



**RAY BRYANT**  
**MAYOR**  
**FORWARDED: MAY 24, 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 MAY 28, 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 May 14, 2012

**X**

B) RFD Regular Meeting of Council May 14, 2012

**X**

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

**ITEM NO. 6. BYLAWS**

A) RFD Proposed Land Use Bylaw 9-2012 - Text Amendment – 1<sup>st</sup> Reading

**X**

**ITEM NO. 7. ACTION ITEMS**

A) RFD Off-Site Levies – Meeting with Developers

**X**

B) RFD 2013 Capital Works

**X**

C) RFD Taber Communities in Bloom – Meeting Room Waiver

**X**

D) RFD Taber Irrigation Impact Museum – Meeting Room Waiver

**X**

E) RFD Taber Kinsmen Club – Request for Partnership

**X**

F) RFD Taber Licensing & Registration – Parking Lot Waiver

**X**

G) RFD Monthly Operating Financial Statements

**X**

H) RFD Department Reports

**X**

I) RFD Mayor and Councillor Reports (Verbal)

**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**

<b>Subject:</b> Public Hearing Minutes of Council		<b>Date of</b> May 28, 2012
		<b>Agenda:</b>
<b>Prepared By:</b> Lori Farough, Administrative Assistant		
<b>Attachments:</b> Minutes		
<b>Topic:</b> Minutes of the Public Hearing Meeting of Council, May 14, 2012		
<b>Background:</b>		
<b>Options:</b>	1.	That Council adopts the minutes of the Public Hearing Meeting of Council held on May 14, 2012, as presented.
	2.	That Council adopts the minutes of the Public Hearing Meeting of Council held on May 14, 2012, as amended
<b>Recommendation:</b> Option #1 - That Council adopts the minutes of the Public Hearing Meeting of Council held on May 14, 2012, as presented.		
<b>Approval Date:</b>	May 24, 2012	<b>Acting CAO:</b> <i>Dallulles</i>

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, MAY 14, 2012, AT 5:00 PM.

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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)  
Dale Culler, CA, Director of Corporate Services  
Rob Cressman, Director of Public Services  
Lori Farough, Admin Assistant/Recording Secretary  
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. 6-2012**

**i) Explanation of purpose of Bylaw No. 6-2012**

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 incorporate the text amendment as follows:

"Agriculture Machinery/Equipment Sales & Service"

to the list of discretionary uses in a Comprehensive Commercial (CC) District.

**ii) Presentation of written or oral briefs AGAINST Bylaw No. 6-2012**

Mayor Bryant inquired if any written briefs had been received Against Bylaw No. 6-2012.

J. Koroluk, Development Officer stated that no written briefs had been received Against Bylaw No. 6-2012.

Mayor Bryant inquired if there was anyone present who wished to present an oral brief Against Bylaw No. 6-2012, and there were none.

**iii) Presentation of written or oral briefs FOR Bylaw No. 6-2012**

Mayor Bryant inquired if any written briefs had been received For Bylaw No. 6-2012.

J. Koroluk, Development Officer, stated that no written briefs had been received For Bylaw No. 6-2012.

Mayor Bryant inquired if there was anyone present who wished to present an oral brief For Bylaw No. 6-2012, and there were none.

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

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER



Agenda Item No. 4.B)

### TOWN OF TABER COUNCIL REQUEST FOR DECISION

<b>Subject:</b> Regular Minutes of Council		<b>Date of</b> May 28, 2012	
		<b>Agenda:</b>	
<b>Prepared By:</b> Lori Farough, Administrative Assistant			
<b>Attachments:</b> Minutes			
<b>Topic:</b> Minutes of the Regular Meeting of Council, May 14, 2012			
<b>Background:</b>			
<b>Options:</b>	1.	That Council adopts the minutes of the Regular Meeting of Council held on May 14, 2012, as presented.	
	2.	That Council adopts the minutes of the Regular Meeting of Council held on May 14, 2012, as amended	
<b>Recommendation:</b> Option #1 - That Council adopts the minutes of the Regular Meeting of Council held on May 14, 2012, as presented.			
<b>Approval Date:</b>	May 24, 2012	<b>Acting CAO:</b>	

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, May 14, 2012, AT 5:04 P.M., IMMEDIATELY FOLLOWING THE PUBLIC HEARING AT 5:00 PM.

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

**ALSO PRESENT:**  
Gordon Frank, CLGM, Chief Administrative Officer (CAO)  
Dale Culler, CA, Director of Corporate Services  
Rob Cressman, Director of Public Services  
Lori Farough, Admin Assistant/Recording Secretary  
Greg Price, Taber Times

**ORDER**

Mayor Bryant called the Regular Meeting of Council to Order at 5:04 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.123/12 MOVED by Councillor Papp that Council adopt the agenda as presented.

CARRIED UNANIMOUSLY

**DELEGATIONS - NONE**

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

RES.124/12 MOVED by Councillor Sparks that Council adopts the minutes of the Regular Meeting of Council held on April 23, 2012, as presented.

CARRIED UNANIMOUSLY

**BUSINESS ARISING FROM THE MINUTES – NONE****BYLAWS****A) Proposed Land Use Bylaw No. 6-2012 Amendment – 2<sup>nd</sup> and 3<sup>rd</sup> Readings**

RES.125/12 MOVED by Councillor Papp that Council gives second reading to Bylaw 6-2012, being a text amendment to Bylaw 4-2006 at this meeting.

CARRIED UNANIMOUSLY

RES.126/12 MOVED by Councillor Tams that Council gives third and final reading to Bylaw 6-2012, being a text amendment to Bylaw 4-2006 at this meeting.

CARRIED UNANIMOUSLY

**ACTION ITEMS****A) Jensen's Welding Development Project**

G. Frank, CLGM, Chief Administrative Officer detailed the contents of C. Armfelt's report regarding context for servicing Jensen's Welding.

Council then discussed the options available to them regarding this development.

RES.127/12 MOVED by Councillor Bekkering that council direct Administration to proceed with the development of a water line service to Jensen's Welding as soon as possible with a financial contribution from Mr. Jensen as previously discussed.

CARRIED

**B) Off-Site Levies – Meeting with Developers**

R. Cressman, Director of Public Services, presented information on the off-site levies meeting held May 2, 2012 at the Community Centre stating that off-site levies are being explored as a method to allow the recovery of outlays for large capital investments. Rob acknowledged that the minutes from the meeting were not included in the package as was intended.

A brief discussion on the information provided ensued.

RES.128/12 MOVED by Councillor Tams that council defer this issue to the May 28<sup>th</sup> Regular Meeting of Council with minutes from the meeting with developers and the off-site levy comparison amounts from other communities to be provided by Administration.

**C) Letter of Support – Municipal District of Taber**

G. Frank, CLGM, Chief Administrative Officer summarized the request from the MD of Taber for a letter of support regarding the Commissioning of Regional Drainage Committee by the Minister of Environment.

Council discussed this matter at this time.

RES.129/12 MOVED by Councillor Rochelle that Council accept the April 26, 2012 correspondence from the MD of Taber and authorize the Mayor to provide the letter of support, as requested.

**D) Town of Taber Financial Statements for the 3 months ending March 31, 2012**

D. Culler, CA, Director of Corporate Services, presented the Town of Taber unaudited operating financial statements for the 3 months ending March 31, 2012 and the Dashboard Statistics to March 31, 2012.

Council discussed various items on the financial statements.

RES.130/12 MOVED by Councillor Bekkering that Council accepts the unaudited operating financial statements and dashboard statistics for the three months ending March 31, 2012 for information purposes.



**MEDIA INQUIRIES - NONE**

**CLOSED SESSION**

RES.131/12 MOVED by Councillor Tams that Council move to Closed Session to discuss labour matters.

CARRIED UNANIMOUSLY AT 5:47 PM

**OPEN SESSION**

RES.132/12 MOVED by Councillor Bekkering that Council reconvenes into Open Session.

CARRIED UNANIMOUSLY AT 6:40 PM

RES.133/12 MOVED by Councillor Bekkering that the CUPE Local 2038, 2012-2014 Collective Agreement be ratified.

CARRIED

RES.134/12 MOVED by Councillor Tams that Council accept the resignation of Mr. Frank, CLGM, CAO and that his last day of employment be effective June 15, 2012.

CARRIED UNANIMOUSLY

**CLOSE OF MEETING**

RES.135/12 MOVED by Councillor Rochelle that this Regular Meeting of Council is hereby closed.

CARRIED UNANIMOUSLY AT 6:43 PM

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER



Agenda Item 6.A)

TOWN OF TABER

Council Request For Decision

<b>Subject:</b> Land Use Bylaw Text Amendment		<b>Date of</b> May 28, 2012
		<b>Agenda:</b>
<b>Prepared By:</b>	Jilliann Koroluk, Development Officer	
<b>Attachments:</b>	Bylaw 9-2012 Public Notice of Bylaw Amendment Map of adjacent properties Salvage Yard Definition Highway Industrial (M-4) District Requirements Heavy Industrial (M-3) District Requirements	
<b>Topic:</b>	Administration Amendment to Bylaw 4-2006 5003-64 <sup>th</sup> Ave; Block X; Plan 5440 AQ Text Amendment to Highway Industrial (M-4) District to add "Salvage Yard" as a discretionary use.	
<b>Background:</b>	<p>The Town of Taber received an application (May 17<sup>th</sup>, 2012) to amend the text of Land Use Bylaw 4-2006, to include "Salvage Yard" as a discretionary use in the Highway Industrial (M-4) zoning district. This application is intended to bring into compliance a situation where a business is currently operating but is not in compliance with the Land Use Bylaw. The applicant is currently operating a salvage yard in the M-4 district and this district currently does not allow salvage yard as a permitted or discretionary use. In the event this land use bylaw amendment is unsuccessful, a stop work order will be issued to the applicant and the activities on subject parcel will have to cease.</p> <p>The Land Use Bylaw defines "Salvage Yard" as follows:</p> <p>"means land or buildings where motor vehicles, tires, and parts are disassembled, repaired, stored or resold."</p> <p>Administration met with the applicant and advised that the only solution would be to add "Salvage Yard" as a discretionary use and if the amendment is approved by Council, then their development permit could be considered as a temporary option.</p> <p>The text amendment proposed is as follows:</p> <p>Add: "Salvage Yard" to the list of discretionary uses in the Highway Industrial (M-4) District.</p> <p>The application will be advertised in accordance with the Bylaw.</p>	
	<b>Options:</b>	<ol style="list-style-type: none"> <li>1. That Council proceeds with 1<sup>st</sup> Reading for Bylaw No. 9-2012 and that a Public Hearing be held on Monday, June 25<sup>th</sup>, 2012 at 5:00 p.m. in the Council Chambers.</li> <li>2. That Council <u>not proceed</u> with 1<sup>st</sup> Reading for Bylaw No. 9-2012.</li> </ol>
<b>Recommendation:</b>	Option #1 - That Council proceeds with 1 <sup>st</sup> Reading for Bylaw No. 9-2012 and that a Public Hearing be held on Monday, June 25, 2012 at 5:00 PM in the Council Chambers	
<b>Approval Date:</b>	May 24, 2012	<b>ACTING CAO:</b> 

**TOWN OF TABER**  
**BY-LAW NO. 9-2012**

**BEING A BY-LAW OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, TO AMEND  
BY-LAW NO. 4-2006, THE LAND USE BY-LAW OF THE TOWN OF TABER**

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Pursuant to Section 692(1)(f) of the Municipal Government Act, Statutes of Alberta, 2000, Chapter M-26.1, as amended, the Council of the Town of Taber, in the Province of Alberta, duly assembled enacts as follows:

1. By-Law 4-2006 is hereby amended to include the following:
2. That Section 19: Highway Industrial (M-4) District be amended by adding the following:
  - a) "Salvage Yard to the list of discretionary uses".
3. The remainder of By-Law 4-2006 and its amendments thereof not amended by this By-Law remains in full force and effect.

RES. \_\_\_\_ **READ** a first time this \_\_\_\_ day of \_\_\_\_\_, 2012.

RES. \_\_\_\_ **READ** a second time this \_\_\_\_ day of \_\_\_\_\_, 2012.

RES. \_\_\_\_ **READ** a third time and finally passed this \_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
MAYOR

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

**Public Notice**  
**Amendment to Land Use Bylaw 4-2006**  
**Proposed Bylaw 9-2012**

Take notice that the Town of Taber has initiated a text amendment to Land Use Bylaw 4-2006 by introducing proposed Bylaw 9-2012.

A public hearing and discussion of the proposed amendment will be held on Monday, June 25<sup>th</sup>, 2012 at 5:00PM in the Town Council Chambers, Administration Building, A 4900 – 50 Street, Taber, Alberta.

The bylaw proposes:  
that Section 19 Highway Industrial (M-4) District be amended by adding the following:  
a) "Salvage Yard" to the list of discretionary uses

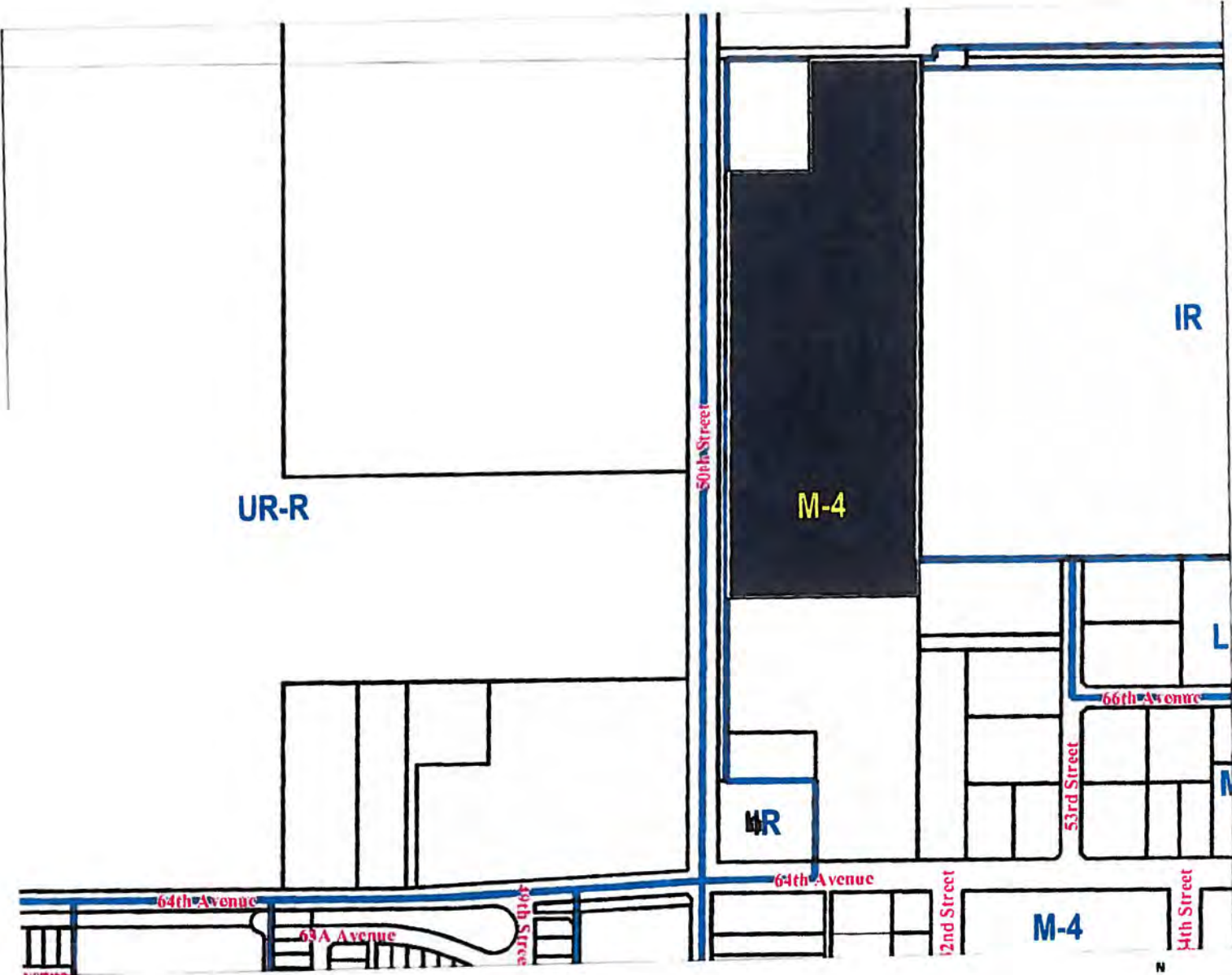
Copies of the proposed amendment to Bylaw 4-2006 will be available at the Town Office, A 4900 – 50 Street, Taber, Alberta.

All those who are interested or who may be affected, are invited to attend the Public Hearing. Oral briefs may be put forward at the Public Hearing and those persons attending may ask questions about the proposed amendment to Land Use Bylaw 4-2006 or any other related matters.

Written briefs may be submitted to the Planning and Development Office. Such briefs should reach the Town Office no later than Monday, June 18<sup>th</sup>, 2012.

Jill Koroluk  
Development Officer  
Phone: 223-5500, ext 5527  
Email: jkoroluk@taber.ca

# Map of Adjacent Properties



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## Section 1: Definitions and Operative Clauses

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outside of an automobile and includes an exterior method of ordering and picking up food.

