



**RAY BRYANT
MAYOR**

Page 1

FORWARDED: February 24, 2011

AGENDA

REGULAR MEETING OF THE COUNCIL OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, FEBRUARY 28, 2011 AT 5:00 PM.

	<u>MOTION</u>
<u>ITEM NO. 1. CALL TO ORDER</u>	
<u>ITEM NO. 2. ADOPTION OF THE AGENDA</u>	X
<u>ITEM NO. 3. DELEGATIONS</u>	
A) RFD 2010 Trap, Neuter Release Program Report and 2010 Cat Program Overview, Presented by Norma Bruins	X
<u>ITEM NO. 4. ADOPTION OF THE MINUTES</u>	
A) RFD Regular Meeting of Council February 14, 2011	X
<u>ITEM NO. 5. BUSINESS ARISING FROM THE MINUTES - NONE</u>	
<u>ITEM NO. 6. BYLAWS - NONE</u>	
<u>ITEM NO. 7. ACTION ITEMS</u>	
A) RFD SAHURI + partners architecture inc. – Facility Assessment Report, Presented by Dave Illsey	X
B) RFD Shared Services ad hoc Committee	X
C) RFD Arena Condenser Tender Award	X
D) RFD Bi-Annual Capital Works Tender Award	X
E) RFD Monthly Operating Financial Statements for January 2011	X
F) RFD Department Reports	X
G) RFD Mayor and Councillor Reports (Verbal)	X
<u>ITEM NO. 8. MEDIA INQUIRIES</u>	
<u>ITEM NO. 9. CLOSED SESSION</u>	X
A) Labour	
<u>ITEM NO. 10. OPEN SESSION</u>	X
<u>ITEM NO. 11. CLOSE OF MEETING</u>	X



Agenda Item No. 3. A)

TOWN OF TABER Council Request For Decision

Subject:	2010 Trap, Neuter and Release Program Report and 2010 Cat Program Overview	Date of	February 28, 2011
		Agenda:	
Prepared By:	Kerry Van Ham, Council & CAO Assistant		
Attachments:	2010 Trap, Neuter and Release Program Report and 2010 Cat Program Overview		
Budget:	If Over Budget, what is alternate funding source?		
Expense:			
Topic:	2010 Trap, Neuter and Release Program Report and 2010 Cat Program Overview		
Background:	<p>In Spring 2003, Council approved Cat Control Bylaw # 3-2003 to provide for a long-term solution to the control of cats running at large, and allowing for alternatives other than euthanization.</p> <p>Norma Bruins will provide information on the 2010 Trap, Neuter and Release program and an overview of the 2010 Cat Program in the format of a power point presentation.</p>		
Options:	<ol style="list-style-type: none"> That Council accepts the 2010 Trap, Neuter and Release Report along with the 2010 Cat Program Overview, for information purposes. 		
Recommendation:	Option #1 - That Council accepts the 2010 Trap, Neuter and Release Report along with the 2010 Cat Program Overview, for information purposes.		
Approval Date:	February 24, 2011	Acting CAO:	

Cat Program Overview

2010

Outline

- TNR Statistics
- Complaint Management
- Adoption Program & Statistics
- Future Considerations
- Why So Many Cats?

TNR Statistics

	2007	2008	2009	2010
# Females Spayed	29	30	50	35
# Females Spay Aborted	8	6	12	4
# Males Neutered	48	54	40	31
Previously Spayed	1	2	1	0
Previously Neutered	5	3	1	0
Female Adults Removed	17	13	44	11
Male Adults Removed	10	6	28	17
Female Kittens Removed	17	24	41	31
Male Kittens Removed	19	25	58	31
# Spay Aborted	44	27	49	17
Died	3	7	2	9

Female Cats Assisted

Adults	31
Kittens	39
Aborted (estimated)	9
Total	79

Cats Prevented From Being Born

Year	# Years into TNR	# Females	Total
2003	8	40	65,684
2004	7	35	25,544
2005	6	25	8109
2006	5	80	11,533
2007	4	76	4869
2008	3	74	2107
2009	2	129	1633
2010	1	79	444
Total		538	119,923

Complaints

	2008	2009	2010		2008	2009	2010
Complaint - Feral	10	2	3	MD	6	9	8
Concern – TNR	5	6	6	Adoption Inquiry	17	27	14
Concern – Tame	22	41	23	Lost	16	23	13
Big Complaint – Feral	1	1	0	Dropped Off	5	13	5
Big Complaint – Tame	2	0	2	Injured/ Dead	13	6	2

Complaints continued

- Total Number of Complaints / Concerns for:
 - 2010 - 76
 - 2009 – 128
 - 2008 – 97
 - Documented calls only; if calls were not recorded, they are not listed here
 - Only reflect calls received through bylaw

Intake Statistics

	Male Kittens	Female Kittens	Male Adults	Female Adults	Total
From 2009	10	10	14	20	54
Intake	31	31	17	11	90
Stray	25	25	14	9	73
Surrenders	6	5	1	0	12
Impound	1	2	0	2	5

Adoption Statistics

	Male Kittens	Female Kittens	Male Adults	Female Adults	Total
Still Have	3	8	12	17	40
Adopted – US	7	11	5	3	26
To Rescue	20	18	11	12	61
RTO	1	0	4	0	5
Died	4	3	4	1	12

Future Considerations

- Facility Planning
- Community Based Problem Solving
- Society Formation

Why so many cats?

“Not enough time”

- My beautiful kitten Keelee is looking for a loving home. I no longer have the time to give her the attention she needs. She is extremely affectionate and loving and enjoys playing as well. She is completely litter trained and well behaved. She is strictly an indoor cat- she was outside with me once and didn't like it at all. I'm very sad that I have to part with her but I can't give her the attention she needs anymore. If you're interested, please feel free to message me
- I have 2 adorable manx cross kittens with very playful and affectionate personalities. I am simply not home enough to give them the attention they need. My mom made them their own personal dishes that will go with them. Please email to set up a time to come see them

“Allergies”

- I have a beautiful Black cat that needs to find a new home. She is 5 years old, only scratches her scratch post, VERY loving, good with kids (I have a 1 1/2 year old) and other cats and dogs. She goes in and outdoors and is totally litter trained. Due to allergies, we need to find a new home.
- She is spayed and about 4 yrs old. Very calm and nice blue eyes. She needs a new home our son is allergic to it.

“New Baby”

- Beautiful grey female cat.. She is just over a year old unfortunately she is fixed but she is great with children and very lovable.. I have a baby coming in March and she is too much for me to handle .. Someone please take her
- Our beautiful 7 yr old male cat Augustus aka Guss has not adjusted well with the new addition to our family (baby boy born Feb 2, 2011) and we have made a heartbreaking decision that Guss needs to find a new home.

“Kittens”

- 3 beautiful kittens to good homes, crystal blue eyes, two light colour, and one darker body colour, all litter trained and very active, father full siamese, mother half
- Hi, I have a Black Male kitten for sale. He is very friendly and is super cute.
- There is 1 female (calico) and 2 male kittens (dark striped and grey striped) ready for homes. They are litter trained and have grown up with a little dog
- Tuxedo Tabby male kittens free to good home. Born September 2, 2010. He is litter trained. The tabby does not have 6 toes like mother but of course will pass it on if allowed to breed, others in his litter had six toes

“Moving”

- I am moving and am not allowed cats, I have had (siera) since she was a baby and means the world to me she has had some very beautiful kittens, so I need to find her a home where she will have plenty of attention, she's excellent with children, it would be nice for her to have another cat to play with too. if you would like to have a friendly companion please contact me
- I have 2 kittens, about 7 months old that I must get rid of because I am moving. Their names are Rylie and Olie and are brothers. They must go together as I do not want to separate them. They are playful little guys.

“No pets allowed”

- I love these cats to death, I've had them both since they were born as the mother was my cat as well. I am very saddened to see them go but the place I am living in as decided that no pets are to be in my building :(I would love to see them go together but if not separately is ok too,
- Have a lovely purebred angora to give away. one eye blue one eye green..also we have a russian blue and a calico i love my kitties except one thing it turns out my new neighbour is allergic to cats and since i live in a duplex he's having problems breathing.. since cat's aren't allowed in our lease we must let them go to good homes

“New Dog”

- Need a new loving home for "Cupcake", a 4 yr. old female (spayed) domestic short hair tabby cat. She is very friendly and affectionate, but can play shy at first. We have recently gotten a large breed dog and she has been very unhappy about the new addition
- I have a 4-5 year old cat, named Shaz, that I would like to give away to a good home. We have had the cat for 2 years and is fully litter trained, friendly and loving cat. Since we got our dog 1 year ago this cat has not been the same. It does not get along with the dog and spends most days hiding in the closet.

The Unexplainable

- hi im jesse i have a cat for sale she is very friendly but we have to sell her cuz she attacks the other cats and she is very heathly but kinda light
- Hi there i have actually 5 cats that i need to find homes for. There are 2 males (pic 1&3) and 3 females(one pic missing).The males are neutered and the females are not spayed but dont do that annoying whine either and screaming either.All cats are very friendly and loving and like to cuddle.They are dog friendly also.
- My room mate with special needs is sadly looking for a new home for her beautiful cat 'coz she is having some allergies.It breaks her heart to lose it so she is getting a bird to alleviate her sadness. That is why she is selling so she has money to buy the bird. It is a 5 yr old which we bought at Calgary Humane Society at \$200.

Questions?

TNR 2010

1.0 Introduction

This past year has been challenging as the program objectives shifted from feral populations to tame cats. Many of these cats were taken off the street as strays, and many were relinquished to us when their families could no longer care for them.

Due to the lack of housing facilities, the sheer numbers of cats coming into the system has been very taxing on resources. All supplies for caring for the cats were either from donations or were privately purchased. Also, the care of most of these cats fell to only a few people, which has been very difficult. We did scale back intake for 2010 compared to 2009, which will hopefully be a continuing trend in years to come.

This year our big event was a supply drive/fundraiser in December. This event surpassed all of our expectations. Donations of dog and cat food, beds, kennels, leashes, treats and toys will last the shelter for months! The response from the public was amazing and we plan on making this an annual event.

We continue to search for additional assistance with programs, specifically for foster homes for cats. During peak times it can become very difficult to manage the large numbers of cats that we are asked to help. Other rescues have been very helpful and continue to be a significant help to us in rehoming rescued animals. We do have a couple foster homes on board and we can't thank them enough!

Thanks also goes out to Taber Animal Clinic for their continued support of this program.

2.0 Statistics

2.1 TNR

Table 1. Number of cats processed under the Town's TNR program from 2007-2010.

	2007	2008	2009	2010
# Females Spayed	29	30	50	35
# Females Spay-Aborted	8	6	12	4
# Males Neutered	48	54	40	31
Previously Spayed	1	2	1	0
Previously Neutered	5	3	1	0
Female Adults Removed	17	13	44	11
Male Adults Removed	10	6	28	17
Female Kittens Removed	17	24	41	31
Male Kittens Removed	19	25	58	31
# Spay-Aborted (Never born)	44	27	49	17
Died	3	7	2	9

Total Female Cats Assisted Under TNR: 70

Total Male Cats Assisted Under TNR: 62

Number of Kittens Per Litter (Average): 4.3

Attached are the statistics for how many cats would be on the streets if this program did not exist, as of January 1, 2010. Full calculation tables for these statistics are available if required.

Table 2. Number of female cats assisted under the TNR program in 2010.

Adults	39
Kittens	31
Aborted*	9
Total	79

*Estimated.

Table 3. Number of cats that would be on the street if the TNR program did not exist.

Year	# Years into TNR	# Females*	Total
2003	8	40	65,684
2004	7	35	25,544
2005	6	25	8109
2006	5	80	11,533
2007	4	76	4869
2008	3	74	2107
2009	2	129	1633
2010	1	79	444
Total		538	119,923

*Number of females for 2004 and 2005 do not include kittens or aborted fetuses; 2003 includes kittens only, and 2006 -2010 includes kittens and aborted fetuses.

This number does not mean that as of right now there would be 119,923 more cats on the street. Rather, it reflects the possible number of cats, over and above what exists today, that could have been present during that time. Many, if not most, of these cats would now be dead and that would be a more serious health concern than the cats that are still living in communities.

2.2 Rescue Groups

Table 4. Disposition of Cats in 2010.

