



RAY BRYANT
MAYOR
FORWARDED: FEBRUARY 23, 2012

Page 1

AGENDA

REGULAR MEETING OF THE COUNCIL OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY FEBRUARY 27, 2012 AT 5:00 PM.

MOTION

ITEM NO. 1. CALL TO ORDER

ITEM NO. 2. ADOPTION OF THE AGENDA

X

ITEM NO. 3. DELEGATIONS - NONE

ITEM NO. 4. ADOPTION OF THE MINUTES

- A) RFD Public Hearing Meeting of Council February 13, 2012
- B) RFD Regular Meeting of Council February 13, 2012

X
X

ITEM NO. 5. BUSINESS ARISING FROM THE MINUTES - NONE

ITEM NO. 6. BYLAWS - NONE

ITEM NO. 7. ACTION ITEMS

- A) RFD Arts Council of Taber; Centre Court for the Performing Arts
- B) RFD Participation in the Palliser Airshed Society
- C) RFD Proposed Social Media Policy CS-IT-3
- D) RFD 2011 Utility Accounts Receivable Write-Offs
- E) RFD 2012 Surface Improvements Site Recommendation
- F) RFD 2012 Trucks Tender Award
- G) RFD Department Reports
- H) RFD Mayor and Council Reports (Verbal)

X
X
X
X
X
X
X
X

ITEM NO. 8. MEDIA INQUIRIES

ITEM NO. 9. CLOSED SESSION

Labour

X

ITEM NO. 10. OPEN SESSION

X

ITEM NO. 11. CLOSE OF MEETING

X



Agenda Item No. 4.A)

TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Subject: Public Hearing Minutes of Council	Date of February 27, 2012
Agenda:	
Prepared By: Kerry Van Ham, Council & CAO Assistant	
Attachments: Minutes	
Topic: Minutes of the Public Hearing Meeting of Council, February 13, 2012	
Background:	
Options:	<ol style="list-style-type: none">1. That Council adopts the minutes of the Public Hearing Meeting of Council held on February 13, 2012, as presented.2. That Council adopts the minutes of the Public Hearing Meeting of Council held on February 13, 2012, as amended
Recommendation:	Option #1 - That Council adopts the minutes of the Public Hearing Meeting of Council held on February 13, 2012, as presented.
Approval Date:	February 23, 2012
Acting CAO:	

MINUTES OF THE PUBLIC HEARING REGARDING THE BYLAWS OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, FEBRUARY 13, 2012, AT 5:00 PM.

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

ALSO PRESENT:

Gordon Frank, CLGM, Chief Administrative Officer (CAO)
Kerry Van Ham, Council & CAO Assist./Recording Secretary
John Henricks, Acting Director of Planning
Jilliann Koroluk, Development Officer
Greg Price, Taber Times

ORDER

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

LAND USE AMENDMENT BYLAW NO. 6-2011

i) Explanation of purpose of Bylaw No. 6-2011

Mayor Bryant requested that J. Koroluk, Development Officer, advise the purpose of the Bylaw.

J. Koroluk, Development Officer, advised that Bylaw 4-2006 (Land Use Bylaw) be amended to rezone: 4833 57 AV, Plan 4348R, Block 39, Lots 34-36 from Low Density Residential (LR-2) to Narrow Lot Residential (R-2).

ii) Presentation of written or oral briefs AGAINST Bylaw No. 6-2011

Mayor Bryant inquired if any written briefs had been received Against Bylaw No. 6-2011.

John Henricks, Acting Director of Planning, stated that no written briefs had been received Against Bylaw No. 6-2011.

Mayor Bryant inquired if there was anyone present who wished to present an oral brief Against Bylaw No. 6-2011.

Oral briefs Against Bylaw No. 6-2011 were presented by the following citizens:

- Dick DeHeer
- Tim Wright
- Dale Tilleman

Mayor Bryant inquired if there were any additional oral briefs Against Bylaw No. 6-2011 at this time, and there were none.

iii) Presentation of written or oral briefs FOR Bylaw No. 6-2011

Mayor Bryant inquired if any written briefs had been received For Bylaw No. 6-2011.

John Henricks, Acting Director of Planning, stated that no written briefs had been received For Bylaw No. 6-2011.

Mayor Bryant inquired if there was anyone present who wished to present an oral brief For Bylaw No. 6-2011 at this time, and there were none.

Mayor Bryant declared that the Public Hearing is hereby closed at 5:12 PM.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



Agenda Item No. 4.B)

TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Subject: Regular Minutes of Council	Date of February 27, 2012
Agenda:	
Prepared By: Kerry Van Ham, Council & CAO Assistant	
Attachments: Minutes	
Topic: Minutes of the Regular Meeting of Council, February 13, 2012	
Background:	
Options:	<ol style="list-style-type: none">1. That Council adopts the minutes of the Regular Meeting of Council held on February 13, 2012, as presented.2. That Council adopts the minutes of the Regular Meeting of Council held on February 13, 2012, as amended
Recommendation:	Option #1 - That Council adopts the minutes of the Regular Meeting of Council held on February 13, 2012, as presented.
Approval Date:	February 23, 2012
Acting CAO:	

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, FEBRUARY 13, 2012, IMMEDIATELY FOLLOWING THE PUBLIC HEARING AT 5:13 PM.

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

ALSO PRESENT:
Gordon Frank, CLGM, Chief Administrative Officer (CAO)
Kerry Van Ham, Council & CAO Assist./Recording Secretary
John Henricks, Acting Director of Planning
Jilliann Koroluk, Development Officer
Garrett Simmons, Taber Times

ORDER

Mayor Bryant called the Regular Meeting of Council to Order at 5:13 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.30/12 MOVED by Councillor Bekkering that Council adopt the agenda as presented.

CARRIED UNANIMOUSLY

DELEGATIONS**A) Alberta Policing Standards Program – Taber Municipal Police Commission**

H. De Vlieger, Chairman of the Taber Police Commission and Chief A. Rudd, provided information on the certificate that was awarded by the Solicitor General and Minister of Public Security to the Taber Police Service recognizing the successful full compliance review of the Alberta Policing Standards Program.

Mayor Bryant thanked the Taber Police Service for providing efficient and effective policing to the Community.

RES.31/12 MOVED by Councillor Papp that Council accepts the details provided regarding the Alberta Policing Standards Program, for information

CARRIED UNANIMOUSLY

B) Waterworks & Wastewater System – Annual Report

D. Peel, Epcor's Taber Site Manager presented the highlights of the 2011 annual report.

Council had a number of questions for discussion at this time.

RES.32/12 MOVED by Councillor Rochelle that Council accepts the Waterworks & Wastewater System 2011 Annual Report, as presented.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES**A) Regular Meeting of Council – January 23, 2012**

RES.33/12 MOVED by Councillor Popadynetz that Council adopts the minutes of the Regular Meeting of Council held on January 23, 2012, as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES – NONE**BYLAWS****A) Proposed Land Use Re-zoning Bylaw No. 6-2011**

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

- RES.34/12 MOVED by Councillor Tams that Council gives second reading to Bylaw 6-2011, being a rezoning amendment to the Land Use Bylaw 4-2006, at this meeting.

CARRIED UNANIMOUSLY

- RES.35/12 MOVED by Councillor Papp that Council gives third and final reading to Bylaw 6-2011, being a rezoning amendment to the Land Use Bylaw 4-2006, at this meeting.

CARRIED UNANIMOUSLY

B) Proposed Land Use Re-zoning Bylaw No. 3-2012

J. Koroluk, Development Officer, detailed the application for the Bylaw Amendment to re-designate the parcel from Limited Industrial (LM) to General Industrial (M-2). This designation is intended to facilitate a transport/truck operation at 5525 66 Ave.

At the Municipal Planning Commission meeting held on Monday January 16, 2012, it was agreed that the use was appropriate at this location.

- RES.36/12 MOVED by Councillor Bekkering that Council gives first reading to Bylaw No. 3-2012, and that a public hearing be held on March 12, 2012 at 5:00PM in the Council Chambers.

CARRIED UNANIMOUSLY

BYLAWS – CONT'D**C) Proposed Land Use Re-zoning Bylaw No. 4-2012, 5-2012**

J. Henricks, Acting Director of Planning, detailed the application for the Bylaw Amendment to re-designate Thelma Street: Block 2 and 3; Plan 7808A1 from Urban Reserve Residential (UR-R) to Low Density Residential (LR). This re-designation is intended to facilitate development of two homes on existing parcels in an area located just south of the MD park at the north edge of the Town limits. No municipal services are in the immediate area. Surrounding properties are zoned UR-R.

J. Henricks, Acting Director of Planning, stated that this application, as submitted cannot be recommended. A tool available to address this application is to propose a specific direct control district, but further issues would need to be addressed by the Municipal Planning Commission.

Council discussed the proposed Bylaw at this time.

MOVED by Councillor Bekkering that Council not proceed with a bylaw in consideration of a land use amendment from Urban Reserve Residential (UR-R) to Low Density Residential (LR).

WITHDRAWN

RES.37/12 MOVED by Councillor Sparks that Council not give first reading to Bylaw No. 4-2012.

CARRIED

MOVED by Councillor Tams that Council gives first reading to Bylaw No. 5-2012, and that a public hearing be held on March 26, 2012 at 5:00PM in the Council Chambers.

Councillor Rochelle requested a friendly amendment to include this item being presented to the Municipal Planning Commission for their recommendation prior to the Public Hearing.

