



**RAY BRYANT  
MAYOR**

**Page 1**

**FORWARDED: March 24, 2011**

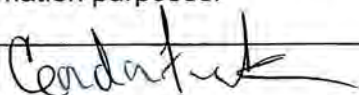
**AGENDA**

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

	<b><u>MOTION</u></b>
<b><u>ITEM NO. 1. CALL TO ORDER</u></b>	
<b><u>ITEM NO. 2. ADOPTION OF THE AGENDA</u></b>	<b>X</b>
<b><u>ITEM NO. 3. DELEGATIONS</u></b>	
A) RFD Chinook Arch Regional Library	<b>X</b>
B) RFD Agricultural Interpretive/Visitor Centre Concept	<b>X</b>
<b><u>ITEM NO. 4. ADOPTION OF THE MINUTES</u></b>	
A) RFD Regular Meeting of Council March 14, 2011	<b>X</b>
<b><u>ITEM NO. 5. BUSINESS ARISING FROM THE MINUTES</u></b>	
A) RFD SAHURI + partners architecture inc.	<b>X</b>
<b><u>ITEM NO. 6. BYLAWS - NONE</u></b>	
<b><u>ITEM NO. 7. ACTION ITEMS</u></b>	
A) RFD Facility Waiver Request – Taber Cares – Japanese Relief Fundraiser	<b>X</b>
B) RFD Water Treatment Plant Upgrades	<b>X</b>
C) RFD Subdivision Application TT-09-002 – Request for Extension	<b>X</b>
D) RFD SouthGrow Regional Initiative	<b>X</b>
E) RFD Monthly Operating Financial Statements February 2011	<b>X</b>
F) RFD Department Reports	<b>X</b>
G) RFD Mayor and Councillor Reports (Verbal)	<b>X</b>
<b><u>ITEM NO. 8. MEDIA INQUIRIES</u></b>	
<b><u>ITEM NO. 9. CLOSED SESSION – NONE</u></b>	
<b><u>ITEM NO. 10. OPEN SESSION – NONE</u></b>	
<b><u>ITEM NO. 11. CLOSE OF MEETING</u></b>	<b>X</b>

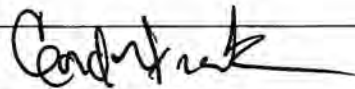


**TOWN OF TABER**  
**COUNCIL REQUEST FOR DECISION**

<b>Subject:</b> Delegation – Chinook Arch Regional Library System	<b>Date of</b> March 28, 2011 <b>Agenda:</b>
<b>Prepared By:</b> Kerry Van Ham, Council & CAO Assistant	
<b>Attachments:</b> None	
<b>Topic:</b> Chinook Arch Regional Library System	
<b>Background:</b>	Robin Thiessen Hepher, Assistant Director of Chinook Arch Regional Library System, will be presenting information to Council to orient the function of Chinook Arch, along with their connection to library services throughout various Municipalities.
<b>Options:</b>	1. Council receives the presentation from Chinook Arch Regional Library System, for information purposes.
<b>Recommendation:</b> Option #1 - Council receives the presentation from Chinook Arch Regional Library System, for information purposes.	
<b>Approval Date:</b>	March 24, 2011 <b>CAO:</b> 



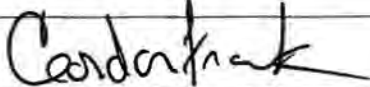
**TOWN OF TABER**  
**COUNCIL REQUEST FOR DECISION**

<b>Subject:</b> Kasian Architecture Interior Design and Planning Ltd. presentation of an Agricultural Interpretive / Visitor Centre Concept	<b>Date of Agenda:</b> March 28, 2011
<b>Prepared By:</b> Neil Bryan, Planner	
<b>Attachments:</b>	
<b>Topic:</b> Presentation of an Agricultural Interpretive / Visitor Centre Concept	
<b>Background:</b>	Mr. Bill Chomik, Principal Architect with Kasian Architecture Interior Design and Planning Ltd. will present the concept for an Agricultural Interpretive / Visitor Centre. The concept is Phase 3 of the Taber Tourism Project, which is supported by Canadian Badlands Ltd. and the Rural Alberta Development Fund.
	The proposed site for the Centre was chosen because there are large lots available; it is visible & accessible from Highway 3, it is close to the downtown (and can therefore enhance the downtown), and the adjacent CP rail line is an attraction and reminder of Taber's history.
	An Open House will be held on March 29, 2011 at the Taber Community Centre Grey Room from 11:30am to 3:00pm to present the concept to the public. Following the Open House a Tourism Advisory Committee will be formed. The Committee will determine how the tourism and interpretive centre projects will be implemented.
<b>Options:</b>	1. That Council accepts the presentation of the Agricultural Interpretive / Visitor Centre Concept by Kasian Architecture Interior Design and Planning Ltd., for information purposes.
<b>Recommendation:</b>	Option #1-That Council accepts the presentation of the Agricultural Interpretive / Visitor Centre Concept by Kasian Architecture Interior Design and Planning Ltd., for information purposes.
<b>Approval Date:</b>	March 24, 2011 <b>CAO:</b> 



Agenda Item No. 4.A)

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

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

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

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

ALSO PRESENT:

Gordon Frank, CLGM, Chief Administrative Officer (CAO)  
Dale Culler, Director of Corporate Services  
Rob Cressman, Director of Public Services  
Jim Coughlin, Director of Planning & Economic Development  
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.71/11 MOVED by Councillor Papp that Council adopt the agenda as presented.

CARRIED UNANIMOUSLY

**DELEGATIONS - NONE**

**ADOPTION OF MINUTES****A) Minutes of the Regular Meeting of Council – February 28, 2011**

RES.72/11 MOVED by Councillor Tams that Council adopts the Minutes of the Regular Meeting of Council held on February 28, 2011, as presented.

CARRIED UNANIMOUSLY

**BUSINESS ARISING FROM THE MINUTES - NONE****BYLAWS - NONE****ACTION ITEMS****A) Taber Irrigation District – Proposed Irrigation Expansion**

Rob Cressman, Director of Public Services presented the information regarding the proposed irrigation expansion. Mr. Cressman was joined by Kent Bullock, District Manager of the Taber Irrigation District.

Taber Irrigation District (TID) is proposing to acquire authorization to increase the maximum size of the TID, by an additional 10,000 acres (from current 82,200 to 92,200), a 12% expansion.

The Town of Taber holds two (2) Licenses to Divert and Use Water as follows:

1. License #13125 authorizing gross diversion of up to 2,841 acre/feet, plus
2. License #14662 authorizing gross diversion of up to 202 acre/feet

Under the terms of the Irrigation Districts Act and associated Regulations, there is a formal process that must be followed in order to acquire authorization of the proposed expansion. That process includes holding a plebiscite vote of the irrigators on the proposed expansion.

Council discussed the proposed expansion at this time.

**ACTION ITEMS – CONT'D****A) Taber Irrigation District – Proposed Irrigation Expansion – Cont'd**

RES.73/11 MOVED by Councillor Bekkering that Council authorizes Administration to vote in favor of the Taber Irrigation District changing the expansion limit as proposed.

CARRIED UNANIMOUSLY

**B) Proposed Recognition of Service – Volunteer Firefighters Policy**

G. Frank, CLGM, Chief Administrative Officer detailed the proposed policy.

The Town of Taber wishes to acknowledge the commitment and dedication of the service of the Volunteer Firefighters for their significant contribution to the community.

Council discussed the importance of recognizing these volunteers as an integral part of the community.

RES.74/11 MOVED by Councillor Papp that Council adopts the Recognition of Service Policy – Volunteer Firefighters, as proposed.

CARRIED UNANIMOUSLY

**C) Proposed Health and Safety Policy**

G. Frank, CLGM, Chief Administrative Officer detailed the proposed policy.

The policy has been updated to evidence the new approved format, while also referencing the required legislation to fulfill audit requirements.

The policy is to be put forth annually to Council to ensure the commitment to the Health and Safety program that the Town of Taber has developed over a number of years.

RES.75/11 MOVED by Councillor Rochelle that Council adopts the Health and Safety Policy, as proposed.

CARRIED UNANIMOUSLY

**ACTION ITEMS – CONT'D****D) SAHURI + partners architecture inc. – Final Facility Assessment Report**

G. Frank, CLGM, Chief Administrative Officer discussed the presentation of the final facility assessment report.

The final version is provided to Council to better understand the need for upgrades, renovation or expansion over the next twenty years for Town facilities.

Administration is tabling the document for Council's review and approval. On March 28, 2011, Administration will provide further guidance and direction on how to implement the recommendations in the document to allow for continued planning for development of municipal and community based infrastructure.

RES.76/11 MOVED by Councillor Tams that Council tables the Facility Assessment Report until March 28, 2011, allowing time for review.

CARRIED UNANIMOUSLY

**MEDIA INQUIRIES**

Garrett Simmons questioned the status of negotiations between the Town of Taber and a possible hockey school.

Mayor Ray Bryant indicated that as this topic is not part of this Council meeting agenda, it is not able to be discussed.

**CLOSED SESSION**

RES.77/11 MOVED by Councillor Sparks that Council move to Closed Session to discuss labour matters.

CARRIED UNANIMOUSLY AT 5:20 PM

**OPEN SESSION**

RES.78/11 MOVED by Councillor Bekkering that Council reconvenes into Open Session.

CARRIED UNANIMOUSLY AT 6:34 PM



32/2011

March 14, 2011

**CLOSE OF MEETING**

RES.79/11 MOVED by Councillor Popadynetz that this Regular Meeting of Council is hereby closed.

CARRIED UNANIMOUSLY AT 6:34 PM

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MAYOR


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CHIEF ADMINISTRATIVE OFFICER

32/2011

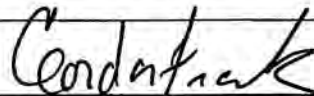


**TOWN OF TABER**  
**COUNCIL REQUEST FOR DECISION**

<b>Subject:</b> SAHURI + partners architecture inc. Facility Assessment Report		<b>Date of</b> March 28, 2011 <b>Agenda:</b>
<b>Prepared By:</b> Kerry Van Ham, Council & CAO Assistant		
<b>Attachments:</b>		
<b>Topic:</b> Facility Assessment Report		
<b>Background:</b>	The Town of Taber Municipal Facility report, in its entirety, was provided to Council at the March 14, 2011 regular Council Meeting to better understand the need for upgrades, renovation or expansion over the next twenty years for Town facilities.	
	Administration has reviewed the document and proposes the following guidance and direction on how to implement the recommendations in the document to allow for continued planning for development and community based infrastructure.	
	With \$10,000,000.00 in upgrades and enhancement recommendations to fifteen (15) facilities, the report provides an invaluable tool for planning, facility management and budgeting for the upcoming years.	
	In the fall of 2011, Council should further discuss this report, along with the life cycle costing program to ensure the integrity, safe guarding and protection of the Municipality's assets.	
	It is important the Town of Taber share this information with their stakeholders and their leaseholders, allowing them to understand the costs and requirements associated in maintaining the facilities.	
Administration will prepare a facility capital plan, in conjunction with the 2012 operating and capital budget process.		
<b>Options:</b>	1. That Council accepts the Facility Assessment Report and directs Administration to implement a capital facility plan for 2012, which identifies priorities for the next 20 years.	
	<b>Recommendation:</b> Option #1 - That Council accepts the Facility Assessment Report and directs Administration to implement a capital facility plan for 2012, which identifies priorities for the next 20 years.	
<b>Approval Date:</b>	March 24, 2011	<b>CAO:</b> 



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

<b>Subject:</b> Facility Rental Fee Waiver Request – Taber Cares – Japanese Relief Fundraiser	<b>Date of</b> March 28, 2011 <b>Agenda:</b>
<b>Prepared By:</b> Kerry Van Ham, Council & CAO Assistant	
<b>Attachments:</b> Letter of request	
<b>Topic:</b> Facility Rental Fee Waiver Request	
<b>Background:</b>	A local group, collectively known as the Taber Cares group, is hosting a fundraising event to raise funds for the benefit of people in Japan who have been impacted by the recent earthquake and tsunami.
	Attached is a letter from Chad Clarke, President of the Kinsmen Club of Taber On behalf of "Taber Cares", providing additional background regarding their event.
	Including time for set-up and clean up – the value of the booking for April 9 – 10, 2011 totals \$704.00.
	Council has previously reduced the auditorium rental fees, in an effort to attract and increase use of the facility. Administration typically recommends Council not approve rental fee waivers or reductions, in recognition of the operating costs and the mandate to recover at least 45-50% of recreation facility operating expenses.
<b>Options:</b>	1. Council declines the Taber Cares – Japanese Relief Fundraiser request for an auditorium rental fee waiver.
	2. Council approves an auditorium rental fee waiver in an amount not to exceed \$704.00 for the April 9 - 10, 2011 Taber Cares – Japanese Relief Fundraiser event.
	3. Council approves an auditorium rental fee reduction of ___% for the April 9 - 10, 2011 Taber Cares – Japanese Relief Fundraiser event.
<b>Recommendation:</b> Option #1 - Council declines the Taber Cares – Japanese Relief Fundraiser request for an auditorium rental fee waiver.	
<b>Approval Date:</b>	March 24, 2011 <b>CAO:</b> 



March 22, 2011

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

Attn: Mayor & Council

Dear Mayor Bryant & Councillors

Re: Taber Cares – Japanese Relief Fundraiser

A group of local service clubs and organizations collectively known as the Taber Cares group) is preparing to hold a fundraiser to benefit the people of Japan whose lives have been impacted by the recent earthquake and tsunami. As you are well aware, many residents of our community/region and the Town of Taber have a long standing relationship with the people of Japan. Our clubs and organizations want to reach out to the people of Japan and offer our support, during their time of need.