	Male Kittens	Female Kittens	Male Adults	Female Adults	Total
From 2009 Intake	10	10	14	20	54
Stray	31	31	17	11	90
Surrenders	25	25	14	9	73
Impound	6	5	1	0	12
	1	2	0	2	5
Still Have	3	8	12	17	40
Adopted – TOT	7	11	5	3	26
To Rescue	20	18	11	12	61
RTO	1	0	4	0	5
Died	4	3	4	1	12

Adult – over the age of 6 months.

Kitten – Under the age of 6 months.

Some of these cats were processed under the Town and some were not.

2.3 Time Distribution

Since we know at the beginning of the year we are working off a set budget, we also try to budget our time so that we are able to respond throughout the year. However, we also like to begin early to fix as many females as possible before they have kittens.

Table 5. How many cats were processed in each month for the year.

	Female	# Females Spay Aborted	Male
January	1	0	1
February	3	0	2
March	6	1	4
April	4	1	5
May	1	0	2
June	2	0	2
July	2	0	2
August	4	1	1
September	3	0	2
October	0	0	2
November	5	0	4
December	4	1	4
Total	35	4	31

2.4 Complaints

Table 6. Documented complaint log for 2008-2010*.

	Complaint - Feral	Concern - TNR	Concern - Tame	Big Complaints - Feral	Big Complaints - Tame
2010	3	6	23	0	2
2009	2	6	41	1	0
2008	10	5	22	1	2

	MD	Adopt	Lost	Dropped Off	Injured/Dead
2010	8	14	13	5	2
2009	9	27	23	13	6
2008	6	17	16	5	13

* These are documented calls only from March - December. Additional calls may be received but not recorded. These also do not reflect calls made to personal homes, only through bylaw.

Complaint Feral – Complaints regarding nuisance/damages due to feral cats.

Concern TNR – Complainant concerned about well being or fate of feral cats, looking for TNR, or reporting a new addition to established colony.

Concern Tame – Complainant reporting found/stray cat, usually looking for us to take the cat in

Big Complaints – Complainant is very angry about the situation; more difficult to resolve.

MD – Complainant is calling from the MD.

Adopt – Inquiring about adopting a cat; not all inquiries lead to adoptions.

Lost – Person reporting that their cat has been lost. In 2008, bylaw did not find any lost cats.

Dropped Off – Complainant has found a cat and dropped it off at the bylaw office.

Injured/Dead – Reports of cats that need to be removed from the road or euthanized due to extensive injuries.

TOTAL COMPLAINTS/CONCERNS FOR 2010 – 76

TOTAL COMPLAINTS/CONCERNS FOR 2009 – 128

TOTAL COMPLAINTS/CONCERNS FOR 2008 - 97

3.0 Future Considerations

This program is proving to be very successful. I have two main recommendations to improve the success and efficiency of the program.

3.1 Community Based Problem Solving

There are simply too many cats in this community for one person to handle, not to mention budgetary limits. Despite some opposition, this year we really tried to move towards community based problem solving. This means that if someone calls in having found a cat, we guide them through what to do about it rather than simply taking the cat for them. While some people are not happy about this, most people will end up doing the right thing, even if that is simply providing food and shelter until other arrangements can be made. This is a trend that will definitely have to increase in the future unless significantly more resources are made available for this program. Also, if people have to deal with a situation, they are less likely to tolerate it from others in the future.

3.2 Facility Planning

We currently have no formal facility for housing cats. This puts a significant drain on available resources and has led to burnout in the last year or two. Ideally we would start moving towards a new facility that could house both dogs and cats. This would have the benefit of drawing volunteers, which would help alleviate the workload. It would also make it easier for people to come and view animals available for adoption. Even though it may take several years for this to be feasible, if we never start moving toward it then it will never be an option. This program should not be dependent upon one person to run.

3.3 Society Formation

As part of the Community Based Problem Solving approach, we are looking at creating a rescue Society that will be responsible for administering the cat program. Recruiting volunteers for a variety of functions will be a focus. Also, we hope to be able to develop some proactive measures to help alleviate problems in town once more people are on board.



Agenda Item No. 4.A)

TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Subject: Regular Minutes of Council	Date of February 28, 2011
Agenda:	
Prepared By: Kerry Van Ham, Council & CAO Assistant	
Attachments: Minutes	
Topic: Minutes of Regular Meeting of Council, February 14, 2011	
Background:	
Options:	<ol style="list-style-type: none">1. That Council adopts the minutes of the Regular Meeting of Council held on February 14, 2011, as presented.2. That Council adopts the minutes of the Regular Meeting of Council held on February 14, 2011, as amended
Recommendation:	Option #1 - That Council adopts the minutes of the Regular Meeting of Council held on February 14, 2011, as presented.
Approval Date:	February 24, 2011
Acting CAO:	

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, FEBRUARY 14, 2011 AT 5:00 PM.

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

ABSENT: Councillor John Papp

ALSO PRESENT:

Gordon Frank, CLGM, Chief Administrative Officer (CAO)
Dale Culler, Director of Corporate Services
Rob Cressman, Director of Public Services
Jim Coughlin, Director of Planning & Economic Development
Alf Rudd, Chief of Police
Kerry Van Ham, Council & CAO Assist./Recording Secretary
Garrett Simmons, Taber Times

ORDER

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

ADOPTION OF THE AGENDA

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

RES.43/11 MOVED by Councillor Tams that Council adopt the agenda as presented.

CARRIED UNANIMOUSLY

DELEGATIONS**A) Taber Gymnastics Fitness Club**

Mayor Bryant welcomed Vicky Terrick, President of the Taber Gymnastics Fitness Club.

The Club is requesting the Town donate land, or provide them land under a lease to own agreement. Details of the proposed floor plan and the Club's business plan were provided.

- RES.44/11 MOVED by Councillor Tams that Council accepts the correspondence and business plan from the Taber Gymnastics Fitness Club, and directs Administration to assess sites that would be suitable for the Club and report to Council by March 14, 2011.

CARRIED

ADOPTION OF MINUTES**A) Minutes of the Regular Meeting of Council – January 24, 2011**

- RES.45/11 MOVED by Councillor Popadynetz that Council adopts the Minutes of the Regular Meeting of Council held on January 24, 2011, as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES - NONE**BYLAWS****A) Proposed Amendments to the Dog Control Bylaw 3-2008**

A. Rudd, Chief of Police presented the proposed amendments to Schedule 'A', 'B' and 'D' of the Dog Control Bylaw 3-2008. The purpose of these proposed amendments is to encourage people to:

- a) Have their dog spayed or neutered, and
- b) Have their dog licensed with the Town of Taber

The aim is to create a mindset of responsible pet ownership, while helping to decrease the number of unwanted and/or homeless dogs. As the proposed fines are lower for altered and licensed dogs, there is an incentive for existing pet owners.

BYLAWS – CONT'D**A) Proposed Amendments to the Dog Control Bylaw 3-2008 - CONT'D**

RES.46/11 MOVED by Councillor Bekkering that Council support the amendments to fine and fee schedules, as presented.

CARRIED UNANIMOUSLY

B) Proposed Amendments to the Utility Bylaw 1-2010

R. Cressman, Director of Public Services detailed the proposed amendments to the Utility Bylaw 1-2010.

The 2011 Municipal Utility Rates were approved by Council resolution at the December 20, 2010 Council meeting. Since that time, the Town has confirmed 2011 pricing from the water meter supplier. The proposed water meter fees are detailed in an amended Schedule 'A' of Bylaw 1-2010.

It is also being proposed to detail the user fee dollar amount that would be applied on outstanding utility accounts, for transferring the outstanding amount plus the transfer fee, to the owners property tax account. The user fee requirement is stated in the existing Utility Bylaw 1-2010.

Council discussed the proposed amendments at this time.

RES.47/11 MOVED by Councillor Rochelle that Council approves the 2011 Water Meter Fees, and the Transfer to Taxes Fee, as presented.

CARRIED UNANIMOUSLY

ACTION ITEMS**A) Chamber of Commerce Potential Parade Change**

G. Frank, CLGM, Chief Administrative Officer (CAO) presented the correspondence from the Taber & District Chamber of Commerce which requests an opinion from the Town of Taber for the possibility of moving the parade to an alternate time of the year.

Administration has investigated the impact that moving the parade could cause, and has determined that there are no foreseen obstacles.

ACTION ITEMS- CONT'D**A) Chamber of Commerce Potential Parade Change – CONT'D**

RES.48/11 MOVED by Councillor Sparks that Council accepts the correspondence from the Taber & District Chamber of Commerce for information purposes.

CARRIED UNANIMOUSLY

B) Request to reverse tax penalty

D. Culler, Director of Corporate Services detailed a letter request that was received from a property owner requesting that the tax penalty in the amount of \$96.03, for tax roll 4452200, be reversed.

RES.49/11 MOVED by Councillor Sparks that Council not reverse the January 4, 2011 penalty for tax roll 4452200 in the amount of \$96.03.

CARRIED UNANIMOUSLY

C) 2010 4th Quarter Financial Reports

D. Culler, Director of Corporate Services discussed the year to date unaudited 2010 4th quarter financial reports.

Council discussed the details and variances of the reports at this time.

RES.50/11 MOVED by Councillor Rochelle that Council accepts the unaudited 2010 4th quarter financial statements for information purposes.

CARRIED UNANIMOUSLY

D) Report on Industrial Lot Prices

J. Coughlin, Director of Planning and Economic Development detailed a report, prepared by Administration, which recommends that Council reduce the price per acre of lots in the Eureka Industrial Park, in order to make the lots more marketable.

The report details the history, lot valuation comparisons, appraisal values and potential issues for Council's consideration.

Council discussed the information presented at this time.

ACTION ITEMS- CONT'D**D) Report on Industrial Lot Prices – CONT'D**

RES.51/11 MOVED by Councillor Bekkering that the price per acre of all lots in the Eureka Industrial Park be revised to \$120,000.00 per acre and that all Real Estate Purchase Contracts for Eureka Industrial Park lots carry a clause that stipulates that a purchaser must commence construction on a lot within one year (proven by a 'passed' framing building inspection by Superior Safety Code Inc.); and

That all Real Estate Purchase Contracts for Eureka Industrial Park lots carry a clause that stipulates that the Town retains the first right of refusal to purchase Eureka Industrial Park lot at the selling price, less legal fees, with 30 days notice if construction has not commenced (proven by a 'passed' framing building inspection by Superior Safety Code Inc.) within one year of the sale.

CARRIED

MEDIA INQUIRIES – NONE**CLOSED SESSION**

RES.52/11 MOVED by Councillor Sparks that Council move to Closed Session to discuss labour and land matters.

CARRIED UNANIMOUSLY AT 6:00 PM

OPEN SESSION

RES.53/11 MOVED by Councillor Bekkering that Council reconvenes into Open Session.

CARRIED UNANIMOUSLY AT 6:10 PM

RES.54/11 MOVED by Councillor Tams that Ms. Melody Wasylciw be appointed to the Taber Municipal Library Board for a three year term to expire December 31, 2013.

CARRIED UNANIMOUSLY

RES.55/11 MOVED by Councillor Sparks that Mr. Raymond Sheen be appointed to the Development Authority (Municipal Planning Commission) for a two year term to expire December 31, 2012.

CARRIED UNANIMOUSLY

CLOSE OF MEETING

RES.56/11 MOVED by Councillor Rochelle that this Regular Meeting of Council is hereby closed.

CARRIED UNANIMOUSLY AT 6:11 PM

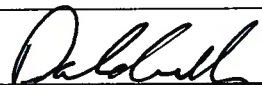
MAYOR

CHIEF ADMINISTRATIVE OFFICER



TOWN OF TABER

COUNCIL REQUEST FOR DECISION

Subject: SAHURI + partners architecture inc. Facility Assessment Report, Executive Summary	Date of February 28, 2011 Agenda:
Prepared By: Kerry Van Ham, Council & CAO Assistant	
Attachments: Facility Assessment Report, Executive Summary	
Topic: Facility Assessment Report, Executive Summary	
Background:	Mr. Dave Illsey, Project Manager, from SAHURI + partners architecture inc. will provide details from the Town of Taber Facility Assessment Report, Executive Summary.
Options:	1. That Council accepts the Facility Assessment Report, Executive Summary from SAHURI + partners architecture inc., for information purposes.
Recommendation: Option #1 - That Council accepts the Facility Assessment Report, Executive Summary from SAHURI + partners architecture inc., for information purposes.	
Approval Date:	February 24, 2011 Acting CAO: 

Town of Taber - Facilities Assessments Report

Executive Summary

In accordance with the Terms of Reference provided for this assessment report, the Consultants have reviewed the buildings identified by the Town Administration to determine in general existing conditions, possible code infractions, conditions of building assemblies, equipment, finishes and need for upgrade, renovation, or expansion over the next twenty years. Observations by the Consultants were cursory, as reviews were intended to be a visual snapshot of conditions in each facility. Items of concern, or deficiencies appearing to be in need of more investigation are noted and recommendations presented. Where appropriate, options are presented, to allow Town Administration and Council the opportunity to review and discuss pros and cons, prior to a decision. In some cases, replacement of existing facilities is identified as an option.

