



COUNCIL MEETING
MONDAY, NOVEMBER 28, 2016
7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, NOVEMBER 28, 2016 – 7:00 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS**

<u>AGENDA ITEM</u>	<u>RECOMMENDATION</u>
1. GENERAL	
A) Call to Order	
B) Adoption of Agenda *	Adoption
C) Accounts Payable *	For Information
D) Bank Summary to October 31, 2016 *	For Information
2. DELEGATION	
A) Doug Turner * Re: Off-site Levies	
3. MINUTES	
A) Council meeting held November 14, 2016 *	For Adoption
B) Redcliff Family and Community Support Services meeting held November 15, 2016 *	For information
C) Redcliff Senior Citizens Business meeting held November 3, 2016 *	For Information
4. BYLAWS	
A) Bylaw No. 1833/2016, Water Rates Bylaw *	2 nd / 3 rd Reading
B) Bylaw No. 1834/2016, Sewer Rates Bylaw *	2 nd / 3 rd Reading
C) Bylaw No. 1835/2016, Garbage Rates and Collection Bylaw *	2 nd / 3 rd Reading
D) Bylaw No. 1838/2016, Fees, Rates & Charges Bylaw *	1 st Reading
E) Bylaw No. 1836/2016, Records Retention Bylaw *	2 nd / 3 rd Reading
F) Bylaw No. 1837/2016, Temporary Borrowing Bylaw 2017 *	1 st Reading

5. REQUESTS FOR DECISION

- | | | |
|-----------|--|-------------------|
| A) | Safety Codes Permit Services * | For Consideration |
| B) | Budget 2017 Interim Approval * | For Consideration |
| C) | Utility & Accounts Receivable Write-offs * | For Consideration |

6. POLICIES

- | | | |
|-----------|---|-------------------|
| A) | Policy 091 (2016), Disposal of Records * | To Cancel |
| B) | Policy 052 (2016), Provision of Town of Redcliff Services to Properties Outside Town Limits * | For Consideration |
| C) | Policy 131 (2016), Use and Work in Road Right-of-Ways in the Town * | For Consideration |
| D) | Policy 132 (2016), Surface Drainage of Properties * | For Consideration |
| E) | Policy 133 (2016), Grading Information to be provided with Development Permit Applications * | For Consideration |

7. CORRESPONDENCE

- | | | |
|-----------|---|-----------------|
| A) | City of Medicine Hat *
Re: Town of Redcliff contribution to Canalta Centre | For Information |
|-----------|---|-----------------|

8. OTHER

- | | | |
|-----------|---|-----------------|
| A) | Municipal Manager Report to Council November 28, 2016 * | For Information |
| B) | Mayor's Report to Council November 28, 2016 * | For Information |
| C) | Councillor's Report to Council November 28, 2016 * | For Information |
| D) | Council Important Meetings & Events November 28, 2016 * | For Information |

9. RECESS

10. IN CAMERA

- | | |
|-----------|-----------|
| A) | Land (1) |
| B) | Legal (1) |
| C) | Labor (1) |

