



AGENDA

REGULAR MEETING OF THE COUNCIL OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, SEPTEMBER 23, 2024 AT 3:30 PM.

	<u>MOTION</u>
1. CALL TO ORDER	
2. ADOPTION OF THE AGENDA	X
3. PUBLIC HEARINGS	
4. ADOPTION OF THE MINUTES	
ITEM No.4.1 Minutes of Regular Meeting of Council: September 9, 2024	X
5. BUSINESS ARISING FROM THE MINUTES	
6. BYLAWS	
7. ACTION ITEMS	
ITEM No.7.1 Trout Pond - Picnic Shelter	X
ITEM No.7.2 Tax Penalty Waiver Request Roll 6961020	X
ITEM No.7.3 Letter of Support Request: Taber Regional Airport Expansion	X
ITEM No.7.4 Information For Council	
ITEM No.7.5 Department Reports	
ITEM No.7.6 Mayor and Councillor Reports (Verbal)	
ITEM No.7.7 Standing Items - Council Requests	
8. DELEGATIONS	
9. MEDIA INQUIRIES	



10. CLOSED SESSION

X

ITEM No.10.1 Land Sale offer - NW 72nd Ave & 62nd 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.

ITEM No.10.2 Land Sale Offer - NE 72nd Ave & 62nd 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.

ITEM No.10.3 Land Sale Offer 2 - NE 72nd Ave & 62nd St
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 Discussion with Council
Council takes the meeting into Closed Session to prevent disclosure of consultations or deliberations involving officers or employees of a public body, in accordance with Advice from Officials, Section 24(1)(b), of the *Freedom of Information and Protection of Privacy Act*.

11. OPEN SESSION

X

12. CLOSE OF MEETING

X

Council Request for Decision

Meeting Date: September 23, 2024

Subject:

Minutes of Regular Meeting of Council: September 9, 2024

Recommendation:

Council adopts the Minutes of the Regular Meeting of Council held on September 9, 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 September 9, 2024, as amended.



Attachment(s): September 9, 2024 Draft Council minutes

APPROVALS:

Originated By:
Brittany Gilbertson

Chief Administrative Officer (CAO) or Designate: _____

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE
TOWN OF TABER, IN THE PROVINCE OF ALBERTA, HELD IN THE
COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY,
SEPTEMBER 9, 2024, AT 3:30 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
Graham Abela
Amy Allred
Meghan Brennan
Chris Eagan
Brittany Gilbertson
Celina Newberry
John Orwa
Megan Sushelnitski

CALL TO ORDER

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

ADOPTION OF THE AGENDA

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

RES. 278/2024

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

CARRIED UNANIMOUSLY

PUBLIC HEARINGS

None.

ADOPTION OF THE MINUTES

1) Minutes of Regular Meeting of Council: August 19, 2024

RES. 279/2024

MOVED by Councillor Firth that Council adopts the Minutes of the Regular Meeting of Council held on August 19, 2024, as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

None.

BYLAWS

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

D. Thibault introduced J. Orwa, Chief Finance Officer and Director of Corporate Services, who presented the proposed Long-Term Borrowing – 41st Avenue Cast Iron and Sanitary Replacement Project Bylaw 19-2024.

RES. 280/2024

MOVED by Councillor Sorensen that Council gives First Reading to Long-Term Borrowing – 41st Avenue Cast Iron and Sanitary Replacement Project Bylaw 19-2024, at this Meeting.

CARRIED UNANIMOUSLY

RES. 281/2024

MOVED by Councillor Bekkering that Council gives Second Reading to Long-Term Borrowing – 41st Avenue Cast Iron and Sanitary Replacement Project Bylaw 19-2024, at this Meeting.

CARRIED UNANIMOUSLY

RES. 282/2024

MOVED by Councillor McLean that Council unanimously agrees to proceed to Third and Final Reading to Long-Term Borrowing – 41st Avenue Cast Iron and Sanitary Replacement Project Bylaw 19-2024, at this Meeting.

CARRIED UNANIMOUSLY

RES. 283/2024

MOVED by Councillor Firth that Council gives Third and Final Reading to Long-Term Borrowing – 41st Avenue Cast Iron and Sanitary Replacement Project Bylaw 19-2024, at this Meeting.

CARRIED UNANIMOUSLY

BYLAWS – CONT'D

2) Assessment Review Board Bylaw 20-2024

J. Orwa presented the Proposed Assessment Review Board Bylaw 20-2024.

RES. 284/2024

MOVED by Councillor McLean that Council gives First Reading to Assessment Review Board Bylaw 20-2024, at this Meeting.

CARRIED UNANIMOUSLY

RES. 285/2024

MOVED by Councillor Sorensen that Council gives Second Reading to Assessment Review Board Bylaw 20-2024, at this Meeting.

CARRIED UNANIMOUSLY

RES. 286/2024

MOVED by Councillor Bekkering that Council unanimously agrees to proceed to Third and Final Reading to Assessment Review Board Bylaw 20-2024, at this Meeting.

CARRIED UNANIMOUSLY

RES. 287/2024

MOVED by Councillor Firth that Council gives Third and Final Reading to Assessment Review Board Bylaw 20-2024, at this Meeting.

CARRIED UNANIMOUSLY

ACTION ITEMS

1) Appointment of Assessment Review Board Members and Review Board Clerk

J. Orwa detailed the requirement of appointing members and a clerk to the Assessment Review Board.

RES. 288/2024

MOVED by Councillor Bekkering 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; and,
Russell Norris – Board Member

CARRIED UNANIMOUSLY

RES. 289/2024

MOVED by Councillor Bekkering that Council appoints the Chief Administrative Officer, or designate, of the Oldman River Regional Services Commission as the Assessment Review Board Clerk, for a term ending December 31, 2024.

CARRIED UNANIMOUSLY

2) Proposed Policy - Purchase of Alcohol with Town Funds

D. Thibault detailed the proposed Use of Town Funds to Purchase Alcohol Policy CS-FIN-11.

RES. 290/2024

MOVED by Councillor Sorensen that Council approves the Alcohol Purchased with Town Funds Policy CS-FIN-11, as presented.

CARRIED UNANIMOUSLY

ACTION ITEMS – CONT'D

3) 2nd Quarter Financial Statements

J. Orwa presented the Second Quarter Financial Statements.

No motion was made at this time.

4) Request for Ramp Encroachment - 5115 48 Avenue

D. Thibault introduced C. Newberry, Planning Officer, and C. Eagan, Director of Planning, Engineering and Operations, who presented the request for a ramp encroachment at 5115 48th Avenue.

Council discussed the request.

RES. 291/2024

MOVED by Councillor Bekkering that Council directs Administration not to grant the request for the ramp encroachment.

DEFEATED

Council discussed the request further.

MOVED by Councillor Remfert to direct Administration to get a little bit more information from the developer.

MOVED by Councillor Brewin that Administration should bring us back an alternative so that they may encroach the sidewalk but yet being safe for pedestrian traffic.

D. Thibault detailed the Procedural Bylaw 11-2022 Section 6.3.6 that states:

“Any issue addressed by Council, or an authorized Committee, at any Regular Meeting where a resolution has been voted upon, either carried or defeated, other than a motion to table, shall not be allowed to be brought back to any Regular Meeting for further consideration until at least six (6) months following the date of the meeting where it was originally addressed.”

173/2024

Meeting Date
9/9/2024

ACTION ITEMS – CONT'D

4) Request for Ramp Encroachment – 5115 48 Avenue – Cont'd

Councillor Bekkering detailed the Procedural Bylaw 11-2022 Section 3.4 that states:

“Notwithstanding any other provision in this Bylaw, Council or an authorized Committee may by a special majority recorded vote two-thirds (2/3) of all members in attendance at the meeting, temporarily suspend, waive, or alter any provision of this Bylaw for any particular matter or any particular meeting, providing that at all times Council, or an authorized Committee, acts and individual Councillors, or members, act in accordance with the Municipal Government Act and any other applicable legislation.”

Councillor Remfert withdrew his motion.

Councillor Brewin withdrew his motion.

RES. 292/2024

MOVED by Councillor Remfert that Council suggests an alternative to the motion.

DEFEATED

For: Mayor Prokop, Councillor Brewin, Councillor Remfert and Councillor Sorensen

Against: Councillor McLean, Councillor Bekkering and Councillor Firth

5) Funding Request: HALO Air Ambulance Request

D. Thibault detailed the request for a donation to the HALO Air Ambulance fundraiser baseball game.

MOVED by Councillor Remfert that Administration waives any fees, rental or camping, in regard to hosting the tournament for the Municipal Regional Fire Department.

Councillor Brewin requested an amendment to the motion, requesting that Council makes a one-time donation of \$4,000.00 to the HALO Fund, to come from Councillors Discretionary Fund.

174/2024

Meeting Date
9/9/2024

ACTION ITEMS – CONT'D

5) Funding Request: HALO Air Ambulance Request – Cont'd

Council discussed the motion and the amendment.

Councillor Remfert withdrew his motion.

MOVED by Councillor Remfert that Council makes a \$2,000.00 donation to HALO to support their ball tournament one time.

Councillor Firth requested an amendment to state where the funds are coming from.

RES. 293/2024

MOVED by Councillor Remfert that Council makes a \$2,000.00 donation to HALO to support their ball tournament one time, with funds to come from the Discretionary Funds.

CARRIED UNANIMOUSLY

6) WTP Filter #2 Actuator Replacement

D. Thibault introduced C. Eagan, who detailed the request for funds to replace an actuator that had failed in the Water Treatment Plant.

RES. 294/2024

MOVED by Councillor Bekkering that Council approves the Project Budget, not to exceed \$20,000.00, to replace a failed actuator on Water Treatment Plant Filter #2 and fund the project from Capital Reserves.

CARRIED UNANIMOUSLY

ACTION ITEMS – CONT'D

7) Information For Council

D. Thibault detailed the response to Standing Item 269/2024, investigation of flag poles and flags to be placed at the Taber Trout Pond, and introduced M. Brennan, Communications and Projects Coordinator, who detailed her time deployed in Jasper as an Information Officer, and introduced M. Sushelnitski, Procurement Specialist, who provided a presentation to Council in response to Standing Item 245/2024 regarding the Procurement process in the Town of Taber.

No motion was made at this time.

8) Standing Items - Council Requests

D. Thibault reviewed the current listing.

RES. 295/2024

MOVED by Mayor Prokop that Council directs Administration to investigate the possibility of the Town of Taber to be capable of the installation of asphalt and/or concrete replacement, and report back to Council with approximate costs, requirements and feasibility.

CARRIED

RES. 296/2024

MOVED by Councillor Bekkering that Council moves into Closed Session prior to the timing of Delegations at 5:00 PM to prevent the 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*.

CARRIED UNANIMOUSLY AT 4:47 PM

CLOSED SESSION

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*.

Pursuant to Section 197(6) of the *Municipal Government Act*, there were the following members of Administration and the public in attendance for Agenda Item 10.1) Labour Discussion; D. Thibault, Chief Administrative Officer, J. Orwa, Chief Financial Officer and Director of Corporate Services, G. Abela, Chief of Police, B. Gilbertson, Executive Assistant and Legislative Services Manager, and from the Taber Municipal Police Commission, J. MacDonald.

OPEN SESSION

RES. 297/2024

MOVED by Councillor McLean that Council moves into Open Session to reconvene into the Delegation Agenda Item.

CARRIED UNANIMOUSLY AT 5:15 PM

DELEGATIONS

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

D. Thibault introduced T. Janzen, Chief Administrative Officer from Taber and District Housing Foundation, who presented the request for land for the Cherry and Main Affordable Housing Apartment Project.

DELEGATIONS – CONT'D

1) Delegation: Taber and District Housing Foundation – Cherry & Main Affordable Apartment Project and Land Request – Cont'd

RES. 298/2024

MOVED by Councillor McLean that Council approves the allocation of Lots 18-28, Block 5, Plan 5638L, to be reserved until the results of the 2025 Canada Mortgage Housing Corporation Grant Funding Application for the Cherry and Main Affordable Housing Project, contingent on one third (1/3) of the project costs being provided from the Canada Mortgage Housing Corporation grant approval.

CARRIED

2) Delegation: Mr. Grant Hunter, MLA

Mr. Grant Hunter, Member of the Legislative Assembly, provided response to Council regarding various discussion points.

No motion was made at this time.

MEDIA INQUIRIES

None.

MEDIA INQUIRIES – CONT'D

RES. 299/2024

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

- Third party business information, in accordance with Section 16(1) of the *Freedom of Information and Protection of Privacy Act*; (a)(ii) to prevent the disclosure of commercial, financial, and technical information of a third party (b) the information was supplied in confidence, and (c) the disclosure could reasonably be expected to harm significantly the negotiating position of the third party.

CARRIED UNANIMOUSLY AT 6:17 PM

CLOSED SESSION

- 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.**

Pursuant to Section 197(6) of the *Municipal Government Act*, there were the following members of Administration and the public in attendance for Agenda Item 10.2) Economic Development Collaboration Update: Delegation; D. Thibault, Chief Administrative Officer, A. Allred, Economic Development Manager, and from the public, Peter Casurella.

