

AGENDA

REGULAR MEETING OF THE COUNCIL OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, DECEMBER 18, 2017 AT 3:30 PM.

		<u>MOTION</u>
ITEM No. 1.	CALL TO ORDER	
ITEM No. 2.	ADOPTION OF THE AGENDA	X
ITEM No. 3.	ADOPTION OF THE MINUTES	
ITEM No. 3.A.	MINUTES OF REGULAR MEETING OF COUNCIL: NOVEMBER 27, 2017	X
ITEM No. 3.B.	MINUTES OF SPECIAL MEETING OF COUNCIL: DECEMBER 4, 2017	X
ITEM No. 4.	BUSINESS ARISING FROM THE MINUTES	
ITEM No. 5.	BYLAWS	
ITEM No. 5.A.	BYLAW 13-2017 - FEE BYLAW – PROPOSED	X
ITEM No. 6.	ACTION ITEMS	
ITEM No. 6.A.	2018 - 2020 DRAFT CAPITAL PROJECTS	X
ITEM No. 6.B.	GRANT APPLICATION APPROVAL PROCESS	X
ITEM No. 6.C.	COMMUNITIES IN BLOOM	X
ITEM No. 6.D.	LETTER OF THANK YOU TO CP RAIL	X
ITEM No. 6.E.	ECONOMIC DEVELOPMENT STRATEGY CARES GRANT APPLICATION SUPPORT	X
ITEM No. 6.F.	DEPARTMENT REPORTS	X
ITEM No. 6.G.	MAYOR AND COUNCILLOR REPORTS (VERBAL)	X
ITEM No. 6.H.	STANDING ITEM - COUNCIL REQUESTS	X
ITEM No. 7.	DELEGATIONS	
ITEM No. 7.A.	CANADIAN AWARD FOR FINANCIAL REPORTING	X
ITEM No. 8.	MEDIA INQUIRIES	



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| ITEM No. 9. | CLOSED SESSION | X |
| ITEM No. 9.A. | LAND PURCHASE/SALE
CLOSED SESSION TO PREVENT DISCLOSURE OF THIRD PARTY
BUSINESS INFORMATION, IN ACCORDANCE WITH SECTION 16(1) OF
THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY
ACT. | |
| ITEM No. 9.B. | PROPOSED AGREEMENT
CLOSED SESSION TO PREVENT DISCLOSURE OF THIRD PARTY
BUSINESS INFORMATION, IN ACCORDANCE WITH SECTION 16 (1) OF
THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT | |
| ITEM No. 9.C. | BOARD APPOINTMENT
CLOSED SESSION TO PREVENT DISCLOSURE OF APPLICANT
PERSONAL INFORMATION THAT IS EVALUATIVE FOR THE PURPOSE
OF DETERMINING THE APPLICANT'S SUITABILITY, IN ACCORDANCE
WITH SECTION 19(1) OF THE FREEDOM OF INFORMATION AND
PROTECTION OF PRIVACY ACT. | |
| ITEM No. 9.D. | BOARD APPOINTMENT
CLOSED SESSION TO PREVENT DISCLOSURE OF APPLICANT
PERSONAL INFORMATION THAT IS EVALUATIVE FOR THE PURPOSE
OF DETERMINING THE APPLICANT'S SUITABILITY, IN ACCORDANCE
WITH SECTION 19(1) OF THE FREEDOM OF INFORMATION AND
PROTECTION OF PRIVACY ACT. | |
| ITEM No. 9.E. | BOARD APPOINTMENT
CLOSED SESSION TO PREVENT DISCLOSURE OF APPLICANT
PERSONAL INFORMATION THAT IS EVALUATIVE FOR THE PURPOSE
OF DETERMINING THE APPLICANT'S SUITABILITY, IN ACCORDANCE
WITH SECTION 19(1) OF THE FREEDOM OF INFORMATION AND
PROTECTION OF PRIVACY ACT. | |
| ITEM No. 9.F. | BOARD APPOINTMENT
CLOSED SESSION TO PREVENT DISCLOSURE OF APPLICANT
PERSONAL INFORMATION THAT IS EVALUATIVE FOR THE PURPOSE
OF DETERMINING THE APPLICANT'S SUITABILITY, IN ACCORDANCE
WITH SECTION 19(1) OF THE FREEDOM OF INFORMATION AND
PROTECTION OF PRIVACY ACT. | |
| ITEM No. 9.G. | BOARD APPOINTMENT
CLOSED SESSION TO PREVENT DISCLOSURE OF APPLICANT
PERSONAL INFORMATION THAT IS EVALUATIVE FOR THE PURPOSE
OF DETERMINING THE APPLICANT'S SUITABILITY, IN ACCORDANCE
WITH SECTION 19(1) OF THE FREEDOM OF INFORMATION AND
PROTECTION OF PRIVACY ACT. | |



**ITEM No. 9.H. MANAGEMENT PERSONNEL EMPLOYMENT AND BENEFIT TERMS
CLOSED SESSION TO PREVENT DISCLOSURE OF APPLICANT
PERSONAL INFORMATION THAT IS EVALUATIVE FOR THE PURPOSE
OF DETERMINING THE APPLICANT'S QUALIFICATIONS FOR
AWARDING OF BENEFITS, IN ACCORDANCE WITH SECTION 19(1) OF
THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY
ACT.**

**ITEM No. 9.I. PROPOSED POLICY GUIDELINES
CLOSED SESSION TO PREVENT DISCLOSURE OF ADVICE FROM
OFFICIALS THAT COULD REASONABLY BE EXPECTED TO REVEAL
ADVICE, PROPOSALS, RECOMMENDATIONS, ANALYSIS OR POLICY
OPTIONS DEVELOPED BY A PUBLIC BODY, IN ACCORDANCE WITH
SECTION 24(1) OF THE FREEDOM OF INFORMATION AND
PROTECTION OF PRIVACY ACT.**

**ITEM No. 9.J. PROPOSED POLICY GUIDELINES
CLOSED SESSION TO PREVENT DISCLOSURE OF ADVICE FROM
OFFICIALS THAT COULD REASONABLY BE EXPECTED TO REVEAL
ADVICE, PROPOSALS, RECOMMENDATIONS, ANALYSIS OR POLICY
OPTIONS DEVELOPED BY A PUBLIC BODY, IN ACCORDANCE WITH
SECTION 24(1) OF THE FREEDOM OF INFORMATION AND
PROTECTION OF PRIVACY ACT.**

ITEM No. 10. OPEN SESSION X

ITEM No. 11. CLOSE OF MEETING X



Council Request for Decision	
Meeting Date: December 18, 2017	
Subject: Minutes of Regular Meeting of Council: November 27, 2017	
Recommendation:	Council adopts the minutes of the Regular Meeting of Council held on November 27, 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 November 27, 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 MONDAY, NOVEMBER 27, 2017, AT 5:00 PM.

Mayor

Prokop, Andrew

Councillors

Bekkering, Garth

Brewin, Jack

Firth, Carly

Garner, Mark

Strojwas, Joe

Tams, Louie

Chief Administrative Officer

Armfelt, Cory

Staff

Abdel Khaliq, Alaa

Brennan, Meghan

Duske, Dave

Holmen, Aline

Malcolm, Andrew

Orwa, John

Scherer, Gary

Smith, Trent

Van Ham, Kerry

CALL TO ORDER

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

Mayor Prokop noted that Councillor Brewin will be attending the meeting by teleconference.

ADOPTION OF THE AGENDA

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

RES. 491/2017 MOVED by Councillor Tams that Council adopts the Agenda, as presented.

CARRIED UNANIMOUSLY

DELEGATIONS

A) Recognition of Service of Previous Council Members

Mayor Prokop presented former Councillor Randy Sparks with a plaque in honour of his years of service on Council.

Mayor Prokop stated that former Mayor Henk DeVlieger was not in attendance, but recognized his years of service on Council.

Council made no motion at this time.

B) Delegation: Taber Golf Club

C. Armfelt introduced R. Fischer and M. Galvin, representatives from the Taber Golf Club, who request Council to reimburse the Taber Golf Club for a portion of its water usage for 2016 and 2017.

Council discussed the current water allocation agreement between the Town and the Taber Golf Club.

RES. 492/2017 MOVED by Councillor Bekkering that Council defers Agenda Item 3.B) Delegation: Taber Golf Club to the next Council meeting for discussion of the present contract, and the draft contract. This item is to be discussed in Closed Session to prevent disclosure of third party business information, in accordance with Section 16 of the Freedom of Information and Protection of Privacy Act.

CARRIED UNANIMOUSLY

267/2017

Meeting Date
27/11/2017

DELEGATIONS – CONT'D

C) Delegation: Taber Equality Alliance Society

C. Armfelt introduced J. Wilson and S. Todd, representatives from the Taber Equality Alliance Society.

J. Wilson and S. Todd presented their report regarding the organization and its activities in the community.

Council discussed the report and inquired about activities during National Pride Month, in June 2018.

RES. 493/2017 MOVED by Councillor Bekkering that Council accepts the presentation by Taber Equality Alliance Society for information purposes.

CARRIED UNANIMOUSLY

D) Delegation: Friends of Taber Central School Community Association

C. Armfelt introduced C. Brown, representative of the Friends of Taber Central School Community Association.

C. Brown stated that the Association is raising funds to facilitate a Playground Enhancement Project at Central Elementary School because the current structure has surpassed its life expectancy and needs replacing due to safety concerns. She stated that the Association is actively seeking donations, and have planned numerous fundraising opportunities throughout the next year including, school fundraisers, concession sales at volleyball and basketball tournaments, and a community supper.

C. Brown stated that the playground enhancement will cost approximately \$278,010.00 and they have currently raised \$20,000.00.

Council discussed grant options, other organizations to participate in donating or raising funds, Council's options for providing financial assistance, and the timeframe of providing a donation.

DELEGATIONS – CONT'D

D) Delegation: Friends of Taber Central School Community Association – CONT'D

RES. 494/2017 MOVED by Councillor Tams that Council requests the Delegation to return to a future Council meeting with additional information pertaining to the Playground Enhancement Project after exploring additional funding and fundraising opportunities.

CARRIED

E) Delegation: Community Grant Program Application: Friends of Taber Central School Community Association

C. Brown, representative from Friends of Taber Central School Community Association, stated that the Association is requesting Council to consider funding the facility rental, for the Association to host a community supper in the auditorium, through their application to the Community Grant Program under the Council Discretionary Fund.

RES. 495/2017 MOVED by Councillor Garner that Council approves the Community Grant Program application for the purpose of the Central School Fundraiser Supper, in the amount of \$515.25, inclusive of GST.

CARRIED UNANIMOUSLY

ADOPTION OF THE MINUTES

A) Minutes of Regular Meeting of Council: November 14, 2017

RES. 496/2017 MOVED by Councillor Strojwas that Council adopts the minutes of the Regular Meeting of Council held on November 14, 2017, as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

A) Review of Organizational Bylaw: Council Authority to Revise Regular Council Meeting Schedule

C. Armfelt presented the legal opinion received from Brownlee LLP regarding Council's request to revise Council's Regular Meeting start time.

RES. 497/2017 MOVED by Councillor Tams that Council accepts the correspondence from Brownlee LLP regarding the Council Authority to Revise the Regular Council Meeting Schedule, for information purposes.

CARRIED UNANIMOUSLY

BYLAWS

A) Proposed Council Procedural Bylaw 12-2017

C. Armfelt presented the proposed Council Procedural Bylaw 12-2017 to Council highlighting the extended definition section, Section 6.4) Closed Session Procedures, Section 6.6) Notice of Motion, Section 6.10) Public Hearing, Section 6.12) Alternative Method for Meeting Participation, and as Council requested, the start time of Regular Meetings which has been proposed to start at 4:00 PM in Section 6.1.(c).

Council discussed the start time for Regular Meetings, public participation in Council meetings, and the placement and start time of Delegations in the Agenda.

BYLAWS – CONT'D

A) Proposed Council Procedural Bylaw 12-2017 – CONT'D

RES. 498/2017 MOVED by Councillor Tams that Council gives First Reading to Bylaw 12-2017 being the Council Procedural Bylaw of the Town of Taber with amendments to Section 6.1(c) changing the meeting start time to 3:30 PM, Section 6.5(f) to move Delegations between Action Items and Media Inquiries in the Agenda Order of Business, and an addition to Section 6.8) Delegation Procedures to reflect the timing of Delegations are as close to 5:00 PM as possible.

CARRIED UNANIMOUSLY

RES. 499/2017 MOVED by Councillor Bekkering that Council gives Second Reading to Bylaw 12-2017 being the Council Procedural Bylaw of the Town of Taber, at this meeting, as amended at First Reading.

CARRIED UNANIMOUSLY

RES. 500/2017 MOVED by Councillor Firth that Council unanimously agrees to proceed with Third and Final Reading to Bylaw 12-2017 being the Council Procedural Bylaw of the Town of Taber, at this meeting, as amended at First Reading.

CARRIED UNANIMOUSLY

RES. 501/2017 MOVED by Councillor Strojwas that Council gives Third and Final Reading to Bylaw No. 12-2017 being the Council Procedural Bylaw of the Town of Taber, at this meeting, as amended at First Reading.

CARRIED UNANIMOUSLY

Councillor Tams left the meeting at 6:13 PM.

271/2017

Meeting Date
27/11/2017

ACTION ITEMS

A) 2018-2020 Draft Operating Budget

Councillor Tams returned to the meeting at 6:14 PM.

J. Orwa, Director of Finance presented the 2018-2020 Draft Operating Budget.

Council discussed the presentation provide by J. Orwa.

RES. 502/2017 MOVED by Councillor Bekkering that Council accepts the 2018-2020 Draft Operating Budget presentation for information purposes.

CARRIED UNANIMOUSLY

B) 2019 - 2020 Draft Capital Projects

J. Orwa presented the 2019 – 2020 Draft Capital Project List.

Council discussed the projects included in the list, and upcoming potential projects.

RES. 503/2017 MOVED by Councillor Tams that Council accepts the 2019-2020 Capital Projects List presentation for information purposes.

CARRIED UNANIMOUSLY

MOVED by Councillor Strojwas that Council considers identifying the Capital Projects for inclusions in the 2019-2020 Capital.

Councillor Tams suggested a friendly amendment to clarify identifying the Capital Projects.

Council discussed the Capital Projects.

Councillor Strojwas rescinded his motion.

ACTION ITEMS – CONT'D

C) Additional Unit Charges

C. Armfelt stated that a complaint has been made by a Taber resident regarding how commercial properties are being billed for utilities, specifically the additional unit charges. He stated that the resident indicated that the Town is not charging these additional fees to all commercial properties that have additional units, and is requesting that the Town refund one year of charges for the five additional unit charges to their account, in the amount of \$1,765.20.

Council discussed the information presented.

RES. 504/2017 MOVED by Councillor Tams that Council does not refund any additional unit charges.

CARRIED UNANIMOUSLY

D) Special Meeting of Council - Budget Presentation

Council discussed the proposed Special Meeting date of December 4, 2017, to further deliberate the draft operating and capital budgets.

RES. 505/2017 MOVED by Councillor Tams that Council approves a Special Meeting of Council to be held on December 4, 2017 to discuss the 2018-2020 budget.

CARRIED UNANIMOUSLY

E) Economic Development Strategy CARES Grant Application Support

A. Malcolm, Director of Planning and Economic Development, stated that the Town will be requesting \$60,000.00 from the Alberta Community and Regional Economic Support Program (CARES) with \$60,000.00 in matching funds, pending budget approval from the Town and the Municipal District of Taber, for a total project cost of \$120,000.00 to complete an Economic Development Strategy.

Council discussed the grant application and the proposed Economic Development Strategy.

273/2017

Meeting Date
27/11/2017

ACTION ITEMS – CONT'D

E) Economic Development Strategy CARES Grant Application Support – CONT'D

RES. 506/2017 MOVED by Councillor Garner that Council supports the application for funding from the Alberta Community and Regional Economic Support Program (CARES) for the completion of an Economic Development Strategy; and,

Provides a letter of support for the CARES application.

CARRIED UNANIMOUSLY

F) Taber Municipal Police Commission Report to Council

RES. 507/2017 MOVED by Councillor Firth that Council accepts the Taber Municipal Police Commission Report for information.

CARRIED UNANIMOUSLY

G) Department Reports

RES. 508/2017 MOVED by Councillor Brewin that Council accepts the Department Reports for information.

CARRIED UNANIMOUSLY

H) Mayor and Councillor Reports (Verbal)

Council discussed their verbal reports.

RES. 509/2017 MOVED by Councillor Firth that Council accepts the Mayor and Councillor Reports for information.

CARRIED UNANIMOUSLY

ACTION ITEMS – CONT'D

I) Standing Item - Council Requests

Council Tams discussed attending the Procurement Session at the Alberta Urban Municipalities Association's (AUMA) Convention, and discussed the benefits of their program.

RES. 510/2017 MOVED by Councillor Tams that Council directs Administration to look into the AUMA/AMSC Procurement and Purchasing Program as offered, and to bring the information back to Council in early 2018.

CARRIED UNANIMOUSLY

Councillor Firth stated that she met with the Vice Chair of the Library Board, and she inquired when they would be able to present their budget to Council.

C. Armfelt stated that Administration will contact the Library Board regarding the requested information.

Councillor Strojwas stated that at the AUMA Convention he had the opportunity to look at Full Circle Plastics Ltd., and stated that they make items out of recycled plastics such as benches and park tables. He stated that the Town should consider taking our plastics to them to have an environmental friendly product created.

RES. 511/2017 MOVED by Councillor Strojwas that Council directs Administration to review Full Circle Plastics Ltd., and come back to Council with a cost comparison to Blue Imp products for park benches.

CARRIED UNANIMOUSLY

Mayor Prokop inquired about the road repair possibility on 50th Avenue between 44th Street and 47th Street.

G. Scherer, Director of Engineering and Public Works, stated that Administration will look into it.

ACTION ITEMS – CONT'D

I) Standing Item - Council Requests – CONT'D

RES. 512/2017 MOVED by Councillor Brewin that Administration investigates the replacement of the teleconference system in Council Chambers, prior to it being used again, from Council's Discretionary Fund.

CARRIED UNANIMOUSLY

MEDIA INQUIRIES

T. Busch, Taber Times, inquired when the Council Procedural Bylaw 12-2017 would come into effect.

K. Van Ham, Administrative Services Manager, stated that Bylaw 12-2017 shall take effect on the day of the final passing and the signatures of the chief elected official and duly authorized designated officer.

Mayor Prokop clarified that the Bylaw will be signed within the week.

CLOSED SESSION

RES. 513/2017 MOVED by Councillor Strojwas that Council moves into Closed Session to prevent disclosure of third part business information in accordance with Section 16(1), and to prevent disclosure of criteria developed for the purpose of contractual negotiations on behalf of a public body, and considerations that relate to those negotiations in accordance with Section 24(1)(c) of the Freedom of Information and Protection of Privacy Act.

CARRIED UNANIMOUSLY AT 7:33 PM

OPEN SESSION

RES. 514/2017 MOVED by Councillor Bekkering that Council reconvenes into Open Session.

CARRIED UNANIMOUSLY AT 8:06 PM

RES. 515/2017 MOVED by Councillor Tams that Council authorizes the lease renewal of the property located at Community Centre, Blocks C, Plan 7282JK, 4720 50 Street to the K-40 Club of Taber, a subsidiary of the Kinsmen Club of Taber, for a 5 year term to expire December 31, 2022; and,

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

CARRIED UNANIMOUSLY

RES. 516/2017 MOVED by Councillor Garner that Council designates the following parcel as surplus to the Towns needs; and,

After a road closure, sells approximately 0.045 acres of land directly east of Lots 17 & 18, Block 1, Plan 3293R to Arthur and Linda Olivier, owners of Lots 17 & 18, Block 1, Plan 3293R for Administration's recommended price of \$3,125.00.

CARRIED UNANIMOUSLY

CLOSE OF MEETING

RES. 517/2017 MOVED by Councillor Strojwas that this Regular Meeting of Council is hereby Closed.

CARRIED UNANIMOUSLY AT 8:08 PM

MAYOR

CHIEF ADMINISTRATIVE OFFICER



Council Request for Decision	
Meeting Date: December 18, 2017	
Subject: Minutes of Special Meeting of Council: December 4, 2017	
Recommendation:	Council adopts the minutes of the Special Meeting of Council held on December 4, 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 Special Meeting of Council held on December 4, 2017, as amended.



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

MINUTES OF THE SPECIAL MEETING OF THE COUNCIL OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, DECEMBER 04, 2017, AT 5:00 PM.

Mayor

Prokop, Andrew

Councillors

Bekkering, Garth

Brewin, Jack

Firth, Carly

Garner, Mark

Strojwas, Joe

Tams, Louie

Chief Administrative Officer

Armfelt, Cory

Staff

Abdel Khaliq, Alaa

Duske, Dave

Holmen, Aline

Malcolm, Andrew

Munshaw, Steve

Orwa, John

Scherer, Gary

Van Ham, Kerry

CALL TO ORDER

Mayor Prokop called the meeting to Order at 5:05 PM.

Mayor Prokop noted that Councillor Strojwas will be attending the meeting by teleconference.

ADOPTION OF THE AGENDA

Mayor Prokop stated that as this is a Special Meeting no additions or deletions could be made to the Agenda.

ADOPTION OF THE AGENDA – CONT'D

RES. 518/2017 MOVED by Councillor Brewin that Council adopts the Agenda, as presented.

CARRIED UNANIMOUSLY

DELEGATIONS

None.

ADOPTION OF THE MINUTES

None.

BUSINESS ARISING FROM THE MINUTES

None.

BYLAWS

None.

ACTION ITEMS

A) 2018-2020 Draft Operating Budget

J. Orwa, Director of Finance, presented the 2018-2020 Draft Operating Budget.

Directors and managers of Town departments presented their anticipated level of service and operational changes to present a balanced budget for 2018 and 2019.

Councillor Tams left the meeting at 6:18 PM.

Council discussed their priorities in the 2018-2020 Draft Operating Budget.

280/2017

Meeting Date
04/12/2017

ACTION ITEMS – CONT'D

A) 2018-2020 Draft Operating Budget – CONT'D

Councillor Tams returned to the meeting at 6:19 PM.

MOVED by Councillor Bekkering that Council places the following items into the 2018 and 2019 operating budget as discussed:

1. Economic Development Strategy for \$30,000.00 in 2018;
2. Recreation CCTV Cameras – Sports Fields for \$3,000.00 in 2018;
3. Recreation CCTV Cameras – Maintenance for \$500.00 in 2018 and \$500.00 in 2019;
4. Recreation CCTV Cameras - Auditorium for \$3,000.00 in 2018;
5. Recreation CCTV Camera – Maintenance for \$500.00 in 2018 and \$500.00 in 2019;
6. Recreation MPE Engineering HVAC Assessment – Pool for \$10,000.00 in 2018;
7. Recreation Skate Park Brick Replacement for \$15,000.00 in 2018;
8. Administrative Services/CAO Taber and District Chamber of Commerce Carpet replacement for \$3,000.00 in 2018;
for a total of approximately \$65,000.00

Councillor Brewin suggested a friendly amendment to include the Rail Spur Investigation for \$40,000.00 in 2018, and LocalIntel for \$10,000.00 in 2018.

Councillor Bekkering declined the friendly amendment.

ACTION ITEMS – CONT'D

A) 2018-2020 Draft Operating Budget – CONT'D

RES. 519/2017 MOVED by Councillor Bekkering that Council places the following items into the 2018 and 2019 operating budget as discussed:

1. Economic Development Strategy for \$30,000.00 in 2018;
2. Recreation CCTV Cameras – Sports Fields for \$3,000.00 in 2018;
3. Recreation CCTV Cameras – Maintenance for \$500.00 in 2018 and \$500.00 in 2019;
4. Recreation CCTV Cameras - Auditorium for \$3,000.00 in 2018;
5. Recreation CCTV Camera – Maintenance for \$500.00 in 2018 and \$500.00 in 2019;
6. Recreation MPE Engineering HVAC Assessment – Pool for \$10,000.00 in 2018;
7. Recreation Skate Park Brick Replacement for \$15,000.00 in 2018;
8. Administrative Services/CAO Taber and District Chamber of Commerce Carpet replacement for \$3,000.00 in 2018; for a total of approximately \$65,000.00.

