



## **AGENDA**

REGULAR MEETING OF THE COUNCIL OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, JUNE 10, 2019 AT 3:30 PM.

	<b><u>MOTION</u></b>
<b>1. CALL TO ORDER</b>	
<b>2. ADOPTION OF THE AGENDA</b>	<b>X</b>
<b>3. ADOPTION OF THE MINUTES</b>	
ITEM No.3.1 Minutes of Regular Meeting of Council: May 27, 2019	<b>X</b>
<b>4. BUSINESS ARISING FROM THE MINUTES</b>	
ITEM No.4.1 Westview Playground Proposal	<b>X</b>
<b>5. BYLAWS</b>	
<b>6. ACTION ITEMS</b>	
ITEM No.6.1 3/4 Ton Service Body Truck - Approval of Award	<b>X</b>
ITEM No.6.2 Tender Decision - North Reservoir Upgrades	<b>X</b>
ITEM No.6.3 Core Switch Stack Purchase Request to Council	<b>X</b>
ITEM No.6.4 Performing Arts Centre Committee Dissolution	<b>X</b>
ITEM No.6.5 Unrestricted Net Assets Transfer	<b>X</b>
ITEM No.6.6 1st Quarter Financial Statements	<b>X</b>
ITEM No.6.7 Disposal of Municipal Documents	<b>X</b>
ITEM No.6.8 Standing Item - Council Requests	<b>X</b>
<b>7. DELEGATIONS</b>	
<b>8. MEDIA INQUIRIES</b>	

**9. CLOSED SESSION**

**X**

- ITEM No.9.1 Taber Pro Rodeo Terminated Lease  
Closed Session to prevent disclosure of advice from officials, that could reasonable be expected to reveal advice, or analyses developed by a public body, in accordance with Section 24(1) of the Freedom of Information and Protection of Privacy Act
- ITEM No.9.2 Operational Strength of TPS Discussion  
Closed Session to prevent disclosure of positions, plans, procedures, criteria or instructions developed for the purpose of contractual or other negotiations by or on behalf of the Government of Alberta or a public body, or considerations that relate to those negotiations in accordance with Section 24(1) of the Freedom of Information and Protection of Privacy Act.
- ITEM No.9.3 Taber Exhibition Association Lease  
Closed Session to prevent disclosure of advice from officials, that could reasonably be expected to reveal advice, or analyses developed by a public body, in accordance with Section 24(1) of the Freedom of Information and Protection of Privacy Act
- ITEM No.9.4 Orban Holdings Ltd. Lease Renewal  
That Council takes the meeting in to Closed Session to prevent disclosure of information related to criteria developed for the purpose of contractual negotiations by a public body, in accordance with Section 24 of the Freedom of Information and Protection of Privacy Act.
- ITEM No.9.5 Land Sale  
Closed Session to prevent disclosure of third party business information, in accordance with Section 16(1) of the Freedom of Information and Protection of Privacy Act
- ITEM No.9.6 Annexation Report Approval  
That Council takes the 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.
- ITEM No.9.7 Draft of Bylaw  
That Council takes the meeting into Closed Session to prevent disclosure of a draft of a bylaw by which the local public body acts, in accordance with Section 23(1) of the Freedom of Information and Protection of Privacy Act
- ITEM No.9.8 Arts, Culture and Events (ACE) Coordinator Position  
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.



TOWN OF  
**TABER**

A - 4900 50 ST TABER, ALBERTA, CANADA T1G 1T1

TELEPHONE: (403) 223-5500 FAX: (403) 223-5530

**10. OPEN SESSION**

**X**

**11. CLOSE OF MEETING**

**X**



## Council Request for Decision

**Meeting Date:** June 10, 2019

**Subject:**

Minutes of Regular Meeting of Council: May 27, 2019

**Recommendation:**

Council adopts the minutes of the Regular Meeting of Council held on May 27, 2019, as presented.

**Background:**

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

**Legislation / Authority:**

Municipal Government Act, 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 *Municipal Government Act*, Section 208.



**Alternative(s):**

Council adopts the minutes of the Regular Meeting of Council held on May 27, 2019, as amended.

Attachment(s): Minutes

**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 27, 2019, AT 3:30 PM.

---

**Mayor**

Andrew Prokop

**Councillors**

Garth Bekkering

Jack Brewin

Carly Firth

Mark Garner

Joe Strojwas

Louie Tams

**Acting Chief Administrative Officer**

John Orwa

**Staff**

Nathan Cote

Lisa DeBona

Dave Duske

Phyllis Monks

Dawn Phillips

Gary Scherer

Michael Stevens

Steve Swarbrick

Kerry Van Ham

**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 of the Agenda, and there were none.

RES. 263/2019      MOVED by Councillor Garner that Council adopts the Agenda, as presented.

CARRIED UNANIMOUSLY

## **ADOPTION OF THE MINUTES**

### **1) Minutes of Special Meeting of Council: May 9, 2019**

RES. 264/2019      MOVED by Councillor Tams that Council adopts the minutes of the Special Meeting of Council held on May 9, 2019, as presented.

CARRIED UNANIMOUSLY

### **2) Minutes of the Public Hearing Meeting of Council: May 13, 2019**

RES. 265/2019      MOVED by Councillor Firth that Council adopts the minutes of the Public Hearing Meeting of Council held on May 13, 2019, as presented.

CARRIED UNANIMOUSLY

### **3) Minutes of Regular Meeting of Council: May 13, 2019**

RES. 266/2019      MOVED by Councillor Brewin that Council adopts the minutes of the Regular Meeting of Council held on May 13, 2019, as presented.

CARRIED UNANIMOUSLY

Mayor Prokop stated that Administration has brought forward an error from the Regular Meeting of Council held on May 13, 2019 and stated that RES. 258/2019 should have stated 5100 80<sup>th</sup> Avenue not 5100 8<sup>th</sup> Avenue.

**ADOPTION OF THE MINUTES – CONT'D**

**3) Minutes of Regular Meeting of Council: May 13, 2019 – CONT'D**

RES. 267/2019      MOVED by Councillor Strojwas that Council rescinds RES. 258/2019.

CARRIED UNANIMOUSLY

RES. 268/2019      MOVED by Councillor Strojwas that Council approves a 10 year no-fee lease for the 14.83 acre parcel located at 5100 80<sup>th</sup> Avenue to Farming Smarter for the purpose of small plot and large-scale research trials.

CARRIED UNANIMOUSLY

**BUSINESS ARISING FROM THE MINUTES**

None.

**BYLAWS**

**1) Bylaw 06-2019 Eureka Area Structure Plan 2nd & 3rd Reading**

P. Monks, Director of Planning and Economic Development, presented Eureka Area Structure Plan Bylaw 6-2019. She stated that Council gave First Reading to Bylaw 6-2019 at the Regular Meeting of Council held on April 23, 2019.

P. Monks stated that a Public Hearing was held May 13, 2019, and therefore Administration would like to move forward with Second and Third Reading at this time.

RES. 269/2019      MOVED by Councillor Garner that Council gives second reading to Bylaw 06-2019 and the Eureka Area Structure Plan as presented.

CARRIED UNANIMOUSLY

126/2019

Meeting Date  
27/05/2019



## **BYLAWS – CONT'D**

### **1) Bylaw 06-2019 Eureka Area Structure Plan 2nd & 3rd Reading – CONT'D**

RES. 270/2019      MOVED by Councillor Bekkering that Council gives third reading to Bylaw 06-2019 and the Eureka Area Structure Plan as presented.

CARRIED UNANIMOUSLY

## **ACTION ITEMS**

### **1) RC Strategies - Recreation Master Plan**

D. Phillips, Director of Recreation, introduced R. Schwartz, of RC Strategies, who presented an overview of the Recreation Master Plan process to Council.

RES. 271/2019      MOVED by Councillor Firth that Council accepts the presentation from RC Strategies regarding the Recreation Master Plan as information.

CARRIED UNANIMOUSLY

### **2) Rotary Alberta Youth Entrepreneurship Camp Sponsorship**

J. Orwa, Acting Chief Administrative Officer, introduced S. Prummel, of Community Futures, who presented information regarding the Rotary Alberta Youth Entrepreneurship Camp and requested Council to donate to the Camp to help youth in the region to participate in this opportunity.

Council discussed the proposed sponsorship opportunity.

MOVED by Councillor Bekkering that Council donates \$1,000.00 to the Rotary Alberta Youth Entrepreneurship Camp program from the Council Discretionary Fund.

Councillor Brewin requested a friendly amendment to increase the donation to \$1,300.00.

## **ACTION ITEMS – CONT'D**

### **2) Rotary Alberta Youth Entrepreneurship Camp Sponsorship – CONT'D**

Councillor Bekkering accepted the friendly amendment.

RES. 272/2019      MOVED by Councillor Bekkering that Council donates \$1,300.00 to the Rotary Alberta Youth Entrepreneurship Camp program from the Council Discretionary Fund.

CARRIED

### **3) Amended Flag Protocol Policy and Procedure C-9**

K. Van Ham, Administrative Services Manager, presented amended Flag Protocol Policy and Procedure C-9 to Council.

RES. 273/2019      MOVED by Councillor Tams that Council adopts the Flag Protocol Policy C-9, as presented.

CARRIED UNANIMOUSLY

### **4) Policies Proposed for Repeal**

D. Duske, Human Resources Manager, stated that Administration has continued to review the Town's current Policies, and has found some that are recommended to be repealed as the Town no longer utilizes these policies, or they are encompassed in other legislation.

RES. 274/2019      MOVED by Councillor Bekkering that Council repeals Lone Worker Policy No: 72C/23/04/01.

CARRIED UNANIMOUSLY

RES. 275/2019      MOVED by Councillor Firth that Council repeals Town Vehicle Accidents Policy No: 72S-841024.

CARRIED UNANIMOUSLY

## **ACTION ITEMS – CONT'D**

### **4) Policies Proposed for Repeal – CONT'D**

RES. 276/2019      MOVED by Councillor Tams that Council repeals Hearing Protection Policy No: 84S-8747.

CARRIED UNANIMOUSLY

### **5) Information for Council**

G. Scherer, Director of Engineering and Public Works, presented information to Council regarding the recommendation received from MPE Engineering Ltd. on 64<sup>th</sup> Avenue from 50<sup>th</sup> Street to Highway 36.

G. Scherer also requested direction from Council on the proposed locations and sizes of benches as requested in RES. 205/2019.

Council discussed the radar sign statistics and the size and quantity of benches to be installed on the downtown bulb-outs.

RES. 277/2019      MOVED by Councillor Garner that Council rescinds RES. 205/2019.

CARRIED UNANIMOUSLY

RES. 278/2019      MOVED by Councillor Garner that Council directs Administration to purchase and/or accept donations for 8, 4 foot weatherproof benches to be installed:

- a) In the downtown core on mainstreet 48th Avenue on the bulb-outs of 51st Street and 53rd Street,
- b) one on each bulb-out,
- c) to a maximum cost of \$5,500.00 to be paid from the Council Discretionary Fund; and,
- d) for the work to be completed before September 15, 2019.

CARRIED UNANIMOUSLY

## **ACTION ITEMS – CONT'D**

### **5) Information for Council – CONT'D**

RES. 279/2019      MOVED by Councillor Tams that Council accepts the material received in this Agenda Item as information.

CARRIED UNANIMOUSLY

### **5) Taber Municipal Police Commission Report to Council**

J. Orwa presented the Taber Municipal Police Commission Report to Council.

RES. 280/2019      MOVED by Councillor Firth that Council accepts the Taber Municipal Police Commission Report for information.

CARRIED UNANIMOUSLY

### **6) Department Reports**

J. Orwa presented the Department Reports to Council.

RES. 281/2019      MOVED by Councillor Firth that Council accepts the Department Reports for information.

CARRIED UNANIMOUSLY

### **7) Mayor and Councillor Reports (Verbal)**

Mayor and Council provided their verbal reports.

RES. 282/2019      MOVED by Councillor Bekkering that Council accepts the Mayor and Councillor Reports for information.

CARRIED UNANIMOUSLY

## **ACTION ITEMS – CONT'D**

### **8) Standing Item - Council Requests**

Council discussed grading and graveling the roadways in Taber Memorial Gardens and the creation of an information document to assist community groups who wish to partner with the Town on future projects.

Council made no motion as this time.

## **DELEGATIONS**

None.

## **MEDIA INQUIRIES**

None.

RES. 283/2019      MOVED by Councillor Brewin 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 4:28 PM

## **CLOSED SESSION**

### **1) Recycling Contract**

**That Council takes the 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 9.1) Recycling Contract: J. Orwa, Acting Chief Administrative Officer, G. Scherer, Director of Engineering and Public Works, and L. DeBona, Engineering and Public Works Administrative Supervisor.

131/2019

Meeting Date  
27/05/2019

## CLOSED SESSION – CONT'D

### 2) Aspen Heights Irrigation

**That Council takes the 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 9.2) Aspen Heights Irrigation: J. Orwa, Acting Chief Administrative Officer, and G. Scherer, Director of Engineering and Public Works.

### 3) Ken McDonald Memorial Sports Complex - Diamond 4 Development

**That Council takes the 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 9.3) Ken McDonald Memorial Sports Complex – Diamond 4 Development: J. Orwa, Acting Chief Administrative Officer, and D. Philips, Director of Recreation.

## OPEN SESSION

RES. 284/2019      MOVED by Councillor Bekkering that Council reconvenes into Open Session.

CARRIED UNANIMOUSLY AT 5:50 PM

RES. 285/2019      MOVED by Councillor Tams that Council directs Administration to renegotiate the recycling contract, and bring it back to Council for further consideration.

CARRIED UNANIMOUSLY

**OPEN SESSION – CONT'D**

RES. 286/2019      MOVED by Councillor Tams that Council directs Administration to inform Aspen Heights Condo Association that they need to enter into a contract with Taber Irrigation District for irrigation water.