This report was conducted in concert with a facility space needs study, which included interviews and discussions with administrative staff and personnel for each facility. Comments received were documented and assessed to determine if there was an opportunity to carry ideas forward into the facility report. Summary of interviews are appended to this Facility Assessment Report.

In all cases, the buildings have been well maintained and are in good condition. A life cycle costing programme has been implemented, to identify anticipated need for facility maintenance and replacement costs of building components, equipment and finishes, over time. This is an invaluable tool for preparation of budgets, facility management and planning, which allows effective allocation of funding.

There are 15 facility reports make up this Facilities Assessment. Some of the facilities contain more than one user group, such as the Community Centre. Others are single user group, such as the Public Services building. Still other buildings are used by outside groups on a rental basis, such as the Legion Youth Centre.

Costs for repairs, upgrades and replacement are estimates only, based on the Consultant's experience. The recommendation included in each facility report is that cost estimates be reviewed and adjusted to reflect changes in programme, scope of work, up-dates to cost information and changes in economic climate affecting construction. Currently, we are in a "flat" economic period, in which labour is reasonably available and construction work is being bid competitively.

A summary of recommendations, options and cost projections for each of the facilities can be found in the spreadsheet forming part of this Executive Summary. In some instances it was difficult to identify programme requirements, scope, extent of development and costs, so a recommendation for further study, such as a Feasibility Report, or Master Plan is provided. Estimated fees for Consultants are provided for programme and design work, so that budgeting can be determined.

The Consultants trust that this report will provide sufficient information to allow continued planning for development of municipal and community-based infrastructure by Town of Taber Administration over the foreseeable future.

Executive Summary - Taber Facilities Evaluations


Building/Facility	Recommendations	Costs \$ CAN	Options	Costs \$ CAN	Conclusions
Administration Building	Renovate existing offices and make provisions for future infill addition in the SW corner of the building, including mechanical and electrical systems.	\$2,139,000.	Addition/infill constructed simultaneously with renovations	\$828,000.	Total recommendations and options: \$2,967,000. In the event that construction of the addition/infill is deferred, construction costs are expected to exceed \$1.8 millions.
Community Centre	<ol style="list-style-type: none"> Correct mechanical and electrical systems. Undertake a Recreation/Culture Master Plan to identify long term program requirements, determine changes required to meet future demands, change of use and site development options. Conduct a detailed code review of the existing building. If basement rooms are to remain leased, provide exiting and improve ventilation in accordance with the requirements of the building code and as agreed by Authority having Jurisdiction. Enlarge, reconfigure Zamboni Room. Repair, update snow dump pit. Renovate, enlarge the Concession. Renovate, refinish existing Change Rooms and provide additional change facilities for female hockey players and referees. Update, renovate existing Meeting Rooms (3). Replace seating in main Arena (1500 seats). Replace skate flooring and refinish interiors (offices, Lobby, corridors, ramps and washrooms). Replace ice slab and rink boards in small Arena. If Chamber of Commerce and Museum are to remain in the Community Centre, renovate space. Construct roof structure over south side yard. 	\$2,370,000.	<ol style="list-style-type: none"> Public "mail" connection to link facilities, vehicles and trailers Re-plan parking lots to accommodate recreational new location near Highway Relocate Chamber of Commerce and Museum to new location near Highway Renovate existing space, suitable for lease. Provide improvements to public access, including provision of barrier-free access from Lobby to lower level. Exterior wall upgrades and refinishing, including windows, doors. Additional space in the Arena Lobby, including addition of space for offices, administration and storage. 	\$1,590,000.	Total recommendations and options : \$3,960,000. Options and Recommendations are provided with the understanding that the buildings will be retained, renovated and upgraded for extended use over the next 20-30 years. For comparison purposes, construction of replacement building is estimated to cost \$40 to \$45 millions, exclusive of soft costs, taxes, site development costs and the Curling Rink, which is addressed in the report on that facility. Existing structural systems appear to be in good condition, however, interior finishes are old and in need of upgrade and mechanical and electrical systems may also require replacement, upgrading and updating. Also, additional space is requested for storage, offices and administration space and lease-able space. In lieu of the above itemized renovations and upgrades, a comprehensive renovation of the Community Centre, Auditorium and Chamber of Commerce may be considered at an estimated cost of \$6 millions, to \$6.5 millions, plus additions to the building area, estimated at \$2.5 millions. Note: current code requirements are expected to be applicable to major renovations, expansion.
Aquafun	<ol style="list-style-type: none"> Determine and resolve concerns for the pool drainage issue, with Authorities. Determine the cause of concrete deterioration on decks and tank walls. Cause, with recommended corrective action should be determined prior to start of repairs, or installation of new pool liners. Undertake mechanical and electrical upgrades listed in the report. Interior finishes in staff rooms, locker and shower rooms and administration areas are in poor condition and warrant immediate attention. Health issues to be confirmed and addressed. Install new pool accessories and spray toys. Replace sections, refinish damaged waterslide, or Replace entire waterslide tube, if repairs, or replacement is not possible. Investigate need for additional storage of chemicals in the pool Mechanical Room. 	\$695,000.	<ol style="list-style-type: none"> Undertake a Feasibility Report to identify expansion needs. Investigate possibility for design and construction of a public connection between the P entrance and the Community Centre. Upgrade, or replace the audio system. 	\$100,000.	Total costs including contingency = \$914,250. <ol style="list-style-type: none"> There are a number of critical upgrades and repairs required to the existing building, however need for expansion has been identified as necessary over the long-term. We recommend a selective repair program be implemented, together with development of a master plan to identify and establish priorities for long term expansion and integration of the Aquafun Centre with the Community Centre. The integration of the Aquafun Centre with the Community Centre may address the future plans for the Museum and Chamber of Commerce within the Community Centre. Site planning and integration of the Aquafun Centre into the Streetscape Design process has been addressed as part of the Community Centre.
Arts Council	Undertake development of a Feasibility Report, including design concepts, development options and recommendations, identification of code-required changes and possible options for long term development. The Feasibility Report may also include an energy study and conceptual planning to address integration of this project within the proposed streetscape development.	\$50,000. to \$60,000.	No options presented.	NIL.	The recommendation provided for appointment of a consultant is critical to the ongoing development of the 3 buildings, particularly as regards building code issues affecting the Library and Police buildings and rehabilitation of the Court House. The consultant's responsibilities may include program development (use/function and space requirements for the buildings), conceptual plans and sketches (including design options), cost projections, site design (in coordination with municipal streetscape design) and development of a Feasibility Report. Estimated break-out costs are provided for the central courtyard, elevator, fire protection and noted mechanical deficiencies.
Protective Services	<ol style="list-style-type: none"> Correct mechanical and electrical deficiencies. Facility Program Study for a new Emergency Response facility as recommended in the Master Plan 	\$85,000. to \$40,000.	Renovate administration, dorms and support space, including selected rearrangement of interior space, fire protection upgrades, improvements to fire separations, improved security, barrier-free access	\$1,540,000.	<ol style="list-style-type: none"> Corrections address immediate needs only. Recommended new facility addresses needs for expansion, site access and parking, building expansion and life cycle costs based on a building containing current mechanical and electrical systems and equipment. Further, the new

<p>of July 2010 by Morrison Hershfield. Retain a portion of the existing facility as a satellite station.</p>	<p>\$45,000.</p>	<p>to main floor offices and recommended mechanical and electrical upgrades, identified above. Upgrade costs for new overhead doors (5), reconstruction of the south wall in the equipment bays, plus floor drains and 2 sumps. Note that this option does not address site noise and parking issues, which remain as concerns.</p>	<p>building may be of non-combustible materials, constructed of sustainable materials and components, including high performance building envelope systems to provide sustainability and reduce energy consumption. A new emergency services building is expected to be approximately 1800m² in area, with construction costs in the order of \$4.5 millions, exclusive of land and soft costs.</p>
<p>Public Services Shop</p> <p>1. Install CO detectors and exhaust system in shop. 2. Confirm need for barrier-free provisions with Authority Having Jurisdiction. Also, review and confirm that exit widths, exit stairs, fire separations and travel distances conform to code. 3. Investigate need for increased security. 4. Provide a Staff Room, including lockers and washrooms for Parks staff. Also, determine need for additional equipment storage to serve Parks. 5. Investigate needs and space required for storage of electrical equipment. 6. Determine space requirements over the long term. If necessary, consider additional facilities as part of the recommended Feasibility Report.</p>	<p>\$175,000.</p>	<p>Assess long term expansion needs in Offices and Shop facilities. Coordinate long term plans for expansion with plans for the adjacent Emergency Services facility. Undertake a Feasibility Plan to assess needs for building expansion and site utilization over next 10-20 years.</p>	<p>Total Recommendations and Options = \$160,000.</p> <p>The existing building is in good condition, however space for some operations is reported to be inadequate. Also, some code requirements should be reviewed to determine whether corrective action is necessary. Long term needs of the Public Services building should be assessed to determine spatial needs over the next 20 years.</p> <p>Site area appears adequate, so expansion of the existing shop seems possible. The existing annex building (Quonset) housing Parks equipment and materials storage may also be expanded, however Parks staff facilities are recommended within the Public Services building.</p> <p>Long range plans should address the possible take-over of all, or part of the adjacent Emergency Services building, if Emergency Services are relocated.</p>
<p>Curling Club</p> <p>1. Repair mechanical systems as identified in this report. 2. Repair exterior windows and doors, seal perimeters and ensure head flashings are correctly installed. Refinish exterior walls to prevent further water damage. 3. Renovate upper deck. Provide proper drainage, new railings and guards, repair finishes. 4. Re-grade perimeter of building, to provide drainage away from building. Install new walkways. 5. Assess building exterior and undertake refinishing exteriors to prevent water damage. 6. Install safety film on viewing windows, or install rails. 7. Renovate locker rooms and washrooms. 8. Repair, upgrade header trench to eliminate thermal bridging. 9. Provide barrier-free access to lounges, washrooms and rinks.</p>	<p>\$204,500.</p>	<ol style="list-style-type: none"> 1. Undertake a Master Plan, to define long range use, activities and facility needs, in conjunction with planning for the Community Centre. 2. A covered walkway and enclosed patio at the south west corner may be included as part of a Master Planning exercise. 3. Assess building exteriors and undertake thermal upgrade as part of new exterior finishes (above). 4. Replace viewing windows with laminated (safety) glass. 5. Consider installation of "low-emissivity" ceilings in the curling rinks (Low-e ceiling to have acceptable fire resistance characteristics). Compare capital costs to projected energy costs. 6. Renovate lounges, including flooring, paint, ceilings. 	<p>Total Recommendations and Options = \$ 392,000.</p> <p>Recommendations and Options above are provided with the understanding that the curling rink will be retained, renovated and upgraded for extended use over the next 20-30 years.</p> <p>An overall, major renovation of the Curling Rink (excluding the small arena) is estimated to cost approximately \$1.7millions, based on an area of 1720m² and unit cost of \$1,000. For purposes of comparison, construction of a replacement building of comparable size is estimated to cost approximately \$2.75 to \$3.5 millions, exclusive of soft costs, taxes and site development costs.</p> <p>Structural systems in the existing buildings appear to be in good condition, however, interior finishes and mechanical systems are in need of updating. The existing facility is well located and highly visible from major thoroughfares. Parking is reasonably available and accessible. Also, the Curling Rink forms an Active and social component within the Taber Community Centre complex.</p> <p>Note: code requirements are expected to be applicable to major renovations, expansion.</p>
<p>Parkside Manor</p> <p>1. Repair fire separations and carry out mechanical upgrades (sinks, combustion air, kitchen and storage room exhaust and air conditioning). 2. Replace roofing and upgrade thermal characteristics of roof assembly (currently budgeted) 3. Prepare a feasibility report to address possible expansion options, including required fire separations, exiting, expansion of the Social Room and installation of a handicapped lift, including estimate of costs for recommended improvements and options. 4. Undertake an energy study, together with a review of the building envelope thermal characteristics. Provide recommendations for improving interior comfort levels, both winter and summer conditions. The energy study may be in combination with the recommended feasibility report, above.</p>	<p>\$ 150,000.</p>	<ol style="list-style-type: none"> 1. Renovate Social Room, include expansion, acoustic treatment, finishes, mechanical & electrical 2. Provide man-lift from basement to upper floor. 	<p>Total recommendations and options = \$390,000.</p> <p>The building has been well maintained, however some repairs are required to mechanical systems and fire separations. Also, recommendations are included for a planning study to determine options and recommendations for possible expansion of the Social Room, provision of handicapped access to all floors, energy study and building envelope assessment towards improving interior environments.</p> <p>Note: code requirements are expected to be applicable to major renovations, expansion.</p>
<p>Arts & Crafts</p> <p>1. Repair / replace base wall flashings 2. Provide power-assist entrance hardware on north door. 3. Increase ventilation. Install exhaust fans in storage and washroom. 4. Upgrade heating system.</p>	<p>\$ 38,000.</p>	<ol style="list-style-type: none"> 1. Replace existing windows with new, high performance units. Include operable units. 2. Renovate washroom and include barrier-free door operator and plumbing. <p>Repair / replace existing flooring with sheet material (linoleum)</p>	<p>Total recommendations and options = \$313,600. (including contingency).</p> <p>The building is well maintained, however some repairs are required to mechanical systems and access. Also, recommendations are included for a improvements to building envelope, interior finishes, mechanical system, and</p>