Councillor Tams accepted the friendly amendment.

BYLAWS – CONT'D**C) Proposed Land Use Re-zoning Bylaw No. 4-2012, 5-2012 – Cont'd**

RES.38/12 MOVED by Councillor Tams that Council gives first reading to Bylaw No. 5-2012, and that this item is presented to the Municipal Planning Commission for their recommendation prior to the Public Hearing to be held on March 12, 2012 at 5:00PM in the Council Chambers.

CARRIED UNANIMOUSLY

ACTION ITEMS**A) Taber Viper Swim Club**

G. Frank, CLGM, Chief Administrative Officer, introduced the Club's request for a 3% facility rental fee reduction, based on the Club's agreement in principle to applying for the CFEP grant funding.

Council discussed the requested rental fee reduction at this time.

MOVED by Councillor Rochelle that Council approves the 3% rental fee reduction requested by the Taber Viper Swim Club for their 2012 pool bookings and directs Administration to assist with preparation of the CFEP application for their review.

Mayor Bryant requested a friendly amendment to include the rental fee reduction if the CFEP grant application is successful.

Councillor Rochelle accepted the friendly amendment.

RES.39/12 MOVED by Councillor Rochelle that Council approves the 3% rental fee reduction requested by the Taber Viper Swim Club for their 2012 pool bookings if the CFEP grant application is successful, and directs Administration to assist with preparation of the CFEP application for their review.

CARRIED

MEDIA INQUIRIES - NONE

20/2012

February 13, 2012

CLOSED SESSION - NONE

OPEN SESSION - NONE

CLOSE OF MEETING

RES.40/12 MOVED by Councillor Papp that this Regular Meeting of Council is hereby closed.

CARRIED UNANIMOUSLY AT 6:20 PM


MAYOR

CHIEF ADMINISTRATIVE OFFICER

20/2012



TOWN OF TABER COUNCIL REQUEST FOR DECISION

Subject:	Arts Council of Taber Centre Court for the Performing Arts	Date of	February 27, 2012
		Agenda:	
Prepared By:	Kerry Van Ham, Council & CAO Assistant		
Attachments:	Correspondence from Arts Council of Taber; Letters of Support Estimated Statement of Income and Expenses		
Topic:	Arts Council of Taber proposed Centre Court for the Performing Arts		
Background:	Mr. Ray Sheen, along with Mr. Wes Hironaka, Mr. Rob Hirano, Mr. Fraser Shaw, Mr. Pete Lovering and Mr. Ben Steinborn will provide background and future financial, architectural and historical visioning for the proposed Centre Court for the Performing Arts.		
	Council direction for the decision with the advancement of this project is requested.		
Options:	1. Council accepts the presentation for information purposes.		
	2. Council authorizes a grant in the amount of \$_____ to be included in the 2013 Budget for the Centre Court for the Performing Arts.		
Recommendation:			
Approval Date:	February 23, 2012	Acting CAO:	



**Arts Council of Taber for the Performing Arts Presentation to Town Council
27 Feb., 2012**

- We thank Town Council and administration for the opportunity to present our vision and plans for the completion of the Centre Court for the Performing Arts. In like manner we are grateful that Council saw fit to save the previous library, police station and court house and allowed ACT to begin renovations in 2006 to convert the three buildings into a centre for the performing arts.
- We are also grateful that Council agreed to finance the ongoing architectural study and design which has brought us to this presentation today.

Benefits to the Community

- The one component lacking in Taber to provide our citizens with a complete service of desirable amenities is a performing arts complex. No long elaboration on this point is necessary since we all are aware of the facilities available to residents: excellent sports and recreation facilities, library, parks, museum, arts and crafts centre, Agriplex, medical and hospital services, senior citizen housing and services, churches, businesses etc.
- The reclaiming rather than the destroying of one truly historic building, the Court House, and two other nearing historic prominence, the police station and library, allow the community to provide an attractive and unique performing arts centre. This will be a highly functional complex for numerous groups and individuals. We refer to objectives 1.2 and 1.6 of our revised bylaws which read as follows.

1.2 Encourage the use of the complex by community groups and individuals for activities and instruction, including but not limited to, theatre, dance, speech, debate, puppetry, instrument, voice, performances, festivals and recitals.

1.6 Move the development of the Centre Court for the Performing arts forward with the attitude and commitment that the Centre is here to serve the community.

- This will be a home for learning, honing and presenting talents and skills for and to our citizenry.
- Rather than people travelling elsewhere for cultural enrichment, they can receive much of that here. In fact, the Centre will draw people to it from other communities as Fort Mcleod, Cardston, Foremost and Bow Island do now. These visitors purchase from our local businesses.
- One of our largest employers in Taber stated that many of his new employees coming from outside Taber choose to live in Coaldale or Lethbridge. We see the Centre as another strong reason why people would choose to establish residency in Taber where they work.
- The location of the Centre Court logically becomes an integral even focal point of physical revitalization efforts of the Town of Taber. As we move forward with this project we hear the whispering from our own cornfields, "Build it and they will come." That is our belief and our commitment as we work to become a vital part of the rejuvenation and stabilization of our town.

Lantic Inc.

5405 – 64th Street
Taber, Alberta
T1G 2C4

Taber Factory

TEL : (403) 223-3535
FAX : (403) 223-9699
www.rogerssugar.com

January 30, 2012

Ray Sheen, President
Arts Council of Taber

Dear Ray:

I have been very pleased to see that discussions are continuing regarding The Centre Court for the Performing Arts in Taber, and I wish you continued success as you seek to complete this project. In recent months, The Taber Times has frequently reported on the ever increasing number of vacant retail spaces in our downtown area. For me, this only serves to underscore the importance of revitalization projects such as the performing arts centre. I believe that this project will help to bring people downtown once again, and I strongly support The Centre Court for the Performing Arts. As you know, Lantic Inc. has financially supported this project in the past, and will continue to do so in the future as well.

Yours sincerely,



Douglas J. Emek
General Manager





January 26, 2012

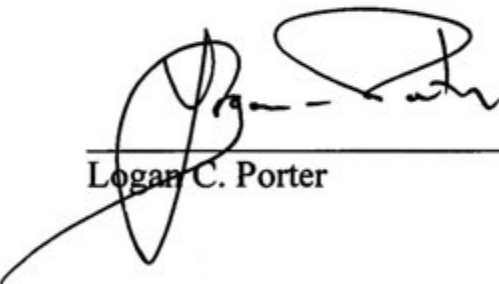
Town of Taber
A-4900 50 Street
Taber, Alberta T1G 1T1

RE: Taber Centre Court of the Arts

To whom it may concern:

I, Logan Porter, owner of Porter Tanner Associates Inc. give my support for the completion of the Taber Centre Court of the Arts and feel it would be a valuable addition to the community.

Signed,



Logan C. Porter



I support the development of The Centre Court for the Performing Arts

Send to rcsheens [REDACTED]

*I think this is a needed addition
to our town.*

Lorne Jensen

Jensen's Welding



To Whom it may concern,

Our business, 2nd Chance Pawn, supports the development of the Center Courts for the Performing Arts. We feel it would be a value to the citizens and businesses of the Town of Taber.

Sincerely,
Nolan Day





Raymond Sheen <rcsheens@...>

Fw: art complex opinion

1 message

Tue, Jan 31, 2012 at 7:32 PM

Reply-To: ...
To: raysheen <rcsheens@...>

... sent this to me. Just thought I would forward this to you. I thought it an excellent letter.

----- Forwarded Message -----

From: ...
To: ...
Sent: Tuesday, January 31, 2012 1:04:14 PM
Subject: Re: art complex opinion

To whom it may concern;

I am a long term music educator now based in Taber. I've been here for almost 6 years and have a need for a recital space on a regular basis. Right now there is VERY limited space available for the size of recitals I hold.

I have been aware and have worked on the committee to bring this facility to fruition. My opinion is that Taber NEEDS a quality performing arts facility. Without this facility, 2 things may happen: 1) I quit trying to have recitals for my students or 2) I move my studio to a larger centre that is more supportive of the arts. Neither of these choices is what I want. I prefer to have a local facility for my 50+ students to use. 50+ students generate a minimum of 200 attendee's at a recital...

A thought / idea I had when I moved here from Hinton, Alberta in 2006, was to form a festival association. I helped found and worked 2 decades for a major performing and visual arts festival in Hinton and believe that Taber could rival this 12 day annual festival. I also would petition the Royal Conservatory of Music (a national Music Conservatory) to hold practical and theory exams locally. We could become a centre for smaller communities for performance and examinations. No more travelling to the big cities of Medicine Hat or Lethbridge... I sit on the Alberta Piano Teachers Association Executive Board as an executive advisor. I see smaller communities have wildly successful arts facilities where booking a year in advance barely gets you into a space. My question is WHY NOT TABER?

WOULD I USE THIS FACILITY? Absolutely. I've been waiting for Taber to step up to the plate for 6 years....

Michele Tamtom
Licensed Kindermusik Educator
and
Private Piano Tutor
Taber Alberta



Box 630,
Grassy Lake,
Alberta, T0K 0Z0

January 31, 2012

Raymond Sheen, President
Arts Council of Taber
#210 4800 A 48th Ave
Taber, Alberta T1G 2G9

Dear Mr. Sheen,

We support the development of the Center Court for the Arts in Taber. We feel that increased cultural events make communities stronger and more vibrant. We definitely would attend such events at the proposed center and encourage its development.