The clubs and organizations that are co-hosting this event include:

1. Knights of Columbus
2. Lions Club of Taber
3. Kiwanis Club of Taber
4. Kinsmen Club of Taber, and
5. Taber Japanese Ladies Club.

Proceeds raised through this event will be directed to the Canadian Red Cross Society, on the condition the funds are used for the Japan Relief efforts. The fundraising event is planned for Sunday, April 10, 2011. Our group "Taber Cares" has booked the auditorium on Saturday, April 9<sup>th</sup> from 10:00am – 10:00pm (set-up and preparation) and Sunday, April 10 from 10:00am – 8:00pm for this benefit supper and silent auction. In addition to our request to the Town to support the event, we are actively seeking donations of goods/services for the Silent Auction from local area businesses. The value of the auditorium rental bookings (paid in full) is \$384.00 and \$320.00 respectively totalling \$704.00 (including gst).

We respectfully request Town of Taber Council waive the auditorium rental fees, for this worthwhile event. A representative of Taber Cares would welcome an opportunity to attend your Council meeting to present our request and to answer any questions you may have about the event.

*Chad Clarke*

President – Kinsmen Club of Taber  
On behalf of "Taber Cares"



TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Table with 2 columns and 5 rows. Row 1: Subject: Water Treatment Plant, Date of: March 28, 2011, Agenda: (blank). Row 2: Prepared By: Rob Cressman, Director of Public Services. Row 3: Attachments: Presentation; March 2011 Preliminary Design Report (under separate cover). Row 4: Topic: Water Treatment Plant Upgrades - Preliminary Design Report. Row 5: Background: The Town has received the Water Treatment Plant - preliminary design report, prepared by Stantec. ... Options: 1. Council accepts the Water Treatment Plant Preliminary Design report, tables the report and directs Administration to bring the report and additional information specific to the benefits of fluoridation (and/or) odour control to the to the April 11 Council meeting. Recommendation: Option #1 - Council accepts the Water Treatment Plant Preliminary Design report, tables the report and directs Administration to bring the report and additional information specific to the benefits of fluoridation (and/or) odour control to the to the April 11, 2011 Council meeting. Approval Date: March 24, 2011, CAO: Candyne [Signature]

March 28, 2011

# Taber WTP Upgrades

Scope and Recommendations



# Presentation Objectives

- Educate on existing WTP process
- Educate on need for regulatory, safety and life-cycle upgrades
- Acceptance of WTP preliminary design report
- Acceptance of project execution strategy



# Presentation Outline

- Scope of report
- Design Objectives
- Design Basis/Assumptions
- Summary of Upgrades
- Costs & Schedule
- Project Execution Strategy
- Options
- Conclusions





# Scope of Report

## Includes

- WTP Unit processes (DAF, filtration, chemical feed systems)
- Mechanical systems
- Electrical systems

## Excludes

- Population growth study
- Raw water supply, conveyance & storage
- Treated water storage & distribution
- Regional supply/distribution



# Design Objectives

- Meet all regulatory requirements as required in the Approval to Operate and AENV's Standards & Guidelines for Waterworks Systems
- Upgrade plant to meet population growth projections
- Address health and safety deficiencies at facility
- Upgrade obsolete and/or out-of-date equipment
- Minimize additions to building footprint
- Seek innovative solutions to control costs





# Design Basis & Assumptions

- Future population of 12,352 (AE, Feb 2007)
- ADD = 947 l/c/d (incl. residential, commercial and industrial)
- Required firm capacity = 23 MLD
- Required total capacity = 30.7 MLD
- Raw water quality from Chin/TID remains the same
- Worst case scenario of *Giardia* & *Cryptosporidium*



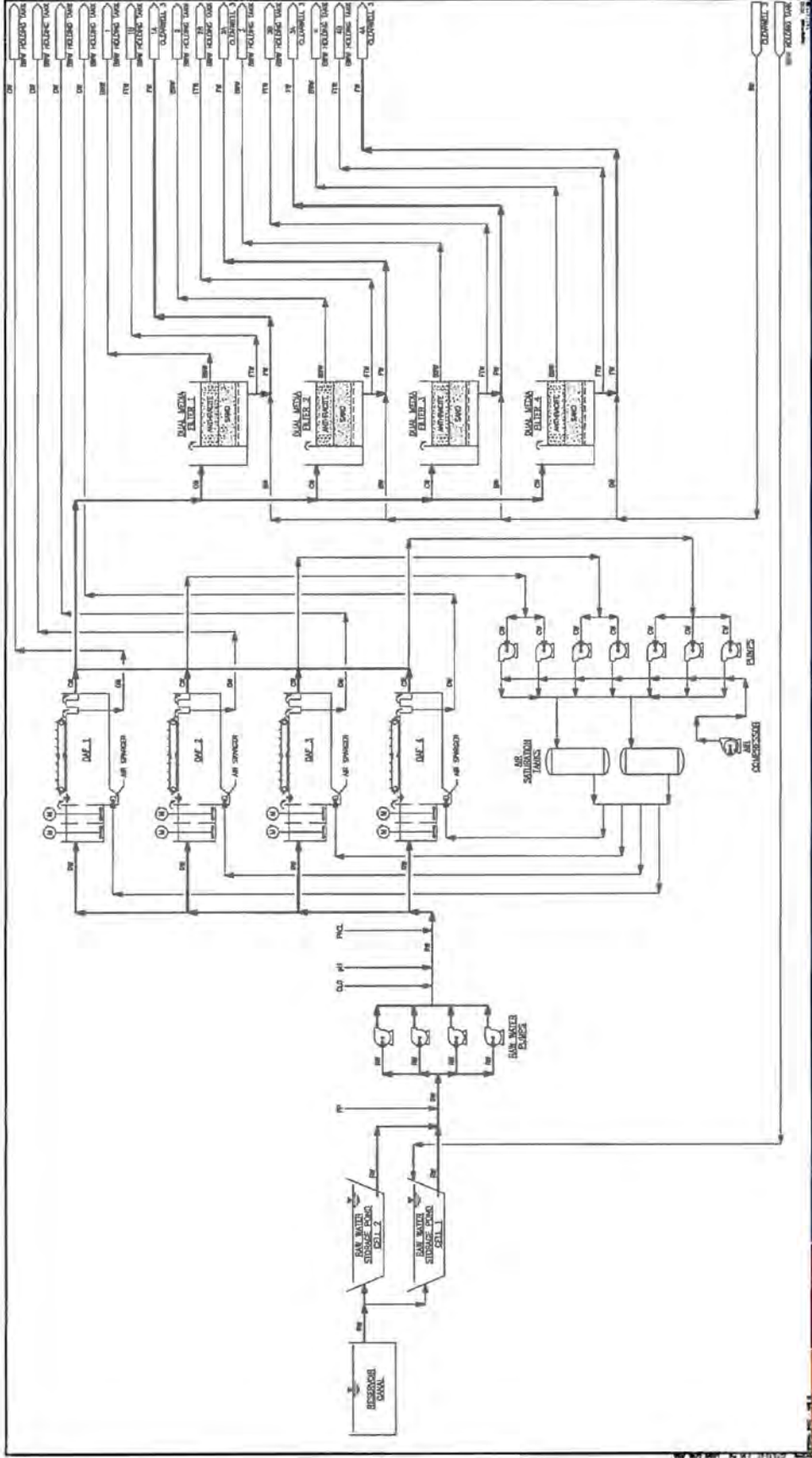


# Existing Design Components

- Raw water storage & Pumping
- Pre-chlorination
- DAF (coagulant addition)
- Filtration
- Chlorination
- Fluoridation
- Storage & Pumping



# Process diagram



City of Taber  
TOWER OF TABER  
TABER WATER TREATMENT PLANT  
Taber, AB Canada

Figure No. **FIG-21**  
Title **Process Flow Diagram Existing System**

**COMMODITY LEGEND**

- RAW: RAW WATER
- CLG: CHLORINE GAS
- CON: CONDENSATE
- FLO: FLOW
- FLU: FLUORIDE
- HTO: HOT WATER
- NEW: NEW
- PRO: PROCESS WATER
- STG: STORAGE TANK
- TRC: TREATED RAW WATER
- TRW: TREATED WATER
- TRM: TREATED WATER
- TRF: TREATED WATER
- TRD: TREATED WATER
- TRC: TREATED RAW WATER
- TRW: TREATED WATER
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- TRC: TREATED RAW WATER
- TRW: TREATED WATER
- TRM: TREATED WATER
- TRF: TREATED WATER
- TRD: TREATED WATER
- TRC: TREATED RAW WATER
- TRW: TREATED WATER
- TRM: TREATED WATER
- TRF: TREATED WATER
- TRD: TREATED WATER

**SYMBOL LEGEND**

- ▶: FLOW DIRECTION
- ◻: TANK
- ⊕: AIR SPARGER
- ⊙: COMPRESSOR



# Raw Water Pumping

(Within scope of AE's Raw Assessment)



- Highlights (raw water supply):
  - increase diversion licenses
  - Chin pump station upgrades
  - put Barnwell reservoir online
- Highlights (raw water storage):
  - upgrade aeration system or mixers
  - additional monitoring
  - relocation of BWW line
  - chemical odour control



# Coagulation & DAF

- Pre-chlorination for pH control will be discontinued, replaced with new Alum system
- Some upgrades already occurring as part of online analyzer/SCADA project
- No new DAF units required
- Will study whether use of raw water for saturator rather than DAF effluent recycle is achievable (separate project – process improvement)
- No change to type of coagulant being used (polyaluminum chloride), however storage and feed upgrades required (capacity, safety, monitoring...)