- (267) "RESTAURANT, TAKE-OUT/DELIVERY" means an establishment primarily engaged in preparing specialty foods in bulk and in providing customers with a take-out and/or delivery service which may or may not be consumed on or off the premises.
- (268) "RETAIL STORE" means a development used for the retail sale of consumer goods, from within an enclosed building, except for the sale of liquor. A retail store shall generally have less than 1,000 square metres in floor area (also see "WAREHOUSE STORE" for retail stores with more than 1,000 square metres in floor area).
- (269) "ROW HOUSING" (see "DWELLING, ROW HOUSING").
- (270) "SALVAGE YARD" means land or buildings where motor vehicles, tires, and parts are disassembled, repaired, stored or resold.
- (271) "SANITARY LANDFILL SITES" means a site that can be utilized by the public at large for the disposal of solid wastes. Also see "LANDFILL OPERATIONS".
- (272) "SAWMILL" (see "INDUSTRY, FOREST-BASED").
- (273) "SCHOOL, ELEMENTARY" means a development that is publicly supported and involves public assembly for education, training or instruction of students receiving primary education.
- (274) "SCHOOL, SECONDARY" means a development that is publicly supported and involves public assembly for education, training or instruction of students receiving a secondary education.
- (275) "SEASONAL DWELLING UNIT" (see "DWELLING UNIT, SEASONAL").
- (276) "SEED CLEANING PLANT" (see "AGRICULTURAL PROCESSING").
- (277) "SEMI-DETACHED DWELLING" ("DWELLING, SEMI-DETACHED").

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## **SECTION 19: Highway Industrial (M-4) DISTRICT**

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### **1. Purpose**

This district is intended to ensure a high quality design standard for industrial development adjacent to provincial highways or Town arterial roads. This District may serve as a transition between industrial areas and commercial areas.

### **2. Uses**

No person shall use any lot or erect, alter or use any building or structure for any purpose except one or more of the following:

#### **Permitted Uses**

- (a) Automotive/Recreation Vehicle Sales and Rental
- (b) Automobile Repair Garage
- (c) Automobile Service Station
- (d) Automobile Supply Store
- (e) Banks/Financial Institution
- (f) Building Supply Outlet
- (g) Convenience Food Store
- (h) Drive-through Restaurant
- (i) Eating Establishment
- (j) Gas Bar
- (k) Heavy Equipment Sales, Service, Storage and Rentals
- (l) Hotels
- (m) Motels
- (n) Nursery and Garden Store
- (o) Offices accessory to the principal industrial use of the land or building
- (p) Office or Office Building
- (q) Restaurant
- (r) Storage, Indoor
- (s) Truck Stop
- (t) Utilities
- (u) Vehicle Wash

#### **Discretionary Uses**

- (a) Accessory Buildings and Structures
- (b) Caterer
- (c) Clinic

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## SECTION 19: Highway Industrial (M-4) DISTRICT

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- (d) Contracting Services, Minor
- (e) Data Processing Establishment
- (f) Day Care Facility
- (g) Duplicating Shop
- (h) Equipment Rental/Repair
- (i) Farmers'/Flea Market
- (j) Food and/or Beverage Service Facility
- (k) Industry/Manufacturing, Small Scale
- (l) Office, Medical/Dental
- (m) Oilfield Support Services
- (n) Printing Establishment
- (o) Public Assembly
- (p) Public Uses
- (q) Recreation Facility, Commercial
- (r) Recreation Facility, Outdoor
- (s) Recreation Facility, Indoor
- (t) Religious Assembly \*
- (u) Retail Store
- (v) Signs
- (w) Storage, Outdoor
- (x) Taxi/Bus Depot
- (y) Theatre, Drive-In
- (z) Tourist Information Facility
- (aa) Truck Depot
- (bb) Transport/Truck Operation
- (cc) Truck and Manufactured Home Sales and Rental
- (dd) Veterinary Clinic
- (ee) Warehouse
- (ff) Warehouse Store

\*Note Section 3(26) of this Bylaw.

### 3. District Requirements

In addition to the General Land Use Provisions contained in Section 3, the following regulations shall apply to every development in this district.

Minimum Lot Area:	1000 m <sup>2</sup>
Minimum Lot Width:	30 metres



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## **SECTION 19: Highway Industrial (M-4) DISTRICT**

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Minimum Front and Exterior Side Yard:	15 metres
Minimum Rear Yard:	7.0 metres
Minimum Interior Side Yard:	7.0 metres
Building Height:	Discretion of the Development Authority
Maximum Coverage:	50%
Minimum Landscaped Area:	10%

### **4. Special Requirements: Landscaping**

Further to the landscape requirements contained in Section 3 – General Regulations, landscaping shall be determined as follows:

- (a) A *buffer* strip of 15 metres shall be provided along any boundary of this district that is immediately adjacent to a provincial highway, town arterial road, or watercourse as well as any Land Use District other than the CC, LM, M-1, M-2, and M-3 Land Use Districts. This buffer strip shall be provided on private lands unless an alternative has been provided as part of the subdivision review process and is acceptable to the Development Authority.
- (b) The minimum landscaped area shall be concentrated in the front yards, but additional landscaping may be required in other yards to separate uses or to provide buffers or screening from other uses or roads. All landscaping shall be identified on the site plan.
- (c) Any additional landscaping requirements shall be to the satisfaction of the Development Authority. Areas not covered by buildings and parking should be landscaped. Barriers with a minimum height of 15 cm (6 inches) shall be used to protect the landscaping areas.

### **5. Special Requirement: Building Location and Front Yard**

Notwithstanding any other provision in this Bylaw, the yard of any lot abutting a highway or arterial road shall be deemed to be the front yard. The front of all buildings should face the front yard. Where, in the opinion of the Development Authority, this is not possible or practical for the effective development of a site, those exterior walls of buildings that must face the highway shall have special facade treatment. This treatment shall be to the satisfaction of the Development Authority.

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## **SECTION 19: Highway Industrial (M-4) DISTRICT**

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### **6. Special Requirement: Site Plans and Development Agreements**

All applications for a development permit shall provide a detailed site plan for the proposed development. The site plan shall include all information required on 'Form A' and in Section 2.7 of this Bylaw. In addition, the application shall include a rendering of the proposed development, a description of the external building material, colour of said material, and proposed fencing material. For those applications approved, the proponents shall enter into a Development Agreement with the Town to ensure that the conditions of the Development Permit are fulfilled to the satisfaction of the Town.

### **7. Special Requirement: Storage Areas**

- (a) All outdoor storage areas shall be appropriately fenced or screened and should be concealed from view from the street by the fence or other suitable screening. All sites abutting residential districts shall be screened and landscaped from view of the residential district to the satisfaction of the Development Authority.
- (b) All outdoor storage shall be located to the rear of the main building and shall not be located in the front or exterior side yard.

### **8. Special Requirement: Parking and Access**

Further to the parking requirements found in Section 3 – General Regulations, all required parking, circulation, and access areas shall be paved with a hard, durable, weather resistant surface. The Site Plan shall clearly illustrate the parking areas, spaces, and traffic circulation on site as well as access to the site.

### **9. Special Requirement: Signs**

In addition to the regulations governing signs found in Section 3, a single entrance or directional sign may be permitted at the entrance of an industrial park indicating the name and location of the park. Other requirements for signs shall be determined at the discretion of the Development Authority.

### **10. Special Requirement: Storage of Hazardous Goods and Materials**

The storage of hazardous goods and materials shall not be allowed within the district.

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## **SECTION 19: Highway Industrial (M-4) DISTRICT**

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### **11. Special Requirement: Environmental Impacts**

All sites abutting a residential district shall not produce any off-site environmental nuisances such as noise, dust, or odours.

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## **SECTION 18: Heavy Industrial (M-3) DISTRICT**

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### **1. Purpose**

This district provides for the development of large industries that are generally incompatible with most other land uses in the Town. The uses may require large land area, have large storage to building ratios and/or are incompatible due to noise, smell, appearance, the presence of hazardous or dangerous material or goods used or stored on site or the nature of the activity on site. This District will generally be applied to accommodate specific industries.

### **2. Uses**

No person shall use any lot or erect, alter or use any building or structure for any purpose except one or more of the following:

#### **Permitted Uses**

- (a) Any Uses Permitted in the M-2 District
- (b) Accessory Buildings and Structures
- (c) Auto Body and Repair Shop
- (d) Bulk Sales Establishment
- (e) Communication Tower
- (f) Contracting Services, Major
- (g) Feed Mill
- (h) Industry/Manufacturing, Large Scale
- (i) Pharmaceutical and Medical Products Industry
- (j) Printing, Reproduction and Data Processing Industry
- (k) Recycling Depot
- (l) Storage, Outdoor
- (m) Truck and Manufactured Home Sales and Rentals
- (n) Utilities
- (o) Warehouse

#### **Discretionary Uses**

- (a) Anhydrous Ammonia Storage
- (b) Abattoir
- (c) Asphalt processing and storage
- (d) Auto Wrecker
- (e) Bottled Gas, Sales and Storage
- (f) Bulk Fuel and Chemical Storage

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## **SECTION 18: Heavy Industrial (M-3) DISTRICT**

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- (g) Commercial Fertilizer Supply
- (h) Concrete Manufacturing/Concrete Plant
- (i) Dry Cleaning and Laundry Plant
- (j) Electricity Production
- (k) Industry, Forest Based
- (l) Kennel
- (m) Laboratory
- (n) Offices accessory to the Principal Industrial Use of the Land or Building
- (o) Propane Transfer Facility
- (p) Railway
- (q) Salvage Yard
- (r) Sewage Treatment Facilities
- (s) Signs
- (t) Tanker Truck Washing Facility
- (u) Truck Depot

### **3. District Requirements**

In addition to the General Land Use Provisions contained in Section 3, the following regulations shall apply to every development in this district.

Minimum Lot Area:	5,000 m <sup>2</sup>
Minimum Lot Width:	30 metres
Minimum Front Yard:	20 metres
Minimum Rear Yard:	20.0 metres
Minimum Side Yard:	10.0 metres
Maximum Height:	At the discretion of the Development Authority.
Maximum Lot Coverage:	65%
Minimum Landscaped Area:	5%

### **4. Special Requirement: Signs**

A single park entrance or directional sign may be permitted at the entrance of an industrial park indicating the name and location of the park. Other requirements for signs shall be determined at the discretion of the Development Authority.

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## **SECTION 18: Heavy Industrial (M-3) DISTRICT**

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### **5. Special Requirement: Site Plans and Development Agreements**

All applications for a development permit shall provide a detailed site plan for the proposed development. The site plan shall include all information required on 'Form A' and in Section 2.7 of this Bylaw. For those applications approved, the proponents shall enter into a Development Agreement with the Town to ensure that the conditions of the Development Permit are fulfilled to the satisfaction of the Town.

### **6. Special Requirements: Parking and Access**

Further to the parking requirements in Section 3 – General Provisions, all required parking shall be on site and the site plan shall clearly illustrate the parking and the traffic circulation on site as well as access to the site.

### **7. Special Requirement: Landscaping**

Further to the landscape requirements contained in Section 3 – General Regulations, landscaping shall be determined as follows:

- (a) A *buffer* strip of 30 metres shall be provided along any boundary of this district that is immediately adjacent to a primary or secondary highway or watercourse as well as any Land Use District other than the LM, M-1, M-2, and M-4 Land Use Districts. This buffer strip shall be provided on private lands unless an alternative has been provided as part of the subdivision review process and is acceptable to the Development Authority.
- (b) The minimum landscaped area shall be concentrated in the front yards, but additional landscaping may be required in other yards to separate uses or to provide buffers or screening from other uses or roads. All landscaping shall be identified on the site plan.
- (c) Any additional landscaping requirements shall be to the satisfaction of the Development Authority.

### **8. Special Requirement: Outdoor Storage Requirements**

- (a) All outdoor storage areas shall be appropriately fenced and should be concealed from view from the street by the fence or other suitable screening to the

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## **SECTION 18: Heavy Industrial (M-3) DISTRICT**

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satisfaction of the Development Authority.

- (b) All storage sites abutting residential districts shall be screened from view of the residential district to the satisfaction of the Development Authority, although Heavy Industrial districts should not be found next to residential districts.
- (c) All outdoor storage shall be located only to the rear of the main building and shall not be located in the front or exterior side yard. All outdoor storage shall be accessory to the main use of the land or main building on the site.

### **9. Special Requirement: Storage of Hazardous Goods and Materials**

The storage of hazardous goods and materials may be allowed within the district, at the discretion of the Development Authority. The storage of any hazardous material must be within a wholly enclosed building. All applications for development permits shall clearly indicate if any hazardous material is to be stored on site. The nature and quantity of the hazardous material must be identified. The Development Authority may establish special conditions to govern the safe storage of hazardous materials.



TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Subject: Offsite Levies

Date of May 28, 2012

Agenda:

Prepared By: Rob Cressman

Attachments: Offsite Levies Presentation; Minutes of Meeting w/ Developers; Comparisons

Topic: Offsite Levies – Meeting with Developers

Background:

The Town is exploring offsite levies to assist with funding major capital infrastructure projects required to accommodate growth. Administration has received the attached report from Associated engineering identifying the past and future projects that could be considered in an offsite levy bylaw, and as required in the Municipal Government Act, we held a meeting with Developers Wednesday, May 2nd – minutes are also attached.

Council has previously adopted a Developer Reimbursement bylaw #5-99 to recover infrastructure investment made by the Town for the NW water & sewer trunk lines constructed in 1998/99.

Council may wish to consider offsite levy bylaw with additional consideration of:

- A. Offsite levy charges by other municipalities,
B. senior government grant funding Administration and/or
C. the public good, as defined by Council.

Administration is prepared to draft an offsite levy bylaw, for presentation to Council at its regular meeting June 11, 2012.

Options:

- 1. Council accepts the offsite levy report and minutes of the May 2 meeting with Developers, directs Administration to prepare an offsite levy bylaw for Council's consideration at its meeting June 11, 2012.
2. Council accepts the offsite levy report and minutes of the May 2 meeting with Developers, directs Administration to prepare an offsite levy bylaw, including additional consideration of (any or all of A, B and/or C above) for Council's consideration at its meeting June 11, 2012.

Recommendation:

Option #2 - Council accepts the offsite levy report & minutes of the May 2 meeting with Developers, directs Administration to prepare an offsite levy bylaw, including additional consideration of (any or all of A, B and/or C above) for Council's consideration at its meeting June 11, 2012.

Approval Date: May 24, 2012

ACTING CAO:

[Signature]





Associated  
Engineering

GLOBAL PERSPECTIVE,  
LOCAL FOCUS.

**Date:** March 13, 2012      **File:** 20123470  
**To:** Town of Taber  
**From:** Henry Vanderpyl  
**Project:** Town of Taber Off-Site Levies  
**Subject:** D R A F T Memo

## MEMO (Draft)

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This memorandum is issued to support discussions pertaining to determination of off-site levies for The Town of Taber.

An assessment of potential off-site levies has been prepared based upon information provided in 2007 Infrastructure Master Plan (IMP), and the 1998 Municipal Development Plan (MDP).

### **Basis**

The following framework is defined for the calculations:

1. It is assumed that the developer will be responsible for the cost of all on site development.
2. Development growth areas requiring off-site infrastructure are outlined in Table 1 and shown on the attached Drawing 001.
3. Reserves for schools are not specifically defined in available planning documents and, consequently, are not allowed for in the present determination of net developable lands. Requirements for any specific school reserves will have to be established in the context of specific development agreements.
4. Herein, off-site levies are defined per unit area of net developable land. Net developable land excludes areas of Environmental Reserve, Arterial Roadway right-of-ways, and areas of Municipal Reserve (10%).
5. Levies are collected to support a future population of approximately 12,000 (20 year Planning Horizon) as noted in Section 2.4 of the 2007 IMP.



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**Table 1: Estimates of Net Development Areas**

#	LOCATION	DESCRIPTION	GROSS AREA (Ha)	ENV. RESERVE (Ha)	ARTERIAL ROADWAY (HA)	MUNICIPAL RESERVE (Ha)	NET AREA (Ha)
1	Barton	Industrial	4.81			0.48	4.33
2	HWY 3/36 East	Industrial	8.13			0.81	7.32
3	Wild Rose	Industrial	24.29			2.43	21.86
4	Eureka SE	Industrial	36.33			3.63	32.70
5	Eureka NE	Industrial	69.00			6.90	62.10
6	Eureka NW	Industrial	20.87			2.09	18.78
7	Eureka SW	Industrial	13.54			1.35	12.19
8	NWASP, N of 64 Ave	Residential	164.45		1.30	16.45	146.70
8A	NWASP, Portion N of 72 Ave	ER <sup>1</sup>	41.15	41.15			0
9	NW 6-10-6-4	Residential	55.47			5.55	49.92
10	SW 6-10-6-4 N of 56 Ave	Residential	3.43			0.34	3.09
11	Westview	Residential	28.71			2.87	25.84
12	Heritage	Residential	21.73			2.17	19.56
	<b>Totals</b>		<b>491.91</b>	<b>41.15</b>	<b>1.30</b>	<b>45.07</b>	<b>404.39</b>

<sup>1</sup> The boundary for Area 8A was approximated based on the boundary of the ER area shown in the N.W. ASP for purposes of this Off-Site Levy area calculation.



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March 13, 2012

**Identified Off-Site Improvements**

The Municipal Government Act (648) explicitly defines an "Off-site Levy" with respect to land that is to be developed or subdivided. By definition off-site charges are intended to cover costs for infrastructure that does not necessarily abut the associated development lands. It is inferred that the off-site improvements support the subject development lands. It is understood that an "Off-site Levy" may only be applied to support the capital cost of "new or expanded" road, water, wastewater, and stormwater infrastructure.