11. ADJOURN

<u>ACCOUNTS PAYABLE CHEQUE LIST</u>			
<u>COUNCIL MEETING NOV 28, 2016</u>			
<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
81129	A & B STEEL	LINCH PINS/HAIR PINS	\$525.06
81130	ACTION PARTS	TENSIONER/FILTERS/BELT/SPARK PLUGS/GASKET	\$238.18
81131	AIR LIQUIDE	CARBON DIOXIDE	\$2,075.05
81132	ALTALIS	SUBSCRIPTIONS	\$308.70
81133	ATB MASTERCARD	VARIOUS EXPENSES	\$17,498.02
81134	THE BOLT SUPPLY HOUSE	CUTTING WHEEL/CUT OFF WHEEL	\$36.44
81135	BRANDT TRACTOR	WHEEL SCRAPER/BUSHING/TAPPED PLATE/BOLTS	\$2,357.28
81136	CANADIAN LINEN AND UNIFORM	COVERALLS/TOWELS	\$30.12
81137	CENTRAL SHARPENING	SHARPEN ICE KNIFE	\$112.35
81138	CITY OF MEDICINE HAT	UTILITIES/SEWAGE OUTLAY	\$54,069.63
81139	GAS CITY HYDRO VAC	HYDRO VAC CURB STOP	\$393.75
81140	REDCLIFF HOME HARDWARE	MOP HEAD/BLEACH/BAIT/WATER	\$49.43
81141	JACOB'S WELDING	REWELD CRACKED BRACKET	\$189.00
81142	KEYWAY SECURITY	PADLOCK/KEYS/REPIN MASTER KEYS/TAGS	\$753.74
81143	LETHBRIDGE HERALD	ADVERTISING	\$3,673.74
81144	SUNCOR ENERGY	FUEL	\$1,483.65
81145	PRAIRIE ROSE SCHOOL DIVISION	UTILITIES AT MARGARET WOODING	\$106.74
81146	QUICK WAY ELECTRIC	CALL OUT TO CHECK POWER/REFUND	\$410.94
81147	REDCLIFF BAKERY	REFRESHMENTS FOR BUDGET MEETING	\$53.40
81148	RECEIVER GENERAL	POLICING COSTS	\$248,428.63
81149	SCHEFFER ANDREW	PLANNING SERVICES	\$7,111.13
81150	SOUTHERN DOOR	REPAIR OVERHEAD DOORS	\$419.53
81151	SUMMIT MOTORS	COOLANT/SEAL KIT	\$97.98
81152	TELUS COMMUNICATIONS	PHONE SERVICE	\$38.78
81153	TELUS MOBILITY	CELL SERVICE	\$164.21
81154	TRIPLE R EXPRESS	SHIPPING	\$69.30
81155	BERT'S VACUUMS	GARBAGE BAGS/TOILET PAPER/CLEANER/PAPER TOWEL	\$2,201.35
81156	NATIONAL BUSINESS FURNITURE	TABLE SET/CHAIRS	\$13,530.19
81157	TOWN OF REDCLIFF	LANDFILL TONNAGE	\$8,786.44
81158	TRANSIT PAVEMENT	REPLACE CONCRETE/REMOVE MATERIAL/ASPHALT	\$32,236.60
81159	TRICO LIGHTING	BULBS	\$624.17
81160	WOLSLEY	BALL MAIN STOP	\$234.05
81161	ZEP	SOAP/PUMP/CLEANER	\$1,406.56
81162	MP ECO MECHANICAL	WATER TREATMENT PLANT - CONSTRUCTION	\$138,150.25
81163	A & B STEEL	SPRING LOCKING HOOK	\$11.03
81164	AMSC	INSURANCE PREMIUMS	\$356.04
81165	THE BOLT SUPPLY HOUSE	WD-40/RUST RELEASE/CUTTING FLUID	\$76.29
81166	CANADIAN LINEN AND UNIFORM	COVERALLS/TOWELS	\$30.60

