



HENK DE VLIAGER
MAYOR
FORWARDED: SEPTEMBER 4, 2014

AGENDA

REGULAR MEETING OF THE COUNCIL OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY SEPTEMBER 8, 2014 AT 5:00 PM.

	<u>MOTION</u>
<u>ITEM NO. 1. CALL TO ORDER</u>	
<u>ITEM NO. 2. ADOPTION OF THE AGENDA</u>	X
<u>ITEM NO. 3. DELEGATIONS</u>	
A) RFD Chinook Arch Regional Library System	X
B) RFD Taber Shooting Foundation(TSF)	X
<u>ITEM NO. 4. ADOPTION OF THE MINUTES</u>	
A) RFD Public Hearing Meeting of Council August 18, 2014: Proposed Bylaw 9-2014	X
B) RFD Public Hearing Meeting of Council August 18, 2014: Proposed Bylaw 10-2014	X
C) RFD Regular Meeting of Council August 18, 2014	X
D) RFD Special Meeting of Council August 25, 2014	X
<u>ITEM NO. 5. BUSINESS ARISING FROM THE MINUTES - NONE</u>	
<u>ITEM NO. 6. BYLAWS</u>	
A) RFD Proposed Land Use Bylaw Amendment 14-2014 Rezoning Residential Condominium (RC) to High Density Residential (HDR): 1 st Reading	X
<u>ITEM NO. 7. ACTION ITEMS</u>	
A) RFD Chinook Arch Regional Library System: Response to Delegation	X
B) RFD Taber Shooting Foundation (TSF): Response to Delegation	X
C) RFD South Saskatchewan Regional Plan Update	X
D) RFD Eureka Development Plan Update	X
E) RFD Archers and Bow Hunters: Community Centre Lease Renewal	X



ITEM NO. 7. ACTION ITEMS – CONT'D

- | | | | |
|----|-----|---|---|
| F) | RFD | Historic Taber Courthouse – Main Entrance Rehabilitation:
Tender Award | X |
| G) | RFD | Budget 2015:
Process and Timelines | X |
| H) | RFD | Information For Council | X |

ITEM NO. 8. MEDIA INQUIRIES

ITEM NO. 9. CLOSED SESSION

X

- Disclosure harmful to business interests of a third party (*FOIPP Act*, Section 16)
- Confidential evaluations (*FOIPP Act*, Section 19)
- Advice from officials (*FOIPP Act*, Section 24)
- Testing procedures, tests and audits (*FOIPP Act*, Section 26)

ITEM NO. 10. OPEN SESSION

X


ITEM NO. 11. CLOSE OF MEETING

X



Council Request for Decision	
Meeting Date: September 8, 2014	
Subject: Delegation: Chinook Arch Regional Library System: Board Fees and Budget	
Recommendation:	That Council accepts the Chinook Arch Regional Library System Board's presentation, for information purposes.
Background:	Maggie Macdonald, CEO or Robin Hepher, Associate Director will present to Council the Chinook Arch Regional Library Board's request that was tabled at Council's August 18, 2015 meeting.
Legislation / Authority:	Various sections of the Library Act, RSA 2000, Chpt L-11 apply, as does the bylaw establishing the Regional Library Board which specifies the need for the Board to get budget approval from its members.
Strategic Plan Alignment:	No strong connection.
Financial Implication:	N/A
Service Level / Staff Resource Implication:	N/A
Justification:	N/A
Alternative(s):	N/A
Attachment(s):	Chinook Arch memo of August 7, 2014



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



Chinook Arch
Regional Library
System

Memo

August 7, 2014

To: Mayors and Reeves of Member Municipalities of Chinook Arch

From: Howard Paulsen, Chair, Chinook Arch Library Board

Re: Chinook Arch Library Board 2015-2018 Budget

The Chinook Arch Regional Library System continues to offer exciting, innovative, and cost-effective library services to residents of your community. Thanks to your municipality's membership in Chinook Arch, residents of southwest Alberta, through their local library, have access to almost a million books, DVDs, books on tape, and other resources which support literacy, lifelong learning and an excellent quality of life. We also provide a dazzling array of digital services, including eBook and eAudiobook lending, streaming music and movies, downloadable magazines, and online courses! Supported by Chinook Arch, your local library is a vibrant hub of activity in your community.

The Chinook Arch Library Board approved the 2015-2018 Budget at the Chinook Arch Library Board meeting on August 5, 2014. The Budget allows Chinook Arch to maintain its current services and materials allotment for member libraries. The Budget calls for a 3% annual increase to the municipal levy paid by member municipalities. This increase is less than 2% of the total municipal contribution, which includes both the municipal levy and the library board fee (see the chart below).

	2015	2016	2017	2018
Municipal Fee	\$7.19	\$7.40	\$7.62	\$7.85
Library Board Fee	\$3.57	\$3.57	\$3.57	\$3.57

According to the Chinook Arch System Agreement, any change in membership fees must be approved by 2/3 of the member councils (26 councils) representing 2/3 of the member population (123,490).

Library System Revenues

The Library System is funded primarily by member municipalities and library boards. The provincial operating grant is also an important source of funds. Unfortunately, funding from the provincial grants has remained static at 2010 rates. The System also seeks out supplemental sources of funding to enhance service levels and add value to System membership.

Maggie Macdonald (CEO) or Robin Hopher (Associate Director) would be pleased to attend a council meeting to answer questions about the budget. To arrange a presentation, please contact Kathy Knelsen at 403-380-1500.

Please send a copy of the council resolution concerning the budget to the Chinook Arch office by November 14, 2014.

Proposed resolution: *The (Name of Municipality) approves the Chinook Arch Library Board 2015-2018 Budget*

2902 - 7th Avenue North, Lethbridge, Alberta T1H 5C6, Phone: 403-380-1500, Fax: 403 380 3550

**Chinook Arch Library Board
Budget 2015-2018**

Summary	2015	2016	2017	2018
REVENUE				
LOCAL CONTRIBUTIONS				
Library Boards	\$576,700	\$583,900	\$591,200	\$598,600
Municipal Fees	\$1,439,100	\$1,499,900	\$1,563,300	\$1,629,400
TOTAL	\$2,015,800	\$2,083,800	\$2,154,500	\$2,228,000
MUNICIPAL RURAL SERVICE FEES	\$65,000	\$65,800	\$66,600	\$67,400
GRANTS				
Provincial Operating Grant	\$864,600	\$864,600	\$864,600	\$864,600
Rural Library Services Grant	\$185,100	\$185,100	\$185,100	\$185,100
TOTAL	\$1,049,700	\$1,049,700	\$1,049,700	\$1,049,700
CONTRACT SERVICES	\$240,500	\$249,000	\$257,900	\$267,100
OTHER INCOME	\$310,000	\$310,600	\$311,200	\$311,800
TOTAL REVENUE	\$3,681,000	\$3,758,900	\$3,839,900	\$3,924,000
EXPENSES				
Materials & Collections	\$642,600	\$652,800	\$655,100	\$665,500
Delivery & Communication	\$50,900	\$51,900	\$53,000	\$54,100
Network Services	\$227,200	\$232,500	\$235,900	\$241,900
Bibliographic Services	\$78,000	\$88,000	\$98,000	\$98,000
Programs and Services	\$441,300	\$453,600	\$464,900	\$476,400
Training & Consultation	\$94,800	\$97,100	\$99,500	\$102,000
Salaries & Benefits	\$1,756,000	\$1,780,000	\$1,828,000	\$1,876,000
Administration	\$58,700	\$59,600	\$60,700	\$61,800
Building & Maintenance	\$77,600	\$79,300	\$81,200	\$86,100
Board Expenses	\$38,700	\$38,800	\$38,800	\$38,800
Contract & Other Services	\$120,200	\$122,000	\$124,000	\$125,900
Amortization Expense	\$100,000	\$100,000	\$100,000	\$100,000
TOTAL OPERATING EXPENSES	\$3,686,000	\$3,755,600	\$3,839,100	\$3,926,500
Excess of Revenue Over Expenditures	\$ (5,000)	\$ 3,300	\$ 800	\$ (2,500)



Council Request for Decision	
Meeting Date: September 8, 2014	
Subject: Delegation: Taber Shooting Foundation (TFS): Financial Support	
Recommendation:	That Council accepts the information provided by the Taber Shooting Foundation (TSF) Delegation, for information purposes.
Background:	Taber Shooting Foundation (TSF) President, Mr. Morgan Rockenbach, along with MD of Taber Councillor Ben Elfring will be in attendance to present their request to Council for funding to cover the moving costs to obtain a building for use as the main clubhouse at the MD of Taber Outdoor Shooting Range. A Request for Decision item is included later in the agenda package.
Legislation / Authority:	N/A
Strategic Plan Alignment:	N/A
Financial Implication:	N/A
Service Level / Staff Resource Implication:	N/A
Justification:	N/A
Alternative(s):	N/A
Attachment(s):	Request Correspondence from TSF Shooting Foundation Information Package Quote from Wade's House Moving



APPROVALS:	
Originated By:	Kerry Van Ham
Chief Administrative Officer (CAO) or Designate:	<i>KCB</i>



TOWN OF TABER COUNCIL

**A 4900 – 50 STREET
TABER, ALBERTA**

Members of Council;

The Taber Shooting Foundation (TSF) wishes to be placed on the next Town of Taber Council meeting on Monday, September 8, 2014. Our foundation is seeking financial support from Council in the form of a donation to cover the moving costs to obtain a building for use as the main clubhouse at the MD of Taber Outdoor Shooting Range.

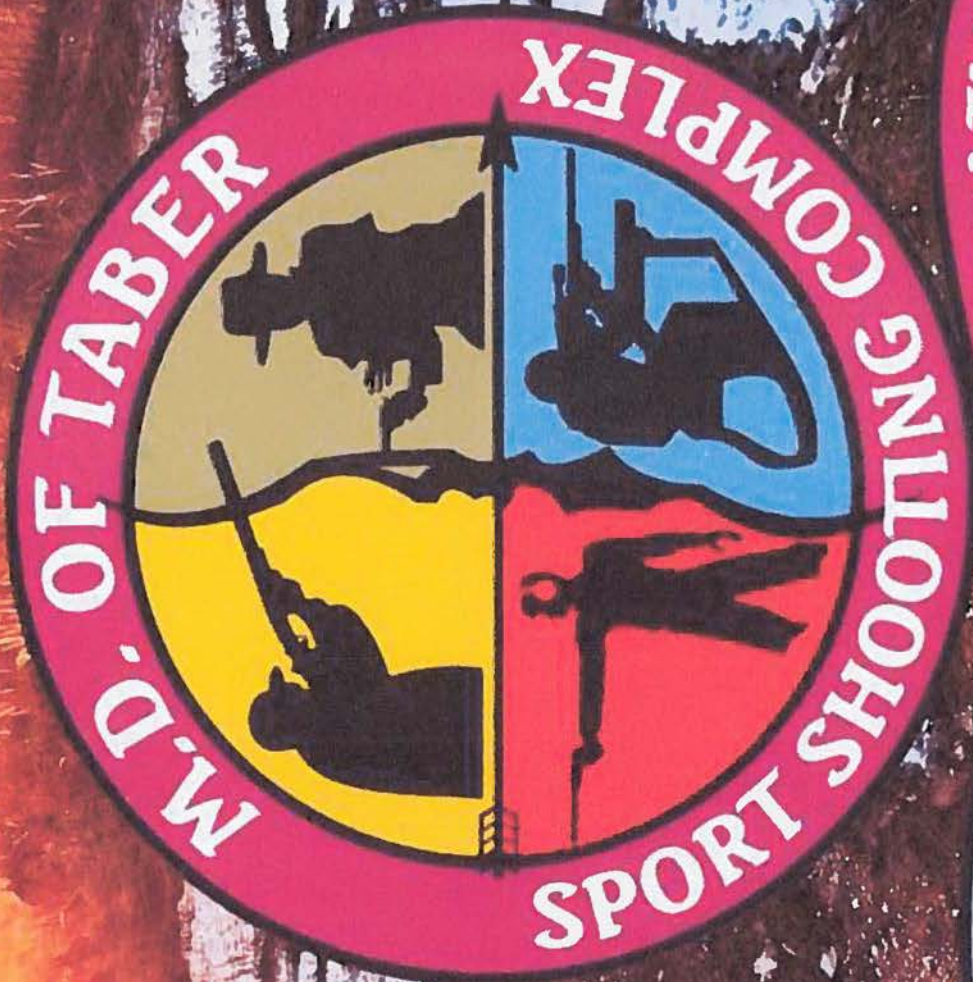
Wade's House Moving has quoted the building moving costs to be \$48,000.00. Copies of the quote will be available for your inspection at the meeting. A powerpoint presentation will review more detail about the project.

The TSF delegation will include Morgan Rockenbach (TSF president) and other members of the TSF executive. Ben Elfring (MD of Taber Council Representative appointed to the TSF executive by the MD of Taber Council) will also be in attendance.

Thank you for your consideration.

Sincerely,

**Morgan Rockenbach
President
Taber Shooting Foundation**



OPERATED BY
TABER SHOOTING FOUNDATION

Overview

- ▶ At its October 8, 2013 Council meeting, Municipal Council approved the construction of the M.D. of Taber Shooting Complex located approximately 8 kilometers north of Taber
- ▶ Municipal construction forces were engaged during the late fall of 2013 through spring of 2014



Overview

- ▶ Welcome addition for recreation sport shooting enthusiasts of all disciplines including archery, black powder, long range rifle, pistol and action shooting.

- ▶ The facility will include a 3D Archery range, a 600 meter rifle range, a 100 meter rifle and pistol range, a 200 meter rifle range, a 50 meter pistol range and a 6 acre action shooting range.



Overview

- ▶ Parking for approximately 300 vehicles is planned along with future development which could include a trap, skeet, and sporting clays shooting range and day camping area to support competitive events at the shooting complex.
- ▶ Facility large enough to host National Competitions involving 200+ participants.