Section 648 of the Municipal Government Act allows for the imposition of an off-site levy in respect of land that is to be developed or subdivided to pay for all or part of the capital costs of any or all of the following:

- New or expanded facilities for storage, transmission, treatment or supplying of water
- New or expanded facilities for the treatment, movement or disposal of sanitary sewage
- New or expanded storm sewer drainage facilities and
- New or expanded roads required for or impacted by a subdivision or development
- Land required for or in connection with any of the above facilities

The 2007 IMP suggests a number of capital improvements should be undertaken within the Town of Taber. Not all of the noted improvements directly pertain to the servicing of the lands to be developed and, consequently, should not be considered as off-site improvements.

An itemized listing of proposed off-site projects is provided in Table 2. Only limited information is available for development of new residential and industrial/commercial areas within the Town limits. Both infrastructure service plans and off-site improvement estimates will need to be updated when additional information becomes available for the prospective development areas.

**Table 2: Projects Pertaining to Off-Site Levies**

Reference *1	Utility	Project Description	2007 Cost Estimate	2012 Cost Estimate		Anticipated Timeline *4
				Growth and Existing Development	Growth Related Development	
W15	Water	Rehabilitate the North pumpstation	\$514,000		\$590,000	2013
W16	Water	Collect field data to calibrate and verify water model( to assess extensions)	\$75,000		\$85,000	2014



**Associated  
Engineering**

GLOBAL PERSPECTIVE.  
LOCAL FOCUS.

Draft Memo To: Town of Taber  
March 13, 2012

Reference *1	Utility	Project Description	2007 Cost Estimate	2012 Cost Estimate		Anticipated Timeline *4
				Growth and Existing Development	Growth Related Development	
W20	Water	Install ring watermain from WTP to Magrath Subdivision	\$7,147,000		\$8,220,000	2022
W21	Water	Install ring watermain from NW trunk to Eureka Industrial Park	\$6,559,000		\$7,545,000	2022
W22	Water	Provide additional treated water storage	\$2,740,000		\$3,150,000	2030
W23	Water	Increase pumping capacity of high lift pumps	\$343,000		\$395,000	2014
W24 *2	Water	WTP expansion and Raw Water supply system upgrades (check with EPCOR)		\$6,000,000		2012 to 2017
	<b>Water</b>	<b>Subtotal</b>		<b>\$6,000,000</b>	<b>\$19,985,000</b>	
WW15	Wastewater	Upgrade Central Trunk along 55 and 56 Street	\$3,080,000		\$3,540,000	2014
WW19 *2	Wastewater	WWTP expansion and upgrades to RBC plant (check with EPCOR)		\$14,000,000		2011 Completed



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March 13, 2012

Reference *1	Utility	Project Description	2007 Cost Estimate	2012 Cost Estimate		Anticipated Timeline *4
				Growth and Existing Development	Growth Related Development	
WW20 *2	Wastewater	WWTP Lagoon Aeration Improvements (Check with EPCOR)		\$2,000,000		2014
WW21 *2	Wastewater	WWTP Pivot & Control System		\$300,000		2014
	<b>Wastewater</b>	<b>Subtotal</b>		<b>\$16,300,000</b>	<b>\$3,540,000</b>	
S15	Stormwater	Undertake Drainage Master Plan for Southeast and Southwest Drainage Basins	\$100,000	\$115,000		2022
S16	Stormwater	Investigate feasibility of providing sewers within North and Central Drainage Basins	\$125,000	\$150,000		2002
S17	Stormwater	Construct trunk sewers to south portion of Town and within North and Central Drainage Basins	\$11,714,000	\$13,470,000		2027
S18	Stormwater	NW Trunks (constructed in 2010-11)		\$7,300,000		2011 Completed
	<b>Stormwater</b>	<b>Subtotal</b>		<b>\$21,035,000</b>	<b>\$ 0</b>	
R21 *3	Arterial Roadways	50 Street from 64 Avenue to 72 Avenue			\$560,000	2022
R22 *3	Arterial Roadways	50 Street, From 72 Avenue to 80 Avenue			\$560,000	2022
R23 *3	Arterial Roadways	64 Avenue HWY 36 to 50 Street			\$2,240,000	2022



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Reference *1	Utility	Project Description	2007 Cost Estimate	2012 Cost Estimate		Anticipated Timeline *4
				Growth and Existing Development	Growth Related Development	
R24 *3	Arterial Roadways	64 Avenue from 50 Street to SH 864			\$2,240,000	2027
R25 *3	Arterial Roadways	56 Avenue from SH 864 to 45 Street			\$700,000	2017
	<b>Roadways</b>	<b>Subtotal</b>			<b>\$6,300,000</b>	
		<b>TOTAL</b>		<b>\$43,335,000</b>	<b>\$29,825,000</b>	

\*1 Reference to 2007 I.M.P.

\*2 Information from EPCOR (to be confirmed)

\*3 Arterial Roadways designation as per 1981 Town of Taber Transportation Study by DeLCan

\*4 Anticipated timelines are provided as a rough projection as to when the infrastructure may be needed. There are a number of unpredictable factors, so these dates are not definitive.

**Principles – Off-Site Levies**

- To be transparent with developers in project inclusion and determination of an off-site levy.
- Maintain continual cost effective and orderly growth.
- Off-site levies funds infrastructure required for growth.

**Assumptions**

1. One levy for all of Taber for residential, commercial and industrial lands.
2. Land base for calculation of the levy is the Municipal Development Plan area
  - a. Planning horizon is 20 years
  - b. Industrial and commercial lands are part of the number of developable hectares



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March 13, 2012

3. Inclusion – As defined by the Municipal Government Act
  - a. s. 648(2) An off-site levy may be used only to pay for all or part of the capital cost of any or all of the following:
    - i. new or expanded facilities for the storage, transmission, treatment or supplying of water;
    - ii. new or expanded facilities for the treatment, movement or disposal of sanitary sewage;
    - iii. new or expanded storm sewer drainage facilities;
    - iv. new or expanded roads required for or impacted by a subdivision or development
    - v. land required for or in connection with any facilities described in clauses (i) to (iv).
  - b. 648(5) requires off –site levies and interest "to be accounted for separately from the other levies collected under this section".
4. Exclusion – Costs associated with system maintenance, rehabilitation and legislative changes of existing systems are not part of an off-site levy.
5. Water
  - a. Water treatment plant expansion
    - i. 100% related to growth of the community
    - ii. Legislated changes in water treatment is not an off-site project
  - b. Reservoirs (water storage) are included
  - c. Booster stations – may or may not be an Off-site project. Each station will be considered on a case specific basis on topography and development requirement
  - d. Water system expansion generated by growth
6. Sanitary Sewer
  - a. Wastewater treatment plant expansion
    - i. 100% related to growth of the community
    - ii. Legislated changes in wastewater treatment is not an off-site project
  - b. Lift stations – may or may not be an off-site project. Each station will be considered on a case specific basis on topography and development requirement
  - c. Sanitary system expansion generated by growth
7. Roads
  - a. Off-site is applied to "arterial roads", roads self contained within a subdivision are considered collectors and an onsite cost.

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8. Storm
  - a. Storm Sewer trunks are considered off-site projects
  - b. Retention ponds are not included
9. Grants
  - a. Grant funding has not been included in these calculations.

#### Off-Site Levy Rate

Using the projected 2012 Cost Estimates identified in Table 2, the capital costs attributed to Growth and Existing Development totals \$43,335,000. Based simplistically on a ratio of the existing population (8,100) to the projected growth population (12,000) the costs are apportioned at 67% to existing development and 33% to growth development. The off-site levy rates are calculated to be as follows:

Total Cost of <u>Growth and Existing Development</u> (43,335,000 x 33%) =	\$14,300,550
Total cost of <u>Growth Development</u> (29,825,000 x 100%) =	<u>\$29,825,000</u>
<b>TOTAL</b>	<b>\$44,125,550</b>
Divided by Net Development Area (refer to Table 1)	404.39/Ha
2012 Off-Site Levy	\$109,116/Ha

In future reviews, when more data is available, these calculations can be further refined. Note that this calculation does not allow for grant funding assistance.

#### Annual Reporting Requirements

The Town acknowledges the obligations under the Municipal Government Act and the Regulation to account for the levies and to provide annual reporting on the levies. The Town will provide annual reporting in accordance with those obligations.

#### Future Updates

With respect to establishing specific off-site levies and development charges, the following typical sequence of work is as follows:

1. Update the Municipal Development Plan (MDP). The plan, in general, defines how the community intends to control and support development.
2. Update the Infrastructure Master Plan (IMP) to support the vision established by the MDP.



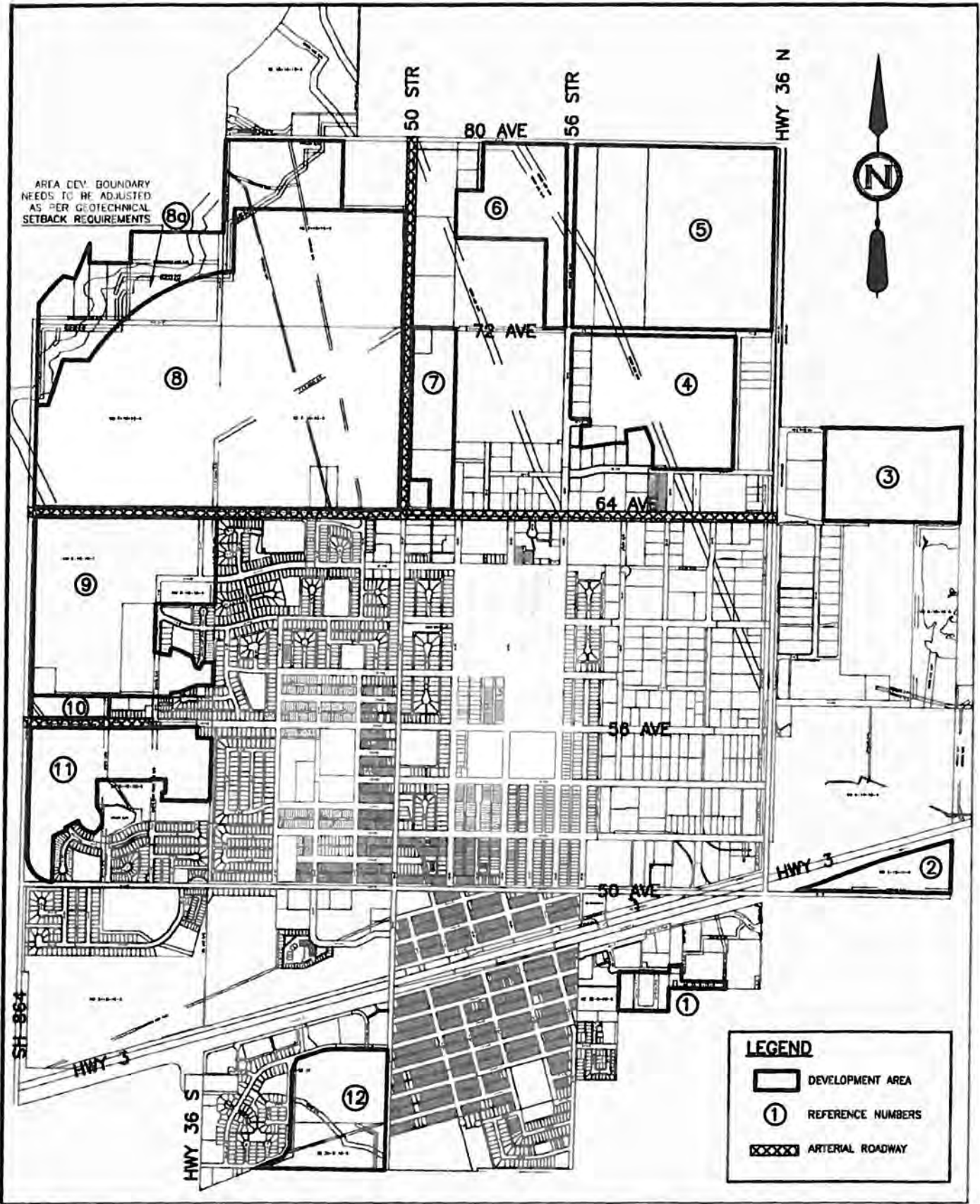


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3. For each development project that is supported by the MDP and the IMP, create a specific Area Structure Plan (ASP) – which would include supporting infrastructure servicing plans.
4. Determine appropriate development charges as per the ASP's.
5. Apply the development charges in conjunction with establishing a specific development agreement and issuance of a related development permit or sub-division approval.
6. Where a development authority requires a project proponent (i.e., developer) to prepare the ASP, general unit-based off-site improvement charges can be defined using the MDP and supporting master plans. In these instances, the improvement charges must be routinely updated to reflect planning changes, actual construction of off-site improvements and associated costs, and construction conditions (estimates).
7. The 1998 MDP encourages the completion of transportation master planning for Taber. The 2007 IMP describes and assesses existing road and sidewalk conditions but does not identify off-site improvements that will be required to support the development lands. Transportation infrastructure planning must be completed before detailed estimates of off-site road improvements can be determined.

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DATE:	2012MAR07
APPROVED:	NG
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**TOWN OF TABER**  
OFF-SITE LEVY  
OFF SITE LEVY AREAS



# Town of Taber Off-Site Levies

**Presentation to Developers**  
**May 2, 2012**



Associated  
Engineering

# What is an Off-Site Levy?

1. Off-site Levies are cost contributions from Developers to pay for infrastructure that services their development areas.
2. Utilities and Arterial Roads Located “off” the development site
3. The Municipal Government Act (M.G.A)

# Inclusion – As defined by the M.G.A.

1. Section 648 (2) an off-site Levy may be used only to pay for all or part of the capital cost of any or all of the following:
  - i. new or expanded facilities for the storage, transmission, treatment or supplying of water;
  - ii. new or expanded facilities for the treatment, movement or disposal of sanitary sewage;
  - iii. new or expanded storm sewer drainage facilities;
  - iv. new or expanded roads required for or impacted by a subdivision or development
  - v. land required for or in connection with any facilities described in clauses (i) to (iv).



Associated  
Engineering

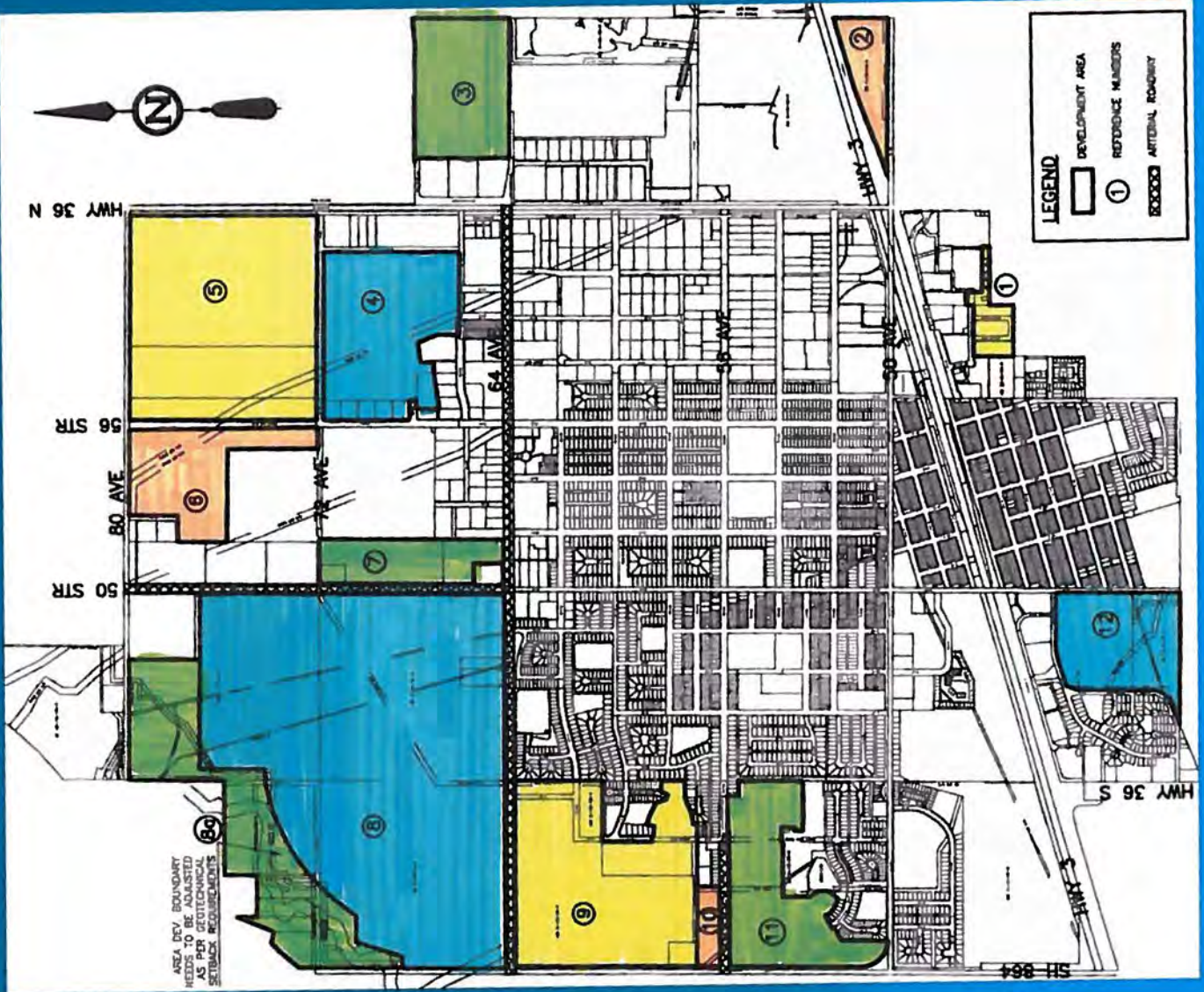
# Exclusion

1. Costs associated with system maintenance, rehabilitation and legislative changes of existing systems are not part of an off-site levy.



