



**HENK DE VLIENER**  
**MAYOR**  
**FORWARDED: JANUARY 9, 2014**

**AGENDA**

REGULAR MEETING OF THE COUNCIL OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY JANUARY 13, 2014 AT 5:00 PM.

	<b><u>MOTION</u></b>
<b><u>ITEM NO. 1. CALL TO ORDER</u></b>	
<b><u>ITEM NO. 2. ADOPTION OF THE AGENDA</u></b>	<b>X</b>
<b><u>ITEM NO. 3. DELEGATIONS</u></b>	
A) RFD Recognition of Service of Previous Council Members	<b>X</b>
B) RFD Taber Notogawa Friendship Society: Municipal Twinning Between Higashiomi City and the Town of Taber	<b>X</b>
C) RFD Regional Emergency Response: Computer Aided Dispatch (CAD) Collaboration Project	<b>X</b>
<b><u>ITEM NO. 4. ADOPTION OF THE MINUTES</u></b>	
A) RFD Special Meeting of Council December 9, 2013	<b>X</b>
B) RFD Public Hearing Meeting of Council December 16, 2013	<b>X</b>
C) RFD Subdivision Authority Meeting of Council December 16, 2013	<b>X</b>
D) RFD Regular Meeting of Council December 16, 2013	<b>X</b>
<b><u>ITEM NO. 5. BUSINESS ARISING FROM THE MINUTES</u></b>	
A) RFD Proposed Capital Funding Request	<b>X</b>
B) RFD Council Meetings with Stakeholder Groups: Proposed Meeting with Downtown and Industrial Business Owners	<b>X</b>
<b><u>ITEM NO. 6. BYLAWS - NONE</u></b>	
<b><u>ITEM NO. 7. ACTION ITEMS</u></b>	
A) RFD Bulk Water Fill Station: Award of Tender for Fill Station Construction	<b>X</b>
<b><u>ITEM NO. 8. MEDIA INQUIRIES</u></b>	



**ITEM NO. 9. CLOSED SESSION**

**X**

- Confidential Evaluations (*FOIPP Act* Section 19)
- Disclosure Harmful to Law Enforcement (*FOIPP Act*, Section 20)
- Advice from Officials (*FOIPP Act* Section 24)

**ITEM NO. 10. OPEN SESSION**

**X**

**ITEM NO. 11. CLOSE OF MEETING**

**X**



Agenda Item No. 3. A)

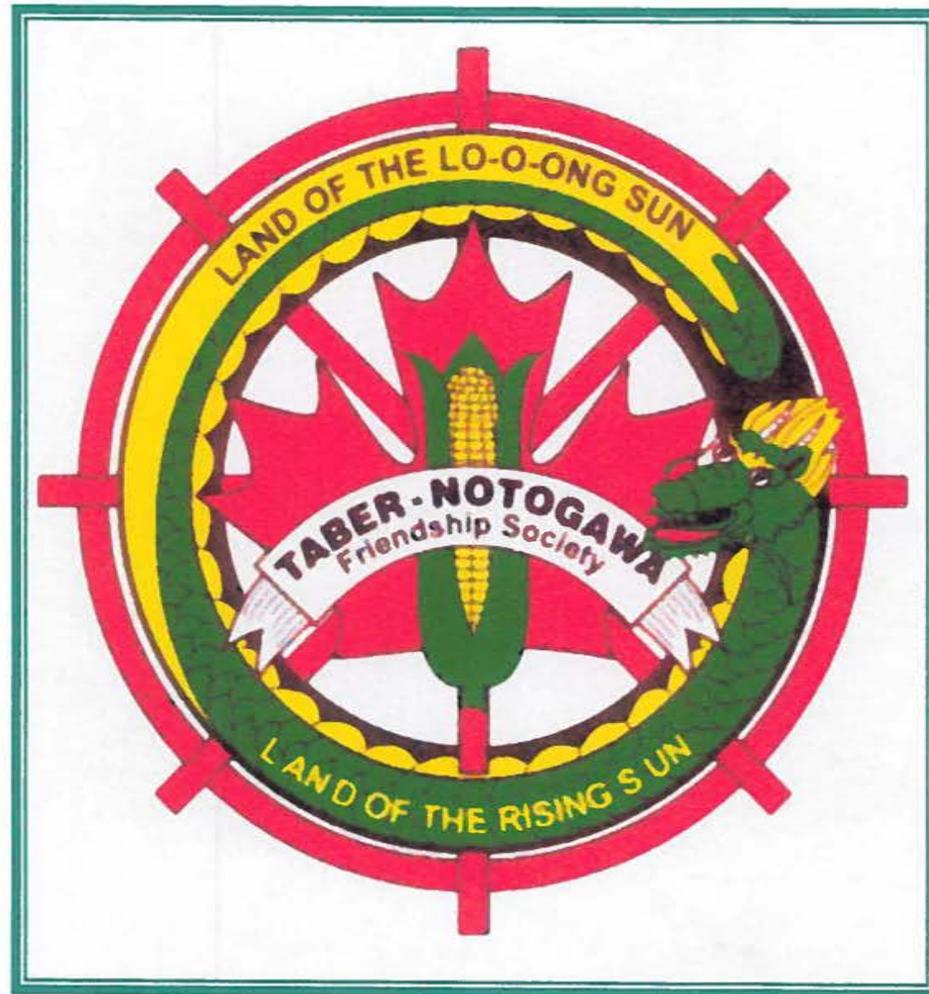
**TOWN OF TABER**  
**COUNCIL REQUEST FOR DECISION**

<b>Subject:</b> Delegation: Recognition of Previous Council Members		<b>Date of</b> January 13, 2014
		<b>Agenda:</b>
<b>Prepared By:</b> Kerry Van Ham, Council & CAO Assistant		
<b>Attachments:</b> None		
<b>Topic:</b> Recognition of Service of Previous Council Members		
<b>Background</b>	Previous Council Members will be present to receive recognition of their years of service.	
<b>Options:</b>	1. That Council recognizes and celebrates the years of service of the previous Council Members.	
<b>Recommendation:</b> That Council recognizes and celebrates the years of service of the previous Council Members.		
<b>Approval Date:</b>	January 9, 2014	<b>CAO:</b> TBB



**TOWN OF TABER**  
**COUNCIL REQUEST FOR DECISION**

<b>Subject:</b> Delegation: Taber Notogawa Friendship Society		<b>Date of</b> January 13, 2014
		<b>Agenda:</b>
<b>Prepared By:</b> Kerry Van Ham, Council & CAO Assistant		
<b>Attachments:</b> Presentation		
<b>Topic:</b> Municipal Twinning between Higashiomi City and the Town of Taber		
<b>Background</b>	Doug Emek, representative from the Taber Notogawa Friendship Society will present information on the Society which will include historic and future endeavours.	
<b>Options:</b>	1. That Council accepts the Taber Notogawa Friendship Society presentation for information purposes.	
<b>Recommendation:</b> That Council accepts the Taber Notogawa Friendship Society presentation for information purposes.		
<b>Approval Date:</b>	January 9, 2014	<b>CAO:</b>



Taber Notogawa Friendship Society

# Government of Alberta

From the Government of Alberta website:

- *“Alberta’s Ministry of International and Intergovernmental Relations coordinates Alberta’s relationships with governments across Canada and around the world; and on behalf of Albertans, enhances Alberta’s national and international presence in areas such as export development, investment attraction and government relations.”*

## Government of Alberta

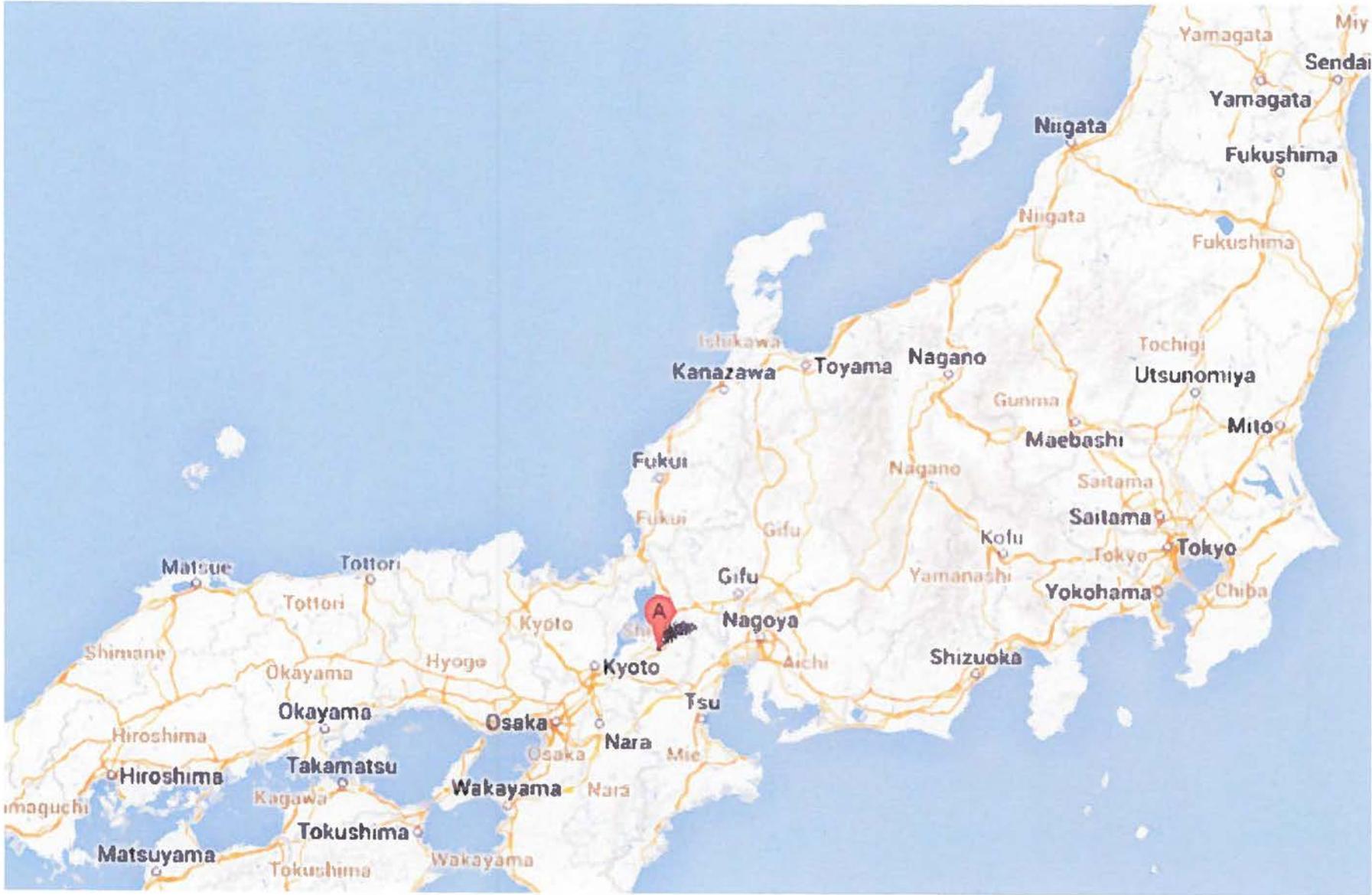
- *“Japan is a key overseas economic partner for Alberta, accounting for 15 percent of non-U.S. exports. Alberta also enjoys a multi-faceted relationship with Japan that includes strong business ties, cultural and sports exchanges, educational initiatives, municipal twinnings, and people-to-people activities.”*
- *“Alberta exchanges with the prefecture of Hokkaido began in 1973, with a formal twinning signed in 1980. The year 2010 was the 30th Anniversary of the Alberta-Hokkaido sister province relationship.”*