Range Layout



Organizations involved with the project:

- ▶ MD of Taber
- ▶ Taber Shooting Foundation
- ▶ Chief Firearms Officer of Alberta
- ▶ Taber Pistol and Revolver Club
- ▶ Taber Fish and Game Association
- ▶ Taber Archers and Bowhunters Association
- ▶ Vauxhall Fish and Game Association
- ▶ SARA –Southern Alberta Riflemen’s Association
- ▶ Cowboy Action Shooters



Current Status

- ▶ Heavy earth work nearing completion:
- ▶ 100 M range



Current Status

- ▶ Heavy earth work nearing completion:
- 600 M range



Current Status

- ▶ Heavy earth work nearing completion:
- ▶ 600 M range beam sloping



Current Status

▶ Heavy earth work nearing completion:

- Action Shooting Area



Community Benefits

- ▶ Our proposed outdoor shooting range will facilitate firearms and archery safety, education, training, and skill development for anyone (youth, under qualified supervision, adults, rural, urban) who are interested in learning how to safely use firearms and archery equipment or are currently engaged in these sports and desire to improve their skills



Community Benefits

▶ The range will enable the public and law enforcement to enjoy its facilities for:

- Local
- Regional
- Provincial
- National
- International

sports shooting competitions, events, certification, training, and continued firearms and archery skills development



Community Benefits

- ▶ Town of Taber residents as well as residents of the MD of Taber alike have been expressing their desire to see an outdoor shooting range constructed that would safely accommodate large scale shooting events that may host many different shooting and archery discipline.



Support infrastructure still required

- ▶ **Electrical Power Services**
- ▶ **Natural Gas**
- ▶ **Buildings**



Request of the Town of Taber Council

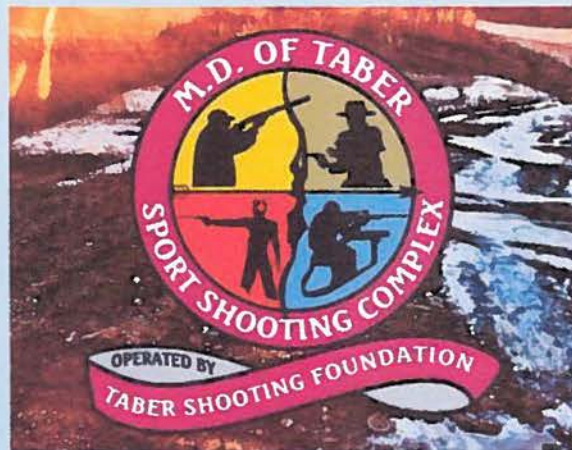
The former BRID building in Vauxhall has been made available for the Taber Shooting Foundation. However, the building would require it to be moved from its location in Vauxhall to the range north of Taber. The shooting foundation has received a quotation from Wade's House Moving of Taber to move the 40x120' building and its addition at a cost of \$48,000.

The Taber shooting foundation would formally request assistance from the Town of Taber to cover the costs of the building move.

A detailed breakdown of Wade's House Moving quotation is available on request.



The Taber Shooting Foundation Executive
and their membership
would like to thank the Town of Taber
Council for it's consideration in this
matter.



Morgan

From: Ben Elfring [BElfring@mdtaber.ab.ca]
Sent: August-12-14 5:23 PM
To: Derrick Krizsan; Mogan
Subject: Fwd: Quote from Wade's
Attachments: wadelogo.jpg

Sent from my iPad

Begin forwarded message:

From: Jaylene - Wade's House Moving <Jaylene@wadeshousemoving.com>
Date: August 12, 2014 at 4:14:46 PM MDT
To: <belfring@mdtaber.ab.ca>
Subject: Quote from Wade's

Hello Ben,

My apologies for the delay with this quote. Following is a quote to move the building from North of Vauxhall to the Taber Shooting Club. The building will need to move in three pieces as follows:

- 28' x 60' x 17' \$18,000.00
- 28' x 60' x 17' \$18,000.00
- 26' x 28' (addition) \$12,000.00
- Down payment for line lifting/power fees: \$10,000.00

The total move fees are \$48,000.00 and Wade's would be willing to donate \$8,000.00 for a total move fee of \$40,000.00. The line lifting/power fees are a down payment only, actual third party invoices will apply. They will be reconciled after the move is complete and all invoices are received. If the line lifting/power fees come in less than \$10,000.00 and refund is generated, if they come in more, a balance due is payable.

Please let me know if you would like to proceed with a booking and I will prepare a formal contract for signing, deposit (25%) and securing a move date. We do have a spot left the beginning of October, otherwise booking November 10th. If you need this done sooner, please let me know and I'll see if it is possible to adjust.

Please let me know if you need any other information and hope to hear from you soon!

Jaylene LaRose

Wades House Moving LTD
6239 65 Street
Taber, Alberta
Office: 403-223-1885



Council Request for Decision	
Meeting Date: September 8, 2014	
Subject: Public Hearing Meeting of Council for Proposed Bylaw 9-2014: August 18, 2014	
Recommendation:	That Council adopts the minutes of the Public Hearing Meeting of Council regarding Proposed Bylaw 9-2014 held on August 18, 2014, 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:	That Council adopts the minutes of the Public Hearing Meeting of Council regarding Proposed Bylaw 9-2014 held on August 18, 2014, as amended.
Attachment(s):	Minutes



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

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, AUGUST 18, 2014, AT 5:00 PM.

PRESENT: Mayor Henk De Vlieger
Councillor Randy Sparks
Councillor Andrew Prokop
Councillor Rick Popadynetz
Councillor Jack Brewin
Councillor Joe Strojwas (joined the meeting at 5:01 PM)
Councillor Laura Ross-Giroux

ALSO PRESENT:

Greg Birch, Chief Administrative Officer (CAO)
Cory Armfelt, Director of Planning and Economic
Development
Rob Cressman, Director of Community Services
Kerry Van Ham, Council & CAO Assistant
Trevor Busch, Taber Times

CALL TO ORDER

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

LAND USE AMENDMENT BYLAW NO. 9-2014

i) Explanation of purpose of Bylaw No. 9-2014

Mayor De Vlieger advised the purpose of draft Bylaw 9-2014, if approved, would be for the purpose of regulating the development of medical marijuana production facilities on designated parcels in accordance with Section 692(1) (f) of the *Municipal Government Act*, Chapter M-26, Revised Statutes of Alberta 2000, as amended. With the change in federal legislation, medical marijuana production facilities are now considered an industrial activity which private enterprises may engage in.

Councillor Strojwas arrived at 5:01 PM.

LAND USE AMENDMENT BYLAW NO. 9-2014 – CONT'D

ii) Presentation of written or oral briefs AGAINST Bylaw No. 9-2014

Mayor De Vlieger inquired if any written briefs had been received Against Bylaw No. 9-2014.

C. Armfelt advised that no written briefs had been received Against Bylaw No. 9-2014.

Mayor De Vlieger inquired if there was anyone present who wished to present an oral brief Against Bylaw No. 9-2014, and there were none.

iii) Presentation of written or oral briefs FOR Bylaw No. 9-2014

Mayor De Vlieger inquired if any written briefs had been received For Bylaw No. 9-2014.

C. Armfelt advised that no written briefs had been received For Bylaw No. 9-2014.

Mayor De Vlieger inquired if there was anyone present who wished to present an oral brief For Bylaw No. 9-2014, and there were none.

Mayor De Vlieger declared that the Public Hearing is hereby closed at 5:03 PM.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



Council Request for Decision

Meeting Date: September 8, 2014

Subject: Public Hearing Meeting of Council for Proposed Bylaw 10-2014:
August 18, 2014

Recommendation:	That Council adopts the minutes of the Public Hearing Meeting of Council regarding Proposed Bylaw 10-2014 held on August 18, 2014, as presented.
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Background:	N/A
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Legislation / Authority:	MGA, Section 208(1)(a)(c)
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Strategic Plan Alignment:	N/A
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Financial Implication:	N/A
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Service Level / Staff Resource Implication:	N/A
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Justification:	Approval of minutes is in accordance with the <i>Municipal Government Act</i> , Section 208.
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Alternative:	That Council adopts the minutes of the Public Hearing Meeting of Council regarding Proposed Bylaw 10-2014 held on August 18, 2014, as amended.
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Attachment(s):	Minutes
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APPROVALS:

Originated By:

Kerry Van Ham

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

KCP

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, AUGUST 18, 2014, AT 5:04 PM., IMMEDIATELY FOLLOWING THE PUBLIC HEARING REGARDING PROPOSED BYLAW 9-2014 AT 5:00 PM.

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)
Cory Armfelt, Director of Planning and Economic Development
Rob Cressman, Director of Community Services
Kerry Van Ham, Council & CAO Assistant
Trevor Busch, Taber Times

CALL TO ORDER

Mayor De Vlieger called the Public Hearing to Order at 5:04 PM.

LAND USE AMENDMENT BYLAW NO. 10-2014

i) Explanation of purpose of Bylaw No. 10-2014

Mayor De Vlieger advised the purpose of draft Bylaw 10-2014, if approved, would be for the purpose of regulating the development of secondary and garage suites on designated parcels in accordance with Section 692(1) (f) of the *Municipal Government Act*, Chapter M-26, Revised Statutes of Alberta 2000, as amended.

LAND USE AMENDMENT BYLAW NO. 10-2014 – CONT'D

ii) Presentation of written or oral briefs AGAINST Bylaw No. 10-2014

Mayor De Vlieger inquired if any written briefs had been received Against Bylaw No. 10-2014.

C. Armfelt advised that no written briefs had been received Against Bylaw No. 10-2014.

Mayor De Vlieger inquired if there was anyone present who wished to present an oral brief Against Bylaw No. 10-2014, and there were none.

iii) Presentation of written or oral briefs FOR Bylaw No. 10-2014

Mayor De Vlieger inquired if any written briefs had been received For Bylaw No. 10-2014.

C. Armfelt advised that no written briefs had been received For Bylaw No. 10-2014.

Mayor De Vlieger inquired if there was anyone present who wished to present an oral brief For Bylaw No. 10-2014, and there were none.

Mayor De Vlieger declared that the Public Hearing is hereby closed at 5:05 PM.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



Council Request for Decision

Meeting Date: September 8, 2014

Subject: Regular Meeting of Council:
August 18, 2014

Recommendation:	That Council adopts the minutes of the Regular Meeting of Council held on August 18, 2014, as presented.
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Background:	N/A
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Legislation / Authority:	MGA, Section 208(1)(a)(c)
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Strategic Plan Alignment:	N/A
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Financial Implication:	N/A
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Service Level / Staff Resource Implication:	N/A
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Justification:	Approval of minutes is in accordance with the <i>Municipal Government Act</i> , Section 208
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Alternative:	That Council adopts the minutes of the Regular Meeting of Council held on August 18, 2014, as amended.
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Attachment(s):	Minutes
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APPROVALS:

Originated By:

Kerry Van Ham

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

TGB

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, AUGUST 18, 2014, AT 5:06 PM., IMMEDIATELY FOLLOWING THE PUBLIC HEARING MEETINGS AT 5:00 PM.

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)
Cory Armfelt, Director of Planning and Economic Development
Rob Cressman, Director of Community Services
Gary Scherer, Director of Engineering and Public Works
Kerry Van Ham, Council and CAO Assistant
Trevor Busch, Taber Times

CALL TO ORDER

Mayor De Vlieger called the Regular Meeting of Council to Order at 5:06 PM.

ADOPTION OF THE AGENDA

Mayor De Vlieger inquired if there were any additions or deletions to the agenda and advised the addition of the topic of "Request Tracker" to the Closed Session portion of the Agenda.

RES.357/14 MOVED by Councillor Popadynetz that Council adopts the Agenda as amended, to include the addition of the topic of Request Tracker to the Closed Session portion of the Agenda under the matter of Advice from officials, subject to the *FOIPP Act*, Section 24.

CARRIED UNANIMOUSLY

DELEGATIONS - NONE

ADOPTION OF THE MINUTES**A) Public Hearing Meeting of Council:
July 21, 2014**

RES.358/14 MOVED by Councillor Sparks that Council adopts the Minutes of the Public Hearing Meeting of Council held on July 21, 2014, as presented.

CARRIED UNANIMOUSLY

**B) Subdivision Authority Meeting of Council:
July 21, 2014**

RES.359/14 MOVED by Councillor Ross-Giroux that Council adopts the Minutes of the Subdivision Authority Meeting of Council held on July 21, 2014, as presented.

CARRIED UNANIMOUSLY

**C) Regular Meeting of Council:
July 21, 2014**

RES.360/14 MOVED by Councillor Brewin that Council adopts the Minutes of the Regular Meeting of Council held on July 21, 2014, as presented.

CARRIED UNANIMOUSLY

**D) Special Meeting of Council:
August 5, 2014**

RES.361/14 MOVED by Councillor Prokop that Council adopts the Minutes of the Special Meeting of Council held on August 5, 2014, as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES - NONE

BYLAWS**A) Proposed Land Use Bylaw 9-2014 Medical Marijuana:
2nd Reading**

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

RES.362/14 MOVED by Councillor Ross-Giroux that Council gives 2nd Reading to Bylaw 9-2014 to amend the Land Use Bylaw 4-2006, to allow for Medical Marijuana production facilities.

CARRIED UNANIMOUSLY

RES.363/14 MOVED by Councillor Strojwas that Council gives 3rd and Final Reading to Bylaw 9-2014 to amend the Land Use Bylaw 4-2006, to allow for Medical Marijuana production facilities.

CARRIED UNANIMOUSLY

**B) Proposed Land Use Bylaw Amendment 10-2014 Garage Suites and Secondary Suites:
2nd Reading**

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

RES.364/14 MOVED by Councillor Popadynetz that Council gives 2nd Reading to Bylaw 10-2014 to amend the Land Use Bylaw 4-2006, to allow for Garage Suites and Secondary Suites.

CARRIED UNANIMOUSLY

RES.365/14 MOVED by Councillor Brewin that Council gives 3rd and Final Reading to Bylaw 10-2014 to amend the Land Use Bylaw 4-2006, to allow for Garage Suites and Secondary Suites.

