



AGENDA

REGULAR MEETING OF THE MUNICIPAL EMERGENCY MANAGEMENT COMMITTEE OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, MARCH 4, 2019 AT 4:30 PM.

MOTION

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

X

3. ADOPTION OF THE MINUTES

ITEM No.3.1 Minutes of the Municipal Emergency Management Committee: January 21, 2019 **X**

4. BUSINESS ARISING FROM THE MINUTES

5. ACTION ITEMS

ITEM No.5.1 Emergency Plan Review Update **X**

ITEM No.5.2 Emergency Service Building Update **X**

6. DELEGATIONS

7. MEDIA INQUIRIES

8. CLOSED SESSION

9. OPEN SESSION

10. CLOSE OF MEETING

X



Municipal Emergency Management Committee Request for Decision

Meeting Date: March 4, 2019

Subject:

Minutes of the Municipal Emergency Management Committee: January 21, 2019

Recommendation:

The Municipal Emergency Management Committee adopts the minutes of the Regular Meeting held on January 21, 2019, as presented.

Background:

Minutes of the previous meeting of the Municipal Emergency Management Committee have been attached for review and consideration of approval.

Legislation / Authority:

MGA, Section 208

Strategic Plan Alignment:

None.

Financial Implication:

None.

Service Level / Staff Resource Implication:

None.



Justification:

Approval of minutes is in accordance with the Municipal Government Act, Section 208.

Alternative(s):

That the Municipal Emergency Management Committee adopts the Minutes of the Regular Meeting held on January 21, 2019, as amended.

Attachment(s): Minutes

APPROVALS:

Originated By:

Raeanne Keer

Chief Administrative Officer (CAO) or Designate: _____

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL EMERGENCY MANAGEMENT COMMITTEE OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, HELD IN THE FIRE HALL BUILDING, ON MONDAY, JANUARY 21, 2019, AT 4:30 PM.

Members

Garth Bekkering
Jack Brewin
Joe Strojwas (Arrived at 4:32 PM)

Alternate Member

Andrew Prokop

Chief Administrative Officer

Cory Armfelt

Staff

Nathan Cote
Raeanne Keer

CALL TO ORDER

Chair Brewin called the meeting to Order at 4:30 PM.

ADOPTION OF THE AGENDA

Chair Brewin inquired if there were any additions or deletions to the Agenda, and there were none.

RES. 1/2019 MOVED by Councillor Bekkering that the Municipal Emergency Management Committee adopts the Agenda, as presented.

CARRIED UNANIMOUSLY

ADOPTION OF THE MINUTES

1) Minutes of the Municipal Emergency Management Committee: September 4, 2018

RES. 2/2019 MOVED by Mayor Prokop that the Municipal Emergency Management Committee adopts the minutes of the Regular Meeting held on September 4, 2018, as presented.

CARRIED UNANIMOUSLY

Councillor Bekkering abstained from voting on Agenda Item 3.1) Adoption of the Minutes: September 4, 2018, as he was not in attendance at that meeting.

BUSINESS ARISING FROM THE MINUTES

None.

ACTION ITEMS

1) Setting Regular Meeting Dates for 2019

C. Armfelt stated that this is an opportunity for the Municipal Emergency Management Committee to review dates to be set in advanced for Regular Meetings, and therefore creating an opportunity for public participation and attendance, to create transparency, and to be in accordance with Section 195 of the *Municipal Government Act*.

RES. 3/2019 MOVED by Councillor Bekkering That the Municipal Emergency Management Committee sets the schedule of the Regular Meetings of the Municipal Emergency Management Committee for 2019 to be the 1st Monday on a quarterly basis, as being March, June, September, and December.

CARRIED UNANIMOUSLY

Councillor Strojwas arrived at 4:32 PM.

2/2019

Meeting Date
21/01/2019

ACTION ITEMS – CONT'D

1) Setting Regular Meeting Dates for 2019 – CONT'D

Mayor Prokop resumed the position of alternate as all members were now in attendance, and abstained from voting on further Agenda Items.

2) Alberta Emergency Management Act Amendments

Deputy Chief N. Cote, of the Taber Fire Department, presented the Alberta Emergency Management Framework Review and the amendments to the Alberta Emergency Management Act.

Deputy Chief N. Cote also provided an updated listing to the Committee on the municipalities in support of the Southern Alberta Emergency Management Resource Sharing Agreement.

The Committee discussed the Alberta Emergency Management Act amendments, and the Southern Alberta Emergency Management Resource Sharing Agreement.

RES. 4/2019 MOVED by Councillor Strojwas that the Municipal Emergency Management Committee Supports the new amendments to the Act and agrees to move forward with the training guideline set out.

CARRIED UNANIMOUSLY

DELEGATIONS

None.

MEDIA INQUIRIES

None.

CLOSED SESSION

None.

3/2019

Meeting Date
21/01/2019

OPEN SESSION

None.

CLOSE OF MEETING

RES. 5/2019 MOVED by Councillor Strojwas that this Regular Meeting is hereby Closed.

CARRIED UNANIMOUSLY AT 4:50 PM

CHAIR

CHIEF ADMINISTRATIVE OFFICER



Municipal Emergency Management Committee Request for Decision

Meeting Date: March 4, 2019

Subject:

Emergency Plan Review Update

Recommendation:

The Municipal Emergency Management Committee accepts this as information.

Background:

In late 2018 the new Emergency Management Act was enacted. The new act indicated areas where local authorities would need to focus and potentially improve.

One of the areas outlined was the Emergency Plan. The Act indicates the need for a review to be done on an annual basis.

On February 12, 2019 the Alberta Emergency Management Agency performed the annual review of our emergency plan.

The review went very well with many positive comments of our preparedness and training levels.

The review outlined 4 recommendations for improvement. The recommendations are as follows:

1. Review and update our emergency services by-law.
2. Have our Alberta Emergency Alert Users continue to log onto the site and complete some practice alerts.
3. Continue to use the Community Emergency Management Program (CEMP) to complete a Hazard Identification Risk Assessment for the Town.
4. Document Emergency Plan changes and reviews of the plan.

Attached you will find the letter and supporting document for the review.

Legislation / Authority:

Municipal Government Act – Section 3



Strategic Plan Alignment:

To maintain a safe community that is healthy, innovative and environmentally aware while following Provincial Legislation.

Financial Implication:

There will be not be any financial implications as this is part of the Deputy Fire Chiefs job description.

Service Level / Staff Resource Implication:

The Emergency Plan review is built into the Deputy Fire Chiefs job description and will be completed on an annual basis.

Justification:

The Review of the Emergency Plan will be an annual process as stated through the Emergency Management Act.

Emergency Management Act states:

7.1 The Lieutenant Governor in Council may make regulations

(f) respecting the preparation, approval, maintenance and co-ordination of local authority emergency plans and programs

Local Authority Emergency Management Regulation States:

Review of emergency plans

5(1) A local authority's Emergency management agency must review the emergency plan that applies to that local authority at least once per year.

(2) A local authority's emergency management agency must make the emergency plan that applies to that local authority available to the Alberta Emergency Management Agency for review and comment annually.



Alternative(s):

The committee could request additional information from administration.

Attachment(s): MEP_Review_TownTaber: 02/12/19

APPROVALS:

Originated By:
Nathan Cote

Chief Administrative Officer (CAO) or Designate: _____



Alberta Emergency Management Agency

MUNICIPAL EMERGENCY PLAN / PROGRAM REVIEW REPORT (MEP Review)

Municipality: Town of Taber
Date of Visit: February 12, 2019
Activity: Municipal Emergency Plan (MEP) review
Participants: Deputy Chief Nathan Cote, Deputy Director of Emergency Management; Bill Seymour, Field Officer AEMA
Report Date: Feb. 15, 2019

Report Notes:

Thank you for our meeting Feb. 12, 2019 in the Town of Taber fire hall to conduct a Municipal Emergency Plan (MEP) review with you. I wanted to provide with some feedback as a result of this visit.

Please see the MEP review report below. The following topics were discussed during the review: Confirmed contact information is up-to-date, AEA session and list of authorized users (currently have five users), EM agency meetings, ESS, training & exercises, grant funding, and regional considerations. We also discussed the Community Emergency Management Program (CEMP), which included the Hazard Identification Risk Assessment (HIRA), which your community could use more consistently.

Consider re-visiting the CEMP program for information and resources.

Thank you for taking the time to meet with and please feel free to contact me if you have any questions.

Sincerely,

Bill Seymour

AEMA Emergency Management Field Officer, South Region, AB

☎ Office: (403) 382-4006 for long distance, dial 310-0000, then enter office number including area code

☎ After hours: 1-866-618-2362 📞 Cell: (587) 563-3600 ✉ e-mail william.seymour@gov.ab.ca

🌐 Web page: <http://www.aema.alberta.ca>

Pc: Cory Armfelt, CAO Town of Taber;

Fire Chief Steve Munshaw

Question #	Questions	Recommendations
1	Program Management	
1	Is a bylaw or resolution in effect to establish and maintain an emergency advisory committee of council to advise on the development of emergency plans and programs?	Yes. Will require update by January 1, 2020.
2	Does the emergency advisory committee of council meet at least annually to review the emergency management plans and programs?	Last meeting was January 21, 2019. Four members of council and CAO participated.
3	Does the emergency management agency meet at least annually?	Yes. The agency meets every two months. Outside agencies, e.g. AHS, can also attend. This is recommended.
4	Has council appointed a director of the emergency management agency?	Yes. Cory Armfelt.
5	Does the emergency management agency have a budget for the emergency management program?	Yes.
6	Does the director of the emergency management agency know and understand Alberta's Emergency Management Act.	Yes. Local Authority Emergency Management Regulation must be implemented by Jan. 1, 2020.
2	Risk Assessment	
1	Has the emergency management agency conducted a risk assessment? The Hazard Identification Risk Assessment (HIRA) process is recommended.	The Risk Assessment (HIRA) in CEMP is recommended. The Town of Taber has actively engaged with CEMP in the past and can continue to use this resource. And recommend sharing with advisory committee and agency members and/or reviewing collectively.
2	Is a risk assessment required for planning community events, such as large outdoor events or events that have the potential to overwhelm local resources?	Yes. There is a guide on the GOA / AEMA website called Emergency Response Planning for Community Events with examples and templates for best practices.
3	Is the risk assessment reviewed at least annually and after a significant event?	Recommend it be reviewed.
3	Implementation - Mitigation	
1	Do mitigation procedures include personal preparedness programs for residents? Focus change yearly / this year fire, net year storms.	Yes.
2	Do the mitigation plans, strategies, and procedures establish interim and long-term actions to eliminate hazards in the community?	Yes. Town of Taber received Alberta Flood Resilience Grant for \$3.2 million in 2018 for East Taber Constructed Wetland.
4	Response (operation)	
1	Does the community emergency plan contain operational procedures based on the all-hazards principle?	Yes.
2	Do the operational procedures include notification, activation and emergency coordination centre procedures?	Yes. Well drilled and practiced in Taber.
3	Has the community established an Incident Management System to direct, control, and coordinate operations during and after an emergency? E.g. Municipality Staff trained in ICS & applying ICS?	Yes. Highly skilled in this community.
4	Do operational procedures include an evacuation procedure?	Yes. See AEMA's Community Evacuation Guidelines and Planning Considerations, and; Community Planning Guide for Re-Entry after Evacuation.
5	Do operational procedures identify a primary emergency coordination centre & alternate?	Yes. Suggest practice using alternate location.
6	Do operational procedures outline the equipment and resources required to operate the emergency coordination centre?	Yes. Well supplied Emergency Coordination Centre.

