



**RAY BRYANT
MAYOR**

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FORWARDED: June 23, 2011

AGENDA

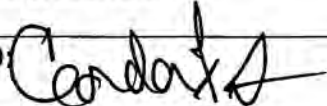
REGULAR MEETING OF THE COUNCIL OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, JUNE 27, 2011 AT 5:00 PM.

	<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 - NONE</u>	
<u>ITEM NO. 4. ADOPTION OF THE MINUTES</u>	
A) RFD Regular Meeting of Council June 13, 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 Taber and District Housing Authority – Letter of Support Request	X
B) RFD Water Treatment Plant Upgrades	X
C) RFD Motor Grader Tender Award	X
D) RFD Monthly Operating Financial Statements	X
E) RFD Department Reports	X
F) RFD Mayor and Councillor Reports (Verbal)	X
<u>ITEM NO. 8. MEDIA INQUIRIES</u>	
<u>ITEM NO. 9. CLOSED SESSION</u>	X
Labour	
<u>ITEM NO. 10. OPEN SESSION</u>	X
<u>ITEM NO. 11. CLOSE OF MEETING</u>	X



Agenda Item No. 4.A)

TOWN OF TABER COUNCIL REQUEST FOR DECISION

Subject: Regular Minutes of Council	Date of June 27, 2011 Agenda:
Prepared By: Kerry Van Ham, Council & CAO Assistant	
Attachments: Minutes	
Topic: Minutes of the Regular Meeting of Council, June 13, 2011	
Background:	
Options:	<ol style="list-style-type: none">1. That Council adopts the minutes of the Regular Meeting of Council held on June 13, 2011, as presented.2. That Council adopts the minutes of the Regular Meeting of Council held on June 13, 2011, as amended
Recommendation:	Option #1 - That Council adopts the minutes of the Regular Meeting of Council held on June 13, 2011, as presented.
Approval Date:	June 23, 2011 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, JUNE 13, 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, CA, 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
Greg Price, 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 Councillor Tams requested the addition of the subject of land to the closed session.

RES.153/11 MOVED by Councillor Popadynetz that Council adopt the agenda as amended.

CARRIED UNANIMOUSLY

DELEGATIONS

A) Barry and Brenda Conacher – Application of the Utility Bylaw No. 1-2010

Mayor Bryant welcomed Barry and Brenda Conacher who discussed their concerns relating to the application of the Utility Bylaw No. 1-2010.

Their concerns are in regards to perceived differences in the interpretation of the bylaw between the Town of Taber Administration and Mr. and Mrs. Conacher.

Council had a number of questions for the delegation at this time.

RES.154/11 MOVED by Councillor Rochelle that Council accepts the presentation from Mr. and Mrs. Barry and Brenda Conacher regarding the application of the Utility Bylaw No. 1-2010 and requests that their concerns be reviewed at the July 18, 2011 regular meeting of Council.

CARRIED UNANIMOUSLY

B) The Arts Council of Taber – Review of the Facility Evaluation completed by SAHURI + Partners Architecture Inc.

Mayor Bryant welcomed Diane Llewelyn-Jones and Ray Sheen, of the Arts Council of Taber to present a review of the facility evaluation completed by SAHURI + Partners Architecture Inc., along with strategies for completion of the Centre Court for the Arts.

The delegation detailed the fact that they have received grant funds specific to the installation of a sprinkler and alarm system. A condition of the grant is that the funds must be used within 15 months.

The request is for the Town to complete an assessment of what is required to move the project forward within the time frame required to utilize the grant funds.

The delegation also detailed the fact that they are not able to pay utilities on the buildings, as they don't have any way to raise funds due to the fact they are not utilizing the theatre. They are asking the Town to pay for the utilities on the building until the building can be utilized to generate income.

Council had a number of questions at this time.

DELEGATIONS – CONT'D

- B) The Arts Council of Taber – Review of the Facility Evaluation completed by SAHURI + Partners Architecture Inc. – Cont'd**

RES.155/11 MOVED by Councillor Tams that Council accepts the correspondence and presentation regarding the Centre Court for the Arts, for information purposes.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

- A) Minutes of the Public Hearing Meeting of Council – May 24, 2011**

RES.156/11 MOVED by Councillor Bekkering that Council adopts the minutes of the Public Hearing Meeting of Council held on May 24, 2011, as presented.

CARRIED UNANIMOUSLY

- B) Minutes of the Regular Meeting of Council – May 24, 2011**

RES.157/11 MOVED by Councillor Tams that Council adopts the minutes of the Regular Meeting of Council held on May 24, 2011, as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES - NONE**BYLAWS - NONE****ACTION ITEMS**

- A) Rick Hansen 25th Anniversary Relay**

R. Cressman, Director of Public Services, provided details of the proposed event.

Council discussed the logistics and funding requirements for the event at this time.

ACTION ITEMS – CONT'D**A) Rick Hansen 25th Anniversary Relay – Cont'd**

RES.158/11 MOVED by Councillor Rochelle that Council authorizes Administration to execute the Agreement with the Rick Hansen Foundation, for the Rick Hansen 25th Anniversary Relay event, with the Town of Taber being and End of Day Celebration community on or about February 18, 2012.

CARRIED UNANIMOUSLY

B) Taber Water Treatment Plant Upgrade

R. Cressman, Director of Public Services, presented the results of the fluoridation survey that was conducted between April 27, 2011 and May 31, 2011. Correspondence from local dentists and doctors was also received and presented to Council.

Administration requests Council direction on the issue of fluoridation as it relates to the Taber water treatment plant (WTP) upgrade project.

Council had a number of questions regarding the process to implement Council's decision to continue or not continue with fluoridation.

RES.159/11 MOVED by Councillor Rochelle that Council accepts the results of the fluoride public consultation process as presented.

CARRIED UNANIMOUSLY

RES.160/11 MOVED by Councillor Tams that Council gives First Reading to Bylaw 2-2011, repealing Fluoridation Bylaw 1728, at this meeting.

CARRIED

RES.161/11 MOVED by Councillor Bekkering that Council gives Second Reading to Bylaw 2-2011, repealing Fluoridation Bylaw 1728, at this meeting.

CARRIED

RES.162/11 MOVED by Councillor Rochelle that Council gives unanimous consent to proceed with Third and Final Reading of Bylaw 2-2011, at this meeting.

DEFEATED

ACTION ITEMS – CONT'D**C) Ice Arena Resurfacer**

R. Cressman, Director of Public Services, presented the results of the tender minutes and recommendations to award the tender for the Ice Arena Resurfacer.

Council questioned the variance in the proposed budget for this project.

RES.163/11 MOVED by Councillor Sparks that Council accepts the May 25, 2011 Ice Resurfacer tender minutes as presented, and awards the tender to Industrial Machine Inc. in an amount not to exceed \$84,620 + GST.

CARRIED UNANIMOUSLY

D) Employee Computer Purchase Plan

D. Culler, CA, Director of Corporate Services, presented Council with a revision to Policy 66C 11/08/99.

In keeping with the revised format, the procedures have been separated from the policy. The procedures have been created to ensure the spirit and intent of the Council policy is being implemented and adhered to.

The procedures are also being provided to Council for information purposes.

RES.164/11 MOVED by Councillor Bekkering that Council approves Policy CS-IT-2 for the Employee Computer Purchase Plan, as presented.

CARRIED UNANIMOUSLY

MEDIA INQUIRIES - NONE**CLOSED SESSION**

RES.165/11 MOVED by Councillor Bekkering that Council move to Closed Session to discuss labour and land matters.

CARRIED UNANIMOUSLY AT 6:39 PM

OPEN SESSION

RES.166/11 MOVED by Councillor Tams that Council reconvenes into Open Session.

CARRIED UNANIMOUSLY AT 7:00 PM

RES.167/11 MOVED by Councillor Bekkering that Council accepts the resignation of Curtis D. Paradee of his position on the Taber Municipal Police Commission.

CARRIED UNANIMOUSLY

CLOSE OF MEETING

RES.168/11 MOVED by Councillor Sparks that this Regular Meeting of Council is hereby closed.

CARRIED UNANIMOUSLY AT 7:00 PM

MAYOR

CHIEF ADMINISTRATIVE OFFICER

71/2011



TOWN OF TABER
COUNCIL REQUEST FOR DECISION

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

June 10, 2011

Town of Taber
4900A – 50 Street
Taber AB
T1G 1T1



Handwritten note:
Karel
Mayor Ran
& f...
of.
June 11/11.