CARRIED UNANIMOUSLY

ACTION ITEMS**A) Intermunicipal Development Plan Meeting**

C. Armfelt reviewed with Council the motion that was passed on June 26, 2014 by the Intermunicipal Development Plan Committee that the MD of Taber and the Town of Taber develop an Area Structure Plan (ASP) for future industrial/commercial development in the urban-rural fringe area.

C. Armfelt stated that the creation of an ASP would be of benefit to future development in the area however the MD of Taber and the Town of Taber have previously discussed creating a new Intermunicipal Development Plan (IDP) prior to other statutory planning documents. The IDP is an overarching plan to the ASP and therefore best planning practice should be to create an IDP prior to an ASP.

Council discussed options and timing for the review and creation of both plans.

RES.366/14 MOVED by Councillor Strojwas that Council requests Administration to send a letter to the MD of Taber indicating the Town of Taber's preference in creating a new Intermunicipal Development Plan (IDP) with emphasis on following the Intermunicipal Development Plan Committee's recommendation, while undertaking the Area Structure Plan (ASP) in conjunction with the Intermunicipal Development Plan (IDP).

CARRIED

**B) Joint Economic Development Committee:
Amended Terms of Reference**

C. Armfelt stated that with the recent membership of the Town of Vauxhall, the Joint Economic Development Committee (JEDC) has discussed inviting other municipalities in the MD of Taber to join the Committee. On August 6, 2014 the JEDC made a resolution to recommend that the respective Councils formally invite the Village of Barnwell to become a member of the JEDC.

RES.367/14 MOVED by Councillor Popadynetz that Council agrees to formally invite the Village of Barnwell to join the Joint Economic Development Committee membership.

CARRIED UNANIMOUSLY

ACTION ITEMS – CONT'D**C) Waiver of Transfer Site Deposit**

G. Birch stated that a request has been made by Alberta Health Services to waive the deposit of \$1000.00 required to set up a charge account at the Taber Transfer Site for the Taber Healthcare Centre.

Council discussed the process as detailed in Resolution 57/10 that a continuous credit balance be maintained at the Taber Landfill and Transfer Station Facility.

RES.368/14 MOVED by Councillor Brewin that Council not approve the waiver request of a \$1000.00 deposit required to set up a charge account at the Taber Transfer Station.

CARRIED UNANIMOUSLY

D) Tax Penalty Waiver

G. Birch stated that the owner of the property identified as Roll #8101620 attended the Administration office to inquire about the increase in the property assessment. The inquiry was referred to Benchmark Assessment Consultants, and it was decided there would not be an assessment change. It was determined by Administration that due to a miscommunication, this information was not communicated to the property owner by the assessor.

While awaiting the reply from the assessor, the property owner did not pay the newly assessed taxes, and tax penalties were applied on July 2, 2014.

Council discussed the miscommunication and the appropriate protocol.

RES.369/14 MOVED by Councillor Ross-Giroux that Council waives the 2014 tax penalty of \$233.40 on property Roll #8101620.

CARRIED UNANIMOUSLY

ACTION ITEMS – CONT'D**E) 2nd Quarter Financial Statements**

G. Birch presented the year to date unaudited financial statements for the six months ending June 30, 2014.

Councillor Strojwas stated that these statements were discussed at the Audit Committee meeting which was held on August 5, 2014, and everything was in order.

RES.370/14 MOVED by Councillor Sparks that Council accepts the unaudited financial statements for the six months ending June 30, 2014 for information purposes.

CARRIED UNANIMOUSLY

**F) Lease Agreement Renewal:
Parkside Manor Seniors Centre**

R. Cressman provided an updated lease agreement to Council for review, which had been amended from the original agreement included in the Agenda package. The amended agreement clarified items dealing with parking lot access, entry rights, partnership opportunities for project funding, lease renewal, and utilities.

MOVED by Councillor Brewin that Council authorizes the Mayor and Chief Administrative Officer to execute the lease agreement with Parkside Manor Society, as presented, with the addition of a clause to clarify that permission must be obtained from the owner by the lessee authorizing any improvements or changes to the property.

Councillor Sparks requested a friendly amendment to authorize the lease agreement as amended.

Councillor Brewin accepted the friendly amendment.

ACTION ITEMS – CONT'D**F) Lease Agreement Renewal:
Parkside Manor Seniors Centre – Cont'd**

RES.371/14 MOVED by Councillor Brewin that Council authorizes the Mayor and Chief Administrative Officer to execute the lease agreement with Parkside Manor Society, as amended, with the addition of a clause to clarify that permission must be obtained from the owner by the lessee authorizing any improvements or changes to the property.

CARRIED UNANIMOUSLY

G) Chinook Arch Library Board Fees and Budget

G. Birch stated that the Town has received a letter from the Chinook Arch Regional Library System asking that the Town approve the Regional Library Board's 2015-2018 budget.

RES.372/14 MOVED by Councillor Ross-Giroux that Council tables its decision on the request of the Chinook Arch Regional Library System Board to approve the Board's 2015-2015 budget and the associated Municipal Fees until a presentation is made to Council by a representative of the Regional Library System.

CARRIED UNANIMOUSLY

RES.373/14 MOVED by Councillor Brewin that Council recess for twenty (20) minutes.

CARRIED UNANIMOUSLY AT 6:10 PM

Council reconvened the meeting at 6:38PM.

**H) Higashiomi (Notogawa) Partnership:
Funding Support for Councillors**

G. Birch stated that Councillor Strojwas suggested that Council consider financial support for Town of Taber Councillors who are participating in the bi-annual exchange with Taber's sister-city in Japan, Higashiomi.

Council discussed participation in the exchange and the proposal.

ACTION ITEMS – CONT'D**H) Higashiomi (Notogawa) Partnership:
Funding Support for Councillors – Cont'd**

RES.374/14 MOVED by Councillor Sparks that Council not provide financial support for Councillors participating in a visitor exchange with Higashiomi.

DEFEATED

RES.375/14 MOVED by Councillor Strojwas that Council provide financial support for one Councillor every second year covering the air flight for that individual to attend the exchange with Higashiomi, Japan.

CARRIED

**I) Request Tracker Statistics:
Information regarding complaints and issues that have been received in 2014**

G. Birch stated that a few Councillors have recently asked to see the types of issues that come in to the Town on an electronic Request Tracker system. Mr. Birch reviewed the summary report that was prepared and attached to the Agenda Package.

Council requested that Administration provide additional details of the actual issues to determine if and how they were addressed.

MOVED by Councillor Brewin that Council receives a detailed monthly report from the Request Tracker system describing specific issues, and when and how these issues were resolved.

Councillor Strojwas requested a friendly amendment to also request different resolution processes.

Councillor Brewin accepted the friendly amendment from Councillor Strojwas.

Councillor Sparks requested a friendly amendment to accept the Request Tracker information provided in this Agenda item.

Councillor Brewin accepted the friendly amendment from Councillor Sparks.

ACTION ITEMS – CONT'D**I) Request Tracker Statistics:
Information regarding complaints and issues that have been
received in 2014 – Cont'd**

RES.376/14 MOVED by Councillor Brewin that Council receives a detailed monthly report from the Request Tracker system describing specific issues, when and how these issues were resolved, and alternative resolution processes; and,

Accepts the Request Tracker information provided in this Agenda item.

CARRIED UNANIMOUSLY

**J) Emergency Expenditure:
Sewage Lagoon**

G. Birch reported that due to the odour complaints that have been received regarding the Town's sewage lagoons, as well as the determination of the odour sources, as CAO, he authorized an emergency expenditure to a maximum of \$30,000.00. This expenditure is suited to repair air holes in the main lines (headers) feeding the helixers in the two lagoon cells.

RES.377/14 MOVED by Councillor Popadynetz that Council accepts the report of the Chief Administrative Officer regarding an emergency expenditure that was made to repair air blower lines at the sewage lagoons pursuant to Clause 6 of the Procurement and Purchasing Policy No. CS-FIN-1.

CARRIED UNANIMOUSLY

**K) Strategic Plan:
Values and Initiatives**

G. Birch presented the living document that included Vision and Goals for the Municipality that was previously approved by Council. Through further consultation with municipal staff, a set of Strategic Initiatives, or objectives, through which the Town would work towards the Vision and Goals were presented to Council for consideration. Mr. Birch stated that these initiatives are intended to eventually flow through to future budget documents.

ACTION ITEMS – CONT'D**K) Strategic Plan:
Values and Initiatives**

Council reviewed the information provided and discussed the time lines for the initiatives.

MOVED by Councillor Popadynetz that Council approves the draft Values as well as the draft Strategic Initiatives presented in the August 18, 2014 Agenda Package as part of the Town's corporate Strategic Plan, and directs Town Administration to continue with the preparation of the Strategic Plan document.

Councillor Strojwas requested a friendly amendment to add an additional strategic meeting with Council and another page that has a set of timelines.

Councillor Popadynetz declined the friendly amendment.

RES.378/14 MOVED by Councillor Popadynetz that Council approves the draft Values as well as the draft Strategic Initiatives presented in the August 18, 2014 Agenda Package as part of the Town's corporate Strategic Plan, and directs Town Administration to continue with the preparation of the Strategic Plan document.

DEFEATED

RES.379/14 MOVED by Councillor Strojwas that Council approves the draft Values as well as the draft Strategic Initiatives presented in the August 18, 2014 agenda package as part of the Town's corporate Strategic Plan, directs Town Administration to continue with the preparation of the Strategic Plan document, and directs Administration to add another page with a Strategic Timeline.

CARRIED UNANIMOUSLY

ACTION ITEMS – CONT'D**K) Information For Council**

Council reviewed the information provided in the various correspondences.

RES.380/14 MOVED by Councillor Ross-Giroux that Council accept the material received in this Agenda Item, as information.

CARRIED UNANIMOUSLY

L) Department Reports

RES.381/14 MOVED by Councillor Sparks that Council accepts the Department Reports for information.

CARRIED UNANIMOUSLY

M) Mayor and Councillor Reports (Verbal)

RES.382/14 MOVED by Councillor Popdynetz that Council accept the Mayor and Councillor Reports for information.

CARRIED UNANIMOUSLY

MEDIA INQUIRIES

T. Busch inquired if the Village of Barnwell approached the Joint Economic Development Committee for membership.

Councillor Strojwas, a member of the Committee, stated that the Village of Barnwell had previously expressed an interest in the Committee; therefore an invitation was extended to the Village to join the Committee.

CLOSED SESSION

RES.383/14 MOVED by Councillor Ross-Giroux that Council moves to Closed Session to discuss matters subject to "*Disclosure harmful to business interests of a third party*" (FOIPP Act, Section 16), "*Confidential evaluations*" (FOIPP Act, Section 19), and "*Advice from officials*" (FOIPP Act, Section 24).

CARRIED UNANIMOUSLY AT 7:35 PM

OPEN SESSION

RES.384/14 MOVED by Councillor Ross-Giroux that Council reconvenes into Open Session.

CARRIED UNANIMOUSLY AT 8:42 PM

RES.385/14 MOVED by Councillor Sparks that the time period for adjournment of this Regular Council Meeting be extended to no later than 10:00 PM.

CARRIED UNANIMOUSLY

CLOSED SESSION

RES.386/14 MOVED by Councillor Sparks that Council returns to Closed Session.

CARRIED UNANIMOUSLY AT 8:43 PM

OPEN SESSION

RES.387/14 MOVED by Councillor Prokop that Council reconvenes into Open Session.

CARRIED UNANIMOUSLY AT 9:52 PM

RES.388/14 MOVED by Councillor Ross-Giroux that Council directs Administration to enter into discussions with Bio-Can Organics Ltd. on a proposed composting facility.

CARRIED UNANIMOUSLY

OPEN SESSION – CONT'D

RES.389/14 MOVED by Councillor Sparks that the Town of Taber enters into a Small Cell Licensing Agreement with TM Mobile Inc. (TELUS) and authorizes the Mayor and CAO to sign the Agreement on the Town's behalf.

CARRIED UNANIMOUSLY

RES.390/14 MOVED by Councillor Strojwas that Administration proceed with the subdivision and sale of a portion of Lot 29, Block 27, Plan 8210712, comprising approximately 4.0 acres and situated east of the storm water retention pond, to B & H Tank Systems Inc. for the price of \$75,000.00 per acre with the provisions that:

- The subdivision be undertaken by the Town at B & H Tank Systems Inc.'s expense;
- The new lot created be re-districted to Highway Industrial (M-4) District at the Town's expense;
- That said new lot exclude the storm water drainage ditch and a suitable working area that is located in the southeastern portion of Lot 29, Block 27, Plan 8210712 as well as a suitable working area on the east side of the storm water retention pond; and,
- That the sales agreement between B & H Tank Systems Inc. contains provisions for the removal of the existing dirt pile on the subject land in a manner independent of the sale.

CARRIED

RES.390/14 MOVED by Councillor Brewin that the Town of Taber enters into six lease agreements with Alberta Petroleum Energy Limited regarding well sites and access roads on: 8-26-10-17-W4M; 9-26-10-17-W4M; 10-26-10-17-W4M; 13-25-10-17-W4M; 16-26-10-17-W4M; and 16-26-10-17-W4M, and authorizes the Mayor and CAO to sign the lease agreements on the Town's behalf.

CARRIED UNANIMOUSLY

RES.391/14 MOVED by Councillor Sparks that the Town of Taber enters into a Right-of-Way Agreement and a Temporary Working Space Agreement with Canadian Natural Resources Limited for a pipeline to be located in NE-1-10-17-W4M and SW-1-10-17-W4M, and authorizes the Mayor and CAO to sign the two agreements on the Town's behalf.

CARRIED UNANIMOUSLY

OPEN SESSION – CONT'D

RES.392/14 MOVED by Councillor Popadynetz that the Town of Taber enters into a one year sponsorship agreement with ATB Financial regarding Canada Day celebrations, Aquafun Centre admission passes, and display of ATB Financial logo on certain items, and authorizes the Mayor and CAO to sign the sponsorship agreement on the Town's behalf.

CARRIED

CLOSE OF MEETING

RES.393/14 MOVED by Councillor Brewin that this Regular Meeting of Council is hereby closed.