CARRIED UNANIMOUSLY

RES. 287/2019      MOVED by Councillor Strojwas that Council directs Administration to enter into a construction licence agreement with the Kinsmen Club of Taber to grant fund the fourth ball diamond at the Ken McDonald Memorial Sports Complex and to mirror the existing west diamond at Ken McDonald Memorial Sports Complex.

CARRIED UNANIMOUSLY

RES. 288/2019      MOVED by Councillor Strojwas that Council directs Administration to grant funds to Kinsmen Club of Taber in the amount of \$150,000.00 for the completion of the fourth baseball diamond.

CARRIED UNANIMOUSLY

**CLOSE OF MEETING**

RES. 289/2019      MOVED by Councillor Tams that this Regular Meeting of Council is hereby Closed.

CARRIED UNANIMOUSLY AT 6:00 PM

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



## Council Request for Decision

**Meeting Date: June 10, 2019**

**Subject:**

Westview Playground Proposal

**Recommendation:**

That Council supports the Westview Estates community group's fundraising efforts for the installation of a playground in Westview Estates and provide direction to Administration regarding the location.

**Background:**

At the May 13, 2019 Council meeting, a motion was made by Councillor Brewin that Council supports the Westview Estates Community Group's fundraising efforts for the installation of a playground in Westview Estates and provides direction to Administration regarding the location, canvassing the neighborhood and reporting back to Council for the meeting held on June 10, 2019.

On May 17, 2019, a letter went out to 48 homes within a 150 m radius of the proposed playground location. There were nine responses, seven supportive and two against the project.

ADDRESS	Support	Comments Attached
22 Westview BLVD	Y	N
73 Westview BLVD	Y	Y
69 Westview BLVD	Y	Y
78 Westview BLVD	Y	Y
42 Westview BLVD	N	Y
5033 - 41 St	Y	N
61 Westview BLVD	Y	N
31 Westview BLVD	N	Y
66 Westview BLVD	Y	Y





**Legislation / Authority:**

MGA Section 3

**Strategic Plan Alignment:**

Develop community and promote growth.

**Financial Implication:**

No financial implication to the Town.

**Service Level / Staff Resource Implication:**

Staff resources may be required depending on direction from the Council.

**Justification:**

Westview Estate development is currently in stage 6. A playground is not in the plans until phase 11. Currently the closest playgrounds are at St. Pat's School and Magrath Estate Park.

**Alternative(s):**

Council could choose an alternate location for the proposed playground.

Council could choose not to support this project.

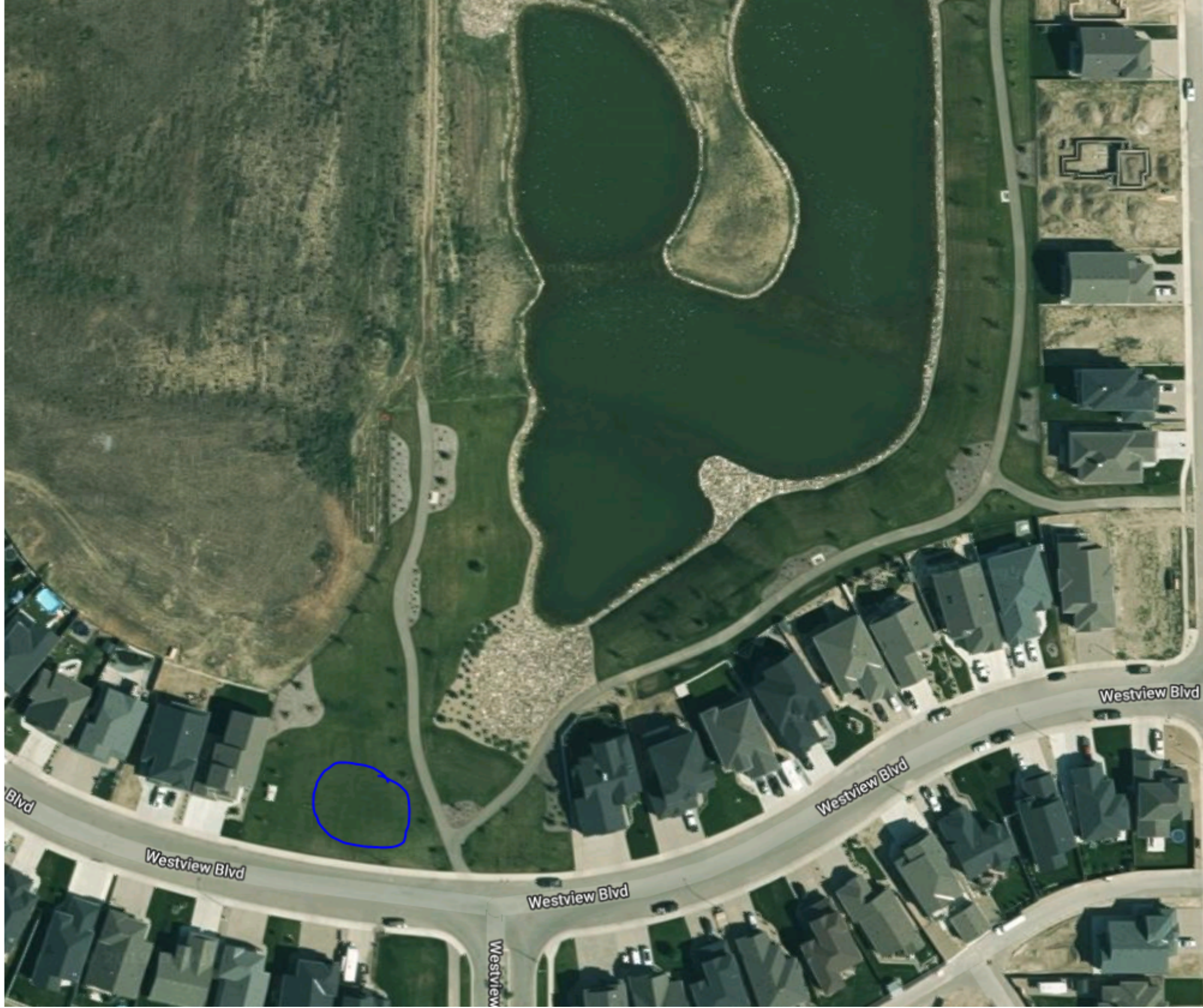


Attachment(s): Proposed Playground Location  
Westview Survey  
Survey Comments

**APPROVALS:**

**Originated By:**  
Dawn Phillips

**Chief Administrative Officer (CAO) or Designate:** \_\_\_\_\_



June 3, 2019

To Whom It May Concern,

This is a notification as you have a property within 150 meters of a proposed development.

The Town of Taber has been approached by parties interested in developing a playground in the park located at 51 Westview Boulevard. These lands are designated as Residential Single Dwelling District (R-1) under Land Use Bylaw 6-2016. Park is a permitted Use within this district.



If you have any questions or comments, please provide them to the undersigned prior to May 31, 2019.

Regards,

Dawn Phillips,  
Director of Recreation  
Dawn.phillips@taber.ca  
403-223-5500 ext. 6019

**Phillips, Dawn**

---

**Subject:** FW: Westview Playground

Ms. Phillips,

I received a letter on my doorstep this morning regarding the proposed Westview playground. I just wanted to confirm our support as residents of 66 Westview Blvd. We have four children (ages 10, 8, 5 and 2) who would all really benefit from having a playground in the area. We do currently use the proposed site for soccer and baseball games and will be sad to lose the only open green space available in the area. It would be ideal if the playground could be either behind our property in the open vacant field or behind our neighbours across the street in that open field, but I understand those two locations are not currently town property (please correct me if I'm mistaken).

We do really hope there is a playground coming our way in the near future.

Thank you,

**Phillips, Dawn**

---

**Subject:** FW: Re: Proposed Playground located at 51 Westview BLVD

Dawn

We are writing this response in regard to the letter we received outlining the possible development of a playground at 51 Westview BLVD.

We would like to inform the town that we are greatly opposed to this proposal. When we bought our property we reviewed the proposed plans for the area around the lake and noted that there was no indicated plans for anything on this end of the park. We bought our property under this pretense, had we known that a park would be planned for the area that you are now looking at we would not have purchased this property. The Westview Gate entrance is already a very busy road into the area and drawing more traffic to this intersection would be very problematic and dissatisfying. There is also a problem with limited parking that would create issues for people trying to use the park and residents in the area. Please consider these impacts on the residents in the area and survey better locations for a playground that would minimize negative impacts.

Please feel free to contact me if you would like to discuss further.

## Phillips, Dawn

---

**Subject:** FW: Westview Park development

**Subject:** Westview Park development

Hi Dawn,

I am writing you in regards to the proposed development of the park in the Westview area. My address is [REDACTED] and we have lived at the location for over five years.

I believe strongly that there is a need for playground equipment at a park in this area of town. There are a number of young families in the area and adding playground equipment would be extremely valuable to this neighborhood and our community. Most areas in town have playground equipment within a few blocks of the residence. However as it currently stands, if my children or the neighbours children want to go play at a playground they would either need to either cross 50<sup>th</sup> Avenue to Magrath Estates or ride their bikes to Dr. Hamman or St. Pats area. Neither of these options are easily accessible for young children.

Like many of our neighbours, we try very hard to promote an active lifestyle and a sense of community for our children. Having a playground in closer proximity to our residences will go a long way to help encourage children in the area to go outside and play with their neighbours.

My understanding is that there are some concerns about the location.

- 1- Westview Blvd is a busy street – I completely agree that there is a lot of road traffic, however there are already a number of kids, riding their bikes, running, walking, on the sidewalks, and across the streets to friends houses in that neighborhood. Making this area a designated playground zone would help slow down traffic. Further it would also give the kids a place to ride their bikes, walk or run too.
- 2- The proposed playground area is near a waterway – because there is already open access to the waterway, families in the area already take precaution and have rules set with their kids regarding behavior around the waterway. As a parent of a 7 and 9 year old (who have been living in the area for over 5 years) I do not feel that adding a playground here will change the precautions for safety concerns or parenting behavior already in place to deal with the risks of living in close proximity to open water.

To summarize, I feel that the benefits of having a playground in this community are significant. While there are some concerns, many of these are already being addressed by parents and may be further mitigated by making the area a playground zone.

**Phillips, Dawn**

---

**Subject:** FW: Westview Park

I think the park is an excellent idea. We have lots of kids in the area that would truly love a park. This area is very beautiful and a park could add so much for the kids in the area

Thanks you this is a great option and idea



**Phillips, Dawn**

---

**Subject:** FW: Playground at 51 Westview Blvd.  
**Attachments:** [REDACTED]

In response to your letter dated May 16, 2019:

We object to the construction/placement of a playground anywhere within the developed/landscaped area surrounding the Westview Lake. As is usually the case in these types of situations, someone has decided that the best course of action is the least expensive course of action. When dealing with municipal issues, the initial least expensive option usually turns out NOT to be the least expensive "long term" option. I would hope that the Taber town council values safety and good faith more highly than the cheapest solution to a problem.

We object to this development on this site for 3 reasons:

1. Child Safety - The proposed location is too close to the existing lake and the immediate surrounding landscape. The proximity of the lake makes it a strong attraction for children, especially young children and toddlers. The slopes surrounding the shore of the lake are very steep. A toddler could easily be carried by gravity "out of control" on their own two feet down the slope and onto either the rocks at the shore line, or into the water. The rocks are large and uneven. They form the perfect foot entrapment condition which could result in broken limbs or head trauma. The water of the lake hides a very quick and very steep drop into the depths of the lake. The lake was not constructed for wading or swimming, and so even 1 meter from the waterline the depth is often 2 meters or more. The water is usually dark and murky. It would be very difficult to see a child that has dropped under the surface of the lake, making immediate rescue very problematic. Every parent knows that water has an abnormally strong attraction for children, and even a moment's inattention anywhere near this lake could result in a catastrophic injury or death of a child.

There is also the issue of safety on the street adjacent to the park. The traffic pattern at the intersection of Westview Gate and Westview Blvd is much more complicated than a normal 'T' intersection. Not only is it a greater burden for the children, it is also a greater burden for the drivers. It does not make sense to subject the children to this additional danger for the sake of saving a few dollars.

Unfortunately, moving the playground away from the lake makes it closer to the street and moving the location away from the street makes it closer to the lake. Once a tragedy happens, the council will only have themselves to blame.

2. Drainage - As the council is aware, drainage of surface water has been an issue within the park and for many of the surrounding residents. After the installation of an asphalt path around the lake and through the park, the inability for the surface water to run down to the lake resulted in over-saturation of soils around some of the houses bordering on the park. Last fall, the town undertook the installation of an underground seepage/drainage line along the south side of the park in an attempt to mitigate the soil saturation problems. This mitigation was costly and could

have been avoided by spending a few extra dollars when the path was installed. I would hope that you would not want to create a similar situation with this playground.

The satellite photo provided in your letter does not show the topography of the proposed playground site. I would invite every councilor to visit the site and "walk the grass". The landscaping in this area has been done to facilitate drainage from the west edge of the park and the houses adjacent (both present and future). There is a significant southwest to northeast low area through the middle of the grass to allow the water to drain overland to the lake. Having water drain through a playground is not ideal, and any earthwork to build up the site would prevent drainage from happening at all. Perhaps this does not seem important now, but in the future it could put the town on the spot for the installation of additional underground drainage systems (remember, "the initial least expensive option usually turns out NOT to be the least expensive option long term").

3. Planned Development vs. Ad-Hoc Development - There is a long term development plan for this area. It was presented to the Town of Taber by the developer, the Town of Taber approved the plan (and the longevity of the plan), and the residents have purchased their properties with full awareness of the plan. The initial proposer of this playground also had the opportunity to view the development plan for this area before he purchased his lot/home. He now wants others to give up their preferences in favor of his. This is unfair. Previous to my present location, We lived next to a park with a playground. We decided that we enjoyed the park, but would look for a location without a playground when the time came to make a move. Westview park provided that scenario for us.