DEFEATED

ACTION ITEMS – CONT'D

A) 2018-2020 Draft Operating Budget – CONT'D

- RES. 520/2017 MOVED by Councillor Brewin that Council places the following items into the 2018 and 2019 operating budget as discussed:
1. Economic Development Strategy for \$30,000.00 in 2018;
 2. Economic Development Rail Spur Investigation for \$40,000.00 in 2018;
 3. Economic Development LocalIntel for \$10,000.00 in 2018;
 4. Recreation CCTV Cameras – Sports Fields for \$3,000.00 in 2018;
 5. Recreation CCTV Cameras – Maintenance for \$500.00 in 2018 and \$500.00 in 2019;
 6. Recreation CCTV Cameras - Auditorium for \$3,000.00 in 2018;
 7. Recreation CCTV Camera – Maintenance for \$500.00 in 2018 and \$500.00 in 2019;
 8. Recreation MPE Engineering HVAC Assessment – Pool for \$10,000.00 in 2018;
 9. Recreation Skate Park Brick Replacement for \$15,000.00 in 2018;
 10. Administrative Services/CAO Taber and District Chamber of Commerce Carpet replacement for \$3,000.00 in 2018; and, for a total of approximately \$115,000.00.

CARRIED

- RES. 521/2017 MOVED by Councillor Brewin that Council directs Administration to take an additional \$396,000.00 from reserves to stabilize the amended 2018 Operating Budget.

CARRIED UNANIMOUSLY

MOVED by Councillor Tams that Council directs Administration to take an additional \$511,832.00 from the reserves to stabilize the 2019 Operating Budget.

283/2017

Meeting Date
04/12/2017

ACTION ITEMS – CONT'D

A) 2018-2020 Draft Operating Budget – CONT'D

Council discussed the motion on the floor.

Councillor Tams amended his motion to move \$366,000.00 from the reserves to stabilize the 2019 Operating Budget.

RES. 522/2017 MOVED by Councillor Tams that Council directs Administration to take an additional \$366,000.00 from the reserves to stabilize the 2019 Operating Budget.

CARRIED UNANIMOUSLY

Council requested a 5 minute break at 6:50 PM.

B) 2018 - 2020 Draft Capital Projects

Council returned at 6:55 PM.

J. Orwa presented the 2018 – 2020 Draft Capital Projects.

C. Armfelt stated that in 2016, Council approved the 2018 Capital Projects Listing, however this was an opportunity for Council to amend the list at this time.

Directors and managers of Town departments presented their Capital Projects for 2018 – 2020.

Council discussed their priorities for the 2018 – 2020 Draft Capital Projects.

Council made no motion at this time.

MEDIA INQUIRIES

None.

CLOSED SESSION

None.

OPEN SESSION

None.

CLOSE OF MEETING

RES. 523/2017 MOVED by Councillor Brewin that this Special Meeting of Council is hereby Closed.

CARRIED UNANIMOUSLY AT 8:11 PM

MAYOR

CHIEF ADMINISTRATIVE OFFICER



Council Request for Decision	
Meeting Date: December 18, 2017	
Subject: Bylaw 13-2017 - Fee Bylaw - Proposed	
Recommendation:	<p>That Council gives 1st Reading to Fee Bylaw 13-2017, at this meeting.</p> <p>That Council gives 2nd Reading to Fee Bylaw 13-2017, at this meeting.</p> <p>That Council unanimously agrees to proceed to 3rd and Final Reading to Fee Bylaw 13-2017, at this meeting.</p> <p>That Council gives 3rd and Final Reading to Fee Bylaw 13-2017, at this meeting.</p>
Background:	<p>Council has previously adopted a Fee bylaw. Administration has drafted a new bylaw with fee updates related to:</p> <p><u>Schedule “A”</u></p> <p>See attached highlighted changes as they are numerous – these changes have been reviewed and recommended to Council for approval by the Recreation Board at their October 2017 Recreation Board Meeting. Administration that the bookings and rentals already in place for 2018 not be impacted by the recommended rates.</p> <p><u>Schedule “B”</u></p> <p>See attached highlighted changes and additions.</p> <p><u>Schedule “J”</u></p> <p>See attached highlighted changes.</p> <p>(Current Ministry of Transportation Response Rates)</p>
Legislation / Authority:	MGA, Section 7(f)& (g)
Strategic Plan Alignment:	Governance – strengthen our core infrastructure and services in a fiscally responsible manner
Financial Implication:	This is dependent on the rates that are approved by Council.



Service Level / Staff Resource Implication:	Service levels remain the same.
Justification:	These rates have been factored into the approved operating budget.
Alternative(s):	Council may choose to not adopt proposed bylaw 13-2017 and provide further direction to administration. Council may give first reading (only) to proposed bylaw 13-2017 and directs administration to bring the proposed bylaw back for final reading(s).

Attachment(s):	Draft Fee Bylaw 13-2017
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APPROVALS:	
Originated By:	John Orwa
Chief Administrative Officer (CAO) or Designate:	

TOWN OF TABER

BYLAW NO. 13-2017

BEING A BYLAW OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, TO ESTABLISH SERVICE FEES IN THE TOWN OF TABER.

WHEREAS the *Municipal Government Act* (Alberta, R.S.A. 2000, Chapter M-26, and amendments thereto) provides for Council to pass and enforce bylaws for municipal purposes respecting the safety, health and welfare of the people and the protection of people and property;

AND WHEREAS the *Municipal Government Act* (Alberta, R.S.A. 2000, Chapter M-26, and amendments thereto) provides for Council to pass and enforce bylaws for the municipal purposes respecting services provided by or on behalf of the municipality;

AND WHEREAS the *Municipal Government Act* (Alberta, R.S.A. 2000, Chapter M-26, and amendments thereto) provides that a Council, by bylaw, may establish fees;

AND WHEREAS Council wants to adopt a Schedule of Fees;

AND WHEREAS Council deems it expedient from time to time to revise the Schedule of Fees for municipal services;

NOW THEREFORE the Council of the Town of Taber enacts as follows:

1.0 NAME OF BYLAW

This Bylaw may be cited as the "Fee Bylaw".

2.0 INTENTION OF TOWN COUNCIL

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

3.0 RESCINDED OR AMENDED BYLAWS

Bylaw No. 6-2017 is hereby repealed.

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

TOWN OF TABER
BYLAW NO. 13-2017

5.0 EFFECTIVE DATE

RES. Read for the first time this ___ day of _____, 2017.

RES. Read a second time this ___ day of _____, 2017.

RES. Read a third time and finally passed this ___ day of _____, 2017.

TOWN OF TABER

MAYOR

CHIEF ADMINISTRATIVE OFFICER (C.A.O.)

TOWN OF TABER

BYLAW NO. 13-2017

Schedule 'A'

Schedule of Fees for Recreation Services

(Fees include GST, except where exempt)

Aquafun

Adult rush	\$ 6.75
Student rush	\$ 5.75
Child rush	\$ 4.75
Senior rush	\$ 5.75
Family rush	\$ 15.50
Swim Club/hr	\$ 60.00
Full Day rental rate	\$ 1,080.50
Private rental reg.	\$ 230.00
Private rental youth Schools/hr	\$ 115.50
Adult 5 use pass	\$ 29.75
Adult 10 use pass	\$ 56.25
Adult 3 month pass	\$ 104.25
Adult 6 month pass	\$ 188.25
Adult 1 yr pass	\$ 336.50
Student 5 use pass	\$ 25.25
Student 10 use pass	\$ 47.50
Student 3 month pass	\$ 88.25
Student 6 month pass	\$ 159.25
Student 1 yr pass	\$ 284.75
Child 5 use pass	\$ 20.75
Child 10 use pass	\$ 39.00
Child 3 month pass	\$ 72.25
Child 6 month pass	\$ 130.25
Child 1 yr pass	\$ 233.00
Senior 5 use pass	\$ 25.25
Senior 10 use pass	\$ 47.50
Senior 3 month pass	\$ 88.25
Senior 6 month pass	\$ 159.25
Senior 1 yr pass	\$ 284.75
Family 5 use pass	\$ 70.00
Family 10 use pass	\$ 131.75
Family 3 month pass	\$ 244.00
Family 6 month pass	\$ 441.50
Family 1 yr pass	\$ 789.50
Private lessons 1/2 hr	\$ 23.50
Preschool, SK 1-4	\$ 42.75

TOWN OF TABER
BYLAW NO. 13-2017

Aquafun – Cont'd

SK 5-9	\$ 53.00
SK 10	\$ 63.00
Adult Lessons	\$ 53.00
Bronze Medallion	\$ 147.25
Bronze Cross	\$ 159.00
National Lifeguard	\$ 351.75
Bronze Cross Recertification	\$ 28.25
National Lifeguard Recertification	\$ 64.75
WSI	\$ 307.75
WSI Recertification	\$ 71.75
Standard First Aid	\$ 152.25
Extra Life Guard Fee	\$ 23.50

Meeting Rooms

Non Profit rental/hr	\$ 20.50
Regular	\$ 35.25
Overtime hourly rate	\$ 48.25

Auditorium

Regular hourly rate	\$ 35.25
Day rate	\$ 523.00
Overtime hourly rate	\$ 48.25
Stage Only	\$ 20.50
Kitchen Only	\$ 35.25

Portable Sound System/day	\$ 67.50
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Parking Lots

Community Centre Incl electricity/day	\$ 444.25
Admin. Building Incl electricity/day	\$ 140.00

Large Ice

Youth prime time/hr	\$ 78.25
Youth non-prime time/hr	\$ 62.50
Adult prime time/hr	\$ 156.25
Adult non-prime time/hr	\$ 124.75
Local Schools/hr	\$ 31.00
Seasonal Shinny Fee	\$ 77.00
Summer Ice Out/hr	\$ 47.00
Summer Ice Out/day	\$ 469.25
Noon Shinny	\$ 4.00

TOWN OF TABER
BYLAW NO. 13-2017

Small Ice

Youth/hr	\$ 41.25
Adult/hr	\$ 51.50
Local Schools/hr	\$ 20.50
Summer Ice Out/hr	\$ 33.50
Summer Ice Out/day	\$ 333.25
Public Skate	\$ 2.00

Ball Diamonds

Youth fee/day	\$ 89.75
Youth fee/league team	\$ 341.25
Rep team fee/league	\$ 341.25
Adult fee/day	\$ 179.00
Adult fee/league team	\$ 682.25
Non Resident fee/day	\$ 224.00
Non Resident fee/league team	\$ 852.75
Electricity fee/tournament	\$ 80.25

Soccer Pitches

Youth fee/team league	\$ 302.25
Adult fee/team league	\$ 483.75
Non-resident/team league	\$ 604.75
Youth/day	\$ 100.50
Adult/day	\$ 201.00
Non-resident/day	\$ 251.25

Football

Youth fee/team league	\$ 566.50
Adult fee/team league	\$ 906.25
Non-resident/team league	\$ 1,132.75
Youth/day	\$ 187.75
Adult/day	\$ 375.00
Non-resident/day	\$ 468.75

Parks

TOWN OF TABER

BYLAW NO. 13-2017

Gazebo incl electricity/day	\$ 23.50
Bleachers	\$ 58.00
Confederation Park Stage per hour (min. 2 hours)	\$ 20.00
Confederation Park Stage incl electricity/day	\$ 75.00

Tennis Courts

Tennis key	\$ 30.00
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Programs

Summer Week Programs	\$ 112.75
Summer Games	\$ 15.00
Cornfest Fun Run	\$ 27.00 - 42.50
Halloween Party - poster	\$ 25.00

RV Park

\$ 25.00/night

TOWN OF TABER

BYLAW NO. 13-2017

Schedule "B"

Schedule of Fees for Planning and Development Services

(Fees include GST, where applicable)

Development Permits

Residential Dwellings

**Discretionary Use/
Waivers**

**(Development Permit Plus
Discretionary Use Fee)**

1 unit
More than 1 Unit

Permitted Use	(Development Permit Plus Discretionary Use Fee)
\$100	\$100 Plus \$200
\$50/unit	\$50/unit Plus \$200

Residential Other

Additions
Garages, Additions
Residential decks, basement development, driveways, fences (over height), pool, shed

\$50	\$50 Plus \$200
\$100	\$100 Plus \$200
\$50	\$50 Plus \$200

Home Occupations

Minor Home Occupations
Major Home Occupations

\$50	
\$150	

Signs

Portable
Portable (Community Events)
LED Signs
Portable (6 month renewal)
Freestanding, Fascia, Awning, and Canopy Signs

\$50	\$50 Plus \$200
\$0	
\$250	\$250 Plus \$200
\$20	
\$100	\$100 Plus \$200

Commercial,
Industrial, Institutional

Change of Occupancy
Development (500m² or less)
Development (501m² to 1,999m²)
Development (2,000m² to 4,999m²)
Development more than 5,000m²
Additions

\$100	\$100 Plus \$200
\$200	\$200 Plus \$200
\$350	\$350 Plus \$200
\$600	\$600 Plus \$150
\$1,000	\$1,000 Plus \$200
\$150	\$150 Plus \$200

TOWN OF TABER
BYLAW NO. 13-2017

Demolitions

Demolition Permits

Foundation Elevation
Inspection Fee

Penalties

Post Construction Waiver

Post Construction Development
Permit

Building Permits

All

Minimum Charge

	\$150	
	\$200	
	N/A	\$600 Plus additional base fees
	2 X Development Permit Fee Plus \$150	2 X Development Permit Fee Plus \$150
	\$6 per \$1000 of calculated construction value	\$6 per \$1000 of calculated construction value
	\$100 Plus \$4.50 Safety Code Fee	

* *Exceptions to permit value calculations such as moved-on homes and accessory buildings are calculated at \$0.25 per ft².*

***The Town of Taber reserves the right to adjust the construction values provided by the applicant in order to reflect current market values.*

Penalties

***Building Permit – construction
prior to permit issuance

	2 X Building permit fee	2 X Building permit fee
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*** *Fees are doubled for any construction that proceeds prior to receipt of a building permit. Exceptions may be granted only for foundations and footings if a development permit is issued for the project and the building inspector is advised by the applicant of their intent to proceed.*

TOWN OF TABER
BYLAW NO. 13-2017

Refundable Fees /
Deposits

Complete Conditions of a Development Permit	\$ 2,500
Servicing	\$10,000
Demolition	\$ 2,500
Driveways, Sidewalks, Landscaping and Other improvements determined by the Development Authority	\$ 2,500

The refund of the full or portion of the fee is dependent on fulfillment of conditions within the respective agreement.

TOWN OF TABER
BYLAW NO. 13-2017

Planning Services

Encroachment Agreement Fees

Minor encroachments less than 0.3m on public lands
Major encroachment more than 0.3m on public lands

Amount
\$150
\$300

Other

RPR Compliance Certificates
Updated Compliance Certificate (within 6 months)
Zoning Letters (faxed confirmation only)
Caveat Removal
Special MPC Meeting fee (not a regularly scheduled date)
Subdivision and Development Appeal Hearings

\$150
\$75
\$20
\$75
\$500
\$350 (\$150 is refunded if appeal is upheld)
\$150

Servicing Agreements

Map Sales

Civic
Zoning

\$20
\$20

Planning Application Fees

LUB Amendments
Area Structure Plan and Redevelopment Plan Amendments
Municipal Development Plan Amendments

\$1000
\$2500
\$2500

Record Search Fees

Environmental Audits, etc.

\$75 first hour plus \$50 per additional hour
\$75 first hour plus \$50 per additional hour

Zoning Enquiries requiring written replies

\$75 first hour plus \$50 per additional hour

TOWN OF TABER
BYLAW NO. 13-2017

Road and Lane Closure Fee

Road and Lane Closure	\$1,000
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Servicing (Utility Bylaw)

All sizes (temporary water service) Development Levies	\$125 (variable consult with planning department)
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Subdivision/Condominium Application Fees

Base Fees (refers to # of additional lots; MR and PUL blocks are not counted as lots) One lot	\$600 Plus \$250 per additional lot
Condominium Conversion Fees	\$40/unit
Developments Agreements (2 or more lots)	\$1000
Endorsements fees	\$250 per lot/unit
Subdivision Extension Fee	1st Extension \$300 2nd Extension \$400 3rd Extension \$500
Subdivision and Development Appeal Hearing Fees	\$350 (\$150 is refunded if appeal is upheld)
Initial CCC/FAC Inspection *	\$2000 Plus \$300/hectare
CCC Inspection (where more than one is required)	\$250/inspection (first one free)
FAC Inspection (where more than on is required)	\$250/inspection (first one free)

*The approval and inspection fees will be calculated based on a flat rate of \$2,000 plus \$300 per hectare. This shall include the initial CCC and FAC Inspection.

TOWN OF TABER
 BYLAW NO. 13-2017
 Schedule "C"

Schedule of Fees for Corporate Services
 (Fees include GST, where applicable)

Miscellaneous
 Charges

	Amount
Photocopies/Documents Preparation	\$0.25 per page
Tax Certificates	\$25.00
Tax Search, including Legal Land Description	\$10.00
Tax Search, if requested by owner of the property	N/C
FOIP Request Processing	per FOIP Regulation
NSF Fee/ Returned Cheque Fee	\$30.00

TOWN OF TABER

BYLAW NO. 13-2017

Schedule "D"

Schedule of Fees for Engineering and Public Works Services
(Plus GST except where exempt)

Equipment

**Hourly Rate
Amount**

*Sweeper	\$200.00
*170 Excavator	\$145.00
*721B Loader	\$135.00
*Hyundai Loader	\$135.00
**580 Backhoe	\$107.00
*Grader	\$155.00
*Tandem Dump Truck	\$120.00
½ Ton Truck	\$30.00
*Vacuum Truck	\$150.00
*Skid Steer	\$90.00
*Aerial Lift Truck	\$275.00
*Sanding Truck	\$175.00

***Personnel Hours are included for one (1) operator**

****The following attachments are extra**

Hydraulic Tamper	10%
Hydraulic Breaker	20%
Twister Bucket	5%

Materials

Cost Amount

Stop Sign (60 x 60)	\$50.00
Yield Sign	\$70.00
Break Away	\$250.00
Galvanized Steel Pole (10 ft)	\$50.00
Concrete (bag)	\$6.00
Fill Dirt/cubic yard	\$4.00
Cold Mix Asphalt / Cubic Yard	\$25.00
Bagged Pothole Mix / Bag	\$30.00

Personnel

Fulltime, part time or casual employees	\$35.00 (per hour)
Summer Staff	\$19.00 (per hour)
Overtime Rates	2 x hourly rate

TOWN OF TABER

BYLAW NO. 13-2017

Schedule "E"

Schedule of Fees for Utilities

(Fees are GST exempt, except where applicable)

Effective January 1, 2016

Water Rates

Residential

Flat Fee	\$25.55/month
Meter Rate	\$1.06/m ³

Multi-unit Structure

Flat Fee	\$25.55/month for first unit
Flat Fee	\$12.78/month each additional unit
Meter Rate	\$1.06/m ³

Commercial, Industrial, Institutional

Flat Fee	\$27.11/month
Meter Rate	\$1.02/m ³

Multi-Unit Structure

Flat Fee	\$27.11/month for first unit
Flat Fee	\$13.56/month each additional unit
Meter Rate	\$1.02/m ³

Non-Resident

Flat Fee	\$25.55/month
Meter Rate	\$1.79/m ³

Village of Barnwell

Meter Rate	\$463.43 per 4,500/m ³
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Fire Protection Services

10" diameter
12" diameter

Flat Fee	\$30.06/month
Flat Fee	\$43.98/month

Bulk Water

	\$3.15/m ³
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Utility Deposit

	\$150.00
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Turn On Fee

Working Hours	\$75.00
After Working Hours	\$150.00

Transfer to Taxes Fee

	\$20.00
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Temporary Water Service

	\$125.00
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TOWN OF TABER

BYLAW NO. 13-2017

Construction Deposit

As per policy #68C08/21/00

Water Meters (GST included)

5/8" Meter	\$465.51
3/4" Meter	\$516.33
1" Meter	\$668.54
1 1/2" Meter	\$1,060.77
2" Meter (only)	\$1,254.85

Oversized Meters (Section 5.13b)

3/4" to 1" Upgrade	\$152.21
3/4" to 1 1/2" Upgrade	\$544.43
3/4" to 2" Upgrade	\$738.52

Seasonal Lawn Irrigation Meter

Residential

Meter Rate	\$1.06/m ³
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Commercial, Industrial, Institutional

Meter Rate	\$1.02/m ³
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Water Meter Testing Cost

Cost to be determined from the Town's third-party testing agency upon request. Meter testing rates are likely to vary over time and also be dependent on meter size & freight costs.

Collection of Rates

The rates shall be due and payable when rendered and a penalty of 2% will be charged on all current amounts greater than five dollars (\$5.00), which are not paid by the due date.

TOWN OF TABER
BYLAW NO. 13-2017

Sanitary Sewer Rates

Residential

Flat Fee	\$27.36/month
*Meter Rate	\$0.90/m ³

Multi-unit Structure

Flat Fee	\$27.36/month for first unit
Flat Fee	\$13.68/month each additional unit
*Meter Rate	\$0.90/m ³

Commercial, Industrial, Institutional

Flat Fee	\$31.72/month
*Meter Rate	\$0.76/m ³

Multi-Unit Structure

Flat Fee	\$31.72/month for first unit
Flat Fee	\$15.86/month each additional unit
*Meter Rate	\$0.76/m ³

Property Specific Industrial Sewer Rates

Lots 2 and 3, Block 1
Plan 4343JK

Flat Fee	\$31.72/month
*Meter Rate	\$1.03/m ³

For the above specified properties, the Town shall charge the Property Specific rate rather than the standard Commercial, Industrial, Institutional rate once the C.A.O. becomes aware of a significant decrease in water flows to those properties resulting from planned water conservation initiatives by the property owner.

Non-Resident

Flat Fee	\$27.36/month
*Meter Rate	\$1.35/m ³

**Based on the metered water consumption*

TOWN OF TABER

BYLAW NO. 13-2017

Residential Summer Sewer Charges

For the months of May to September, annually, summer sewer charges will be calculated using the customer's utility account average of sewer charges, comprised of the flat fee and meter rate for the months of October through December of the previous year and January through April of the current year.

The Customer account must be continuously active for all seven (7) months, October through April to qualify. If there is insufficient account history, the summer sewer charges will be based on the flat fee and actual metered water consumption for each month.

The summer sewer rate is applied to the following residential code: *SR1 – Residential as defined in the Town of Taber Utility Bylaw.

Collection of Rates

The rates shall be due and payable when rendered and a penalty of 2% will be charged on all current amounts greater than five dollars (\$5.00), which are not paid by the due date.

TOWN OF TABER
BYLAW NO. 13-2017

Garbage

Residential

Garbage

Flat Fee

\$20.62/month

- Includes use of one bin, payable by each utility customer, even if bin use is shared by other utility customers.

Commercial, Industrial, Institutional

Flat Fee

\$20.62 per
bin/month

Pick-up Fee

\$46.60 per
bin/month
(all bins will be picked up twice weekly)

- Includes use of one bin, payable by each utility customer, even if bin use is shared by other utility customers.
- Additional bin(s) fee will be applied in addition to and at same rate as first bin.

Recycling

Residential

Flat Fee

\$3.78/month

Commercial

Flat Rate

\$23.13/month

Collection of Rates

The rates shall be due and payable when rendered and a penalty of 2% will be charged on all current amounts greater than five dollars (\$5.00), which are not paid by the due date.

TOWN OF TABER
BYLAW NO. 13-2017

Storm Sewer Rates

Residential

*Flat Fee	\$9.84/month
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Commercial,
Industrial, Institutional

*Flat Fee	\$11.37/month
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Collection of Rates

The rates shall be due and payable when rendered and a penalty of 2% will be charged on all current amounts greater than five dollars (\$5.00), which are not paid by the due date.

*Seasonal lawn irrigation meters, and sewer exemption meters are exempt from storm sewer rates.