CARRIED UNANIMOUSLY AT 10:00 PM

MAYOR

CHIEF ADMINISTRATIVE OFFICER



Council Request for Decision	
Meeting Date: September 8, 2014	
Subject: Special Meeting of Council: August 25, 2014	
Recommendation:	That Council adopts the minutes of the Special Meeting of Council held on August 25, 2014, 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:	That Council adopts the minutes of the Special Meeting of Council held on August 25, 2014, as amended.
Attachment(s):	Minutes



APPROVALS:	
Originated By:	Kerry Van Ham
Chief Administrative Officer (CAO) or Designate:	<i>TCB</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 TUESDAY, AUGUST 25, 2014, AT 5:00 PM.

PRESENT: Mayor Henk De Vlieger
Councillor Randy Sparks
Councillor Andrew Prokop
Councillor Rick Popadynetz (joined the meeting at 5:05 PM. during Closed Session)

Councillor Jack Brewin
Councillor Joe Strojwas
Councillor Laura Ross-Giroux

ALSO PRESENT:

Dale Culler, Acting Chief Administrative Officer
Cory Armfelt, Director of Planning and Economic Development

CALL TO ORDER

Mayor De Vlieger called the Special Meeting of Council to Order at 5:03 PM. He noted that Councillor Popadynetz would likely be arriving late due to work commitments.

ADOPTION OF THE AGENDA

Mayor De Vlieger stated that because this was a special meeting, there could be no additions or deletions to the agenda.

RES.394/14 MOVED by Councillor Ross-Giroux 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 - NONE

MEDIA INQUIRIES – NONE

CLOSED SESSION

RES.395/14 MOVED by Councillor Prokop that Council moves to Closed Session to discuss matters subject to *“Disclosure harmful to business interests of a third party (FOIPP Act, Section 16).*

CARRIED UNANIMOUSLY AT 5:04 PM

OPEN SESSION

RES.396/14 MOVED by Councillor Popadynetz that Council reconvenes into Open Session.

CARRIED UNANIMOUSLY AT 5:34 PM

RES.397/14 MOVED by Councillor Sparks that Council endorses and signs a Memorandum of Understanding with TELUS that allows TELUS and the Town to pursue discussions regarding the upgrade of TELUS infrastructure within the Town of Taber.

CARRIED UNANIMOUSLY

CLOSE OF MEETING

RES.398/14 MOVED by Councillor Brewin that this Special Meeting of Council is hereby closed.

CARRIED UNANIMOUSLY AT 5:35 PM

MAYOR

CHIEF ADMINISTRATIVE OFFICER



Council Request for Decision

Meeting Date: September 8, 2014

Subject: Bylaw 14-2014 Rezoning Residential Condominium (RC) to High Density Residential (HDR)

Recommendation:	That Council passes 1 st reading of Bylaw 14-2014. That Council holds a public hearing for Bylaw 14-2014 on October 14, 2014.
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Background:	There has been a request from the Developer to amend the Land-Use Bylaw 4-2006 to rezone a portion of the Residential Condominium (RC) district in the Wailen subdivision to High Density Residential (HDR). In response to the request, Administration has created Bylaw 14-2014 to rezone Lot 2 Block 4 Plan 0814274 from RC to HDR. Council must pass 1 st reading and hold a public hearing before passing 2 nd and 3 rd reading of Bylaw 14-2014 before it may be endorsed.
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Legislation / Authority:	Section 692 of the MGA allows for amendments to the Land-Use Bylaw.
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Strategic Plan Alignment:	Proposed Bylaw 14-2014 aligns with the Strategic Plan's Family/Community Goal #1: Build a community that is affordable and attractive.
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Financial Implication:	There is no financial implication and the applicant has paid the Land-Use Bylaw Amendment of \$600.00.
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Service Level / Staff Resource Implication:	Administration's time will be required to process this request however this is part of Administration's roles.
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Justification:	By passing the 1 st reading of Bylaw 14-2014, the bylaw process will be able to continue in order to rezone the above mentioned parcel for development.
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Alternative(s):	Alternative #1: That Council does not pass 1 st reading of Bylaw 14-2014. Alternative #2: That Council passes 1 st reading of Bylaw 14-2014 with amendments. That Council holds a public hearing of Bylaw 14-2014 on October 14, 2014.
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Attachment(s):	Bylaw 14-2014 Aspen Landing Concept
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APPROVALS:	
Originated By:	Katie Tyo
Chief Administrative Officer (CAO) or Designate:	

**TOWN OF TABER
BYLAW NO. 14-2014**

A BYLAW FOR THE PURPOSE OF AMENDING THE TOWN OF TABER LAND USE BYLAW IN ACCORDANCE WITH THE MUNICIPAL GOVERNMENT ACT, CHAPTER M-26, REVISED STATUTES OF ALBERTA 2000, AS AMENDED

WHEREAS the Town of Taber adopted Land Use Bylaw No. 4-2006;

AND WHEREAS Council has received an application from the landowner to amend Land Use Bylaw No. 4-2006 to re-designate 5610 – 43rd ST; LOT 2, BLOCK 4, PLAN 0814274; containing 1.40 acres more or less, from Residential Condominium (RC) to High Density Residential (HDR) in order to better achieve the development objectives of the landowners in accordance with the Town of Taber Land Use Bylaw 4-2006;

AND WHEREAS Council, having considered at a public hearing the concerns of persons claiming to be affected by this bylaw amendment application, believes that the amendment of the Land Use Bylaw should be allowed in order to achieve the orderly, economical and beneficial use of land in the Municipal District;

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

1. The Land Use Map contained in Land Use Bylaw No. 4-2006 is amended by the re-districting of:
CIVIC ADDRESS 5610 – 43rd ST
LOT 2
BLOCK 4
PLAN 0814274
EXCEPTING THEREOUT ALL MINES AND MINERALS

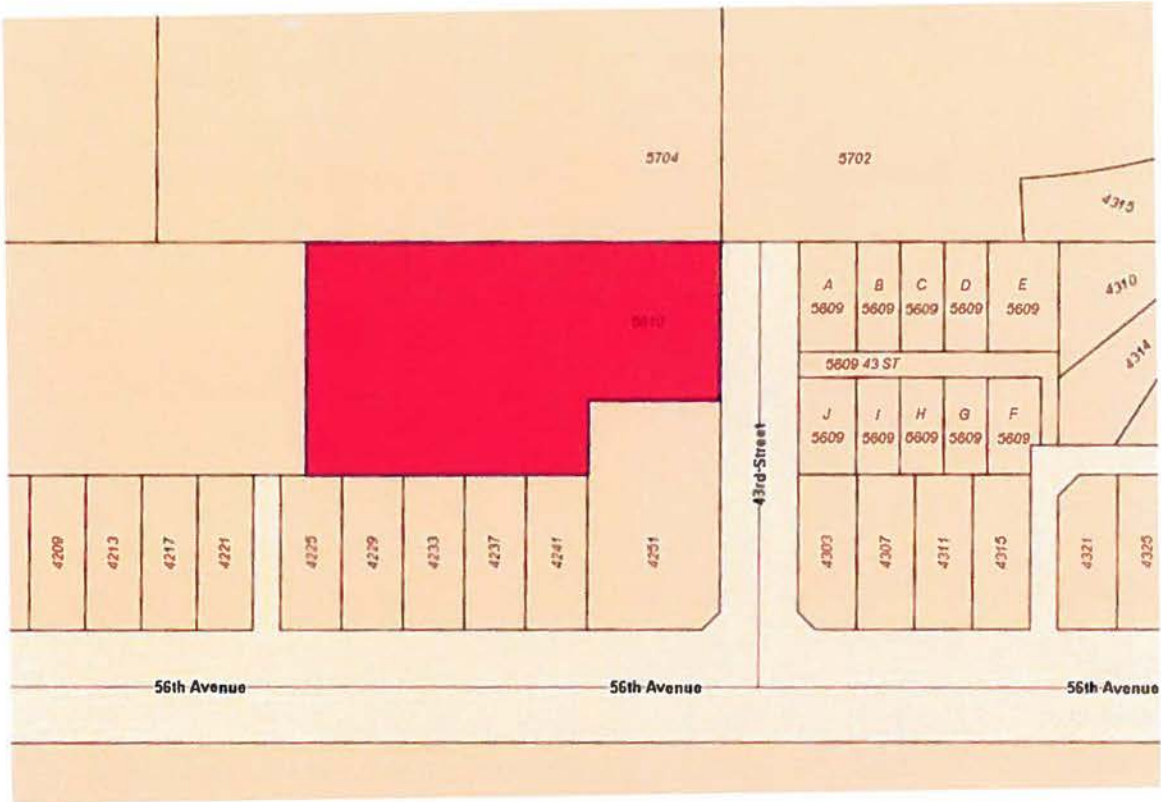
as identified in the attached figure, "Schedule A", from Residential Condominium (RC) to High Density Residential (HDR).

RES. ___ **READ** a first time this ___ day of _____, 2014.
RES. ___ **READ** a second time this ___ day of _____, 2014.
RES. ___ **READ** a third time this ___ day of _____, 2014.

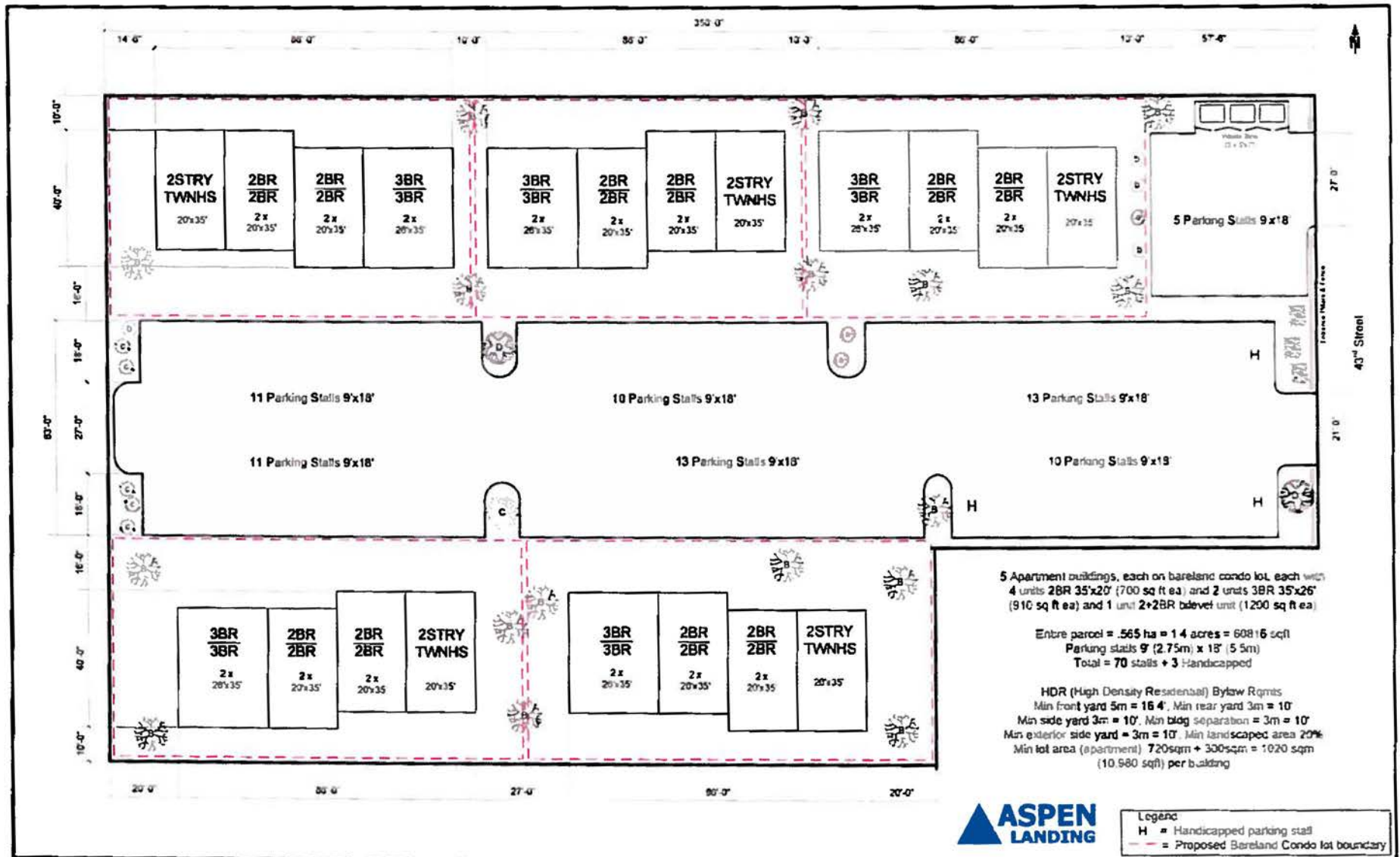
Mayor

Chief Administrative Officer

"SCHEDULE A"



**Subject portion of 5610 – 43rd St. Lot 2, Block 4, Plan 0814274
From: Residential Condominium (RC)
To: High Density Residential (HDR)**



5 Apartment buildings, each on bareland condo lot, each with 4 units 2BR 35'x20' (700 sq ft ea) and 2 units 3BR 35'x26' (910 sq ft ea) and 1 unit 2+2BR blevel unit (1200 sq ft ea)