	<p>5. Install sink for use by painters.</p> <p>6. Replace roofing, including upgrade of thermal characteristics of roof assembly.</p>		<p>3. Install "tube-lights" in ceilings of crafts rooms, to provide more natural light.</p> <p>4. Construct infill space between Parkside Manor and the Arts & Crafts building to provide new entrance, meeting and storage space. Potential for 130m² additional space.</p> <p>5. Code review and determination of scope required.</p>		<p>additional space for meeting room, storage.</p> <p>Note: code requirements are expected to be applicable to major renovations, expansion.</p>
Municipal Police	<p>1. Provide security screening and appropriate door hardware in public lobby (including modification of existing mechanical & electrical systems to accommodate new spaces).</p> <p>2. Security hardware, electrical & data connections (2 doors)</p> <p>3. Provide CO exhaust and make-up air to the garage bays.</p>	\$ 65,000.	<p>Provide new (larger) water service sized to suit sprinkler system, if required by Authority having Jurisdiction.</p>	\$35,000.	<p>Total recommendations and options = \$100,000.</p> <p>Protection of police personnel at the main reception counter is of concern. The protective barrier is similar to reception counters in RCMP facilities.</p> <p>The original water service is undersized, according to code.</p>
Animal Control	<p>1. Provide a finished, insulated and heated single-wide garage package, constructed on a concrete slab and attached to the existing building. Include floor slab, garage package (4.27 x 6.7 m), exterior and interior finishing, unit heater or furnace, lighting and communications systems, similar to the existing facility. Install FRP panels to interior walls.</p>	\$50,000.	<p>Relocate, expand existing building on another (remote) site, including a new slab on grade, provision of building services, fencing and road access alignment.</p>	\$100,000.	<p>Animals retained at the Animal Control facility create noise, which is affecting adjacent Protective Services personnel. Relocation of the Animal Control facility is recommended. Planning and construction of a new Protective Services facility is also recommended.</p>
Legion Youth Cent.	<p>1. Provide kitchen exhaust system, including hood, ducting and electrical connections.</p> <p>2. Install filters on gun range exhaust system.</p> <p>3. Mechanical and electrical corrections, as noted.</p> <p>4. Provision of security systems and interface with fire alarm system.</p> <p>5. Continue rodent control program. Seal exterior wall openings.</p>	\$ 90,000.	<p>Investigate possible expansion of gun range, including options (feasibility report).</p>	\$ 15,000.	<p>Total recommendations and options: \$105,000.</p>
Water Fill Station	<p>1. Re-grading of site, new concrete apron slabs, improve drainage.</p> <p>2. Install new flexible fill pipes.</p> <p>3. Provide enclosure for card readers.</p> <p>4. Undertake building repairs, plumbing and equipment upgrades.</p> <p>5. Site redevelopment and screening.</p>	\$ 184,000.	<p>Undertake a Feasibility Study for a new facility on a site better suited to large vehicles and more conducive to industrial use.</p>	\$ 15,000.	<p>Existing facility is located adjacent to residential community and traffic consists of large trucks, which create potentially unsafe conditions.</p>
Ken McDonalds Park Washrooms.	<p>Correct noted mechanical deficiencies.</p>	\$ 1,000.	<p>1. Construct an additional washroom building, including septic tank</p> <p>2. Construct an addition to existing building.</p> <p>3. Construct a washroom, concession, tourney and umpire's rooms at the sports field</p>	\$336,500.	<p>Total recommendations and options : \$337,500.</p>
Confederation Park	<p>Undertake a Feasibility Plan, to identify needs, long-range development. Include as part of Community Centre Recreational/Cultural Master Plan.</p>	\$ 20,000.	<p>1. Provide new public washrooms, Service Building to replace washrooms currently located in the Administration Building.</p> <p>2. Provide additional lighting along walking paths in the park.</p> <p>3. Concession Building, including a "gazebo" structure, building services.</p>	\$445,000.	



TOWN OF TABER COUNCIL REQUEST FOR DECISION

Subject: Shared Services ad hoc Committee	Date of February 28, 2011
Agenda:	
Prepared By: Kerry Van Ham, Council & CAO Assistant	
Attachments: None	
Topic: Shared Services Committee	
Background:	<p>The Town of Taber Council met with representatives from the Municipal District of Taber on Tuesday, February 15, 2011 to discuss several shared services issues.</p> <p>At this meeting, it was agreed by both parties that each respective Council would appoint 2 (two) members to an ad hoc committee to address issues in common; recreation, in particular.</p> <p>Administration recommends the scope of the Committee should be expanded to address a broader range of topics for the benefit of both Municipalities and the region as a whole.</p>
Options:	<p>1. That Council appoints _____ and _____ to a Town of Taber and Municipal District of Taber ad hoc Shared Services Committee.</p>
Recommendation: Option #1 - That Council appoints _____ and _____ to a Town of Taber and Municipal District of Taber ad hoc Shared Services Committee.	
Approval Date:	February 24, 2011
Acting CAO:	



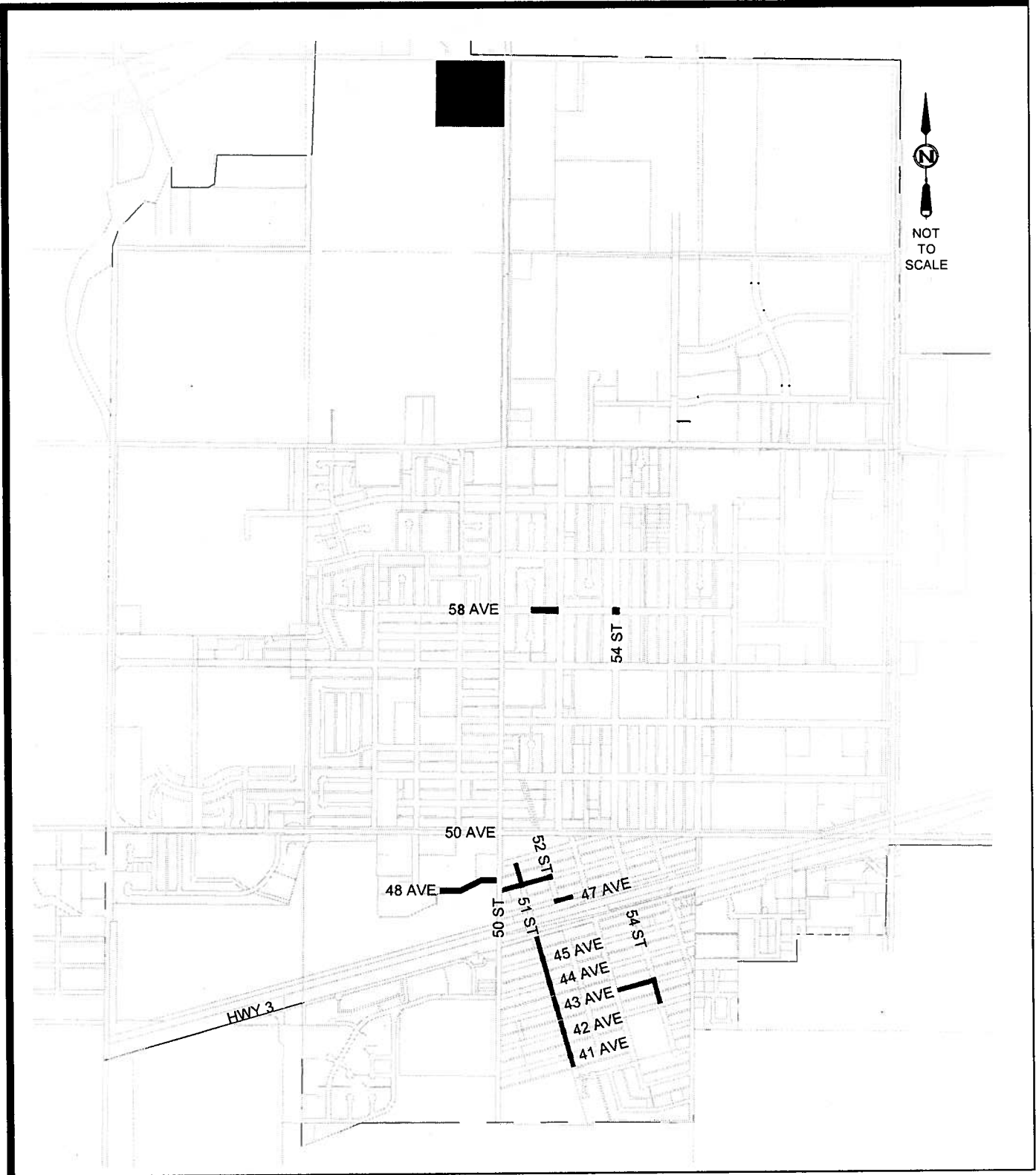
TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Subject: Arena Condenser – Tender Date of February 28, 2011
Agenda:
Prepared By: Rob Cressman, Director of Public Services
Attachments: None
Topic: Arena Condenser – Tender Award
Background:
The Town's approved 2011 budget includes \$130,000 for the replacement of the condenser...
The tender package was posted on the AB Purchasing Connection website...
1. Startec Refrigeration Services \$89,100
2. Gateway Mechanical Services \$97,197
3. Global Sport Resources \$68,674
The tender documents disclosed the tender evaluation criteria as follows:
1. Price 30 points.
2. Responsiveness to Specifications 20 points
3. Delivery Date 20 points
4. Warranty 30 points
Total Points 100 points.
The tender evaluation team has completed a comprehensive review of the three submissions...
Options:
1. That Council awards the Arena Condenser tender to Startec Refrigeration Services...
2. That Council awards the Arena Condenser tender to _____, in an amount not to exceed \$_____ + GST.
Recommendation: Option #1 – That Council awards the Arena Condenser tender to Startec Refrigeration Services...
Approval Date: February 24, 2011 Acting CAO: [Signature]