CLOSED SESSION – CONT'D

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.

Pursuant to Section 197(6) of the *Municipal Government Act*, there were the following members of Administration in attendance for Agenda Item 10.3) Residential Developer Letter of Intent Offer; D. Thibault, Chief Administrative Officer, and A. Allred, Economic Development Manager.

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.

Pursuant to Section 197(6) of the *Municipal Government Act*, there were the following members of Administration in attendance for Agenda Item 10.4) Land Sale Offer – 56th Street; D. Thibault, Chief Administrative Officer, and A. Allred, Economic Development Manager.

OPEN SESSION

RES. 300/2024

MOVED by Councillor McLean that Council moves into Open Session.

CARRIED UNANIMOUSLY AT 7:01 PM

OPEN SESSION – CONT'D

RES. 301/2024

MOVED by Councillor Sorensen that Council accepts the Memorandum of Understanding as presented, for collaboration with the Municipal District of Taber; and,

Authorizes the Mayor and Chief Administrative Officer to sign the Memorandum of Understanding.

CARRIED UNANIMOUSLY

RES. 302/2024

MOVED by Councillor Bekkering that Council directs Administration to agree to the Letter of Intent, as proposed by Jayco Builders; and,

Bring back a land sale offer at the September 23rd, 2024 Council Meeting for consideration.

CARRIED UNANIMOUSLY

RES. 303/204

MOVED by Councillor McLean that Council accepts the offer for 2.1 Acres at 56th Street and 62nd Avenue, Taber, for \$210,000.00; and,

Authorizes the Mayor and Chief Administrative Officer to sign the documents.

CARRIED UNANIMOUSLY

CLOSE OF MEETING

RES. 304/2024

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

CARRIED UNANIMOUSLY AT 7:03 PM

MAYOR

CHIEF ADMINISTRATIVE OFFICER

DRAFT

182/2024

Meeting Date
9/9/2024



Council Request for Decision

Meeting Date: September 23, 2024

Subject:

Trout Pond - Picnic Shelter

Recommendation:

Council direct Administration to move forward with Picnic Shelter Option #6 with the funds to not exceed \$148,000 to come from the Capital Reserves.

Background:

The Taber Trout Pond Site Master Plan revealed a day use picnic shelter as being a desired addition to the facility.

Administration worked with MPE, the engineering consultants, to draw up some concept options and provide cost estimates.

Option 1: Wood Construction with Pony Wall = \$218,000.00.

Option 2: Wood Construction with No Pony Wall = \$202,000.00.

Option 3: Steel Construction with Pony Wall = \$182,000.00.

Option 4: Steel Construction with No Pony Wall = \$166,000.00.

Option 5: Wood Construction with Pony Wall and Reduced Size = \$177,000.00.

Option 6: Steel Construction with Pony Wall and Reduced Area - \$148,000.00

We have included the Town of Taber Facilities & Energy Manager's suggestions which include steel being more durable and extending the path to the shelter to make it accessible would be desirable.

The current bathroom building on site drawings have been included to show the vision to which Administration is striving to match.

The Recreation Board met on September 5, 2024, and unanimously agreed to recommend Option #6 to be constructed to the west of the main parking lot and south of the playground. While some members of the Board liked the looks of the wood and its "natural" look, they all felt steel construction was sturdier and easier to maintain for a longer lifespan. The Members also voiced the preference of the pony wall to add more privacy and would add seating.

When discussing whether to recommend a full size versus the reduced option, they felt the smaller would fit the requirements for most events and thought it may be more advantageous to build additional smaller structures rather than one large. It was also noted that there is \$241,591.32 remaining from the William Ferguson donation for the Trout Pond, which could almost cover the cost of two shelters.



In 2023 the remaining project items for the Trout Pond Project (Picnic Shelter and Camping Expansion) were postponed and the remaining funds were returned to Capital Reserves. Everyone agreed that the new structure should aesthetically match the washroom building.

RES. 25/2024 MOVED by C. Fletcher that the Recreation Board recommends Council direct Administration to move forward with Picnic Shelter Option 6 with the funds to not exceed \$148, 000.00 to come from the 2024 Capital Reserves.

CARRIED UNANIMOUSLY

Legislation / Authority:

M.G.A. section 3

Strategic Plan Alignment:

Develop Community and Promote Growth

Financial Implication:

Dependent on decision from Town Council and which option is chosen

Service Level / Staff Resource Implication:

Dependent on direction from Town Council, will impact staff resources to maintain.

Justification:

In accordance with the priorities set through the Trout Pond Master Plan, creating a shelter at the Trout Pond for visitors to enjoy.

Alternative(s):

1. Council may request more information.
2. Council may choose another option.
3. Council may choose construction of more than one picnic shelter.

Attachment(s): Drawings for Council

West Trail Extension Project - Picnic Shelter Preliminary Costs

Facilities & Energy Manager - Blake Hranac

Trout Pond Bathroom



APPROVALS:

Originated By:
Brian Martin

Chief Administrative Officer (CAO) or Designate: _____



3D ISOMETRIC VIEW

LIST OF DRAWINGS

GENERAL

G0.0

STRUCTURAL

S2.1

S2.2

S2.3

S2.4

S2.5

S2.6

S3.0

S3.1

S3.2

S3.3

S3.4

S3.5

S3.6

S3.7

BUILDING SERVICES TITLE PAGE

MAIN FLOOR PLAN - OPTION 1

MAIN FLOOR PLAN - OPTION 2

MAIN FLOOR PLAN - OPTION 3

MAIN FLOOR PLAN - OPTION 4

MAIN FLOOR PLAN - OPTION 5

MAIN FLOOR PLAN - OPTION 6

ELEVATIONS - OPTION 1

ELEVATIONS - OPTION 2

ELEVATIONS - OPTION 3

ELEVATIONS - OPTION 4

ELEVATIONS - OPTION 5

ELEVATIONS - OPTION 6

3D ELEVATIONS

3D ELEVATIONS

TOWN OF TABER

TABER TROUT POND PICNIC SHELTER

FOR PRELIMINARY APPROVAL

1415-095-00



OPTION 1 - WOOD CONSTRUCTION - PONY WALL



OPTION 2 - WOOD CONSTRUCTION - NO PONY WALL



OPTION 3 - STEEL CONSTRUCTION - PONY WALL



OPTION 4 - STEEL CONSTRUCTION - NO PONY WALL

NOTES:

1	24-07-12	PRELIMINARY REVIEW
ISSUE	YY-MM-DD	REVISION



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TOWN OF TABER

TABER TROUT POND PICNIC SHELTER
STRUCTURAL
3D ELEVATIONS

DESIGNED	D.J.F.	JOB	1415-095-00
DRAWN	K.R.M.	SCALE	
DATE	JULY 2024	DRAWING	S3.6



OPTION 5 - WOOD CONSTRUCTION - PONY WALL - REDUCED AREA



OPTION 6 - STEEL CONSTRUCTION - PONY WALL - REDUCED AREA

NOTES:

1	24-07-12	PRELIMINARY REVIEW
ISSUE	YY-MM-DD	REVISION



TOWN OF TABER

TABER TROUT POND PICNIC SHELTER
STRUCTURAL
3D ELEVATIONS

DESIGNED	D.J.F.	JOB	1415-095-00
DRAWN	K.R.M.	SCALE	
DATE	JULY 2024	DRAWING	S3.7



Taber Trout Pond - Picnic Shelter
Preliminary Cost Estimate
Option 1: Wood Construction with Pony Wall

DESCRIPTION	QUANTITY	UNIT	SUPPLY AND INSTALL	COST
A. General Items				
A1 Mob/demob/bonding/insurance/profit	1	LS	\$ 15,000.00	\$ 15,000.00
SUBTOTAL				\$ 15,000.00
B. SUBSTRUCTURE				
B1 Foundation Excavation	1	LS	\$ 2,400.00	\$ 2,400.00
B2 Piles	12	each	\$ 800.00	\$ 9,600.00
B3 Grade Beam	46	m	\$ 300.00	\$ 13,800.00
B4 200mm 20Ø Well Graded Rock	26	m3	\$ 120.00	\$ 3,120.00
B5 125 Slab-on-Grade	16	m3	\$ 1,200.00	\$ 19,200.00
B6 Concrete Finish	130	m2	\$ 5.00	\$ 650.00
SUBTOTAL				\$ 48,770.00
C. SHELL				
Superstructure				
C1 Wood Building Structural Framing	130	m2	\$ 430.00	\$ 55,900.00
Exterior Enclosure				
C3 Roof Panels	130	m2	\$ 240.00	\$ 31,200.00
C4 Wall Panels	85	m2	\$ 200.00	\$ 17,000.00
			\$ -	\$ -
SUBTOTAL				\$ 104,100.00
D. INTERIORS				
D1 Picnic Table	7	each	\$ 2,400.00	\$ 16,800.00
D2 BR Picnic Table	2	each	\$ 3,000.00	\$ 6,000.00
			\$ -	\$ -
SUBTOTAL				\$ 22,800.00
			\$ -	\$ -
SUBTOTAL				\$ -
F. BUILDING SITE WORK				
F1 Top Soil and Seed	100	m2	\$ 20.00	\$ 2,000.00
F2 Irrigation Modification Allowance	1	LS	\$ 3,000.00	\$ 3,000.00
			\$ -	\$ -
SUBTOTAL				\$ 5,000.00
GRAND SUBTOTAL				\$ 195,670.00
Extra Work Allowance (10%)				\$ 9,783.50
Materials Testing				\$ 3,000.00
GST (5%)				\$ 10,000.00
GRAND TOTAL				\$ 218,000.00



Taber Trout Pond - Picnic Shelter
Preliminary Cost Estimate
Option 2: Wood Construction with No Pony Wall

DESCRIPTION	QUANTITY	UNIT	SUPPLY AND INSTALL	COST
A. General Items				
A1 Mob/demob/bonding/insurance/profit	1	LS	\$ 15,000.00	\$ 15,000.00
SUBTOTAL				\$ 15,000.00
B. SUBSTRUCTURE				
B1 Foundation Excavation	1	LS	\$ 2,400.00	\$ 2,400.00
B2 Piles	12	each	\$ 800.00	\$ 9,600.00
B3 Grade Beam	18	m	\$ 300.00	\$ 5,400.00
B4 200mm 20Ø Well Graded Rock	26	m3	\$ 120.00	\$ 3,120.00
B5 125 Slab-on-Grade	16	m3	\$ 1,200.00	\$ 19,200.00
B6 Concrete Finish	130	m2	\$ 5.00	\$ 650.00
SUBTOTAL				\$ 40,370.00
C. SHELL				
Superstructure				
C1 Wood Building Structural Framing	130	m2	\$ 430.00	\$ 55,900.00
Exterior Enclosure				
C3 Roof Panels	130	m2	\$ 240.00	\$ 31,200.00
C4 Wall Panels	50	m2	\$ 200.00	\$ 10,000.00
SUBTOTAL				\$ 97,100.00
D. INTERIORS				
D1 Picnic Table	7	each	\$ 2,400.00	\$ 16,800.00
D2 BR Picnic Table	2	each	\$ 3,000.00	\$ 6,000.00
SUBTOTAL				\$ 22,800.00
SUBTOTAL				\$ -
F. BUILDING SITE WORK				
F1 Top Soil and Seed	100	m2	\$ 20.00	\$ 2,000.00
F2 Irrigation Modification Allowance	1	LS	\$ 3,000.00	\$ 3,000.00
SUBTOTAL				\$ 5,000.00
GRAND SUBTOTAL				\$ 180,270.00
Extra Work Allowance (10%)				\$ 9,013.50
Materials Testing				\$ 3,000.00
GST (5%)				\$ 10,000.00
GRAND TOTAL				\$ 202,000.00



Taber Trout Pond - Picnic Shelter
Preliminary Cost Estimate
Option 3: Steel Construction with Pony Wall

DESCRIPTION	QUANTITY	UNIT	SUPPLY AND INSTALL	COST
A. General Items				
A1 Mob/demob/bonding/insurance/profit	1	LS	\$ 15,000.00	\$ 15,000.00
SUBTOTAL				\$ 15,000.00
B. SUBSTRUCTURE				
B1 Foundation Excavation	1	LS	\$ 2,400.00	\$ 2,400.00
B2 Piles	12	each	\$ 800.00	\$ 9,600.00
B3 Grade Beam	46	m	\$ 300.00	\$ 13,800.00
B4 200mm 20Ø Well Graded Rock	26	m3	\$ 120.00	\$ 3,120.00
B5 125 Slab-on-Grade	16	m3	\$ 1,200.00	\$ 19,200.00
B6 Concrete Finish	130	m2	\$ 5.00	\$ 650.00
SUBTOTAL				\$ 48,770.00
C. SHELL				
Superstructure				
C1 Steel Building Structural Framing	130	m2	\$ 260.00	\$ 33,800.00
Exterior Enclosure				
C3 Roof Panels	130	m2	\$ 180.00	\$ 23,400.00
C4 Wall Panels	85	m2	\$ 150.00	\$ 12,750.00
SUBTOTAL				\$ 69,950.00
D. INTERIORS				
D1 Picnic Table	7	each	\$ 2,400.00	\$ 16,800.00
D2 BR Picnic Table	2	each	\$ 3,000.00	\$ 6,000.00
SUBTOTAL				\$ 22,800.00
SUBTOTAL				\$ -
F. BUILDING SITE WORK				
F1 Top Soil and Seed	100	m2	\$ 20.00	\$ 2,000.00
F2 Irrigation Modification Allowance	1	LS	\$ 3,000.00	\$ 3,000.00
SUBTOTAL				\$ 5,000.00
GRAND SUBTOTAL				\$ 161,520.00
Extra Work Allowance (10%)				\$ 8,076.00
Materials Testing				\$ 3,000.00
GST (5%)				\$ 9,000.00
GRAND TOTAL				\$ 182,000.00