Dear Sir/Madam,

Re: 2011-12 Housing Capital Initiatives Grant Program – Apartment unit addition to Clearview Lodge

Alberta Housing & Urban Affairs announced a \$100-million request for proposals through the provincial 2011-12 Housing Capital Initiative Grant Program. This grant will assist in the development of minimum of a 660 housing units to help low-income individuals and families across the province, including seniors, persons with special needs, and those who are homeless or at risk of homelessness, such as domestic violence.

As you are aware Taber and District Housing Foundation have been planning the modernization, renovation and expansion of Clearview Lodge. For the past couple of years we have been applying for and researching grants and funding options available. In 2009 we applied for the Affordable Supportive Living Initiative (ASLI) grant and your municipality provided a letter of financial support at that time (*a copy is attached for your information*).

We are currently submitting our application for the above mentioned Housing Capital Initiative Grant Program (deadline for submission July 8, 2011).

Details of our proposed Affordable Housing Project:

- A four story addition to Clearview Lodge consisting of 20 modest, self-contained apartment units (17 one bedroom, 3 studio units) 4 of which are barrier free.
- The addition will be named Clearview Manor or Clearview Apartments (name yet to be finalized).
- Rents will be 10% below market rents based on the annual Alberta Housing & Urban Affairs: Apartment Vacancy & Rental Cost Survey.
- Targeted group will be functionally independent seniors.
- Will provide home living options that allow for aging in place through access to services at Clearview Lodge and the community (meals, housekeeping, laundry, homecare, etc).

Items required from your Municipality by June 28, 2011:

1. Our application requires a written letter of support from our municipalities. Therefore we respectfully request an **updated** letter of support from your municipality.

2. Under a separate letter please provide an indication of your financial support in the way of debenture funding, requisition, and capital funding towards this project.

I would like to take this opportunity to thank you and your municipality for your on-going support of with our housing projects. If you require any additional information please contact our CAO, Debra Zaluski at (403) 223-2767 Ext. 7.

Best Regards,



George Epp
Chairman

Encl.



September 28, 2009

Taber & District Housing
4900 C - 50 Street
Taber, AB T1G 1T1

Attention: Mrs. Debra Zaluski, CAO

Dear Mrs. Zaluski:

RE: REQUEST FOR LETTER OF SUPPORT - GRANT APPLICATION
TABER & DISTRICT HOUSING

We are pleased to provide this Letter of Support for the Taber & District Housing's application for the Affordable Supportive Living Initiative (ASLI) grant application under the Minister of Seniors and Community Support.

Council of the Town of Taber at a duly assembled Regular meeting held on September 28, 2009 passed the following resolution :

"That Council of the Town of Taber agrees to provide financial support for any future operating deficit and debt servicing costs resulting from construction of the new units in Taber.

CARRIED UNANIMOUSLY"

We wish you every success in your grant application.

Yours truly,

Gary L. Hudson
Chief Administrative Officer

Municipal District of Taber

Administration Office



June 15, 2011

Mr. George Epp
Chairman
Taber and District Housing
4900 – 50 Street
Taber, AB
T1G 1T1

Dear George,

RE: Letter of Support

The Council of the Municipal District of Taber supports the 2011-2012 Capital Initiatives Grant Program – Apartment unit addition to Clearview Lodge as proposed by Taber and District Housing.

The additions of 20 modest, self-contained apartment units are required within our community and will aid in the provision of affordable supportive living accommodations for functionally independent seniors.

Sincerely,

A handwritten signature in black ink, appearing to read "B. R.", written over a horizontal line.

Brian Brewin
Reeve
Municipal District of Taber

Municipal District of Taber

Administration Office



June 15, 2011

Mr. George Epp
Chairman
Taber and District Housing
4900 - 50 Street
Taber, AB
T1G 1T1

Dear George,

RE: Letter of Support – Debenture Funding, Requisition and Capital Funding

The Council acknowledges your letter of June 10, 2011 with respect to your request for an indication of financial support in the way of debenture funding, requisition and capital funding towards the development of an additional 20 living units adjacent to Clearview Lodge.

Council cannot provide a letter of support until for the above issues until all costs to the municipality are known.

The M.D. has taken a debenture for previous expansions of Taber and District Housing in the past, and the Housing requisition has covered all costs related to that debenture.

Please provide more financial details on your proposal at your earliest convenience and we will evaluate accordingly.

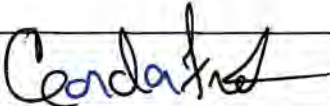
Sincerely,

A handwritten signature in black ink, appearing to read 'Brian Brewin'.

Brian Brewin
Reeve
Municipal District of Taber



TOWN OF TABER COUNCIL REQUEST FOR DECISION

Subject: Water Treatment Plant Upgrades		Date of June 27, 2011
		Agenda:
Prepared By: Rob Cressman, Director of Public Services		
Attachments: Tender Recommendation		
Topic: RFP Recommendation & Award – WTP Upgrades		
Background:	<p>Three firms responded to the Request For Proposals. Epcor has provided the RFP results and contract award recommendation, as well as a schedule for the consulting engineers work. C. Bonneville and D. Peel from Epcor will join R. Cressman, Director of Public Services at Council's June 27th meeting.</p>	
	<p>The existing water treatment plant process does not comply with Alberta Environment (AENV) 2006 Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems and will not be able to meet the projected future water demand requirements for the Town of Taber. The water treatment plant requires upgrades to several components of the process including the raw water storage and conveyance, chemical storage and feed systems, filtration, and other ancillary systems.</p>	
	<p>Alberta Transportation has confirmed costs of such consulting services are eligible under AMWWP, (Taber's funding eligibility is currently 37.8%, based on latest census population of 7,871), and such funding applies to the full amount of engineering expenses incurred by the Town, as procured and selected through this RFP process.</p>	
Options:	<p>1. Council accepts the June 16, 2011 memorandum from Epcor Water Services, and awards the contract to Stantec Consulting Ltd. at a cost not to exceed \$695,600 plus a 10% contingency of \$69,560.</p>	
	<p>2. Council accepts the June 16, 2011 memorandum from Epcor Water Services, and awards the contract to <u>(name firm)</u> at a cost not to exceed <u>(amount)</u> + GST.</p>	
<p>Recommendation: Option #1 - Council accepts the June 16, 2011 memorandum from Epcor Water Services, and awards the contract to Stantec Consulting Ltd. at a cost not to exceed \$695,600 plus a 10% contingency of \$69,560.</p>		
Approval Date:	June 23, 2011	CAO: 



Suite 1210, 401 – 9th Avenue SW, Calgary AB
T2P 3C5 Canada
epcor.ca

Memorandum

DATE: June 16, 2011

TO: Rob Cressman; Director of Public Services, Town of Taber

FROM: Craig Bonneville; Senior Manager, S. Alberta Water & Wastewater Services, EPCOR

CC: Darren Peel; Manager of Operations, EPCOR Taber

SUBJECT: **Taber WTP Upgrades Detailed Design RFP**

In reference to the request for proposals for engineering services for the Taber Water Treatment Plant Upgrades project, EPCOR recommends that the contract be awarded to Stantec Consulting Ltd. at a cost of \$695,600.

The package was posted on the "Alberta Purchasing Connection" public tendering site. An optional site visit for prospective bidders was held on May 26, 2011. EPCOR used a 4 person team to evaluate the 3 bids submitted in response to the RFP. The team comprised of the operations site manager for Taber; the project manager for Banff and Canmore capital projects; the senior manager of commercial projects for Alberta & BC; and the senior manager of operations for southern Alberta. Each respondent was given a rating in each of the following categories (relative weightings in brackets). The ratings from each evaluator were averaged (except for contract price as that was simply based on a percentage of the lowest price).

- Contract Price (60%)
- Related Experience (10%)
- Schedule (10%)
- Project Understanding (10%)
- Overall Submission (10%)

The following lists the respondents with their bid price in brackets and their total number of points out of a possible score of 100.

