

AGENDA

REGULAR MEETING OF THE COUNCIL OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, JUNE 11, 2018 AT 3:30 PM.

		<u>MOTION</u>
ITEM No. 1.	CALL TO ORDER	
ITEM No. 2.	ADOPTION OF THE AGENDA	X
ITEM No. 3.	ADOPTION OF THE MINUTES	
ITEM No. 3.A.	MINUTES OF REGULAR MEETING OF COUNCIL: MAY 28, 2018	X
ITEM No. 4.	BUSINESS ARISING FROM THE MINUTES	
ITEM No. 4.A.	STRATEGIC PLAN	X
ITEM No. 5.	BYLAWS	
ITEM No. 6.	ACTION ITEMS	
ITEM No. 6.A.	REGIONAL RECREATION MASTER PLAN	X
ITEM No. 6.B.	SOUTHERN ALBERTA SUMMER GAMES	X
ITEM No. 6.C.	TENDER AWARD - BNR SLUDGE HANDLING SYSTEM UPGRADE	X
ITEM No. 6.D.	STANDING ITEM - COUNCIL REQUESTS	X
ITEM No. 7.	DELEGATIONS	
ITEM No. 8.	MEDIA INQUIRIES	
ITEM No. 9.	CLOSED SESSION	X
ITEM No. 9.A.	LAND PURCHASE/SALE CLOSED SESSION TO PREVENT DISCLOSURE OF THIRD PARTY BUSINESS INFORMATION, IN ACCORDANCE WITH SECTION 16(1) OF THE FOIPP ACT.	
ITEM No. 9.B.	TOWN GROWTH CLOSED SESSION TO PREVENT DISCLOSURE OF ADVICE FROM OFFICIALS THAT COULD REASONABLY BE EXPECTED TO REVEAL ADVICE, PROPOSALS, RECOMMENDATIONS, ANALYSIS OR POLICY OPTIONS DEVELOPED BY A PUBLIC BODY, IN ACCORDANCE WITH SECTION 24(1) OF THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT.	



**ITEM No. 9.C. PROPOSALS
THAT COUNCIL TAKES THE MEETING IN CLOSED SESSION TO
PREVENT DISCLOSURE OF INFORMATION RELATED TO ADVICE,
PROPOSALS, RECOMMENDATIONS DEVELOPED BY A PUBLIC BODY
IN ACCORDANCE WITH SECTION 24(1)(A) OF THE FREEDOM OF
INFORMATION AND PROTECTION OF PRIVACY ACT.**

ITEM No. 10. OPEN SESSION X

ITEM No. 11. CLOSE OF MEETING X



Council Request for Decision	
Meeting Date: June 11, 2018	
Subject: Minutes of Regular Meeting of Council: May 28, 2018	
Recommendation:	Council adopts the minutes of the Regular Meeting of Council held on May 28, 2018, as presented.
Background:	N/A
Legislation / Authority:	MGA, Section 208(1)(a)(c).
Strategic Plan Alignment:	N/A
Financial Implication:	N/A
Service Level / Staff Resource Implication:	N/A
Justification:	Approval of minutes is in accordance with the <i>Municipal Government Act</i> , Section 208.
Alternative(s):	Council adopts the minutes of the Regular Meeting of Council held on May 28, 2018, as amended.



Attachment(s):	Minutes
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APPROVALS:	
Originated By:	Raeanne Keer
Chief Administrative Officer (CAO) or Designate:	

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, MAY 28, 2018, AT 3:30 PM.

Mayor

Prokop, Andrew

Councillors

Bekkering, Garth

Brewin, Jack

Firth, Carly

Garner, Mark

Strojwas, Joe

Tams, Louie

Chief Administrative Officer

Armfelt, Cory

Staff

Brennan, Meghan

Hembrough, Emily

Holmen, Aline

Keer, Raeanne

Parsons, Louise

Scherer, Gary

CALL TO ORDER

Mayor Prokop called the meeting to Order at 3:30 PM.

ADOPTION OF THE AGENDA

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

RES. 264/2018 MOVED by Councillor Garner that Council adopts the Agenda, as presented.

CARRIED UNANIMOUSLY

ADOPTION OF THE MINUTES

A) Minutes of Regular Meeting of Council: May 14, 2018

Councillor Brewin requested an amendment to Resolution 252/2018 and stated the Resolution should be corrected to read that Council directs Administration to ensure a ten minute response time for all fire and ambulance first responders to residential locations within the Town of Taber by relocating the Emergency Management Centre Building to an appropriate location.

RES. 265/2018 MOVED by Councillor Brewin that Council adopts the Minutes of the Regular Meeting of Council held on May 14, 2018, as amended, to include an amendment to Resolution 252/2018 to state that Council directs Administration to ensure a ten minute response time for all fire and ambulance first responders to residential locations within the Town of Taber by relocating the Emergency Management Centre Building to an appropriate location.

CARRIED

BUSINESS ARISING FROM THE MINUTES

A) Strategic Plan Feedback Review

C. Armfelt stated that at the Regular Meeting of Council held on April 23, 2018, Council directed Administration to seek public and staff input into the proposed Strategic Plan. He reviewed the feedback received in the 2018 Draft Strategic Plan Feedback Form Responses report, as well as the recommended changes from Administration.

BUSINESS ARISING FROM THE MINUTES – CONT'D

A) Strategic Plan Feedback Review – CONT'D

RES. 266/2018 MOVED by Councillor Brewin that Council accepts the Strategic Plan feedback for information; and,

That Council directs Administration to implement that the Strategic Plan refer to the Police as a service, not a force, to include the 60 acre development, to refer to locally-based emergency services within the Plan, and to change some images to high-resolution pictures the Town recently acquired.

CARRIED UNANIMOUSLY

B) Bylaw 13-2018 Cannabis Land Use Bylaw Amendments Public Hearing

C. Armfelt stated that at the Regular Meeting of Council held on May 14, 2018, Council passed a resolution to give First Reading to Bylaw 13-2018, and to hold a Public Hearing on May 28, 2018. He stated that the Public Hearing was not advertised in accordance with Section 606 of the *Municipal Government Act*, and therefore Administration is requesting that Council amend Resolution 244/2018 to reflect that the Public Hearing for Bylaw 13-2018 be held on June 25, 2018 at 3:30 PM.