81167	CAPITAL GLASS	REPLACE FRONT WINDOW	\$220.50
81168	CITY OF MEDICINE HAT	UTILITIES	\$14,016.95
81169	CROFTS, ARLOS	TRAVEL REIMBURSEMENT	\$161.60
81170	D & M PLASTICS INC.	YD. LID/RIGHT & LEFT	\$8,117.97
81171	FARMLAND SUPPLY	COUPLER/TIP/ADAPTER	\$115.46
81172	FLAG OUTLET	FLAG POLES	\$5,979.02
81173	FORTY MILE CO-OP	UTILITIES	\$158.83
81174	GARLAND, JAMIE	TRAVEL REIMBURSEMENT	\$210.00
81175	GRAND RENTAL STATION	WATER TREATMENT PLANT OPENING SUPPLIES	\$376.95
81176	H2O HAULING	HAUL WATER	\$210.00
81177	REDCLIF HOME HARDWARE	CHAIN OIL	\$16.79
81178	JOHNASEN, JAMES	EMPLOYEE REIMBURSEMENT	\$19.94
81179	LACEY HOMES	REFUND CONSTRUCTION DAMAGE DEPOSIT	\$1,000.00
81180	SHAW	INTERNET	\$274.84
81181	SUNCOR ENERGY	FUEL	\$8,779.51
81182	ROCKEY MOUNTAIN PHOENIX	HOSE ADAPTER	\$271.95
81183	SUMMIT MOTORS	DCA4 ADDITIVE	\$102.82
81184	NEWTON, TOBY	TRAVEL REIMBURSEMENT	\$532.00
81185	TELUS COMMUNICATIONS	PHONE SERVICE	\$20.12
81186	WEARPRO EQUIPMENT & SUPPLY	ICE BLADES	\$551.46
81187	WOOD, DALE	FIRE ARMS/HUNTERS ED INSTRUCTOR FEES	\$3,420.00
81188	YOUNG, STEPHEN	TRAVEL REIMBURSEMENT	\$92.00
81194	CIVILTEC CONSULTING LTD	NORTHWEST LIFT STATION INVESTIGATION	\$4,911.64
81195	MJB ENTERPRISE LTD	PIPE INSTALLATION - WATER TREATMENT PLANT	\$20,099.10
81196	MP ECO MECHANICAL	WATER TREATMENT PLANT CONSTRUCTION	\$48,254.67
81197	RECEIVER GENERAL	STATUTORY DEDUCTIONS	\$356.97
		TOTAL	\$656,609.44

BANK SUMMARY FOR OCTOBER 31, 2016

ATB GENERAL BANK ACCOUNT			5.12.02.121.000
BALANCE FORWARD			2,803,651.64
DAILY DEPOSITS			323,971.34
DIRECT DEPOSITS			723,233.67
GOVERNMENT GRANTS			0.00
INTEREST			2,465.56
OTHER DEPOSITS			969.20
SUBTOTAL			1,050,639.77
CHEQUES			(349,261.94)
ASFF QUARTERLY PAYMENTS			0.00
DEBENTURE PAYMENTS			(32,097.75)
OTHER WITHDRAWALS			(357,493.14)
SUBTOTAL			(738,852.83)
TOTAL			3,115,438.58
BANK CLOSING BALANCE			3,241,848.80
ADD:O/S DEPOSITS			10,636.80
LESS:O/S CHEQUES			(137,047.02)
TOTAL			3,115,438.58
INVESTMENTS			
ATB ONE YEAR GIC @1.6%	5.12.02.321.000		300,000.00
CIBC INVESTMENT PORTFOLIO	5.12.02.321.001		14,922,844.00
SERVUS LANDFILL BANK ACCOUNT	5.12.02.126.000		1,525,394.94
TOTAL INVESTMENTS			16,748,238.94
TOTAL CASH & INVESTMENTS			19,863,677.52

Shanon Simon

From: Elaine <elaine0523@gmail.com>
Sent: Tuesday, November 22, 2016 9:12 PM
To: Shanon Simon
Cc: Turner Doug
Subject: Town Council - Off Site Levys

Hi Shannon

I would like to address town council members regarding the following;

1. The Off Site Levys placed on my piece of property located at 24 Sun Valley Drive.
2. The fairness of these costs that were put on the property after I had purchased it in July of 2016.
3. The property was owned by Cypress County in 2006 when it was sub divided and developed.

Shannon, let me know if you need anything further.