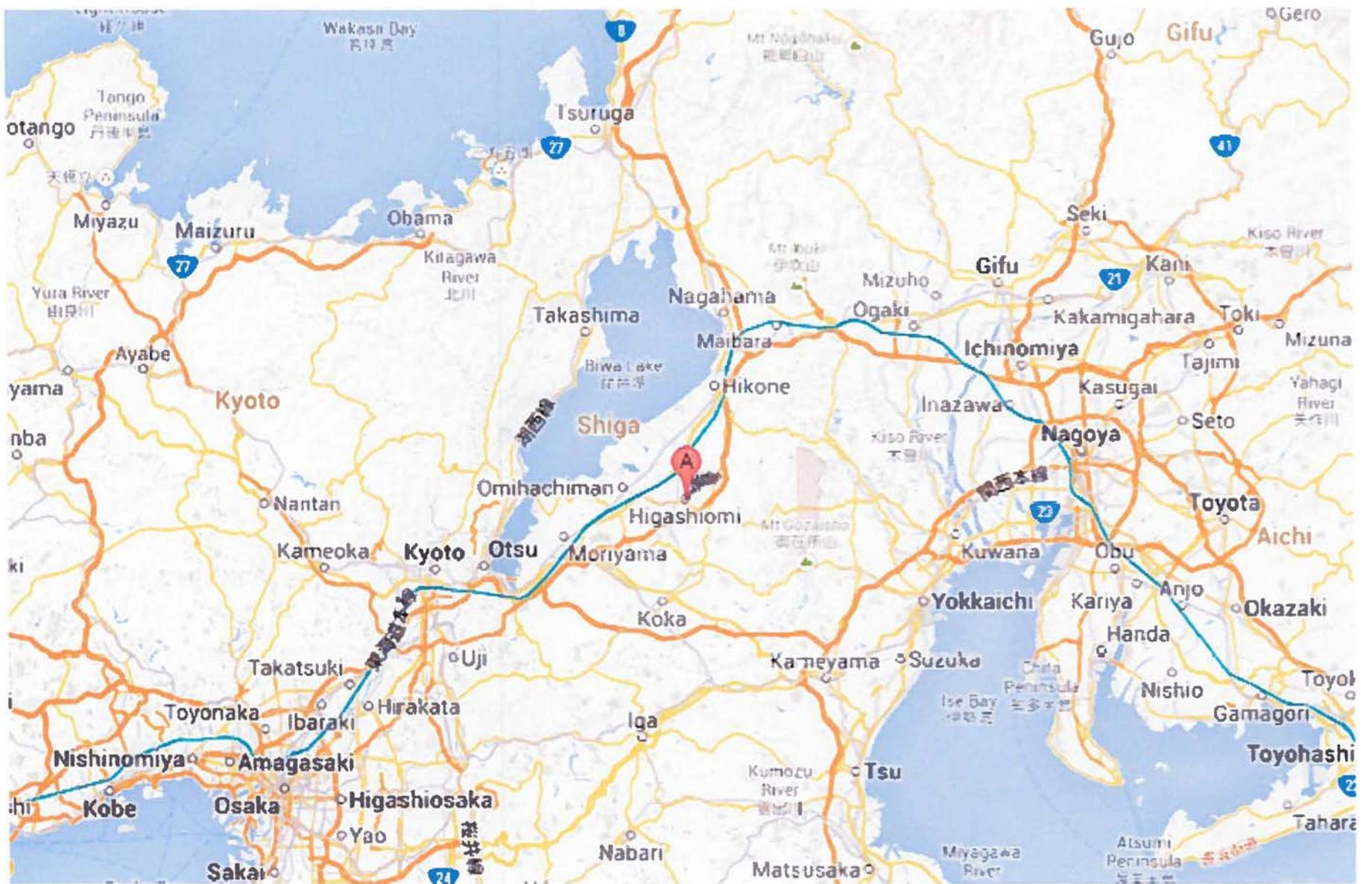
## Government of Alberta

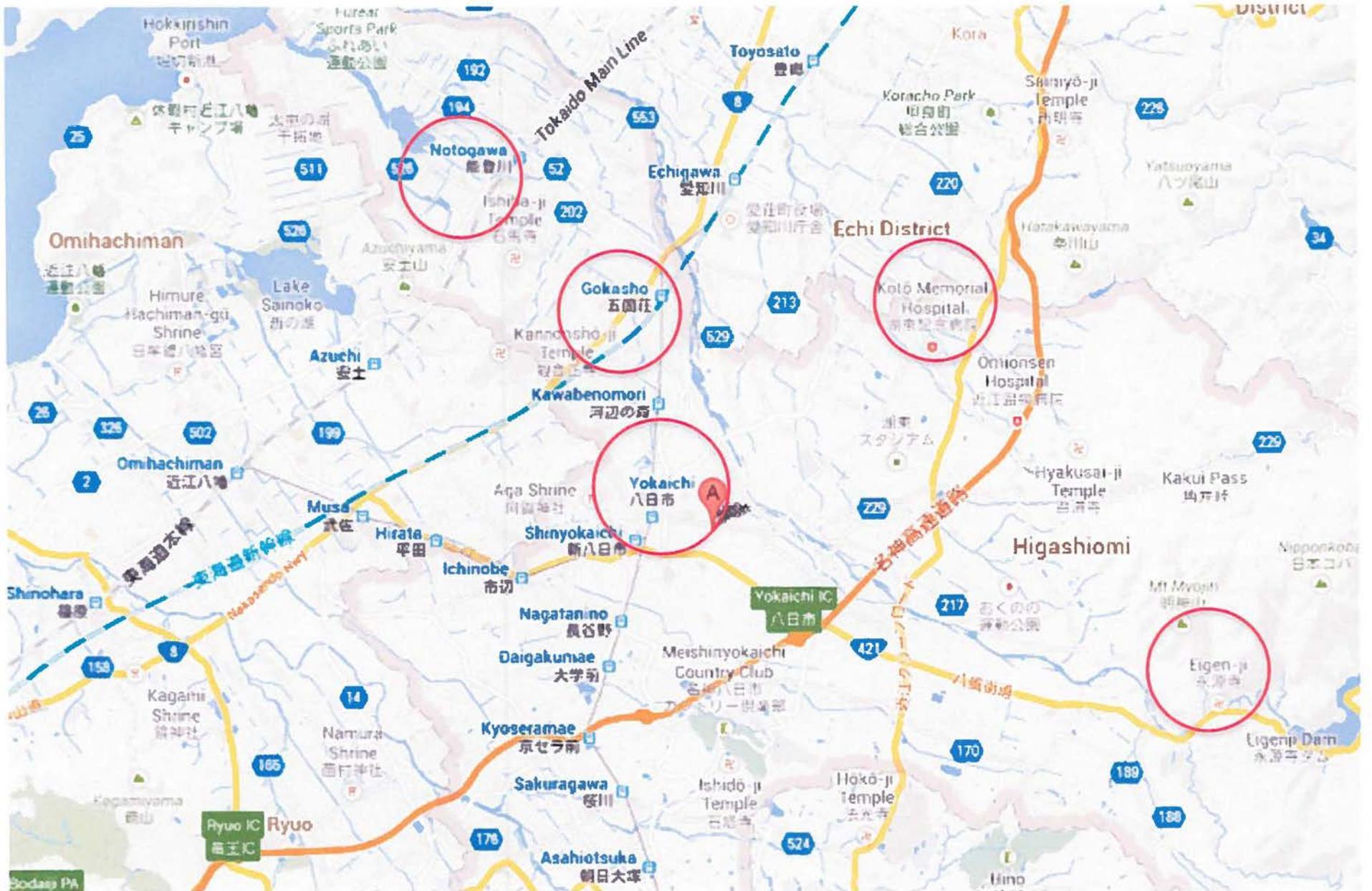
- *“Several Alberta municipalities are twinned with Japanese counterparts, including members of the Alberta/Japan Twinned Municipalities Association such as Jasper, Taber, Rocky Mountain House, Stony Plain, Camrose, Bon Accord, City of Brooks, Lacombe, Canmore, Stettler, Crowsnest Pass, City of Wetaskiwin, Barrhead, Hanna, Whitecourt, Hinton, Didsbury, and Lethbridge Okinawa Cultural Society and Lethbridge Twinning Society. Nine of such municipal twinnings are in Hokkaido.”*

# Taber Notogawa Friendship Society

- A twinning agreement between Taber and the Town of Notogawa, in Shiga Prefecture was originally signed in 1980, shortly after Alberta began its relationship with Hokkaido.
- Where is Higashiomi City?