TOWN OF TABER

BYLAW NO. 13-2017

Schedule 'F'

Wastewater Overstrength Surcharges
(Fees GST exempt)

In addition to those sewerage service charges assessed pursuant to **Schedule 'E'**, all consumers shall be liable to pay to the Town a surcharge when in excess of the following surcharge limits:

- a) The surge limits shall be:
 - (1) One thousand (1000) milligrams per litre of non-filterable residue.
 - (2) One thousand (1000) milligrams per litre of biochemical oxygen demand (BOD).
 - (3) Three hundred (300) milligrams per litre of grease.
 - (4) Two thousand (2000) milligrams per litre of chemical oxygen demand (COD).
 - (5) Fifty (50) milligrams per litre of hydrocarbon of petroleum origin.
 - (6) One hundred (100) milligrams per litre of total Kjeldah nitrogen (TKN)
 - (7) Twenty-five (25) milligrams per litre of total phosphorus.
- b) In determining sewage characteristics for surcharge purposes, samples shall be of at least one hour's accumulation when received in the automatic samplers, or of a composite of four separate grab samples collected within a one hour period where functional automatic samplers exist.
- c) Where a sewage sample characteristic of either BOD, suspended solids or grease is in excess of the surcharge limits as set forth in 503 (m), and the samples were collected according to Schedule 'E', Section 4 (Sanitary Sewer Rates) item b, the consumer discharging such sewage shall pay to the Town an accumulated surcharge at the end of each month.
- d) Only one surcharge limit violation shall be charged within any one twenty-four (24) hour period between the hours of 10:00 am to 10:00 am.
- e) Only one of the sewage sample characteristics of BOD, suspended solids or grease needs to be in excess of the surcharge limits to cause the levying of the surcharge. The surcharge will be same if one, two, or three of BOD, suspended solids and grease is in excess of the surcharge limit.
- f) All new industrial consumers and any new commercial consumers so designated by the CAO, locating in the Town will conform to the surcharge limits as outlined in this Schedule and shall be subject to the surcharge as described in this Schedule.
 - (1) For every kilogram of BOD beyond the limit outlined in this Schedule, a charge of 20 cents per kg.
 - (2) For every kilogram of COD beyond the limits outlined in this Schedule, 20 cents per kg.
 - (3) For every kilogram of non-filterable residue beyond the limits outlined in this Schedule, a charge of 10 cents per kg.
 - (4) For every kilogram of oil and grease beyond the limits outlined in this Schedule, a charge of 10 cents per kg.
 - (5) For every kilogram of hydrocarbon beyond the limits outlined in this Schedule, a charge of 10 cents per kg.

TOWN OF TABER

BYLAW NO. 13-2017

- (6) For every kilogram of TKN beyond the limits outlined in this Schedule, a charge of 10 cents per kg.
- (7) For every kilogram of Phosphorus beyond the limits outlined in this Schedule, a charge of 10 cents per kg.

The foregoing weight in kilograms is calculated on the following basis for each component:

$$\frac{(C_m - C_a) \times \text{Vol.}}{10^3}$$

Where: C_m = concentration of the component tested in mg/L

TOWN OF TABER
 BYLAW NO. 13-2017
 Schedule "G"

Schedule of Fees for Cemetery Services
 (Plus GST, except where exempt)

Cemetery

Grave Site Including Perpetual Care	\$ 850.00
Perpetual Care - On Previously Sold Graves	\$ 450.00
Perpetual Care - Columbarium	\$ 300.00
Open/Close - Traditional Burial	\$ 635.00
Open/Close - Burial of Cremated Remains	\$ 230.00
Open/Close - Non-Regular Day Traditional Burial (*Personnel hours are included for one (1) Operator and for two (2) hours of overtime rates)	\$ 970.00
Open/Close - Non-Regular Day Burial Cremated Remains (Personnel hours are included for two (2) operators and for one(1) hour of overtime rates)	\$ 720.00
Open/Close Disinterment - Traditional Burial	\$ 1,190.00
Open/Close Disinterment - Cremated Remains	\$ 325.00
Exchange/Transfer of Rights to Interment Space	\$ 100.00
Late Burial Notice	\$ 200.00

TOWN OF TABER
BYLAW NO. 13-2017

GST Exempt Fees

Monument Permits

\$	75.00
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Funeral Benefits

AISH Allowable Expenses – Grave Site @ 50%

\$	425.00
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AISH Allowable Expenses – Open & Close Regular Day

\$	635.00
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Alberta Human Services Allowable Expenses – Full Price for Single Cemetery Plot for Burial of Cremated Remains

\$	850.00
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Resale of Internment Space

A full refund of purchase price shall be given up to and including 30 days after purchase.

\$	Full Refund
\$	85% of Original Purchase Price
\$	35% of Current Selling Price

After 31 days, either 85% of original purchase price, or

35% of current selling price, whichever is the greater amount, may be refunded

Personnel

Full Time, Part Time or Casual Employees

\$35.00	(Per Hour)
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Summer Staff

\$19.00	(Per Hour)
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Overtime Rates

2X Hourly Rate

TOWN OF TABER

BYLAW NO. 13-2017

Schedule 'H'

Schedule of Fees for Police Services
 (Fees include GST, except where exempt)

Police Services

Accident Form	\$ 25.00
Fingerprinting	\$ 50.00
Security Clearance	\$ 50.00
Traffic Escorts (hourly car & officer) (First hour or any portion)	\$ 60.00
Photographs (Admin fee) Each Photo	\$ 3.00
Video reproduction	\$ 100.00
MVA reconstruction report	\$ 1,500.00
False Alarm Response	\$ 50.00
Standby – Event Security (per hour officer & car) Applies to security for profit events, concerts, sports, etc.	\$ 100.00
Mental Health – Patient Escort (first 3 hours – standby rate thereafter) Commences at time of detention under Section 10 of the <i>Mental Health Act</i>	\$ 250.00

TOWN OF TABER
BYLAW NO. 13-2017

Schedule "I"

Schedule of Fees for Transfer Station
(Fees include GST, where applicable)

<u>Waste</u>	Rate/tonne (unless otherwise specified)
Mixed Solid Waste (1)	\$ 135.00
Untreated/ Unpainted Wood (2)	\$ 50.00
Compostable Materials (3)	\$ 0.00
Asphalt and Concrete (4)	\$ 50.00
Scrap Metal and White Goods (5)	\$ 0.00
Minimum Charge	\$ 0.00
Construction and Demolition Debris(6) **	\$ 135.00

- (1) Residential, commercial, institutional mixed waste (Including Asphalt/Wooden Shingles)
- (2) Wood, tree stumps & branches over 4" diameter
- (3) Grass cuttings, Leaves & tree branches up to 4" diameter
- (4) Asphalt and concrete free of dirt or debris
- (5) Scrap metal, large appliances (ex. Washer, dryer, stove)
- (6) Insulation, drywall, renovation materials (i.e. tiles, electrical materials, doors, windows, partitions, ceiling tiles, carpeting, plumbing fixtures), non-recyclable concrete, soil mixed with waste

** A Demolition Permit is required (An Environmental report is necessary to obtain this permit) which can be obtained from the Planning Department at the Administration Office.

** Any materials disposed of through the Transfer Station categories will also be subject to the appropriate rate(s).

All waste materials hauled to the Transfer Station must be sorted by the customer prior to arriving at the Scale, and unloaded to the appropriate waste disposal area (i.e. dry waste cell, burn pit, metals, compostable, tipping building, asphalt, concrete, etc.) as directed by the Transfer Station operators.

TOWN OF TABER

BYLAW NO. 13-2017

Schedule 'J'

Schedule of Fees for Fire Services
(Fees include GST, except where exempt)

Fire Services
Offence

Open fire without fire permit	\$ 150.00
Discharge Fireworks without permit	\$ 150.00
Sell Fireworks without permit	\$ 500.00
Possess Fireworks without permit	\$ 100.00
Burn prohibited items	\$ 100.00
Provide false / incomplete / misleading information	\$ 100.00
Interfere with persons authorized by the law	\$ 500.00
Interfere with equipment apparatus	\$ 500.00
Damage or destroy fire services property	\$ 500.00
Falsely represent as Fire Service member	\$ 100.00
Enter boundaries established by Fire Services	\$ 100.00
Drive vehicle over fire equipment	\$ 200.00
Unauthorized use of a fire hydrant	\$ 100.00
Obstruction of Fire Safety Codes Officer by preventing access	\$ 250.00

Fire Services
Item

Open Fire Permit - Commercial	No Charge
Open Fire Permit – Town of Taber Sponsored	No Charge
Fireworks Permit – Town of Taber Sponsored	No Charge
Fireworks Permit – Non Town of Taber Sponsored	\$ 25.00
Motor Vehicle Collisions / Fires – Engine or Rescue Units	Current Ministry of Transportation Response Rate
Motor Vehicle Collisions / Fires – Command Units	Current Ministry of Transportation Response Rate

TOWN OF TABER

BYLAW NO. 13-2017

**Response to False Alarm-System
installed and maintained in
Accordance with the Alberta Fire
Code:**

Fire Services
False Alarms

First
Second within six months

Third and additional within six months

No Charge
No Charge
\$100.00 each response



Council Request for Decision	
Meeting Date: December 18, 2017	
Subject: 2018 - 2020 Draft Capital Projects	
Recommendation:	That Council identifies the Capital projects for inclusion in the 2018 – 2020 Capital Budget.
Background:	Administration is looking for Council to have a conversation regarding the proposed capital projects. At this meeting, Administration is looking for Council to identify the 2018 – 2020 projects they want to move forward with, including adding and removing potential capital projects from the list.
Legislation / Authority:	Section 245 of the MGA
Strategic Plan Alignment:	Strengthen our core infrastructure and services in a fiscally responsible manner.
Financial Implication:	Provides the authorization for the municipality to operate in the next fiscal year
Service Level / Staff Resource Implication:	N/A
Justification:	Council must adopt budgets for each calendar year.
Alternative(s):	That Council requests Administration to provide additional information.



Attachment(s):	2018-2020 Proposed Capital Projects 50 Ave Overlay West Trail Extension Budget Document West Trail Expansion Project Original Project Phases
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APPROVALS:	
Originated By:	John Orwa
Chief Administrative Officer (CAO) or Designate:	

2018 - 2020

CAPITAL PROJECTS



TOWN OF
TABER

2018 Approved Capital Projects

Funding

Engineering and Public Works	Departments	Cost	Comment	Reserves	MSI/BMTG	FGTF	AMWWP	Other Grants	Donations	LTD
64th Ave Asphalt Overlay Hwy 36 to 50th Street	Roads & Walks	\$ 1,016,000	council conversation		1,016,000					
East Industrial Storm Pond (Wetlands)	Roads & Walks	\$ 6,130,000		901,000		429,000		4,800,000		
Surface Work -Main	Roads & Walks	\$ 425,000		425,000						
Eureka Industrial Subdivision Phase 3B Option 2 Engineering	Roads & Walks	\$ 102,000	move to 2019	102,000						
Front End Loader-	Roads & Walks	\$ 196,350		196,350						
Hanging Planters & Pots	Roads & Walks	\$ 7,000		7,000						
1/2 Ton Truck Crew Cab	Roads & Walks	\$ 48,150		48,150						
North Pump Station Upgrades - Phase 2	Water Sup & Dist	\$ 350,000		175,000			175,000			
Water Meter Replacement Program	Water Sup & Dist	\$ 150,000		150,000						
BNR Plant Sludge Removal Process Upgrade	VW Treat & Disp	\$ 1,200,000		560,927	195,793		443,280			
Waste and Recycling Container	Waste Collection	\$ 15,000		15,000						
Commercial/Industrial, Multi-Family Bins	Waste Collection	\$ 50,000		50,000						
Garbage Truck	Waste Collection	\$ 300,000		300,000						
Additions										
HWY 3 & 864 Intersection traffic lights		\$ 300,000		300,000						
Engineering - 56th avenue		\$ 75,000		75,000						
Pressure washer		\$ 12,000		12,000						
50th ave Asphalt overlay from 44th street 47th street		\$ 400,000		400,000						
Option A- 50 ave Asphalt overlay from 47th street 50th street		\$ 560,000		560,000						
Option B- 50 ave Asphalt overlay from 47th street 50th street		\$ 620,000		620,000						
SCADA System - Water and Wastewater Control System		\$ 503,000		503,000						
Recreation										
Arena Refrigeration/ Mechanical Systems Upgrade	Arena	\$ 680,000		415,000	265,000					
Ice Painter	Arena	\$ 9,500		9,500						
Parks Wide Area Mower Unit 5-09	Parks	\$ 125,000		125,000						
Trailhead Development	Parks	\$ 30,000		30,000						
Sunrise Playground Dev't	Parks	\$ 50,000						50,000		
Truck Unit 1-17	Parks	\$ 35,235		35,235						
Gator Replacement 6-06	Sportsfields	\$ 23,000		23,000						
Auditorium Facility Modernization & Mechanical System Upgrade	Auditorium	\$ 500,000	council conversation	500,000						
Auditorium Facility Lighting Upgrade	Auditorium	\$ 75,000	council conversation	75,000						
Additions										
LED sign	Auditorium	\$ 120,000		120,000						
Walking Trail - Trail Head Signage	Parks	\$ 10,000		10,000						
Community Centre Exterior Upgrade		\$ 210,500		210,500						
Information Technology										
Asset Management	IT	\$ 45,000		45,000						
Website Update	IT	\$ 32,000	Possible cost increase	32,000						
Annual Computer Replacement	IT	\$ 86,000		86,000						
Additions										
IT Master Plan	IT	\$ 50,000		50,000						
Police										
In-car Cameras	Police	\$ 40,000		40,000						
Portable Radios (19)	Police	\$ 76,000		76,000						

2019 Proposed Capital Projects

Engineering and Public Works	Departments	Cost										
64th Ave Asphalt Overlay Hwy 864 to 50th Street	Roads & Walks	\$ 906,000	council conversation					906,000				
Arena /Community center/Admin Building parking lot	Roads & Walks	\$ 350,000	council conversation					350,000				
Tractor Replacement	Roads & Walks	\$ 140,000				140,000						
Downtown Bulb Out	Roads & Walks	\$ 200,000	council conversation					200,000				
48th Street Parking Confederation Park	Roads & Walks	\$ 170,000				170,000						
Eureka Industrial Subdivision Phase 3B Option 2	Roads & Walks	\$ 1,098,000	move to 2020			1,098,000						
Street Sweeper	Roads & Walks	\$ 210,000				210,000						
Tandem Dump Truck	Roads & Walks	\$ 153,000				153,000						
Zero Turn Mower	Storm Water	\$ 23,000				23,000						
BNR Plant Primary & Secondary Clarifier Re-Build	Waste Water	\$ 225,000				225,000						
Upgrade High Lift Pumps to VFD Rated Motors	Water Sup & Dist	\$ 200,000				200,000						
CO2 Installation at Water Treatment Plant	Water Sup & Dist	\$ 450,000				283,770		166,230				
52nd Ave 49th St. and 52nd St. Cast Iron Replacement	Water Sup & Dist	\$ 840,000				840,000						
Upgrade Generator at WTP	Water Sup & Dist	\$ 400,000						400,000				
Recreation												
Sod Cutter nit 7-26	Parks	\$ 6,500				6,500						
4th Ball Diamond	Parks	\$ 250,000				250,000						
Kiwanis Playground	Parks	\$ 50,000				50,000						
Trout Pond Phase 2	Parks	\$ 500,000	move to 2018-operating impact			375,000		125,000				
Truck Replacement Unit 1-19	Parks	\$ 35,235				35,235						
Information Technology												
Diamond Software Version Upgrade	IT	\$ 10,000				10,000						
Disaster Recovery Improvements	IT	\$ 25,000				25,000						
Wireless Service Upgrade	IT	\$ 30,000				30,000						
Annual Hardware Replacement	IT	\$ 195,500				195,500						
Police												
Security Monitoring System	Police	\$ 50,000				50,000						
Annual Police Car Replacement	Police	\$ 50,000				50,000						
Fire												
Command Unit	Fire	\$ 45,000				45,000						
Cemetery												
Cemetery Mower Replacement Unit 5-14	Cemetery	\$ 15,000				15,000						
Total Proposed 2019 Capital Projects		\$ 6,627,235				\$ 4,680,005	\$ 1,256,000	\$ 400,000	\$ 166,230	\$ 125,000	\$ -	\$ -

2020 Proposed Capital Projects

Engineering and Public Works

	Departments	Cost	
Surface Works - Main	Roads & Walks	\$ 425,000	
Wild Rose Drive Upgrades	Roads & Walks	\$ 1,613,000	council conversation
3/4 Ton Truck	Roads & Walks	\$ 45,000	
Zero Turn Mower	Storm Water	\$ 28,000	
West Water Supply and Distribution	Water Sup & Dist	\$ 5,400,000	AMWWMPF-in collaboration with MD- 90% funding. Will share 10% with MD
56th Ave Cast Iron Water Main Replacement - 52nd St. to 54th St.	Water Sup & Dist	\$ 415,000	
Landfill Loader	VW Treat & Disp	\$ 261,800	
Garbage Collection Truck Commercial Collection	Waste Collection	\$ 300,000	council conversation

Recreation

Trout Pond Phase 3	Parks	\$ 300,000	possible - move to 2019
Mower Replacement Unit 5-12	Sportsfields	\$ 18,000	
Rototiller Replacement Unit 6-03	Sportsfields	\$ 20,000	
Bleacher Replacement	Sportsfields	\$ 16,000	
Kubota RTV 4X4 Replacement Unit 5-11	Sportsfields	\$ 27,000	
UTV Replacement 5-11	Sportsfields	\$ 15,000	possible - move to 2019

Information Technology

Server Upgrades	IT	\$ 40,000	
Active Directory for TPS	IT	\$ 16,000	
Cloud Adoption	IT	\$ 30,000	
Annual Hardware Replacement	IT	\$ 124,600	

Police

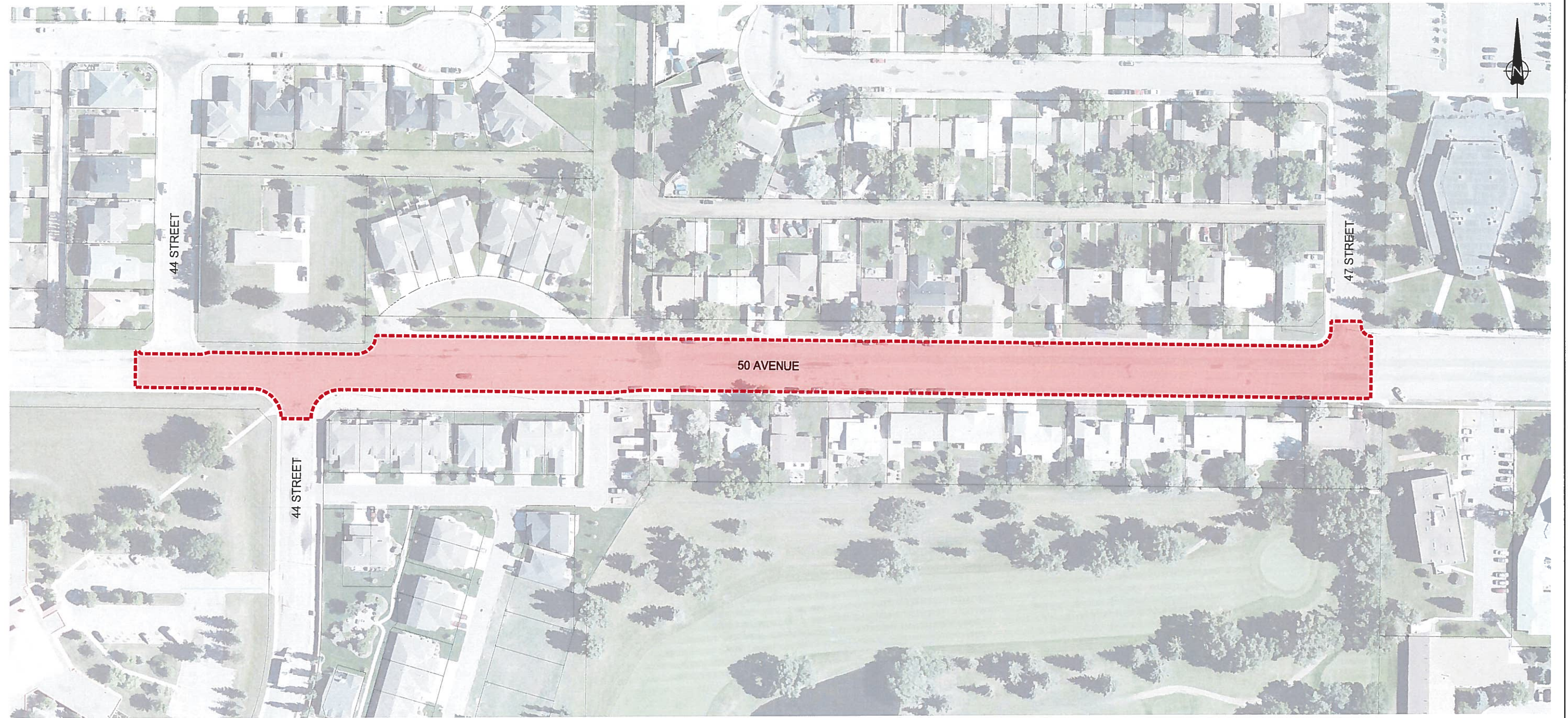
Itoxiyzer	Police	\$ 15,000	
Annual Car Replacement	Police	\$ 50,000	

CAO

Records Management	CAO	\$ 80,000	
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Total 2020 Proposed Capital Projects **\$ 9,239,400**

\$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -



TOWN OF TABER

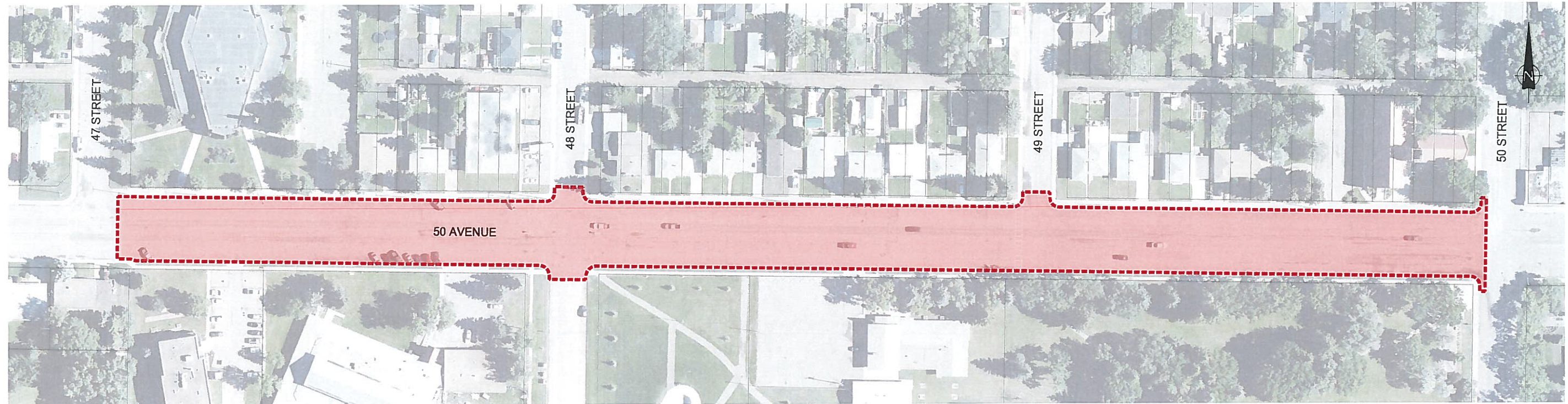
50 AVENUE OVERLAY
44 STREET TO 47 STREET

SCALE: 1:1500

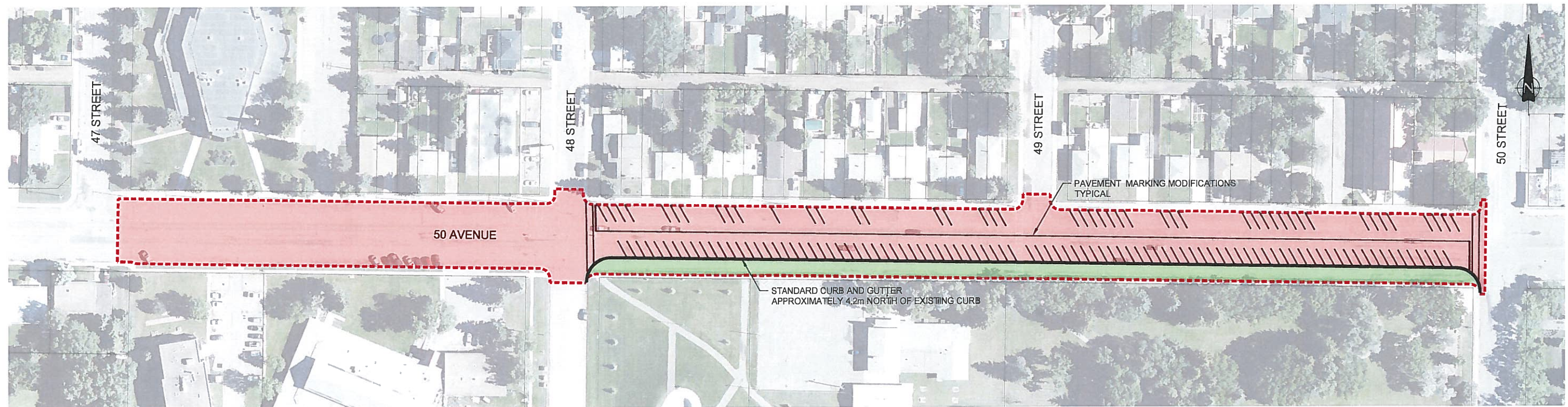
DATE: DECEMBER 2017

JOB: 1415-022-19

FIGURE: 1




OPTION "A"



OPTION "B"

NOTES:

1. OPTION "B" MODIFIED ROAD WIDTH FROM 48 STREET TO 50 STREET INCLUDES:
 - 3.7m DRIVE LANES
 - 6.1m PARKING LANES (MINIMUM 60" STALL DEPTH SPECIFIED WITHIN TOWN OF TABER LAND USE BYLAW)
 ADDITIONAL PARKING LANE WIDTH SHOULD BE CONSIDERED TO ACCOMMODATE COLLECTOR ROAD TRAFFIC

 MPE Engineering Ltd.		TOWN OF TABER	
		50 AVENUE OVERLAY 47 STREET TO 50 STREET	
SCALE: 1:1500	DATE: DECEMBER 2017	JOB: 1415-022-19	FIGURE: 2

West Trail Extension Project

Funding:	Date	Amount
Capital Budget	2017	\$ 64,000.00
Community Trust Fund	June 12, 2017	\$ 69,600.00
Trust - William Ferguson	July 17, 2017	\$ <u>900,000.00</u>
		\$ 1,033,600.00

<u>West Trail Extension Tender Award</u>	\$791,686.50 excl GST
Year to Date Tender Spent	\$ 592,692.00
Committed Funds	\$ <u>131,371.50</u>
Projected Tender Finish Price	\$ 724,063.50
Total Projected Balance Remaining from Tender	\$67,623.00

Balance (Outside of Awarded Tender)	\$ 241,913.50
Year to Date Spent	56,633.13
Funding Committed:	
Purchase and Installation of Pipeline/Flow Meter and Metering Vault	22,000.00
2 sets of swing gates	1,865.36
Delineator Posts	2,880.00
Posts/Chain for Parking Lot	18,780.00
Grooming of slope to Launch area/grass/Engineering Fees	75,000.00
Installation of Swing Gates	3,815.00
Caution Signage	<u>47.50</u>
	181,020.99
Estimated remaining balance	60,892.51

Total Project Amount	\$ 1,033,600.00
Total Spent & Committed Funds	\$ 905,084.49
Potential Funds Remaining	\$ 128,515.51

West Trail Expansion Project

The project included a Tender award to Ground Tech Enterprises. Ground Tech Enterprises has a few more areas to complete prior to completion.