Sincerely,

LeRon & Colleen Torrie

LeRon & Colleen Torrie





Assumptions Utilities based on current consumption plus running heat in all areas Water \$140 plus consumption
 Insurance Based on commercial policy much like our church
 Telephone & Internet Based on one commercial line and internet totalling \$150 per month
 Maintenance & Repairs Modest budget for supplies and minor repairs
 Admin & Janitor Part time wages, cleaning supplies, carpet cleaning, light bulbs, etc.
 Bank Charges Estimate
 Building Alarm 4 doors, smoke alarms,
 Office supplies Including postage and printer toner

		Mth 1	Mth 2	Mth 3	Mth 4	Mth 5	Mth 6	Mth 7	Mth 8	Mth 9	Mth 10	Mth 11	Mth 12	Total
Income	Court House Rent 10 hrs/wk	300	300	300	300	300	300	300	300	300	300	300	300	3600
	Atrium Rent \$200/day	400	400	400	400	400	400	400	400	400	400	400	400	4800
	Theatre Rent	500	500	500	500	500	500	500	500	500	500	500	500	6000
	Donations	4500	4500	4500	4500	4500	4500	4500	4500	4500	4500	4500	4500	54000
	Grants	4500	4500	4500	4500	4500	4500	4500	4500	4500	4500	4500	4500	54000
	Total Income	10200	10200	10200	10200	10200	10200	10200	10200	10200	10200	10200	10200	122400
Expenses	Utilities Heat	500	500	500	500	500	500	500	500	500	500	500	500	6000
	Electrical	500	500	500	500	500	500	500	500	500	500	500	500	6000
	Water/Sewer	225	225	225	225	225	225	225	225	225	225	225	225	2700
	Insurance	500	500	500	500	500	500	500	500	500	500	500	500	6000
	Telephone & Internet	150	150	150	150	150	150	150	150	150	150	150	150	1800
	Maintenance & Repairs	500	500	500	500	500	500	500	500	500	500	500	500	6000
	Admin & Janitor	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	24000
	Bank Charges	50	50	50	50	50	50	50	50	50	50	50	50	600
	Alarm system charges	100	100	100	100	100	100	100	100	100	100	100	100	1200
	Office Supplies	150	150	150	150	150	150	150	150	150	150	150	150	1800
	Accounting	100	100	100	100	100	100	100	100	100	100	100	100	1200
	Total Operating	4775	4775	4775	4775	4775	4775	4775	4775	4775	4775	4775	4775	57300
	Debt repayment	5250	5250	5250	5250	5250	5250	5250	5250	5250	5250	5250	5250	63000
		10025	10025	10025	10025	10025	10025	10025	10025	10025	10025	10025	10025	120300

Assumptions

The Arts Council could procure the services of a Professional Supervisor. With this scenario, that person could reap substantial savings in the cost of the build
 Some local businesses have indicated to the Arts Council verbally that they would be willing to consider providing some services and product on a cost basis in order to reduce the amount required to build the project.


Possible grants could be higher depending on whether we can max out current federal and provincial programs including Leth Comm Foundation
 Donations are from local community and local corporate (and other national and provincial foundations with arts as their main goals)

Theatre would include productions by Taber Players, Young Taber Players, Schools, etc. Daily rent may not be possible as we would have to include time for setup/teardown
 Ongoing grants and donations need to total approx \$100,000 per year in the early stages of this project. This can be offset with fundraising and casino revenues in some years and operating grants available to arts organizations through the Province of Alberta.

Building cost	\$1,200,000	Estimated after cost savings applied (Supervisor & local business participation)	Court	25% occupancy
Grants	\$125,000	CFEP	Atrium	10% occupancy
	\$100,000	Heritage Grant	Theatre	Occupancy depending on # of events
Donations	\$175,000			
Left to finance	\$800,000	(20 years at 5%)	NOTE: This does not include any amounts that might possibly be contributed from local municipal governments.	



TOWN OF TABER COUNCIL REQUEST FOR DECISION

Subject: Palliser Airshed Society 2012 Membership	Date of February 27, 2012 Agenda:	
Prepared By: Kerry Van Ham, Council & CAO Assistant		
Attachments: Correspondence from Palliser Airshed Society d/d received February 16, 2012		
Topic: Participation in the Palliser Airshed Society		
Background:	Correspondence was received from the Palliser Airshed Society requesting the Town of Taber participate with membership in this society. The membership is based on the per capita reflection of facilities and employees who work, live and play within this airshed zone.	
	This invoice reflects the Town of Taber's contribution of emissions and services for the Society's Ambient Air Monitoring in the PAS Region.	
Options:	1. Council authorizes participation in the Palliser Airshed Society, and authorizes Administration to submit the total invoice amount of \$551.25, incl. GST.	
	2. Council does not authorize participation in the Palliser Airshed Society.	
Recommendation:		
Approval Date:	February 23, 2012	Acting CAO: 

November 30, 2011

Palliser Airshed Society
Suite 208, Carry Drive Plaza
97- 105 Carry Drive
Medicine Hat, AB T1B 3M6

Dear Members and Potential Members:

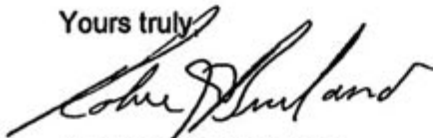
Subject: Participation in the Palliser Airshed Society

The Palliser Airshed Society monitors, analyzes and reports on the air quality in the Palliser airshed zone, an area which encompasses the entire boundaries of the former Palliser Health Region and recent expansion to highway 36 in the southwest corner of the zone. In addition to its monitoring function, the Palliser Airshed Society provides an excellent forum and opportunity for stakeholders from industry, the public, government, health, non-government organizations and municipalities to express and discuss concerns, identify and design solutions for local air quality issues, establish mutual understanding and educate the general public on matters related to air quality.

Alberta Environment and Water recognizes and supports the key role that the Palliser Airshed Society plays in providing environmental stewardship in the southeast region of the province. Partnership and collaboration are an important part of Alberta's approach to air management; consequently, Alberta Environment and Water works with a number of partners, including airshed zones, to successfully implement strategies to maintain good air quality. In the future, Alberta Environment and Water will rely even more on airsheds like the Palliser Airshed Society to assist in determining environmental outcomes for air quality as the Province moves towards a cumulative effects environmental management system.

The Palliser Airshed Society depends on its members and Alberta Environment and Water for support in order to continue to function effectively. Alberta Environment and Water strongly encourages all stakeholders in the Palliser airshed zone to participate as active members in the Palliser Airshed Society for the overall benefit to the area's air quality.

Yours truly,



Robert Burland, P. Biol.
District Approvals Manager

cc: Russ Golonowski, Chair, Palliser Airshed Society



Palliser Airshed Society



**Invoice for PAS
Suite 208, Carry Drive Plaza
97-105 Carry Drive
Medicine Hat, AB T1B 3M6
GST No. 870912409RT-0001**

February 9, 2012

Town of Taber
4900A - 50 Street
Taber, AB T1G 1T1

Dear Mr. Gordon Frank:

On behalf of the Palliser Airshed Society (PAS), I am writing to solicit your organization's support to help sustain the operations of the Regional Air Quality Monitoring Program carried out by the Palliser Airshed Society. The PAS is a non profit, consensus based, multi-stakeholder organization mandated to collect and communicate ambient air quality data and information. Live data can be seen on our website at www.palliserairshed.com.

The Provincial Government has made it clear that future land use decisions will have to be based on cumulative environmental impacts. Air quality is one of the key factors in understanding cumulative effects. Without credible air quality data, cumulative effects cannot be determined.

Alberta Environment and Water (AEW) recognizes the need to have strong, sustainable air monitoring networks throughout the province. AEW provides funding for one continuous air monitoring station in the Palliser network and has provided operational grant funds for 2010 to 2012. The future success of this necessary program depends on building strong partnerships with stakeholders.

Your company has received this invoice because you have facilities and employees who work, live, and play within this airshed zone. As one of the stakeholders in the airshed region, by joining PAS your AEW air monitoring requirements may be met. Each month on the stakeholder's behalf, PAS submits the necessary data required by the Clean Air Strategic Alliance and AEW.

This attached invoice reflects your contribution of emissions in the region. On behalf of the PAS Board of Directors, I thank you in advance for your support. Should you have any questions, please contact Bob Scotten at (780) 377-3583.

Sincerely,

Bob Scotten
Executive Director, PAS



Russ Golonowski
Chairman, PAS

Palliser Airshed Society



**Invoice for PAS
Suite 208, Carry Drive Plaza
97-105 Carry Drive
Medicine Hat, AB T1B 3M6
GST No. 870912409RT-0001**

**Invoice No: PAS-12-096
Invoice Date: February 9, 2012**

Town of Taber
4900A - 50 Street
Taber, AB T1G 1T1

ATTENTION: Gordon Frank

Reference: Palliser Airshed Society 2012 Membership
Period Ending: December 31, 2012
Services: Ambient Air Monitoring in the PAS Region

PAS Fee	\$525.00
GST	\$26.25
Total Invoice Amount	\$551.25

Note: Municipality fees are based on percent of the population and number of dwellings residing in the Airshed zone.

February 9, 2012



Invoice for 2012 PAS Membership



TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Table with 2 columns: Field and Value. Fields include Subject, Date of Agenda, Prepared By, Attachments, and Topic.

