
BY OTHERS

ADDITION  
BUILDING - ROOF  
PEAK  
17' - 0"

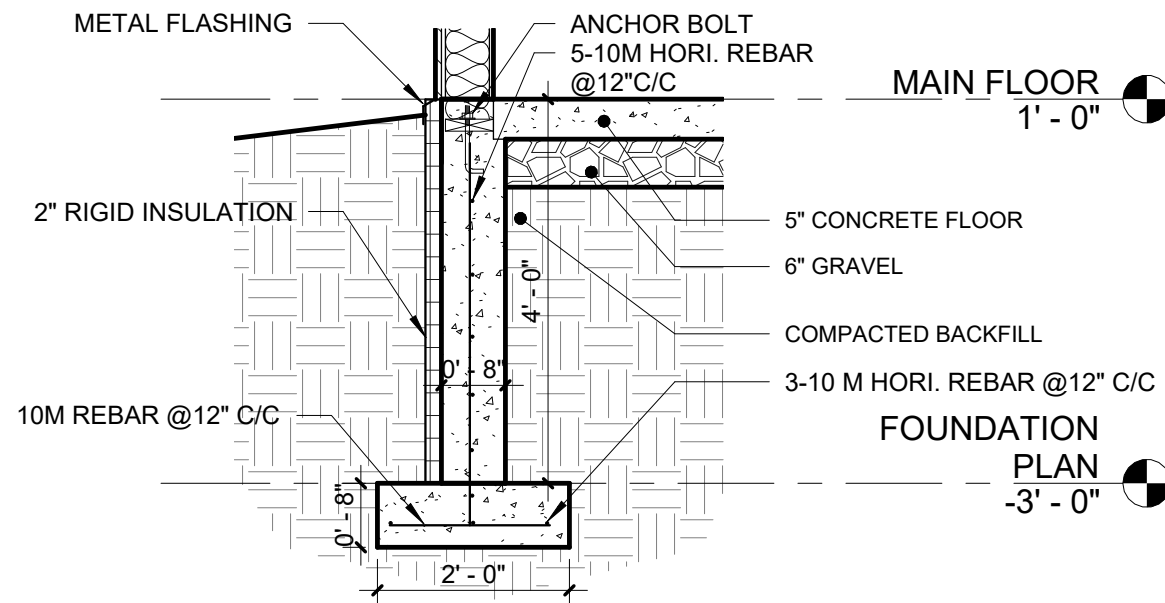
EXTENDED  
CEILING  
13' - 0"

CEILING  
11' - 0"

**EXTERIOR WALL - NO F.R.R**  
3/4" 29 GAUGE METAL CLADDING  
BUILDING PAPER/TYVEK WRAP  
1/2" PLYWOOD SHEATHING  
2x6 16" c/c / R23 INSUL.  
6 mill POLY MOISTURE MEMBRANE  
1/2" DRYWALL TYPE X.



① ADDITION SECTION  
1/4" = 1'-0"



② FDN.DETAIL  
1/2" = 1'-0"

STAMP:

REVISION	DATE
A	
B	
C	
D	
E	
F	

**TGC  
BUILDING  
EXPANSION**

Project number: 2725  
Date: June 03, 2024  
Drawn by: T.PATEL  
Checked by: J.WIEBE

**BUILDING  
SECTION**

A103

Scale As indicated

# DEVELOPMENT STANDARDS:(TABER LAND USE BY LAW)

**SITE LOCATION**  
 5115 48 AVE, TABER, AB T1G 1S9.  
 LOT: 18, 19, 20  
 BLOCK: 11  
 PLAN: 5638L

**PROJECT INFORMATION:**

THIS PROJECT IS TO DO ADDTION IN BUILDING WITH EXISTING. THE UNIT WILL BE USED FOR THE RESTAURENT.

**LAND USE DISTRICT:** DOWNTOWN DISTRICT (DT)

BLDG.AREA:2968.6 SF  
 PROPSD ADDITION: 408.6 SF  
 SITE AREA: 9375 SF

DESCRIPTION	PERMITTED	PROPOSED
USE	DISCRETIONARY USE	RESTAURANT
MAX. HEIGHT	46' (14.0 m)	
MIN. FRONT SETBACK	0.0m	
MIN. REAR SETBACK	0.0m	
MIN. SIDES SETBACK	0.0m	

TOTAL BLDG AREA 280m<sup>2</sup>

PARKING STALLS REQUIRED  
 GAMING CENTER 170.66m<sup>2</sup>  
 MIN. PARKING STALLS 1/30m<sup>2</sup>

RESTAURANT 83.98m<sup>2</sup>  
 MIN. PARKING STALLS 1/25m<sup>2</sup>

TOTAL REQUIRED STALL=9  
 PROPOSED STALL=8

REQUIRED WAIVER FOR 1 PARKING STALL.

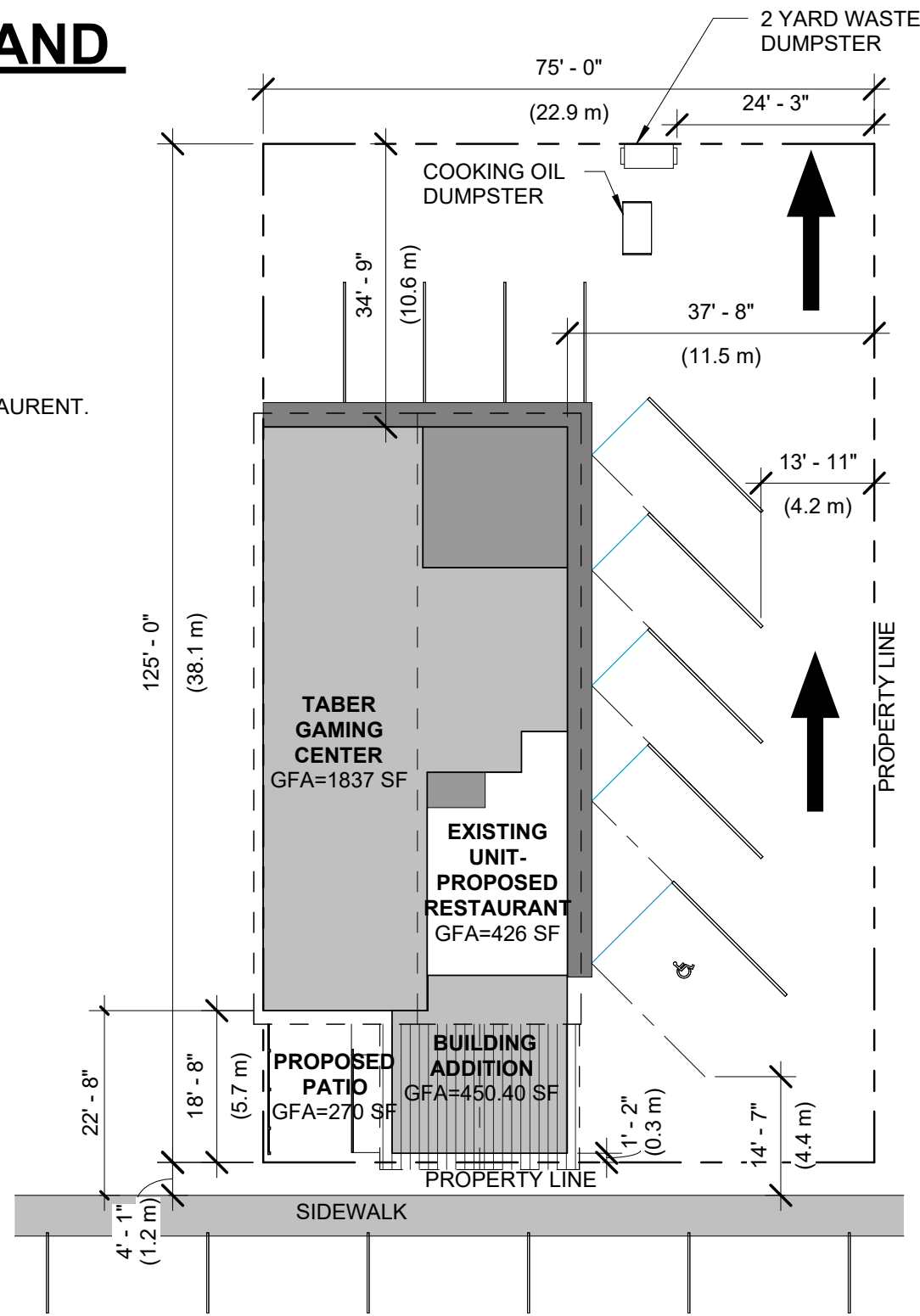
MIN. ACCESSIBLE PARKING 1

**GARABAGE REQUIRED:**

WASTE DUMPSTER - REQUIRED NEW ON SITE  
 COOKING OIL DUMPSTER - REQUIRED NEW ON SITE  
 RECYCLE COLLECTION DUMPSTER - EXISTING TO BE USED

**ABBREVIATIONS:**

APPROX.	APPROXIMATELY
BLDG.	BUILDING
GFA	GROSS FLOOR AREA
MAX.	MAXIMUM
MIN.	MINIMUM
SF	SQUARE FOOT
FDN.	FOUNDATION



48 AVE

① Site  
 1" = 20'-0"



GENERAL AND SUB-CONTRACTING  
 Residential Commercial Agricultural

Phone: 403-223-9411  
 Fax: 403-223-1573

Box 4779, TABER, AB, T1G 2E1

www.vhlconstruction.ca

STAMP:

REVISION	DATE
A	
B	
C	
D	
E	
F	

TGC  
 BUILDING  
 EXPANSION

Project number: 2725  
 Date: July 08,2024  
 Drawn by: T.PATEL  
 Checked by: J.WIEBE

SITE PLAN

A100

Scale 1" = 20'-0"



STAMP:

REVISION	DATE
A	
B	
C	
D	
E	
F	

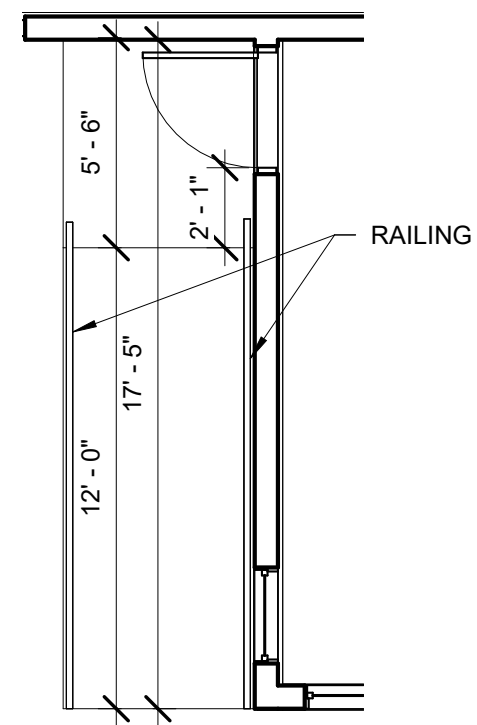
**TGC BUILDING EXPANSION**

Project number: 2725  
Date: July 08, 2024  
Drawn by: T.PATEL  
Checked by: J.WIEBE

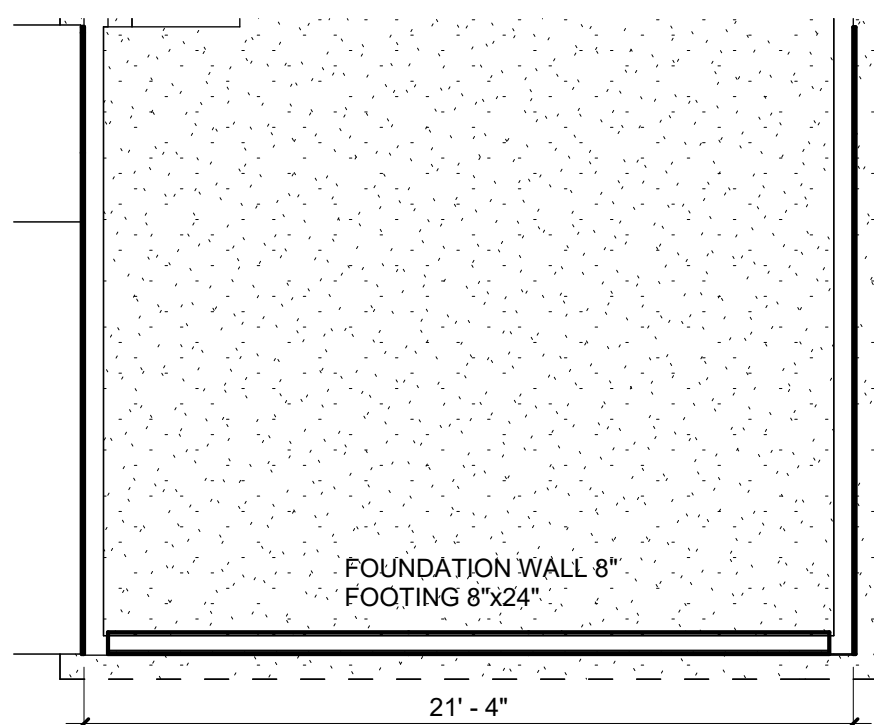
**FLOOR PLANS**

**A101**

Scale As indicated



4 RAMP  
1 : 60



2 FOUNDATION PLAN  
3/16" = 1'-0"

**OCCUPANT LOAD:**

TABER GAMING CENTER=139.6 SQM/9.3 persons = **15 persons**

KITCHEN=34.64 SQM/9.3 persons = **3.72 persons**

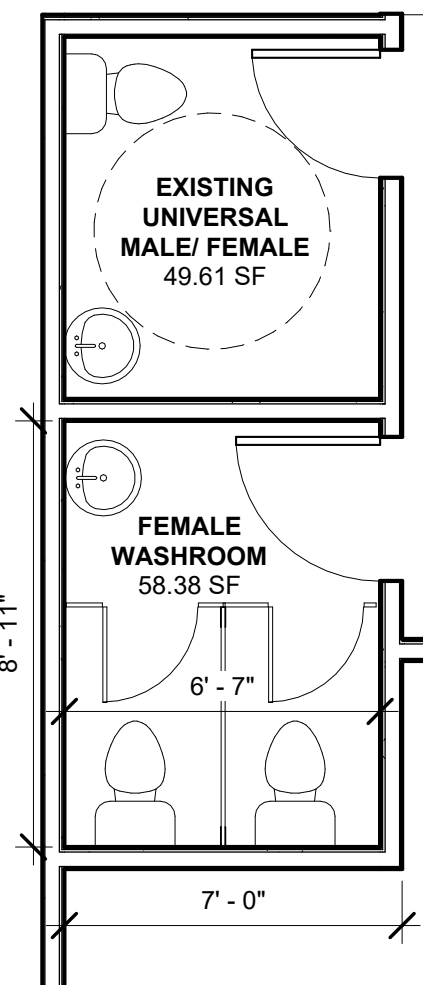
DINING=41.62 SQM/1.2 persons =**34.68 persons**