7	Do the operational procedures include a Declaration of State of Local Emergency procedures, that includes declaring the SOLE, public notification, SOLE renewal, and termination forms?	Yes. (Sole expires in 7 days, can be renewed as required every 7 days.)
8	Do operational procedures include post-event procedures?	Yes. Taber de-briefs from activations and other events.
9	Do post-event procedures include counselling procedures that outline post-event counselling to the public, responders, volunteers and staff?	Yes. Trained counsellors on staff and support is provided to groups that provide support.
10	Do the operational procedures include the management of donations of solicited and unsolicited goods and money?	There is some development here, but could be further elaborated or developed.
11	Do the operational procedures include volunteer management?(Not currently included in CEMP self-assessment)	Taber Victim Services group could help support in this area. Recommend it be further discussed and explored.
4.1	Communications and Warning	
1	Does the community have 3 (three) authorized users of the Alberta Emergency Alert (AEA)?	Taber has five authorized users. Recommend they log-in and practice as a group so as to enhance the practice experience.
2	Do the operational procedures include emergency information procedures? And how many IO's trained?	Yes. Taber has done this and demonstrated expertise in this area. Will look at IO training.
3	Do the emergency public information procedures include social media messaging (Facebook, Twitter, etc.)?	Yes.
4	Do operational procedures include a telecommunication plan? (E.g. backup radios, satellite phones).	AFFRACS is a consideration and available during events. Town can request from province.
5	Do communication procedures include guidelines and forms to advise potentially impacted populations to shelter in place, evacuate, or take any other action as directed?	Yes. Could be developed further. AEA can be utilized, or consider door to door contact.
6	Have procedures been developed to disseminate public awareness and education information (e.g. 72hr Personal Preparedness, shelter in place, severe weather, etc.)	Yes. Use AEMA links during EP week (recommends avenues such as utilities bill, newsletter, newspaper, web site for e.g. 72 hour preparedness, severe weather, fire, etc.).
4.2	Training	
1	Has the emergency management agency developed a training plan?	Yes. Good individual and collective training activities in Taber. Well developed and integrated training plan. Taber is a hub for emergency training in the region.
2	Have council members participated in a Municipal Elected Officials Course or an emergency management council briefing?	Has been done in the past. MEO course can be scheduled with town.
3	Is the training plan part of the emergency management agency report to council?	Yes.
4.3	Recovery	
1	Is the director of the emergency management agency aware of provincial recovery programs (Disaster Recovery Program and the Municipal Wildfire Assistance Program)?	Yes.
2	Does the emergency management program include a recovery strategy? (Large municipality's goal to re-establish critical services within 24 hrs and assess damage in 72 hours)	Yes.
3	Does the recovery strategy include measures to assess vulnerability of the community during the recovery period? If sewer/water line damage, can you provide services?	Yes. (Municipal office damaged- recovery plan to ensure town admin services not interrupted).
5	Business Continuity	
1	Has the effect of a major disruption of community services been considered for each community department? Critical services-e.g. fire hall burns down, water services interrupted.	Yes. Could be further developed.
2	Have mitigation efforts been taken to prevent potential critical loss?	Yes. Storm water drainage plan is looking at this.
4	Have business continuity plans been integrated with emergency plans?	Yes, but could be further developed and integrated within individual departments. May consider staff training here or looking at consultant.
5	Are business continuity protocols validated through regular exercises? Fire Station out of service-how quick can they respond? When can you replace? Mutual Aid?	Yes.
6	Emergency Social Services (ESS)	

1	Does the community have an emergency social services plan, Does the emergency social services plan include considerations for persons with functional needs?	Yes. Consider vulnerable populations in community. ESS included in E.M. plan and Staffed by Municipality. Further training recommended.
2	Are emergency social services training and exercises coordinated with the community emergency training and exercise plan?	Yes.
3	Does the community have a reception centre kit with sufficient materials that are required to operate a reception centre?	Yes. Could be reviewed and tested and checked for updates and serviceability.
4	Does the emergency social services plan include service agreements with vendors for services such as registration and inquiry, food, clothing, lodging and personnel services?	This is currently being worked on by the Town and local vendors. Recommend having a source list and pre-approval by Town or AHS (recommend review/update).

7	Management Review	
1	Is the emergency management program, including plans and procedures, reviewed at least annually?	Yes.
2	Are plan and procedure reviews documented in a review log?	No. Recommendation (see CEMP for template).
3	Are plan amendments documented in an amendment log?	No. Recommendation (see CEMP for template).
4	Are community emergency management bylaws and policies reviewed at least every four years?	Yes. Will need to be updated by January 1, 2020.

8	Overall Review Comments / Concerns	
	<p>Training and exercising in the Town of Taber is excellent and demonstrates an ongoing commitment to emergency management.</p> <p>The plan for the Town of Taber is good and generally up to date. In order for it to be used in an emergency the local authority will need to familiarize themselves with it and practice using it in exercise.</p>	<ul style="list-style-type: none"> • Revisit CEMP for hazard identification risk assessment; Consider vulnerable populations; • Please continue to actively update your plan at least twice annually; • Consolidate your AEA users and practices; • Familiarize municipal staff with the plan; • Continue practicing using the plan in an emergency exercise.



Municipal Emergency Management Committee Request for Decision

Meeting Date: March 4, 2019

Subject:

Emergency Service Building Update

Recommendation:

The Municipal Emergency Management Committee accepts this as information.

Background:

On February 25, 2019 council passed a motion to continue further investigation on the Emergency Services building.

RES. 90/2019 MOVED by Councillor Strojwas that Council directs Administration to purchase Lots 1-6, Block 1, Plan 5638L, subject to a satisfactory tender as a condition of the purchase contract for an Emergency Services Building to be awarded by July 1, 2019.

Future steps:

March 14, 2019	MPE and Dejong Architecture will be designing some conceptual 3D imaging of the combined buildings for the information secession.
March 2019	CAO will have a formal conditional contract signed with the land owner
March 21, 2019	Council will be holding an information secession for the public.
April 2019	Have Finalized drawing competed
July 1, 2019	Emergency Services Building Tender back to council for final approval

Legislation / Authority:

Municipal Government Act: Section 3



Strategic Plan Alignment:

Develop Community & Promote Growth

- 1). Develop new economic initiatives
- 2) Promote expansion of the variety of housing options in Taber.

Financial Implication:

Council budgeted \$3.5 million dollars in the 2019 capital budget for this project.

Service Level / Staff Resource Implication:

Building of the emergency services building will impact Administrative time. Once located within the centre of Town the fire department will continue to work within the guide lines of Town Council to maintain call response standards.

Justification:

Relocating the Emergency Services building will meet the requirements of council's 2018 motion.

RES. 532/2018 **MOVED** by Councillor Brewin that Council directs Administration to ensure a ten minute response Time for fire and emergency services 90% of the time to mitigate the provincial HIRF regulation by relocating the Emergency Services Building to an appropriate location within the Town of Taber.

Alternative(s):

The Committee could request additional information from Administration.



Attachment(s): Taber Post Office Condition Assessment

APPROVALS:

Originated By:
Cory Armfelt

Chief Administrative Officer (CAO) or Designate: _____

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

February 19, 2019
File: N:\1415-056-00\L01-1.0

Attention: Steve Munshaw
Fire Chief

Dear Mr. Munshaw:

**Re: Taber Post Office
Building Condition Assessment – Structural, Mechanical and Electrical**

1 INTRODUCTION

The Town of Taber has retained MPE Engineering Ltd. to provide a Structural, Mechanical and Electrical building assessment of the current condition of the Taber Post Office located at 5203 49th Avenue, Taber, Alberta. MPE Engineering has also sub-consulted DeJong Architecture to comment on the Architectural building assessment. The Town has expressed interest in purchasing the Post Office building with the intent of constructing an addition in the adjacent vacant lot for the Town of Taber Fire Station. It would be anticipated that the second floor the current Post Office building would be incorporated into the Fire Station functional use area.

The current Post Office building is composed of a multi-use building. The lower level basement of the building is currently rented space as All Fitness center as well as mechanical and electrical rooms for the complete building. The main floor is leased space by Canada Post which includes services such as store front, PO Boxes and distribution center. The second floor of the building is currently being used as residential apartment dwellings.

MPE and DeJong have conducted a cursory visual site investigation on January 31, 2019 and have been provided record drawings by the owner to access the overall condition of the building. The site visit was in attendance by Steve Munshaw, Fire Chief; Nathan Cote, Deputy Fire Chief; Jeff DeJong, DeJong Architecture; Calvin van Mulligen, MPE-Structural; Alan Hornberger, MPE-Mechanical; and Peter Goertzen, MPE-Electrical.

The intent of the Post Office building assessment is to identify safety concerns, facility maintenance, and cosmetic improvements of the existing structure which have been outlined in the following sections. Preliminary functional planning of the overall site has also been included. It is also the intent to look into the potential of building a Fire Hall Addition to the east of the existing Post office and to provide high-level cost estimates for this construction. MPE Engineering and DeJong Architecture can provide

full services architectural, structural, mechanical, and electrical engineering services that may be required dependent on the scope of work to be completed.