Taber Trout Pond - Picnic Shelter
Preliminary Cost Estimate
Option 4: Steel Construction with No Pony Wall

DESCRIPTION	QUANTITY	UNIT	SUPPLY AND INSTALL	COST
A. General Items				
A1 Mob/demob/bonding/insurance/profit	1	LS	\$ 15,000.00	\$ 15,000.00
SUBTOTAL				\$ 15,000.00
B. SUBSTRUCTURE				
B1 Foundation Excavation	1	LS	\$ 2,400.00	\$ 2,400.00
B2 Piles	12	each	\$ 800.00	\$ 9,600.00
B3 Grade Beam	18	m	\$ 300.00	\$ 5,400.00
B4 200mm 20Ø Well Graded Rock	26	m3	\$ 120.00	\$ 3,120.00
B5 125 Slab-on-Grade	16	m3	\$ 1,200.00	\$ 19,200.00
B6 Concrete Finish	130	m2	\$ 5.00	\$ 650.00
SUBTOTAL				\$ 40,370.00
C. SHELL				
Superstructure				
C1 Steel Building Structural Framing	130	m2	\$ 260.00	\$ 33,800.00
Exterior Enclosure				
C3 Roof Panels	130	m2	\$ 180.00	\$ 23,400.00
C4 Wall Panels	50	m2	\$ 150.00	\$ 7,500.00
SUBTOTAL				\$ 64,700.00
D. INTERIORS				
D1 Picnic Table	7	each	\$ 2,400.00	\$ 16,800.00
D2 BR Picnic Table	2	each	\$ 3,000.00	\$ 6,000.00
SUBTOTAL				\$ 22,800.00
SUBTOTAL				\$ -
F. BUILDING SITE WORK				
F1 Top Soil and Seed	100	m2	\$ 20.00	\$ 2,000.00
F2 Irrigation Modification Allowance	1	LS	\$ 3,000.00	\$ 3,000.00
SUBTOTAL				\$ 5,000.00
GRAND SUBTOTAL				\$ 147,870.00
Extra Work Allowance (10%)				\$ 7,393.50
Materials Testing				\$ 3,000.00
GST (5%)				\$ 8,000.00
GRAND TOTAL				\$ 166,000.00



**Taber Trout Pond - Picnic Shelter
Preliminary Cost Estimate**

Option 5: Wood Construction with Pony Wall and Redcued Size

DESCRIPTION	QUANTITY	UNIT	SUPPLY AND INSTALL	COST
A. General Items				
A1 Mob/demob/bonding/insurance/profit	1	LS	\$ 15,000.00	\$ 15,000.00
SUBTOTAL				\$ 15,000.00
B. SUBSTRUCTURE				
B1 Foundation Excavation	1	LS	\$ 2,400.00	\$ 2,400.00
B2 Piles	10	each	\$ 800.00	\$ 8,000.00
B3 Grade Beam	40	m	\$ 300.00	\$ 12,000.00
B4 200mm 20Ø Well Graded Rock	20	m3	\$ 120.00	\$ 2,400.00
B5 125 Slab-on-Grade	13	m3	\$ 1,200.00	\$ 15,600.00
B6 Concrete Finish	100	m2	\$ 5.00	\$ 500.00
SUBTOTAL				\$ 40,900.00
C. SHELL				
Superstructure				
C1 Wood Building Structural Framing	100	m2	\$ 430.00	\$ 43,000.00
Exterior Enclosure				
C3 Roof Panels	100	m2	\$ 240.00	\$ 24,000.00
C4 Wall Panels	75	m2	\$ 200.00	\$ 15,000.00
SUBTOTAL				\$ 82,000.00
D. INTERIORS				
D1 Picnic Table	4	each	\$ 2,400.00	\$ 9,600.00
D2 BR Picnic Table	2	each	\$ 3,000.00	\$ 6,000.00
SUBTOTAL				\$ 15,600.00
SUBTOTAL				\$ -
F. BUILDING SITE WORK				
F1 Top Soil and Seed	80	m2	\$ 20.00	\$ 1,600.00
F2 Irrigation Modification Allowance	1	LS	\$ 3,000.00	\$ 3,000.00
SUBTOTAL				\$ 4,600.00
GRAND SUBTOTAL				\$ 158,100.00
Extra Work Allowance (10%)				\$ 7,905.00
Materials Testing				\$ 3,000.00
GST (5%)				\$ 8,000.00
GRAND TOTAL				\$ 177,000.00



**Taber Trout Pond - Picnic Shelter
Preliminary Cost Estimate**

Option 6: Steel Construction with Pony Wall and Reduced Area

DESCRIPTION	QUANTITY	UNIT	SUPPLY AND INSTALL	COST
A. General Items				
A1 Mob/demob/bonding/insurance/profit	1	LS	\$ 15,000.00	\$ 15,000.00
SUBTOTAL				\$ 15,000.00
B. SUBSTRUCTURE				
B1 Foundation Excavation	1	LS	\$ 2,400.00	\$ 2,400.00
B2 Piles	10	each	\$ 800.00	\$ 8,000.00
B3 Grade Beam	40	m	\$ 300.00	\$ 12,000.00
B4 200mm 20Ø Well Graded Rock	20	m3	\$ 120.00	\$ 2,400.00
B5 125 Slab-on-Grade	13	m3	\$ 1,200.00	\$ 15,600.00
B6 Concrete Finish	100	m2	\$ 5.00	\$ 500.00
SUBTOTAL				\$ 40,900.00
C. SHELL				
Superstructure				
C1 Steel Building Structural Framing	100	m2	\$ 260.00	\$ 26,000.00
Exterior Enclosure				
C3 Roof Panels	100	m2	\$ 180.00	\$ 18,000.00
C4 Wall Panels	75	m2	\$ 150.00	\$ 11,250.00
				\$ -
SUBTOTAL				\$ 55,250.00
D. INTERIORS				
D1 Picnic Table	4	each	\$ 2,400.00	\$ 9,600.00
D2 BR Picnic Table	2	each	\$ 3,000.00	\$ 6,000.00
				\$ -
SUBTOTAL				\$ 15,600.00
				\$ -
SUBTOTAL				\$ -
F. BUILDING SITE WORK				
F1 Top Soil and Seed	80	m2	\$ 20.00	\$ 1,600.00
F2 Irrigation Modification Allowance	1	LS	\$ 3,000.00	\$ 3,000.00
				\$ -
SUBTOTAL				\$ 4,600.00
GRAND SUBTOTAL				\$ 131,350.00
Extra Work Allowance (10%)				\$ 6,567.50
Materials Testing				\$ 3,000.00
GST (5%)				\$ 7,000.00
GRAND TOTAL				\$ 148,000.00

From: Hranac, Blake <blake.Hranac@taber.ca>

Sent: Tuesday, August 20, 2024 3:33 PM

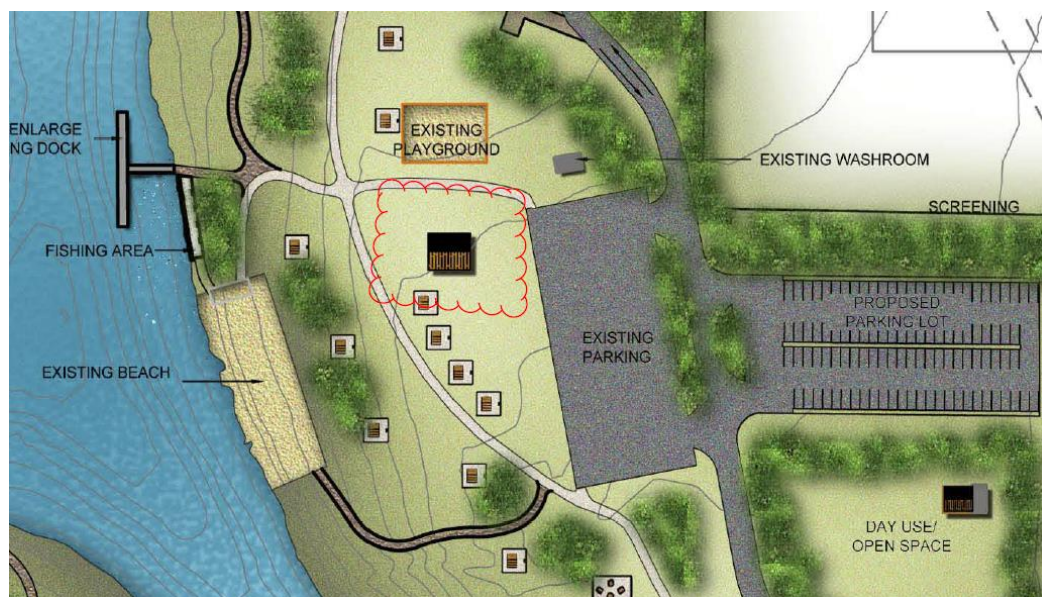
To: Munshaw, Steve <Fire.Chief@taber.ca>; Martin, Brian <Brian.Martin@taber.ca>

Subject: RE: Taber Trout Pond Picnic Shelter

Afternoon,

After reviewing the drawings and cost estimates along with the approved master plan for trout pond, my thoughts would be to proceed with the location below with option 6: steel construction w' pony wall (reduced area). I utilized picnic shelters growing up for family events, typically from memory they would consist of ~6 ish picnic tables. The pony wall will give users privacy and some wind protection. You could argue option 3: steel construction with pony wall to allow for the additional seating but 9 picnic tables for a family event seems like overkill. Wood frame has more of an aesthetic appeal but the steel frame lasts longer and is more cost effective. The design matches in with the current washroom out at trout pond and looks great.

If we are providing barrier free seating in the picnic shelter then I would suggest we tie-in a limestone or asphalt path. We created a barrier free access to the water so I believe residents would get upset if we did not include it to the location of the proposed camp kitchen. Another consideration is if we are going to provide lighting to the shelter. There is power at trout pond so it would be a matter of trenching in a secondary and potentially sleaving in a conduit through the slab on grade.



Thanks for the opportunity to look at/comment on the proposed shelter. Is there anything else you need from me at this point?

Blake Hranac, C.E.T.

Facilities & Energy Manager

Town of Taber

A - 4900 50 Street, Taber, AB, T1G 1T1

Phone: 403-223-5500 Ext. 6025

Cell: 403-394-8298

* Trout Pond Washroom Building





Council Request for Decision

Meeting Date: September 23, 2024

Subject:

Tax Penalty Waiver Request for Roll 6961020

Recommendation:

That Council does not waive the tax penalties in the amount of \$3,254.10 for roll 6961020.

Background:

The 2024 tax notices were mailed out on May 17, 2024. In accordance with property tax bylaw 14-2024 a 6% penalty was applied to overdue accounts on July 3, 2024, and again on August 1, 2024.

On Thursday, September 5, the owners of the property attended the Town office to make a payment, explain their situation and ask for the July 3 and August 1 penalties to be reversed.

On September 6, 2024, The Town received an email (attached) from the general manager of the property, requesting that the July 3 and August 1 penalties in the amount of \$3,254.10 be waived.

This property has been approved for the tax incentive program; the property owner was under the impression that the incentive would have already been applied to the account reducing the amount of taxes owing. The incentive amount has not yet been applied to the account as the building is not complete. The owners stated that everything should be complete before the end of this year.

Penalty for non-payment in current year

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

Penalties

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

Cancellation, reduction, refund, or deferral of taxes

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



Legislation / Authority:

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

Strategic Plan Alignment:

Define and Practice Good Governance

Financial Implication:

\$3,254.10

Service Level / Staff Resource Implication:

No change in Staff/Service level

Justification:

Property Tax Bylaw 14-2024

Alternative(s):

1. That Council directs Administration to waive the July 3 tax penalty and the August 1 penalty, for Roll 6961020, for a total amount of \$3,254.10
2. That Council directs Administration to waive a portion of the tax penalties, for Roll 6961020 in the amount of \$_____.

Attachment(s): Tax Penalty Waiver Request

APPROVALS:

Originated By: John Orwa

Chief Administrative Officer (CAO) or Designate: _____

From: [REDACTED]
To: [REDACTED]
Subject: To Taber Town Council...
Date: Friday, September 6, 2024 8:36 AM

Hi XXXXXX,

Kindly share the below email / Message with the Taber Town Council.

I sincerely appreciate your help.