The development plan shows the playground at the northwest end of a green strip corridor extending northwest of the lake. The playground location would be out of "eyeshot" of the lake, lessening the enticement of the water, away from busy streets and non-typical intersections, and could be landscaped for the installation of the playground equipment. Ms. Phillips has said "that would not be until phase 10!" I understand that phase 10 may be many years away, but the development plan for this area has been public for many years. People wishing to locate near a playground may have to look at other neighborhoods for the present time.

It is unfair to prioritize the wants of residents blocks away from this site over the rights of the residents adjacent and near-adjacent to the proposed location. The original development plan is a long-term document for a reason, and that reason is to promote thoughtful development of our Town and not just knee-jerk reactions to every perceived issue. If people want to live near a playground, they should buy a house near a playground. We did not want to live near a playground, and so we bought a house that was not near a playground (nor near a planned playground). For the town to implement the playground over our research and planning would not be acting in good faith.

I have one last issue to bring up. I have been told by Ms. Phillips that this location is the ideal location because the town already owns the land. Getting the playground in the correct location is far more important than saving a few dollars. There are multiple other options for the site of this playground request:

- The town can buy whichever piece of land they wish. Perhaps the original location of the playground in this development plan would be good purchase option.
- Perhaps a piece of the vacant property on the west side of Westview Gate. A amendment for a playground in this area makes much more sense given the long term development plan (this area is planned to include multi-family dwellings). The playground here could be located back away from

Westview Gate, and the lake would not be within view. If this land is owned by the developer, it may be time for mediation regarding the issues within the Westview development between the town and the developer.

- There is also the present small green space park at the corner of 56 Ave & 43 St (4251 56 Ave, I believe it used to be a sand volleyball park). This lot is already owned by the town, has no lake, much less traffic (and less complicated traffic), and is the perfect size for a fenced playground. I have attached a Google Maps view of the property.

- I also have first hand knowledge that the original site development plan for the Taber Hospital included a playground. Unfortunately, at the time, neither the Health Region, the Town of Taber, nor any service club could afford to purchase and install the equipment, and so the hospital playground never emerged. Perhaps it is time to re-visit that proposal.

I hope that these comments have helped to shed light on the many facets and issues surrounding this site for the proposed playground development. We ask all of the councillors to please take the time to give a full consideration to the issues raised by the residents most affected by this proposed Westveiw Park site.

P.S. Please confirm receipt of this email.

**Phillips, Dawn**

---

**Subject:** FW: Proposed play ground in westview

Hello Dawn,

I'm writing you today, not as a town of taber employee but as a resident of Westview. We received a letter on our door step last week from a resident apparently trying to block the construction of the proposed playground in Westview. I just wanted to let you know how much my family and I are looking forward to this playground being built. I have two daughters aged 7 and 9. Whenever we want to use equipment we need to travel all the way to Dr Hamman or go to Barnwell. This new equipment in our neighbourhood will help promote exercise and give them long lasting memories they will carry with them there entire lives.

Thank you

Dear Westview Estates Neighbor:

**Did you know that there is a proposal to build a playground in the southwest corner of Westview Park?**

By now, you should have received a notice from the Town of Taber regarding this development proposal. If you have not received notice, you can contact the Town of Taber at 403-223-5500 and ask the Mayor why you did not receive a notice.

**Do you have any strong opinions or feelings towards the construction of a playground in the southwest corner of Westview Park?**

There is presently a comment process initiated by the council of the Town of Taber going on. Your opinions and comments are important. You can email [Dawn.phillips@taber.ca](mailto:Dawn.phillips@taber.ca) or call her at 403-223-5500 ext. 6019. Dawn Phillips is the recreation director for the Town of Taber. Do not delay. *You only have until May 31, 2019 to respond* to the proposed development location of a playground in Westview Park.

**Do you value a playground but think that the southwest corner of Westview Park is the wrong location?**

Voice your feeling to Dawn Phillips at the email or phone number above. She is the contact person and your comments will be passed to the councillors for the Town of Taber.

**Do you think that the planning, zoning, and rights of existing property owners should be considered over planning amendments or new proposals for development by people that live farther away from the proposed site?**

You need to let the Town of Taber council know! You can send your thoughts to the email or phone number at the end of this message.

**Everyone's opinion is important, but the recreation department of Taber has only been listening to people that are in favor of the Westview Park location for a new playground. It is very important that any persons NOT in favor of the playground location proposal voice their opposition. It is now or never, so don't be too late. Please use the email and phone number provided before May 31, 2019.**

[Dawn.phillips@taber.ca](mailto:Dawn.phillips@taber.ca) OR 403-223-5500 ext. 6019

Sincerely,  
A Very Concerned Westview Neighbor



## Council Request for Decision

**Meeting Date: June 10, 2019**

**Subject:**

3/4 Ton Service Body Truck - Approval of Award

**Recommendation:**

Council approves the purchase of the  $\frac{3}{4}$  Ton Service Body Truck from College Ford of Taber in the amount of \$46,471.34 and the purchase of the truck body from International Truck Body at a total cost of \$17,490.00 (GST not included). The additional funds in the amount of \$4231.34 to be taken from the Capital Reserves.

**Background:**

Through the 2019 Capital Budget process Council approved \$60,000 for a  $\frac{3}{4}$  Ton Service Body Truck for the Engineering & Public Works department.

On March 20, 2019 the Town of Taber solicited a public Request for Quotation (RFQ 19-042) for the truck and an additional RFQ (19-042-1) for the Service Body. Both RFQ's closed on April 9<sup>th</sup>. Due to a lack of response, an extension was issued for an additional week to April 16, 2019.

Only one bid was submitted for each RFQ:

$\frac{3}{4}$  Ton Truck – College Ford of Taber \$46,741.34

&

Service Body – International Service Body \$18,285.00

Due to there only being one bid on each, follow up conversations were placed to the remaining two local dealers (Legacy Dodge & MacDonald Chev) who did not provide a quote on the unit. In addition to that, the Town opted to try to negotiate the pricing within budget.



Although we were unsuccessful at negotiating with College Ford due to the already significant municipal discount, we were successful in negotiating a minor discount on the Service Body portion of the truck from International Service Body in Coaldale to \$17,490.00, a savings of \$795.00.

We also investigated pricing of other comparable units to ensure we were getting good pricing. Based on our inquiries, we are confident that the Town has received not only competitive, but good pricing on this unit as a whole.

Although we are over budget by \$4,231.34, we recommend that the Town proceed with this procurement.

**Legislation / Authority:**

MGA S.3, Capital Budget 2019

**Strategic Plan Alignment:**

Define and practice good governance.

**Financial Implication:**

**FINANCIAL SUMMARY**

Truck – College Ford of Taber	\$ 46,741.34
Truck Body – International Truck Body	<u>\$ 17,490.00</u>
Total Purchase Price	\$ 64,231.34
Approved Capital Budget (2019)	<u>\$ 60,000.00</u>
<b>Amount over Budget</b>	<b>\$ 4,231.34</b>

The Town also approved \$35,235 in the Capital Budget for an additional truck purchase for the Recreation department. The Town opted to lease a truck for 5 months (@ \$885/month) rather than purchase this unit, saving \$30,810 of the Capital Reserves.

**Service Level / Staff Resource Implication:**

No impact to service level / staff / resources.



**Justification:**

Approved in the 2019 Capital Budget. Required to maintain established service levels.

**Alternative(s):**

Council requests Administration to provide additional information.

Attachment(s): None.

**APPROVALS:**

**Originated By:**

Gary Scherer

**Chief Administrative Officer (CAO) or Designate:** \_\_\_\_\_





## Council Request for Decision

**Meeting Date: June 10, 2019**

**Subject:**

Tender Decision - North Reservoir Upgrades

**Recommendation:**

Council award the North Reservoir Upgrades Tender to Porter Tanner Associates Inc. for the amount of \$340,141.20 inclusive of GST.

**Background:**

MPE completed the North Pump Station Upgrade – Conceptual Design Study in July of 2015. Phase I of the Upgrade was completed in 2015. Through the 2019 Capital Budget process Council approved the North Reservoir Upgrade project.

Major work items are as follows:

- a) Exterior waterproofing addition
- b) Reservoir piping modifications
- c) Reservoir interior wall modifications
- d) Addition of sodium hypochlorite feed system

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 North Reservoir Upgrades. Upon qualification being completed, an Invitation to Tender was issued to 6 qualified contractors.

The tender closed 2:00 p.m. Wednesday, May 29<sup>th</sup>, 2019. Of the 6 pre-qualified bidders, only 5 submitted tenders.



The tender submission and results are as follows (lowest to highest):

<u>Tender</u>	<u>Tender Amount</u>
1. <b>Porter Tanner Associates Inc.</b>	<b>\$340,141.20</b>
2. VHL Construction Ltd.	\$361,935.00
3. Nitro Construction Ltd.	\$386,095.50
4. Parcon Construction Ltd.	\$447,930.00
5. Taylor Construction	\$466,721.72

All prices include a \$25,000.00 Extra Work Allowance, and 5% G.S.T.

Total capital budget for this project was \$400,000.00

**Legislation / Authority:**

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)

**Strategic Plan Alignment:**

No strong alignment / Define & Practice Good Governance

**Financial Implication:**

Total approved capital budget in 2019 for this project was \$400,000.00. \$52,000.00 is committed to MPE Engineering leaving a remaining budget of \$348,000.00. This project is partially funded from the Clean Water and Wastewater Fund in the amount of \$175,000.

**Service Level / Staff Resource Implication:**

Project management of the upgrades.

**Justification:**

Replacement of infrastructure past its life cycle.



**Alternative(s):**

Council directs administration to take a different course of action.

Attachment(s): MPE Engineering Recommendation Letter

**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, 2019  
File: N: 1415\041\00.L02

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

Dear Mr. Scherer:

**RE: North Reservoir Upgrades  
Tender Summary & Recommendation**

The tender opening for the above mentioned project took place at 2:00 p.m. on Wednesday, May 29, 2019 in the Taber Administration Building Committee Room. 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. <b>Porter Tanner Associates Inc.</b>	<b>\$340,141.20</b>
2. VHL Construction Ltd.	\$361,935.00
3. Nitro Construction Ltd.	\$386,095.50
4. Parcon Construction Ltd.	\$447,930.00
5. Taylor Construction	\$466,721.72

All prices include a \$25,000.00 Extra Work Allowance and 5% G.S.T.

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

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 "ZK", is written over a horizontal line.

Zac Kostek, P. Eng.  
Project Manager

ZK:mw



## Council Request for Decision

**Meeting Date: June 10, 2019**

**Subject:**

Core Switch Stack Purchase Request to Council

**Recommendation:**

That Council accepts that the CAO undertook an emergency purchase to ensure business continuity and safety of emergency services personnel to the sum of \$32,000.00 transferred from Capital Reserves.

**Background:**

The Town has a stack of four switches at the Administration building that connects all systems and buildings together. The life span for switches is 5-7 years. As part of the Annual Computer Replacement Program we are supposed to replace these core switches in 2022 (as 7 years life span).

The core switches started to fail in the last two weeks, with no support available, causing multiple connectivity failure during the business hours and after hours. All departments are being affected by this failure, all systems in the Administration Building are slowing down business and causing a lot of overtime for IT staff to troubleshoot and fix the failure.

The core switches has a big impact on the Town business and letting them fail will cause failure of the following systems:

- Phones
- Internet connection
- Emails
- File access
- Printing
- Recreation software
- Finance ERP system
- Water monitoring system Alarm at Aquafun
- Wi-Fi



- Others

There is a potential risk of Business Continuity.

The new core switches must have the following functionality:

- Stackable
- 10 GB Fibre Bandwidth
- Power over Ethernet
- Layer 3 switches that are capable of routing traffic
- Continues support during life span
- Bundle of ports
- Traffic management

**Legislation / Authority:**

MGA Section 248 (1), Expenditure of money

**Strategic Plan Alignment:**

Improve Internal and External Communications

**Financial Implication:**

The total cost of the four switches are to a maximum of \$32,000.00.

**Service Level / Staff Resource Implication:**

Use existing staff resources.

Decline in Town function if the switches fail, thus removing the service level.

**Justification:**

Failure of the current core switches.



**Alternative(s):**

That Council could seek clarification on any of the matters from Administration.

That Council could accept this report for information purposes, assume the risk, and direct the purchase in 2020.

Attachment(s):     None

**APPROVALS:**

**Originated By:**  
Alaa Abdel Khaliq

**Chief Administrative Officer (CAO) or Designate:** \_\_\_\_\_



## Council Request for Decision

**Meeting Date: June 10, 2019**

**Subject:**

Performing Arts Centre Committee Dissolution

**Recommendation:**

That Council dissolves the Performing Arts Centre Committee and thanks each member of the Committee for their dedication and work during their tenure.

**Background:**

On April 12<sup>th</sup>, a meeting of the Performing Arts Centre Committee was held in order to discuss next steps for the Committee and its members. Quorum was unable to be reached, but Council's representative on the Committee, Councillor Garner was in attendance for this discussion along with PACC Chairman Doug Emek and CAO Armfelt. The discussion concluded with the general agreement that the PACC has come to its closure.

Following the findings of the Feasibility and Viability Study which was presented to Council in 2018, the PACC has not come up with any further options to explore. The PACC was struck in 2014, and after a number of investigations, research with stakeholders, Canada 150 grant applications, discussions with Council, and the final study from MNP LLP, the PACC does not have any further options to provide for Council's consideration at this present time.

It is Administration's recommendation that this Committee be dissolved as following the April 12<sup>th</sup>, discussion, as it appears the committee and its work has come to its stopping point. The Committee is no longer meeting its Phase III Terms of Reference, and meeting quorum for the past three meetings the PACC has held has not been successful.

The PACC does not have term limits for its committee members, and the current volunteers have all served 5 years since the inception of the PACC.