1.1 COST ESTIMATE SUMMARY

The total estimated costs for renovations to upgrade the existing building to allow immediate usage is shown below. This includes all required upgrades for code and aging equipment, as well as reconfiguration of partitions for new usage of spaces.

Architectural: \$160,000

Mechanical: \$78,000

Electrical: \$221,000

Total renovations estimate: \$449,000

Average Square foot cost: \$108/sqft

An estimate for the fire hall addition was also compiled. It should be noted that this estimate accounts for matching the brick exterior finishes of the existing downtown buildings.

Total new building cost (brick façade): \$3,653,000

Average square foot cost: \$245/sqft

Total costs with renovations: \$4,102,000

If the fire hall addition is built without matching the existing downtown architecture using steel cladding finishes, the capital cost can be reduced, as shown below.

Total new building cost (steel façade): \$2,820,000

Average square foot cost: \$189/sqft

Total costs with renovations: \$3,269,000

There were additional long-term costs identified during the assessment that will not be required with the capital upgrade costs of the building, but will need to be considered in the next 10 years. These long-term costs are shown below.

Mechanical: \$46,000

Electrical: \$295,000

Total long-term costs: \$335,000

2 ARCHITECTURAL ASSESSMENT

2.1 GENERAL

The existing Taber Post Office is a building constructed in a classic 1950's modern style using high quality materials and finishes typical to high end institutional projects of the time. The mind-set of the original construction appear to have been completed of high front-loaded construction costs that would offer cost effectiveness due to the resiliency of the materials.

Renovations over the lifespan have been limited and functional in nature. While the quality of the building construction has been high, the way people use space has changed. This is mostly seen in the dorm functionality in the upper floor. Common washrooms were traded in favor of in-suite washrooms, etc. By and large, changes were few, and were completed to maintain the over-all quality.

2.2 INTERIOR FINISHES

With the exception of the Postal Workroom flooring, faulty or fatigued interior finishes and systems have been kept up and replaced well. The interior is fully fitted with terrazzo floors, stainless steel handrails and guards, and travertine and granite accents throughout.

2.3 EXTERIOR FINISHES

The exterior of the building was completed to a very good finish quality. The masonry is in good condition and mixed with Tyndall-stone accents. The exterior windows are not original and replaced with aluminum windows/sealed units approximately 10 years ago. The roof membrane has been replaced and is approximately 5 years into the new membrane. The North lower roof requires a little slope mitigation, but is not seen as expensive or degrading the existing building conditions. Apart from these two upgrades, the existing exterior building finishes are in good condition.

2.4 INSULATION

Buildings have been insulated better as the energy code has changed considerably since the early 50's. Likewise, the exterior walls have been constructed with a different methodology than those completed today. There is modest calcium build-up on the surface of the exterior masonry on the south east corner of the structure, but does not appear to be a significant worry. While the insulation and envelope are less and different than typical buildings completed currently, there is not a need to upgrade either as the existing has a high quality finish, and would be an expensive upgrade. It is not suggested to upgrade the envelope until the utility costs become onerous.

2.5 ACCESSIBILITY

Building access for persons of disabilities is limited to main floor access only. Lower and upper floors are not barrier free accessible. So long as the occupancy of both remains the same it should not pose an issue. Barrier free washrooms were not reviewed but suspected to be completed to an earlier barrier free requirement.

2.6 EGRESS

Access to exit is well served with this structure. All floors can exit in two directions within acceptable travel distances. This will need to be maintained unless alternate provisions are made. Guards around the handrails do not meet the current code, and suggest reviewing this requirement as the use changes.

2.7 FIRE RATINGS

Existing fire-ratings would need to be confirmed. The building is self-correcting for many of them as the building is to a large part concrete. By the current code-fire separations between suites are required to be either 45 minute or 60 minute situationally. They would also be required at the exit stairwells and on ducts penetrating separations. Like the other non-conforming items discussed, an owner would be required to upgrade these items if the building usage changes or if renovations occur. It is perceived that the items discussed as non-conforming were conforming at one time and are permitted under the grandfathering practise within the building code industry.

2.8 SUMMARY

The existing Taber Post Office is a well-kept signature modern building of the 1950's. The existing envelope, fire-ratings and handrails do not meet the current building code requirements but have been grandfathered as they met a previous standard. Any change of use or renovations should include a detailed review and possible renovation of these systems. Estimated cost of architectural renovations to existing building: \$160,000

3 STRUCTURAL ASSESSMENT

The purpose of this preliminary report is to identify any visual signs of excessive strain and detail the structural concerns with the existing building and provide recommendations to remedy the structural issues. An order of magnitude estimate has been provided for each of the items identified; however, further analysis is required to provide accurate estimates.

3.1 LIMITATIONS OF REPORT

Inspections were limited to visual review of the exposed interior and exterior building components. Below grade or concealed structural members were not assessed. Exterior soil properties, foundations and water table levels were not assessed.

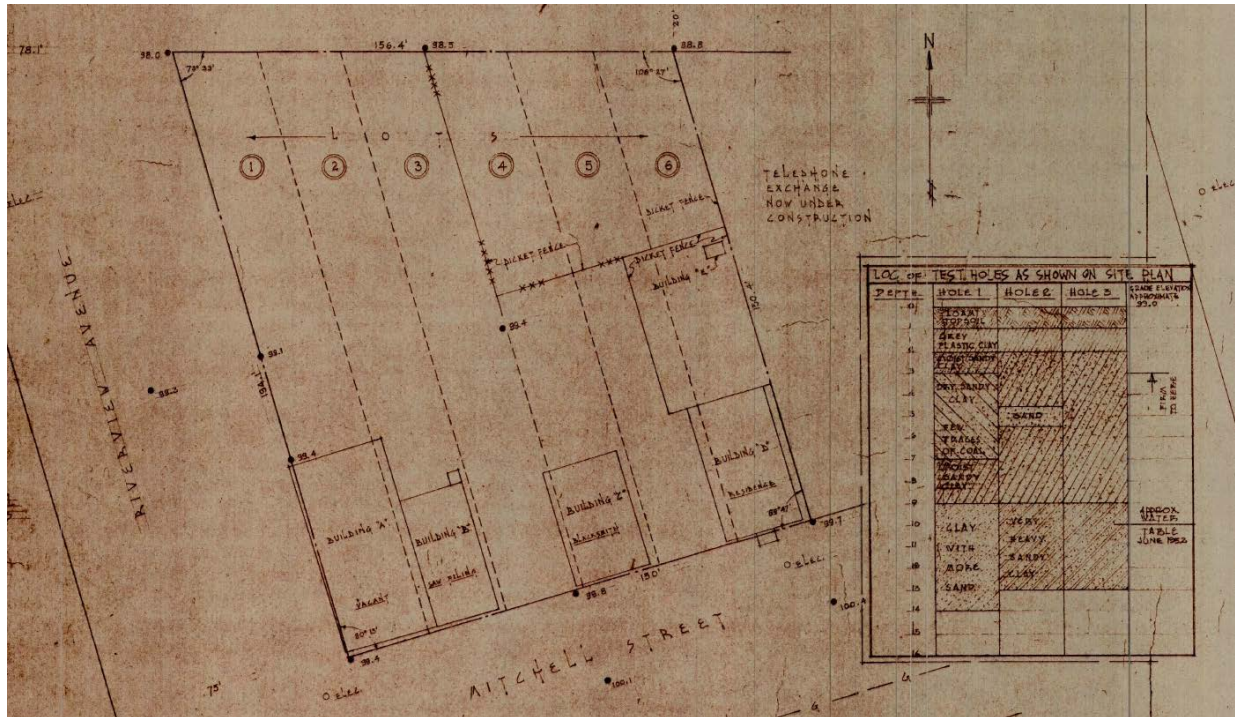
3.2 DESIGN CODES

The Post Office was designed and constructed in 1952 and would have been under the compliance of the first National Building Code of Canada 1941. The first National Fire Code of Canada was published in 1963 and would not be considered at the time of construction. The building's design structural capacity will be governed by the historic code requirements; however, will be reviewed in accordance with the Alberta Building Code 2014 and Occupational Health and Safety Regulations to determine compliance with the most recent codes for the current floor plan. If modifications to the structure are required and increase the structural loading, some components of the structure may be identified for modification to ensure the building is within compliance.

3.3 SOIL CONDITIONS

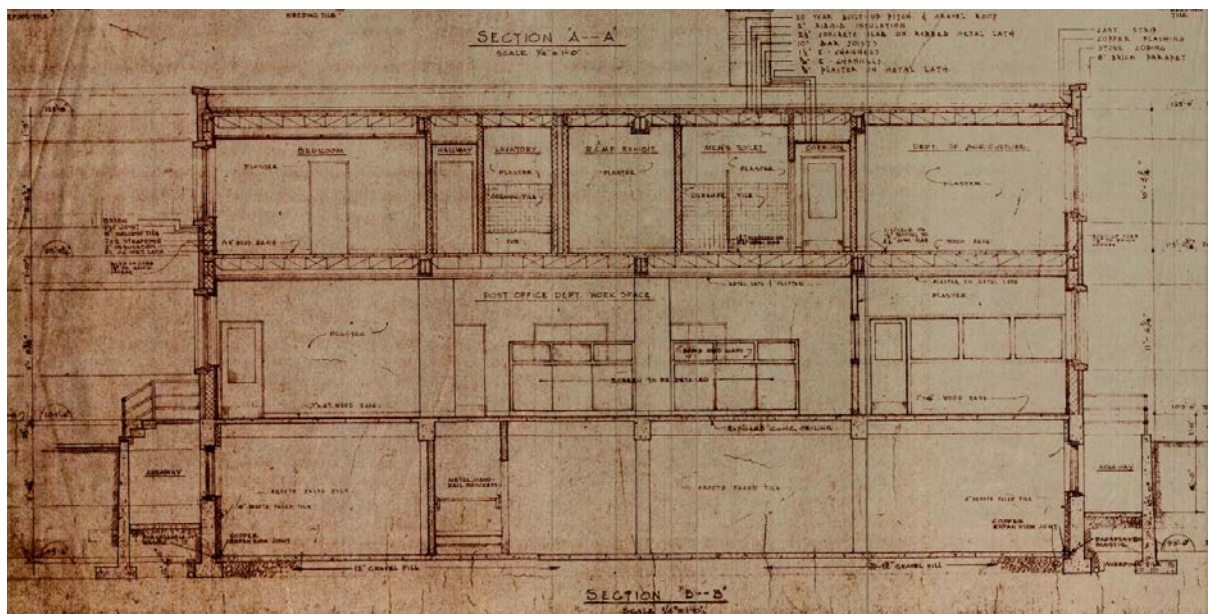
From the record drawings, the soil in the area is approximately 300mm of loam topsoil; 300mm of grey plastic clay; and a mixture of sandy clay which varied within the site. The water table was at 3m below ground. These results for soil are fairly consistent with what is seen throughout the Taber area. A new geotechnical report would be recommended to confirm the results on the record drawings and provide more accurate design values.