Dear Honorable Council Members,

I am writing as the General Manager of [REDACTED], where we are nearing completion of a new commercial building in Taber. This initiative has faced substantial setbacks due to financial difficulties arising from misconduct by our former general contractor. Since September 2020, we have been embroiled in a legal dispute to address these issues, which has significantly impacted our financial stability and ability to complete our building in a timely manner.

Additionally, we were not aware that the option to pay taxes on a monthly basis was available, leading to the accumulation of penalties for late payments. In light of these circumstances, we sincerely request the Council's consideration to waive these penalties.

Support from the Town of Taber in this matter would be invaluable as we strive to overcome these hurdles and establish our business within the community. Relief from these penalties would greatly assist us in stabilizing our operations and contributing positively to Taber's economic environment.

We are committed to the successful completion of our commercial complex and eager to become an active and contributing member of the Taber community. We appreciate the Council's understanding and support, and look forward to a resolution that will help facilitate our contribution to the local economy.

Thank you for considering our request. We are hopeful for your favorable response and are eager to move forward with renewed focus and determination.

With respect and appreciation,

[REDACTED]
[REDACTED]

Council Request for Decision

Meeting Date: September 23, 2024

Subject:

Letter of Support Request: Taber Regional Airport Expansion

Recommendation:

Council authorizes the Mayor to sign the letter of support for the Alberta Community Partnership (ACP) Grant Application – Taber Regional Airport Expansion Feasibility Study.

Background:

Administration received a request from the Municipal District of Taber for a letter of support that will be presented to the Alberta Community Partnership Program (ACP), for the Taber Airport Expansion Feasibility Study.

There will be no matching fund requirement from the Town of Taber.

A draft letter of support is attached for Council's consideration towards the project.

Legislation / Authority:

MGA Section 3

Strategic Plan Alignment:

Develop community and promote growth.
Define and practice good governance.

Financial Implication:

No financial implication for the letter of support.

Service Level / Staff Resource Implication:

Administration will arrange for the letter to be signed and sent should Council approve it.

Justification:

The Municipal District of Taber has asked for a Letter of Support from Town Council.

Alternative(s):

1. Council can request further information from Administration regarding the Letter of Support.
2. Council can accept the letter for information only.



Attachment(s): Letter of Support Draft
Taber Airport Expansion Feasibility Study

APPROVALS:

Originated By:
Brittany Gilbertson

Chief Administrative Officer (CAO) or Designate: _____

September 19, 2024

File: 100-G03

Alberta Community Partnership Program
Grants and Education Property Tax Branch
Alberta Municipal Affairs
15th Floor, Commerce Place
10155 102 Street
Edmonton, Alberta T5J 4L4

Letter of Support for the Alberta Community Partnership (ACP) Grant Application – Taber Region Airport Expansion Feasibility Study

On behalf of the Town of Taber, I am writing to express our support for the Municipal District (MD) of Taber's application to the Alberta Community Partnership (ACP) grant program for the Taber Airport Expansion Feasibility Study.

The proposed study is a collaborative effort between the Town of Taber and the MD of Taber and will evaluate the feasibility of extending the runway at Taber Airport. This project is critical for exploring potential infrastructure improvements that could significantly enhance regional transportation, attract business investments, boost tourism, and promote economic development in our community.

We believe that the feasibility study will provide essential insights into the technical and economic viability of the project, supporting our long-term vision for a thriving regional economy. The Town of Taber fully supports this initiative and looks forward to working with the MD of Taber on this important endeavor.

Thank you for your consideration of this application, and we hope for your favorable support.

Sincerely,

Andrew Prokop
Mayor
Town of Taber

Taber Region Airport Expansion Feasibility Study

Proponents: MD of Taber with the support of the Town of Taber

Project Title: Taber Airport Expansion Feasibility Study

Objective:

This project aims to assess the feasibility of expanding the Taber Airport, with a particular focus on extending the runway. The study will explore the technical requirements, infrastructure improvements, and potential economic impacts of the expansion to support future growth and development in the region.

Scope:

The feasibility study will include the following:

- Assessment of current airport infrastructure and capacity.
- Evaluation of potential runway expansion options.
- Analysis of surrounding land use, air traffic demand, and environmental considerations.
- Options for an economic impact analysis to quantify the benefits to the local economy, including business attraction, tourism, and logistics improvements.
- Topographical survey (if not already available) to map the airport and the area for the planned expansion.

Rationale:

The Taber Airport is a key piece of infrastructure for the region. However, its current capacity limits its ability to accommodate larger aircraft and more frequent flights, restricting potential economic opportunities. A runway expansion would position the airport as a regional hub for transportation, attracting new industries, supporting agricultural and business sectors, and increasing tourism. This feasibility study will provide the critical data needed to determine if such an expansion is viable and beneficial.

Fit with ACP Grant Program:

The Alberta Community Partnership (ACP) grant is designed to support municipal collaboration and long-term planning. The MD of Taber is requesting a letter of support from the Town of Taber in order to submit this application. The airport expansion feasibility study aligns with the ACP's goals of regional cooperation and improving services that have broad economic and community benefits. The study will address infrastructure planning and economic development, making it a strong candidate for ACP funding.

Budget Estimate:

A preliminary budget has been provided of approximately \$100,000. There is no municipal funding request attached to this request.

- Feasibility study for the runway expansion.
- Economic impact analysis options.

- An additional \$25,000 for a topographical survey.

Next Steps:

- Review and finalize the project scope in collaboration with the Town of Taber.
- Secure detailed budget breakdowns from vendor.
- Compile the ACP grant application with emphasis on regional collaboration and long-term economic benefits.
- Submit the application to the Alberta Community Partnership program.

This project presents a strategic opportunity for both municipalities to leverage shared resources for regional development and infrastructure improvement.

Council Request for Decision

Meeting Date: September 23, 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 Council Meeting the following motion was raised during Standing Items
Motion 267/2024 – MOVED by Councillor McLean that Administration look into the cost and also the feasibility of connecting the Golf Course path up to 56th Avenue Road.

This route was examined during the initial phases of the Trout Pond Recreation Area development. The land along this route is owned by Alberta Transportation and private landowners. Alberta Transportation rejected the proposed pathway directly adjacent to Highway 864 within their Right-of-Way. Adjacent landowners rejected attempts to purchase property to construct the pathway. Administrations estimate to construct the pathway is \$300,000.00.

However, the developer of Westview Estates subdivision has provided a pathway connecting 50th Avenue and 56th Avenue through his development a short distance East of Highway 864. This pathway will be constructed in a future phase of the development.

2. The Planning department was tasked with conducting a survey to gage developer satisfaction with the development process within the Town of Taber. The survey that was sent out is attached as are the results. 249 permit holders were sent letters.

We have also included some statistics related to our average number of days to issue a permit in compared with other similar communities. Please be aware that as with all statistics we do not know the method that the use to determine the date of application for the

other communities. The Municipal Government Act allows for a period of 20 days upon receipt of application to determine if the application is complete. We have used the date the application was applied for in the past as the starting date. Often there will be additional documents or information that are required that were not supplied at the time of application that will stretch out the time it takes to issue a permit. This year we have also been keeping track of the date we have deemed the application complete. This year the average number of days for a permit to be issued from application is 7 days and from date the application was deemed complete it is 4 days. These numbers may change between now and the end of the year based on the number of discretionary permits received as these permits do take longer as they have to be presented to the Municipal Planning Commission for approval.

Every development has its own requirements and when the development is more complex, more information and studies are required. When a use is a permitted use, we are limited on the conditions that can be applied to the permits, so we may need different information at the time of application to make a decision on these, unlike discretionary uses in which we can condition some of those requirements into the permit.

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): Westview

Municipal Affairs Development Permit Statistics

Development Permit Process Feedback Survey



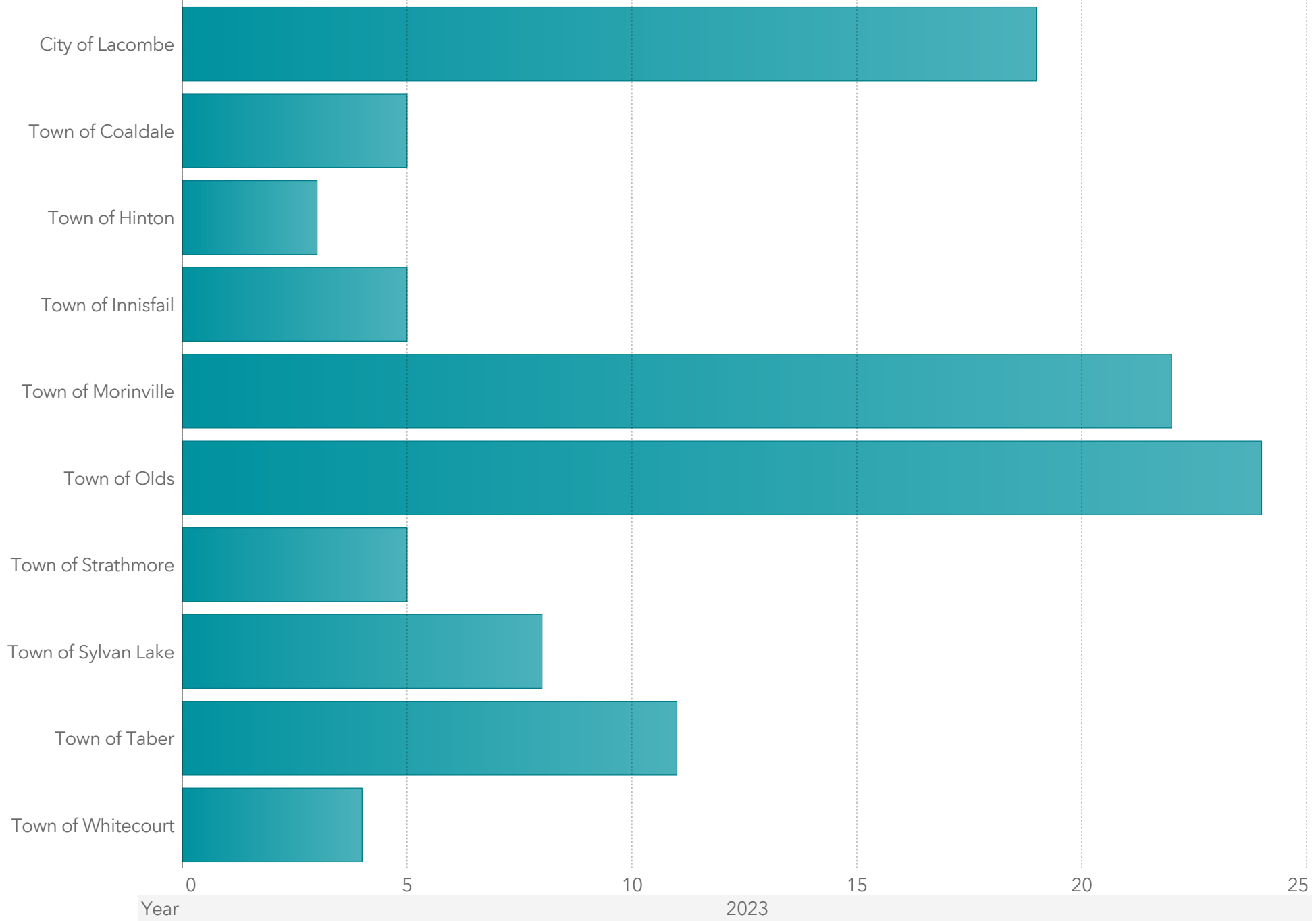
APPROVALS:

Originated By:
Brittany Gilbertson

Chief Administrative Officer (CAO) or Designate: _____



Average number of days for a DP approval by Municipality



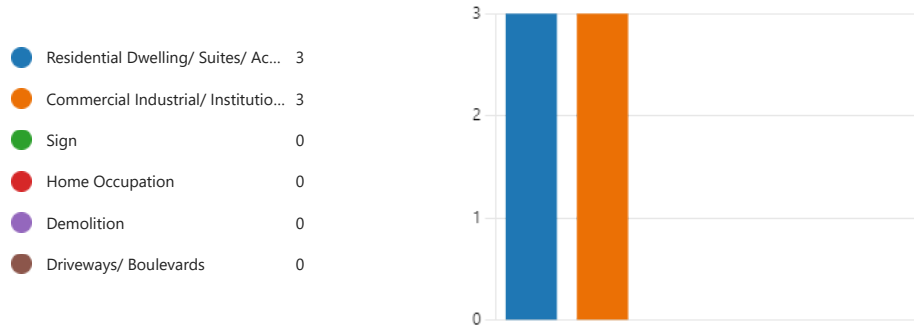
Development Permit Process Feedback Survey 2024

6 Responses

10:12 Average time to complete

Closed Status

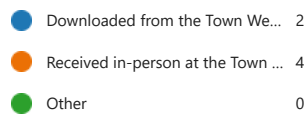
1. Which type of development permit did you apply for:



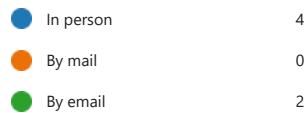
2. Was this your first time applying for a permit with our Planning Department?