# Filtration



- Upgrades required primarily due to capacity
- Existing 4 filters have firm capacity of 13 MLD (23 MLD required)
- Only 1 backwash pump is sized appropriately
- While filters are hydraulically overloaded, their performance is generally good
- 4 options were considered





# Filtration Options

1. Add 2 new filters to match existing (in new building extension)
- 1a. Add 2 new filters to match existing (in existing building)
2. Convert existing 4 filters to deep-bed
3. Abandon dual-media filters and install ultra-filtration membranes



# Filtration Options cont.

Options	Advantages	Disadvantages
Dual Media (new building)	<ul style="list-style-type: none"> <li>• Proven performance at plant</li> <li>• Minor construction impact</li> <li>• Simple operations &amp; maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Building extension</li> <li>• Future capacity will require additional extension</li> <li>• Additional heating requirements</li> </ul>
Dual Media (existing building)	<ul style="list-style-type: none"> <li>• Reuse of existing footprint</li> </ul>	<ul style="list-style-type: none"> <li>• Will still require building extension</li> <li>• Major demolition</li> <li>• Floor &amp; roof need to be raised</li> <li>• Significant construction impact</li> </ul>
Deep Bed Filtration	<ul style="list-style-type: none"> <li>• No building extension required</li> <li>• Simple operations &amp; maintenance</li> <li>• Use of existing structures</li> </ul>	<ul style="list-style-type: none"> <li>• Pilot testing required</li> <li>• Major construction impact</li> <li>• Plant hydraulics impacted</li> <li>• Future filters still require building addition</li> </ul>
Membrane Filtration	<ul style="list-style-type: none"> <li>• Small footprint, reuse of existing structures</li> <li>• Future expansion can be accommodated</li> </ul>	<ul style="list-style-type: none"> <li>• Complex operations &amp; maintenance</li> <li>• 4 additional chemical dosing systems</li> <li>• Major construction impact</li> <li>• Unknown operations</li> <li>• Roof must be raised</li> </ul>



# Filtration Conclusions

Recommend option #1a – two new filters

- Least construction risk
- Least operating risk
- Lowest capital cost
- Lowest NPV



# Chlorination



- Current system uses chlorine gas cylinders and can meet future demand.
- Does not meet regulations as there is no way to treat/control a leak or automatically switchover cylinders
- Conversion to Sodium Hypochlorite (bleach) system recommended due to safety and long term supply concerns
- Will be located in existing building
- Conversion to bleach has higher NPV than upgrades to chlorine gas (\$650K vs. \$475K)



# Fluoridation

- Current system is does not provide required safety and storage/monitoring requirements
- Proposed upgrades include



- improved ventilation
- accessible safety shower/eyewash station
- increased storage
- upgraded pumping equipment and flow/storing monitoring

- It's a municipal decision as to whether fluoridation of the drinking water supply continues

# Other Chemical Upgrades



- Filter Polymer
  - improves filter ripening times
  - improves overall filter performance
  - additional treatment barrier if DAF treatment not optimized
- Potassium Permanganate
  - strong oxidant to improve taste & odour
  - part of overall strategy to combat algal growth and affects
  - alternatives such as carbon need to also be considered





# UV Disinfection

- Requirement dependant on amount of Giardia and Cryptosporidium in raw water supply
- Data to date suggest UV will not be required, however design report investigated location if future data requires its implementation



# Ancillary Systems

Electrical Condition Assessment was performed



- Electrical grounding/bonding not sufficient
- MCC#3 is over capacity
- Standby-generator not sized to meet future loads
- VFD “harmonics” likely an issue
- Life-cycle replacement of MCC #1-3 (over 25 years old)
- Replace “temporary” location of air compressor
- Lack of emergency/exit lighting
- Electrical equipment in high traffic locations



# Space Planning



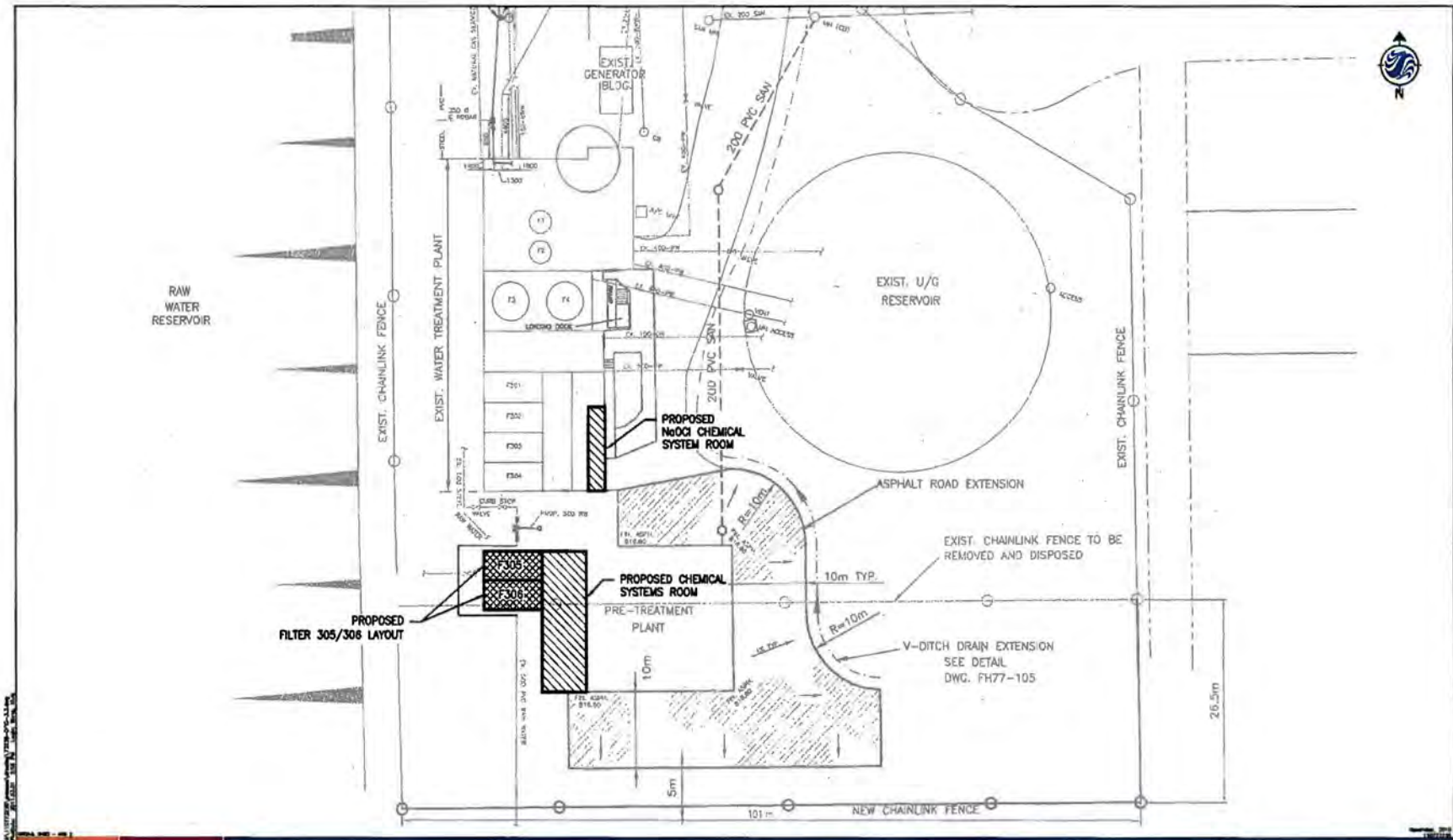
- Existing space was considered for both new filters and chemical systems
- “Old” filter room and existing coagulant storage area were investigated
- In both instances, re-using existing space resulted in high capital costs, greater construction risk and greater O&M risk
- Existing plant area is 1400 m<sup>2</sup>



20



# Space Planning

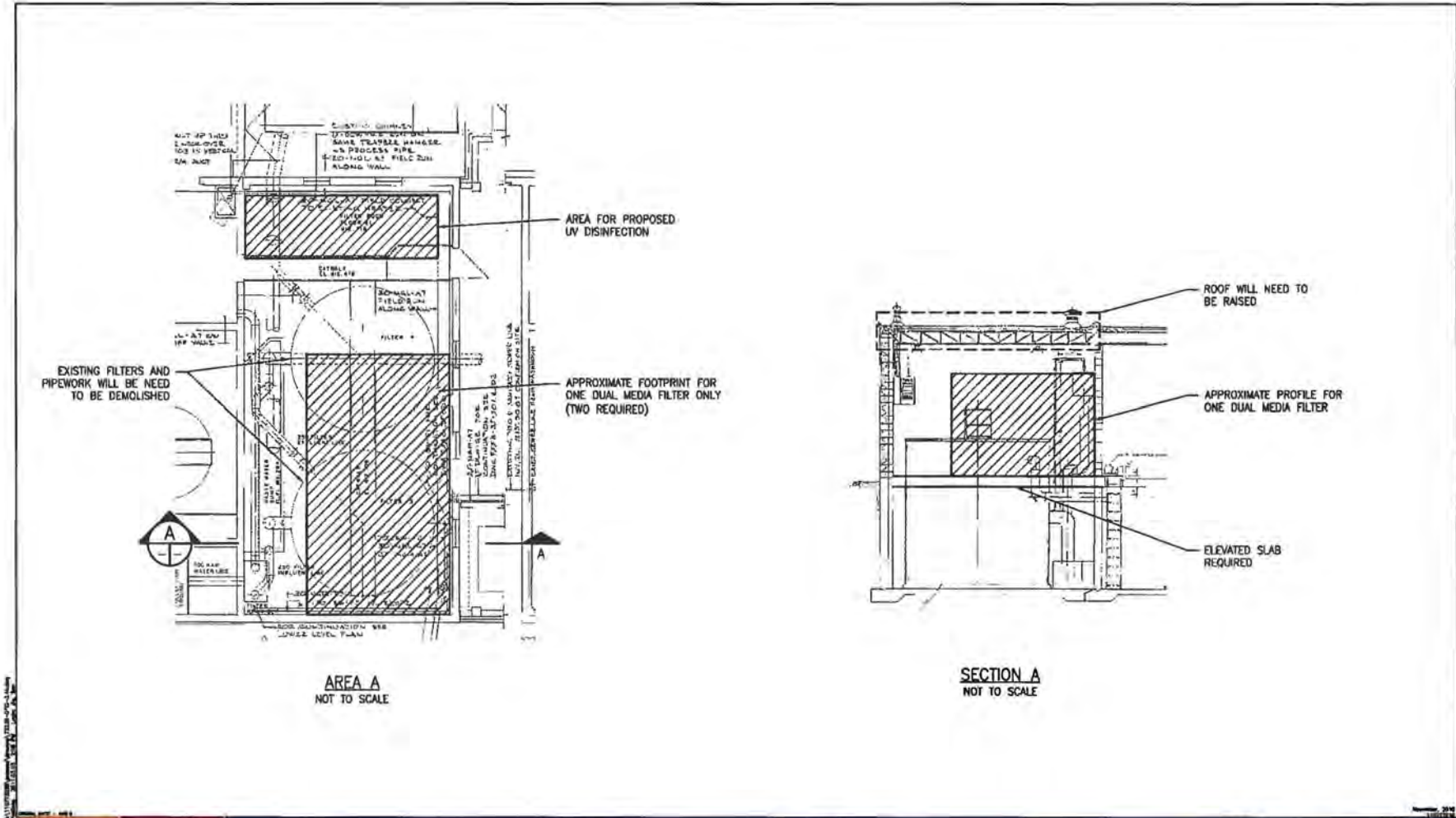


Client/Project:  
 TOWN OF TABER  
 TABER WATER TREATMENT PLANT  
 Taber, AB Canada

Figure No.  
**FIG-3.3**

Title  
**Option 1  
 Site Layout**

# Space Planning



Scale

NO SCALE

Client/Project

TOWN OF TABER  
 TABER WATER TREATMENT PLANT  
 Taber, AB Canada

Figure No.