1. J.K. Engineering Ltd. (\$595,000) – 84.8 points
2. Stantec Consulting Ltd. (\$695,600) – 86.9 points

3. Genivar Inc. (\$1,169,099) – 62.4 points

Stantec and Genivar scored higher than J.K. Engineering in all categories except contract price. As Genivar's bid price was much greater than the other two proponents, they still wound up with by far the lowest overall rating. J.K. Engineering is a very small company (only 6-8 employees) with no experience with projects of this size. Most of their related project experience is on very small systems or in piloting their proprietary technologies. They also predicted a total work effort of 6300 hrs for this project – given their company's size, project schedule, and other unrelated projects they are committed to (as detailed in their references) we are not sure how they will dedicate the time to properly execute this project.

Stantec is a large multi-disciplinary consulting engineering firm with nearby offices in Lethbridge, Calgary, Red Deer, Edmonton and Vancouver. They have worked on a number of small and large water and wastewater projects in the region, including the Taber Wastewater Treatment Plant and the recent Okotoks Water Treatment Plant upgrades. We strongly feel that their experience, depth and expertise will result, in the long term, an overall more cost effective project.



Craig Bonneville, P.Eng., M.Sc.
Senior Manager, Southern Alberta Water & Wastewater Services
EPCOR Water Services Inc.

PROJECT COST ESTIMATE

Taber Water Treatment Plant Upgrades – Detailed Design (Project #196736)	Total \$
Detailed Design	
Odour control bench testing	
Chin condition assessment (incl. design fees)	
Services during quotation	
Construction services	
Post-construction services	
Contract Total	\$695,600
Contingency (10%)	\$69,560
SUBTOTAL	\$765,160
EPCOR Management Fee (4% Based on entire project cost including construction)	\$30,606
TOTAL (GST not included)	\$795,766

**PROJECT SCHEDULE AND DELIVERABLES
(Traditional Delivery)**

**Modify Example Deliverables to Suit Specific Project
(Traditional Delivery)**

Approval Phase	Milestones/Deliverables	Indicate MS=Milestone or D=Deliverables	Scheduled Delivery Date
Planning & Evaluation:			
	1 Communications Plan	D	N/A
	2 Problem Statement Complete	M	N/A
	3 Option Identification Complete	M	N/A
	4 Multiple Account Evaluation Complete	M	N/A
	5 Value Analysis Report	D	N/A
	6 Planning & Evaluation report	D	N/A
	7 Property Acquisition Strategy Report	D	N/A
	8 Term Sheet for Funding	D	June 27, 2011
	9 Business Case to Advance to Design & Engineering Phase	D	N/A
Design & Engineering:			
	1 Notice to Proceed	D	July 1, 2011
	2 Detailed Design (approx. 50% complete)	M	Aug. 19, 2011
	3 Detailed Design (approx. 90% complete)	D	Sept. 30, 2011
	4 Detailed Design Completion	D	Oct. 28, 2011
	5 Funding Agreements	D	N/A
	6 Business Case to Advance to Property Acquisition & Construction Phase	D	N/A
	7 Property Acquisition Drawings Complete	D	N/A
	8 Tender Documents Complete	M	Oct. 31, 2011
Property Acquisition & Construction:			
	1 Property Acquisition Plan	D	N/A
	2 Communications Plan	D	N/A
	3 Quotation Period	M	Dec. 2, 2011
	4 Quotation Evaluation	D	Dec. 23, 2011
	5 Award to Contractor	M	Jan. 9, 2012
	6 Construction Completion	M	Oct. 12, 2012
	7 Commissioning	D	Nov. 16, 2012
	8 Post Construction Audit	D	Dec. 21, 2012



TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Subject: Motor Grader Tender Date of Agenda: June 27, 2011
Prepared By: Rob Cressman, Director of Public Services
Attachments: Tender Opening Minutes; Tender Recommendation
Topic: Motor Grader Tender Award
Background: Council's 2011 Capital budget includes the replacement of the Town's existing 1980 Cat 140 motor grader...
Options: 1. Council accepts the May 17, 2011 motor grader tender opening minutes...
Recommendation: Option #1 - Council accepts the May 17, 2011 motor grader tender opening minutes...
Approval Date: June 23, 2011 CAO: [Signature]



Town of Taber 2011 Grader

Tender-Opening Meeting Minutes - May 17, 2011, 2:00 PM

In Attendance: Brian Kambeitz, Public Services Manager
Lori Farough, Administrative Assistant
Blaine Baldwin, Sales – Finning

<u>Bidder</u>	<u>Model</u>	<u>Price</u>	<u>Extended Warranty</u>	<u>Final Price</u>
Volvo Strong Co	G946 (2011)	\$248,660.00 (+GST)	\$15,700.00 5year 8,000h	\$264,360.00 (+ GST)
John Deer Brandt Tractor	772G (2011)	\$ 259,755.00 (+GST)	\$6,000.00 5year 3,000h	\$265,755.00 (+GST)
Cat Finning	140M (2011)	\$290,600.00 (+GST)	\$16,000.00 60 months or 7,500h	\$306,600.00 (+ GST)

Meeting adjourned at 2:20 PM


Brian Kambeitz, Public Services Manager



Town of Taber 2011 Grader Motor Grader Tender Recommendation

Budget: \$ 285,000

Expense: \$ 259,755.00 + \$6,000 (extended warranty) = \$265,755 + GST

Grader Tender Evaluation

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

1. Purchase Cost	35 points
2. Responsiveness to Specifications	30 points
3. Delivery Date	<u>35 points</u>
Total	100 points

Grader Tender Evaluation Results

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

Attached is a summary of the Motor Grader tender scoring. Based on a review and evaluation of the three tender submissions, including review of 21 relevant operating items by the tender evaluation team, the team assigned the highest score to the 772G motor grader which best meets the Town's requirements and specifications.


Summary

The tender evaluation team recommends the tender be awarded to Brandt Tractor LTD for a model 772G Motor Grader.

Brian Kambeitz
Public Services Manager



TOWN OF TABER COUNCIL REQUEST FOR DECISION

Subject: Monthly Operating Financial Statements	Date of Agenda: June 27, 2011
Prepared By: Dale Culler, CA – Director of Corporate Services	
Attachments: Town of Taber Operating Financial Statements for the 5 months ending May 31, 2011	
Topic: Monthly Financial Reports	
Background:	Attached is the year to date unaudited operating financial statements for the five months ending May 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 five months ending May 31, 2011 for information purposes.
Recommendation:	Option #1 - That Council accepts the unaudited operating financial statements for the five months ending May 31, 2011 for information purposes.
Approval Date:	June 23, 2011 CAO: 

TOWN OF TABER
OPERATING FINANCIAL STATEMENTS
For the Five Months Ending May 31, 2011
(Unaudited)

TOWN OF TABER
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For the Five Months Ending May 31, 2011
(Unaudited)

FINANCIAL STATEMENTS

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STATEMENT OF DEPARTMENTAL ACTIVITIES	7
SECTOR CHARTS	8

TOWN OF TABER

Statement of Operations and Change in Fund Balances
For the Five Months Ending May 31, 2011
(Unaudited)

	2011 Budget Operating	2011 Actual Operating	Variance	Percentage Used	2010 Actual Operating
Revenues					
Net taxes available for municipal purposes	7,129,036	8,699,492	1,570,456	122.03%	6,692,953
Sales to other governments	1,213,684	502,860	(710,824)	41.43%	1,212,086
Sales and user fees	7,032,113	2,890,124	(4,141,989)	41.10%	6,451,468
Penalties and cost of taxes	85,000	55,160	(29,840)	64.89%	109,201
Licenses and permits	196,400	131,080	(65,320)	66.74%	209,821
Fines	223,950	69,128	(154,822)	30.87%	204,756
Franchise and concession contracts	1,030,105	409,222	(620,883)	39.73%	1,010,609
Investment income	151,000	62,266	(88,734)	41.24%	1,314
Rentals	659,445	267,636	(391,809)	40.59%	646,795
Other	107,303	52,106	(55,197)	48.56%	189,844
Government transfers	1,230,891	303,391	(927,500)	24.65%	1,219,335
Total Revenues	19,058,927	13,442,466	(5,616,461)	70.53%	17,948,182
Expenses					
Salaries, wages and benefits	7,406,385	2,944,671	4,461,714	39.76%	7,230,278
Contracted and general services	4,588,479	1,773,262	2,815,218	38.65%	5,082,612
Purchase from other governments	804,485	255,459	549,026	31.75%	635,325
Materials, goods and supplies	2,476,888	1,058,354	1,418,534	42.73%	2,406,102
Provisions for allowances	13,000	-	13,000	0.00%	14,890
Transfers to local boards and agencies	466,489	243,367	223,122	52.17%	466,414
Bank charges and short term interest	8,000	1,779	6,221	22.24%	4,999
Interest on long term debt	586,353	248,399	337,954	42.36%	619,989
Amortization	3,743,620	1,559,842	2,183,778	41.67%	3,673,708
Loss (gain) on disposal of capital assets	-	(1,000)	1,000	0.00%	968,241
Other	43,250	34,714	8,536	80.26%	(593)
Total Expenses	20,136,948	8,118,846	12,018,103	40.32%	21,101,966
Excess (deficiency) of revenue over expenses	(1,078,021)	5,323,621	6,401,642	-493.83%	(3,153,784)
Repayment of long term debt	(562,474)	(199,513)	362,961	35.47%	(557,641)
Interfund Transfers	-	-	-	0.00%	-
From reserves	311,524	129,802	(181,722)	41.67%	1,684,102
To reserves	(2,414,649)	(891,120)	1,523,529	36.90%	(2,282,064)
Change in Fund Balance	(3,743,620)	4,362,790	8,106,411	-116.54%	(4,309,387)