TOTAL OCCUPANT LOAD = **54 persons**

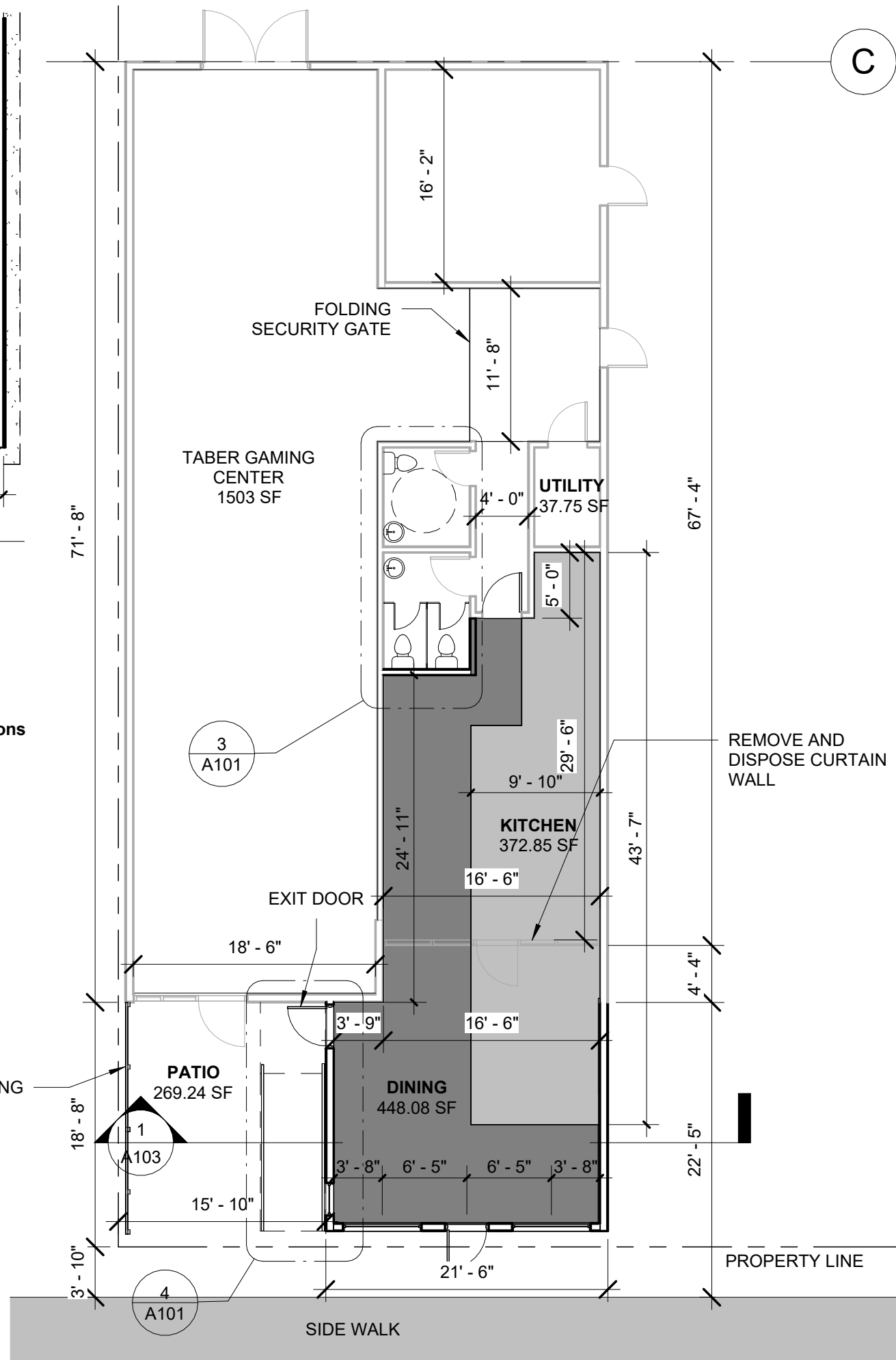
**WATER CLOSET REQUIRED :**

TABLE 3.7.2.2.-A  
WATER CLOSETS FOR AN ASSEMBLY OCCUPANCY  
FORMING PART OF SENTENCE 3.7.2.2.(6).

25-50 EACH SEX (TOTAL SERVES=100), MALE-1, FEMALE-2

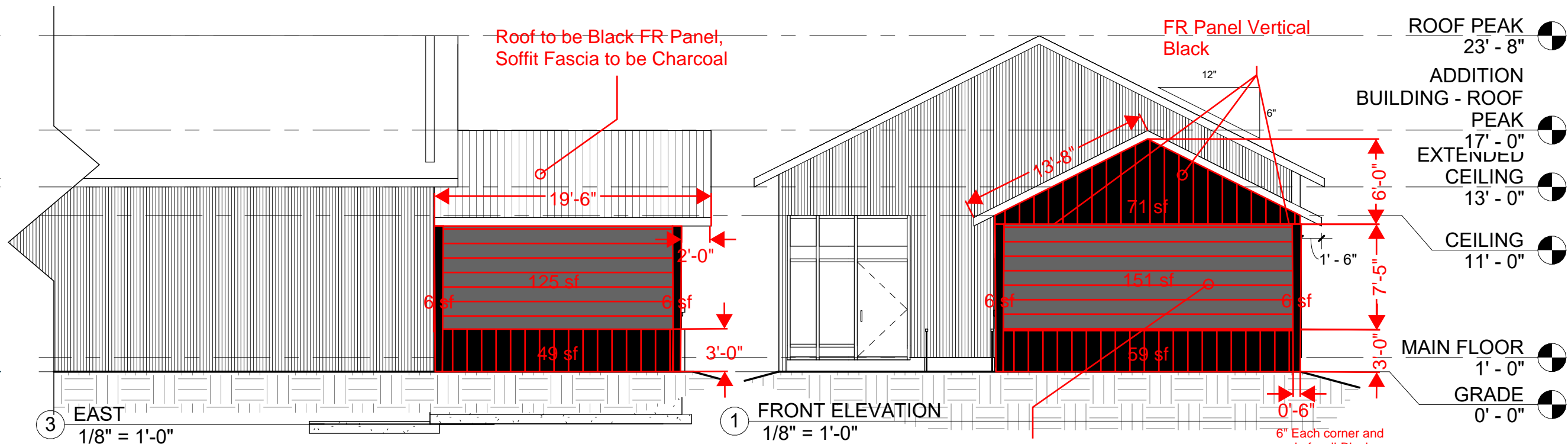


3 WASHROOM LAYOUT  
1/4" = 1'-0"



1 FLOOR PLAN  
1" = 10'-0"

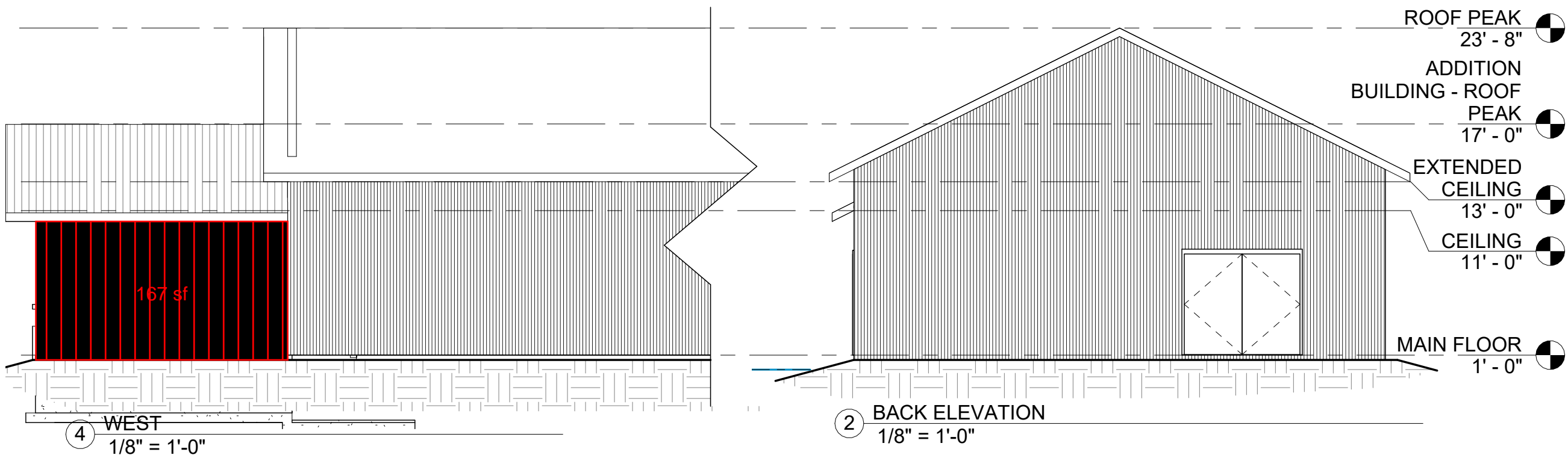




- ROOF PEAK 23' - 8"
- ADDITION BUILDING - ROOF PEAK 17' - 0"
- EXTENDED CEILING 13' - 0"
- CEILING 11' - 0"
- MAIN FLOOR 1' - 0"
- GRADE 0' - 0"

Reverse 11/6  
Horizontal profile -  
Charcoal

6" Each corner and  
end of wall-Black  
vertical FR Panel



- ROOF PEAK 23' - 8"
- ADDITION BUILDING - ROOF PEAK 17' - 0"
- EXTENDED CEILING 13' - 0"
- CEILING 11' - 0"
- MAIN FLOOR 1' - 0"

STAMP:

REVISION	DATE
A	
B	
C	
D	
E	
F	

**TGC BUILDING EXPANSION**

Project number: 2725  
Date: July 08, 2024  
Drawn by: T.PATEL  
Checked by: J.WIEBE

**ELEVATION VIEWS**

A102

Scale 1/8" = 1'-0"

**INTERIOR WALL**  
1/2" DRYWALL TYPE X.  
2x4 16" c/c / R14 INSL.  
1/2" DRYWALL TYPE X.

29 GA. METAL FLASHING  
6" R23 INSULATION  
6 mill POLY MOISTURE MEMBRANE  
5/8" PLYWOOD SHEATHING

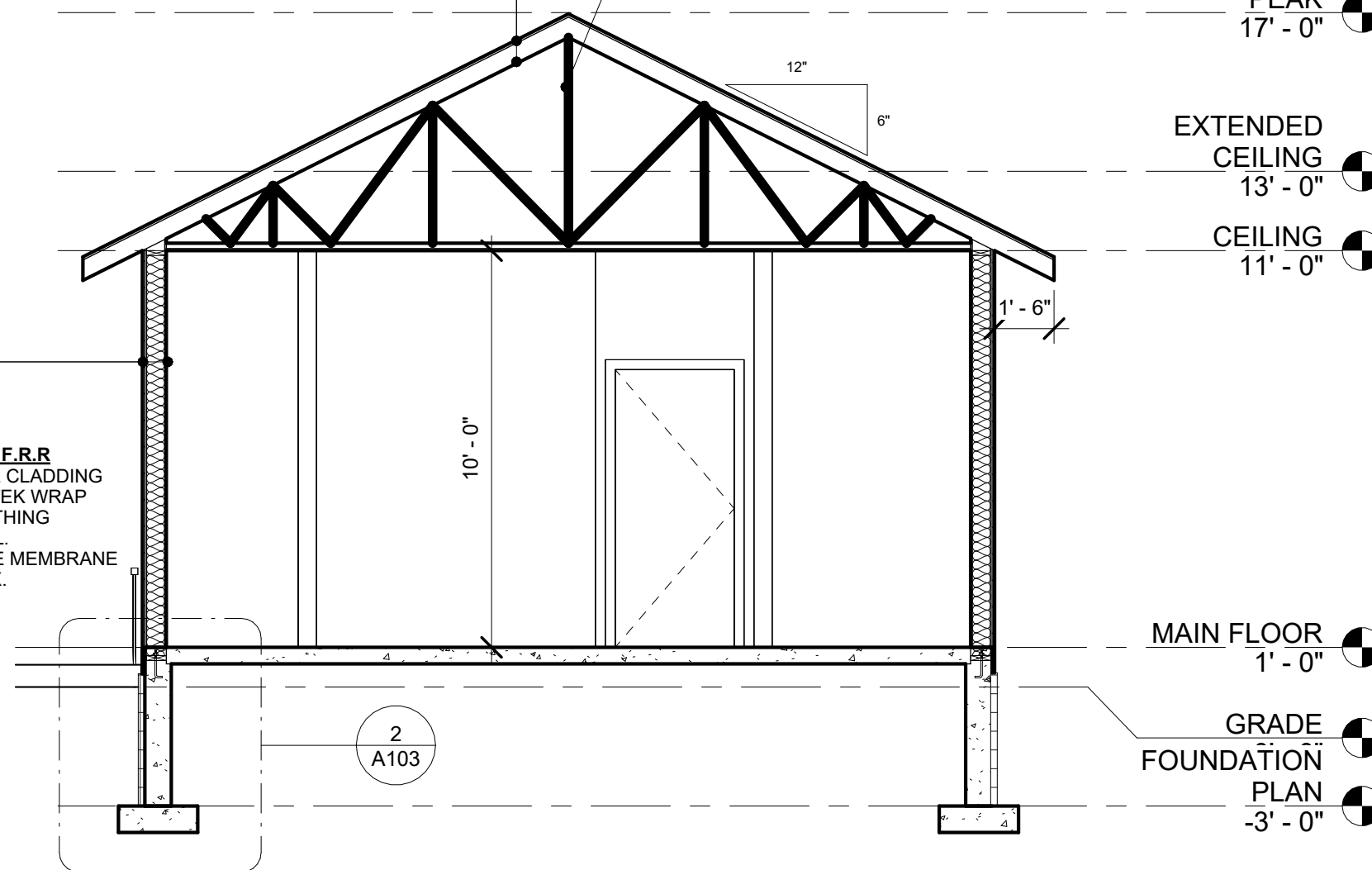
ENGINEERED TRUSSES  
BY OTHERS

ADDITION  
BUILDING - ROOF  
PEAK  
17' - 0"