Background:

The proposed Social Media Policy CS-IT-3 has been created to govern the publication of social media commentary by Employees and Mayor and Council of the Town of Taber. This policy reflects the effort made to align all communication with the Town's Strategic Plan, Corporate Values and existing policies and procedures ensuring that the Town of Taber continues to reflect the best practice while complementing traditional communication and marketing methods and mediums. The proposed procedures have been included for Council's information.

Options:

- 1. That Council adopts the Social Media Policy CS-IT-3, as proposed.
2. That Council does not adopt the Social Media Policy CS-IT-3, as proposed.

Recommendation: Option #1 – That Council adopts the Social Media Policy CS-IT-3, as proposed.

Approval Date:

February 23, 2012

Acting CAO:

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Social Media

Policy No.: CS-IT-3	Council Resolution No.: [number/year]
Department: Corporate Services	Authority: Council
Effective Date: 27/02/12	Revision Date:
Review Date: February 2015	Repealed Date:
Supersedes: N/A	
Related Procedure No.: CS-IT-3	
Related Procedure Name: Social Media	

Purpose

This policy governs the publication of social media commentary on social media venues by employees and Mayor and Council of Town of Taber.

Policy Statement

- 1) Social Media means any facility for online publication and commentary, including without limitation blogs, wiki's, and social networking sites such as Facebook, LinkedIn, Twitter, Flickr, and YouTube.
- 2) Town of Taber supports the use of social media to further the strategic direction and goals of the organization. Social media provides additional tools and channels that can complement traditional communications and marketing methods and mediums.
- 3) Town of Taber will build its presence on social media sites and use social media tools with adequate consideration given to:
 - a. ensuring efforts align with the Town's Strategic Plan, Corporate Values and policies
 - b. identifying the fit within business and communications/marketing plans and objectives
 - c. understanding the benefits, implications and risks in using social media



- 4) Legitimate business use of social media should benefit the organization by advancing the following goals:
 - a. Building a positive image for the Town of Taber;
 - b. Increasing mind share and awareness of the organization by reaching large audiences at low monetary cost;
 - c. Improving client satisfaction in order to receive more timely and personal service in the medium that they prefer will be more satisfied;
 - d. Gaining citizen insights to monitor public opinion about the Town of Taber and its services;
 - e. Networking with professionals to maintain business contacts or maintaining contacts with members of professional organizations and their standards;
 - f. Reducing the cost of servicing clients to quickly and efficiently respond to customer service issues.
- 5) In their capacity as private citizens, Town employees have the same rights of free speech as other citizens, however the Town of Taber expects that they will not represent the Town of Taber on their own personal social media sites or comment about the Town's operations.
- 6) Employees are bound by the official Oath of Confidentiality, the Employee Code of Conduct, the Freedom of Information and Protection of Privacy Act and the Acceptable Use of Information Technology Resources Policy and must not disclose any Town information or content that they are not specifically authorized to disclose.
- 7) Acting as a private citizen, a Town employee must use a private email address and make every reasonable effort to make it clear that their contribution to social media sites is as a private individual, and not as a representative of the Town.
- 8) 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

- Acceptable Use of Information Technology Resources Policy No. 06/05/23

MAYOR

DATE

CHIEF ADMINISTRATIVE OFFICER

DATE

DRAFT





Social Media

Procedure No.: CS-IT-3	Council Resolution No.: [number/year]
Department: Corporate Services	Authority: CAO
Effective Date: 27/02/12	Revision Date:
Review Date: February 2015	Repealed Date:
Supersedes: N/A	
Related Policy No.: CS-IT-3	
Related Policy Name: Social Media	

Purpose

These procedures will provide operational guidance for achieving the goals of the Town of Taber Social Media Policy.

Operating Guidelines

1) Social Media Setup

- a. An employee may request permission from their Director to conduct Town business using social media platforms.
- b. The Director, upon granting permission to their employee, will notify the Information Technology department in writing indicating approval, the social media platform, the name of the employee and the anticipated time frame.
- c. All requests for employee business use of external social media must be submitted to the Information Technology department.
- d. The Information Technology Department will establish access for the applicable employees to the targeted social media site and make exceptions in the firewall, proxy, or Web content filter rules as necessary.
- e. The Information Technology department will create a user ID on the targeted social media service using the employee's corporate e-mail address and will communicate the initial account password to the employee.



- f. The employee will receive an account activation e-mail and will not change the password from the social media service unless they inform the Information Technology department.
- g. The Town reserves the right to monitor, assess and audit the use of any and all social media platforms used and periodically may retrieve the contents of any user's communications.

2) Social Media Users

- a. Use of unauthorized, personal social media accounts to represent the Town of Taber is prohibited.
- b. Employees shall not use Town social media user IDs, the Town of Taber's name, or Town of Taber email addresses for personal use.
- c. Prohibited use of company identification includes but is not limited to the following:
 - i) The Town's name in a social media identity as a username, "handle" or screen name;
 - ii) Using a Town of Taber email address as a contact email;
 - iii) Linking to the Town of Taber website;
 - iv) Downloading and installing plug-ins or helper applications such as those that try to access the company e-mail directory;
 - v) Joining groups using a company user ID for personal reasons or adding personal friends to an employee's friends list.
- d. An employee authorized to represent the Town on the Town's social media accounts may dialog with the community, talk about activities, news happenings, and general interest without publishing confidential information. Employees shall use their best judgment to see to it that the views and opinions expressed are the official views of Town of Taber.
- e. Confidential information may include but is not limited to:
 - i) Details about the Town's computer systems,
 - ii) Information regarding other employees,
 - iii) Financial information
 - iv) Day-to-day operational details
 - v) Photos of the workplace and/or field work.
- f. Any photos must be approved by the Department Director before they are posted to social media sites.



- g. The privacy settings on social media platforms should be set to allow anyone to see profile information similar to what would be on the Town of Taber website.
- h. Privacy settings that might allow others to post information or see information that is personal should be set so as to limit access.
- i. An employee is required to use their real name, title and identify that you work for Town of Taber and shall not blog anonymously, using pseudonyms or false screen names when speaking on behalf of the Town.
- j. An employee shall not communicate anything that is dishonest, untrue, or misleading. Employees will refrain from posting anything contradictory or in conflict with the Town of Taber website.
- k. An employee should be aware of protecting themselves and their privacy. Posted information will remain in the public domain and the employee should consider the content carefully and also be cautious about disclosing personal details.
- l. If an employee makes an error, the employee should be up front about the mistake and correct it quickly. If an employee chooses to modify an earlier post, make it clear that you have done so.
- m. If an employee reads or sees misrepresentations made about Town of Taber in the media, the employee may point out that it is incorrect information. An employee must always do so with respect and using the facts.
- n. If someone accuses you of posting something improper (such as their copyrighted material or a defamatory comment about them), deal with it quickly and remove it immediately and report it to your Supervisor.
- o. Employees shall adhere to all laws governing copyright and fair use or fair dealing of copyrighted material owned by others, including Town of Taber owned copyrights and corporate brands.
- p. Patrons, partners or suppliers should not be cited or referenced without their approval. An employee should never quote more than short excerpts of someone else's work, and always attribute such work to the original author/source. Employees should link to others' work rather than reproduce it.



- q. Do not post pictures, music or clipart that the Town does not own or does not have the rights to distribute.
- r. Employees will not use or share unlicensed software on the Town’s sites or member pages.

CHIEF ADMINISTRATIVE OFFICER

DATE

DRAFT





TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Table with 2 columns: Field Name, Value. Fields include Subject, Date of Agenda, Prepared By, Attachments, Topic, Background, Options, Recommendation, Approval Date, and Acting CAO.

To Be Written Off

Acct Number	Amount	Invoice Date
305200.004	\$526.86	01/09/2009
	<u>\$526.86</u>	

Written off

Acct Number	Amount	Invoice Date
153500.000	\$12.60	01/02/2011
218100.003	\$95.86	01/07/2010
231900.012	\$139.16	01/07/2010
239400.006	\$102.06	01/08/2010
249500.008	\$122.27	01/07/2010
305100.002	\$375.00	01/04/2010
307000.001	\$163.00	01/06/2010
440900.003	\$161.38	01/04/2010
466000.002	\$22.77	01/11/2006
477500.008	\$241.12	01/09/2010
503000.000	\$470.64	01/01/2010
512000.018	\$108.30	01/10/2010
514900.009	\$46.92	01/09/2010
536700.005	\$76.40	01/07/2010
541200.013	\$210.27	01/07/2010
560300.009	\$118.59	01/03/2011
	<u>\$2,466.34</u>	



TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Subject: 2012 Surface Works Sites

Date of February 27, 2012

Agenda:

Prepared By: Rob Cressman, Director of Public Services

Attachments: 2012 Surface Works - Site Plan; Trail Survey Plan - Phase 2

Topic: 2012 Surface Works Recommendation

Background:

Council included projects in the approved 2012 budget, as follows:

- 1. Annual Concrete program (\$400,000)
2. Annual Asphalt Milling & Overlay program (\$275,000)
3. Pedestrian Trail Phase 2 (\$108,190)

In preparing the 2012 sites recommendation, staff have reviewed our Infrastructure Master Plan (IMP), our Ten Year Roads Plan and feedback from the public. The attach site plan and descriptions are recommended to be included in the scope of work and tender package associated with this years` project.

Administration has recently completed a site review with a representative of the local group that is prepared to volunteer labor & equipment for the trail base preparation. We also understand the MD of Taber is prepared to donate base gravel material, as the MD did for the original trail construction in 2005.