TOWN OF TABER

Statement of Operations - Account Level Detail
For the Five Months Ending May 31, 2011
(Unaudited)

	2011 Budget Operating	2011 Actual Operating	Variance	Percentage Used	2010 Actual Operating
Revenues					
Local Improvement Taxes	14,598	14,598	(0)	100.00%	23,745
Property Taxes - FARMLAND	1,926	1,926	0	100.01%	1,851
Property Taxes - GIL Federal	43,331	43,331	(0)	100.00%	39,992
Property Taxes - GIL Provincial	41,013	41,013	0	100.00%	39,662
Property Taxes - LINEAR	214,888	214,902	14	100.01%	216,162
Property Taxes - MACHINERY & EQUIPMENT	696,461	696,461	(0)	100.00%	629,173
Property Taxes - NON RESIDENTIAL	2,612,200	2,612,487	287	100.01%	2,468,780
Property Taxes - RAILWAY	4,636	4,636	0	100.01%	4,606
Property Taxes - RESIDENTIAL	5,649,443	5,648,269	(1,174)	99.98%	5,333,760
Public School Requisition - Residential/Farmland	(1,208,881)	(301,442)	907,439	24.94%	(1,138,330)
Public School Requisition - Non Residential	(591,352)	(147,616)	443,736	24.96%	(587,723)
Seniors Lodges - Taber & District Housing	(58,766)	(58,881)	(115)	100.20%	(57,079)
Separate School Requisition - Non Residential	(79,578)	(18,664)	60,914	23.45%	(74,838)
Separate School Requisition - Residential/Farmland	(210,883)	(51,528)	159,355	24.43%	(206,810)
Net taxes available for municipal purposes	7,129,036	8,699,492	1,570,456	122.03%	6,692,953
Sale of Contracted Services - AHS	1,086,864	452,860	(634,004)	41.67%	1,079,722
Sale of Contracted Services - Dispatch	120,000	50,000	(70,000)	41.67%	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	502,860	(710,824)	41.43%	1,212,086
Land Sales	160,000	96,369	(63,631)	60.23%	-
Recycling Service Fees	127,470	54,961	(72,509)	43.12%	124,113
Sale of Consumables	33,700	11,330	(22,370)	33.62%	37,996
Sale of Materials and Supplies	6,605	5,549	(1,056)	84.02%	69,104
Sales of Services	202,044	122,795	(79,249)	60.78%	298,712
Sales of Services - Opening & Closing	24,000	12,268	(11,732)	51.11%	20,324
Sales of Services - Plots & Perpetual Care	26,470	9,394	(17,076)	35.49%	26,711
Service Installations	-	625	625	0.00%	3,000
Storm Water Management Fee	278,650	117,621	(161,029)	42.21%	231,845
Tax Certificates & Information	11,400	3,715	(7,685)	32.59%	10,770
User Fees	102,765	46,705	(56,061)	45.45%	99,175
Utility Bulk Service Fees	235,000	117,107	(117,893)	49.83%	249,151
Utility Service Fees	5,824,009	2,291,687	(3,532,322)	39.35%	5,280,566
Sales and user fees	7,032,113	2,890,124	(4,141,989)	41.10%	6,451,468
Penalties	85,000	55,160	(29,840)	64.89%	109,201
Penalties and cost of taxes	85,000	55,160	(29,840)	64.89%	109,201
Development Permit Application Fees	25,000	9,830	(15,170)	39.32%	26,595
Licenses Animal Control Cats	100	30	(70)	30.00%	60
Licenses Animal Control Dogs	5,500	1,995	(3,505)	36.27%	4,205
Licenses Business	95,000	84,800	(10,200)	89.26%	99,525
Permit Application Fees - Building	65,000	33,615	(31,385)	51.71%	73,915
Permit Application Fees - Cemetery	800	160	(640)	20.00%	721
Subdivision Application Fees	5,000	650	(4,350)	13.00%	4,800
Licenses and permits	196,400	131,080	(65,320)	66.74%	209,821
Fines	211,000	66,393	(144,607)	31.47%	196,887
Fines Animal Control Cats	200	-	(200)	0.00%	-
Fines Animal Control Dogs	8,000	1,615	(6,385)	20.19%	4,649
Other Fines	4,750	1,120	(3,630)	23.58%	3,220
Fines	223,950	69,128	(154,822)	30.87%	204,756
Franchise Fees Electrical Distribution System	630,105	237,942	(392,163)	37.76%	645,064
Franchise Fees Gas Distribution System	400,000	171,281	(228,719)	42.82%	365,545
Franchise and concession contracts	1,030,105	409,222	(620,883)	39.73%	1,010,609
Investment Income	151,000	62,266	(88,734)	41.24%	1,314
Investment income	151,000	62,266	(88,734)	41.24%	1,314
Admissions	103,330	49,267	(54,063)	47.68%	107,752
Admissions - Passes	60,000	28,083	(31,917)	46.80%	68,274
Building Rental Revenue	94,680	10,760	(83,920)	11.36%	74,273
Equipment Rental Revenue	-	-	-	0.00%	-
Facility Rental Revenues	260,695	125,923	(134,772)	48.30%	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 Five Months Ending May 31, 2011
(Unaudited)