RES. 267/2018 MOVED by Councillor Bekkering that Council amends RES. 244/2018 to reflect that the Public Hearing for Bylaw 13-2018 be held on June 25, 2018 at 3:30 PM.

CARRIED UNANIMOUSLY

BYLAWS

A) Bylaw 14-2018 Business License Bylaw First Reading

C. Armfelt stated that at the Regular Meeting of Council held on Monday, May 14, 2018 Council requested Administration to remove all references to Cannabis Lounges from Bylaw 14-2018, and that Administration is requesting Council to give First Reading to Bylaw 14-2018 being the Business Licence Bylaw.

Council discussed the wording of Section 6.2(x), and the spelling mistakes in Schedule B and Schedule C of Bylaw 14-2018.

RES. 268/2018 MOVED by Councillor Tams that Council gives First Reading to Bylaw 14-2018, being the Business Licence Bylaw, at this meeting.

CARRIED UNANIMOUSLY

ACTION ITEMS

A) Communications Training from Lethbridge College

C. Armfelt presented M. Brennan, Communications and Projects Coordinator, who stated that in the new Strategic Plan there is an increased focus on communications and therefore Administration has sought out a partnership with Lethbridge College to provide training in this initiative to Council, the Senior Administrative Team, and other key staff members within the Town.

Council discussed the training opportunity, the instructors, and an appropriate time to schedule the training.

ACTION ITEMS – CONT'D

**A) Communications Training from Lethbridge College –
CONT'D**

RES. 269/2018 MOVED by Councillor Firth that Council approves the communications training proposal from Lethbridge College, with funds to be taken from the Council training budgetary line, and that Administration bring back dates and times to the first meeting in September for further discussion on the timing of the training.

CARRIED

B) 2018 AUMA Resolution for Energy Rates

C. Armfelt presented the draft 2018 AUMA resolution for energy rates titled “Termination of Regulated Minimum Electrical Costs” to Council, in accordance with the resolution made at the Regular Meeting of Council held on May 14, 2018.

ACTION ITEMS – CONT'D

B) 2018 AUMA Resolution for Energy Rates – CONT'D

RES. 270/2018 MOVED by Councillor Bekkering that Council authorizes the resolution titled “Termination of Regulated Minimum Electrical Costs” which states:

WHEREAS municipalities have the opportunity to connect to electrical infrastructure to provide services to our communities; and

WHEREAS the lowest regulatory charge for municipalities in Alberta is Rate 41; and

WHEREAS Rate 41 regulatory changes constitute 3kW minimum monthly energy regardless of actual power consumed by the accessory or device; and

WHEREAS advancing technologies may not require 3kW of power to operate devices; and

WHEREAS municipalities must pay for minimum usage charges regardless of the actual usage of the accessory or device; and

WHEREAS these minimum costs are prohibitive to municipalities providing essential or innovative services that require power.

NOW THEREFORE BE IT RESOLVED THAT the Alberta Urban Municipalities Association lobby the Province of Alberta and the Alberta Utilities Commission to remove the minimum monthly energy charge rates and establish a charge-for-usage fee structure that would allow municipalities to provide necessary services and innovation in their communities without the burden of mandatory minimum energy costs; and,

Directs Administration to forward the resolution to the Alberta Urban Municipalities Association (AUMA) Chief Executive Officer for the AUMA Board for consideration by the Municipal Governance Committee for furthering to the convention.

CARRIED UNANIMOUSLY

ACTION ITEMS – CONT'D

C) Community Grant Program Application: Taber Mennonite School Graduation Ceremony

C. Armfelt presented the Community Grant Application for the Taber Mennonite School Graduation Ceremony, requesting a waiver of the Community Centre Auditorium fee in the amount of \$515.25.

RES. 271/2018 MOVED by Councillor Brewin that Council approves the Community Grant Application for waiver of the Community Centre Auditorium fee in the amount of \$515.25 for the purpose of the Taber Mennonite School Graduation Ceremony.

CARRIED UNANIMOUSLY

D) Auditorium Facility Modernization and Mechanical System Upgrade

C. Armfelt presented A. Holmen, Director of Recreation, and stated that Administration is requesting permission from Council to re-allocate the Auditorium Facility Modernization and Mechanical System Upgrade project to the 2019 Capital Projects.

A. Holmen also stated that Administration is requesting the project to take place from January 7, 2019 to March 14, 2019, where it will have the least amount of impact on the public, and allows the required ten week window for the construction.

Council discussed the timeline of the project and the user groups that will be impacted by the project.

RES. 272/2018 MOVED by Councillor Tams that Council authorizes Administration to move the Auditorium Facility Modernization and Mechanical System Upgrade from the 2018 Capital Budget to the 2019 Capital Budget, and to use the time frame of January 7, 2019 to March 14, 2019 to complete the project.

CARRIED

145/2018

Meeting Date
28/05/2018

ACTION ITEMS – CONT'D

E) Community Centre LED Signage RFP Award

A. Holmen and L. Parsons, Procurement Specialist, presented the Community Centre LED Signage Request for Purchase (RFP), and recommended that the tender be awarded to Libertelevision West Inc.

Council discussed the tenders received, the pixel specifications in the signs, and the quality of the signs presented in the proposals.

MOVED by Councillor Strojwas that Council awards the Request for Purchase (RFP) for L.E.D. Signage to National Sign Link for Option 2 for a total project cost of \$60,550.00, and allows Administration to utilize a portion of the remaining funds for a structural assessment of the final construction to meet building code requirements.

Councillor Tams suggested a friendly amendment of awarding the RFP to National Sign Link for Option 1 for a total project cost of \$80,500.00.

Councillor Strojwas accepted the friendly amendment.

RES. 273/2018 MOVED by Councillor Strojwas that Council awards the Request for Purchase (RFP) for L.E.D. Signage to National Sign Link for Option 1 for a total project cost of \$80,500.00, and allows Administration to utilize a portion of the remaining funds for a structural assessment of the final construction to meet building code requirements.

CARRIED

ACTION ITEMS – CONT'D

F) Taber Municipal Police Commission Report to Council

Council reviewed the Taber Municipal Police Commission Report.

RES. 274/2018 MOVED by Councillor Firth that Council accepts the Taber Municipal Police Commission Report for information.