Sincerely,

Doug Turner

Sent from my iPhone

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, NOVEMBER 14, 2016 7:00 P.M.**

PRESENT:

Mayor	E. Reimer
Councillors	D. Kilpatrick, J. Steinke
	C. Brown, L. Leipert
	E. Solberg, C. Crozier
Municipal Manager	A. Crofts
Manager of Legislative & Land Services	S. Simon
Director of Finance & Administration	J. Tu (left at 8:36 p.m.)
Director of Community & Protective Services	K. Dalton (left at 8:23 p.m.)
Director of Planning & Engineering	J. Johansen (left at 8:36 p.m., rejoined at 9:00 p.m.)
Director of Public Services	J. Garland (left at 8:36 p.m., rejoined at 9:00 p.m.)
Municipal Accountant	M. Davies (left at 8:36 p.m.)

ABSENT:**1. GENERAL**

Call to Order

A) Mayor Reimer called the regular meeting to order at 7:00 p.m.

2016-0433 Adoption of Agenda

B) Councillor Leipert moved the agenda be adopted as presented. - Carried.

2016-0434 Accounts Payable

C) Councillor Steinke moved the following 123 general vouchers in the amount of \$492,563.09 be received for information. - Carried.

ACCOUNTS PAYABLE CHEQUE LIST			
COUNCIL MEETING NOV 14, 2016			
CHEQUE #	VENDOR	DESCRIPTION	AMOUNT
81004	ACTION PARTS	HEADLAMP	\$12.09
81005	ANDRES, BONNIE	EMPLOYEE REIMBURSEMENT	\$73.49
81006	BILL'S ELECTRIC	CHECK BREAKERS/TIME CLOCK/REPLACE FAN	\$491.40
81007	THE BOLT SUPPLY HOUSE	RAIN JACKET & PANTS/CABINET	\$1,253.60
81008	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$54.92
81009	C.E.M. HEAVY EQUIPMENT	SEAT COVER	\$67.57
81010	CHAMCO INDUSTRIES	COMPRESSOR/TRAVEL/FILTERS	\$2,360.58
81011	CITY OF MEDICINE HAT	CANALTA CONTRIBUTION/911 DISPATCH FEES	\$14,889.50
81012	DUCKERINGS TRANSPORT	SHIP 4 DRUMS	\$461.35
81013	FOX ENERGY	FALL PROTECTION EQUIPMENT INSPECTION	\$663.99
81014	GAR-TECH ELECTRICAL	CAMPGROUND ELECTRICAL REPAIRS	\$78.75

