

AGENDA

REGULAR MEETING OF THE COUNCIL OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, OCTOBER 23, 2017 AT 5:00 PM, IMMEDIATELY FOLLOWING THE ORGANIZATIONAL MEETING OF COUNCIL AT 5:00 PM.

	<u>MOTION</u>
ITEM No. 1. CALL TO ORDER	
ITEM No. 2. ADOPTION OF THE AGENDA	X
ITEM No. 3. DELEGATIONS	
ITEM No. 4. ADOPTION OF THE MINUTES	
ITEM No. 4.A. MINUTES OF REGULAR MEETING OF COUNCIL: OCTOBER 10, 2017	X
ITEM No. 5. BUSINESS ARISING FROM THE MINUTES	
ITEM No. 6. BYLAWS	
ITEM No. 7. ACTION ITEMS	
ITEM No. 7.A. BUDGET 2018-2020: PROCESS AND REVISED TIMELINES	X
ITEM No. 7.B. PHONE SYSTEM REQUEST FOR DECISION (RFD) AWARD	X
ITEM No. 7.C. COMMUNITY GRANT PROGRAM APPLICATION - HORIZON SCHOOL DIVISION	X
ITEM No. 7.D. TABER AND DISTRICT HOUSING FOUNDATION: RECOGNITION FOR CLEARVIEW LODGE	X
ITEM No. 7.E. WHISTLEBLOWER HOTLINE - ETHICS ALERT	X
ITEM No. 7.F. INFORMATION FOR COUNCIL	X
ITEM No. 7.G. TABER MUNICIPAL POLICE COMMISSION REPORT TO COUNCIL	X
ITEM No. 7.H. DEPARTMENT REPORTS	X
ITEM No. 7.I. STANDING ITEM - COUNCIL REQUESTS	X
ITEM No. 8. MEDIA INQUIRIES	
ITEM No. 9. CLOSED SESSION	X
ITEM No. 9.A. FOIPP ACT, SECTION 24: ADVICE FROM OFFICIALS	
ITEM No. 10. OPEN SESSION	X
ITEM No. 11. CLOSE OF MEETING	X



Council Request for Decision	
Meeting Date: October 23, 2017	
Subject: Minutes of Regular Meeting of Council: October 10, 2017	
Recommendation:	Council adopts the minutes of the Regular Meeting of Council held on October 10, 2017, as presented.
Background:	N/A
Legislation / Authority:	MGA, Section 208(1)(a)(c).
Strategic Plan Alignment:	N/A
Financial Implication:	N/A
Service Level / Staff Resource Implication:	N/A
Justification:	Approval of minutes is in accordance with the <i>Municipal Government Act</i> , Section 208.
Alternative(s):	Council adopts the minutes of the Regular Meeting of Council held on October 10, 2017, as amended.



Attachment(s):	Minutes
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APPROVALS:	
Originated By:	Raeanne Keer
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 TUESDAY, OCTOBER 10, 2017, AT 5:00 PM.

Mayor

Prokop, Andrew

Councillors

Brewin, Jack

Popadynetz, Rick

Ross-Giroux, Laura

Sparks, Randy

Strojwas, Joe

Chief Administrative Officer

Armfelt, Cory

Staff

Brennan, Meghan

Duske, Dave

Holmen, Aline

Munshaw, Steve

Orwa, John

Scherer, Gary

Van Ham, Kerry

CALL TO ORDER

Mayor Prokop called the meeting to Order at 5:00 PM.

ADOPTION OF THE AGENDA

Mayor Prokop requested the addition of Agenda Item 9.E) FOIPP Act, Section 24: Advice from Officials to Closed Session.

Councillor Strojwas also requested the addition of Agenda Item 9.F) FOIPP Act, Section 24: Advice from Officials to Closed Session.

ADOPTION OF THE AGENDA – CONT'D

RES. 403/2017 MOVED by Councillor Brewin that Council adopts the Agenda, as amended, to include Closed Session Agenda Item 9.E) FOIPP Act, Section 24: Advice from Officials, and Closed Session Agenda Item 9.F) FOIPP Act, Section 24: Advice from Officials.

CARRIED UNANIMOUSLY

DELEGATIONS

None.

ADOPTION OF THE MINUTES

A) Minutes of the Public Hearing Meeting of Council: September 25, 2017

RES. 404/2017 MOVED by Councillor Popadynetz that Council adopts the minutes of the Public Hearing Meeting of Council held on September 25, 2017.

CARRIED UNANIMOUSLY

B) Minutes of Regular Meeting of Council: September 25, 2017

RES. 405/2017 MOVED by Councillor Ross-Giroux that Council adopts the minutes of the Regular Meeting of Council held on September 25, 2017.

CARRIED UNANIMOUSLY

C) Minutes of Special Meeting of Council: September 28, 2017

RES. 406/2017 MOVED by Councillor Brewin that Council adopts the minutes of the Special Meeting of Council held on September 28, 2017.

CARRIED UNANIMOUSLY

227/2017

Meeting Date
10/10/2017

BUSINESS ARISING FROM THE MINUTES

None.

BYLAWS

A) Bylaw 11-2017 1st, 2nd, and 3rd Reading

C. Armfelt stated that after the passing of Bylaw 10-2017 a typographical error was found, and the Municipal Government Act, Section 692(6) stated that Council may give 1st, 2nd, and 3rd reading at once without notice or a public hearing to correct the mistake.

RES. 407/2017 MOVED by Councillor Strojwas that Council gives First Reading to Bylaw 11-2017 for the purpose of amending Land Use Bylaw 14-2016.

CARRIED UNANIMOUSLY

RES. 408/2017 MOVED by Councillor Popadynetz that Council gives Second Reading to Bylaw 11-2017 for the purpose of amending Land Use Bylaw 14-2016.

CARRIED UNANIMOUSLY

RES. 409/2017 MOVED by Councillor Strojwas that Council unanimously agrees to proceed with Third and Final Reading of Bylaw 11-2017 for the purpose of amending Land Use Bylaw 14-2016.

CARRIED UNANIMOUSLY

RES. 410/2017 MOVED by Councillor Brewin that Council gives Third and Final Reading to Bylaw 11-2017 for the purpose of amending Land Use Bylaw 14-2016.

CARRIED UNANIMOUSLY

ACTION ITEMS

A) 2018-2020 Draft Operating Budget

J. Orwa, Director of Finance, presented the 2018-2020 Draft Operating Budget and described the premise of a rolling budget to Council.

RES. 411/2017 MOVED by Councillor Ross-Giroux that Council accepts the 2018-2020 Draft Operating Budget presentation for information purposes.

CARRIED UNANIMOUSLY

B) Standing Item - Council Requests

Council reviewed the Action Item Listing.

NO MOTION MADE

MEDIA INQUIRIES

None.

CLOSED SESSION

RES. 412/2017 MOVED by Councillor Strojwas that Council moves into Closed Session to discuss matters related to FOIPP Act, Section 24: Advice from Officials.

CARRIED UNANIMOUSLY AT 5:56 PM

OPEN SESSION

RES. 413/2017 MOVED by Councillor Strojwas that Council reconvenes into Open Session.

CARRIED UNANIMOUSLY AT 7:17 PM

OPEN SESSION – CONT'D

RES. 414/2017 MOVED by Councillor Ross-Giroux that Council accepts the update as information and directs Administration to end their pursuit of the Barons Eureka Warner Building.

CARRIED UNANIMOUSLY

RES. 415/2017 MOVED by Councillor Popadynetz that Council directs Administration to refund to the first offender property owners the fees which were charged for non-compliance with the Nuisance Bylaw 4-2008, with the expense not to exceed \$3227.60, to be taken from the Council Discretionary Fund.

CARRIED UNANIMOUSLY

RES. 416/2017 MOVED by Councillor Sparks that Council directs Administration to forward correspondence to the Alberta Labour Relations Board, detailing their objection to the CUPE Local 2038 application to the board for the amalgamation into a new certificate No. 161-2006, meant to incorporate CUPE Local 2038 employees under certificate No. 162-2006 and EPCOR Water Services Certificate No. 88-2008.

CARRIED UNANIMOUSLY

CLOSE OF MEETING

RES. 417/2017 MOVED by Councillor Popadynetz that this
Regular Meeting of Council is hereby Closed.

CARRIED UNANIMOUSLY AT 7:23 PM

MAYOR

CHIEF ADMINISTRATIVE OFFICER



Council Request for Decision	
Meeting Date: October 23, 2017	
Subject: Budget 2018-2020: Process and Revised Timelines	
Recommendation:	That Council accepts the revised 2018-2020 Budget Framework Document for information purposes.
Background:	Attached is the revised 2018 - 2020 Budget Framework Document which outlines certain Administrative responsibilities and important timelines relating to the 2018- 2020 Budget Presentations. Administration is seeking to inform Council on the upcoming budget process and timelines, and provide them with an opportunity for input if they consider it necessary.
Legislation / Authority:	Section 242 and 243 of the MGA
Strategic Plan Alignment:	Strengthen our core infrastructure and services in a fiscally responsible manner.
Financial Implication:	N/A
Service Level / Staff Resource Implication:	Existing staff resources
Justification:	The Revised Budget Framework document will provide the budget process and a timeline of events leading up to the final approval by council.
Alternative:	That Council directs Administration to amend the 2018-2020 Budget Framework Document to consider the following changes: ____.



Attachment(s):	2018-2020 Budget Process and Timelines
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APPROVALS:	
Originated By:	John Orwa
Chief Administrative Officer (CAO) or Designate:	

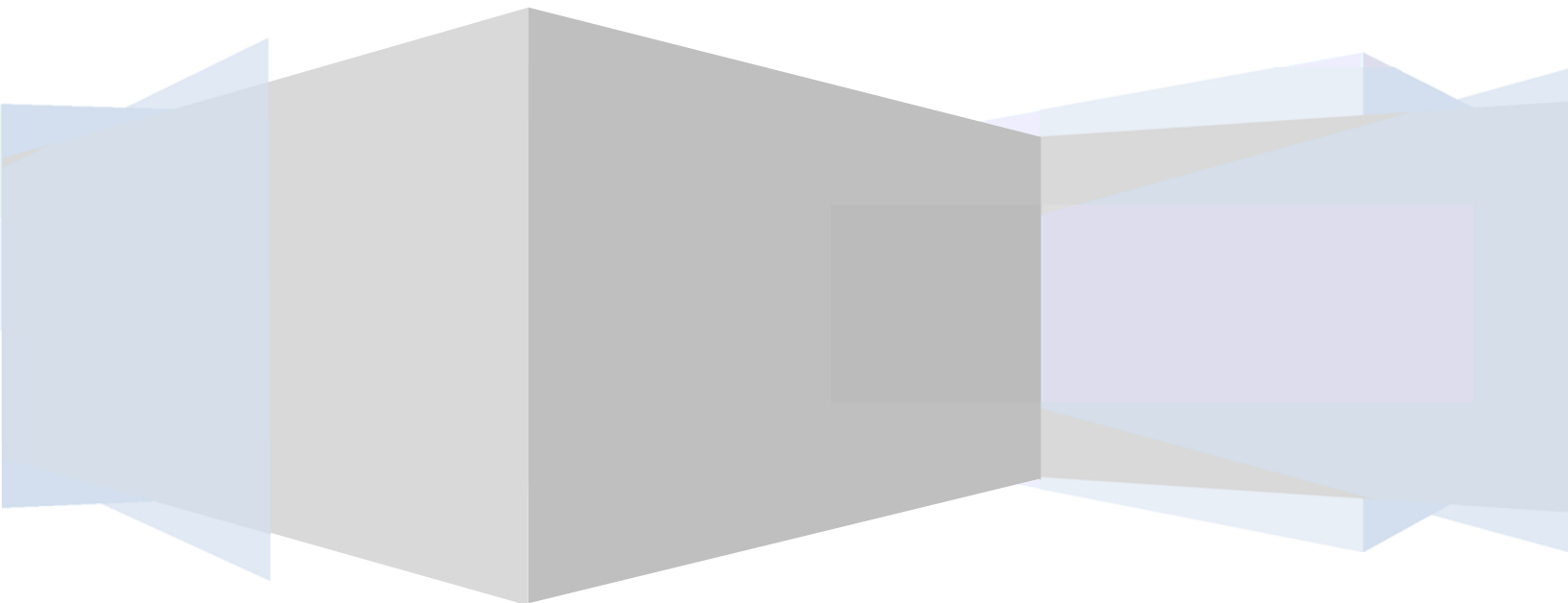


Town of Taber

Budget 2018-2020

Budget Framework Document – Summer/Fall
2017

DIRECTOR OF FINANCE



Introduction to the Budget Framework Document

The Town of Taber Tri-Annual Budget provides citizens, staff, and other readers with detailed information about the Town's operations and capital plan.

The Tri-Annual Budget serves as a:

- Policy Document to describe financial, operating and capital policies, goals and objectives, and priorities for the organization.
- Planning Tool to describe the goals and objectives for the next three fiscal years; the workload measures to track the activities performed; the performance measures to track progress on the goals and objectives; and the general service levels being provided. Strategic planning is a necessary component of good governance. It is important that the budget preparers are knowledgeable about all short and long range plans so that the budget being prepared is aligned to the strategic plan.
- Communication Tool to provide information to the public. It should be developed with the focus that it is a tool to communicate the short and long-range plans of the Town to its stakeholders. It is important that the message is communicated in financial terms that can be easily understood.
- Management Tool to provide revenue and expenditure information by department, category, and account. Departments present their budget unit priorities that make up the building blocks that are used to construct the consolidated budget. It is a plan that must be developed with sufficient detail to provide reasonable assurance that the strategic plan can be achieved.
- Performance Measurement Tool used to manage and monitor results of the current year's operations against established performance measures.