CARRIED UNANIMOUSLY

G) Department Reports

Council reviewed the Department Reports.

RES. 275/2018 MOVED by Councillor Bekkering that Council accepts the Department Reports for information.

CARRIED UNANIMOUSLY

H) Mayor and Councillor Reports (Verbal)

Council provided their verbal reports.

RES. 276/2018 MOVED by Councillor Tams that Council accepts the Mayor and Councillor Reports for information.

CARRIED UNANIMOUSLY

I) Standing Item - Council Requests

Council inquired who concerned citizens should speak to about the increases in their property taxes and discussed updating Council Chambers.

C. Armfelt stated that citizens should contact Benchmark Assessments Consultants Inc. if they have questions or concerns about their property taxes.

ACTION ITEMS – CONT'D

I) Standing Item - Council Requests – CONT'D

MOVED by Councillor Garner that Council directs Administration to investigate the cost to renovate the current Council Chambers with new carpeting, new paint on the existing walls, reconfiguring of the west wall, change of the seating arrangement, and to bring that information back to Council as soon as possible.

Council discussed the process and timeline of Administration obtaining the requested information to be presented to Council.

Council discussed amending Councillor Garner's motion to include for Administration to consider resurfacing the existing walls prior to painting, and extending the time frame to ensure Administration has an adequate opportunity to bring back all the requested information.

C. Armfelt stated that Administration would work to provide the costs to Council prior to the planning of the 2019 Capital Budget.

RES. 277/2018 MOVED by Councillor Garner that Council directs Administration to investigate the cost to renovate the current Council Chambers with new carpeting, updating the surface of the walls, reconfiguring the west wall, changing of the seating arrangement, and that the information is brought back prior to October and prior to the planning of the 2019 Capital Budget.

CARRIED UNANIMOUSLY

RES. 278/2018 MOVED by Councillor Tams that Council takes a 10 minute break and reconvenes the meeting at 5:00 PM.

CARRIED UNANIMOUSLY AT 4:50 PM

ACTION ITEMS – CONT'D

I) Standing Item - Council Requests – CONT'D

RES. 279/2018 MOVED by Councillor Tams that Council reconvenes the Regular Meeting of Council into Open Session.

CARRIED UNANIMOUSLY AT 5:03 PM

DELEGATIONS

A) Delegation: Taber Youth Employment Program

C. Armfelt introduced T. Erickson-Driscoll, Program Coordinator and Facilitator for the Taber Youth Employment Program, who presented the efforts and goals of the Youth Employment Program within the Town of Taber.

RES. 280/2018 MOVED by Councillor Garner that Council accepts the Taber Youth Employment Program Delegation presentation for information purposes.

CARRIED UNANIMOUSLY

MEDIA INQUIRIES

None.

CLOSED SESSION

RES. 281/2018 MOVED by Councillor Tams that Council moves into Closed Session to prevent disclosure of advice from officials, in accordance with Section 24(1) of the *Freedom of Information and Protection of Privacy Act*.

CARRIED UNANIMOUSLY AT 5:13 PM

CLOSED SESSION – CONT'D

A) Service Agreement

Council takes this meeting into Closed Session to prevent disclosure of advice from officials, in accordance with Section 24(1) of the *Freedom of Information and Protection of Privacy Act*.

Pursuant to Section 197(6) of the *Municipal Government Act*, the following members of Administration were in attendance in Closed Session for Agenda Item 9.A) Service Agreement: C. Armfelt, Chief Administrative Officer.

OPEN SESSION

RES. 282/2018 MOVED by Councillor Strojwas that Council reconvenes into Open Session.

CARRIED UNANIMOUSLY AT 6:06 PM

RES. 283/2018 MOVED by Councillor Tams that Council directs Administration to write a letter signed by the Mayor directed to the Village of Barnwell Mayor and Council, and the Municipal District of Taber Reeve and Council, to request that regional servicing be discussed via a 3rd party Intermunicipal Collaborative Framework process, and that the letter be cc'd to the Municipal Government Board.

CARRIED UNANIMOUSLY

CLOSE OF MEETING

RES. 284/2018 MOVED by Councillor Garner that this Regular Meeting of Council is hereby Closed.

CARRIED UNANIMOUSLY AT 6:09 PM

MAYOR

CHIEF ADMINISTRATIVE OFFICER



Council Request for Decision	
Meeting Date: June 11, 2018	
Subject: Strategic Plan	
Recommendation:	That Council approves the Town of Taber Strategic Plan as presented.
Background:	<p>At their May 28, 2018 meeting, Council made the following motion regarding the draft Strategic Plan:</p> <p>RES. 266/2018 MOVED by Councillor Brewin that Council accepts the Strategic Plan feedback for information; and,</p> <p style="padding-left: 40px;">That council directs Administration to implement that the Strategic Plan refer to the Police as a service, not a force, to include the 60 acre development, to refer to locally-based emergency services within the Plan, and to change some images to high-resolution pictures the Town recently acquired.</p> <p style="text-align: right; padding-right: 20px;">CARRIED UNANIMOUSLY</p> <p>Those changes have been implemented and are attached for Council's review.</p>
Legislation / Authority:	MGA Section 3
Strategic Plan Alignment:	This would outline new strategic initiatives for the Town of Taber.
Financial Implication:	Budgetary implications will be outlined after Council's decision on the Strategic Plan is finalized.
Service Level / Staff Resource Implication:	Service levels will depend on the new strategic alignment and Council's direction for it.



Justification:	A Strategic Plan will provide good governance by clearly outlining Council's priorities and clarifying goals and visions for Administration to work towards.
Alternative(s):	Council may request further amendments to the Strategic Plan. Council may request further information.