81015	REDCLIFF HOME HARDWARE	GARBAGE BAGS/PLIERS/ANTIFREEZE/CEMENT	\$1,469.90
81016	HYDRODIG	REPAIR CURB STOPS	\$934.50
81017	KIRK'S MIDWAY TIRE	TIRES	\$2,037.00
81018	KOST FIRE EQUIPMENT	FIRE EXTINGUISHER TEST	\$701.40
81019	LIFESAVING SOCIETY	EXAM FEES	\$136.00
81020	SHAW CABLE	INTERNET	\$129.05
81021	MURRAY CHEVERLOT CADILLAC	HEATER CONTROLL MODULE	\$242.04
81022	SUNCOR	FUEL	\$1,701.03
81023	REDCLIFF PUBLIC LIBRARY	LIBRARY OPERATIONAL TRANSFER	\$54,452.91
81024	REDCLIFF MUSEUM	CURATOR WAGES	\$10,000.00
81025	RODEO FORD	REPLACE SPARK PLUGS	\$630.55
81026	TELUS COMMUNICATIONS	2-WAY RADIO SERVICE	\$20.12
81027	DARLEY, KEELY	PROGRAMMING	\$442.00
81028	BERT'S VACUUMS	TOILET PAPER	\$97.65
81029	LKAUTZ, CARLA	REFUND FACILITY DEPOSIT	\$50.00
81030	UNGER, ISAAK	REFUND KEY DEPOSIT	\$250.00
81031	LEWIS, LYNN	REFUND CREDIT ON ACCOUNT	\$15.00
81032	MOENCH, AMI	REFUND CREDIT ON ACCOUNT	\$189.69
81033	WESTERN CANADA WELDING	WIRE	\$43.21
81034	MASTERCARD	VARIOUS	\$13,973.92
81036	FORAN EQUIPMENT	SLOPE REDEMPTION	\$3,150.00
81037	AMEC	WATER TREATMENT PLANT UPGRADE	\$178.13
81038	ATRON	WATER HEATER REPAIRS/REPLACE COMPRESSOR	\$12,656.60
81039	AUMA	QUEEN'S PRINTER SUBSCRIPTION RENEWAL	\$131.25
81040	CASEY, LORNE	TRAVEL REIMBURSEMENT	\$65.00
81041	CITY AUTO PARTS	FILTER	\$152.15
81042	CITY OF MEDICINE HAT	SPECIAL TRANSIT	\$61,790.00
81043	CYPRESS GROUP	PHOTOCOPIER FEES	\$205.05
81044	DAVIES, MIKE	TRAVEL REIMBURSEMENT	\$481.00
81045	DIAMOND SOFTWARE	ESEND CONSULT/ENHANCEMENT RENEWAL/PLAN	\$21,507.11
81046	FAST TIMES MACHINING	TRUCK MAST MACHINING/REMOVE REDI ROD	\$3,765.51
81047	FOX ENERGY	DSIGNS/BARRICADE BOARDS/	\$1,007.21
81048	HAT AGRI SERVICE	SEAL KIT/BLADES/HITCHES	\$1,409.38
81049	REDCLIFF HOME HARDWARE	ENGINE PARTS/LABOUR	\$330.67
81050	JACOB'S WELDING	WELD CAPS/WELD BLOCKS	\$955.24
81051	KIRK'S MIDWAY TIRE	TIRE REPAIR/NEW TIRES	\$1,197.00
81052	KOST FIRE EQUIPMENT	FIRE EXTINGUISHER FEES	\$783.83
81053	LATERAL INNOVATIONS	HOSTING FEE FOR GARBAGE TRUCK GPS	\$970.20
81054	MELHAM, MIKE	TRAVEL REIMBURSEMENT	\$100.00
81055	MPECO	WATER TREATMENT PLANT - CONSTRUCTION	\$138,150.25
81056	MURRAY CHEVROLET CADILLAC	DEFROST CABLE	\$76.21
81057	PARK ENTERPRISES	PERMITS	\$1,183.56