Outside of the work they were doing, there were additional tasks that were required to make the area safer for pedestrians and to protect our infrastructure. These do not include all of the committed funds listed previously on the spreadsheet provided:

- Purchase of concrete blocks to restrict access to the site from various areas where vehicles were causing damages.
- Fence Repairs – repair to the metal fence surrounding the area on the southwest corner.
- Swing gates – safety gates purchased for seven different locations to prevent vehicles from getting on the pathway. These are not yet installed.
- Delineator Posts – purchased for the purpose of separating the roadway to the Paintball Area from the pathway and discouraging vehicle crossover. These have not yet been installed.
- Caution sign purchased.

Up to this point the project has been identified as including five phases (see attached schedule of the Phases). Administration has taken all of the components of the remaining phases and placed them into one list to allow Council the opportunity to provide direction on their recommendations for which items should be completed in 2018.

	Benches (10)		Horseshoe Pits
	Picnic Tables (15)		Trees around Pond Perimeter
	Garbage Cans		Irrigation around Pond Perimeter
	Main Entrance Signage		Water Services (water/Cistern)
	Trail signage		Sewer Services
	Roadway Dev't for campsites		Dev't of Tenting Area
	Campsite Development		<ul style="list-style-type: none"> • Fire Pits
	<ul style="list-style-type: none"> • Gravel RV stalls - how many? 		<ul style="list-style-type: none"> • Garbage Cans
	<ul style="list-style-type: none"> • Electricity 		<ul style="list-style-type: none"> • 2-3 trees/site
	<ul style="list-style-type: none"> • Garbage Cans 		Camp Kitchen (2)
	<ul style="list-style-type: none"> • Picnic Tables 		Lighting around pond
	<ul style="list-style-type: none"> • Fire Pits 		Lighting along pathway
	<ul style="list-style-type: none"> • 3-4 Trees/campsite 		Paved Pathway from site to HWY 864
	<ul style="list-style-type: none"> • Irrigation for Trees 		Playground

Should Council determine to move additional projects into 2018, please be aware that additional operational costs may be incurred that are not budgeted for. Some of those costs would be dependent on the options chosen to complete. Some of those costs could include manpower, materials and supplies, utilities, and washrooms. The UTV that is proposed for 2020 was based on development in 2019 and could be required in an earlier year.

Phase I

- Fill the pond
- Filter screen replaced
- Stock pond with fish in 2018 (stocking will be free for the first year, thanks to Alberta Conservation. Subsequent years the Town will assume the yearly cost to restock)
- Benches
- Garbage cans
- Park sign
- Gravel parking lot and paved walkways
- Recreational launch area
- Fencing

Phase II

- Irrigation for the site (approximately 2 irrigation pumps and associated pipes)
- Approximately 1000 trees to be planted
- Electricity to site for lighting around parking lots and paths
- Dock area

Phase III

- Sewer and water added to site
- Washrooms added
- Picnic tables placed
- Approximately 500 more trees added

Phase IV

- Camp kitchens
- Playground
- Horse shoes courts
- More picnic tables added
- Approximately 500 more trees added

Phase V

- Campground for RV stalls added
- Picnic tables for each campsite
- Approximately 500 more trees to be added



Council Request for Decision	
Meeting Date: December 18, 2017	
Subject: Grant Application Approval Process	
Recommendation:	That Council gives the Mayor the approval to provide a letter of support for all regular grants except where a Council resolution is required.
Background:	The current approval process for Grant Applications must go through Council approval before submission. This process sometimes causes very tight timelines between going to Council and submission deadlines. Administration is recommending that Council allow the Mayor to provide the letter of support for all regular grants with an exception of Grants that require Council resolution before submission.
Legislation / Authority:	MGA S.213(4)
Strategic Plan Alignment:	Strengthen our core infrastructure and services in a fiscally responsible manner.
Financial Implication:	Dependant on the number of grants applied for and received.
Service Level / Staff Resource Implication:	Service levels will not be affected
Justification:	To eliminate tight timelines
Alternative(s):	That Council not allow the Mayor to provide a letter of support without a Council Resolution.



Attachment(s):	None.
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APPROVALS:	
Originated By:	John Orwa
Chief Administrative Officer (CAO) or Designate:	



Council Request for Decision	
Meeting Date: December 18, 2017	
Subject: Communities in Bloom	
Recommendation:	That Council accepts the information regarding Communities in Bloom as presented.
Background:	<p>There was a request from a member of Council regarding how other municipalities and Communities in Bloom work together. Administration has contacted numerous municipalities and the results vary with each one.</p> <p>There were a few municipalities that operate in conjunction with the Communities in Bloom committee in similar fashion as the Town of Taber.</p> <p>The attached spreadsheet outlines the various responses received.</p>
Legislation / Authority:	MGA Sect 3
Strategic Plan Alignment:	Build partnerships with other governments or organizations where synergies exist.
Financial Implication:	Not applicable at this time.
Service Level / Staff Resource Implication:	Not applicable at this time.
Justification:	The information is being provided at the request of a member of Council.
Alternative(s):	Council may choose to ask for additional information.



Attachment(s):	Communities in Bloom Information Spreadsheet
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APPROVALS:	
Originated By:	Aline Holmen
Chief Administrative Officer (CAO) or Designate:	

2017 Communities in Bloom Survey

Town/City	CIB Separate Entity?	Agreements/ Policies? Y/N	Does the town Fund CIB?	Does the town supply labour?	Willing to share agreement*
Champion	Yes	N	\$3 000 Annually	Only a supporting role when needed for a projects	N/A
Cardston	Town Committee makes recommendations	N	Yes Annually	Administration (Minutes, advertising, setting up for judging)	N/A
Stettler	No formal committee	N	Fees for contest & \$22 000 budgeted for beautification program	Regular maintenance by the parks/public works staff	N/A
Olds	Yes (until last year, they folded due to lack of volunteers)	Had a Standing Agreement	Yes Annually	Administrative support (minutes, advertising, setting up judging) & labour supplied for special projects when needed	No, very out of date
Leduc	Yes	N	Yes Annually. All funds are controlled through the municipality	2 staff members on board as advisory and do all the administration work, otherwise just when needed for special projects	N/A
Drayton Valley	Yes	N	\$10 000 annually. All funds are controlled through the municipality	Staff members on committee, Project based when required	N/A
Lacombe	No Longer doing CIB	Found that the CIB relied so much on administration involvement that it was not an efficient use of funds and started an Annual Beautification Project budget line instead			
St. Paul	Yes/partnership	N	CIB Registrations, Judging costs, 1 time projects that occur	Yes, regular watering, setup, maintenance, hanging of banners	N/A
Brooks	Yes, with 1 council & Park Supervisor as members	Y	No	Yes park supervisor, planting/care for plants	Yes

Extra Info.

Flower basket sponsorship Program run through P/W

2017 Communities in Bloom Survey

Pincher Creek	Yes, with 1 council & Admin Staff member CIB coordinates the cleanliness/beautification and judging (Town has two more societies which manages flowers)	N	Yes CIB has \$6500 annually for registration, judging, conferences, etc	Yes Parks department does regular maintenance (not watering), admin staff prepares minutes, event/activity promotions, coordination, communications	Yes
Vermillian	Yes, Committee of Council. 1 council member along with community volunteers	N	Yes \$6000.00/year for conference, judging, registration. Town also pays for flowers which is separate budget item	Yes. The CIB does the planting, and the Parks department does the watering and placement of planters.	N/A

Has a Flower basket/bed sponsorship program & also has a budget for the PC Planter society of \$8000 annually which is matched by MD

Council Request for Decision

Meeting Date: December 18, 2017	
Subject: Letter of thank you to CP Rail	
Recommendation:	Council supports signing a letter thanking CP Rail for the training opportunities that we have received and look forward to a continued partnership.
Background:	<p>Since 2015 the Taber Fire Department has been able to send eight firefighters to Pueblo, Colorado to the Security and Emergency Response Training Center, Crude by Rail training. This training has been generously sponsored by Canadian Pacific Railway.</p> <p>SERTC has a state of the art training facility with several extremely knowledgeable instructors. They provide world class training dealing with rail line emergencies, with emphasis on flammable liquids and Crude Oil.</p> <p>The Fire department would like to send Mike LoVecchio, Director of Government Affairs with CP Rail, a letter of support endorsed by the Elected Officials of the Town of Taber. The letter is to state our support for the continuation of the Crude by Rail training program and how important it is to our Emergency Responders and Emergency Management Team.</p>
Legislation / Authority:	Municipal Government Act, Part 1 (3) c To develop and maintain safe and viable communities
Strategic Plan Alignment:	Governance – This letter helps to build partnerships with other governments and organizations where synergies may exist. This Letter will help both our fire and emergency management departments.
Financial Implication:	<p>Participation in this training program does not have any financial implications to the Town of Taber as it is sponsored by Canadian Pacific Railway.</p> <p>The Letter will state our support for the continuation of the program and its importance.</p>
Service Level / Staff Resource Implication:	<p>The Service Level for the Town of Taber will not change. The participation in this training program will help to improve and enhance our capabilities while providing service.</p> <p>The Training course requires the participant to be gone for approximately 5 days. Previous course attendance has allowed up to a maximum of 2 members gone at a time. With the current roster of 36 members, there will be enough members for coverage of the Town of Taber.</p>

Justification:	<p>On July 6, 2013 in the Town of Lac-Mégantic, Quebec, an unattended 74 car freight train carrying crude oil rolled down a 1.2% grade from and derailed downtown, resulting in the fire and explosion of multiple tank cars. 47 people were killed and more than 30 buildings in the town's center were destroyed. All but three of the remaining downtown buildings had to be demolished due to petroleum contamination of the town site.</p> <p>Aside from the unattended train rolling down a 1.2% grade this tragic incident could occur here in our town. Crude oil is being hauled through our community as well as many other hazardous commodities and flammable liquids. This training will help our Emergency Management Teams to plan for possible future events and our Emergency Responders with their response to an event such as this.</p> <p>Canadian Pacific Railway has been encouraging collaboration and partnerships with a goal of keeping the public safe. As such they have asked for a letter of support to express the importance and for the continuation of this great training program.</p>
Alternative(s):	<p>The Council of the Town of Taber may choose NOT to provide a letter of support for the training program. This choice would have the fire department searching for another training opportunity to educate members on these types of high hazard incidents.</p>
Attachment(s):	Letter of Support

APPROVALS:	
Originated By:	Steve Munshaw
Chief Administrative Officer (CAO) or Designate:	

December 11, 2017

Mike LoVecchio
Director Government Affairs
Canadian Pacific
1670 Lougheed Highway
Port Coquitlam, BC
V3B 5C8

Dear Mr. LoVecchio,

RE: Letter of Support

Since 2015, the Town of Taber has been able to send eight members of the Taber Fire Department to Pueblo, Colorado to the SERTC Crude by Rail training thanks to the generous sponsorship of Canadian Pacific Railway. It has been an absolute honour to be able to participate in this phenomenal training opportunity. SERTC has a state of the art training facility with some amazing instructors. The knowledge which has been passed on will definitely assist us with future planning for rail emergencies within our town. This world class training would not have been possible without the collaboration and sponsorship from our industry partners.

Our Town has a main line track running directly through the middle of the community. As you are well aware many hazardous commodities are transported through the community daily. We realize the course focuses on crude oil, but the information received will assist with all rail emergencies, with emphasis on flammable liquids. Future emergency response planning and program development will reflect the training which was received.

The Town of Taber Fire Department is a volunteer based fire department with a number of dedicated members protecting our citizens. Just like all Volunteer Departments, ours also sees challenges with recruitment and retention of volunteers. The service life expectancy of a Volunteer Firefighter is approximately five years. With the steady influx of Volunteers, the Town of Taber hopes CP Rail will continue this great training program.

The Town of Taber feels extremely lucky to have received this training and we applaud CP Rail for this initiative. We are extremely happy to have industry partners who are willing to collaborate and work together with our Emergency Responders as well as our Emergency Management Teams. This partnership is formed to keep the citizens safe and we are so fortunate to have partners like CP Rail who are willing to sponsor this kind of training.

The Town of Taber looks forward to our continued partnership and hopes we can continue to work together to grow our knowledge and skill level forming a strong response should an emergency arise.

Sincerely,

Andrew Prokop, Mayor

Request for Decision

Meeting Date: December 18, 2017

Subject: Alberta Community Partnership (ACP) Grant Application Support

Recommendation:	That Council support the application for funding from the Alberta Community Partnership (ACP) grant for the completion of an Inter-municipal Collaboration Project between the Town of Taber and the Municipal District of Taber.
Background:	<p>The objective of the Alberta Community Partnership (ACP) grant is to improve the viability and long-term sustainability of municipalities by providing support for regional collaboration and capacity building initiatives. The Inter-municipal Collaboration (IC) component of the grant is to support partnerships of two or more municipalities to develop regional land use plans and service delivery frameworks.</p> <p>Under the <i>Modernized Municipal Government Act</i> municipalities are required to engage in cooperative initiatives with adjacent municipalities through the development of an Inter-municipal Development Plan (IDP) and an Inter-municipal Collaboration Framework (ICF). The Town of Taber and the Municipal District of Taber will be required to have these in place by April 1, 2020.</p> <p>The development of an Inter-municipal Collaboration Project that includes both an ICF and an update to the IDP is a large project that will require significant resources from both municipalities. Therefore it is in the best interest of both municipalities to seek grant support.</p> <p>The Town and the Municipal District are currently finalizing the details of the grant application which has a deadline of January 2, 2018. A requirement of the grant application is that the councils of all municipal partners include record of a motion of support for the project.</p>
Legislation / Authority:	Municipal Government Act Section 3 – Municipal Purposes
Strategic Plan Alignment:	<p>Strategic Plan Governance Goal #1: Strengthen our core infrastructure and services in a fiscally responsible manner.</p> <p>Strategic Plan Governance Goal #3: Build partnerships with other governments and organizations where synergies may exist.</p>

Financial Implication:	The Inter-municipal Development Plan (IDP) has been budgeted for in 2018. A successful grant application would assist in funding the Inter-municipal Collaboration Framework (ICF) component that has not been specifically budgeted for.
Service Level / Staff Resource Implication:	A successful grant application will support the hiring of a contracted professional to help reduce the workload on staff and avoid any negative impacts on service level.
Justification:	All municipalities are required to adopt by bylaw an inter-municipal collaboration framework (ICF) and inter-municipal development plan (IDP) by April 1, 2020. This grant will assist the Town and the Municipal District accomplish this in a fiscally responsible manner.
Alternative(s):	That Council not support the application for funding from the Alberta Community Partnership (ACP) grant for the completion of an Inter-municipal Collaboration Project between the Town of Taber and the Municipal District of Taber.
Attachment(s):	ACP Grant Guidelines ICF- Modernized Municipal Government Act Implementation Fact Sheet

APPROVALS:	
Originated By:	Andrew Malcolm
Chief Administrative Officer (CAO) or Designate:	

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Intermunicipal Collaboration Frameworks

Legislation	Municipal Government Act (MGA) 
Regulation	Intermunicipal Collaboration Framework Regulation
Category	Planning and Development
Section Number	s. 631, s. 708.27, s. 708.28, s. 708.29, s. 708.3, s. 708.31, s. 708.32, s.708.321, s. 708.33, s. 708.45

Previous MGA requirements:

The MGA gives municipalities the option to engage in cooperative initiatives with neighbouring municipalities through mechanisms such as intermunicipal agreements, mutual aid agreements, and regional services commissions. Additionally, the MGA allows, two or more municipalities to voluntarily collaboratively plan for future growth and development through intermunicipal development plans which are passed by bylaws by each participating municipal council.

What's changed?

- All municipalities will be required to adopt an intermunicipal collaboration framework (ICF) with each municipality they share a common border with by April 1, 2020. [s.708.28](#)

What do municipalities need to know?

Purpose of an ICF

- To provide for integrated and strategic planning, delivery and funding of intermunicipal services.
- To steward scarce resources efficiently in providing local services.
- To ensure municipalities contribute funding to services that benefit their residents. [s.708.27](#)

What is an ICF?

- An ICF is a framework adopted by municipal councils who are part of the framework passing matching bylaws that:
 - lists services currently provided by each municipality; services being shared on an intermunicipal basis by the municipalities; and services provided by third parties;
 - identifies how each of these services would be best delivered;
 - municipalities are not required to provide an intermunicipal service if they agree that the service is better provided on their own; [s.708.29\(1\)](#), [708.33\(1\)](#)
 - an intermunicipal service can be provided in all or a part of a municipality; and [s.708.29\(3\)](#)
 - outlines how intermunicipal services will delivered and funded.
 - The framework may reference, alter, or rescind existing intermunicipal agreements. [s.708.31](#)
- The framework must address the following services: [s.708.29\(2\)](#)
 - transportation;
 - water and wastewater;
 - solid waste;
 - emergency services;
 - recreation; and

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- any other services that benefit residents in more than one of the municipalities that are parties to the framework.
- The ICF must also include:
 - a time frame for implementing intermunicipal services; [s.708.29\(1\)\(d\)](#)
 - an intermunicipal development plan unless the municipalities have separately adopted one; and [s. 631, s.708.3](#)
 - provisions for a binding dispute resolution process to resolve implementation disputes. [s.708.45](#)
 - Where a framework does not identify a binding dispute resolution, the model provisions identified in the regulation apply. [s.708.45\(2\)](#)
- The ICF may contain:
 - details required to implement intermunicipal services; and [s.708.29\(1\)\(e\)](#)
 - provisions for developing infrastructure for common benefit. [s.708.29\(1\)\(f\)](#)

Parties to an ICF

- Municipalities with a common boundary must create a framework. [s.708.28\(1\)](#)
 - For an urban municipality, the framework would be created with the rural municipality in which it is located.
 - For a rural municipality, the framework would be created with each urban municipality within its boundary, and with any other rural municipality that it shares a boundary with.
- Other municipalities that do not have a common boundary may be a party to a framework. [s.708.28\(2\)](#)
 - For example, a rural municipality and all of the urban municipalities within its boundary could choose to create a single framework.
- Municipalities that are parties to a framework may invite an Indian band or Métis settlement to participate in the delivery and funding of services to be provided under a framework. [s.708.321](#)
- Municipalities that are members of a growth management board are not required to create a framework with other growth management board members, to the extent that required ICF components are addressed by the growth management board; however, a growth management board member is still required to create a framework with a non-member municipality that it shares a boundary with. [s.708.28\(4\)\(a\)](#)
- The Minister may order exempt one or more municipalities from the requirement to create an ICF. [s.708.28\(4\)\(b\)](#)

Creating an ICF

- In creating or reviewing the ICF, municipalities must negotiate in good faith. [s.708.33\(3\)](#) The parties must:
 - act honestly, respectfully and reasonably;
 - regard the legitimate interests of each party;
 - have an appropriate communication approach;
 - look for the potential for joint benefit of all parties;
 - disclose to each other information that is necessary to understand a position or formulate an intelligent response;
 - meet through representatives who are equipped and fully authorized to engage in rational discussion; and
 - be willing and prepared to explore the issues presented by all parties and explain the rationale for their positions.
- Municipalities may voluntarily enter mediation at any point during the two-year timeframe to develop an ICF.
- A copy of the framework must be filed with the Minister within 90 days of its creation. [s.708.33\(4\)](#)

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- All parties must align their bylaws (except their land-use bylaws) with the framework within two (2) years after the bylaw to create the framework is adopted. **Regulation s.5**






Regular Review of the ICF

- Municipalities that are a part of the ICF must review the framework at least every five (5) years after the creation of the framework, or within a shorter period as provided for in the framework. **s.708.32(1)**
 - If during the review, the municipalities no longer agree that the framework continues to serve the interest of the municipalities, the municipalities must create a replacement framework. **s.708.32(2)**

When does this change take place?

- These sections come into force April 1, 2018.
- Municipalities must establish an ICF by April 1, 2020 (within two (2) years of the sections coming into force on April 1, 2018); an extra year is allowed for arbitration if required. **s.708.28(1)**
- Intermunicipal Development Plans must be adopted by April 1, 2020 (within two (2) years of the sections coming into force on April 1, 2018).

What resources are/will there be available to assist?

- Best practices and guidelines are under development (AUMA/AAMDC).
- [Municipal Affairs Regional Training Session](#). 
- [Elected Officials Education Program](#) (EOEP) – www.eoep.ca (AAMDC/AUMA) 
- [Municipal Planning Hub](#) (AUMA) 
- Related Implementation Fact Sheet – Intermunicipal Collaboration Framework – Arbitration
- [Municipal Boundaries](#) 
- [Modernized Municipal Government Act, 2016](#) 



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Availability:

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Alberta Community Partnership Program Guidelines

Effective April 1, 2017



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1. GUIDELINES

These guidelines are intended to assist applicants in completing ACP application and financial reporting requirements for the 2017/18 program year (April 1, 2017 to March 31, 2018). Before applying, applicants should consider both the general program information supplied in the main part of the guidelines and the component-specific information in the schedule(s).

2. PROGRAM HIGHLIGHTS FOR 2017/18

- Intermunicipal Collaboration (IC) project eligibility focuses on projects which support intermunicipal land use and service delivery planning (see Schedule 1A).
 - IC project ranking criteria (see Schedule 1B) have been updated to ensure that projects selected for funding:
 - directly produce frameworks for regional approaches to service delivery, such as intermunicipal collaboration frameworks, intermunicipal development plans, or shared service agreements;
 - address outstanding regional service delivery gaps; and
 - resolve capacity-related barriers to successfully building regional frameworks.
 - Projects related to implementing regional services including facility construction, equipment purchases, pilots, training, and system upgrades are not eligible under the IC component.
 - The IC application limit is one application per managing partner, per program year. Municipalities can participate as a project participant in more than one application.
 - IC applications are due by January 2, 2018. Applications submitted after the deadline will not be considered.
 - The application must include a certification that council resolutions supporting the project are in place. Partnerships that do not have the required council resolutions in place prior to the application deadline must provide confirmation of their resolutions to Municipal Affairs via email to acp.grants@gov.ab.ca by February 2, 2018 (see Schedule 1A).
 - Projects that are awarded grants under the 2017/18 IC component should be completed by December 31, 2020.
- The Mediation and Cooperative Processes (MCP) Cooperative Processes stream now includes support for Intermunicipal Collaboration Framework negotiations. All MCP grants will require matching municipal contributions (see Schedule 3).
- The Municipal Internship application deadline has been changed to September 1, and the Land Use Planner grant amount has been increased to \$64,500 over two years as follows:

Land Use Planner Stream	Year 1	Year 2
Salary	\$35,000	\$19,000
Benefits	\$2,000	\$1,000
Subtotal (municipal top-up contributions expected towards salary and benefits)	\$37,000	\$20,000
Year 1 Expenses; Year 2 Professional Development	\$6,000	\$1,500
Total per year (of \$64,500)	\$43,000	\$21,500

- The ACP Online (ACPO) system is available through MAConnect (see Section 4). ACPO gives municipalities the ability to:
 - create, edit, and submit ACP applications online;
 - view and track the status of ACP applications;
 - view agreement, payment, and reporting summary information for projects funded under ACP or the former Regional Collaboration Program (RCP); and
 - create, edit and submit ACP or RCP Statements of Funding and Expenditures (SFEs).