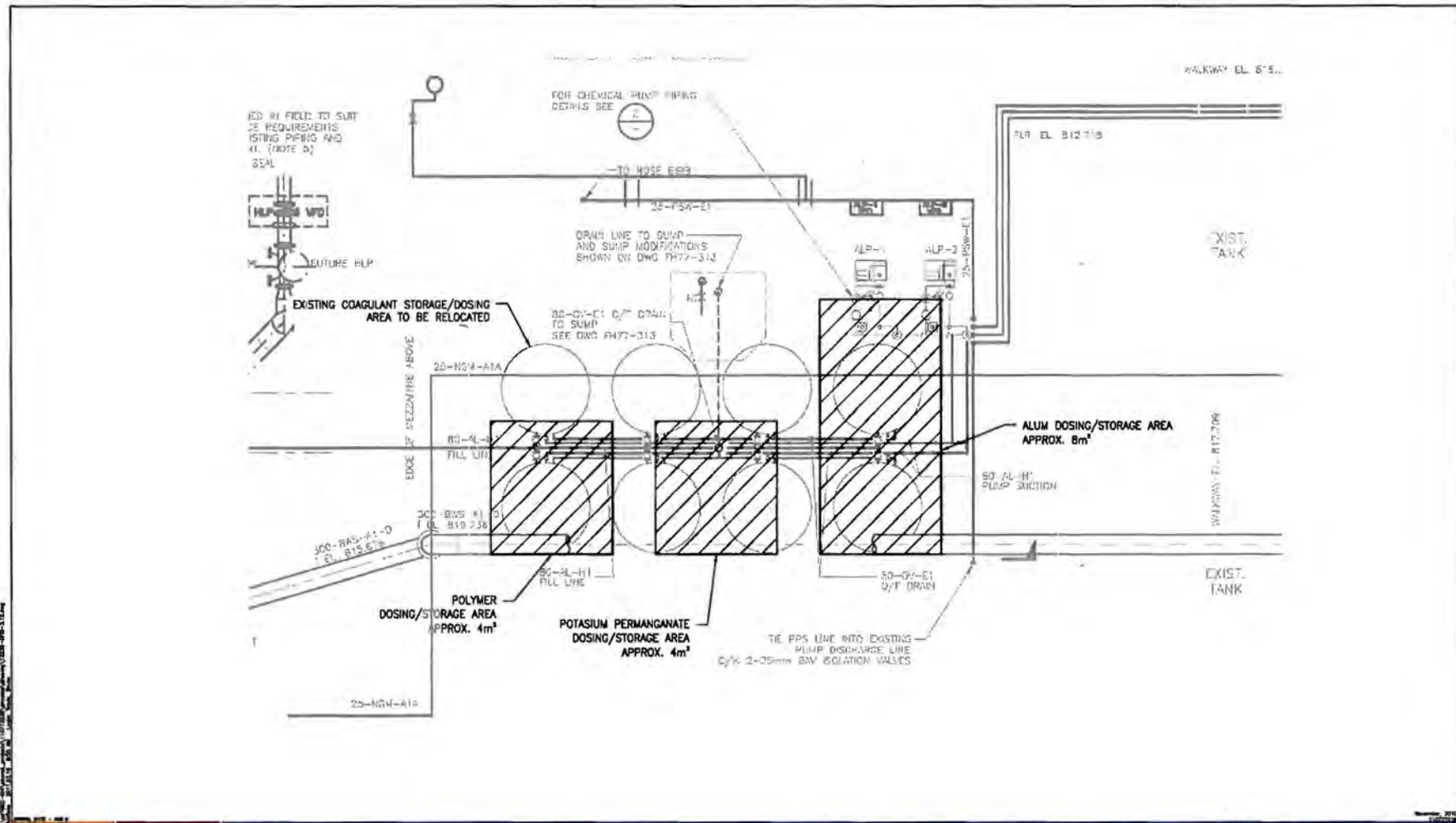
FIG-3.4B

Title

Option 1  
 Restrictions of Using Original  
 Filter Room for New Filters



# Space Planning



Scale

NO SCALE

Client/Project

TOWN OF TABER  
 TABER WATER TREATMENT PLANT  
 Taber, AB Canada

Figure No.

FIG-3.12

Title

Potential Re-Use of  
 Coagulant Storage Area for  
 Other Chemicals



# Capital Cost Summary

Unit Process	Cost
Filtration	\$2,698,000
UV	\$450,000
Chemical Systems	\$1,414,000
Ancillary Systems	\$1,158,000
Const. Contingency (15%)	\$858,000
Engineering (15%)	\$986,700
<b>Total<sup>3</sup></b>	<b>\$7,564,700</b>

## Notes

- UV upgrade likely to be delayed or even cancelled
- \$50K credit if fluoride discontinued
- Ancillary systems estimate includes high and medium priority electrical upgrades from condition assessment
- Estimates are “Class C”, accuracy of +35% to -20%



# Operating Cost Impact

- Power & gas increases due to upgrades estimated to be less than 10% of existing
- No increase to labour requirements
- Chemical cost increase by approximately 40%
- Small increase to repair and preventative maintenance programs



# Project Execution Strategy

- Two options were considered
- Recommendation is to proceed with a design-bid-build strategy

	Advantages (DB)	Disadvantages (DB)
Design-Build/Design-Bid-Build	<ul style="list-style-type: none"> <li>•Faster delivery</li> <li>•DB team assumes more risk</li> <li>•Decreased contract admin.</li> <li>•Supports innovative solutions</li> <li>•Continuous cooperation/consultation between designer and constructor</li> <li>•<b>Cost Saving???</b></li> </ul>	<ul style="list-style-type: none"> <li>•Less selection/competition of qualified contractors</li> <li>•Less owner/operator input</li> <li>•Difficult to control scope</li> <li>•Less construction quality input</li> <li>•Independence of design consultant lost</li> <li>•Design changes difficult to implement</li> <li>•<b>More Expensive???</b></li> </ul>

# Schedule

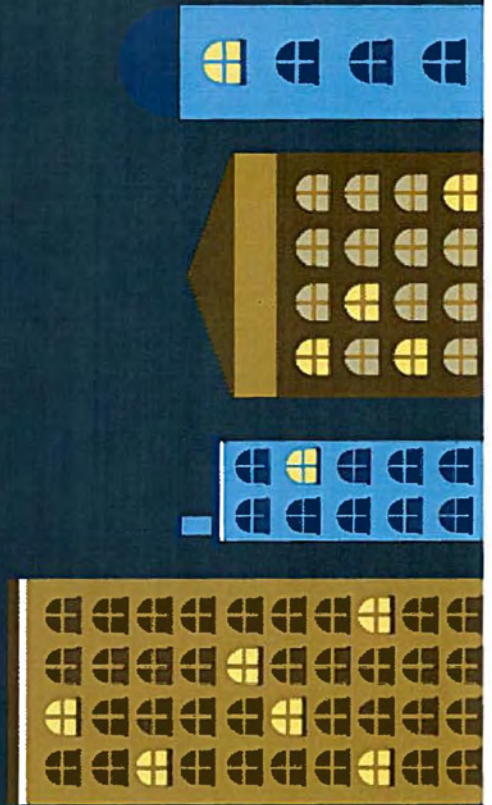
	Q2 2011	Q3 2011	Q4 2011	Q1 2012	Q2 2012	Q3 2012	Q4 2012
Design procurement	■						
Detailed design	■	■					
Construction procurement		■	■				
Construction			■	■	■	■	■
Commissioning							■





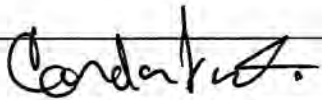


THANK YOU.

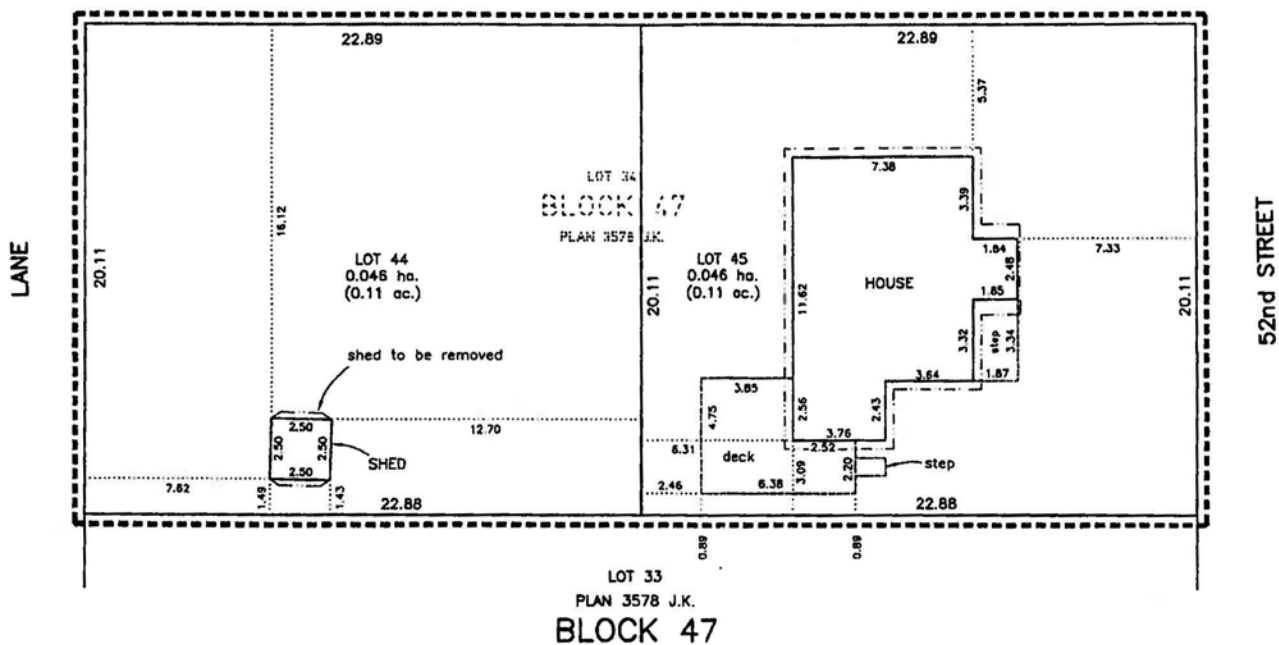




### TOWN OF TABER COUNCIL REQUEST FOR DECISION

<b>Subject:</b> Request for time extension for Subdivision Application TT-09-002	<b>Date of</b> March 28, 2011 <b>Agenda:</b>
<b>Prepared By:</b> Neil Bryan, Planner	
<b>Attachments:</b> Tentative Plan of Subdivision, Notice of Approval on Condition for Subdivision Application TT-09-002	
<b>Topic:</b> Request for time extension for Subdivision Application TT-09-002	
<b>Background:</b>	<p>Subdivision Application TT-09-002 was approved on July 23, 2009. The application is to split the existing lot at 5924-52 St. into two parcels of equal size. The one-year period to finalize the subdivision expired on July 23, 2010.</p>
	<p>The applicant is now ready to proceed with finalizing the subdivision, and has informed staff that he will build a single family dwelling on the newly created lot.</p>
	<p>As per Section 657 (6) of the Municipal Government Act, Council may extend the one-year finalization period of a Subdivision, whether or not the period has expired.</p>
<b>Options:</b>	1. That Council grants a time extension for Subdivision Application TT-09-002 (with the identical conditions as the original approval) for a period ending on July 23, 2011.
	2. That Council does not grant a time extension for Subdivision Application TT-09-002.
<b>Recommendation:</b> Option #1. That Council grants a time extension for Subdivision Application TT-09-002 (with the identical conditions as the original approval) for a period ending on July 23, 2011.	
<b>Approval Date:</b>	March 24, 2011      CAO: 

60th AVENUE



MR. JOHN DYCK

TENTATIVE PLAN SHOWING SUBDIVISION  
of  
LOT 34, BLOCK 47, PLAN 3578 J.K.

within  
S.W. 1/4 SEC. 5, TWP. 10, RGE. 16, W.4 M.  
Town of Taber



brown okamura & associates ltd.

Professional Surveyors  
514 Stafford Drive, Lethbridge, Alberta

APPROVED

*J. D. Williams*  
J. D. Williams, A.L.S.

DRAWN HF DATE April.15'09

CHECKED JDW JOB 09-10209

SCALE DRAWING

1:200

09-10209T

NO.	REVISION	DATE	BY

NOTE : Portion to be approved is outlined thus   
and contains approximately 0.092 ha  
Distances are in metres and decimal parts thereof.  
Distances and areas are approximate and are  
subject to change upon final survey.



TOWN OF  
**TABER**

A - 4900 50 ST TABER, ALBERTA, CANADA T1G 1T1  
TELEPHONE: (403) 223-5500 FAX: (403) 223-5530

**SUBDIVISION OF LAND**

**APPROVAL ON CONDITION**  
File: TT09-0-002

July 23, 2009

J.D. Williams  
Brown Okamura and Associates  
Box 655  
Lethbridge, Ab  
T1J 3Z4

Dear Mr. Williams;

**RE: SUBDIVISION APPLICATION TT09-0-002**  
**5924 52 ST**  
**Lot 34, Block 47, Plan 3578Jk**

As required by the Municipal Government Act, Chapter M-26.1 RSA, the Town of Taber is hereby giving notice of its decision with regard to your subdivision application. On July 20, 2009 the Subdivision Authority of the Town of Taber approved your application subject to your fulfilling the conditions of final approval enclosed with this correspondence.