	2011 Budget Operating	2011 Actual Operating	Variance	Percentage Used	2010 Actual Operating
Surface (Oil) Land Lease Revenue	65,500	44,663	(20,837)	68.19%	57,815
Rentals	659,445	267,636	(391,809)	40.59%	646,795
Donations and Gifts	81,553	17,993	(63,560)	22.06%	102,340
Insurance Proceeds	-	-	-	0.00%	22,833
Recovery from Operating Allowance	-	3,168	3,168	0.00%	6,761
Sponsorships	-	-	-	0.00%	-
Sundry Revenue	25,750	30,945	5,195	120.17%	57,911
Other	107,303	52,106	(55,197)	48.56%	189,844
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	-	71,304	71,304	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	141,787	(563,429)	20.11%	286,583
Transfers from Provincial Gov Conditional	491,219	90,300	(400,919)	18.38%	819,445
Transfers from Provincial Gov Unconditiona	-	-	-	0.00%	-
Government transfers	1,230,891	303,391	(927,500)	24.65%	1,219,335
Total Revenues	19,058,927	13,442,466	(5,616,461)	70.53%	17,948,182
Expenses					
CUPE Wages - Casual	457,963	198,767	259,196	43.40%	621,878
CUPE Wages - Casual Guards	42,992	20,211	22,781	47.01%	42,682
CUPE Wages - Full Time Clerical	859,668	273,477	586,191	31.81%	782,345
CUPE Wages - Full Time Outside	1,808,589	681,141	1,127,448	37.66%	1,913,271
CUPE Wages - Part Time Clencal	132,626	92,925	39,701	70.07%	177,020
CUPE Wages - Part Time Outside	150,004	74,053	75,951	49.37%	136,452
Elected Official Remuneration	139,500	58,656	80,844	42.05%	138,750
Employer Premium Reduction Contributions	(5)	-	(5)	0.00%	5,645
Employer Statutory & Benefits Contributions	1,290,925	528,009	762,917	40.90%	1,120,417
Employment Contracts	128,568	20,397	108,171	15.86%	91,392
Moving Allowances / Expenses	-	-	-	0.00%	-
Police Assoc Wages - Full Time	1,082,947	447,707	635,239	41.34%	968,298
Salaries - Out of Scope	1,312,608	549,328	763,280	41.85%	1,230,657
Training - In Service	-	-	-	0.00%	1,473
Salaries, wages and benefits	7,406,385	2,944,671	4,461,714	39.76%	7,230,278
Advertising, Promotion, Public Relations	81,655	25,156	56,499	30.81%	44,507
Census	-	422	(422)	0.00%	-
Communications - Data	23,150	9,101	14,049	39.31%	22,437
Communications - Telephone Land Lines	54,125	16,523	37,602	30.53%	38,449
Communications - Telephone Mobile	39,580	13,396	26,184	33.85%	32,892
Contracted Other - Trucking	183,700	76,000	107,700	41.37%	-
Contracted Repairs, Maintenance - Building	99,099	35,304	63,795	35.62%	104,103
Contracted Repairs, Maintenance - Building Janitor	71,720	26,025	45,695	36.29%	71,720
Contracted Repairs, Maintenance - Eng Structures	2,319,059	773,159	1,545,900	33.34%	3,033,429
Contracted Repairs, Maintenance - Land Improvement	-	14,741	(14,741)	0.00%	-
Contracted Repairs, Maintenance - M&E & Furnishing	250,974	75,753	175,221	30.18%	224,026
Contracted Repairs, Maintenance - Other	132,510	7,793	124,717	5.88%	120,493
Contracted Repairs, Maintenance - Vehicles	98,100	32,969	65,131	33.61%	107,829
Elections	-	-	-	0.00%	9,629
Express, Cartage, Freight	15,950	7,011	8,939	43.95%	13,900
Insurance Premiums	219,755	195,651	24,104	89.03%	194,276
Licenses and Permits	111,741	28,057	83,684	25.11%	73,667
Licenses and Permits - Munishare	-	-	-	0.00%	10,413
Memberships, Conferences, Registration Fees	71,940	43,009	28,931	59.78%	49,840
Municipal Membership Fees	1,340	1,272	68	94.90%	1,249
Postage	41,390	14,000	27,390	33.82%	35,091
Professional Services - Accounting & Audit	18,000	16,250	1,750	90.28%	23,250
Professional Services - Engineering	100,050	90,612	9,438	90.57%	103,672
Professional Services - Information Technology	46,550	43,340	3,210	93.10%	42,110
Professional Services - Inspections & Architecture	32,500	8,511	23,989	26.19%	16,142
Professional Services - Legal	17,500	26,105	(8,605)	149.17%	18,598
Professional Services - Management	41,000	15,435	25,565	37.65%	25
Professional Services - Other	154,862	70,797	84,065	45.72%	419,515
Professional Services - Property Assessment	70,200	29,028	41,172	41.35%	68,003

TOWN OF TABER

Statement of Operations - Account Level Detail
For the Five Months Ending May 31, 2011
(Unaudited)

	2011 Budget Operating	2011 Actual Operating	Variance	Percentage Used	2010 Actual Operating
Professional Services - Veterinary Cat Control	12,000	4,442	7,558	37.02%	14,188
Professional Services - Veterinary Dog Control	6,000	203	5,797	3.39%	8,081
Property Tax Payment for Municipal Owned Land	1,615	1,081	534	66.94%	1,528
Rental / Lease of Building	-	-	-	0.00%	110
Rental / Lease of Equipment & Furnishings	56,178	22,507	33,671	40.06%	25,061
Rental / Lease of Land for Municipal Use	-	-	-	0.00%	-
Rental / Lease of Uniforms & Coveralls	13,225	3,445	9,780	26.05%	10,181
Rental / Lease of Vehicle	34,500	193	34,307	0.56%	1,312
Subscriptions and Publications	5,600	1,894	3,706	33.83%	2,606
Towing	800	288	513	35.94%	705
Training - External	79,864	19,491	60,373	24.40%	69,501
Travel and Subsistence	82,247	23,640	58,607	28.74%	70,075
Uniform and Clothing Alterations	-	660	(660)	0.00%	-
Contracted and general services	4,588,479	1,773,262	2,815,218	38.65%	5,082,612
Purchases from Local Government	149,925	58,609	91,316	39.09%	170,756
Purchases from Other Municipality Agencies	653,460	196,755	456,704	30.11%	463,968
Purchases from Provincial Agencies	1,100	94	1,006	8.55%	600
Purchase from other governments	804,485	255,459	549,026	31.75%	635,325
Building Furnishings & Supplies	-	3,437	(3,437)	0.00%	-
Building, Plumbing and Electrical Supplies	50,480	24,341	26,139	48.22%	55,963
Building, Plumbing and Electrical Supplies - MD	-	21	(21)	0.00%	152
Catered or Purchased Foods	16,400	6,645	9,755	40.52%	15,135
Chemicals, Salt, Etc.	44,640	11,956	32,684	26.78%	40,970
Clothing & Boots	43,068	15,085	27,983	35.03%	29,626
Computer Equipment & Supplies	-	1,819	(1,819)	0.00%	-
Electricity	1,183,250	497,871	685,379	42.08%	1,207,547
Gas, Oil, Antifreeze, Etc.	161,235	78,544	82,691	48.71%	141,769
General Goods and Supplies - Other	43,600	2,641	40,959	6.06%	27,887
Gravel, Sand, Rocks	40,250	8,584	31,666	21.33%	71,694
Ground Materials and Fertilizer	6,250	1,195	5,055	19.12%	889
Janitorial Supplies	38,875	14,128	24,747	36.34%	38,268
Land Improvement Materials	2,250	14,330	(12,080)	636.88%	-
Machine & Equipment Parts	113,500	62,584	60,916	46.33%	91,199
Natural Gas	377,000	193,488	183,512	51.32%	376,879
Natural Gas - Library	-	-	-	0.00%	-
Paving, Curb, Sidewalk Materials	89,350	19,882	69,468	22.25%	104,044
Pharmaceutical & First Aid	38,330	15,692	22,638	40.94%	29,197
Promotional Materials	21,475	2,432	19,043	11.32%	25,262
Re-Sale Supplies	20,950	7,097	13,853	33.88%	22,333
Road Signs (incl. Repair Materials)	13,800	4,450	9,350	32.25%	-
Safety Equipment and Supplies	925	14,881	(13,956)	1608.73%	-
Small Equipment and Tools	96,213	34,318	61,895	35.67%	75,632
Stationery, Office Supplies	52,047	23,074	28,973	44.33%	48,801
Tires & Batteries	18,500	5,664	12,836	30.62%	-
Vehicle Parts	-	2,879	(2,879)	0.00%	-
Water, Sewer, Garbage Costs	4,500	1,316	3,184	29.25%	2,856
Materials, goods and supplies	2,476,888	1,058,354	1,418,534	42.73%	2,406,102
Cancellation of Uncollectable Accounts	13,000	-	13,000	0.00%	19,705
Transfers to Operating Allowance:	-	-	-	0.00%	(4,815)
Provisions for allowances	13,000	-	13,000	0.00%	14,890
Grants to Individuals and Non-Government Org	88,196	48,321	39,875	54.79%	126,823
Transfer Payment to Local Government Agency	136,033	76,216	59,817	56.03%	128,283
Transfer Payment to Other Local Government	4,600	-	4,600	0.00%	4,635
Transfer Payment to Own Municipal Agency	237,660	118,830	118,830	50.00%	206,673
Transfers to local boards and agencies	466,489	243,367	223,122	52.17%	466,414
Bank Charges	8,000	1,779	6,221	22.24%	4,999
Bank charges and short-term interest	8,000	1,779	6,221	22.24%	4,999
Debenture Debt - Interest	586,353	248,399	337,954	42.36%	619,989
Interest on long-term debt	586,353	248,399	337,954	42.36%	619,989

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Statement of Operations - Account Level Detail
For the Five Months Ending May 31, 2011
(Unaudited)