Budget Advisory Committee

The Budget Advisory Committee consists of the Chief Administrative Officer, Director of Finance, Director of Engineering and Public Works, Director of Recreation, Director of Planning and Economic Development, the Fire Chief, and the Police Chief. The Budget Advisory Committee is responsible for establishing the budget framework, completion timeline, budget processes, budget review ensuring the budget priorities are aligned to the strategic plan, and budget presentation format.

Budget Framework Document

The Town of Taber Annual Budget for both Operating and Capital requirements consists of a timeline of events leading up to the final approval by Town Council on **December 11, 2017**.

They are as follows:

1. High level discussion with CAO and Director of Finance regarding **2018-2020** budget plan.
 - **Proposed completion Date: August 4, 2017.**
2. Initial budget preparation consisting of budget plan for Council consideration consisting of both operating and capital budget plans, and narrative presentation.

The initial draft budget should contain:

- a. Tie in to the required service levels for the department's upcoming three year period for operations and capital requests for Fiscal **2018-2020**.
- b. An explanation of how each line item is determined and the reasoning for any deletions or additions from prior year.
- c. A list of assumptions made when preparing both the operating and capital budgets.
- d. All vehicle and equipment capital items need to be tied into the remaining useful life expectancy from the TCA listing and or life cycle replacement plan.

Preparation of all Operating and Capital budget narratives from Department heads:

- **Finance** – John Orwa
 - **IT** – IT Manager
- **CAO** – Cory Armfelt
- **Engineering and Public Works** – Gary Scherer
- **Administrative Services** – Kerry Van Ham
- **Recreation and Leisure Services** – Aline Holmen
- **Police Commission** – Graham Abela
- **Emergency Services** – Steve Munshaw
- **Planning and Development** – Andrew Malcolm
- **HR**- Dave Duske

Department heads are expected to complete the following prior to the initial presentation:

- a. Review by Department Head with the department managers of their presentation to Council.
 - b. Provide advice and recommendations to managers on the initial draft budget.
 - c. Inclusion of operating and capital budget project proposals from MPE and any other consultants.
- **Proposed completion Date: September 1, 2017.**
3. Independent Director's Review.
 - a. Consists of an overall budget analysis of the initial draft for their departments and comparative with prior year's budget to actual for reasonableness.
 - b. Adjustments made accordingly and discussed with Department managers creating the second draft budget.
 - **Proposed completion Date: September 8, 2017.**
 4. Budget Advisory Committee Meeting.
 - a. Review of the operating and capital budget proposals at an organization wide level.
 - b. Determination of the deficit to available funding sources and reserves.
 - c. Discussion on MPE and other consultant budget proposals.
 - d. Prepare proposed amendments to the budget to provide feedback to department managers.
 - **Proposed completion Date: September 15, 2017.**
 5. Discussion at Management Meeting.
 - a. Presentation of the draft along with proposed amendments from the Budget Advisory Committee discussion back to the managers for further discussion.
 - b. Revisions made after feedback from manager's discussion creating a third draft budget.
 - **Proposed completion Date: September 22, 2017.**

6. Director/Managers' introductory budget narrative presentation to Council.
 - **Proposed completion Date: September 27, 2017.**
 - **Council Meeting Date: October 10, 2017.**

7. Budget Advisory Committee Meeting.
 - a. Debrief of the Manager's presentations to Council.
 - b. Discuss proposed tax and utility rates.
 - c. Revisions made after discussion creating a fourth draft.
 - **Proposed completion Date: October 11, 2017.**

8. Presentation of Budget Narratives, **Draft 2** Operating and Capital Budgets to Council.
 - a. Presentation by the Directors - 2018-2020 Operating and 2018-2020 Capital budgets.
 - b. Changes or recommendations from Council documented by the Director of Finance.
 - c. Budget revisions made after Council meeting creating **Draft 3**.
 - d. Review with the Budget Advisory Committee.
 - **Proposed completion Date: October 20, 2017.**
 - **Proposed Council Meeting Date: November 14, 2017.**

9. Discussion at Management Meeting.
 - a. Final, key discussion of fourth draft budget by management group for update and any critical decision-making. This should mostly be informational only.
 - b. Discussion and recommendations for Council.
 - c. Changes or recommendations from management meeting documented by Director of Finance.
 - **Proposed completion Date: November 16, 2017.**

10. Budget Advisory Committee Meeting.
 - a. Review and revisions.
 - **Proposed completion Date: November 17, 2017.**

11. Operating and Capital Budget Presentation to Council-**Draft 3**.

- **Proposed completion Date: November 20, 2017.**
- **Council Meeting Date: November 27, 2017.**

12. Operating and Capital Budget Presentation to Council (**As Needed**)

- **Proposed completion Date: November 20, 2017.**
- **Proposed Special Council Meeting Date: December 04, 2017**

13. Proposed Council Approval of 2018-2020 Operating and Capital Budget.

- **Proposed completion Date: December 5, 2017.**
- **Proposed Special Council Meeting Date: December 11, 2017.**

Should you need assistance please contact me. It is my expectation that working together we can accomplish these set deadlines.

Thank you for your cooperation with respect to Budget 2018-2020 for the Town of Taber.

John Orwa, CPA, CGA

Director of Finance



Council Request for Decision					
Meeting Date: October 23, 2017					
Subject: Phone System Request for Decision (RFD) Award					
Recommendation:	That Council awards the telephone system replacement project to Sunco Communications Ltd. in the amount of \$111,585.42, exclusive of GST				
Background:	<p>Through the 2017 Capital Budget process, Council approved the telephone system replacement. The project tender closed at 4:30 August 31st, 2017.</p> <p>The tender results are as follows:</p> <table style="margin-left: 40px; border: none;"> <tr> <td style="padding-right: 20px;">1. Sunco Communications Ltd.</td> <td style="text-align: right;">\$111,585.42</td> </tr> <tr> <td style="padding-right: 20px;">2. Paladin Technologies Inc.</td> <td style="text-align: right;">\$144,055.32</td> </tr> </table> <p>The phone system has a 10 years life span, our current system is 13 years old, which affects the performance of the phone system in the organization and creates unnecessary downtime for maintenance and repairs. Council has approved \$165,000 in the budget to replace our current phone system.</p> <p>Sunco Communication Ltd. has the ability to include all the functions we had on our wish list with lower cost. This will allow the town to pay for annual fees in 2018 plus purchasing additional equipment for our front desk at the Administration building, Taber Police Services and Aquafun to have the wireless handsets.</p> <p>The new system from Sunco will have the ability to use landline along with computers and cell phones. The new technology will allow our users to use their phone from anywhere. We can also include audio and video conferencing through our phone system which comes at an additional cost.</p> <p>Sunco Communications Ltd. offers \$69,160.75 discount for municipalities like the Town of Taber which is reflected in the quoted price above.</p> <p>Sunco Communications Ltd. offered 6-8 weeks to implement the system while Paladin Technologies didn't include the time frame to implement the project.</p> <p>Sunco Communications Ltd. proposed the annual maintenance and fees in their RFP while Paladin Technologies didn't include these fees.</p> <p>Sunco Communications Ltd. also offered a testing plan to guarantee the performance of the new system after the implementation is complete while Paladin Technologies Inc. did not.</p>	1. Sunco Communications Ltd.	\$111,585.42	2. Paladin Technologies Inc.	\$144,055.32
1. Sunco Communications Ltd.	\$111,585.42				
2. Paladin Technologies Inc.	\$144,055.32				



Legislation / Authority:	MGA Section 248 (1) (a), Expenditure of money
Strategic Plan Alignment:	Strengthen our core infrastructure and services in a fiscally responsible manner.
Financial Implication:	Council approved \$165,000 for the telephone replacement project. No additional budget is required even if the video and audio conferencing add-ons were purchased.
Service Level / Staff Resource Implication:	The implementation of the new phone system does not affect operations. Sunco staff will perform the implementation and the switch over with no down time. Training will be provided for staff on different levels based on their role in the organization.
Justification:	Replacing the existing phone system will lower the risk of downtime, keeping the Town of Taber on top of new technologies, and new features will be included in the new telephone system. It will also replace our outdated phone system.
Alternative(s):	<ol style="list-style-type: none"> 1. Awards the telephone system replacement to Paladin Technologies Inc. with higher cost. 2. That council does not award the telephone system replacement to either of the mentioned vendors. 3. Council may request additional information.



Attachment(s):	Request for Proposal Evaluation Procurement and Purchasing CS-FIN-1 Policy
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APPROVALS:	
Originated By:	Alaa Abdel Khaliq
Chief Administrative Officer (CAO) or Designate:	

Project: 850-T01 (2017-46) - Telephone System Replacement

Price Proposal Evaluation & Rating Tool

Vendor	Sunco Communication and Installation Ltd. Edmonton, AB		Paladin Technologies Inc. Lethbridge, AB	
Bid Received:	September 21, 2017@ 11:24am		September 21, 2017@ 12:23pm	
Corporate Experience & Expertise (25 Points)	19		25	
Proposed Implementation / Change Management Schedule (20 Points)	8 Wks 6 - 8 Wks	18	0 <u>Not Stated</u> in Submission	
Project Approach & Detailed Methodology (25 Points)	25		16	
Implemented Project Cost (20 Points)	\$ 111,585.42	20.0	\$ 144,055.32	15.5
Annual Operating Cost (10 Points)	\$ 20,562.94	10.0	\$ -	0.0

Comments	<p>Sunco is offering a \$69,160.75 Discount on overall pricing</p> <p>All handset will be replaced through this process.</p> <p>The discount will allow us to purchase additional services and equipment, as well as cover 2018 Annual Fees.</p> <p>Sunco offers addition features to include Audio Conferencing,</p> <p>All references were satisfied with Sunco's Services and would recommend them.</p>	<p>No Maintenance agreement or Annual Fees were submitted with the RPF Submission. Annual Fee unclear through evaluation process.</p> <p>No proposed implementation timeframe stated in submission as well.</p> <p>References were satisfied with Paladin's services and would recommend them to the town.</p>
TOTAL SCORE	92	56
RANKING	1	2

		<h2>PROCUREMENT AND PURCHASING</h2>	
Policy No.: CS-FIN-1		Council Resolution No.: 166/10	
Department: Corporate Services		Authority: Chief Administrative Officer	
Effective Date: 13/09/10		Revision Date:	
Review Date: September 2013		Repealed Date:	
Supersedes: Procurement and Purchasing Policy No. 06/03/27			
Related Procedure No.:			
Related Procedure Name: Town of Taber Purchasing Procedures Manual			

Purpose

- 1) Council of the Town of Taber deems it desirable to provide a framework for procurement and purchasing activities by the Municipality.
- 2) The Town of Taber endeavors to conduct its financial operations in an ethical and responsible manner.

Policy Statement

The Procurement and Purchasing Policy is guided by the following principles to ensure a minimum standard of performance for purchasing.

- 1) Procure and encourage the most open and fair procurement process practicable for the acquisition and disposal of goods and services, acting with fairness in applying these guidelines equally to all bidders or suppliers.
- 2) Preference shall be given to suppliers operating from taxable property within the Town of Taber, where all bids or quotations offered for consideration are deemed equal. For administrative purposes and to gain operational efficiencies additional local economic advantage may be considered for singular purchases under \$5,000 from Town of Taber vendors.
- 3) Ensure the maximum value of an acquisition is obtained by determining the total cost of performing the intended function over the lifetime of the task. This may include, but not be limited to, acquisition cost, disposal value, disposal cost, training cost, maintenance cost, quality of performance and environmental impact.
- 4) The procurement of goods and services shall be conducted objectively, in an unbiased way, not influenced by personal preferences, prejudices or interpretations in keeping with the codes of ethics established by the Purchasing Management Association of Canada.
- 5) Ensure purchasing is conducted subject to all applicable Town policies and by-laws, any specific provisions of the Municipal Government Act, or other relevant legislation.
- 6) Emergency or extraordinary situations may require necessary purchases being made in the most expedient method. The Chief Administrative Officer shall establish a system



requiring reporting of such occurrences at the next regularly scheduled Council meeting detailing the emergency, extraordinary event and/or related expenditures that exceeded established ceilings or unbudgeted expenditures.