Should Council approve the scope as recommended, AE will proceed with the tender package for Council to award the contract in Spring 2012.

Options:

- 1. Council approves the 2012 Surface Works project sites, as recommended.
2. Council approves the 2012 Surface Works project sites, as amended

Recommendation: Option #1 - Council approves the 2012 Surface Works project sites, as recommended.

Approval Date:

February 23, 2012

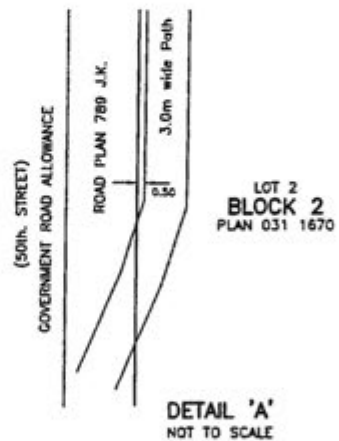
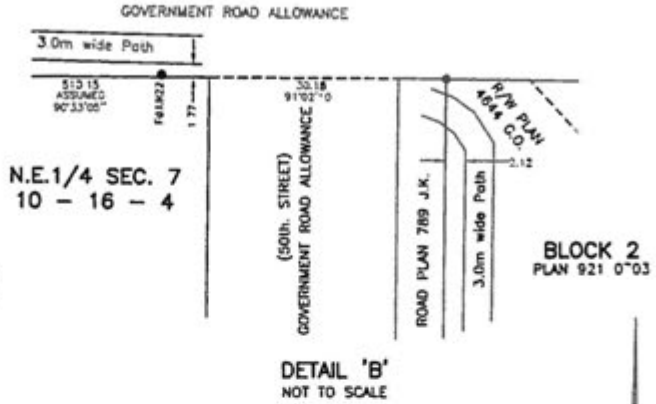
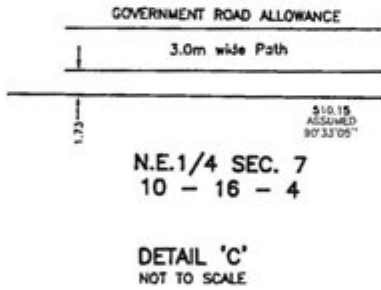
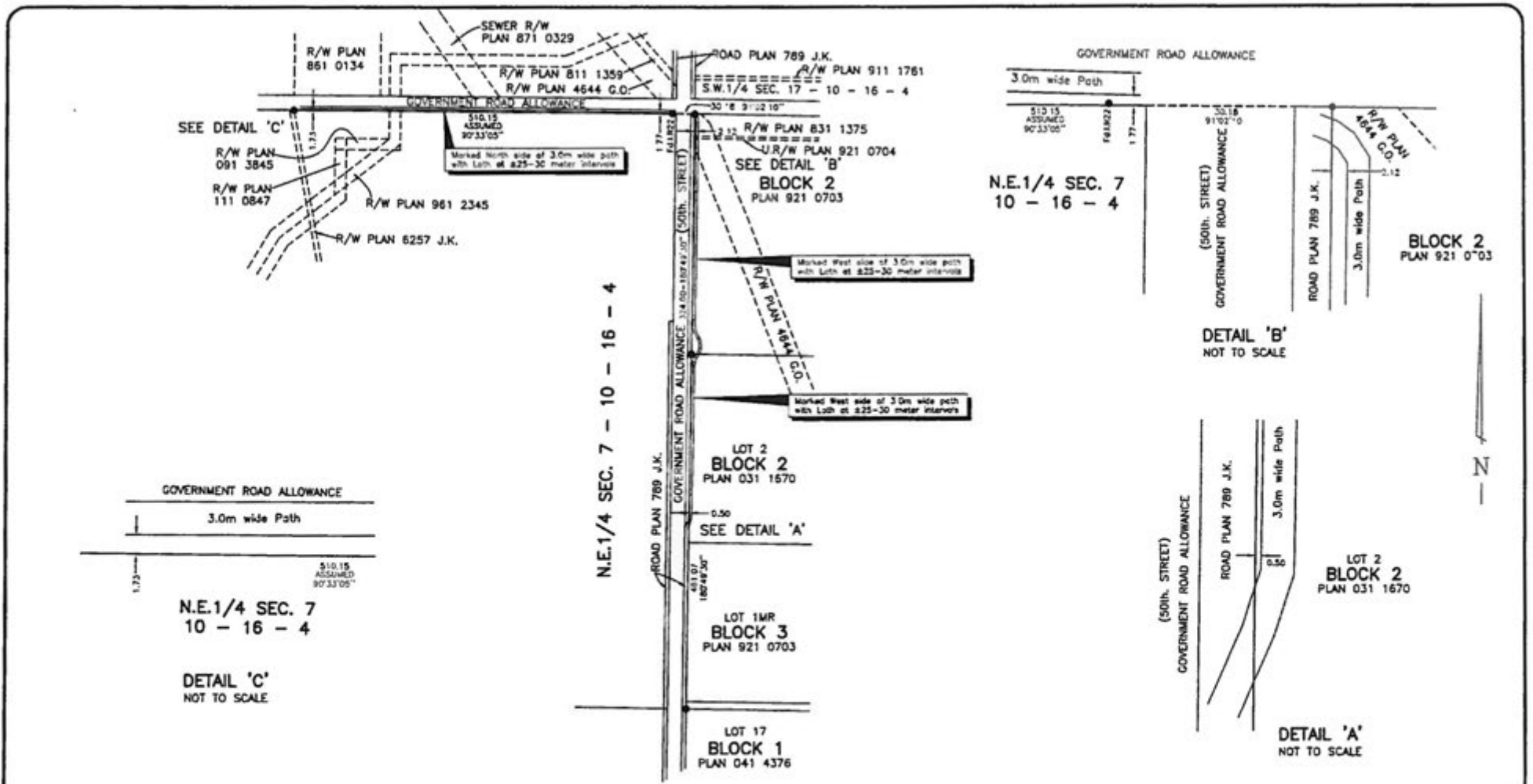
Acting CAO:

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2012 Surface Works Recommended Sites

1. 53 Avenue (47-49 St)
 - Asphalt milling & overlay
 - South sidewalk curb & gutter (47-48 St only)
2. 52 Street (mid block 47 Ave - 50 Ave)
 - Asphalt milling & overlay
3. 53 Street (47-48 Ave)
 - Asphalt patch work
4. 54 Street (47-49 Ave)
 - Asphalt milling & overlay
5. 43 Avenue (53-54 St)
 - Curb & gutter (north & south sides of road)
6. 54 Street (42-43 Ave)
 - Asphalt milling & overlay
7. Pedestrian Trail
 - Ken McDonald Park Entrance to 80 Avenue
 - 50 St & 80 Ave intersection, west to Town boundary
8. Various swales
 - As identified on attached site plan



NO.	REVISION	DATE	BY

NOTE :
 Fd.L. - Statutory Iron Posts found shown thus .
 Distances are shown in metres and decimal parts thereof.

TOWN OF TABER

SKETCH PLAN SHOWING PATH
 within
 80th AVENUE; BLOCK 2; PLAN 921 0703
 & LOT 2; BLOCK 2; PLAN 031 1670
 within
 N.E.1/4 SEC. 7 & N.W.1/4 SEC. 8, TWP. 10, RGE. 16, W.4 M.
 TOWN OF TABER

brown okamura & associates ltd.
 Professional Surveyors
 514 Stanford Drive, Lethbridge, Alberta

APPROVED

D. J. AMANTEA, A.L.S.

DRAWN	CJB	DATE	SEPT. 20/11
CHECKED	DJA	JOB	11-11161
SCALE	DRAWING		
1:5000	11-11161SK		



TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Subject: 2012 Trucks Procurement

Date of February 27, 2012
Agenda:

Prepared By: Rob Cressman, Director of Public Services

Attachments: Tender Summary & Tender Recommendation

Topic: Trucks Tender Award Recommendation

Background:

Council's 2012 capital budget plan includes replacement of three trucks, as follows:

- 1. Roads - 3/4 Ton 4X4 (\$30,000)
2. Property Mgmt - 3/4 Ton 4X4 no box (\$30,000 + \$21,540 after market service body)
3. Parks - 3/4 Ton 4X2 i.e. 2 wheel drive (\$25,000)

The tender was posted on the APC site, and the Town received five tender submissions, including submissions from all new vehicle dealerships in Taber and two submissions from dealerships outside Taber (Davis GMC in Medicine Hat and Western GM in Stoney Plain).

The tender opening minutes and tender recommendation are attached. The bid amounts on the tender opening minutes include GST - GST is not included in the tender award options below.

Administration recommends Council award the tender to Chinook Chrysler, based on the tender evaluation criteria & scoring

Options:

1. Council awards the 2012 Trucks Tender to Chinook Chrysler (Taber) in an amount not to exceed \$79,888, and directs Administration to execute the contract with Chinook Chrysler.

2. Council awards the 2012 Trucks Tender to _____ in an amount not to exceed \$ _____, and directs Administration to execute the contract with _____

Recommendation: Option #1 - Council awards the 2012 Trucks Tender to Chinook Chrysler (Taber) in an amount not to exceed \$79,888, and directs Administration to execute the contract with Chinook Chrysler.

