



**FORWARDED: OCTOBER 24, 2013**

**AGENDA**

REGULAR MEETING OF THE COUNCIL OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY OCTOBER 28, 2013 AT 5:00 PM, IMMEDIATELY FOLLOWING THE ORGANIZATIONAL MEETING OF COUNCIL AT 5:00 PM.

	<b><u>MOTION</u></b>
<b><u>ITEM NO. 1. CALL TO ORDER</u></b>	
<b><u>ITEM NO. 2. ADOPTION OF THE AGENDA</u></b>	<b>X</b>
<b><u>ITEM NO. 3. DELEGATIONS - NONE</u></b>	
<b><u>ITEM NO. 4. ADOPTION OF THE MINUTES</u></b>	
A) RFD Regular Meeting of Council October 15, 2013	<b>X</b>
<b><u>ITEM NO. 5. BUSINESS ARISING FROM THE MINUTES</u></b>	
A) RFD Appeal of Notice/Order to Comply: Notice/Order 3117	<b>X</b>
<b><u>ITEM NO. 6. BYLAWS - NONE</u></b>	
<b><u>ITEM NO. 7. ACTION ITEMS</u></b>	
A) RFD First Time Hunters' Program: Request for Access to Wastewater Effluent Irrigation Lands	<b>X</b>
B) RFD Proposed Accounts Receivable Collections & Write Offs Policy and Procedure CS-FIN-4	<b>X</b>
C) RFD Canadian Badlands Tourism: Tourism Visioning Project	<b>X</b>
D) RFD 2014 Budget: Allocation of Photo-radar Revenue and Expenses	<b>X</b>
E) RFD Joint Economic Development Committee: Proposed Amendment to Committee Terms of Reference	<b>X</b>
F) RFD Department Reports	<b>X</b>
G) RFD Mayor and Council Reports (Verbal)	<b>X</b>
<b><u>ITEM NO. 8. MEDIA INQUIRIES</u></b>	



**ITEM NO. 9. CLOSED SESSION - NONE**

**ITEM NO. 10. OPEN SESSION - NONE**


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

**X**



Agenda Item No. 4. A)

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

<b>Subject:</b> Regular Minutes of Council	<b>Date of</b> October 28, 2013 <b>Agenda:</b>
<b>Prepared By:</b> Kerry Van Ham, Council & CAO Assistant	
<b>Attachments:</b> Minutes	
<b>Topic:</b> Minutes of the Regular Meeting of Council, October 15, 2013	
<b>Background:</b>	
<b>Options:</b>	<ol style="list-style-type: none"><li>1. That Council adopts the minutes of the Regular Meeting of Council held on October 15, 2013, as presented.</li><li>2. That Council adopts the minutes of the Regular Meeting of Council held on October 15, 2013, as amended</li></ol>
<b>Recommendation:</b> Option #1 - That Council adopts the minutes of the Regular Meeting of Council held on October 15, 2013, as presented.	
<b>Approval Date:</b> October 24, 2013	<b>CAO:</b> 

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON TUESDAY, OCTOBER 15, 2013, AT 5:00 PM.

PRESENT: Mayor Ray Bryant  
Councillor Randy Sparks  
Councillor Rick Popadynetz  
Councillor John Papp  
Councillor Louie Tams  
Councillor Garth Bekkering  
Councillor Murray Rochelle

ALSO PRESENT: Greg Birch, Chief Administrative Officer (CAO)  
Dale Culler, Director of Corporate Services  
Rob Cressman, Director of Community Services  
Aline Holmen, Leisure Services Manager  
Kerry Van Ham, Council & CAO Assistant  
Trevor Busch, Taber Times

**ORDER**

Mayor Bryant called the Regular Meeting of Council to Order at 5:00 PM.

**ADOPTION OF THE AGENDA**

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

RES.330/13 MOVED by Councillor Rochelle that Council adopt the agenda as presented.

CARRIED UNANIMOUSLY

**DELEGATIONS****A) Taber & District Handibus Association:  
Town of Taber 2014 Budget Consideration**

Representatives Ms. Krista Staples and Mr. Paul Primeau of the Taber & District Handibus Association presented the Association's request for funding for inclusion in the Town of Taber 2014 Budget.

Council discussed the various projects and the request for funding details.

RES.331/13 MOVED by Councillor Popadynetz that Council receives the request for funding from the Taber & District Handibus Association, for consideration for inclusion in the Town of Taber 2014 budget, for information.

CARRIED UNANIMOUSLY

**B) Taber Public Library:  
Town of Taber 2014 Budget Consideration**

Mr. Phil Zadnik, Library Board member presented the Taber Public Library request for funding inclusion in the Town of Taber 2014 Budget.

Council discussed the demographic characteristics of the Library's customers, the funding provided by the MD of Taber, and the request for funding details.

RES.332/13 MOVED by Councillor Tams that Council receives the request for funding from the Taber Public Library, for consideration for inclusion in the Town of Taber 2014 budget, for information.

CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES****A) Regular Meeting of Council – September 23, 2013**

RES.333/13 MOVED by Councillor Bekkering that Council adopts the minutes of the Regular Meeting of Council held on September 23 2013, as presented.

CARRIED UNANIMOUSLY

**BUSINESS ARISING FROM THE MINUTES - NONE****BYLAWS****A) Proposed Lane Closure Bylaw 1-2013:  
2<sup>nd</sup> and 3<sup>rd</sup> Reading**

C. Armfelt stated that at the regularly scheduled Council Meeting held on March 11, 2013 Council gave first reading to Bylaw 1-2013. The purpose of the bylaw is to close the portion of government laneway located within Block 21, Plan 6390L and consolidate the land with the adjacent parcels. The land then may be sold to an interested party for future development. Endorsement to close this laneway has been granted by Alberta's Minister of Transportation. As such, that act brings this matter back to Council for consideration of second and third reading.

RES.334/13 MOVED by Councillor Papp that Council gives 2<sup>nd</sup> Reading to Bylaw 1-2013, to close the portion of government laneway contained within Block 21, Plan 6390L in the Town of Taber, as presented.

CARRIED UNANIMOUSLY

RES.335/13 MOVED by Councillor Rochelle that Council gives 3<sup>rd</sup> and Final Reading to Bylaw 1-2013, to close the portion of government laneway contained within Block 21, Plan 6390L in the Town of Taber, as presented.

CARRIED UNANIMOUSLY

**BYLAWS – CONT'D****B) Proposed Utility Bylaw 14-2013:  
1<sup>st</sup> Reading**

D. Culler reviewed the proposed bylaw which included several amendments and clarifications to certain definitions and provisions, and the consolidation of utility rates into the Schedule of Fees Bylaw.

Council discussed the proposed amendments which included a provision that will allow the Town at its discretion to authorize installation of a sewer meter that specifically monitors sewer flows from specific industrial properties or to establish special sewage rates for those industrial users.

RES.336/13 MOVED by Councillor Bekkering that Council gives 1<sup>st</sup> Reading to Utility Bylaw 14-2013, as presented.

CARRIED UNANIMOUSLY

RES.337/13 MOVED by Councillor Tams that Council gives 2<sup>nd</sup> Reading to Utility Bylaw 14-2013, as presented.

CARRIED UNANIMOUSLY

RES.338/13 MOVED by Councillor Sparks that Council gives unanimous consent to proceed to 3<sup>rd</sup> and Final Reading of Utility Bylaw 14-2013, as presented.

CARRIED UNANIMOUSLY

RES.339/13 MOVED by Councillor Rochelle that Council gives 3<sup>rd</sup> and Final Reading to Utility Bylaw 14-2013, as presented.

CARRIED UNANIMOUSLY

**BYLAWS – CONT'D**

**C) Proposed Schedule of Fees Bylaw 15-2013:  
1<sup>st</sup> Reading**

D. Culler stated that Administration proposes to add the utility rate schedules to the Schedule of Fees Bylaw.

RES.340/13 MOVED by Councillor Papp that Council gives 1<sup>st</sup> Reading to Schedule of Fees Bylaw 15-2013, as presented.

CARRIED UNANIMOUSLY

Council discussed the wording regarding the meter rate charged for Lawn Service Meters.

RES.341/13 MOVED by Councillor Rochelle that Council gives 2<sup>nd</sup> Reading to Schedule of Fees Bylaw 15-2013, with an amendment to Schedule "E" to add the meter rate charged for Lawn Service Meters will be the same as the rate charged for the applicable property classification listed above.

CARRIED UNANIMOUSLY

RES.342/13 MOVED by Councillor Tams that Council gives unanimous consent to proceed to 3<sup>rd</sup> and Final Reading of Schedule of Fees Bylaw 15-2013, as amended.

CARRIED UNANIMOUSLY

RES.343/13 MOVED by Councillor Sparks that Council gives 3<sup>rd</sup> and Final Reading to Schedule of Fees Bylaw 15-2013, as presented.

CARRIED UNANIMOUSLY



**ACTION ITEMS****A) Taber and District Housing Foundation:  
Request for Tax Exemption Status**

D. Culler stated that the Town received a request from Taber and District Housing Foundation to have the property at 5318 48 Ave., owned by 910487 Alberta Ltd. and leased by Taber and District Housing Foundation, exempt from property taxes.

Administration notes that because the Foundation requisitions a portion of their expenditures to the Town of Taber and other municipalities, the Foundation could recover a portion of taxes paid.

RES.344/13 MOVED by Councillor Tams that Council does not recommend property tax exempt status to the Taber and District Housing Foundation at 5318 48 Ave.

CARRIED

**B) Proposed Recreation Facility Waiver and Reduction  
Requests Policy PS-REC-2**

R. Cressman presented the proposed policy amendments as recommended by the Taber Recreation Board at the October 3, 2013 meeting.

Council discussed the value of the waivers and amendments.

RES.345/13 MOVED by Councillor Papp that Council adopts the Recreation Facilities Rental Fee Waiver and Reduction Requests Policy PS-REC-2, as presented.

CARRIED UNANIMOUSLY

**ACTION ITEMS – CONT'D****C) 2013 Taber Pheasant Festival:  
Sponsorship Opportunity**

G. Birch stated that 2013 marks the third annual Pheasant Festival in the Taber area. The Festival coordinators (Alberta Conservation Association) indicated that there still exists an opportunity for the Town of Taber to sponsor this event.

Council discussed the significant economical and related benefits to the Town.

RES.346/13 MOVED by Councillor Tams that Council authorizes the sponsorship of the 2013 Taber Pheasant Festival in an amount of \$2,500.00, to be taken from grants to individuals and non-government organizations.

CARRIED

**D) Bulk Water Truck Fill Station:  
Sole Sourcing of Pre-engineered Fill Station**

G. Birch stated that Associated Engineering has researched companies capable of the work to complete this project and is recommending that the Town use Flowpoint Systems.

Council and Administration discussed the Town of Taber tendering process as required in the Procurement and Purchasing Policy CS-FIN-1.

RES.347/13 MOVED by Councillor Tams that notwithstanding Procurement and Purchasing Policy CS-FIN-1, Council authorize administration to negotiate the pre-engineering and supply of the Bulk Water Truck Fill Station directly with Flowpoint Systems based on the investigation and recommendation by Associated Engineering, with the price to be in the range of \$130,000.00.

DEFEATED

**ACTION ITEMS – CONT'D****E) Municipal Development Plan (MDP) Review:  
Council Update**

C. Armfelt stated that since Council endorsed the review of the current Municipal Development Plan (Bylaw 387) on August 20, 2012, the planning department has steadily moved towards the production of a new municipal development plan document. Mr. Armfelt provided Council with the steps the department has undertaken to this point.

Council discussed the growth and development policy matters that arose throughout discussion meetings with the steering committee and specific agencies in the Town of Taber.