# Taber Notogawa Friendship Society

- Taber is a member of the Alberta/Japan Twinned Municipalities Association (A/JTMA). The website for the association is: <http://www.ajtma.com/about.php>
- A number of exchanges between the two towns took place between 1980 and 1999, mostly with adult groups.
- In 1999, a non-profit society was formed to facilitate cross-cultural friendship and goodwill between the citizens of Taber and Notogawa, including student exchanges.

## Taber Notogawa Friendship Society

- The society was essentially given the responsibility for maintaining the twinning relationship with Notogawa. At the same time, the Town of Taber agreed to provide \$2500 to assist with the cost of hosting delegations from Japan.
- The emphasis of the society and the twinning arrangement is primarily to promote cultural and educational exchanges with Higashiomi City for both students and adults.

## Taber Notogawa Friendship Society

- From 1999 to 2002, groups of middle school students and chaperones from Taber visited Notogawa, and a group of Notogawa students visited Taber in the fall of each year.
- In 2003, because of the outbreak of SARS, Notogawa cancelled the exchange program that year, but it resumed in 2004.
- In 2005, the Town of Notogawa amalgamated with five other towns in Shiga Prefecture (Yokaichi, Eigenji, Gokasho, Koto, Notogawa, & Gamoto) to form the new community of Higashiomi City. Notogawa still exists, but only as a branch of Higashiomi City.

## Taber Notogawa Friendship Society

- There was no exchange in 2005 because of the challenges with the amalgamation of the various other communities but in 2006, a small group of adults visited, including Mayor Bryant. The twinning agreement was re-signed with Taber at that time.
- Following the amalgamation of the communities, the new city of Higashiomi found themselves twinned with 5 towns/cities around the world. Along with Taber, Higashiomi City is also twinned with cities in Korea, China, USA and Sweden.
- They wish to maintain these twinning relationships, but it is very difficult to conduct exchanges every year.

## Taber Notogawa Friendship Society

- After much discussion, it was agreed that Higashiomi City would once again accept students as part of the exchange program but the exchanges would only be held every other year, with delegates from Higashiomi visiting Taber in between our visits to Japan.
- Groups of students and adults from Taber visited Higashiomi City in 2008 and 2010 and delegations from Japan came to Taber in 2009 and 2011.
- In 2012, there was only one adult willing to act as a chaperone for the Taber group so the trip was cancelled and Higashiomi City did not visit Taber this year.

# Taber Notogawa Friendship Society

- A group of Taber adults and students will visit Higashiomi City in 2014.
- Up until 2006, the town of Notogawa was responsible for organizing and conducting the exchanges. The Higashiomi Friendship Society is now much more active in this role, with the help of the City (i.e. similar to Taber).
- However, Higashiomi City does pay for part of the cost for all participants. As well, host families receive some financial assistance when hosting someone from Taber.
- In contrast, all Taber participants pay 100% of the cost of the trip, with no assistance from the Town of Taber.

# Taber Notogawa Friendship Society

- While in Higashiomi City, the Taber visitors stay with host families and all costs are covered.
- When delegations from Higashiomi City visit Taber, we try to return the hospitality but there is a significant cost to do this.
- Each time a group has traveled to Taber from Japan, the Town of Taber has contributed \$2500 towards the cost of hosting the group. The balance (up to \$7500) is raised by various fund-raising activities conducted by the group visiting Japan.
- On most of the exchange visits to Japan, there has also been one representative from the Town of Taber. Previous mayors (Phillips, Duggan and Bryant) have all been to Japan at least once, as have a number of councilors.

# 2014 Exchange

- 6 students and 4 adults have applied to go on the trip this year.
- Visit to Higashiomi City will be July 2 - 9, but the group would likely leave Canada a few days before that.
- 1 week will be spent in Higashiomi City, staying with a host family.
- There is an opportunity to extend the trip and visit Tokyo, which also gives some time to adjust to the climate and time change.

# 2014 Exchange

- If there is any interest in someone from the Town making the trip, we will need to know that very soon.
- Higashiomi City takes the twinning agreements very seriously, and the visits by the mayor and other town officials are very important to them.

# Exchange Costs

- Cost of the trip is expected to be approximately \$2,500 for airfare.
- Any time spent in Tokyo at the start or end of the trip would add to this cost (approximately \$500/person).
- All costs are paid by the participants.

# 2015 Exchange

- Higashiomi City is planning to send the same number of participants to Taber in 2015.
- Homestays will be needed in Taber at that time.

# The Future

- The twinning agreement is between the Town of Taber and Higashiomi City.
- The responsibility for conducting the exchanges was given to the Society in 1999. As with many community groups, it is challenging to find enough people interested in being part of the Society on a continuing basis.
- For the future, increased involvement (this does not mean financial involvement necessarily!) by the Town will likely be needed if the exchanges are to continue.
- We would also request that the Town of Taber include money in the budget to assist with the cost of hosting the delegation next year.



**TOWN OF TABER**  
**COUNCIL REQUEST FOR DECISION**

<b>Subject:</b>	Delegation: Regional Emergency Response	<b>Date of</b>	January 13, 2014
		<b>Agenda:</b>	
<b>Prepared By:</b>	Mike Bos, Fire Chief Tom Moffatt, Manager of Information Technology		
<b>Attachments:</b>	Power Point Presentation		
<b>Topic:</b>	Computer Aided Dispatch (CAD) Collaboration Project		
<b>Background</b>	Mike Bos and Tom Moffatt will present information regarding the Regional Emergency Response CAD Collaboration Project.		
<b>Options:</b>	1. That Council accepts the Regional Emergency Response CAD Collaboration Project presentation for information purposes.		
<b>Recommendation:</b>	That Council accepts the Regional Emergency Response CAD Collaboration Project presentation for information purposes.		
<b>Approval Date:</b>	January 9, 2014	<b>CAO:</b>	<i>RB</i>

# Regional Emergency Response CAD Collaboration Project

Proposed Partners:

Town of Taber, M.D. of Taber, Town of Vauxhall &  
the Village of Barnwell

*Prepared January 9, 2014*

# Background

Based on a recommendation from the Protective Services Committee and its members, we have submitted an application for a Regional Collaboration Grant to create a regional Computer Aided Dispatch (CAD) system. This project is designed to assess and implement the necessary tools to standardize data and to deliver regional dispatching services in a better way.

CAD System software will be installed during the project, including field units and dispatching consoles. Software will be customized to enhance functionality and create a consistent working platform throughout our operations. Also included in the project are two years of support and maintenance, as well as training for our staff. This project involves all regional fire response vehicles, Taber Police Services police cars, a regional RCMP vehicle and lays the groundwork for integration with other emergency services partners in the future, such as the City of Lethbridge and Alberta Health Services.

# Town of Taber

## Steps Taken

- A Regional Collaboration Project application has been submitted with an end date of Dec. 31<sup>st</sup>, 2015 and a start date of “upon approval”. This application asks for the maximum grant amount of \$250,000.00
- The town’s 2014 budget includes the collaboration project
- The town’s 2014 budget includes replacement hardware for Fire Vehicles
- The Town of Taber Council has passed a resolution stating that they wish to participate in the project

# Emergency Response Units

## Town of Taber



7 Fire Vehicles



5 Taber Police Vehicles

Total: 12

## M. D. of Taber



5 Vauxhall Fire Vehicles  
3 Enchant Fire Vehicles  
3 Grassy Lake Fire Vehicles  
3 Hays Fire Vehicles



1 dedicated RCMP Vehicle

Total: 15

A question for Councils is what is a fair way to share the municipal portion of the project costs between the project partners? The municipal portion of the entire project is anticipated to be \$100,000.00 in total.



# A Cost-Sharing Proposal

## Town of Taber Costs

**\$75,000.00**

## M. D. of Taber Costs

**\$25,000.00**

One possible cost-sharing method is:

Divide the costs of the capital project between the Town of Taber and the M. D. of Taber on a 75 / 25 basis.

The town might pay for 100% of ongoing support & maintenance beginning in year 3 of system ownership. This will reduce the M.D. of Taber's current annual software maintenance costs by \$1,762.50 per year and the Town of Vauxhall's current annual software maintenance costs by \$1,410.00 per year. Annual support & maintenance costs are estimated at \$40,400.00.

Of course, there are many other possible ways administer project costs and Taber 911 Dispatch Centre costs.

# Taber Police Services Offer

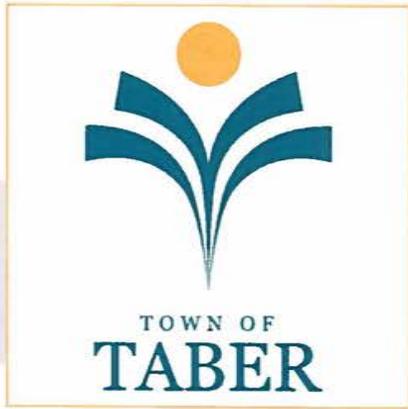
The Taber Police Service has offered to pay the cost of equipping an RCMP vehicle with mobile device hardware, allowing the RCMP vehicle assigned to the M.D. of Taber to participate in the Regional Emergency Response CAD Collaboration Project.