There were five buildings on the site south of the current post office which included a vacant building, saw filing, blacksmith, a residence, and a small shed structure. The blacksmith, residence and shed building may affect the foundations depending on what was left behind after the demolition.



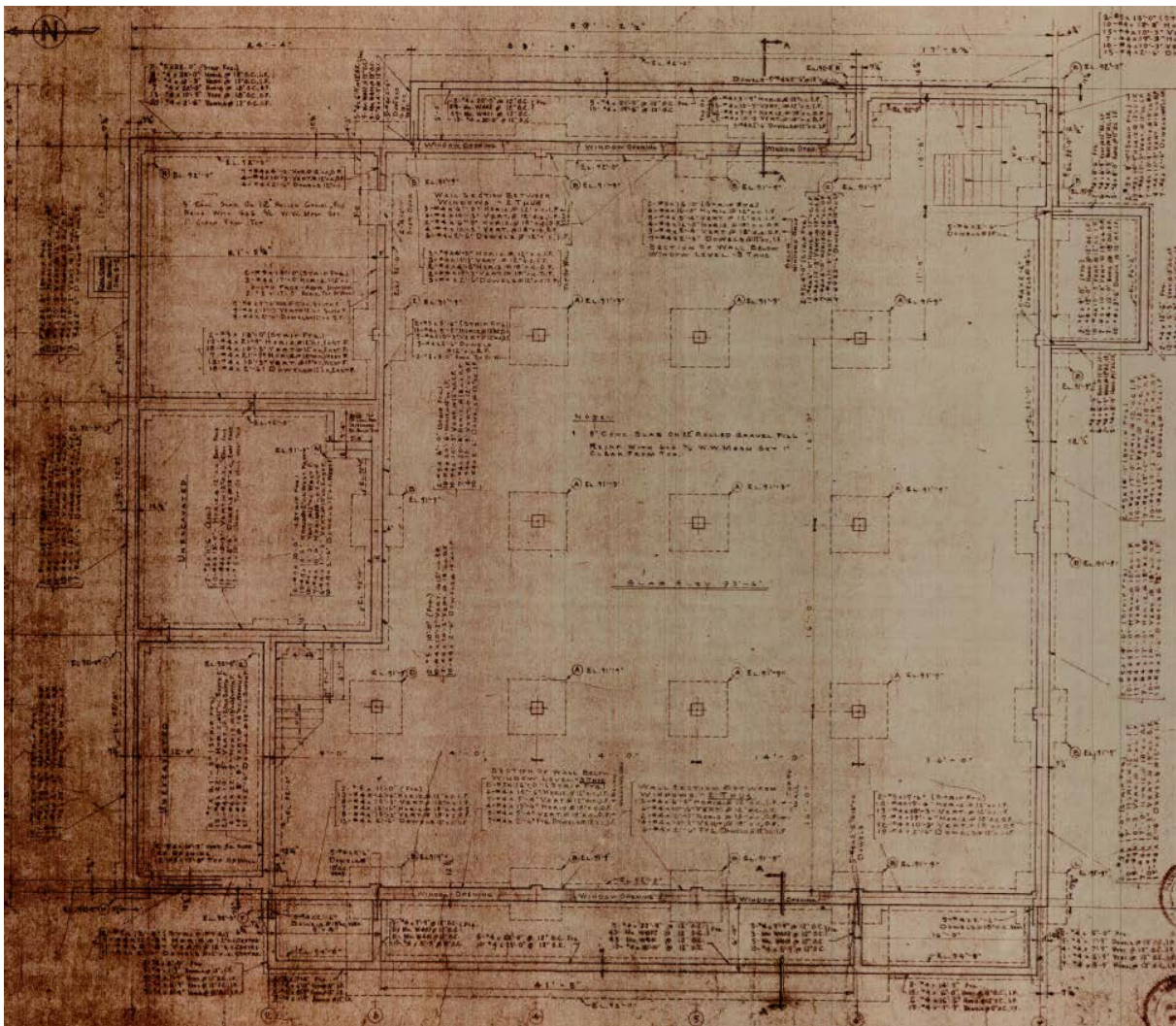
3.4 SUPERSTRUCTURE

The main superstructure of the Post Office is a structural steel columns and frame with open web steel joist infills. The floor slabs are 65mm concrete structural slab on ribbed metal lath. Overall the main superstructure of the building appears to be performing well under the current conditions.



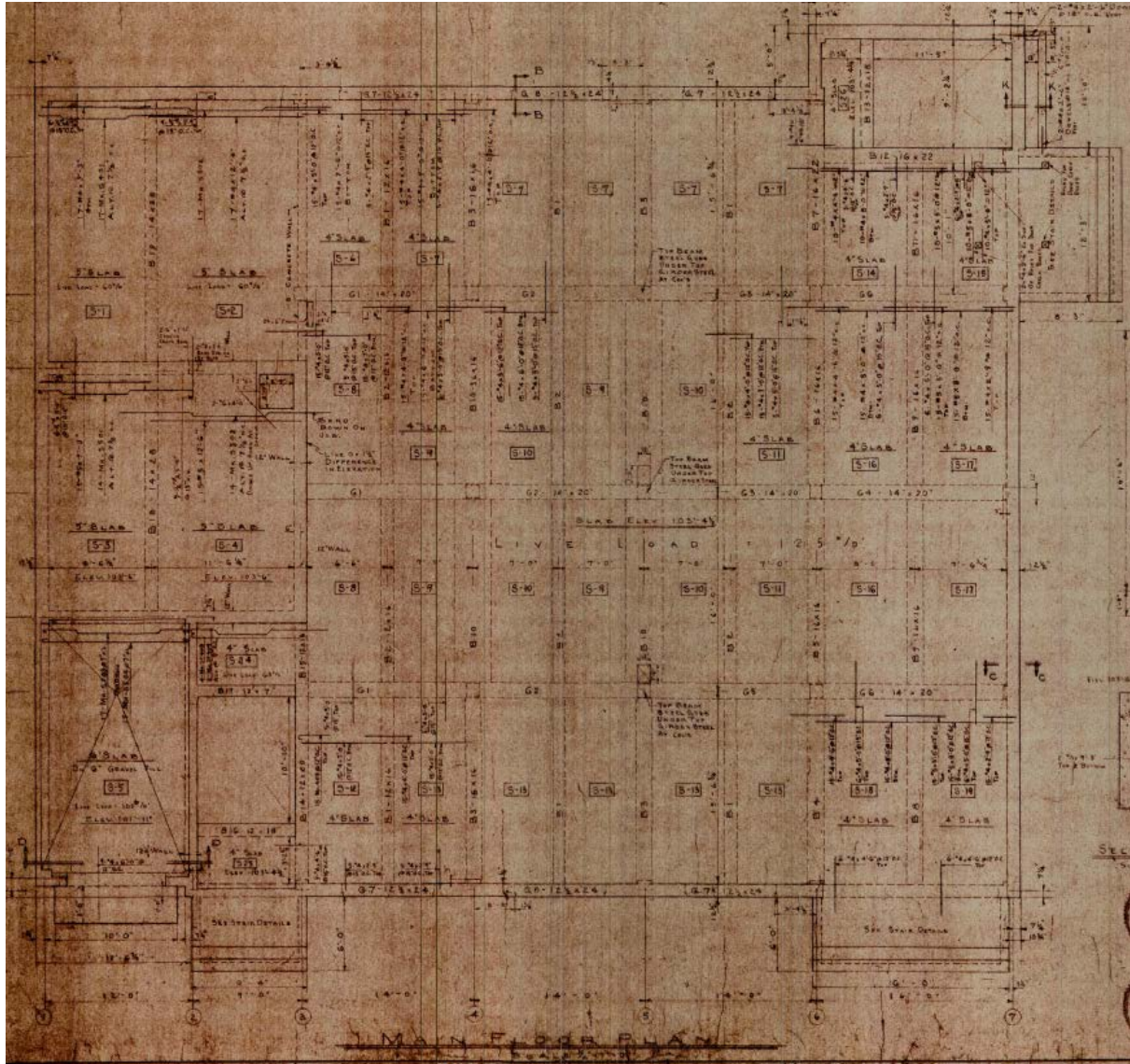
3.5 BASEMENT

Based upon the record drawings provided, the foundation system for the existing Post Office building is comprised of conventional concrete cast-in-place strip and pad footings. The south portion of the foundation is typical basement construction with walls ranging from 200mm - 300mm thick. The north portion of the foundation is strip foots and unexcavated areas. Columns and pad footings form a standardized grid at 4800mm spacing to support the stories above. The slab on grade is 125mm thick with 300mm of gravel fill. From the site walk through the basement structure was in sound condition and no visible signs of overstressing. Some cosmetic cracks are present in the slab on grade in the mechanical room. These cracks could be fixed at the owner's discretion.