RES.348/13 MOVED by Councillor Bekkering that Council accept the information provided in the RFD as information.

CARRIED UNANIMOUSLY

**F) Southern Alberta Summer Games:  
Final Report**

Aline Holmen reviewed the summary report for the Southern Alberta Summer Games as well as the Final 2013 Games Budget.

Council discussed the individuals that contributed to the success of the games including both Town of Taber Council and the MD of Taber Council, staff from both organizations, Sports Chairs, Sponsor, and the many volunteers.

RES.349/13 MOVED by Councillor Papp that council accepts the 2013 Southern Alberta Games Final Report, as presented.

CARRIED UNANIMOUSLY

**ACTION ITEMS – CONT'D****G) Environmental Stewardship:  
Hydrocarbon Release Site Update**

R. Cressman reviewed the report from WA Environmental Services Ltd. which details progress regarding the hydrocarbon release site located NW 31-9-16W4M, which is commonly known to be located on highway 3 north of the service road/golf club maintenance shop.

Council discussed the results of the assessment and remediation work which included identification of asphalt-like substance, material excavation and disposal, surface vegetation assessment, and groundwater well installation and sampling.

RES.350/13 MOVED by Councillor Popadynetz that Council accepts the September 15, 2013 report from WA Environmental Services Ltd.

CARRIED UNANIMOUSLY

**H) Information for Council**

G. Birch provided relevant communication that was received by the Municipality for Council's information and possible further action, if Council so decided.

RES.351/13 MOVED by Councillor Bekkering that Council accept the material received in this Agenda Item, as information.

CARRIED UNANIMOUSLY

**MEDIA INQUIRIES – NONE****CLOSED SESSION**

RES.352/13 MOVED by Councillor Rochelle that Council moves to Closed Session to discuss legal matters.

CARRIED UNANIMOUSLY AT 7:00 PM

**OPEN SESSION**

RES.353/13 MOVED by Councillor Tams that Council reconvenes into Open Session.

CARRIED UNANIMOUSLY AT 7:55 PM

**CLOSE OF MEETING**

RES.354/13 MOVED by Councillor Rochelle that this Regular Meeting of Council is hereby closed.

CARRIED UNANIMOUSLY AT 7:56 PM

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER



Agenda Item No. 5.A)

TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Table with 2 columns: Subject (Appeal of Notice/Order to Comply No. 3117), Date of (October 28, 2013), Prepared By (Greg Birch, CAO), Attachments (Information included in the September 23, 2013 Council Agenda Package), Topic (Appeal to Council)

Background:

On September 23, 2013, Council tabled a decision it was dealing with regarding a nuisance matter. The tabling motion was:
That Council recommend that Administration endeavor to resolve the matter between the two neighbors and provide a summary of that effort at the October 15, 2013 general meeting of Council.

CARRIED UNANIMOUSLY

The nuisance matter involved two mature spruce trees in a residential neighbourhood. The two trees are on one property, in the side yard, but overhang both residential properties. The owners of the house on the property without the trees (the complainants) formally complained to the Town that the two spruce trees were a nuisance because of the material that falls off of them: sap, needles and cones. They complained that their asphalt roof had to be replaced due to damage, as well as deck chairs. They are tired of dealing with the material that falls from the trees. Peace Officer Bullock inspected the properties and issued an order that the trees be removed. The owner of the property with the trees appealed that order to Council. His position is that the trees are two large, mature trees that should not be removed, and that any nuisance they cause can be dealt with in other ways. Council heard this appeal on September 23, 2013 and passed the above resolution.

On October 22, 2013, Peace Officer Bullock and the Town's CAO inspected the properties and met with the two landowners to see if there was some compromise. After discussing the situation and the various interests, this did not seem likely. Hence, the matter is being brought back to Council.

The question from administration to Council at this October 28, 2013 meeting is: does Council wish to hear from the two landowners before making a decision or simply receive detailed information about the situation and a recommendation from administration. We told the two landowners that administration's recommendation would be on the November 12, 2013 meeting of Council (with Council's permission) and that we were not sure whether or not Council wished to hear from them. Of course, the issue is that there has been a change in Council membership since the matter was first raised in September. Both parties have said that they would be willing to address Council on November 12th if you wish to hear from them.

**Options:**

1. Council could decide that it wants to hear from the two landowners before making a decision.
2. Council could decide to receive the detailed report from administration and then make the decision without further input.
3. Council could ask for further investigation or action before making a decision on how to proceed.

**Recommendation:** That Council invite the two landowners involved in the nuisance issue of the spruce trees to make a maximum five minute each presentation to Council on November 12, 2013, to express their respective interest regarding the two trees, prior to Council making its decision on the appeal.

**Approval  
Date:**

October 24, 2013

**CAO:** *TGB*



TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Table with 2 columns and 5 rows containing subject, date, prepared by, attachments, topic, background, options, recommendation, and approval date.



5921 – 23 Street,  
Taber, AB T1G 1K4  
September 17, 2013



Letter of Appeal

To: The Mayor and Council  
Town of Taber  
Taber, AB

Dear Sirs,

Re: Notice/order #3117 to Comply  
By Bylaws Officer #13664  
Dated September 10, 2013

I wish to appeal the above notice/order to destroy two magnificent spruce trees on my property which I treasure a lot. The reasons given for such a drastic measure are purely cosmetic and are not health related.

If necessary, I would be willing to appear before the Mayor and Council with witnesses and collaborators.

Yours truly,

A handwritten signature in black ink that reads "C.V. Correia".

C.V. Correia



# NOTICE / ORDER TO COMPLY

DATE: September 10, 2013 TIME: 3:42 pm

CIVIC ADDRESS: 5121 53 Street, Taber, AB.

OWNER / OCCUPANT: Constancia Corpeira

YOU ARE HEREBY NOTIFIED / ORDERED TO COMPLY WITH THE FOLLOWING:  
(As per Municipal Bylaws)

### LOCATION IN RELATION TO PROPERTY

	Front	Rear	Perimeter	Sidewalk /Blvd.	Alley	Other
Remove Litter (Garbage)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cut Grass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cut Weeds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Destroy Restricted / Noxious Weeds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trim Trees / Shrubs / Bushes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remove Snow / Ice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other <u>Please remove</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>2 pine trees from Southside of property</u>						

IF THIS ORDER IS NOT COMPLIED WITH IN THE TIME SPECIFIED, THEN THE BYLAW ENFORCEMENT OFFICER HAS THE RIGHT TO DIRECT ANY PERSON TO DO THE WORK REQUIRED BY THE NOTICE / ORDER; AND THE COST OF DOING THE WORK MAY BE RECOVERED FROM THE OWNER OR OCCUPANT OF THE PROPERTY AS A DEBT DUE TO THE TOWN OF TABER OR SUCH MAY BE CHARGED AGAINST THE PROPERTY AS TAXES DUE AND OWING (PURSUANT TO THE MUNICIPAL GOVERNMENT ACT, SECTION 553, AND THE PROVINCIAL WEEDS ACT, SECTION 21).

As the above mentioned Owner / Occupant, you are hereby required to undertake the above mentioned

by October 15, 20 13 (Time 8:00 AM) to avoid further action.

Municipal Bylaw

4-2007

Bylaw Officer

CPO Bullock #14864

3117



TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Table with 2 columns and 5 rows containing meeting details: Subject, Date of Agenda, Prepared By, Attachments, Topic, Background, Options, Recommendation, and Approval Date.

October 18. 2013



**Rob Cressman**

**Community Services – Town Of Taber**

This letter is in response to your recent email regarding access to the Town of Taber Farm Lands, located north of Taber. I am writing to once again request permission to access that property during the Fall of 2013 (Month of November) big game hunting season.

As you know, I have been accessing this property for the purposes stated for approximately the past 20 years. Initially, permission was granted by the Lessee, and more recently by the Town Council. To the best of my knowledge there has never been any concerns raised regarding this access. I have always been respectful of the property and have never done anything that would jeopardise the health of the crops or land.

I have attached a copy of the First Time Hunter philosophy as published on the Alberta Hunter Education Instructor Association Website. This details the objectives of the program that I have been mentoring here for the past 30+ years. I have also attached the Liability Insurance that I have for this program. This program occurs annually throughout the province, each year, and has been successful, not only due to the dedication of the mentors, but also to the generosity of the landowners who see this as an opportunity to contribute to their community in a positive manner.

Over the years there have been many deer harvested from this property. At one point there would be 50 to 70 deer out there any given evening. Recently the numbers are fewer, due mainly to reduced habitat quality. This is not a criticism of Mr. Brewin's farming practice. Previously the Town property was seeded totally to Hay. This was very good forage for the deer. Recently it has been seeded to cereal crops, and as such, very little quality feed remains into the winter season. Thus, the carrying capacity of this property was greatly reduced. I believe that historically the land was cropped to hay, since this was the one crop that once it was established, would ensure that there would be little or no erosion to the soil.

In closing, I wish to ensure the Town of Taber, and Mr. Brewin, that the First Time Hunter Program and my presence on that property would in no way lend itself to any detrimental activity. I have always practiced "USE RESPECT" principles and have posted the entrance to that property with signs that restrict public access. I have not impeded the Lessee's operations out there in any way.

In closing, I hope that this explanation will provide you with assurance to continue our relationship on the aforesaid property.

Thank you for your attention

Allen Herbst

A handwritten signature in blue ink that reads "Allen Herbst".

## **First Time Hunter Program**

### **Overview**

**This program is designed to encourage all hunters, especially Hunter Education Instructors, to mentor a first time hunter during their first hunting experience. It's based on the concept that attitudes and perception of hunting are influenced and permanently set by the hunter's first experience while hunting.**

**The goals of the program are:**

- a) To have first time hunters experience a supervised quality hunt, to develop hunting skills, knowledge, and to adopt a positive attitude towards hunting, landowners, and the resource.**
- b) To have volunteer instructors or experienced hunters educate, train, and foster acceptable behaviour in first time hunters through an actual hunting experience.**
- c) To enhance first time hunter's skills in wildlife identification, outdoor equipment, marksmanship, field ethics, landowner relations, hunting techniques, first aid, field techniques, firearms handling and safety, and wildlife management.**

**The program is encouraged for any game species the mentor desires to guide for. The first time hunt is for any length of duration during an open season.**

### **Program Delivery**

- Any adult (18 years or older) that holds a hunting licence can mentor a First Time Hunter.**
- Adults must hold a valid hunting licence and firearms licence (firearms licence is not required if bow hunting).**
- If mentor is not a Hunter Education Instructor, they must complete a criminal check (CPIC) or have 5,000,000.00 insurance coverage (i.e. APOS). Mentors are not required to complete a criminal record check if mentoring a member of their immediate family.**
- The hunt can be any length of time; however, registrants can only register for the program once.**
- Each first time hunter will be issued a blaze orange vest and certificate. Each mentor will be given a ball cap, lapel pin, and certificate.**
- Any species of licenced game (big game or bird game) can be hunted during an open season.**
- All first time hunters must have taken the Alberta Conservation and Hunter Education Program or the Conservation and Hunter Education Home Study Program to be eligible.**
- Alberta Fish & Wildlife has allowed a number of Antlerless Mule Deer Licences to be specifically allocated to this program. These licences are separate from the draw process and can be applied for anytime until the day before that season opens. These licences are only available to Hunter Education**

**Instructors.**

- **All first time hunters must purchase all appropriate licences.**

### HUB INTERNATIONAL INSURANCE BROKERS

4528 - 99 Street  
Edmonton, AB T6E 5H5  
Phone: 780-435-1862  
Fax: 780-437-6768

#### Certificate of Insurance

**CERTIFICATE HOLDER**

**INSURED**

Alberta Hunter Education Instructors Association  
Aral W.I.S.E Foundation  
911 Sylvester Crescent SW  
Calgary, AB T2W 0R8

**RE: INSURANCE CONFIRMATION**

This is to certify that the insurance policies listed below have been arranged for the insured named above. Notwithstanding any requirement, terms or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance is subject to all the terms, exclusions and conditions contained in the policies. Limits shown may have been reduced by paid claim. This certificate confers no rights upon the Certificate Holder and does not amend the coverage.