Chief Alf Rudd is promoting this initiative because the Taber Police Services (TPS) can see the value in having a coordinated emergency response between the Town, fire services and the RCMP.

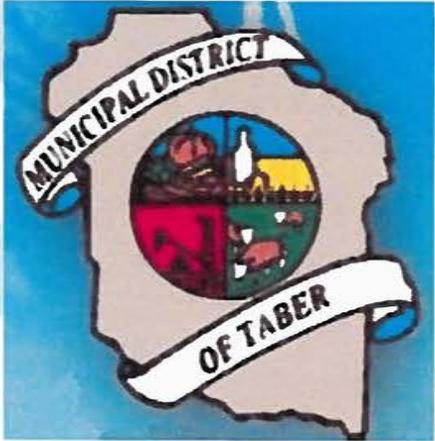
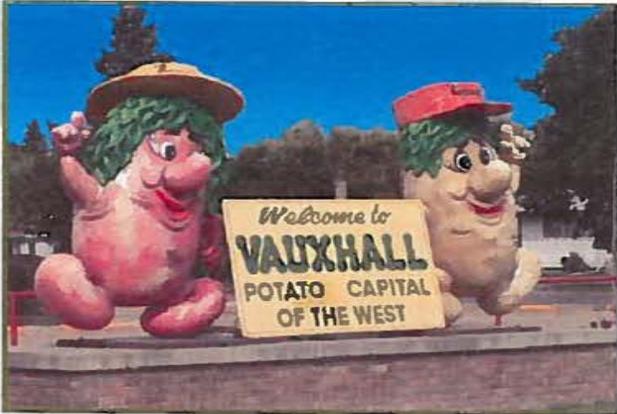
The cost of this offer is estimated at \$5000.00 for mobile device hardware.

# Next Steps

- Obtain Council Resolutions from all partners
- Obtain any necessary budget approvals from partners
- Partners create an RFP for dispatch vendors as per our standards for due diligence
- Select a review committee for RFP responses
- Choose a vendor and award the contract
- Partners to perform all necessary hardware upgrades for emergency vehicles prior to project implementation
- Create a project management plan, including timelines
- Begin project implementation



THE VILLAGE OF  
**BARNWELL**



# Questions?





Agenda Item No. 4. A)

**TOWN OF TABER**  
**COUNCIL REQUEST FOR DECISION**

<b>Subject:</b> Special Minutes of Council	<b>Date of</b> January 13, 2014 <b>Agenda:</b>
<b>Prepared By:</b> Kerry Van Ham, Council & CAO Assistant	
<b>Attachments:</b> Minutes	
<b>Topic:</b> Minutes of the Special Meeting of Council, December 9, 2013	
<b>Background:</b>	
<b>Options:</b>	<ol style="list-style-type: none"><li>1. That Council adopts the minutes of the Special Meeting of Council held on December 9, 2013, as presented.</li><li>2. That Council adopts the minutes of the Special Meeting of Council held on December 9, 2013, as amended</li></ol>
<b>Recommendation:</b> Option #1 - That Council adopts the minutes of the Special Meeting of Council held on December 9, 2013, as presented.	
<b>Approval</b> January 9, 2014 <b>Date:</b>	<b>CAO:</b> <i>TJB</i>

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 9, 2013, AT 5:02 PM.

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PRESENT: Mayor Henk De Vlieger  
Councillor Andrew Prokop  
Councillor Rick Popadynetz  
Councillor Joe Strojwas  
Councillor Laura Ross-Giroux

ABSENT: Councillor Randy Sparks  
Councillor Jack Brewin

ALSO PRESENT:

Greg Birch, Chief Administrative Officer (CAO)  
Dale Culler, Director of Corporate Services  
Rob Cressman, Director of Community Services  
Cory Armfelt, Manager of Planning & Economic Development  
Jordi Nickolet, Manager of Engineering and Public Works  
Trevor Busch, Taber Times

**ORDER**

Mayor De Vlieger called the Special Meeting of Council to Order at 5:02 PM.

**ADOPTION OF THE AGENDA**

Mayor De Vlieger inquired if there were any additions or deletions to the Agenda. Councillor Strojwas asked to go into closed session as soon as the agenda was adopted.

RES.441/13 MOVED by Councillor Popadynetz that Council adopt the agenda as amended, with the addition of a Closed Session following Agenda Item 2.

CARRIED UNANIMOUSLY

**CLOSED SESSION**

RES.442/13 MOVED by Councillor Ross-Giroux that Council moves to Closed Session to discuss legal matters.

CARRIED UNANIMOUSLY AT 5:04 PM

**OPEN SESSION**

RES.443/13 MOVED by Councillor Prokop that Council reconvenes into Open Session.

CARRIED UNANIMOUSLY AT 5:35 PM

**DELEGATIONS - NONE****ADOPTION OF THE MINUTES - NONE****BUSINESS ARISING FROM THE MINUTES - NONE****BYLAWS - NONE****ACTION ITEMS**

**A) 2014 Budget Proposal:  
Proposed Operating and Capital**

G. Birch noted that this was a continuation of the budget discussion from last week's meeting, and that the objective again is for administration to receive input from Council so that the 2014 budget can be adopted at the December 16, 2013 regular meeting. He said that the proposal before Council tonight achieves the 1.5% property tax increase Council discussed. D. Culler then outlined the changes that had been made to the draft to achieve that reduction.

Council discussed the draft budget and suggested further changes.

**ACTION ITEMS – CONT'D**

RES.444/13 MOVED by Councillor Prokop that Council recess for twenty (20) minutes.

CARRIED UNANIMOUSLY AT 6:34 PM

RES.445/13 MOVED by Councillor Popadynetz that Council reconvene the meeting.

CARRIED UNANIMOUSLY AT 7:00 PM

RES.446/13 MOVED by Councillor Prokop that Council delay the \$275,000.00 proposal in the budget for a downtown bulb out from 2014 to 2015.

CARRIED

Council then discussed the proposed increase of 1.5% and confirmed that it would not be higher.

Next, Council discussed the possibility of moving some potential surplus from 2013 to 2014.

Council asked that there be consideration to the Gymnastics Fitness Club proposal and bring some suggestions back to the December 16, 2013 meeting.

RES.447/13 MOVED by Councillor Ross-Giroux that Council accepts the 2014 Budget Proposal presentation for information purposes.

CARRIED UNANIMOUSLY

**MEDIA INQUIRIES - NONE**

**CLOSE OF MEETING**

RES.448/13 MOVED by Councillor Popadynetz that this Special Meeting of Council is hereby closed.

CARRIED UNANIMOUSLY AT 8:30 PM

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER



Agenda Item No. 4. B)

## TOWN OF TABER COUNCIL REQUEST FOR DECISION

<b>Subject:</b> Public Hearing Minutes of Council	<b>Date of</b> January 13, 2014 <b>Agenda:</b>
<b>Prepared By:</b> Kerry Van Ham, Council & CAO Assistant	
<b>Attachments:</b> Minutes	
<b>Topic:</b> Minutes of the Public Hearing Meeting of Council, December 16, 2013	
<b>Background:</b>	
<b>Options:</b>	<ol style="list-style-type: none"><li>1. That Council adopts the minutes of the Public Hearing Meeting of Council held on December 16, 2013, as presented.</li><li>2. That Council adopts the minutes of the Public Hearing Meeting of Council held on December 16, 2013, as amended</li></ol>
<b>Recommendation:</b> Option #1 - That Council adopts the minutes of the Public Hearing Meeting of Council held on December 16, 2013, as presented.	
<b>Approval Date:</b> January 9, 2014	<b>CAO:</b> 

MINUTES OF THE PUBLIC HEARING MEETING OF THE COUNCIL OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, DECEMBER 16, 2013, AT 5:00 PM.

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PRESENT: Mayor Henk De Vlieger  
Councillor Randy Sparks  
Councillor Andrew Prokop  
Councillor Rick Popadynetz  
Councillor Jack Brewin  
Councillor Joe Strojwas  
Councillor Laura Ross-Giroux

ALSO PRESENT:

Greg Birch, Chief Administrative Officer (CAO)  
Dale Culler, Director of Corporate Services  
Rob Cressman, Director of Community Services  
Cory Armfelt, Manager of Planning & Economic Development  
Tom Moffatt, Manager of Information Technology  
Jordi Nickolet, Manager of Engineering and Public Works  
Kerry Van Ham, Council & CAO Assistant/Recording Secretary  
Trevor Busch, Taber Times

**ORDER**

Mayor De Vlieger called the Public Hearing to Order at 5:00 PM.

**LAND USE AMENDMENT BYLAW NO. 16-2013**

**i) Explanation of purpose of Bylaw No. 16-2013**

Mayor De Vlieger requested that C. Armfelt advise the purpose of the Bylaw.

**i) Explanation of purpose of Bylaw No. 16-2013 – Cont’d**

C. Armfelt advised the purpose of draft Bylaw 16-2013, if approved, would amend Schedule “B”, of the Land Use District Map of Bylaw 4-2006 (Land Use Bylaw) by rezoning 5506 46 Ave (Plan 6390L, Block 21, Lots 1, 2, 3, 4 and the west 5 feet of Lot 5, excepting the highway on Plan 711EX; and 5510 46 Ave (Plan 6390L, Block 21, Lots 5 – 22), from Comprehensive Commercial (CC) to Direct Control (DC-2).

**ii) Presentation of written or oral briefs AGAINST Bylaw No. 16-2013**

Mayor De Vlieger inquired if any written briefs had been received Against Bylaw No. 16-2013.