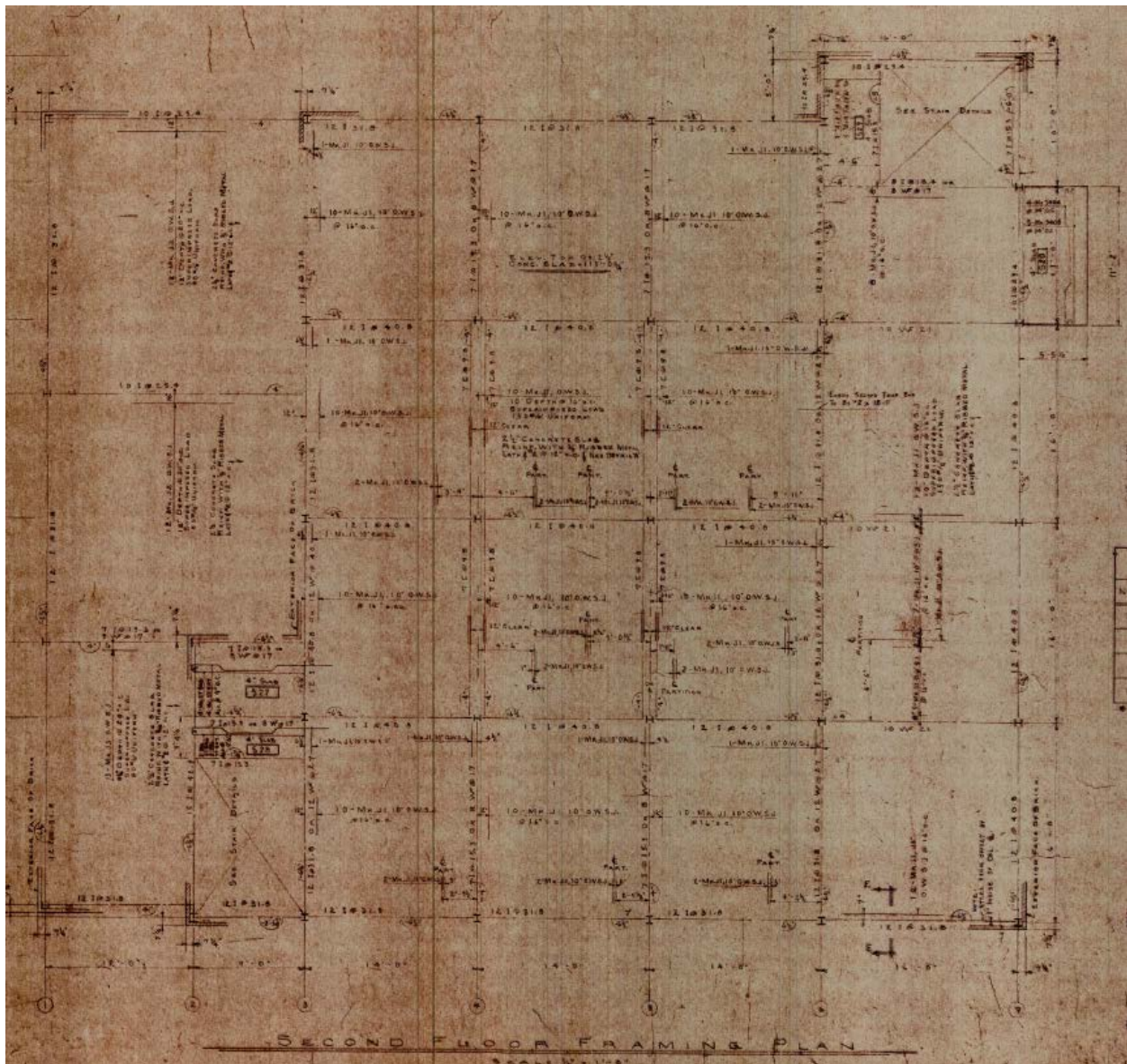
3.6 MAIN FLOOR

The main floor throughout the building is composed of a structural concrete slab and beams. Overall the main floor structural slabs are performing well based on the age of the structure. The main floor has been occupied by the Post Office since the building's construction. Only minor renovations appear to be present structurally based on the current conditions and the original drawings.



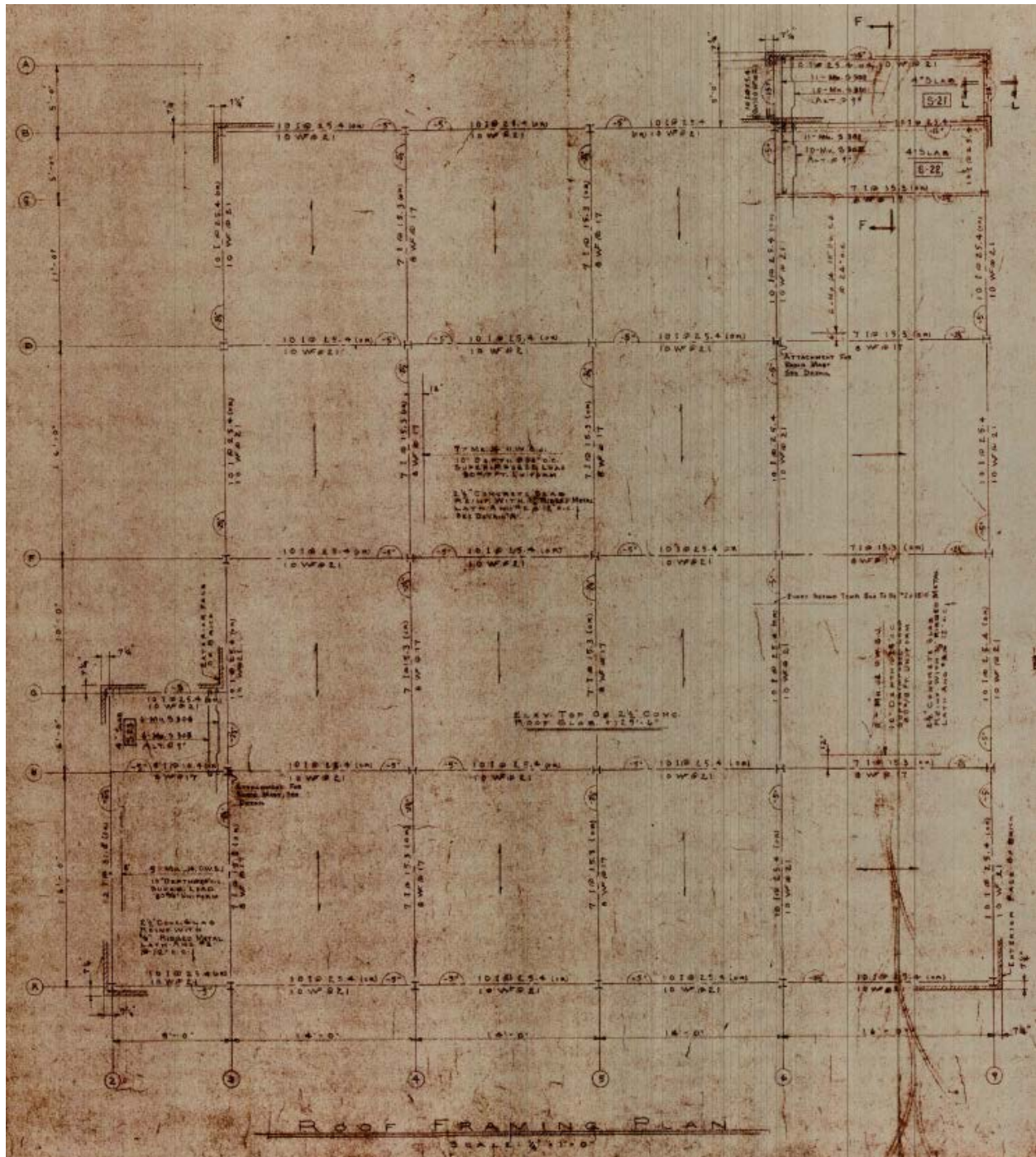
3.7 SECOND FLOOR

The second floor of the structure is composed of a non-combustible construction system. The structural floor is composed of a 40mm concrete leveling surface, 65mm concrete structural slab on ribbed metal lath, 250mm bar joist, and structural steel beams. The leveling surface was poured after the walls were installed and are not consistent between rooms. If heavy renovations are completed on the second floor with altering wall locations, it would be anticipated that releveling of the floor topping would be required. Overall the second floor appeared to be in sound structural condition. Note that some minor cracks were present in the stairs up to the second floor on the south east stairwell; however, these appear to be cosmetic.



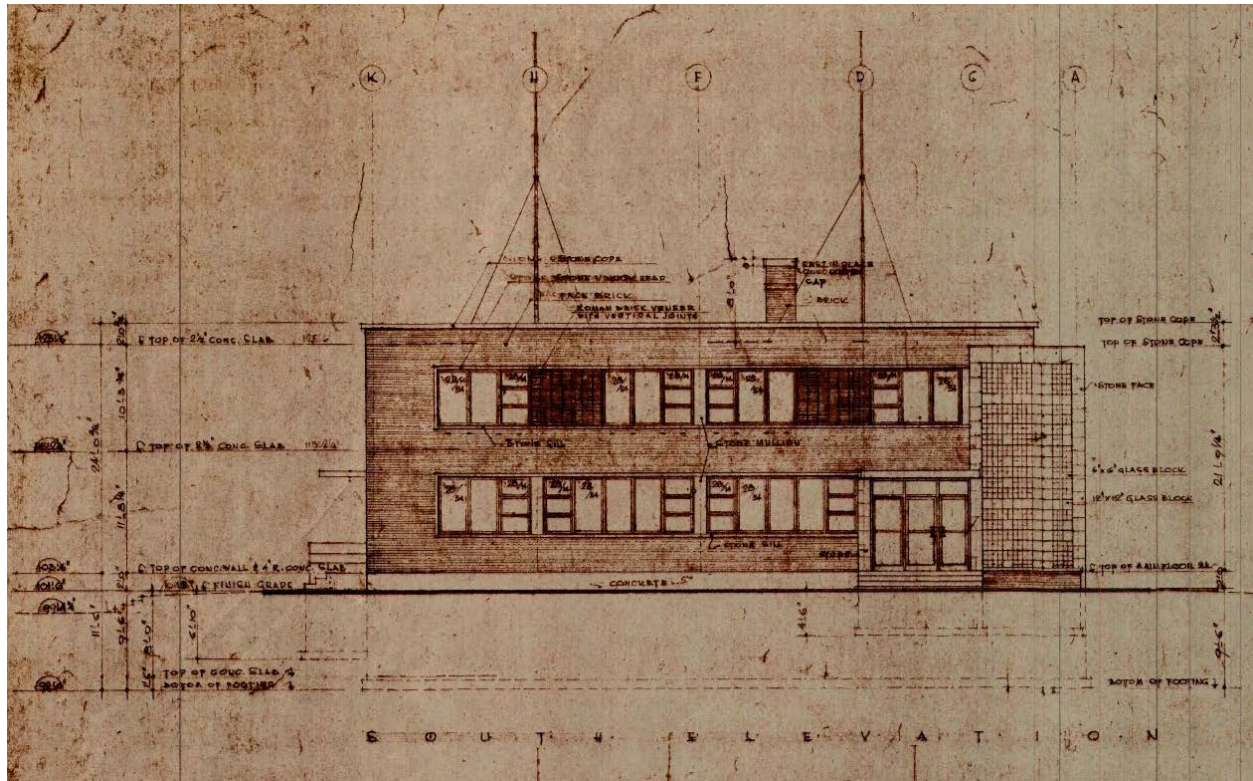
3.8 ROOF

The roof was originally a 20 year built up bond pitch and gravel roof, however, it was recently reroofed in a poly vinyl system. The current roof structure is likely a single ply polyvinyl sheet membrane, 100mm rigid insulation, 65mm concrete slab on ribbed metal lath, 250mm bar joist, and structural steel beams. There was some ponding on the roof at the time of inspection; however, this appear to be due to reroofing.