3. KEY DATES AND CONTACTS

ACTIVITY	TIMELINE	QUESTIONS? CONTACT
Project Application Submission	Municipal Internship due September 1; Intermunicipal Collaboration due January 2, 2018; Mediation and Cooperative Processes, Municipal Restructuring, and Strategic Initiatives accepted up to February 1.	Call a Grant Advisor at 780-422-7125 (toll-free 310-0000), or email acp.grants@gov.ab.ca
Statement of Funding and Expenditure (SFE)	Due within 60 days of project completion date identified in the conditional grant agreement.	Call a Grant Compliance Advisor at 780-422-7125 (toll-free 310-0000), or email acp.grants@gov.ab.ca
Communication and Project Recognition	Ongoing.	Call Communications at 780-427-8862 (toll-free 310-0000), or email acp.grants@gov.ab.ca

4. SUBMISSION METHODS

Applicants are encouraged to submit their grant applications and reporting through ACP Online (ACPO). Access to ACPO is through MAConnect, the web portal that provides external stakeholders secure access to Municipal Affairs' key business applications.

Municipalities that already use MAConnect can request staff access to ACPO through the municipality's MAConnect Stakeholder Administrator. The Stakeholder Administrator is the person delegated to manage access to applications in MAConnect on behalf of the municipality through the MAConnect Stakeholder Agreement.

All current Stakeholder Administrators are able to submit an electronic request through their MAConnect dashboard to grant a staff member access to ACPO. If the municipality needs to assign another Stakeholder Administrator, a request can be emailed to ACPOaccess@gov.ab.ca.

Municipalities that do not have access to MAConnect will need to enter into a Stakeholder Agreement before requesting access to ACPO. The Stakeholder Agreement can be requested by emailing to ACPOaccess@gov.ab.ca or contacting 780-644-2413 (toll-free 310-0000). Once the Stakeholder Agreement has been signed and returned to Municipal Affairs, the municipality will be able to request access to ACPO through their designated Stakeholder Administrator.

An ACPO user guide is available on the ACP website at www.municipalaffairs.alberta.ca/alberta-community-partnership.

ACP grant applications, project amendment/time extension requests and SFEs can also be submitted by email, fax or mail. Fillable PDF forms are available on the ACP website at www.municipalaffairs.alberta.ca/alberta-community-partnership.

Email: acp.grants@gov.ab.ca

Fax: 780-422-9133

Mail: Attn: Regional Grant Programs (**Applications**) or
 Grant Compliance and Payments (**SFEs**)
 Alberta Municipal Affairs, Grants and Education Property Tax Branch
 15th Floor, 10155 - 102 Street, Edmonton AB T5J 4L4

5. PROGRAM OBJECTIVE

The objective of the ACP program is to improve the viability and long-term sustainability of municipalities by providing support for regional collaboration and capacity building initiatives.

The ACP program is designed to support municipalities in attaining the following key program outcomes:

- New or enhanced regional municipal services;
- Improved municipal capacity to respond to municipal and regional priorities; and
- Effective intermunicipal relations through joint and collaborative activities.

6. FUNDING COMPONENTS

Project funding is administered under five distinct funding components. Information regarding specific objectives, eligibility criteria, and other conditions for each component are found in Schedules 1-5.

Intermunicipal Collaboration (IC) (Schedule 1A)	• Develop regional land use plans and service delivery frameworks
Municipal Restructuring (MR) (Schedule 2)	• Explore regional governance and minimize costs associated with municipal restructuring processes such as amalgamation, dissolution, or viability reviews
Mediation and Cooperative Processes (MCP) (Schedule 3)	• Resolve intermunicipal conflict through dispute resolution alternatives and/or develop collaborative protocols
Municipal Internship (MI) (Schedule 4)	• Recruit and train interns to pursue senior administrator, finance officer, and land use planner positions in municipal government
Strategic Initiatives (SI) (Schedule 5)	• Support for initiatives that align with provincial priorities and address intermunicipal needs of strategic significance

7. ELIGIBILITY REQUIREMENTS

7.1 Eligible Applicants

Applicant Type	Funding Component(s)
Municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, special areas)	All*
Improvement Districts	IC, MCP, or SI
Métis Settlements	IC, MCP, or SI
Townsite of Redwood Meadows Administration Society	IC, MCP, MI Administrator, or SI
Edmonton Metropolitan Region Board and Calgary Regional Partnership	MI Land Use Planner or SI
Municipally-controlled planning service agencies	MI Land Use Planner

* Eligibility to apply under the MI streams is dependent on municipal population (see Schedule 4).

First Nations are eligible to participate under the IC component as non-managing, formal project partners on IC project applications.

The Minister may vary any program criteria, such as eligibility and application requirements, to respond to the Government of Alberta and Municipal Affairs' priorities.

7.2 Contributions to other Entities

Ineligible entities under the ACP include individuals, for-profit corporations, not-for-profit organizations, regional services commissions (excluding planning commissions), intermunicipal entities, and municipal subsidiary corporations (for-profit and not-for-profit).

Successful applicants may contract these entities to conduct project activities. In these instances, the contracted entity is not considered a project partner, and the applicant remains responsible for the use of the funds, achieving project outcomes, and reporting on activities related to the approved project.

7.3 Eligible Projects

Eligible project information is provided in the component schedules.

7.4 Ineligible Expenses

The following expenses are ineligible for all components:

- Existing and ongoing operational costs;
- Floodway mapping costs;
- Costs already funded under other grant programs; and
- Goods and Services Tax (GST).

See component schedules for additional details on ineligible expenses.

8. APPLICATION AND AMENDMENT PROCESS

8.1 Project Application

A separate application form is required for each project submission, available through ACPO or as a fillable PDF on the program website at www.municipalaffairs.alberta.ca/alberta-community-partnership.cfm.

Project applications can be submitted any time prior to the deadline(s) specified in Section 3.

PDF applications must be signed by the Chief Administrative Officer (CAO), or duly authorized authority, who certifies that the information is correct and in accordance with program guidelines.

Applications submitted through ACPO contain a certification statement to be completed by the authorized user, and do not require a signature.

8.2 Review and Approval Process

Each project application submitted to Municipal Affairs will be reviewed to ensure it meets the requirements outlined in these guidelines. Once a project is assessed, a recommendation is forwarded to the Minister of Municipal Affairs. All decisions by the Minister are final. Applicants will be advised in writing of the status of their submission, and a list of successful projects will be posted annually to the program website.

Project applications submitted under the IC component will be evaluated based on merit (see Schedule 1B), with scores assigned based only on the information provided in the application. Applicants should ensure all relevant sections of the form are completed, as incomplete applications may result in a lower score relative to other submitted applications. Funding decisions will be made by March 31 of the program year.

MI applications are due by September 1, IC applications are due by January 2, 2018, and applications under the other funding components (i.e., MR, MCP, and SI) should be submitted before February 1 to be considered in the current program year. It is anticipated that applications will be processed and municipalities advised of project funding status in writing, within ten to twelve weeks following submission, or by March 31 of the program year.

9. FUNDING AGREEMENTS

9.1 Conditional Grant Agreement (CGA)

Following the Minister's approval of a project, successful applicants must enter into a CGA with Municipal Affairs. The CGA sets out the terms and conditions for the grant funding. This includes project start and end dates, project scope, grant payment conditions, and reporting requirements.

9.2 Amending an Agreement

If the project scope or time period to use grant funds change after the project approval, an amendment is required. This can be requested by submitting a Project Amendment/Time

Extension Request Form, available on the program website at www.municipalaffairs.alberta.ca/alberta-community-partnership.cfm. The amendment request should be submitted prior to the CGA project completion date. Questions regarding scope and time changes can be directed to a grant compliance advisor.

10. TIME PERIOD TO USE GRANT FUNDS

The ACP program year is based on the provincial fiscal year which commences April 1. Grant funds can be retroactively applied to approved projects beginning April 1 of the current program year unless otherwise stipulated in the executed CGA. See component schedules for specific details regarding time periods to use grant funds.

11. USE OF OTHER GRANT FUNDS

ACP grants may be used in combination with funds from other provincial-municipal or federal-municipal grant programs, unless doing so is prohibited by the other program. Using ACP grant funds for costs covered by other programs, as per section 7.4, is not an allowable use of ACP funds.

If a grant recipient chooses to use multiple grant funding sources for a project, it is their responsibility to understand each grant program's specific funding requirements.

More information about specific requirements of provincial-municipal grant programs can be found on the respective program websites, accessible through the Municipal Grants Web Portal at <http://municipalaffairs.alberta.ca/municipalgrants.cfm>.

12. REQUIREMENTS FOR AWARD OF CONTRACT

All calls for proposals or tenders for projects funded under the ACP shall be carried out in accordance with the rules, regulations and laws governing such activities and in accordance with the best current procurement practices. They must also be advertised in accordance with the guidelines of the New West Partnership Trade Agreement (www.newwestpartnershiptrade.ca), and the Agreement on Internal Trade (www.ait-aci.ca).

13. PAYMENT PROCESS AND FINANCIAL REPORTING REQUIREMENTS

13.1 Payments

ACP payments will be made following legislative approval of the provincial budget, and Ministerial authorization of the component budgets. Payments for approved projects will be made based on the conditions of the CGA. Typically the grant payment is made within one month following the execution of the CGA, unless stated otherwise.

13.2 Statement of Funding and Expenditures (SFE)

The grant recipient must submit an SFE. The SFE summarizes the grant amount received, the actual project costs, grant funding applied, portion of funding provided by other grant programs and municipal sources, and income earned and applied to the project. Income earned on the ACP grant funding becomes part of the funding available to apply to project expenditures.

The SFE must be signed by the CAO or delegate, who certifies that the grant recipient is in compliance with the terms of the CGA, program guidelines, and administrative procedures. All supporting documentation such as reports, drawings, and invoices for project costs must be retained by the municipalities for a minimum of three years following completion of the project. The SFE can be completed using ACPO or accessed on the ACP website at www.municipalaffairs.alberta.ca/alberta-community-partnership.cfm.

The SFE may be subject to review by the Provincial Auditor General.

Additional reporting is required for the MI component (see Schedule 4), and may also be required under other components.

13.3 Credit Items

Credit items must be reported on the SFE, and should include:

- Income earned on deposited or invested ACP grant funds.

The amount of income earned on the funds becomes part of the total grant funding available for the project.

13.4 Calculation of Income Earned

The municipality must maintain separate accounting records for the grant funds.

The municipality is encouraged to invest and earn income on all unexpended grant funds, subject to the provisions of Section 250 of the *Municipal Government Act*.

The amount of income earned on grant funds may be calculated by one of two methods:

- the actual income earned on the funds being held; or
- the estimated (notional) income earned on the funds. For example, multiply the average grant funding balance over one or more months that the grant funds were held in an account by the average interest rate over those months.

14. SITE VISITS

On an annual basis, Municipal Affairs may select and visit a number of municipalities to discuss ACP program delivery, explore suggestions for program improvement, and view completed ACP-funded projects where appropriate.

15. COMMUNICATIONS AND PROJECT RECOGNITION REQUIREMENTS

Municipalities may choose to recognize a project milestone through advertising, public information campaigns, or ceremonies and events. If a municipality initiates a communications event related to an ACP-funded project, they are asked to advise the Municipal Affairs Communications office of the proposed event a minimum of 15 working days prior to the celebration/launch/event.

News releases should acknowledge the province's contribution and must include a quote from the Minister or other GOA representative as determined by the province. Any advertising of ACP-funded projects should include a reference to the ACP program and the province's contribution.

To discuss project recognition options or communications requirements, please call Municipal Affairs Communications at 780-427-8862, toll free by first dialing 310-0000, or email acp.grants@gov.ab.ca. All other inquiries should be directed to a grant advisor at 780-422-7125.

Schedule 1A – Intermunicipal Collaboration

1. Objective

The objective of the Intermunicipal Collaboration (IC) component is to promote municipal viability by providing support to partnerships of two or more municipalities to develop regional land use plans and service delivery frameworks.

By having regional land use plans and frameworks for service delivery in place, municipalities lay the foundation to move from concept to reality. The plans and frameworks will ensure that:

- roles and responsibilities have been defined;
- participating municipalities are on board with the next step; and
- the partnership knows what it will take in time and resources to get their project off the ground.

2. Eligible Entities

The following entities are eligible grant recipients (managing partners) under the IC component:

- municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, improvement districts, and special areas);
- Métis settlements; and the
- Townsite of Redwood Meadows Administration Society.

First Nations are eligible to participate as non-managing, formal project partners on IC project applications.

3. Eligible Projects

Projects which directly support intermunicipal land use or service delivery planning are eligible for grants under the IC component.

These are projects which produce plans, agreements, studies, or frameworks which the partnership can use to determine, establish, or govern integrated or cooperative approaches to municipal service delivery.

- A municipal service is defined as any activity or work undertaken by, provided for, or on behalf of, a municipality for the purpose of providing good government, facilities or other items that are necessary or desirable to develop and maintain safe and viable communities. Planning is considered a municipal service for the purpose of this component.

A partnership may undertake a regional service planning project in order to determine such factors as the costs, benefits, governance model options, revenue or cost-sharing arrangements, or operational requirements for intermunicipal service delivery.

Amendments to the *Municipal Government Act (MGA)* will require the adoption of Intermunicipal Collaboration Frameworks (ICFs) between municipalities. A partnership may apply for an IC grant to work towards elements of an ICF, such as gathering technical

expertise on the governance, delivery, and costs of intermunicipal services, or to create intermunicipal development plans.

The direct development of an ICF is eligible under IC. A partnership may apply for grant support to develop an ICF if there is an absence of in-house capacity to undertake the project, or if the expected scope of their ICF will be highly complex and require additional expertise and assistance. However, the regulations associated with ICFs will not be in place until later in 2017/18. Partnerships must consider regulatory requirements once they come into force.

Projects may include more than one element or deliverable related to the service planning initiative. For example, a partnership may submit a project application to develop several intermunicipal development plans for the partnership’s region.

Applications will be reviewed to ensure that the project supports or creates arrangements for cooperative approaches to delivering services within the partnership, and that the project genuinely produces a regional result. If a project appears to only benefit the participants individually or if it is unclear how the project relates to supporting intermunicipal service delivery, the project may be deemed ineligible.

Some regional partnerships may benefit from working with facilitators or dispute resolution specialists to prepare for intermunicipal service negotiations. Funding and support for these activities is available under the Mediation and Cooperative Processes (MCP) component. See Schedule 3 for further information.

Certain regional projects may be a better fit under other ACP components or grant programs. Please see the table below for examples.

Regional Municipal Service Delivery – Development Phases		
Phase	Eligible IC Projects	Projects Eligible Under Other Funding Sources
<p>Explore Opportunity To determine if a regional approach to municipal service delivery make sense</p>	<ul style="list-style-type: none"> ➤ Conduct a regional service needs or gaps assessment ➤ Undertake a regional service-specific feasibility study 	<ul style="list-style-type: none"> ➤ Conduct broad exploration of regional governance options (See MR component, Schedule 2) ➤ Work with a facilitator or dispute resolution specialist to prepare regional parties for regional service negotiations (See MCP component, Schedule 3)
<p>Establish Scope Decision tools and guidance documents to determine the best approach to regional service delivery</p>	<ul style="list-style-type: none"> ➤ Identify service-specific delivery options ➤ Determine regional service cost sharing models ➤ Develop a regional service-specific business plan or strategy ➤ Develop a regional growth plan 	<ul style="list-style-type: none"> ➤ Develop regional governance study and/or business case (See MR component, Schedule 2)

Regional Municipal Service Delivery – Development Phases		
Phase	Eligible IC Projects	Projects Eligible Under Other Funding Sources
Lay Groundwork Establish the framework for cooperative or integrated services within the partnership	<ul style="list-style-type: none"> ➤ Establish the legal framework for a regional service delivery authority ➤ Develop and adopt an intermunicipal development plan or intermunicipal collaboration framework ➤ Establish or update intermunicipal service sharing agreements 	
Deliver Service Implementation and direct delivery of the regional service	Capital projects and operating pilots are <u>not</u> eligible	<ul style="list-style-type: none"> ➤ Facility construction; equipment purchases (Municipal Sustainability Initiative - Capital¹, Federal Gas Tax Fund¹) ➤ Set up and ongoing regional service delivery costs (Municipal Sustainability Initiative - Operating¹)

¹ Information about these programs is available at the Municipal Affairs Grant Portal <http://www.municipalaffairs.alberta.ca/municipalgrants>.

Eligible Project Costs

Expenditures should be directly attributable to the project outcomes, and may include contract and project management costs.

A direct and itemized breakdown of expenditure items must be provided under the Budget section of the application form. If it is unclear how an expenditure item relates to the proposed regional service planning or development activities, the expenditure may be deemed ineligible.

Ineligible Project Costs

Capital expenditures, such as project expenditures associated with the construction, purchase, or betterment of capital assets or equipment, are not eligible under the IC component.

Costs associated with the direct implementation or delivery of services are not eligible. These include costs associated with:

- office set-up;
- hardware or software purchases, installation, or upgrades;
- training;
- operational service pilots;
- routine or regularly occurring data gathering;
- system updates or maintenance; and
- ongoing or regular salary and overhead expenses.

Additional costs incurred while using municipal resources to deliver the project, such as added costs for holding public consultations, or additional required compensation for in-house expertise above existing and normal salary arrangements, may be eligible. Sufficient detail and supporting rationale for all intended expenditures of this nature must be provided under the budget and project description sections of the application form.

4. Application Process

Applications under the Intermunicipal Collaboration component are due January 2, 2018. No applications will be accepted after the due date.

Only one application per managing partner per program year will be considered. If an applicant submits more than one grant application as a managing partner, the first submitted application will be evaluated for funding.

Ensure that all relevant sections of the application form are completed prior to submission, as incomplete applications may result in a lower score relative to other submitted grant applications.

The application will not be considered for funding unless:

- the council resolution certification statement under the Partners section of the application form is checked to confirm that council resolutions or motions supporting participation in the project are in place;
- the application certification statement at the end of the application form is completed; and
- the application form is signed and dated by the managing municipality's Chief Administrative Officer or duly-authorized signing officer, if using the PDF version.

5. Grant Amounts

The maximum grant available per project is \$200,000.

6. Component Conditions

Applications under the IC component must involve a partnership of two or more eligible entities, as defined in the **Eligible Entities** section.

Eligible entities may participate in multiple project partnerships but may only be the managing partner on one IC project per program year.

The managing partner is the partnership member that submits the grant application on behalf of the partnership, enters into the grant agreement, receives and manages the grant funds on behalf of the partnership, and reports to the ministry on project expenditures and outcomes. All other formal partners are referred to as project participants. The managing partner and project participants must confirm their project involvement through council resolutions or motions. The resolutions or motions should confirm support for their involvement in the project and designate a managing partner.

The managing partner must certify that the resolutions or motions are in place on the grant application form and retain copies of the resolutions. Resolutions or motions do not need to be submitted with the application unless requested by Municipal Affairs.

An IC application can be submitted by January 2, 2018 even though all council resolutions are not yet in place. **However, a follow-up email to acp.grants@gov.ab.ca that confirms that all council resolutions are in place must be received by February 2, 2018 in order for the grant application to be considered for funding.**

7. Payment of Funds

ACP funds will be paid following legislative approval of the provincial budget and is contingent on a Conditional Grant Agreement (CGA) being duly executed.

8. Time Period to Use Grant Funds

Grant recipients can retroactively apply grant funds towards approved projects effective April 1 of the program year unless otherwise stipulated in the CGA. No costs incurred prior to April 1 of the program year may be attributed to the grant.

A default project completion date of December 31, 2020 will be specified in the CGA to allow sufficient time for the partnership to complete the project. This is the date by which all eligible project costs must be incurred and the use of grant funds expire. If the partnership experiences unforeseen delays that will impact the timely completion of the project, a time extension request for the CGA may be considered.

Funding that is not expended by the project completion date in the CGA must be returned to the Government of Alberta.

9. Reporting Requirements

The grant recipient must submit an SFE (see Section 13.2), and may be asked to provide additional reporting on the outcome of the grant.

SFEs must be submitted within 60 days of the project completion date.

If a project is completed earlier than the project completion date specified the CGA, a grant recipient is encouraged to submit their reporting at that time in order to close out their grant file.

Schedule 1B – Evaluation of IC Applications

2017/18 IC grant applications will be scored using the following evaluation criteria to establish a primary ranking of projects based on merit and alignment with current program priorities.

Final decisions on funding recommendations will be made by a panel of program staff and may incorporate additional relevant factors such as geographic distribution of funds, past initiative funding, or distribution of funds across service areas.

PROJECT OUTCOME	
1. Project results in a regional service delivery framework.	Maximum points: 25 <i>Corresponding application questions: 1 & 2</i>
<ul style="list-style-type: none"> • <u>High score</u>: project directly produces a regional service delivery framework. <ul style="list-style-type: none"> ○ E.g., shared service agreements, regional service governance models, regional service delivery plans, cost-sharing models, new or updated intermunicipal development plan (IDP). • <u>Low score</u>: project produces information that is valuable but may or may not result in establishing a regional service delivery framework. <ul style="list-style-type: none"> ○ E.g., first-time acquisition of information related to a regional service initiative. 	
2. Project produces an IDP or an intermunicipal collaboration framework (ICF).	Maximum points: 25 <i>Corresponding application questions: 1 & 2</i>
<ul style="list-style-type: none"> • <u>High score</u>: project produces an ICF or an IDP for municipalities that do not yet have one in place. • <u>Low score</u>: project produces an updated IDP. 	
PROJECT PRIORITY	
3a. Project will help to address outstanding regional service gaps.	Maximum points: 15 <i>Corresponding application question: 3a</i>
<ul style="list-style-type: none"> • <u>High score</u>: project directly addresses an existing service gap through a regional solution. • <u>Low score</u>: project provides other benefits for the partnership but may not be related to resolving an existing service gap or issue. 	

3b. Project funding will help the partnership to resolve capacity-related barriers in order to undertake the project.	Maximum points: 10 <i>Corresponding application question: 3b</i>
<ul style="list-style-type: none"> • <u>High score</u>: the need for project funding is clear. Funding support will enable the partnership to undertake a regional initiative that requires additional expertise or resources beyond the existing capacity of the municipalities. • <u>Low score</u>: grant approval will have a minimal impact on the partnership's current ability to undertake the project. 	
PARTNERSHIP AND PROJECT READINESS	
4. Regional partners are actively engaged in project delivery and demonstrate a good working relationship to support project success.	Maximum points: 15 <i>Corresponding application question: 4a & 4b</i>
<ul style="list-style-type: none"> • <u>High score</u>: project is collaborative and all participating municipalities have ability to influence project outcomes. Processes are in place to facilitate input into decision making and resolve conflict. • <u>Low score</u>: project delivery is driven by a third party and it is unclear how municipal partners will be involved. 	
5a. Project is well planned.	Maximum points: 5 <i>Corresponding application question: 5a</i>
<ul style="list-style-type: none"> • <u>High score</u>: project planning appears completed. There are no significant concerns regarding the partnership's ability to execute the project successfully and achieve the expected benefits. • <u>Low score</u>: insufficient information was provided to determine extent of planning for project delivery. 	
5b. Project budget estimates are supported.	Maximum points: 5 <i>Corresponding application question: 5b</i>
<ul style="list-style-type: none"> • <u>High score</u>: the basis for the budget estimates and requested grant amount was identified, and project costs appear reasonable. • <u>Low score</u>: insufficient information was provided to determine the basis of estimated project costs and requested grant amount. 	

Schedule 2 – Municipal Restructuring

1. Objective

The Municipal Restructuring (MR) component provides financial support to municipalities for projects associated with regional governance and municipal restructuring processes such as amalgamation, dissolution or viability reviews.