	2011 Budget Operating	2011 Actual Operating	Variance	Percentage Used	2010 Actual Operating
Amortization	3,743,620	1,559,842	2,183,778	41.67%	3,673,708
Amortization	3,743,620	1,559,842	2,183,778	41.67%	3,673,708
Loss (Gain) on Disposal of Capital Asset:	-	(1,000)	1,000	0.00%	968,241
Loss (gain) on disposal of capital assets	-	(1,000)	1,000	0.00%	968,241
Cost of Land Sold (from Inventory)	43,250	34,714	8,536	80.26%	-
Sundry Expenses	-	-	-	0.00%	(593)
Other	43,250	34,714	8,536	80.26%	(593)
Total Expenses	20,136,948	8,118,846	12,018,103	40.32%	21,101,966
Excess (deficiency) of revenue over expenses	(1,078,021)	5,323,621	6,401,642	-493.83%	(3,153,784)
Debt - Principa	(562,474)	(199,513)	362,961	35.47%	(557,641)
Repayment of long term debt	(562,474)	(199,513)	362,961	35.47%	(557,641)
Contributions from Other Operating Functions	67,000	16,750	(50,250)	25.00%	75,461
Contributions to Other Operating Functions	(67,000)	(16,750)	50,250	25.00%	(75,461)
Interfund Transfers	-	-	-	0.00%	-
Contributions from Capital Fund	-	-	-	0.00%	1,019,764
Contributions from Operating Reserves	311,524	129,802	(181,722)	41.67%	594,126
Operating Contingency/Debt Recover	-	-	-	0.00%	70,213
From reserves	311,524	129,802	(181,722)	41.67%	1,684,102
Contributions to Capital Fund	(1,907,403)	(794,465)	1,112,938	41.65%	(1,936,122)
Contributions to Operating Reserves	(161,524)	(96,654)	64,870	59.84%	(345,942)
Operating Contingency/Debt Reductior	(345,722)	-	345,722	0.00%	-
To reserves	(2,414,649)	(891,120)	1,523,529	36.90%	(2,282,064)
Change in Fund Balance	(3,743,620)	4,362,790	8,106,411	-116.54%	(4,309,387)

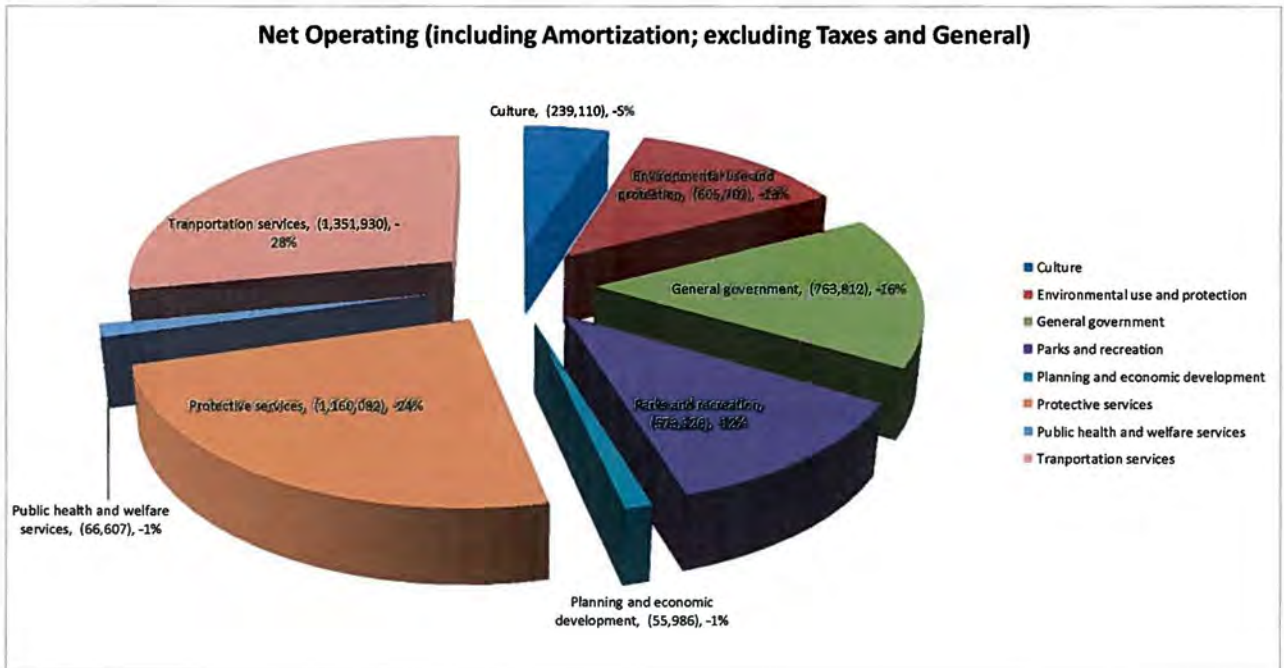
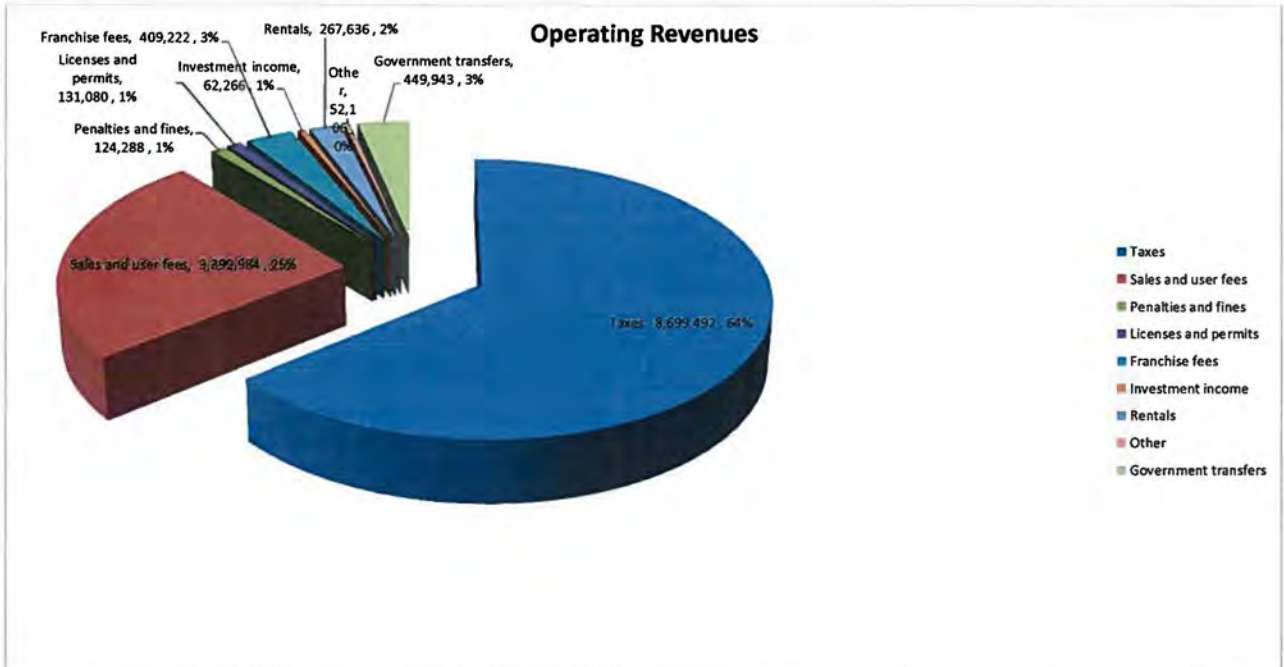
TOWN OF TABER