3.9 EXTERIOR ENVELOPE

The exterior envelope of the building is typically composed of clay brick, Tyndall stone and glass block which was very common for government buildings at the time of construction. Overall the exterior envelope of the structure is performing well based on the age of the structure. Note that the air tightness and insulation of the building would not be acceptable with current Building Code standards.



3.10 PROPOSED ADDITION

Based on the analysis of the existing building above and the proposed addition floor plan, the building addition will be comprised of conventional construction methodology. The foundation will likely be of pad and strip footing construction a minimum of 1500mm depth to match the existing construction type. Note that further investigation on the existing conditions in the south-east quadrant of the property is required to assess buried structures. The main floor slab will likely be 150mm thick with significant reinforcement and 300-400mm of base granular material to account for the large truck loading. The building will be required to be non-combustible construction with a structural steel superstructure. The second floor will likely be composed of open web steel joist and composite concrete steel deck. The building envelope is currently undetermined but will likely be steel stud infill and brick façade. Fire walls will be required beside the adjacent property and may be required between the existing building and addition.

4 MECHANICAL ASSESSMENT

The purpose of the mechanical assessment was to identify any deficiencies in the plumbing, heating, and ventilation systems as they pertain to current codes and standards, as well as identifying systems that may be outdated or in need of replacement within the next 10 years or systems that may require upgrading as a result of the building function potentially changing.

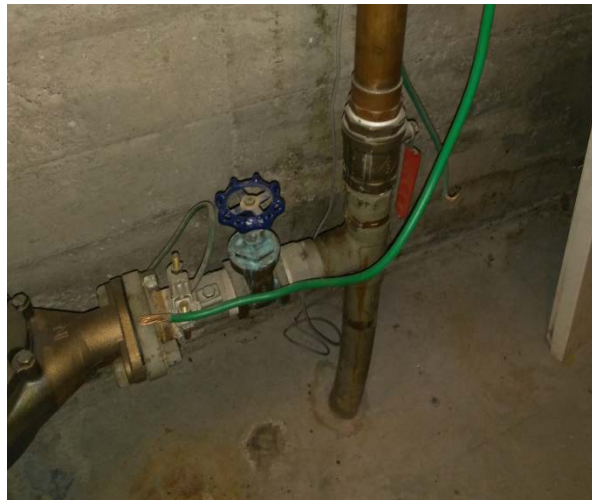
4.1 LIMITATIONS OF REPORT

Inspections were limited to visual review of the exposed building mechanical systems. Underground or concealed ductwork and piping was not assessed.

4.2 PLUMBING SYSTEMS

Exterior drainage near the building is collected in the basement window wells. Collector drains are prone to clogging with debris and should be fitted with screens or reconfigured to mitigate clogging. Estimated long-term cost: \$1,000

Domestic water is supplied by copper piping throughout, with some pex tubing in newer fixture installations. Piping to the fire hose cabinets is galvanized steel. The water service currently does not have back-flow prevention; this should be added to comply with current plumbing codes. Estimated cost: \$3,000



The water service is currently in acceptable condition, but will require upgrading after 10 years of service. Estimated long-term cost: \$10,000

Plumbing fixtures consist of vitreous china toilets and lavatories in the public washrooms and residential suites, with stainless steel sinks in the kitchens in the suites and one-piece showers in the suite washrooms. Fitness area washrooms also include group wall mounted shower fixtures. Other fixtures include floor mounted mop sinks in the janitor rooms. All faucets and valves are manually operated.

Fixtures are in acceptable condition, but will require replacement in 10 years. Long term estimated cost: \$30,000

Water is heated by two (2) natural gas fired tank water heaters, located in the basement mechanical room. Water heaters are in acceptable condition.

Overall, the plumbing systems in the building are in acceptable condition.

4.3 HEATING SYSTEMS

Heating for the building is provided by a hydronic heating system, consisting of two (2) gas-fired boilers with a duplex pumping distribution system. The boilers are past their expected life cycle and should be replaced in the next 5 years or less. Estimated cost: \$50,000



Heating throughout the building is distributed through fin-tube radiator cabinets for perimeter heating, fan cabinets for vestibules, and unit heaters for loading bays. Heating distribution systems are in acceptable condition.

Temperature controls for the heating system is provided through zone valves and local wall-mounted thermometers. There is currently no central building management system for the heating or ventilation. This should be installed to provide better building control and to improve overall energy efficiency and should be coordinated with the replacement of the boilers. Estimated cost: \$25,000

The heating systems in the building are generally in acceptable condition.

4.4 VENTILATION SYSTEMS

Ventilation for the building is provided by two (2) rooftop air handling units. One unit serves the main floor and basement, and the other serves the second floor. Both units are equipped with DX-cooling. Air is distributed and returned through ductwork in the ceiling and floor spaces. Humidification units are installed on supply ductwork to provide humidity control through the building.

Exhaust for the washrooms (public and in suites) is provided by ceiling mounted exhaust fans throughout. Fans are controlled by separate switches or are tied into the lighting switches.

The fitness area in the basement is ventilated with a heat recovery ventilator that exhausts the space air and also provides makeup air to the space.

The ventilation systems in the building are generally in acceptable condition.

4.5 FIRE SUPPRESSION

Hand-held fire extinguishers and hose cabinets are installed throughout the building, with sufficient coverage. Hose cabinets should be decommissioned and replaced with additional hand-extinguishers as required for sufficient coverage. Estimated long-term cost: \$5,000



4.6 PROPOSED ADDITION

The proposed addition would consist of gas-fired radiant heaters in the vehicle bays, with ceiling fans and general exhaust fans with sufficient capacity for vehicle storage, with makeup air provided by a gas-fired rooftop unit. A high-efficient forced air furnace with cooling would serve offices, washrooms, meeting rooms, and reception areas. Gas-fired unit heaters would heat the shop and storage areas.

Estimated costs for these systems are included with the overall square foot estimate of the proposed addition.

5 ELECTRICAL ASSESSMENT

The purpose of the electrical assessment was to identify any deficiencies in the power, lighting, and emergency electrical systems as they pertain to current codes and standards, as well as identifying systems that may be outdated or in need of replacement within the next 10 years or systems that may require upgrading as a result of the building function potentially changing.

5.1 LIMITATIONS OF REPORT

Inspections were limited to visual review of the exposed building electrical systems. Underground or concealed wiring and conduit or other concealed electrical systems were not assessed.

5.2 POWER DISTRIBUTION

Electrical service is provided from the east side of the building overhead from a pole mount utility transformer and runs through the building to the electrical room in the basement on the west side. This needs to be relocated to meet current electrical codes for the maximum allowable length of a service line inside a building. Estimated Cost: \$35,000



The building main electrical service panel is 208V, 3 phase, 400 amp, located in the basement electrical room. Most distribution panels are full. Panels should be added to allow for additional capacity. Estimated long-term cost: \$30,000

All general electrical devices and wiring are at the end of their expected service life and should be replaced. Estimated long-term cost: \$150,000

5.3 LIGHTING

Interior lighting is a mix of fluorescent T-12 and medium base incandescent fixtures. Lighting levels appear to be acceptable. Lighting upgrades should be considered to maximize energy efficiency and reduce maintenance costs. Estimated long-term cost: \$50,000



Exterior lighting provides only coverage outside the entrance area. Additional fixtures should be added for improved security. Estimated cost: \$6,000



5.4 EMERGENCY SYSTEMS

Exit signage and lights are incandescent and several are burnt out and do not appear to be self-powered. There is reasonable coverage throughout building. It is recommended to replace with self-powered units. Estimated cost: \$15,000



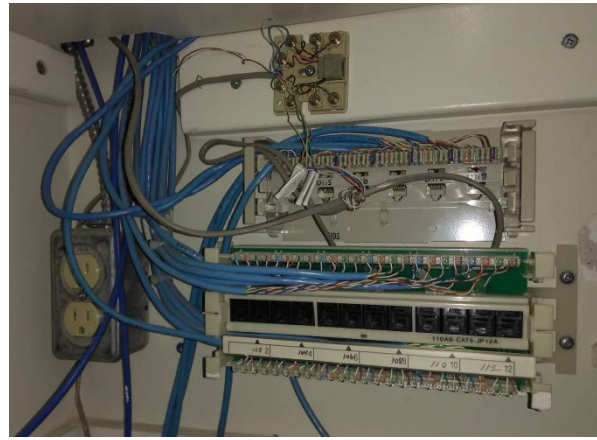
Emergency lighting is provided by wall mounted heads with remote battery packs. These fixtures appear to be dated and should be replaced. Estimated cost: \$25,000

The fire alarm panel is dated and the building fire alarm system and devices appear to be original to the building. This should be upgraded to a modern addressable system. Estimated cost: \$60,000



5.5 NETWORK AND COMMUNICATION SYSTEMS

Telephone system includes basic phone components, CAT-3 main lines and a mix of CAT-5 and CAT-3 cables. There is limited coverage for Wi-Fi and distributed networking. This should be upgraded if usage of residences is changed for Fire Department requirements. Estimated cost: \$25,000



Telephone cabinets are extremely small with very limited room for expansion and should be upgraded for expansion capacity. Estimated cost \$30,000

Local network system and equipment should be upgraded for potential building usage changes, as well as installing protection for exposed existing network cable. Estimated long-term cost \$30,000



There is currently a satellite system installed on roof to serve residences. This will require upgrading if space usage changes. Estimated long-term cost \$10,000

5.6 BUILDING SECURITY SYSTEMS

There is currently intrusion alarm coverage in post office area. It is recommended to add off-hours perimeter security system, along with a camera surveillance system. Estimated cost: \$50,000

5.7 PROPOSED ADDITION

A new electrical service would be installed for the new addition, which would sub-feed the existing building. Lighting would consist of LED fixtures throughout. Data, telephone, and Wi-Fi would be installed as part of the upgrade to the existing building. Estimated costs for these systems are included with the overall square foot estimate of the proposed addition.