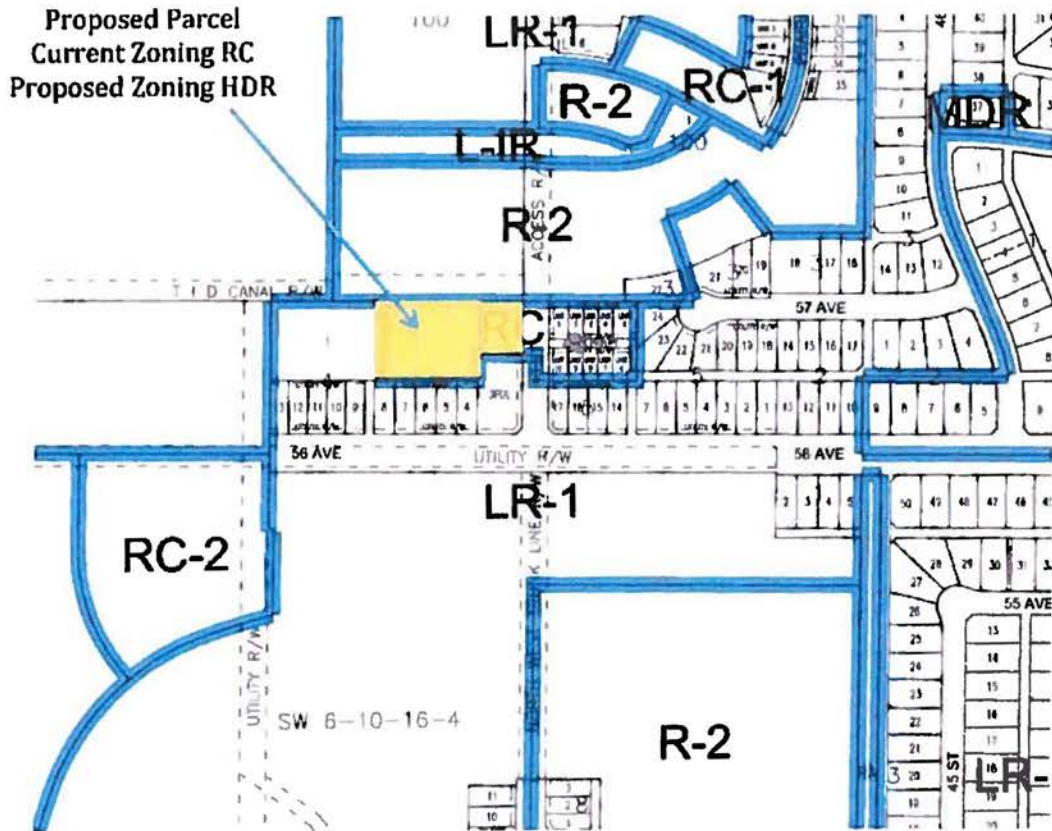
Entre parcel = .565 ha = 1.4 acres = 60816 sqft
 Parking stalls 9' (2.75m) x 18' (5.5m)
 Total = 70 stalls + 3 Handicapped

HDR (High Density Residential) Bylaw Rqmts
 Min front yard 5m = 16.4', Min rear yard 3m = 10'
 Min side yard 3m = 10', Min block separation = 3m = 10'
 Min exterior side yard = 3m = 10', Min landscaped area 20%
 Min lot area (apartment) 720sqm + 300sqm = 1020 sqm (10 980 sqft) per building



Legend
 H = Handicapped parking stall
 - - - = Proposed Bareland Condo lot boundary

**ASPEN LANDING
PROPOSED MULTI-FAMILY APARTMENTS
PROPOSED RE-ZONING**



**Proposed site:
Current zoning RC, Proposed HDR
0.565 Ha site (1.4 acres)
West side of 43 rd St, North of 56 Ave**





Council Request for Decision	
Meeting Date: September 8, 2014	
Subject: Chinook Arch Library Board Fees and Budget: Response to Delegation	
Recommendation:	That Council authorizes the Chinook Arch Regional Library System Board 2015 – 2018 budget, and the associated Municipal Fees, as proposed in the Chinook Arch memo of August 7, 2014.
Background:	For consideration at Council's August 18, 2014 meeting, the Town received a letter from the Chinook Arch Regional Library System asking that the Town approve the Regional Library Board's 2015 - 2018 budget (attached letter included in the Delegation portion of this Agenda). Implicit in the request is that Council also approves the increase in the Municipal Fee in each of those budget years. The increase in each of the three years grows from about 2.9 % to 3.0%. Note that the letter contains an offer to have someone from the Regional Library System come and make a presentation to Council to answer any questions about the budget.
Legislation / Authority:	Various sections of the Library Act, RSA 2000, Chpt L-11 apply, as does the bylaw establishing the Regional Library Board which specifies the need for the Board to get budget approval from its members.
Strategic Plan Alignment:	No strong connection.
Financial Implication:	The Municipal Fee that the Chinook Arch Regional Library Board establishes must be paid from the Town's budget, so an increase in the Fee means an increase in Town expenses. The fee is based on population, so a \$0.21 fee increase per capita means about a \$1,700 increase in Town expenditures.
Service Level / Staff Resource Implication:	The Town library provides an important service in Taber and presumably its service level will be affected by the funding it receives.
Justification:	There are five new members of Taber Council and it would likely be beneficial to have a current explanation of how the regional library system works.



Alternative(s):	<ol style="list-style-type: none">1. Council could defer this item to budget deliberations.2. Council could propose that changes be made to the budget, for instance to keep the fees to a maximum annual increase of "x" %.
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Attachment(s):	Attachment was provided in the Delegation portion of this Agenda.
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APPROVALS:	
Originated By:	Greg Birch
Chief Administrative Officer (CAO) or Designate:	<i>TGB</i>



Council Request for Decision

Meeting Date: September 8, 2014

Subject: Taber Shooting Foundation (TSF) Request:
Response to Delegation

Recommendation:	That Council requests this item be added to the 2015 Budget deliberations for further consideration.
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Background:	At its September 8, 2014 meeting, Council is scheduled to hear a delegation requesting funding for the moving of a building for use as the main clubhouse at the MD of Taber Outdoor Shooting Range. This is a new facility that is in the final stages of construction, to which an open house was held in commemoration earlier in August.
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Legislation / Authority:	Resolution 473/13, approving the 2014 Operating Budget.
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Strategic Plan Alignment:	Family/Community Create and promote recreational opportunities and facilities that are regionally recognized in all seasons.
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Financial Implication:	This item has not been budgeted for in 2014.
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Service Level / Staff Resource Implication:	Negligible.
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Justification:	As this financial consideration has not been budgeted for in 2014, bringing it forward to the 2015 Budget deliberations would allow for an overall view of other projects that might require Council's financial considerations firstly.
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Alternative(s):	<p>Council could defer this item to the next Recreation Board Meeting, to ascertain their opinion of the expenditure as it relates to Recreation in the surrounding district.</p> <p>Council could authorize the donation expenditure of \$40,000.00 for the moving costs to obtain a building for use as the main clubhouse at the MD of Taber Outdoor Shooting Range from a specified funding source, in the form of a grant.</p>
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	Council could decide not to authorize the expenditure.
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Attachment(s):	Attachments Previously Enclosed with Delegation Information
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APPROVALS:	
Originated By:	Kerry Van Ham
Chief Administrative Officer (CAO) or Designate:	



Council Request for Decision

Meeting Date: September 8, 2014

Subject: South Saskatchewan Regional Plan Update

Recommendation:

That Council accepts the information provided on the South Saskatchewan Regional Plan.

Background:

The Government of Alberta has recently approved the South Saskatchewan Regional Plan (SSRP) and it will come into effect September 1, 2014. The SSRP is a long term vision for the region with a focus on robust growth, vibrant communities, and a healthy environment. There are 3 main components of the SSRP which are; the Strategic Plan which defines the vision and direction, the Implementation Plan which establishes the objectives and strategies to achieve the vision, and the Regulatory Details which outlines the mandatory actions that must be complied with in order to achieve the vision.

Economic development, ecosystems and environment, environmental management, and human development are the key components to the Strategic Plan. The South Saskatchewan region is rich in natural resources and expanding related industries will create a strong economy. Managing the pressures of these expanding industries appropriately is essential for preserving the environment. Population has increased significantly in the past few years in the region and managing the growing population through sustainable development will be a vital building block for vibrant communities.

The Implementation Plan outlines the objectives and strategies which will be used to achieve the vision set out in the Strategic Plan. There are several main components of the Implementation Plan including the economy, air, biodiversity and ecosystems, water, efficient use of land, outdoor recreation and historic resources, aboriginal people, and community development. Not all of these components have a different impact on the Town of Taber but they are still important to be aware of.

- The first component which directly impacts Taber is the objectives and strategies within the Economy component. It outlines areas in increasing agricultural value added industries and the oil and gas industries both of which are at the core of Taber's economy. Tourism is also mentioned which is an area Taber is increasingly trying to expand and promote.

	<ul style="list-style-type: none">• The air quality objectives outlined are meant to enhance the existing air quality management systems already in place. By managing the air quality Alberta can continue to support healthy ecosystems and humans needs through shared stewardship.• There are many different landscapes within the region and understanding our unique area will allow us to more informed decisions in the way we impact the ecosystem and biodiversity found within the ecosystem. Land-use activities can have many negative effects on the ecosystem and balancing development needs with the ecosystem needs will mitigate these impacts.• Water is an important aspect of both ecosystems and human development and needs. The biggest impact for the Town of Taber will be in regards to the supply and demand of water. As Taber's population and economy continue to grow there will be increasing pressure on the Town's water supply. Managing the water efficiently within the community will lessen the pressure of supply and demand in the community and in the region.• Efficient use of land will be important as the Town continues to develop all areas of our community, particularly the residential and industrial areas. This will allow Taber to help manage our development footprint on not only the environment but the surrounding agricultural land as well.• Outdoor recreational opportunities and the preservation and promotion of historic and cultural resources are important for an enhanced quality of life for residents. Taber has many recreational opportunities which will continue to grow in the future and it is important for these future opportunities to support and educate residents in responsible stewardship for the land. There are also historic resources within the community and preserving and promoting these resources can provide a sense of place and identity to the community.
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	<ul style="list-style-type: none"> • Another component of the Implementation Plan is the inclusion of Aboriginal People in land-use planning. This component does not have an impact on Taber as it will be the Government of Alberta engaging the Aboriginal communities to share their knowledge of the land to make informed land, natural resource, and watershed planning decisions. The Aboriginal communities will also be engaged to promote tourism and cultural experiences which may provide economic development opportunities within their community. • The last component for the Implementation Plan is on Community Development. One of the keys for future community development is collaboration with the Government of Alberta and the residents of the community. Working together will allow everyone to achieve a positive result and thus grow a stronger and more sustainable Alberta. <p>The third part of the SSRP is the Regulatory Details. This section is binding and must be complied with to achieve the overall vision of the SSRP which is outlined in the Strategic Plan.</p>
Legislation / Authority:	In Section 638.1 of the MGA, the SSRP is an overarching plan and all planning documents adopted by a municipality must be consistent with it. In the event of an inconsistency, the SSRP will prevail to the extent of the inconsistency.
Strategic Plan Alignment:	This aligns with the Strategic Plan's Goal #3 for Governance: Build partnerships with other governments and organizations where synergies may exist.
Financial Implication:	There is no financial implication.
Service Level / Staff Resource Implication:	The service level will remain the same.
Justification:	Accepting the information on the SSRP will allow Taber to continue to grow as an economically, socially, and environmentally sustainable community in alignment with the region.
Alternative:	Alternative #1: That Council does not accept the information provided on the South Saskatchewan Regional Plan.



Attachment(s):	None. Please refer to the South Saskatchewan Regional Plan which was provided to Council beforehand and under separate cover.
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APPROVALS:	
Originated By:	Katie Tyo, Planner/Economic Development Officer
Chief Administrative Officer (CAO) or Designate:	<i>KT</i>

Council Request for Decision

Meeting Date: September 8, 2014

Subject: Eureka Development Plan Update

Recommendation:

That Council supports the servicing and development of the Eureka Industrial area as per the design brief developed by Associated Engineering. Earmark money during the 2015 budget process for construction of the new intersection and servicing for the initial phase.

Background:

As per attachment.

Legislation / Authority:

Part 1 (6) Natural Persons Power
A municipality has natural person powers, except to the extent that they are limited by this or any other enactment.

Strategic Plan Alignment:

Create conditions for business success and economic development, taking advantage of the Town's unique climate and location in southern Alberta.

Financial Implication:

During the 2014 budget cycle \$1,700,000 was earmarked for this project. Cost estimates subsequent to preliminary design estimate the initial phase of development at \$3,700,000.

Service Level / Staff Resource Implication:

If an endorsement to proceed is made, staff will be responsible for overseeing the tendering and construction of the development.


Justification:

Currently there are only 3 2 acre lots remaining in the industrial area. And there has been interest expressed in 2 of these parcels. If Council desires to ensure there are serviced lots available for the towns growth, additional lot development is required. In addition, as 64th Avenue is not at an industrial standard, the Town should consider developing an access of highway #36 to an industrial standard. Lastly, the town has been approached by parties interested in purchasing town owned property along highway #36. This parcel is currently not serviced, so as part of the sale and development of the parcel, services need to be extended to this parcel.