3. How did you access your permit application form?



4. How did you submit your permit application?



5. Did you apply for multiple permits in the past three years?



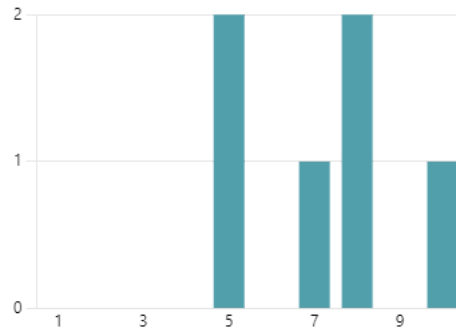
6. You answered "yes" to the previous question. Can you tell us how many permits you applied for?



7. On a scale of 1 to 10, how would you rate the ease of finding information about the permit application process on the **Town's Website**?

(1 being extremely difficult to find, 10 being extremely easy to find):

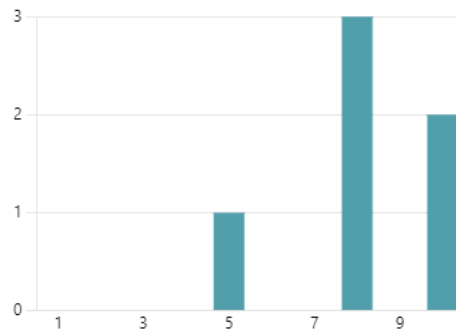
7.17
Average Rating



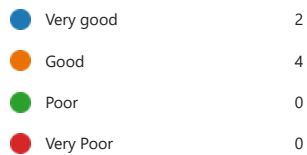
8. On a scale of 1 to 10, how would you rate the ease of finding information about the permit application process **in Office/Person**?

(1 being extremely difficult to find, 10 being extremely easy to find):

8.17
Average Rating



9. How clear were the instructions provided for completing and submitting your permit application?



10. Was the permit application easy to understand and without mistakes?

● Yes	6
● No	0



11. You answered "no" to the previous question. Can you tell us what the issue was?

0
Responses

Latest Responses

12. How long did it take from submitting your application to receiving your permit?

● Within one week	2
● Within two weeks	2
● Within a month	1
● Longer than a month	1
● Three months or longer	0



13. Was this timeframe acceptable to you?

● Yes	5
● No	1



14. Were there any special requests/processes you had to get from the Planning Department prior to getting a development permit (ie: Rezoning? Subdivision? Bylaw amendment?)

● No	4
● Yes	2



15. Did your application have to go to the Municipal Planning Commission?

Yes	0
No	0

16. You indicated you had a special process/request in the last question. Can you tell us what it was? (ie: Rezoning, Subdivision, Bylaw Amendment, etc.)

2
Responses

Latest Responses
"All of the above"

17. Please give us your feedback on that process for the special request:

2
Responses

Latest Responses
"The planning department is quite flawed. There are multiple overlaps and re..."

18. How long was the timeframe for the special request?

● Within a week	0
● Within two-three weeks	0
● Within a month	0
● Over a month	2
● Three months or longer	0



19. Was the process for the special request easy to follow?

● Very Easy	1
● Somewhat Easy	0
● Somewhat Difficult	0
● Extremely Difficult	1



20. Did the Planning Department staff assist you throughout the process?

● Yes	1
● No	1



21. Were you able to get all your questions answered in a timely and satisfactory manner?

● Yes	5
● Somewhat	0
● No	1



22. Because you answered "somewhat" or "no" on the previous question, can you please tell us more?

1
Responses

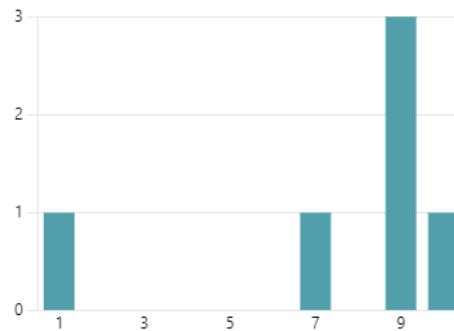
Latest Responses

"Problems keep arising due to red tape and "trying" to follow every exact wor...

23. On a scale of 1 to 10, how would you rate the overall efficiency of the development permit application process?

(1= not at all efficient; 10= perfectly efficient)

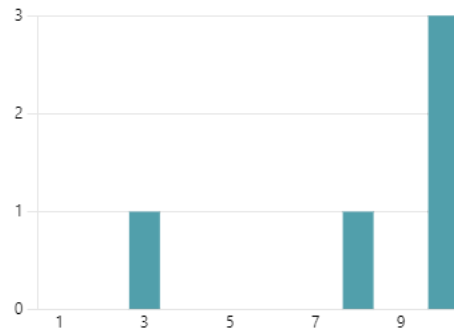
7.50
Average Rating



24. How would you rate the professionalism and helpfulness of the staff you interacted with during the application process?

(1= not professional or helpful at all; 10= extremely professional and helpful)

8.20
Average Rating



25. The information you received was:

- Very Clear and very easy to und... 4
- Somewhat clear and somewhat ... 1
- Somewhat unclear and somewh... 1
- Very unclear and very difficult to... 0



26. Was there ever a point during the process where you received contradicting information?

Yes	1
No	5



27. If yes, can you please tell us more?

0
Responses

Latest Responses

28. Did you require any assistance during the application process?

Yes	4
No	2



29. Because you answered "yes," can you tell us if the support you received was:

Very Effective & Timely	4
Somewhat Effective & Timely	0
Somewhat Ineffective & Untime...	1
Very Ineffective & Untimely	1



30. Were you satisfied with the transparency of the fee structure for your permit?

Yes	5
No	1



31. Do you have any feedback about any of the fees charged for a development permit (ie: damage deposits, levies, etc.?)

4
Responses

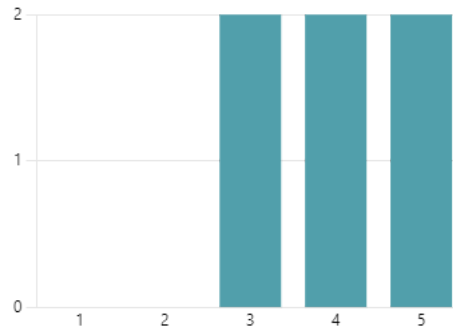
Latest Responses

"Why do we have to pay a fee for every variance? And then everybody gets a..."

32. How would you rate the convenience of the payment process for your permit fees?

(1 star= not convenient at all; 5 stars= very convenient)

4.00
Average Rating



33. Have you ever been through a development permit process elsewhere?

- Yes 3
- No 3



34. Was the process(es) in a rural or urban municipality?

- Rural 2
- Urban 1



35. How would you rank the Town of Taber's development process to the other place(s) you have gone through the process?

- The Town's process was much e... 1
- The Town's process was somew... 0
- The Town's process was the sam... 1
- The Town's process was somew... 0
- The Town's process was much m... 1



36. Would you like to tell us anything about the competitor's process that you might like to see implemented in the Town of Taber's processes?

1
Responses

Latest Responses

"Approaches and small variances are approved in house and within hours/da..."

37. What aspects, if any, of the development permit application process did you find most challenging or frustrating?

3
Responses

Latest Responses

"Celina who will not work with anybody and all has to be exactly by the book..."

38. Do you have any suggestions for how we can make the development permit application process easier or more efficient?

3
Responses

Latest Responses

"Get rid of 3/4 of it."

39. Is there any additional information or services that you wish had been available during the application process?

3
Responses

Latest Responses

"No. Don't need more, need less"

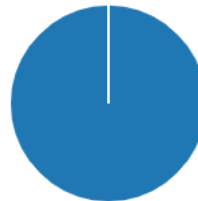
40. Overall, how satisfied are you with your experience of obtaining a permit from our building department?

Very satisfied	4
Somewhat satisfied	1
Somewhat dissatisfied	0
Very dissatisfied	1



41. Would you apply for permits with our Planning Department in the future based on your experience?

Yes	6
No	0



42. Do you have any other comments or suggestions that could help us improve our service?

4
Responses

Latest Responses

"I would only apply for permits because I like taber and want to stay here. Bu..."

"I can't think of anything because we find that this department and the staff ..."

Summary of Written Answers for Planning Survey

16. You indicated you had a special process/request in the last question. Can you tell us what it was? (ie: Rezoning, Subdivision, Bylaw Amendment, etc.)

ID ↑	Name	Responses
1	anonymous	Bylaw amendment
2	anonymous	All of the above

17. Please give us your feedback on that process for the special request:

ID ↑	Name	Responses
1	anonymous	It was a long process but it has to follow Municipal Act regulations
2	anonymous	The planning department is quite flawed. There are multiple overlaps and red tape associated. When you get one amendment or variance, it usually leads to more problems. Why does everything need to go to MPC? Make a decision in office and speed things up. Also the appeal period is redundant and takes too long. Most things do not need to wait for them. They pass all the minor ones anyway, why waste time

22. Because you answered "somewhat" or "no" on the previous question, can you please tell us more?

ID ↑	Name	Responses
1	anonymous	Problems keep arising due to red tape and "trying" to follow every exact word. Also just cutting and pasting documents from other people. Way too much oversight and the town engineer and safety supervisor are over the top and go by their own thoughts and schedules. It is a big problem on developing in this town.

31. Do you have any feedback about any of the fees charged for a development permit (ie: damage deposits, levies, etc.?)

ID ↑	Name	Responses
1	anonymous	The extra fee for using a credit card was excessive
2	anonymous	No
3	anonymous	No
4	anonymous	Why do we have to pay a fee for every variance? And then everybody gets a paper in the mail for every little garage variance or deck variance? Waste of town time and dollars mailing out. Just make a decision in house and skip the mailing and appeal periods

36. Would you like to tell us anything about the competitor's process that you might like to see implemented in the Town of Taber's processes?

ID ↑	Name	Responses
1	anonymous	Approaches and small variances are approved in house and within hours/days. No need for mpc meeting and then appeal periods. Get rid of lots of red tape. Tell the town engineer to not pass along to other engineers. We already have engineers designing things, then have to go to the town engineer who again asks other engineers? Adds way too much cost and time. Make building in taber cost prohibitive. Also, when the on holidays everything stops. Can't have that. Need to approve faster, lower costs and make this place boom. At current operations, it is too costly to build in Taber and easier to build in other locations.

37. What aspects, if any, of the development permit application process did you find most challenging or frustrating?

ID ↑	Name	Responses
1	anonymous	None
2	anonymous	Inspection took a while
3	anonymous	Celina who will not work with anybody and all has to be exactly by the book. Then when she screws up, it doesn't matter and we have to deal with the extra time and costs. The town engineer and safety supervisor should be canned as all they do is add costs, time and do nothing to actually help the process or Make things safer. Also town fire department, why do they need to have more building and ladders when building in town? They have a bucket truck to rescue people if on a roof? Just adds costs and time. Hard to build in this town with all the regulations and costs.

38. Do you have any suggestions for how we can make the development permit application process easier or more efficient?

ID ↑	Name	Responses
1	anonymous	None
2	anonymous	No
3	anonymous	Get rid of 3/4 of it.

39. Is there any additional information or services that you wish had been available during the application process?

ID ↑	Name	Responses
1	anonymous	No
2	anonymous	No
3	anonymous	No. Don't need more, need less

42. Do you have any other comments or suggestions that could help us improve our service?

ID ↑	Name	Responses
1	anonymous	None
2	anonymous	No
3	anonymous	I can't think of anything because we find that this department and the staff are available, knowledgeable and more then willing to lean a hand when we need it - 10/10 all the time
4	anonymous	I would only apply for permits because I like taber and want to stay here. But if my business was elsewhere, or if something else comes along, I will high tail it out, maybe south of the border in states like Arizona where that are business friendly and want to grow, not have all these permits and over the top timelines and regulations.



Council Request for Decision

Meeting Date: September 23, 2024

Subject:

Department Reports

Recommendation:

No motion is required.

Background:

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

Legislation / Authority:

MGA, Section 207(c)

Strategic Plan Alignment:

Improve internal & external communications

Financial Implication:

N/A

Service Level / Staff Resource Implication:

The service level will remain status quo.

Justification:

To keep Council informed of departmental happenings.