Statement of Departmental Activities
For the Five Months Ending May 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	9,240,650	61,500	9,179,150	8,616,301	562,849	106.53%	7,894,707
Council	615	122,595	(121,980)	(293,845)	171,865	41.51%	(253,281)
CAO Offices	1,809	211,740	(209,931)	(414,208)	204,277	50.68%	(394,754)
Finance and Customer Care	10,076	314,521	(304,446)	(744,380)	439,935	40.90%	(582,274)
Health and Safety	29,352	32,114	(2,762)	(8,500)	5,738	32.49%	(6,887)
Information Technology	1,735	126,428	(124,693)	(377,004)	252,311	33.07%	(310,713)
Police Department	210,466	1,113,800	(903,334)	(1,929,178)	1,025,844	46.82%	(1,737,486)
Fire Department	27,684	231,891	(204,207)	(409,108)	204,902	49.92%	(293,951)
Disaster Services	-	-	-	(6,500)	6,500	0.00%	(547)
Ambulance Services	503,308	493,416	9,892	(1)	9,893	0.00%	(100,511)
Bylaw Enforcement	6,523	68,957	(62,434)	(163,248)	100,814	38.24%	(168,624)
Roads Streets Walks	40,901	1,271,088	(1,230,187)	(3,280,288)	2,050,101	37.50%	(3,164,106)
Public Transit	-	18,000	(18,000)	(36,000)	18,000	50.00%	(62,298)
Stormwater	130,121	233,863	(103,743)	(271,238)	167,496	38.25%	(1,257,986)
Water	1,122,153	855,291	266,862	710,886	(444,024)	37.54%	450,422
Wastewater	798,379	1,710,038	(911,659)	(2,425,066)	1,513,407	37.59%	(1,973,164)
Landfill	237,468	201,649	35,819	(0)	35,820	0.00%	4,812
Solid Waste Services	417,123	413,852	3,271	(127,668)	130,940	-2.56%	88,458
FCSS	-	51,697	(51,697)	(52,720)	1,023	98.06%	(50,211)
Cemetery	21,448	36,358	(14,910)	(60,048)	45,138	24.83%	(55,068)
Planning and Economic Development	199,599	206,090	(6,492)	(121,718)	115,227	5.33%	(76,042)
Subdivision and Land Development	96,369	76,797	19,572	0	19,572	0.00%	49,999
Public Housing	3,929	3,929	-	-	-	0.00%	-
Property Management	65,341	134,407	(69,067)	(209,364)	140,298	32.99%	(165,776)
Arenas	122,208	235,409	(113,201)	(280,941)	167,740	40.29%	(299,264)
Golf and Curling	27,404	40,747	(13,343)	(16,685)	3,342	79.97%	(22,471)
Parks	798	113,398	(112,600)	(321,582)	208,982	35.01%	(336,669)
Recreation Programs	200	32,375	(32,175)	(70,271)	38,095	45.79%	(58,662)
Summer Games	-	-	-	-	-	0.00%	-
Special Programs	-	-	-	-	-	0.00%	-
Aquafun Centre	199,534	392,905	(193,371)	(591,550)	398,179	32.69%	(615,159)
Sportsfields	32,568	141,004	(108,436)	(298,968)	190,532	36.27%	(271,379)
Auditorium	41,257	91,048	(49,792)	(103,041)	53,249	48.32%	(119,039)
Library	-	189,318	(189,318)	(457,685)	268,367	41.36%	(421,463)
Department Total	13,589,018	9,226,228	4,362,790	(3,743,620)	8,106,411	-116.54%	(4,309,387)

TOWN OF TABER


Sector Chart
For the Five Months Ending May 31, 2011
(Unaudited)





Agenda Item No. 7.E)

TOWN OF TABER COUNCIL REQUEST FOR DECISION

Subject: Department Head Reports	Date of June 27, 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:	June 23, 2011 CAO: 



Town of Taber

CHIEF ADMINISTRATIVE OFFICER May 20, 2011 – June 17, 2011

- Administration is continuing to tabulate the municipal census.
- Various Union discussions.
- Responding to a variety of client inquiries.

Meetings and Conferences:

- Negotiations continue with CUPE Local 2038 - EMS.
- Along with another staff member, a Health and Safety Inspection was conducted.
- The Management Team met to discuss various new processes, increasing electronic implementation and components and the updating and review of policies and procedures.
- Attended the monthly Police Commission meeting.
- Attended the Employee Recognition Celebration.
- Meeting with the Building Renovation Committee to discuss clarification of options and detailed costing.



Town of Taber

ADMINISTRATION REPORT May 25, 2011 – June 27, 2011

CORPORATE SERVICES REPORT for May 25, 2011 – June 27, 2011

Corporate Services

- We are currently evaluating several asset management software packages, with the objective of finding a package to replace our current spreadsheet based system.
- Responded to several FOIP request.
- Participating in the CUPE EMS negotiations.
- Prepared and reviewed several policy and procedures amendments.
- Participating in website development meetings. We determined how the site and department navigation will appear on the home page.
- Developed the interface and data input screens for the monthly Dashboard. Reviewed the changes with Managers and trained my staff on how to pull in the info. We will be ready to bring to Council for the July meeting.
- The after-hours answering service is now fully implemented. Residents can now call the main switch board 24 hours and our reception or if after hours an answering service will be available to take their call. The goal is to get back to messages left with the answering services by the end of the next business day.
- Responded to questions from the Alberta Utilities Commission after they received a complaint from a resident. They wanted confirmation of how we applied certain charges in our by-law and whether we were mathematically calculating our utilities bills correctly. We satisfied their questions by sending them a spreadsheet with a description of how we calculate utilities showing the mathematical verification that the charges are correct when compared to the bill in question.
- Helping with the coding of employees in the new payroll module.

- Met with the building renovation committee on the latest information from the architect.

Currently working on:

- Various policy revisions and procedures.
- Budget timeline document.
- Utilities review report.
- Diamond payroll module implementation and training.

Information Technology

- The I.T. Department and the Payroll Department have been doing a large amount of configuration and testing work on our new payroll software. We completed our Payroll Test 1, and will be doing a Payroll Test 2 on June 20th. The new payroll system will soon be ready to run a complete payroll in parallel with the old payroll system. We have also been doing a lot of staff training to prepare for the new payroll system.
- We upgraded the Town of Taber telephone service to a PRI line (a type of T1 service). This gives us a better level of phone service with more configuration options. One of the new options is the ability to direct dial an extension. Another is the ability to transfer all telephone operations to a different location in the event of a disaster or a renovation. The Town also introduced the use of an answering service at night to respond to after-hours phone calls.

Highlights from our activities this month:

- Training activities:
 - For I.T. staff –
 - None
 - For all staff –
 - Ran training sessions for all staff on the new Penny timesheets software.
 - Payroll project staff took training on the new payroll software.

- Trained web content contributors on how to submit navigation worksheets for the new website.
- Rebuilt three laptops to adhere to Microsoft licensing requirements.
- Installed new certificates for RCMP computers.
- Cemetery database – made database changes.
- Built a census database and input forms and reports for the Town's 2011 census.
- Installed customized pay stubs in payroll software.
- Set up an internet connection for a live video internet feed during the Rumble in the Cage.
- Installed a SuperNet router at the Town Administration Building.
- Researched, sourced and ordered wireless equipment for the 2011 project to add wireless access to Town buildings.

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 Full-time
 - Life Guard II
 - Temporary Full-time
 - None
 - Temporary Part-time
 - 1 EMT
 - Casual

- None
- Seasonal
 - None
- Involved in ongoing labour negotiations for EMS Collective Agreement.

Currently working on:

- Implementation of new pay system is ongoing with training completed for new timesheet entry software. Currently testing the new software against the existing payroll system and investigating any variances. Expected date of completion has been moved to July 31st.
- Finishing revised confidentiality agreement.
- Drafting employee policy for approval to attend training and employee code of conduct.

Director of Public Services

June 20, 2011

DEPARTMENT HIGHLIGHTS - PRIOR Month

- ❑ Workplace inspections, hazard ID, assess/control; attend safety mtgs
- ❑ Attended Employee Recognition event June 18th
- ❑ 2011 Bi-Annual Capital works project underway. Along with B Kambeitz and D Peel, attended construction progress meeting #1 with AE & Contractor
- ❑ Waste Management Review – continue researching options of waste collection systems & containers; toured Olds College Compost operation and met with representatives from Town of Olds & Mountain View Waste Commission; met with representative from Town of Coaldale to share information & explored opportunities to work together, share costs, etc.
- ❑ Reviewed Water Treatment Plant Upgrades engineering services RFP & contract award recommendation. Reviewed, compiled and reported fluoride survey results
- ❑ Along with Aline Holmen, developed Sponsorship Consulting Services RFP
- ❑ Monitor NW Storm project - 46th Street storm line repair completed; authorized written request from Contractor for construction completion extension to July 15
- ❑ Lease reviews & renewals
- ❑ Provided additional information to MPE Engineering re: Johnson's Addition & Horseshoe Estates servicing study
- ❑ Prepare information for Taber & District Regional Waste Mgmt Authority mtg
- ❑ Attended Administration Building Committee mtgs
- ❑ Feedback to Town Website Committee re: website structure
- ❑ Continue working w/ Taber Gymnastics Fitness Club re: programs & space needs
- ❑ Along with J Coughlin, met with a Wailen residential area Developer
- ❑ Along with L Farough, completed on-line FOIP training program
- ❑ Attended 'Penny' program timesheets training
- ❑ Attended June 16 Recreation Board meeting