Approval Date:

February 23, 2012

Acting CAO:

[Signature]



**Taber Public Services Dept 2012
(2) 3/4 Ton 4x4 Regular Cab
(1) 3/4 Ton 4x2 Regular Cab**

Tender-Opening Meeting Minutes – February 1, 2012 9:20 A.M.

In Attendance: Brian Kambeitz, Public Services Manager
Jeff Hoglund, Recreation Facilities Manager
Travus Valgardson, Purchaser
Lori Farough, Administrative Assistant

VENDOR	Delivery Date	Truck A	Truck B	Truck C
Davis GMC Medicine Hat	12-12 weeks from order May 1 or sooner	Sierra 2500 \$31,003.35	Sierra 2500 \$28,542.15	Sierra 2500 \$27,363.00
Taber Ford Taber	March 31, 2012 Approximately	Ford F250 \$32,445.00	Ford F250 \$31,414.95	Ford F250 \$29,097.60
McDonald's Chevrolet Taber	January 27, 2012	Silverado 2500 \$31,479.00	Silverado 2500 \$29,303.40	Silverado 2500 \$28,101.15
Chinook Chrysler Taber	June 1, 2012 100 days from acceptance	Ram 2500 \$29,285.76	Ram 2500 \$29,285.76	Ram 2500 \$25,312.61
Western GM Stony Plain	June 25, 2012	Sierra 2500 \$30,336.86	Sierra 2500 \$30,384.11	Sierra 2500 \$27,250.91

Meeting adjourned at 9:28 A.M.

Brian Kambeitz

Digitally signed by Brian Kambeitz
DN: cn=Brian Kambeitz, o=Town of Taber,
ou=Public Services, email=mps@taber.ca, c=CA
Date: 2012.02.01 10:12:55 -07'00'

Brian Kambeitz, Public Services Manager

Wednesday, February 1, 2012



TOWN OF
TABER

Town of Taber 2012 Trucks ¾ Ton Trucks Tender Recommendation

Budget: \$ 85,000.00

Expense: \$ 79,889.65 + \$ 3,994.48 GST = \$ 83,884.13 Total

¾ Ton Trucks Tender Evaluation

The following criteria were included in the "Instructions to Bidders"

1. Purchase Cost	10 points
2. Delivery Date	10 points
3. Manufacturer History, Warranty & Support	40 points
4. Dealer History, Parts Supply, Service, Support	<u>40 points</u>
Total	100 points

¾ Ton Trucks Tender Evaluation Results

We received five submissions in response to the tender call. The tender evaluation team was comprised of two staff members.

Attached is a summary of the ¾ ton trucks tender scoring, Based on a review and evaluation of the five tender submissions, The team assigned the highest score to Chinook Chrysler for all three trucks because of early Delivery Date and Pay load which best meets the Town's requirements and specifications.

Summary


The tender evaluation team recommends the tender be awarded Chinook Chrysler Taber for one ¾ ton 4x4, one ¾ 4x4 no box, one ¾ ton 2 wheel drive.

Brian Kambeitz
Manager of Public Works



Agenda Item No. 7.G)

TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Subject: Department Head Reports	Date of February 27, 2012 Agenda:
Prepared By: Kerry Van Ham, Council & CAO Assistant	
Attachments: Department Head Reports	
Topic: Department Head Reports	
Background:	The following reports are supplied for Council Information.
Options:	1. That Council accepts the Department Head Reports for information.
Recommendation: Option #1 - That Council accepts the Department Head Reports for information.	
Approval Date:	February 23, 2012 Acting CAO: 



Town of Taber

<p>CHIEF ADMINISTRATIVE OFFICER January 7, 2012 – February 17, 2012</p>

- Ongoing information dissemination and discussions with Alberta Health Services
- Union discussions on a variety of topics

Meetings and Conferences:

- Management Team meetings to discuss a variety of relevant topics including the Health & Safety Audit Action Plan, proposed policies and procedures
- Continuation of Union negotiations
- Attended the monthly Police Commission Meeting
- Met with representatives from Associated Engineering
- A meeting was held with a local law firm
- Attended a meeting of the BRC (Building Renovation Committee) to discuss Council's direction on the Administration building
- Along with the Mayor, a meeting was held to introduce the Town to the new area Manager and Regional Director of ATCO Gas



Town of Taber

ADMINISTRATION REPORT January 24, 2012 – February 27, 2012

CORPORATE SERVICES REPORT for January 24, 2012 – February 27, 2012

Corporate Services

- The new colour photocopier was installed and staff received training on its use.
- Staff discussions and training is ongoing regarding the Customer Request policy and procedures that was approved by Council. The initial training has gone well and there have been some requests that have come in that have been entered into the system. Statistics will be forwarded to Council through the monthly Dashboard starting in March for February's Dashboard.
- Staff participated in a Diamond webinar to learn more about Virtual City Hall and e-billing of utility statements. Virtual City Hall is an online portal which would allow residents to login and view information about their property assessment, utility statements and business and dog licences. Some municipalities also allow residents to pay for business and dog licenses online with a credit card, however through the webinar's group discussion it was determined that not many municipalities allow property taxes or utilities to be paid with credit cards because the service fees make it cost prohibited. We have looked into the cost of the e-billing module for utilities and have found that its cost is very reasonable with many municipalities indicating that it's payback through reduced printing and mailing costs is about two (2) years. With this new information we have determined that the e-billing module will become a higher priority than the Virtual City Hall portal.
- AE demonstrated the revised infrastructure GIS site with Town Staff. We plan on providing Council with a demonstration of the site in March.
- The Director of Public Services and I attended a Union Negotiating Workshop. The workshop was very informative providing both in class training and discussion as well as a case based simulation of the bargaining process.

- Yearend work is well underway with progress on the working papers being completed as planned. We have completed almost all of the balance sheet account reconciliations, we are just waiting for payroll to finish T4's and also for TCA information so that we can close out and fund the larger infrastructure projects. Once those close outs are finished we can prepare a set of draft financial statements for review by the Auditor. We expect audit fieldwork to take place the week of March 12 to March 16.
- We are currently working on our service level document which will demonstrate specific tasks performed with financial allocations.

Information Technology Department

- The API3 Project at the Taber Police Service is well on its way. This is the Alberta Police Integrated Information Initiative that will allow information sharing and common software programs across all Alberta police services. We have submitted applications for participation in the project software and ordered & installed needed hardware in a new equipment rack at the Police Station. Public Services have assisted us with moving data and video cables at the Police Station. We are currently upgrading computers at TPS to meet the standards that are required to install and run the new API3 software.
- The new color copier arrived and was installed at the administration building. The copier was connected to the Town of Taber network and administration building staff received training on the new copier

Highlights from our activities:

- Training activities
 - For I.T. staff –
 - Tom attended a VMWare virtualization conference in Calgary
 - For all staff –
 - Ran two sessions of Request Tracker training for staff now that all the Request Tracker licenses have been allocated to staff members
- Doing troubleshooting on AVL System "freezing"

- Doing troubleshooting on timesheet software not recognizing bank limits correctly
- Fixed logon script / group policy distribution problem on Active Directory servers
- Retired old Active Directory server
- Fixed problem with anti-virus / windows updates functionality
- Replaced an old EMS PC with a better trickle-down computer
- Worked on configuring network switches with new virtual network configurations (VLANs)
- Held meetings with mobile phone service vendors to consider options for the Town of Taber mobile phone contract
- Data-wiped and recycled 6 obsolete / broken computers

Currently working on:

- Projects: Alberta Police Integrated Information Initiative (API3); Wireless Access for Town Buildings – Ongoing

Human Resources Department

- Recruitment is ongoing for the following positions:
 - Permanent Full-time
 - None
 - Permanent Part-time
 - ¾ Lifeguard
 - Temporary Full-time
 - None
 - Temporary Part-time
 - None

- Casual
 - Paramedics & EMT's
- Seasonal
 - All summer seasonal positions
- Involved in ongoing labour negotiations for CUPE Collective Agreement

Currently working on:

- Payroll year-end processes with new payroll system including Pension Reconciliation, T4's, and WCB annual return
- Establishment of a return to work program for injured employees to help lower our WCB premiums and costs
- Service Levels Document
- Establishing pay code document to help employees with timesheets

Monthly Report – Director of Public Services February 21, 2012

Activities from the past month:

- Begin implementation of projects approved in 2012 Operating & Capital budget plans
- Reviewed preliminary assessment report & recommendations prepared by AE re: berm deterioration and stormwater outfall blockage. Meeting with all stakeholders February 27 to review findings, confirm rehabilitation steps/costs and explore project funding sources and timeline
- Attended WTP Upgrades project pre-tender meeting w/ Epcor, Stantec & contractors
- Monitor status of Town's AMWWP grant application re: WTP Upgrades– no decision at this time
- Review of proposed developments & utility servicing agreements
- Monthly Health & Safety inspections & meetings; reviewed & signed off on dept monthly inspections and dept H&S incident reports
- Preparing 2012-14 recycling services contract for execution with contractor
- Various personnel matters – workplace investigations, grievances, reclassification recommendation and accepted resignations from incumbents in Facility Maintenance Coordinator and Recreation Facilities Manager positions
- Attended Building Renovation Committee (BRC) meetings
- Attended “How to Lead a Switch” video conference at Chinook Community Futures along with B Busch and Councillor Rochelle
- Attended Off Site Levies Study kick-off meeting
- Signed off on Town's Waterworks Approval Amendment application, prepared by Epcor. Town subsequently received Waterworks operating approval amendment
- Along with A Holmen, preparing documents for procurement of lap/landing pools re-tile project
- Drafting documents detailing Public Services Administration & Cemetery service levels
- Received RFP documents from City of Camrose re: Waste & Recycling Review
- Review land matters with legal counsel, as they involve registration of easement/ROW agreements and survey plans w/ AB Land Titles
- Prepare 2012 Surface Improvements sites to be recommended to Council
- Review 2012 Pedestrian Trail phase 2 development, with community volunteer group; following up with Taber Irrigation District and Utility companies in relation to approval and crossing agreements
- Participated in negotiations with CUPE Local 2038 re: collective agreement
- Attended “Union Contract Negotiations” workshop along w/ D Culler
- Attended training from AE re: Geographic Information System (GIS)
- Met with Linden View Manager re: transportation concern expressed by neighbor