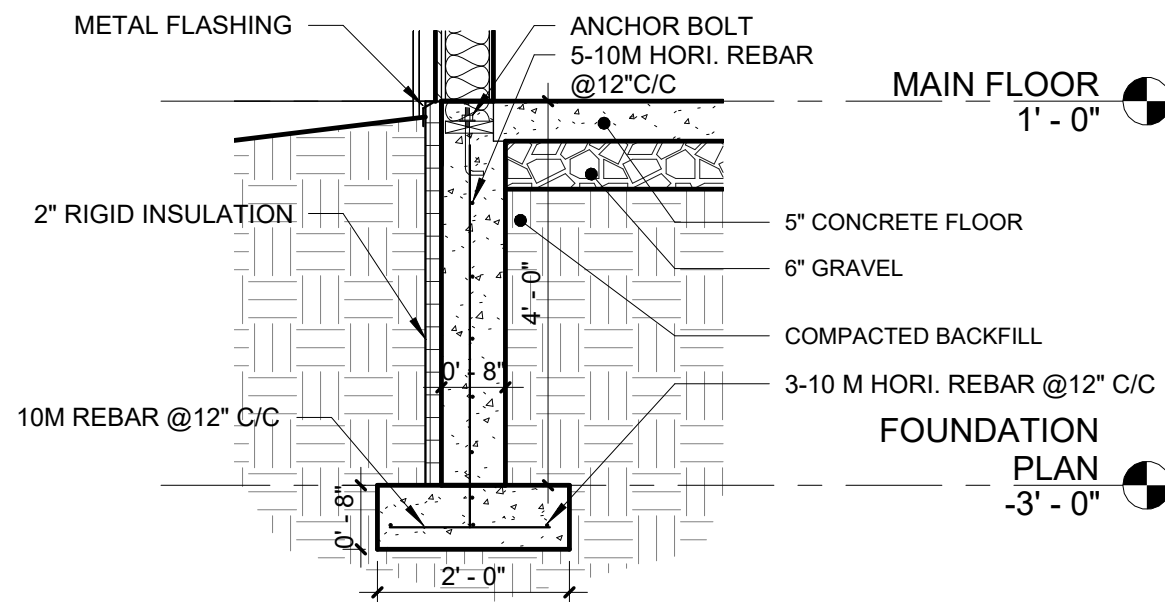
EXTENDED  
CEILING  
13' - 0"

CEILING  
11' - 0"

**EXTERIOR WALL - NO F.R.R**  
3/4" 29 GAUGE METAL CLADDING  
BUILDING PAPER/TYVEK WRAP  
1/2" PLYWOOD SHEATHING  
2x6 16" c/c / R23 INSUL.  
6 mill POLY MOISTURE MEMBRANE  
1/2" DRYWALL TYPE X.



① ADDITION SECTION  
1/4" = 1'-0"



② FDN.DETAIL  
1/2" = 1'-0"

STAMP:

REVISION	DATE
A	
B	
C	
D	
E	
F	

**TGC  
BUILDING  
EXPANSION**

Project number: 2725  
Date: July 08, 2024  
Drawn by: T.PATEL  
Checked by: J.WIEBE

**BUILDING  
SECTION**

A103

Scale As indicated

**From:** [REDACTED]  
**To:** [Newberry, Celina](mailto:Celina.Newberry@taber.ca)  
**Subject:** Re: New Ramp  
**Date:** Friday, August 16, 2024 9:44:32 PM  
**Attachments:** [image001.png](#)

---

Hi Celina,

The plan submitted first time includes the ramp but I will resend it to you.

My intense to put the ramp at front is because it will be easy for handicap person to have access at a short distance. If we put the ramp on the side it might be not visible to some people.

The ramp is also not interrupting the side walk. There is enough space to make the ramp at front. I think it will look nice to have the ramp at front instead on the side.

I would like to request town to gave permission for the ramp at front.

Thank you,

[REDACTED]

On Fri, 16 Aug 2024 at 16:29, Newberry, Celina <[Celina.Newberry@taber.ca](mailto:Celina.Newberry@taber.ca)> wrote:

[REDACTED]

Can you send me your proposal and reasoning for needing the ramp on the towns property. I will need this by August 26<sup>th</sup> for it to be included in the next council meeting.



## Council Request for Decision

**Meeting Date: September 9, 2024**

**Subject:**

Funding Request: HALO Air Ambulance Request

**Recommendation:**

Council discussion requested.

**Background:**

HALO is co-hosting a ball tournament event on September 21<sup>st</sup>, 2024, with the MDT Regional Fire Department & emergency services workers to help raise funds for HALO.

**Legislation / Authority:**

*Municipal Government Act*, Section 6: Natural Person Powers.

**Strategic Plan Alignment:**

Develop partnerships with other regional governments and organizations.

**Financial Implication:**

Unquantifiable due to Council policy decisions.

The current available amount in the Council Discretionary Fund is \$5,400.00

**Service Level / Staff Resource Implication:**

Unquantifiable due to Council policy decisions.

**Justification:**

The HALO Organization has sent correspondence to Council for their consideration.



**Alternative(s):**

1. Council directs administration to support the HALO event in the amount of \$\_\_\_\_\_, with funds to come from the Council Discretionary Fund for 2024.
2. Council could receive as information.
3. Council could request additional information.

**Attachment(s):** HALO Request

**APPROVALS:**

**Originated By:**

Derrin Thibault

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

3:43



Donations invite ▾

Done

## Emergency Services Ball Game

Date of event: September 21, 2024

Held By: MDTFD Firefighters Association

### Join us for a fun-filled evening!

We are hosting the first annual emergency services ball game. Held to raise funds for Alberta's very own helicopter emergency services, Halo.

There will be prizes for the teams, door prizes and a 50/50 raffle to enter. This event will not just have the main game but have educational and fun pre game events! The main game to start at 7pm with the pre game events and food truck to be open at 4pm and raffle to be drawn after the main game

We would like to give you the opportunity to consider donating prizes for our event. We are in search of first and second place prizes, as well as door prizes to be won. In exchange for any donations given you will receive the following: announcement of business name during the event, invitation to present your donation and opportunity to hang your supplied company banner.

We kindly request a response by August 13. Email response to [Mdtfdassociation@gmail.com](mailto:Mdtfdassociation@gmail.com)

**MDTFA Director of Fundraising Initiatives,**

**Hannah Guenther**



## Council Request for Decision

**Meeting Date: September 9, 2024**

**Subject:**

WTP Filter #2 Actuator Replacement

**Recommendation:**

Council approves the project budget not to exceed \$20,000 to replace a failed actuator on WTP Filter #2 and fund the project from Capital Reserves.

**Background:**

The Water Treatment Plant operates with 4 filters. Each filter utilizes two valves with electric actuators to allow the filter to backwash contaminants from the filter. The actuators are past their end-of-life dates. Plant Operators have replaced actuators on filters #1, and #3.

The electric actuators on Filter #2 were planned to be replaced in 2025. One of the actuators has failed this summer. Parts for repairs are no longer available.

This RFD requests funding from Capital Reserves to replace the failed actuator on Filter #2.

**Legislation / Authority:**

Environmental Protection and Enhancement Act Approval (EPEA)

Alberta ESRD - Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems (March 2013).

**Strategic Plan Alignment:**

Develop Community & Promote Growth.

**Financial Implication:**

This proposed project is capital and not budgeted in the 2024 approved Capital Project list.

**Service Level / Staff Resource Implication:**

Service level will be restored at the end of the project.

Staff resources will be required to manage the project and oversee contractors onsite.



**Justification:**

The effective operation of the Water Treatment Plant is a public safety issue.

The proper operation of filter actuators is a critical Reactive Maintenance requirement.

**Alternative(s):**

1. Council directs administration to fund the replacement from \_\_\_\_\_.

**Attachment(s):** WTP Filter Schematic

**APPROVALS:**

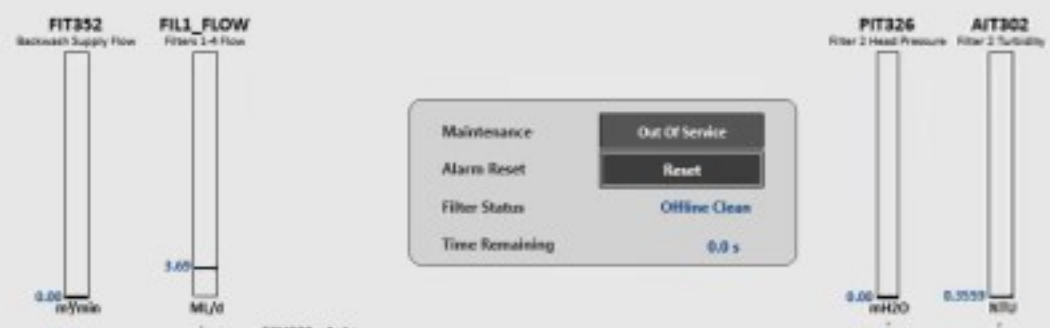
**Originated By:**  
Chris Eagan

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





- Filter 1
- Filter 2
- Filter 3
- Filter 4
- Filter 5
- Filter 6



Maintenance: Out Of Service  
Alarm Reset: Reset  
Filter Status: Offline Clean  
Time Remaining: 0.0 s

- LAH302\_ALM: New Backwash Tank Hi-Hi Alarm
- LAL302\_ALM: New Backwash Tank Lo-Lo Alarm

## Council Request for Decision

**Meeting Date: September 9, 2024**

**Subject:**

Information For Council

**Recommendation:**

No motion is required at this time.

**Background:**

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

1. At the August 19, 2024, meeting of Taber Town Council, the following motion was passed: ***RES 269/2024 MOVED by Mayor Prokop that Administration investigates flag poles and flags, primarily the Canadian Flag, Provincial Flag, and the Town of Taber Flag, to be displayed at the Taber Trout Pond, and report back to Council with cost estimates.***

Administration has scheduled that topic to be brought to the Recreation Board meeting that was scheduled for September 5th, planning/development of the Trout Pond Recreation Area has recently moved to the Recreation Board, the request will be assessed by that board and reported back to council.

2. The Town's Communications and Projects Coordinator Meghan Brennan was deployed to the Jasper Wildfire Complex from August 9<sup>th</sup> to 24<sup>th</sup>. Since her return to Taber, she was asked to provide a report to Council on her deployment. That report is attached.



3. At the July 15, 2024 meeting of Taber Town Council, the following motion was passed: *RES 245/2024 MOVED by Councillor Sorensen that Council directs Administration to report back on the Procurement Program or Procedure, and report back to Council.*

Administration has prepared a presentation that is attached for Councils information and Megan Sushelnitski will be present to elaborate and answer any questions Council may have.

**Legislation / Authority:**

*Municipal Government Act* Sections 3 and 5.

**Strategic Plan Alignment:**

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

**Financial Implication:**

These will vary with information items.

**Service Level / Staff Resource Implication:**

These will vary with information items.

**Justification:**

To keep Council informed on current municipal information and correspondence.

**Alternative(s):**

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

**Attachment(s):** Jasper Wildfire Complex Report to Council

Procurement Program

**APPROVALS:**

**Originated By:**

Brittany Gilbertson

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



Jasper Wildfire Complex:  
*Information Officer Assistant*

# Report

Deployment: August 9<sup>th</sup> to 24<sup>th</sup> in Hinton, AB

Meghan Brennan, Communications & Projects Coordinator



# Introduction

The Jasper Wildfire Complex tested the resilience of a community and the capabilities of a unified emergency response system to its maximum. As a certified member of the South Zone All Hazards Incident Management Team (SZAHIMT) since 2019, I was deployed to Jasper alongside several other SZAHIMT members to fill critical roles during this incident. The incident required rapid, coordinated efforts, and this report reflects on my experience as an Information Officer Assistant, aiming to highlight key learnings that can inform future emergency communication strategies in Taber and other deployments.

This report also underscores the value of SZAHIMT in providing trained personnel to municipalities during emergencies.

I was deployed from August 9<sup>th</sup> to August 24<sup>th</sup> (inclusive; the 9<sup>th</sup> & 24<sup>th</sup> being travel days) to the Incident Command Post in Hinton. I was initially only requested for nine days (a typical deployment for team members) but was specifically requested by the Municipality of Jasper to stay longer, and to the maximum allowable time. This marks my second deployment as part of SZAHIMT, the first being the Buck Creek Wildfire in Drayton Valley in 2023. I have served as the Information Officer for the Town of Taber since 2016 (trained to ICS 400 and even as far as the Director of Emergency Management level) and have helped teach the Provincial course for IOs in the south region.