C. Armfelt advised that no written briefs had been received Against Bylaw No. 16-2013.

Mayor De Vlieger inquired if there was anyone present who wished to present an oral brief Against Bylaw No. 16-2013, and there were none.

**iii) Presentation of written or oral briefs FOR Bylaw No. 16-2013**

Mayor De Vlieger inquired if any written briefs had been received For Bylaw No. 16-2013.

C. Armfelt advised that no written briefs had been received For Bylaw No. 16-2013.

Mayor De Vlieger inquired if there was anyone present who wished to present an oral brief For Bylaw No. 16-2013, and there were none.

Mayor De Vlieger declared that the Public Hearing is hereby closed at 5:04 PM.

\_\_\_\_\_  
MAYOR

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



Agenda Item No. 4. C)

## TOWN OF TABER COUNCIL REQUEST FOR DECISION

<b>Subject:</b> Subdivision Authority Minutes of Council	<b>Date of</b> January 13, 2014 <b>Agenda:</b>
<b>Prepared By:</b> Kerry Van Ham, Council & CAO Assistant	
<b>Attachments:</b> Minutes	
<b>Topic:</b> Minutes of the Subdivision Authority Meeting of Council, December 16, 2013	
<b>Background:</b>	
<b>Options:</b>	<ol style="list-style-type: none"><li>1. That Council adopts the minutes of the Subdivision Authority Meeting of Council held on December 16, 2013, as presented.</li><li>2. That Council adopts the minutes of the Subdivision Authority Meeting of Council held on December 16, 2013, as amended</li></ol>
<b>Recommendation:</b> Option #1 - That Council adopts the minutes of the Subdivision Authority Meeting of Council held on December 16, 2013, as presented.	
<b>Approval Date:</b> January 9, 2014	<b>CAO:</b> 

MINUTES OF THE MEETING OF THE SUBDIVISION AUTHORITY OF THE TOWN OF TABER, HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, DECEMBER 16, 2013 AT 5:04 PM, IMMEDIATELY FOLLOWING THE PUBLIC HEARING MEETING AT 5:00 PM.

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PRESENT: Mayor Henk DeVlieger  
Councillor, Laura Ross Giroux  
Councilor Andrew Prokop  
Councilor Joe Strojwas  
Councilor Jack Brewin  
Councillor Randy Sparks  
Councillor Rick Popadynetz

ALSO PRESENT:

Greg Birch, Chief Administrative Officer (CAO)  
Cory Armfelt, Planning and Development Manager  
Lorraine Belanger, Planning & Economic Development Assistant  
Dale Culler, Director of Corporate Services  
Rob Cressman, Director of Public and Recreation Services  
Kerry Van Ham, Council & CAO Assistant

**ORDER**

Mayor DeVlieger called the Regular Meeting of the Subdivision Authority to order at 5:04 PM.

**ADOPTION OF THE AGENDA**

RES.449/13 MOVED by Councilor Brewin that the Subdivision Authority adopt the agenda as presented.

CARRIED UNANIMOUSLY

**SUBDIVISION APPLICATIONS**

A) TT-12-0-009:  
6123 54 St.

Explanation of the Subdivision

C. Armfelt summarized the application. He noted the applicant had not yet met all the original conditions of the Subdivision granted November 26, 2012. Subsequent conversations with the applicant however had indicated all conditions would be met within the next year. He added Administration was recommending an extension be granted, with all original conditions unchanged.

**SUBDIVISION APPLICATIONS – CONT'D****A) TT 12 0 009:  
6123 54 St. – Cont'd**

RES.450/13 MOVED by Councillor Popadynetz that pursuant to Section 657 of the *Municipal Government Act*, Council grants a time extension for endorsement of Subdivision Application TT-12-0-009 to November 26, 2014.

CARRIED UNANIMOUSLY

**B) TT-13-0-005:  
5206 47 Ave.****Explanation of the Subdivision**

C. Armfelt summarized the application, noting the site formerly was used for the Field's store. He added the applicant's intention was to create 4 lots in total on the original site and hold them for future development. He also summarized 2 motions from the Municipal Planning Commission meeting on November 18, 2013:

*Moved by R. Levagood MPC recommend Administration go back to the developer and request further information to be provided on future development of 5206 47 Ave.*

*Moved by E. Ellingson MPC not recommend approval of TT-13-0-005, 5206 47 Av, Ben Inc. to the subdivision authority until further development plans are presented to MPC.*

C. Armfelt explained the motions were derived from concerns regarding future parking limitations that could render the existing store into unusable space, servicing difficulties and dividing the site into small portions prematurely. He also confirmed the applicant had been contacted for further clarification on future plans and had provided no further details. He noted he did not want to recommend the subdivision not be approved lightly, but in the absence of a more tangible plan, Administration could not support it.

**SUBDIVISION APPLICATIONS – CONT'D**

**B) TT-13-0-005:  
5206 47 Ave. – Cont'd**

RES.451/13 MOVED by Councillor Sparks that the Subdivision Authority does not approve TT-13-0-005 for the following reasons:

1. This subdivision would eliminate all off street parking spaces currently available for use by patrons to the existing commercial building on the property. If a tenant moves into the existing building and the subject subdivision is approved a parking requirement waiver would be required in order to allow a new tenant to move into the building. Losing the parking capacity to additional building development at this site could limit the salability of the current vacant building on the parcel.
2. The proposed lots will be difficult to service with domestic water, sanitary services and solid waste management as the trunk lines are not directly fronting adjacent to these proposed parcels and waste management facilities would need to be co-operatively sited or easements incorporated at the rear of each proposed lot.
3. There is no specific plan for use of the proposed lots, and by creating them without a specific plan the Town will lose flexibility in future downtown development because a large parcel will have been divided.

CARRIED UNANIMOUSLY

RES.452/13 MOVED by Councillor Sparks that the Subdivision Authority adjourn the meeting.

CARRIED UNANIMOUSLY AT 5:19 PM

\_\_\_\_\_  
CHAIRMAN

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



Agenda Item No. 4. D)

**TOWN OF TABER**  
**COUNCIL REQUEST FOR DECISION**

<b>Subject:</b> Regular Minutes of Council	<b>Date of</b> January 13, 2014 <b>Agenda:</b>
<b>Prepared By:</b> Kerry Van Ham, Council & CAO Assistant	
<b>Attachments:</b> Minutes	
<b>Topic:</b> Minutes of the Regular Meeting of Council, December 16, 2013	
<b>Background:</b>	
<b>Options:</b>	<ol style="list-style-type: none"><li>1. That Council adopts the minutes of the Regular Meeting of Council held on December 16, 2013, as presented.</li><li>2. That Council adopts the minutes of the Regular Meeting of Council held on December 16, 2013, as amended</li></ol>
<b>Recommendation:</b> Option #1 - That Council adopts the minutes of the Regular Meeting of Council held on December 16, 2013, as presented.	
<b>Approval Date:</b> January 9, 2014	<b>CAO:</b> 

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, DECEMBER 16, 2013, AT 5:20 PM, IMMEDIATELY FOLLOWING THE PUBLIC HEARING MEETING AT 5:00 PM, AND THE SUBDIVISION AUTHORITY MEETING AT 5:04 PM.

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PRESENT: Mayor Henk De Vlieger  
Councillor Randy Sparks  
Councillor Andrew Prokop  
Councillor Rick Popadynetz  
Councillor Jack Brewin  
Councillor Joe Strojwas  
Councillor Laura Ross-Giroux

ALSO PRESENT:

Greg Birch, Chief Administrative Officer (CAO)  
Dale Culler, Director of Corporate Services  
Rob Cressman, Director of Community Services  
Cory Armfelt, Manager of Planning & Economic Development  
Tom Moffatt, Manager of Information Technology  
Jordi Nickolet, Manager of Engineering and Public Works  
Kerry Van Ham, Council & CAO Assistant  
Trevor Busch, Taber Times

**ORDER**

Mayor De Vlieger called the Regular Meeting of Council to Order at 5:20 PM.

**ADOPTION OF THE AGENDA**

Mayor De Vlieger inquired if there were any additions or deletions to the Agenda, and advised that there were none.

RES.453/13 MOVED by Councillor Ross-Giroux that Council adopt the agenda as presented.

CARRIED UNANIMOUSLY

**ADOPTION OF THE AGENDA – CONT'D****A) Notice of Resolution:  
Consideration of Agenda Item for Placement on a Following  
Meeting Agenda - Proposed Capital Funding Request**

G. Birch stated that at the November 25, 2013 Council Meeting, Administration proposed that Council approve a transfer of additional capital reserves to fund completed capital projects that had gone over budget. The motion to fund the additional transfers was defeated.

The Council Organizational Bylaw 3-2007 states that any issue addressed by Council at any Regular Meeting of Council where a resolution has been voted upon (either carried or defeated), other than a motion to table, shall not be allowed to be brought back to Council for further consideration until at least six months following the date of the Council Meeting where it was originally addressed. Exceptions may be considered with a Notice of Resolution passed by a majority of Council. Administration is requesting that Council consider using this process for the reconsideration of the proposed capital funding request.

RES.454/13 MOVED by Councillor Ross-Giroux that Council approves a Notice of Resolution to include the issue of additional capital reserve transfers that was previously defeated at the November 25, 2013 Council Meeting onto the Agenda for the January 13, 2014 Council Meeting.

CARRIED UNANIMOUSLY

**DELEGATIONS****A) Taber Splash Pad:  
Proposal for Taber Splash Pad**

Mr. Bruce Warkentin, a representative from the Taber Splash Pad Committee, presented the group's proposal which included conceptual ideas, location, budget, financial resources and requests from the Town. Council discussed the proposed project and the required support, noting that a potential decision on this project could come under Agenda Item 7.A) of this meeting.