Alternative:	Direct administration to revise the development approach for the area in an attempt to reduce the servicing and development costs.
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Attachment(s):	Eureka Development Phasing Concept
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APPROVALS:	
Originated By:	Cory Armfelt, Director of Planning and Economic Development
Chief Administrative Officer (CAO) or Designate:	

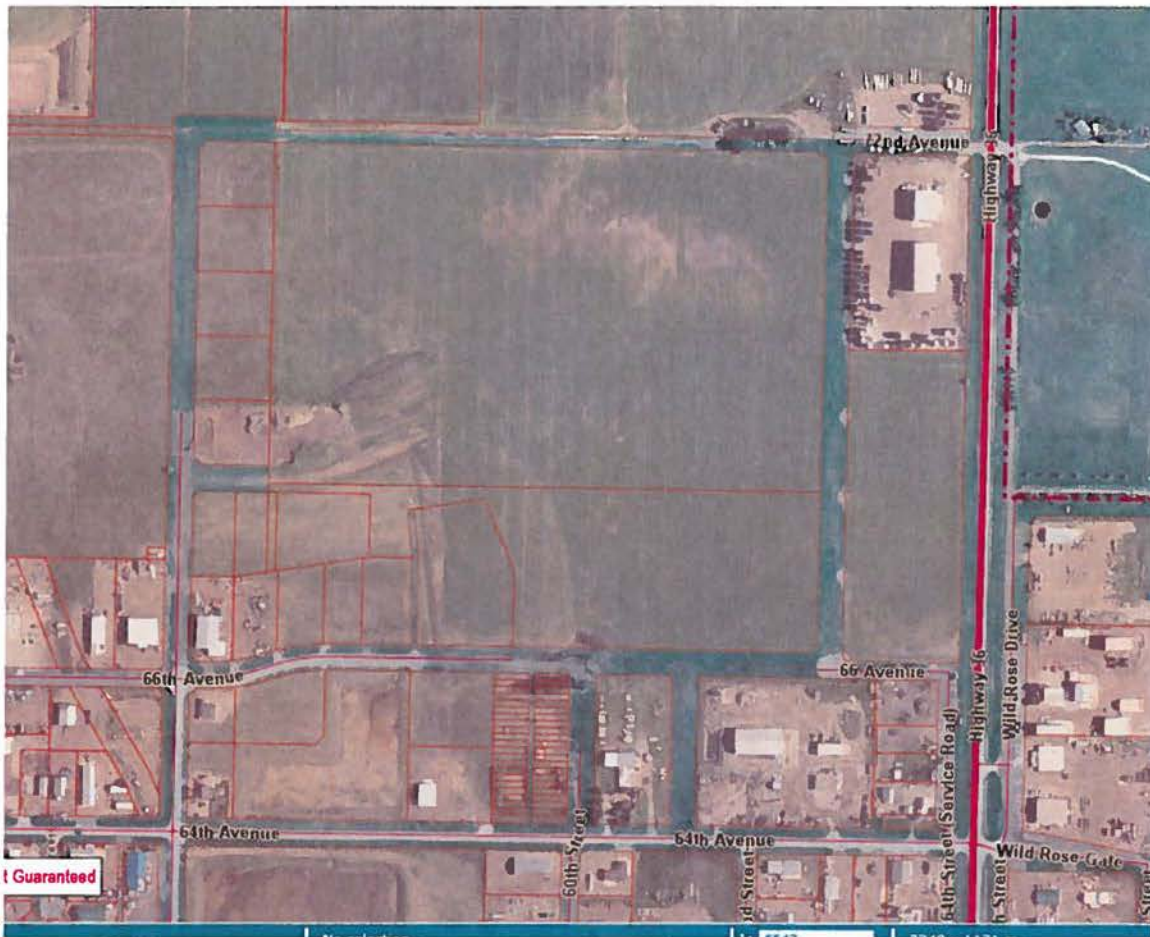
Eureka Industrial Servicing Concept

The Town of Taber is in a position where the number of available industrial lots are decreasing due to sales (current inventory is 3 uncommitted 2 acre parcels), and there has been interest in the purchase of town owned land fronting on highway 36. This situation instigated the engaging of Associated Engineering through an RFP process to create a development phasing scenario for the Eureka Industrial Area.

Due to the location of the existing underground services that need to be extended to service the eastern portions of the Eureka Industrial area, these services need to be developed from west to east. Conversely, to facilitate access onto the parcel of interest along highway 36, road and intersection construction needs to occur from the east to west. The conflict in servicing versus access is driving the upfront cost of the development. However if the services and the future highway intersection is constructed as per the pre-design concept, the town will be left in a very good position for future development of the Eureka Industrial area for years to come depending on lot sales.

This RFD includes figures from the Eureka Design report meant to illustrate the development approach.

The area shown below is the subject area of the Eureka Industrial Area.



The next figure illustrates the development concept which has been created.



The next figure shows which lots would be serviced as part of the initial phase of development, provided the area is constructed as per the suggested design.

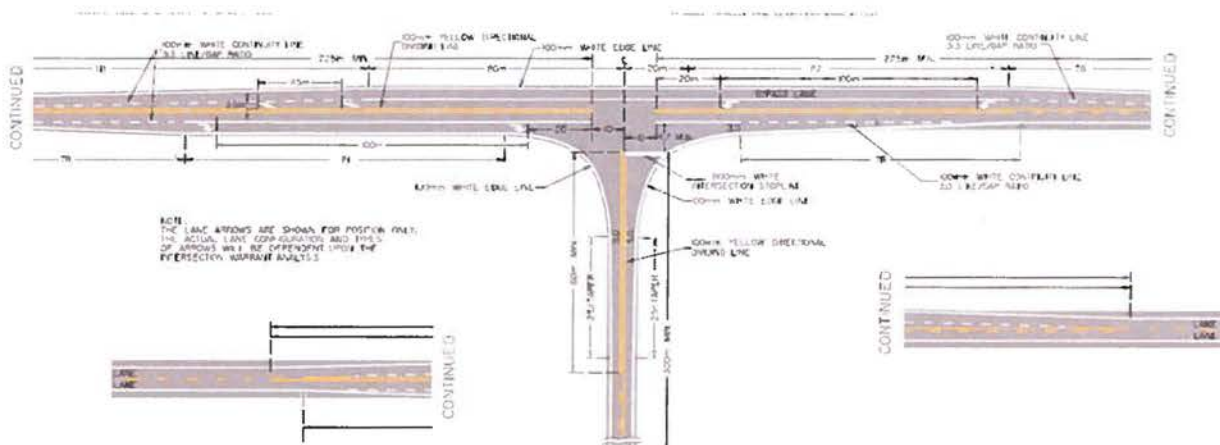


The next figure shows the estimated construction cost for the construction of the initial phase of the development.

Eureka_Industrial_Development Phase 3

PHASE 3							Totals
Stage 1							
Water	4-8		\$ 160,000.00				\$ 380,000.00
	4-3		\$ 220,000.00				
Sanitary	10-9		\$ 140,000.00				\$ 665,000.00
	9-3		\$ 192,500.00				
	3-4		\$ 192,500.00				
	4-8		\$ 140,000.00				
Storm	4-3		\$ 210,000.00				\$ 315,000.00
	3-2		\$ 105,000.00				
Roads		gravel		asphalt		curb and gutter	
	8-4		\$ 130,000.00	\$ 170,000.00	\$ 50,000.00		
	4-3		\$ 178,750.00	\$ 233,750.00	\$ 68,750.00		
			\$ 308,750.00	\$ 403,750.00	\$ 118,750.00	\$ 840,000.00	
Hwy36 improvements							\$2,200,000.00
earthworks							\$500,000.00
Lantic Sugar realignment road crossing prep							\$900,000.00
							\$50,000.00
Stage 1 Total							\$3,700,000.00

Lastly, based on the Transportation Impact Assessment completed as part of the design task, the following intersection (Type IVa) is being recommended for construction. Associated Engineering has made contact with Alberta Transportation regarding the upgrade but as per the time of this writing, no official response from Alberta Transportation with regard the project has been provided. North is on the left side of the figure.



Council Request for Decision

Meeting Date: September 8, 2014

Subject: Archers & Bowhunters - Community Centre Lease Renewal

Recommendation:	Council authorizes the Mayor and Chief Administrative Officer to execute the lease agreement with the Taber Archers, as presented.
Background:	<p>The Taber Archers & Bowhunters have been leasing an area in the community centre for many years. The most recent lease agreement expired December 31, 2013. Administration and representatives of the club met earlier in 2014 and reviewed the lease terms and conditions.</p> <p>This indoor archery facility complements the pistol range at the Legion Centre as well as the Shooting Complex north of the Oldman River, developed by the MD of Taber.</p>
Legislation / Authority:	Municipal Government Act – Section 3
Strategic Plan Alignment:	<p>Build Partnerships with other governments and organizations where synergies exist.</p> <p>Create and promote recreational opportunities and facilities that are regionally recognized in all seasons.</p>
Financial Implication:	<p>Annual lease payment increases about 3% per annum during the five year term of the proposed lease, thereby having a small positive impact on operating revenues.</p> <p>The Town's facility maintenance section operates and maintains building components and mechanical systems within approved annual operating budget.</p>
Service Level / Staff Resource Implication:	The Town's Director of Community Services administers building and property leases, with support from the Administrative Assistant. Facility Maintenance staff provide building & equipment maintenance services.
Justification:	Council authorizes the Mayor and CAO to execute the lease agreement with Taber Archers & Bowhunters Club, as presented.



Alternative(s):	Council authorizes the Mayor and CAO to execute the lease agreement with Taber Archers & Bowhunters Club, as amended. Council may direct Administration to review and renegotiate terms of the lease, and bring it back to a future Council meeting.
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Attachment(s):	Proposed Lease Agreement - Archers & Bowhunters
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APPROVALS:	
Originated By:	Rob Cressman
Chief Administrative Officer (CAO) or Designate:	<i>TCB</i>

THIS LEASE AGREEMENT MADE THIS _____ DAY OF _____, 2014

BETWEEN: **TOWN OF TABER, LOCATED IN THE TOWN OF
TABER, IN THE PROVINCE OF ALBERTA,
(Hereinafter referred to as the ("Town"))**

OF THE FIRST PART

- AND -

**TABER ARCHERS AND BOWHUNTERS CLUB,
of Box 4424, Taber AB T1G 2C8
WHICH CARRIES ON ITS OPERATIONS IN
THE TOWN OF TABER, IN THE PROVINCE OF
ALBERTA, (hereinafter referred to as the "Lessee")**

OF THE SECOND PART

WHEREAS the Town is the registered owner of the building which is known as the Taber Community Centre, which is located on Plan 7282JK and has a portion consisting of an indoor archery range with storage facilities, located downstairs, with entry adjacent to the Auditorium.

AND WHEREAS the Lessee wishes to lease these facilities for archery for the use of its members and guests.

AND WHEREAS the Town agrees to lease this portion to the Lessee which is to be used exclusively for the promotion and the development of the sport of archery and its related activities under the following conditions:

1. ACCESS

The Town shall issue a key to the facility to the Lessee. The Lessee may provide keys to its members; however, a controlled system of key use must be established. The Town will terminate this agreement if unauthorized persons are given a key to the facility.

2. SECURITY

The Lessee is responsible for securing the facility after each use and shall include a visual inspection, turning out of lights and locking doors.

3. MAINTENANCE

The Lessee shall clean the facility, including the disposal of all garbage and recyclables in the proper receptacles and cleaning up of debris as a result of the Lessee's use. The Lessee shall notify the Town if problems occur within the facility, e.g. broken fixtures, etc.

The Lessee agrees to provide the cleaning materials and light bulbs necessary to maintain the facility.

4. DAMAGE

The Town and the Lessee agree that any damage, which occurs when the facility is used by the Lessee, shall be the responsibility of the Lessee. The Town shall be responsible for damages to the structure, including acts of God.

5. INSURANCE

The Lessee agrees to maintain two million (\$2,000,000) dollars in General Comprehensive Liability Insurance and will provide to the Town a current copy of the certificate of insurance that includes the legal description/address of the property and the Town of Taber listed as an additional named insured, by January 31st of each year.

The Lessee agrees to maintain annual tenant's insurance on furnishings and contents owned by the Lessee and housed in the facility.

6. INDEMNIFICATION

It is agreed and understood that the Town shall not be liable or responsible in any way for any loss of or damage to any property belonging to the Lessee, or any agent or employee thereof, nor of any other person.

The Lessee agrees that the Town shall not be liable or responsible in any way for any personal injury or deaths that may be suffered or sustained by the Lessee, agent or employee of the Lessee or any other person who may come upon the leased area under the terms of this agreement.

The Lessee shall indemnify and save harmless the Town of and from all liabilities, fines, suits, claims, demands and actions of any kind or nature which may be brought against the Town, it's Agents or Employees, whether by reason of any breach, violation or non-performance by the Lessee of any covenant, Terms or Provisions, hereof; or arising by reason of the act of neglect of either the Lessee, it's Agents, Employees or the Town, it's Agents or Employees. The Lessee's

indemnification of the Town shall survive any termination of this lease not withstanding anything herein to the contrary.

7. MINORS

Those under eighteen (18) years of age may not use the facility unless they are under the supervision of a responsible adult member of the Club.

8. USE

The area may only be used for the purposes of archery training or competitions. Other uses are not permitted unless prior permission is received from the Town.

9. PAYMENT

The Lessee agrees to the following lease payment schedule:

	<u>Annual</u>	<u>April 1</u>	<u>October 1</u>
2014	\$2348.57	\$1174.29	\$1174.29
2015	\$2419.04	\$1209.52	\$1209.52
2016	\$2491.43	\$1245.71	\$1245.71
2017	\$2642.86	\$1321.43	\$1321.43
2018	\$2722.86	\$1361.43	\$1361.43

The above annual lease payment schedule reflects an annual increase of approximately 3% to offset increasing facility operations and maintenance costs.

The annual payment schedule is subject to applicable taxes, such as the federal Goods & Services Tax.

Payment may be adjusted based on utility company rate changes. Notification of any adjustment will be made in writing to the Taber Archers and Bow Hunters Club.

Payments will be made in two equal installments, every six months. Payments shall be made no later than April 1st and October 1st of the given year. Both parties reserve the right to negotiate payment with a 90-day notice.

10. SOCIETIES ACT

The Lessee agrees to keep current its Registration and Status with the Societies Act of Alberta and agrees to provide the Town with a copy of their Annual Return, which is sent to the Corporate Registry.

11. CANCELLATION

If either party decides to cancel this agreement, a minimum of six (6) months notice is required. This must be done by registered letter addressed to the President of the Club or the Chief Administrative Officer of the Town.

12. ENTRY RIGHTS

The Lessee agrees that the Town or its agent may enter the property for inspection with a 24-hour notice to Lessee, except in cases of emergency.

The Lessee also agrees that the Town may book an event in this facility with a 24-hour notice to the Lessee for purposes other than archery events.

13. DISPUTES

Should any dispute arise, the two (2) parties agree the President of the Club and the Director of Community Services will negotiate. Should these parties be unable to solve their disagreement, the Lessee then has the right to approach Town Council whose decision will be binding.

IN WITNESS whereof both parties have hereto affixed their signatures on the day and year first above written.

THIS AGREEMENT is entered into with the Town of Taber and the Taber Archers and Bowhunters Club, for a period of **five (5)** years from January 1, 2014 through **December 31, 2018**.