TYPE AND INSURER	POLICY NO.	EFFECTIVE DATE (MM/DD/YY)	EXPIRY DATE (MM/DD/YY)	LIMITS OF LIABILITY
GENERAL LIABILITY K & K INSURANCE BROKERS INC	562901829	03.03.13	03.03.14	\$5,000,000 Each Occurrence \$3,000,000 Aggregate Products & Completed Operations
INCLUDES: NON-OWNED AUTOMOBILE INCLUDES: INFANT'S LEGAL LIABILITY				\$2,000,000 \$ 100,000

This Certificate of Insurance is issued at the request and for the benefit of the Insured and the Certificate Holder. Hub International Insurance Brokers shall have no liability to any other party who places any reliance hereon.

HUB INTERNATIONAL INSURANCE BROKERS

DATE: Edmonton, 18, 2013

PER: 



Agenda Item No. 7.B)

TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Table with 2 columns and 6 rows. Row 1: Subject: Policies Review, Date of Agenda: October 28, 2013. Row 2: Prepared By: Dale Culler, CA. Row 3: Attachments: Proposed Accounts Receivable Collections & Write Offs Policy CS-FIN-4, Proposed Accounts Receivable Collections & Write Offs Procedure CS-FIN-4, Accounts Receivable - Write Offs No. 08/03/10, Accounts Receivable - Write Offs No. 69S-831/228, Collection of Accounts Receivable No. 24C-736/80. Row 4: Topic: Policies Proposed to be Adopted; Accounts Receivable Collections & Write Offs. Row 5: Background: Administration is currently reviewing the Town's existing policies and procedures. There are 145 policies being reviewed. Attached are the policy and procedure Administration recommends Council adopt, with background to the recommendations as follows: 1. Accounts Receivable Collections & Write Offs Policy CS-FIN-4. Row 6: Options: 1. That Council approves the Accounts Receivable Collections & Write Offs Policy No. CS-FIN-4, as presented. 2. That Council accepts the Accounts Receivable Collections & Write Offs Procedure for information purposes. 3. That Council not approve the Accounts Receivable Collections & Write Offs Policy No. CS-FIN-4, as presented. Row 7: Recommendation: 1. That Council approves the Accounts Receivable Collections & Write Offs Policy No. CS-FIN-4, as presented. 2. That Council accepts the Accounts Receivable Collections & Write Offs Procedure No. CS-FIN-4, for information purposes. Row 8: Approval Date: October 24, 2013, CAO: [Signature]





## Accounts Receivable Collections & Write Offs

<b>Policy No.:</b> CS-FIN-4	<b>Council Resolution No.:</b> ____/13
<b>Department:</b> Corporate Services	<b>Authority:</b> Council
<b>Effective Date:</b> 10/28/13	<b>Revision Date:</b>
<b>Review Date:</b> 10/28/16	<b>Repealed Date:</b>
<b>Supersedes:</b> Accounts Receivable – Write Offs Policy No. 08/03/10, Accounts Receivable – Write Offs No. 69S-831/228 and Collection of Accounts Receivable No. 24C-736/80	
<b>Related Procedure No.:</b> CS-FIN-4	
<b>Related Procedure Name:</b> Accounts Receivable Collections & Write Offs	

### Purpose

The Town of Taber recognizes the value of accounts receivable controls regarding accounts receivable collection and the write offs of amounts deemed uncollectable. Establishing processes regarding the collection & write off for these debts ensures that all customers are being treated fairly and equitably with respect to invoicing and collection services being performed by the accounts receivable function of the Town's Corporate Services department.

### Policy Statement

- 1) A comprehensive accounts receivable control policy regarding accounts receivable collection and the write off of bad debt can help a municipality collect on amounts owed in a fair, equitable, and timely manner. This can help make the municipality financially viable and stronger.
- 2) Processes that are applied consistently ensure that customers are treated fairly and equitably.
- 3) Collecting receivables in a timely manner ensures the Town has greater control over its cash flow and liquidity.
- 4) Establishing strong fiscal management practices and proper controls over the municipality's resources minimizes the cost of collecting accounts receivables.
- 5) Administration will annually prepare of list of accounts receivable with a value of five hundred dollars (\$500) and over that it considers uncollectable as of December 31 to be brought forward for Council consideration to be written off each year.



- 6) Council authorizes the Chief Administrative Officer to annually write off accounts receivable with a value of less than five hundred dollars (\$500) that Administration deems uncollectable as of December 31 each year.
- 7) Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

### **Additional References**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DATE

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

\_\_\_\_\_  
DATE

DRAFT





## Accounts Receivable Collections & Write Offs

<b>Procedure No.:</b> CS-FIN-4	<b>Council Resolution No.:</b> ____/2013
<b>Department:</b> Corporate Services	<b>Authority:</b> Council
<b>Effective Date:</b> 10/28/13	<b>Revision Date:</b>
<b>Review Date:</b> 10/28/16	<b>Repealed Date:</b>
<b>Supersedes:</b> N/A	
<b>Related Policy No.:</b> CS-FIN-4	
<b>Related Policy Name:</b> Accounts Receivable Collections & Write Offs	

### Purpose

The Town of Taber (the Town) recognizes the need to establish procedures to administer the collection of accounts receivable and the resulting need to write off uncollectable accounts receivable (bad debts). The Town shall make all reasonable efforts within its authority to collect the balance of accounts in arrears through means established in legislation, bylaw or policy.

### Operating Guidelines

#### 1) Invoicing and Collection Procedure – General Goods and Services

The Town has established an invoicing and collection procedure to allow for the collection of its general goods and services accounts receivables as follows:

- a. As the Town provides goods and services, or they come due through agreement, they are entered into the accounts receivable module of the Town's financial accounting system. An invoice is then printed and mailed to the customer which is payable upon receipt.
- b. Accounts receivable are aged at the end of each month and customer statement of account's are printed and mailed out. The customer statements are due with payment terms of net thirty (30) days.
- c. Accounts not collected within thirty (30) days of the initial statement date are considered in arrears. A second statement of account marked "Second Notice" is printed and mailed out; again with payment terms of net thirty (30) days.
- d. Once an account is in arrears, customers are contacted with a courtesy phone call to remind them their account is in arrears and to please remit payment.
- e. Accounts not collected within sixty (60) days of the initial statement date are sent a third statement of account marked "Final Notice"; again with payment terms of net thirty (30) days.



- f. Further courtesy phone calls are made to remind customers that their account is still in arrears and to please remit payment.
  - g. Accounts not collected within ninety (90) days of the initial statement date are advanced to the appropriate collection method that is available to the Town either through legislation, bylaw or policy; including but not limited to sending the account to a collection agency.
  - h. Accounts sent to a collection agency must have been sent two regular statements and a final statement. This will be no sooner than sixty (60) days from the original statement's due date.
  - i. At the Town's discretion it may choose not to forward an account less than one hundred dollars (\$100) to a collection agency because the portion retained to collect the debt can be significant in relation to the value recovered.
- 2) Invoicing and Collection Procedure – Utility Accounts in the Property Owner's Name.
- a. Utility account statements are generated from the utilities module and sent out at the beginning of each month for the prior month's utility charges. The utility account is due with payment terms of net thirty (30) days.
  - b. Accounts not collected within thirty (30) days have penalties applied and are sent an arrears letter indicating that payment must be received by the end of business on the third (3<sup>rd</sup>) Friday of the month after the statement due date.
  - c. Accounts not collected by the third (3<sup>rd</sup>) Friday of the month after the statement due date are sent a Transfer to Tax letter indicating that the outstanding utility account balance, plus an account transfer fee, are being transferred to the property owner's tax account.
  - d. The Municipal Government Act (MGA) specifies that once an amount is transferred to the tax account it is deemed for all purposes to be a tax imposed under taxation legislation of the MGA along with all the obligations inherent with the collection of those taxes.
- 3) Invoicing and Collection Procedure – Utility Accounts Held Solely in the Tenant's Name.
- The invoicing procedure is the same for all utility accounts; however the collection process for utility accounts held solely in the Tenant's name is as follows:
- a. Accounts not collected by the third (3<sup>rd</sup>) Friday of the month after the statement due date will have their water shut-off so that a meter read can be taken and the account can be final billed.
  - b. The utility account is then transferred to the property owner and the water is restored once the reconnection fee is paid; however, the arrears remain the liability of the tenant.
  - c. Collection procedures for the tenant are the same as those established for General Goods and Services above.
- 4) Uncollectable Accounts Receivable (Bad Debt) Less Than Five Hundred Dollars (\$500)
- a. As of December 31<sup>st</sup> each year the Director of Corporate Services will prepare a list of accounts receivable with a value less than five hundred dollars (\$500) for the Chief Administrative Officer (CAO) to authorize to be written off. This list will include:



- i. Any amount for less than five hundred dollars (\$500) that has been deemed by the Director of Corporate Services to be uncollectable.
    - ii. Accounts where the regular statement has been returned to sender as undeliverable and the Town has no means to locate the customer.
  - b. The Director of Corporate Services will annually provide to Council for information purposes an itemized list of all bad debts less than five hundred dollars (\$500) authorized by the CAO to be written off.
- 5) Uncollectable Accounts Receivable (Bad Debt) Five Hundred Dollars (\$500) and Over
  - a. As of December 31<sup>st</sup> each year the Director of Corporate Services will prepare a list of accounts receivable with a value of five hundred dollars (\$500) or over for Council authorization to be written off. The list shall include the following:
    - i. Accounts in arrears for at least two years, and deemed by the Director of Corporate Services to be uncollectable.
    - ii. Accounts where the regular statement has been returned to sender as undeliverable and the Town has no means to locate the customer.
    - iii. Accounts for an individual or business that has ceased operations and whose account remains in arrears for sixty (60) days from date of cessation. In this article, "ceased operations" shall mean any individual proprietorship, commercial or industrial business no longer operating under a current business license within the Town, or not on an active Town of Taber utility or tax account.
    - iv. Any amount related to a bankruptcy whereby the Town has received court documentation that payment will not be forthcoming.
    - v. Any amount related to an indigent deceased individual whose heirs are not able to settle the outstanding balance from the estate. Proof of need in such cases shall be at the discretion of the CAO.
  - b. Once Council has approved the amounts to be written off, Corporate Services shall continue to attempt recovery of the outstanding arrears through the following actions:
    - i. Pursue collection through the Civil Division of the Provincial Court of all accounts approved to be written off and where it has been determined through investigation that enforcement of a judgment may be executed; and
    - ii. Pursue through a collection agency the execution of judgment obtained through Civil Court; and
    - iii. Maintain an itemized ledger of all accounts written off including legal names, last known address and nature of account for the purpose of possible future collection and audit. Any amount written off shall remain on this ledger until such time as the amount is recovered in full, only then the record will be expunged.