TOWN OF TABER COUNCIL REQUEST FOR DECISION

Subject: Bi-Annual Capital Works - Tender	Date of February 28, 2011																						
Agenda:																							
Prepared By: Rob Cressman, Director of Public Services																							
Attachments: Site Plan; Project Scope; Tender Recommendation																							
Topic: 2011 Bi-Annual Capital Works – Tender Award																							
Background:	<p>The Town's approved 2011 budget includes \$2,056,360 comprised of the following projects:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">1. Bi-Annual Surface Works</td> <td style="text-align: right;">\$1,126,360</td> </tr> <tr> <td>2. Annual Concrete</td> <td style="text-align: right;">\$ 400,000</td> </tr> <tr> <td>3. Asphalt Milling & Overlay – operating expense</td> <td style="text-align: right;">\$ 275,000</td> </tr> <tr> <td>4. Downtown Intersection – 48 Ave & 51 St</td> <td style="text-align: right;">\$ 240,000</td> </tr> <tr> <td>5. Cemetery Continuous Base</td> <td style="text-align: right;"><u>\$ 15,000</u></td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">\$2,056,360</td> </tr> </table> <p>A brief description of each project site is attached.</p> <p>The Town's 2010 Capital budget included an additional \$125,000 that funded the planning/design phases of the overall project with our objective being to have the project tendered earlier in the construction year in hopes of realizing more competitive bidding.</p> <p>Using the low tender bid from Tollestrup, we forecast overall project costs as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">1. Construction administration, inspections & materials testing:</td> <td style="text-align: right;">\$ 136,500</td> </tr> <tr> <td>2. Concrete Recycle/Crushing - <i>estimated</i></td> <td style="text-align: right;">\$ 80,000</td> </tr> <tr> <td>3. Downtown Decorative Street Lights (by Fortis Alberta)</td> <td style="text-align: right;">\$ 12,435</td> </tr> <tr> <td>4. Construction (includes 10% contingency)</td> <td style="text-align: right;"><u>\$1,725,985</u></td> </tr> <tr> <td style="text-align: right;">Total 2011</td> <td style="text-align: right;">\$1,954,920</td> </tr> </table> <p>Construction completion is expected by October 15, 2011 – construction of the 48th Avenue site is restricted to June 1 – Aug 12, 2011 in order to avoid conflicting with 2011 Cornfest.</p>	1. Bi-Annual Surface Works	\$1,126,360	2. Annual Concrete	\$ 400,000	3. Asphalt Milling & Overlay – operating expense	\$ 275,000	4. Downtown Intersection – 48 Ave & 51 St	\$ 240,000	5. Cemetery Continuous Base	<u>\$ 15,000</u>	Total	\$2,056,360	1. Construction administration, inspections & materials testing:	\$ 136,500	2. Concrete Recycle/Crushing - <i>estimated</i>	\$ 80,000	3. Downtown Decorative Street Lights (by Fortis Alberta)	\$ 12,435	4. Construction (includes 10% contingency)	<u>\$1,725,985</u>	Total 2011	\$1,954,920
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Total 2011	\$1,954,920																						
Options:	<ol style="list-style-type: none"> 1. Council awards the tender for the 2011 Capital Works project to Tollestrup Construction Inc. in an amount not to exceed \$1,725,985.09 + GST. 2. Council awards the tender for the 2011 Capital Works project to _____ in an amount not to exceed \$_____. 																						
Recommendation: Option #1 - Council awards the tender for the 2011 Capital Works project to Tollestrup Construction Inc. in an amount not to exceed \$1,725,985.09 + GST.																							
Approval Date:	February 24, 2011																						
Acting CAO:																							



TOWN OF TABER 2011 CAPITAL WORKS SITE LOCATIONS



2011 Bi-Annual Capital Works Project Scope

1. 48th Avenue (48-50 St)
 - Approx 250m of storm sewer & perforated drain tile, catch basins & manholes
 - New mono sidewalk, curb & gutter (south side)
 - New road sub-base and base, as required; asphalt milling and overlay
2. 51st Street (48-49 Ave)
 - Asphalt milling and overlay
3. 48th Avenue (50-52 St)
 - Perforated drain tile, catch basin & manhole
 - Concrete curb & gutter
 - Paving stone sidewalk (south side)
4. Intersection (51st St & 48th Ave)
 - Catch basins
 - New curb & gutter
 - Wheelchair ramps
 - Paving stone sidewalk, bulbouts and crosswalks
 - Irrigation services, trees & decorative street lights & bollards
5. 51st Street (Highway #3 to 42nd Ave)
 - Catch basins
 - New curb, gutter, swales, sidewalk & wheelchair ramps
 - New road sub-base and base, as required; new asphalt road surface
6. 54th Street (42-43 Ave) & 43 Avenue (53-54 St)
 - Asphalt milling and overlay (54 St)
 - Intersection curb, gutter & swales
 - New curb & gutter (43 Ave)
7. 47th Avenue (portion only of 52-53 St)
 - Concrete curb & gutter, paving stone sidewalk
8. 58th Avenue (51-52 St)
 - Asphalt milling and overlay
9. 58th Avenue (54 St)
 - Concrete curb, gutter & swales
10. Taber Memorial Gardens
 - single row of continuous base (north half of row J)



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February 18, 2011
File: 2010-3025 - C.01.00

Mr. Rob Cressman
Director of Public Services
Town of Taber
4900A - 50th Street
Taber, AB T1G 1T1

**Re: TOWN OF TABER
2011 CAPITAL WORKS
TENDER RECOMMENDATION**

Dear Rob:

Two bids were received on the above project and opened at the Town Office at 2:00 p.m. on February 15, 2011. The bids are summarized in the following table, excluding GST.

<u>Contractor</u>	<u>Bid</u>
Tollestrup Construction Inc.	\$ 1,725,985.09
McNally Contractors Ltd.	\$ 1,804,672.10 * corrected math errors

The low bid was received from Tollestrup Construction for \$1,725,985.09 (excluding GST). Their documents were checked and found to be complete and mathematically correct. Tollestrup Construction has successfully completed other projects for the Town of Taber of a similar nature.

We recommend that this contract be awarded to Tollestrup Construction Inc.

In accordance with Clause 1.8 of the Instruction to Bidders, it would be in order for you to issue a Notice of Award to the successful Bidder.

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

Yours truly,

Nancy Green, C.E.T.
Project Manager
NG/ng
Enclosure





TOWN OF TABER COUNCIL REQUEST FOR DECISION

Subject: Monthly Operating Financial Statements	Date of Agenda: February 28, 2011
Prepared By: Dale Culler, CA – Director of Corporate Services	
Attachments: Town of Taber Operating Financial Statements for the Month Ending January 31, 2011	
Topic: Monthly Operating Financial Statements	
Background:	Attached is the year to date unaudited operating financial statements for the month ending January 31, 2011. 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%.
Options:	1. That Council accepts the unaudited operating financial statements for the month ending January 31, 2011 for information purposes.
Recommendation:	Option #1 - That Council accepts the unaudited operating financial statements for the month ending January 31, 2011 for information purposes.
Approval Date:	February 24, 2011
Acting CAO:	

TOWN OF TABER
OPERATING FINANCIAL STATEMENTS
For the Month Ending January 31, 2011
(Unaudited)

TOWN OF TABER
TABLE OF CONTENTS
For the Month Ending January 31, 2011
(Unaudited)

FINANCIAL STATEMENTS

STATEMENT OF OPERATIONS AND CHANGE IN FUND BALANCES	2
STATEMENT OF OPERATIONS - ACCOUNT LEVEL DETAIL	3 - 6
STATEMENT OF DEPARTMENTAL ACTIVITIES	7

TOWN OF TABER

Statement of Operations and Change in Fund Balances
For the Month Ending January 31, 2011
(Unaudited)

	2011 Budget Operating	2011 Actual Operating	Variance	Percentage Used	2010 Actual Operating
Revenues					
Net taxes available for municipal purposes	7,037,907	-	(7,037,907)	0.00%	6,698,064
Sales to other governments	1,213,684	100,572	(1,113,112)	8.29%	1,212,086
Sales and user fees	7,032,113	555,474	(6,476,639)	7.90%	6,499,668
Penalties and cost of taxes	85,000	46,468	(38,532)	54.67%	109,201
Licenses and permits	196,400	94,475	(101,925)	48.10%	209,821
Fines	223,950	15,932	(208,018)	7.11%	204,756
Franchise and concession contracts	1,030,105	-	(1,030,105)	0.00%	1,010,609
Investment income	151,000	12,995	(138,005)	8.61%	173,442
Rentals	659,445	100,557	(558,888)	15.25%	646,795
Other	107,303	1,799	(105,504)	1.68%	241,644
Government transfers	1,461,281	18,991	(1,442,290)	1.30%	1,159,762
Total Revenues	19,198,188	947,262	(18,250,926)	4.93%	18,165,848
Expenses					
Salaries, wages and benefits	7,526,314	576,032	6,950,282	7.65%	7,168,700
Contracted and general services	4,557,479	363,332	4,194,147	7.97%	4,633,717
Purchase from other governments	804,485	38,909	765,576	4.84%	635,325
Materials, goods and supplies	2,467,888	238,765	2,229,123	9.67%	2,363,707
Provisions for allowances	13,000	-	13,000	0.00%	14,890
Bank charges and short term interest	8,000	338	7,662	4.23%	4,999
Transfers to local boards and agencies	466,489	123,255	343,234	26.42%	466,414
Interest on long term debt	586,353	50,268	536,086	8.57%	619,990
Other	43,250	-	43,250	0.00%	5,437
Amortization	3,625,743	302,145	3,323,598	8.33%	3,670,312
Loss on disposal of capital assets	-	(1,000)	1,000	0.00%	(6,535)
Total Expenses	20,099,000	1,692,043	18,406,957	8.42%	19,576,956
Excess (deficiency) of revenue over expenses	(900,812)	(744,781)	156,031	82.68%	(1,411,108)
Repayment of long term debt	(562,474)	(37,936)	524,538	6.74%	(557,641)
Interfund Transfers	-	-	-	0.00%	-
From reserves	311,524	25,960	(285,564)	8.33%	860,140
To reserves	(2,473,981)	(172,353)	2,301,628	6.97%	(2,343,085)
Change in Fund Balance	(3,625,743)	(929,110)	2,696,633	25.63%	(3,451,694)

TOWN OF TABER

Statement of Operations - Account Level Detail
For the Month Ending January 31, 2011
(Unaudited)