*\*A great deal of information is omitted from this report out of respect for the confidentiality of the Incident Command Post and for any future After Action Reviews that may be held for this incident. The information within is solely my experience wherever confidentiality does not apply.*

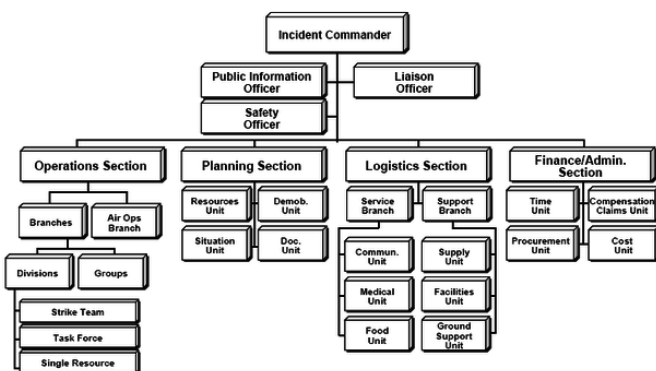
## About my Specific Role

I was assigned to support the Municipality of Jasper as an Information Officer Assistant. The Information Officer section contains only two titles: the leader is the Information Officer (sometimes known as the “Chief IO,” and previously referred to as Public Information Officer), and then all others are Assistants. There was a robust team in the Information Officer Section, but it was determined the Municipality of Jasper needed someone with both IO experience and a municipal background to assist in the messaging specifically tailored for the town.

SZAHIMT’s mission is to provide trained and certified personnel to assist during all-hazard emergencies, and in this case, my role primarily involved managing the content of the Municipality of Jasper’s website and social media channels, as well as community management (answering questions and raising concerns brought forth by the community). Ensuring that accurate and timely information was disseminated daily (and at most times, hourly) became a critical part of supporting the community through the crisis.

One of my initial tasks was developing the content for the Re-Entry Guide, a key resource for residents as they returned to their community. In addition to these duties, I also created communications content aimed at offering

both vital updates and emotional support to the residents of Jasper. This blend of factual communication with empathy was essential in maintaining a connection with the community during such a difficult time.



*The command structure of the Incident Command System (ICS). The Information Officer team answers directly to the Incident Commander.*

## Challenges Faced

This deployment marked one of the largest and most complex emergencies I have been involved in, both in terms of scale and the need for coordination across multiple agencies. I have served as the Chief Information Officer in all but two of my experiences, so adapting to the needs of a Chief IO with differing priorities was also unique.

The Unified Command structure was between Parks Canada and the Municipality of Jasper, necessitating ongoing communication and the alignment of priorities across different entities. Because these entities report to distinct levels of government (Parks Canada to the Federal Government and the Municipality to the Provincial), there was also a great deal of political pressure to ensure our communications served not only Jasperites, but the governments equally invested in ensuring this emergency was managed appropriately. As SZAHIMT members, we were also expected to integrate seamlessly into the existing command structure, providing specialized support wherever needed.

My deployment came 18 days after lightning struck in the Park and created what many called “aggressive, blow-up fire behaviour (July 22<sup>nd</sup>).” July 24<sup>th</sup> saw numerous structures in the town’s west end consumed (30% lost; no critical infrastructure destroyed). August 4<sup>th</sup> saw the devastating loss of firefighter Morgan Kitchen. Recently, the Insurance Bureau of Canada classified Jasper as Canada’s 9<sup>th</sup> most expensive disaster in its history for insurance payouts (Fort McMurray remains #1). All of these events occurred long before I was able to deploy, adding to the level of complexity that I would be entering to work within.

I was requested to deploy as early as August 5<sup>th</sup>, but due to lack of coverage in our two-person Administrative Services Department, I was unable to deploy until August 9<sup>th</sup>.

The scale of the emergency was immense, with over 20,0000 evacuated from one of Canada’s premier tourist destinations. The volume of information that needed to be processed and communicated each day was significant, and the stakes were high. Ensuring that every piece of information was accurate and timely was critical in maintaining public trust and preventing confusion.

The long hours were a significant challenge—over 185 hours worked across 14 days straight, far exceeding the typical workweek. This commitment was essential to meet the needs of the situation, and it highlighted the endurance required for emergency response roles. SZAHIMT’s training prepared us for such demands, but the intensity of the situation reinforced the importance of being adaptable and resilient in the face of ever-changing circumstances.

*185 hours total in the span of 14 days straight =  
Equivalent of almost 5 regular work weeks in Taber.*

At our peak (during my deployment), the Information Officer section was comprised of 8 individuals answering to one Chief Information Officer. 7 of these IOs were from Parks Canada (including the Chief IO), and only 2 were from the municipal sphere. It is also important to note that these were only the people *physically* in the ICP- there were also at least 3 Parks Canada staff members working remotely at any given time, and one graphic designer contracted to help with the re-entry guide and some graphic work needed by the IO team.

Each IO Assistant had a unique function- media relations, translation (for Parks Canada's dual language requirement), photography, web/socials for Parks, internal communications, political updating, and then the two for the municipality who helped write daily updates, community management, re-entry information, web, and socials. Despite a team of 9 (or fewer as individuals demobilized), there was never a spare moment for any member of the Information Officer Section.

For two days during my deployment, I also operated as the only Information Officer serving the Municipality of Jasper, as the IO Assistant I had come to work with had transitioned out of the emergency and the new one was not yet available. So, for two days, I was in full control of the communications for another municipality (though the ICS structure still required all signoffs to come through the Chief IO). This required liaising with the Mayor, CAO, and municipal staff that were not my own. Their level of trust in me was an honour and a responsibility I took extremely seriously.

The challenges I encountered included:

- **Coordination Complexity:** Balancing the priorities and communication needs of multiple entities (Parks Canada, the Municipality of Jasper, and other emergency services, agencies, and political entities) required constant coordination and adaptation to ensure consistent messaging.
- **Scale of the Emergency:** With thousands of residents and visitors evacuated from a major tourist destination, the sheer volume of information that needed to be processed and communicated daily (even hourly) was overwhelming. The demand for information from the public, media, internal agencies, and political arenas far outweighed the capacity of our team, despite its robust number of Information Officers.
- **Pressure for Accuracy:** Ensuring that all communications were accurate and timely was critical, as mistakes could lead to confusion or undermine public trust. The stakes were high, and the margin for error was extremely small. The additional weight of Unified Command with the Parks Canada structure and aligning with the needs of a Federal jurisdiction added an additional need for extreme accuracy, as Parks Canada is one of the most trusted and well-known organizations in the country.
- **Long Hours:** Over the course of 14 days, I worked a total of 185 hours. The shortest workday (except for travel days) was an 11.5-hour shift. The days typically started at 7:30 AM. Physical and mental endurance was necessary to meet the demands of the situation. Travel was also a test of endurance- it is an 8-hour drive to Hinton from Taber. Fatigue was a potential safety issue for all emergency personnel.
- **Constantly Changing Information:** The dynamic nature of the emergency meant that the information we needed to communicate was continually evolving. This required a high level of adaptability and quick decision-making to ensure that the public received the most up-to-date and relevant information. It required being constantly available to respond to the latest information, as there were numerous instances where updates we were about to make public had to be held back due to last-minute changes in the situation. There were also minor incidents where the information received from the ground was not as accurate as needed, and corrections to the public needed to be released.
- **Emotional Toll:** The emotional weight of the situation, both from working long hours and from witnessing the impact of the wildfire on the community and its people, added another layer of difficulty to the already demanding environment. There was also an additional toll taken by watching hundreds of thousands of people worldwide mourn a beloved tourist destination.

It needs to be noted that many of those working in the Incident Command Post were Jasperites- some of whom lost their own homes and/or businesses. Their courage and fortitude did not go without notice.

## Outcomes & Achievements

The communications effort during the Jasper Wildfire Complex demonstrated the importance of clear, consistent messaging during a crisis. It also exemplified how trusting trained and competent Communications Professionals are a keystone in how crises play out in the public and political spheres.

**The communications that have come from the Jasper Wildfire Complex is the bar to which all future emergency communications will be held.**

The above statement is not intended to be self-congratulatory. No emergency communication work is ever perfect. Instead, it is meant to highlight the collective effort of many dedicated individuals. Due to the hard work of all members of the Incident Response Team—not just the Information Officers—the public's expectations for communication during emergencies have now been elevated.

The Jasper Wildfire Complex could have (and arguably should have) spiraled out of control, but it didn't. This was a direct result of the integrity, honesty, and shared sense of purpose demonstrated by Unified Command and all emergency personnel. Their coordinated efforts ensured that the situation remained manageable, and the community was kept informed at every step. And as demonstrated by the public's surprisingly patient responses (given their trauma), they recognized and rewarded this level of integrity and service.

**All municipalities must now take note- the public has seen the standard Jasper held itself to. They will now hold all municipalities to that same standard, and both levels of municipalities- Councils and Administrations- must plan accordingly and support their emergency teams in training, collaboration, and depth of personnel.**

**While Jasper had the added benefit of being able to call upon the resources of Parks Canada, there are alternatives that municipalities can tap into (regional All-Hazards Teams, inter-provincial agencies, regional partnerships, etc.). Those resources need to be tested before an emergency, and creating those relationships and training must be carried out. The days of being unprepared and understaffed during an emergency are over- and in the public's eyes, they will be unforgivable.**

The support provided by the SZAHIMT and other regional members allowed the Municipality of Jasper to handle the overwhelming needs that arose during this emergency. Our southern team deployed members in the Logistics, Planning, Operations, Finance & Admin, Liaison, and Emergency Social Services Sections. There was not an element of this emergency response that did not have at least one SZAHIMT member's involvement.

My own deployment also had the added benefit of providing a trained municipal IO at the very point that Jasper moved from the "incident response" phase to the "re-entry" and "recovery" phases, which was a new experience to me. Typically, my deployments have been the "incident" communications, and once the incident is considered over or held, my deployment ends and communications is handed back to the municipality. By having my deployment strategically fall into both emergency and recovery, I was able to offer stability and pre-planning to the Municipality of Jasper while their crews focussed on the day-to-day as I helped focus on the coming weeks and months for messaging, and laying breadcrumbs of information in all the daily updates for what was to come next for Jasperites as they re-entered their community.

But the daily updates were not just about delivering facts; they were also about connecting with the community on a human level. The Information Officer section continually emphasized the need for empathy in emergency



communication, and this was reflected in the messages I helped craft for social media and the website. Some of those messages and their reactions are included in the final pages of this report.

By working closely with local leaders, including Mayor Richard Ireland of Jasper, who demonstrated exemplary leadership and kindness, we ensured that our messaging was both accurate and supportive. The collaborative environment fostered by the Chief IO and the Unified Command team made this possible.

Key outcomes and achievements included:

- **Effective Division of Responsibilities:** Each member of the Information Officer team had specialized roles, such as media relations, photography, translation, social media management, website updates, and political liaising. This division of labor ensured that all facets of communication were addressed efficiently without completely overwhelming single resources (as is likely to happen in Southern Albertan emergencies that only resource single IO teams).
- **Empathy in Communication:** Our daily updates weren't just factual—they also incorporated moments of empathy and reassurance. This human touch helped to connect with the community on an emotional level, which was vital during such a traumatic event. The common quote in the Information Officer section was “always lead with humanity.”
- **Collaborative Leadership:** The strong collaboration between the Information Officer team and local leaders, particularly the Unified Incident Commanders and the Mayor of Jasper, was crucial to the success of our communications. The ICs and Mayor Ireland's ability to stay on message while demonstrating empathy highlighted the importance of clear and compassionate communication. They explicitly trusted the Information Officers, actively seeking our feedback and expertise without overstepping. In particular, Mayor Ireland's focus was always on serving the community, without letting politics or concern for his own position interfere. This dedication and respect were evident in every interaction and provided an additional layer of support for our communications efforts. Had he been any less committed or receptive, our coordinated efforts could have easily been derailed. The Mayor was made the de-facto “face” by media (understandably, of course), and the Information Officers were well-served by his willingness and humility in trusting the trained professionals offering him communications support. My other deployments have taught me that this is often a rare occurrence, and it was refreshing to see this level of trust and collaboration from an elected official in such a high-stakes emergency. On a personal level, Mayor Ireland's compassion and humility in an emergency of this scope made me want to be an even better IO to serve his community. He led by example and inspired all those who had the opportunity to collaborate with him. And on a personal note, Mayor Ireland's leadership made me have faith in the power of public service again.
- **Adaptability:** The dynamic nature of the emergency required continuous adaptation to new information. The team's ability to remain flexible and respond to changing circumstances was crucial in maintaining the accuracy and relevance of public communications.
- **Unified Command Success:** Operating within a Unified Command structure allowed for seamless coordination across multiple agencies, ensuring that messaging was consistent and aligned with the priorities of both Parks Canada and the Municipality of Jasper.
- **Creation of the Re-Entry Guide:** I was tasked with the development of the Re-Entry Guide alongside my fellow MoJ IO, which became a crucial resource for residents returning to their homes. This guide provided clear and accessible safety information, ensuring that the re-entry process was organized and understood by the community.
- **Timely and Accurate Social Media Management:** Managing the Municipality of Jasper's social media channels involved not only delivering critical updates but also creating content that offered hope and

comfort. This combination of factual communication and emotional support was vital in maintaining public trust and engagement.

- **Crisis Communications Strategy:** The experience demonstrated the importance of a well-structured crisis communications strategy. The ability to maintain clear, compassionate communication, even in the face of rapidly changing information, set a new standard for future emergency responses.
- **Public Trust:** The sustained, transparent communication efforts contributed to maintaining public trust throughout the crisis. By ensuring that updates were accurate, timely, and scheduled regularly, we were able to keep the community informed and reduce uncertainty.
- **Positive Media Relations:** The team successfully managed media relations, ensuring that accurate and consistent information was shared with the public through multiple channels, and that media personnel were still able to conduct their jobs. Our respectful relationship also afforded the opportunity to limit media from entering the town on the first three days of re-entry, allowing Jasperites 72 hours to grieve without the strain of being captured on footage.