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CHIEF ADMINISTRATIVE OFFICER

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DATE





## POLICY MANUAL

**TITLE:** ACCOUNTS RECEIVABLES – WRITE OFFS (INCLUDES UTILITIES)  
**DATE:** 08/03/10  
**AUTHORITY:** COUNCIL  
**RESOLUTION:**  
**REVISIONS:**

### RATIONALE:

1. This policy is in place to establish a policy for dealing with Accounts Receivable Write Offs.

### POLICY

That the Town of Taber hereby establishes a policy for accounts receivable write-offs as follows:

#### AMOUNT UNDER FIVE HUNDRED DOLLARS

1. Council directs and authorizes the Chief Administrative Officer in consultation with the Corporate Services Manager to annually write off the following amounts:
  - a. Any amount for \$500.00 or less that has been deemed by the Corporate Services Manager to be uncollectible.
  - b. Any amount related to a bankruptcy whereby the Town has received court documentation that payment will not be forthcoming.
  - c. Any amount related to an indigent deceased individual whose heirs will not be able to settle the outstanding balance from the estate. Proof of need in such cases shall be at the discretion of the Chief Administrative Officer.
2. The Chief Administrative Officer or designate will jointly provide an itemized list to Council of all debts written off under Article 1 above. This list shall be submitted to Council annually for information and review.

#### AMOUNT OVER FIVE HUNDRED DOLLARS AND CORPORATE DEBTS

1. The Town shall make all reasonable efforts to recover monies owed including the use of a collection agency as required. The following procedures shall apply to collection of accounts:

- a. An account in default shall be sent for collection after two regular notices and a final notice but no sooner than two months from date of default.
  - b. Accounts wherein a regular notice is returned due to the intended recipient no longer residing at that address may be sent to collection immediately.
  - c. Any amount related to a firm or company that has ceased operations and whose account remains outstanding two months from date of cessation. In this article, 'ceased operations' shall mean any commercial or industrial enterprise no longer operating under a current business license within the Town, or not on an active Town of Taber Utility or Tax Roll.
2. If after two years an amount under Article 3 above remains uncollected, the Chief Administrative Officer or designate shall apply to Council for authorization to write off the amount. The request to write off outstanding bad debts shall be submitted to Council on an annual basis. Once Council has approved the amounts to be written off, Administration shall continue to attempt recovery of the outstanding debt through the following actions:
- a) Pursue collection through the Civil Division of the Provincial Court of all accounts designated to be written off and where it has been determined through investigation that enforcement of a judgement may be executed; and
  - b) Pursue through a collection agency the execution of judgement obtained through Civil Court; and
  - c) For the purpose of possible future collection and audit, maintain an itemized ledger of all accounts written off including legal names, last known address and nature of account. Any amount written off shall remain on this ledger until such time as the amount is recovered in full, at which time the record may be expunged.

DISTRIBUTION

MANAGEMENT \_\_\_\_\_ NON-MANAGEMENT \_\_\_\_\_ OFFICE \_\_\_\_\_ OTHER \_\_\_\_\_

INQUIRIES – DIRECTED TO: CHIEF ADMINISTRATIVE OFFICER

DATE: March 10, 2008

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

TITLE: ACCOUNTS RECEIVABLES – WRITE-OFFS (Includes Utilities)FUNCTION: GENERAL ADMINISTRATIONAUTHORITY: COUNCIL EFFECTIVE DATE: \_\_\_\_\_RESOLUTION NO.: #106/94 377/2002REVISION DATES: Nov. 25/02 \_\_\_\_\_*40 be  
revised*POLICY

That the Town of Taber hereby establishes a policy for accounts receivable write-offs as follows:

1. Any amounts for \$100.00 or less that have been approved by the Chief Administrative Officer and the Corporate Services Manager to be uncollectable.
2. Any amounts related to a bankruptcy filing whereby the Town receives court documentation that payment will not be forthcoming.
3. Any amounts related to a Firm/Company that has ceased operating a business and that has been determined by our Collection Agency as uncollectable or has been outstanding longer than 6 months be written off. Ceased operation means not operating under a current business license and not on any of our utility/tax rolls.
4. Any amounts related to a deceased individual whereby the Town will not be able to receive amounts from his/her estate.
5. A list of the Write-Offs following six months of non-payment will be provided to Town Council on a six-month basis. Council will approve the write-offs of all these unpaid accounts from the Town general ledger older than six months, with Administration pursuing the following process:
  - a) Administration will pursue collection of all accounts designated for write offs where amounts outstanding are greater than \$100.00 through the Civil Division of the Provincial Court and where it has been determined through investigation that enforcement of a judgement may be executed,
  - b) Administration will then pursue the collection either through the execution of a judgement obtained through Civil Court or turned over to a collection agency, and
  - c) in the case of amounts written off, Administration will maintain the appropriate information to allow for future collection of these amounts if these individuals return to Taber.



DISTRIBUTION

MANAGEMENT \_\_\_\_\_ NON-MANAGEMENT \_\_\_\_\_ OFFICE \_\_\_\_\_ OTHER \_\_\_\_\_

INQUIRIES – DIRECTED TO: CHIEF ADMINISTRATIVE OFFICER

DATE: Nov 25/02.

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

POLICY

NO.24C-736/80

TITLE: COLLECTION OF ACCOUNTS RECEIVABLES

FUNCTION: GENERAL ADMINISTRATION

AUTHORITY: COUNCIL EFFECTIVE DATE: NOV. 24/80

RESOLUTION NO: 736/80, 15/94

REVISION DATES: DECEMBER 2, 1981 JANUARY 10, 1994

POLICY

The Town establish a policy for the collection of accounts receivables over 60 days old.

REV.2.

- a) 30 days after invoice date - send reminder letter plus a 2nd copy of the outstanding invoice
- b) 60 days after invoice date - send a copy of any outstanding invoices for **In-Town** customers to the ByLaw Enforcement Officer to pursue for collection.  
- send a copy of any outstanding invoices for **Out-of-Town** customers to Collection Agency for collection of same.

**(\*\*\*NOTE\*\*\* Because the Collection Agency retains 50% of what is collected on all arrears accounts, any outstanding accounts for Out-of-Town Customers with less than a \$100.00 balance WILL NOT be forwarded to the Collection Agency).**

DISTRIBUTION

MANAGEMENT  X  NON-MANAGEMENT   OFFICE  X  OTHER

INQUIRIES - DIRECTED TO: TOWN MANAGER

DATE: 24/10/94

  
TOWN MANAGER



**TOWN OF TABER**

P.O. BOX 2229, TABER, ALBERTA CANAL

TELEPHONE: (403)

FAX: (403) 22

**SAMPLE REMINDER LETTER**

( Date )

(Customer Name)  
(Mailing Address)

Dear ( ):

**RE: OUTSTANDING INVOICE - NO.( )**  
**Town of Taber, Alberta**

To date we have not received payment for the above account in the amount of ( ) which was due ( ).

To ensure that collection efforts will not be necessary, full payment must be received in this office by ( ).

Trusting this is simply an oversight and payment is forthcoming, I thank you in advance.

Sincerely,

Susan A. Shigehiro, B.Mgmt.,  
Finance Supervisor

encl.



TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Table with 2 columns and 6 rows containing meeting details: Subject (Canadian Badlands Tourism), Date of Agenda (October 28, 2013), Prepared By (Greg Birch, CAO), Attachments (Project Description; Action Plan; draft Budget), Topic (Tourism Visioning Project), Background (The Town of Taber is a participant in the Canadian Badlands Tourism partnership...), Options (Council could pass a resolution in support of the application...), Recommendation (That Council authorize the Town of Taber to participate in an application for the Collaborative Tourism Visioning and Action Plan Project...), and Approval Date (October 24, 2013) with CAO signature.

**MUNICIPAL DISTRICT OF TABER**  
***Regional Collaboration Program 2013***  
***Collaborative Tourism Visioning and Planning Project***

**Schedule A**

**SECTION 3.4 PROJECT DESCRIPTION**

**3.4.1 BACKGROUND**

Our Councils recognize the importance of tourism as a major key to economic development, and the need for collaboration and unique approaches in rural tourism development. Prior to this project, the three municipalities worked together on a sub-regional tourism assessment using the Alberta Tourism Destination Assessment (ATDAM) process. This Assessment identified the destination type of each community, their existing tourism products and possible new opportunities. In 2011, the Town of Taber also developed a Tourism Development Strategy which has not been implemented due to the high level of resources required to achieve the developments identified in this document. It has been recognized that foundational tourism development work must be identified and completed prior to undertaking large scale tourism product developments.

**3.4.2 PROJECT DESCRIPTION: MUNICIPAL TOURISM VISIONING AND ACTION PLANS**

This project will bring together all existing community tourism plans, strategies and goals to create an action-oriented roadmap to focus municipal tourism investments on activities that will garner the greatest return to the municipality for long-term tourism sustainability. An Action Plan based on individual community tourism niches will be created for each community, with each community niche supporting the tourism vision for the larger sub-region.

Due to the limited cost of this project, an RFP process is not required by the project partners and a suitable consultant has been identified to complete project activities. In discussions with the consultant, the following four (4) distinct project components have been developed to meet the partners' needs:

- **Pre-Work Consultation:** This includes a discussion with project partners to clarify and confirm expectations and process, a review of the ATDAM report, recent tourism initiatives and marketing materials, and other existing tourism-related documents/information, as well as completion of a survey with key tourism stakeholders. This is done to eliminate duplicating work already completed, to utilize knowledge already in existence, and to provide a base starting point from which to measure progress.
- **Tourism Visioning:** The foundation to the success of this project is the identification of individual community tourism niches that complement each other while supporting a larger sub-regional tourism vision. These will be developed through a half-day workshop with councils and key tourism stakeholders. The proposed niches and their interconnectivity will be visually recorded by an expert graphic recorder, and will be presented to the public in a joint-community evening meeting to gather feedback. The graphic representation of the niches and sub-regional tourism vision will be posted within each community and will be a permanent visual road map for tourism development.
- **Municipal Tourism Action Plans:** The purpose of the Action Plan is to increase each municipality's capacity to increase tourism activity by working collaboratively with partnering municipalities. This is achieved by assessing the tourism investment readiness of the partners, identifying their key tourism niche and completing an Action Plan with specific, realistic and attainable actions for each municipality to complete as they jointly support a sub-regional tourism vision. These two elements are discussed in more detail on the next page.

### Tourism Investment Readiness Activities

*(Dependant upon tool development support from separate RCP application by Kneehill County)*

- Complete a Tourism Investment Readiness Assessment with each partner to determine actions required to strengthen the individual and collective ability to develop tourism products.
- Complete Tourism Product Assessment to identify priority tourism investments within the sub-region.
- Present workshop on the Community Tourism Awareness Campaign Toolbox - the purpose of the Toolbox is to increase public support for municipal investments in tourism.

### Municipal Tourism Action Plan

The Action Plan will take into consideration existing tourism products and plans (identified in Pre-Consultation phase), survey results, information gathered at visioning events, tourism product trends, and availability of partner's resources. The Action plan will identify individual partner tourism niches (which will support a sub-regional tourism vision), priority sub-regional investment opportunities, tourism readiness activities to implement (if applicable), and prioritized product investments to pursue. One collective action plan for the partners will be compiled and presented to, and adopted by, each Council. This level of transparency will create awareness of each partner's responsibilities to the overall tourism development in the sub-region and will identify areas for partner collaboration.

- **Regional Tourism Vision**

This section of the Action Plan document will identify how each partnering municipality's tourism niche compliments the sub-regional tourism vision. Activities required by partnering municipalities to support the ongoing development of the sub-regional tourism vision will be included. This Action Plan document will be adopted by Councils and the consultant will provide follow-up support to ensure regional collaboration beyond the end date of this project. Support for carrying out the Action Plans will also be provided by the collective organizations of Canadian Badlands Tourism [Canadian Badlands Limited (CBL), Canadian Badlands Foundation (CBF), and Canadian Badlands Marketing (CBM)], and other identified tourism support organizations.

## **3.4.3 PROJECT RESOURCES, CONSULTANTS AND FACILITATORS**

### **3.4.3.1 Canadian Badlands Tourism**

Canadian Badlands Tourism is a collaboration of Canadian Badlands Ltd., Canadian Badlands Foundation (CBF) and Canadian Badlands Marketing (CBM). Its purpose is to help further the tourism industry in the region for the benefit of Canadian Badlands communities.