**DELEGATIONS – CONT'D****A) Taber Splash Pad:  
Proposal for Taber Splash Pad – Cont'd**

RES.455/13 MOVED by Councillor Popadynetz that Council accepts the Taber Splash Pad proposal as presented.

CARRIED UNANIMOUSLY

**ADOPTION OF THE MINUTES****A) Regular Meeting of Council – November 25, 2013**

RES.456/13 MOVED by Councillor Strojwas that Council adopt the Minutes of the Regular Meeting of Council held on November 25, 2013, as presented.

CARRIED UNANIMOUSLY

**B) Special Meeting of Council – December 3, 2013**

RES.457/13 MOVED by Councillor Ross-Giroux that Council adopt the Minutes of the Special Meeting of Council held on December 3, 2013, as presented.

CARRIED UNANIMOUSLY

**BUSINESS ARISING FROM THE MINUTES - NONE****BYLAWS****A) Proposed Land Use Rezoning Bylaw 16-2013 Direct Control:  
2<sup>nd</sup> Reading**

Council discussed this subject at this time and reviewed the comments made at the Public Hearing.

RES.458/13 MOVED by Councillor Popadynetz that Council gives Second Reading to Bylaw 16-2013, being a rezoning amendment to Land Use Bylaw No. 4-2006.

CARRIED UNANIMOUSLY

**BYLAWS – CONT'D****A) Proposed Land Use Rezoning Bylaw 16-2013 Direct Control:  
2<sup>nd</sup> Reading – Cont'd**

RES.459/13 MOVED by Councillor Strojwas that Council gives Third and Final Reading to Bylaw 16-2013, being a rezoning amendment to Land Use Bylaw No. 4-2006.

CARRIED UNANIMOUSLY

**B) Proposed Schedule of Fees Bylaw 17-2013:  
1<sup>st</sup> Reading**

G. Birch stated that during the 2014 budget deliberations, Administration presented Council with the 2014 Utility Rate Model for consideration. For those proposed rate changes to take effect January 1, 2014, Council should consider allowing the changes to be incorporated into the proposed Schedule of Fees Bylaw 17-2013, as Schedule E.

RES.460/13 MOVED by Councillor Sparks that Council gives First Reading to Schedule of Fees Bylaw No. 17-2013, as presented.

CARRIED UNANIMOUSLY

RES.461/13 MOVED by Councillor Sparks that Council gives Second Reading to Schedule of Fees Bylaw No. 17-2013, as presented.

CARRIED UNANIMOUSLY

RES.462/13 MOVED by Councillor Popadynetz that Council gives unanimous consent to proceed to Third and Final Reading of Schedule of Fees Bylaw No. 17-2013, as presented.

CARRIED UNANIMOUSLY

RES.463/13 MOVED by Councillor Prokop that Council gives Third and Final Reading to Schedule of Fees Bylaw No. 17-2013, as presented.

CARRIED UNANIMOUSLY

**ACTION ITEMS****A) Taber Splash Pad:  
Proposal for Splash Pad**

In follow up to the earlier Agenda Item 3.A), R. Cressman stated that at the December 5, 2013 Recreation Board meeting, the Taber Splash Pad Committee made their presentation to the Recreation Board. At that time, the Recreation Board recommended that the Taber Splash Pad proposal be submitted to Council for consideration, and supported the proposal in principal.

MOVED by Councillor Strojwas that Council supports the Taber Splash Pad project with the input of a public works employee on their Committee.

Councillor Popadynetz requested a friendly amendment to also include a representative from Administration on the Committee.

Councillor Strojwas requested that the Chief Administrative Officer (CAO) be the Administrative representative.

Councillor Strojwas accepted the friendly amendment to also include Mr. Birch, as a representative from Administration, on the Committee.

RES.464/13 MOVED by Councillor Strojwas that Council supports the Taber Splash Pad project with the input of the Chief Administrative Officer (CAO) and a public works employee on their Committee.

CARRIED UNANIMOUSLY

**ACTION ITEMS – CONT'D****B) Taber Emergency Services Shop Custodial Services:  
Custodial Service Options**

R. Cressman stated that at Council's November 12, 2013 meeting, Council requested Administration to explore alternatives for the delivery of custodial services at the Taber Emergency Services Shop, and bring back alternative suggestions to Council. R. Cressman presented the Emergency Services Caretaking Services – Other Options report.

Council reviewed the alternative suggestions.

RES.465/13 MOVED by Councillor Strojwas that Council accepts the Emergency Services Caretaking Service – Other Options report and approves the addition of 4 hours/week to the department's existing in-scope position.

CARRIED UNANIMOUSLY

**C) Office of the Development Officer:  
Proposed Appointments**

G. Birch stated that due to the resignation of the current Development Officer, the need for establishing a new Development Officer has arisen.

RES.466/13 MOVED by Councillor Ross-Giroux that Council appoints Lorraine Belanger and Cory Armfelt, as Development Officers for the Town of Taber.

CARRIED UNANIMOUSLY

**ACTION ITEMS – CONT'D****D) South Saskatchewan Regional Plan (SSRP):  
Draft Correspondence to the Land Use Secretariat**

C. Armfelt presented the draft correspondence for Council's consideration.

RES.467/13 MOVED by Councillor Popadynetz that Council endorses the draft letter regarding the Draft South Saskatchewan Regional Plan and authorizes the Mayor to finalize and sign the letter as the Town of Taber's formal position on the Draft Plan.

CARRIED UNANIMOUSLY

**E) Council Meetings with Stakeholder Groups:  
Proposed Meeting with Downtown and Industrial Business  
Owners**

G. Birch stated that during its budget deliberations, some Councillors indicated a desire to meet with downtown business and land owners to discuss issues and improve communication.

Council discussed the inclusion of other groups in the proposed meetings.

RES.468/13 MOVED by Councillor Brewin that Council directs Administration to investigate how best Council could hold discussion forums with downtown and industrial business, land owners and the Chamber of Commerce early in 2014, specifically suggesting a venue, format, dates and times, and provide a recommendation to Council at the January 13, 2014 Council Meeting.

CARRIED UNANIMOUSLY

**ACTION ITEMS – CONT'D****F) Alberta Treasury Branches (ATB) Agreement:  
Resolution by Council to Sign Banking Agreement**

D. Culler stated that the Town conducts business with Alberta Treasury Branches (ATB) and therefore, is required to sign their banking agreement.

Mayor De Vlieger requested that this item be postponed until after Closed Session.

RES.469/13 MOVED by Councillor Prokop that Council postpone Agenda Item 7.F) to be discussed after the Closed Session.

CARRIED UNANIMOUSLY

**G) Taber Gymnastics Club:  
Request for Support for New Building**

G. Birch stated that at its November 25, 2013 meeting, Council heard a request from the Taber Gymnastics Club for support to build a new, specifically designed gymnastics building. The Club requested Council to consider providing support in the way of funding for this venture.

Councillor Prokop left the meeting at 6:37 PM.

Council discussed the various available funding options.

Councillor Prokop returned to the meeting at 6:38 PM.

RES.470/13 MOVED by Councillor Sparks that Council agrees in principle to provide a loan to the Taber Gymnastics Club for construction of the Club's proposed gymnastics building in downtown Taber, and directs Administration to negotiate a draft agreement with the Club for Council consideration.

CARRIED UNANIMOUSLY

**ACTION ITEMS – CONT'D**

RES.471/13 MOVED by Councillor Brewin that Council recess for 20 minutes.

CARRIED UNANIMOUSLY AT 6:40 PM

Council reconvened the meeting at 7:12 PM.

**H) 2014 Budget:  
Proposed Final Operating and Capital**

G. Birch stated that at the December 9, 2013 budget meeting, Council indicated that they would consider funding certain expenditures that were removed from the operating budget to achieve a property tax increase of 1.5%. The funding would come from anticipated surpluses that are being forecast for the fiscal year ending December 31, 2013. These items were presented as segregated out into a 2014 Special Operating Budget document.

Council reviewed the items that were included in the Special Operating Budget, and also discussed the proposed final operating and capital budgets.

MOVED by Councillor Strojwas that Council accept the budget presentation as submitted with an amendment added on for a snow blower for \$110,000.00.

WITHDRAWN

RES.472/13 MOVED by Councillor Ross-Giroux that Council approves the inclusion of the Special Operating Budget items which are to be funded from forecasted 2013 operating surpluses; and, if the forecasted 2013 operating surplus is proven to be insufficient to fund these expenditures they will be brought back to Council for reconsideration.

DEFEATED

RES.473/13 MOVED by Councillor Strojwas that the 2014 Operating Budget be approved as presented with the exception of the exclusion of the Special Operating Budget items.

CARRIED

**ACTION ITEMS – CONT'D****H) 2014 Budget:  
Proposed Final Operating and Capital – Cont'd**

MOVED by Councillor Popadynetz that Council approves the 2014 – 2016 Capital Budget with the inclusion of a snow blower.

Councillor Popadynetz requested to amend the motion to state the snow blower funding of \$110,000.00 to be taken from capital reserves.

RES.474/13 MOVED by Councillor Popadynetz that Council approves the 2014 – 2016 Capital Budget with the inclusion of a snow blower in the amount of \$110,000.00 to be funded from capital reserves.

CARRIED UNANIMOUSLY

**I) Information for Council**

RES.475/13 MOVED by Councillor Brewin that Council accepts the material received in this Agenda Item, as information.

CARRIED UNANIMOUSLY

**J) Department Reports**

RES.476/13 MOVED by Councillor Ross-Giroux that Council accepts the Department Reports for information.