81058	PITNEY WORKS	FOLDER/STUFFER FEES	\$36.58
81059	PRO COMM SOLUTIONS	CELL PHONE	\$593.25
81060	SAFETY CODES COUNCIL	PERMIT SAFETY CODES	\$454.80
81061	SHOCKWARE	INTERNET	\$52.45
81062	SIMON, SHANON	TRAVEL REIMBURSEMENT	\$100.93
81063	STEIER, BARRY	TRAVEL REIMBURSEMENT	\$200.00
81064	SUMMIT MOTORS	COOLANT/CLAMPS/FARET	\$461.79
81065	SUPERIOR TRUCK EQUIPMENT	PROXIMITY SWITCH	\$88.14
81066	TELUS MOBILITY	CELL SERVICE	\$32.11
81067	EXACT CONCRETE	LIFT AND LEVEL MAIN ST	\$9,660.00
81068	TOWN OF REDCLIFF	PETTY CASH	\$425.45
81069	WOLSELEY	FRAMES/GRATES/MANHOLE COVERS	\$995.15
81070	WSP CANADA	RIVERVIEW GROUND WATER MONITORING WELLS	\$7,350.00
81071	ACTION PARTS	SEAL/DEEP CREEP	\$55.39
81072	AG-PLUS	TOOTH BIT, PLANE BIT/BOBCAT AUGER	\$21.47
81073	ALTA-WIDE BUILDERS	CEILING TILE	\$880.74
81074	AMSC	BENEFITS	\$17,187.03
81075	ANDRES, BONNIE	EMPLOYEE REIMBURSEMENT	\$81.30
81076	ATRON REFRIGERATION	COMPRESSOR REBUILD	\$11,498.87
81077	BAKKER, BERNIE	TRAVEL ADVANCE	\$300.00
81078	BENCHMARK ASSESSMENT	ASSESSMENT FEES	\$16,246.91
81079	THE BOLT SUPPLY HOUSE	BOLTS & TERMINAL KIT/CABLE TIES	\$373.91
81080	BRANDT TRACTOR	STEERING LINKAGE	\$2,393.51
81081	BRUCE'S SEWER SERVICE	LINE CLEAN OUT	\$850.50
81082	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$27.06
81083	C.E.M. HEAVY EQUIPMENT	ELEMENT BREATHER	\$92.22
81084	CITY OF MEDICINE HAT	ELECTRIC	\$7,337.82
81085	CLEAN HARBOURS	PAINT RECYCLING	\$1,044.59
81086	CLOVERDALE PAINT	PAINT	\$143.64
81087	COCOA BEAN CAFÉ	MEALS ON WHEELS	\$368.55
81088	CANADIAN PACIFIC RAILWAY	FLASHER CONTRACT	\$621.00
81089	C.U.P.E	UNION DUES	\$1,829.55
81090	EPCOR	UTILITIES	\$178.72
81091	FARMLAND SUPPLY	COUPLERS	\$128.60
81092	FATHER'S PIZZA	BUDGET LUNCH	\$109.88
81093	FIREWORKS SPECTACULAR	GST	\$350.00
81094	FORAN EQUIPMENT	SLOPE REDEMPTION	\$21,087.15
81095	FOX ENERGY	STREET BLADES	\$104.90
81096	GAR-TECH ELECTRICAL	RAW WATER GENERATOR BUILD. A/C INSTALL CIRCUITS	\$945.00
81097	HARV'S JANITORIAL SERVICES	JANITORIAL SERVICES	\$3,948.00
81098	REDCLIFF HOME HARDWARE	CEMENT/TOOL KIT/ANCHORS/BOLTS/SCREWS/NUTS	\$441.74
81099	JACOB'S WELDING	WORK TABLE	\$1,522.50

81100	JOHANSEN, JAMES	EMPLOYEE REIMBURSEMENT	\$11.03
81101	KAL TIRE	TRIES/CHANGE OVER	\$794.39
81102	KEYWAY SECUIRTY	KEYS/KEY CABINET/REPAIR LOCK	\$253.05
81103	KIRK'S MIDWAY TIRE	CHANGE OVER	\$105.00
81104	KOST FIRE EQUIPMENT	BACKFLOW TESTING/FIRE EXTINGUISHER SERVICE	\$519.75
81105	L & B SHARPENING	CHAINSAW SHARPENING	\$37.80
81106	LEIPERT, LARRY	TRAVEL REIMBURSEMENT	\$341.01
81107	LETHBRIDGE SHREDDING	SHREDDING	\$72.45
81108	MBSI	HOSTED BACKUP	\$1,071.00
81109	MEDICINE HAT REFRIGERATION	INSTALL A/C UNIT	\$5,927.25
81110	SHAW CABLE	INTERNET	\$84.95
81111	SUNCOR	FUEL	\$3,457.09
81112	PRO COMM SOLUTIONS	HOTSPOT/ANNUAL MAINTENANCE CONTRACT	\$1,800.75
81113	SAFETY BUZZ	CONFINED SPACES	\$540.54
81114	SANATEC ENVIRONMENT	VACUUM SEPTIC TANK	\$152.25
81115	SCHEFFER ANDREW	SURVEY LAGOONS/RIVER VALLEY PARK	\$2,924.26
81116	TELUS COMMUNICATIONS	PHONE SERVICE	\$1,768.11
81117	TELUS MOBILITY	CELL SERVICE	\$286.64
81118	HACH SALES	LAMP ASSEMBLY	\$176.61
81119	GREYLINE INSTRUMENTS	LOGGERS RETURNED FOR EVALUATION	\$1,120.35
81120	FAIRHURST, CAM	TRAVEL REIMBURSEMENT	\$125.00
81121	CONCRETE LIFTING	LIFT AND LEVEL FRONT ENTRANCE	\$677.25
81122	HARTY, BRENDAN	REFUND CONSTRUCTION DEPOSIT	\$500.00
81123	NORHAUGEN, KARL	REFUND SEWER SCOPE DEPSOIT	\$100.00
81124	PALMER, KARA	REFUND HUNTER'S ED COURSE	\$112.35
81125	SHEWARD, MARGARET	REFUND FACILITY DEPOSIT	\$50.00
81126	J & L SHUTTLE SERVICE	GRAND OPENING BUS RENTAL	\$420.00
81127	ZEP SALES	SOAP	\$344.45
		TOTAL	\$492,563.09