Should Council wish to form another committee in the future to investigate other arts and performing arts potentials as per their Strategic Plan, Council always has that option.

**Legislation / Authority:**

MGA Section 3





**Strategic Plan Alignment:**

Define and Practice Good Governance

**Financial Implication:**

There is no budget implication for dissolving the committee.

Council has not budgeted any capital or operational funding for any type of performing arts centre in its upcoming budgets.

**Service Level / Staff Resource Implication:**

Currently, one staff member is assigned to assist the PACC with organizing meetings, taking minutes, and general administrative duties for the committee.

With current service levels, Administration has a lack of time to be able to devote to a new phase of a PACC Terms of Reference or to research potential possibilities for performing arts in our community as such an initiative would require and deserve.

**Justification:**

The PACC has fulfilled their duties to investigate potential performing arts centres in Taber as prescribed by Council. These potential projects and their subsequent investigations have not been successful.

Dissolving the committee will not stop future investigations into performing arts or other arts ventures in our community. Dissolving this committee may provide Council more flexibility in the future should they wish to create a more holistic approach to arts and culture in the community.

**Alternative(s):**

Council may request further information.

Council may choose another direction for performing arts in our community.



Attachment(s): PACC Phase III Terms of Reference

**APPROVALS:**

**Originated By:**  
Meghan Brennan

**Chief Administrative Officer (CAO) or Designate:** \_\_\_\_\_



# Performing Arts Centre Committee

## Terms of Reference

### Phase III

#### 1. Background

In April 2014, Town of Taber Council adopted a terms of reference for a study on the viability of developing a performing arts theatre in Taber and appointed a volunteer committee to undertake the task. The terms of reference for the 2014 study divided the task into two phases and the results of the first phase were presented to Council on November 24, 2014. The Phase 1 Report concluded that there is a wide range of user groups that would use or benefit from a theatre that was flexible and could accommodate an audience of 250-300 people.

The Phase 2 Report focused on the design of a new complex based on the user groups, a new site for the theatre, and the establishment of a path forward such that the combined theatre and convention centre goal developed in Phase 2 can be achieved by approximately 2020. The Committee members volunteered to continue to work on this initiative if appointed by Council.

Council accepted all of the Committee's Phase 2 recommendations. These terms of reference reflect the ongoing and future steps of the Performing Arts Centre Committee and can be considered to be Phase 3.

#### 2. Purpose

The expressed purpose of the committee in Phases 1 and 2 was *"...to explore options and alternatives associated with the development of an arts facility in Taber."* For this next Phase, the purpose of the Committee is to get the project to the stage where it can be built. To this end, the Performing Arts Centre Committee shall have five objectives for Phase 3 of their initiative:

- a) Establish a committee to guide the process
- b) Hire an expert to assess the theatre and convention centre viability
- c) Establish a fundraising committee
- d) Initiate the Community Centre Redesign if the Canada 150 Grant is received
- e) Move to detailed design as soon as possible.

Action items for a) Establish a committee to guide the process

- Council will appoint members
- The Committee will establish an on-going and evolving process to achieve its purpose

Action items for b) Hire an expert to assess the theatre and convention centre viability and feasibility

- Consider ways to assess the feasibility and viability of the Centre by various means, such as:
  - Speak with local universities to discuss the possibility of students conducting studies
  - Hire a consulting firm to conduct an assessment
- Identify revenue streams; project annual revenues – assess financial viability
- Determine a facility operating strategy – e.g. Town vs lease, specify terms/conditions

Action items for c) Fundraising

- Elect a subcommittee from members of the Performing Arts Centre Committee to oversee fundraising efforts, and report back to the main Committee
- Endeavor to recruit members of the public to a fundraising committee
- Consider partnerships
- Create a feasible fundraising plan that would raise enough funds in the timeline afforded by the 2020 build deadline
- Identify fundraising opportunities – grants, donations, sponsorship, other
- Consider creating brochures or other promotional materials to aid in the fundraising efforts
- Deliberate whether the Committee should apply for registered Society status

Action items for d) Initiate Community Centre redesign

- Apply for the Canada 150 Grant to be used towards the redesign of the existing Community Centre
- This step will be skipped if the grant award is denied or small (according to Performing Arts Centre Report Phase 2)
- If the Canada 150 Grant is received, start the Community Centre upgrade ahead of the Performing Arts Centre project

Action items for e) Move to detailed design

- Initiate a tender process for designs once approximately 50% of total project funding has been raised
- Deliberate on submitted designs
- Continue fundraising efforts during and following design selection process
- Advertise detailed design plans once selected in order to further promote project

### **3. Timeline**

The Performing Arts Center Committee shall strive to achieve the five objectives as follows:

- a) Assess Feasibility and Viability – eight months: February to December 2016
- b) Develop implementation plan – ongoing basis: starting February 2016
- c) Fundraising plan development — approximately Spring 2016
- d) Community Centre redesign — Immediately if grant funding approved, skipped if denied
- e) Move to detailed design — Started when 50% of project budget is fundraised

### **4. Membership**

The Performing Arts Centre Committee shall comprise seven (7) voting members who represent a broad community perspective. The Town will provide administrative support to the Committee, in a non-voting capacity. Council's recommendation is to reappoint the Committee as it currently stands. The Committee shall strive to have members representing the following:

- 1) Town Council
- 2) MD of Taber Council
- 3) Arts Council of Taber
- 4) Taber Player's
- 5) Patron of the Arts - someone well connected in the community/region
- 6) Local area business community representative
- 7) Person with strong construction experience

### **5. Operating Procedures**

The Performing Arts Committee will select a chair to oversee the progress of the initiative, including any subcommittees which may be formed. At each meeting, minutes shall be taken to create a record of activities, decisions, and considerations.

### **6. Meetings**

Meeting schedules and location will be determined by the Committee on an ongoing basis. Given aggressive timelines for fundraising, the expectation is one meeting per month or two. The Town will provide meeting agenda packages, record meeting minutes, and other administrative support required by the Committee.

### **7. Finances**

Day to day expenses associated with work by Committee members will be reimbursed by the Town according to its procurement policy and procedure. Council recognizes the

possibility that the committee may need to hire a consultant to assist with a feasibility study. Authorization for any/all significant expenditures (consultants, travel, etc) shall be requested of Council.

## **8. Reporting**

The Performing Arts Centre committee shall report to Town of Taber Council a minimum of two (2) occasions as follows:

- a) Reports of the characteristics of, and an implementation plan for the fundraising subcommittee (**April, 2016**)
- b) Resulting recommendations of the study regarding the feasibility and viability of a Performing Arts Center (**approximately January 2016**), and
- c) Thereafter, approximately twice per year or at important milestone events



## Council Request for Decision

**Meeting Date: June 10, 2019**

**Subject:**

Unrestricted Net Assets Transfer

**Recommendation:**

That council approves the transfer of funds in the amount of \$2 Million from 2017 unrestricted net assets and \$1.5 Million from the 2018 unrestricted net assets to Capital Reserves for a total transfer of \$3.5 Million, effective Jan. 1, 2019.

**Background:**

It was discussed at the April 28, 2019 Audit Committee Meeting that we have an excess of funds that are included in Unrestricted Net Assets from 2017 and 2018 and a motion was made to transfer \$3.5 Million of said funds to Capital Reserves.

Res. 7/2019 MOVED by Councillor Tams that the Audit Committee recommends to Council that it approves a transfer of funds in the amount of \$2 Million from 2017 unrestricted net assets and \$1.5 Million from the 2018 unrestricted net assets to Capital Reserves for a total transfer of \$3.5 Million, effective January 1, 2019.

**Legislation / Authority:**

MGA section 243

**Strategic Plan Alignment:**

Define and Practice Good Governance

**Financial Implication:**

Currently unquantifiable due to multiple considerations related to possible policy direction

**Service Level / Staff Resource Implication:**

Existing staff resources

**Justification:**

To provide a consistent funding source for capital projects which should come from capital reserves.



**Alternative(s):**

That Council not approve the transfer of unrestricted net assets to capital reserves.

Attachment(s): None.

**APPROVALS:**

**Originated By:** John Orwa

**Chief Administrative Officer (CAO) or Designate:** \_\_\_\_\_





## Council Request for Decision

**Meeting Date: June 10, 2019**

**Subject:**

1st Quarter Financial Statements

**Recommendation:**

That Council accepts the unaudited financial statements for the three months ending March 31, 2019 for information purposes.

**Background:**

Attached is the year to date unaudited financial statements for the three months ending March 31, 2019. This being the 1st quarter it is anticipated that most revenues would not yet be fully realized, thus the variance amounts would be expected to be negative and the "Percentage Used" column would be expected to be about 25%. For expenses an amount in the "Variance" column that is negative means that the expense is still within budget. This being the 1st quarter it is anticipated that most expense objects with the exception of those expenses that are paid once per year (Insurance Premiums) would result in the "Percentage Used" column being about 25%.

**Legislation / Authority:**

MGA s. 248

**Strategic Plan Alignment:**

Define and Practice Good Governance

**Financial Implication:**

Staff and Council's time

**Service Level / Staff Resource Implication:**

Existing Staff Resources

**Justification:**

At the May 28, 2019 Audit Committee Meeting, the following motion was made:

"RES. 13/2019 "Moved by Councillor Strojwas that The Audit Committee recommends to Council that it approves the Financial Statements for the three months ending March 31, 2019.



*CARRIED UNANIMOUSLY"*

**Alternative(s):**

That Council not accept the unaudited financial statements for the three months ending March 31, 2019, and advises Administration to provide Council with further information.

Attachment(s): 1st Quarter Unaudited Financial Statements ending March 31, 2019

**APPROVALS:**

**Originated By:**  
John Orwa

**Chief Administrative Officer (CAO) or Designate:** \_\_\_\_\_

**TOWN OF TABER**

**FINANCIAL STATEMENTS**

**For the Three Months Ending Sunday, March 31, 2019**

**(Unaudited)**

---

# TOWN OF TABER

## TABLE OF CONTENTS

For the Three Months Ending Sunday, March 31, 2019

(Unaudited)

---

### FINANCIAL STATEMENTS

STATEMENT OF FINANCIAL POSITION	1
STATEMENT OF OPERATIONS AND CHANGE IN FUND BALANCES	2
STATEMENT OF OPERATIONS - ACCOUNT LEVEL DETAIL	3 - 8
STATEMENT OF DEPARTMENTAL ACTIVITIES	9
SECTOR CHARTS	10 - 11

---

## TOWN OF TABER

### Statement of Financial Position

For the Three Months Ending Sunday, March 31, 2019, with comparative  
information for December 31, 2018  
(Unaudited)

	2019	2018
<b>Financial assets</b>		
Cash and temporary investments	18,483,003	18,033,961
Taxes and grants in lieu receivable	- 203,727	550,769
Trade and other receivables	1,595,101	1,993,994
Long-term investments	624,090	624,090
Debt charges recoverable	384,499	403,824
Other financial assets	-	1,147
	<hr/> 20,882,966	<hr/> 21,607,785
<b>Liabilities</b>		
Accounts payable and accrued liabilities	1,663,175	2,005,902
Employee benefit obligations	630,477	551,716
Deposit liabilities	457,807	368,707
Deferred revenue	4,799,596	2,116,676
Provision for landfill post-closure costs	251,397	251,397
Long-term debt	9,011,675	9,394,859
	<hr/> 16,814,127	<hr/> 14,689,257
<b>Net financial assets</b>	<hr/> 4,068,839	<hr/> 6,918,528
<b>Non-financial assets</b>		
Tangible capital assets	130,085,087	131,270,177
Land held for resale	2,262,372	2,262,372
Inventory held for consumption	736	239,178
Prepaid expenses	61,070	58,916
	<hr/> 132,409,266	<hr/> 133,830,644
<b>Accumulated surplus</b>	<hr/> 136,478,105	<hr/> 140,749,172

---

## TOWN OF TABER

### Statement of Operations and Change in Fund Balances

For the Three Months Ending Sunday, March 31, 2019, with comparative information for 2018

(Unaudited)

	2019 Budget Operating	2019 YTD Operating	Variance	Percentage Used	2018 YTD Operating	2019 YTD Operating	Change
<b>Revenues</b>							
Net taxes available for municipal purposes	9,327,771	(771,661)	(10,099,432)	-8.27%	(640,172)	(771,661)	(131,489)
Sales to other governments	23,800	-	(23,800)	0.00%	-	-	-
Sales and user fees	9,026,755	1,860,392	(7,166,363)	20.61%	1,901,773	1,860,392	(41,382)
Penalties and cost of taxes	175,000	74,631	(100,369)	42.65%	88,566	74,631	(13,936)
Licenses and permits	245,275	100,798	(144,477)	41.10%	106,825	100,798	(6,026)
Fines	502,500	156,354	(346,146)	31.12%	101,439	156,354	54,915
Franchise and concession contracts	1,820,090	508,041	(1,312,049)	27.91%	510,853	508,041	(2,812)
Investment income	150,000	119,773	(30,227)	79.85%	67,898	119,773	51,875
Rentals	772,179	272,601	(499,578)	35.30%	386,868	272,601	(114,267)
Other	105,739	55,888	(49,851)	52.85%	20,806	55,888	35,083
Government transfers	1,188,858	124,655	(1,064,204)	10.49%	408,454	124,655	(283,799)
<b>Total Revenues</b>	<b>23,337,967</b>	<b>2,501,472</b>	<b>(20,836,495)</b>	<b>10.72%</b>	<b>2,953,310</b>	<b>2,501,472</b>	<b>(451,838)</b>
<b>Expenses</b>							
Salaries, wages and benefits	10,926,856	2,450,077	(8,476,779)	22.42%	2,315,072	2,450,077	135,005
Contracted and general services	5,009,673	1,313,541	(3,696,132)	26.22%	1,233,599	1,313,541	79,942
Purchase from other governments	838,128	133,996	(704,132)	15.99%	118,197	133,996	15,799
Materials, goods and supplies	3,528,692	856,439	(2,672,253)	24.27%	828,842	856,439	27,597
Provisions for allowances	-	-	-	0.00%	-	-	-
Transfers to local boards and agencies	558,217	228,076	(330,141)	40.86%	247,214	228,076	(19,139)
Bank charges and short-term interest	7,400	4,403	(2,997)	59.50%	3,509	4,403	894
Interest on long-term debt	242,950	60,874	(182,076)	25.06%	54,305	60,874	6,569
Amortization	4,740,350	1,185,090	(3,555,260)	25.00%	1,123,984	1,185,090	61,106
Loss (gain) on disposal of capital assets	-	-	-	0.00%	-	-	-
Other	135,001	5,712	(129,289)	4.23%	5,025	5,712	688
<b>Total Expenses</b>	<b>25,987,267</b>	<b>6,238,207</b>	<b>(19,749,060)</b>	<b>24.00%</b>	<b>5,929,747</b>	<b>6,238,207</b>	<b>308,460</b>
Excess (deficiency) of revenue over expenses	(2,649,300)	(3,736,736)	(1,087,436)	141.05%	(2,976,437)	(3,736,736)	(760,298)
Repayment of long term debt	(974,198)	(363,858)	610,340	37.35%	(276,936)	(363,858)	(86,922)
From reserves	1,086,692	4,214	(1,082,478)	0.39%	-	4,214	4,214
To reserves	(2,198,544)	(4,012,138)	(1,813,594)	182.49%	(731,550)	(4,012,138)	(3,280,588)
<b>Change in Fund Balance</b>	<b>(4,735,350)</b>	<b>(8,108,518)</b>	<b>(3,373,168)</b>	<b>171.23%</b>	<b>(3,984,923)</b>	<b>(8,108,518)</b>	<b>(4,123,595)</b>