TOWN OF TABER

TABER ARCHERS & BOWHUNTERS CLUB

Mayor

President

Chief Administrative Officer

Treasurer

DRAFT

CANADA)
)
PROVINCE OF ALBERTA)
)
TO WIT) I,
) of the Town of Taber
) in the Province of Alberta,
) make Oath and say:

1. THAT I was personally present and did see John Horvath named in the within instrument, who is personally known to me to be the person named therein, duly sign and execute the same for the purposes named therein;
2. THAT the same was executed at the Town of Taber, in the Province of Alberta, and that I am the subscribing witness thereto;
3. THAT I know the said John Horvath and he is in my belief of the full age of eighteen years.

Sworn before me at the Town of Taber)
in the Province of Alberta,)
this day of , A.D.2014)

A Commissioner of Oaths in and for the
Province of Alberta

CANADA)
)
PROVINCE OF ALBERTA)
)
TO WIT) I,
) of the Town of Taber
) in the Province of Alberta,
) make Oath and say:

1. THAT I was personally present and did see Tom Sekura named in the within instrument, who is personally known to me to be the person named therein, duly sign and execute the same for the purposes named therein;
2. THAT the same was executed at the Town of Taber, in the Province of Alberta, and that I am the subscribing witness thereto;
3. THAT I know the said Tom Sekura and he is in my belief of the full age of eighteen years.

Sworn before me at the Town of Taber)
in the Province of Alberta,)
this day of ,A.D.2014) _____

A Commissioner of Oaths in and for the
Province of Alberta

Council Request for Decision	
Meeting Date: September 8, 2014	
Subject: Historic Taber Courthouse - Main Entrance Rehabilitation: Tender Award	
Recommendation:	Council awards the Historic Taber Courthouse Rehabilitation project tender to _____ in an amount not to exceed \$ _____, and allocates \$ _____ from the Town's Capital Reserves.
Background:	<p>The Town of Taber is the registered owner of the Historic Taber Courthouse. It was designated a Provincial Historic Resource in January 2013.</p> <p>The Town of Taber has retained RKH Architecture to assist us with the building restoration, required to be compliant with the Alberta Heritage requirements, preserving historically significant features from the original building construction. The Town/RKH has also consulted Alberta Heritage to ensure the proposed restoration/upgrades are compliant.</p> <p>A mandatory pre-bid meeting was held on site August 26th and 6 general contractors attended. The tender closes on Thursday, September 4th and we based on the response by contractors to the pre-bid meeting, Administration is expecting bids on this project.</p> <p>Administration will review and evaluate the tender submissions and RKH will provide a tender recommendation letter September 5th; Administration will send the tender summary and recommendation to Council by e-mail September 5th so Council may review the tender bids and recommendation in advance of the September 8 Council meeting.</p> <p>When adopting the Council meeting agenda, as amended, Administration requests Council add the tender summary & recommendation letter to the agenda package, as addendum #1.</p>
Legislation / Authority:	<p>Municipal Government Act Section 3</p> <p>Town of Taber Procurement and Purchasing Policy</p>
Strategic Plan Alignment:	Foster cultural opportunities in Taber through improved venues, support of special events, and recognition of our cultural diversity.



Financial Implication:	Council's 2014 capital budget includes \$150,000 budget for the Old Court House. The expenditures is funded from capital reserves (\$10,000), provincial conditional grant (\$70,000) and provincial MSI grant (\$70,000). Council previously authorized RKH Architecture to assist the Town with this project, with their fees expected to be no greater than \$8,580.
Service Level / Staff Resource Implication:	The Director of Community Services is working closely with RKH Architecture and managing this project.
Justification:	The building is about 100 years old and is in need of major restoration and maintenance. The building has been designated as a registered historic resource and as such, the Town has certain obligations to satisfy. RKH Architecture has great strength and experience as a consultant on such historically significant buildings.
Alternative(s):	In the event no bids are received by the tender deadline, Council may direct Administration to re-tender the project in Winter 2014 for 2015 construction. Council may choose to decline all bids and specify an appropriate reason.
Attachment(s):	Tender Package - excerpt

APPROVALS:	
Originated By:	Rob Cressman
Chief Administrative Officer (CAO) or Designate:	<i>RCB</i>



RKH Architecture Ltd

**SPECIFICATION
MANUAL**

for



**TOWN OF
TABER**

Historic Taber Courthouse

**Main Entrance
Rehabilitation**

August, 2014

Set No. _____



**Historic Taber Courthouse
MAIN ENTRANCE REHABILITATION**

REQUEST FOR TENDER

Sealed bids for the

Historic Taber Courthouse
4902 53 Street
Taber, Alberta

clearly marked,

Bid for:

**Historic Taber Courthouse
MAIN ENTRANCE REHABILITATION**

will be received at

**Town of Taber, Administration Office.
4900 'A', 50 Street
Taber Alberta, T1G 1T1
Before 2:00p.m., Local Daylight Time
September 4, 2014.**

The intent of this bid call is to solicit and receive formal offers from invited bidders for the conservation and rehabilitation of the main entrance of the Historic Taber Courthouse

Bids will be accepted from General Contractors only.

Bids must be accompanied in the form of a certified cheque or bid bond payable to:

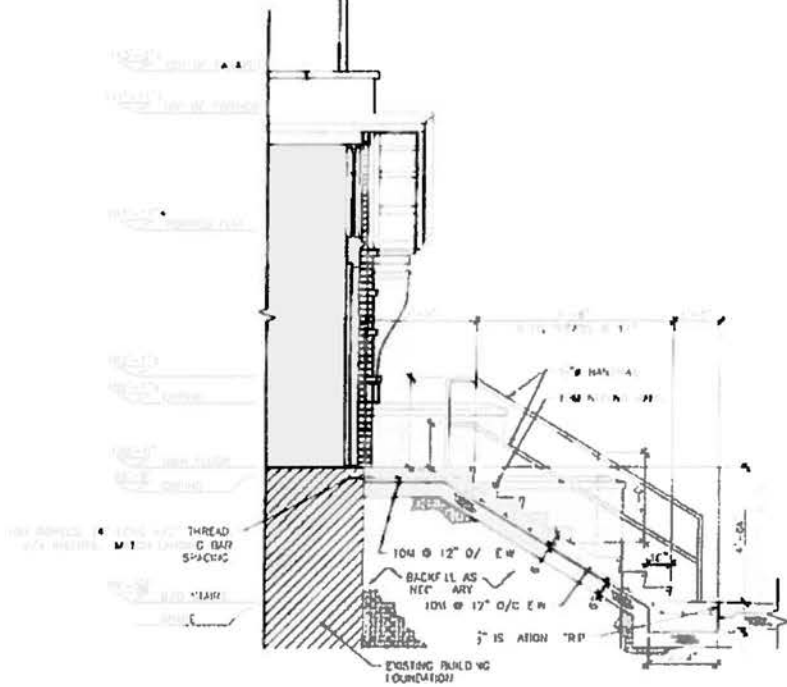
Town of Taber

for the amount equal to 10% of the stipulated price, and a Consent of Surety for the construction securities required by the Contract Documents.

**A mandatory pre-bid site inspection for
General Contractors
will be held August 26, 2014, at 10:00a.m. at:**

**Historic Taber Courthouse
4902 53 Street
Taber, Alberta**

Bid Documents may be obtained by General Contractors only, by attending the mandatory pre-bid site inspection.



STAIR SECTION
 1/2" = 1'-0"

PRELIMINARY
 NOT FOR CONSTRUCTION

SECTION
 HISTORIC TABER COURTHOUSE
 MAIN ENTRANCE REHABILITATION

A-2



Council Request for Decision	
Meeting Date: September 8, 2014	
Subject: Budget 2015: Process and Timelines	
Recommendation:	That Council accepts the proposed 2015 Budget Framework Document for information purposes.
Background:	Attached is the proposed 2015 Budget Framework Document which outlines certain Administrative responsibilities and important timelines relating to the 2015 Budget Presentations. Also attached are the slides for a brief budget overview presentation. Administration is seeking to inform Council on the upcoming budget process and timelines, and provide them with an opportunity for input if they consider it necessary.
Legislation / Authority:	Section 242 and 245 of the MGA
Strategic Plan Alignment:	N/A
Financial Implication:	N/A
Service Level / Staff Resource Implication:	Existing staff resources
Justification:	The Budget Framework document will provide the budget process and a timeline of events leading up to the final approval by council.
Alternative:	That Council directs Administration to amend the 2015 Budget Framework Document to consider the following changes: _____.




Attachment(s):	2015 Proposed Budget Deliberations Document; 2015 Proposed Budget Framework Document
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APPROVALS:	
Originated By:	Donna Weiss
Chief Administrative Officer (CAO) or Designate:	TGS

TOWN OF TABER

2015 Budget Deliberations



OUTLINE

1 Preparing for the Budget Process

2 Finance Role in the Budget Development

1

Preparing for the Budget Process

- i. ENSURE THE BUDGET IS EASILY UNDERSTOOD
- ii. ALIGNED TO THE STRATEGIC PLAN
- iii. COMMUNICATE BUDGET ALLOCATIONS/TAX SUPPORT
- iv. INVOLVE DEPARTMENTS
- v. COMMUNICATE AND COLLABORATE BETWEEN DEPARTMENTS
- vi. REFLECT ON PREVIOUS BUDGETS
- vii. THE BUDGET IS A CONTINUOUS PROCESS

ENSURE THAT

THE PRINCIPLES ARE ENACTED

Ensure the budget is easily understood

Aligned to the Strategic Plan

Communicate budget allocations/tax support

Involve departments

Communicate and collaborate between departments

Reflect on previous budgets

The budget is a continuous process

ENSURE THE BUDGET

IS EASILY UNDERSTOOD

Table of contents

Describe the budget process

Articulate priorities

Statement of goals and objectives

Summary of major revenues and expenditures

Programs, services and projects

Explain short and long-range financial plans

Objective measures of progress toward the strategic plan

Be transparent

ALIGNED TO THE STRATEGIC PLAN

WIDELY
COMMUNICATED
+ COMMONLY
UNDERSTOOD

PLANNING
TOOL

COMMUNICATION
TOOL

MANAGEMENT
TOOL

PERFORMANCE
MEASUREMENT
TOOL

COMMUNICATE

BUDGET ALLOCATIONS

What are sufficient funding allocations?

Communicated to departments

Must align funding to departments priorities

INVOLVE DEPARTMENTS

Must involve all departments

Process starts wide and narrows down

Provide opportunity for input

Supported by department heads

Helps ensure compliance

Buy in comes from involvement, input and support

COMMUNICATE + COLLABORATE

BETWEEN DEPARTMENTS



Create synergies where possible

Identify shared or common resources

Best practices spread and grow

Explain allocations

REFLECT

ON PREVIOUS BUDGETS

Review financial results and variances

Were goals and objective met?

Are contingencies adequately considered?

Policies for:

- Emergency purchases

- Budget amendments

- Department carryover

THE BUDGET

IS A CONTINUOUS PROCESS



CAO

Department Strategic Planning

Strategic Planning Committee

Budget Advisory Committee

Finance

Final Presentation to Council

2 Finance Role in the Budget Development

- i. SUPPORT THE CAO
- ii. DEVELOP AND COMMUNICATE THE BUDGET FRAMEWORK
- iii. LEAD AND COORDINATE THE BUDGET PROCESS
- iv. ENSURE SYSTEMS ARE IN PLACE TO PROVIDE
INFORMATION TO DEPARTMENT HEADS
- v. PREPARE THE BUDGET DOCUMENT FOR PRESENTATION

SUPPORT

THE CAO

Ensure that departments are:

Meeting deadlines

Meeting goals and objectives

Aligned to the strategic plan

Purchasing within authorized limits

Reporting on variances

DEVELOP AND COMMUNICATE

THE BUDGET FRAMEWORK

Budget process is continual and multi-year focused

Budget development approaches:

Incremental

Priority based

Target based

Zero based

LEAD + COORDINATE

THE BUDGET PROCESS



Transparent

Understandable

Documented and communicated

Consistent

Accountable

ENSURE SYSTEMS ARE IN PLACE

TO PROVIDE INFORMATION TO DEPARTMENTS

- 
- Timely
 - Accurate
 - Complete
 - Relevant

PREPARE THE BUDGET DOCUMENT

FOR PRESENTATION



2015 Budget Deliberations

Questions?

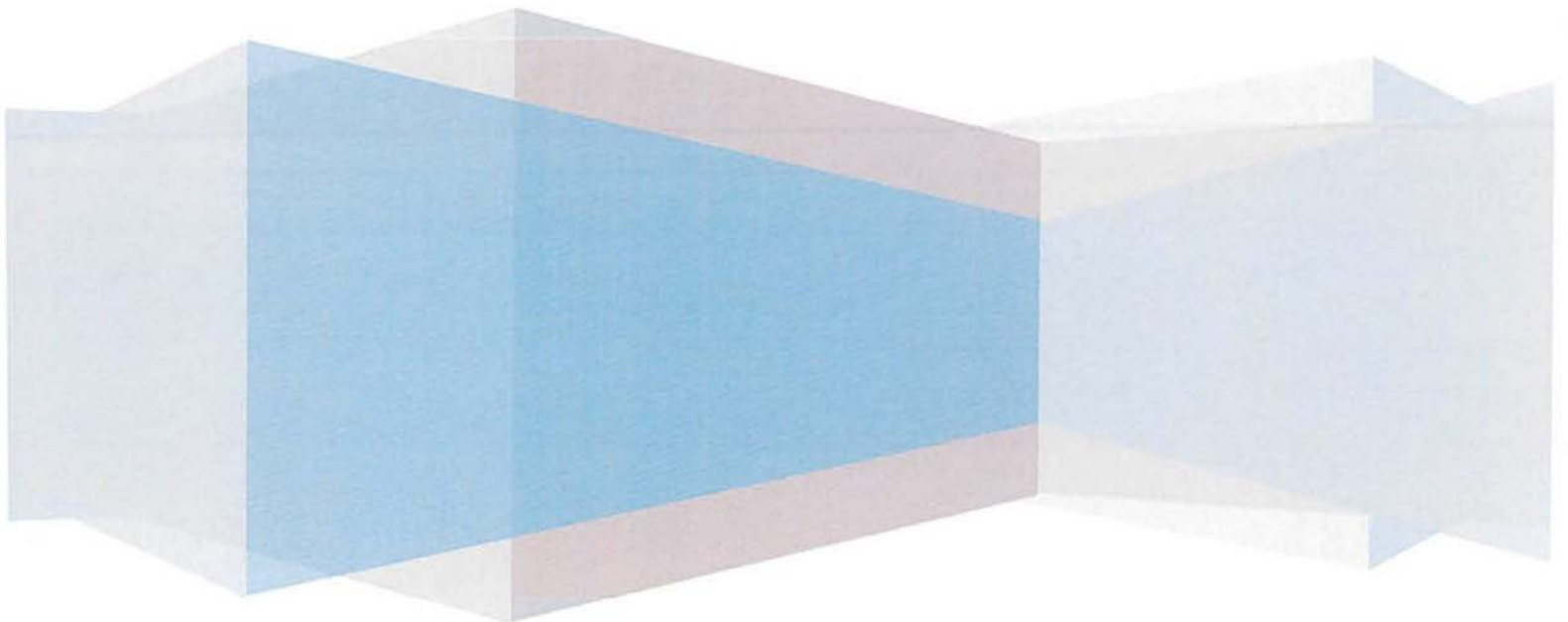


Town of Taber

Budget 2015

Budget Framework Document – Fall 2014

Director of Corporate Services



Introduction to the Budget Framework Document

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

The Annual Budget serves as a:

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

Budget Advisory Committee

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

Budget Framework Document

The Town of Taber Annual Budget for both Operating and Capital requirements consists of a timeline of events leading up to the final approval by Town Council on December 15, 2014.