Activities in upcoming month:

- Finalize proposed Tender, RFP & RFQ and Town Vehicle Use policies/procedures to be presented to Council in March 2012
- Stormwater outlet berm failure - February 27 stakeholders meeting
- Finalize procurement documents for 2012 lap/landing pools re-tile project

- Continued participation in Collective Agreement negotiations
- Prepare Request For Proposals for waste & recycling services review; evaluate submissions
- Implementation of projects/programs per approved 2012 Operating/Capital budgets
- Off Site Levies study - ongoing
- Continue phase 1 of Recreation Sponsorship program – asset inventory and valuation
- Assessment of Facility Maintenance Coordinator and Recreation Facilities Manager positions
- Health & Safety program inspections, incident review & mtgs; 2011 audit action plan
- WTP Upgrades – RFQ recommendation to be presented to Council March 12
- Attend “Secrets of High Performing Organizations” workshop

Manager of Public Works – Monthly Dept Report

February, 2012

Facility Maintenance

- Implementation of the 2012 Facility & Equipment Maintenance program is ongoing including monthly work at the Admin Bldg, Auditorium, Ice Arenas, Aquafun Centre, Police Services Building, PS Shop & Landfill/Transfer Station Scale Building.

Administration

- Repair Drinking fountain by front desk
- Shut Drinking fountain off by Taber housing

Aqua-fun

- Repaired HVAC #1
- Replaced fan motor in water furnace
- Construct roof over south exit
- Moved bike rack so a bike actually fits
- Removed water from behind liner

Arena

- Repaired roof leak in concession

Legion youth center

- Cut off climbing ropes at ceiling

Library

- Installed TV and hooked up to computer for advertising

Police station

- Run wires for new server

Transportation

- Pothole maintenance ongoing.
- Annual tree trimming program on boulevards ongoing.
- Grading back lanes and Industrial gravel roads.
- Received four truck tenders and will make recommendations to go to council.
- Working on content for the Infrastructure Service Levels.
- Sweeping roadways and parking lots during the unseasonable above normal weather.

- Recruiting for Facility Maintenance Coordinator position.
- Monthly Safety meeting

Solid Waste Collection and Transfer Station

- Tan/Green Collection Bin maintenance ongoing.
- Green Compost bins will be picked up on a monthly basis starting December 01, 2011 – March 30, 2012.
- Working on gathering information from other municipalities for the rollout front curb pickup containers and garbage truck ongoing.
- Working with Taber Recycling for solutions to reduce the Cardboard in our waste stream ongoing.
- Monthly Safety meeting.

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
- Spring renovation items scheduled. (Aud floor refinishing, painting)
- Refrigeration plant maintenance projects being prepared
- Ice season extension request granted to accommodate 4 on 4 tournament. Event is moved back one weekend to end April 1st. Open ice time for the extra week of operation taking bookings
- 2011 purchasing completed with new Zamboni delivered Wednesday, January 25, 2012.
- Succession Planning underway

Parks

- Spring/Summer season maintenance program planning begun
- Turf management program being reviewed
- Regular maintenance checks ongoing
- Review of Safe Work practices and procedures ongoing
- Pre-season machinery maintenance items being addressed
- Capital project planning underway
- Succession Planning underway
- Summer staff recruitment process begun

Sportsfields

- Spring/Summer season maintenance program planning begun
- Regular maintenance checks ongoing
- Review of Safe Work practices and procedures ongoing
- Turf management program being reviewed
- Pre-season machinery maintenance items being addressed
- Pre-season work begun. Brooming edges of ball diamonds completed. Parking block rearrangement at Ken MacDonald completed.
- Succession Planning underway
- Summer staff recruitment process begun

Cemetery

- Spring/Summer season maintenance program planning begun
- Pre-season machinery maintenance items being addressed
- Regular maintenance checks ongoing
- Specific site care requests being scheduled for spring 2012
- Review of Safe Work practices and procedures ongoing
- Succession Planning underway
- Summer staff recruitment process begun

LEISURE SERVICES Report

February 2012

Aquatics

- Currently recruiting one 3/4 Lifeguard
- Recruitment completed for one casual Lifeguard.
- Currently reviewing all SWPs and revising as needed.
- Compiling staff evaluations.
- Reviewing all Specific job tasks for new hazards
- Review and updates of preventative maintenance program checklists.
- Winter swim lesson schedule underway, planning for spring session complete.
- Communications continue with AHS regarding proposed legislation for swimming pools regarding Operational Standards.
- Overseeing and updating portions of the new Town of Taber website/Facebook page.
- Preparing for new National Lifeguard and First Aid standards being implemented in 2012 involving some planning from our end.
- Tender for lap pool tiling project to be developed in near future.
- Working with Taber Viper Swim Club on CFEP grant funding application related to lap pool tile project.
- Continue to work with B. Busch and C. Westerhoud on the development of a Return to Work Program and procedures related.
- Developing some new programs and activities for the facility such as the fitness challenge involving staff and patrons beginning February 1, 2012 and the introduction of water "Boot Camps".
- Preparing to host the RFP (Recreation Facility Personnel) Pool Operator Level 1 course in March and a second one in May.

Leisure Services

- The Rick Hansen 25th Anniversary Relay event was a success with approx. 300 people in attendance. Follow up and financial report underway.
- Preparing for spring programming with user groups such as soccer, gymnastics and swim club. Spring registration event tentatively set to occur March 1 and 3rd.
- Providing background information and working with Partnership Group regarding asset identification and valuation.
- Working with the committee for the 2012 Atom Provincials being held in March.
- Reviewing Facility Booking Policy for 2012 – updating fees and notifying user groups of changes.
- Development of Spring Leisure Guide completed and booklets distributed.
- Involved the Southern Alberta Recreation Association and the upcoming 2012 Southern Alberta Summer Games.
- Completed Celebrate Canada funding application.
- Preparing for the 2012 special events functions occurring May 1- August 30th.

Taber Emergency Services Report – January 2012

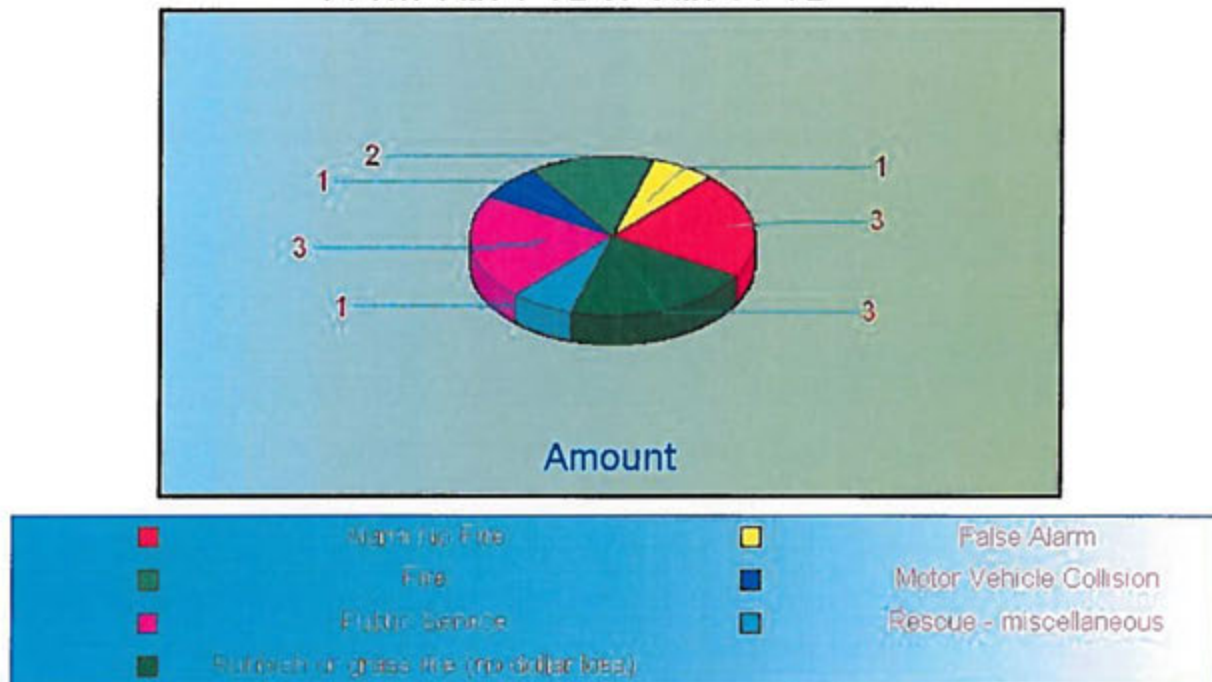
Fire- M. Bos

There were 14 requests for service over January. Nine of the events occurred in the Town of Taber, 4 in the MD, and 1 in Barnwell.