Attachment(s):	Town of Taber Strategic Plan
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APPROVALS:	
Originated By:	Meghan Brennan
Chief Administrative Officer (CAO) or Designate:	

Town of Taber

STRATEGIC PLAN
2018



Introduction

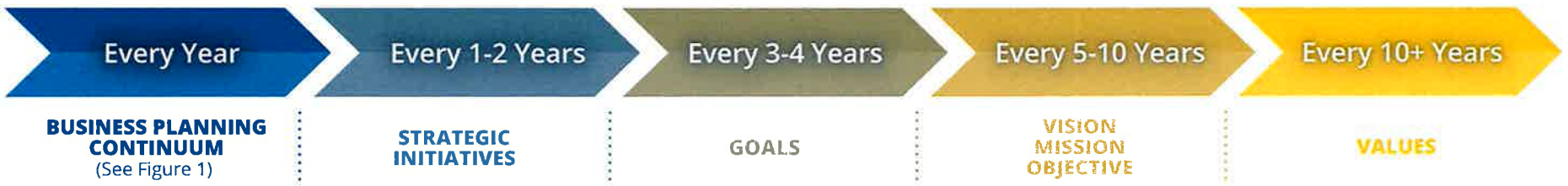
The Town of Taber is a great place to grow, that is our motto, however, we are much more. Geographically located at the tip of the Palliser triangle, between the cities of Lethbridge and Medicine Hat in southern Alberta, our community spirit is strong and vibrant. We have abundant resources including people, irrigation, oil and gas, service industries, agronomy, an excellent climate, a safe community, and are known for our hospitality.

The corporate entity known as the Town of Taber; Council, administration, and employees realized that in order to keep our community a great place to grow, as well as maximize the benefits of globalisation, migration, the economy and other pressures, the Town required a strategic plan. The goal of strategic planning is to bring together the public, staff, administration, and Council in the development of a common long term vision, establish goals, and work on strategic initiatives. The purpose of strategic planning is to create a document that acts as a guideline for all stakeholders in focusing decision making, providing useful information at budget evaluation time, and as a tool to communicate strategic priorities.

The Town administration works with the assets of the Town, including our employees, to establish business plans from the strategic plan that we call strategic initiatives. These strategic initiatives could also be called work plans and establish who is responsible for the work to be done, funding requirements, timelines for completion and a reporting mechanism back, ultimately to Council. As a result, stakeholders can see how our work aligns with our strategies, and everyone is accountable to the plan.

The following chart provides a visual representation of our strategic planning model with associated time lines and responsibilities.

STRATEGIC PLANNING AND IMPLEMENTATION CYCLE:





Vision



The Town of Taber is a leader of the next generation of economic revolution in Canada, a model of good governance in the province of Alberta, and a collaborative growth partner in the southern Alberta region.

Values

Value statements are commonly used in strategic planning to establish the way in which the Town conducts itself within the organization, with external stakeholders and clients. It is more the “how” we do business than the “what”.

The Values proposed were developed from input received from two focus groups that were held with Council and staff. The data was analyzed and a list of ten values were extrapolated. A survey was conducted of all staff to determine which of the ten values were the most significant to them personally and also in their daily work lives. Of the ten, the following five were valued as the most important.

WE VALUE:

PROFESSIONALISM	the skill, good judgment, and polite behavior that is expected from a person who is trained to do a job well
INTEGRITY	the quality of being honest and fair
RESPECT	a feeling or understanding that someone or something is important, serious, etc., and should be treated in an appropriate way
ETHICALITY	following accepted rules of behavior: morally right and good; conforming to accepted standards of conduct
PROGRESSIVENESS	interested in researching and implementing new ideas, findings, or opportunities and examining best practices

Mission



The Town of Taber strives to provide progressive economic, social, and cultural opportunities, while ensuring the efficient and affordable delivery of services in collaboration with industry and other local governments. We will promote an environment that is welcoming to everyone to develop a strong Town and enhance community spirit.



Overall Objective

Establish a local, provincial, and national image of the Town of Taber as a safe, inclusive, family-oriented community, with a strong identity and sense of place.

ASSOCIATED GOALS:



**Improve
Internal
& External
Communications**



**Develop
Community
& Promote
Growth**



**Define &
Practice
Good
Governance**



**Enhance
Sense
of
Community**

Strategic Initiatives

Within each one of the four goals, strategic initiatives were identified. Each of these initiatives have been discussed within the management team and assigned to departments to come up with business plans to address the strategic initiatives. Of course, not everything can be completed at once. Budgets and capacity to complete initiatives are scrutinized and we realize that we need to start with small steps. However, we also know that by aligning our focus, through use of this strategic plan, we will achieve success.





Improve Internal & External Communications



1. Establish appropriate communication protocols between Council and Administration

- Review current communication protocols
- Establish process to identify communication protocol errors
- Establish regular reporting cycle for application of communication protocols
- Establish schedule for updates and revisions to communication protocols

2. Finalize and adopt communications strategy

- Review final strategy draft with Council and Administration
- Implement strategy across all departments
- Review strategy after 6 months to confirm its efficiency and effectiveness

3. Improve relationships with local media

- Develop strategy to open Council meetings to public (i.e. livestream meetings)
- Extend invitations to local and regional media to events Council will be attending
- Extend invitations to local and regional media for local government information sessions

4. Increase Council's public presence

- Encourage a minimum of 2 Council members to attend all local public events
- Encourage a minimum of 1 Council member to attend all regional events
- Council members host monthly coffee shop get together to be publicly available to citizens of Taber



Develop Community & Promote Growth

1. Develop new economic initiatives

- Pursue opportunities that become available through Protein Innovation Grant
- Develop a focused list of potential businesses to engage through in-person meetings
- Explore and implement viable opportunities to capture the benefit of energy efficient technologies

2. Review Town policies and regulations that pertain to development

- Review and make necessary updates to Taber Economic Development Plan, Taber Land Use Bylaw, Taber Municipal Development Plan
- Explore opportunities to provide development incentives that promote well-managed growth (i.e. off-site levy credits, etc)

3. Promote expansion of the variety of housing options in Taber

- Identify missing and under-represented housing typologies
- Identify locations consistent with Town policies and bylaws for increasing housing stock diversity
- Establish relationship with an affordable housing developer (i.e. Habitat for Humanity)
- Explore a variety of options for the 60 acre development

4. Explore post-secondary education partnership opportunities to establish Taber as an agricultural industry learning hub

- Research best practices for developing a learning environment
- Partner with local businesses to sponsor a broad range of educational and training opportunities in Taber
- Research potential post-secondary schools to partner with
- Establish and foster relationship with identified potential post-secondary partners



Define & Practice Good Governance



1. Pursue Strategic Plan mission, vision, and goals

- Share prior to adoption draft Strategic Plan with Taber citizens, businesses, institutions, etc.
- Contract a specialist in change management to assist Council, Administration, and community with image re-establishment process
- Conduct meeting with Council and Administration to review and affirm Strategic Plan
- Review Strategic Plan regularly to identify where to focus efforts

2. Clarify Administrative roles and responsibilities

- Host retreat between Administration & Council
- Review job descriptions for Administrative roles to ensure clarity of expectations of employees
- Create goals and milestones for employees to determine job success

3. Develop HR policies to encourage professional excellence

- Identify financial support for staff to attend conferences, professional development days, etc.