The main organization, Canadian Badlands Ltd (CBL), was incorporated in 2006 and has grown to include 65 shareholder municipalities in the Canadian Badlands who have a common vision of working collaboratively to achieve economic diversification through tourism development.

As required by CBL and shareholders priorities, independent consultants are contracted to assist shareholder municipalities with tourism development in their communities and to move the CBL vision forward. In addition to expert sourcing of specialized human resources for community, sub-regional and regional projects and activities, CBL has numerous resources to assist shareholder communities in developing their local/sub-regional tourism industry. These include:

- Tourism product development resources
- Workforce development resources
- Information on successful operations of Visitor Information Centres
- Access to social media services
- Annual Tourism Development & Training Conference

### 3.4.3.2. Down to Business Solutions (D2BS)

With over 17 years of experience in community and economic development in rural prairie communities, the lead consultant of D2BS has been retained to design and complete various tourism development projects by Canadian Badlands Tourism (CBT). With extensive experience working directly with municipal Councils, volunteer Boards of Directors and regional development organizations, D2BS has created and implemented a wide variety of projects to build local economies through business retention and attraction, new resident attraction strategies, community engagement programs, and capacity building of municipal councils/staff and community organizations.

A very personable and strong communicator, the lead consultant has a developed network of tourism stakeholder contacts and is familiar with Canadian Badlands communities' challenges and opportunities. Based on personal commitment to rural communities, along with her strong facilitation skills, innovative solution-finding abilities and resourceful action planning experience, D2BS has been recommended by CBT as the most appropriate specialist to lead this Tourism Visioning project.

### 3.4.3.3. Positive Culture Company

For the past 15 years, the Positive Culture Company from Medicine Hat has been helping municipalities and others to work together better through the use of 'visual language' to create 'graphic recordings' during visioning, input gathering and planning sessions. The old adage, 'A picture paints a thousand words' truly describes the advantages of using visual language and graphic recording to help groups to find focus, understand concepts faster and see 'patterns' and 'connections' leading to increased collaboration and consensus of action.

Graphic Recording is a unique form of note-taking that, used in conjunction with group facilitation, ensures transparency, promotes consensus building and increases participant buy-in. It combines key text with relevant hand-drawn iconography and imagery on a large, wall-size piece of paper (i.e. 4' x 8') and is created LIVE during the event!

The resulting graphic charts also serve to help people remember key information long after the meeting or event is over and allow for accurate and consistent sharing of that information with others beyond the event. Digital pictures of the graphically recorded charts can easily be used in subsequent reports, web applications, newsletters or other media to relate the story to others after the event.

## SECTION 3.9 WILL THE PROJECT INVOLVE THE USE OF MUNICIPAL FORCES TO CARRY OUT THE PROJECT?

*(See Program Guidelines, Appendix 2)*

For the successful completion of this project, municipal forces will be used at participating municipalities to:

- Participate in the pre-consultation work and survey
- Provide all relevant tourism materials and media links for review by consultant
- Appoint municipal representatives and identify key stakeholder contacts for training and half-day workshop
- Promote the public feedback session through their network channels and encourage public participation
- Provide facilities and refreshments for workshops and public meetings
- Review and provide feedback to recommended actions for Attraction Readiness, Community Awareness and Tourism Development.

The costs, along with per diem rates and travelling expenses for participating in meetings will be borne internally.

## 5. COLLABORATION INFORMATION

### 5.3 Briefly describe the nature of the collaboration

The M.D. of Taber will lead and administrate the project on behalf of the M.D. of Taber, and the Town of Taber and the Town of Vauxhall.

In the past, our communities have worked collaboratively as a sub-region on tourism development assessments and have recently formed a joint economic development committee. This project will create a permanent publicly displayed Tourism Vision, as well as a Regional Tourism Action Plan which includes specific actions and goals for each partner to complete for the good of all partners. The Plans will be adopted by each Council so that collaborative implementation of priority sub-regional and community-based tourism development can occur.

### Supplementary Form 1: Regional Collaboration Supplementary Questions

1. What are the short and long-term project benefits?

#### Short-term project benefits:

- Tourism Visioning and Action Plans will utilize already existing tourism documentation and marketing materials, along with facilitated input by key tourism stakeholders and the public, to identify a common element in tourism attraction between partnering municipalities (eliminates duplication of work already completed and encourages stakeholder buy-in)
- Identify new tourism activities, events and products to create awareness outside the region, province or country
- Identify additional tourism activities to complement existing events (example: Taber Corn Festival)
- Clear direction on most efficient use of municipal resources
- Stronger relations with partnering municipalities
- Process to test market new tourism interests
- Evaluation process of tourism opportunities
- Public visual of community niches and sub-regional tourism vision
- Increased access to tourism development resources and assistance

#### Long-term project benefits:

- Long-term planning for efficient allocation of municipal funds and resources for tourism development
- Increased public support for municipal tourism investments
- New tourism products developed
- Increased tax base due to additional commercial tourism businesses established in municipalities
- Collaborative tourism investment and marketing initiatives
- Increased awareness, tourism visitation and economic benefits for partnering municipalities
- Increased employment opportunities for local residents and possibly increased population due to increased demand by labour market to fill new positions created

#### How the project responds to municipal and regional needs:

- Tourism development will assist municipalities with providing municipal services by realizing increased economic activity, infrastructure development and an increased need for commercial and residential buildings and services
- Increased tourism activity will create new employment which may require new residents to fill these positions
- Properly planned tourism development responds to municipal and regional needs through our identified goals of enhancing the quality of life for residents by preserving culture, heritage and environment while providing economic benefits and revenues through increased tourism visitation.



- Tourism is one of the fastest growing industries in Alberta. The Government of Alberta through Alberta Tourism Parks and Recreation and Travel Alberta has strategic goals to increase tourism visitation and revenues. Communities in this region of south-eastern Alberta are well positioned to offer unique, new tourism products that the industry and consumers are seeking.

**2. How will project benefits be shared among the participating municipalities/organizations in the region?**

- The Tourism Visioning process and Action Plans will be shared thru the stakeholder and public consultations and presentations, ongoing communication between Councils and thru public sharing of information and tourism developments
- Use of Community Tourism Awareness activities will keep residents informed of the importance of tourism and local/sub-regional tourism activities
- As tourism events, activities, and products are identified, local organizers or other champions will be invited to be part of the creation of these components
- As shareholders of Canadian Badlands Ltd., our activities will be shared with other CBL shareholders, and the partnering communities will utilize CBL resources, knowledge and expertise to develop tourism activity as identified in the Tourism Action Plans.

# Proposed Action Plan Taber MD, Taber and Vauxhall

Tourism: Visioning 2013/14	Dec 2-6 W 1	Dec 9-13 W 2	Dec 16-20 W 3	Dec 23-27 W 4	Dec 30-3 W 5	Jan 6-10 W 6	Jan 13-17 W 7	Jan 20-24 W 8	Jan 27-31 W 9	Feb 3-7 W 10	Feb 10-14 W 11	Feb 17-21 W 12	Feb 24-28 W 13	Mar 3-7 W 14	Mar 10-14 W 15	11-Apr W 16
RCP approval confirmed																
<b>CONSULTATION PHASE</b>																
Discussion with partners																
ATDAM Review																
Marketing Material Review																
Pre-survey Stakeholders		CONS														
Analysis of research / survey results																
Stakeholder Workshop Coordination																
Secure participants																
Material preparation																
Public Forum																
Advertising tools prepared																
Advertise in communities																
Material preparation / location logistics																
<b>VISIONING WORK (INPUT)</b>																
Stakeholder Workshop																
Workshop development																
Workshop delivery																
Public Forum																
Forum coordination / development																
Forum delivery																
Duplicate Graphic Vision																
<b>MUNICIPAL ACTION PLANS</b>																
Tourism Development																
Define municipal niches																
Identify potential tourism needs																
Investment Readiness																
Investment Readiness Assessment																
Tourism Product Ideas Assessment																
Awareness Campaign Preparation																
Awareness Workshop																
Action Plan (AP) Development																
AP Draft																
Present AP to Councils / Feedback																
Final AP to Councils																
<b>REGIONAL ACTION PLANS</b>																
Develop sub-regional strategies																
Identify process to leverage CBT																
Present Regional AP																
Follow-up with Councils																

REP Report provided    
 COM Communications point to share info    
 CONS Consultation activity to gather information

## Project Partners: Taber MD, Taber, Vauxhaul

### BUDGET CALCULATIONS

	Project Costs	In-Kind	Total
<b>Consultation</b>	\$7,175	\$450	\$7,625
<i>Pre-Work</i>			
Discussion with partnering municipalities			
ATDAM review			
Mktg material review			
Pre-survey of stakeholders (partners identify survey recipients)			
Analysis of research/survey findings			
Stakeholder Workshop Coordination (council, staff, key tourism reps)			
Secure participants (partners to identify)			
Material preparation (documents, materials, presentation)			
Location logistics			
Public Forum			
Advertising tools for municipalities			
Material preparation			
Location logistics			
	<b>Project Costs</b>	<b>In-Kind</b>	<b>Total</b>
<b>Visioning Work (input)</b>	\$8,680	\$1,480	\$10,160
<i>Visioning - stakeholder workshop (Council, staff, key tourism reps)</i>			
Workshop development			
Workshop facilitation - in Taber, Alberta			
Location & Refreshments, and Advertising			
Material duplication			
Graphic Recording (Positive Culture)			
<i>Visioning - public forum</i>			
Forum coordination / development			
Forum facilitation			
Refreshments & Advertising			
Graphic Recording (Positive Culture) - included above			
<i>Duplication of Graphic Vision</i>			
Full-size replica for each municipality (3 x \$150)			
	<b>Project Costs</b>	<b>In-Kind</b>	<b>Total</b>
<b>Municipal Action Plans</b>	\$13,310	\$1,050	\$14,360
<i>Tourism Development</i>			
Define municipal niches based on research, survey, workshop, forum			
Identify potential tourism needs			
<i>Investment Readiness</i>			
1 Complete Investment Attraction Readiness with each partner			
2 Complete Tourism Product Idea Assessments			
3 Develop recommendations for partners			
5 Prepare Community Awareness Campaign workshop			
8 Present Community Awareness Campaign Toolbox (joint workshop)			
<i>Action Plan Development</i>			
6 Create Municipal Action Plans - investment, awareness, product			
7 Present Municipal Action Plans to each council			
9 Revise Municipal Action Plans as required			
	<b>Project Costs</b>	<b>In-Kind</b>	<b>Total</b>
<b>Regional Action Plans</b>	\$5,830	\$700	\$6,530
<i>Action Plan Development</i>			
Develop collaborative activities at sub-regional level			
Create/document process to leverage CBT, TA and other services			
Present Regional Action Plans to partners (joint presentation)			
Follow-up (2 calls to each partner, 1 on-site visit)			
<b>Project Totals</b>	<b>\$34,995</b>	<b>\$3,680</b>	<b>\$38,675</b>



TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Table with 2 columns: Subject (2014 Budget), Date of Agenda (October 28, 2013). Rows include Prepared By (Greg Birch, CAO), Attachments (None), Topic (Allocation of Photo-radar Revenue and Expenses), and a large Background section.

Background:

For a few years now, there has been a discussion of how best to allocate the revenues and expenses associated with photo-radar. While the radar system is run by the Taber Police Service, the Police use it to dissuade speeders. To this end, photo-radar units are placed in playground and school zones, on the highways, and in areas where the Police receive complaints. Nonetheless, the public views photo-radar as a source of revenue for the Police Service, and the Taber Police Commission is concerned that there is the perception that the Police use photo-radar to raise revenues.