	2011 Budget Operating	2011 Actual Operating	Variance	Percentage Used	2010 Actual Operating
Revenues					
Local Improvement Taxes	14,598	-	(14,598)	0.00%	23,745
Property Taxes - FARMLAND	1,936	-	(1,936)	0.00%	1,851
Property Taxes - GIL Federal	8,399	-	(8,399)	0.00%	39,992
Property Taxes - GIL Provincial	74,904	-	(74,904)	0.00%	39,662
Property Taxes - LINEAR	241,234	-	(241,234)	0.00%	216,162
Property Taxes - MACHINERY & EQUIPMENT	676,425	-	(676,425)	0.00%	629,173
Property Taxes - NON RESIDENTIAL	2,582,613	-	(2,582,613)	0.00%	2,474,019
Property Taxes - RAILWAY	4,819	-	(4,819)	0.00%	4,606
Property Taxes - RESIDENTIAL	5,601,980	-	(5,601,980)	0.00%	5,333,633
Public School Requisition - Residential/Farmland	(1,191,194)	-	1,191,194	0.00%	(1,138,330)
Public School Requisition - Non Residential	(622,288)	-	622,288	0.00%	(587,723)
Seniors Lodges - Taber & District Housing	(60,032)	-	60,032	0.00%	(57,079)
Separate School Requisition - Non Residential	(79,124)	-	79,124	0.00%	(74,838)
Separate School Requisition - Residential/Farmland	(216,363)	-	216,363	0.00%	(206,810)
Net taxes available for municipal purposes	7,037,907	-	(7,037,907)	0.00%	6,698,064
Sale of Contracted Services - AHS	1,086,864	90,572	(996,292)	8.33%	1,079,722
Sale of Contracted Services - Dispatch	120,000	10,000	(110,000)	8.33%	120,000
Sales to Local Government	6,820	-	(6,820)	0.00%	6,564
Sales to Provincial Government	-	-	-	0.00%	5,800
Sales to other governments	1,213,684	100,572	(1,113,112)	8.29%	1,212,086
Land Sales	160,000	-	(160,000)	0.00%	50,000
Recycling Service Fees	127,470	11,009	(116,461)	8.64%	124,113
Sale of Consumables	33,700	1,972	(31,728)	5.85%	37,996
Sale of Materials and Supplies	6,605	160	(6,445)	2.42%	67,304
Sales of Services	202,044	47,649	(154,395)	23.58%	298,712
Sales of Services - Opening & Closing	24,000	2,635	(21,365)	10.98%	20,324
Sales of Services - Plots & Perpetual Care	26,470	2,471	(23,999)	9.34%	26,711
Service Installations	-	250	250	0.00%	3,000
Storm Water Management Fee	278,650	23,496	(255,154)	8.43%	231,845
Tax Certificates & Information	11,400	620	(10,780)	5.44%	10,770
User Fees	102,765	7,951	(94,814)	7.74%	99,175
Utility Bulk Service Fees	235,000	25,094	(209,906)	10.68%	249,151
Utility Service Fees	5,824,009	432,167	(5,391,842)	7.42%	5,280,566
Sales and user fees	7,032,113	555,474	(6,476,639)	7.90%	6,499,668
Penalties	85,000	46,468	(38,532)	54.67%	109,201
Penalties and cost of taxes	85,000	46,468	(38,532)	54.67%	109,201
Development Permit Application Fees	25,000	1,170	(23,830)	4.68%	26,595
Licenses Animal Control Cats	100	15	(85)	15.00%	60
Licenses Animal Control Dogs	5,500	925	(4,575)	16.82%	4,205
Licenses Business	95,000	87,800	(7,200)	92.42%	99,525
Permit Application Fees - Building	65,000	4,565	(60,435)	7.02%	73,915
Permit Application Fees - Cemetery	800	-	(800)	0.00%	721
Subdivision Application Fees	5,000	-	(5,000)	0.00%	4,800
Licenses and permits	196,400	94,475	(101,925)	48.10%	209,821
Fines	211,000	15,632	(195,368)	7.41%	196,887
Fines Animal Control Cats	200	-	(200)	0.00%	-
Fines Animal Control Dogs	8,000	125	(7,875)	1.56%	4,649
Other Fines	4,750	175	(4,575)	3.68%	3,220
Fines	223,950	15,932	(208,018)	7.11%	204,756
Franchise Fees Electrical Distribution System	630,105	-	(630,105)	0.00%	645,064
Franchise Fees Gas Distribution System	400,000	-	(400,000)	0.00%	365,545
Franchise and concession contracts	1,030,105	-	(1,030,105)	0.00%	1,010,609
Investment Income	151,000	12,995	(138,005)	8.61%	173,442
Investment income	151,000	12,995	(138,005)	8.61%	173,442
Admissions	103,330	8,769	(94,561)	8.49%	107,752
Admissions - Passes	60,000	4,806	(55,194)	8.01%	68,274
Building Rental Revenue	94,680	4,152	(90,528)	4.39%	74,273
Equipment Rental Revenue	-	-	-	0.00%	-
Facility Rental Revenues	260,695	36,924	(223,771)	14.16%	253,678
Facility Rental Revenues - Advertising Space	7,500	-	(7,500)	0.00%	13,180
Farmland Lease Revenue	20,000	8,940	(11,060)	44.70%	23,210
Land Lease Revenue	47,740	-	(47,740)	0.00%	48,614

TOWN OF TABER

Statement of Operations - Account Level Detail
For the Month Ending January 31, 2011
(Unaudited)

	2011 Budget Operating	2011 Actual Operating	Variance	Percentage Used	2010 Actual Operating
Surface (Oil) Land Lease Revenue	65,500	36,966	(28,534)	56.44%	57,815
Rentals	659,445	100,557	(558,888)	15.25%	646,795
Donations and Gifts	81,553	1,423	(80,130)	1.74%	152,340
Insurance Proceeds	-	-	-	0.00%	22,833
Recovery from Operating Allowance	-	-	-	0.00%	6,761
Sponsorships	-	-	-	0.00%	-
Sundry Revenue	25,750	376	(25,374)	1.46%	59,711
Other	107,303	1,799	(105,504)	1.68%	241,644
Transfers from Federal Gov Conditional	23,456	-	(23,456)	0.00%	18,973
Transfers from Federal Gov Unconditional	-	-	-	0.00%	15,000
Transfers from Local Boards and Agencies	-	18,991	18,991	0.00%	48,735
Transfers from Local Government	-	-	-	0.00%	20,000
Transfers from Local Government - Barnwell	11,000	-	(11,000)	0.00%	10,600
Transfers from Local Government - MD	705,216	-	(705,216)	0.00%	286,583
Transfers from Provincial Gov Conditional	721,609	-	(721,609)	0.00%	759,871
Transfers from Provincial Gov Unconditional	-	-	-	0.00%	-
Government transfers	1,461,281	18,991	(1,442,290)	1.30%	1,159,762
Total Revenues	19,198,188	947,262	(18,250,926)	4.93%	18,165,848
Expenses					
CUPE Wages - Casual	489,941	36,817	453,124	7.51%	640,406
CUPE Wages - Casual Guards	42,992	5,771	37,221	13.42%	42,682
CUPE Wages - Full Time Clerical	859,668	51,829	807,839	6.03%	769,895
CUPE Wages - Full Time Outside	1,869,275	152,200	1,717,074	8.14%	1,878,836
CUPE Wages - Part Time Clerical	132,626	18,930	113,696	14.27%	174,885
CUPE Wages - Part Time Outside	150,004	15,867	134,136	10.58%	133,378
Elected Official Remuneration	139,500	11,688	127,812	8.38%	142,384
Employer Premium Reduction Contributions	(5)	-	(5)	0.00%	5,645
Employer Statutory & Benefits Contributions	1,333,191	96,977	1,236,214	7.27%	1,117,604
Employment Contracts	113,568	-	113,568	0.00%	73,728
Moving Allowances / Expenses	-	-	-	0.00%	-
Police Assoc Wages - Full Time	1,082,947	86,148	996,799	7.95%	970,162
Salaries - Out of Scope	1,312,608	99,805	1,212,803	7.60%	1,217,623
Training - In Service	-	-	-	0.00%	1,473
Salaries, wages and benefits	7,526,314	576,032	6,950,282	7.65%	7,168,700
Advertising, Promotion, Public Relations	81,655	8,218	73,437	10.06%	44,507
Communications - Data	23,150	1,886	21,264	8.15%	22,437
Communications - Telephone Land Lines	54,125	2,715	51,411	5.02%	38,449
Communications - Telephone Mobile	39,580	2,493	37,087	6.30%	32,892
Contracted Other - Trucking	183,700	11,995	171,705	6.53%	-
Contracted Repairs, Maintenance - Building	99,099	2,974	96,125	3.00%	104,103
Contracted Repairs, Maintenance - Building Janitor	71,720	4,760	66,960	6.64%	71,720
Contracted Repairs, Maintenance - Eng Structures	2,319,059	189,216	2,129,843	8.16%	2,588,169
Contracted Repairs, Maintenance - Land Improvement	-	-	-	0.00%	-
Contracted Repairs, Maintenance - M&E & Furnishing	241,474	7,175	234,299	2.97%	224,026
Contracted Repairs, Maintenance - Other	132,510	1,880	130,630	1.42%	120,493
Contracted Repairs, Maintenance - Vehicles	116,600	11,780	104,820	10.10%	107,829
Elections	-	-	-	0.00%	9,629
Express, Cartage, Freight	15,950	739	15,211	4.63%	13,900
Insurance Premiums	219,755	-	219,755	0.00%	194,276
Licenses and Permits	111,741	13,776	97,965	12.33%	84,079
Licenses and Permits - Munishare	-	-	-	0.00%	-
Memberships, Conferences, Registration Fees	71,940	29,905	42,035	41.57%	49,840
Municipal Membership Fees	1,340	1,272	68	94.90%	1,249
Postage	41,390	2,000	39,390	4.83%	35,091
Professional Services - Accounting & Audit	18,000	-	18,000	0.00%	23,250
Professional Services - Engineering	100,050	5,827	94,223	5.82%	103,672
Professional Services - Information Technology	46,550	34,412	12,138	73.93%	42,110
Professional Services - Inspections & Architecture	32,500	-	32,500	0.00%	16,142
Professional Services - Legal	17,500	3,878	13,622	22.16%	18,598
Professional Services - Management	1,000	-	1,000	0.00%	25
Professional Services - Other	154,862	8,848	146,014	5.71%	419,515
Professional Services - Property Assessment	70,200	5,771	64,429	8.22%	68,003
Professional Services - Veterinary Cat Control	12,000	897	11,103	7.47%	14,188

TOWN OF TABER

Statement of Operations - Account Level Detail
For the Month Ending January 31, 2011
(Unaudited)

	2011 Budget Operating	2011 Actual Operating	Variance	Percentage Used	2010 Actual Operating
Professional Services - Veterinary Dog Control	6,000	-	6,000	0.00%	8,081
Property Tax Payment for Municipal Owned Land	1,615	-	1,615	0.00%	1,528
Rental / Lease of Building	-	-	-	0.00%	110
Rental / Lease of Equipment & Furnishings	56,178	6,516	49,662	11.60%	25,061
Rental / Lease of Land for Municipal Use	-	-	-	0.00%	-
Rental / Lease of Uniforms & Coveralls	13,225	788	12,437	5.96%	10,181
Rental / Lease of Vehicle	34,500	-	34,500	0.00%	1,312
Subscriptions and Publications	5,600	630	4,970	11.25%	2,606
Towing	800	-	800	0.00%	705
Training - External	79,864	1,194	78,670	1.50%	69,501
Travel and Subsistence	82,247	1,787	80,460	2.17%	66,441
Contracted and general services	4,557,479	363,332	4,194,147	7.97%	4,633,717
Purchases from Local Government	149,925	8,718	141,207	5.81%	170,756
Purchases from Other Municipality Agencies	653,460	30,191	623,268	4.62%	463,968
Purchases from Provincial Agencies	1,100	-	1,100	0.00%	600
Purchase from other governments	804,485	38,909	765,576	4.84%	635,325
Building Furnishings & Supplies	-	1,746	(1,746)	0.00%	-
Building, Plumbing and Electrical Supplies	50,480	3,068	47,412	6.08%	55,963
Building, Plumbing and Electrical Supplies - MD	-	21	(21)	0.00%	152
Catered or Purchased Foods	16,400	351	16,049	2.14%	15,135
Chemicals, Salt, Etc.	44,490	1,442	43,048	3.24%	40,970
Clothing & Boots	43,068	1,034	42,034	2.40%	29,626
Computer Equipment & Supplies	-	138	(138)	0.00%	-
Electricity	1,183,250	109,756	1,073,494	9.28%	1,162,967
Gas, Oil, Antifreeze, Etc.	161,235	17,176	144,059	10.65%	141,769
General Goods and Supplies - Other	43,600	134	43,466	0.31%	27,887
Gravel, Sand, Rocks	39,750	3,157	36,593	7.94%	71,694
Ground Materials and Fertilizer	4,750	-	4,750	0.00%	889
Janitorial Supplies	38,875	2,762	36,113	7.10%	38,268
Machine & Equipment Parts	92,300	5,846	86,454	6.33%	92,645
Natural Gas	377,000	62,852	314,148	16.67%	365,880
Natural Gas - Library	-	-	-	0.00%	-
Paving, Curb, Sidewalk Materials	138,250	-	138,250	0.00%	104,044
Pharmaceutical & First Aid	38,330	1,908	36,422	4.98%	29,197
Promotional Materials	21,475	-	21,475	0.00%	25,262
Re-Sale Supplies	20,950	1,044	19,906	4.98%	22,333
Road Signs (incl. Repair Materials)	-	718	(718)	0.00%	-
Safety Equipment & Supplies	-	11,495	(11,495)	0.00%	-
Small Equipment and Tools	97,138	6,405	90,733	6.59%	87,370
Stationery, Office Supplies	52,047	4,022	48,025	7.73%	48,801
Tires & Batteries	-	1,514	(1,514)	0.00%	-
Vehicle Parts	-	2,029	(2,029)	0.00%	-
Water, Sewer, Garbage Costs	4,500	148	4,352	3.29%	2,856
Materials, goods and supplies	2,467,888	238,765	2,229,123	9.67%	2,363,707
Cancellation of Uncollectable Accounts	13,000	-	13,000	0.00%	19,705
Transfers to Operating Allowances	-	-	-	0.00%	(4,815)
Provisions for allowances	13,000	-	13,000	0.00%	14,890
Bank Charges	8,000	338	7,662	4.23%	4,999
Bank charges and short term interest	8,000	338	7,662	4.23%	4,999
Grants to Individuals and Non-Government Org	88,196	39,321	48,875	44.58%	126,823
Transfer Payment to Local Government Agency	136,033	24,519	111,514	18.02%	128,283
Transfer Payment to Other Local Government	4,600	-	4,600	0.00%	4,635
Transfer Payment to Own Municipal Agency	237,660	59,415	178,245	25.00%	206,673
Transfers to local boards and agencies	466,489	123,255	343,234	26.42%	466,414
Debenture Debt - Interest	586,353	50,268	536,086	8.57%	619,990
Interest on long term debt	586,353	50,268	536,086	8.57%	619,990
Cost of Land Sold (from Inventory)	43,250	-	43,250	0.00%	-
Sundry Expenses	-	-	-	0.00%	5,437
Other	43,250	-	43,250	0.00%	5,437