6 CLOSURE

MPE would like to thank the Town of Taber for the opportunity to provide this report. We look forward to working with the Town to successfully take the next steps towards continuing this project. If you have any questions, comments or concerns please feel free to contact the undersigned.

Yours truly,
MPE ENGINEERING LTD.

Alan Hornberger, P.Eng.
Project Engineer

Enclosure

APPENDIX A:

FIRE HALL ADDITION CONCEPT DRAWINGS



1 SITE PLAN
SCALE NTS



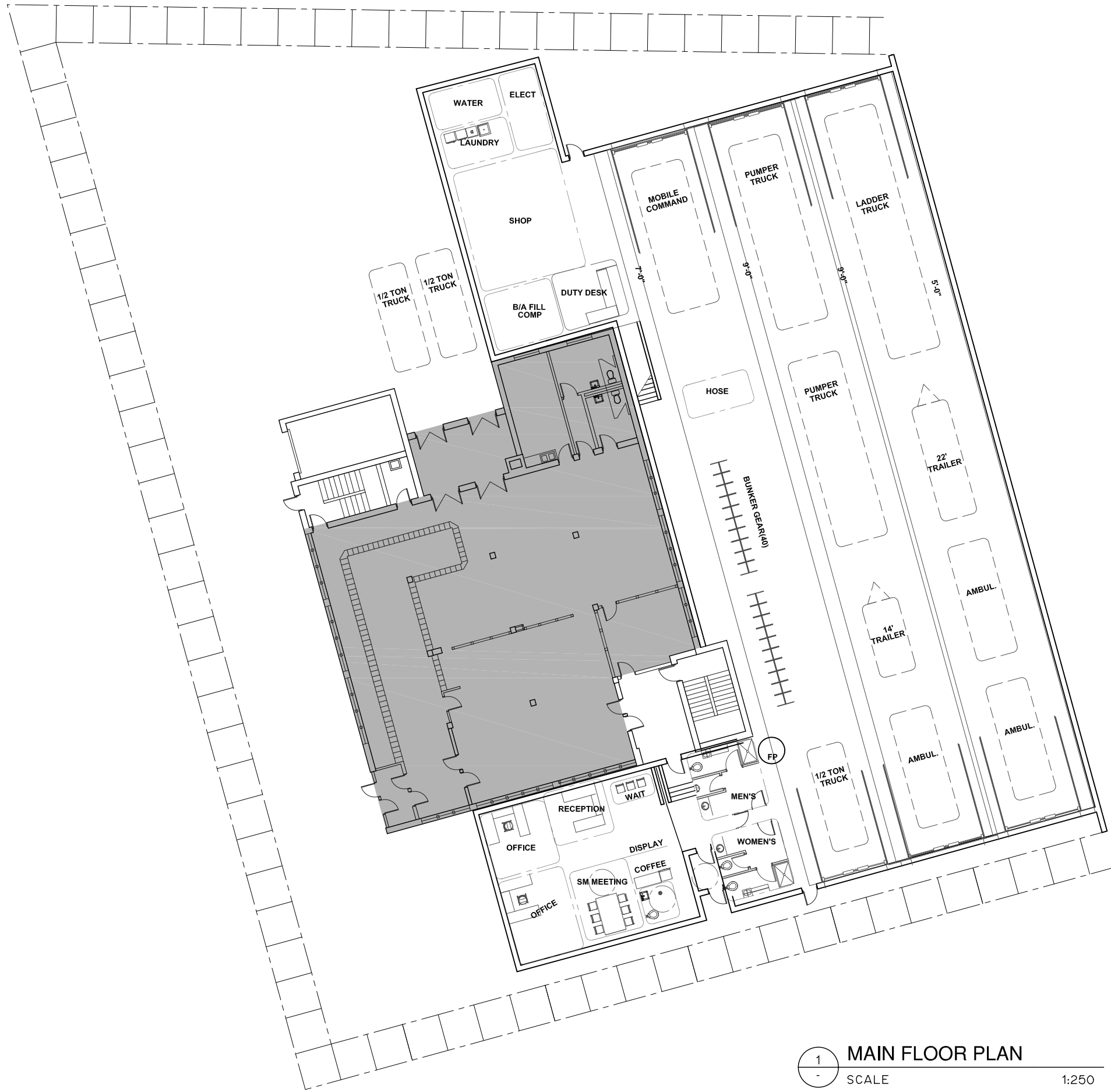
THIS DRAWING MAY HAVE BEEN MODIFIED FROM ITS ORIGINAL SIZE. ALL SCALE NOTATIONS INDICATED (i.e. 1:1000 etc) ARE BASED ON 11"x17" FORMAT DRAWINGS

ISSUE	YY-MM-DD	REVISION



TOWN OF TABER
TABER POST OFFICE
CONDITION ASSESSMENT

DESIGNED	JD	JOB	1415-056-00
DRAWN		SCALE	
DATE		DRAWING	



1 MAIN FLOOR PLAN
SCALE 1:250



THIS DRAWING MAY HAVE BEEN MODIFIED FROM ITS ORIGINAL SIZE. ALL SCALE NOTATIONS INDICATED (i.e. 1:1000 etc) ARE BASED ON 11"x17" FORMAT DRAWINGS

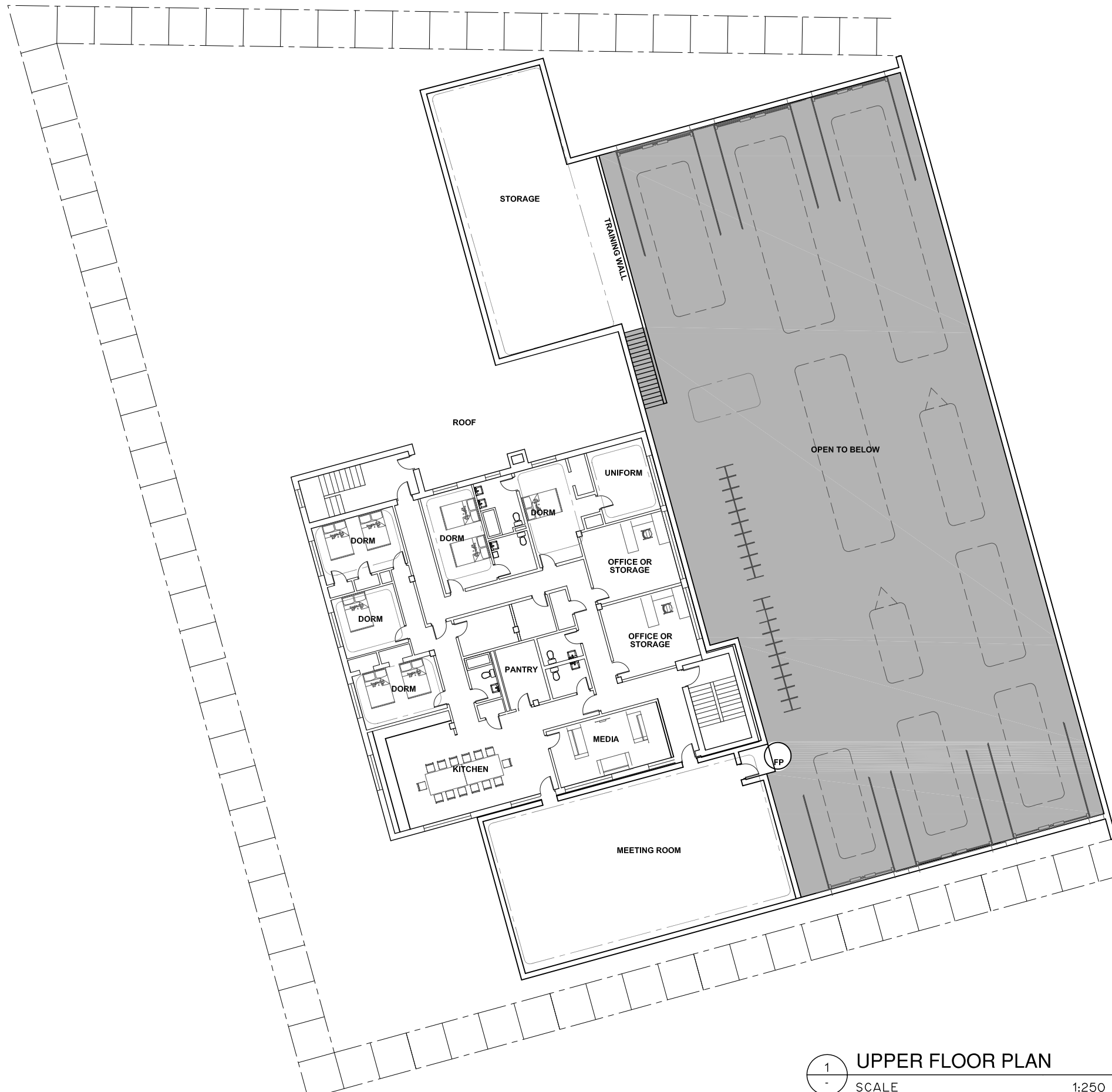
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TABER POST OFFICE
CONDITION ASSESSMENT

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1 UPPER FLOOR PLAN
SCALE 1:250



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TABER POST OFFICE
CONDITION ASSESSMENT


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APPENDIX B:

FACILITY EVALUATION FORMS

Section 4	Mechanical Systems	Rating	Photo	Description/Condition	Estim. Cost
4.1	Mechanical Site Services				
4.1.1	Site drainage systems (i.e., surface and underground systems, catch basins).	3		Drains in basement window wells get clogged with debris, should install screens on drains or reconfigure system to mitigate clogging.	\$ 1,000.00
4.1.2	Exterior plumbing systems (i.e., irrigation systems, hose bibs).			N/A	
4.1.3	Interior drainage (ie. Sumps, floor drains)	4		Interior sump in basement mechanical room for floor drainage in basement, feeds into building sanitary system.	
4.2	Fire Suppression Systems				
4.2.1	Fire hydrants and Siamese connections.	5		Distance to local fire hydrants is sufficient, no siamese connection observed on building.	
4.2.2	Fire suppression systems (i.e., pumps, sprinklers, piping, reservoirs, hoses, stand pipes, CO2 systems).	3		Hose cabinets located throughout. Hoses should be decommissioned and replaced with hand extinguishers.	\$ 5,000.00
4.2.3	Hand extinguishers, blankets and showers (i.e., in CTS areas).	3		Hand extinguishers located throughout. More extinguishers should be installed for better coverage (see 4.2.2)	
4.2.4	Other special situations (e.g., flammable storage areas, science labs, CTS areas).			N/A	