4. Review Town policy documents

- Ensure all policy documents referenced currently exist, will exist within 1 year, or are no longer referenced

5. Develop partnerships with other regional governments and organizations

- Evaluate, foster, and develop established relationships with regional governments through in-person growth and development meetings
- Seek affiliations with other regional governments to improve service delivery, pursue best practices, and maximize grant potential
- Update infrastructure master plan to reflect inter-municipal collaboration opportunities



Enhance Sense of Community

1. Encourage and promote local cultural diversity

- Ensure Town presence at established cultural events
- Meet with local cultural groups to explore development of Taber “Culture Days”

2. Define Taber’s physical “sense of place”

- Host public engagement session to determine entrance / gateway identification options
- Explore development of architectural style guide

3. Develop and promote Taber’s local arts community

- Create Arts & Heritage Committee, including members of Council, Administration, and the public
- Commit funding in 2018-2019 budget towards development of Town public art, cultural events, etc.
- Develop partnership with local and regional arts organizations through regular meetings with Administration

4. Continue the growth of Taber as a healthy and safe community

- Develop new Parks and Recreation Master Plan for Town of Taber
- Collaborate with MD of Taber to complete regional aspects of Parks and Recreation Master Plan (i.e. bicycle & pedestrian trails to the Riverfront Park, regional path system, etc)
- Find opportunities to include healthy community design principles in local infrastructure projects
- Maintain locally based, public safety oriented police service, and locally-based emergency services



Summary

Strategic planning is a fluid process and that pressure from outside the Town of Taber, as well as from inside, may impact our strategies. The Town administration understands that we will need to revisit our strategic initiatives every 1 to 2 years, as such, we have created a living, but stable document to guide us. This document aligns our strategic priorities with our business priorities and holds all parties accountable. Furthermore:

- It allows our individual employees to see where their work actions lead to achievable and measurable results
- It helps the Town make better decisions with our limited resources and capacity
- It allows us all to share the same vision and move in that direction

At the end of the day, we all move forward as one to achieve success for the Town of Taber.





TOWN OF
TABER

403.223.5500
www.taber.ca



Council Request for Decision	
Meeting Date: June 11, 2018	
Subject: Regional Recreation Master Plan	
Recommendation:	Council agrees to a collaboration with the MD of Taber regarding a Regional Recreation Master Plan in 2019 and advises Administration to bring back additional information regarding funding options and feedback from Barnwell and Vauxhall Councils.
Background:	<p>The Recreation Board expressed interest in completion of the existing Recreation Master Plan to include financial estimates for projects as well as timelines.</p> <p>While doing some research regarding the completion of the current Recreation Master Plan another option has presented itself and can be viewed in the document provided by RC Strategies. Under the new requirements for the MGA (Municipal Government Act), the Town of Taber will be required to develop an Inter-municipal Collaborative Framework of which Recreation is one of the components. Option #2 would assist the Town of Taber and the MD of Taber with development of ICF's in the future.</p> <p>The Recreation Board has discussed a Regional Master Plan and feels that it could prove beneficial to both the Town and the MD of Taber, however, there are currently no funds available for completion of this plan.</p> <p>Danielle Hansen, Recreation Board Chairperson and Aline Holmen attended the MD of Taber Council meeting on May 22nd. There was definite interest from their Council dependant on funding and they were able to identify future benefits of such a collaboration. They also asked if we would consider approaching the Village of Barnwell and the Town of Vauxhall to collaborate as well.</p> <p>Danielle and Aline will be present at the meeting to discuss this request further and address any questions that Council may have.</p>
Legislation / Authority:	MGA Section 3
Strategic Plan Alignment:	Create and promote all season recreational facilities that are regionally recognized.



Financial Implication:	There are no funds currently budgeted for either Option #1 or Option #2 regarding completion of the Recreation Master Plan.
Service Level / Staff Resource Implication:	Staff resources would be required to prepare the procurement process as well as work with the successful company to complete the Plan. Staff resources would be required for grant applications if such were available.
Justification:	The Recreation Board fully supports this initiative. Completion of a Regional Recreation Master Plan would provide clarity and direction for Administration, the Recreation Board and both Councils, and assist with budgets and planning into the future.
Alternative(s):	Council may choose to accept the information regarding the Recreation Master Plan options as presented. Council may choose to decline a collaborative effort with the MD of Taber on a Regional Recreation Master Plan and advise that Option #1 be undertaken.

Attachment(s):	RC Strategies Options for Recreation Master Plan
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APPROVALS:	
Originated By:	Aline Holmen
Chief Administrative Officer (CAO) or Designate:	

Recreation and Parks Planning Project



February 23rd, 2018

Aline Holmen, Director of Recreation

A – 4900 50 Street,
Taber, Alberta,
Canada, T1G 1T1
P: (403) 223 – 6019
F: (403) 382 – 9521
E: aline.holmen@taber.ca

RE: Recreation and Parks Planning

Aline,

Thank you for your email on February 16, 2018 and subsequent telephone conversations. As per our discussion, the following memo is meant to outline a couple options that we see the Town has in developing more comprehensive recreation and parks planning. Much good work has been done by Town staff in preparing the 2016 Recreation Master Plan; good work that we understand you would like to see supplemented with more focused and detailed planning regarding project priorities, capital costing, and service delivery recommendations.

It is also important to note that since the current Plan was developed in 2016, the planning context has evolved. The Modernized MGA and associated changes coming into effect on April 1, 2018 will require municipalities to explore opportunities for collaboration with municipal neighbors in the provision of recreation services. As well, the endorsements of both the National Recreation Framework and Parks for All initiatives warrant consideration for local level recreation and parks planning. For these reasons, we have provided a high level outline of two different approaches the Town and Recreation Board could take moving forward. Both are outlined as follows with associated costs and benefits.