TOWN OF TABER

Statement of Operations - Account Level Detail
 For the Month Ending January 31, 2011
 (Unaudited)

	2011 Budget Operating	2011 Actual Operating	Variance	Percentage Used	2010 Actual Operating
Amortization	3,625,743	302,145	3,323,598	8.33%	3,670,312
Amortization	3,625,743	302,145	3,323,598	8.33%	3,670,312
Loss on Disposal of Capital Assets	-	(1,000)	1,000	0.00%	(6,535)
Loss on disposal of capital assets	-	(1,000)	1,000	0.00%	(6,535)
Total Expenses	20,099,000	1,692,043	18,406,957	8.42%	19,576,956
Excess (deficiency) of revenue over expenses	(900,812)	(744,781)	156,031	82.68%	(1,411,108)
Debt - Principal	(562,474)	(37,936)	524,538	6.74%	(557,641)
Repayment of long term debt	(562,474)	(37,936)	524,538	6.74%	(557,641)
Contributions from Other Operating Functions	67,000	-	(67,000)	0.00%	75,461
Contributions to Other Operating Functions	(67,000)	-	67,000	0.00%	(75,461)
Interfund Transfers	-	-	-	0.00%	-
Contributions from Capital Fund	-	-	-	0.00%	563,496
Contributions from Operating Reserves	311,524	25,960	(285,564)	8.33%	296,644
From reserves	311,524	25,960	(285,564)	8.33%	860,140
Contributions to Capital Fund	(1,906,717)	(158,893)	1,747,824	8.33%	(1,997,143)
Contributions to Operating Reserves	(161,524)	(13,460)	148,064	8.33%	(345,942)
Operating Contingency/Debt Reduction	(405,740)	-	405,740	0.00%	-
To reserves	(2,473,981)	(172,353)	2,301,628	6.97%	(2,343,085)
Change in Fund Balance	(3,625,743)	(929,110)	2,696,633	25.63%	(3,451,694)


TOWN OF TABER

Statement of Departmental Activities
For the Month Ending January 31, 2011
(Unaudited)

Department	2011 Operating Revenue	2011 Operating Expenditures	2011 Operating Net	2011 Budget Net	Variance	Percentage Used	2010 Operating Net
Taxes and General	67,262	11,500	55,762	8,694,637	(8,638,875)	0.64%	8,078,481
Council	-	55,206	(55,206)	(293,845)	238,639	18.79%	(253,281)
CAO Offices	357	39,219	(38,863)	(426,799)	387,937	9.11%	(422,350)
Finance and Customer Care	831	49,121	(48,291)	(709,570)	661,280	6.81%	(570,926)
Health and Safety	-	-	-	(8,500)	8,500	0.00%	(7,160)
Information Technology	-	30,104	(30,104)	(388,346)	358,242	7.75%	(319,205)
Police Department	47,281	220,201	(172,920)	(1,928,824)	1,755,904	8.97%	(1,732,429)
Fire Department	4,660	47,705	(43,045)	(419,346)	376,301	10.26%	(273,927)
Disaster Services	-	-	-	(6,500)	6,500	0.00%	(547)
Ambulance Services	101,973	105,853	(3,880)	(0)	(3,880)	791936.73%	(69,475)
Bylaw Enforcement	1,279	14,713	(13,434)	(163,246)	149,812	8.23%	(167,894)
Roads Streets Walks	5,000	266,781	(261,781)	(3,217,095)	2,955,313	8.14%	(3,110,496)
Public Transit	-	9,000	(9,000)	(36,000)	27,000	25.00%	(46,874)
Stormwater	25,996	45,749	(19,754)	(278,272)	258,519	7.10%	(325,826)
Water	213,739	172,655	41,084	727,930	(686,846)	5.64%	300,512
Wastewater	154,812	349,473	(194,661)	(2,407,988)	2,213,327	8.08%	(2,039,610)
Landfill	37,324	36,978	347	(0)	347	-72264.58%	(67,883)
Solid Waste Services	83,469	69,722	13,746	(108,431)	122,178	-12.68%	89,567
FCSS	-	-	-	(52,720)	52,720	0.00%	(50,211)
Cemetery	5,107	3,167	1,940	(63,280)	65,220	-3.07%	(55,059)
Planning and Economic Development	112,526	63,852	48,674	(123,776)	172,450	-39.32%	(69,604)
Subdivision and Land Development	-	8,124	(8,124)	0	(8,124)	-4275889.47%	(50,366)
Public Housing	807	807	-	-	-	0.00%	-
Property Management	47,644	23,281	24,363	(217,572)	241,935	-11.20%	(196,525)
Arenas	28,756	43,805	(15,049)	(308,366)	293,317	4.88%	(308,275)
Golf and Curling	5,145	6,921	(1,776)	(16,685)	14,909	10.64%	(22,336)
Parks	-	15,532	(15,532)	(353,870)	338,338	4.39%	(312,621)
Recreation Programs	-	3,541	(3,541)	(71,342)	67,801	4.96%	(58,662)
Summer Games	-	-	-	-	-	0.00%	-
Special Programs	-	-	-	-	-	0.00%	-
Aquafun Centre	25,179	79,341	(54,162)	(590,366)	536,205	9.17%	(600,153)
Sportsfields	76	16,810	(16,734)	(294,192)	277,458	5.69%	(246,505)
Auditorium	4,002	19,723	(15,721)	(103,440)	87,719	15.20%	(119,040)
Library	-	93,448	(93,448)	(459,935)	366,487	20.32%	(423,713)
Department Total	973,223	1,902,333	(929,110)	(3,625,743)	2,696,633	25.63%	(3,451,694)



TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Subject: Department Head Reports		Date of February 28, 2011	
		Agenda:	
Prepared By: Kerry Van Ham, Council & CAO Assistant			
Attachments: Department Head Reports			
Topic: Department Head Reports			
Background:	The following reports are supplied for Council Information.		
Options:	1. That Council accepts the Department Head Reports for information.		
Recommendation: Option #1 - That Council accepts the Department Head Reports for information.			
Approval Date:	February 24, 2011	Acting CAO:	



Town of Taber

**CHIEF ADMINISTRATIVE OFFICER
January 22, 2011 – February 25, 2011**

- Discussions regarding labour necessary for the proper care of the animals housed within the animal control shelter and the care and control of cats within the Town limits.
- Reviewing architectural presentations regarding the Facility Needs assessment.

Meetings and Conferences:

- Discussions with the Town staff and existing contractors regarding recycling opportunities and contracts.
- A meeting was held with the President of CUPE Local 2038 to discuss opportunities.
- The Police Commission meeting was attended where a motion was passed leaving bylaw as a separate function.
- Management Team Meetings were regularly held the day following the Council meetings to discuss and review any relevant information. Some items of discussion were Health and Safety, the Emergency Management Plan and benefit of creating a new policy.
- Along with Council, a meeting was held with the M.D. of Taber to discuss mutual concerns related to municipal services.



Town of Taber

ADMINISTRATION REPORT January 25, 2011 – February 28, 2011

CORPORATE SERVICES REPORT for January 25, 2011 – February 28, 2011

Corporate Services

- Staff imported the operating and capital budgets into our Dynamics accounting software to be ready to prepare the 2011 monthly financial reporting.
- Met with a consultant and with Associated Engineers who will be helping corporate services complete the TCA reporting requirements so that we will be prepared for the Audit scheduled March 7th to March 11th. The consultant is a CMA and has vast experience with asset management reporting while employed with Cargill in High River.
- Finalized the annual billing to the MD for both Administration building cost sharing and Fire cost sharing.
- The Director of Public Services and the Director of Corporate Services attended a course in Calgary presented by Natural Resources Canada called "Dollars to Sense – Energy Efficiency Financing". The course covered how to identify and evaluate energy efficiency options using the Net Present Value (NPV) method to determine whether the input costs and resulting cost savings will result in a positive cash flow over the life of the investment discounted back to today's dollars. The course was very worthwhile and provided us with a spreadsheet based tool to perform the NPV calculation.
- Prepared a procedure for recording and reporting donations. Corporate Services also reviewed the criteria for donation receipts with Canada Revenue Agency and amended our donation receipts to ensure we are compliant with their standards.
- Listened to PSAB Webinar to earn CPD hours for my professional designation requirements.

- Worked on monthly financial reporting template. The new financial reporting template aligns the monthly reporting template to be similar to the operating budget report submitted to Council. This will be a benefit for Council because they will be presented with a consistent financial reporting format. The template also helps Corporate Services perform analytical analysis without recreating reports and rekeying in commentary each month.
- Helped Public Services post a couple of tender packages on the Alberta Purchasing Connection (APC) website per TILMA requirements.
- Yearend audit preparations are underway and I have had a preliminary meeting with our Auditor. A timeline has been drafted to ensure staff knows when they will be required to that have their accounts reconciled. We plan on starting the year end review on February 18th and have the first day of audit fieldwork beginning on March 7th with field work expected to be completed by March 11th.

Currently working on:

- Purchasing policy revisions and training procedures.
- Training for Administration to use the Diamond PO module.
- Capital closeout project management training.
- Direct customer service and after hours line.

Information Technology

- The Town of Taber released its RFP for the re-design of the Town of Taber website. We have received several responses so far. The closing date for responses is Feb. 18, 2011 and the website project committee will examine all the proposals in the following week.
- The I.T. Department configured and installed a new Active Directory server as part of our annual server upgrades. We have also installed a new database server and we are in the process of converting our internal databases from SQL Server 2005 to SQL Server 2008 and migrating them to the new server.
- A new Telus 3G hub was installed at the Landfill Scale Shack as our network connection method for the staff computer at this site. The new hub contains a 3G aircard and replaces the 2G aircard we had there previously. The 3G bandwidth speeds are up to 7.2 Mbps down and 5.76 Mbps up. This will increase the speed and usability of our network connection at the Landfill.

Highlights from our activities this month:

- Training activities:
 - For I.T. staff –
 - None
 - For all staff –
 - Staff from Public Services, Recreation, Fire, EMS and Police were all trained on the use of automated timesheets and digital signing.
- Automated timesheets were adopted in all departments.
- Timesheet changes and enhancements were made to the automated forms.
- GFI anti-spam software has been fixed and is operational.
- Installed a new printer at the Taber Police Service.
- Removed all equipment from the old Sustainability Coordinator office.
- Met with several consultants/vendors regarding expectations for our website re-design.

Currently working on:

- Migrating SQL Server databases.
- Evaluating website design responses.
- Planning for payroll software upgrade.
- Continuing to perfect the automated timesheets process.

Human Resources

- Recruitment is ongoing for the following positions:
 - Permanent Fulltime
 - Pool Operator
 - EMS Manager
 - Community Peace Officer I

- Seasonal

- All Summer Seasonal Positions

- Analyzing EMS Collective Agreement and drafting new proposed articles for ongoing labour negotiations.

- Currently working on:**

- Completing Grant Applications for STEP and Canada Summer Jobs for summer seasonal positions.
 - Payroll year-end is almost complete, T4's will go out prior to February 28th.
 - Finishing revised confidentiality agreement and drafting employee policy for approval to attend training.