- 7) Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.
- 8) The Chief Administrative Officer (or delegate) will implement the Procurement and Purchasing Policy, by way of establishing the Procurement and Purchasing Procedures Manual as amended from time to time.
- 9) All employees designated with purchasing authority shall be governed by the Procurement and Purchasing Procedures Manual in keeping with the Policy of Employee Conduct Rules and Regulations.
- 10) Purchasing authority limits for approval are as follows:

Purchase Method	Financial Limits	Requirements	Authorization
Purchase Card	Up to \$1,000	Verbal Order – designated purchasing agents procure the good or service directly at the vendors location. Purchase Cards are to be used only with Town of Taber Vendors.	Approved by designated purchasing agent upon showing the vendor their Town of Taber employee photo ID card.
Purchase Order	Up to \$5,000	Verbal Quotes – designated purchasing agent is required to acquire three verbal quotes which are to be documented on the top section of the purchase order. Each quote must include the vendors name, contact information, amounts and comments.	Approved by the functional area manager prior to the purchase being made. Functional area manager has discretion to approve if three quotes cannot be obtained.
Purchase Order	Over \$5,000 up to \$10,000	Informal Written Quotes – designated purchasing agent is required to acquire three informal written quotes (preferably on the vendor's letterhead) which are to be filed with the purchase order. Each quote must include the vendors name, contact information, amounts and comments.	Approved by the functional area manager prior to the purchase being made. Functional area manager has discretion to approve if three quotes cannot be obtained.
Purchase Order	Over \$10,000 up to \$25,000	Three Formal Quotes – designated purchasing agent is required to acquire three formal written quotes. The functional area manager or designate will receive, open and file quotations, contracts, consultants and financial commitments.	Approved by the functional area manager prior to the purchase being made. Department head has discretion to approve if three quotes cannot be obtained.
Tender or RFP with Purchase	Over \$25,000 up	Tender or Request For Proposal (RFP) – designated purchasing agent	Approved by the department head within



<p>Order to confirm</p>	<p>to \$75,000</p>	<p>is required to prepare tender or RFP documents in accordance with established Town and/or Provincial procedures. The department head will receive, open and file the documents with results recorded in the tender or RFP opening records. The department head must also include in the records any contracts, consultants and financial commitments. The department head will award the tender to the successful bidder under the criteria established in the tender or RFP documents.</p>	<p>budgeted limits. Chief Administrative Officer (CAO) has discretion to approve outside of budgeted limits and/or if the recommendation is other than the successful bidder under the criteria established in the tender or RFP.</p>
<p>Tender or RFP with Purchase Order or formal contract to confirm</p>	<p>Over \$75,000</p>	<p>Tender or Request For Proposal (RFP) – Chief Administrative Officer (CAO) or designate is required to prepare tender or RFP documents in accordance with established Town and/or Provincial procedures. The CAO or designate will receive, open and file the documents with results recorded in the tender or RFP opening records. The CAO or designate must also include in the file any contracts, consultants and financial commitments. The CAO or designate will then prepare a Request For Decision (RFD) for Council approval with a recommendation to award the tender to the successful bidder under the criteria established in the tender or RFP documents.</p>	<p>CAO approves the Purchase Order or contract through Council approval.</p>

R. Bryant
MAYOR

September 13, 2010
DATE

C. ...
CHIEF ADMINISTRATIVE OFFICER

September 13, 2010
DATE






Council Request for Decision	
Meeting Date: October 23, 2017	
Subject: Community Grant Program Application - Horizon School Division	
Recommendation:	Council approves the Community Grant Program application for 2018 from the Horizon School Division – National Indigenous Day celebration for a total of \$1,576.25, as per the Recreation Boards recommendation.
Background:	<p>As per the Community Grant Program policy and procedure, the Recreation Board reviewed 12 submissions for the 2018 Community Grant requests. Of the 12 applications all were approved either partially or in full.</p> <p>At the Sept. 25th Council meeting, Council approved 11 of the 12 Community Grant requests recommended by the Recreation Board. There was an error on the recommendations presented previously to Council whereby the name of the organization was incorrect resulting in that request being discounted from the motion.</p> <p>The entry was to have been the recommendation from the Recreation Board for the Horizon School Division – National Indigenous Day for a total of \$1,576.25.</p>
Legislation / Authority:	Community Grant Program Policy PS-Rec-3
Strategic Plan Alignment:	Build partnerships with other governments and organizations where synergies exist.
Financial Implication:	The total amount recommended to Council under the Community Grant Program equals \$1,576.25 .
Service Level / Staff Resource Implication:	Additional rentals involving maintenance and cleanup prior and after events.
Justification:	In support of the Community Grant Program approved by Council.



Alternative(s):	Council may choose to request additional information from the Recreation Board as to their decision, prior to their recommendation.
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Attachment(s):	Community Grant Program Policy PS-REC-3
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APPROVALS:	
Originated By:	Aline Holmen
Chief Administrative Officer (CAO) or Designate:	

		<h1>Community Grants Program</h1>
Policy No.: PS-REC-3	Council Resolution No.: 553/14	
Department: Community Services	Authority: Council	
Effective Date: 24/11/14	Revision Date:	
Review Date: September 2015	Repealed Date:	
Supersedes: Recreation Facilities Rental Fee Waiver and Reduction Requests Policy PS-REC-2		
Related Procedure No.: PS-REC-3		
Related Procedure Name: Community Grants Program		

Purpose

The Town of Taber is committed to continued support of community groups and their programs, which benefit the citizens of Taber. The purpose of this policy is to provide a framework for the Recreation Board to review submissions of grant funding/waiver requests submitted by community organizations for recreation, culture, or other activities undertaken by community based organizations.

Policy Statement

- 1) The Town of Taber recognizes the value realized from efforts of community organizations that enhance the life and social wellbeing of our residents. Recreation Community Grant requests will be reviewed and considered by the Recreation Board. The Recreation Board will make recommendations to Town of Taber Council, regarding such requests.
- 2) The Town may provide grants under two regular programs: the Community Grants program to be reviewed by the Recreation Board with recommendations to Council for final approval, and the Council Discretionary Fund to be considered directly by Council.
- 3) Cash donations, grant funding, and waivers for services and facilities may be provided to assist organizations with their projects or events.
- 4) Requests will not be considered by individuals or organizations that function for profit.
- 5) Community Grant requests are considered annually; Community Grants that receive approval are not a commitment by the municipality to continue such grants in the future.



[Handwritten signature]

- 6) Council will review the recommended submissions for approval annually at their last meeting of October.
- 7) By way of resolution, Council shall establish a list of community groups and organizations that are eligible for grant funding for the upcoming year.
- 8) Administration will include in the annual operating budget, a grant expense in the associated Recreation functions, to be considered annually by Council.
- 9) Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.
- 10) Council Discretionary Fund – Council may on an irregular basis, consider requests for funds from community organizations or individuals, for special activities, new initiatives, worthwhile causes or other purposes that are “one of a kind”. Funds approved shall be used in the same calendar year as requested. A budget figure as set by Council annually is to be placed in the fund for the disbursement if required. Any project/event/activity not eligible under the Community Grant Program will be submitted directly to Council for consideration at its next regular meeting.
- 11) For clarity this policy does not include the value of labour resources provided by the Town of Taber in support of the annual Cornfest or Remembrance Day events.

Additional References

N/A



MAYOR

09/12/14
DATE



CHIEF ADMINISTRATIVE OFFICER

DECEMBER 9 / 2014
DATE



Council Request for Decision	
Meeting Date: October 23, 2017	
Subject: Taber and District Housing Foundation: Recognition for Clearview Lodge	
Recommendation:	<p>Council commends the management and staff of Clearview Lodge in:</p> <ol style="list-style-type: none"> 1) Consistently being fully compliant in the accommodation standards, 2) For receiving a multi-year license for the operation of the facility, 3) Being commended by the auditor for this rare distinction; and, <p>Directs Administration to send a congratulatory letter to the Taber and District Housing Foundation, and the management and staff of the Clearview Lodge.</p>
Background:	<p>Councillor Strojwas is the Council-appointed member who is on the Taber and District Housing Foundation Board. Councillor Strojwas has requested that Council consider sending a congratulatory letter to the staff of Clearview Lodge for the complimentary work that is done in that facility by the staff and management.</p> <p>Councillor Strojwas indicates that it is a rare occurrence for a facility to consistently have a 2-year license, whereas most facilities are issued a license on a year-to-year basis. The auditor that performed the Clearview Lodge review has indicated their congratulations on continuing to be fully compliant to the accommodation standards, and that they will be recommending a 3-year license, which is exceedingly rare. The fact that Taber has a senior residence that is so highly regarded in their field is great for our community.</p>
Legislation / Authority:	MGA Section 3
Strategic Plan Alignment:	<p>Family/Community:</p> <p>Assist other agencies with their vision and efforts to make Taber a healthy community – socially, physically and mentally.</p>
Financial Implication:	None.



Service Level / Staff Resource Implication:	The service level will remain status quo.
Justification:	Council's consideration was requested by Councillor Strojwas.
Alternative(s):	Council could choose to recognize the organization at a future Council meeting.
Attachment(s):	None.

APPROVALS:	
Originated By:	Kerry Van Ham
Chief Administrative Officer (CAO) or Designate:	



Council Request for Decision	
Meeting Date: October 23, 2017	
Subject: Whistleblower Hotline - Ethics Alert	
Recommendation:	That Council accepts the statistical report from MNP LLP regarding the Whistleblower Hotline – Ethics Alert for the period of July 1, 2017 – September 30, 2017, for information purposes.
Background:	In accordance with Council-approved Whistleblower Policy and Procedure ADM-6, MNP LLP is required to send statistical reports detailing the number of calls for service that have been received by their agency on a quarterly basis. The report is attached for review.
Legislation / Authority:	Whistleblower Policy ADM-6.
Strategic Plan Alignment:	Governance: To make the Town of Taber an employer of Choice, where employees are self-assured, valued, respected and viewed as the corporation’s strongest asset.
Financial Implication:	None at this time.
Service Level / Staff Resource Implication:	At this time, the service level will remain status quo. There is staff time involved with reviewing this report and providing the information to Council.
Justification:	This information provides Council with the relevance and usage of the system.
Alternative(s):	Council could choose to ask any questions it sees relevant.



Attachment(s):	Whistleblower Hotline - Ethics Alert Statistics
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APPROVALS:	
Originated By:	Kerry Van Ham
Chief Administrative Officer (CAO) or Designate:	

October 4, 2017

**Private and Confidential
Sent Via Mail**

Ms Kerry Van Ham
Town of Taber

kerry.vanham@taber.ca

RE: WHISTLEBLOWER HOTLINE – ETHICS ALERT

Dear Ms. Van Ham,

We are pleased to confirm that MNP Whistleblower Hotline – Ethics Alert has been in operation with Town of Taber for July 1, 2017 to September 30, 2017. We confirm there has been no calls for the service during this period.

Please contact us at your convenience should you have any questions or concerns.

Yours truly,

MNP LLP



Michael McCormack, BA, CFI
Investigative & Forensic Services

/hg



Council Request for Decision	
Meeting Date: October 23, 2017	
Subject: Information for Council	
Recommendation:	That Council accepts the material received in this Agenda Item as information.
Background:	<p>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.</p> <p>The relevant communication for this Council agenda is:</p> <ol style="list-style-type: none"> 1. The Taber Fire Department received a \$2500.00 donation from Lantic Inc. (Rogers) this last week, a very welcome surprise. This money will be used to purchase fire hose for the new ladder truck.
Legislation / Authority:	MGA, Section 3 (Municipal Purposes) and Section 5 (Powers, Duties and Functions)
Strategic Plan Alignment:	<p>Governance:</p> <p>Build partnerships with other governments and organizations where synergies may exist.</p>
Financial Implication:	These will vary with information items.
Service Level / Staff Resource Implication:	These will vary with information items.
Justification:	To keep Council informed of current municipal information and correspondence.



Alternative(s):	<ol style="list-style-type: none">1. Council could seek clarification on any of the matters from administration.2. Council could discuss, in depth, any of the matters raised by communication and take action through either resolution of bylaw.
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Attachment(s):	None.
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APPROVALS:	
Originated By:	Raeanne Keer
Chief Administrative Officer (CAO) or Designate:	



Council Request for Decision	
Meeting Date: October 23, 2017	
Subject: Taber Municipal Police Commission Report to Council	
Recommendation:	That Council accepts the Taber Municipal Police Commission Report for information.
Background:	The most recent Taber Municipal Police Commission Report is 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 fellow Council members that are acting members on the Taber Municipal Police Commission. Placing the communication on Council's agenda allows these opportunities.
Legislation / Authority:	MGA, Section 207(c), Taber Municipal Police Commission Policy Manual.
Strategic Plan Alignment:	Family/Community: Maintain a locally based police force, and look for ways to make it more financial sustainable.
Financial Implication:	N/A
Service Level / Staff Resource Implication:	The service level will remain status quo.
Justification:	Council has requested to be kept informed of Taber Municipal Police Commission happenings.
Alternative:	Council could seek clarification on any of the matters from Administration or fellow Committee Members.



Attachment(s):	Report
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APPROVALS:	
Originated By:	Raeanne Keer
Chief Administrative Officer (CAO) or Designate:	

Taber Municipal Police Commission Report

September 2017

The report is broken into our three functions of police, dispatch and the Community Standards Unit, followed by a section on budget, police complaints, crime analyses, etc., strategic planning, and other. In each of these functions there is information for you. Some of the slots may be empty, but next month perhaps not.

Police

Community Involvement:

- Cst. Valgardson attended the Citizen on Patrol conference in High River, Alberta this month with our COP group. The two day conference is a yearly event and from all reports was worthwhile.
- Cst. Nguyen provided a safety presentation to a group of youth this past month.
- Cst. Champagne attended to the Special Olympics Torch Run Conference held in Nashville Tennessee this past month. He represented the Alberta contingent and indicated the conference was excellent.
- In the month of November we will be conducting a series of Town hall meetings with identified groups in our community. The purpose is to determine if the relationships with these groups could be improved, and how we as an organization may be falling short regarding issues of diversity and build a stronger community.
- We have been asked to take part in the Remembrance Day Ceremonies at the Legion and Cenotaph as well with the Poppy Launch in October.
- Cst. Nguyen has been asked to be the Sergeant at Arms for the Remembrance Day Ceremonies.

Training:

- Sgt. Kehler, Sgt. Meggison and I attended training in Lethbridge around Trauma Informed Interviewing.
- Cst. Valgardson attended the Drug Identification Technique course in Ottawa two weeks ago.
- The Health and Safety Committee reps for the Town met with us at the Taber Police and we discussed how to improve our program. We are working on the creation of a master task list of duties that are assigned to police constables, risking each of the tasks and then creating a safe work practice for each task. This is a large undertaking and we will be working through this for the foreseeable future. We will have a great start at it this month.
- Sgt. Meggison attended the Major Case Management training (team commander) in Vancouver.

- Each staff member has been registered and most have completed the training or refresher training in excited delirium through the Canadian Police Knowledge Network.
- Cst. Evanson is now trained as an Alco-Sensor FST Instructor.
- All police officers have been requalified with their service pistols.

Equipment:

- We have painters in the building refreshing the Dreddy Room and community spaces in the police building.