## TOWN OF TABER

### Statement of Operations - Account Level Detail

For the Three Months Ending Sunday, March 31, 2019, with comparative information for 2018

(Unaudited)

	2019 Budget Operating	2019 YTD Operating	Variance	Percentage Used	2018 YTD Operating	2019 YTD Operating	Change
<b>Revenues</b>							
Local Improvement Taxes	-	-	-	0.00%	-	-	-
Property Taxes - FARMLAND	2,127	-	(2,127)	0.00%	-	-	-
Property Taxes - GIL Federal	19,092	-	(19,092)	0.00%	-	-	-
Property Taxes - GIL Provincial	-	-	-	0.00%	-	-	-
Property Taxes - LINEAR	242,736	-	(242,736)	0.00%	-	-	-
Property Taxes - MACHINERY & EQUIPMENT	818,848	-	(818,848)	0.00%	-	-	-
Property Taxes - NON RESIDENTIAL	3,575,972	354	(3,575,618)	0.01%	(1,485)	354	1,839
Property Taxes - RAILWAY	6,913	-	(6,913)	0.00%	-	-	-
Property Taxes - RESIDENTIAL	7,541,827	(872)	(7,542,699)	-0.01%	92	(872)	(964)
Public School Requisition - Residential/Farmland	(1,648,542)	(394,953)	1,253,589	23.96%	(380,290)	(394,953)	(14,663)
Public School Requisition - Non Residential	(803,143)	(192,113)	611,030	23.92%	(181,438)	(192,113)	(10,675)
Seniors Lodges - Taber & District Housing	(87,023)	(102,781)	(15,758)	118.11%	-	(102,781)	(102,781)
Separate School Requisition - Non Residential	(103,803)	(29,126)	74,677	28.06%	(24,654)	(29,126)	(4,472)
Separate School Requisition - Residential/Farmland	(237,233)	(52,169)	185,064	21.99%	(52,396)	(52,169)	227
<b>Net taxes available for municipal purposes</b>	<b>9,327,771</b>	<b>(771,661)</b>	<b>(10,099,432)</b>	<b>-8.27%</b>	<b>(640,172)</b>	<b>(771,661)</b>	<b>(131,489)</b>
Sales to Local Government	23,800	-	(23,800)	0.00%	-	-	-
Sales to Provincial Government	-	-	-	0.00%	-	-	-
<b>Sales to other governments</b>	<b>23,800</b>	<b>-</b>	<b>(23,800)</b>	<b>0.00%</b>	<b>-</b>	<b>-</b>	<b>-</b>
Land Sales	280,000	1,240	(278,760)	0.44%	100,000	1,240	(98,760)
Recycling Service Fees	233,020	60,456	(172,564)	25.94%	60,159	60,456	297
Sale of Consumables	26,200	5,553	(20,647)	21.20%	4,902	5,553	651
Sale of Materials and Supplies	9,620	3,109	(6,511)	32.32%	2,440	3,109	670
Sales of Services	810,334	57,932	(752,402)	7.15%	61,491	57,932	(3,559)
Sales of Services - Opening & Closing	49,403	6,775	(42,628)	13.71%	6,510	6,775	265
Sales of Services - Plots & Perpetual Care	29,333	3,564	(25,769)	12.15%	12,525	3,564	(8,961)
Service Installations	1,500	-	(1,500)	0.00%	-	-	-
Storm Water Management Fee	390,000	99,992	(290,008)	25.64%	99,004	99,992	987
Tax Certificates & Information	11,000	1,420	(9,580)	12.91%	1,735	1,420	(315)
User Fees	116,689	25,250	(91,439)	21.64%	21,221	25,250	4,028
Utility Bulk Service Fees	350,000	77,313	(272,687)	22.09%	91,275	77,313	(13,962)
Utility Hook-up Fees	-	-	-	0.00%	-	-	-
Utility Service Fees	6,719,656	1,517,787	(5,201,869)	22.59%	1,440,511	1,517,787	77,277
<b>Sales and user fees</b>	<b>9,026,755</b>	<b>1,860,392</b>	<b>(7,166,363)</b>	<b>20.61%</b>	<b>1,901,773</b>	<b>1,860,392</b>	<b>(41,382)</b>
Penalties	175,000	74,631	(100,369)	42.65%	88,566	74,631	(13,936)
<b>Penalties and cost of taxes</b>	<b>175,000</b>	<b>74,631</b>	<b>(100,369)</b>	<b>42.65%</b>	<b>88,566</b>	<b>74,631</b>	<b>(13,936)</b>

## TOWN OF TABER

### Statement of Operations - Account Level Detail

For the Three Months Ending Sunday, March 31, 2019, with comparative information for 2018

(Unaudited)

	2019 Budget Operating	2019 YTD Operating	Variance	Percentage Used	2018 YTD Operating	2019 YTD Operating	Change
Development Permit Application Fees	30,000	6,605	(23,395)	22.02%	6,275	6,605	330
Licenses Animal Control Cats	100	60	(40)	60.00%	30	60	30
Licenses Animal Control Dogs	2,500	1,280	(1,220)	51.20%	1,960	1,280	(680)
Licenses Business	100,000	82,000	(18,000)	82.00%	86,550	82,000	(4,550)
Permit Application Fees - Building	100,000	10,628	(89,372)	10.63%	10,235	10,628	394
Permit Application Fees - Cemetery	2,675	225	(2,450)	8.41%	75	225	150
Subdivision Application Fees	10,000	-	(10,000)	0.00%	1,700	-	(1,700)
<b>Licenses and permits</b>	<b>245,275</b>	<b>100,798</b>	<b>(144,477)</b>	<b>41.10%</b>	<b>106,825</b>	<b>100,798</b>	<b>(6,026)</b>
Fines Police	496,500	155,779	(340,721)	31.38%	100,554	155,779	55,225
Fines Animal Control Cats	-	-	-	0.00%	-	-	-
Fines Animal Control Dogs	3,000	75	(2,925)	2.50%	285	75	(210)
Other Fines	3,000	500	(2,500)	16.67%	600	500	(100)
<b>Fines</b>	<b>502,500</b>	<b>156,354</b>	<b>(346,146)</b>	<b>31.12%</b>	<b>101,439</b>	<b>156,354</b>	<b>54,915</b>
Franchise Fees Electrical Distribution System	1,165,090	305,757	(859,333)	26.24%	290,588	305,757	15,169
Franchise Fees Gas Distribution System	655,000	202,284	(452,716)	30.88%	220,265	202,284	(17,981)
<b>Franchise and concession contracts</b>	<b>1,820,090</b>	<b>508,041</b>	<b>(1,312,049)</b>	<b>27.91%</b>	<b>510,853</b>	<b>508,041</b>	<b>(2,812)</b>
Investment Income	150,000	119,773	(30,227)	79.85%	67,898	119,773	51,875
<b>Investment income</b>	<b>150,000</b>	<b>119,773</b>	<b>(30,227)</b>	<b>79.85%</b>	<b>67,898</b>	<b>119,773</b>	<b>51,875</b>
Admissions	129,018	55,227	(73,791)	42.81%	57,466	55,227	(2,239)
Admissions - Passes	73,787	13,134	(60,653)	17.80%	9,499	13,134	3,635
Building Rental Revenue	107,406	19,458	(87,948)	18.12%	13,966	19,458	5,492
Equipment Rental Revenue	-	-	-	0.00%	-	-	-
Facility Rental Revenues	316,842	108,829	(208,013)	34.35%	206,428	108,829	(97,599)
Facility Rental Revenues - Advertising Space	7,775	-	(7,775)	0.00%	-	-	-
Farmland Lease Revenue	47,669	5,959	(41,710)	12.50%	89,254	5,959	(83,295)
Land Lease Revenue	2,529	3,600	1,071	142.35%	-	3,600	3,600
Surface (Oil) Land Lease Revenue	87,153	66,395	(20,758)	76.18%	10,255	66,395	56,140
<b>Rentals</b>	<b>772,179</b>	<b>272,601</b>	<b>(499,578)</b>	<b>35.30%</b>	<b>386,868</b>	<b>272,601</b>	<b>(114,267)</b>
Development Levies	-	-	-	0.00%	-	-	-
Donations and Gifts	59,678	27,545	(32,133)	46.16%	34,323	27,545	(6,777)
Insurance Proceeds	-	-	-	0.00%	-	-	-
Operating Contingency/Debt Recovery	45,000	-	(45,000)	0.00%	-	-	-
Recovery from Operating Allowance	-	-	-	0.00%	290	-	(290)
Sponsorships	2,500	2,150	(350)	86.00%	2,258	2,150	(108)
Sundry Revenue	37,540	45,518	7,978	121.25%	2,619	45,518	42,899
Transfers from Local Boards and Agencies	-	-	-	0.00%	-	-	-
	144,718	75,213	(69,505)	51.97%	39,489	75,213	35,724
Contributions from Other Operating Functions	-	-	-	0.00%	-	-	-
Recoverable Debt - Principal	(38,979)	(19,325)	19,654	49.58%	(18,683)	(19,325)	(642)
<b>Other</b>	<b>105,739</b>	<b>55,888</b>	<b>(49,851)</b>	<b>52.85%</b>	<b>20,806</b>	<b>55,888</b>	<b>35,083</b>



## TOWN OF TABER

### Statement of Operations - Account Level Detail

For the Three Months Ending Sunday, March 31, 2019, with comparative information for 2018

(Unaudited)

	2019 Budget Operating	2019 YTD Operating	Variance	Percentage Used	2018 YTD Operating	2019 YTD Operating	Change
Transfers from Federal Gov Conditional	13,000	-	(13,000)	0.00%	-	-	-
Transfers from Federal Gov Unconditional	-	-	-	0.00%	-	-	-
Transfers from Local Government	-	-	-	0.00%	-	-	-
Transfers from Local Government - Barnwell	-	-	-	0.00%	1,240	-	(1,240)
Transfers from Local Government - MD	220,292	60,023	(160,269)	27.25%	59,747	60,023	275
Transfers from Provincial Gov Conditional	955,566	64,632	(890,934)	6.76%	347,466	64,632	(282,834)
Transfers from Provincial Gov Unconditional	-	-	-	0.00%	-	-	-
<b>Government transfers</b>	<b>1,188,858</b>	<b>124,655</b>	<b>(1,064,204)</b>	<b>10.49%</b>	<b>408,454</b>	<b>124,655</b>	<b>(283,799)</b>
<b>Total Revenues</b>	<b>23,337,967</b>	<b>2,501,472</b>	<b>(20,836,495)</b>	<b>10.72%</b>	<b>2,953,310</b>	<b>2,501,472</b>	<b>(451,838)</b>
<b>Expenses</b>							
CUPE Wages - Casual	744,855	124,057	(620,798)	16.66%	139,019	124,057	(14,962)
CUPE Wages - Casual Guards	73,389	16,334	(57,055)	22.26%	20,062	16,334	(3,728)
CUPE Wages - Full Time Clerical	1,195,305	260,675	(934,630)	21.81%	240,188	260,675	20,486
CUPE Wages - Full Time Outside	2,877,237	719,443	(2,157,794)	25.00%	618,806	719,443	100,636
CUPE Wages - Part Time Clerical	70,605	13,434	(57,171)	19.03%	6,277	13,434	7,157
CUPE Wages - Part Time Outside	-	-	-	0.00%	11,617	-	(11,617)
Elected Official Remuneration	191,175	46,875	(144,300)	24.52%	47,250	46,875	(375)
Employer Premium Reduction Contributions	5,500	-	(5,500)	0.00%	-	-	-
Employer Statutory & Benefits Contributions	1,918,864	439,178	(1,479,686)	22.89%	421,503	439,178	17,675
Employment Contracts	128,588	41,500	(87,088)	32.27%	38,576	41,500	2,924
Moving Allowances / Expenses	-	-	-	0.00%	-	-	-
Police Assoc Wages - Full Time	1,598,888	319,725	(1,279,163)	20.00%	325,870	319,725	(6,144)
Salaries - Out of Scope	2,122,450	468,855	(1,653,595)	22.09%	445,903	468,855	22,953
Salary, Wages and Benefits Contra	-	-	-	0.00%	-	-	-
Training - In Service	-	-	-	0.00%	-	-	-
<b>Salaries, wages and benefits</b>	<b>10,926,856</b>	<b>2,450,077</b>	<b>(8,476,779)</b>	<b>22.42%</b>	<b>2,315,072</b>	<b>2,450,077</b>	<b>135,005</b>
Advertising, Promotion, Public Relations	95,438	23,050	(72,388)	24.15%	17,589	23,050	5,461
Census	-	-	-	0.00%	-	-	-
Communications - Data	58,907	12,378	(46,529)	21.01%	15,000	12,378	(2,622)
Communications - Telephone Land Lines	60,000	17,668	(42,332)	29.45%	12,506	17,668	5,162
Communications - Telephone Mobile	51,358	10,097	(41,262)	19.66%	9,737	10,097	359
Contracted and General Services Contra	-	-	-	0.00%	-	-	-
Contracted Other - Trucking	126,000	29,036	(96,964)	23.04%	27,594	29,036	1,442
Contracted Public Transportation	1,645	-	(1,645)	0.00%	-	-	-
Contracted Repairs, Maintenance - Building	397,571	133,009	(264,562)	33.46%	33,692	133,009	99,316
Contracted Repairs, Maintenance - Building Janitor	128,273	35,692	(92,581)	27.82%	30,212	35,692	5,480
Contracted Repairs, Maintenance - Eng Structures	717,500	179,134	(538,366)	24.97%	209,051	179,134	(29,917)
Contracted Repairs, Maintenance - IT	-	3,010	3,010	0.00%	-	3,010	3,010
Contracted Repairs, Maintenance - Land Improvement	99,076	-	(99,076)	0.00%	-	-	-
Contracted Repairs, Maintenance - M&E & Furnishing	204,999	22,321	(182,678)	10.89%	48,577	22,321	(26,256)