Section 4	Mechanical Systems	Rating	Photo	Description/Condition	Estim. Cost
4.3	Water Supply and Plumbing Systems				
4.3.1	Domestic water supply (i.e., pressure, volume, quality - note whether municipal or well supply).			2 1/2" copper water service, located in basement mechanical room. Will require upgrading after 10 years service.	\$ 10,000.00
4.3.2	Water treatment system(s).			N/A	
4.3.3	Pumps and valves (including backflow prevention valves).	1		There is currently no backflow protection on the domestic water service. This should be installed.	\$ 3,000.00
4.3.4	Piping and fittings.	4		Domestic water feed is copper throughout. Insulation has been redone within the last 10 years. Piping to hose cabinets is galvanized steel.	
4.3.5	Plumbing fixtures (i.e., toilets, urinals, sinks)	4		Two piece tank toilets, countertop mounted lavatories, in acceptable condition. Replacement will be required in 10 years	\$ 30,000.00
4.3.6	Domestic hot water system (i.e., heater, storage tanks, failure alarms, pressure, volume, recirculation).	4		2x 40 gallon tank gas-fired water heaters, located in basement mechanical room, approximately 5 years old, in acceptable condition.	
4.3.7	Sanitary and storm sewers, including sumps and pits (note whether sewage system is municipal or septic).			See 4.1.3	
Other					



Section 4	Mechanical Systems	Rating	Photo	Description/Condition	Estim. Cost
4.4	Heating Systems				
4.4.1	Heating capacity and reliability (including backup capacity).	2		Hydronic system heated by two (2) natural gas fired boilers, 1,664 MBH total heating output capacity, located in basement mechanical room. Boilers look to be past their expected life cycle and should be replaced in less than 5 years.	\$ 50,000.00
4.4.2	Fresh air for combustion and condition of the combustion chimney.	4		Cold air trap into basement for boiler and tank water heaters.	
4.4.3	Treatment of water used in heating systems.	4		Pot feeder system for inhibitor water treatment for hydronic system, located next to boiler in basement mechanical room.	
4.4.4	Low water cut-off/pressure relief valves and failure alarms (i.e., hot water heating).	4		Hydronic bladder style expansion tank, located in basement mechanical room, in acceptable condition.	
4.4.5	Heating air filtration systems and filters.			N/A	
4.4.6	Heating humidification systems and components.			N/A	




Section 4	Mechanical Systems	Rating	Photo	Description/Condition	Estim. Cost
4.4	Heating Systems (cont'd)				
4.4.7	Heating distribution systems (i.e., piping, ductwork) and associated components (i.e., diffusers, radiators).	4		Hydronic piping is combination of copper and steel, insulated throughout. Piping has been replaced in exposed areas in basement mechanical room, appears to be in acceptable condition. Perimeter heating is fin-tube cabinet heaters on control valves, controlled by wall thermostats. Perimeter heating appears to be in acceptable condition.	
4.4.8	Heating piping, valve and/or duct insulation.	4		Insulation appears to have been replaced with piping replacement less than 10 years ago, in good condition	
4.4.9	Heat exchangers.			N/A	
4.4.10	Heating mixing boxes, dampers and linkages.			N/A	
4.4.11	Heating distribution/circulation in larger spaces (i.e., user comfort, temperature of outside wall surfaces).			N/A	
4.4.12	Zone/unit heaters and controls.	4		Hydronic unit heaters and fan cabinets in loading bays and vestibules, in acceptable condition. Unit heaters controlled by wall thermostats, vestibule heaters on "wild loop".	
4.4.13	Natural Gas Service	4		Located on east side of buildin on exterior, in good condition.	

Section 4	Mechanical Systems	Rating	Photo	Description/Condition	Estim. Cost
4.5	Ventilation Systems				
4.5.1	Air handling units capacity and condition.	4		Two gas-electric rooftop units, located above the loading area on the north side, provide ventilation and cooling. One unit serves the second floor, the other serves the main floor.	
4.5.2	Air distribution system (if possible, reference number of air changes/hour).	4		Air is distributed through ductwork in the main and second floors. Fresh air is introduced into the ventilation system through economizers on the two rooftop units.	
4.5.3	Exhaust systems capacity and condition. Washrooms	4		Each washroom is equipped with a ceiling exhaust fan, on a switch control or connected with lights. Fans are in acceptable condition.	
4.5.4	Separation of out flow from air intakes.	5		Exhaust and air intakes have adequate separation.	
4.5.5	Special/dedicated ventilation and/or exhaust systems (i.e., kitchen, labs, CTS areas).	4		Basement is equipped with a heat recovery ventilator for	
Other					
4.5	Ventilation Systems (cont'd)				
4.5.6	Air filtration systems and filters.	4		Filters are integral to the rooftop units (see 4.5.1)	
4.5.7	Humidification system and components.	4		Humidification units are located on supply ductwork from rooftop air handlers throughout. Humidifiers are in acceptable condition.	
Other					
4.6	Cooling Systems				
4.6.1	Cooling system capacity and condition (i.e., chillers, cooling towers, condensers).			Cooling is through DX cooling on the rooftop air handling units (see 4.5.1)	
Other					

Section 4	Mechanical Systems	Rating	Photo	Description/Condition	Estim. Cost
4.7	Building Control Systems				
4.7.1	Building wide/system wide control systems and/or energy management systems.	3		Local controls only, no building management system. Recommended to upgrade for better control and building efficiency.	\$ 25,000.00
	Overall Mech Systems Condition & Estim. Costs	3		Heating and ventilation systems are generally in acceptable condition, with only a note that the boiler should be replaced in 5 years or less due to its age, and controls can be modernized to increase building efficiency.	\$ 124,000.00

Section 5	Electrical Systems	Rating	Photo	Description/Condition	Estim. Cost
5.1	Site Services				
5.1.1	Primary service capacity and reliability (i.e., access, location, components, installation, bus sizes - note whether overhead or underground).	1		208V, 400A, 3 phase fusible disconnect. 4" rigid steel conduit is located in the basement electrical room, 10m inside building and exceeds the 7.5m limit for service inside a building. Main service should be relocated to meet current electrical codes. Service is adequate for existing loads.	\$ 35,000.00
5.1.2	Site and building exterior lighting (i.e., safety concerns).	2		Exterior lighting has minimal coverage outside the entrance area, where they are mounted. New fixtures should be added.	\$ 6,000.00
5.1.3	Vehicle plug-ins (i.e., number, capacity, condition).			N/A	
5.2	Life Safety Systems				
5.2.1	Fire and smoke alarm systems (i.e., safety concerns, up-to-date technology, regularly tested).	1		Fire alarm system has limited coverage and age of system requires upgrades, as they appear to be original to the building.	\$ 60,000.00
5.2.2	Emergency lighting systems (i.e., safety concerns, condition).	2		Emergency lighting appears to be approximately 30 years old with maintenance. Fixtures should be replaced for safety.	\$ 25,000.00
5.2.3	Exit lighting and signage (i.e., safety concerns, condition).	1		Exit lights are incandescent and several are burnt out and do not appear to be self-powered. Reasonable coverage throughout building. Recommended to replace with self-powered units.	\$ 15,000.00

Section 5	Electrical Systems	Rating	Photo	Description/Condition	Estim. Cost
5.3	Power Supply and Distribution				
5.3.1	Panels and wireways capacity and condition.	3		Most panels are full and circuits are all run in conduit. Panels should be added to provide additional capacity.	\$ 30,000.00
5.3.2	General wiring devices and methods.	3		Devices are old and at the end of their service life. Devices and wiring should be replaced as needed.	\$ 150,000.00
5.3.5	Motor controls.	4		Motor control is minimal throughout the building. Loose starters are used for rooftop units and pumps.	
	Other				
5.4	Lighting Systems				
5.4.1.1	Interior lighting systems and components (i.e., illumination levels, conditions, controls).	3		Lighting is a mix of fluorescent T-12 and medium base incandescent fixtures. Lighting upgrades should be considered to maximize energy efficiency and reduce maintenance costs. Lighting levels appear to be acceptable.	\$ 50,000.00

Section 5	Electrical Systems	Rating	Photo	Description/Condition	Estim. Cost
5.5	Network and Communication Systems				
5.5.1	Telephone system and components (i.e., capacity, reliability, condition).	4		Basic phone components, CAT-3 main lines and a mix of CAT-5 and CAT-3 cables. Limited coverage for wi-fi and distributed networking and should be upgraded.	\$ 15,000.00
5.5.2	Other communication systems (i.e., public address, intercom, CCTV, satellite or cable TV).	4		Satellite system installed on roof to serve residences. Communication systems should be upgraded for usage change.	\$ 10,000.00
5.5.3	Network cabling (if available, should be category 5 or better).	4		Some network equipment and cabling installed for specific use. Network system should be upgraded for usage change.	\$ 30,000.00
5.5.4	Network cabling installation (i.e., in conduit, secured to walls or tables).	3		Some cable strapping is exposed to potential damage and should be protected.	\$ 10,000.00
5.5.5	Wiring and telecommunication closets (i.e., size, security, ventilation/cooling, capacity for growth).	2		Telephone cabinets are extremely small with very limited room for expansion. These should be upgraded for expansion capacity.	\$ 30,000.00
5.6	Miscellaneous Systems				
5.6.1	Site and building surveillance system	2		None present. Surveillance system should be added to compliment security system.	\$ 35,000.00
5.6.2	Intrusion alarms	3		Alarm coverage in post office area. Should add off-hours perimeter security system.	\$ 15,000.00
	Overall Elect. Systems Condition & Estim Costs	2		There are several basic code items that should be addressed to improve safety. There are a number of components that require upgrading that can be delayed to combine with other upgrading work.	\$ 516,000.00