Personnel:

- There have been no personnel changes this past month.

Operational:

- We participated in a joint check stop with Commercial Vehicle Enforcement Officers during the last week of September.

Policy:

- We are working on our animal control policy and will have a draft for you shortly.

Communications/911

Equipment:

- We are working through the AFFRCS process as we need to ensure that we have proper connectivity to the system and are doing so in a fiscally responsible manner.

Personnel:

Training:

- National Academy of Emergency Dispatch trained at our building in Emergency Police and Emergency Fire Dispatch in August.
- Audrina attended PROS training in Edmonton in July.
- Courtney attended CPIC training.
- PSCM Bell attended the first week of a Communications Managers Course in Texas. Bell will be attending a second week in November to round out the training.

Operational:

- We have been working with the MD of Taber to commence the dispatch function for their new CPO program. This is ongoing and we are working through amendments to our MOU and a new MOU with the Solicitor general for Cat II CPIC access for their program.

Strategic Plan

No updated this month.

Community Standards Unit

Please see attached report.

Operational:

- **Animal Control**

Cst. Nedokus and Sgt. Kehler have been working hard on researching best practices around animal control. We have had four officers appointed as Inspectors under the Agricultural Pests Act and have purchased a new larger trap for foxes. We have been able to trap and relocate a fox that was approaching children. We have a draft policy document that is going through final edits. A draft table of contents is provided for you under a separate agenda item for your consideration.

The Trap, Spay and Neuter Program has been successful this year and we have reached our budget allocation for 2017. We have spent \$15,000 working with volunteers to ensure our cat population stays in check. As we have no budget remaining, we have asked our volunteers to hold off on the program until the New Year, however, if emergencies occur we will assess on an as needed basis.

- Cst. Nedokus received a compliment from a citizen of the Town. (see attached vetted letter)

Crime Trend Analysis/Mayors Report/Benchmarking

CHAIR'S REPORT				
Sept 2017	TOTAL 2017 YTD	Comparison 2016 YTD	% Difference	Comparison 2016 Dec 31
TRAFFIC				
- Impaired Operation/Related Offences	38	39	-3%	56
- Dangerous Operation of Motor Vehicle	2	0	200%	0
- Traffic collisions	90	81	11%	123
- Other criminal code	3	4	-25%	8
- Provincial Traffic Offences	1601	1403	14%	1844
LIQUOR ACT				
	103	115	-10%	136
OTHER CRIMINAL CODE				
- Other criminal code	143	148	-3%	194
- Offensive weapons	11	8	38%	12
- Corruption (Public Mischief)	5	5	0%	5
DRUG ENFORCEMENT				
- Trafficking	3	18	-83%	25
- Possession	11	32	-66%	42
- Other	7	8	-13%	10
CRIMES AGAINST A PERSON				
- Sexual offences	8	14	-43%	19
- Robbery/Extortion/Harassment/Threats	66	84	-21%	105
- Offences - Death Related or Endangering Life	0	0	0%	1
- Kidnapping/Hostage/Abduction	3	3	0%	4
- Assaults	74	72	3%	97
CRIMES AGAINST PROPERTY				
- Theft under \$5000	138	112	23%	162
- Theft over \$5000	18	20	-10%	26
- Possession of Stolen Goods	21	12	75%	17
- Fraud	37	30	23%	48
- Break and Enter	42	30	40%	40
- Arson	1	0	100%	0
- Mischief	97	107	-9%	141
BYLAW				
- Traffic	28	46	-39%	47
- Other (non-traffic calls)	428	303	41%	358

Police Complaints

Monthly Allegations By Allegation -- September 2017

Allegation	Month	YTD 2017	YTD 2016	% change
	0	0	0	0%
Breach: a(i) Divulge Confidential Information	0	0	0	0%
Corrupt Practice: c(iii) Engage in Inappropriate Contract	0	1	0	100%
Discreditable: e(viii) Discredit the Reputation of the Service	0	1	1	0%
Failure to Provide Adequate Service or Deficient Policy (Police Act-Section 44)	0	0	1	-100%
Insubordination: g(ii) Breach Policy/Order/Directive	0	1	1	0%
Neglect Duty: h(i) Fail to Promptly/Diligently Perform Duty	0	2	0	200%

Report date range criteria: Incidents received between 2017/09/01 and 2017/09/30

Report count criteria: By allegations linked to incidents.

Report name: Monthly allegation tally

Report run on: Oct 02, 2017 at 13:21 by Chief Graham Abela

Monthly Incidents Received -- September 2017

Incident type	Month	YTD 2017	YTD 2016	YTD % change
Section I : Investigative incidents received				
Citizen Contact	0	2	3	-33%
Complaint - External	0	1	1	0%
Complaint - Internal	0	1	0	100%
Information	0	0	0	0%
Statutory Complaint	0	0	0	0%

Report date range criteria: Incidents received between 2017/09/01 and 2017/09/30

Report count criteria: By incident.

Y-T-D percentage changes in red indicate a current year increase over the previous year.

Report name: Monthly incidents

Report run on: Oct 02, 2017 at 13:22 by Chief Graham Abela



Council Request for Decision	
Meeting Date: October 23, 2017	
Subject: Department Reports	
Recommendation:	That Council accepts the Department Reports for information.
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:	Governance: Make the Town of Taber an employer of choice, where employees are self-assured, valued, respected and viewed as the corporation's strongest assets.
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:	Council could seek clarification on any of the matters from Administration or fellow Committee Members.



Attachment(s):	Finance Activity Report Fire Department Activity Recreation Activity Report Engineering & Public Works Activity Report Utility Department Activity Report Planning and Economic Development Activity Report Administrative Services Activity Report CAO Activity Report HR Activity Report
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APPROVALS:	
Originated By:	Raeanne Keer
Chief Administrative Officer (CAO) or Designate:	



ACTIVITY REPORT

DEPARTMENT: Finance

Budget Categorization	Strategic Plan Alignment (Goals and Initiatives)	Associated Projects & Tasks
Projects and tasks expected and approved under the 2017 Capital Budget	Strengthen our core infrastructure and services in a fiscally responsible manner	<ul style="list-style-type: none"> • Upgrade Mail Server from Exchange 2007 to 2013. • Review 2017 approved capital projects in order to establish the carry overs
	Make the Town of Taber an employer of choice, where employees are self-assured, valued, respected and viewed as the corporation's strongest asset	<ul style="list-style-type: none"> • Purchase new equipment for the police meeting room as part of ever greening.
Projects and tasks expected and approved under the 2017 Operational Budget	Strengthen our core infrastructure and services in a fiscally responsible manner	<ul style="list-style-type: none"> • Prepare 2018-2020 Budget to be Presented to Council in November • Preparation of Q3 Financial Statements to be presented to Audit Committee in November
	Strengthen our core infrastructure and services in a fiscally responsible manner	<ul style="list-style-type: none"> • Multiple updates and upgrades for various software, Operating Systems and Antivirus
Additional Items and Projects not expected under either Capital or Operational Budgets	Make the Town of Taber an employer of choice, where employees are self-assured, valued, respected and viewed as the corporation's strongest asset	<ul style="list-style-type: none"> • IT Support Analyst received training on Windows Server 2016 and SharePoint 2013

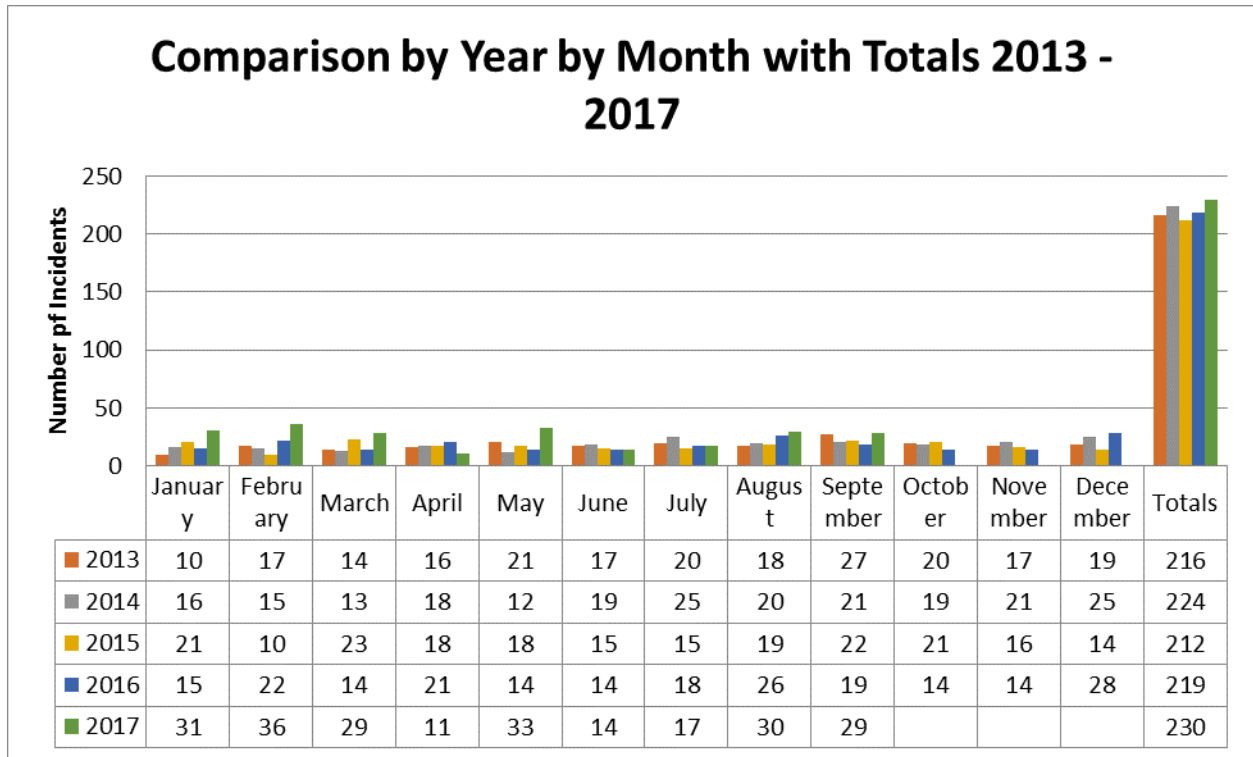


ACTIVITY REPORT

DEPARTMENT: Taber Fire Department

Budget Categorization	Strategic Plan Alignment (Goals and Initiatives)	Associated Projects & Tasks
Projects and tasks expected and approved under the 2017 Capital Budget		
Projects and tasks expected and approved under the 2017 Operational Budget	Identify and work with partners who will help us achieve our vision and goals through sharing of knowledge and resources, and seeking operational efficiencies	<ul style="list-style-type: none"> • Continued to work on the Southern Alberta Resource Sharing Agreement Council has approved to the signing of this. • AFFRCS Radio Committee met with Motorola • Completion of the Alberta fire training conference Oct 2017
	Encourage the development of Taber as a learning hub in Southern Alberta, offering training and educational experiences based on our economic advantages	<ul style="list-style-type: none"> • Over 20 volunteer hours for concrete pour at Fire Training Center • 264 hours for 1001 Training, students from Taber, Bow Island, Etzikom, Foremost, Stirling and Crowsnest Pass
	Partner with local businesses to sponsor a broad range of educational opportunities in Taber	<ul style="list-style-type: none"> • Continued with Fire Prevention & Safety Program 5 business on sponsor board. • Preparing for upcoming Fire Prevention Week and open house
	Promote a culture of education, excellence and innovation within the Town organization	<ul style="list-style-type: none"> • 205 hours of firefighter training • 68 hours orientation training for new Probationary Firefighters
	Create conditions for business success and economic development, taking advantage of the Town's unique climate and location in Southern Alberta	<ul style="list-style-type: none"> • 8 businesses inspected
Additional Items and Projects not expected under either Capital or Operational	Build partnerships with other governments and organizations where synergies may exist	<ul style="list-style-type: none"> • Final Closeout Meeting for Cornfest

***Fire Department Incidents Comparison by Year by Month is attached for Council's review**



Year to date last year 163 calls

Year to date this year 230 calls

Total Calls for September: 29

Structure Fire – 1	Public Assist - 7	MVC - 0
Rubbish/Grass Fire - 6	Haz Mat - 0	Alarm Call - 4
MFR - 9	Mutual Aid - 1	Vehicle Fire - 1



ACTIVITY REPORT

DEPARTMENT: Recreation

Budget Categorization	Strategic Plan Alignment (Goals and Initiatives)	Associated Projects & Tasks
Projects and tasks expected and approved under the 2017 Capital Budget	Create and promote all-season recreational facilities that are regionally recognized	<ul style="list-style-type: none"> • Trout Pond and West Trail Extension project continues. A project page has been developed in conjunction with communications to keep the public up to date on the project. • 50th Ave Blvd project completed. • Wailen Park upgrades nearing completion.
	To improve the quality of life for Town residents and following a recreation master plan, invest in the Town's recreation facilities and opportunities	<ul style="list-style-type: none"> • Recreation Software continues to be utilized and developed.
Projects and tasks expected and approved under the 2017 Operational Budget	Create a team work environment that is safe, customer focussed and employee friendly	<ul style="list-style-type: none"> • Continue to assist and work with eCompliance Health and Safety Software. Procedures have been reviewed and updated. Now updating the Hazard Identification and controls functions as well as modifying the inspection templates for arena and parks function. • 0 safety incidents with staff and regular safety meetings are occurring.
	Utilize work teams that are vertically and horizontally integrated	<ul style="list-style-type: none"> • Recruitment completed for recreation Operator 1 position. Now recruiting for a seasonal arena position. • Fall training courses being attended by some staff as per budget.