## TOWN OF TABER

### Statement of Operations - Account Level Detail

For the Three Months Ending Sunday, March 31, 2019, with comparative information for 2018

(Unaudited)

	2019 Budget Operating	2019 YTD Operating	Variance	Percentage Used	2018 YTD Operating	2019 YTD Operating	Change
Contracted Repairs, Maintenance - Other	19,000	3,348	(15,652)	17.62%	3,348	3,348	-
Contracted Repairs, Maintenance - Vehicles	69,800	38,925	(30,875)	55.77%	22,316	38,925	16,610
Damage Claims	5,000	1,076	(3,924)	21.51%	2,037	1,076	(961)
Elections	-	-	-	0.00%	-	-	-
Express, Cartage, Freight	60,524	11,313	(49,211)	18.69%	14,748	11,313	(3,436)
Insurance Premiums	258,725	226,579	(32,146)	87.58%	235,204	226,579	(8,625)
Licenses, Permits and Software Support	388,799	127,663	(261,136)	32.84%	119,380	127,663	8,283
Memberships, Conferences, Registration Fees	125,446	33,512	(91,934)	26.71%	20,358	33,512	13,154
Municipal Membership Fees	1,597	8,629	7,032	540.35%	8,467	8,629	162
Postage	37,556	9,618	(27,938)	25.61%	9,371	9,618	247
Professional Services - Accounting & Audit	21,000	8,000	(13,000)	38.10%	8,000	8,000	-
Professional Services - Engineering	161,800	36,066	(125,734)	22.29%	37,885	36,066	(1,819)
Professional Services - Information Technology	58,000	41,412	(16,588)	71.40%	41,480	41,412	(68)
Professional Services - Inspections & Architecture	60,000	9,009	(50,991)	15.02%	14,439	9,009	(5,430)
Professional Services - Legal	80,500	1,456	(79,044)	1.81%	41,148	1,456	(39,692)
Professional Services - Management	103,000	12,101	(90,899)	11.75%	22,816	12,101	(10,714)
Professional Services - Other	1,019,311	157,376	(861,935)	15.44%	134,274	157,376	23,102
Professional Services - Property Assessment	96,750	22,914	(73,836)	23.68%	21,735	22,914	1,179
Professional Services - Veterinary Cat Control	15,000	5,995	(9,005)	39.97%	2,792	5,995	3,203
Professional Services - Veterinary Dog Control	-	-	-	0.00%	-	-	-
Property Tax Payment for Municipal Owned Land	2,122	-	(2,122)	0.00%	-	-	-
Rental / Lease of Building	-	300	300	0.00%	-	300	300
Rental / Lease of Equipment & Furnishings	110,357	13,473	(96,884)	12.21%	25,782	13,473	(12,308)
Rental / Lease of Land for Municipal Use	-	-	-	0.00%	-	-	-
Rental / Lease of Uniforms & Coveralls	13,492	1,051	(12,441)	7.79%	750	1,051	301
Rental / Lease of Vehicle	1,500	-	(1,500)	0.00%	105	-	(105)
Subscriptions and Publications	5,834	1,725	(4,109)	29.57%	1,462	1,725	263
Towing	2,300	-	(2,300)	0.00%	100	-	(100)
Training - External	183,102	57,327	(125,775)	31.31%	29,546	57,327	27,781
Travel and Subsistence	167,391	19,198	(148,193)	11.47%	12,085	19,198	7,114
Uniform and Clothing Alterations	1,000	81	(919)	8.09%	14	81	67
<b>Contracted and general services</b>	<b>5,009,673</b>	<b>1,313,541</b>	<b>(3,696,132)</b>	<b>26.22%</b>	<b>1,233,599</b>	<b>1,313,541</b>	<b>79,942</b>
Purchases from Local Government	346,920	61,249	(285,671)	17.66%	50,501	61,249	10,748
Purchases from Other Municipality Agencies	486,083	72,545	(413,538)	14.92%	67,476	72,545	5,069
Purchases from Provincial Agencies	5,125	202	(4,923)	3.94%	220	202	(18)
<b>Purchase from other governments</b>	<b>838,128</b>	<b>133,996</b>	<b>(704,132)</b>	<b>15.99%</b>	<b>118,197</b>	<b>133,996</b>	<b>15,799</b>
Building Furnishings & Supplies	59,400	19,421	(39,979)	32.69%	5,744	19,421	13,677
Building, Plumbing and Electrical Supplies	86,396	11,018	(75,378)	12.75%	10,723	11,018	295
Building, Plumbing and Electrical Supplies - MD	-	-	-	0.00%	-	-	-
Catered or Purchased Foods	42,121	4,091	(38,030)	9.71%	3,986	4,091	105
Chemicals, Salt, Etc.	405,788	48,191	(357,597)	11.88%	88,476	48,191	(40,285)

## TOWN OF TABER

### Statement of Operations - Account Level Detail

For the Three Months Ending Sunday, March 31, 2019, with comparative information for 2018

(Unaudited)

	2019 Budget Operating	2019 YTD Operating	Variance	Percentage Used	2018 YTD Operating	2019 YTD Operating	Change
Clothing & Boots	43,182	8,013	(35,169)	18.56%	6,108	8,013	1,904
Computer Equipment & Supplies	8,565	211	(8,354)	2.47%	179	211	32
Electricity	1,202,700	264,707	(937,993)	22.01%	285,067	264,707	(20,360)
Gas, Oil, Antifreeze, Etc.	227,850	60,126	(167,724)	26.39%	80,757	60,126	(20,631)
General Goods and Supplies - Other	19,500	2,880	(16,620)	14.77%	2,011	2,880	869
Gravel, Sand, Rocks	54,250	18,814	(35,436)	34.68%	16,223	18,814	2,591
Ground Materials and Fertilizer	14,750	-	(14,750)	0.00%	-	-	-
Janitorial Supplies	51,409	11,750	(39,659)	22.86%	14,493	11,750	(2,743)
Land Improvement Materials	206,345	147,735	(58,610)	71.60%	21,116	147,735	126,619
Machine & Equipment Parts	214,610	38,486	(176,124)	17.93%	46,919	38,486	(8,433)
Materials, Goods and Supplies Contra	-	-	-	0.00%	-	-	-
Natural Gas	318,800	99,845	(218,955)	31.32%	129,353	99,845	(29,509)
Paving, Curb, Sidewalk Materials	74,450	1,910	(72,540)	2.57%	2,400	1,910	(490)
Pharmaceutical & First Aid	7,875	330	(7,545)	4.20%	692	330	(362)
Promotional Materials	90,440	7,681	(82,759)	8.49%	5,197	7,681	2,484
Promotional Materials - Fire Prevention	-	1,811	1,811	0.00%	672	1,811	1,138
Re-Sale Supplies	18,900	6,427	(12,473)	34.01%	5,270	6,427	1,157
Road Signs (incl. Repair Materials)	15,400	22,260	6,860	144.54%	21,910	22,260	350
Safety Equipment and Supplies	42,932	20,159	(22,773)	46.96%	7,880	20,159	12,279
Small Equipment and Tools	180,750	29,140	(151,610)	16.12%	42,912	29,140	(13,771)
Stationery, Office Supplies	70,008	17,851	(52,157)	25.50%	15,300	17,851	2,551
Tires & Batteries	35,250	2,658	(32,592)	7.54%	6,897	2,658	(4,239)
Vehicle Parts	32,350	10,060	(22,290)	31.10%	7,323	10,060	2,736
Water, Sewer, Garbage Costs	4,671	864	(3,807)	18.50%	1,232	864	(368)
<b>Materials, goods and supplies</b>	<b>3,528,692</b>	<b>856,439</b>	<b>(2,672,253)</b>	<b>24.27%</b>	<b>828,842</b>	<b>856,439</b>	<b>27,597</b>
Cancellation of Uncollectable Accounts	-	-	-	0.00%	-	-	-
Transfers to Operating Allowances	-	-	-	0.00%	-	-	-
<b>Provisions for allowances</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>-</b>	<b>-</b>
Grants to Individuals and Non-Government Org	196,610	136,956	(59,654)	69.66%	156,769	136,956	(19,813)
Transfer Payment to Local Government Agency	132,144	33,754	(98,390)	25.54%	33,080	33,754	674
Transfer Payment to Other Local Government	-	-	-	0.00%	-	-	-
Transfer Payment to Own Municipal Agency	229,463	57,366	(172,097)	25.00%	57,366	57,366	-
<b>Transfers to local boards and agencies</b>	<b>558,217</b>	<b>228,076</b>	<b>(330,141)</b>	<b>40.86%</b>	<b>247,214</b>	<b>228,076</b>	<b>(19,139)</b>
Bank Charges	7,400	4,403	(2,997)	59.50%	3,509	4,403	894
<b>Bank charges and short-term interest</b>	<b>7,400</b>	<b>4,403</b>	<b>(2,997)</b>	<b>59.50%</b>	<b>3,509</b>	<b>4,403</b>	<b>894</b>
Debenture Debt - Interest	242,950	60,874	(182,076)	25.06%	54,305	60,874	6,569
<b>Interest on long-term debt</b>	<b>242,950</b>	<b>60,874</b>	<b>(182,076)</b>	<b>25.06%</b>	<b>54,305</b>	<b>60,874</b>	<b>6,569</b>
Amortization	4,740,350	1,185,090	(3,555,260)	25.00%	1,123,984	1,185,090	61,106
<b>Amortization</b>	<b>4,740,350</b>	<b>1,185,090</b>	<b>(3,555,260)</b>	<b>25.00%</b>	<b>1,123,984</b>	<b>1,185,090</b>	<b>61,106</b>
Loss (Gain) on Disposal of Capital Assets	-	-	-	0.00%	-	-	-
<b>Loss (gain) on disposal of capital assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>-</b>	<b>-</b>

## TOWN OF TABER

### Statement of Operations - Account Level Detail

For the Three Months Ending Sunday, March 31, 2019, with comparative information for 2018

(Unaudited)

	2019 Budget Operating	2019 YTD Operating	Variance	Percentage Used	2018 YTD Operating	2019 YTD Operating	Change
Cost of Land Sold (from Inventory)	60,000	-	(60,000)	0.00%	-	-	-
Operating Contingency/Debt Reduction	75,000	5,713	(69,288)	7.62%	5,025	5,713	688
Penny Rounding - Over/Under	1	(0)	(1)	-2.00%	0	(0)	(0)
Sundry Expenses	-	-	-	0.00%	-	-	-
	135,001	5,712	(129,289)	4.23%	5,025	5,712	688
Contributions to Other Operating Functions	-	-	-	0.00%	-	-	-
<b>Other</b>	<b>135,001</b>	<b>5,712</b>	<b>(129,289)</b>	<b>4.23%</b>	<b>5,025</b>	<b>5,712</b>	<b>688</b>
<b>Total Expenses</b>	<b>25,987,267</b>	<b>6,238,207</b>	<b>(19,749,060)</b>	<b>24.00%</b>	<b>5,929,747</b>	<b>6,238,207</b>	<b>308,460</b>
<b>Excess (deficiency) of revenue over expenses</b>	<b>(2,649,300)</b>	<b>(3,736,736)</b>	<b>(1,087,436)</b>	<b>141.05%</b>	<b>(2,976,437)</b>	<b>(3,736,736)</b>	<b>(760,298)</b>
Debt - Principal	(1,013,177)	(383,183)	629,994	37.82%	(295,619)	(383,183)	(87,564)
Recoverable Debt - Principal	38,979	19,325	(19,654)	49.58%	18,683	19,325	642
<b>Repayment of long term debt</b>	<b>(974,198)</b>	<b>(363,858)</b>	<b>610,340</b>	<b>37.35%</b>	<b>(276,936)</b>	<b>(363,858)</b>	<b>(86,922)</b>
Contributions from Capital Fund	854,192	-	(854,192)	0.00%	-	-	-
Contributions from Operating Reserves	232,500	4,214	(228,286)	1.81%	-	4,214	4,214
<b>From reserves</b>	<b>1,086,692</b>	<b>4,214</b>	<b>(1,082,478)</b>	<b>0.39%</b>	<b>-</b>	<b>4,214</b>	<b>4,214</b>
Contributions to Capital Fund	(2,158,544)	(4,002,136)	(1,843,592)	185.41%	(500,437)	(4,002,136)	(3,501,699)
Contributions to Operating Reserves	(40,000)	(10,002)	29,998	25.01%	(231,113)	(10,002)	221,111
<b>To reserves</b>	<b>(2,198,544)</b>	<b>(4,012,138)</b>	<b>(1,813,594)</b>	<b>182.49%</b>	<b>(731,550)</b>	<b>(4,012,138)</b>	<b>(3,280,588)</b>
<b>Change in Fund Balance</b>	<b>(4,735,350)</b>	<b>(8,108,518)</b>	<b>(3,373,168)</b>	<b>171.23%</b>	<b>(3,984,923)</b>	<b>(8,108,518)</b>	<b>(4,123,595)</b>