Associated  
Engineering

# Town of Taber Off-Site Levy Areas



# Projects Pertaining to Off-Site Levies



## Water

Reference *1	Utility	Project Description	2007 Cost Estimate	2012 Cost Estimate		Anticipated Timeline *4
				Growth and Existing Development	Growth Related Development	
W15	Water	Rehabilitate the North pumpstation	\$514,000		\$590,000	2013
W16	Water	Collect field data to calibrate and verify water model( to assess extensions)	\$75,000		\$85,000	2014
W20	Water	Install ring watermain from WTP to Magrath Subdivision	\$7,147,000		\$8,220,000	2022
W21	Water	Install ring watermain from NW trunk to Eureka Industrial Park	\$6,559,000		\$7,545,000	2022
W22	Water	Provide additional treated water storage	\$2,740,000		\$3,150,000	2030
W23	Water	Increase pumping capacity of high lift pumps	\$343,000		\$395,000	2014
W24 *2	Water	WTP expansion and Raw Water supply system upgrades (check with EPCOR)		\$6,000,000		2012 to 2017
	<b>Water</b>	<b>Subtotal</b>		<b>\$6,000,000</b>	<b>\$19,985,000</b>	



# Projects Pertaining to Off-Site Levies



## Wastewater

Reference *1	Utility	Project Description	2007 Cost Estimate	2012 Cost Estimate		Anticipated Timeline *4
				Growth and Existing Development	Growth Related Development	
WW15	Wastewater	Upgrade Central Trunk along 55 and 56 Street	\$3,080,000		\$3,540,000	2014
WW19 *2	Wastewater	WWTP expansion and upgrades to RBC plant (check with EPCOR)		\$14,000,000		2011 Completed
WW20 *2	Wastewater	WWTP Lagoon Aeration Improvements (Check with EPCOR)		\$2,000,000		2014
WW21 *2	Wastewater	WWTP Pivot & Control System		\$300,000		2014
	<b>Wastewater</b>	<b>Subtotal</b>		<b>\$16,300,000</b>	<b>\$3,540,000</b>	

# Projects Pertaining to Off-Site Levies



## Stormwater

Reference *1	Utility	Project Description	2007 Cost Estimate	2012 Cost Estimate		Anticipated Timeline *4
				Growth and Existing Development	Growth Related Development	
S15	Stormwater	Undertake Drainage Master Plan for Southeast and Southwest Drainage Basins	\$100,000	\$115,000		2022
S16	Stormwater	Investigate feasibility of providing sewers within North and Central Drainage Basins	\$125,000	\$150,000		2002
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S18	Stormwater	NW Trunks (constructed in 2010-11)		\$7,300,000		2011 Completed
	<b>Stormwater</b>	<b>Subtotal</b>		<b>\$21,035,000</b>	<b>\$ 0</b>	

# Projects Pertaining to Off-Site Levies



## Arterial Roadways

Reference *1	Utility	Project Description	2007 Cost Estimate	2012 Cost Estimate		Anticipated Timeline *4
				Growth and Existing Development	Growth Related Development	
R21 *3	Arterial Roadways	50 Street from 64 Avenue to 72 Avenue			\$560,000	2022
R22 *3	Arterial Roadways	50 Street, From 72 Avenue to 80 Avenue			\$560,000	2022
R23 *3	Arterial Roadways	64 Avenue HWY 36 to 50 Street			\$2,240,000	2022
R24 *3	Arterial Roadways	64 Avenue from 50 Street to SH 864			\$2,240,000	2027
R25 *3	Arterial Roadways	56 Avenue from SH 864 to 45 Street			\$700,000	2017
	<b>Arterial Roadways</b>	<b>Subtotal</b>			<b>\$6,300,000</b>	



Associated  
Engineering

## Off-Site Levy Rate

Total Cost of

Growth and Existing Development  $(43,335,000 \times 33\%) = \$14,300,550$

Total cost of

Growth Development  $(29,825,000 \times 100\%) = \$29,825,000$

**TOTAL**

**\$44,125,550**

Divided by Net Development Area (refer to Table 1)

**404.39/Ha**

**2012 Off-Site Levy**

**\$109,116/Ha**

**Offsite Levies – Meeting with Developers**  
May 2, 2012 – 3:30 PM (Green Room)

In Attendance:

Andrew Llewelyn-Jones, Lantic Inc.  
Ted Breznik, RC Construction  
Lorne Jensen, Jensen's Welding  
Blake Holtman

Faye Urano, T Urano & Sons  
Ray Tymko, Jen-ko Rentals  
Henk De Vlieger, Quality Living Developments,

Derrick Krizsan, MD of Taber  
John Sinclair MD of Taber  
Brian Brewin, MD of Taber  
Tom Leavitt, MPE for MD of Taber

Jack Dunsmore MD of Taber  
Ben Elfring, MD of Taber  
Tom Machacek, MD of Taber

Gordon Frank, Town of Taber  
Dale Culler, Town of Taber  
Jilliann Koroluk, Town of Taber  
Murray Rochelle, Town of Taber  
Henry Vanderpyl, AE for Town of Taber

Rob Cressman, Town of Taber  
Ray Bryant, Town of Taber  
Cory Armfelt, Town of Taber  
Lori Farough, Town of Taber  
Bruce Thurber, AE for Town of Taber

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Rob Cressman, Director of Public Services opened the meeting at 3:35 and indicated the purpose of the meeting was to provide information about offsite levies to Developers and landowners and to gather feedback for Council to consider as the Town explores the concept of offsite levies.

The Town of Taber currently has no offsite levy bylaw in place – though the Town does have a Developer Reimbursement bylaw that requires Developers to reimburse the Town for costs associated with the NW water & sanitary sewer trunk lines constructed in 1998. Developers/Landowners feedback will be presented to Council.

Bruce Thurber (Associated Engineering) described offsite levies to be a strategy used by municipalities to reimburse the municipality for past infrastructure investment that benefits Development/growth or to fund infrastructure upgrades required to provide service to Development areas. An offsite levy bylaw may be adopted by a municipal government in accordance with the Municipal Government Act (MGA).

Developers currently design/build public infrastructure within a development area, including water/sewer mains, roads, hydrants, etc. to the Town's standards through Development

Agreements. An offsite levies bylaw would require Developers to pay offsite levies to the Town for public infrastructure outside the Development Area that benefit the Development Area properties. According to section 648(2) of the MGA, such infrastructure may, among others include arterial roads, water storage, transmission & treatment facilities, sanitary sewer trunk and treatment facilities & stormwater drainage facilities. The municipality cannot adopt an offsite levy bylaw in order to fund public infrastructure maintenance such as asphalt road surface overlay, sewer main flushing, street sweeping, etc.

The Town has prepared a list of major capital works projects from its Infrastructure Master Plan (IMP) most recently updated in 2007. The IMP addresses the Town's core infrastructure – roads & sidewalks, water, wastewater (sanitary sewer) and stormwater systems. There are approximately 404 hectares of developable land located within the municipal boundary of Taber.

Should Council adopt an offsite levy bylaw, offsite levies would be applied at the point in time when lands are being subdivided. There would be no offsite levy applied to raw land with no subdivision. Offsite levies may only applied one time – if they've been charged before on a development area, then future developments in the same area will not be assess offsite levies a second time.

If a development doesn't involve growth, it is not subject to offsite levies. The development must involve growth in order for offsite levies to be applied. This is a levy, not a tax.

The Town recognizes offsite levies are being considered as a new revenue stream that will assist with funding major capital projects. The Town also recognizes Developers operate in a competitive industry. A successful strategy would be win-win for both parties, with the community remaining viable while being attractive & profitable for development. Mayor Ray Bryant spoke about 'the community interest', we are building a future for the community for the next 20-30-40 years. We want to be fair and we want growth to occur here – not in the neighboring town.

It was requested that the Town meet with Developers again prior to implementing offsite levies bylaw, with updated costs and with proposed offsite levy fees adjusted for senior government grants.

Questions (Q) from Developers/landowners & answers (A) provided by the Town:

1. **Q** Does the proposed offsite levy figure reflect grant funds that the Town may receive? **A** Grant funds have not been considered in the calculations & information presented today.
2. **Q** Would offsite levies be applied on land re-development? **A** Perhaps – offsite levies could be applied if the re-development increases growth and requires higher service than the pre-existing development. Re-development that doesn't result in growth or higher service levels would not be subject to offsite levies. Offsite levies may not be used to fund rehabilitation of existing water/sewer lines in an older previously developed area; it would cover the cost of the extra tie-in but not the rehab.
3. **Q** Would the charges be applied on a per/acre basis or based on the development area need? **A** The proposed offsite levies would be calculated based on the area (expressed in hectares or acres) being developed.
4. **Q** I was of the understanding that property taxes covered the costs of capital projects. **A** Municipal property taxes at the rate they are currently calculated, do not generate sufficient funds to cover the future replacement costs of major capital infrastructure projects.
5. **Q** I was surprised at the number of developable area/hectares in Taber. **A** The 404 acres reflects the currently undeveloped areas within the existing municipal boundary of the Town of Taber.
6. **Q** When you charge the levy would you charge on a per unit basis? A 10 story apartment will have more usage than a 4-plex. Is the cost going to be shared depending on development size? **A** These are examples of development commonly referred to as an "infill" – in these examples, there would be more residential units, and as a result a greater demand on the system. As this example fits the requirements of the MGA for offsite levies, such development could be subject to offsite levies.
7. **Q** Can offsite levies be modified to a more complex number that covers the differences in land usage or the real burden on the system? **A** Yes – today's presentation of offsite levies are proposed in a less complex manner.
8. **Q** Will the landowner/developer get the levies back if the development doesn't happen? **A** No, the levies are a way to reimburse the municipality for prior growth-related capital projects that have been constructed; and for growth related capital projects that will be constructed to satisfy the increased population/services.
9. **Q** How will the Town treat existing developments vs. future developments? **A** Future developments would be subject to offsite levies at the subdivision stage; existing developments would not be subject to offsite levy fees. As the associated Development Agreement would not have included that condition/term.
10. **Q** How would oversized infrastructure be handled? **A** Through a service or development agreement.
11. **Q** Developers take financial risks, and those risks vary with many factors including the economy, weather conditions, property taxes are applied during development work, etc. **A** Levies are common in other municipalities and development levy costs would be known to the Developer at the subdivision phase, allowing

- Developers to make development decisions based on known development levy costs.
12. **Q** Some projects listed in the offsite levy calculations are already completed, i.e. NW stormwater improvements, WWTP upgrades. Why are they listed on the capital projects plan? **A** Such projects were undertaken by the Town in order to be prepared for growth – as such, they meet the requirements under the MGA.
  13. **Q** How will additional phases be treated, if offsite levies are not applied on phase I? Will they be applied on future phases II, III and IV? **A** Future development phases would be subject to terms & conditions of a Development Agreement, that would include offsite levies, assuming Council approves the required bylaw.
  14. **Q** How do the calculations presented compare to other municipalities? **A** They are very similar to other communities, similar in size to Taber.
  15. **Q** Does this study include the transport of water from chin? **A** Project W24 in today's background material includes a Raw Water Supply System upgrades and the associated capital cost estimate.
  16. **Q** Where does the offsite levy money sit once given to the municipality? And what if future development doesn't occur? What if the municipality goes broke? **A** The Town of Taber would establish a separate account (reserve) as required by the MGA and these funds will be recorded and stored there. The occurrence of development is a sign that the community is viable.
  17. **Q** Does interest accrued on offsite levy fees collected get added to the reserve or does the municipality use it for other purposes such as offsetting the operating deficit. **A** Interest accrued from offsite levies must be accounted for by the municipality, and will may only be used for the purpose it was collected – i.e. capital project costs for which the levy was collected. Offsite levy funds cannot be transferred to operating.
  18. **Q** When will the offsite levies be implemented? **A** July 2012.
  19. **Q** Is there a caveat registered on the lands? **A** No
  20. **Q** I have existing land, am I going to be levied? **A** A development on any land would be subject to offsite levies in accordance with an offsite levies bylaw.
  21. **Q** Will there be a two-tiered system where out of town developers pay a premium? **A** The Town anticipates any/all Developers would be subject to the same offsite levies. **A** Developments outside of the municipal boundary that receive municipal services from the Town of Taber would be subject to "connection fees" rather than offsite levies.
  22. **Q** We would appreciate another opportunity to see the final proposed offsite levy bylaw and per /ha fees. **A** Town administration anticipates making presentation to Town of Taber Council regarding offsite levies including feedback from Developers later this month.

The following comments were made by those in attendance:

- Growth & development are based on future; you're basically paying for congestion.
- So, you're looking at establishing offsite levies on conjecture – forecasted future projects but collecting now?
- You're going to pay now for something that may happen 20 years from now.



- Not worried about the upside risk, worried about the downside risk.
- When you allow a subdivision to occur there is a responsibility to provide infrastructure.
- Suspicious about previous subdivisions that may not have had sufficient planning, now future developers must pay.
- These costs must be whittled down as much as possible.
- This is a small community; the developer must look at what is the incentive for people to drive to Taber. You have to sell the land too. Once the subdivision occurs the tax clock starts ticking. It's not like farming, you can't deduct your costs. The land developer has always had to stick his neck out a long way. I think I paid a fair share in my last development.
- The cost of financing projects doesn't flow out at the same rate. The Town of Taber must decide how to fund additional costs.

The meeting was adjourned at 4:43 PM

Off-site Levies	
Municipality	Charge - \$/hectare (Avg where possible)
Medicine Hat	\$115,475
Lethbridge	\$149,000
Red Deer	\$192,363
Grande Prairie	\$52,800 (just roads)
Strathcona County	Residential \$121,028 Industrial \$177,134
St. Albert	Uses a formula to determine rates. Each project is identified in terms of cost and areas it benefits Off-site Levy Rates = Developer Share of Net Construction Costs (\$)/Net Development Area that benefits (ha)
Beaumont	Single Family \$137,249 Multi-Family \$339,723 Commercial \$148,567
High River	\$94,275 Recreation Fees & Special Levies \$3,705
Okotoks	\$88,907 Recreation Fees & Special Levies \$60,134
Airdrie	\$122,063 Recreation Fees & Special Levies \$28,446
Calgary	\$79,503 Recreation Fees & Special Levies \$70,614

NANTON 2010  
\$ 81,642/ha

COALDALE 2010  
\$ 85,575/ha

The above chart shows current off-site levies being charged by communities around Alberta. The above number is a combination of water, sewer, storm water and transportation levies. Wherever possible the number given is an average, and in many cases different development areas are charged site-specific levies relating specifically to the infrastructure in that area.

When compared to a number of other municipalities, Medicine Hat falls into the middle of the pack. Medicine Hat's rates, while higher than Calgary, Okotoks and High River, are very close to what is being charged in Airdrie and Strathcona County. These rates are also significantly less than rates being charged in Lethbridge and Red Deer. Grande Prairie currently only has a bylaw regarding a transportation levy, but this rate is very similar to the rate for transportation in Medicine Hat.



TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Subject: 2013 Bi-Annual Capital Project

Date of May 24, 2012

Agenda:

Prepared By: Rob Cressman

Attachments: Site Plan - proposed

Topic: Proposed 2013 Bi-Annual Capital Works Sites

Background:

Following a review of our Infrastructure Master Plan (June 2007), Ten Year Capital Works Plan (May 2009), and considering staff/public feedback and input from Epcor, we provide recommended sites, that we estimate costs would fit the 2013 Capital Works project:

52nd Avenue - 47th Street (mid block) to 52nd Street

- Replace 675m cast iron water main, hydrants & valves; concrete curb & gutter (N side)
Restoration of 675m of asphalt trench surface

47th Avenue - 50th Street to 51st Street

- Asphalt Milling and overlay of 1200m^2; Reconstruct 300m^2 road structure
Installation of 130m of drain tile, re-set catch basin; replace 130m curb/gutter

52nd Street - 47th Ave to mid block (48th Ave)

- 75m of storm main & related manholes/catch basins
Replace 45m concrete sidewalk & 75m concrete swale; asphalt milling and overlay

48th Avenue - 54th Street to 55th Street

- Installation of 115m^2 of paving stone sidewalk
Replacement of 40m of concrete curb and gutter
Asphalt milling & overlay of 2300m^2

48th Avenue and 54th Street Intersection

- Replace 50m of water main; storm sewer catch basins & leads; curb/gutter
Reconstruct road structure thru intersection; Asphalt milling and overlay of 1300m2
Installation of paving stone sidewalk, bulb-outs, trees, irrigation, bollards & crosswalks

50th Avenue - 47th Street to 57th Street

- Asphalt milling and overlay in a number of areas

56th Street - 54th Avenue to 58th Avenue

- Asphalt milling and overlay in driving lanes

Should Council approve the scope as recommended, AE will proceed with detailed design and the overall tender package for Council to award the contract in early 2013.

Options:

- 1. Council approves the 2013 Bi-Annual capital Works project sites, as recommended.
2. Council approves the 2013 Bi-Annual capital Works project sites, as amended

Recommendation: Option #1 - Council approves the 2013 Bi-Annual capital Works project sites, as recommended.

Approval

Date: May 24, 2012

ACTING
CAO:

[Signature]





TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Subject: Taber Communities in Bloom

Date of

Agenda: May 28, 2012

Prepared By: Rob Cressman

Attachments: Correspondence from Taber Communities in Bloom

Topic: Rental Fee Waiver – Meeting Room

Background:

Taber Clean and Green Committee in conjunction with Taber Communities in Bloom are requesting a waiver for meeting room fees for their meeting held May 8, 2012 (see attached letter).