	<p>Create and promote all-season recreational opportunities and facilities that are regionally recognized</p>	<ul style="list-style-type: none"> • Fields continue to be maintained for the football season. • Arena operations are in full swing. User group meeting occurred Sept. 25th. • Working with Communications to promote Recreation through social media and the website more. • Working with the Recreation Board regarding investigation of need for a 2nd large ice surface.
	<p>Beautify the community (e.g., vegetation and attractive entranceways, downtown streetscapes)</p>	<ul style="list-style-type: none"> • Assisting Communities in Bloom with fall clean-up and winterizing. • Began the trailhead project south of the pool. • Staff has completed winterizing the irrigation system at all facilities. • Continue to maintain garbage at all facilities • Second round of contracted fertilizer and herbicide application occurred.
	<p>To improve the quality of life for Town residents and following a recreation master plan, invest in the Town's recreation facilities and opportunities</p>	<ul style="list-style-type: none"> • Fall programming for the Aquafun Centre is complete and the focus is now on spring and future rentals. • Planning underway for 2018 improvements.
	<p>Seek partnerships within the Taber area for recreational facility development</p>	<ul style="list-style-type: none"> • Assisting the Taber Legion with playground development for the Legion Park • Worked with the Taber Food Bank regarding the Duck Race which occurred Sept. 23rd.
	<p>Create an environment for hosting special events in Taber</p>	<ul style="list-style-type: none"> • Hosted a site tour from the Southern Alberta Recreation Association of October 11th and were awarded the 2018 Southern Alberta Summer Games. Planning will now begin for the games. • Working with user groups regarding tournaments and events.

		<ul style="list-style-type: none">• Preparing for the annual Community Halloween Party
Additional Items and Projects not expected under either Capital or Operational Budgets		<ul style="list-style-type: none">• Reviewing 2018-2019 Operating and Capital Budgets and preparing 2020 Operating Budget.



ACTIVITY REPORT

DEPARTMENT: Engineering and Public Works

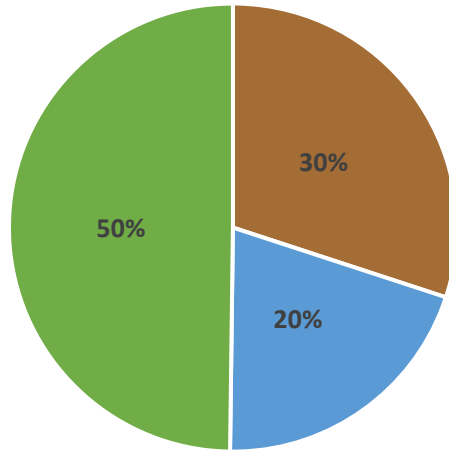
Budget Categorization	Strategic Plan Alignment (Goals and Initiatives)	Associated Projects & Tasks
<p>Projects and tasks expected and approved under the 2017 Capital Budget</p>	<p>Strengthen our core infrastructure and services in a fiscally responsible manner</p>	<ul style="list-style-type: none"> • Industrial Lagoon Upgrade – Project is 60% complete. Aerators in cell one, two and three are operating effectively. • Started installation of 11 fire hydrants.
	<p>To improve the quality of life for Town residents and following a recreation master plan, invest in the Town’s recreation facilities and opportunities</p>	<ul style="list-style-type: none"> • West Trail phase 1 has started and 60% is completed now. • Arena renovation is now completed. Training of staff to be provided by contractor.
<p>Projects and tasks expected and approved under the 2017 Operational Budget</p>	<p>Maintain a safe community that is healthy, innovative and environmentally aware</p>	<ul style="list-style-type: none"> • Developing an infrastructure assessment map (roads and sidewalks) • Dug graves and filled graves • Completed inspections for Planning
	<p>Review the Town’s solid waste and recycling program to seek greater efficiency and effectiveness</p>	<ul style="list-style-type: none"> • Collection of residential carts; garbage, recycling and organics. • Collection of commercial garbage and extended commercial recycling program, and a selection of commercial organics bins. • Collection of Town compost drop-off sites. • We were awarded the 2017 R’s of excellence - Best Municipal Program from the Recycling Council of Alberta for our 3-Cart waste system.
	<p>Strengthen our core infrastructure and services in a fiscally responsible manner</p>	<ul style="list-style-type: none"> • Graded roads and applied gravel to transfer station, dog run, and golf course • Snow Removal after snow storm • Graded back alleys • Used Spray Patcher to rehabilitate the roads at various locations throughout the Town • Filled pot holes as needed

		<ul style="list-style-type: none"> • Flushing hydrants throughout the Town is still ongoing • Hydrant repairs at several sites • Removed and installed new water meters • Flushed sewer pipelines to keep debris and lard from building up in the pipelines • Checked Sanitary sewer manholes to prevent backups • Daily visits to 5 lift stations around Town
	Identify and work with partners who will help us achieve our vision and goals through sharing of knowledge and resources, and seeking operation efficiencies	<ul style="list-style-type: none"> • Marked water and sewer lines for Alberta One-Call • Updated Oldman River Regional Services Commission Map
	Update and follow the Infrastructure Master Plan that itemizes and prioritize when infrastructure replacement is required	<ul style="list-style-type: none"> • Carrying out building assessments for life cycle costing. • Performing annual furnace inspections. • Sanitary Master Plan – completed.
	Beautify the community (e.g., vegetation and attractive entranceways, downtown streetscapes)	<ul style="list-style-type: none"> • Cut grass in ditches • Cleaned ditches • Removed and stored the Communities in Bloom Hanging flower planters from downtown.
	Create a team work environment that is safe, customer focussed and employee friendly	<ul style="list-style-type: none"> • Had our monthly safety meeting September 29th • Had Equipotential/Hydrovac training at the shop which was very informative.
	To improve the quality of life for Town residents and following a recreation master plan, invest in the Town's recreation facilities and opportunities	<ul style="list-style-type: none"> • Painted meeting room at Police Station. • Painted hallways at the Auditorium. • Carrying out load testing and servicing of the Town's back-up generators. • Installed new refrigeration unit in cooler at the Curling Club. • Painted the office at the Chamber of Commerce.

		<ul style="list-style-type: none"> • Installed new electrical service at the Whalen Park. • Winterized the Spray Park. • Installed a temporary back-up generator at the Administration building to run computers during storms. • Installed new emergency lighting at the Waste Water Treatment Facility. • Installed 4 new 911 lines at the Fire Hall. • Ongoing regular maintenance to town buildings and facilities.
	<p>Assist other agencies with their vision and efforts to make Taber a healthy community- socially, physically, and mentally</p>	<ul style="list-style-type: none"> • Installed new fire system at the Youth Centre. • Installed new sewer tank and concrete slab at main entrance of Youth Center, with new bench and wrapped waste/recycling bin. • Parkside manor renovation is completed with very minor things left to finish in house. • Installed new lighting on interior of Parkside manor and quilting room.
<p>Additional Items and Projects not expected under either Capital or Operational Budgets</p>	<p>Build a community that is affordable and attractive</p>	<ul style="list-style-type: none"> • Westview Estates drainage and utility issues are currently under investigation • Ar-Tech road and utility complaints are currently being reviewed
	<p>Make the Town of Taber an employer of choice, where employees and self-assured, valued, respected and viewed as the corporation's strongest asset</p>	<ul style="list-style-type: none"> • We filled 3 vacant positions, one in our Utilities department and 2 in our Public works Department and have completed their orientation and beginning their training.

***Total tonnes for residential garbage, recycling and organics is attached for Council's review.**

January to September 2017
70% Diversion Rate



■ General Waste ■ Recycling ■ Compost



ACTIVITY REPORT

DEPARTMENT: Water & Wastewater Services

Budget Categorization	Strategic Plan Alignment (Goals and Initiatives)	Associated Projects & Tasks
<p>Projects and tasks expected and approved under the 2017 Capital Budget</p>	<p>Strengthen our core infrastructure and services in a fiscally responsible manner</p>	<ul style="list-style-type: none"> • Water meter replacement – ongoing throughout the year • Industrial Lagoon Upgrade – ongoing • Removed and installed new meters
<p>Projects and tasks expected and approved under the 2017 Operational Budget</p>	<p>Provide a strong learning environment and ongoing training opportunities</p>	<ul style="list-style-type: none"> • Attended weekly Operations Meetings • Attended department Safety Meeting
	<p>Create and promote all-season recreational opportunities and facilities that are regionally recognized</p>	<ul style="list-style-type: none"> • Weekly cleaning of septic tanks at the Youth Centre and Ken McDonald Memorial Sports Park
	<p>Beautify the community (e.g., vegetation and attractive entranceways, downtown streetscapes)</p>	<ul style="list-style-type: none"> • Project underway to beautify the entrance of the WWTP building
	<p>Create a team work environment that is safe, customer focussed and employee friendly</p>	<ul style="list-style-type: none"> • 0 safety incidents reported • Monthly Health and Safety meetings
	<p>Identify and work with partners who will help us achieve our vision and goals through sharing of knowledge and resources, and seeking operation efficiencies</p>	<ul style="list-style-type: none"> • Marked water and sewer lines for Alberta One-Call

	<p>Assist other agencies with their vision and efforts to make Taber a healthy community – socially, physically and mentally</p>	<ul style="list-style-type: none"> • Service inspection of Water/Sewer and St. Pats school
	<p>Update and follow the Infrastructure Master Plan that itemizes and prioritize when infrastructure replacement is required</p>	<ul style="list-style-type: none"> • Water meter replacement – ongoing throughout year
	<p>Strengthen our core infrastructure and services in a fiscally responsible manner</p>	<ul style="list-style-type: none"> • Yearly calibration of Hach equipment complete • Yearly calibration of Endress+Hauser equipment complete • Working with MPE to improve communications to the North Booster and Canal raw water intake • Took out of service and began draining secondary clarifier 350 • Confined space entry to repair bridge 350 with new wear blocks and cables • Re-commissioning waste activated sludge P-322 after it was returned from servicing • Maintenance on secondary clarifier bridge 355 installed new micro-switch for scraper arm • WSER compliance samples sent to lab • New water line to the drum thickener building installed and commissioned • Finished winterizing all 5 pivots and pivot pump house • Maintenance on primary clarifier cross collectors • Maintenance on the two submersible Chin Lake pumps to use in case water levels at chin do not rise to operational elevation • Dealt with numerous Sewer Backup Complaints – had plumber auger lines out from root problems

		<ul style="list-style-type: none"> • Flushed sewer mains • Did some Turn on/off for residents of Water • Monthly Meter Reading Hand Reads/R-900's • Worked on Project at WWTP relocated water line • Hydro Vac curb stops • Daily visits to 5 lift stations around Town
<p>Additional Items and Projects not expected under either Capital or Operational Budgets</p>		<ul style="list-style-type: none"> • Nothing to report

Capital Project Status

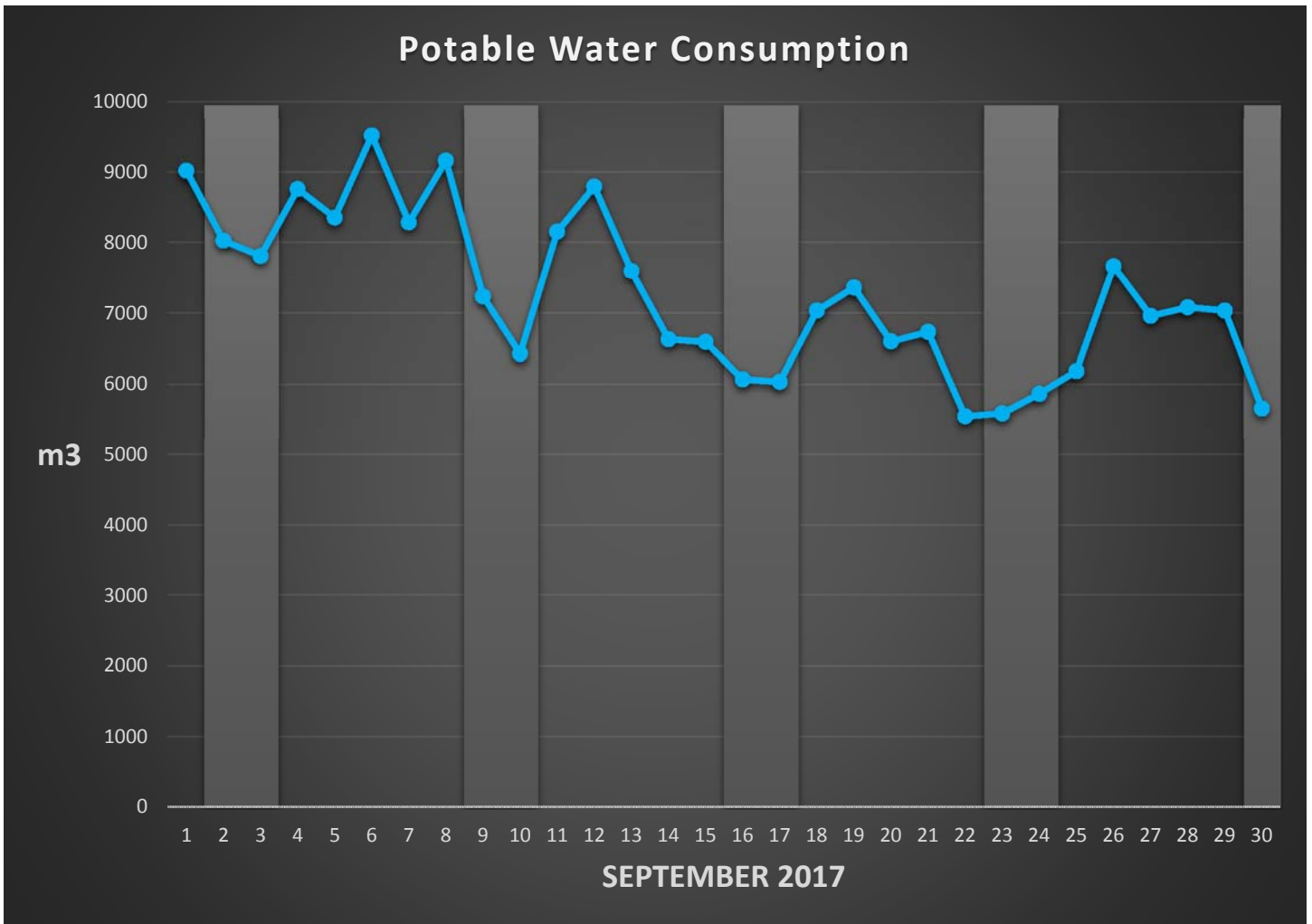
PROJECT	TARGET COMPLETION	BUDGET	PROJECTED COST	\$\$ INVOICED TO DATE	STATUS
Water Meters	Dec 2017	\$150,000	\$150,000	\$145,420	