2. DELEGATION

City of Medicine Hat
- Notify Me Now

A) M. Brown, Coordinator HSE & EM Training & Development, City of Medicine Hat was in attendance to discuss the Emergency Management Regional Mass Notification System presentation to Council.

2016-0435

Councillor Steinke moved the presentation of M. Brown, Coordinator HSE & EM Training & Development, City of Medicine Hat to discuss the Emergency Management Regional Mass Notification System, be received for information.
- Carried.

2016 Redcliff Parks &
Recreation Master Plan

B) Director of Community & Protective Services, was in attendance to provide a presentation to council regarding the 2016 Redcliff Parks & Recreation Master Plan.

2016-0436

Councillor Leipert moved the presentation by the Director of Community & Protective Services regarding the 2016 Redcliff Parks & Recreation Master Plan, be received for information.
- Carried.

3. MINUTES

2016-0437 Organizational Council
meeting held October 24, 2016

A) Councillor Kilpatrick moved the minutes of the Organizational Council meeting held October 24, 2016, be adopted as presented. - Carried.

2016-0438 Council meeting held October
24, 2016

B) Councillor Crozier moved the minutes of the Council meeting held October 24, 2016, be adopted as presented.
- Carried.

2016-0439 Special Council meeting held
November 2, 2016

C) Councillor Brown moved the minutes of the Special Council meeting held November 2, 2016, be adopted as presented.
- Carried.

2016-0440 Special Council meeting held
November 5, 2016

D) Councillor Steinke moved the minutes of the Special Council meeting held November 5, 2016, be adopted as presented. - Carried.

2016-0441 Redcliff and District Recreation
Services Board meeting held
November 7, 2016

E) Councillor Brown moved the minutes of the Redcliff and District Recreation Services Board meeting held November 7, 2016, be received for information. - Carried.

2016-0442 Redcliff Public Library Board
meeting held June 29, 2016

F) Councillor Steinke moved the minutes of the Redcliff Public Library Board meeting held June 29, 2016, be received for information. - Carried.

4. BYLAWS

2016-0443 Bylaw No. 1832/2016, Property
Tax Penalty Bylaw

A) Councillor Leipert moved Bylaw No. 1832/2016, Property Tax Penalty Bylaw, be given second reading.
- Carried.

2016-0444 Bylaw No. 1832/2016, Property
Tax Penalty Bylaw

Councillor Steinke moved Bylaw No. 1832/ 2016, Property Tax Penalty Bylaw, be given third reading. - Carried.

Councillor Kilpatrick declared a pecuniary interest and abstained from discussion and voting on Bylaws 1833/2016, Bylaw 1834/2016 and Bylaw 1835/2016. Councillor Kilpatrick advised he is a landlord in the community and could be affected. Councillor Kilpatrick left the room at 7:50 p.m.