An appeal to this decision lies with the Subdivision and Development Appeal Board of the Town of Taber. Those who may appeal this decision include: the applicant; any Government Department to which the application was referred; the municipal council, or a school authority with respect to municipal or school reserves.

An appeal may be commenced by filing a notice of appeal within 14 days of receipt of the decision of the subdivision authority. The date of receipt is deemed to be 5 days from the date the decision is mailed.

A notice of appeal must contain the following:

1. the legal land description of the land being subdivided.
2. the municipal location of the land being subdivided.
3. the reasons for the appeal including issues in the decision or the conditions imposed in the approval.

Following the appeal period, the subdivision may be finalized.

Continued on Page 2



TOWN OF  
**TABER**

Page 2  
July 24, 2009

A - 4900 50 ST. TABER, ALBERTA, CANADA T1G 1T1  
TELEPHONE (403) 223-5500 FAX: (403) 223-5530

In order to finalize the subdivision approval, you will be required to:

- a) Meet the conditions of final approval as outlined below. Please contact the Town and/or agency referred to in the conditions, for further details on their requirements. Should you require any further clarification on meeting conditions, please contact the Planning Department.
- b) Submit your plan of Subdivision or other instrument (as prepared by your Surveyor or Lawyer), to the Town of Taber, Planning Department. ***The Town will charge a finalization fee of \$250.00 plus \$150.00 per lot at time of endorsement.***

Please note that if you are unable to finalize the subdivision within one year of the date of approval, you will have to contact the Town of Taber, Planning Department in order to extend the validity of the Town's decision beyond the one year time limit.

Again, if you require assistance, please do not hesitate to contact this office.

Sincerely,

Gary Hudson  
CAO  
/lb

cc: John Dyck, TELUS, Fortis Alberta Networks, ATCO Gas, ATCO Pipelines, Chinook Regional Health Authority, Taber Irrigation District, Shaw Cable Systems, Horizon School Division #67, Holy Spirit Roman Catholic Separate Regional Division #4, Canada Post.
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**CONDITIONS – SUBDIVISION APPLICATION TT09-0-002**

(5924 52 ST')

1. That this approval shall apply to Lot 34, Block 47, Plan 3578JK (5924 52 Street).
2. Guardrails are to be installed as per Alberta Building code on the deck on lot 45, as well the fire inspection has noted that this deck can not be closed in due to its proximity to the property line.
3. That, pursuant to Section 654(1)(d) of the Municipal Government Act, all outstanding property taxes, if any, shall be paid to the Town of Taber.
4. That the applicant enter into a development agreement. The applicant must provide separate connections to Municipal Water and Sewer services, to Town Standards, at the applicant's expense. Any damages to public streets, sidewalks, or services as a result of installation of these service connections shall become the sole responsibility of the applicant.
5. That the subdivision be registered in a manner satisfactory to the Lands Titles Office.
6. The applicant shall provide an access / driveway into the proposed lot(s) and the balance of the parcel, to the satisfaction of the Town of Taber and in accordance with Town Standards prior to final endorsement of the subdivision.
7. Easements or rights of way shall be registered against the land for the provision of gas, power and other utilities as required. The developer is responsible for making suitable arrangements with the relevant utility companies for the provision of services prior to final endorsement of the plan.

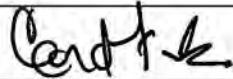
**INFORMATIVE:**

1. Telus Communications has no objections.
2. Shaw Cablesystems has no objections.
3. Fortis Alberta Inc. has no objections.
4. ATCO Gas has no objections.
5. ATCO Pipelines has no objections.
6. Taber Irrigation District has no objections or conditions.
7. Chinook Regional Health Authority has the following comments:
  - Ensure all min. setback requirements are met
  - All developments are serviced with the appropriate utilities and are inspected by the proper authorities
  - The site is well drained
  - That no nuisance is created. A nuisance is anything that is or might become injurious to human health or in any manner, hinder the prevention of suppression of disease.
8. No comments received from Horizon School Division #67 or Holy Spirit School RC Sep. Div #4



# TOWN OF TABER

## COUNCIL REQUEST FOR DECISION

<b>Subject:</b> SouthGrow Regional Initiative		<b>Date of</b> March 28, 2011
		<b>Agenda:</b>
<b>Prepared By:</b> Kerry Van Ham, Council & CAO Assistant		
<b>Attachments:</b> SouthGrow Regional Initiative – Community Support Declaration		
<b>Topic:</b> SouthGrow Regional Initiative		
<b>Background:</b>	SouthGrow Regional Initiative Management Board held a Special General Meeting March 17, 2011, which was attended by Mayor Ray Bryant.	
	This meeting was held to discuss the future of SouthGrow and consideration for sustainability as a result of funding being eliminated from Alberta Finance and Enterprise.	
	At the meeting, it was agreed to allow SouthGrow to continue to operate for a one year period covering January 1, 2011 to December 31, 2011, based on the current membership fee of \$0.35 per capita per annum. This will allow for the initiative to be extended in order to evaluate current partnerships with member communities.	
	The current representatives to SouthGrow are Mayor Ray Bryant and Councillor Murray Rochelle, who will both continue to represent the Municipality.	
	Attached is a draft resolution for Council's consideration for support.	
<b>Options:</b>	1.	That Council pass the resolution, as presented.
	2.	That Council pass the resolution, as amended.
	3.	That Council not pass the resolution.
<b>Recommendation:</b> Option #1 – That Council pass the resolution, as presented.		
<b>Approval Date:</b>	March 24, 2011	<b>CAO:</b> 



## SouthGrow Regional Initiative - Community Support Declaration

The \_\_\_\_\_ of \_\_\_\_\_ by this  
(Legal Status) (Name of Municipality)

Resolution in council pledges its support to SouthGrow Regional Initiative for a one year period covering January 1, 2011 to December 31, 2011.

The \_\_\_\_\_ of \_\_\_\_\_ further agrees to provide membership fees at the rate of \$0.35 per capita per annum to support projects of SouthGrow Regional Initiative.

In September of 2011, SouthGrow Regional Initiative will evaluate the current partnership with member communities and with Alberta Finance and Enterprise, and will recommend an additional two year commitment at a new per capita rate or other recommendation as determined by the evaluation.

The above community further agrees to provide information and data specific to the community that may be required to maintain the accuracy and currency of information products and services that SouthGrow Regional Initiative may undertake to support economic growth in the SouthGrow Region.

The above community further agrees to designate two (2) voting representatives (one elected representative and one community representative). These representatives shall form the membership of SouthGrow as defined in SouthGrow's Articles of Association.

Passed by resolution # \_\_\_\_\_ at a duly held meeting of Council this \_\_\_\_\_ day of \_\_\_\_\_ 2010.

### Authorized Community Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

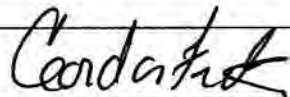
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date





### TOWN OF TABER COUNCIL REQUEST FOR DECISION

<b>Subject:</b> Monthly Operating Financial Statements	<b>Date of Agenda:</b> March 28, 2011
<b>Prepared By:</b> Dale Culler, CA – Director of Corporate Services	
<b>Attachments:</b> Town of Taber Operating Financial Statements for the 2 Months Ending February 28, 2011	
<b>Topic:</b> Monthly Operating Financial Statements	
<b>Background:</b>	Attached is the year to date unaudited operating financial statements for the two months ending February 28, 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%.
<b>Options:</b>	1. That Council accepts the unaudited operating financial statements for the two months ending February 28, 2011, for information purposes.
<b>Recommendation:</b>	Option #1 - That Council accepts the unaudited operating financial statements for the two months ending February 28, 2011, for information purposes.
<b>Approval Date:</b>	March 24, 2011 <b>CAO:</b> 

**TOWN OF TABER**  
**OPERATING FINANCIAL STATEMENTS**  
**For the Two Months Ending February 28, 2011**  
**(Unaudited)**

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**TOWN OF TABER**  
**TABLE OF CONTENTS**  
**For the Two Months Ending February 28, 2011**  
**(Unaudited)**

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STATEMENT OF OPERATIONS AND CHANGE IN FUND BALANCES	2
STATEMENT OF OPERATIONS - ACCOUNT LEVEL DETAIL	3 - 6
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SECTOR CHARTS	8

## TOWN OF TABER

Statement of Operations and Change in Fund Balances  
For the Two Months Ending February 28, 2011  
(Unaudited)

	2011 Budget Operating	2011 Actual Operating	Variance	Percentage Used	2010 Actual Operating
<b>Revenues</b>					
Net taxes available for municipal purposes	7,037,907	(503)	(7,038,410)	-0.01%	6,692,953
Sales to other governments	1,213,684	201,144	(1,012,540)	16.57%	1,212,086
Sales and user fees	7,032,113	1,059,921	(5,972,192)	15.07%	6,501,468
Penalties and cost of taxes	85,000	48,125	(36,875)	56.62%	109,201
Licenses and permits	196,400	105,386	(91,014)	53.66%	209,821
Fines	223,950	16,449	(207,501)	7.34%	204,756
Franchise and concession contracts	1,030,105	112,026	(918,079)	10.88%	1,010,609
Investment income	151,000	24,771	(126,229)	16.40%	1,314
Rentals	659,445	157,950	(501,495)	23.95%	646,795
Other	107,303	16,525	(90,778)	15.40%	189,844
Government transfers	1,461,281	90,460	(1,370,821)	6.19%	1,219,335
<b>Total Revenues</b>	<b>19,198,188</b>	<b>1,832,256</b>	<b>(17,365,932)</b>	<b>9.54%</b>	<b>17,998,182</b>
<b>Expenses</b>					
Salaries, wages and benefits	7,526,314	981,275	6,545,039	13.04%	7,230,278
Contracted and general services	4,557,479	602,719	3,954,760	13.22%	5,082,612
Purchase from other governments	804,485	75,934	728,551	9.44%	635,325
Materials, goods and supplies	2,467,888	420,301	2,047,587	17.03%	2,406,102
Provisions for allowances	13,000	-	13,000	0.00%	14,890
Bank charges and short term interest	8,000	684	7,316	8.55%	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	99,701	486,652	17.00%	619,989
Other	43,250	-	43,250	0.00%	(592)
Amortization	3,625,743	604,291	3,021,453	16.67%	3,648,175
Loss on disposal of capital assets	-	(1,000)	1,000	0.00%	986,833
<b>Total Expenses</b>	<b>20,099,000</b>	<b>2,907,160</b>	<b>17,191,840</b>	<b>14.46%</b>	<b>21,095,026</b>
Excess (deficiency) of revenue over expenses	(900,812)	(1,074,904)	(174,092)	119.33%	(3,096,844)
Repayment of long term debt	(562,474)	(75,873)	486,601	13.49%	(557,641)
Interfund Transfers	-	-	-	0.00%	-
From reserves	311,524	51,921	(259,603)	16.67%	1,658,573
To reserves	(2,473,981)	(344,707)	2,129,274	13.93%	(2,306,533)
<b>Change in Fund Balance</b>	<b>(3,625,743)</b>	<b>(1,443,563)</b>	<b>2,182,180</b>	<b>39.81%</b>	<b>(4,302,446)</b>

# TOWN OF TABER

Statement of Operations - Account Level Detail  
For the Two Months Ending February 28, 2011  
(Unaudited)