The cost of a meeting room rental per hour is \$18.25 and the group used the facility for two hours.

E) Facility Rental Fee Waiver – Communities in Bloom

A. Holmen explained that this waiver is partnering with the Taber Clean & Green Committee and this group has no budget and is requiring a larger room than the Chamber of Commerce has available. The Recreation Board expressed gratitude to these organizations for the service they provide to this town and the great job they do beautifying and keeping it clean.

RES. 25/2012 MOVED by L. Wijna that the Recreation Board recommends Council approve the meeting room waiver fee request from Communities in Bloom and Clean and Green committees.

CARRIED UNANIMOUSLY

Options:

- 1. Council approves the meeting room rental fee waiver request from Taber Communities in Bloom and Clean and Green Committees in an amount not to exceed \$36.50 plus GST.
2. Council approves a rental fee reduction of \_\_\_% for the meeting room rental fee for the Communities in Bloom and Clean and Green Committees.
3. Council denies the meeting room rental fee waiver request from Taber Communities in Bloom and Clean and Green Committees.

Recommendation: Option #1 - That Council Approves the meeting room rental fee waiver request from Taber Communities in Bloom and Clean and Green Committees in an amount not to exceed \$36.50 plus GST.

Approval

Date: May 24, 2012

ACTING

CAO:

[Handwritten signature]

**Taber Communities in Bloom  
4702 50 Street  
Taber, Alberta  
T1G 2B6**



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**Town of Taber  
Recreation Board**

**April 25, 2012  
Attention: Aline Holmen  
Re: Waiver Request**

**Taber Clean & Green in conjunction with Taber Communities in Bloom would like to book the Green Room for a combined meeting on May 8, 2012. We are requesting a waiver on the rental fees for the booking.**

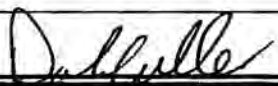
**The meeting is to start at 10:00a.m. and end around noon. Our intentions are to invite representatives from the Town of Taber, the M.D. of Taber, the Chamber of Commerce and other interested parties to discuss some future plans for both groups and the community.**

**Please contact Jean Holman at 403-223-3179 or 403-894-3179 for further information.**

**Sincerely yours;**

**Jean Holman – Chairperson  
Taber Communities in Bloom**

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

<b>Subject:</b> Facility Rental Fee Waiver – Taber Irrigation Impact Museum		<b>Date of</b> May 28, 2012 <b>Agenda:</b>
<b>Prepared By:</b> Rob Cressman		
<b>Attachments:</b> Taber Irrigation Impact Museum Waiver Request		
<b>Budget:</b>		If Over Budget, what is alternate funding source?
<b>Expense:</b>		
<b>Topic:</b> Cowboy Poetry White Room Waiver request		
<b>Background:</b>	<p>The Taber Irrigation Impact Museum annually hosts the Cowboy Poetry event in the Auditorium. That event is currently approved for a waiver on the Town of Taber Waiver and Reductions Policy (for the Auditorium only).</p> <p>Attached is a letter from the Taber Irrigation Impact Museum with additional detail about their event, requesting a white room rental fee waiver in the Community Centre. The cost of this rental is \$109.50 based on the 2012 Fee Schedule.</p> <p><i>B) Facility Rental Fee Waiver – Taber irrigation Impact Museum</i></p> <p><i>A. Holmen reported that currently the Annual Reduction Waiver has the Auditorium waived for this event and the Museum is asking for the White Room to be added which would be a rental value of \$109.50. . There was also discussion that this 1 day event is currently using 2 full days under their current waived agreement, which is losing the town revenue from other rentals. The board did recognize that the Museum did work with other events the last two years as a trade for manpower.</i></p> <p><i>RES. 22/2012 MOVED by L. Wijna that the Recreation Board recommends Council deny the request for the white room waiver fee request from the Taber irrigation Impact Museum for their Cowboy Poetry event.</i></p> <p><b>CARRIED UNANIMOUSLY</b></p>	
	<b>Options:</b>	<ol style="list-style-type: none"> <li>1. Council approve the white room waiver fee request from the Taber Irrigation Impact Museum for their Cowboy Poetry event.</li> <li>2. Council approve a rental fee reduction of (list %) for the white room waiver fee request from the Taber Irrigation Impact Museum for their Cowboy Poetry event.</li> <li>3. Council deny the white room waiver fee request from the Taber Irrigation Impact Museum for their Cowboy Poetry event.</li> </ol>
<b>Recommendation:</b> Option #3 - The Recreation Board recommends Council deny the white room waiver fee request from the Taber Irrigation Impact Museum for their Cowboy Poetry event.		
Approval Date: May 24, 2012		ACTING CAO: 

**Taber & District Museum Society**



4702 50 Street  
Taber, Alberta  
T1G 2B6

Phone – 403-223-5708

Fax – 403-223-0529

Email – [tjimchin@telusplanet.net](mailto:tjimchin@telusplanet.net)

Website – [www.aroundtaber.com](http://www.aroundtaber.com)

Heritage/Taber Museum

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March 27, 2012

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



Attention: Mayor and Council

Dear Sirs:

The museum has once again held a successful Cowboy Poetry at the Community Centre. It was in no small part a success because you, as Taber Town Council have wavered the auditorium fees.

We have rebooked for 2013 for March 22 and 23<sup>rd</sup> and have also booked the white room for day of the event. The white will be needed for the entertainers to have a safe place to sit their equipment while they are not on stage and to have a place to tune their guitars, etc. The charge for the hours we will require it will come to \$109.50 and we are asking that you consider waiving this fee.

As you may know we have been unable to continue with our Harvest Supper due to our dwindling work force and have not used the waiver for that event for the past few years and hope the white room waiver might be considered in lieu of that event.

Thank you for your consideration;

Karen Ingram: Museum Manager  
On behalf of the Museum Board





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

**Subject:** Kinsmen Club **Date of**  
**Agenda:** May 28, 2012

**Prepared By:** Rob Cressman, Director of Public Services

**Attachments:** Correspondence from the Kinsmen Club of Taber

**Topic:** Request for Partnership

**Background:**

The Taber Kinsmen has proposed to partner with the Town of Taber to provide free public swimming for members of the community. Attached is a letter from the Kinsmen Club with additional detail regarding their request. They wish to spend \$2500.00 to offer one free session of free swimming per week from April to September (25 sessions). In the past, such partnerships reflect a youth rental fee amount. In the case of free public skating the youth rate of \$68.50 was charged to the Kinsmen, as the program was originally intended to target youth in the community.

There are two pool rental rates \$105.75 /hour (Youth) and \$211.00 /hour (Regular). Reviewing the timeframe for the remainder of the 2012 proposal, the cost of the swim based on a weekday evening of 1.5 hours would calculate as follows:

1.5 hours X \$105.75 (youth rate) X 25 sessions = \$3965.63  
1.5 hours X \$211.00 (regular rate) X 25 sessions = \$7912.50

It was requested that the Recreation Board and ultimately Council consider supplementing the \$2500.00 to offset the program proposed by the Kinsmen Club of Taber.

*D) Kinsmen Club request*

*A. Holmen expressed administrations hesitancy to make any agreements too far into the future with the sponsorship process underway. Board members felt an agreement for this year with a review of impacts and success would be acceptable for the remainder of this year. The Recreation Board recognized that this year would have approx. 13 weeks left by the time this agreement could be in place. Many of the members expressed that they would like to see the Adults pay for their recreation and possible offset the cost of the partnership for the extra guards. Regular adult passes would be recognized on these evenings as usual. Discussion also occurred regarding the number of staff required and possible options. The Recreation Board discussed the negative perception of capping the free swim to 149 swimmers if they chose to not bring in the extra lifeguards.*

*RES. 24/2012 MOVED by Councilor R. Sparks that the Recreation Board recommends council deny the request from the Kinsmen Club to partner for free public swimming sessions.*

*CARRIED UNANIMOUSLY*

*RES. 24/2012 MOVED by Councilor R. Sparks that the Recreation Board recommends Council approve the Kinsmen Club request to offer public swimming at the youth rate of \$105.75/hr for 13 sessions with a maximum of 149 swimmers and adults pay regular admission.*

*CARRIED UNANIMOUSLY*

**Options:**

1. That Council Approve the Kinsmen Club request to offset public swimming at the youth rate of \$105.75 for 13 sessions with a maximum of 149 swimmers and adults pay regular admission.
2. That Council deny the request from the Kinsmen Club to partner for free public swimming sessions

**Recommendation:** Option # 1 - That Council Approve the Kinsmen Club request to offset public swimming at the youth rate of \$105.75 for 13 sessions with a maximum of 149 swimmers and adults pay regular admission.

**Approval Date:** May 24, 2012

**ACTING  
CAO:**



22 April 2012

Taber Recreation Board

c/o Town of Taber

Dear Board Members,

I am writing you this letter to request a partnership in service with the Town of Taber Aqua Fun Center.

As you may be aware The Taber Kinsmen Club has currently been sponsoring the Friday night skate at the Taber Civic Center. This includes not only the past 2011/2012 season, but also the previous four seasons. We have paid for the ice so that it is free to the public. There is approximately 25 evenings from the start of the season. During these sessions we as Kinsmen have received a lot of positive feedback. The price of these sessions has been offered to us at a youth prime time rate. Although there are a few adults with young children who have attended these sessions, I would say that the majority of the use is by the youth of the community.

Due to the positive feedback we have received, our club would like to see there is an opportunity in the summer for our community's youth to have a weekly exercise. Our Club has a budget set for \$2500.00 that would be available if we could continue our weekly free opportunity for the youth of our community to get some exercise. We are requesting that the Taber Aqua Fun center join us in offering this as a weekly event for public swimming, from April to September, when there is no ice for public skating.

The Taber Kinsmen has partnered with the Town on many other projects, including the skate board park, and various other playgrounds including but not limited to the Ken Mc Donald Sports field. We would like to add public swimming to this list.

I will be at the meeting on May 3<sup>rd</sup> should you have any concerns or questions for our club.

Respectfully,



Glen Wada  
Director  
Taber Kinsmen Club  
6225 50 street  
Taber Alberta  
T1G-1J7



TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Subject: Taber Licensing & Registration Date of
Agenda: May 28, 2012

Prepared By: Rob Cressman

Attachments: Correspondence between Taber Licensing and the Town of Taber

Topic: Request for Community Centre Parking Lot Rental Fee Waiver

Background:

Taber Licensing & Registration requested use earlier in 2012 of the parking lot of the Community Centre for pre-trip truck inspections for Class 1 and 3 Operators License exams. See attached March 29, 2012 response from G. Frank, CLGM, CAO. This situation has failed to be resolved; Taber Licensing & Registration sent another letter with further detail and a request for a facility rental fee waiver for use of the parking lot at the Community Centre, see attached.

Administration has reservations about this type of usage including the safety of patrons utilizing the facility and the impact of larger/heavier vehicles on the pavement structure.

A) Facility Rental Fee Waiver – Taber Licence & Registry

The Recreation Board reiterated that the Community Centre Parking lot is not an ideal spot. A. Holmen also noted that all the garage sale vehicles will be directed to move to the area requested by the Transportation Committee which is another reason it's not a good location.

RES. 21/2012 MOVED by Councilor R. Sparks that the Recreation Board recommends Council deny the request for the use of the Community Centre parking lot for pre-trip inspections by Taber Licence & Registry.

CARRIED UNANIMOUSLY

Options:

- 1. That Council approves the parking lot rental fee waiver request for the use of the Community Centre parking lot for the pre-trip inspection by Taber Licensing & Registration.
2. That Council approves an hourly fee of ( / hour) for the use of the Community Centre parking lot for pre-trip inspections by Taber Licensing & Registration.
3. That Council approves a rental fee reduction of (%) for the use of the Community Centre parking lot for pre-trip inspections by Taber Licensing & Registration
4. That Council denies the request for the use of the Community Centre parking lot for pre-trip inspections by Taber Licensing & Registration.

Recommendation: Option # 4 - That Council denies the request for the use of the Community Centre parking lot for pre-trip inspections by Taber Licensing & Registration

Approval Date: May 24, 2012

ACTING CAO: [Signature]

April 11/2012

Town of Taber- Mayor and Councillors

Re: Request for full waiver for parking at the Community Center

Dear Sir(s),



The letter is a formal request for full waiver of the daily fee for the use of the Community Center parking lot.

Please note attached letter requesting permission to park on the north side of the Taber Community Center (near curling rink) to conduct pre-trip inspections of the vehicle being used to complete a class 1 or 3 driving exam.

Our office has been notified by the Town of Taber (see attached) that there is a Bylaw 7-2011 indicating a fee of \$ 407.72 per day to use the Taber Community parking lot. As you can see by the attached letter directed to the chief administrative officer indicating time slots for a pre-trip inspection to be approximately 30 to 40 minutes. There are no driving tests conducted on the parking lot. The use of the parking lot is strictly for the pre-trip inspection time. Our office conducts driving exams for class 1 and 3 every Wednesday afternoon from 12:30 pm to 4:30 pm. Our office may average 1 exam per week. There are times that there are no exams being conducted and we would not require use of the parking lot area.

Our office charges \$ 12.75 as a service fee and the remaining fee for the exam goes to the examiner that is conducting the exam and the government. Our office may collect on the average \$ 51.00 per month. If we are being charged \$407.72 per day to use the parking lot mentioned the client unfortunately is the one that will have to pay for the fee. Our office feels that this is an excessive cost to a citizen of Taber or a citizen of the Municipal District of Taber for an opportunity to complete an exam to obtain a class 1 or 3 professional drivers licence just because of the high cost to use the parking lot location indicated to conduct a pre-trip inspection.

Our office at this time is requesting a full waiver of the daily fee as this would be beneficial to the client trying to obtain a class 1 or 3 professional drivers licence in order to apply for a job in Taber or the surrounding area.

Thank you for giving me the opportunity to present my request. Please let me know your decision on this matter. You may contact me at my office on your decision at 403-223-9681.

Sincerely,

Doug Bailey  
Taber Licence & Registry

**Taber Licence and Registry Ltd.**

**5225, 48<sup>th</sup> Avenue  
Taber, Alberta  
T1G 1S8  
Ph: (403) 223-4942 Fax: (403) 223-1619**

**Authorized Agent for Alberta Registries**

Town of Taber  
4900A 50 ST  
Taber, Ab  
T1G 1T1

Attention: Chief Administrative officer

Re: Parking for Driving Exams

Dear Sir,

This letter is a request for permission to park on the north side of the Taber Community Center parking lot ( near curling rink) to conduct pre-trip inspections for class 1 and 3 tests.

Please note tests are conducted on Wednesdays between the hours of 12:30 pm to 4:30 pm. Each test requires a time slot of 30 to 40 minutes. Our office may average 1 to 2 tests per week. There are times that no tests are being conducted. If you have any concerns or questions please feel free to contact our office at 403-223-4942.

If you could please confirm permission in writing for our records I would appreciate it very much.

Thanking you in advance.

Regards,

Doug Bailey  
Owner/operator

cc: Mayor Ray Bryant



March 29, 2012

Taber Licence and Registry Ltd.  
5225 48 Ave  
Taber, AB  
T1G 1S8

Attention: Mr. Doug Bailey, Owner/Operator

**Re: Parking for Driving Exams**

Dear Mr. Bailey,

Thank you for your letter received by the Town on February 10, 2012. I apologize for not responding sooner as the letter was redirected to another department.

It is my understanding that Taber Licence and Registry Ltd. has been conducting pre-trip inspections for Class 1 and 3 tests on the CP Rail property. I have spoken with Chief Rudd, Taber Police Service, and his indication is the Taber License and Registry can continue to provide that service on the property, subject to a letter from CP Rail granting permission.

If your company is unable to secure permission from CP Rail, Taber License and Registry Ltd. would be required to pay for the rental of the Taber Community Center Parking lot as per the Schedule of Fee Bylaw 7-2011. The fee is as follows:

<u>Parking Lots</u>	<u>2012</u>
Comm. Centre Incl electr./day	\$407.75
Admin. Blding Incl electr./day	\$128.25
Admin Blding/half day	\$128.25

Arrangements for rental use of the parking lot can be made by contacting Aline Holmen, Leisure Services Manager directly at 403 223 5500 ext. 5542.

Thank you for your interest in using the Town's property. If you have any further questions please feel free to contact me directly at 403 223 5500 ext. 5523.

Regards,

A handwritten signature in blue ink, appearing to read "Gordon Frank".