*Trees burned on each side of the highway leaving Jasper.*

*PC: Meghan Brennan*

## Collaboration and Support

SZAHIMT's deployment to Jasper underscored the value of having trained and certified personnel available to support municipalities during emergencies. SZAHIMT wasn't the only regional All-Hazards Incident Management Team serving, either. Representatives from the Central Region All-Hazards Incident Management Team (CRAHIMT) and the Northwest and Northeast (NWAHIMT and NEAHIMT) Teams were also deployed. There were also other members from inter-agency teams (too numerous to list here) that answered the calls for help.

Operating under a Unified Command system required collaboration with various emergency personnel, including Emergency Social Services and Operations. The expertise brought by SZAHIMT members contributed to the overall effectiveness of the response, ensuring that the Municipality of Jasper had the resources it needed to handle the crisis.

The camaraderie among all personnel involved in the response was notable. Many individuals traveled from different parts of the province and country to assist, and this shared commitment to supporting the residents of Jasper created a strong foundation for effective communication and response efforts. The unified effort among all responders highlighted the importance of cooperation in emergency situations.

It is an important fact that members of SZAHIMT serve at the pleasure of their municipalities. The only reason we are able to deploy is because our municipal leaders allow us to answer the calls and be away from our jobs for many days. Additionally, there is no money made by the municipality for our service- it is solely cost-recovery. And so it is with thanks to the Town of Taber who allowed me the opportunity to answer Jasper's call in their time of greatest need. It is a responsibility and an honour I do not take lightly.



*Wildfire path along the Jasper airfield.*

*The capriciousness of the wildfire was noted and can be seen in this photo- the entire ground level is burned, yet none of the forest was touched on the mountain. PC: Meghan Brennan*

## Personal Reflections

My deployment to the Jasper Wildfire Complex through SZAHIMT was a transformative experience that has changed me irrevocably, both professionally and personally. The resilience of the people of Jasper, combined with the dedication of the response teams, left a profound impact on me. This experience reinforced the critical role that trained, certified teams like SZAHIMT play in supporting municipalities during emergencies, and it underscored the importance of empathy, collaboration, and clear communication in times of crisis.

Being part of this deployment challenged me in ways I hadn't anticipated. It tested not only my skills but also my endurance and ability to remain calm under pressure. Despite the immense responsibility and the constant demand for adaptability, I discovered I was equal to the task. However, this realization did not come with a sense of self-importance, but rather with a deeper appreciation for the level of expertise that surrounded me and bolstered my own efforts, as mine bolstered theirs. I have seen the very best in crisis communications- and all the Information Officers who served with the Jasper Wildfire Complex should be commended for their efforts. It was an honour of a lifetime to work with them.

The combined efforts of everyone involved—from the Information Officers to the emergency personnel and community leaders—demonstrated the true power of teamwork and trust in a crisis. Witnessing firsthand how each person's contribution fit into the larger picture was humbling. It showed me that no one role is more important than another in an emergency response; rather, success is built on the collective strength of the entire team.

This experience has shifted my perspective on future deployments. The Jasper Wildfire Complex will now serve as the benchmark for how I approach all future emergencies. The lessons learned there—balancing factual communication with empathy, working within a unified command structure, and staying adaptable in rapidly changing situations—will guide my actions moving forward.

It also demonstrated the need for municipalities in Southern Alberta to create more robust teams of communicators, and for those municipalities to invest in their Communicators as vital leaders during crises. What happened in Jasper is not rare- emergencies are becoming larger, more dangerous, and more expensive. Failure to take lessons from Jasper will only result in pain to other municipalities moving forward.

Above all, the commitment and resilience of the Jasper community and the response teams will remain with me as a reminder of the importance of service, dedication, and humanity in every emergency. This deployment has irrevocably shaped how I view my role as an Information Officer and has deepened my commitment to supporting communities in times of need.


**Jasper is beautiful for many reasons- the least of which is geography.**

**It remains beautiful in the kindness of its people, the courage of the emergency responders, and the camaraderie of all those who came to answer her call when she needed it most.**

**It was an honour to be witness to that- and to play a small part in ensuring that beauty will rise stronger from the ashes.**



# Team & Personal Achievements:

 **Municipality of Jasper**  
August 16 at 6:30 AM · 🌐

Today is more than just an opportunity to return to Jasper - it's a time to reflect on all you've endured and a step towards recovery. You've faced fire, carried the weight of uncertainty, and still, you stand. 🙏

Today and onwards, it's okay to feel all the emotions - the heaviness, relief, grief, gratitude - or maybe it's too much to feel. You don't have to be brave every moment. You're not alone in this. Lean on one another. Let the tears fall if they need to. Coming back can be overwhelming, and so can not coming back. It's okay to not be okay right now.

"Everyone has had, and will have, a different experience. As one community, we will walk this new road together, every step of the way. It will be long, it will be difficult: no one will be alone. We will rebuild, side by side, stronger than ever." - Mayor Richard Ireland


"Jasper isn't just a place - it's also a community. Jasper stands because you stand, and we stand with you. We are resilient, brave and strong."  
Jasper National Park Field Unit Superintendent Alan Fehr

You're not just returning - you're rising. We'll rise together. 🙏


With all our hearts,  
Municipality of Jasper  
[Jasper National Park](#)

*Written by me (with edits from the team- it is always a group effort). Posted the morning that residents re-entered Jasper for the first time. Joint post on the MoJ & Jasper National Park pages.*


## Public reaction to the above:

 **Debbie Hamer**  
I don't know who writes for the [Jasper National Park](#), but whoever you are, I am so very touched at what an amazing writer you are! 🙏  
Wishing everyone who is returning home, I can't imagine how devastating it is going to be. Just know you have people ac... [See more](#)

1w Like Reply 160 🙏


 **Nancy Mingo**  
**Debbie Hamer** I have often thought of them and wondered if their situation is OK, too. Their heart is in every word of every post. They represent the community well.

1w Like Reply 12 🙏


 **Susan Stahl**  
**Nancy Mingo, Debbie Hamer,** so very true! We are very fortunate to have these people willing to keep so many people informed. Jasper means so much to so many

1w Like Reply 2 🙏


Reply to Nancy Mingo

 **Jasper National Park**  
**Debbie Hamer** It's a team effort 🙏


1w Like Reply 75 🙏

 **Deanna Peters Denk**  
[Jasper National Park](#) You all have been amazing, encouraging hearts even thousands of miles from Jasper.


1w Like Reply 6 🙏

 **Lynda Pellerin**  
[Jasper National Park](#) Well you should all as a team run for our country leaders as you are representing Canada with your values and compassion.


1w Like Reply

 **Cindy Johnson**  
[Jasper National Park](#) What Debbie said (from Downers Grove, Illinois USA)


1w Like Reply

 **Nancy Wallace Tinning**  
I don't know who writes these updates, but they have been the most informative, supportive updates of any site I have seen. The person writing should be commended for providing the information in an honest, succinct, and compassionate way. This is how governments and businesses are supposed to work and fail to do so many times. To all of the residents of Jasper, our hearts and prayers are with you as you face the daunting task of rebuilding your homes, businesses, and your lives.


1w Like Reply 48 🙏

 **Brittainie Alderson**  
**Nancy Wallace Tinning** I agree! I live in Ontario now, so I don't see a lot of Alberta news anymore. I've been thankfully able to check this page daily and know I am going to get everything I need from their updates.


1w Like Reply 2 🙏

 **Susan Bell**  
**Nancy Wallace Tinning** I would not be the least bit surprised if the person (s) responsible for these updates is one of those who also lost their home (s). Many of those we've seen in the media daily are also residents. 🙏

1w Like Reply 3 🙏

 **Karla Reyes**  
I totally agree! Natural disasters occurs everywhere, but the humanity and compassion in these updates is something to be spread and emulated by governments everywhere . I was visiting Jasper when I got evacuated, it is a balm to my heart to be reading these updates. 🙏 Thank you for the amazing response!  
Hillsboro, Oregon

1w Like Reply Edited 2 🙏

 **Pamela Baillie**  
So beautifully said. As have all of your communications / updates. The care and thoughtfulness is felt and appreciated. Wishing you and all a successful recovery-entry. Thank you.

1w Like Reply 2 🙏

**Yvonne Scott Spornitz**  
Such a caring message. You are a touchstone to people who have lost, who are grieving, who are afraid, and away from their community and supports. Thankyou for your clear information, and especially for your empathy and caring as that beloved place rebuilds

1w Like Reply

**Kathy Cafferty Collier**  
I completely agree with the comments about being impressed with the writing! Someone has a true gift and is sharing it with all of us. Wishing all the best for those Jasperites returning today and in the days to come. You are all in our thoughts. ❤️

1w Like Reply Edited

**Marie Stad**  
To the person/people writing these updates thank you for everything. We also don't live in Jasper but it holds a place in our hearts as we spent time there on our honeymoon 31 years ago and have traveled through often. Your updates have been written beautifully. To the residents of Jasper I can't imagine what you're going through and we wish you all well with your reentry and rebuild.

1w Like Reply Edited

**Jennifer Muttart Melanson**  
Your empathetic and articulate approach to these updates is exemplary, thank you. They've been helpful on many levels.

1w Like Reply

**Jill McCarthy Allaben**  
I visited Jasper the end of April and have been saddened by the force of the fire. So I started following this page. Whoever is the spokesperson and writes the updates is a wonderful communicator and must be a very special person. I continue to be amazed at the openness and caring that goes into each post.

1w Like Reply

**Josette van den Berg**  
I am not a Jasperite, not even Canadian, but I have been reading all of the information on this page. I shed a lot of tears, still am. I cannot imagine what residents and others are going through. Stay save, stay positive! Thank you all for your efforts to save the community and the park. We will visit next year.....

1w Like Reply

**Lisa M Bradt**  
This is so beautifully written. All Thinking of you all. Your community will rise together....with the larger community of Canada supporting you all the way ❤️🙏🏻

1w Like Reply

**Sherri Prideaux**  
This is the most informative, detailed and thoughtful site I have ever come across. Jasper is a beloved place for many of us but I can't even begin to imagine how difficult it will be for the residents today as they return, and I'm so sorry for what they will be facing in the coming months. The compassion and insight shown by the administrators of this site is truly remarkable especially considering the devastation and loss they too have been facing. But their hope and resilience shines through and is truly inspiring. My thoughts are with all of you ❤️

1w Like Reply

**Ellen Burzynski**  
I've followed the updates and each one has been stellar. Information shared with compassion, kindness and thoughtfulness. I hear it's a team effort so my compliments to everyone on an outstanding job

1w Like Reply

**Margaret McKinney**  
Beautiful message. I'm praying for the beautiful people and community of Jasper 🙏🏻  
Sending love and hugs ❤️❤️❤️

1w Like Reply

**Carly Ackerman**  
I love you for making this post. Shows what an amazing community Jasper is. Sending everyone best wishes and strength for the future.

1w Like Reply

**Cathy Jensen**  
Beautiful words of encouragement and fortitude.

1w Like Reply

**Vicki L Brown**  
I want to send kudos to the folks running this page. Over the time since the fire you have provided clear, concise and accurate information to the citizens of Jasper. These updates have been compassionate and understanding messages to your citizens. To the citizens who begin their return to a changed town, celebrate the small victories and mourn the losses and know that so many others care and stand beside you!!  
Prince George BC ❤️ Jasper AB

1w Like Reply

**Linda Ann Collins**  
Beautifully written. We are only visitors, but still feel the heartbreak and loss. 😞

1w Like Reply

**Mattana Chan**  
Such beautiful heartfelt words that speak volumes of encouragement and understanding. Praying for you all.

1w Like Reply

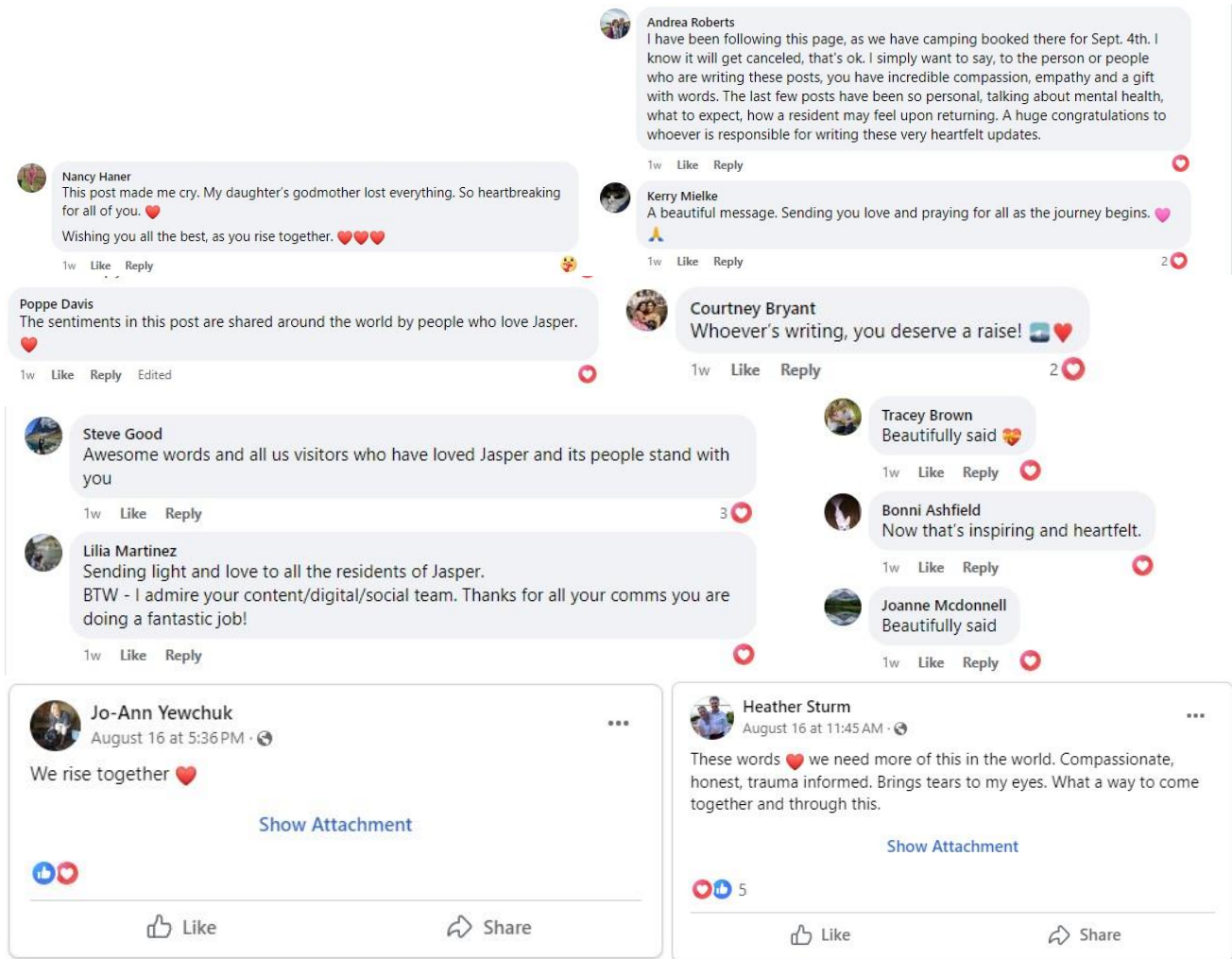
**Chrystal Noble**  
I'm sitting over here in a small town in Ontario with tears in my eyes as I read that post. I've been following this page and thinking of all those affected. My heart is with those returning today and in the upcoming days. I work in a menal health classroom and always tell my students that it's OK to not be ok, it's just isn't OK to remain stuck there. If you find yourself stuck, reach out to the supports available ❤️ There is absolutely no shame in seeking support ❤️