They are as follows:

1. High level discussion facilitated by Greg Birch and Dale Culler with Council regarding 2015 budget plan.
 - **Proposed completion Date: September 2, 2014.**
 - **Proposed Council Meeting Date: September 8, 2014.**
2. Initial budget preparation consisting of budget plan for Council consideration consisting of both operating and capital budget plans, and narrative presentation.

The initial draft budget should contain:

- a. Tie in to the required service levels for the department's upcoming operations and capital requests for Fiscal 2015-2017.
- b. An explanation of how each line item is determined and the reasoning for any deletions or additions from prior year.
- c. A list of assumptions made when preparing both the operating and capital budgets.
- d. All vehicle and equipment capital items need to be tied into the remaining useful life expectancy from the TCA listing and or life cycle replacement plan.

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

- Corporate Services – Dale Culler
 - IT – Tom Moffatt
 - HR – Barkley Busch
- Community Services – Rob Cressman
- Recreation and Leisure Services – Aline Holmen
- Police Commission – Alf Rudd
- Emergency Services – Steve Munshaw
- Engineering and Public Works – Gary Scherer
- Planning and Development – Cory Armfelt

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

- a. Review by Department Head with the department managers of their presentation to Council.

- b. Provide advice and recommendations to managers on the initial draft budget.
 - c. Inclusion of operating and capital budget project proposals from EPCOR, AE and any other consultants.
- **Proposed completion Date: September 30, 2014.**
3. Independent Director's Review.
- a. Consists of an overall budget analysis of the initial draft for their departments and comparative with prior year's budget to actual for reasonableness.
 - b. Adjustments made accordingly and discussed with Department managers creating the second draft budget.
- **Proposed completion Date: October 9, 2014.**
4. Budget Advisory Committee Meeting.
- a. Review of the 2nd draft operating and capital budget proposals at an organization wide level.
 - b. Determination of the deficit to available funding sources and reserves.
 - c. Discussion on AE, EPCOR, and other consultant budget proposals.
 - d. Prepare proposed amendments to the budget to provide feedback to department managers.
- **Proposed completion Date: October 14, 2014.**
5. Discussion at Management Meeting.
- a. Presentation of 2nd draft along with proposed amendments from the Budget Advisory Committee discussion back to the managers for further discussion.
 - b. Revisions made after feedback from manager's discussion creating a third draft budget.
- **Proposed completion Date: October 15, 2014.**
6. Managers' introductory budget narrative presentation to Council.
- **Proposed completion Date: October 23, 2014.**
 - **Proposed Special Council Meeting Date: Week of October 27 – 31, 2014.**

7. Budget Advisory Committee Meeting.
 - a. Debrief of the Manager's presentations to Council.
 - b. Discuss proposed tax and utility rates.
 - c. Revisions made after discussion creating a fourth draft.
 - **Proposed completion Date: October 31, 2014.**

8. Presentation of Consolidated Draft Operating and Capital Budgets to Council.
 - a. Presentation by the Director of Corporate Services of 2015 Operating and Capital budgets.
 - b. Changes or recommendations from Council documented by the Director of Corporate Services.
 - c. Budget revisions made after Council meeting creating a final fifth draft.
 - d. Review with the Budget Advisory Committee.
 - **Proposed completion Date: November 4, 2014.**
 - **Proposed Council Meeting Date: November 10, 2014.**

9. Discussion at Management Meeting.
 - a. Final, key discussion of fifth draft budget by management group for update and any critical decision-making. This should mostly be informational only.
 - b. Discussion and recommendations for Council.
 - c. Changes or recommendations from management meeting documented by Director of Corporate Services.
 - **Proposed completion Date: November 12, 2014.**

10. Discussion at special Department Head Meeting *if needed*.
 - a. Changes to be made within departments.
 - b. Report back changes to Budget Committee for inclusion in final draft.
 - **Proposed completion Date: November 18, 2014.**

11. Budget Advisory Committee Meeting.
 - a. Final review and revisions.
 - **Proposed completion Date: November 24, 2014.**

12. Final Operating and Capital Budget Presentation to Council.

- **Proposed completion Date: November 27, 2014.**
- **Proposed Special Council Meeting Date: Week of December 1 – 5, 2014.**

13. Council Approval of 2015 Operating and Capital Budget Proposal.

- **Proposed completion Date: December 9, 2014.**
- **Proposed Council Meeting Date: December 9, 2014.**

Should you need assistance please contact me. It is my expectation that working together we can meet these objectives. Thank you for your cooperation with respect to Budget 2015 for the Town of Taber.

Dale Culler, CA

Director of Corporate Services

Council Request for Decision

Meeting Date: September 8, 2014

Subject: Information For Council

Recommendation:

That Council accepts the material received in this Agenda Item, as information.

Background:

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

The relevant communication for this Council agenda is:

1. Stars of Alberta Volunteer Awards 2014 – Call for Nominations

The Stars of Alberta Volunteer Awards recognize Albertans whose volunteer efforts have contributed to the well-being of their community and fellow community members. The Honourable Heather Klimchuk, Minister of Alberta Culture is encouraging nominations of an outstanding volunteer.

2. MD of Taber Correspondence

Correspondence was received from the MD of Taber stating their acceptance of the amended Terms of Reference for the Joint Economic Development Committee to include the Village of Barnwell.


3. Alberta Municipal Affairs Correspondence

Correspondence was received from the Honourable Greg Weadick, Minister of Alberta Municipal Affairs which confirms that correspondence from Council was received by their Office regarding the request to increase the funding for public library services in the provincial budget.

	<p>4. Alberta Environment and Sustainable Resource Development Correspondence</p> <p>Correspondence was received from the Honourable Robin Campbell, Minister of Alberta Environment and Sustainable Resource Development which confirms that correspondence from Council was received by their Office regarding the measures to address the threat of the highly invasive freshwater quagga and zebra mussels.</p> <p>5. Decommissioning the Old Water Fill Station</p> <p>The town sent out a Request for Quote (RFQ) for the demolition of the old water fill station. The town received two tenders (one from F. Miller Excavating Ltd. the other from Dirtworld Contracting Inc.) in response to the RFQ which was posted on the Town of Taber website and Alberta purchasing connection. Both tenders were complete and met the requirements and it was the low bid from F. Miller Excavating Ltd. which was selected. The services include the demolition of the building (roof, walls and foundation) as well as backfilling and compaction of the hole left from the removal of the foundation. EPCOR will remove the water fixtures from inside the building and cap off (or remove depending on condition of existing service) both the water and sewer services from the main to the property line within the roadway. The electrical and gas services will be decommissioned by the appropriate utility which will be coordinated by the town directly. The hope is that demolition of the old water fill station will be completed by the end of September depending on how soon the utility companies can decommission the services prior to F. Miller Excavating Ltd. demolishing the building.</p>
Legislation / Authority:	N/A
Strategic Plan Alignment:	<p>Governance:</p> <p>Build partnerships with other governments and organizations where synergies may exist.</p>
Financial Implication:	N/A
Service Level / Staff Resource Implication:	N/A



Justification:	To keep Council informed of current municipal information and correspondences.
Alternative(s):	<ol style="list-style-type: none"> 1. Council could seek clarification on any of the matters from Administration. 2. Council could discuss, in depth, any of the matters raised by this communication and take action through either resolution or bylaw.
Attachment(s):	<ol style="list-style-type: none"> 1. Stars of Alberta Volunteer Awards 2014 - Call for Nominations 2. MD of Taber JEDC Committee Correspondence 3. Alberta Municipal Affairs Public Library Funding Correspondence 4. Alberta Environment and Sustainable Resource Development Correspondence 5. None

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

100-201



ALBERTA
CULTURE

Office of the Minister
M.A. Edmonton-Glenora



Stars of Alberta Volunteer Awards 2014 - Call for Nominations

In every Alberta town and city, we have ordinary people who do extraordinary things that make our communities the kind of vibrant, welcoming places we can all take pride in.

These volunteers are your friends and neighbours, the young people and seniors and the moms and the dads who can be counted on to help make that fundraiser a success or serve on that volunteer board. The compassion and concern of volunteers touch the lives of anyone who enjoys a local festival, attends an event at a community centre or who receives a comforting smile at a hospital or a helping hand at a food bank.

Volunteers give freely of their talents and time to make a difference. Will you take the time and make a difference by helping us honour outstanding volunteers in your community?

The Stars of Alberta Volunteer Awards recognize Albertans whose volunteer efforts have contributed to the well-being of their community and fellow community members. Any Albertan whose volunteer efforts have played a significant role during their lifetime is eligible. Six awards are presented annually; two in each category of youth, adult and senior. The awards will be presented at a special ceremony in Edmonton on International Volunteer Day, December 5.

I encourage you to nominate an outstanding volunteer today.

For more information, please refer to the enclosed 2014 Stars of Alberta Volunteer Awards nomination form or visit the Community and Voluntary Services page on our website at www.culture.alberta.ca. The deadline for nominations is Monday, September 15.

Thank you for your support in recognizing Alberta's volunteers.

Heather Klimchuk
Minister

Enclosure

Municipal District of Taber

Administration Office



August 13, 2014

Joint Economic Development Committee
c/o Town of Taber
4900A – 50th Street
Taber, AB
T1G 1T1

Re: Terms of Reference

The Municipal District of Taber Council at their August 12, 2014 Council meeting has accepted the resolution pertaining to including the Village of Barnwell in the Joint Economic Development Committee and has accepted the amended Terms of Reference to include the Village.

Sincerely,

A handwritten signature in black ink, appearing to read "B. Brewin".

Brian Brewin
Reeve
Municipal District of Taber



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister

AR75112

AUG 18 2014



His Worship Hendrick De Vlieger
Mayor, Town of Taber
4900A - 50 Street
Taber AB T1G 1T1

Dear Mayor De Vlieger,

Thank you for your recent letter requesting an increase in funding for public library services in the provincial budget.

Total provincial public library operating grants have remained stable at \$26 million in 2014/15. While the operating grants are currently based on 2010 population due to budget limitations, Municipal Affairs increased support to all public libraries by investing nearly \$4 million in e-content, interlibrary loans, and resource-sharing, each year since 2010.

I appreciate your comments and will raise them for government consideration. I assure you that Municipal Affairs is committed to supporting municipal and regional library system boards in the provision of public library service to Albertans.

Thank you again for writing.

Sincerely,

for Greg Weadick
Minister of Municipal Affairs

cc: Honourable Doug Horner
President of Treasury Board and Minister of Finance

Bridget Pastoor
MLA, Lethbridge-East



ALBERTA
ENVIRONMENT AND SUSTAINABLE RESOURCE DEVELOPMENT

Office of the Minister

MLA, West Yellowhead

July 29, 2014

His Worship Henk De Vlieger, Mayor
Town of Taber
A - 4900 - 50 Street
Taber AB T1G 1T1



Dear Mayor De Vlieger:

Thank you for your July 2, 2014, letter regarding measures to address the threat of the highly invasive freshwater quagga and zebra mussels.

Environment and Sustainable Resource Development recognizes the environmental and economic risks these species pose to irrigation and agriculture in Alberta. Our department values the level of commitment by key stakeholders, such as the Taber Irrigation District to prevent the spread of quagga and zebra mussels. We are developing a province-wide prevention program that includes response, monitoring, operations, education, policy, and legislation.

By designating quagga mussels as a prohibited species, fishery officers can now stop, inspect, decontaminate, and if necessary, quarantine mussel-fouled boats. Alberta is participating on the National Aquatic Invasive Species Committee on the federal *Fisheries Act* regulation changes to ensure assistance with intercepting high-risk boats at the U.S. border. Additional preventive activities such as compulsory boat inspections and decontamination, and/or a quarantine period are being considered.

This summer, we are inspecting boats on four major highways in Alberta at the Saskatchewan and U.S. borders and in Crowsnest Pass, and we are launching educational campaign to help raise awareness of the issue. In addition, more than 70 Alberta water bodies will be monitored on a rotational basis by the Alberta Environmental Monitoring, Reporting and Evaluation Agency; Tourism, Parks and Recreation; Alberta Lake Management Society; and Agriculture and Rural development.

A rapid response plan is in development; both the Alberta Irrigation Projects Association and Eastern Irrigation District are on this team. They will review all control options for invasive mussels, and take steps to prepare for implementing those controls.

Our government looks forward to working with other jurisdictions and our many partners to keep quagga and zebra mussels out of Alberta and our neighbouring provinces.

Sincerely,

A handwritten signature in black ink, appearing to read 'Robin Campbell', with a stylized flourish at the end.

Robin Campbell
Minister