CARRIED UNANIMOUSLY

**K) Mayor and Councillor Reports (Verbal)**

Council briefly discussed their various Committee activities during the past month.

RES.477/13 MOVED by Councillor Prokop that Council accepts the Mayor and Councillor Reports as presented.

CARRIED UNANIMOUSLY

**MEDIA INQUIRIES**

T. Busch, Taber Times, inquired of the voting regarding Special Operating Budget under Agenda Item 7.H).

Mayor De Vlieger stated that Councillors Sparks, Prokop, Popadynetz and Strojwas were opposed, therefore the motion was defeated.

**CLOSED SESSION**

RES.478/13 MOVED by Councillor Popadynetz that Council moves to Closed Session to discuss land, legal and labour matters.

CARRIED UNANIMOUSLY AT 8:32 PM

**OPEN SESSION**

RES.479/13 MOVED by Councillor Prokop that Council reconvenes into Open Session.

CARRIED UNANIMOUSLY AT 9:08 PM

**ACTION ITEMS – CONT'D**

**F) Alberta Treasury Branches (ATB) Agreement:  
Resolution by Council to Sign Banking Agreement – Cont'd**

RES.480/13 MOVED by Councillor Sparks that Council approves the Corporate Body (the Town) to open and continue to operate one or more accounts with ATB and authorizes the Mayor and CAO to sign the Incorporated Society & Municipal Body Agreement relating to the operation of such accounts.

CARRIED UNANIMOUSLY

**OPEN SESSION – CONT'D**

RES.481/13 MOVED by Councillor Ross-Giroux that Council agrees to amend RES.400/13 so that the sale of Lots 5-22, Block 21, Plan 6390L, and the closed roadway contained within, be sold as set out in that motion except that the sale be allowed to take place in advance of operation of the new bulk water station provided the purchaser agrees to a lease with the Town that will allow the existing bulk water station to remain in operation until the new fill station is completed and operating successfully.

CARRIED UNANIMOUSLY

RES.482/13 MOVED by Councillor Sparks that Council appoints Mr. Luke Wijna to the Taber Recreation Board for a term to expire December 31, 2016.

CARRIED

**CLOSE OF MEETING**

RES.483/13 MOVED by Councillor Ross-Giroux that this Regular Meeting of Council is hereby closed.

CARRIED UNANIMOUSLY AT 9:15 PM

\_\_\_\_\_  
MAYOR

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



**TOWN OF TABER  
COUNCIL REQUEST FOR DECISION**

**Subject:** Proposed Capital Funding Request

**Date of** January 13, 2014

**Agenda:**

**Prepared By:** Dale Culler, CA, Director of Corporate Services

**Attachments:** Capital Project Variance Report  
Capital Project Summaries

**Topic:** Capital Funding Request

**Background:**

At the December 16, 2013 Council meeting Administration proposed that Council approves a Notice of Resolution to bring back the issue of additional capital reserves transfers that was previously defeated at the November 25<sup>th</sup>, 2013 Council meeting. At the December 16<sup>th</sup>, 2013 Council meeting the following motion was made:

*RES. 454/13 Moved by Councillor Ross-Giroux that Council approves a Notice of Resolution to include the issue of additional capital reserve transfers that was previously defeated at the November 25, 2013 Council Meeting onto the Agenda for the January 13, 2014 Council Meeting. Carried Unanimously.*

The issue of capital project reporting and funding was brought up at the December 3<sup>rd</sup>, 2013 Audit Committee meeting. At that Audit Committee meeting the following motion was made:

*RES. 42/13 MOVED by Councillor Strojwas that the Audit Committee approves the recommendation to Council to approve the transfer of additional capital reserves to fund the six (6) completed capital projects that have gone over budget, \$21,550.51 from the equipment reserve and \$1,097.48 from the vehicle reserve to be included in the fiscal year ending December 31, 2013. Carried Unanimously.*

At this time, Administration is only requesting additional capital reserve funding for the six (6) projects (see attached capital project variance report and capital project summaries) that were presented to the Audit Committee on December 3<sup>rd</sup>, 2013. Any other requests for additional funding will be first brought up with the Audit Committee prior to Council consideration.

Continued

**Options:**

1. That Council approves the transfer of additional capital reserves to fund the six (6) completed capital projects that have gone over budget per the attached list:
  - a. \$21,550.51 from the equipment reserve;
  - b. \$1,097.48 from the vehicle reserve;to be included in the fiscal year ending December 31, 2013.
  
2. That Council not approves any additional capital reserve transfers for the fiscal year ending December 31, 2013.

**Recommendation:**

1. That Council approves the transfer of additional capital reserves to fund the six (6) completed capital projects that have gone over budget per the attached list:
  - a. \$21,550.51 from the equipment reserve;
  - b. \$1,097.48 from the vehicle reserve;to be included in the fiscal year ending December 31, 2013.

**Approval  
Date:**

January 9, 2014

**CAO:** 

Town of Taber  
 Capital Project Variance Report  
 For the Twelve Months Ending December 31, 2013

Account	Description	2013 Budget	November Actual	Variance Budget
4-12-09-630-0014 Equipment	2013 Project - Digital Sign	5,200.00	7,475.66	2,275.66
4-12-09-630-0015 Equipment	2013 Project - Diamond Software Version Upgrade	15,000.00	19,435.90	4,435.90
4-21-10-630-0018 Equipment	2012 Project - API3 Records System	36,200.00	37,655.91	1,455.91
4-23-10-650-0023 Vehicle	2013 Project - 3/4 Ton Emergency Response Vehicle	50,000.00	51,097.48	1,097.48
4-42-08-630-0005 Equipment	2013 Project - Insulated Diesel Tank	-	6,807.12	6,807.12
4-72-10-630-0008 Equipment	2013 Project - Ice Edging Machine	-	6,575.92	6,575.92
	Total	106,400.00	129,047.99	22,647.99

Additional Capital Reserve transfer requirements summary:

Equipment reserves	21,550.51
Vehicle reserves	1,097.48
Total	<u>22,647.99</u>



# Capital Project Summary

<b>Project Title:</b>	<b>2013 Project – Digital Sign</b>
<b>Project Budget:</b>	<b>\$5,200.00</b>
<b>Actual Expenditure:</b>	<b>\$7,475.66</b>
<b>Variance:</b>	<b>\$2,275.66</b>
<b>Variance %:</b>	<b>43.76%</b>

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The digital sign project was proposed to replace the Administration building push pin lettered meeting sign that was located in the foyer outside of the Administration reception area. The advantage to replacing the manual sign was that the location could be in a more prominent location in the foyer, and it could offer much more information than just the meeting times that the manual sign provided; for example, bulletins, announcements, weather info, etc.

When the budget was prepared the IT department received quotes for digital sign systems (monitor and software) and came up with an amount of \$5,200. When the actual quotes and specifications came in, there were concerns with the quality of the systems that could be purchased for \$5,200 because the monitor needed to be able to be left on for extended periods (running 24 hours per day). A management decision was made to purchase a higher quality system knowing that it would have a longer life expectancy providing greater long-term value.



# Capital Project Summary

<b>Project Title:</b>	<b>2013 Project – Diamond Software Version Upgrade</b>
<b>Project Budget:</b>	<b>\$15,000.00</b>
<b>Actual Expenditure:</b>	<b>\$19,435.90</b>
<b>Variance:</b>	<b>\$4,435.90</b>
<b>Variance %:</b>	<b>29.57%</b>

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The Diamond Software Version Upgrade project originally included just a version upgrade to keep the financial accounting software current. The project included both software upgrades and implementation consultant costs from our software provider. The actual cost of the upgrade project was \$15,140.01, which is only \$140.01 or less than 1% over budget.

What was added to this upgrade project that was not originally budgeted for was an additional e-billing module that allows customers to receive their utility bills electronically. The actual cost of the module was \$4,295.89. In discussions with our software provider, many municipalities are adding this feature in response to customers who want to switch to paperless billing. Municipalities have seen about a 10% acceptance in the first 2 years. The paper and mailing savings on 10% of our billing is estimated to be about \$2,500 per year giving us a payback period of about 2 years. Customers were very receptive to the e-billing option announcement. To encourage customers to sign up we have offered several promotions. In the initial launch we offered a draw for an iPad which was very well received, and we have also had smaller draws for Town of Taber insulated coffee mugs. With the help of these promotional offers, we are currently very close to the 10% conversion level and are planning another iPad promotion in 2014 to encourage more customers to take advantage of the service which will reduce the payback period even more and start seeing operational savings both in Administrative time and reduced operating costs.



# Capital Project Summary

<b>Project Title:</b>	<b>2012 Project – API3 Records System</b>
<b>Project Budget:</b>	<b>\$36,200.00 (carryover project originally budgeted @ \$85,000)</b>
<b>Actual Expenditure:</b>	<b>\$37,655.91</b>
<b>Variance:</b>	<b>\$1,455.91</b>
<b>Variance %:</b>	<b>4.02%</b>

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Taken from the Solicitor General:

"The Alberta Police Integrated Information Initiative, also known as API3, is Alberta's response to the identified need to increase access to information and communication among the various police agencies engaged in law enforcement throughout the province. The API3 system accomplishes this by creating one Computer Aided Dispatch (CAD) system and Records Management System (RMS) available to all police agencies. These systems will allow law enforcement personnel to access relevant information between police agencies. The main objectives of the systems are to increase public safety through disseminating province wide information and supporting intelligence led policing, increased officer safety through one-stop access to up-to-date information, improved interoperability through a single source of information, and enhanced efficiency and effectiveness of Alberta's police agencies."

Unfortunately this project was cancelled just prior to it being implemented. The project was largely made up of computer equipment hardware, software and implementation services purchased over two years and many invoices; there was not an identifiable purchase that put the project over budget. The Town also provided a very significant amount of resources from our IT department that have not been captured in the costs.