At the Police Commission's October 16th meeting, this issue was discussed and the following motion was adopted:

"That the Taber Police Commission recommends to Council that fine revenues related to photo-radar, along with associated photo-radar expenses, be moved to general municipal revenues and expenses rather than be recognized in the police budget, with the additional recommendation that these revenues be used for special projects within the Town of Taber.

CARRIED UNANIMOUSLY"

The Commission members thought that changing the allocation of the revenues and expenses associated with photo-radar would clarify that the Taber Police Service is not using photo-radar as a source of revenue. Moreover, if Council used the net revenue for projects that could be identified and the source of funding publicly recognized, the community would see obvious benefits of photo-radar revenues rather than seeing photo-radar as simply a Police Service revenue source. That is, the money would fund a new bike park, rather than a new police car.

In discussing this Police Commission recommendation, Council should be aware that photo-radar revenues do, in fact, now help cover policing costs. Removing this net revenue from the Taber Police Commission's budget will mean a higher level of funding from other municipal taxes. However, this is all optics. In the end, the Town has total revenues and total expenses, and those include photo-radar and Police Service revenues and expenses regardless of accounting categories.

**Options:**

1. Council could accept the Police Commission's recommendation.
2. Council could leave the revenue and cost accounting associated with photo-radar as is.

**Recommendation:** That Commencing in the 2014 budget year, the revenues generated by photo-radar, with the associated expenses, be recognized in the general municipal budget rather than the Police Commission budget and that, to the extent practical, the net benefit of photo-radar revenue be used to fund specific capital projects that can be identified and publicly recognized by the Town.

**Approval  
Date:**

October 24, 2013

**CAO:** *rb*



## Agenda Item No. 7.E)

### **TOWN OF TABER** **Council Request For Decision**

<b>Subject:</b> Joint Economic Development Committee	<b>Date of</b> October 28, 2013 <b>Agenda:</b>
<b>Prepared By:</b> Greg Birch, CAO	
<b>Attachments:</b> Draft Revised Terms of Reference	
<b>Topic:</b> Proposed Amendment to Committee Terms of Reference	
<b>Background:</b>	<p>At its July 21, 2013 meeting, the Joint Economic Development Committee adopted the following motion: <i>MOVED by Louie Tams to amend the Terms of Reference of the Joint Economic Development Committee to include the Vauxhall Business Society.</i></p>
	<p>The Joint Economic Development Committee currently comprises only the Taber and District Chamber of Commerce, the MD of Taber, and the Town of Taber, all with two representatives each. The proposal was to add two representatives from the Vauxhall Business Society as well.</p>
	<p>At the September 25, 2013 meeting of the Committee, a revised terms of reference was discussed. Some amendments were made and then the revised draft was approved. A copy of the revised version is attached.</p>
	<p>Note that this Committee is advisory only. Its term of reference, and amendments thereto, must be approved by all of the members to have effect. Further, since the September 25 Committee meeting, Town of Taber administration has noticed an error in the revised draft terms of reference. The draft refers to the "Vauxhall Businessman's Society". The actual name is "Vauxhall Business Society".</p>
<b>Options:</b>	1. Council can approve the revised Joint Economic Development Committee Terms of Reference as recommended by the Committee and attached.
	2. Council could approve that draft with an amendment to correct the Vauxhall Business Society's name.
	3. Council could recommend other changes it believes necessary or worthwhile.
	4. Council could reject the proposed changes, keeping the Terms of Reference as is.
	5. Council could withdraw from this Committee.

**Recommendation:**

That Council approves the revised Joint Economic Development Committee Terms of Reference as presented, except that the name "Vauxhall Businessman's Society" shall be changed to "Vauxhall Business Society".

**Approval  
Date:**

October 24, 2013

**CAO:** 

## **Draft – Joint Economic Development Committee Terms of Reference**

### **1.0 Committee Mandate**

The mandate of the Joint Economic Development Committee (hereinafter referred to as the Joint Economic Development Committee – JEDC) is to provide recommendations to the Taber and District Chamber of Commerce, the Vauxhall Businessman's Society, the Council of the Municipal District of Taber and the Council of the Town of Taber on policies and strategic initiatives that the Committee feels will enhance commercial, industrial and residential development within the geographic boundaries of the Municipal District of Taber.

The Committee philosophy will be based upon a collaborative rather than competitive approach to regional development and will view all development achievements attained as a result of the efforts of the committee as a success regardless of where the development occurs.

### **2.0 Purpose**

2.1 Advise the Council's on strategic initiatives and opportunities related to commercial, industrial and residential development.

2.2 Provide the Taber and District Chamber of Commerce an opportunity to advise the Councils on policies and bylaws related to doing business within the municipalities that may be an impediment to business development or operation.

2.3 Provide the Vauxhall Businessman's Society an opportunity to work cooperatively on a regional scale in order to cooperate on economic development initiatives.

2.4 Provide a venue to discuss on a regular basis opportunities and barriers to success from the perspective of local business.

2.5 Provide a forum for discussion for regional economic development.

2.6 Provide a mechanism for the implementation of certain strategies for regional economic development developed by the Committee and approved by the member organizations.

2.7 Act as a forum for collaboration on economic development issues.

2.8 Develop and promote to member organizations Joint Economic Development public relation initiatives.

### **3.0 Membership**

3.1 The JEDC is comprised by:

- a. Two Directors of the Taber and District Chamber of Commerce – as appointed by the Chamber. (Voting)
- b. Two Directors of the Council of the Municipal District of Taber – as appointed by the M.D. (Voting)
- c. Two Directors of the Council of the Town of Taber – as appointed by the Town. (Voting)
- d. Two Directors of the Vauxhall Businessman's Society – as appointed by the Society. (Voting)
- e. Administrative support from the member organizations as requested by the Committee. (Non-Voting)
- f. Individuals invited by member organizations to attend on behalf of their organization. (Non-Voting)



- g. Any other groups or organizations that the Committee feels may contribute to the goals of the organization may be invited to participate in Committee meetings on a permanent or ad-hoc basis. (Non-voting)

#### **4.0 Chair and Alternate Chair**

- a. The Chair of the Joint Economic Development Committee shall in even numbered years be the Director appointed by the Taber and District Chamber of Commerce and in odd numbered years shall be a Director appointed by the Vauxhall Businessman's Society by the Society.
- b. The Vice-Chair of the Joint Economic Development Committee shall in odd numbered years be the Director of the Taber and District Chamber of Commerce and in even numbered years shall be a Director appointed by the Vauxhall Businessman's Society.

#### **5.0 Board of Directors**

- 5.1 A Member may revoke the appointment of its Director at any time.
- 5.2 The Chair may call a Special Meeting at the discretion of the Chair; or a Special Meeting upon receipt of written request by at least two (2) Directors.
- 5.3 Notice of the time and place of every Committee meeting shall be given to each Director by e-mail or by facsimile transmission not less than forty-eight (48) hours before the time fixed for the holding of such Committee meeting.
- 5.4 A Director may participate in an Authority meeting or at a meeting of a committee of the Committee by means of telephone conference or other electronic communications media that permits each of the Directors to hear each of the other Directors and to be heard by each of the other Directors.
- 5.5 Any matter properly placed before a meeting of the Committee shall be decided by a majority of the votes cast by the Directors at the relevant Committee Meeting.
  - 5.5.1 The Chair shall not vote on any motion except to break a tie vote.
  - 5.5.2 A vote by the Committee does not bind a member organization.
- 5.6 A quorum of the Committee shall be Three (3) Directors provided that at least one Director from 3 of the 4 Members is present.
- 5.7 The Committee may appoint a Secretary and such other Officers as determined by the Committee in its discretion from time to time.
  - 5.7.1 The Secretary shall take minutes, issue a call for agenda items from Committee members, distribute agendas and complete the business of the Committee as instructed from time to time by resolution of the Committee.
- 5.8 The term of office of the Chair is one year. The term of the Chair shall run in a calendar year.
- 5.9 The Chair shall preside over each Regular Meeting, Special Meeting and the Annual Meeting and of any meetings of any committee of the Committee.
- 5.10 The Chair shall appoint all officials and committees as directed by the Committee.
- 5.11 The Chair shall be an ex-officio member of all committees.
- 5.12 The Vice-Chair shall act and perform the duties of the Chair in his absence in the conduct of his office.
- 5.13 The term of office for the Vice-Chair is one year. The term of the Vice-Chair shall run in a calendar year.

- 5.14 In the absence of the Chair at any meeting, the Vice-Chair shall preside over the meeting for that meeting only.
- 5.15 During the absence or inability of the Chair and Vice-Chair, a Director appointed by the Chair for that purpose shall exercise the duties and powers of the Chair.

## **6.0 Quorum and Voting**

6.1 Quorum is fifty percent of voting members plus one provided that at least one member of each organization is present.

6.2 All JEDC members may vote on issues and resolutions, and any committee member with voting rights who does not vote, but is present, is deemed to have voted in the affirmative.

## **7.0 Meetings**

7.1 The JEDC will meet as a minimum every three months, though special meetings over and above the meetings may be called by the Chair.

7.2 JEDC meeting will be open to the public excluding In-Camera meetings which may be closed to consider confidential matters.

## **8.0 Reporting**

8.1 The JEDC shall provide minutes of meetings to each member organization for information purposes.

8.2 The JEDC may provide recommendations to each member organization for consideration by their executive Councils.

8.3 The JEDC shall provide an annual report of activities including a summary of past accomplishments and an overview of future strategic initiatives and projects to the member organizations prior to March 1 of each year.

## **9.0 Budget**

9.1 The JEDC shall seek funding from its member organizations and may request that a member organization make a grant funding request on its behalf.

## **10.0 Terms of Reference**

10.1 The JEDC shall review the Terms of Reference for the Joint Economic Development Committee annually.



### TOWN OF TABER COUNCIL REQUEST FOR DECISION

<b>Subject:</b> Department Reports	<b>Date of</b> October 28, 2013 <b>Agenda:</b>
<b>Prepared By:</b> Kerry Van Ham, Council & CAO Assistant	
<b>Attachments:</b> Department Reports	
<b>Topic:</b> Department Reports	
<b>Background:</b>	The following reports are supplied for Council Information.
<b>Options:</b>	1. That Council accepts the Department Reports for information.
<b>Recommendation:</b> Option #1 - That Council accepts the Department Reports for information.	
<b>Approval Date:</b>	October 24, 2013 <b>CAO:</b> <i>AB</i>



## CHIEF OF POLICE REPORT TO COMMISSION

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**13OCT16**

### CASES OF INTEREST

In May of 2010 a historical sexual assault complaint was laid with the Taber Police Service. The investigation was complex in that the victims were in Toronto and the suspect resided in Greece. The investigator liaised with Toronto Police obtaining statements which led to the laying of charges for sexual assault. Authorization from Alberta Justice resulted in an application through the Federal Department of Justice, Interpol and Greek Authorities to extradite the suspect from Greece. Recently, a Court of Queen's Bench jury trial was held and this suspect was found guilty. This is an excellent example of Taber Police reaching globally to ensure that justice is met for victims in our community. Cst. Nguyen's dedication and perseverance culminated in success.

### COMMUNITY RELATIONS

Attend Safe Haven Board meeting, TCAPS meeting, Southern Alberta Kanadier Association, Blood Tribe Police Ball, TCAD, Taber and District Adult Learning Association, Police Memorial, Wellness Walk

### FINANCES

Financial report attached.