1w Like Reply

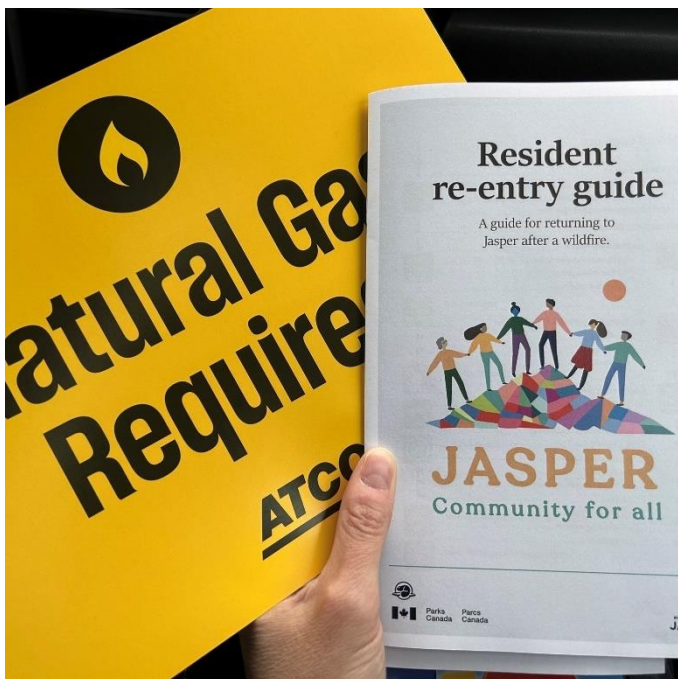
**Grace Brouwer**  
Beautiful words! I stand with you, Jasper, and I see you rise stronger than ever.

1w Like Reply





**Re-Entry Guide:**



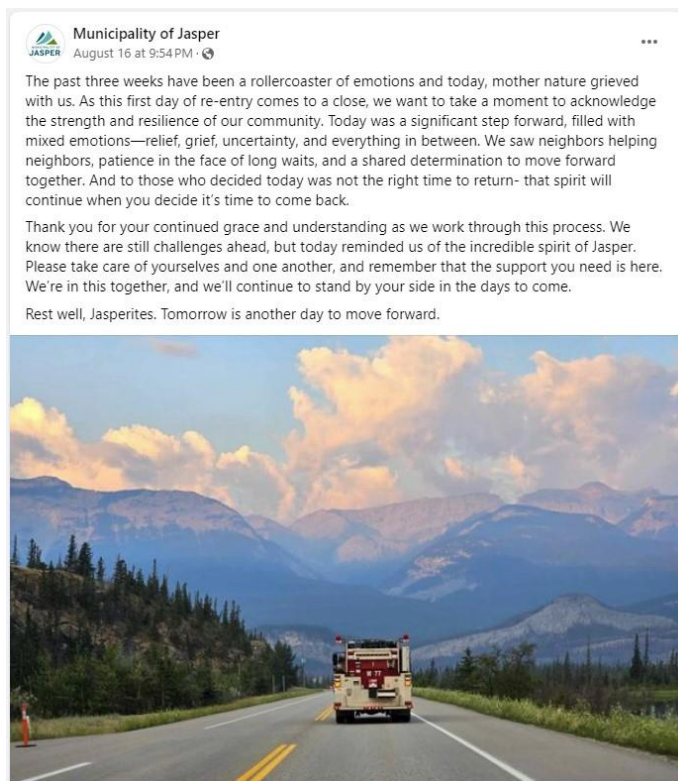
*This guide contained information on utilities, entering your home safely, how to clean your home after a wildfire, disposal of appliances, mental health resources, and much more. It took the collective efforts of multiple IOs and a graphic designer to make this happen.*

*It was made available to all Jasperites re-entering their community.*

*PC: Municipality of Jasper*



*Safety was always the priority of all teams- Information Officers included. As residents re-entered, dangerous materials found in the ashes had to be communicated clearly. PC: Parks Canada*



*The final post of the night of re-entry.*

*Though it was written by me (again, with edits from the Team- the first line was from the Chief IO herself), this post fell in line with messaging the IO team had been undertaking for the duration of the incident.*

*PC: Charlene Saunders, sourced from the Municipality of Jasper*



# Thank You

In the face of the wildfire, we witnessed something truly remarkable—people from all corners of Alberta, Canada, and even the world coming together as one. The outpouring of support, compassion, and strength was nothing short of extraordinary. Whether you were battling the flames, offering support, preparing emergency response, or simply holding us in your thoughts, your actions have left a lasting mark on our hearts.

During our darkest hour, we saw the best in humanity—neighbors helping neighbors, strangers becoming friends, and a world that wrapped us in its collective embrace.

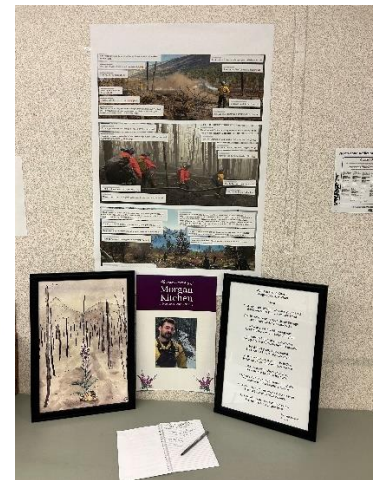
The love and resilience that flowed into Jasper have shown us that we are not just a community—we are part of something much greater: a global family bound by the ties of kindness and courage. Together, we stood strong. Together, we will rebuild. Together, we will rise even stronger.

To everyone who played a part, your efforts were nothing short of heroic, and your impact will be felt for generations.

From the bottom of our hearts, we thank you.

**Your light shone through the smoke, and it will guide us as we move forward.**

*The official Jasper Thank You Page, written by me.*



*Mayor Ireland wrote a poem to honour Morgan Kitchen, the firefighter who lost his life during the wildfire. He asked for feedback on what to do with the poem besides provide it to the family, so I suggested giving Jasperites the opportunity to thank Morgan's family for their sacrifice on behalf of their community. These "books of thanks" to accompany the poem and artwork by 12-year-old Nikki Andrew were placed at the Re-Entry Support Centre & at the Firefighters' Camp, with help from the IO Team, Logistics and ESS. The books and the frames will be provided to Morgan's family soon.*

# The End of Unified Command:

**Jasper Wildfire Complex 2024**

- July 22-24**  
More than 20,000 people evacuated safely from Jasper National Park and town of Jasper
- July 24-25**  
755 of the town's structures, including all critical infrastructure, is protected and saved from destruction
- July 29**  
Re-entry criteria is established
- July 31**  
Highway 16 partially re-opened
- August 3**  
Perimeter fencing and hazardous tree removals are completed in town
- August 9**  
Northwest perimeter closest to town is 80% contained
- August 12**  
The northwest fire perimeter is 99% contained or controlled  
The re-entry for residents is announced
- August 14**  
78% of the total fire perimeter is contained or controlled
- August 15**  
The northwest fire perimeter is 100% contained or controlled
- August 16**  
Re-entry supports begin for residents and business operators
- August 17**  
The fire is classified as being held and the Evacuation Alert is lifted from the townsite
- August 19**  
Highway 16 fully reopens
- August 22**  
Transition to Joint Recovery Coordination Centre (JRCC)

Municipality of JASPER  
Parks Canada  
Parcs Canada

Photo by Fitz McGoay: Roche Miette

**Municipality of Jasper**  
August 22 at 12:31 PM

On July 22, 2024 at 9:59 PM, the news we all feared arrived: an evacuation order for Jasper. One month later, Parks Canada, the Municipality of Jasper and those impacted by the Jasper Wildfire Complex find ourselves reflecting on the situation that shook our community.

Our community has risen to meet the challenge. We've seen neighbours supporting each other, countless acts of kindness, and an outpouring of help from people near and far. We're grateful for the dedication of emergency personnel and the unwavering support of the Federal and Provincial Governments.

Cities and towns across Alberta and British Columbia welcomed Jasperites with open arms and we are so appreciative to you for taking such amazing care of us. We are also grateful to the Town of Hinton for hosting and supporting the thousands of incident management staff and first responders.

This monumental effort stands on the shoulders of years of collaboration between **Jasper National Park** and the Municipality of Jasper. These partnerships, which solidified during the 2022 Chetamon Wildfire, prepared us to respond to this wildfire with resilience and experience.


In the past month, together we have marked many milestones toward the objective of extinguishing the Jasper Wildfire Complex. We share these today to honour the hundreds of thousands of hours of hard work, the dedication of thousands of people and the unbreakable spirit of Jasper:

Under the direction of Unified Command between Jasper National Park and the Municipality of Jasper, we have reached a point where it is safe for residents to return and begin the journey of recovery. Having fulfilled its purpose, Unified Command between Parks Canada and the Municipality of Jasper will transition to a Joint Recovery Coordination Centre to guide the recovery effort with support from all levels of government. A Parks Canada wildfire incident management team will continue to lead the ongoing response to the Jasper Wildfire Complex.

The road ahead is long, and with every passing day we move one step closer to healing. Jasper's spirit is unshakable. We honour the resilience of our community and the tireless efforts of those, from here and away, who have worked to protect and restore it.

From the bottom of our hearts: THANK YOU. Your strength helps Jasper rise stronger than ever. [See less](#)

*This post was used to signify the end of Unified Command and the shift from the incident to recovery. It exemplifies the true spirit of the Information Officer's collaboration: the infographic was designed by one IO, the "feel good" parts of the post were drafted by me, and the highlights and the factual pieces crafted by the numerous IOs from Parks Canada, and all levels of command (Incident Commanders and the leaders of Parks Canada and the Municipality of Jasper) had a say in the creation of this post. For our final post under Unified Command, we made sure that everyone had their say. This post is the culmination of a great deal of teamwork, and exemplifies the collaboration that marked this emergency.*

A stylized graphic featuring a yellow sun at the top, with light blue curved lines radiating downwards to form a plant-like shape. The text 'Procurement Program' is centered over this graphic.

# Procurement Program

September 2024



# Policy & Procedure:

The Town Procurement Policy was approved by Council on May 24, 2022, with the Procedure being approved by the CAO June 22, 2022.



# Local Preference & Trade Agreements

## Local Preference

As preference to local businesses is not allowed for purchases over \$75,000 for Goods & Services \$200,000 for Construction Projects under many governing Trade Agreements or legislation any single purchase over \$75,000 (Goods & Services), \$200,000 (Construction Projects) will be publicly posted on the Alberta Purchasing Connection (APC) website as well as the Town of Taber Bidding System. All vendors will be provided equal opportunities to supply goods and services and perform construction contracts for the Town of Taber.

When not prohibited by legislation, legal requirements or trade agreements, if a local source of supply can be found that can render the Town of Taber as good a value as can be located elsewhere, it will be supported.