The objectives of MR funding are to assist municipalities with the cost of:

- completing studies that may result in municipal restructuring or regional governance;
- infrastructure studies for municipalities undergoing a viability review or following a dissolution;
- transition following a dissolution or amalgamation; and
- debt servicing and critical infrastructure upgrades following a dissolution.

2. Eligible Entities

The following entities are eligible for funding under the MR component:

- municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, and special areas).

3. Eligible Projects

a) Restructuring Study Stream

The Restructuring Study Stream provides funding towards one of the following types of studies associated with municipal restructuring:

- regional governance study which must include the exploration of options that may lead to some form of municipal restructuring; and
- infrastructure study and/or asset management plan (during viability reviews).

b) Transitional Stream

For a municipality undergoing restructuring, the Transitional Stream supports eligible projects related to the administration, governance and legislative costs of the receiving municipality to incorporate the dissolved municipality into its ongoing operations. For amalgamations, the Transitional Stream supports eligible projects related to the integration of municipal administration, governance and services of the municipalities involved in the amalgamation.

Examples of eligible projects include:

- financial audit of pre-restructured municipality/municipalities;
- community engagement activities including, but not limited to, advertising, public notices, and signage to communicate with residents, ratepayers and other stakeholders following restructuring;
- infrastructure study or asset management plan following dissolution;
- integration or migration of administrative systems including, but not limited to, accounting and financial, assessment, communications, geographic information systems, information technology, and records management and taxation systems;
- legal and legislative costs including, but not limited to, contracts review, land title fees, electoral boundaries review, conducting by-elections, and bylaw and policy reviews;

- library costs including, but not limited to, establishment of new municipal library boards in the receiving municipality or amalgamated municipality;
- organizational review to optimize the structure and processes of the municipality;
- personnel costs including, but not limited to, additional staff time associated with the post-restructuring transition, staff training, and severance for staff employed in the former municipality or municipalities; and
- relocation of municipal operations in the dissolved or amalgamated municipality.

c) Infrastructure/Debt Servicing Stream

For dissolved municipalities, the Infrastructure/Debt Servicing Stream supports upgrades to existing, municipally-owned capital infrastructure assets and equalization of any outstanding non-utility debt obligations of the dissolved municipality. The receiving municipality may apply for funds once needs are known and prioritized.

Examples of eligible projects include:

- repairs and upgrades for existing, municipally-owned infrastructure based on an infrastructure study, asset management plan, or supporting documentation from the past five years that identify the priority project(s) that needs to be addressed;
- work needed to meet infrastructure and environmental standards that directly affects the dissolved municipality or the health and safety of residents; and
- repayment of non-utility debt and the reduction of liabilities associated with the dissolved municipality.

4. Application Process

Applicants are encouraged to contact a Municipal Sustainability Advisor prior to completing the application. Municipal Sustainability Advisors can be reached by telephone, toll-free at 310-0000, then 780-427-2225, or by email at municipalsustainability@gov.ab.ca.

5. Grant Amounts

a) Restructuring Study Stream

The maximum amount available under the Restructuring Study Stream is \$120,000 for infrastructure audits and \$200,000 per regional governance study and/or amalgamation study.

In the case of an amalgamation study where an application is submitted by a municipality as managing partner, in cooperation with all municipalities jointly exploring amalgamation, the managing partner will be eligible for up to 100 per cent of the maximum grant.

In the case of an amalgamation study where an application is submitted by a municipality that wishes to initiate amalgamation proceedings with one or more other municipalities, the initiating municipality will be eligible to apply for up to 10 per cent of the maximum grant to use towards amalgamation activities. If all of the municipalities party to the amalgamation proceedings agree to request the remaining funding, then up to the remainder 90 per cent may be approved and the initiating municipality would continue as the managing partner for the grant.

b) Transitional Stream

The maximum amount available under the Transitional Stream is \$300,000 for post-dissolution transition. For post-amalgamation transition, entities are eligible for a maximum

amount of \$1,500,000. Eligible amounts are based on a base amount of \$100,000 plus \$400 per capita up to the above-stated maximums.

c) Infrastructure/Debt Servicing Stream Post-Dissolution

The total amount available under the Infrastructure/Debt Servicing Stream is a base amount of \$500,000 plus a per capita amount of \$1,500 to a maximum of \$3,000,000 for post-dissolution infrastructure projects.

6. Component Conditions

General Conditions for all MR component grants:

- a) A council resolution from the applicant must be submitted with the application.
- b) Agreement from other municipalities that are participating in the project (e.g. regional governance study or amalgamation study) or from municipalities that may be directly affected by the municipal restructuring (e.g. receiving municipality) should be in place and a copy of that agreement (e.g. emails, council resolution or formal agreement) submitted with the application.
- c) Municipalities involved in the projects may not separately apply under the MR component for the same study or restructuring process.
- d) Unused transitional grant funds cannot be applied to infrastructure projects, and vice versa.
- e) Applicants that have received restructuring grants in support of municipal restructuring that occurred prior to January 2014 are not eligible for MR funding.

If the cost of a project exceeds the maximum grant amounts, the municipality or municipalities involved are expected to cost-share or use other grant sources for the remainder of the project costs.

Conditions specific to the Transitional Stream:

- a) If grant funding was applied for following dissolution, grant funds must be accounted for separately by the receiving municipality in accordance with the Order in Council that dissolved the former municipality.

Conditions specific to the Infrastructure/Debt Servicing Stream:

- a) Funding to be used for existing, municipally-owned infrastructure projects is conditional upon the completion of an infrastructure study and/or asset management plan in the past five years, which assists with identifying and prioritizing critical infrastructure and municipal needs. If a recent infrastructure study, asset management plan, engineering study or related documentation does not already exist, eligible entities may apply for funds through the Transitional Stream to support an infrastructure study or an asset management plan.
- b) Infrastructure projects must be located within the geographic boundaries of the dissolved municipality, or if the infrastructure project is located outside the dissolved municipality, the project must directly benefit the residents and property owners of the dissolved municipality.
- c) Funding to be used for debt servicing requires receipt of audited financial statements of the dissolved municipality following restructuring.
- d) Debt reduction or debt servicing funds can only be applied to the debt of the former municipality that is transferred to the receiving municipality.

- e) If grant funding was applied for following dissolution, grant funds must be accounted for separately by the receiving municipality in accordance with the Order in Council that dissolved the former municipality.

7. Payment of Funds

ACP funding will be paid following legislative approval of the provincial budget and is conditional on a Conditional Grant Agreement (CGA) being duly executed.

8. Time Period to Use Grant Funds

Successful applicants can apply grant funds towards approved projects effective April 1 of the current program year unless otherwise stipulated in the CGA. Applicants determine the appropriate project completion date and should ensure that it allows sufficient time for all reporting activities to be completed. Infrastructure audits or studies funded through the Restructuring Study stream must be completed within nine (9) months from the grant approval date.

Projects occurring as a result of restructuring should be completed within two years following the municipal restructuring.

Funding that is not expended within the project completion date in the CGA, must be returned to the Government of Alberta.

9. Reporting Conditions

The grant recipient must submit an SFE (see Section 13.2), and may be asked to provide additional reporting on the outcome of the grant.

A copy of the report or study funded under the Restructuring Studies Stream must be submitted to the Municipal Services Branch of Alberta Municipal Affairs upon completion.

Schedule 3 – Mediation and Cooperative Processes

1. Objective

The Mediation and Cooperative Processes (MCP) component provides support to municipalities to develop collaborative protocols and processes to proactively manage conflict, or to assist in the negotiation of service agreements for the creation of Intermunicipal Collaboration Frameworks (ICFs) and Intermunicipal Development Plans (IDPs).

This enables municipalities to rely on an agreed-upon process for collaboration. This component also supports municipalities in using mediation, facilitation, or other dispute resolution alternatives to resolve intermunicipal conflict as local solutions provide the ability to control the outcomes and create options in the best interests of residents. This component is comprised of a Mediation stream and Cooperative Processes stream.

2. Eligible Entities

The following entities are eligible for funding under the MCP component:

- municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, and special areas);
- improvement districts;
- Métis Settlements; and the
- Townsite of Redwood Meadows Administration Society.

3. Eligible Projects

a) Mediation

The Mediation stream supports mediation or facilitative services to develop local solutions to conflicts municipalities may be having with their municipal neighbours, regional services commissions or other boards or agencies.

Eligible projects include:

- mediating conflict or facilitated negotiations between two or more municipalities; and
- mediating conflict or facilitated negotiations between a municipality and another entity.

b) Cooperative Processes

The Cooperative Processes stream provides proactive support to municipalities for building relations and cooperative processes within and between municipalities through the Collaborative Governance Initiative (CGI). There are three types of cooperative processes within this stream.

- i. **Protocol Development** funds a consultant or an appropriate expert's fees and travel costs to assist in creating collaborative principles, processes and protocols using consensus. This may involve an internal process with one municipality or an external process between multiple municipalities.

- An internal process example for a single municipality is when a municipality has a lack of consensus so a consultant is hired to help with the development of council and staff protocols and procedures regarding meeting management, roles and responsibilities, and strategic direction.
 - An external or multi-party example for groups struggling to work collaboratively would be to hire a consultant to facilitate discussions between multiple municipalities to assist with the development of cooperation protocols.
- ii. **Protocol Implementation** funds the implementation of the principles, processes, and protocols created in the Protocol Development. That is, piloting, testing, and adjusting the protocols to achieve the desired objective
 - iii. **ICF Negotiation** funds a mediator or third party facilitator's fees and travel costs to assist in the negotiation of service agreements pertaining to ICFs and/or IDPs. For example, neighboring municipalities with contentious or complex negotiations who require a third party in order to proceed with ICF negotiations.

The objective of IDP and ICF funding support offered through the MCP component is to help municipalities access third party facilitators or mediators if they have a **demonstrated need** for such services in their negotiations.

Applicants seeking grant funds to assist with contracting technical resources and expertise to develop an IDP or ICF, and who do not need additional negotiation support, should consider the IC component (see Schedule 1A).

4. Application Process

Applications are typically completed after discussion with Ministry staff. Contact a Municipal Dispute Resolution Services staff at 780-427-2225 (toll free in Alberta by first dialing 780-310-0000) prior to completing the form.

For all funding streams under this component, an applicant is required to complete an application that is supported by council resolutions or motions from all project participants. In the absence of council resolutions, an application may be submitted with a letter from the requesting municipality (with a copy to the partnering municipalities) that demonstrates support for the project and is signed by the Chief Elected Official.

All MCP component applications will be considered throughout the year up until February 1 of the current program year. Funding decisions will be made on a quarterly basis (i.e., based on applications on hand at November 1, and February 1).

Decisions will be based on information provided in the ACP application form regarding the project's complexity and the immediacy of need. The degree of complexity will consider the number of issues, services, or factors that need to be negotiated and the number of municipalities involved. The immediacy of need for facilitation or mediation assistance will be based upon the following factors but not limited to:

- Degree of conflict or disagreement;
- History of conflict between the municipalities;
- Capacity to facilitate or resolve the issues or to collaborate; and the
- Likelihood of the conflict to escalate.

5. Grant Amounts

The MCP component has funding maximums as follows:

- Mediation Stream: \$15,000
- Cooperative Processes Stream:
 - Protocol Development: \$50,000
 - Protocol Implementation: \$30,000
 - Intermunicipal Collaboration Framework Negotiation: up to \$50,000

The Minister may vary these maximum amounts and cost share contributions (see Section 6 below) in extraordinary or highly contentious projects, and may consider such applications outside of the quarterly application review periods.

6. Component Conditions

Conditions specific to the Mediation Stream:

The Mediation stream grant of up to \$15,000 provides one-third of the cost of mediation and is conditional on the municipal partners contributing two-thirds of the total costs. For example, to receive a maximum mediation grant of \$15,000, the municipal partners would need to contribute an additional \$30,000, reflecting a total project cost of \$45,000.

Conditions specific to the Cooperative Processes Stream:

Cooperative Process stream grants are conditional upon the municipalities matching the grant funding, and can include verifiable in-kind contributions. The matching amount must be expended proportionately to the grant funding amount.

Municipalities must complete all reporting requirements for the Protocol Development before applying for funding through the Protocol Implementation.

Reporting from the Protocol Development must be submitted to demonstrate the progress in the project and that the funding has been fully expended prior to submitting an application under the Protocol Implementation.

7. Payment of Funds

ACP funding will be paid following legislative approval of the provincial budget and is conditional on the following:

- a Conditional Grant Agreement (CGA) being duly executed; and
- for the Mediation stream, by way of installment upon receipt of a copy of the mediator's invoices submitted that demonstrates project costs; or
- for the Cooperative Processes stream, by way of lump-sum payment.

8. Time Period to Use Grant Funds

Successful applicants can apply grant funds towards approved projects retroactive to April 1 of the current program year unless otherwise stipulated in the CGA. Applicants

determine the appropriate project completion date and should ensure that it allows sufficient time for all reporting activities to be completed (typically one to two years). If the funding will not be expended by the agreed to project completion date, a time extension request must be submitted (see Section 9.2). Any grant funds unexpended upon completion or termination of the project shall be returned to the Government of Alberta.

9. Reporting Conditions

The grant recipient must submit an SFE (see Section 13.2), and may be asked to provide additional reporting on the outcome of the grant.

A copy of the report or study funded under the Cooperative Processes stream must be submitted to the Municipal Services Branch of Alberta Municipal Affairs upon completion.

Schedule 4 – Municipal Internship

1. Objective

The Municipal Internship (MI) component provides support to municipalities and planning service agencies to recruit, train, and retain competent municipal employees who can progress into leadership positions in Alberta municipalities. The intent of this program component is to help train interns so that they may pursue careers in municipal administration, finance, or land use planning and help build the capacity of Alberta's municipal sector.

2. Eligible Entities

The following entities are eligible under the MI component, including:

- municipalities (cities, towns, villages, municipal districts, and specialized municipalities);
- the Townsite of Redwood Meadows Administration Society; (Administrator stream only)
- the Edmonton Metropolitan Region Board and Calgary Regional Partnership (Land Use Planner Stream only); and
- municipally-controlled planning service agencies (Land Use Planner stream only).

Applicants requesting funding under the MI component must meet specific population thresholds to be eligible (based on Municipal Affairs official population figures in effect at the time of application):

Program Stream	Population Range
Administrator	Between 700 and 75,000
Finance Officer	Between 2,500 and 125,000
Land Use Planner	Between 5,000 and 125,000

3. Eligible Projects

The MI component has three streams:

a) Administrator

The Administrator stream allows for the hosting of an intern for a one-year period. Host organizations help train and develop interns by providing them with learning opportunities across the key functional areas of municipal operations and management.

b) Finance Officer

The Finance Officer stream allows for the hosting of an intern for a one-year period. Host organizations help train and develop interns by providing them with learning opportunities in the finance department and exposure to other key functional areas of municipal operations and management.

c) Land Use Planner

The Land Use Planner stream allows for the hosting of an intern for a two-year period. Host organizations must undertake the majority of land use planning activities in-house and have a senior planner on staff to supervise the intern. Interns in the Land Use Planner stream are expected to work towards attaining the Registered Professional Planner accreditation by documenting their education and responsible professional experience in the logbook under the Alberta Professional Planners Institute, the affiliate of the Canadian Institute of Planners.

For all streams, host organizations are expected to provide their intern with experience across the key functional areas of municipal operations and management. Municipalities that are not able to offer an intern experience in all of the functional areas are encouraged to collaborate with another municipality. Collaborations can be arranged so that the intern spends small blocks of time with each host (e.g. two or three months on a rotating basis or the term may be split into two six-month blocks).

Having the opportunity to work closely with staff, council, and senior management in a municipality or a planning service agency is a valuable experience for new professionals pursuing a career in the municipal sector.

4. Application Process

Applications for the MI component are due by September 1 of the funding year, with the internship to commence the following May.

MI applications are evaluated after the September 1 deadline. Funding is awarded based on information provided in the ACP application form up to the maximum number of internship positions available in the program year.

5. Grant Amounts

The amounts available under the MI component vary by host type as follows:

- Administrators: \$43,000
- Finance Officers: \$43,000
- Land Use Planners: \$64,500

6. Component Conditions

Just as interns are expected to demonstrate certain attributes, host organizations are also expected to meet certain criteria, including:

- The municipality must meet the population thresholds as outlined in Section 2 of this schedule, to be eligible for grant funding. Municipally-controlled planning service agencies are also eligible for the Land Use Planner stream;
- For the Land Use Planner stream, host organizations must undertake the majority of their planning in-house and have a senior planner on staff;
- A strong council-administration relationship must exist and there must be strong commitment from both groups to have an intern;

- There must be an organizational commitment to the MI program’s vision and goals;
- A dedicated supervisor is appointed for the intern. The supervisor is to be the Chief Administrative Officer or a senior manager (Administrator stream); senior financial officer (Finance Officer stream); or a senior planner (Land Use Planner stream);
- A sufficient commitment of resources, both financial and staff, must be made; and
- There must be an ability to provide training in a wide range of municipal functions and interest in sharing knowledge and experiences with the intern.

An eligible municipality or organization can apply under any or all of the streams of this program component in a program year; however, the applicant must complete separate applications as each stream is evaluated separately.

Collaboration with another municipality is not required to host an intern if the municipality has the capacity and desire to host on its own. A municipality may wish to partner with another municipality if it is not able to provide an intern with experience in the major functional areas of municipal operations and management. Refer to the Internship Program website at www.municipalaffairs.alberta.ca/ms/internship/ for information on these functional areas and program expectations.

If choosing to collaborate, one municipality is to be named the managing partner. This municipality must meet the minimum population requirement for the stream being applied for and is responsible for submitting the application. Informal collaboration is also encouraged; however, such an arrangement is not considered a partnership as just one of the municipalities is considered to be the host.

7. Payment of Funds

ACP funding will be paid following legislative approval of the provincial budget and is subject to a Conditional Grant Agreement (CGA) being duly executed.

8. Time Period to Use Grant Funds

Successful applicants can apply grant funds to eligible project expenditures effective January 1 of the hosting year. Administrator and Finance Officer internships are to be completed one year from the intern start date; Land Use Planner internships are to be completed two years from the intern start date. Any grant funds unexpended upon completion or termination of the project shall be returned to the Government of Alberta.

9. Reporting Conditions

The grant recipient must submit an SFE (see Section 13.2). Additionally, supporting documentation is required and may include a Workplan, an Interim Report, a Year 1 Report (Land Use Planner) and a Final Report, as per the CGA.

Schedule 5 – Strategic Initiatives

1. Objective

The Strategic Initiatives (SI) component provides grants for initiatives in which the project outcomes are of ministry or provincial strategic significance and do not align with the other program components.

2. Eligible Entities

The following entities are eligible for grants under the SI component:

- the Edmonton Metropolitan Region Board and the Calgary Regional Partnership;
- municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, improvement districts, and special areas);
- Métis Settlements; and the
- Townsite of Redwood Meadows Administration Society.
- The Minister may vary this criteria to include entities undertaking projects of provincial and municipal strategic significance.

3. Eligible Projects

Eligible projects include:

- support for the operations of metropolitan growth management boards; and
- projects of provincial strategic significance that are deemed a ministry priority.

4. Application Process

Contact a Grant Advisor to discuss any proposed SI projects. Application forms for the SI component will be provided after discussion with Ministry staff.

5. Grant Amounts

The maximum amount of funding available under the SI component is a ministry determination.

6. Component Conditions

All projects funded through the SI component will need to demonstrate the strategic significance of their project and how it aligns with ministry or provincial priorities.

The Minister may modify any program criteria such as eligibility and application requirements to respond to Government of Alberta and Municipal Affairs priorities.

7. Payment of Funds

ACP funding will be paid following legislative approval of the provincial budget and is subject to a Conditional Grant Agreement (CGA) being duly executed.

8. Time Period to Use Grant Funds

Successful applicants can apply grant funds towards approved projects effective April 1 of the program year unless otherwise stipulated in the CGA. Applicants determine the appropriate project completion date to be specified in the CGA and should ensure that the project completion date allows sufficient time for all reporting activities to be completed. If the funds will not be expended by the agreed to project completion date, a time extension request should be submitted (see Section 9.2). Any grant funds unexpended upon completion or termination of the project shall be returned to the Government of Alberta.

9. Reporting Conditions

The grant recipient must submit an SFE (see Section 13.2), and may be asked to provide additional reporting on the outcome of the grant.





Council Request for Decision	
Meeting Date: December 18, 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):	HR Activity Report Fire Department Report Recreation Report Planning and Economic Development Report Administrative Services Activity Report Utilities Department Report Finance Department Report Engineering & Public Works/Facility Maintenance Department Report CAO Activity Report
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APPROVALS:	
Originated By:	Raeanne Keer
Chief Administrative Officer (CAO) or Designate:	



ACTIVITY REPORT

DEPARTMENT: Human Resources

- Recruitment/Selection process is ongoing for the following positions:
 - Permanent Full-time
 - TPS Communications Operator I
 - Lifeguard/Instructor II
 - Permanent Part-time
 - None
 - Temporary Full-time
 - Clerk Typist I – Scale Operator
 - Temporary Part-time
 - None
 - Casual
 - None
 - Seasonal
 - None

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; entering Hazard Assessments for PW & Utilities department and reviewing with each employee.

		<ul style="list-style-type: none"> • Joint Health & Safety Committee updating all ToT positions Physical Demand Analysis.
<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>	
	<p>Provide a strong learning environment and ongoing training opportunities</p>	<ul style="list-style-type: none"> • Completed Harassment Investigations Training – follow-up with Harassment Committee.
<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> <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 employee friendly</p> <p>Create a teamwork environment that is safe, customer focused, and employee friendly</p>	<ul style="list-style-type: none"> • Town management reviewing the CBA in anticipation to begin bargaining with CUPE. • Creation of new policy to address employee impairment at work – Fit for Work Policy/Procedure. • Reviewing all Job Descriptions for ToT employees. • ToT will be attending a resolution conference at the AB Labour Relations Board (ALRB) on Dec. 20 in attempts to resolve the modifications to our existing employee certifications with ALRB. • WCB rate premium for 2018 will be \$1.26 down from 2017 \$1.54.



