



# Modern Meeting Management Improves Efficiency

## The Challenge

For years, the Municipal District (MD) of Taber, Alberta, needed a meeting management system that could better support its growing administrative demands. Existing processes made it difficult to maintain consistency, retrieve historical documents, and distribute work efficiently across departments.

As the municipality expanded its digital services, it needed a more modern and intuitive solution to streamline workflows, improve accessibility, and support long-term operational sustainability.

## The Solution

The MD of Taber partnered with Catalis to implement Catalis Meeting Management, a system designed to simplify agenda creation, minute-taking, and document organization. With hands-on training from Catalis, staff across multiple departments were able to confidently manage agendas and minutes, reducing reliance on a single administrator and creating a more sustainable internal process.

Over time, the municipality expanded its use of the system beyond meeting documentation. In addition to agendas and minutes, the system is now used to store policies, bylaws, and internal handbooks, while the built-in task function helps staff manage and track council action items. The system's intuitive design also made it easier to onboard council members and provide simple access to meeting materials.

## The Results

Catalis Meeting Management is now embedded in the MD of Taber's day-to-day operations, helping create greater consistency, transparency, and efficiency across the organization. Standardized templates have improved the quality and consistency of meeting materials, while enhanced search capabilities make it easier for staff to quickly locate historical documents and attachments.

The system has also improved visibility into council action items, making it easier to track progress and report back on next steps. Eight years after implementation, Catalis Meeting Management remains a reliable, intuitive solution that continues to support the municipality's evolving needs.

*"Catalis Meeting Management has transformed how our municipality operates. It's intuitive, sustainable, and has streamlined everything from agenda creation to tracking council action items. Our team relies on it every day."*

**Lace Lutz**, Legislative & Corporate Affairs Officer  
MD of Taber, Alberta