# TOWN OF TABER

## Statement of Departmental Activities

For the Three Months Ending Sunday, March 31, 2019, with comparative information for 2018

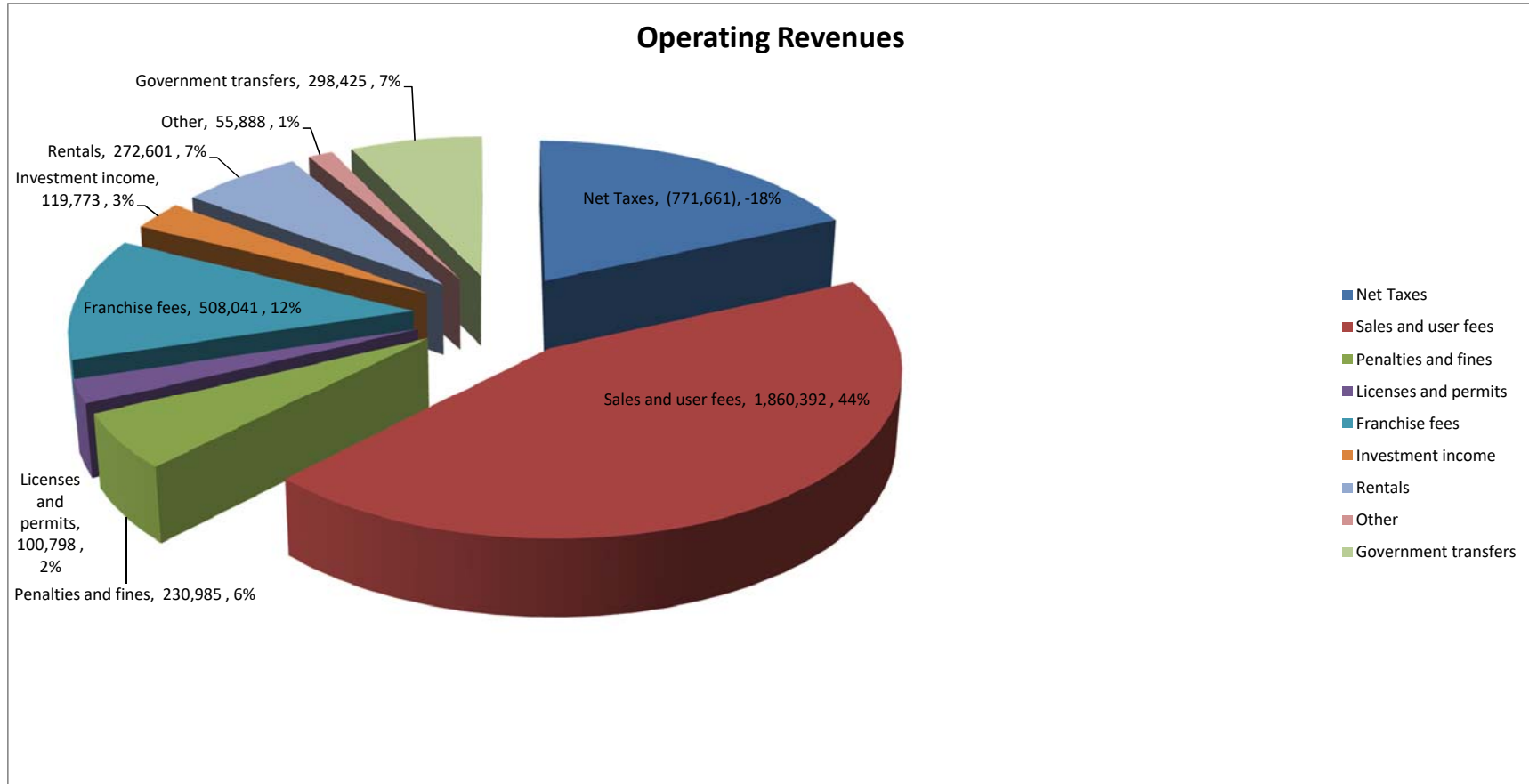
(Unaudited)

Department	2019 Budget Net	2019 Operating Revenue	2019 Operating Expenditures	2019 Operating Net	Variance	2018 Actual YTD Net	2019 Actual YTD Net	Change
Taxes and General	12,218,227	(79,941)	3,535,957	(3,615,898)	(15,834,125)	(19,062)	(3,615,898)	(3,596,836)
Council	(528,690)	4,341	151,229	(146,888)	381,802	(146,173)	(146,888)	(715)
CAO Offices	(813,814)	-	200,437	(200,437)	613,377	(203,221)	(200,437)	2,784
Finance and Customer Care	(966,948)	47,257	235,381	(188,124)	778,824	(124,210)	(188,124)	(63,913)
Health and Safety	(79,761)	-	20,164	(20,164)	59,597	(18,157)	(20,164)	(2,007)
Information Technology	(813,087)	315	219,577	(219,262)	593,825	(185,985)	(219,262)	(33,277)
Police Department	(2,626,147)	304,288	851,940	(547,653)	2,078,494	(510,594)	(547,653)	(37,058)
Fire Department	(858,292)	12,766	250,125	(237,359)	620,933	(205,545)	(237,359)	(31,814)
Fire Department Training	(16,925)	-	4,452	(4,452)	12,473	5,910	(4,452)	(10,362)
Disaster Services	(14,036)	-	3,704	(3,704)	10,332	(5,198)	(3,704)	1,493
Bylaw Enforcement	-	-	-	-	-	-	-	-
Roads Streets Walks	(3,815,675)	300	948,117	(947,817)	2,867,858	(1,051,852)	(947,817)	104,035
Public Transit	(83,875)	-	83,875	(83,875)	-	(81,875)	(83,875)	(2,000)
Stormwater	(331,015)	99,992	174,045	(74,053)	256,962	(56,066)	(74,053)	(17,987)
Water	829,388	703,030	733,671	(30,641)	(860,029)	123,432	(30,641)	(154,072)
Wastewater	(1,707,948)	676,295	1,184,523	(508,228)	1,199,720	(636,711)	(508,228)	128,483
Landfill	(42,578)	113,483	232,536	(119,053)	(76,475)	(68,377)	(119,053)	(50,676)
Solid Waste Services	101,128	327,114	301,594	25,521	(75,607)	14,734	25,521	10,787
FCSS	(64,349)	-	-	-	64,349	-	-	-
Cemetery	(109,737)	10,564	29,658	(19,094)	90,643	(9,122)	(19,094)	(9,973)
Planning and Economic Development	(373,739)	126,685	166,458	(39,773)	333,966	(194,677)	(39,773)	154,905
Subdivision and Land Development	(104,150)	4,240	116,927	(112,687)	(8,537)	61,316	(112,687)	(174,003)
Public Housing	-	-	-	-	-	-	-	-
Property Management	(759,316)	85,151	229,165	(144,014)	615,302	(77,880)	(144,014)	(66,135)
Arenas	(801,465)	86,980	203,105	(116,125)	685,340	(42,706)	(116,125)	(73,419)
Golf and Curling	(125,026)	29,667	45,345	(15,679)	109,347	(23,660)	(15,679)	7,981
Parks	(575,958)	-	95,929	(95,929)	480,029	(85,265)	(95,929)	(10,663)
Recreation Programs	(74,629)	5,762	10,484	(4,722)	69,907	(16,605)	(4,722)	11,883
Summer Games	-	-	-	-	-	7,062	-	(7,062)
Special Programs	2,500	2,150	-	2,150	(350)	2,258	2,150	(108)
Aquafun Centre	(1,036,756)	104,720	298,781	(194,061)	842,695	(195,920)	(194,061)	1,859
Sportsfields	(452,844)	2,707	79,347	(76,640)	376,204	(79,238)	(76,640)	2,598
Auditorium	(246,470)	7,375	94,613	(87,238)	159,232	(48,889)	(87,238)	(38,348)
Library	(468,363)	-	132,389	(132,389)	335,974	(112,648)	(132,389)	(19,741)
<b>Department Total</b>	<b>(4,740,350)</b>	<b>2,675,242</b>	<b>10,633,529</b>	<b>(7,958,287)</b>	<b>(3,217,937)</b>	<b>(3,984,923)</b>	<b>(7,958,287)</b>	<b>(3,973,364)</b>

# TOWN OF TABER

## Sector Chart

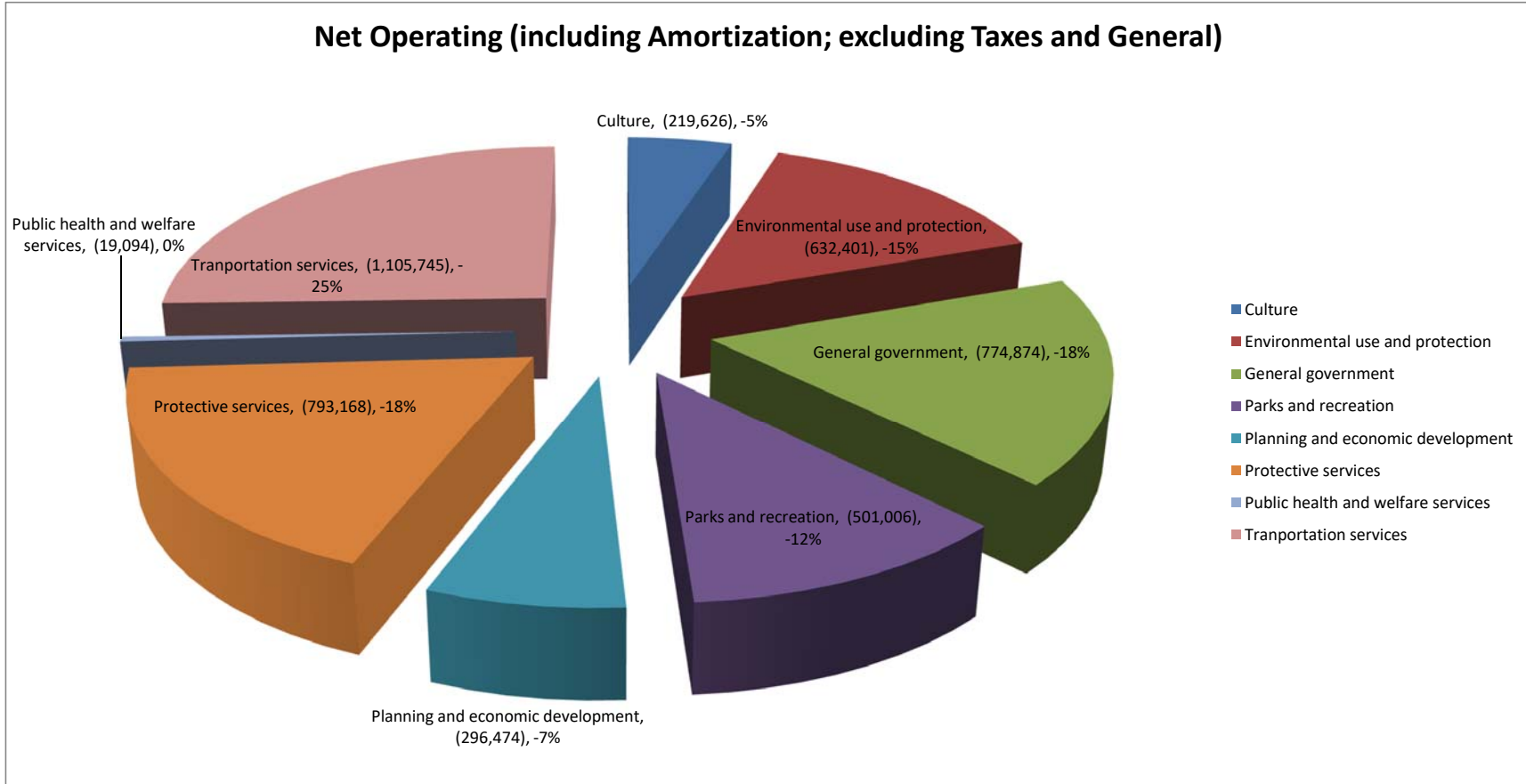
For the Three Months Ending Sunday, March 31, 2019, with comparative information for 2018  
(Unaudited)



# TOWN OF TABER

Sector Chart  
For the Three Months Ending Sunday, March 31, 2019, with comparative information for 2018  
(Unaudited)

## Net Operating (including Amortization; excluding Taxes and General)





## Council Request for Decision

**Meeting Date: June 10, 2019**

**Subject:**

Disposal of Municipal Documents

**Recommendation:**

That Council approves the destruction of the documents identified in the attached list per the retention period in years identified in Schedule A of the By-law No. 10-99 Retention of Municipal Documents.

**Background:**

The records retained by the Town are reviewed on an annual basis and a listing of documents is compiled that are scheduled to be destroyed per Schedule A of By-law No. 10-99 Retention of Municipal Documents. Section 6 - Records of Retention and Destruction, of By-law No. 10-99 states:

c) All records destroyed should be authorized by the Council and the destruction should be carried out in the presence of witnesses.