Consideration	Approach #1	Approach #2
Overall intent	Update and enrich the current 2016 Master Plan	Develop a new Regional Recreation Master Plan using the 2016 Plan as a starting point.
Tasks included	<ol style="list-style-type: none"> 1. Creation of a prioritization tool to prioritize potential projects. 2. Analyze the current service delivery system and provide recommendations for enhancement. 3. Provide high level capital and operating costs related to #1 and #2 above. 4. Produce a 2018 Recreation Master Plan. 	<ol style="list-style-type: none"> 1. Partner with the M.D. of Taber to develop a regional plan. 2. Conduct thorough public and stakeholder engagement with both Town and M.D. residents and groups. 3. Update related research (trends, benchmarking, planning influences, etc.). 4. Identify priorities for infrastructure, programs, and service delivery. 5. Provide high level capital and operating costs related to #1 and #2 above. 6. Produce a 2018 Regional Recreation Master Plan.

Consideration	Approach #1	Approach #2
Timing	2 – 3 months	6 – 10 months
Budget Range	\$15,000 – \$20,000	\$60,000 – \$90,000
Rationale	<ul style="list-style-type: none"> • Builds upon 2016 effort and brings information to 2018 state. • Completes planning related to Town of Taber specific needs and plans. 	<ul style="list-style-type: none"> • Enables the Town and MD to work together to identify priorities and strategic directions (in alignment with Inter-municipal Collaboration Framework requirements). • Engages all regional residents. • Builds upon 2016 effort and brings information to 2018 state.

We would expect that either approach will help the Town get to a more defined state regarding the future of recreation and parks in the community. Although approach #1 may lead to a more strengthened relationship with the M.D. should they be involved in taking the existing Plan to the next stage, approach #2 would be ideal in getting regional buy-in to a Plan for recreation and parks.

This memo is intended to provide two alternative approaches for the Town and Recreation Board to consider moving forward. RC Strategies+PERC would likely provide a proposal of services via competitive bid process in the event either approach is taken.

The budget ranges outlined are consistent with other similar projects tendered in Alberta over the past 6 months. In other regions, the development of regional recreation and parks plans have been funded by both urban and rural partners and in some cases provincial grants have been available for these types of regional planning exercises. Both cost sharing and grants may ultimately reduce planning costs for the Town.

I hope this helps the Town and the Board with its strategic thinking regarding best next steps. If you need anything else, please do not hesitate to call or email.

Thanks for the opportunity to prepare this memo.

Sincerely,



Michael Roma, Partner
 RC Strategies+PERC
 2004 Sherwood Drive
 Sherwood Park, Alberta
 Canada, T8A 0Z1
 P: (780) 441 – 4263
 C: (780) 292 – 3584
 E: roma@rcstrategies.ca



Council Request for Decision	
Meeting Date: June 11, 2018	
Subject: Southern Alberta Summer Games	
Recommendation:	Council accepts the Southern Alberta Summer Games update as presented.
Background:	The Recreation department has been very busy preparing for the Southern Alberta Summer Games. Aline Holmen and Emily Bradbury will be in attendance to provide Council with an update on the progress to date (see attached) and are prepared to answer any questions Council may have.
Legislation / Authority:	MGA
Strategic Plan Alignment:	Foster cultural opportunities in Taber through improved venues, support of special events, and recognition of our cultural diversity.
Financial Implication:	Budget authorized in the 2018 Operating Budget.
Service Level / Staff Resource Implication:	Games Coordinator working closely with Director and recreation staff.
Justification:	Council was part of the bid to host the 2018 SASG.
Alternative(s):	Council may have specific questions or request additional information regarding the games.
Attachment(s):	SASG Update



APPROVALS:	
Originated By:	Aline Holmen
Chief Administrative Officer (CAO) or Designate:	



2018 SASG Update

- Registration began May 3rd in all regions, deadline is June 11th at noon. We have been busy registering athletes.
- Advertising – we have been putting out information on the games using the Town website, MD of Taber website as well as several other sources including newspaper and utility newsletters. We have also been utilizing Facebook, Instagram, and Twitter. Regional Directors from each community including ours began promoting the games in their regions on May 3rd.
- SARA website – this is the main games website and may be viewed at www.southernalbertasummernames.com. The website has been completely updated and will continue to be updated as needed until the completion of the games. The site includes all of the sport information/rules, sponsors, volunteer registration, photos, accommodations, restaurants, and events calendars. The other websites are supporting this main site.
- We have two Facebook pages we are utilizing which are the SouthernAlbertaSummerGames – MD of Taber Team site as well as the Southern Alberta Summer Games.
- Facilities have been booked for all games events (Town and other).
- The athlete handbook is going to print within the week
- Reviewing road work planned for the summer and the possible effect on SASG.
- Insurance – has been difficult to obtain for this games in comparison to other games.
- Fundraising campaign went fairly smooth. We were competing with numerous events this year for funding so there was a challenge but overall fairly satisfied.
- Volunteer T- shirts – a sponsor has been secured for these and they have been received. As well we have received a donation of athlete sling bags for all.
- Rules – have all been reviewed and brought up to date with new provincial sport body standards. Two new sports this year, Pickleball and Motocross.
- Equipment – sport chairs have been providing their lists for required equipment for the sports events and equipment is now being purchased.
- Other events - arrangements have been made for the Movie in the Park event that will occur during the games at the MD of Taber Park along with a Pool Party. The Taber Library will be hosting activities during the games and we have also planned an open gym at Taber Gymnastics and a Splash Party at the Spray Park.
- Ceremonies- Opening Ceremonies will be held in Confederation Park on the evening of July 4th. There will be a free BBQ, entertainment by local band Plum Cray, bouncers, and



other activities for athletes and their families. A formal stage ceremony will take place at 7:00pm including an athlete march, speeches, and awards.