Alternative(s):

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



Attachment(s): Recreation Department Report
Economic Development Report
CAO Report
Finance Department Report
Fire Department Report
Administrative Services Department Report
Engineering & Public Works Department Report
Treatment Facilities Department Report
Planning Department Report

APPROVALS:

Originated By:
Brittany Gilbertson



Chief Administrative Officer (CAO) or Designate: _____



DEPARTMENT REPORT

August 2024

DEPARTMENT: Recreation

Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="305 688 505 758">IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS</p>	<ul style="list-style-type: none"> • Continuing to communicate regularly with our facility users • Continue to update the Community Digital Sign • Continue to maintain the Town of Taber – Recreation, Arts, & Heritage Facebook page • Department continues to have monthly operation meetings • Monthly communication with the ATM lessee regarding the schedule at the community centre • Keeping event pages on the Town website up-to-date • Monthly submissions to the Taber Cornhusk Chronicles continues • Monthly meetings with CIB continues to discuss 2024 season • Tank 77 Committee met to start discussing the project • Aquafun Centre Staff had Fire Extinguisher Training • Staff completed assigned training courses
 <p data-bbox="305 1157 505 1226">DEVELOP COMMUNITY & PROMOTE GROWTH</p>	<ul style="list-style-type: none"> • Department continues to research grants for current and future projects • Working and updating relevant facility leases • Hosted the VerSet Summer Hockey Camp • Held the 2024 Cornfest Fun Run as well as assisted/facilitated the Chamber of Commerce Cornfest • Held the Movie in the Park • Summer Swimming Lessons wrapped-up • Trout Pond entrance dirt work and Irrigation completed
 <p data-bbox="305 1654 505 1724">DEFINE & PRACTICE GOOD GOVERNANCE</p>	<ul style="list-style-type: none"> • Held all safety required staff meetings and inspections • Seeing to continued facility maintenance in all facilities • Weed control and irrigation maintenance ongoing • Fields are being mowing/lining and generally maintenance is ongoing • Continuing with regular irrigation/mowing and maintenance of all 33 parks and green spaces • Completed Majestic irrigation hookup on 50th AVE • Working on having the chair charts retrofitted to fit the new Auditorium Chairs • Department Budget planning for 2025 continues • Prepared for the September annual shutdown • Lifeguard recruitment • Waterslide maintenance took place • Began Cemetery grave rehabilitation • Received chair order for Auditorium






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- Facilitated or collaborated with the following community events:
 - VerSet
 - Concert in the Park
 - Community BBQ's (x3)
 - Cornfest
- Recreation Department hosted a successful Movie in the Park and Cornfest Fun Run
- Obtained quotes and ordered KMMSC concession appliances

ACTIVITY REPORT

August 2024

DEPARTMENT: Economic Development

Strategic Plan Alignment	Associated Projects & Tasks
 <p>IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS</p>	<ul style="list-style-type: none"> • Attended JEDC meeting • Attended Taber Hops Tour with Tourism Medicine Hat as part of Open Farm Days. • Attended monthly Rural Renewal Regional meetings, as well as provincial meetings. • Continued work with Progressive West Consulting for our Economic Development Collaboration with the MD.
 <p>DEVELOP COMMUNITY & PROMOTE GROWTH</p>	<ul style="list-style-type: none"> • Issued 12 Business Licenses, a mixture of resident licenses, temporary licenses, and home occupations. • Met with local developer looking to build multi-family homes, land sale offer coming in September. • Met with local developer looking to develop in Eureka. • Started Rail Line discussions with Public Works & MPE. • Met 2 prospective clients at Eureka for a tour. • Continued work on Savour Alberta's South campaign with Travel AB and the Hwy 3 corridor. • Hosted videographer working on Savour Alberta's South, set up video times at local businesses and Cornfest. • Continued with CAYK marketing for new branding of Economic Development – put together content for new website. • Researched and put in bids in partnership with MD for Invest Alberta Requests for Information • Provided information about Eureka to prospective buyers. • Processed Residential Tax & Investment Incentive Applications • Met with various business owners regarding opening new businesses, expanding local businesses or moving their business here. • Helped new businesses with questions about zoning, workforce, AAIP programs, grants, employer resources and processes.
 <p>DEFINE & PRACTICE GOOD GOVERNANCE</p>	<ul style="list-style-type: none"> • We received the following inquiries about the AAIP programs – 29 phone calls, 41 emails, 2 in person visits. • Successfully added Nobleford to our AAIP designation. • Registered and received society status for the JEDC. • Started Operational Budget planning for 2025. • Working with Public Works on servicing plans for various parcels of land we have sold. • Follow up of subdivisions and rezonings for recently sold properties.



ENHANCE
SENSE OF
COMMUNITY





- Partnered with FCSS to plan Multicultural Festival (Sep 14th)
- Continued Downtown Days activities
- Continuation of weekly Farmer's Markets
- Organised outdoor vendors & food trucks for Cornfest.



ACTIVITY REPORT

August 2024

DEPARTMENT: CAO



Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="297 678 498 747">IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS</p>	<ul data-bbox="621 459 1382 606" style="list-style-type: none"> • Attended various committee & board meetings. • Held bi-weekly meetings with individual staff. • Chaired the monthly directors meeting. • Participated in the Ec. Dev. collaboration MOU creation
 <p data-bbox="297 999 498 1068">DEVELOP COMMUNITY & PROMOTE GROWTH</p>	<ul data-bbox="621 781 1487 1041" style="list-style-type: none"> • Meetings with developers. • Participated in vendor meetings regarding the Taber advantage initiative. • Participated in industrial lot servicing meetings. • Attended Cornfest planning meetings. • Attended the Agri-Food Brighter together food journey hosted at the Lethbridge Exhibition Centre.
 <p data-bbox="297 1329 498 1398">DEFINE & PRACTICE GOOD GOVERNANCE</p>	<ul data-bbox="621 1102 1487 1329" style="list-style-type: none"> • Reviewed and/or approved various applications, RFD's, bylaws, policies, procedures. • Council meeting & agenda preparation meetings. • Attended Lease renewal meetings. • Continue with 2025 budget meetings. • Attended the audit committee meeting.
 <p data-bbox="297 1665 498 1734">ENHANCE SENSE OF COMMUNITY</p>	<ul data-bbox="621 1446 1414 1556" style="list-style-type: none"> • Attended Cornfest and participated in each day's activities. • Attended the Clearview Lodge BBQ event • Volunteered for the Fun Run event



ACTIVITY REPORT

August 2024

DEPARTMENT: Finance




Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="297 678 500 751">IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS</p>	<ul style="list-style-type: none"> • Upgrade multiple systems and firmware. • Continue the Annual Computer Replacement project. • Continue the Server Upgrade project. • Continue the NG911 project. • Started Downtown WiFi Improvement project. •
 <p data-bbox="297 1062 500 1136">DEFINE & PRACTICE GOOD GOVERNANCE</p>	<ul style="list-style-type: none"> • Complete the IT KPI Report. • Renew multiple licenses and subscriptions. • Daily Procurement Activities • Procurement Support provided for: <ul style="list-style-type: none"> • Records Management Software • Administration Staffroom Update • Janitorial Services – RFP Posted • Snow Removal Services – RFP Posted • Attended Cornfest EOC Meetings • Applied Tax Penalties in August • Audit Committee meeting • Daily Finance Activities




ACTIVITY REPORT

August 2024

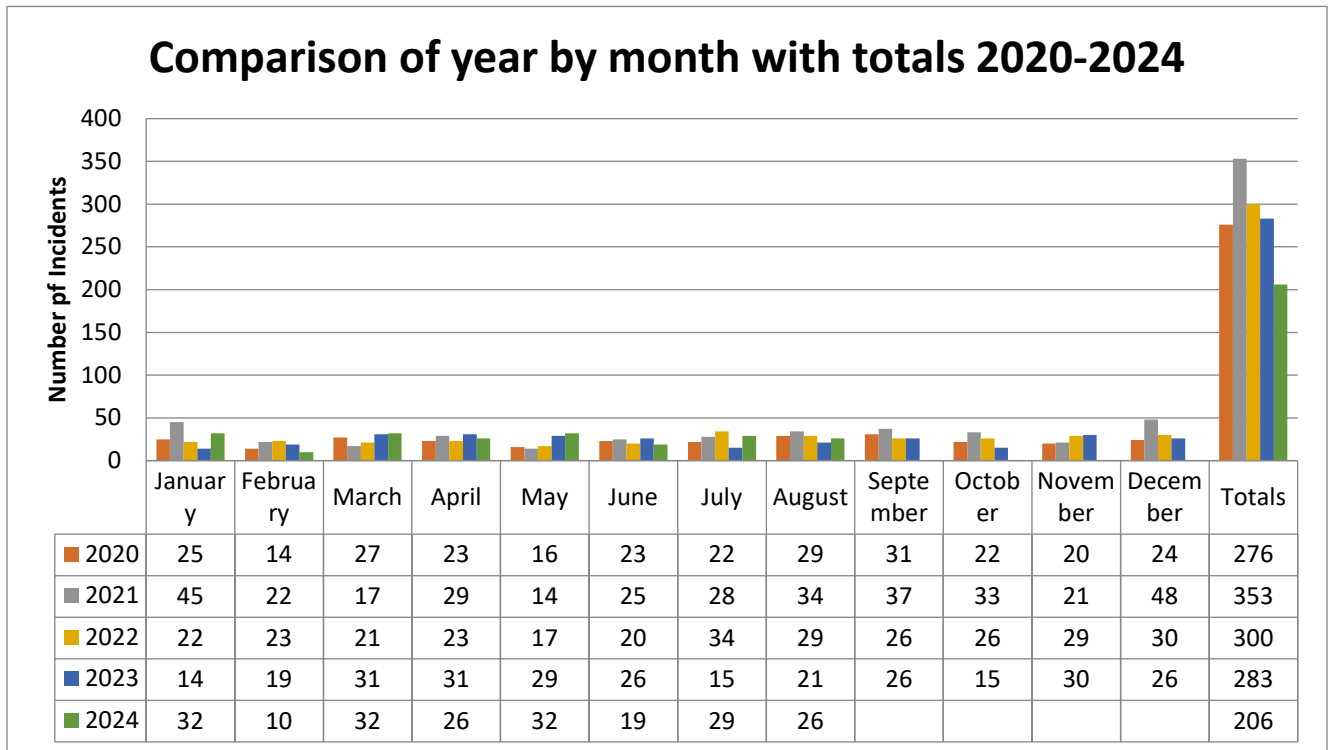
DEPARTMENT: FIRE

Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="297 806 500 873">IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS</p>	<ul style="list-style-type: none"> • Continue to Post on Facebook, keeping the community involved; TFD is now on Instagram as well • Fire Prevention continues to work with Building Inspector for final inspections, improving efficiency for permit closures, business licenses etc. • Fire Prevention continues to meet with Planning Department and Public Works for weekly Development meetings • Participated in tabletop Emergency Response with local bulk fuel supplier • Responded to Mutual Aid for Town of Coaldale for large industrial fire. • Fire chief attended a meeting in St. Albert for the C.O.R.E panel • 3 Chief Officers Attended multiple Cornfest EOC meetings
 <p data-bbox="297 1352 500 1419">DEVELOP COMMUNITY & PROMOTE GROWTH</p>	<ul style="list-style-type: none"> • Fire Chief Chair: Core Competency Committee Working with the Alberta Fire Chief Association to build the Provincial Toolbox standardizing the fire service in Alberta, this term is 2021-2023. please visit: @ abfirechiefs.ca • AC West continues work with the Alberta Fire Training Officers • AC West continues work with provincial fire services training program grant review committee • AC West continues work with AFCA Recruitment and Retention Committee • 12 members supported Cornstock as an on duty crew. • AC West attended SZAHIMT virtual quarterly engagement session
 <p data-bbox="297 1782 500 1850">DEFINE & PRACTICE GOOD GOVERNANCE</p>	<p>Fire Training: This time indicates the training of the Fire Department in the month.</p> <ul style="list-style-type: none"> • Past month – 225.5 hours of firefighter training • Past 12 months – 3879.5 hours of firefighter training • Provided Fire Extinguisher training for Aqua Centre staff <p>Fire Prevention:</p> <ul style="list-style-type: none"> • Fire inspections 20 • Smoke alarm installation 4 exchanges

	<ul style="list-style-type: none">• Fire investigations 0• Flammable Liquid Storage Tank inspections: 0 approx. 100% complete
	<ul style="list-style-type: none">• 1498 hours volunteer service over the last 12 months outside of training and call responses• 22 members volunteered 145hrs at Cornfest First Aid Booth• 15 Food Vendors Inspected• 152 Children registered for Cornfest Child Find• 9 Children re-united with families at Cornfest• 3 Chief Officers served Seniors at Clearview Family BBQ

Year to date LAST year – 186 calls. Total Calls for **August – 26 Calls.**

Year to date **THIS** year - 206 calls



CALLS BY TYPE

Structure Fire – 0	Public Assist – 8	MVC – 1
Rubbish/Grass Fire – 2	Hazmat – 0	Alarm Call – 9
MFR – 6	Mutual Aid – 0	Vehicle Fire – 0