Customer Communications

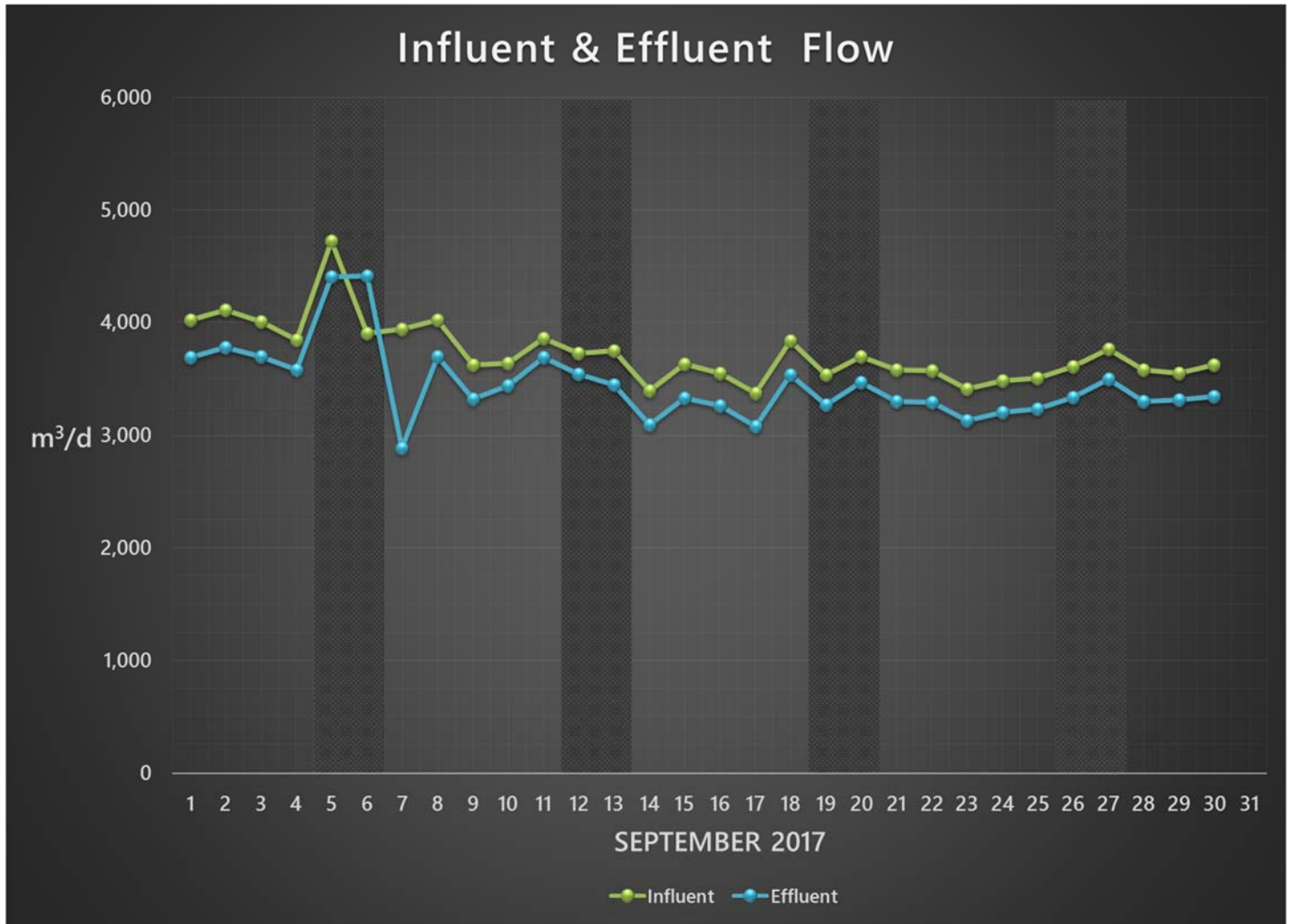
CITIZEN COMMUNICATION REPORT

CALL TYPE	START DATE	DETAILS
Taste of Water	07-Sep-2017	Rental Unit <i>Bad tasting water</i> Advised Amy that the water quality was still very high and that we are having troubles with taste and odour. Also gave Doug Blindback's number for any further questions.
Sewer Backup	08-Sep-2017	5809 - 54 Street <i>Sewer backup</i> Checked upstream/downstream manholes they were flowing. Advised customer to call Whites Plumbing to het his sewer service augered.
Sewer Backup	10-Sep-2017	4221 - 56 Avenue <i>Sewer backup</i> Checked upstream/downstream manholes - they were flowing. Advised customer to call plumber to auger his sewer service.
Sewer Backup	14-Sep-2017	5713 - 52 Street <i>Sewer backup</i> Checked upstream/downstream manholes - both were clear. Called White's Plumbing to auger out sewer service.
Sewer Backup	16-Sep-2017	4926 - 52 Avenue <i>Sewer backup</i> Checked upstream/downstream manholes, both were clear. Customer called plumber to get her line cleared. Set up video inspection for the following Tuesday.

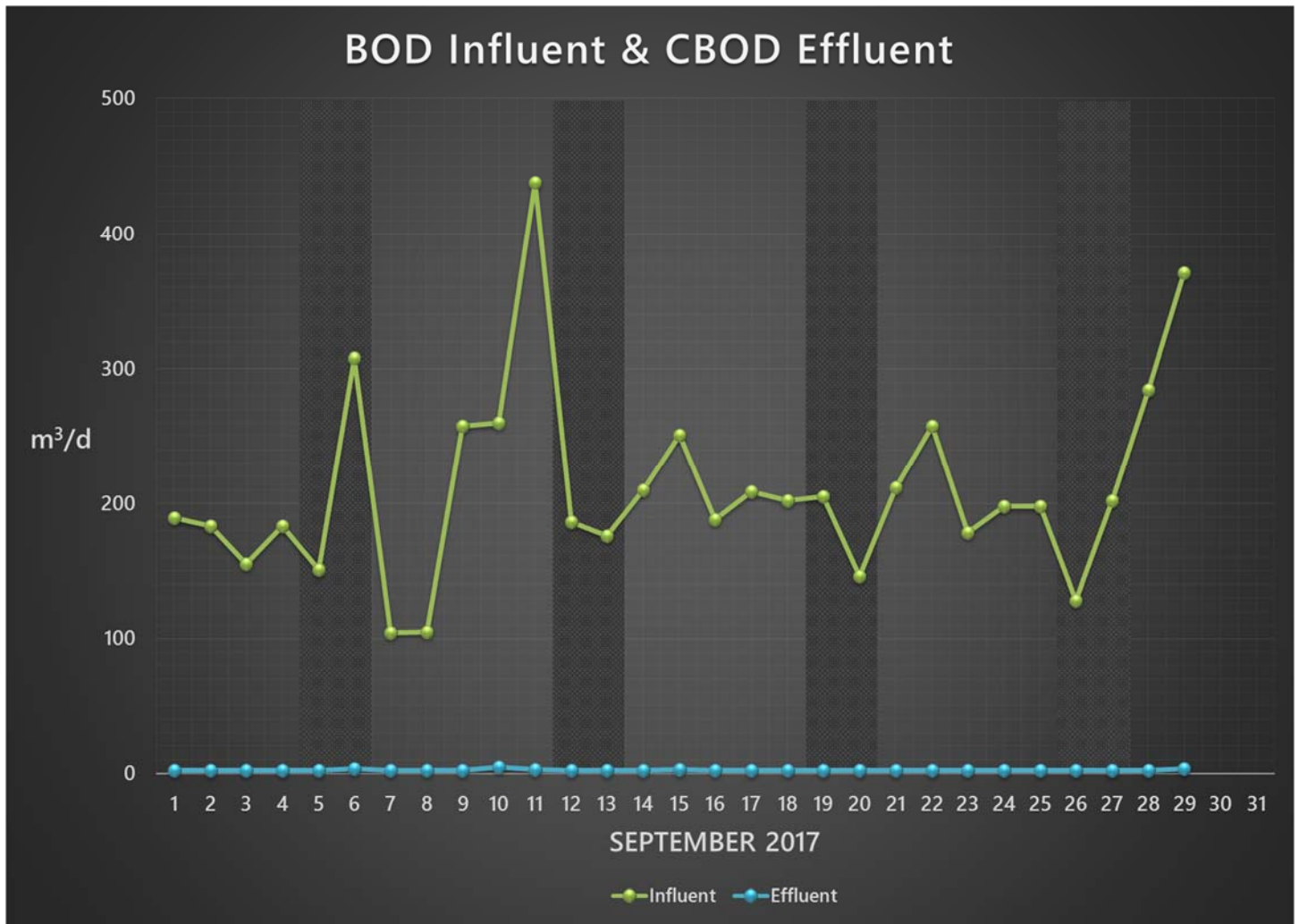
September 2017 | Potable Water Consumption



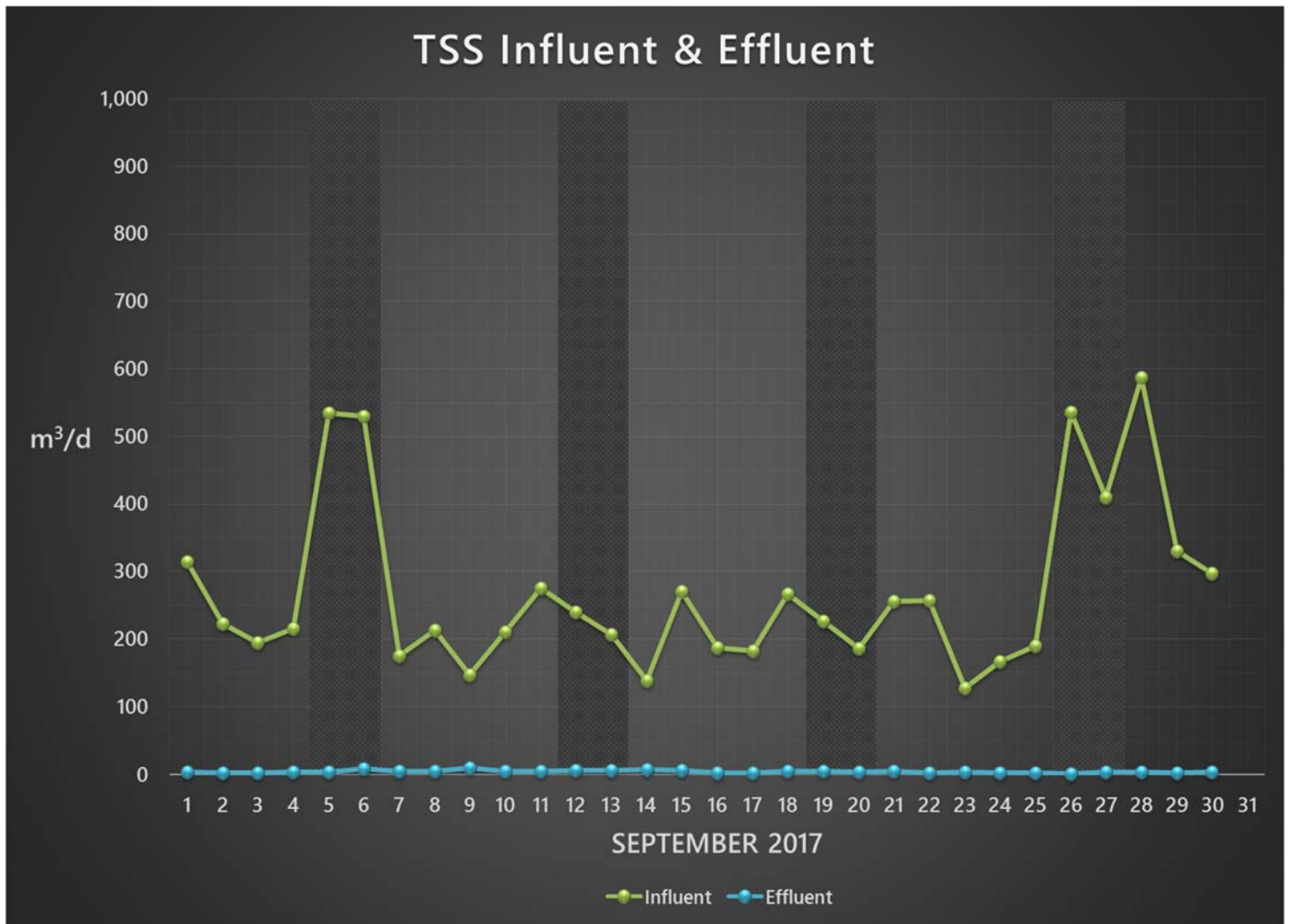
September 2017 | Influent & Effluent Flow