### EQUIPMENT

No issues

### PERSONNEL

No issues

### COURT REPORT

No issues

### OPERATIONAL

A report on bylaw activities has been provided to Taber Municipal Council. Bylaw is a program managed by TPS. A contingent of officers attended the Police Memorial in Edmonton this ceremony is held across Canada the last Sunday of September

### BUSINESS PLAN TRACKING

Philosophy – Sustainability/ Goal – ensuring effective communication with the Solicitor General – The Chief hosted the Director of Law Enforcement in Taber for an informal discussion.

## MAYOR'S REPORT

2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	TOTAL YTD 2013	Compare 2012 YTD
<b>TRAFFIC</b>											
- Impaired Operation/Related Offences	2	5	1	2	4	8	5	1	2	33	49
- Dangerous Operation of Motor Vehicle	0	1	0	1	0	0	1	0	0	3	10
- Traffic collisions	13	9	17	11	10	9	14	11	11	109	119
- Other criminal code	1	0	0	2	2	3	2	0	1	10	8
- Provincial Traffic Offences	124	205	206	158	212	165	253	244	211	1801	1765
<b>LIQUOR ACT</b>											
	9	10	7	9	9	7	8	21	9	94	132
<b>OTHER CRIMINAL CODE</b>											
- Other criminal code	27	16	20	17	29	34	34	29	16	227	262
- Offensive weapons	0	0	0	2	1	4	0	1	1	9	8
- Corruption (Public Mischief)	0	0	1	0	1	0	0	0	1	3	4
<b>DRUG ENFORCEMENT</b>											
- Trafficking	1	1	0	2	0	0	1	0	4	13	17
- Possession	5	2	8	3	1	4	2	9	4	44	50
- Other	1	1	0	0	1	2	1	4	1	12	25
<b>CRIMES AGAINST A PERSON</b>											
- Sexual offences	1	1	1	0	0	0	0	1	0	7	17
Robbery/Extortion/Harassment/Threats	9	13	2	4	10	6	1	4	7	59	65
- Offences Related to Death (Murder/Attempt murder)	0	0	0	0	0	0	0	0	0	0	0
- Kidnapping/Hostage/Abduction	0	0	0	0	1	0	0	1	0	2	1
- Assaults	4	2	7	5	10	10	5	6	9	68	71
<b>CRIMES AGAINST PROPERTY</b>											
- Theft under \$5000	7	12	9	10	14	22	14	20	12	128	129
- Theft over \$5000	1	0	0	3	3	1	2	4	1	15	21
- Possession of Stolen Goods	1	0	1	1	4	0	0	2	1	11	8
- Fraud	0	3	3	4	0	0	3	1	0	18	25
- Break and Enter	4	2	3	2	1	2	3	1	2	20	23
- Arson	0	0	0	0	0	0	2	1	0	3	3
- Mischief	5	21	10	20	13	24	15	12	10	143	155
<b>BYLAW</b>											
- Traffic	2	1	2	3	6	3	2	12	11	32	24
- Other (non-traffic calls)	24	23	25	25	56	44	55	51	18	342	358

**CPIC ACTIVITY  
September**

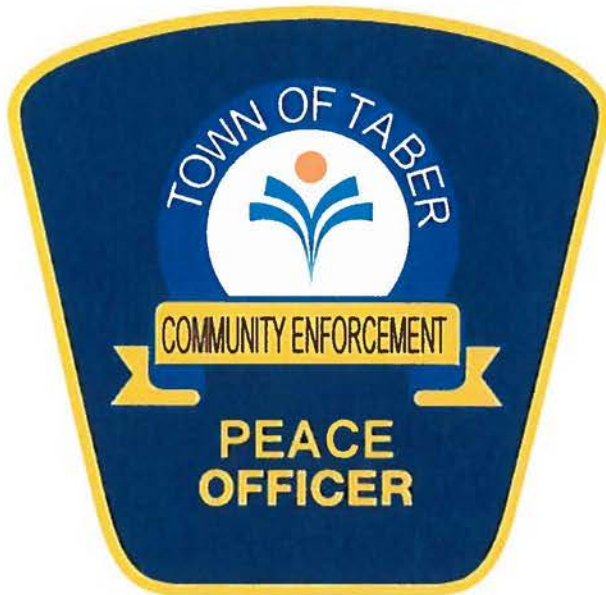
<b>FUNCTION</b>	<b>2013</b>	<b>2012</b> (Total annual)
Entries	5331	2530
Modifications	1060	1246
Removals	1605	1481
Queries	23674	32405

**September 2013  
Dispatch**

<b>Type of Call</b>	<b>Answered within Standard (Under 15 Seconds)</b>
1 <sup>st</sup> Line 9-1-1 (283)	98%
2 <sup>nd</sup> Line 9-1-1 (7)	100%

**POLICE OVER TIME REPORT 2013**

<b>Month</b>	<b>Hours</b>
JAN	55
FEB	57
MAR	28
1 <sup>st</sup> Quarter Total	140 (2012-255)
APR	100
MAY	62
JUN	54
2 <sup>nd</sup> Quarter Total	226 (2012 - 177)
JUL	48
AUG	65
SEP	47
3 <sup>rd</sup> Quarter Total	
OCT	
NOV	
DEC	
Annual Total	



Community Peace Officer  
Quarterly Report

**June 2- Sept 30 2013**

Prepared by Community Peace Officer Brandon Bullock #13664

## **2013 (Jun-Sept) Statistical Overview**

Numerical value represents files investigated or reported on PROS where Taber Municipal Bylaw was involved.

### **Municipal Bylaw Other – 151** (Sub-scoring lists on PROS are being created to help break down this category)

This includes mostly Dog and Cat complaints as well as Unsightly Properties, Business Licence complaints etc.

- Every month we generate 1 file for bulk Weed notices or Snow removal notices.

### **Parking Offences – 7**

- Complaints regarding Provincial Statute parking offences

### **Items Lost/Found – 15**

- This mostly involves lost/found bicycles.

### **Municipal Bylaw traffic – 18**

- Files regarding Bylaw traffic offences such as truck routes and parking of heavy vehicles etc.

### **Provincial Non-Moving Offences – 2**

- Offences such as Seat Belts, document infractions or equipment violations.

### **Animal Calls - 15**

- This would be for wildlife and dead animal complaints.

### **Provincial Moving Traffic Offences – 2**

- Offences such as Fail to Stop at Stop Sign, Stunting, etc.

### **Miscellaneous – 9**

- Assisting members with document service, other provincial statutes etc.

**Total of 219 files associated to CPO Bullock**



### **Road Safety and Bike Rodeo**

- I am planning on having the Town of Taber become a part of the “ Southern Alberta Road Safety and Bike Rodeo Coalition” this group provides awareness of road/bike safety to elementary and middle school aged kids and provides a bike rodeo with of involvement with other agencies. The bike rodeo includes a rollover simulator, brain injury awareness and a comprehensive bike riding course.

For more information see the address below.

<http://www.prairiepost.com/news/alberta/item/257-coalition-receives-municipal-excellence-award-for-traffic-safety-program.html>

### **Heavy trucks off the Truck Route**

- I have been informing owner/operators of the bylaw of no vehicles registered over 4500kg off the truck route. This has not been strongly enforced in the past and therefore comes as a surprise to many. This is a slow process to get the word out and lots of backlash as far as it has been happening for a long time but gradually it is improving.

### **Problem Properties**

- This summer has been a challenge for controlling weeds as we had lots of moisture at the beginning of the summer followed with lots of sun. The growing conditions have been excellent. My goal for the beginning of the summer was to speak with owners of problem properties and let them know if the properties were not taken care of a notice would served and very little leniency would be shown. I found success in doing this as several properties kept their grass and weeds to an acceptable level. We were still kept very busy with issuing notices and hiring contractors to complete work. We may always have problem properties but with the assistance of one another a sense of pride in properties can be developed.

### **Russian Knapweed**

- With the help of Public Works Summer staff we have kept the Russian Knapweed (RKW) cut all summer and now we have just concluded the fall spraying. Our hope is next spring will see far less RKW and with continued maintenance we can eradicate it from Taber. With the help and support of Kelly Cooley (Southern Alberta Weed Coordinator) I have developed a greater understanding of weed identification and control. I hope we can continue to improve Taber's overall look with regards to weeds.



## Director of Community Services Report

October 21, 2013

### Activities from the past month

- Attended meetings w/ Arts Council of Taber (ACT) re: Centre Court for Arts project
- Reviewed/analysed recreation fees survey CAO & recreation fee policies
- Along w/ Leisure Services Manager A. Holmen & CAO G. Birch attended Oct 3 Recreation Board mtg
- Along w/ A. Holmen attended October 8 MD of Taber Council mtg – A Holmen presented letter from Southern AB Recreation Association & final report re: 2013 Southern Alberta Summer Games. A Holmen acknowledged MD's efforts/contribution
- Preparing Old Rodeo Grounds storm pond cost estimate/Spring 2014 schedule
- Along w/ D Culler, J Nickolet & C Armfelt attended development wkshop Sep 30–Oct 2
- Reviewing surface lease agreements
- Aquafun Centre tile project underway & ongoing thru November 8
- Attended Water Treatment Plant construction progress meetings Sep 25 & Oct 9
- Received final report re: petroleum hydrocarbon release in area N of Highway #3 along service road ROW & Golf Club maintenance shop; follow-up letter to AB Transportation requesting reimbursement of remediation costs Town incurred
- Attended meeting w/ Recreation Facilities staff re: community centre operations
- Preparing 2014-16 Operating and Capital budget
- Attended Library Board meeting October 8
- Along w/ G Birch, attended meeting w/ TMHA representative Oct 10 re: ice allocation
- Site visits w/ D Hill, Facility Maintenance Coordinator re: roofs at Chamber/Museum & Parkside Manor. Coordinating emergency repair on former; latter to be proposed in 2014 budget
- Management meetings Sep 24 & Oct 16; weekly dept management team mtgs
- Along w/ D Hill, Facilities Maintenance Coordinator attended meeting w/ refrigeration contractor representative re: service agreement & equipment assessment
- Health & Safety program – monthly meetings, incident investigation, preparing for annual audit

### Activities planned for upcoming month

- 2014-16 Op/Cap budget preparation
- Council orientation session October 23
- Monitor/manage thru construction completion Water Treatment Plant Upgrades & Aquafun Centre tile projects
- Purchase/installation & commissioning of Aquafun Centre chemical controller; report final project costs to Council

- Attend November 7 Recreation Board meeting – review recreation priorities list
- 2013 Health & Safety audit
- Council meetings November 12 (Tuesday) & 25 (regular Monday)
- Emergency Services Shop caretaking RFQ closing
- Legion Poppy Ceremony at Town/MD Administration building October 25
- Final report of Ver-Set Skills Camp
- Complete surface leases review
- Environmental stewardship committee work
- Coordinate ice resurfacer/maintenance training
- Weekly Community Services dept Management team meetings
- Leases renewals – Taber Curling Club (expired Sep 30/12); Paintball Club
- Health & Safety – Safe Work Practices review/update, monthly inspections, meetings, incident reports review

## Recreation Facilities Manager – Department Report

### **Civic Centre**

- Regular operation and bookings ongoing in both Auditorium and Arena's
- Review of Safe Work practices and procedures ongoing
- Preparation and improvement for 2013/2014 Ice season are in progress.
- F/T Recreation Operator I interviewing and hiring in progress.
- Small Ice Arena open to users group as of September 30, 2013
- Both Zamboni maintenance was completed and on October 7, 2013 by Industrial Machine Inc. The small Ice Zamboni deficiency were identified and in progress of quote / ordering parts and repairs
- Review of Safe Work practices and procedures ongoing.
- The scheduled renovation of the Auditorium + Auditorium Bar + painting + Gray room floor + lobby carpet where on hold.
- 2014 budgeting under discussion.