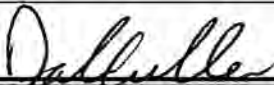
Gordon Frank, CLGM  
Chief Administrative Officer

Cc Mayor and Council  
Rob Cressman, Director of Public Services  
Aline Holmen, Leisure Services Manager





### TOWN OF TABER COUNCIL REQUEST FOR DECISION

<b>Subject:</b> Monthly Operating Financial Statements		<b>Date of</b> May 28, 2012
		<b>Agenda:</b>
<b>Prepared By:</b> Dale Culler, CA – Director of Corporate Services		
<b>Attachments:</b> Town of Taber Operating Financial Statements for the 4 months ending April 30, 2012 Dashboard statistics to April 30, 2012		
<b>Topic:</b> Monthly Financial Reports		
<b>Background:</b>	Attached is the year to date unaudited operating financial statements for the four months ending April 30, 2012. When reviewing the information make note that for analytical purposes a positive variance on revenues or departments that budgeted a surplus means that more revenue or a larger surplus resulted from operations and the "percentage used" amount will be greater than 100%. For expenses or for departments that budgeted deficits a positive variance means that the expenses or the deficit was less than expected and the "percentage used" amount will be less than 100%.	
	Dashboard statistics have also been included up to and including April 30, 2012.	
<b>Options:</b>	1. That Council accepts the unaudited operating financial statements and dashboard statistics for the four months ending April 30, 2012 for information purposes.	
	<b>Recommendation:</b> Option #1 - That Council accepts the unaudited operating financial statements and dashboard statistics for the four months ending April 30, 2012 for information purposes.	
<b>Approval Date:</b>	May 24, 2012	<b>ACTING CAO:</b> 

**TOWN OF TABER**  
**OPERATING FINANCIAL STATEMENTS**  
**For the Four Months Ending April 30, 2012**  
**(Unaudited)**

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**TOWN OF TABER**  
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**For the Four Months Ending April 30, 2012**  
**(Unaudited)**

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## TOWN OF TABER

Statement of Operations and Change In Fund Balances  
For the Four Months Ending April 30, 2012  
(Unaudited)

	2012 Budget Operating	2012 Actual Operating	Variance	Percentage Used	2011 Actual Operating
<b>Revenues</b>					
Net taxes available for municipal purposes	7,480,540	9,224,504	1,743,964	123.31%	7,141,210
Sales to other governments	1,870,649	733,664	(1,136,985)	39.22%	1,226,902
Sales and user fees	7,189,951	2,440,102	(4,749,849)	33.94%	7,225,757
Penalties and cost of taxes	85,000	54,635	(30,365)	64.28%	118,004
Licenses and permits	226,420	147,383	(79,037)	65.09%	302,227
Fines	400,450	154,819	(245,631)	38.66%	385,311
Franchise and concession contracts	1,050,000	420,810	(629,190)	40.08%	1,128,287
Investment income	151,000	64,464	(86,536)	42.69%	148,141
Rentals	692,547	245,642	(446,905)	35.47%	693,321
Other	90,803	154,925	64,122	170.62%	261,901
Government transfers	893,204	273,239	(619,965)	30.59%	1,402,667
<b>Total Revenues</b>	<b>20,130,564</b>	<b>13,914,186</b>	<b>(6,216,378)</b>	<b>69.12%</b>	<b>20,033,730</b>
<b>Expenses</b>					
Salaries, wages and benefits	7,822,995	2,369,368	5,453,627	30.29%	7,603,753
Contracted and general services	5,113,812	1,434,449	3,679,163	28.05%	5,202,250
Purchase from other governments	841,625	223,888	617,737	26.60%	799,767
Materials, goods and supplies	2,646,111	841,907	1,804,204	31.82%	2,550,687
Provisions for allowances	12,500	329	12,171	2.63%	31,052
Transfers to local boards and agencies	478,809	249,948	228,861	52.20%	473,433
Bank charges and short term interest	8,000	1,806	6,194	22.58%	5,623
Interest on long term debt	552,476	187,806	364,670	33.99%	586,316
Amortization	3,699,323	1,233,108	2,466,215	33.33%	3,699,323
Loss (gain) on disposal of capital assets	-	-	-	0.00%	397,718
Other	252,317	-	252,317	0.00%	138,354
<b>Total Expenses</b>	<b>21,427,768</b>	<b>6,542,610</b>	<b>14,885,158</b>	<b>30.53%</b>	<b>21,488,277</b>
Excess (deficiency) of revenue over expenses	(1,297,204)	7,371,576	8,668,780	-568.27%	(1,454,547)
Repayment of long term debt	(567,544)	(161,923)	405,621	28.53%	(562,474)
Interfund Transfers	-	-	-	0.00%	-
From reserves	301,426	50,142	(251,284)	16.63%	707,822
To reserves	(2,136,001)	(778,119)	1,357,882	36.43%	(2,815,056)
<b>Change In Fund Balance</b>	<b>(3,699,323)</b>	<b>6,481,677</b>	<b>10,181,000</b>	<b>-175.21%</b>	<b>(4,124,255)</b>

# TOWN OF TABER

Statement of Operations - Account Level Detail  
For the Four Months Ending April 30, 2012  
(Unaudited)

	2012 Budget Operating	2012 Actual Operating	Variance	Percentage Used	2011 Actual Operating
<b>Revenues</b>					
Local Improvement Taxes	14,598	14,598	(0)	100.00%	15,204
Property Taxes - FARMLAND	1,968	1,968	(0)	99.99%	1,926
Property Taxes - GIL Federal	45,332	45,332	0	100.00%	43,331
Property Taxes - GIL Provincial	42,474	42,474	(0)	100.00%	41,013
Property Taxes - LINEAR	223,146	223,146	0	100.00%	214,902
Property Taxes - MACHINERY & EQUIPMENT	763,946	756,795	(7,151)	99.06%	695,774
Property Taxes - NON RESIDENTIAL	2,759,139	2,766,290	7,151	100.26%	2,620,099
Property Taxes - RAILWAY	5,018	5,018	0	100.01%	4,636
Property Taxes - RESIDENTIAL	6,014,693	6,014,368	(325)	99.99%	5,658,287
Public School Requisition - Residential/Farmland	(1,358,173)	(338,265)	1,019,908	24.91%	(1,210,412)
Public School Requisition - Non Residential	(646,551)	(162,061)	484,490	25.07%	(593,678)
Seniors Lodges - Taber & District Housing	(64,168)	(64,343)	(175)	100.27%	(58,881)
Separate School Requisition - Non Residential	(89,480)	(21,809)	67,671	24.37%	(79,743)
Separate School Requisition - Residential/Farmland	(231,402)	(59,009)	172,393	25.50%	(211,249)
<b>Net taxes available for municipal purposes</b>	<b>7,480,540</b>	<b>9,224,504</b>	<b>1,743,964</b>	<b>123.31%</b>	<b>7,141,210</b>
Sale of Contracted Services - AHS	1,744,129	693,664	(1,050,465)	39.77%	1,101,230
Sale of Contracted Services - Dispatch	120,000	40,000	(80,000)	33.33%	120,000
Sales to Local Government	6,520	-	(6,520)	0.00%	5,672
<b>Sales to other governments</b>	<b>1,870,649</b>	<b>733,664</b>	<b>(1,136,985)</b>	<b>39.22%</b>	<b>1,226,902</b>
Land Sales	120,000	-	(120,000)	0.00%	96,369
Recycling Service Fees	135,260	46,177	(89,083)	34.14%	130,575
Sale of Consumables	31,500	9,089	(22,411)	28.86%	25,113
Sale of Materials and Supplies	6,620	1,176	(5,444)	17.76%	37,750
Sales of Services	217,366	131,939	(85,427)	60.70%	296,166
Sales of Services - Opening & Closing	24,720	12,012	(12,708)	48.59%	27,261
Sales of Services - Plots & Perpetual Care	27,260	6,140	(21,120)	22.52%	18,155
Service Installations	-	750	750	0.00%	4,125
Storm Water Management Fee	325,050	109,258	(215,792)	33.61%	283,204
Tax Certificates & Information	11,000	3,005	(7,995)	27.32%	10,655
User Fees	108,135	40,673	(67,462)	37.61%	105,577
Utility Bulk Service Fees	275,000	119,074	(155,926)	43.30%	340,265
Utility Service Fees	5,908,040	1,960,807	(3,947,233)	33.19%	5,850,540
<b>Sales and user fees</b>	<b>7,189,951</b>	<b>2,440,102</b>	<b>(4,749,849)</b>	<b>33.94%</b>	<b>7,225,757</b>
Penalties	85,000	54,635	(30,365)	64.28%	118,004
<b>Penalties and cost of taxes</b>	<b>85,000</b>	<b>54,635</b>	<b>(30,365)</b>	<b>64.28%</b>	<b>118,004</b>
Development Permit Application Fees	25,000	11,270	(13,730)	45.08%	28,850
Licenses Animal Control Cats	100	45	(55)	45.00%	46
Licenses Animal Control Dogs	5,500	1,540	(3,960)	28.00%	3,455
Licenses Business	95,000	83,775	(11,225)	88.18%	100,475
Permit Application Fees - Building	90,000	37,395	(52,605)	41.55%	131,442
Permit Application Fees - Cemetery	820	252	(568)	30.73%	760
Subdivision Application Fees	10,000	13,106	3,106	131.06%	37,199
<b>Licenses and permits</b>	<b>226,420</b>	<b>147,383</b>	<b>(79,037)</b>	<b>65.09%</b>	<b>302,227</b>
Fines	387,500	152,499	(235,001)	39.35%	377,336
Fines Animal Control Cats	200	-	(200)	0.00%	-
Fines Animal Control Dogs	8,000	1,620	(6,380)	20.25%	4,905
Other Fines	4,750	700	(4,050)	14.74%	3,070
<b>Fines</b>	<b>400,450</b>	<b>154,819</b>	<b>(245,631)</b>	<b>38.66%</b>	<b>385,311</b>
Franchise Fees Electrical Distribution System	650,000	260,212	(389,788)	40.03%	711,304
Franchise Fees Gas Distribution System	400,000	160,598	(239,402)	40.15%	416,983
<b>Franchise and concession contracts</b>	<b>1,050,000</b>	<b>420,810</b>	<b>(629,190)</b>	<b>40.08%</b>	<b>1,128,287</b>
Investment Income	151,000	64,464	(86,536)	42.69%	148,141
<b>Investment Income</b>	<b>151,000</b>	<b>64,464</b>	<b>(86,536)</b>	<b>42.69%</b>	<b>148,141</b>
Admissions	106,429	43,107	(63,322)	40.50%	107,666
Admissions - Passes	61,800	24,250	(37,550)	39.24%	67,633
Building Rental Revenue	73,765	9,689	(64,076)	13.14%	70,765
Facility Rental Revenues	301,753	116,266	(185,487)	38.53%	310,988
Facility Rental Revenues - Advertising Space	7,500	-	(7,500)	0.00%	6,383
Farmland Lease Revenue	23,825	8,673	(15,152)	36.40%	23,375
Land Lease Revenue	51,475	-	(51,475)	0.00%	50,004
Surface (Oil) Land Lease Revenue	66,000	43,657	(22,343)	66.15%	56,508
<b>Rentals</b>	<b>692,547</b>	<b>245,642</b>	<b>(446,905)</b>	<b>35.47%</b>	<b>693,321</b>

# TOWN OF TABER

Statement of Operations - Account Level Detail  
For the Four Months Ending April 30, 2012  
(Unaudited)

	2012 Budget Operating	2012 Actual Operating	Variance	Percentage Used	2011 Actual Operating
Development Levies	-	97,957	97,957	0.00%	91,941
Donations and Gifts	71,553	25,081	(46,472)	35.05%	66,609
Recovery from Operating Allowance	-	231	231	0.00%	4,342
Sundry Revenue	19,250	31,655	12,405	164.44%	99,009
<b>Other</b>	<b>90,803</b>	<b>154,925</b>	<b>64,122</b>	<b>170.62%</b>	<b>261,901</b>
Transfers from Federal Gov Conditional	15,720	-	(15,720)	0.00%	18,163
Transfers from Local Boards and Agencies	-	875	875	0.00%	81,018
Transfers from Local Government - Barnwell	10,600	-	(10,600)	0.00%	10,600
Transfers from Local Government - MD	375,560	156,787	(218,773)	41.75%	334,318
Transfers from Provincial Gov Conditional	491,324	115,577	(375,747)	23.52%	958,569
<b>Government transfers</b>	<b>893,204</b>	<b>273,239</b>	<b>(619,965)</b>	<b>30.59%</b>	<b>1,402,667</b>
<b>Total Revenues</b>	<b>20,130,564</b>	<b>13,914,186</b>	<b>(6,216,378)</b>	<b>69.12%</b>	<b>20,033,730</b>
<b>Expenses</b>					
CUPE Wages - Casual	503,440	102,483	400,957	20.36%	605,082
CUPE Wages - Casual Guards	63,240	17,466	45,774	27.62%	50,489
CUPE Wages - Full Time Clerical	889,413	256,344	633,069	28.82%	718,644
CUPE Wages - Full Time Outside	1,976,145	647,359	1,328,786	32.76%	1,841,914
CUPE Wages - Part Time Clerical	136,547	46,110	90,437	33.77%	222,007
CUPE Wages - Part Time Outside	249,612	61,332	188,280	24.57%	205,983
Elected Official Remuneration	139,500	47,000	92,500	33.69%	141,656
Employer Premium Reduction Contributions	-	-	-	0.00%	5,437
Employer Statutory & Benefits Contributions	1,406,358	439,049	967,309	31.22%	1,231,034
Employment Contracts	128,568	15,771	112,797	12.27%	137,494
Moving Allowances / Expenses	-	-	-	0.00%	5,700
Police Assoc Wages - Full Time	1,062,340	349,229	713,111	32.87%	1,094,354
Salaries - Out of Scope	1,267,832	387,224	880,608	30.54%	1,343,958
<b>Salaries, wages and benefits</b>	<b>7,822,995</b>	<b>2,369,368</b>	<b>5,453,627</b>	<b>30.29%</b>	<b>7,603,753</b>
Advertising, Promotion, Public Relations	71,571	18,385	53,186	25.69%	58,333
Census	-	-	-	0.00%	13,239
Communications - Data	28,267	9,679	18,588	34.24%	26,598
Communications - Telephone Land Lines	51,180	11,177	40,003	21.84%	41,928
Communications - Telephone Mobile	45,210	10,933	34,277	24.18%	33,141
Contracted Other - Trucking	195,500	60,360	135,140	30.87%	192,230
Contracted Public Transportation	1,000	-	1,000	0.00%	726
Contracted Repairs, Maintenance - Building	76,827	12,884	63,943	16.77%	123,817
Contracted Repairs, Maintenance - Building Janitor	68,670	23,679	44,991	34.48%	68,700
Contracted Repairs, Maintenance - Eng Structures	2,379,166	603,799	1,775,367	25.38%	2,971,081
Contracted Repairs, Maintenance - IT	-	-	-	0.00%	10
Contracted Repairs, Maintenance - Land Improvement	36,840	-	36,840	0.00%	43,614
Contracted Repairs, Maintenance - M&E & Furnishing	241,042	30,095	210,947	12.49%	145,691
Contracted Repairs, Maintenance - Other	28,100	5,338	22,762	19.00%	17,426
Contracted Repairs, Maintenance - Vehicles	114,766	39,018	75,748	34.00%	96,664
Damage Claims	1,000	-	1,000	0.00%	650
Express, Cartage, Freight	19,482	4,894	14,588	25.12%	17,820
Insurance Premiums	210,045	183,116	26,929	87.18%	198,365
Licenses and Permits	107,985	36,854	71,131	34.13%	72,942
Memberships, Conferences, Registration Fees	64,678	32,265	32,413	49.88%	65,049
Municipal Membership Fees	1,380	-	1,380	0.00%	1,272
Postage	38,712	12,009	26,703	31.02%	32,100
Professional Services - Accounting & Audit	18,500	5,000	13,500	27.03%	16,250
Professional Services - Engineering	319,980	76,139	243,841	23.79%	192,848
Professional Services - Information Technology	61,100	44,355	16,745	72.59%	43,707
Professional Services - Inspections & Architecture	45,000	9,492	35,509	21.09%	65,062
Professional Services - Legal	67,000	21,285	45,715	31.77%	131,976
Professional Services - Management	101,000	38,383	62,617	38.00%	51,214
Professional Services - Other	282,750	59,318	223,432	20.98%	201,221
Professional Services - Property Assessment	72,000	23,770	48,230	33.01%	71,393
Professional Services - Veterinary Cat Control	15,000	4,637	10,363	30.92%	10,385
Professional Services - Veterinary Dog Control	-	-	-	0.00%	203
Property Tax Payment for Municipal Owned Land	1,615	-	1,615	0.00%	1,578
Rental / Lease of Building	-	-	-	0.00%	55
Rental / Lease of Equipment & Furnishings	63,013	22,781	40,232	36.15%	69,043
Rental / Lease of Uniforms & Coveralls	9,810	2,129	7,681	21.70%	8,883

# TOWN OF TABER

Statement of Operations - Account Level Detail  
For the Four Months Ending April 30, 2012  
(Unaudited)