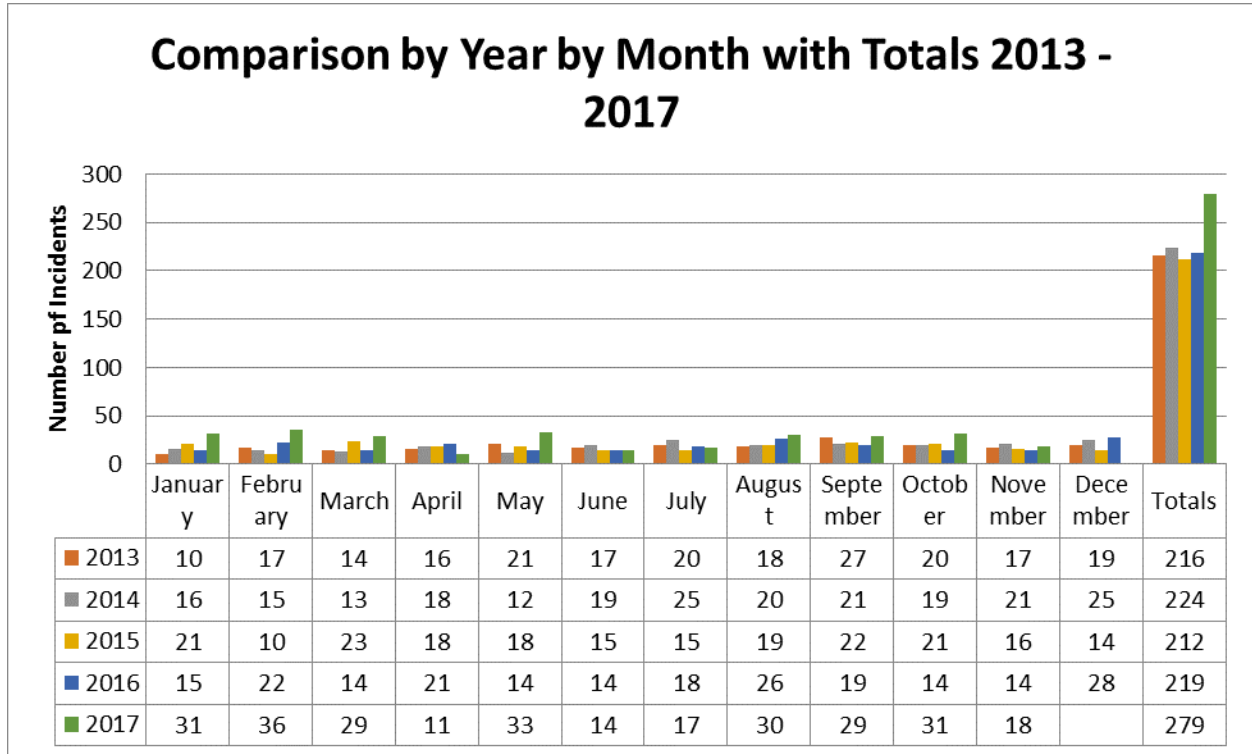
ACTIVITY REPORT

DEPARTMENT: Taber Fire Department

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>Projects and tasks expected and approved under the 2017 Operational Budget</p>	<p>Identify and work with partners who will help us achieve our vision and goals through sharing of knowledge and resources, and seeking operational efficiencies</p>	<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 Rollout Coordinated • 14 Members attended AFTC in Lethbridge.
	<p>Encourage the development of Taber as a learning hub in Southern Alberta, offering training and educational experiences based on our economic advantages</p>	<ul style="list-style-type: none"> • Coaldale Fire rented training center 2 weekends for 1001 training for Final Exams • Attended AFTO Meeting in Red Deer • 288 hours for 1001 Training, Provincially Grant funded. Students from Taber, Bow Island, Etzikom, Foremost, Stirling and Crowsnest Pass
	<p>Partner with local businesses to sponsor a broad range of educational opportunities in Taber</p>	<ul style="list-style-type: none"> • Firefighters Association secured 2 more partners in Fire Prevention & Safety Program • Visited 1 class of students for a thank you presentation. • Calendar sales \$15,000.00 money raised inc. 272 hrs of volunteer hours. • Fire Chief for the Day 5 students – 1 from each school
	<p>Promote a culture of education, excellence and innovation within the Town organization</p>	<ul style="list-style-type: none"> • 230 hours of firefighter training • 1 member sent to Wetaskiwin for Red Cross FA & CPR Instructor Course
	<p>Create conditions for 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"> • 9 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"> • 14 members attended Remembrance Day • TCAP Fundraiser
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***Fire Department Incidents Comparison by Year by Month is attached for Council's review**



Year to date last year 191 calls

Year to date this year 279 calls

Total Calls for November: 18

Structure Fire – 1	Public Assist – 3	MVC - 4
Rubbish/Grass Fire – 0	Hazmat – 1	Alarm Call - 5
MFR - 4	Mutual Aid – 0	Vehicle Fire - 0



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 Project Phase 1 is nearing completion for this year. The remainder of the tasks for this phase will carry over to spring. • Attended Southern Alberta Recreation Association workshops in early November.
	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. Preparing for our 3rd swim lesson registration Dec. 16th.
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 minor safety incidents with staff in Dec. and regular safety meetings are occurring.
	Utilize work teams that are vertically and horizontally integrated	<ul style="list-style-type: none"> • Recruitment completed for Arena Seasonal position and Community Centre Custodian position. Training is underway. • Re-orienting/training a cashier at the pool returning from Maternity leave.

	Create and promote all-season recreational opportunities and facilities that are regionally recognized	<ul style="list-style-type: none"> • Football season has now ended, closure of KMMSC has occurred. • 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.
	Beautify the community (e.g., vegetation and attractive entranceways, downtown streetscapes)	<ul style="list-style-type: none"> • Investigating other communities and how they partner with Communities in Bloom committees. • Continue to maintain exterior garbage's at specific facilities including cemetery and Dog Park.
	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"> • Fall programming for the Aquafun Centre is complete and the focus is now on spring and future rentals. • Planning underway for 2018 improvements.
	Seek partnerships within the Taber area for recreational facility development	<ul style="list-style-type: none"> • Assisted the Taber Legion with playground development for the Legion Park • Coordinating meeting with baseball user groups with regards to feedback and possible involvement in future development of KMMSC.
	Create an environment for hosting special events in Taber	<ul style="list-style-type: none"> • Working with user groups regarding tournaments and events in the Community Centre and Arena. • Meeting held of the Combative Sports Commission on Nov. 28 • Working on SASG (Southern Alberta Summer Games)
Additional Items and Projects not expected under either Capital or Operational Budgets		<ul style="list-style-type: none"> • Working with Finance on budget deliberations for Operating and Capital projects.



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
Projects and tasks expected and approved under the 2017 Capital Budget	Capitalize on hunting opportunities in the Badlands Region	<ul style="list-style-type: none"> • Continue to assist with the development of the Taber Trout Pond.
	Complete the bicycle/pedestrian trail to the MD Park	<ul style="list-style-type: none"> • Continue to assist with the development of a Regional Walking Trail west of Taber.
Projects and tasks expected and approved under the 2017 Operational Budget	Identify and work with partners who will help us achieve our visions and goals through sharing of knowledge and resources, and seeking operations efficiencies	<ul style="list-style-type: none"> • Worked closely with Taber Police Service on the implications of Cannabis legalization. • Exploring the opportunities available to the Town in building inspections as the current contract with Superior Safety Codes is up in 2018. • Met with senior administration to outline the projected Eureka ASP project for 2018.
	Seek affiliations with other regional governments and entities to improve our services delivery, pursue best practices and maximize grant potential	<ul style="list-style-type: none"> • Bi-monthly JEDC meeting discussing regional economic activities and initiatives. • Met with the MD of Taber to discuss opportunities for coordination on economic development initiatives including joint CARES grant submission. • Working with the MD of Taber for an Alberta Community Partnership Grant towards Inter-municipal Collaboration. • Attended an Inter-municipal Development Committee Meeting.

	<p>Be responsive to industry needs in an effort to: first retain existing business and secondly attract new business</p>	<ul style="list-style-type: none"> • Wrapped up applied studies project with a University of Lethbridge student focused on filling vacant downtown properties. • Pop Up Shop Pilot Project initiated with UofL student and local businesses. • Met to discuss support for a local businesses expansion plans in Town. • Attended the Urban Development Institute’s Offsite Levy webinar. • Traveled to visit a large industrial facility looking to potentially invest in Taber.
	<p>Recognize our regional economic advantages and the resultant primary industries and encourage development of related businesses.</p>	<ul style="list-style-type: none"> • Met with municipalities along Hwy 3 Corridor between Lethbridge and Taber to discuss economic opportunities within ag-processing. • Prepared a reply to a request for information from a data centre looking in the region.
	<p>Beautify the community.</p>	<ul style="list-style-type: none"> • Responded to a number of resident concerns regarding property standards related to development. • Attended the MD of Taber’s Public Hearing for a Land Use Bylaw Amendment in Johnson’s Addition speaking on behalf of Town to hold off on any decision until after an IDP Committee meeting was held.
	<p>Create an environment that allows alternate modes of transportation.</p>	<ul style="list-style-type: none"> • N/A
	<p>Provide for a diversity of housing choices and opportunities through its land use districts</p>	<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.

<p>Additional Items and Projects not expected under either Capital or Operational Budgets</p>	<p>Promote the Town’s locational/transportation advantages due to its geographic location on Highways 3 and 366, and on a CPR main line.</p>	<ul style="list-style-type: none"> • Attended the Highway 3 Twinning Study Open House at the Heritage Inn.
	<p>Examine service delivery at the department level and confirm if resources are aligned properly.</p>	<ul style="list-style-type: none"> • Met with surveying contractor for better alignment in the processing of land titles documents in the future to ensure better service delivery • 2018-2020 budget deliberations.
<p>Other</p>	<p>Other tasks that do not align with other specific categories.</p>	<ul style="list-style-type: none"> • Represented the Development Authority at a Subdivision and Appeal Board hearing for an appeal of a liquor store within the Downtown Commercial District. • Continue to push out relevant information to local businesses on possible grants including the newly announced Climate Innovation Fund worth \$1.4billion.



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"> • Cemetery Signage project successfully completed.
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, 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 follow-up meeting and regarding IT strategic planning
	Build partnerships with other governments and organizations where synergies may exist	<ul style="list-style-type: none"> • Liaised with MD of Taber regarding Paintball Area.
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"> • Participated in new website interview • Completed agenda and attended monthly Management Team meetings • Attended Director's meetings • Worked on Council agendas for Regular and Special Meetings • Attended regular and Special Council meetings • Held meetings with Admin Services staff to review, collaborate and assign projects • Completed various Commissioner for Oaths duties • Oversaw preparation of the MEMC Agenda • Attended various internal

		<p>budget advisory committee meetings</p> <ul style="list-style-type: none"> • 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 FOIPP request • Attended the Harassment Investigation Training
	<p>Provide a strong learning environment and ongoing training opportunities</p>	<ul style="list-style-type: none"> • Attended the AUMA Conference and AMSC Trade Show in Calgary • Continued to review the proposed regulations resulting from the MGA changes • Continued to initiate the creation of new bylaws, policies and procedures related to those changes • Arranged for S/DAB Member training
	<p>Examine service delivery at the department level and confirm if resources are aligned appropriately</p>	<ul style="list-style-type: none"> • Discussed and verified various agreements with staff • Followed up on various insurance requirements from lessees • Continued to transition budget documents • Participated in the preparation committee for the upcoming CUPE Negotiations
	<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"> • Arranged for Christmas gifting to the Consulate General of Japan • Worked with Projects Coordinator to arrange for Christmas cards and visits of the Mayor and CAO to each Town department, and various other stakeholders

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"> • Cemetery Signage project completed
Projects and tasks expected and approved under the 2017 Operational Budget	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 December Corn Husk Chronicles • 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 • Ordered service award plaques for former Councillors as per policy • Working with IT Manager and various Town departments on research into new website • Working with IT Department on potentials for new intranet • Finalizing draft of the forthcoming Communications Plan • Assisting Administrative Services Manager with preparations for Council portraits • Designed Council Christmas Card to be sent to Alberta municipalities • Prepared employee Christmas cards for Council to sign
	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"> • Attended 2017 AUMA Convention. • Attended EOC Elected Officials training

	<p>Create a team work environment that is safe, customer focused and employee friendly</p>	<ul style="list-style-type: none"> • Preparing program for Employee Long Service Award Program for 2018 recipients • Attended regular Health and Safety meetings • Continued upkeep with eCompliance as required • Aided CAO with implementing Mustache Bash for Movember and employee health initiatives.
	<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"> • Assisting CAO with Feasibility/Viability study for Performing Arts Centre Committee • Released information in conjunction with Fire Department on their annual Lights Ablaze Photo Op event • Assisting Administrative Services Manager with annual Christmas recognition for staff and external stakeholders
	<p>Strengthen our core infrastructure and services in a fiscally responsible manner</p>	<ul style="list-style-type: none"> • Working with CAO on research into potential public Wi-Fi technology in downtown core
	<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"> • Provided free advertising space for a number of non-profit community groups in the Corn Husk Chronicles • Continued issuing practice alerts to stay certified in Alberta Emergency Alert

November 22nd to December 12th , 2017 Cemetery

Description	Number
Burials	7
Pre-Planning Purchases	0
Columbarium Transactions	0
Monument Permits	3
Disinter/Reinter	0
Transfer of Burial Rights	0
Public Concerns	1
Graves Searches from the Public	1
Graves Searches from Monument Companies	3
Inquiries from other Municipalities	0



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 • Auditor Meetings • D&C completed First Aid training • D&C completed Ground Disturbance & Safe Trenching Course • D&C Completed Confined Space Awareness
	<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
	<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 • Auditor 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

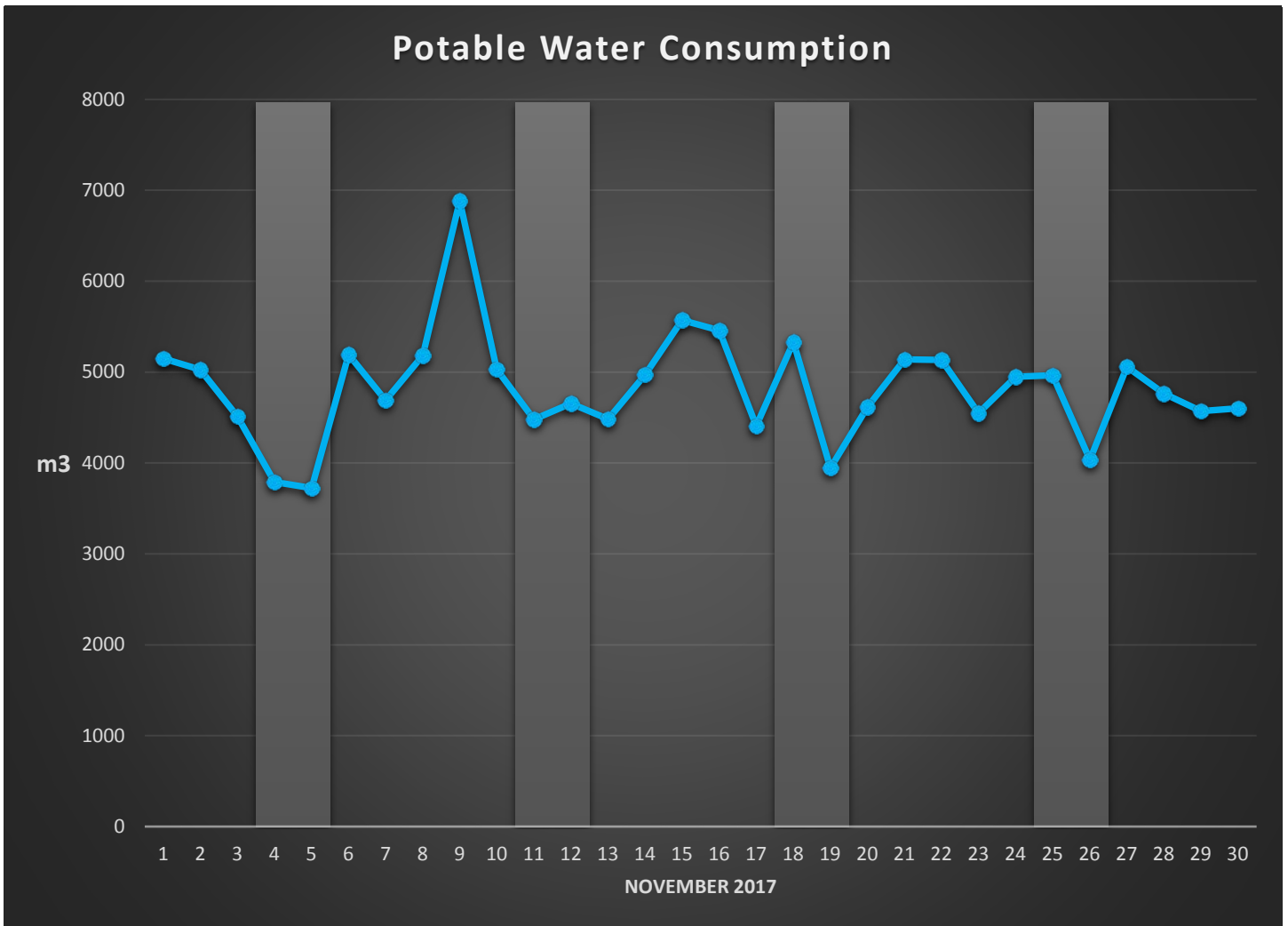
	<p>Update and follow the Infrastructure Master Plan that itemizes and prioritize when infrastructure replacement is required</p>	<ul style="list-style-type: none"> • Water meter replacement – ongoing throughout year
	<p>Strengthen our core infrastructure and services in a fiscally responsible manner</p>	<ul style="list-style-type: none"> • Cleaned and serviced DAF 3 • PAX 18 delivery • New Actuators installed on Filter 5 • Repair of P-520 level transducer complete. We are back to running on auto once again • New backflow preventer installed in Solids handling bay • Staff safety orientation at Lantic Inc • Replacement of windows in lab complete • Bypassed mechanical plant to the lagoon for primary clarifier and secondary clarifier cleaning and maintenance • Returned mechanical plant to normal operation. All equipment operating normally • Dealt with numerous Sewer Backup Complaints – had plumber auger lines out from root problems • Did some Turn on/off for residents of Water • Monthly Meter Reading R-900's • Ran monthly generator checks at Lift Stations • Hot tapped and installed 3 fire hydrants in the Industrial area • Ran meter report at A-1 Pizza for leaky toilet • Replaced low level flygt bulb at Tim's Lift Station • Replaced bolts on valve at 57A Ave/60 Street • Weekly sewer checks and enzyme applications • Cleaned out and repaired East Industrial Lift Station

		<ul style="list-style-type: none"> • Winter fire hydrant maintenance • Hydrant inventory
<p>Additional Items and Projects not expected under either Capital or Operational Budgets</p>		<ul style="list-style-type: none"> • Nothing to report