The big event in January was the receipt of the new MD Engine. The unit was outfitted with the removable equipment, most of the kinks ironed out, and familiarization with the unit is ongoing. Feedback from the volunteers has been positive and the unit has seen some call outs already.

January was a busy training month. Preparation for an instructor level course for the volunteer officers started in January, with expectations of course completion by the end of February. Outside members were permitted to attend for a fee. This course will focus on training our officers how to instruct and evaluate new firefighters on specific skill sets in a structured manner. In addition, 2 of our members attended a course in Coaldale funded by grant money. 2 more members attended an Ice Rescue course in Lethbridge. 4 members attended an ICS 200 course in Calgary which was hosted and funded by Enmax.

Totals by Type (grouped)
From Jan 1 12 to Jan 31 12



Notes to chart-Public service calls are assists to EMS staff, Taber Police Service, or RCMP. They may also include nonemergent calls such as a downed tree.

Town Of Taber
MONTHLY DASHBOARD

2011	6 Month Rolling Average	January 2012	December 2011	November 2011	October 2011	September 2011	August 2011
Financial assets							
1. Total Cash	958,919.43	740,787.68	1,077,102.85	1,416,110.55	907,606.90	489,836.72	1,122,071.88
2. Investments - ROI - 2.09%	9,757,568.76	8,939,087.41	8,939,087.41	9,702,360.13	9,494,554.47	10,485,865.36	10,984,457.75
3. Taxes and grants in lieu receivable	611,331.08	234,306.79	365,345.82	547,658.62	683,330.17	828,124.86	1,009,220.24
4. Trade receivables and other assets	1,377,439.00	1,295,509.30	1,569,256.52	1,301,753.97	1,310,154.91	1,426,174.60	1,361,784.69
	12,705,258.27	11,209,691.18	11,950,792.60	12,967,883.27	12,395,646.45	13,230,001.54	14,477,534.56
Liabilities							
5. Accounts payable and other obligations	2,231,830.35	2,003,568.36	2,406,503.09	2,528,950.32	2,104,138.28	2,251,539.83	2,096,282.21
6. Deferred revenue	3,190,317.85	3,847,373.60	3,876,076.22	3,403,026.72	2,695,653.69	2,693,280.29	2,625,596.60
7. Long-term debt	9,566,006.09	9,480,500.16	9,480,500.16	9,549,353.89	9,587,290.31	9,625,226.73	9,673,165.31
	14,988,154.30	15,331,442.12	15,763,079.47	15,482,230.93	14,387,082.28	14,570,046.85	14,395,044.12
Net financial assets (debt)	(2,282,896.03)	(4,121,750.94)	(3,812,286.87)	(2,514,347.66)	(1,991,435.83)	(1,340,045.31)	82,430.44
Non-financial assets							
8. Tangible capital assets	121,903,455.92	124,576,157.88	124,576,157.88	120,099,152.70	120,411,121.03	120,723,089.36	121,035,057.69
9. Land held for resale	989,372.27	989,372.27	989,372.27	989,372.27	989,372.27	989,372.27	989,372.27
10. Inventory and prepaid expenses	428,148.26	423,866.10	481,023.56	422,607.26	418,215.26	411,588.69	411,588.69
	123,320,976.45	125,989,395.75	126,046,553.21	121,511,132.23	121,818,708.56	122,124,050.32	122,436,018.65
Accumulated surplus	121,038,080.43	121,867,644.81	122,234,264.34	118,996,784.57	119,827,272.73	120,784,005.01	122,518,509.09
Capital projects							
\$ spent on capital projects	3,251,445.98	122,425.87	4,578,667.25	4,360,281.98	4,071,439.42	3,575,802.89	2,800,058.49
\$ budgeted for capital projects	10,659,132.33	12,001,359.00	10,390,687.00	10,390,687.00	10,390,687.00	10,390,687.00	10,390,687.00
% of capital budget spent	31.27%	1.02%	44.07%	41.96%	39.18%	34.41%	26.95%
# of projects budgeted	38.00	38	38	38	38	38	38
# of projects started	28.50	6	34	34	34	33	30
# of projects closed	15.00	2	27	19	18	13	11
# of projects pending	13.50	4	7	15	16	20	19
Human Resources							
New hires / rehires in FTE	1.28		1.25	0.00	1.57	3.20	0.40
Terminations / resignations in FTE	1.02		0.20	1.00	1.40	1.25	1.25
Layoff in FTE	1.67		0.00	0.00	0.00	2.58	5.78
Employee headcount in FTE	97.66		97.84	96.79	97.79	97.62	98.25
Open positions for hire in FTE	3.43		2.35	1.75	4.15	3.08	5.80
IT							
Total website visits	11,421.00					10,843	11,999
Top 1 Page Visited	0.00	Taber Home Page (3527)	Taber Home Page (2638)	Taber Home Page (3579)	Taber Home Page (2717)	Taber Home Page (2948)	Taber Home Page (2920)
Top 2 Page Visited	0.00	Job Opportunities (866)	Job Opportunities (687)	Job Opportunities (894)	Job Opportunities (979)	Job Opportunities (890)	Events Calendar (1681)
Top 3 Page Visited	0.00	Document Archives (698)	Document Archives (463)	Civic Alerts (2651)	Parks (661)	Parks (742)	Job Opportunities (832)
Top 4 Page Visited	0.00	Quicklinks (205)	Quicklinks (147)	Document Archives (224)	Life In Taber (357)	Life In Taber (426)	Parks (805)
Top 5 Page Visited	0.00	Search (128)	Search (128)	Search (203)	Contact Us (421)	Events Calendar (477)	Life In Taber (477)
e-mails processed	20,099.90	20,293	17,326	15,098	23,166	20,099	24,655
SPAM (within total e-mails)	13,394.17	12,927	10,945	8,218	16,553	13,254	18,468
SPAM expressed in %	65.6%	63.7%	63.2%	54.4%	71.5%	66.1%	74.9%
Police							
Traffic	167.17	201	172	173	174	136	147
Liquor Act	15.00	13	10	6	21	11	29
Other criminal code	25.83	14	30	29	34	27	21
Drug enforcement	9.50	11	7	13	10	9	7
Crimes against a person	15.33	7	12	17	15	21	20
Crimes against property	40.67	33	26	32	35	58	60

Town Of Taber MONTHLY DASHBOARD							
2011	6 Month Rolling Average	January 2012	December 2011	November 2011	October 2011	September 2011	August 2011
Fire							
# of Town of Taber calls	12.17	9	6	13	16	7	22
# of M.D. calls	10.50	5	5	9	10	15	19
# of Barnwell calls	0.17	1	0	0	0	0	0
Ambulance							
# of emergency call out	68.80		68	63	84	64	65
# of transfers calls	22.00		18	19	19	25	29
ALS hours	451.20		528	428	388	480	432
BLS hours	288.00		216	292	356	264	312
Police							
Traffic	2.17	1	0	0	2	7	3
Other (inc animal calls)	19.17	17	20	13	17	16	32
Public Services							
Garbage (Tonnes)							
Concrete	56.01	1.84	1.84	19.59	13.17	151.73	147.86
Dry Goods (demolition materials)	10.67	0.00	0.00	34.85	0.67	3.97	24.53
Dry Goods (spring/fall cleanup)	3.04	8.42	8.50	0.00	0.00	0.00	1.31
General garbage	492.34	388.11	374.44	494.90	496.58	687.66	512.32
Metals	5.29	16.45	1.35	2.87	6.24	1.88	2.94
Shingles	16.36	4.96	7.78	12.81	16.05	31.95	24.60
Wood	60.02	93.04	16.81	67.07	71.90	25.13	86.19
Planning							
# of permits	9.17	7	8	17	7	7	9
# of units	3.50	2	1	11	2	2	3
# of lots sold	0.17	0	0	0	1	0	0
Pool / Recreation							
# of swim passes	131.33	164	178	116	134	71	125
Overall swim attendance	4,517.50	5,013	4,371	4,499	4,218	2,190	6,814
Private pool rentals	4.17	3	11	4	2	5	0
School pool rentals	6.00	4	3	17	6	6	0
Auditorium rentals	39.50	48	38	43	43	28	37
Meeting room rentals	34.17	27	24	33	37	19	65
Private ice rentals	52.00	47	84	60	48	16	57
School ice rentals	0.00	0	0	0	0	0	0
Tennis keys sold	1.83	0	0	0	0	0	11
Sportsfield soccer field rentals	3.33	0	0	0	8	12	0
Sportsfield baseball rentals	0.00	0	0	0	0	0	0

Comments:

Please note that the December and January balance sheet amounts will be amended in future reports until the year end audit is complete and all year end adjusting entries have been approved. HR and Ambulance statistics were not available at the time of printing due to these managers being away on holidays. These statistics will be amended to future reports.



TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Subject: Mayor and Councillor Reports (Verbal)	Date of February 27, 2012
	Agenda:
Prepared By: Kerry Van Ham, Council & CAO Assistant	
Attachments: None	
Topic: Mayor and Councillor Reports (Verbal)	
Background:	
Options:	
1. That Council accepts the Mayor and Councillor reports, as presented.	
Recommendation: Option #1 - That Council accepts the Mayor and Councillor reports, as presented.	
Approval Date:	February 23, 2012 Acting CAO: <i>Dalrymple</i>