	2012 Budget Operating	2012 Actual Operating	Variance	Percentage Used	2011 Actual Operating
Rental / Lease of Vehicle	34,500	166	34,334	0.48%	193
Subscriptions and Publications	5,464	2,897	2,567	53.03%	5,543
Towing	800	1,292	(492)	161.44%	838
Training - External	105,870	11,935	93,935	11.27%	45,738
Travel and Subsistence	128,489	16,020	112,469	12.47%	63,499
Uniform and Clothing Alterations	300	368	(68)	122.67%	1,223
<b>Contracted and general services</b>	<b>5,113,612</b>	<b>1,434,449</b>	<b>3,679,163</b>	<b>28.05%</b>	<b>5,202,250</b>
Purchases from Local Government	247,275	70,073	177,202	28.34%	209,336
Purchases from Other Municipality Agencies	593,250	153,481	439,769	25.87%	589,655
Purchases from Provincial Agencies	1,100	334	766	30.40%	776
<b>Purchase from other governments</b>	<b>841,625</b>	<b>223,888</b>	<b>617,737</b>	<b>26.60%</b>	<b>799,767</b>
Building Furnishings & Supplies	8,400	763	7,637	9.09%	6,819
Building, Plumbing and Electrical Supplies	58,790	15,164	43,626	25.79%	69,223
Building, Plumbing and Electrical Supplies - MD	-	-	-	0.00%	32
Catered or Purchased Foods	19,550	2,951	16,599	15.09%	18,986
Chemicals, Salt, Etc.	36,225	10,103	26,122	27.89%	34,318
Clothing & Boots	37,712	2,020	35,692	5.36%	35,301
Computer Equipment & Supplies	8,500	2,138	6,362	25.15%	9,368
Electricity	1,234,000	413,764	820,236	33.53%	1,287,036
Gas, Oil, Antifreeze, Etc.	183,912	56,153	127,759	30.53%	188,972
General Goods and Supplies - Other	29,230	4,801	24,429	16.42%	14,796
Gravel, Sand, Rocks	46,950	35,553	11,397	75.72%	32,250
Ground Materials and Fertilizer	7,750	-	7,750	0.00%	3,854
Janitorial Supplies	39,989	8,488	31,501	21.23%	31,994
Land Improvement Materials	37,081	2,851	34,230	7.69%	31,624
Machine & Equipment Parts	100,539	33,006	67,533	32.83%	79,718
Natural Gas	400,200	168,354	231,846	42.07%	372,051
Paving, Curb, Sidewalk Materials	101,720	7,577	94,143	7.45%	65,634
Pharmaceutical & First Aid	38,937	9,852	29,085	25.30%	41,500
Promotional Materials	19,057	4,281	14,776	22.46%	11,929
Re-Sale Supplies	20,750	6,445	14,305	31.06%	15,652
Road Signs (incl. Repair Materials)	12,200	2,076	10,124	17.01%	10,001
Safety Equipment and Supplies	24,800	2,151	22,649	8.67%	28,382
Small Equipment and Tools	79,963	27,519	52,444	34.41%	69,801
Stationery, Office Supplies	56,596	13,291	43,305	23.48%	50,409
Tires & Batteries	35,900	10,915	24,985	30.40%	24,753
Vehicle Parts	2,800	503	2,297	17.98%	12,652
Water, Sewer, Garbage Costs	4,560	1,186	3,374	26.01%	3,632
<b>Materials, goods and supplies</b>	<b>2,646,111</b>	<b>841,907</b>	<b>1,804,204</b>	<b>31.82%</b>	<b>2,550,687</b>
Cancellation of Uncollectable Accounts	12,500	329	12,171	2.63%	2,466
Transfers to Operating Allowances	-	-	-	0.00%	28,586
<b>Provisions for allowances</b>	<b>12,500</b>	<b>329</b>	<b>12,171</b>	<b>2.63%</b>	<b>31,052</b>
Grants to Individuals and Non-Government Org	96,320	52,284	44,036	54.28%	91,593
Transfer Payment to Local Government Agency	140,232	78,834	61,398	56.22%	135,009
Transfer Payment to Other Local Government	4,600	-	4,600	0.00%	9,171
Transfer Payment to Own Municipal Agency	237,657	118,830	118,827	50.00%	237,660
<b>Transfers to local boards and agencies</b>	<b>478,809</b>	<b>249,948</b>	<b>228,861</b>	<b>52.20%</b>	<b>473,433</b>
Bank Charges	8,000	1,806	6,194	22.58%	5,623
<b>Bank charges and short-term interest</b>	<b>8,000</b>	<b>1,806</b>	<b>6,194</b>	<b>22.58%</b>	<b>5,623</b>
Debenture Debt - Interest	552,476	187,806	364,670	33.99%	586,316
<b>Interest on long-term debt</b>	<b>552,476</b>	<b>187,806</b>	<b>364,670</b>	<b>33.99%</b>	<b>586,316</b>
Amortization	3,699,323	1,233,108	2,466,215	33.33%	3,699,323
<b>Amortization</b>	<b>3,699,323</b>	<b>1,233,108</b>	<b>2,466,215</b>	<b>33.33%</b>	<b>3,699,323</b>
Loss (Gain) on Disposal of Capital Assets	-	-	-	0.00%	397,718
<b>Loss (gain) on disposal of capital assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>397,718</b>
Cost of Land Sold (from Inventory)	43,250	-	43,250	0.00%	34,714
Operating Contingency/Debt Reduction	209,067	-	209,067	0.00%	120,570
Sundry Expenses	-	-	-	0.00%	(16,930)
<b>Other</b>	<b>252,317</b>	<b>-</b>	<b>252,317</b>	<b>0.00%</b>	<b>138,354</b>
<b>Total Expenses</b>	<b>21,427,768</b>	<b>6,542,610</b>	<b>14,885,158</b>	<b>30.53%</b>	<b>21,488,277</b>
<b>Excess (deficiency) of revenue over expenses</b>	<b>(1,297,204)</b>	<b>7,371,576</b>	<b>8,668,780</b>	<b>-568.27%</b>	<b>(1,454,547)</b>

## TOWN OF TABER

Statement of Operations - Account Level Detail  
For the Four Months Ending April 30, 2012  
(Unaudited)

	2012 Budget Operating	2012 Actual Operating	Variance	Percentage Used	2011 Actual Operating
Debtenture Debt - Principal	(567,544)	(161,923)	405,621	28.53%	(562,474)
<b>Repayment of long term debt</b>	<b>(567,544)</b>	<b>(161,923)</b>	<b>405,621</b>	<b>28.53%</b>	<b>(562,474)</b>
Contributions from Other Operating Functions	80,000	20,000	(60,000)	25.00%	67,000
Contributions to Other Operating Functions	(80,000)	(20,000)	60,000	25.00%	(67,000)
<b>Interfund Transfers</b>	-	-	-	0.00%	-
Contributions from Capital Fund	-	-	-	0.00%	367,263
Contributions from Operating Reserves	301,426	50,142	(251,284)	16.63%	340,559
<b>From reserves</b>	<b>301,426</b>	<b>50,142</b>	<b>(251,284)</b>	<b>16.63%</b>	<b>707,822</b>
Contributions to Capital Fund	(1,967,075)	(722,977)	1,244,098	36.75%	(2,624,179)
Contributions to Operating Reserves	(168,926)	(55,142)	113,784	32.64%	(190,877)
<b>To reserves</b>	<b>(2,136,001)</b>	<b>(778,119)</b>	<b>1,357,882</b>	<b>36.43%</b>	<b>(2,815,056)</b>
<b>Change in Fund Balance</b>	<b>(3,699,323)</b>	<b>6,481,677</b>	<b>10,181,000</b>	<b>-175.21%</b>	<b>(4,124,255)</b>



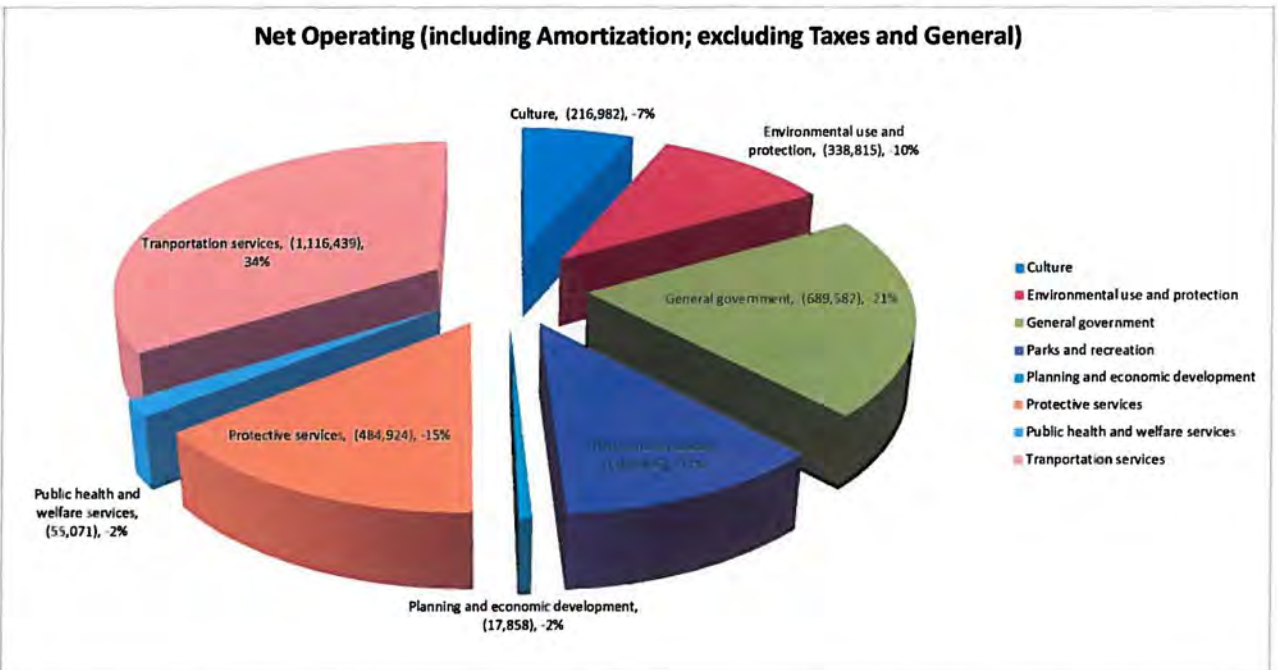
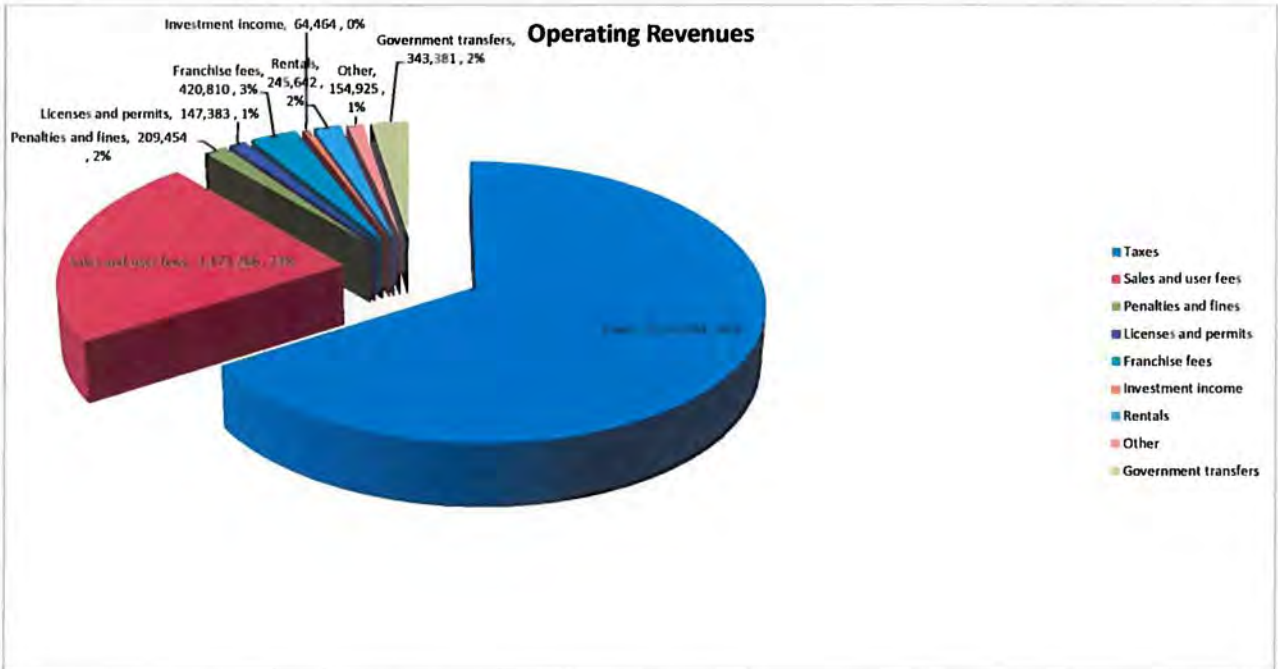
# TOWN OF TABER

Statement of Departmental Activities  
For the Four Months Ending April 30, 2012  
(Unaudited)

Department	2012 Operating Revenue	2012 Operating Expenditures	2012 Operating Net	2012 Budget Net	Variance	Percentage Used	2011 Operating Net
Taxes and General	9,887,469	117,285	9,770,183	8,850,417	1,119,766	112.94%	8,306,760
Council	1,250	112,255	(111,005)	(283,678)	172,673	39.13%	(281,194)
CAO Offices	1,427	193,640	(192,213)	(493,461)	301,248	38.95%	(474,918)
Finance and Customer Care	14,756	265,556	(250,800)	(760,319)	509,519	32.99%	(717,437)
Health and Safety	-	4,613	(4,613)	(27,318)	22,705	16.89%	(7,353)
Information Technology	1,835	132,587	(130,952)	(434,534)	303,582	30.14%	(359,922)
Police Department	343,444	891,879	(548,434)	(1,930,097)	1,381,663	28.41%	(1,851,370)
Fire Department	12,818	175,132	(162,314)	(434,622)	272,308	37.35%	(394,482)
Disaster Services	-	-	-	(6,500)	6,500	0.00%	-
Ambulance Services	755,669	481,567	274,102	325,000	(50,898)	84.34%	(201,531)
Bylaw Enforcement	4,981	53,258	(48,277)	(180,096)	131,819	26.81%	(158,181)
Roads Streets Walks	14,646	1,029,895	(1,015,239)	(3,538,858)	2,523,619	28.69%	(3,868,986)
Public Transit	-	18,750	(18,750)	(37,500)	18,750	50.00%	(36,000)
Stormwater	109,258	191,709	(82,450)	(247,628)	165,178	33.30%	(276,184)
Water	982,212	649,760	332,452	989,061	(656,609)	33.61%	916,472
Wastewater	669,107	1,394,531	(725,424)	(2,611,287)	1,885,863	27.78%	(2,217,003)
Landfill	191,553	176,868	14,685	-	14,685	0.00%	14,980
Solid Waste Services	348,167	308,694	39,473	4,433	35,040	890.43%	(984)
FCSS	-	53,006	(53,006)	(54,300)	1,294	97.62%	(51,697)
Cemetery	18,019	20,084	(2,065)	(64,612)	62,547	3.20%	(44,771)
Planning and Economic Development	146,436	130,554	15,883	(173,602)	189,485	-9.15%	15,784
Subdivision and Land Development	-	20,679	(20,679)	-	(20,679)	0.00%	24,999
Public Housing	2,587	2,587	-	-	-	0.00%	-
Property Management	69,953	83,016	(13,062)	(176,426)	163,364	7.40%	(213,358)
Arenas	124,710	189,279	(64,570)	(299,424)	234,854	21.56%	(284,398)
Golf and Curling	27,350	49,482	(22,132)	(53,809)	31,677	41.13%	(66,397)
Parks	-	74,885	(74,885)	(334,027)	259,142	22.42%	(332,213)
Recreation Programs	-	19,632	(19,632)	(78,383)	58,751	25.05%	(66,434)
Summer Games	-	-	-	-	-	0.00%	-
Special Programs	-	-	-	-	-	0.00%	(30,265)
Aquafun Centre	185,774	325,467	(139,693)	(611,294)	471,601	22.85%	(625,410)
Sportsfields	31,760	79,683	(47,923)	(258,768)	210,845	18.52%	(277,700)
Auditorium	39,347	75,855	(36,508)	(117,394)	80,886	31.10%	(105,392)
Library	-	180,475	(180,475)	(460,297)	279,822	39.21%	(457,671)
<b>Department Total</b>	<b>13,984,328</b>	<b>7,502,651</b>	<b>6,481,677</b>	<b>(3,699,323)</b>	<b>10,181,000</b>	<b>-175.21%</b>	<b>(4,124,255)</b>

**TOWN OF TABER**

Sector Chart  
For the Four Months Ending April 30, 2012  
(Unaudited)