	2011 Budget Operating	2011 Actual Operating	Variance	Percentage Used	2010 Actual Operating
<b>Revenues</b>					
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	287	(2,582,326)	0.01%	2,468,780
Property Taxes - RAILWAY	4,819	-	(4,819)	0.00%	4,606
Property Taxes - RESIDENTIAL	5,601,980	(790)	(5,602,770)	-0.01%	5,333,760
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)
<b>Net taxes available for municipal purposes</b>	<b>7,037,907</b>	<b>(503)</b>	<b>(7,038,410)</b>	<b>-0.01%</b>	<b>6,692,953</b>
Sale of Contracted Services - AHS	1,086,864	181,144	(905,720)	16.67%	1,079,722
Sale of Contracted Services - Dispatch	120,000	20,000	(100,000)	16.67%	120,000
Sales to Local Government	6,820	-	(6,820)	0.00%	6,564
Sales to Provincial Government	-	-	-	0.00%	5,800
<b>Sales to other governments</b>	<b>1,213,684</b>	<b>201,144</b>	<b>(1,012,540)</b>	<b>16.57%</b>	<b>1,212,086</b>
Land Sales	160,000	-	(160,000)	0.00%	50,000
Recycling Service Fees	127,470	21,984	(105,486)	17.25%	124,113
Sale of Consumables	33,700	4,183	(29,517)	12.41%	37,996
Sale of Materials and Supplies	6,605	4,741	(1,864)	71.78%	69,104
Sales of Services	202,044	55,623	(146,421)	27.53%	298,712
Sales of Services - Opening & Closing	24,000	3,390	(20,610)	14.12%	20,324
Sales of Services - Plots & Perpetual Care	26,470	2,911	(23,559)	11.00%	26,711
Service Installations	-	375	375	0.00%	3,000
Storm Water Management Fee	278,650	46,986	(231,664)	16.86%	231,845
Tax Certificates & Information	11,400	1,260	(10,140)	11.05%	10,770
User Fees	102,765	14,243	(88,522)	13.86%	99,175
Utility Bulk Service Fees	235,000	44,638	(190,362)	18.99%	249,151
Utility Service Fees	5,824,009	859,586	(4,964,423)	14.76%	5,280,566
<b>Sales and user fees</b>	<b>7,032,113</b>	<b>1,059,921</b>	<b>(5,972,192)</b>	<b>15.07%</b>	<b>6,501,468</b>
Penalties	85,000	48,125	(36,875)	56.62%	109,201
<b>Penalties and cost of taxes</b>	<b>85,000</b>	<b>48,125</b>	<b>(36,875)</b>	<b>56.62%</b>	<b>109,201</b>
Development Permit Application Fees	25,000	2,935	(22,065)	11.74%	26,595
Licenses Animal Control Cats	100	15	(85)	15.00%	60
Licenses Animal Control Dogs	5,500	1,450	(4,050)	26.36%	4,205
Licenses Business	95,000	89,600	(5,400)	94.32%	99,525
Permit Application Fees - Building	65,000	11,386	(53,614)	17.52%	73,915
Permit Application Fees - Cemetery	800	-	(800)	0.00%	721
Subdivision Application Fees	5,000	-	(5,000)	0.00%	4,800
<b>Licenses and permits</b>	<b>196,400</b>	<b>105,386</b>	<b>(91,014)</b>	<b>53.66%</b>	<b>209,821</b>
Fines	211,000	15,689	(195,311)	7.44%	196,887
Fines Animal Control Cats	200	-	(200)	0.00%	-
Fines Animal Control Dogs	8,000	550	(7,450)	6.88%	4,649
Other Fines	4,750	210	(4,540)	4.42%	3,220
<b>Fines</b>	<b>223,950</b>	<b>16,449</b>	<b>(207,501)</b>	<b>7.34%</b>	<b>204,756</b>
Franchise Fees Electrical Distribution System	630,105	59,635	(570,470)	9.46%	645,064
Franchise Fees Gas Distribution System	400,000	52,392	(347,608)	13.10%	365,545
<b>Franchise and concession contracts</b>	<b>1,030,105</b>	<b>112,026</b>	<b>(918,079)</b>	<b>10.88%</b>	<b>1,010,609</b>
Investment Income	151,000	24,771	(126,229)	16.40%	1,314
<b>Investment income</b>	<b>151,000</b>	<b>24,771</b>	<b>(126,229)</b>	<b>16.40%</b>	<b>1,314</b>
Admissions	103,330	19,735	(83,595)	19.10%	107,752
Admissions - Passes	60,000	9,977	(50,023)	16.63%	68,274
Building Rental Revenue	94,680	6,607	(88,073)	6.98%	74,273
Equipment Rental Revenue	-	-	-	0.00%	-
Facility Rental Revenues	260,695	69,698	(190,997)	26.74%	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 Two Months Ending February 28, 2011  
(Unaudited)

	2011 Budget Operating	2011 Actual Operating	Variance	Percentage Used	2010 Actual Operating
Surface (Oil) Land Lease Revenue	65,500	42,992	(22,508)	65.64%	57,815
<b>Rentals</b>	<b>659,445</b>	<b>157,950</b>	<b>(501,495)</b>	<b>23.95%</b>	<b>646,795</b>
Donations and Gifts	81,553	16,134	(65,419)	19.78%	102,340
Insurance Proceeds	-	-	-	0.00%	22,833
Recovery from Operating Allowance	-	-	-	0.00%	6,761
Sponsorships	-	-	-	0.00%	-
Sundry Revenue	25,750	391	(25,359)	1.52%	57,911
<b>Other</b>	<b>107,303</b>	<b>16,525</b>	<b>(90,778)</b>	<b>15.40%</b>	<b>189,844</b>
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	-	24,818	24,818	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	65,642	(655,967)	9.10%	819,445
Transfers from Provincial Gov Unconditiona	-	-	-	0.00%	-
<b>Government transfers</b>	<b>1,461,281</b>	<b>90,460</b>	<b>(1,370,821)</b>	<b>6.19%</b>	<b>1,219,335</b>
<b>Total Revenues</b>	<b>19,198,188</b>	<b>1,832,256</b>	<b>(17,365,932)</b>	<b>9.54%</b>	<b>17,998,182</b>
<b>Expenses</b>					
CUPE Wages - Casual	489,941	52,035	437,906	10.62%	639,542
CUPE Wages - Casual Guards	42,992	8,800	34,192	20.47%	42,682
CUPE Wages - Full Time Clerical	859,668	85,096	774,572	9.90%	782,345
CUPE Wages - Full Time Outside	1,869,275	219,633	1,649,642	11.75%	1,913,271
CUPE Wages - Part Time Clerical	132,626	31,016	101,609	23.39%	177,020
CUPE Wages - Part Time Outside	150,004	21,212	128,791	14.14%	136,452
Elected Official Remuneration	139,500	23,313	116,187	16.71%	138,750
Employer Premium Reduction Contributions	(5)	-	(5)	0.00%	5,645
Employer Statutory & Benefits Contributions	1,333,191	181,460	1,151,730	13.61%	1,120,417
Employment Contracts	113,568	-	113,568	0.00%	73,728
Moving Allowances / Expenses	-	-	-	0.00%	-
Police Assoc Wages - Full Time	1,082,947	159,267	923,680	14.71%	968,298
Salaries - Out of Scope	1,312,608	199,443	1,113,165	15.19%	1,230,657
Training - In Service	-	-	-	0.00%	1,473
<b>Salaries, wages and benefits</b>	<b>7,526,314</b>	<b>981,275</b>	<b>6,545,039</b>	<b>13.04%</b>	<b>7,230,278</b>
Advertising, Promotion, Public Relations	81,655	11,538	70,117	14.13%	44,507
Communications - Data	23,150	3,904	19,246	16.87%	22,437
Communications - Telephone Land Lines	54,125	8,336	45,789	15.40%	38,449
Communications - Telephone Mobile	39,580	4,917	34,663	12.42%	32,892
Contracted Other - Trucking	183,700	25,699	158,001	13.99%	-
Contracted Repairs, Maintenance - Building	99,099	5,833	93,266	5.89%	104,103
Contracted Repairs, Maintenance - Building Janitor	71,720	10,585	61,135	14.76%	71,720
Contracted Repairs, Maintenance - Eng Structures	2,319,059	326,421	1,992,638	14.08%	3,033,429
Contracted Repairs, Maintenance - Land Improvement	-	-	-	0.00%	-
Contracted Repairs, Maintenance - M&E & Furnishing	241,474	8,507	232,967	3.52%	224,026
Contracted Repairs, Maintenance - Other	132,510	3,182	129,328	2.40%	120,493
Contracted Repairs, Maintenance - Vehicles	116,600	22,310	94,290	19.13%	107,829
Elections	-	-	-	0.00%	9,629
Express, Cartage, Freight	15,950	2,071	13,879	12.99%	13,900
Insurance Premiums	219,755	-	219,755	0.00%	194,276
Licenses and Permits	111,741	23,496	88,245	21.03%	73,667
Licenses and Permits - Munishare	-	-	-	0.00%	10,413
Memberships, Conferences, Registration Fees	71,940	32,734	39,206	45.50%	49,840
Municipal Membership Fees	1,340	1,272	68	94.90%	1,249
Postage	41,390	4,000	37,390	9.66%	35,091
Professional Services - Accounting & Audit	18,000	-	18,000	0.00%	23,250
Professional Services - Engineering	100,050	10,045	90,005	10.04%	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	5,026	12,474	28.72%	18,598
Professional Services - Management	1,000	3,795	(2,795)	379.50%	25
Professional Services - Other	154,862	18,655	136,207	12.05%	419,515
Professional Services - Property Assessment	70,200	11,543	58,658	16.44%	68,003
Professional Services - Veterinary Cat Control	12,000	1,575	10,425	13.13%	14,188

## TOWN OF TABER

Statement of Operations - Account Level Detail  
For the Two Months Ending February 28, 2011  
(Unaudited)

	2011 Budget Operating	2011 Actual Operating	Variance	Percentage Used	2010 Actual Operating
Professional Services - Veterinary Dog Control	6,000	99	5,901	1.65%	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	6,728	49,450	11.98%	25,061
Rental / Lease of Land for Municipal Use	-	-	-	0.00%	-
Rental / Lease of Uniforms & Coveralls	13,225	1,237	11,988	9.36%	10,181
Rental / Lease of Vehicle	34,500	94	34,406	0.27%	1,312
Subscriptions and Publications	5,600	930	4,670	16.61%	2,606
Towing	800	-	800	0.00%	705
Training - External	79,864	3,972	75,892	4.97%	69,501
Travel and Subsistence	82,247	9,802	72,445	11.92%	70,075
<b>Contracted and general services</b>	<b>4,557,479</b>	<b>602,719</b>	<b>3,954,760</b>	<b>13.22%</b>	<b>5,082,612</b>
Purchases from Local Government	149,925	17,254	132,671	11.51%	170,756
Purchases from Other Municipality Agencies	653,460	58,680	594,779	8.98%	463,968
Purchases from Provincial Agencies	1,100	-	1,100	0.00%	600
<b>Purchase from other governments</b>	<b>804,485</b>	<b>75,934</b>	<b>728,551</b>	<b>9.44%</b>	<b>635,325</b>
Building Furnishings & Supplies	-	1,863	(1,863)	0.00%	-
Building, Plumbing and Electrical Supplies	50,480	5,968	44,512	11.82%	55,963
Building, Plumbing and Electrical Supplies - MD	-	21	(21)	0.00%	152
Catered or Purchased Foods	16,400	1,725	14,675	10.52%	15,135
Chemicals, Salt, Etc.	44,490	3,332	41,158	7.49%	40,970
Clothing & Boots	43,068	2,628	40,440	6.10%	29,626
Computer Equipment & Supplies	-	184	(184)	0.00%	-
Electricity	1,183,250	171,243	1,012,007	14.47%	1,207,547
Gas, Oil, Antifreeze, Etc.	161,235	29,162	132,073	18.09%	141,769
General Goods and Supplies - Other	43,600	1,380	42,220	3.17%	27,887
Gravel, Sand, Rocks	39,750	10,451	29,299	26.29%	71,694
Ground Materials and Fertilizer	4,750	-	4,750	0.00%	889
Janitorial Supplies	38,875	6,037	32,838	15.53%	38,268
Machine & Equipment Parts	92,300	30,334	61,966	32.86%	91,199
Natural Gas	377,000	100,662	276,338	26.70%	376,879
Natural Gas - Library	-	-	-	0.00%	-
Paving, Curb, Sidewalk Materials	138,250	4,163	134,087	3.01%	104,044
Pharmaceutical & First Aid	38,330	5,405	32,925	14.10%	29,197
Promotional Materials	21,475	955	20,520	4.45%	25,262
Re-Sale Supplies	20,950	2,685	18,265	12.81%	22,333
Road Signs (incl. Repair Materials)	-	2,267	(2,267)	0.00%	-
Safety Equipment and Supplies	-	11,495	(11,495)	0.00%	-
Small Equipment and Tools	97,138	14,519	82,619	14.95%	75,632
Stationery, Office Supplies	52,047	9,229	42,818	17.73%	48,801
Tires & Batteries	-	1,961	(1,961)	0.00%	-
Vehicle Parts	-	2,199	(2,199)	0.00%	-
Water, Sewer, Garbage Costs	4,500	435	4,065	9.66%	2,856
<b>Materials, goods and supplies</b>	<b>2,467,888</b>	<b>420,301</b>	<b>2,047,587</b>	<b>17.03%</b>	<b>2,406,102</b>
Cancellation of Uncollectable Accounts	13,000	-	13,000	0.00%	19,705
Transfers to Operating Allowances:	-	-	-	0.00%	(4,815)
<b>Provisions for allowances</b>	<b>13,000</b>	<b>-</b>	<b>13,000</b>	<b>0.00%</b>	<b>14,890</b>
Bank Charges	8,000	684	7,316	8.55%	4,999
<b>Bank charges and short term interest</b>	<b>8,000</b>	<b>684</b>	<b>7,316</b>	<b>8.55%</b>	<b>4,999</b>
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
<b>Transfers to local boards and agencies</b>	<b>466,489</b>	<b>123,255</b>	<b>343,234</b>	<b>26.42%</b>	<b>466,414</b>
Debenture Debt - Interest	586,353	99,701	486,652	17.00%	619,989
<b>Interest on long term debt</b>	<b>586,353</b>	<b>99,701</b>	<b>486,652</b>	<b>17.00%</b>	<b>619,989</b>
Cost of Land Sold (from Inventory)	43,250	-	43,250	0.00%	1
Sundry Expenses	-	-	-	0.00%	(593)
<b>Other</b>	<b>43,250</b>	<b>-</b>	<b>43,250</b>	<b>0.00%</b>	<b>(592)</b>