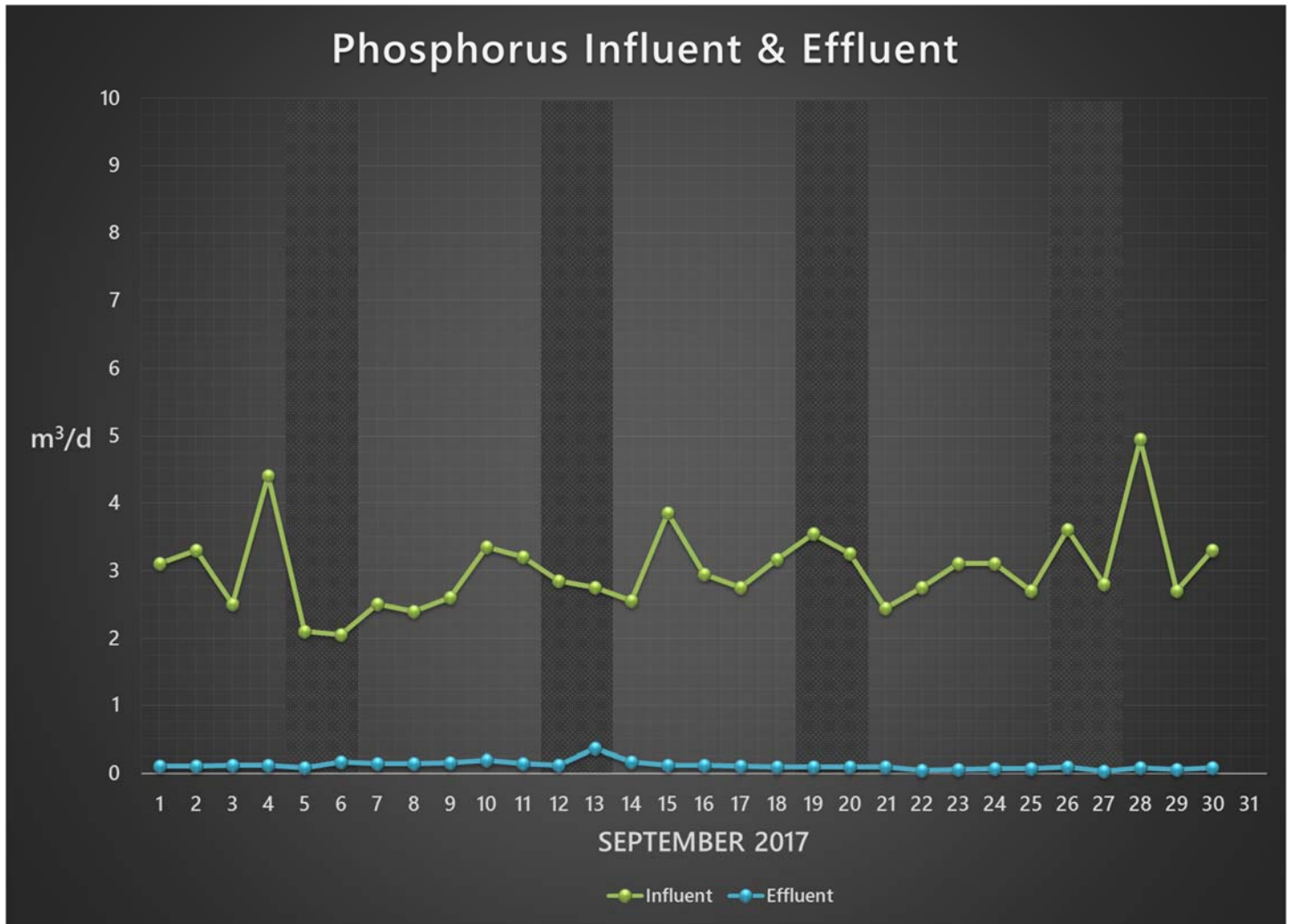
September 2017 | BOD Influent & CBOD Effluent



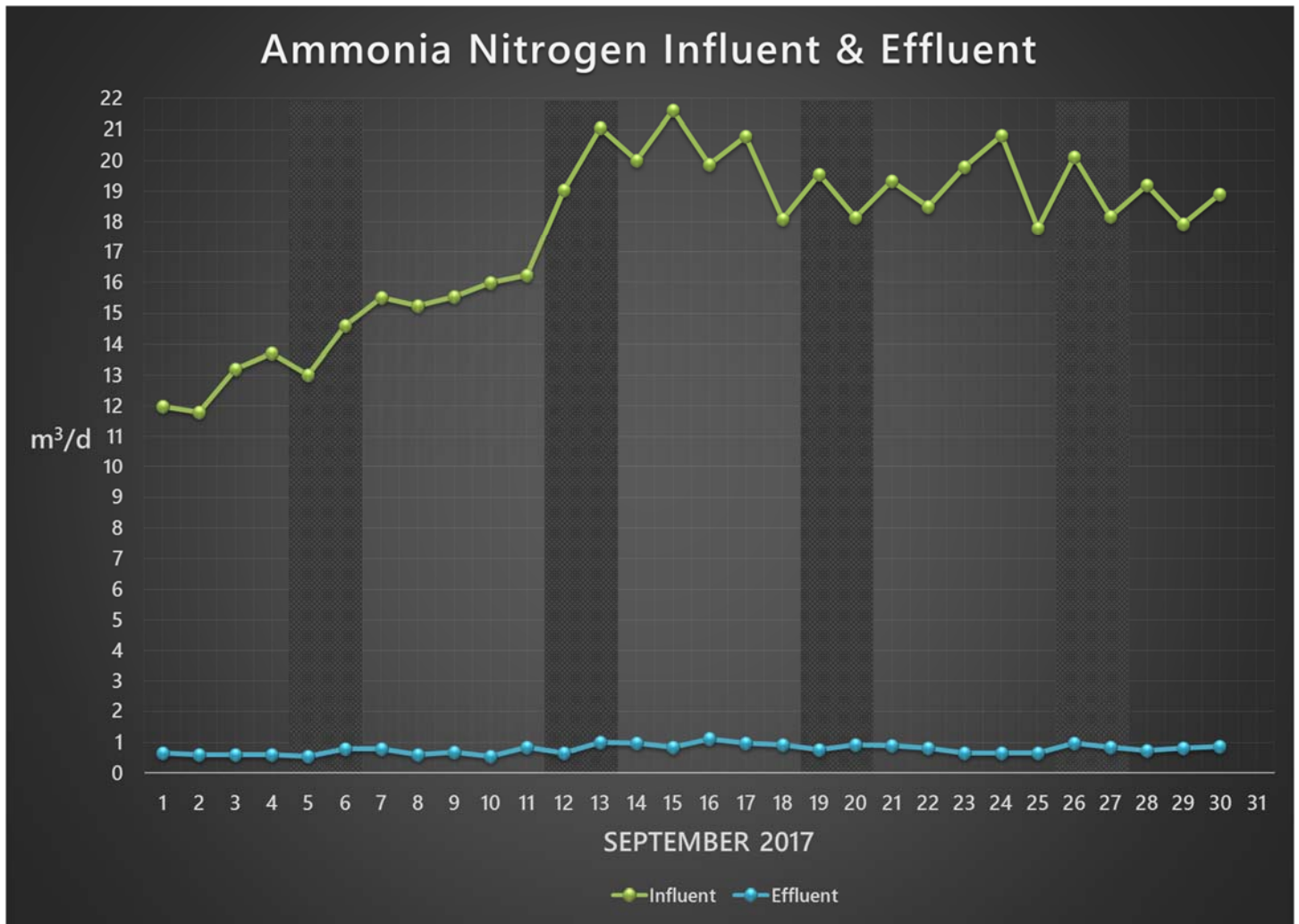
September 2017 | TSS Influent & Effluent



September 2017 | Phosphorus Influent & Effluent



September 2017 | Ammonia Nitrogen Influent & Effluent





ACTIVITY REPORT

DEPARTMENT: Planning and Economic Development

Besides the standard permitting, development permit, subdivision, land sales, and marketing duties the Planning and Economic Development Department has engaged in, the following activities:

Budget Categorization	Strategic Plan Alignment (Goals and Initiatives)	Associated Projects & Tasks
<p>Projects and tasks expected and approved under the 2017 Capital Budget</p>	<p>Capitalize on hunting opportunities in the Badlands Region</p>	<ul style="list-style-type: none"> • Continue to assist with the development of the Taber Trout Pond. • Assisting with the planning of Pheasant Festival 2017.
	<p>Complete the bicycle/pedestrian trail to the MD Park</p>	<ul style="list-style-type: none"> • Continue to assist with the development of a Regional Walking Trail west of Taber.
<p>Projects and tasks expected and approved under the 2017 Operational Budget</p>	<p>Identify and work with partners who will help us achieve our visions and goals through sharing of knowledge and resources, and seeking operations efficiencies</p>	<ul style="list-style-type: none"> • Attended the Opportunity South Conference and Trade Show in Lethbridge where staff connected with not for profits and businesses. • Connect with Career Transitions to explore labour challenges in Taber – a connection made at opportunity South.
	<p>Seek affiliations with other regional governments and entities to improve our services delivery, pursue best practices and maximize grant potential</p>	<ul style="list-style-type: none"> • Bi-monthly JEDC meeting discussing regional economic activities and initiatives. • Attended the National Trust Conference in Ottawa and met with national and provincial leaders in economic development through Historic Preservation. • Attended the Small Business Breakfast hosted by Community Futures. • Attended the Small Business Tax Roundtable with MP Martin Shields • Met with the new Economic/community Development Officer with the MD of Taber.

		<ul style="list-style-type: none"> •Met with the Director of Planning with Coaldale.
	Be responsive to industry needs in an effort to: first retain existing business and secondly attract new business	<ul style="list-style-type: none"> •Began an applied studies project with a University of Lethbridge student focused on filling vacant downtown properties. •EDO attended the Industrial Site Selectors Fall Forum in Seattle.
	Recognize our regional economic advantages and the resultant primary industries and encourage development of related businesses.	<ul style="list-style-type: none"> •AgroFood Park learning session with Soren Madsen jointly hosted by Taber Economic Development and Economic Development Lethbridge. • Attended the Alberta Sugar Beet Growers Harvest Tour.
	Beautify the community.	<ul style="list-style-type: none"> •Responded to a number of resident concerns regarding property standards related to development.
	Create an environment that allows alternate modes of transportation.	<ul style="list-style-type: none"> •Attended a Provincial led meeting on a Rural Public Transportation Initiative for the Lethbridge Region.
	Provide for a diversity of housing choices and opportunities through its land use districts	<ul style="list-style-type: none"> •Work with Taber District and Housing, MD of Taber and Consultants to initiate Housing Needs Assessment. • Received legal advice regarding the registration of affordable housing caveats.
Additional Items and Projects not expected under either Capital or Operational Budgets	Promote the Town's locational/transportation advantages due to its geographic location on Highways 3 and 366, and on a CPR main line.	<ul style="list-style-type: none"> •Responded to the latest information on the Highway 3 Twinning Study.
	Examine service delivery at the department level and confirm if resources are aligned properly.	<ul style="list-style-type: none"> •Began 2018-2020 budget deliberations.



ACTIVITY REPORT

DEPARTMENT: Administrative Services

Budget Categorization	Strategic Plan Alignment (Goals and Initiatives)	Associated Projects & Tasks
Projects and tasks expected and approved under the 2017 Capital Budget	Strengthen our core infrastructure and services in a fiscally responsible manner	<ul style="list-style-type: none"> • Continued to work with Projects, Public Works, and stakeholders regarding the Cemetery mapping and row marker project.
Projects and tasks expected and approved under the 2017 Operational Budget	Strengthen our core infrastructure and services in a fiscally responsible manner	<ul style="list-style-type: none"> • Continued to work with Facilities Maintenance for the Parkside Manor renovation project, Paintball Sign Project, Curling Club and Legion Youth Hall • Continued lease and license negotiations with multiple groups
	Council, management and staff work together to promote a culture of service, both internally and externally, that demonstrates empathy, compassion, helpfulness and professionalism	<ul style="list-style-type: none"> • Continued to meet with Facilities Maintenance staff to review projects and timelines • Attended a meeting and interview regarding IT strategic planning • Continued to manage the election process with the returning officer and staff
	Build partnerships with other governments and organizations where synergies may exist	<ul style="list-style-type: none"> • Continued to make arrangements for Post-election training for multiple municipalities to be located in Taber
Additional Items and Projects not expected under either Capital or Operational Budgets	Create a team work environment that is safe, customer focused and employee friendly	<ul style="list-style-type: none"> • Completed agenda and attended monthly Management Team meetings • Attended Director's meetings • Worked on Council agendas for Regular and Special Meetings • Attended regular Council meeting • Held meetings with Admin Services staff to review, collaborate and assign projects • Completed various Commissioner for Oaths duties • Various document signing

		<ul style="list-style-type: none"> • Oversaw preparation of the Police Commission Agendas, MEMC Agenda • Attended budget advisory committee meetings • Attended the Environmental Stewardship Committee Meeting • Completed the CUPE and Town of Taber Management Meeting agenda and attended the meeting • Attended the monthly Administration Building Health and Safety meeting • Organized Council attendance at various functions • Responded to multiple FOIPP requests, liaising with third parties • Had multiple meetings with the Arena Concession Operator and Facilities Maintenance to ensure the operator was comfortable with the facility • Renewed the Orban Holdings Ltd. lease agreement • Arranged for the Mayor, CAO and Police Chief to participate in employee recognition presentations • Attended the Harassment Investigation Training
	<p>Provide a strong learning environment and ongoing training opportunities</p>	<ul style="list-style-type: none"> • Continued to review the proposed regulations resulting from the MGA changes • Initiated the creation of new policies and procedures related to those changes • Continued to authored and organize the Council Orientation preparations and handbooks
	<p>Examine service delivery at the department level and confirm if resources are aligned appropriately</p>	<ul style="list-style-type: none"> • Discussed agreements with staff • Completed initial budget documents