TOWN OF
TABER

DEPARTMENT REPORT

August 2024

DEPARTMENT: Administrative Services

Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="293 751 500 821">DEVELOP COMMUNITY & PROMOTE GROWTH</p>	<p data-bbox="613 457 862 485">Executive Assistant</p> <ul data-bbox="618 491 1471 554" style="list-style-type: none"> • Executed the signing of the Grass Harvesting Lease, Maggie’s Place, and the Vegetable Garden. <p data-bbox="613 617 1133 644">Communications & Projects Coordinator</p> <ul data-bbox="618 651 1484 915" style="list-style-type: none"> • Assisting Economic Development with marketing needs in collaboration with CAYK Marketing for Ec Dev branding refresh. • Finalized communications plan for city status; to be executed. • Collaborating with Facilities Manager on launch of CEIP Program for communications. Liaising with Alberta Municipalities on program launch. • Finalized communications design items for TPS’ online record checks after budget for communications reduced.
 <p data-bbox="293 1457 500 1526">IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS</p>	<p data-bbox="613 928 862 955">Executive Assistant</p> <ul data-bbox="618 961 1471 1409" style="list-style-type: none"> • Reviewed contracts and guided staff related to bylaws, policies/procedures, and correspondence from other departments • Constructed the agenda for the CUPE monthly management meeting. • Constructed the agenda for Council • Constructed the agenda for MEMC • Responded to various cemetery inquiries • Reviewed, created and edited multiple RFDs, policies/procedures, contracts and bylaws. • Began review process for various lease agreements due for expiration this year • Acted as backup for Communications and Projects Coordinator following her deployment to Jasper • Approving the Town’s regular ad to the Taber Times <p data-bbox="613 1415 1133 1442">Communications & Projects Coordinator</p> <ul data-bbox="618 1449 1484 1854" style="list-style-type: none"> • Fielded various questions from the public as transferred to communications • Regularly approving the Town’s regular ads to the Taber Times • Released August Corn Husk Chronicles • Drafting September Corn Husk Chronicles • Continually making edits and updates to the Town’s website pages, social media, and various other communications channels to ensure accuracy and relevance • Scheduled interviews with local media personnel and key spokespersons for Town projects and initiatives when sought. • Coordinating with Departments on their requests for communications (this includes designing materials, writing copy, offering

	<p>communications advice, photography, speechwriting, and providing training on communications initiatives).</p> <ul style="list-style-type: none"> • Finalized early preparations for Town safety communications during Cornfest. • Briefed Legislative Manager to serve as backup IO during Cornfest while I was deployed to Jasper.
	<p>Executive Assistant</p> <ul style="list-style-type: none"> • Continued to keep up with best practice through Alberta Municipal Clerk’s Association, IIMC (International Institute of Municipal Clerks, and LGAA (Local Government Administration Association) • Creation of Council, MEMC and CUPE agendas, drafting minutes, updated the after-Council action item listing, creation of correspondence resulting from Council meeting. • Enrolled in Records Management Course
	<p>Communications & Projects Coordinator</p> <ul style="list-style-type: none"> • Attended a number of webinars and training made available through membership in the Canadian Public Relations Society and International Association of Business Communicators. • In collaboration with Executive Assistant, making preparations for the 2025 Municipal Election. • Preparing Communications Plan for 2025 Election. • Cancelled 2024 Fall Alberta Municipal Communicators Conference (low enrollment due to wildfires and lack of training budgets in other munis). • Reviewed departmental budget with CAO and Executive Assistant. • Working on details for Records Management Clerk job description. • Deployed to the Jasper Wildfire Complex Incident Command Post for a two-week deployment. • Attended a quarterly South Zone All Hazards Incident Management Team check in following deployment.
	<p>Executive Assistant</p> <ul style="list-style-type: none"> • Preparations for Election 2025 • RSVP’d for Council to various events • Fielded various department requests from citizens • Supporting and liaising with MLA Office and multi municipal Councils attendance for an after Cornfest Opening Ceremonies dinner, hosted by the Town of Taber • Supporting and liaising with Consul General of Japan in Calgary’s attendance to Cornfest • Confirmed Council members attendance for the AUMA Convention in September.
	<p>Communications & Projects Coordinator</p> <ul style="list-style-type: none"> • Executing 2024 editorial calendar for communications content. • Assisting AAIP Program with monthly Newcomers Newsletter. • Beginning preliminary communications preparations for Taber 120. • Designwork for 2025 Taber’s Table (menu and website)

DEPARTMENT REPORT

Taber Memorial Gardens

Statistics Provided from: August 1, 2024 to August 31, 2024	
SERVICE PROVIDED	STATISTICS
Burials	7
Pre-Planning Purchases	2
Columbarium Transactions	0
Monument Permits	4
Disinter/Reinter	0
Transfer of Burial Rights	0
Public Concerns	2
Grave Searches from the Public	1
Grave Searches from Monument Companies	4
Inquiries from other Municipalities	0






TOWN OF
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ACTIVITY REPORT

Aug 2024

DEPARTMENT: Engineering & Public Works

Strategic Plan Alignment	Associated Projects & Tasks
 <p>IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS</p>	<ul style="list-style-type: none"> • Received telephone, email & online service requests from residents & staff, investigated and completed all work orders pertaining to those requests. • Held monthly safety meetings and attended various administration organizational meetings. • Received & completed locates for Alberta One-Call/Utility Safety partners. • Provided comments on various planning permits. • Placed articles in the Cornhusk Chronicles for residents to download and use the Recycling Coach app, as well as education on recycling.
 <p>DEVELOP COMMUNITY & PROMOTE GROWTH</p>	<ul style="list-style-type: none"> • Fill potholes around Town. • Attended meetings with planning department. • Street & Sidewalk Improvement construction has started, and approximately 80% of it is completed. • The final phase of East constructed wetlands has started. • 41 Avenue Infrastructure Improvements is 95% completed. • 6997 50th Street Lot Servicing was 50% completed. • 62nd Street Water and Sewer extension is tendered. • Collaborated on different projects with Economic development.
 <p>DEFINE & PRACTICE GOOD GOVERNANCE</p>	<ul style="list-style-type: none"> • Attended the Alberta Care Conference in Bonnyville Alberta and was presented with a 2024 Collection Site Award of Excellence for our Recycling Sites at the Transfer Station from Alberta Recycling Management Authority (ARMA). • Compiled General Ledger Information and Collection Costs for the Extended Producer Responsibility program with Alberta Recycling Management Authority in order to prep for contract with Circular Materials, attended Teams Meetings with them and other municipalities. • Compiled Asset information and location to enter the Town's GIS website ORRSC. • Worked on Master Plans for Storm water, and water systems. • Reviewed storm water plans for new subdivisions. • HWY 36 crossing to Wetlands is 80% completed. • Completed all Capital project Equipment replacements. • Completed all Garbage, Recycling & Compost collection for Residential, Multi-Family and Commercial Industrial customers/residents. • Received New inventory of Collection carts for Waste, Recycling and Compost. • Started receiving the 2024 High Salinity Dirt Tonnages from Lantic at the Landfill for disposal.



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- Completed Inspections & checks at Public Works Shop, Transfer Station & Lift Stations.
- Excavated and backfilled graves as requested by the Administrative Department.
- Coordinate with Fortis for new street light placement.
- Attended Cornfest preparation meetings, prepared all equipment needed and proceeded with installation of all equipment needed in order to facilitate Cornfest, working with the Chamber of Commerce.
- Attended Communities in Bloom meetings.

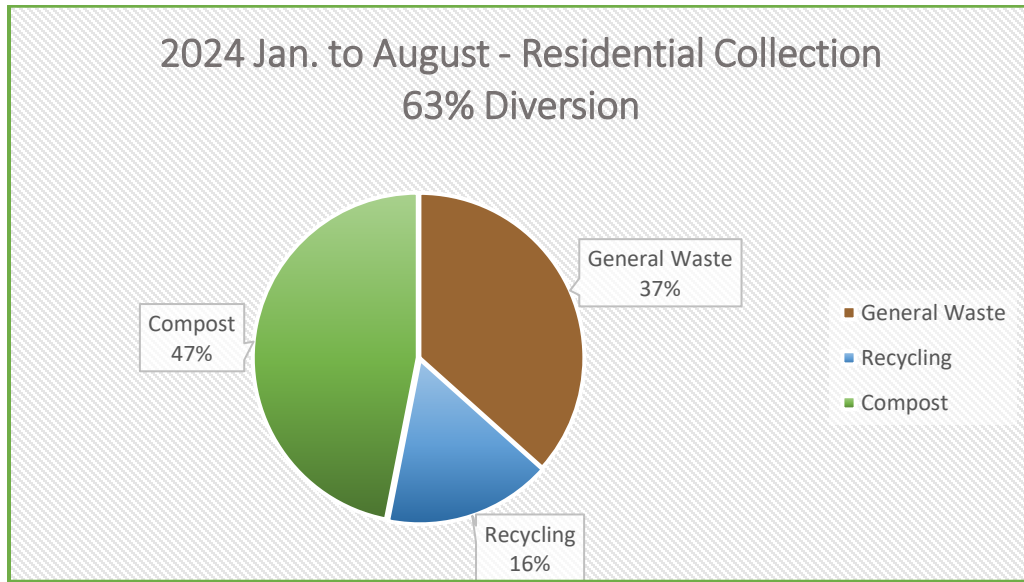
- Recycling Collection Update – Requested by Council

Recycling Tonnage - Monthly Averages 2016 - 2024

	2016	2017	2018	2019	2020	2021	2022	2023	2024
Jan		40.19	43.83	45.61	39.01	32.48	32.4	23.59	47.05
Feb		29.72	15.25	25.06	25.99	27.78	28.55	12.91	26.05
Mar		40.53	30.94	34.34	25.5	44.92	45.66	26.86	28.18
Apr		33.94	36	35.72	27.54	29.66	29.32	22.7	32.16
May	36.51	36.5	31.55	34.08	24.61	33.21	28.99	16.08	37.11
June	38.41	40.48	27.46	37.42	31.97	28.65	32.79	22.57	31.64
July	38.25	33.58	34.53	42.41	41.11	32	32	21	45
Aug	37.19	49.62	30.11	25.26	25.17	28.86	38.46	34.4	29.8
Sept	32.13	37.36	26.39	27.95	32	44	23	21	
Oct	26.69	30.01	28.46	29.54	24.76	29.18	27.26	24.7	
Nov	31.03	28.8	28.23	30.7	34.65	30.62	29.78	28.99	
Dec	31.02	29.88	30.01	26.46	31.39	30.51	28.35	28.64	
Year Totals	271.23	430.61	362.76	394.55	363.7	391.87	376.56	283.44	276.99
Mon. Avg	33.90	35.88	30.23	32.88	30.31	32.66	31.38	23.62	34.62

*We have had pretty steady recycling numbers over the past 9 years, except last year they took a dip which we surmise is likely due to the rise in cost of living and less purchasing of products. We look to be back up this year, however we have had a rise on contaminated recycling, which means that residents are putting garbage items or items that are not accepted in their carts. A lot of the materials could be recycled if brought to the Transfer Station but are not accepted in the blue carts. The numbers vary month to month which is why we have broken it down to a Monthly Average, 2016 we started the program in May, and of course we don't have the rest of this year's numbers yet. If needed, we can prepare a more detailed report for Council's review.

- Residential Collection Update



***Based off of weight calculations – Please note that recyclable materials weigh substantially less than Compost and general waste.

- Recycle Coach App Users Report

Users Total New users

Web App 78 ↑ 100.0%	Mobile App 345 ↑ 99.1%	Communication 10 ↑ 100.0%	Calendar 13 ↑ 100.0%
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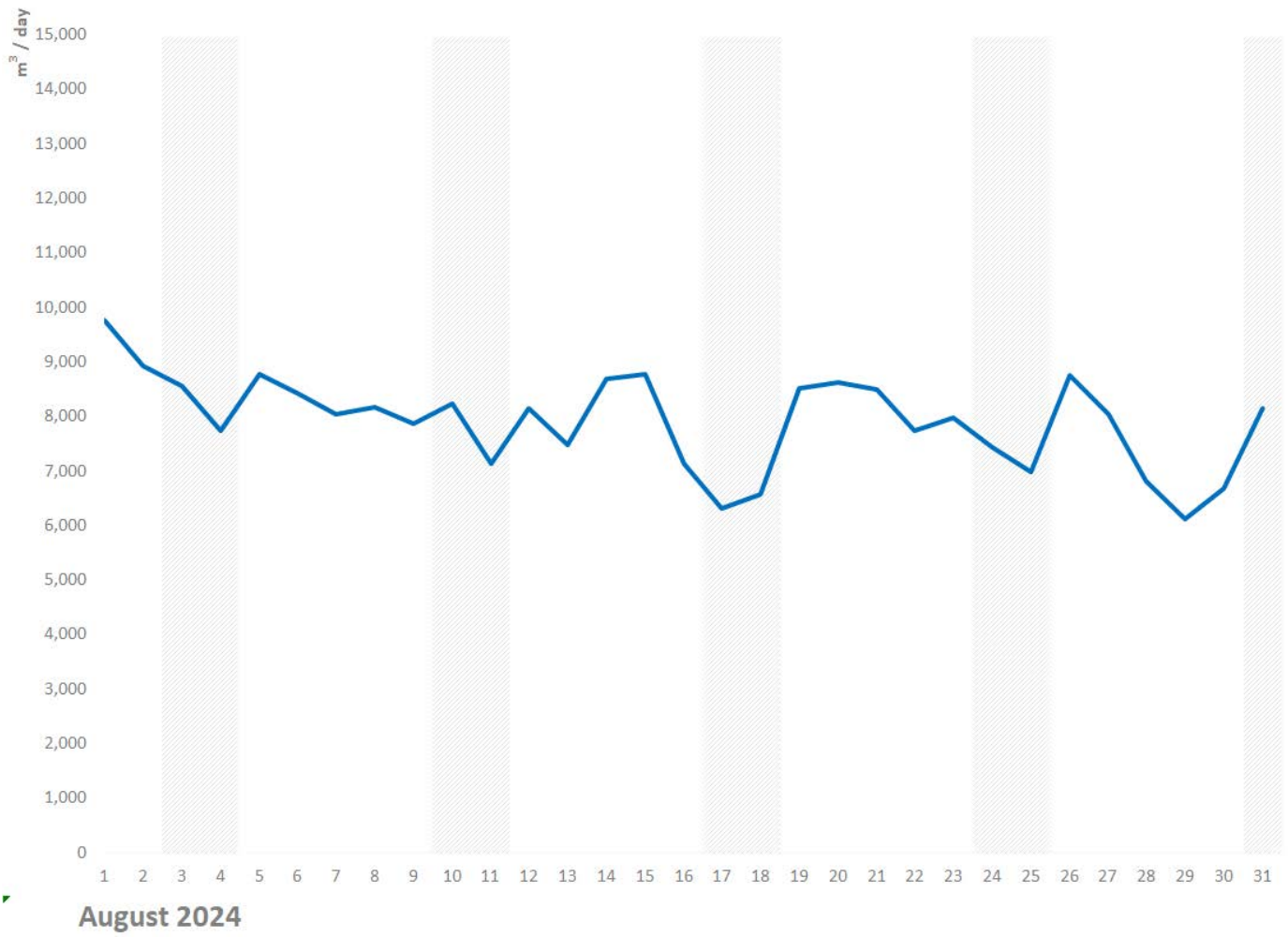
ACTIVITY REPORT