## TOWN OF TABER

Statement of Operations - Account Level Detail  
For the Two Months Ending February 28, 2011  
(Unaudited)

	2011 Budget Operating	2011 Actual Operating	Variance	Percentage Used	2010 Actual Operating
Amortization	3,625,743	604,291	3,021,453	16.67%	3,648,175
<b>Amortization</b>	<b>3,625,743</b>	<b>604,291</b>	<b>3,021,453</b>	<b>16.67%</b>	<b>3,648,175</b>
Loss (Gain) on Disposal of Capital Asset:	-	(1,000)	1,000	0.00%	986,833
<b>Loss on disposal of capital assets</b>	<b>-</b>	<b>(1,000)</b>	<b>1,000</b>	<b>0.00%</b>	<b>986,833</b>
<b>Total Expenses</b>	<b>20,099,000</b>	<b>2,907,160</b>	<b>17,191,840</b>	<b>14.46%</b>	<b>21,095,026</b>
<b>Excess (deficiency) of revenue over expenses</b>	<b>(900,812)</b>	<b>(1,074,904)</b>	<b>(174,092)</b>	<b>119.33%</b>	<b>(3,096,844)</b>
Debt - Principa	(562,474)	(75,873)	486,601	13.49%	(557,641)
<b>Repayment of long term debt</b>	<b>(562,474)</b>	<b>(75,873)</b>	<b>486,601</b>	<b>13.49%</b>	<b>(557,641)</b>
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)
<b>Interfund Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>
Contributions from Capital Fund	-	-	-	0.00%	994,234
Contributions from Operating Reserves	311,524	51,921	(259,603)	16.67%	594,126
Operating Contingency/Debt Recover	-	-	-	0.00%	70,213
<b>From reserves</b>	<b>311,524</b>	<b>51,921</b>	<b>(259,603)</b>	<b>16.67%</b>	<b>1,658,573</b>
Contributions to Capital Fund	(1,906,717)	(317,786)	1,588,931	16.67%	(1,960,591)
Contributions to Operating Reserves	(161,524)	(26,921)	134,603	16.67%	(345,942)
Operating Contingency/Debt Reductor	(405,740)	-	405,740	0.00%	-
<b>To reserves</b>	<b>(2,473,981)</b>	<b>(344,707)</b>	<b>2,129,274</b>	<b>13.93%</b>	<b>(2,306,533)</b>
<b>Change in Fund Balance</b>	<b>(3,625,743)</b>	<b>(1,443,563)</b>	<b>2,182,180</b>	<b>39.81%</b>	<b>(4,302,446)</b>



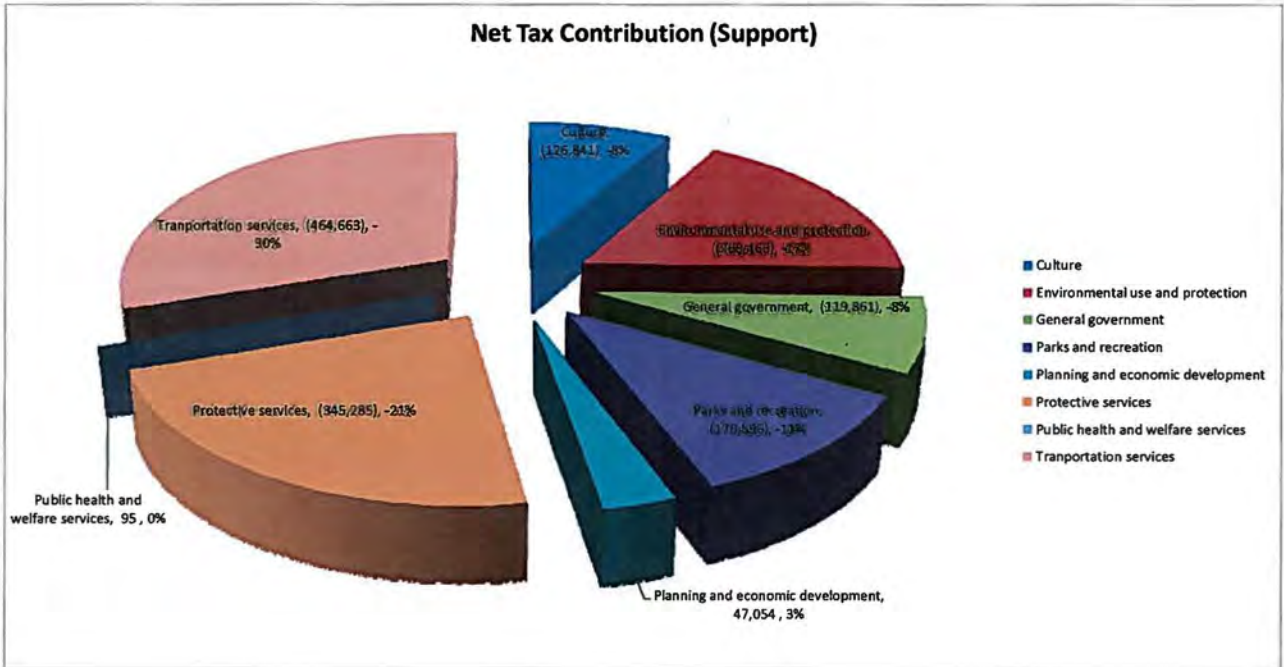
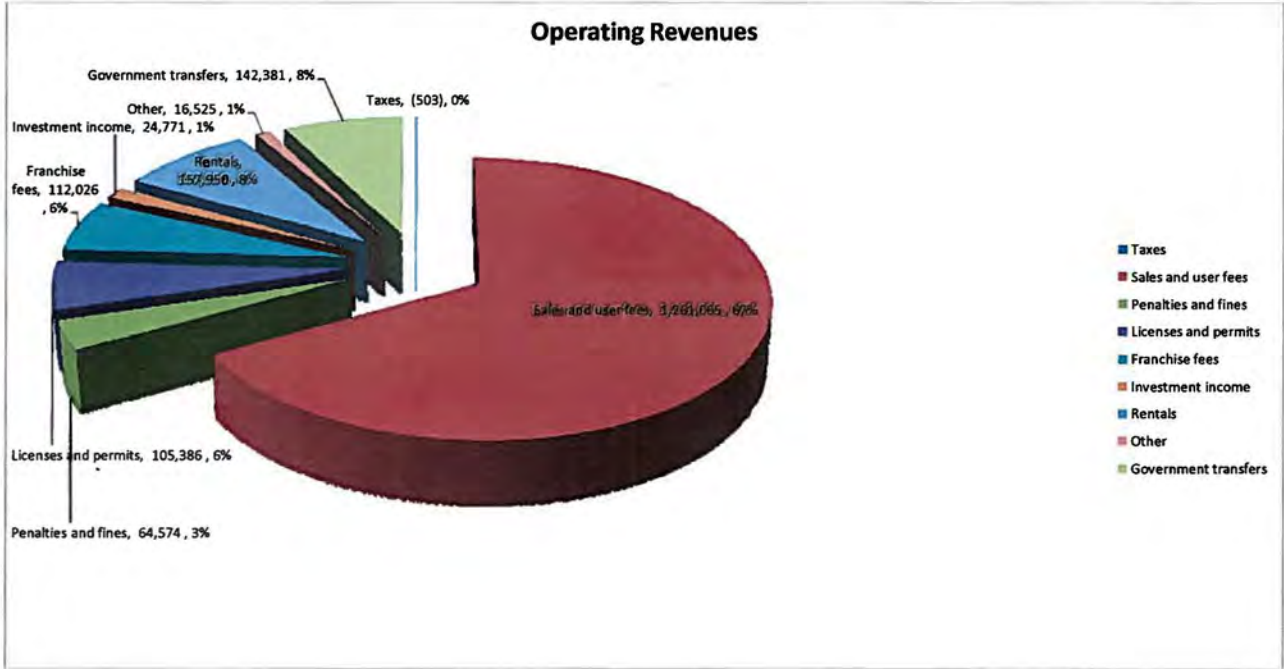
## TOWN OF TABER

Statement of Departmental Activities  
For the Two Months Ending February 28, 2011  
(Unaudited)

Department	2011 Operating Revenue	2011 Operating Expenditures	2011 Operating Net	2011 Budget Net	Variance	Percentage Used	2010 Operating Net
Taxes and General	190,562	24,000	166,562	8,694,637	(8,528,075)	1.92%	6,907,874
Council	-	69,909	(69,909)	(293,845)	223,936	23.79%	(253,281)
CAO Offices	713	75,819	(75,105)	(426,799)	351,694	17.60%	(394,754)
Finance and Customer Care	1,501	91,378	(89,877)	(709,570)	619,693	12.67%	(582,274)
Health and Safety	-	-	-	(8,500)	8,500	0.00%	(6,887)
Information Technology	200	51,732	(51,532)	(388,346)	336,814	13.27%	(305,511)
Police Department	124,523	406,511	(281,988)	(1,928,824)	1,646,836	14.62%	(1,739,315)
Fire Department	5,560	95,868	(90,308)	(419,346)	329,039	21.54%	(289,822)
Disaster Services	-	-	-	(6,500)	6,500	0.00%	(547)
Ambulance Services	198,054	152,826	45,228	(0)	45,228	-9230167.35%	(108,299)
Bylaw Enforcement	2,286	20,503	(18,217)	(163,246)	145,029	11.16%	(168,624)
Roads Streets Walks	10,000	465,663	(455,663)	(3,217,095)	2,761,431	14.16%	(3,185,422)
Public Transit	-	9,000	(9,000)	(36,000)	27,000	25.00%	(39,162)
Stormwater	51,986	90,926	(38,939)	(278,272)	239,333	13.99%	(287,386)
Water	425,268	332,031	93,237	727,930	(634,693)	12.81%	450,422
Wastewater	308,943	656,238	(347,295)	(2,407,988)	2,060,693	14.42%	(1,959,515)
Landfill	70,929	63,984	6,945	(0)	6,945	-1446845.83%	4,812
Solid Waste Services	166,766	144,180	22,586	(108,431)	131,017	-20.83%	88,458
FCSS	-	-	-	(52,720)	52,720	0.00%	(50,211)
Cemetery	6,301	6,206	95	(63,280)	63,376	-0.15%	(55,068)
Planning and Economic Development	128,739	77,728	51,011	(123,776)	174,787	-41.21%	(76,042)
Subdivision and Land Development	-	16,520	(16,520)	0	(16,520)	-8694526.32%	-
Public Housing	1,535	1,535	-	-	-	0.00%	-
Property Management	53,670	41,107	12,563	(217,572)	230,135	-5.77%	(165,776)
Arenas	52,904	84,758	(31,854)	(308,366)	276,512	10.33%	(298,214)
Golf and Curling	23,657	12,849	10,808	(16,685)	27,493	-64.78%	(22,471)
Parks	-	29,026	(29,026)	(353,870)	324,844	8.20%	(305,262)
Recreation Programs	-	7,253	(7,253)	(71,342)	64,089	10.17%	(58,662)
Summer Games	-	282	(282)	-	(282)	0.00%	-
Special Programs	-	-	-	-	-	0.00%	-
Aquafun Centre	51,017	133,666	(82,649)	(590,366)	507,717	14.00%	(615,159)
Sportsfields	76	30,416	(30,340)	(294,192)	263,852	10.31%	(245,846)
Auditorium	8,985	33,361	(24,377)	(103,440)	79,063	23.57%	(119,039)
Library	-	102,465	(102,465)	(459,935)	357,470	22.28%	(421,463)
<b>Department Total</b>	<b>1,884,176</b>	<b>3,327,739</b>	<b>(1,443,563)</b>	<b>(3,625,743)</b>	<b>2,182,180</b>	<b>39.81%</b>	<b>(4,302,446)</b>