	<p>Foster cultural opportunities in Taber through improved venues, support of special events, and recognition of our cultural diversity</p>	<ul style="list-style-type: none">• Participated in hosting the Higashiomi Delegation, which included making arrangements for the Mayor's attendance, gifts from the Town, delegate attendance at various Town facilities, liaising with the Friendship Society, and attending the welcome dinner.
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ACTIVITY REPORT

DEPARTMENT: Administrative Services

(Communications and Projects Coordinator)

Budget Categorization	Strategic Plan Alignment (Goals and Initiatives)	Associated Projects & Tasks
Projects and tasks expected and approved under the 2017 Capital Budget	Strengthen our core infrastructure and services in a fiscally responsible manner	<ul style="list-style-type: none"> • Continued to aid Administrative Services Manager with Cemetery mapping and row marker project, liaising with multiple departments
Projects and tasks expected and approved under the 2017 Operational Budget	Build partnerships with other governments and organizations where synergies may exist	<ul style="list-style-type: none"> • Aided in the announcement of the 2018 Southern Alberta Summer Games being awarded to Taber region. • Helped Chief Returning Officer in releasing the 2017 Municipal Election results to media and public. • Assisted Administrative Services Manager with Higashiomi Delegation preparations
	Council, management and staff work together to promote a culture of service, both internally and externally, that demonstrates empathy, compassion, helpfulness and professionalism	<ul style="list-style-type: none"> • Submitted a number of Taber Times ads • Released October Corn Husk Chronicles • Drafted a number of public speeches or welcome messages • Continued upkeep with the Town website • Actively increased engagement on our social media platforms by posting current events, upcoming programming, new projects, etc. • Responded to public's questions and concerns on social media • Aiding Administrative Services Manager and Chief Returning Officer with the 2017 Election preparations • Working with IT Manager on research into new website • Working with IT Department on potentials for new intranet • Continuing research and preliminary work for upcoming Communications Plan.

	Create a team work environment that is safe, customer focused and employee friendly	<ul style="list-style-type: none"> • Managing Employee Long Service Award Program for 2017 recipients • Attended regular Health and Safety meetings • Continued upkeep with eCompliance as required
	Foster cultural opportunities in Taber through improved venues, support of special events, and recognition of our cultural diversity	<ul style="list-style-type: none"> • Assisting CAO with Feasibility/Viability study for Performing Arts Centre Committee • Helping spread the word regarding the Taber Pheasant Festival on Town-owned media channels.
	Encourage the development of Taber as a learning hub in Southern Alberta, offering training and educational experiences based on our economic advantages	<ul style="list-style-type: none"> • Assisting Administrative Services Manager with upcoming post-election training with other municipalities in Taber
	Assist other agencies with their vision and efforts to make Taber a healthy community – socially, physically and mentally	<ul style="list-style-type: none"> • Provided free advertising space for a number of non-profit community groups in the Corn Husk Chronicles • Continued to issue practice Alberta Emergency Alerts to become well versed in during the municipal election.
Additional Items and Projects not expected under either Capital or Operational Budgets	Maintain a community that is healthy, innovative, and environmentally aware	<ul style="list-style-type: none"> • Continued to work on the 2017 AUMA Resolution video regarding Bill C-45 (approximate time taken to date: 7 days)

September 18th to October 18th, 2017 Cemetery

Description	Number
Burials	5
Pre-Planning Purchases	2
Columbarium Transactions	0
Monument Permits	1
Disinter/Reinter	0
Transfer of Burial Rights	1
Public Concerns	2
Graves Searches from the Public	1
Graves Searches from Monument Companies	2
Inquiries from other Municipalities	0



ACTIVITY REPORT

DEPARTMENT: Chief Administrative Officer

Budget Categorization	Strategic Plan Alignment (Goals and Initiatives)	Associated Projects & Tasks
Projects and tasks expected and approved under the 2017 Operational Budget	Create a team work environment that is safe, customer focused and employee friendly	<ul style="list-style-type: none"> • Reviewing a draft Policy and Procedure currently titled “Dissemination of Information Materials” • Reviewing the Council Remuneration Policy and discussing possible amendments with the Director of Finance to add clarity and direction to staff. • Working with the Human Resources Manager to review the approach we are taking to our safety program and make strategic changes throughout the next year to further enhance a culture of safety for the employees.
	Strengthen our core infrastructure and services in a fiscally responsible manner	<ul style="list-style-type: none"> • Working with the Director of the Public Works Department on matters such as, ensuring the “on-call” number is easy to find on the website, safety protocols, behaviour and communication approaches of some employees, providing employee updates, addressing the challenges with the garbage truck operation. • Investigating re-contouring of agricultural land being undertaken by a land owner to enhance drainage on the subject property for the purpose of increasing the agricultural yield. This needs to be monitored so town drainage infrastructure is not overloaded in the future. And if so, mediation costs charged back to this land owner. • Working with the Finance Director of the operating and

		<p>capital budgets. Trimming the Operating budget, organizing the capital budget, and slightly amending the budget preparation schedule.</p> <ul style="list-style-type: none"> • Met on few occasions with the Director of Public Works to discuss strategies to mitigate the situation of a lower than expected elevation of Chin Reservoir. • Working with St Mary's River irrigation District, Taber Irrigation District, and our Public Works Department on a solution for the low level of Chin Reservoir going into the winter months and addressing mitigation plans for future dry years. •
	<p>Strengthen ties, where appropriate, with the Municipal District of Taber, Town of Vauxhall and Village of Barnwell to reduce the property tax burden</p>	<ul style="list-style-type: none"> • Worked with the CAO from the MD of Taber on an opportunity to provide town waste management services to ensure an event at the MD Shooting Range has the ability to offer recycling options to attendees. • Meeting with the CAO from the MD of Taber to discuss opportunities to cooperate on an animal control facility between Coaldale, the MD and Taber as well as on opportunities related to the Public Transportation System pilot project being considered by the Province.
	<p>Build partnerships with other governments and organizations where synergies may exist</p>	<ul style="list-style-type: none"> • Working with the MD and IPSC Alberta to arrange for waste and recycling stations to be provided to the Taber Shooting Foundation for a tournament. • Meeting with the Fire Chief to discuss matters such as Emergency Service Centre location, payment of volunteers, feedback from the

		<p>Waterton Fire, better emergency planning process from the Alberta Emergency Management Agency as it related to the snow storm and highway closures last week.</p> <ul style="list-style-type: none"> • Linking back with AHS regarding Councils motion to let the former FCSS building go to another potential purchaser. • Meeting with the Director of Recreation to go over the judging package provided to Communities in Bloom after Taber's second successful win in our respective category. • Met with the Taber Golf Course regarding their irrigation allocation and how we have distributed that in consideration of the Trout Pond. • Attending a workshop co-hosted by Taber Economic Development and Lethbridge Economic Development speaking to the power of agri-food cluster and federal considerations in international trade deals to assist with the development of agriculture in the region. • Communicating the with ADM of Operations in Alberta Environment with regards to the upgrades Lantic Sugar will be installing in their facility to keep Lantic complaint with Environmental regulations and their permits.
	<p>Provide a strong learning environment and ongoing training opportunities</p>	<ul style="list-style-type: none"> • Contributing to sections of the Council Orientation Binder

	<p>Make the Town of Taber an employer of choice, where employees are self-assured, valued, respected and viewed as the corporation's strongest asset</p>	<ul style="list-style-type: none"> • Attending and contributing to the monthly health and safety committee at the Administration Office. • Meeting with CUPE in the Labour Management Meeting to discuss various CUPE concerns between management and in scope staff. • Meeting with Management staff to ensure consistent expectations between departments and CUPE staff. • Speaking with IT, Finance, Public Works and HR regarding a process by which our "outside" staff in Public Works and Recreation will be able to access the e-compliance health and safety module.
	<p>Create conditions of business success and economic development, taking advantage of the Town's unique climate and location in Southern Alberta</p>	<ul style="list-style-type: none"> • Delegating land sale and land development calls to the Director of Planning and Economic Development. • Reviewing the draft proposal to be shared with Lantic Sugar for discussion purposes to further determine the scope of services (water/wastewater services) they are requesting to contract from the Town. • Meeting with Associated Engineering on the Highway 3 overlay program planned for 2018. • Attending the Federated Co-op bulk fuel station grand opening and speaking with their senior staff and executives about their grocery and agricultural division's plans for the coming years.
	<p>Foster cultural opportunities in Taber through improved venues, support of special events, and recognition of our cultural diversity</p>	<ul style="list-style-type: none"> • Meeting with the contingent from the Southern Alberta Summer Games to learn of their announcement that Taber is hosting the games in 2018.

		<ul style="list-style-type: none"> • Continuing to work with MNP on the feasibility and viability report for the PACC. • Worked with the Recreation Department with the organizers of the Taber Fall Market event at the Community Center with regard to food truck requirements in Taber.
	<p>Maintain a safe community that is healthy, innovative and environmentally aware</p>	<ul style="list-style-type: none"> • Met with the Chief of Police and Police Commission Chair to address the level of support required for a legal matter. • Working with the Public Works Department, IT department, TPS, and Communications Coordinator or messaging and coordinating our efforts towards mitigating the impact of the early fall storm. • Working with the Director of Planning and Economic Development on a strategy to get the lots by the water treatment plant on the market and the sale revenue in the bank by the end of 2017. • Reviewing the approach to investing in conservation initiatives for the town and speaking with the Energy Conservation Committee about having the suggested initiatives come to Council as part of budget deliberations, championed by a Director and partnered with a suitable grant application. • Working with the TPS on trespass notice for a 12 year old male who was consistently being a hassle at the skate park by bullying and undertaking in anti-social activities.



ACTIVITY REPORT

DEPARTMENT: Human Resources

- Recruitment/Selection process is ongoing for the following positions:
 - Permanent Full-time
 - Information Technology System Analyst
 - Public Works Admin Supervisor
 - Permanent Part-time
 - None
 - Temporary Full-time
 - None
 - Temporary Part-time
 - None
 - Casual
 - None
 - Seasonal
 - Arena Assistant

Budget Categorization	Strategic Plan Alignment (Goals and Initiatives)	Associated Projects & Tasks
<p>Projects and tasks expected and approved under the 2017 Capital Budget</p>	<p>Create a teamwork environment that is safe, customer focused, and employee friendly</p>	<ul style="list-style-type: none"> • Overseeing implementation of new e-Compliance health and safety software which will take place over the next few months and directly affect all staff. The system has been implemented in all departments.

<p>Projects and tasks expected and approved under the 2017 Operational Budget</p>	<p>Create a teamwork environment that is safe, customer focused, and employee friendly</p>	<ul style="list-style-type: none"> Overseeing new Health and Safety Coordinator as he works to become responsible for e-Compliance health and safety software, and work on the creation of a violence in the workplace policy and procedure to meet OHS legislation.
	<p>Provide a strong learning environment and ongoing training opportunities</p>	<ul style="list-style-type: none"> Organizing training on conducting Harassment Investigations for the Harassment Committee, tentatively scheduled for November 21
<p>Additional Items and Projects not expected under either Capital or Operational Budgets</p>	<p>Seek affiliations with other regional governments and entities to improve our service delivery, pursue best practices and maximize grant potential</p>	<ul style="list-style-type: none"> STEP and SEED Grant completion forms have been submitted for our seasonal positions. Union has given the Town notification to initiate negotiations. Town bargaining committee chosen. Internal COR audit scheduled for Oct. 30 – Nov. 2, 2017.
	<p>Create a teamwork environment that is safe, customer focused, and employee friendly</p>	
	<p>Create a teamwork environment that is safe, customer focused, and</p>	

	<p>employee friendly</p> <p>Create a teamwork environment that is safe, customer focused, and employee friendly</p>	
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Council Request for Decision	
Meeting Date: October 23, 2017	
Subject: Standing Item - Council Requests	
Recommendation:	That Council uses this standing agenda item opportunity to address administration about their concerns, ask questions and direct municipal resources.
Background:	<p>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.</p> <p>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.</p> <p>The intention of this RFD is for items to be brought forward from the floor at the meeting.</p>
Legislation / Authority:	MGA Section 153 (General Duties of Councillors), Section 154 (General Duties of Chief Elected Official, Section 180 (Methods in Which Council May Act); Section 249 (Civil Liability of Councillors)
Strategic Plan Alignment:	Goal: Make the Town of Taber an employer of choice, where employees are self-assured, valued, respected and viewed as the corporation's strongest asset.
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):	Request Chart
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APPROVALS:	
Originated By:	Raeanne Keer
Chief Administrative Officer (CAO) or Designate:	

Council Date	Resolution #	Resolution	Assigned To	Completed?	Request Return To Council? By?
Sept 11/17	356/2017	MOVED by Councillor Sparks that Council requests Administration to contact CP Rail, concerning the railroad tracks at the intersection of Highway 3 and 50 th Street, in regards to the upheaving at the tracks, and what can be done to rectify it.	Public Works	Yes – Verbal report provided a October 10, 2017 Regular Meeting	Not Stated
Sept 25/17	392/2017	MOVED by Councillor Strojwas that Council directs Administration to look at opportunities to identify land that could be suitable for low cost housing within the Town of Taber	Planning & Economic Development	<i>In Progress</i>	Not Stated
Sept 25/17	393/2017	MOVED by Councillor Popadynetz that Council requests a report on the online registration for swim lessons.	Recreation	Yes – Report provided at October 10, 2017 Regular Meeting	Not Stated

** Once items have been designated completed, they will be removed from this listed at the next Council meeting*