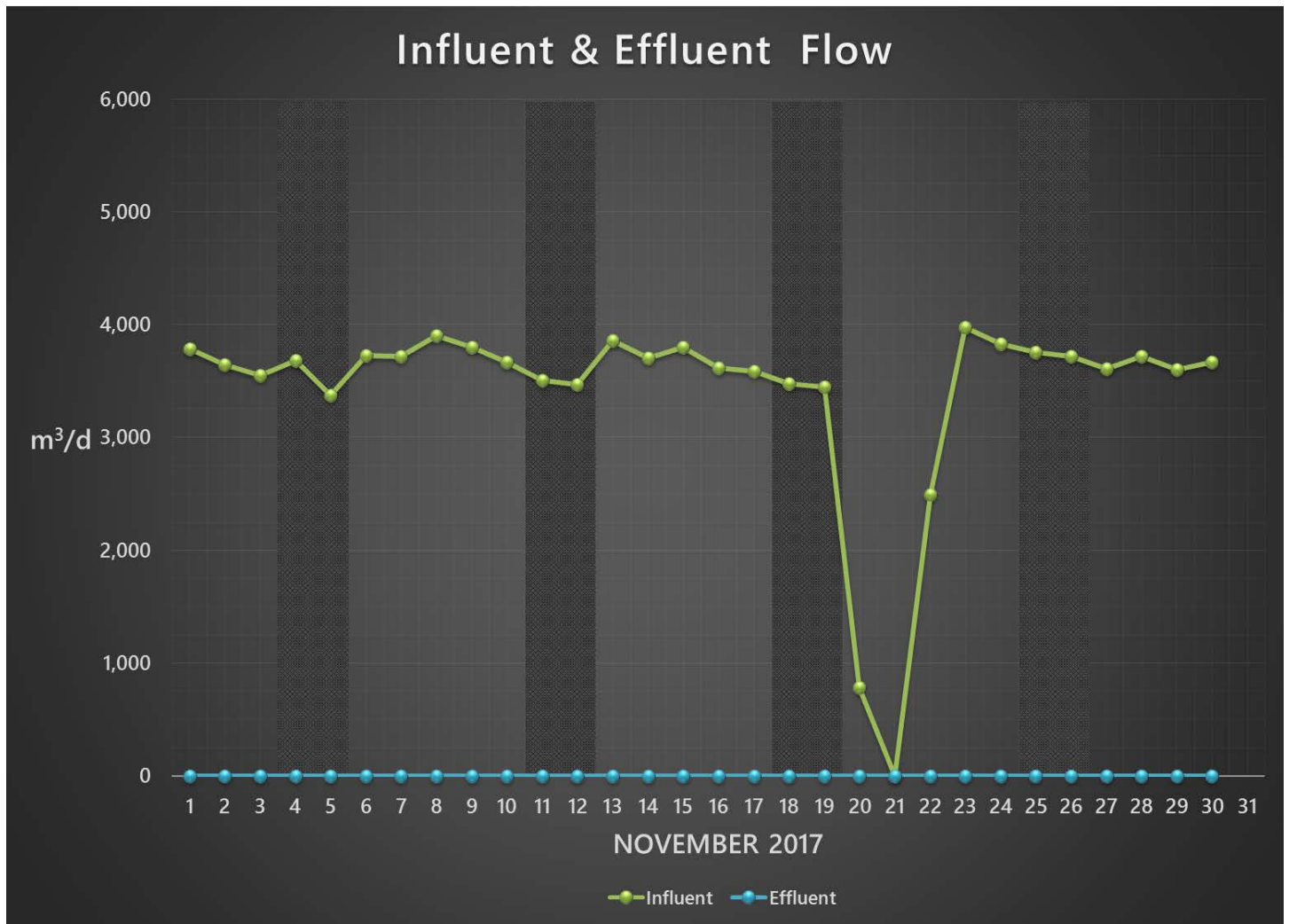
Capital Project Status

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

November 2017 | Potable Water Consumption

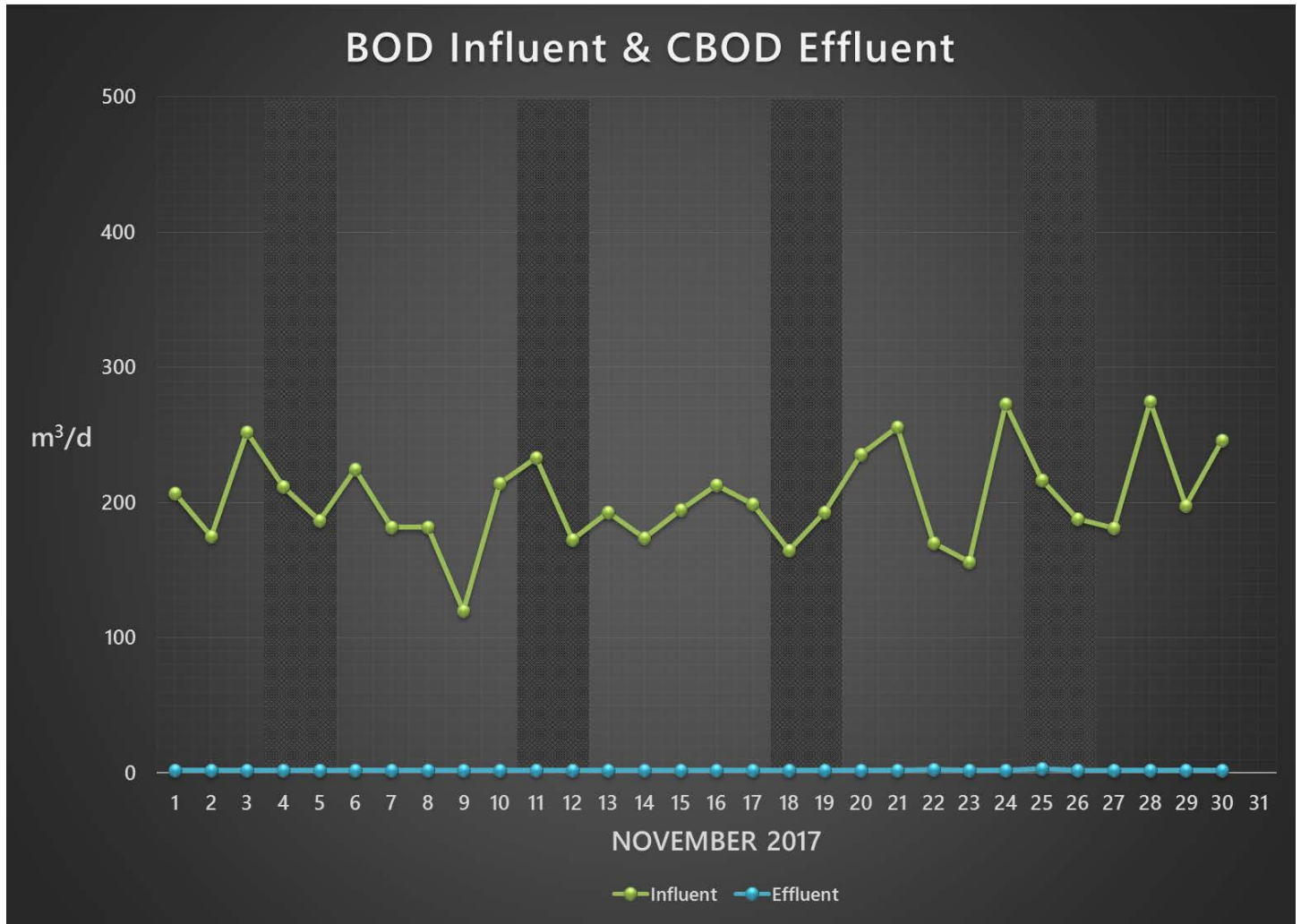


November 2017 | Influent & Effluent Flow

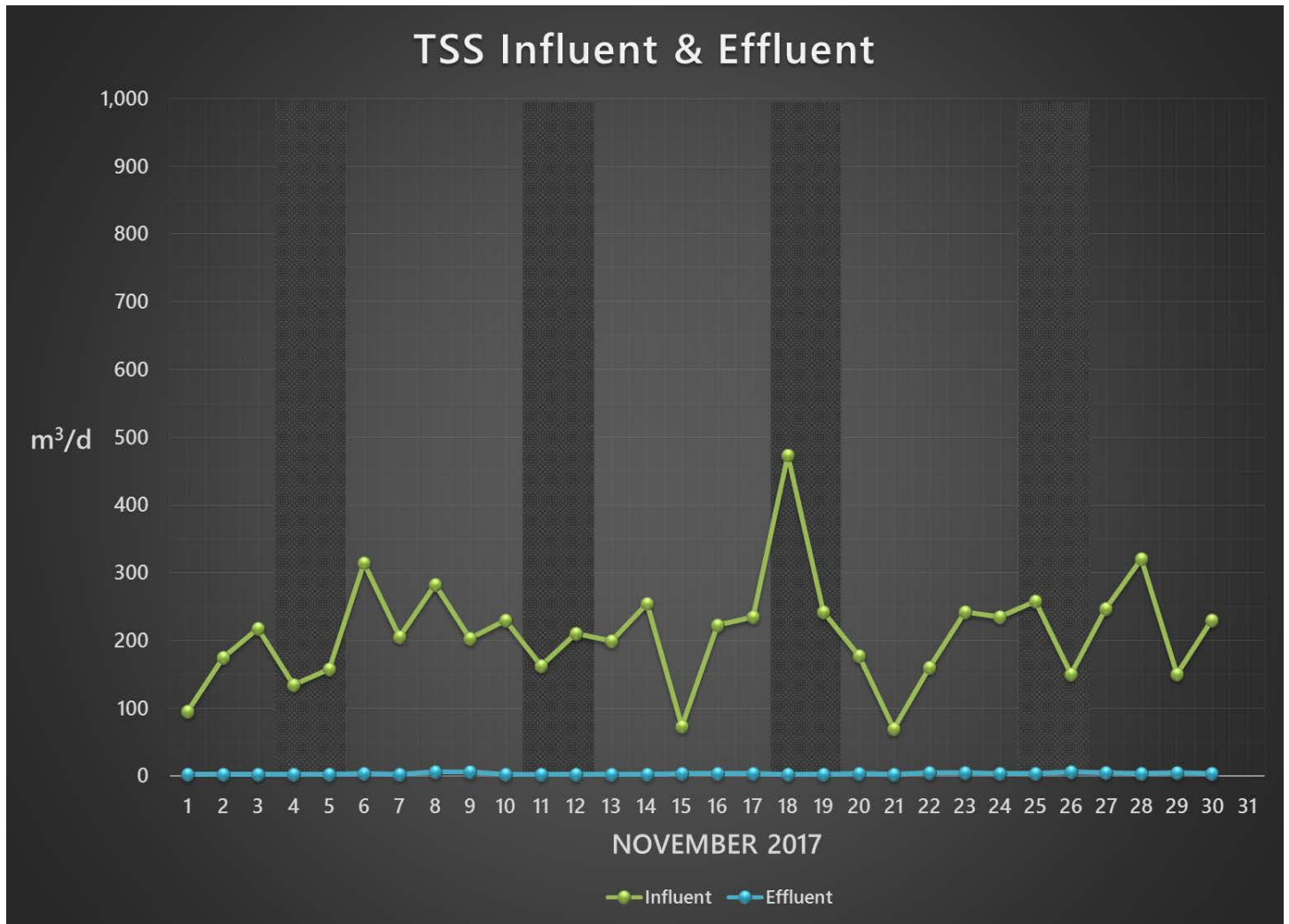


Wastewater Treatment Plant was bypassed November 21 & 22

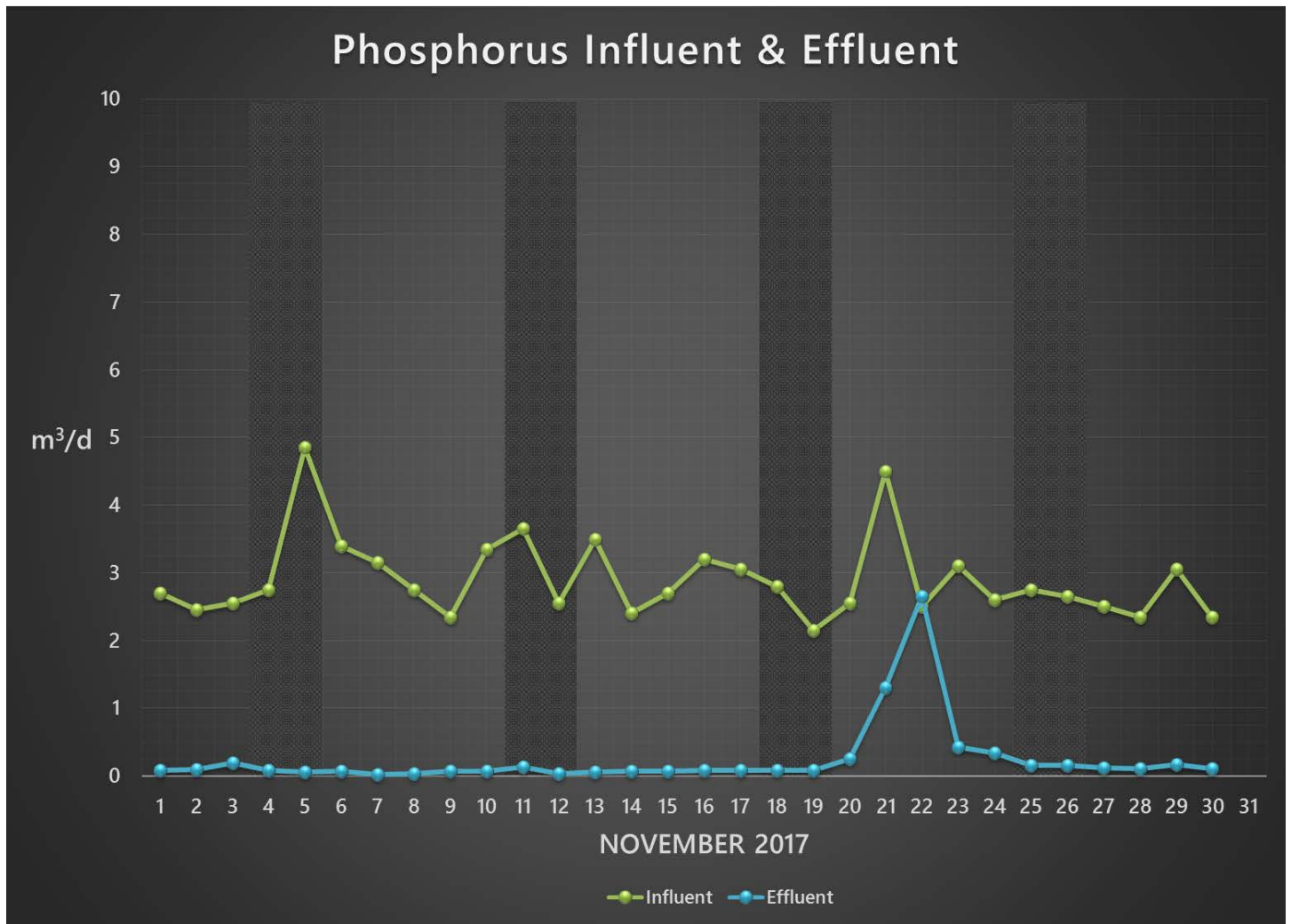
November 2017 | BOD Influent & CBOD Effluent



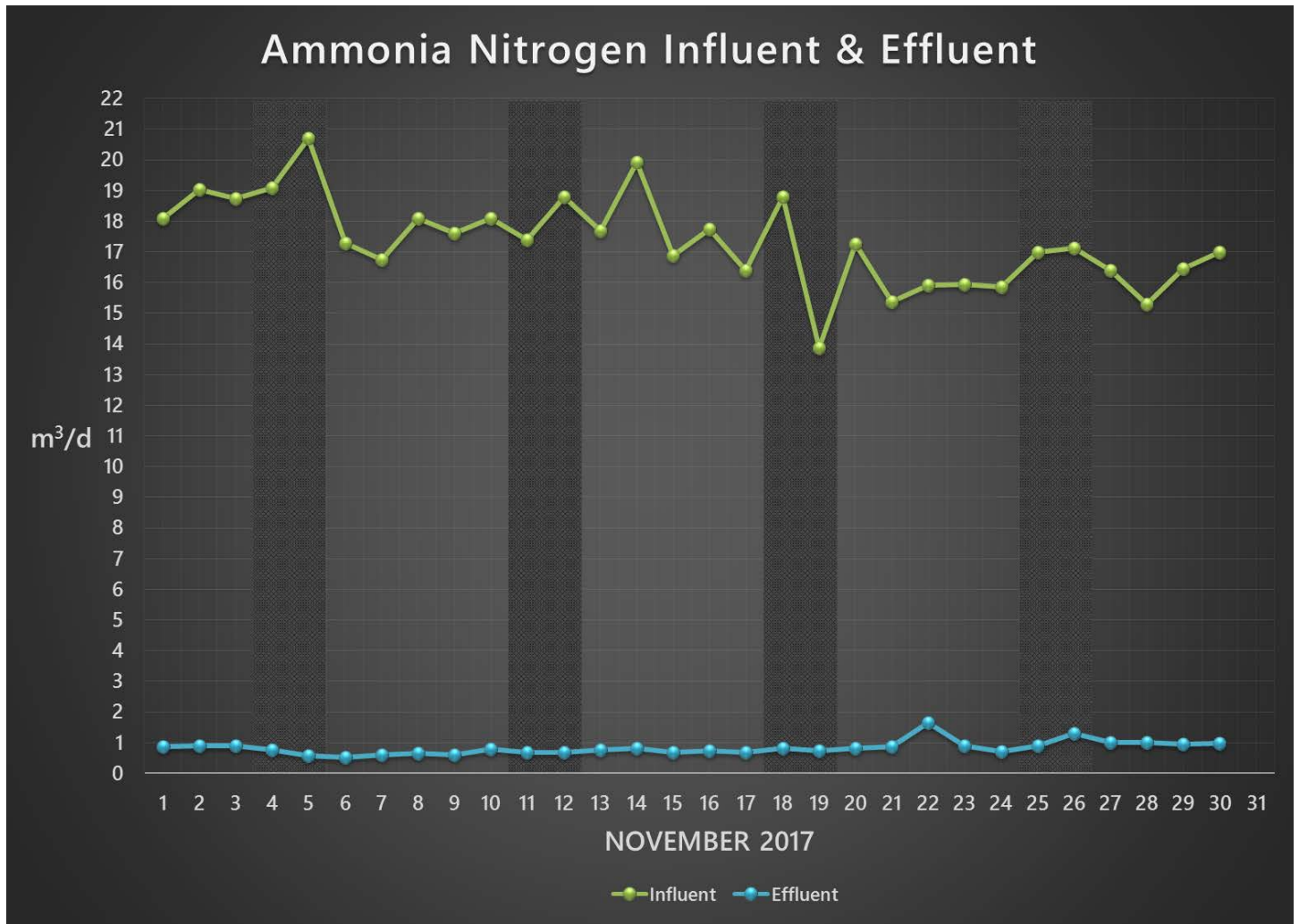
November 2017 | TSS Influent & Effluent



November 2017 | Phosphorus Influent & Effluent



November 2017 | Ammonia Nitrogen Influent & Effluent





ACTIVITY REPORT

DEPARTMENT: Finance

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"> • Prepare for the CPIC interface with iNET and the RCMP. • Work on a phone system RFP.
	<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"> • Upgrade Sonim Phones to iPhones to allow users to access emails and compliance.
<p>Projects and tasks expected to be approved under the Capital and Operational Budget</p>	<p>Strengthen our core infrastructure and services in a fiscally responsible manner</p>	<ul style="list-style-type: none"> • Prepared the final operating 2018-2020 Budget that was approved by Council. • Prepared #4 Draft 2018-2020 Capital Budget for Council deliberation
	<p>Strengthen our core infrastructure and services in a fiscally responsible manner</p>	<ul style="list-style-type: none"> • Renew GoToMeeting and other licenses. • Purchase small computer equipment for digital signature and backup.
<p>Additional Items and Projects not expected under either Capital or Operational Budgets</p>	<p>Strengthen our core infrastructure and services in a fiscally responsible manner</p>	<ul style="list-style-type: none"> • Upgrade iNET to work with Next-Gen-911. • Upgrade FirePro to a new version. • Upgrade PROS system at TPS.



ACTIVITY REPORT

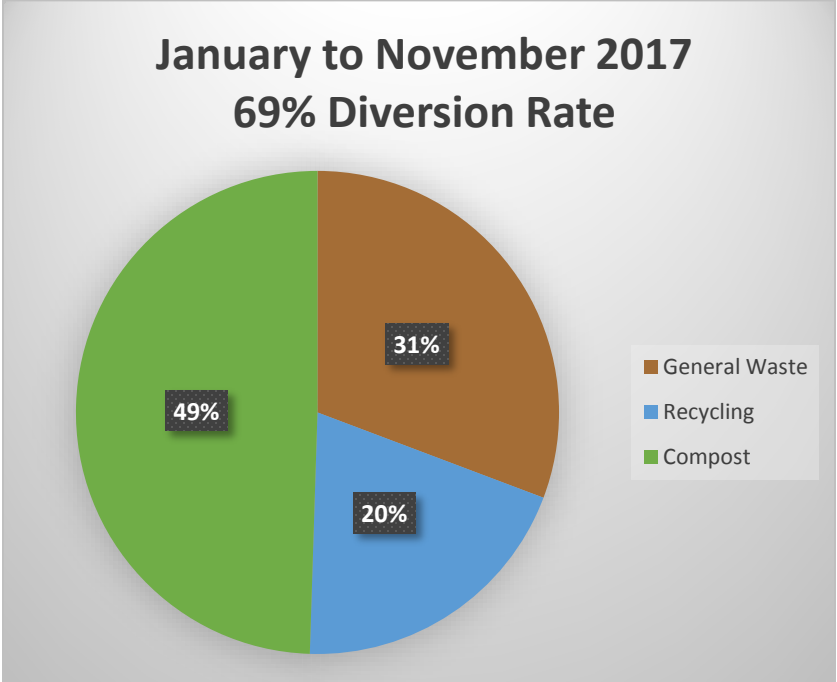
DEPARTMENT: Engineering and Public Works

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 70% complete. Pivots Pump house are being installed. • Installation of 11 fire hydrants are completed.
	<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 90% is completed now.
<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.
	<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 • Filled pot holes as needed • 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

	<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 • Updated Oldman River Regional Services Commission Map
	<p>Update and follow the Infrastructure Master Plan that itemizes and prioritize when infrastructure replacement is required</p>	<ul style="list-style-type: none"> • Went around with the fire chief and performed fire inspections at Parkside Manor and the Arts and Crafts Centre.
	<p>Beautify the community (e.g., vegetation and attractive entranceways, downtown streetscapes)</p>	<ul style="list-style-type: none"> • Cleaned ditches • Installed, hung and setup Christmas lights
	<p>Create a team work environment that is safe, customer focussed and employee friendly</p>	<ul style="list-style-type: none"> • Had our monthly safety meeting November 24 2017. <ul style="list-style-type: none"> • Reviewed Safe Work Practices & Procedures with Staff. • Sent 2 maintenance operators for loader/skid steer training and 2 operators for their Q endorsement course. • Staff had first aid, ground disturbance and confined space training.
	<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"> • New flooring and countertops at Wastewater treatment Facility to be completed by Dec.15th. • Cell doors, floors and benches at Police Station being painted. • Installed more internet connections at Fire hall Training room. • Placed snow fence where it was needed • Applied sand to the street as needed. • Installed a projector and windows in the overhead doors at the Public Works shop. • Got estimates on installing an additional overhead door at the Public Works shop. • Serviced ozone machine at pool. • Finished painting and base board at the Auditorium. • Orientated staff for the new arena ice plant.

	Assist other agencies with their vision and efforts to make Taber a healthy community- socially, physically, and mentally	<ul style="list-style-type: none"> • New flooring being installed at Parkside Manor. • Installed new lighting at Parkside Manor. • Installed new bulbs in main hall at the Youth Center. • Changed out some lighting at the Library.
Additional Items and Projects not expected under either Capital or Operational Budgets	Build a community that is affordable and attractive	<ul style="list-style-type: none"> • 2018 Asphalt milling and Sidewalk replacement capital project is being assessed.
	Make the Town of Taber an employer of choice, where employees and self-assured, valued, respected and viewed as the corporation's strongest asset	<ul style="list-style-type: none"> • Several staff participated in the Movember Mustache Bash competition.

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





ACTIVITY REPORT

DEPARTMENT: Chief Administrative Officer

Budget Categorization	Strategic Plan Alignment (Goals and Initiatives)	Associated Projects & Tasks
<p>Projects and tasks expected and approved under the 2017 Operational Budget</p>	<p>Create a team work environment that is safe, customer focused and employee friendly</p>	<ul style="list-style-type: none"> • Met with the Chief of Police, Police Commission Chair and HR Manager to review a TPS and Town (2 separate documents) drug and alcohol policies. • Investigated an alarm incident at the town building. • Received good news from WCB our insurance rate is decreasing in 2018. • Working with the HR Manager and the rest of the CUPE negotiating team to establish our negotiation position on a number of items related to the collective agreement. • Working with our legal Counsel to prepare our evidence and statements prior to the Labour Relations Board meeting on December 20th.
	<p>Strengthen our core infrastructure and services in a fiscally responsible manner</p>	<ul style="list-style-type: none"> • Met with Haul-All and found a resolution to the malfunctioning arms situation • Spoke to a Councillor about some side walk being requested by a business to be replaced next year. • Reviewing the updated Master Fleet Sheet following the public auction for some equipment and vehicles.

		<ul style="list-style-type: none"> • Reviewing the Designated Industrial Properties assessment program coming in for the 2017 assessment year and 2018 tax year.
	<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"> • Coordinating on the joint purchase of a generator for the Administration Building. • Working with Town Administration and MD Administration regarding the lights at 864 to be paid for via a three way split between Alberta Transportation, the MD of Taber and the Town of Taber. • Meeting with the Director of Planning and Economic Development to discuss the approach to a submission for the Alberta Community Partnership grant.
	<p>Build partnerships with other governments and organizations where synergies may exist</p>	<ul style="list-style-type: none"> • Meeting with a representative of the Alberta Counsel to discuss their interest in developing a strategic plan review session for Council and then what we would get from a service perspective for their requested retainer. • Working on getting a proposal from 1st Principles Planning to run Council through a strategic planning session. • Met with the Western Canadian Community Coordinator for CP rail. • Met with the Minister of Seniors and Housing with the Mayor, Deputy Mayor and a Councillor and Taber and District

		<p>Housing CAO for the purpose of discussing the context and suggestions forward for attaining assistant and sharing the context of Taber's supported, attainable and seniors housing issues.</p> <ul style="list-style-type: none"> • Met with the Minister of Community and Social Services with the Mayor Deputy Mayor and the FCSS Executive Director passing on the message regarding the benefit of regional FCSS programs targeting domestic violence, additions, youth education, social integration of new comers and requesting colocation of services. • Met with The Minister of Advanced Education with the Mayor, Deputy Mayor and Taber Adult Learning Executive Director and passed on the message regarding the benefit of literacy education in the Taber region. • Meeting leader of the official opposition and learning about the need for lobbying by a different method with the current provincial government.
	<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"> • Preparing comments and speaking at the staff lunch for the Mustache Bash.
	<p>Create conditions of business success and economic development, taking advantage of the Town's unique climate</p>	<ul style="list-style-type: none"> • Met with the Director of Planning and Economic Development to discuss a future Public

	and location in Southern Alberta	<p>Participation Policy and Bylaw as per the revised MGA.</p> <ul style="list-style-type: none"> • Reached out to Provincial weed inspectors who forwarded an email to our Mayor expressing concern about noxious weeds in town. • Attended the Hwy 3 Open House. • Approving the use of a portion of Confederation Park to be utilized as a demonstration area for a Drone Training Course
	Foster cultural opportunities in Taber through improved venues, support of special events, and recognition of our cultural diversity	<ul style="list-style-type: none"> • Attended a Newcomers Navigator session with Taber Adult Learning. • Finalizing the viability and feasibility report for the PACC. • Working with Dinosaur Valley Studios and the Archeologist for the Blood Band related to the prehistoric Bison fossil and the continued efforts to get it back into the Taber area.
	Maintain a safe community that is healthy, innovative and environmentally aware	<ul style="list-style-type: none"> • Attended and participated in the Municipal Emergency Management Committee Meeting. • Attended an Emergency Management Elected Official Training Course. • Reviewed footage of Civic Centre parking lot gatherings to forward to the TPS. • Discussing Police Commission roles with a Councillor new to the position.

Significant Meetings Attended

- Director Team Meeting- December 6
- Municipal Emergency Management Committee December 5
- Council Meetings- November 27, December 4, December 18
- Alberta Urban Municipalities Association November 22-24
- Subdivision and Development Appeal Board – November 29



Council Request for Decision	
Meeting Date: December 18, 2017	
Subject: Mayor and Councillor Reports (Verbal)	
Recommendation:	That Council accepts the Mayor and Councillor Reports for information.
Background:	Updates are provided verbally to inform Council of individual elected official activity. This could come in the form of meeting attendance to Council's Boards, Commissions, Committees, ad hoc organizations or meetings intended to strengthen municipal reputation and visibility.
Legislation / Authority:	MGA, Section 207(c)
Strategic Plan Alignment:	Governance: Build partnerships with other governments and organizations where synergies may exist.
Financial Implication:	N/A
Service Level / Staff Resource Implication:	The service level will remain status quo.
Justification:	To keep all of Council informed of elected official activity.
Alternative:	Council could seek clarification on any of the matters.



Attachment(s):	None.
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APPROVALS:	
Originated By:	Raeanne Keer
Chief Administrative Officer (CAO) or Designate:	

Council Request for Decision

Meeting Date: December 18, 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):	Action Item Listing
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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?
Nov 27/17	510/2017	MOVED by Councillor Tams that Council directs Administration to look into the AUMA/AMSC Procurement and Purchasing Program as offered, and to bring the information back to Council in early 2018.	Finance	<i>In Progress</i>	Early 2018
Nov 27/17	511/2017	MOVED by Councillor Strojwas that Council directs Administration to review Full Circle Plastics Ltd., and come back to Council with a cost comparison to Blue Imp products for park benches.	Recreation	<i>In Progress</i>	Not Stated

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

Council Request for Decision

Meeting Date: December 18, 2017

Subject: Canadian Award for Financial Reporting

Recommendation:

That Council accepts the presentation of the Canadian Award for Financial Reporting for its Annual Report for the Year Ended December 31, 2016 to the Finance Department for information purposes.

Background:

The GFOA established the Canadian Award for Excellence in Financial Reporting Program (CANFR Program) in 1986 to encourage and assist Canadian local governments to go beyond the minimum requirements of generally accepted accounting principles, as set by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants, to prepare comprehensive annual financial reports that evidence the spirit of the transparency and full disclosure and then to recognize individual governments that succeed in achieving that goal.

Reports submitted to the CANFR program are reviewed by selected members of the GFOA professional staff and a review committee, which comprises individuals with expertise in Canadian public sector financial reporting and includes financial statement preparers, independent auditors, academics, and other finance professionals.

The finance department set a goal for 2017 to prepare and submit the Town's Annual Report to the Government Finance Officers Association for consideration for the Canadian Award for Financial Reporting. The Annual Report was successfully submitted before the June 30, 2017 deadline and recently received confirmation that its submission had received the award.

Attached is the certificate for **The Canadian Award for Financial Reporting Achievement** to the finance department and the certificate for the **Annual Financial Report** for the year ended December 31, 2016.

This is a great accomplishment that demonstrates the pride and commitment to excellence of the entire finance team of the Town of Taber.

Legislation / Authority:

N/A

Strategic Plan Alignment:

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:	N/A
Service Level / Staff Resource Implication:	N/A
Justification:	Council indicated that they would like to publicly recognize staff on this achievement.
Alternative(s):	N/A

Attachment(s):	GFOA Financial Awards for Year Ended December 2016
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APPROVALS:	
Originated By:	John Orwa
Chief Administrative Officer (CAO) or Designate:	



**Government Finance Officers Association
of the United States and Canada**

presents this

**CANADIAN AWARD FOR
FINANCIAL REPORTING ACHIEVEMENT**

to

FINANCE DEPARTMENT

TOWN OF TABER, ALBERTA



The Canadian Award for Financial Reporting Achievement is presented by Government Finance Officers Association to those individuals who have been instrumental in their government unit's achieving a Canadian Award for Financial Reporting. A CAnFR is presented to those government units whose annual financial reports are judged to adhere to program standards.

Executive Director

Christopher P. Morrell

Date

OCTOBER 10, 2017



Government Finance Officers Association

**Canadian Award
for
Financial Reporting**

Presented to

Town of Taber

Alberta

For its Annual
Financial Report
for the Year Ended

December 31, 2016

Christopher P. Morill

Executive Director/CEO