- Torch – approval has been received from ATCO Gas for use of their torch for the event as well as numerous tents. Final arrangements for the loan agreement underway.
- Signage – finalizing signage for sponsor recognition.
- SASG office – The office is in the Grey Room again and will be shared with Summer Program staff.
- Concessions – contacting possible vendors for the different venues. Utilizing local vendors first with the possibility of inviting a few from out of town.
- Evaluating first aid requirements and preparing to order supplies.
- Chip Timing component of 3/5/10km run has been confirmed.
- Volunteers – advertising for volunteers for the various events is ongoing. Approximately 400 volunteers will be utilized.
- Schedules – sport chairs will receive their participant numbers on June 11th and will begin to prepare their sport schedules.



Council Request for Decision	
Meeting Date: June 11, 2018	
Subject: Tender Award - BNR Sludge Handling System Upgrade	
Recommendation:	Council award the BNR Sludge Handling System Upgrade Tender to Parcon Construction Ltd. for the amount of \$1,176,399.00 inclusive of GST.
Background:	<p>Through the 2018 Capital Budget process Council approved the BNR Sludge Handling System Upgrade project.</p> <p>MPE completed the Industrial Lagoon Upgrade and BNR Plant Sludge Treatment – Conceptual Design Study in November of 2014. The study provided the Town with an assessment of the existing Biological Nutrient Removal (BNR) Wastewater Treatment Plant sludge handling process. Recommendations from the study included proceeding with detailed design of the upgrades to the BNR sludge handling system.</p> <p>The BNR Sludge Handling System Upgrade major work items are:</p> <ol style="list-style-type: none"> 1. Addition of an Aeration System to the sludge holding tanks 2. Replacement of existing belt filter press and sludge feed pumps with a centrifuge and new sludge feed pumps. <ol style="list-style-type: none"> a. Supply and install three (3) 30 HP aeration blowers b. Supply and install two (2) 7.5 Sludge feed pumps c. Mechanical, electrical and instrumentation d. Underground piping e. Site work <p>The Town of Taber solicited a Request for Qualification (RFQ) through MPE Engineering to qualify bidders for this project. The objective of the RFQ was to contract with qualified and experienced firm(s) to complete the BNR Sludge Handling System Upgrades. Upon qualification being completed, an Invitation to Tender was issued to 8 qualified contractors.</p> <p>BNR Sludge Handling System Upgrade tender closed 2:00 p.m. Wednesday, May 30th, 2018.</p>

	<p>The tender submission and results are as follows</p> <table border="1"> <thead> <tr> <th><u>Tender</u></th> <th><u>Tender Amount</u></th> </tr> </thead> <tbody> <tr> <td>1. Parcon Construction Ltd.</td> <td>\$1,176,399.00</td> </tr> <tr> <td>2. Porter Tanner Associates Inc.</td> <td>\$1,178,715.93</td> </tr> <tr> <td>3. Tritech Group Ltd.</td> <td>\$1,186,637.20</td> </tr> <tr> <td>4. DMT Mechanical Ltd.</td> <td>\$1,187,365.20</td> </tr> <tr> <td>5. Alpha Construction Inc.</td> <td>\$1,269,896.25</td> </tr> <tr> <td>6. Maple Reinders Constructors Ltd.</td> <td>\$1,528,800.00</td> </tr> </tbody> </table> <p>All prices include \$30,000.00 Prime Cost Allowance, \$150,000.00 Extra Work Allowance, and 5% G.S.T.</p> <p>Total capital budget for this project was \$1,200,000.00 in 2018 and an additional \$100,000 in 2017 for engineering, total capital budget for the project is \$1,300,000.</p> <p>This project has been offered cost-shared under the Alberta Municipal Water/Wastewater Partnership grant to a maximum of \$480,220.</p> <p>The project completion date is scheduled for the end of 2018.</p>	<u>Tender</u>	<u>Tender Amount</u>	1. Parcon Construction Ltd.	\$1,176,399.00	2. Porter Tanner Associates Inc.	\$1,178,715.93	3. Tritech Group Ltd.	\$1,186,637.20	4. DMT Mechanical Ltd.	\$1,187,365.20	5. Alpha Construction Inc.	\$1,269,896.25	6. Maple Reinders Constructors Ltd.	\$1,528,800.00
<u>Tender</u>	<u>Tender Amount</u>														
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5. Alpha Construction Inc.	\$1,269,896.25														
6. Maple Reinders Constructors Ltd.	\$1,528,800.00														
Legislation / Authority:	<p>Environmental Protection and Enhancement Act Approval (EPEA) Alberta ESRD - Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems (March 2013) Guidelines for Municipal Wastewater Irrigation (April 2000)</p>														
Strategic Plan Alignment:	<p>Initiative - Strengthen our core infrastructure and services in a fiscally responsible manner.</p> <p>Goal - Update and follow the infrastructure master plan and itemizes and prioritizes when infrastructure replacement is required.</p>														
Financial Implication:	<p>The BNR Sludge Handling System Upgrade project is in the 2018 capital budget for the amount of \$1,200,000.</p>														
Service Level / Staff Resource Implication:	<p>Project management of the lagoon upgrades.</p>														
Justification:	<p>Replacement of infrastructure past its life cycle.</p>														



Alternative(s):	Council rejects all bids because of budget constraints.
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Attachment(s):	MPE Letter of Recommendation of Award Recommendation for Award - BNR Sludge Handling System Upgrade
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APPROVALS:	
Originated By:	Louise Parsons
Chief Administrative Officer (CAO) or Designate:	

Suite 300, 714 5 Avenue South
Lethbridge, AB T1J 0V1
Phone: 403-329-3442
1-866-329-3442
Fax: 403-329-9354



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

May 30, 2018
File: N: 1415\036\00.L01

Attention: Mr. Gary Scherer,
Director of Engineering and Public Works

Dear Mr. Scherer:

**RE: Taber BNR Sludge Handling System Upgrades
Tender Summary & Recommendation**

The tender opening for the above mentioned project took place at 2:00 p.m. on Wednesday, May 30, 2018 in the MPE Engineering Lethbridge 3rd Floor Boardroom. We have reviewed the tenders for arithmetic errors. The following summarizes the corrected tenders received from lowest to highest.

<u>Tender</u>	<u>Tender Amount</u>
1. Parcon Construction Ltd.	\$1,176,399.00
2. Porter Tanner Associates Inc.	\$1,178,715.93
3. Trittech Group Ltd.	\$1,186,637.20
4. DMT Mechanical Ltd.	\$1,187,365.20
5. Alpha Construction Inc.	\$1,269,896.25
6. Maple Reinders Constructors Ltd.	\$1,528,800.00

All prices include \$30,000.00 Prime Cost Allowance, \$150,000.00 Extra Work Allowance, and 5% G.S.T.