## New West Partnership Trade Agreement

## Canadian Free Trade Agreement

# At – A - Glance

PROCUREMENT THRESHOLDS & AUTHORIZATION AT-A-GLANCE						
	Goods & Services			Construction		
FINANCIAL LIMITS	Up to \$5,000	Over \$5,000 up to \$25,000	Over \$25,000 up to \$75,000	Over \$75,000	Over \$25,000 up to \$200,000	Over \$200,000
DOCUMENTATION	Purchase Card or Purchase Order	Purchase Order or Blanket Purchase Order	Purchase Order &/or Service Contract	Purchase Order &/or Service Contract	Purchase Order &/or Construction Contract	Purchase Order &/or Construction Contract
PROCUREMENT METHOD (Minimum Requirement)	VERBAL ORDER	INFORMAL QUOTES (Minimum of 2 Vendors)	COMPETITIVE BIDS (May be by invitation or publicly advertised)	COMPETITIVE BIDS (Publicly Advertised)	COMPETITIVE BIDS (May be by invitation or publicly advertised)	COMPETITIVE BIDS (Publicly Advertised)
DESCRIPTION	Verbal Order	Verbal or Written	RFT, ITQ, RFI, RFP or SS	RFT, ITQ, RFI, RFP or SS	RFT, ITQ, RFI, RFP or SS	RFT, ITQ, RFI, RFP or SS
AUTHORIZATION	Approved by designated purchasing agent prior to the purchase being made.  Receipts must be signed, coded and submitted to Finance.  P-Card Summary Reports are to be approved by the Department Head.	Approved by the functional area Manager prior to the purchase being made.	Approved by the Department head within budgeted limits.  <b>Approval outside budgeted limits:</b> Chief Administrative Officer (CAO) has discretion to approve outside of budgeted limits and/or if the recommendation is other than the successful bidder under the criteria established in the bid documents.  <b>Single or Sole Source (SS):</b> Justifications at this procurement value must be approved by the Department Head.	CAO or designate approves the Purchase order &/or contract within previously approved budget limits.  <b>Approval outside budgeted limits:</b> The CAO or designate will prepare a Request for Decision (RFD) for Council approval with a recommendation to award to the successful bidder under the criteria established in the Tender or RFP documents.  <b>Single or Sole Source (SS):</b> Justifications at this procurement value must be approved by the CAO.	Approved by the Department head within budgeted limits.  <b>Approval outside budgeted limits:</b> Chief Administrative Officer (CAO) has discretion to approve outside of budgeted limits and/or if the recommendation is other than the successful bidder under the criteria established in the bid documents.  <b>Single or Sole Source (SS):</b> Justifications at this procurement value must be approved by the Department Head.	CAO or designate approves the Purchase order &/or contract within previously approved budget limits.  <b>Approval outside budgeted limits:</b> The CAO or designate will prepare a Request for Decision (RFD) for Council approval with a recommendation to award to the successful bidder under the criteria established in the Tender or RFP documents.  <b>Single or Sole Source (SS):</b> Justifications at this procurement value must be approved by the CAO.

AMOUNT	<b>GOODS &amp; SERVICES up to \$5,000</b>
DOCUMENTATION	<b>Purchase Card (Preferred) or Purchase Order (Alternate)</b>
PROCUREMENT METHOD	<b>VERBAL ORDER</b>
DESCRIPTION	<p>Designated purchasing agents procure the goods or services directly at the vendors location. Purchases may also be made by phone. In either case, the purchasing agent is required to present their P-Card to the Vendor or secure a Purchase Order # (via Workplace procedure) prior to the commitment being made. In either case, a Vendor receipt is required and submitted and/or the receipt entered in Workplace.</p> <p>Preferred method of purchasing is to utilize the Purchasing (P-Card). This will provide more convenience for employees, provide rebate incentives based on total dollars spent, lower processing cost, reduce the procure-to-pay cycle and contribute to more local purchases. Whenever possible, all departments are highly encouraged to utilize their P-Card for all purchases under \$5000.</p> <p>P-Card limits are established and authorized by the Department Heads and administered by the Finance Department. (See P-Card Procedures).</p> <p>Alternate method of procurement under \$5000, Designated Purchasing agent submits a requisition in Workplace and secures a Purchase Order # (see Workplace procedure) prior to the commitment being made.</p>
AUTHORIZATION	<p>Approved by <b>designated purchasing agent</b> by presenting their Town of Taber P-card to the Vendor. Receipts must be signed, coded and submitted to Finance. P-Card Summary Reports are to be approved by the <b>Department Head</b> monthly.</p> <p>Purchase Requests approved as per delegated authority outlined in Workplace. Purchase Requests processed by designated purchasing agent prior to the purchase being made.</p>

# Goods & Services over \$5,000 up to \$25,000

<p><b>AMOUNT</b></p>	<p><b>Goods &amp; Services over \$5,000 up to \$25,000</b></p>
<p><b>DOCUMENTATION</b></p>	<p><b>Purchase Order</b> <b>Blanket Purchase Order</b></p>
<p><b>PROCUREMENT METHOD</b></p>	<p><b>INFORMAL QUOTES</b> <b>(Minimum of 2 Vendors)</b></p> <p><b>Verbal or Written</b></p>
<p><b>DESCRIPTION</b></p>	<p>Designated purchasing agent must secure a minimum of 2 quotes that must be attached to a requisition in Workplace. Upon the request being authorized, it will be approved by Procurement and a Purchase Order will be provided. Confirmation of commitment may be made by phone or by e-mail. In either case, the purchasing agent is required to advise the Vendor of the Purchase Order # and make sure that it is referenced on the packing slip and invoice from the Vendor. Upon the receipt of the goods or services, a receipt must be entered in Workplace and the packing slip is to be submitted to Accounts Payable.</p> <p>Alternate method of procurement within these values is the use of a Blanket Purchase Order. Blanket Purchase Orders are prepared annually for various goods and services that are standard and repetitive in nature. Upon the receipt of the goods or services, a receipt and the packing slip is to be submitted to Accounts Payable.</p>
<p><b>AUTHORIZATION</b></p>	<p><b>Authorization</b> - Approved by the functional area Manager prior to the purchase being made (as per the delegated authority established in Workplace. Blanket Purchase Orders are approved by the Director or their designate annually.</p>



AMOUNT	Goods & Services over \$25,000 up to \$75,000
DOCUMENTATION	Purchase Order &/or Service Contract
PROCUREMENT METHOD	<p style="text-align: center;"><b>COMPETITIVE BIDS</b></p> <p style="text-align: center;"><b>RFT, ITQ, RFI, RFP or SS</b></p>
DESCRIPTION	<p>ITT, RFQ or RFI, RFP or SS - Specifications and/or scope of work is to be provided by the using department to the Procurement Department. The Procurement department is required to prepare bid documents in accordance with established Town and/or Provincial procedures. In collaboration with the Department Head, the procurement department will receive, open and file the bid documents with results recorded in the ITT, RFQ, RFQ RFI, RFP opening records. They must also include in the records any contracts, consultants and financial commitments. Recommendation for award must be approved by the Department Head and the Procurement Department. The procurement department will award to the successful bidder under the criteria established in the Bid documents.</p>
AUTHORIZATION	<p>Approved by the Department head within budgeted limits.</p> <p><b>Approval outside budgeted limits:</b> Chief Administrative Officer (CAO) has discretion to approve outside of budgeted limits and/or if the recommendation is other than the successful bidder under the criteria established in the bid documents.</p> <p><b>Single or Sole Source (SS):</b> Justifications at this procurement value must be approved by the Department Head.</p>

AMOUNT	<b>Goods &amp; Services over \$75,000</b>
DOCUMENTATION	<b>Purchase Order &amp;/or Service Contract</b>
PROCUREMENT METHOD	<b>COMPETITIVE BIDS - PUBLIC ADVERTISED (APC/TOT) RFT, ITQ, RFI, RFP or SS</b>
DESCRIPTION	<p>ITT, RFQ or RFI, RFP or SS - Specifications and/or scope of work is to be provided by the using department to the Procurement Department. The Procurement department is required to prepare bid documents in accordance with established Town and/or Provincial procedures. In collaboration with the Department Head or designate, the procurement department will receive, open and file the documents with results recorded in the ITT, RFQ, RFQ RFI, RFP opening records. They must also include in the records any contracts, consultants and financial commitments. Recommendation for award must be approved by the Department Head, the Procurement Manager and the CAO. The procurement department will award to the successful bidder under the criteria established in the Bid documents.</p> <p>For a Single or Sole Source Procurement, a SS form must be completed and signed off by the Department Head and Procurement to be authorized by the CAO.</p>
AUTHORIZATION	<p>CAO or designate approves the Purchase order &amp;/or contract within previously approved budget limits.</p> <p><b>Approval outside budgeted limits:</b> The CAO or designate will prepare a Request for Decision (RFD) for Council approval with a recommendation to award to the successful bidder under the criteria established in the Tender or RFP documents.</p> <p><b>Single or Sole Source (SS):</b> Justifications at this procurement value must be approved by the CAO.</p>

AMOUNT	<b>Construction over \$25,000 up to \$200,000</b>
DOCUMENTATION	<b>Purchase Order &amp;/or Service Contract</b>
PROCUREMENT METHOD	<b>COMPETITIVE BIDS - COMPETITIVE BIDS (May be by invitation or publicly advertised) RFT, ITQ, RFI, RFP or SS</b>
DESCRIPTION	<p><b>ITT, RFQ or RFI, RFP</b> - Specifications and/or scope of work is to be provided by the using department to the Procurement Department. The Procurement department is required to prepare bid documents in accordance with established Town and/or Provincial procedures. In collaboration with the Department Head or designate, the procurement department will receive, open and file the documents with results recorded in the ITT, RFQ, RFQ RFI, RFP opening records. They must also include in the records any contracts, consultants and financial commitments. Recommendation for award must be approved by the Department Head, the Procurement Manager and the CAO. The procurement department will award to the successful bidder under the criteria established in the Bid documents.</p> <p><b>SS</b> - For a Single or Sole Source Procurement, a SS form must be completed and signed off by the Department Head and Procurement. Specifications and/or scope of work is to be provided by the using department to the Procurement Department for award.</p>
AUTHORIZATION	<p>Approved by the Department head within budgeted limits.</p> <p><b>Approval outside budgeted limits:</b> Chief Administrative Officer (CAO) has discretion to approve outside of budgeted limits and/or if the recommendation is other than the successful bidder under the criteria established in the bid documents.</p> <p><b>Single or Sole Source (SS):</b> Justifications at this procurement value must be approved by the Department Head.</p>

AMOUNT	<b>Construction over \$200,000</b>
DOCUMENTATION	<b>Purchase Order &amp;/or Service Contract</b>
PROCUREMENT METHOD	<b>COMPETITIVE BIDS - COMPETITIVE BIDS (Publicly Advertised) RFT, ITQ, RFI, RFP or SS</b>
DESCRIPTION	<p><b>ITT, RFQ or RFI, RFP</b> - Specifications and/or scope of work is to be provided by the using department to the Procurement Department. The Procurement department is required to prepare bid documents in accordance with established Town and/or Provincial procedures. In collaboration with the Department Head or designate, the procurement department will receive, open and file the documents with results recorded in the ITT, RFQ, RFQ RFI, RFP opening records.. They must also include in the records any contracts, consultants and financial commitments. Recommendation for award must be approved by the Department Head, the Procurement Manager and the CAO. The procurement department will award to the successful bidder under the criteria established in the Bid documents.</p> <p><b>SS</b> - For a Single or Sole Source Procurement, a SS form must be completed and signed off by the Department Head and Procurement to be authorized by the CAO. Specifications and/or scope of work is to be provided by the using department to the Procurement Department for award.</p>
AUTHORIZATION	<p>CAO or designate approves the Purchase order &amp;/or contract within previously approved budget limits.</p> <p><b>Approval outside budgeted limits:</b> The CAO or designate will prepare a Request for Decision (RFD) for Council approval with a recommendation to award to the successful bidder under the criteria established in the Tender or RFP documents.</p> <p><b>Single or Sole Source (SS):</b> Justifications at this procurement value must be approved by the CAO.</p>

# Guideline to the Procurement Obligations of Domestic and International Trade Agreements

Trade Agreement	Procurement Type	Ministries/ Departments	Crown Corporations	MASH
NWPTA	Goods	\$10,000	\$25,000	\$75,000
	Services	\$75,000	\$100,000	\$75,000
	Construction	\$100,000	\$100,000	\$200,000
CFTA	Goods	\$30,300	\$605,600	\$121,200
	Services	\$121,200	\$605,600	\$121,200
	Construction	\$121,200	\$6,056,100	\$302,900
CETA	Goods	\$366,800	\$651,000 <sup>1</sup>	\$366,800
	Services	\$366,800	\$651,000	\$366,800
	Construction	\$9,100,000	\$9,100,000	\$9,100,000
UK	Goods	\$366,800	\$651,000 <sup>2</sup>	\$366,800
	Services	\$366,800	\$651,000	\$366,800
	Construction	\$9,100,000	\$9,100,000	\$9,100,000
WTO/GPA	Goods	\$651,000		
	Services	\$651,000		Not covered
	Construction	\$9,100,000		
CPTPP	Goods	\$651,000		
	Services	\$651,000		Not covered
	Construction	\$9,100,000		

# Exceptions



## Business Trade Agreements

The Town will take all opportunities to employ the use of purchasing agreements and trade programs established by other government agencies and agents such as Affinity and Standing Offer Agreements through Alberta Municipalities and Canoe Procurement Group of Canada. Competitive quotations and tenders are not required for goods or services (at any value) where the supplier is a department, agency, or utility of the federal, provincial, regional or municipal government or when utilizing Government Standing Offer agreements, Established contracts and procurement services from Alberta Municipalities or Canoe.

A stylized logo consisting of a yellow circle at the top, with four teal curved lines radiating downwards from its base, resembling a flower or a sunburst. The word "Questions?" is centered in teal text over the lower part of the logo.

Questions?

## Council Request for Decision

**Meeting Date: September 9, 2024**

**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.

The Procedural Bylaw states that: *“All final resolutions, other than a recommended motion provided by Administration in the Request for Decision, must be presented to Administration in writing.”*

Administration shall ensure that Council Motion Templates are made available to all members of Council at all Meetings.