August 2024

DEPARTMENT: Water & Wastewater Treatment Facilities

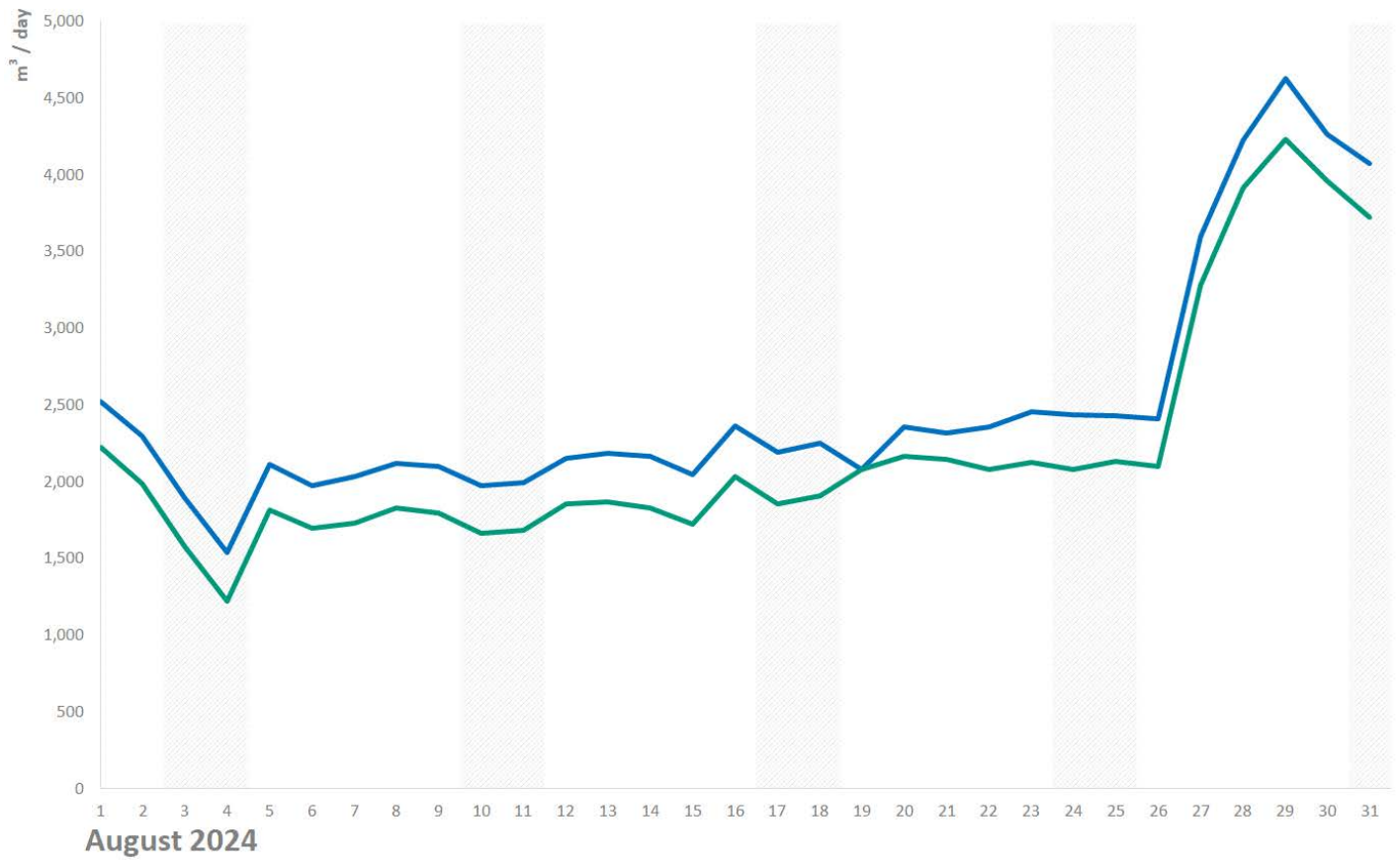
Strategic Plan Alignment	Associated Projects & Tasks
 <p>IMPROVE INTERNAL & EXTERNAL COMMUNICATIONS</p>	<ul style="list-style-type: none">• Municipal Safety Meeting• Municipal Operations Meetings• Lantic Operations Meetings• Lantic Maintenance Meetings• Lantic boiler and filtration upgrade meetings
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

Potable Water Consumption

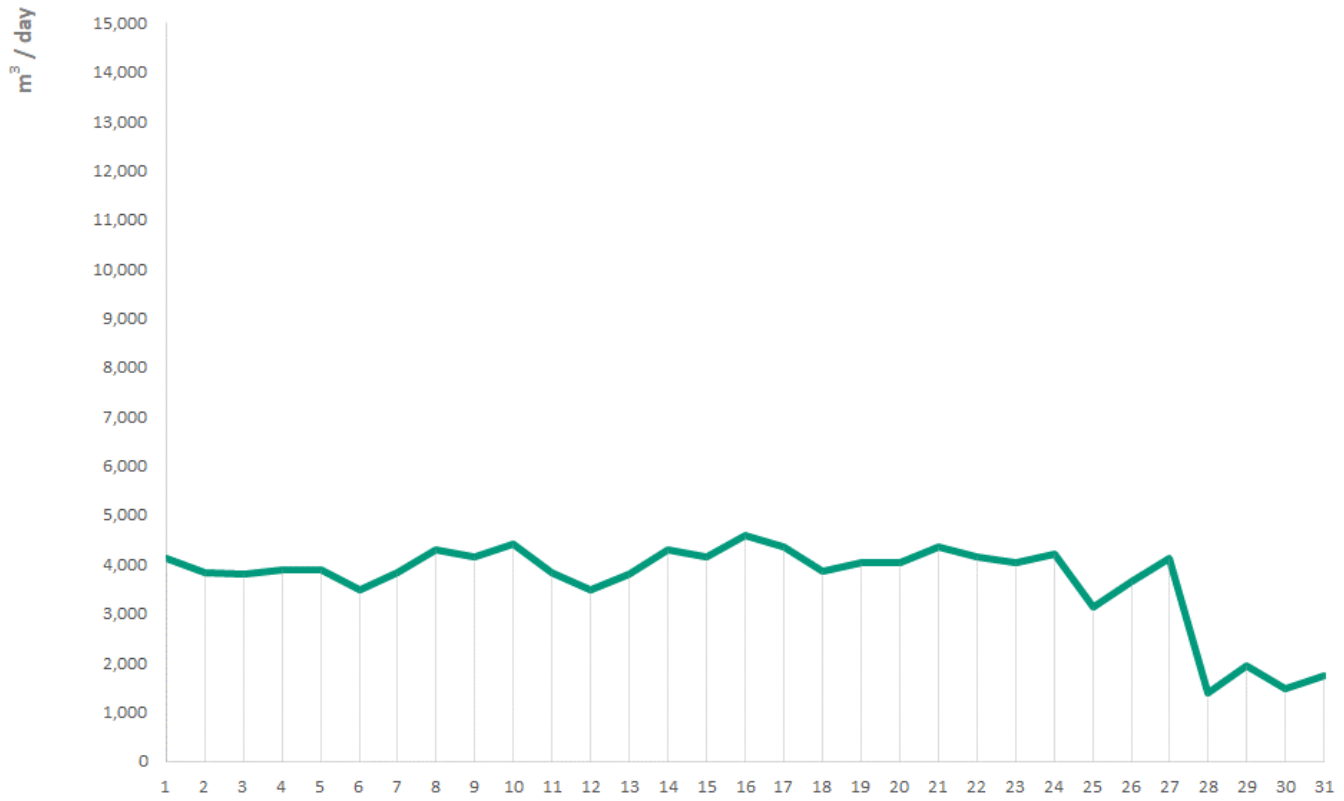


Flow Rates

Influent | Effluent



Industrial Lagoon Influent Flow





August 2024





DEPARTMENT REPORT

August 2024

DEPARTMENT: Planning

Strategic Plan Alignment	Associated Projects & Tasks
 <p data-bbox="316 1010 461 1108">Develop Community & Promote Growth</p>	<ul style="list-style-type: none"> • Answered a variety of calls from residents and businesses, providing information and guidance on the Land Use Bylaw, Development Permits, Business Licensing, and other miscellaneous request. • Issued 7 Compliance Certificate in August, and 51 so far in 2024. • Issued 30 Development Permits in August, and 167 so far in 2024 (we have issued more permits at this point than we did for all of last year) • Issued 0 Portable Sign Permits in August, and 3 so far in 2024. • Development Value for Taber biased on the value indicated on building permits issued for August 2024 is \$2,198,907 (YTD \$19,035,404.48) • Currently working on a total of 7 Subdivision Applications which are at various stages of the process: 3 subdivisions were endorsed once subdivision conditions were met. 0 subdivisions were received from Land Titles as registered in August, and 1 application is in circulation for internal and external review, and 1 subdivision application was approved with conditions. • Discussed the requirements for subdividing properties with a few people. • Worked with Developers to conduct site inspections and return securities where appropriate. • Ongoing work related to Meadows of Taber • Working on a few Development Agreements to facilitate a Commercial Developments • Working on a few Development Agreements to facilitate a Residential Developments • Completed work on a Land Use Bylaw Amendment Application for a Text Amendment to the M-1 District. • Meet with different developers to discuss Multi-Unit Developments within the Town of Taber. • Worked on several Servicing and Development Agreements for ongoing projects.
 <p data-bbox="282 1619 488 1724">Improve Internal & External Communications</p>	<ul style="list-style-type: none"> • Preparation of RFDs for Council meetings • Attended site inspections in relation to continuing work at development sites. • Continued to foster communication with other Town of Taber Departments • Continued discussions about the need for a Southeast Area Structure plan in relation to ongoing and anticipated development in the area • Finished list of developers from the last 3 years for requested Survey and preforming final check before passing it along to admin services • Continued training a temporary Planning Assistant

 <p>Define & Practice Good Governance</p>	<ul style="list-style-type: none"> • Facilitated the regular Municipal Planning Commission meeting on July 8, 2024 • Weekly Taber Times advertising for projects, ensuring meeting MGA advertising requirements. • Ongoing enforcement of Land Use Bylaw infractions on a complaint basis, or as a result of drive-by checks by staff • Facilitating Development and Building Permit inspections to ensure projects are completed and deposits can be returned where necessary. • Held weekly development meetings with public works and fire. • Working towards Southwest Area Structure Plan, currently have an RFP out
 <p>Enhance Sense of Community</p>	<ul style="list-style-type: none"> • Working with multiple developers to improve commercial development in the community

Council Request for Decision

Meeting Date: September 23, 2024

Subject:

Mayor and Councillor Reports (Verbal)

Recommendation:

No motion is required.

Background:

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

Legislation / Authority:

MGA, Section 207(c)

Strategic Plan Alignment:

Governance:

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

Financial Implication:

N/A

Service Level / Staff Resource Implication:

The service level will remain status quo.

Justification:

To keep all of Council informed of elected official activity.

Alternative(s):

Council could seek clarification on any of the matters.



Attachment(s):

APPROVALS:

Originated By:
Brittany Gilbertson

Chief Administrative Officer (CAO) or Designate: _____

Council Request for Decision

Meeting Date: September 23, 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: _____

Council Date	Resolution #	Resolution	Assigned To	Completed?
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	Completed
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 th 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 rd 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 th 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>
September 9, 2024	295/2024	MOVED by Mayor Prokop that Council directs Administration to investigate the possibility of the Town of Taber to be capable of the installation of asphalt and/or concrete replacement, and report back to Council with approximate costs, requirements and feasibility.	Public Works	<i>In Progress</i>

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