### **Parks**

- The F/T Operators was transfer summer operation to winter operation effective July 29, 2013. The transfer is based on running (2) operation summer and winter at the same time with limited manpower (reduced staff).
- Football season in progress at the Ken MacDonald Park.
- Spring/Summer season is closed and winterizing of the irrigation system was completed.
- Regular maintenance checks and planning for budgeting and next season.
- Review of Safe Work practices and procedures ongoing

### **Sports fields**

- As above

### **Cemetery**

- As above

## **LEISURE SERVICES Report**

### **October, 2013**

#### **Aquatics**

- Recruitment underway for one fulltime Lifeguard position, one  $\frac{3}{4}$  Lifeguard position, & 4 casual lifeguard positions. Recruitment is planned with shut down in mind.
- Overseeing and updating portions of the Town of Taber website/Facebook page.
- Sent staff for some Advanced course training in Sept/October.
- Advising the public through various means of the Aquafun Centre shutdown Sept. 16 – Nov. 17, 2013. Updates being provided on Town website and Facebook page as well as a press release in the Oct. 16<sup>th</sup> edition of Taber Times. Continue to monitor progress of project. Tile work began in the pool basins on October 19<sup>th</sup>.
- Coordinating tasks that are the Towns responsibility in relation to the shutdown and preparing staffing scheduling for re-opening. Also coordinating a re-opening celebration for the facility.
- Review expenditures in relation to 2013 budget and tasks/purchases still to be completed.
- Prepared 2014 – 2016 Operating and Capital budget proposals which are now being reviewed at the next level of Management.
- Reviewing pool programming beyond the upgrade for the remainder of 2013 and early 2014. This includes lessons, courses, general programs and school bookings.

#### **Leisure Services**

- Fall Community Registration complete. Brochures went out to schools upon opening and advertising occurred through our various sources. Event occurred Sept. 3<sup>rd</sup> and 5<sup>th</sup> in the Community Centre Auditorium.
- Ice schedule completed for the season for small ice and weekday ice usage. For now we are scheduling weekend ice week by week until the final league schedules are set. Block bookings for the small ice are now in place as well.
- Coordinated with R. Cressman and J. Seweryn the Fall Ice User meeting that was held September 11, 2013.
- Attended JHSC meeting for September and JHSC Inspection of Administration Building in September.
- Continue to communicate with Stephen Furze regarding Sponsorship Program updates. A press release was provided to the Taber Times for the Oct. 16<sup>th</sup> edition as well as posted on the Town website.
- MRTA (Municipal Recreation Tourism Assoc) grant reporting has been completed. After this year there will no longer be funding from this grant available.
- Prepared the Summer Games Final Report binders and completed the financial accounting for the event. Review of the Southern Alberta Summer Games Final Report occurred with the Southern Alberta Recreation Association in early October and presentations have been made to both Councils. The Recreation Board will receive the same report at their November meeting.
- Reviewing Ice User Policy and Ice Allocation procedure with Recreation dept.
- Coordinating the Alberta Municipal Health & Safety external audits for this fall. The Town of Taber External Audit dates are to be determined in the near future and the Peer Audit was completed with the MD of Pincher Creek Oct. 14-18, 2013.
- Working on various aspects involving Health & Safety.
- Prepared 2014 – 2016 Operating and Capital budget proposals for Programs function which are now under review at the next level of Management.
- Follow up occurring with organizations regarding the Recreation Facility Rental Waiver Request applications that were approved by Council at their Oct. 15, 2013 meeting.

### Taber Emergency Services September 2013 Activity Report

- **Suppression**
  - September calls- 27 total includes 19 in Town, 8 in MD.
    - 8 grass/rubbish fires
    - 1 working fires (structure/vehicle)
    - 8 motor vehicle collisions
    - 9 alarms, no fire
    - 1 EMS assist
  - Duty officer selection ongoing,
  - Regular training nights, truck checks, and officer meetings in May
  - Ongoing training for new members
- **Prevention**
  - Daycare inspection
  - Review of several areas of concern noted at the arena
  - Compliance review at a local industry to determine status of fire code issues
  - Attended Fire Technical sub-Council meeting in Red Deer
  - Interview with Taber Times to promote Fire Prevention Week in October
- **Emergency Management**
  - Completed grant application for an emergency exercise in 2014
- **Other**
  - Attended MD fire chiefs meeting
  - Hosted Barons Eureka Warner fire training group in Taber. Taber will be providing local instructors to train Southern Alberta firefighters in Vauxhall as part of a grant funded training program.
  - Received Case Study report of 2011 Lethbridge grass fires and will assess for use in wildland fire procedures.



## Town of Taber

### Planning and Economic Development Department Report October 28, 2013

Besides the regular permitting and development permit evaluation duties the Planning and Economic Development Department has engaged in, the following activities have been undertaken:

- Relocation of the Planning and Development Department into the new office space;
- Reviewing and circulating Subdivision Application TT13-0-004;
- Reviewing the Town's GIS programs and gathering data from other Town departments regarding GIS usage needs and desires;
- Meeting with potential commercial land developers regarding servicing, access and price;
- Reviewing proposed development agreement between Town and the M.D. for the subdivision of Town owned land (NE1/4 26-10-17-W4M);
- Discussions with Alberta Transportation regarding highway access to industrial properties;
- Meeting with Associated Engineering regarding servicing costs, access and off-site levies for undeveloped land in the Eureka Industrial district;
- Preparing documents for the widening of the municipally owned road;
- On-going enforcement activities regarding Taber Small Engine;
- Acquiring an appraisal for Town owned land located along Highway 36;
- Meeting with representatives from Forty Mile Gas Co-op regarding their request for an easement across Town owned land located in the M.D. of Taber;
- Attending the MGA review session held by the APPI as a representative of the Town of Taber;
- Facilitating the signing of an easement agreement between The Town of Taber and Fortis Alberta;
- Reviewing and revising MDP figures as developed by Associated Engineering;
- Providing feed back to CNRL regarding a potential right of way alignment on Town of Taber land in the MD of Taber;
- Researching material and writing sections of the forthcoming draft MDP;
- Reviewing shallow utility issues in the Eureka Industrial Park;
- Securing funds and working with contractors to place the send lift of asphalt on 43 street north;
- Speaking with Provincial representatives regarding the South Saskatchewan Regional Plan;
- Working to craft strategic initiatives for the town's Corporate Plan

- Completing a FAC inspection for Prairie Lakes Estates;
- Responding to development permit inquires submitted by the MD of Taber for the urban fringe area;
- Providing information to potential business owners in the Town of Taber;
- Working on the Development Department's budget and contributing to the Public Works budget.





## ***Town of Taber***

### **ADMINISTRATION REPORT September 24, 2013 – October 28, 2013**

#### **CORPORATE SERVICES REPORT for September 24, 2013 – October 28, 2013**

##### **Corporate Services**

- The Budget Committee has met to review the first draft of the budget. Based on this discussion feedback has been provided to Managers to implement the required changes.
- Completed 3<sup>rd</sup> quarter financial reporting as of September 30, 2013.
- Work continues on the Purchasing and Procurement Policy and Procedure changes as the Purchasing position is being centralized and managed under Corporate Services. A presentation is being prepared for Managers to help them understand the process and work flow changes being made to purchasing.
- Attended webinar training for the budgeting software.
- Attended software demonstration for project management software.
- Attended software demonstration for GIS project software.
- Continuing to working on a number of risk management claims.
- Continuing to work with payroll staff to review current procedures and develop new pay period and month end processes.
- Attended professional development training. Annual requirement is to have 40 hours of training.
- Working on policy and procedure review updates.

## **Information Technology Department**

The I.T. Department has completed the 2013 IT Budget and submitted it for review. An overview of the upcoming year is highlighted in this quick Budget Summary:

### **Core Services – Department Objectives**

1. Evergreening Computers
2. Storage Capacity Growth

### **2014 Objectives or Projects**

1. Diamond Accounting Software Upgrade
2. Purchasing Requisitions Software Project
3. GIS Software Project
4. Public Works Software Project

### **Highlights from our activities:**

- Set up computer equipment for election worker training in the White Room
- Election set up and tear down of a computer and printer for advance polls and at election day polling station
- Held several software demo sessions for staff to evaluate Public Works software
- Hiring interviews for replacement I.T. Support Analyst
- Rebuilt and installed PCs at the Pool and TPS evidence room
- Fixed wireless controller; fixed spare printer
- Ran Windows updates and Java updates on staff workstations

### **Currently working on:**

- Remote Desktop server time-outs problem
- ORCA software access problem for TPS
- RFPs for GIS software and Purchase Requisitions software

## **Human Resources Department**

- Recruitment is ongoing for the following positions:
  - Permanent Full-time
    - Lifeguard II, Recreation Operator I, Information Technology Assistant.
  - Permanent Part-time
    - Lifeguard I
  - Temporary Full-time
    - Facility Maintenance Assistant
  - Temporary Part-time
    - None
  - Casual
    - Lifeguard I
  - Seasonal
    - Winter Facilities Assistants

### Currently working on:

- FOIP inquiry by the Office of the Information and Privacy Commissioner.
- Recently received a FOIP request which I will process by the end of October
- Appeal by a former employee of a WCB decision to deny wage replacement.
- Managing two separate employees' return to work using the Disability Management Program.
- Reviewing software options to track employee training and certifications.
- Policy review project to attempt to clean up and send any irrelevant personnel policies to council for repeal.

- Part of committee tasked with establishing strategic plan



## Town of Taber

**Chief Administrative Officer  
Department Report  
September 21 – October 25, 2013**

- Monitored the September 23 nomination day process, which was organized by the Council-appointed Returning Officer
- Along with R. Cressman and A. Holmen held a discussion regarding recreational user fees
- Attended the bi-monthly management team meeting
- Met with the contractor on the pool tiling project
- Commenced review of the EPCOR contract, working with J. Nickolet and representatives from EPCOR. An initial meeting was attended to establish the agenda for review
- Attended Joint Economic Development Committee meeting with Councillor Popadynetz and C. Armfelt
- With D. Culler, completed negotiations with Alberta Health Services on the EMS contract
- Met with industrial land owner
- Met with Merlin MacNaughton of Fortis to discuss the franchise fee agreement Council entered into
- Attended the Recreation Board meeting
- Working with K. Van Ham, assembled a package of information for use in the orientation sessions for the new Council members
- Worked with D. Culler regarding an industrial clients request to charge in a different manner than currently done for sewage treatment
- Attended the Alberta Professional Planners' Association conference with C. Armfelt and J. Koroluk, while re-establishing professional relationships
- Attended consultations and completed documentation for the new Bulk Water Fill Station
- Attended the candidates' forum
- Attended a meeting for the Community Services Department
- Worked with the Planning Department staff on completion of some subdivision and development matters
- Met with D. Krizsan from the MD to discuss various overlapping issues between the Town and MD
- Reviewed Council agendas with Mayor Bryant
- Attended the Taber Police Commission meeting
- Monitored various capital projects
- Attended the Subdivision and Development Appeal Board meeting
- Along with several Council members, K. Van Ham and R. Cressman, joined a tour of the water treatment plan, provided by EPCOR



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

<b>Subject:</b> Mayor and Councillor Reports (Verbal)		<b>Date of</b> October 28, 2013
		<b>Agenda:</b>
<b>Prepared By:</b> Kerry Van Ham, Council & CAO Assistant		
<b>Attachments:</b> None		
<b>Topic:</b> Mayor and Councillor Reports (Verbal)		
<b>Background:</b>		
<b>Options:</b>	1. That Council accepts the Mayor and Councillor reports, as presented.	
<b>Recommendation:</b> Option #1 - That Council accepts the Mayor and Councillor reports, as presented.		
<b>Approval Date:</b>	October 24, 2013	<b>CAO:</b> 