**Legislation / Authority:**

*Municipal Government Act*, Section 153, Section 154, Section 180, and Section 249.  
Procedural Bylaw 11-2022, Section 6.3.4

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

<b>Council Date</b>	<b>Resolution #</b>	<b>Resolution</b>	<b>Assigned To</b>	<b>Completed?</b>
February 26, 2024	71/2024	MOVED by Councillor Firth that Council directs Administration to investigate a survey to go out to previous years permit recipients, as well as an internal review of our development processes.	Planning	<i>In Progress</i>
July 15, 2024	245/2024	MOVED by Councillor Sorensen that Council directs Administration to report back on the procurement program or procedure, and report back to Council.	Procurement	<i>In Progress</i>
August 19, 2024	266/2024	MOVED by Councillor Sorensen that Council directs Administration to come back to Council with investigating how we can better prepare for the life expectancy of our assets and a maintenance plan.	Facility Maintenance	<i>In Progress</i>
August 19, 2024	267/2024	MOVED by Councillor McLean that Council directs Administration to look into the cost and also the feasibility of connecting the Golf Course path up to the 56 <sup>th</sup> Avenue Road.	Public Works	<i>In Progress</i>
August 19, 2024	268/2024	MOVED by Councillor Brewin that Council directs Administration to investigate the possibility of extending 43 <sup>rd</sup> Street through the development there, being even somewhat temporary with a grader and some gravel, just to make passageway through there a little easier, to 56 <sup>th</sup> Avenue.	Public Works	<i>In Progress</i>
August 19, 2024	269/2024	MOVED by Mayor Prokop that Council directs Administration to investigate flag poles and flags, primarily the Canadian Flag, Provincial Flag, and the Town of Taber flag, to be displayed at the Taber Trout Pond, and report back to Council with cost estimates.	Recreation	<i>In Progress</i>

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

## Council Request for Decision

**Meeting Date: September 9, 2024**

**Subject:**

Delegation: Taber and District Housing Foundation - Cherry & Main Affordable Apartment Project and Land Request

**Recommendation:**

Council approves the allocation of lots 18 to 28, Block 5, Plan 5638L, to be reserved until the results of the 2025 CMHC grant funding application for the Cherry & Main affordable housing project contingent on 1/3 of the project costs being provided from the CMHC (Canada Mortgage Housing Corporation) grant approval.

**Background:**

T. Janzen, Chief Administrative Officer for Taber and District Housing Foundation will present the foundations request for Council's consideration of financial or other assistance to undertake the Cherry and Main Affordable Housing Project.

**Legislation / Authority:**

*Municipal Government Act*, Section 6: Natural Person Powers

**Strategic Plan Alignment:**

Develop partnerships with other regional governments and organizations:  
Seek affiliations with other regional governments to improve service delivery, pursue best practices, and maximize grant potential.

**Financial Implication:**

This is currently unquantifiable due to multiple considerations related to possible policy direction.

**Service Level / Staff Resource Implication:**

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

**Justification:**

The Foundation has asked for Council's consideration of funding and other project-related items which is a Council policy decision.



---

**Alternative(s):**

1. Council could choose to provide other supportive aspects in a different allotment or location than requested.
2. Council could choose to defer this topic until a future Council meeting.
3. Council could receive the presentation for information.

**Attachment(s):** Delegation Submission Form  
Cherry & Main Presentation

**APPROVALS:**

**Originated By:**  
Brittany Gilbertson

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



Councillor

Mayor

Councillor

## Council Presentation Submission Form

**Tim Janzen**

Name

**Taber & District Housing Foundation**

Organization (if applicable)

Name of Presenter (if different from above)

**5318 48th Avenue, Taber, AB**

Address

**403-382-7098**

Phone Number

**timj@taberhsg.ca**

Email (if applicable)

**September 9, 2024**

Council Meeting Date Requested

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

### Topic of Presentation

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

To discuss the Cherry & Main Affordable Apartment project (55th Street & 47th Avenue) and to request that the land be made available again to develop this project.

The design of the building was made specific to this property site and granting opportunities require that land is secured for affordable housing projects (prior to application).

TDHF has been working on a revised project plan (to meet funding criteria set out by CMHC and the Province of AB Affordable Housing Partnership programs) and met with local contractors to bring down construction costs but needs land for the project to even apply.

The revised project would require Lots 18 through 28, Block 5, Plan 5638L.







Councillor

Mayor

Councillor

## Council Presentation Submission Form

### Purpose of Delegation (please circle one)

Request Action/Support/  
Policy Change

Request Funds

Other (please specify)

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

Lots 18 - 28 be designated for the Cherry & Main Affordable Apartment project. The project was originally designed at that location at the Town's request and the location is beneficial as tenants could be within walking distance of all amenities.

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

TDHF is actively preparing applications for CMHC Cooperative Housing program (application deadline Sept 15) and the Affordable Housing Partnership program (TBA but expected this fall). Both sources of financing/granting would be required for the project to be sustainable.

### Financial Implications

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

### Acknowledgements

### Initial

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

TJ

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

TJ

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

TJ

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



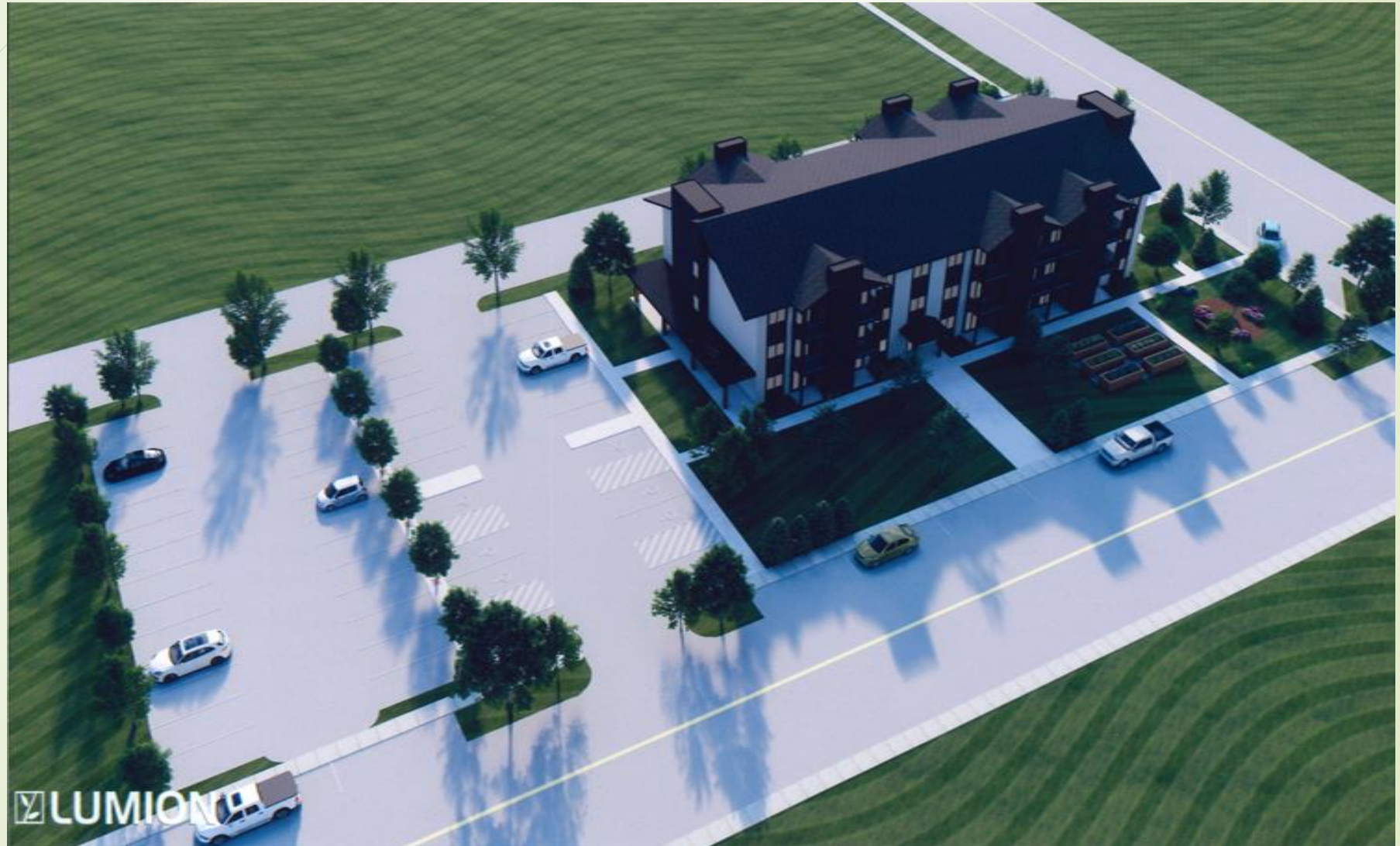
# Cherry & Main Affordable Apartments

Taber, AB





# Cherry & Main Affordable Apartments





# Cherry & Main Affordable Apartments

## Front View

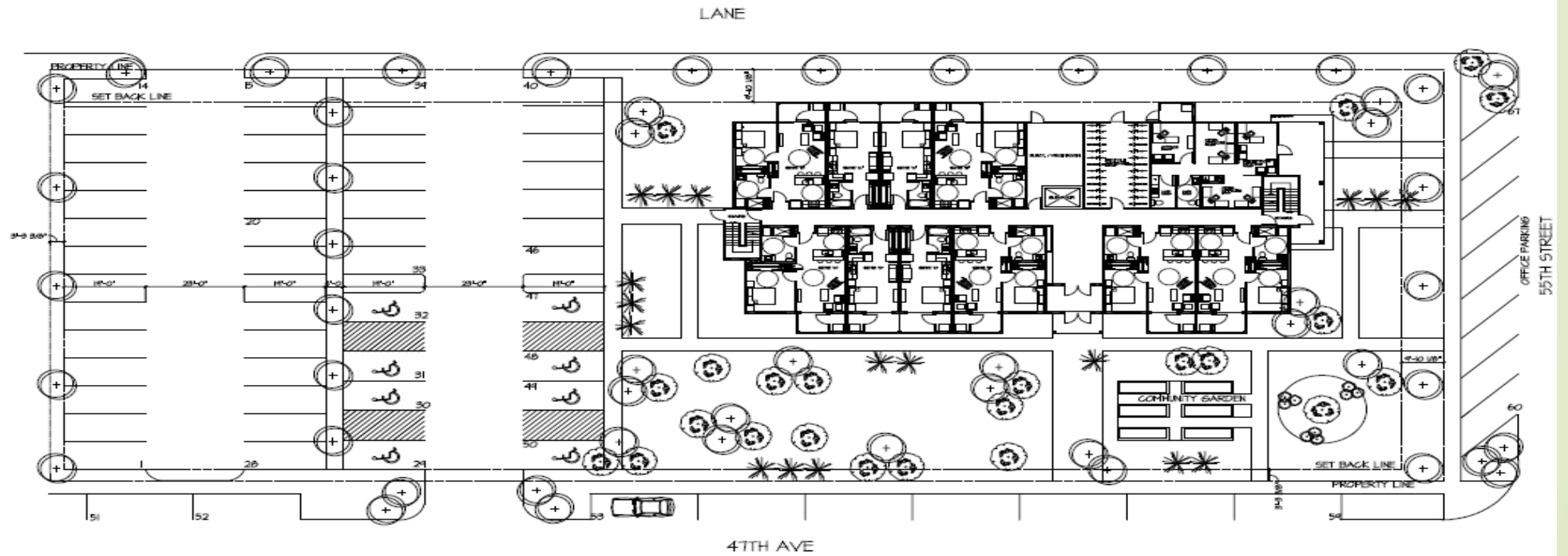


# Cherry & Main Affordable Apartments Site Plan



## LEGAL DESCRIPTION

LOT: 18-21  
BLOCK: 5  
PLAN: 5638L  
ADDRESS: 5431 41 AVE  
TABER, AB



1 SITE PLAN  
AD SCALE 1"=25'-0"

# Cherry & Main Affordable Apartments



## Proposed Affordable Housing Project

Three-story building (approx. 18,000 sq. feet) with:

- ▶ Twenty-two (22) affordable housing units – seven (7) studio, and fifteen (15) one-bedroom
- ▶ Eleven (11) market housing units – seven (7) one-bedroom and four (4) two-bedroom
- ▶ About 1,500 sq. feet of office space (TDHF to occupy and provide on-site management and support services)
- ▶ Total of a minimum of 33 living spaces
- ▶ 50 parking stalls in off-street parking (including 8 handicap parking stalls)

The goal is to provide mixed market housing to the community at very affordable rates. Rents would range from \$650 (affordable studio) to \$1,200 (market two-room) per month.

Proposed design includes:

- ▶ use of durable low maintenance materials to reduce future maintenance and replacement costs.
- ▶ Energy efficient building structure to reduce long-term operating costs and impact on the environment.
- ▶ Modular building design may be used to reduce build time.

**Total Construction Cost**

**\$8.55 million**

# Cherry & Main Affordable Apartments



## Affordable Housing Partnership Program

Rolled out in January 2023 by Govt of Alberta

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

The suggested partnerships include:

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



# Affordable Housing



## What's Next?

- ▶ **Secure land for the development**
- ▶ Lobby government for project funding/financing:
  - ▶ Applications for Affordable Partnership Program (Govt of Alberta)
  - ▶ Rapid Housing Initiative (CMHC)



**Affordable Housing**



**QUESTIONS OR COMMENTS?**

## Council Request for Decision

**Meeting Date: September 9, 2024**

**Subject:**

Delegation: Mr. Grant Hunter, MLA

**Recommendation:**

No motion required at this time.

**Background:**

Grant Hunter was elected as the Member of the Legislative Assembly for Taber-Warner on May 5, 2015.

MLA Hunter has requested to meet with Municipal Councils to discuss any issues or concerns within the Taber-Warner constituency.

Topics for discussion include:

1. Alberta Advantage Immigration program
2. Housing incentives
3. Rail Spur
4. Regional Water/Wastewater Study Progress
5. Green and Inclusive Community Building Program Grant (it was noted from MLA Hunter's Office that this grant is Federal)
6. Old Barons Eureka Warner Building

**Legislation / Authority:**

MGA, Section 3

**Strategic Plan Alignment:**

Governance:

Build partnerships with other governments and organizations where synergies may exist.

**Financial Implication:**

Not at this time.



---

**Service Level / Staff Resource Implication:**  
Not at this time.

**Justification:**  
It is prudent for Council to stay informed and make connections with political affiliates in the area for the betterment of the community.

**Alternative(s):**  
Council could choose to request specific information from MLA Hunter.

**Attachment(s):**

**APPROVALS:**

**Originated By:**  
Brittany Gilbertson

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