Director of Public Services

February 23, 2011

DEPARTMENT HIGHLIGHTS - PRIOR Month

- NW Storm – Infrastructure Stimulus Fund funding submission for February 2011 downstream erosion control work
- Monitor 46th St storm line repair progress; NW Storm progress meeting February 15
- Final review of 2011 Bi-Annual Capital works project design; attended Feb 8th pre-tender meeting with interested contractors and sub-contractors; attended Feb 15th tender opening
- Along with N. Bryan, reviewed downtown intersections designs prepared by AE
- Final review of draft WTP Upgrade preliminary design with Epcor
- Lease reviews & renewals – executed lease agreement with Taber Public Library
- Finalized draft joint use agreement between the Town and a school division
- Attended meeting with Recreation user groups Feb 17th
- Attended mtg with Sahuri Architects to review facility assessment report and Administration Building upgrade options
- Along with D. Culler, attended Energy Efficiency Financing workshop by NRCan
- Attended mtg with D. Culler, R. Tycholis and AE regarding tangible capital assets as it relates to capital works projects
- Finalizing agreements with two private landowners as they relate to the Town's water and waste disposal operations
- Working with East Taber Industrial developer as it relates to their Final Acceptance application to the Town
- Along with J. Hoglund, B. Kambeitz and K. Boucha, met with Communities In Bloom committee representatives to confirm and coordinate 2011 projects & tasks
- Along with G. Frank, B. Kambeitz and I. Irmiler, met with Recycling Contractor re: 2011 recycling services and the Town's waste management review underway
- Along with J. Coughlin, explored potential sites for Taber Gymnastics Fitness Club
- Met with new Public Health Inspector
- Workplace safety inspections, hazard ID, assessment/control; attend safety mtgs

UPCOMING PROJECTS & TASKS PLANNED

- Emergency Management Plan review
- 2011 Bi-Annual Capital Works – execute contract documents
- Recreation Facility sponsorship presentation March 14th
- NW Storm – continue monitoring project progress & 46th Street storm line repair
- Meet with AB Environment re: Taber Class III landfill area, operation & closure
- Finalize PUL subdivision & raw water supply line ROW agreement
- Presentation of Water Treatment Plant preliminary design report to Council
- Waste Management Review
- Taber & District Regional Waste Management Authority meeting March 30th
- Review/renew lease agreements
- Attend First Aid, CPR and AED training
- Workplace safety inspections & meetings

Public Services Manager – Monthly Dept Report

February 22, 2011

Facility Maintenance

- Implementation of the 2011 Monthly 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.

Roads/Walks

- The 2011 Snow Management Program is ongoing. Hired Contracted Services to assist with plowing up windrows and the removal of windrows at a cost of \$54,000 to date.
- Purchased a 14 foot snow push blade that attaches to the front of a wheel loader. The size of blade has proven to cut the time in half for clearing parking lots, roadways and back lanes.
- Working on gathering information from other municipalities for the pros and cons of owning and operating a snow blower. Should have the information by the end of March.
- Purchasing Agent position was filled.
- Chinook Chrysler was awarded the tender for two ¾ ton 4X4 trucks. McDonald Chevrolet was awarded the tender for one 1 ton truck.
- Monthly Safety meeting

Solid Waste Collection and Transfer Station

- Tan/Green Collection Bin maintenance ongoing.
- Starting November 22, 2010 – April 05, 2011 (Winter Operations) the Green Compost bins will be picked up once per month.
- Relocating Green bins beside the Tan bins ongoing.
- Working on gathering information from other municipalities for the front pickup rollout containers and garbage truck.
- Monthly Safety meeting.

Recreation Facilities Manager – Department Report

Civic Centre

- Review and development of Arena policies and procedures manual continuing
- Regular operation and bookings ongoing in both Auditorium and Arenas
- Review of Safe Work practices and procedures ongoing
- Spring renovation items scheduled. (Aud floor refinishing, painting)
- Capital project tenders under review (condenser)
- Task planning and equipment checks for March 24-27
- Midget AA hockey provincials underway (service requests, sound system checks, maintenance tasks to be completed before tournament etc)

Parks

- Spring/Summer season maintenance program planning begun
- Turf management program being reviewed
- Regular maintenance checks ongoing
- Review of Safe Work practices and procedures ongoing
- Pre-season machinery maintenance items being addressed
- Capital project planning and purchasing started
- Summer hiring process underway
- Summer staff orientation program under review

Sportsfields

- Spring/Summer season maintenance program planning begun
- Regular maintenance checks ongoing
- Review of Safe Work practices and procedures ongoing
- Turf management program being reviewed
- Pre-season machinery maintenance items being addressed
- Summer hiring process underway
- Summer staff orientation program under review

Cemetery

- Spring/Summer season maintenance program planning begun
- Pre-season machinery maintenance items being addressed
- Regular maintenance checks ongoing

- Specific site care requests being scheduled for spring 2011
- Review of Safe Work practices and procedures ongoing
- Summer hiring process underway
- Summer staff orientation program under review

LEISURE SERVICES

February, 2011

Aquatics

- Continue with upgrading procedures, staff training & Health and Safety plan. Inspections and Hazard Id/control measures ongoing.
- Assisting with the development of a Joint Health and Safety Committee member handbook, as well as review of directives.
- Fulfilled requirements for implementing the revised Red Cross Swim Lesson Program. New program will be introduced starting the March lesson set that begins March 8, 2011.
- West mechanical room cooling system has been tweaked to regulate temperature of pool basin. The unit is hooked up to the Leisure Pool.
- Recruitment completed for the Pool Operator position.
- Communications with AHS continued to review proposed new Operational Standards for Swimming Pools with Alberta Health Services and how the legislation may affect our facility.
- Assisting various other municipalities with information regarding operations and procedures.
- Recruiting for a Lifeguard/Instructor I position.
- Completed pool inspection with Alberta Health Services new inspector.
- Reviewing pool operator certification training opportunities.

Leisure

- Recreation User Group meeting held Feb. 17, 2011 with many of the user group members in attendance.
- Preparations underway for the Spring Community Registration Event to be held February 26 and March 3 in the auditorium.
- Preparing for the Sponsorship/Naming Rights workshop that will occur March 14, 2011 for Council members, Recreation Board members and Admin. Staff.
- Preparations for upcoming Rick Hansen Man in Motion 25th Anniversary Event.
- Celebrate Canada 2011 grant application submitted.
- Notified user groups of existing grant opportunities that may apply to their organizations.
- 2011 Spring Leisure Guide distributed to all local schools and added to TOT website.
- Recruitment of Summer Program staff underway.
- Assisting Southern Alberta Recreation Association in greater capacity for Summer Games 2011 to be held in Medicine Hat.
- Special Event application process underway for Midget AA Hockey Provincials to be held in March.
- Preparing for Spring and Summer user schedules and user group meetings.

Aline Holmen
Leisure Services Manager

Taber Emergency Services Report – January

Fire

Taber Emergency Services had 25 fire calls in the month of January. False alarms made up a large portion of the calls. We did respond to a fire event at an oil battery site. With the assistance of the battery personnel and a water hauling company we were able to safely suppress the fire without calling for more specialized resources. The MD of Taber was instrumental in clearing the road so we could move our units around.

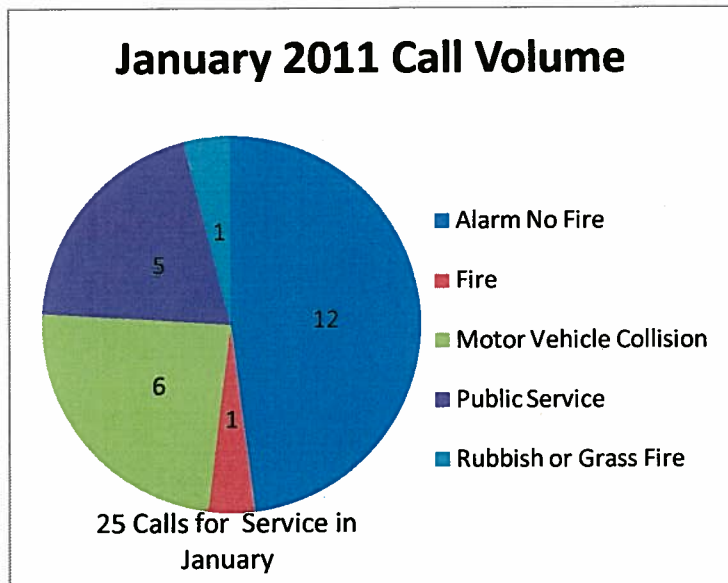
We analyzed our call statistics from the months of December and January. This dataset will be expanded as time goes on. A review of this small dataset found the following:

- On average, the time of initial call to Fire alert was under 65 seconds
- Our average time from a fire alert to assembling a truck capable of response was 7.76 minutes
- Our average travel time from fire hall to scene is 3.5 minutes in town
- On average, from time of call to arriving on scene, is 12.3 minutes
- 90% of the time we will arrive on scene within 14.6 minutes of the call
- 16.3% of the time we will arrive on scene in under 10 minutes with a fire apparatus
- A fire officer is usually on scene in less than 10 minutes to evaluate the incident prior to fire trucks arriving.

The MD council toured our facility prior to their council meeting. As a result of the meeting, our operational budget and the specifications for the new MD engine were approved. It is expected the request for proposal packages for the truck will be going out in February.

Regular trainings continued in January with sessions on hazardous materials scenarios and preserving fire scene evidence. In addition 1 member travelled to Irvine for a hazmat operations course.

In addition, we completed an occupancy inspection at a high hazard industrial facility, hosted a kindergarten school tour, and presented at a Home Alone session for Grade 5 students.



Notes to chart-

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

TABER EMERGENCY SERVICES
Monthly Operating Report

Month:	January 2011
EMS	<ul style="list-style-type: none">• AHS Operational review Action Plan
CALLS	<ul style="list-style-type: none">• 66 Emergency calls• 25 transfers• 91 total calls for service• 119 patients assessed
PAD PROGRAM	<ul style="list-style-type: none">• First Aid/CPR/AED training continues throughout the community• Boston Pizza has sponsored an AED for Taber Public Library
EMS TRAINING	<ul style="list-style-type: none">• One EMT student from Stavely• Multiple Casualty Incident Training (MCI) in progress, AHS will be providing all the equipment needed once the training is completed
MEETINGS/REPORTS	<ul style="list-style-type: none">• AHS monthly reporting completed, submitted and received• Management meetings attended• Preparation for upcoming negotiations with Union
STAFFING	<ul style="list-style-type: none">• Regular monthly staff meeting• 1 casual EMT has submitted her resignation

PLANNING AND ECONOMIC DEVELOPMENT

COUNCIL REPORT FEBRUARY 28, 2011

- The department's ongoing responsibilities are to process and approve development, building, occupancy (Permit Services Report) and sign permits; business licenses and Compliance Certificates; subdivision applications and amendments to the Land Use Bylaw.
- Business license payments are approx. 85% complete with reminder notices sent for the remainder.
- Staff has responded to an enquiry for a community allocation garden. Discussions are ongoing.
- Staff met with and advised Bill Chomik, the architect from Kasian Architecture of Calgary, regarding the concept design of the proposed Agricultural Interpretive / Visitor Centre. Kasian Architecture has had projects such as the Alberta Children's Hospital, the Calgary Courts Centre, the Telus World of Science (Calgary), the Calgary South Hospital Complex, the Galt Museum Extension, and planetarium/science centres in China, Korea, and Greece.
- Staff have arranged for an information presentation to council from the consultants undertaking the Tourism Development Strategy for March 28, 2011. This will precede the community Open House set for March 29, 2011 at the Community Centre at 11:30 am.
- Staff advised Associated Engineering on some design details of the next set of upgraded downtown intersections.
- Staff have been contacting portable sign owners who have not come forward with permit applications and fees.
- Staff attended a workshop on culinary tourism which was held at the Galt Museum in Lethbridge on February 9, 2011. It was a good opportunity to get the word out to government agencies and tourism organizations about the proposed Agricultural Interpretive / Visitor Centre.
- Staff have participated in the selection process for a company to build a new Town of Taber website.
- Municipal Planning Commission meeting was held February 22, new chairman is Raymond Sheen, Vice Chairman is Edwyn Ellingson. Councillor Louie Tams and Councillor John Papp have remained on the commission, one vacancy is still remaining.
- Staff attended a speech by Doug Griffiths, "13 Ways to Kill a Community" on February 11, 2011.



Agenda Item No. 7.G)

TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Subject: Mayor and Councillor Reports (Verbal)		Date of February 28, 2011
		Agenda:
Prepared By: Kerry Van Ham, Council & CAO Assistant		
Attachments: None		
Topic: Mayor and Councillor Reports (Verbal)		
Background:		
Options:	1. That Council accepts the Mayor and Councillor reports, as presented.	
Recommendation:	Option #1 - That Council accepts the Mayor and Councillor reports, as presented.	
Approval Date:	February 24, 2011	Acting CAO: 