To be able to use the assets that have been purchased, the Police department is putting forward a proposal in the 2014 capital budget for a Computer Aided Dispatch project. Funding for this project is being proposed from a Regional Collaboration Grant (\$250,000) and further Town reserves (\$75,000).



# Capital Project Summary

<b>Project Title:</b>	<b>2013 Project – ¾ Ton Emergency Response Vehicle</b>
<b>Project Budget:</b>	<b>\$50,000.00</b>
<b>Actual Expenditure:</b>	<b>\$51,097.48</b>
<b>Variance:</b>	<b>\$1,097.48</b>
<b>Variance %:</b>	<b>2.19%</b>

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The Emergency Response Vehicle project was a lifecycle replacement of a 2006 vehicle at the Fire department. This vehicle is used for rapid response to emergencies and has light fire suppression equipment install in the truck bed. The cost of the truck came in at \$30,800, with the balance of the costs for fire suppression equipment, accessories and AVL setup. The 2.19% variance was the result of a combination of all the purchases and can't be easily attributable to any one specific purchase.



# Capital Project Summary

<b>Project Title:</b>	<b>2013 Project – Insulated Diesel Tank</b>
<b>Project Budget:</b>	<b>Not included in the 2013 capital budget</b>
<b>Actual Expenditure:</b>	<b>\$6,807.12</b>
<b>Variance:</b>	<b>\$6,807.12</b>
<b>Variance %:</b>	<b>N/A</b>

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An amount of \$6,807.12 was spent by EPCOR, at the Town's request, to replace an old diesel storage tank at the sewage lagoons that provided diesel fuel for a backup electric generator. The Town has an Environmental Impairment Liability insurance coverage plan. The loss control recommendations from the insurance provider identified that the existing 7,950 litre diesel storage tank would not meet standards because it did not have a secondary containment system, and as a result the existing tank could no longer be in service and was emptied. The replacement tank has double insulated walls which meet current fire code standards. The backup generator can now be run in the event the old electrical system that powers the blowers at the lagoon fails. We had a diesel generator but no on-site fuel supply.



# Capital Project Summary

<b>Project Title:</b>	<b>2013 Project – Ice Edging Machine</b>
<b>Project Budget:</b>	<b>Not included in the 2013 capital budget</b>
<b>Actual Expenditure:</b>	<b>\$6,575.92</b>
<b>Variance:</b>	<b>\$6,575.92</b>
<b>Variance %:</b>	<b>N/A</b>

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As a result of the Town's Health & Safety program and with a number of personnel changes in the Recreation Facilities department in 2013, the Director of Community Services and staff identified a need to replace an existing gasoline ice edger. The background to the need is as follows:

- Operation of gasoline equipment results in toxic exhaust fumes that can have a detrimental effect on staff health.
- The two ice surfaces are at different grades and are not directly connected. They are only accessible to each other through staircases and doors that are designed for pedestrian/patron traffic (not equipment transit), or externally up steep ramps and around the exterior of the facility.
- Operations staff had been manually carrying an existing electric ice edger through the facility and up a staircase from the large ice arena (below grade) to the small ice surface; staff would then manually carry the ice edger back down the staircase to the large ice arena.
- The challenging and inconvenient process to use the electric edger in both ice surfaces due to the logistics of the moving process made ice edging less efficient than having proper equipment in both ice surfaces.

The Director of Community Services authorized the purchase of a new electric ice edger in early 2013 which he initially believed would be able to be recorded as an operating expense as small equipment. He planned to cover the cost through reallocations within the Arena department operating budget. Subsequent to the purchase it was determined that the purchase qualified as a capital purchase per the Tangible Capital Asset policy, however it was not included in the 2013 capital budget and did not have capital reserve funds allocated to it. Administration is requesting that the ice edger be covered through capital reserves rather than the planned operating fund.



TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Subject: Council Meetings with Stakeholder Groups

Date of January 13, 2014
Agenda:

Prepared By: Cory Armfelt, Manager of Planning and Economic Development

Attachments: None

Topic: Meeting for format for stakeholder dialogue

Background:

At the Council meeting held December 16, 2013 Council made the following motion:

RES.468/13 MOVED by Councillor Brewin that Council directs Administration to investigate how best Council could hold discussion forums with downtown and industrial business, land owners and the Chamber of Commerce early in 2014, specifically suggesting a venue, format, dates and times, and provide a recommendation to Council at the January 13, 2014 Council Meeting.

The following Request for Decision outlines the approach developed by Administration to meet the intent of the resolution above.

Venue
Taber Auditorium

Format

Administration is proposing all stakeholders from the downtown and industrial areas be invited to have a dialogue with Council on two separate evenings. All business/land owners/chamber members will be sent an invite with an RSVP request. The RVSP is to ensure enough dinner is ordered for the group as Administration is proposing to have a meal as part of the meeting. Seven tables be set-up with a Councillor and facilitator at each table. A list of items for discussion (as proposed below) will be sent along with the invitation so all stakeholders become informed regarding what the topic of discussion will be prior to the meeting. Before each topic is discussed, the topic will be introduced in the meeting by one of the facilitators. A 20 minute discussion period will follow, where the facilitator will guide and record the substance of the conversation. The Councillor will be present to listen, clarify perspectives, and add Council perspective to the discussion. Included are the lists for the Downtown topics and the Industrial topics. These can be added to or amended as Council sees fit.

Dates and Time

It is being proposed the Downtown dialogue occur on February 20th and the Industrial dialogue occur on February 27th from 6 pm to 9 pm for each session.

Discussion Topics

Downtown

1. Bulb-outs/street improvements
2. Architectural controls/private improvements
3. Infrastructure (water, sewer, storm water, shallow utilities)
4. Garbage pick-up and recycling
5. Parking/transportation
6. Type of residential development preferred in downtown
7. Establishment of a Business Revitalization Zone

Industrial

1. Storm water
2. Transportation/roads/parking
3. General infrastructure- Water, sewer, shallow utilities
4. Development issues (lot sizes, uses, setbacks)
5. Landscaping and aesthetics
6. Open forum

**Options:**

1. Council accept the proposal as presented by Administration.
2. Council amend all or part of the proposal presented by Administration.
3. Council reject the proposal developed by Administration.

**Recommendation:** Option 1 - Council adopt the proposal for engaging the Downtown and Industrial area stakeholders developed by Administration for February 20<sup>th</sup> and 27<sup>th</sup> respectively and direct Administration to begin preparations for these two meetings.

**Approval Date:** January 9, 2014

**CAO:** 



**Agenda Item No. 7.A)**

**TOWN OF TABER  
COUNCIL REQUEST FOR DECISION**

<b>Subject:</b> Bulk Water Fill Station	<b>Date of</b> January 13, 2014 <b>Agenda:</b>
<b>Prepared By:</b> Greg Birch, CAO	
<b>Attachments:</b> Associated Engineering Tender Recommendation	
<b>Topic:</b> Award of Tender for Fill Station Construction	
<b>Background:</b>	<p>In 2013 the Town of Taber commenced development of a new water fill station. The site (on 65 St.) has now been prepared and in late 2013 a tender was advertised for construction of the building, piping and control system. Two bids were received on time (a third bid was received after the official 10:00 AM submission deadline and was never opened). Associated Engineering has reviewed both of the bids and recommends acceptance of the low bid (see attached letter). The bid value is within the previously approved budget amount.</p>
<b>Options:</b>	<ol style="list-style-type: none"><li>1. Council could accept the recommended, lowest bid and award the contract to DMT Mechanical.</li><li>2. Council could accept the higher bid but should be clear to state the reasons for such a decision.</li><li>3. Council could reject the bids, again providing reasons for doing so.</li></ol>
<b>Recommendation:</b> That Council award the Bulk Water Truck Fill Station Facility Construction Contract to DMT Mechanical Ltd. based on its bid of \$182,800.00 (plus GST).	
<b>Approval Date:</b>	January 9, 2014 <b>CAO:</b> 



**Associated  
Engineering**

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January 3, 2013

File: 2013-3873-C01.00

Greg Birch  
CAO  
Town of Taber  
A - 4900 50th Street  
Taber, AB  
T1G 1T1

**Re: TOWN OF TABER  
BULK WATER TRUCK FILL FACILITY  
TENDER RECOMMENDATION**

Dear Greg:

Two bids were received on the above project and opened at the Town Administration Office at 10:00 a.m. on December 19<sup>th</sup>, 2013. One additional bid was received after the tender closing time, and after the first submission had been opened. The additional bid was not accepted and was returned to the contractor unopened. This contractor refused to take his package with him, so it was shredded unopened. The bids are summarized in the following table, excluding GST.

<u>Contractor</u>	<u>Bid</u>	
Everest Construction Management	\$ 248,330.00	
DMT Mechanical Ltd.	\$ 182,800.00	
RC Construction	Not accepted	Received after the deadline

The low bid was received from DMT Mechanical for \$182,800.00 (excluding GST). Their documents were checked and found to be complete, compliant and mathematically correct. DMT Mechanical is a local Lethbridge business that has previously completed work for the Town of Taber. The references provided in their package have been checked, and positive comments were received.

We recommend that this contract be awarded to DMT Mechanical Ltd.

In accordance with Clause 12 thru 16 of the Instruction to Bidders, it would be in order for you to issue a Notice of Award to the successful Bidder.





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January 3, 2013  
Greg Birch  
Town of Taber  
- 2 -

For your convenience, we have enclosed a draft "Notice of Award" to be retyped on your letterhead to the Contractor, with a copy to us for our file.

Yours truly,

A handwritten signature in black ink that reads "Nancy Green".

Nancy Green, C.E.T.  
Project Manager

NG/mh

Enclosure