MPE has previously worked successfully with the low bidder Parcon Construction Ltd. on projects of a similar scope. Based on this and review of the qualification package submitted, Parcon Construction Ltd. has the experience and capability to complete this project. We therefore recommend the acceptance of the low tender submitted by Parcon Construction Ltd.

If you wish to proceed with this project please inform our office. Once approval to proceed with the project is given, MPE Engineering Ltd. will prepare the necessary Contract documents for execution by the Town of Taber and the Contractor. If you have any questions regarding this correspondence, please contact the undersigned at (403) 317-3602.

Yours truly,

MPE Engineering Ltd

A handwritten signature in black ink, appearing to read "Zac Kostek", written over a white background.

Zac Kostek, P. Eng.
Project Manager

KL:mw



TENDER AWARD RECOMMENDATION

PROJECT #	850-T01 (2018-17)
PROJECT NAME	BNR Sludge Handling System Upgrades
PROJECT BUDGET	\$1,200,000
DATE	May 31, 2018

Submitted for your review and concurrence is the award recommendation for the above referenced Project and Invitation to Tender.

BACKGROUND

The Town of Taber solicited a Request for Qualification (RFQ) through MPE Engineering to qualify bidders for this project. The objective of the RFQ was to contract with qualified and experienced firm(s) to complete the BNR Sludge Handling System Upgrades. Upon qualification being completed, an Invitation to Tender was issued.

The tender opening for the above mentioned project took place at 2:00 p.m. on Wednesday, May 30, 2018 in the MPE Engineering Lethbridge 3rd Floor Boardroom, with Gary Scherer, Director of Engineering & Public Works and Louise Parsons, Procurement Manager in attendance.

MPE Engineering reviewed the tenders for arithmetic errors. The following summarizes the tenders received from lowest to highest.




Tender	Tender Amount
1. Parcon Construction Ltd.	\$1,176,399.00
2. Porter Tanner Associates Inc.	\$1,178,715.93
3. Trittech Group Ltd.	\$1,186,637.20
4. DMT Mechanical Ltd.	\$1,187,365.20
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6. Maple Reinders Constructors Ltd.	\$1,528,800.00

All prices include \$30,000.00 Prime Cost Allowance, \$150,000.00 Extra Work Allowance, and 5% G.S.T.

RECOMMENDATION

MPE has previously worked successfully with the low bidder Parcon Construction Ltd. on projects of a similar scope. Based on this and review of the qualification package submitted, Parcon Construction Ltd. has the experience and capability to complete this project. We therefore recommend the acceptance of the low tender submitted by Parcon Construction Ltd.

ATTEST

TITLE	NAME	SIGNATURE	DATE
Procurement Manager	Louise Parsons		May 31, 2018
Director of Engineering & Public Works	Gary Scherer		May 31, 2018
Chief Administrative Officer	Cory Armfelt		May 31, 2018

Council Request for Decision

Meeting Date: June 11, 2018

Subject: Standing Item - Council Requests

Recommendation:	That Council uses this standing agenda item opportunity to address administration about their concerns, ask questions and direct municipal resources.
Background:	<p>The Municipal Government Act only allows Mayor and Council to act by resolution or bylaw, not separately through individual direction to administration. If one member wishes to see action on a certain item that requires the deployment or diversion of municipal resources, that does not mean all or even a majority of the other six members want Town resources used in that manner. Also, it is likely that all of Council and the public want to know about issues of concern and interest in Taber, so this conversation should be shared for better governance.</p> <p>To assist in this information sharing and ensure agreement on the relative importance of activities, and to facilitate a common understanding, Council established a standing item on Council agendas that would allow the Mayor and Councillors to raise issues of individual concern. This allows discussion amongst Council and with administration on how best to deal with these concerns. It is an opportunity for Council to provide suggestions or direction to administration as to how best to proceed.</p> <p>The intention of this RFD is for items to be brought forward from the floor at the meeting.</p>
Legislation / Authority:	MGA Section 153 (General Duties of Councillors), Section 154 (General Duties of Chief Elected Official, Section 180 (Methods in Which Council May Act); Section 249 (Civil Liability of Councillors)
Strategic Plan Alignment:	Goal: Make the Town of Taber an employer of choice, where employees are self-assured, valued, respected and viewed as the corporation's strongest asset.
Financial Implication:	The financial implication will vary depending on the discussion outcomes but should consider the alignment of Town facility and service provision with the approved budget.



Service Level / Staff Resource Implication:	Having a regular Council discussion about service levels will improve the ability of administration to meet the expectations of Council rather than dealing with the requests of individuals on an ad hoc basis.
Justification:	This will bring administration efficiencies and the better alignment of services and expenditures with the budget. It will also help improve communication protocols and adherence to the Municipal Government Act.
Alternative(s):	Alternatives will vary based on the discussion.

Attachment(s):	Action Item Listing
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APPROVALS:	
Originated By:	Raeanne Keer
Chief Administrative Officer (CAO) or Designate:	

Council Date	Resolution #	Resolution	Assigned To	Completed?	Request Return To Council? By?
April 9/2018	189/2018	MOVED by Councillor Strojwas that Council directs Administration to review different applicants for the land purchase for leasing of the land south of the cemetery for 2018, for one year terms.	Planning/ Admin Services	Completed	Not Stated
May 14/2018	252/2018	MOVED by Councillor Brewin that Council directs Administration to ensure a ten minute response time for all fire and ambulance first responders to residential locations within the Town of Taber by relocating the Emergency management Centre Building to an appropriate location.	Planning/ Fire	<i>In Progress</i>	Not Stated
May 28/2018	277/2018	MOVED by Councillor Garner that Council directs Administration to investigate the cost to renovate the current Council Chambers with new carpeting, updating the surface if the walls, reconfiguring the west wall, changing of the seating arrangement, and that the information is brought back prior to October and prior to the planning of the 2019 Capital Budget.	Public Works/Ad min Services	<i>In Progress</i>	2019 Budget Planning Cycle

** Once items have been designated completed, they will be removed from this listed at the next Council meeting*