If Council approves the destruction of the records in the attached list then the Town's contracted shredding provider will be notified and the records will be destroyed on site under the supervision of the Finance Manager.

**Legislation / Authority:**

Bylaw 10-99

**Strategic Plan Alignment:**

Define and Practice Good Governance

**Financial Implication:**

The cost of shredding.

**Service Level / Staff Resource Implication:**

Existing staff resources

**Justification:**

Bylaw 10-99

**Alternative(s):**

That Council not approve the destruction of the documents identified in the attached list for the following reason:\_\_\_\_\_.





Attachment(s): List of Documents to be destroyed  
Records Retention Bylaw

**APPROVALS:**

**Originated By:** John Orwa

**Chief Administrative Officer (CAO) or Designate:** \_\_\_\_\_

## **Records to be destroyed in 2019**

- 2011 – Journal Entries
- 2011 – Link-up Payments
- 2011 – Cash Receipts & Posting Journals
- 2011 – EFT Payments
- 2011 – Manual Receipt Books
- 2011 – Budget
- 2011 – Pool Cash Posting Journals & Exports
- 2011 – Title Changes
- 2011 – Tax Certificate Postings
- 2011 – Tax Penalties & Adjustments
- 2011 – Accounts Payable Posting Journals & GST Returns
- 2011 – Utility Work Orders & Levy Postings
- 2011 – Utility Adjustments
- 2011 – Bank Deposit Books
- 2011 – Bank Reconciliations and Statements
- 2011 – CK Register and Cancelled CKs
- 2011 – Accounts Receivable Posting Journals & Backup
- 2011 – A/R Business License Applications and Posting Journals
- 2011 – Ambulance Trip Tickets
- 2011 – A/R Ambulance Invoice Postings
- 2011 – Landfill Posting Journals, cash receipts & invoices
- 2011 – Insurance Binder
- 2011 – Investment Statements
- 2011 – EMS vehicle inspection sheets

**BY-LAW NO. 10-99  
RETENTION OF MUNICIPAL DOCUMENTS**

A BYLAW OF THE TOWN OF TABER IN THE PROVINCE OF ALBERTA, PURSUANT TO PROVISIONS OF THE MUNICIPAL GOVERNMENT ACT, STATUTES OF ALBERTA, 1994, CHAPTER M-26.1 AND AMENDMENTS THERETO, TO PROVIDE REGULATIONS AND PROCEDURES FOR THE RETENTION AND DISPOSAL OF MUNICIPAL DOCUMENTS.

WHEREAS it is the desire of the Council of the Town of Taber to provide for regulations with respect to the retention and disposal of Municipal documents including correspondence, records, receipts, vouchers, instruments and other papers kept by the Municipality;

AND WHEREAS it is the desire of the Municipality to establish the necessary authority to release Municipal documents to the Alberta Archives on either a permanent loan or retention basis;

AND WHEREAS the authority for such regulations and authorities must be consistent with Federal or Provincial Statutes and regulations;

NOW THEREFORE the Municipal Council of the Town of Taber, duly assembled, enacts as follows;

**PART I                    TITLE, DEFINITIONS, AND SYMBOLS**

**Section 1**

This By-Law, may be cited as "The Records Retention By-Law" of the Town of Taber.

**Section 2**

In this By-Law, unless the context otherwise requires, the word, term or expression:

- a) "Official" shall mean the Town Manager or his/her designate;
- b) "Records" shall mean all of the ledgers, receipts, vouchers, instruments, maps, rolls or other documents, records and papers held by the Municipal Corporation in any form.

**BY-LAW NO. 10-99  
RETENTION OF MUNICIPAL DOCUMENTS**

**Section 3**

When used in this Bylaw and the Schedules attached hereto, and in the operation of any Records Management Systems established consistent with this Bylaw, symbols shall be used to designate the form of retention or disposal as follows;

<b>D</b>	<b>Destroy</b>
<b>P</b>	<b>Permanent (retention)</b>
<b>A</b>	<b>Archive</b>
<b>E</b>	<b>Electronic Storage</b>

**PART II**                      **RECORDS RETENTION AND DESTRUCTION**

**Section 4**

Where, in this Bylaw and Schedule "A" attached hereto, it is provided that particular records of the Municipal Corporation, or of a local board accountable to the Corporation thereof, shall be:

**a) Destroyed**

Such records shall be destroyed without any copy thereof being retained;

**b) Permanent**

Such original records shall be preserved and never destroyed;

**c) Archives**

Such original records that are either loaned or loaned permanently to the Alberta Archives.

**d) Electronic Storage**

Such records maintained by electronic means (i.e. diskette, tape) with the original destroyed.

**e) Suggested Schedule of Retention and Disposal**

May be amended by the Municipal Council upon recommendation of the Official.

**BY-LAW NO. 10-99  
RETENTION OF MUNICIPAL DOCUMENTS**

**Section 5    Discretion**

The official shall always have a discretion to retain records longer than the period provided for in this Bylaw and shall do so where he/she deems it appropriate and shall do so where he/she has received any indication that there is or may be any civil action involving any of the said records. Such decisions to retain the records longer than the period provided for herein shall be recorded in the records retention index.

**Section 6    Records of Retention and Destruction**

- a)    The Official shall keep an index of:
  - i)    records archived
  - ii)   records stored by electronic means;
  
- b)    Where records are destroyed under this By-Law, the proper and complete destruction thereof is the responsibility of the Official;
  
- c)    All records destroyed should be authorized by the Council and the destruction should be carried out in the presence of witnesses.

**PART III    GENERAL**

**Section 7    Records Retention Schedules**

The attached Schedule "A", is hereby adopted. It may be amended upon recommendation of the Official and an amending By-Law of Council.

**Section 8    Storage**

It shall be the responsibility of the Official to provide for policies regarding security and storage of all Municipal documents. Such policies shall be administered by the Official for all Municipal documents.

BY-LAW NO. 10-99  
RETENTION OF MUNICIPAL DOCUMENTS

PART IV    ENACTMENT

This By-Law shall come into force and have effect upon it being read a third time and passed.

Res. 397/99        READ a first time this   9<sup>th</sup>   day of   August  , 1999.

Res. 398/99        READ a second time this   9<sup>th</sup>   day of   August  , 1999.

Res. 400/99        READ a third time this   9<sup>th</sup>   day of   August  , 1999.

TOWN OF TABER

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Town Manager (Acting)

**SCHEDULE "A"**  
**BY-LAY NO. 10-99**  
**RETENTION OF MUNICIPAL DOCUMENTS**

**ACCOUNTING**

**RETENTION PERIOD**  
**(IN YEARS)**

- Accounts Payable Vouchers	7
- Accounts Receivable Apply Reports & Summaries	7
- Accounts Receivable Back-up Billing Info.	7
- Accounts Receivable Write-Offs	7
- Annual Financial Statements	Permanent
- Bank Statements	7
- Bank Reconciliation Statements	7
- Cash Receipt Reports & Summaries	7
- Cheque Stubs/Duplicates	7
- Cheques (Cancelled)	7
- Debenture Registers (After Final Payment)	7
- Deposit Books	7
- Federal/Provincial Remittance Forms	7
- General Ledgers/Journals	7
- Investment Records (After Not Current)	3
- Invoices	7
- Journal Entries & Back-up	7
- Ledgers (Subsidiary)	7
- Local Improvement Assessment Roll	7
- Monthly Financial Statements	7
- Requisitions/Purchase Orders	7
- Tax Roll/Assessment Roll	Permanent
- Water Meter Records	7

**SCHEDULE "A"**  
**BY-LAY NO. 10-99**  
**RETENTION OF MUNICIPAL DOCUMENTS**

**ADMINISTRATION**

**RETENTION PERIOD**  
**(IN YEARS)**

- Advertising - General	2
- Legislated Advertisements	7
- Assessment Appeals	3
- Assessment Records	Lifetime of Asset + 1 year
- Budgets – Capital and Operating	7
- Change of Ownership Documents	7
- Development Appeals	5
- Development Applications	2
- Insurance Policies (After Policy Expires)	3
- Licenses	3
- Permits	3
- Photographs	Permanent
- Subdivision Appeals	5
- Tax Certificates	7
- Tax Recovery Records (After Tax Recovery Property is Sold)	7
- Utility Documents	3

**AGREEMENTS AND CONTRACTS**

- Agreements & Supporting Documentation	Lifetime of Agreement + 7 years
- Annexation	Permanent
- Expropriation	Permanent



**SCHEDULE "A"**  
**BY-LAY NO. 10-99**  
**RETENTION OF MUNICIPAL DOCUMENTS**

**CORRESPONDENCE**

**RETENTION PERIOD**  
**(IN YEARS)**

- Correspondence 3
- Petitions 7

**ELECTION**

- Nomination Papers As Per L.A.E.A.
- Records As Per L.A.E.A.

**EMPLOYEE – EMPLOYER**

- Full Time Employees Records (After Termination) 10
- Part Time Employee Records (After Termination) 1
- Payroll Records 7

**LEGAL**

- Compliance Orders 10
- Minister's Orders Permanent
- Municipal Government Board Hearings Permanent
- Opinions Permanent
- Proceedings Permanent

**MINUTES AND BYLAWS**

- Agendas 2
- Bylaws Permanent
- Minutes
  - Council Permanent
  - Police Commission Permanent
  - Other Committee & Board Minutes 3

**SCHEDULE "A"**  
**BY-LAY NO. 10-99**  
**RETENTION OF MUNICIPAL DOCUMENTS**

**MISCELLANEOUS**

**RETENTION PERIOD**  
**(IN YEARS)**

- Animal Control – working documents	3
- Census Records	5
- Cemetery Records	Permanent
- Disclosures of Holdings (After Last Date of Appointment/Term)	7
- Vital Statistics	7

**PLANS**

- Architect's Drawings (Buildings, Park Sites)	Life Time of Facility + 1 Year
- Engineering Studies	Life Time of Facility + 1 Year
- Land Survey Certificates	Permanent
- Municipal Maps & Plans	Until Replaced or Asset Sold
- Road Surveys	10
- Utility Company Location Records	Until Replaced

**REPORTS**

- Accident Reports	5
- Board and Committee Reports	3
- Statistical Reports	3



## Council Request for Decision

**Meeting Date: June 10, 2019**

**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:**

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.

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 Councilors 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.

The intention of this RFD is for items to be brought forward from the floor at the meeting.

**Legislation / Authority:**

*Municipal Government Act*, Section 153, Section 154, Section 180, and Section 249.

**Strategic Plan Alignment:**

Improve Internal & External Communications

Establish appropriate communication protocols between Council and Administration.

**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): Activity Item Listing

**APPROVALS:**

**Originated By:**

Raeanne Keer

**Chief Administrative Officer (CAO) or Designate:** \_\_\_\_\_

<b>Council Date</b>	<b>Resolution #</b>	<b>Resolution</b>	<b>Assigned To</b>	<b>Completed?</b>	<b>Request Return To Council? By?</b>
June 11/18	292/2018	MOVED by Councillor Strojwas that Council directs Administration to start the budgetary process, and investigate a celebration for the 40 <sup>th</sup> anniversary of the twinning relationship between the Town of Taber and Higashiomi for 2021.	Admin Services	<i>In Progress – Included in proposed Operating Budget</i>	Not Stated
June 25/18	311/2018	MOVED by Councillor Strojwas that Council directs Administration to commit up to \$5,000.00 in sponsorship for the Alberta/Japan Twinning Municipalities Association (A/JTMA) Conference and Annual General Meeting in 2021 in conjunction with the Notogawa Friendship Society from the Council Discretionary Fund.	Admin Services	<i>In Progress</i>	Not Stated
Jan 28/19	37/2019	MOVED by Councillor Brewin that Council requests the Taber Recreation Board to look into a water table to incorporate into Taber Spray Park, and investigate the cost and proper location, and options of putting a child/adult joint swing in our next phases as we develop more parks	Recreation/ Recreation Board	<i>In Progress</i>	Not Stated
Jan 28/19	38/2019	MOVED by Councillor Strojwas that Council directs Administration to look at the speed limit across 64 <sup>th</sup> Avenue from 50 <sup>th</sup> Street to Highway 36 with the Traffic Committee.	Traffic Committee/ Public Works	<i>In Progress – Update provided May 13, 2019 &amp; May 27, 2019</i>	Not Stated
Mar 25/19	151/2019	MOVED by Councillor Garner that Council donates \$2,000.00 to Communities in Bloom from the Council Discretionary Fund for LED lights for the trees in Confederation Park.	Recreation	<i>In Progress</i>	Not Stated

April 23/19	205/2019	<p>MOVED by Councillor Garner that Council directs Administration to purchase and/or accept donations for four weatherproof benches to be installed:</p> <ul style="list-style-type: none"> <li>a) in the downtown core on main street, 48<sup>th</sup> Avenue,</li> <li>b) on the bulb-outs of 51<sup>st</sup> Street and 53<sup>rd</sup> Street,</li> <li>c) one on each bulb-out,</li> <li>d) to a maximum cost of no more than \$5,500.00,</li> <li>e) to be paid for from the Council Discretionary Fund; and,</li> <li>f) for the work to be completed before September 15, 2019.</li> </ul>	Public Works	<b><i>MOTION RESCINDED MAY 27, 2019 by RES. 277/2019.</i></b>	To be completed by September 15, 2019.
May 27/19	278/2019	<p>MOVED by Councillor Garner that Council directs Administration to purchase and/or accept donations for 8, 4 foot weatherproof benches to be installed:</p> <ul style="list-style-type: none"> <li>a) In the downtown core on mainstreet 48th Avenue on the bulb-outs of 51st Street and 53rd Street,</li> <li>b) one on each bulb-out,</li> <li>c) to a maxamum cost of \$5,500.00 to be paid from the Council Discretionary Fund; and,</li> <li>d) for the work to be completed before September 15, 2019.</li> </ul>	Public Works	<i>In Progress</i>	September 15, 2019

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