**TOWN OF TABER**

Sector Chart  
 For the Two Months Ending February 28, 2011  
 (Unaudited)

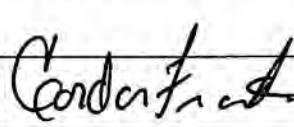




TABER

Agenda Item No. 7.F)

## TOWN OF TABER COUNCIL REQUEST FOR DECISION

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



## ***Town of Taber***

**CHIEF ADMINISTRATIVE OFFICER  
February 26, 2011 – March 25, 2011**

- The financial auditors were completing fieldwork in anticipation of receiving the audited financial statements.
- Reviewing architectural presentations regarding the Facility Needs assessment.

### **Meetings and Conferences:**

- The Management Team met to review the Municipal Emergency Plan and update contacts.
- Management Team Meetings were regularly held the day following the Council meetings to discuss and review any relevant information. Some items of discussion were the Health and Safety and Volunteer Firefighter Recognition of Service policies.
- Along with the Mayor, a meeting was held with the MD Reeve and Administrator to discuss the shared services committee. The group also discussed the upcoming open house for the Tourism/Interpretive Centre study.
- The Building Review Committee met with the architects to endeavour to finalize the design for the renovations for the Administration Building. A final design has not been determined as the BRC has asked the architect to review two additional modification options.
- A formal health and safety inspection was completed jointly with a staff member.
- Meeting to finalize a contractual agreement with a service provider.
- Monthly meeting held with the Executive of CUPE Local 2038 to discuss joint opportunities.



## ***Town of Taber***

### **ADMINISTRATION REPORT March 1, 2011 – March 28, 2011**

### **CORPORATE SERVICES REPORT for March 1, 2011 – March 28, 2011**

#### ***Corporate Services***

- Work continued on yearend financial reporting. Tangible capital assets work has been completed including determining costs of all subdivisions that the Town has now taken over the responsibility for roads, walks, storm, water and sewer. These costs come into the Town as Contributed Assets and must now be recorded in the Towns general ledger.
- The management staff met to go over and update the Town's Municipal Emergency Plan. Participated in several meetings to finalize the plan and to update the municipal web portal – Milenet.
- Developed a new procedure for employee computer purchases.
- Audit field work is now completed by KPMG. I am finalizing the financial statements and anticipate presenting them to Council on April 25<sup>th</sup>.
- Working with Public Services staff on completing the grant reporting statement of funding and expenditures.
- Submitted various insurance loss claim forms.
- Discussed the Town's change in MSI operating grant funding with Municipal Affairs. I questioned them how our grant funding could drop to 1/3 of the previous year's amount. They explained the change was due to the Town not qualifying for the municipal investment funding component which is awarded to municipalities whose equalized assessment per capita is equal to or less than 60% of the provincial average. The Town barely qualified for the funding in previous years but this year our equalized assessment per capita calculated out to be 64% of the provincial average resulting in our loss of the entire investment funding component. We are receiving the base funding component only. In 2010 the investment funding component was nearly twice the value of the base funding component. I will be having more discussions with Municipal Affairs on this issue.

- Working with staff to calculate the current year's mill rates. We expect to have the mill rates presented to Council at the April 25<sup>th</sup> meeting.
- Working on a finalized operating budget which will contain the changes resulting from setting the mill rate. I expect to present the finalized budget to Council at the April 25<sup>th</sup> meeting.

**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.
- Diamond payroll module implementation and training.

***Information Technology***

- The Town of Taber has selected a vendor to work with on the re-design of the Town's website. That vendor is CivicPlus, headquartered in Manhattan, Kansas. CivicPlus specializes in creating municipal websites, and have built websites for hundreds of towns, cities and counties, including several in Alberta.
- The I.T. Department is working with Human Resources and Payroll to convert our payroll system to the Diamond Municipal Software company's Canadian Payroll module. We have created a schedule that will see our first payroll on the new system occur on June 8<sup>th</sup>, 2011.
- 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 involved in the payroll implementation project received an initial overview of the Canadian Payroll module.
- Setup a computer for staff member.
- Setup 2 Computers at TPS Dispatch second desk
  - One for Town of Taber network
  - One for RCMP network.
- Sold out-dated toner cartridges on kijiji.
- Updated Expense Sheet electronic form.
- Created a Health & Safety Quiz online for testing the Health & Safety knowledge of staff members.

**Currently working on:**

- Project, Payroll Implementation – Ongoing.
- Project, Web Site Design – Ongoing.
- Project, Evergreening – Ongoing.

***Human Resources***

- Recruitment is ongoing for the following positions:
  - Permanent Fulltime
    - EMS Manager
  - Casual
    - Lifeguard I
    - Recreation Cashier
  - Seasonal
    - All Summer Seasonal Positions
- Analyzing EMS Collective Agreement for ongoing labour negotiations.

**Currently working on:**

- Implementation of new pay system has begun, will be very busy preparing ourselves and the rest of the organization for the changeover. Expected date of completion is June 8<sup>th</sup>.
- Payroll is updating Seniority List for the union and will then begin working on updating some employee information needed for the system implementation.
- Finishing revised confidentiality agreement and drafting employee policy for approval to attend training.



# Director of Public Services

March 21, 2011

## DEPARTMENT HIGHLIGHTS - PRIOR Month

- Workplace safety inspections, hazard ID, assessment/control; attend safety mtgs
- Participated in review of Municipal Emergency Plan
- Assisted Corporate Services re: tangible capital assets related w/ capital projects
- Along with D Culler & L Farough, reviewed 2011 PS dept capital projects, municipal grant program applications and reporting on 2010 projects funded with grants
- Waste Collection/Disposal Review ongoing - report forthcoming in April
- Along with B Kambeitz, I Irmeler and B Hunt met/reviewed issues related to Waste Management System; and met with Recycling Contractor re: 2011 waste diversion opportunities for implementation in 2011;
- Concrete crushing completed, w/ 8,000 tonnes available for municipal projects
- Tender award for 2011 Bi-Annual Capital works project construction and other project management details; reviewed details w/ Chamber of Commerce re: parade
- Reviewed WTP Upgrade preliminary design/report w/ Epcor
- Attended Recreation Sponsorship presentation by Brent Barootes
- NW Storm – submitted bi-monthly report; continue monitoring progress of project and the 46<sup>th</sup> St storm line repair; communications w/ area residents
- Building Renovation Committee (BRC) mtg re: Admin Building upgrade options
- Semi-annual review with Epcor re: operations & opportunities to work together
- Processing Final Acceptance Certificate application - East Taber Industrial area
- Lease reviews & renewals – Shockey Land Lease, Horizon AD Joint Use
- Assessed sites for potential Taber Gymnastics Fitness Club & reviewed w/ Club
- Met with representatives of Coca Cola Refreshments re: beverage agreement
- Met w/ Summer Hockey Camp representatives re: potential Jul 31-Aug13 in Taber
- Finalizing agreements with two private landowners as they relate to the Town's water and waste disposal operations
- Attended Irrigation Expansion presentation, by the Taber Irrigation District & registered Town of Taber's vote in favor of the proposed expansion, at the plebiscite
- Arena Condenser tender award, contract execution & preliminary schedule/site mtg
- Collected previously written off \$2,900+ debt, from a single debtor

## UPCOMING PROJECTS & TASKS PLANNED

- Workplace safety inspections & meetings
- Water Treatment Plant upgrades – update to AMWWP; detailed design RFP
- Waste Management Review – final report, options & recommendations
- Meet w/ AB Environment Mar 25 re: Taber Class III landfill, operation & closure
- 2011 Bi-Annual Capital Works – final planning details; construction start-up
- Recreation sponsorship – explore next steps with the Recreation Board & Council
- Taber & District Regional Waste Management Authority meeting March 30<sup>th</sup>
- NW Storm – continue monitoring project progress & 46<sup>th</sup> Street storm line repair
- Finalize PUL subdivision & raw water supply line ROW agreement
- Review/renew lease agreements

# Public Services Manager – Monthly Dept Report

March 23, 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 \$63,000 to date.
- I sent out a survey to other municipalities for the pros and cons of owning and operating a snow blower. Still waiting on the replies to the survey.
- Pothole maintenance ongoing.
- Recruiting seasonal staff to start May 02.
- 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.
- Working with Taber Recycling for solutions to reduce the Cardboard in our waste stream by providing more cardboard bins to the Commercial collection routes.
- Monthly Safety meeting.

## **Partnership with Community in Blooms**

# LEISURE SERVICES

March, 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 has been introduced and is going well.
- 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 the following: Lifeguard/Instructor I position, recreation cashier casual
- Completed swim lesson schedule for May, as well as Swim Club scheduling.
- Reviewing pool operator certification training opportunities.

## Leisure

- Spring Community Registration Event held February 26 and March 3 in the auditorium.
- Completed Sponsorship/Naming Rights workshop on March 14, 2011 for Council members, Recreation Board members and Admin. Staff.
- Preparations for upcoming Rick Hansen Man in Motion 25<sup>th</sup> Anniversary Event. Upcoming meeting with Regional rep in Lethbridge April 14<sup>th</sup>.
- 2011 Spring Leisure Guide distributed to all local schools and added to TOT website.
- Recruitment of one Summer Programs Leader position still ongoing.
- Assisting Southern Alberta Recreation Association in greater capacity for Summer Games 2011 to be held in Medicine Hat.
- Special Event application process completed for Midget AA Hockey Provincials to be held in March.
- Preparing for spring and summer user schedules. User group meeting for Sportsfields to be held March 23, 2011. Spring Ice user meeting to be held in April.

Aline Holmen  
Leisure Services Manager

## **PLANNING AND ECONOMIC DEVELOPMENT**

### **COUNCIL REPORT MARCH 28, 2011**

- The department's ongoing responsibilities are to process and approve development, building, and sign permits; business licenses, Compliance Certificates, subdivision applications and amendments to the Land Use Bylaw as well as prepare agendas and minutes for the Municipal Planning Commission regarding specific types of referred development applications.
- Business license payments are approx. 85% complete with reminder notices sent for the remainder.
- Staff continues to speak with Family connections on their proposed community gardens.
- Staff provided support for the audit being done by corporate services.
- Staff began the process for the sale of another lot in the Eureka Industrial Park.
- Staff is updating promotional material in the Eureka Industrial Park.
- Staff provided direction to the Architectural Designer working on the display boards of the Ag-Interpretive Centre and made the arrangements for the March 29 Open House.
- Staff is working on an updated version of the "Taber LifeStyle" magazine.



Agenda Item No. 7.G)

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

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