UPCOMING PROJECTS & TASKS PLANNED

- ❑ Workplace safety inspections & meetings
- ❑ WTP upgrades project – monitor design phase
- ❑ Waste Management Review – report, options & recommendations; Recycling RFP
- ❑ 2011 Bi-Annual Capital Works – construction continues; regular progress mtgs
- ❑ 2011 Trail development – confirm land ownership & easements/ROW's
- ❑ Recreation sponsorship – distribution of final RFP
- ❑ NW Storm – construction completion
- ❑ Finalize PUL subdivision & raw water supply line ROW agreement
- ❑ Review/renew lease agreements – Curling, Paintball, Taber Housing, land
- ❑ Process alternate bulk water application

Recreation Facilities Manager – Department Report

Civic Centre

- Regular operation and bookings ongoing in both Auditorium and Arena's
- Review of Safe Work practices and procedures ongoing
- Spring renovation items ongoing.
- Capital project (condenser) installation to start June 20, 2011
- Planning and meetings with Ver-Set Hockey Skills camp ongoing
- Rumble In the Cage completed
- Tender process and recommendations completed for ice resurfacer replacement

Parks

- Spring/Summer season maintenance program plans ongoing
- Turf management program begun. 1st round of aeration completed on Parks. Spraying of liquid fertilizer and pesticide completed.
- Regular maintenance checks ongoing
- Review of Safe Work practices and procedures ongoing
- Installation of furnishings and equipment ongoing. Replacement pieces at Kiwanis playground, benches begun at Skate Park
- Site meeting with Catholic Church concerning donation bench for 100th Anniversary completed. Bench being installed at original church site (Kiwanis Park).
- Communities in Bloom spring meeting and projects begun, including watering or flower planters

Sportsfields

- Spring/Summer season maintenance program plans ongoing
- Regular maintenance checks ongoing
- Review of Safe Work practices and procedures ongoing
- Turf management program begun. 1st round of aeration completed on Sports fields. Spraying of liquid fertilizer and pesticide completed.
- Installation of furnishings and equipment ongoing

Cemetery

- Spring/Summer season maintenance program plans ongoing
- Regular maintenance checks ongoing

- Specific site care requests for 2011 ongoing
- Review of Safe Work practices and procedures ongoing
- Levelling and site topping program begun

LEISURE SERVICES

May/June, 2011

Aquatics

- Continue with upgrading procedures, staff training & Health and Safety plan. Inspections and Hazard Id/control measures ongoing.
- Recruitment underway for a Lifeguard II position.
- Staff schedules for summer months completed.
- 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.
- Swim lesson registration underway for summer lessons.
- Reviewing pool operator certification training opportunities and scheduled staff as required participating in that training.
- Assisting with other committee members the development of the new website for the Town of Taber.
- Attended several Advanced Instructor updates in Medicine Hat.
- Coordinated new BOAT Operator accreditation process.
- Scheduling 2011/2012 School swim sessions.
- Coordinated swim meet.
- Summer Splash passes promotion underway.

Leisure

- Planning underway for upcoming Rick Hansen Man in Motion 25th Anniversary Event. Attended the regional meeting with Regional rep in Lethbridge April 14th.
- 2011 Summer Leisure Guide completed and distributed.
- Registration underway for Summer Programs.
- Summer Program staff and I are extremely busy planning for Summer Games, Canada Day, Fun Run and programs. Advertising and promotion has been occurring.
- Assisting Southern Alberta Recreation Association in greater capacity for Summer Games 2011 to be held in Medicine Hat.
- Attended the Regional Director meeting in Medicine Hat on May 3, 2011 for Summer Games.
- Successfully completed the Alberta Municipal Health and Safety Auditor recert process in Calgary on May 18.
- Ice schedules completed for August and September.
- Conducting study regarding where all users for all facilities reside as per the ad hoc committee request.
- Community special events have been successful thus far (Relay for Life, Rumble in the Cage, etc), planning and prep continues for those remaining.
- Updating Facebook page for the MD of Taber Southern Alberta Summer Games site.

PLANNING AND ECONOMIC DEVELOPMENT

COUNCIL REPORT JUNE 27, 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.
- Council has extended the deadline for registration of the subdivision on the proposed Jayco Homes development in Westview.
- Staff is updating promotional material and designing a site sign for the Eureka Industrial Park.
- Taber "Canadian Badlands" entrance signs are being finalized for installation this summer.
- The balance of the current Canadian Badlands Ltd. allocation of \$240,000.00 for tourism initiatives will be used this year for the design of 6 additional downtown intersection improvements and the 50 St. landscaped gateway. To date the allocation has been spent on the Tourism Master Plan and Agricultural Interpretative/Visitor Center concept.
- "Taber LifeStyle" magazine is in the proofing stages and will be ready for distribution this summer.
- A meeting was held on May 24, 2011 with the local building/ development community, Taber Fire Department, Superior Safety Codes, Taber Council members and the Planning and Economic Development Department. The focus of the meeting was to discuss the application of the Alberta Building Code fire protection requirements regarding the 10-minute response rule. The result of the meeting was a letter written by the Mayor to the Province to ask for an exemption of the Prairie Lake Subdivision and the proposed Jayco subdivision.
- The Good Samaritans facility is nearing completion and is in the process of obtaining approvals from the various required agencies prior to their scheduled opening at the end of July.

Taber Emergency Services Report – May

Fire- M. Bos

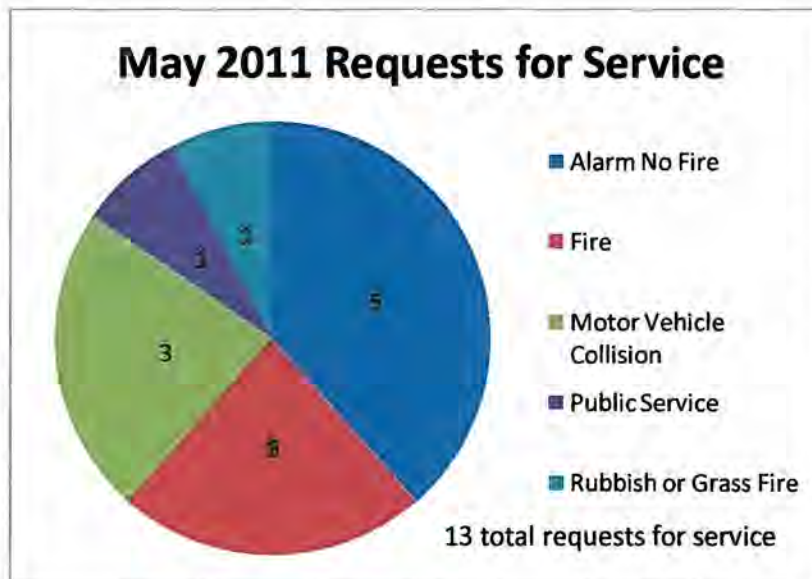
Firefighter training in May included a ventilation training in an acquired commercial structure and a driver theory and practical training. Three members travelled to Dunmore and Brooks for certified practical live fire training.

There were 13 requests for service in May. This included a fire on a CP Rail engine and a treater at an oil battery. As the battery fire exceeded the level of service provided by our service, fire crews backed away and the battery owner called in Firemaster. Two calls were related to the province wide fire ban, one of which was in contravention of the ban.

Fire inspections were carried out at Clearview Lodge, Harmony Home, Pioneer Place and Homestead Manor. Inspections were also completed at Taber Safe Haven, Tween Valley School, and a local approved Family Day Home provider. Two meetings were held with Good Samaritans to clarify emergency response procedures. Another meeting was attended with developers to clarify the impact of HIRF legislation enacted in July 2009. Upcoming events in town (Relay for Life, Rumble in the Cage, rodeo), required liquor licenses, permits and occupant loads to be completed.

In community support, Fire volunteers attended the Relay for Life as first aid providers. The fire hall was used as a clearing house for goods which were transported to assist Slave Lake fire victims.

We are currently drafting a level of service policy which will lay out which services are provided by our department. This is in accordance of Occupational Health and Safety standards. It will also assist in reviewing and refreshing our Standard Operating Procedures.



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.



Agenda Item No. 7.F)

TOWN OF TABER COUNCIL REQUEST FOR DECISION

Subject: Mayor and Councillor Reports (Verbal)		Date of June 27, 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:	June 23, 2011	CAO: 