**Town Of Taber  
MONTHLY DASHBOARD**

2012	6 Month Rolling Average	April 2012	March 2012	February 2012	January 2012	December 2011	November 2011
<b>Financial assets</b>							
1. Total Cash	1,353,222.62	2,004,815.97	1,802,971.56	1,316,632.86	620,902.33	957,217.50	1,416,795.52
2. Investments - ROI - 2.27%	8,313,423.21	7,358,977.91	6,881,812.43	8,057,745.60	8,940,555.78	8,939,087.41	9,702,360.13
3. Taxes and grants in lieu receivable	1,777,042.50	9,580,119.59	(126,188.41)	61,012.59	234,306.79	365,345.82	547,658.62
4. Trade receivables and other assets	2,274,264.19	2,355,668.30	2,816,276.27	2,252,746.20	2,490,338.09	2,428,802.32	1,301,753.97
	<b>13,717,952.53</b>	<b>21,299,581.77</b>	<b>11,374,871.85</b>	<b>11,688,137.25</b>	<b>12,286,102.99</b>	<b>12,690,453.05</b>	<b>12,968,568.24</b>
<b>Liabilities</b>							
5. Accounts payable and other obligations	2,694,299.71	3,330,149.02	2,700,798.00	2,499,539.12	2,496,355.33	2,522,491.34	2,616,465.45
6. Deferred revenue	2,279,698.84	2,013,165.60	2,014,006.12	2,028,165.61	2,029,437.67	2,189,491.29	3,403,926.72
7. Long-term debt	9,425,356.11	9,318,577.57	9,356,513.99	9,404,627.32	9,442,563.74	9,480,500.16	9,549,353.89
	<b>14,399,354.66</b>	<b>14,661,892.19</b>	<b>14,071,318.11</b>	<b>13,932,332.05</b>	<b>13,968,356.74</b>	<b>14,192,482.79</b>	<b>15,569,746.06</b>
<b>Net financial debt</b>	<b>(681,402.13)</b>	<b>6,637,689.58</b>	<b>(2,696,446.26)</b>	<b>(2,244,194.80)</b>	<b>(1,682,253.75)</b>	<b>(1,502,029.74)</b>	<b>(2,601,177.82)</b>
<b>Non-financial assets</b>							
8. Tangible capital assets	112,386,235.53	112,322,633.66	112,630,910.61	112,939,187.56	113,247,464.41	113,555,741.36	109,621,475.58
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	433,356.50	425,013.00	423,763.00	423,866.10	423,866.10	481,023.56	422,607.26
	<b>113,808,964.30</b>	<b>113,737,018.93</b>	<b>114,044,045.88</b>	<b>114,352,425.93</b>	<b>114,660,702.78</b>	<b>115,026,137.19</b>	<b>111,033,455.11</b>
<b>Accumulated surplus</b>	<b>113,127,562.17</b>	<b>120,374,708.51</b>	<b>111,347,599.62</b>	<b>112,108,231.13</b>	<b>112,978,449.03</b>	<b>113,524,107.45</b>	<b>108,432,277.29</b>
<b>Capital projects</b>							
\$ spent on capital projects	1,723,674.17	510,798.12	388,230.81	248,003.81	173,226.14	4,661,504.15	4,360,281.98
\$ budgeted for capital projects	11,242,681.33	10,690,637.00	12,001,359.00	12,001,359.00	12,001,359.00	10,380,687.00	10,380,687.00
% of capital budget spent	16.41%	4.78%	3.23%	2.07%	1.44%	44.91%	42.00%
# of projects budgeted	38.00	40	38	38	38	37	37
# of projects started	21.67	22	18	15	9	32	34
# of projects closed	9.83	4	4	3	2	27	19
# of projects pending	11.83	18	14	12	7	5	15
<b>Human Resources</b>							
New hires / rehires in FTE	1.41	4.55	1.95	0.70	0.00	1.25	0.00
Terminations / resignations in FTE	0.98	2.00	0.20	0.27	2.20	0.20	1.00
Layoff in FTE	0.05	0.29	0.00	0.00	0.00	0.00	0.00
Employee headcount in FTE	97.37	100.08	97.82	96.07	95.64	97.84	96.79
Open positions for hire in FTE	3.21	4.92	2.92	3.68	3.62	2.35	1.75
<b>IT</b>							
Total website visits	4,638.67	6,716	6,835	4,053	3,978	2,950	3,300
Top 1 Page Visited	0.00	Home Page(3450)	Home Page(3616)	Home Page(3592)	Home Page(3527)	Home Page(2638)	Home Page (3579)
Top 2 Page Visited	0.00	Job Opps (1023)	Job Opps (1047)	Job Opps (1078)	Job Opps (866)	Job Opps (687)	Job Opps (894)
Top 3 Page Visited	0.00	Doc Archives (693)	Doc Archives (638)	Doc Archives (759)	Doc Archives (698)	Doc Archives (463)	Civic Alerts (2651)
Top 4 Page Visited	0.00	Calendar (169)	Calendar (185)	Calendar (245)	Quicklinks (205)	Quicklinks (147)	Doc Archives (224)
Top 5 Page Visited	0.00	Search (163)	Quicklinks (179)	Quicklinks (192)	Search (128)	Search (128)	Search (203)
e-mails processed	14,004.17	8,811	10,468	12,029	20,293	17,326	15,098
SPAM (with in total e-mails)	6,728.33	1,930	2,058	4,292	12,927	10,945	8,218
SPAM expressed in %	43.1%	21.9%	19.7%	35.7%	63.7%	63.2%	54.4%
<b>Police</b>							
Traffic	198.83	212	231	204	201	172	173
Liquor Act	10.50	17	7	10	13	10	6
Other criminal code	25.33	24	28	27	14	30	29
Drug enforcement	11.00	15	12	8	11	7	13
Crimes against a person	14.67	16	18	18	7	12	17
Crimes against property	33.83	35	48	29	33	26	32

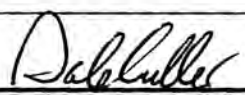
Town Of Taber MONTHLY DASHBOARD							
2012	6 Month Rolling Average	April 2012	March 2012	February 2012	January 2012	December 2011	November 2011
<b>Fire</b>							
# of Town of Taber calls	7.83	5	7	7	9	6	13
# of M.D. calls	7.17	8	8	8	5	5	9
# of Barnwell calls	0.67	2	0	1	1	0	0
<b>Ambulance</b>							
# of emergency call out	64.83	72	59	62	65	68	63
# of transfers calls	22.83	22	23	28	27	18	19
ALS hours	509.33	542	560	446	552	528	428
BLS hours	218.67	178	184	250	192	216	292
<b>Bylaw</b>							
Traffic	1.50	5	2	1	1	0	0
Other (inc animal calls)	40.67	124	41	29	17	20	13
<b>Public Services</b>							
Garbage (Tonnes)							
Cardboard diverted	1.62	1.45	1.01	0.70	2.40	2.80	1.36
Compost	19.35	28.03	5.39	10.69	2.24	1.68	68.06
Concrete	5.83	6.63	0.16	4.90	1.84	1.84	19.59
Dry Goods (demolition materials)	8.97			0.12	0.92	0.00	34.85
Dry Goods (spring/fall cleanup)	12.01	35.68	9.59	0.00	7.50	4.02	15.27
General garbage	410.55	440.40	417.41	348.05	388.11	374.44	494.90
Metals	14.00	37.90	20.58	4.84	16.45	1.35	2.87
Shingles	8.25	15.03	8.14	0.75	4.96	7.78	12.81
Wood	52.58	77.51	61.03	0.00	93.04	16.81	67.07
<b>Planning</b>							
# of permits	9.00	13	4	5	7	8	17
# of units	3.00	4	0	0	2	1	11
# of lots sold	0.00	0	0	0	0	0	0
<b>Pool / Recreation</b>							
# of swim passes	158.83	138	187	170	164	178	116
Overall swim attendance	5,256.83	5,905	5,968	5,785	5,013	4,371	4,499
Private pool rentals	4.50	3	1	5	3	11	4
School pool rentals	13.17	26	23	6	4	3	17
Auditorium rentals	37.33	8	55	32	48	38	43
Meeting room rentals	30.00	16	42	38	27	24	33
Private ice rentals	57.33	10	63	80	47	84	60
School ice rentals	3.83	0	6	17	0	0	0
Tennis keys sold	2.67	16	0	0	0	0	0
Sportsfield soccer field rentals	5.17	31	0	0	0	0	0
Sportsfield baseball rentals	1.83	11	0	0	0	0	0

Comments:



Agenda Item No. 7 H)

### TOWN OF TABER COUNCIL REQUEST FOR DECISION

<b>Subject:</b> Department Head Reports	<b>Date of</b> <b>Agenda:</b> May 28, 2012
<b>Prepared By:</b> Lori Farough, Administrative Assistant	
<b>Attachments:</b> Department Head Reports	
<b>Topic:</b> Department Head Reports	
<b>Background:</b>	The following reports are provided for Council Information.
<b>Options:</b>	1. That Council accepts the Department Head Reports for information.
<b>Recommendation:</b> Option #1 – That Council accepts the Department Head Reports for information.	
<b>Approval Date:</b> May 24, 2012	<b>ACTING CAO:</b> 



## ***Town of Taber***

### **ADMINISTRATION REPORT April 24, 2012 – May 28, 2012**

### **CORPORATE SERVICES REPORT for April 24, 2012 – May 28, 2012**

#### **Corporate Services**

- Completed the Grant reporting submission of funding expenditures for a number of grant programs. Currently working on project submissions to applicable grant programs.
- Reviewed the GIS map books created from our GIS infrastructure website with public works and EPCOR staff. They will update the map books to ensure that the information is kept current and we will then submit changes to AE so that they can keep our dataset current and accurate.
- Attended the Off-site levy meeting with our engineers, developers and user groups.
- Met with various financial institutions to review investment options that they have available for the Town's short and long-term investments. Each investment option will be reviewed to ensure that it is consistent with the Town's investment policy.
- Met with the Town's budgeting software provider (Questica) to participate in a feedback session on a new performance management module that they are developing. This proposed module would be able to align the Town's strategic goals and objectives with appropriate service levels into a single platform. This session was very informative because we are currently completing our service level document. Municipalities in Ontario are required to participate in the Municipal Performance Measurement Program (MPMP) which according to the Ontario Ministry of Municipal Affairs and Housing website is a performance measurement and reporting system that promotes local government transparency and accountability. It also provides municipalities with useful data to make informed municipal service level decisions while optimizing available resources. Ontario is on the leading edge of this process and we will be

following their model with interest. Questica is developing their module with the Ontario reporting requirement in mind.

- Two members of the corporate services staff attended a one day GFOA budgeting workshop that was hosted in Taber. The workshop was very beneficial and focused on best practices for budget preparation and presentation. We were able to network with a number of municipalities to discuss their budget processes and also share our successes.
- Tax notices were mailed out on April 30<sup>th</sup>. Taxes are due June 30<sup>th</sup>, however because June 30<sup>th</sup> is a Saturday and the office is closed we will allow payment in person or in the drop box up to the close of business on July 3<sup>rd</sup> without penalty.
- We are currently working on our service level document which will demonstrate specific tasks performed with financial allocations.

### **Information Technology Department**

The Information Technology Department has been adding all the new seasonal employees to our computer network and email systems, and to any specialized computer programs they need to fulfill their job requirements.

Testing continues on the Automatic Vehicle Locating System software. The latest version of the software has been fairly stable, except for one problem when the program attempted to auto-update unsuccessfully. The software will be left on manual updates only until this issue is resolved.

Highlights from our activities:

- Training activities
  - For I.T. staff
    - Attended webinar on Virtual City Hall / E-Billing
    - Hazard ID & Formal Workplace Inspections Training
- The Computer Evergreening roll-out has begun, we have replaced three computers of the thirteen that are scheduled to be replaced this year, and the printer at the Aquafun Centre.
- The Storage Area Network (SAN) software was upgraded to a newer version.
- We completed a successful trial of a secure USB flash drive. This drive has a number pad to enter a password for access. Ten

unsuccessful attempts will wipe all data from this encrypted key. We are recommending this key to all managers for use with any confidential information.

- The I.T. Dept. installed a new network rack at the Arena to house all computer network and audio equipment. This new rack is safer, provides improved access and a more standards-based hardware configuration. It is also more secure, since it is a fully-enclosed locking rack.
- Set up the Summer Programs office in the Grey Room for our summer staff, with 2 computers, 2 phones, and a printer.
- Started a project to develop an asset-tracking database with the Finance Department.

Currently working on:

- Projects: Alberta Police Integrated Information Initiative (API3); Virtualization Project; Evergreening – Ongoing

### **Human Resources Department**

- Recruitment is ongoing for the following positions:
  - Permanent Full-time
    - Paramedic, Maintenance Operator I, Facility Maintenance Coordinator
  - Permanent Part-time
    - None
  - Temporary Full-time
    - None
  - Temporary Part-time
    - None
  - Casual
    - None
  - Seasonal



- None

- Involved in ongoing labour negotiations for Management Agreement

Currently working on:

- With the completion of the new CUPE contract, working on the retro pay calculations of the affected employees
- Establishment of a return to work program for injured employees to help lower our WCB premiums and costs.
- Service Levels Document.
- Processing of a recent FOIP request

# Public Services Director Report

May 24, 2012

## Activities from the past month

- Continue monitoring SW Storm basin outfall channel blockage; with Epcor, reviewed detailed design & tender package for rehabilitation project; made application to AB Environment for Spring 2012 emergency siphon & blockage bypass operation by CNRL
- Reviewed SW storm outfall project design & construction with adjacent landowners
- Along with B Kambeitz, reviewed detailed design pkgs for upcoming 2012 Surface Improvements projects; identified proposed 2013 Bi-Annual Capital Works sites
- Conducted Recreation Facilities section staff meeting; reviewed employers expectations
- Water Treatment Plant Upgrades site meeting with Epcor, Stantec & TriTech May 10
- Reviewed servicing plans with various developments
- Conducted seasonal staff health & safety orientation May 1
- Prepared/hosted Meeting with Developers re: proposed Offsite Levies
- Along with G Frank and J Koroluk, reviewed connection fees with MD of Taber Administration re: Johnson's Addition and Horseshoe Estates May 16
- Participated in collective agreement negotiations
- Met with CAO and HR Manager re: employee grievances and outcomes
- Participated in missing equipment investigation by Taber Police Service
- Prepared & implemented interim management plan for Recreation Facilities section
- Along with G Frank and Chief Rudd, participated in May 7 Traffic Committee mtg
- Met with representatives of Sprung Structures & Geothermal Systems May 7
- Reviewed various gas/oil development plans proposed on/near Town-owned land
- Met with G Frank and D. Culler re: outcomes of Public Services operational review
- Reviewed PS department directorate division recommendation with all sections of the Public Services department – public works, leisure services and recreation facilities
- Along with A Holmen, reviewed design/tender documents re: Aquafun Tile project
- Along with A Holmen, reviewed Recreation Sponsorship inventory identification and valuation results with Partnership Group
- Along with B Kambeitz and G Stauth, reviewed Prairies Lakes storm pond design details with Developer May 14 & 15
- Preparation for June 14 AB Utilities Commission hearing

## Activities planned for upcoming month

- Tender closings for SE Storm Outfall Rehabilitation, 2012 Surface Works & Aquafun Tile projects; tender recommendations and contract awards
- Recruitment for various vacant positions including Facilities Maintenance Coordinator, Recreation Facilities Manager and Maintenance Operator
- Review Recreation Sponsorship inventory & valuation report; Council presentation
- Prepare for and attend in AB Utilities Commission hearing

## Manager of Public Works – Monthly Dept Report May 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.
- Attended meeting re: Public Services department operational review
- Genset inspection
- Met with DMT about failing pump bases in arena plant room arrange are made to replace concrete bases.
  
- Genset inspection
  
- Took Kost around for fire extinguisher inspection
- Completed Fire alarm inspection with Chubb Edwards
- Monthly Health & Safety meeting.

### Transportation

- Pothole maintenance ongoing
- Applying gravel to lanes and industrial area roads
- Working on content for the Infrastructure Service Levels
- Sweeping roadways, track, pathways and parking lots on a regular weekly schedule
- Starting some small concrete curb and sidewalk sites
- Annual Asphalt Spot Patching & water/Sewer patches scheduled to start June 05<sup>th</sup>.
- Calcium Chloride application on gravel roads scheduled June 27<sup>th</sup>.
- Completed seasonal staff recruitment process.
- Monthly Health & Safety meeting

### Solid Waste Collection and Transfer Station

- Tan/Green Collection Bin maintenance ongoing
- Green Compost bins will be picked up twice per week between Apr 1 – Dec 1
- Spring Cleanup completed June 22<sup>nd</sup>.
- Free residential tipping at the Landfill last day June 02<sup>nd</sup>.
- Exploring options w/ recycling contractor to reduce cardboard in waste stream
- Monthly Health & Safety meeting.

## Recreation Facilities Report

- Cemetery turf maintenance initiated & ongoing
- Ken McDonald Memorial Park turf and equipment maintenance ongoing
- Turf aeration maintenance to begin
- Pesticide applications initiated at Administration Building, Taber Police Service property and parks
- Prepared trail rest area beds for Communities In Bloom group to plant & maintain perennials
- Full complement of seasonal staff in place
- Continue turf and equipment maintenance programs, adapt for inclement weather
- Health & Safety meeting May 23

## **LEISURE SERVICES Report**

### **May 2012**

#### **Aquatics**

- Recruitment completed for one casual Lifeguard with training still to occur.
- Currently reviewing all SWPs and revising as needed.
- Review and updates of preventative maintenance program checklists.
- Summer Swim lessons planned – Registration day June 6, 2012.
- Communications continue with AHS regarding proposed legislation for swimming pools regarding Operational Standards.
- Overseeing and updating portions of the 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.
- Continue to work with AE regarding Aquafun Tiling project Tender process.
- Continue to work with B. Busch and C. Westerhoud on the development of a Return to Work Policy & Program and procedures related. Awaiting feedback from WCB on the draft. Return to Work seminar planned for management in June.
- Hosted the Alberta Health Services Pool Operator course in early May. Two staff members completed the training.
- Continue to prepare service level documents for functional areas under my direction.

#### **Leisure Services**

- Working on September ice schedules. Now promoting and taking bookings for August ice.
- Seasonal staff in place and planning underway for Summer Programs, Summer Games, Canada Day and Cornfest Fun Run.
- Met with Partnership Group in April regarding their first draft of the document relating to asset identification and valuation and provided feedback on the documents. Attended seven Discovery sessions with M. McLoughlin of Partnership Group at various businesses in Taber on May 1<sup>st</sup>.
- Assisting various groups with special events functions occurring May 1- August 30<sup>th</sup>. Special Event forms are being distributed as the events get closer and work orders associated with completed.
- Attended the Southern Alberta Safety Council Meeting in High River on March 28. This was a great networking session and valuable information gained regarding Return to Work Program.
- Assisting an organization with the planning for a Roller Derby event in the large ice arena June 23<sup>rd</sup>.
- 2012 Summer Leisure Guide is developed and going to print this week and will then be distributed.

#### **Recreation**

- Overseeing operations in Auditorium/meeting rooms
- Developing hazard assessments for this functional area and will be putting controls in place as required.
- Review and development of safe work practices.



Agenda Item No. 7 I)

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

<b>Subject:</b> Mayor and Councillor Reports (Verbal)		<b>Date of</b> May 28, 2012
		<b>Agenda:</b>
<b>Prepared By:</b> Lori Farough, Administrative 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</b>	<b>Acting</b>	
<b>Date:</b> May 24, 2012	<b>CAO:</b>	