Councillor Leipert declared a pecuniary interest and abstained from discussion and voting on Bylaws 1833/2016, Bylaw 1834/2016 and Bylaw 1835/2016. Councillor Leipert advised he is a landlord in the community and could be affected. Councillor Leipert left the room at 7:50 p.m.

2016-0445 Bylaw No. 1833/2016, Water Rates Bylaw **B)** Councillor Solberg moved Bylaw No. 1833/2016, Water Rates Bylaw, be given first reading. - Carried.

2016-0446 Bylaw No. 1834/2016, Sewer Rates Bylaw **C)** Councillor Crozier moved Bylaw No. 1834/2016, Sewer Rates Bylaw, be given first reading. - Carried.

2016-0447 Bylaw No. 1835/2016, Garbage Rates and Collection Bylaw **D)** Councillor Steinke moved Bylaw No. 1835/2016, Garbage Rates and Collection Bylaw, be given first reading. - Carried.

Councillors Kilpatrick and Leipert rejoined the meeting at 7:57 p.m.

2016-0448 Bylaw No. 1836/2016, Records Retention Bylaw **E)** Councillor Crozier moved Bylaw No. 1836/2016 Records Retention Bylaw, be given first reading. - Carried.

5. REQUESTS FOR DECISION

2016-0449 Community Organization Property Tax Exemption Regulation **A)** Councillor Leipert moved that the Town of Redcliff exempt the following properties from property taxation in accordance with the Community Organization Property Tax Exemption Regulation for the 2017, 2018 and 2019 taxation years.

- i) Redcliff Community Curling Club
- ii) Riverview Golf Club
- iii) German Canadian Harmony Club

- Carried.

2016-0450 Pat's Off-Road Transport Bulk Water Station Agreement **B)** Councillor Kilpatrick moved that Administration be authorized to extend the Development Agreement with Pat's Off-Road Transport for a Bulk Water Station on Lot 7, Block 1, Plan 7911064 for a term of three (3) years. – Carried.

2016-0451 Seniors Lease Agreement **C)** Councillor Brown moved to grant the Redcliff Seniors Society request for a continuance of the existing Seniors Drop-In Centre lease agreement through to the end of 2017 (December 31, 2017), and further, to authorize the Municipal Manager to sign said continuance. - Carried.

2016-0452 Alberta Community Partnership Grant Application for Regional Solid Waste Study **D)** Councillor Steinke moved that Redcliff Town Council supports and authorizes the submission of an ACP inter-municipal collaboration grant application of \$200,000 for a Regional Solid Waste Study with the City of Medicine Hat and Cypress County. Further, that the City of Medicine Hat be designated as the managing partner for the application. - Carried.

6. POLICIES

2016-0453 Policy No. 130, Off-site Levies Policy

A) Councillor Crozier moved Policy 130, Off-site Levies be revised to a maximum per residential lot levy for each zone as presented. – Defeated.

Director of Community & Protective Services left the meeting at 8:23 p.m.

7. CORRESPONDENCE

2016-0454 Alberta Municipal Affairs
Re: Municipal Sustainability Initiative

A) Councillor Kilpatrick moved correspondence from Alberta Municipal Affairs dated September 29, 2016 regarding the Municipal Sustainability Initiative, be received for information. - Carried.

2016-0455 TransCanada
Re: TransCanada operated pipeline information

B) Councillor Leipert moved correspondence from TransCanada received November 7, 2016 regarding TransCanada operated pipeline information, be received for information. - Carried.

8. OTHER

2016-0456 Redcliff/Cypress Regional
Waste Management Authority
Re: Landfill Graphs to October 31, 2016

A) Councillor Crozier moved the Redcliff/Cypress Regional Waste Management Authority Landfill Graphs to October 31, 2016, be received for information. - Carried.

2016-0457 Council Important Meetings &
Events November 14, 2016

B) Councillor Leipert moved the Council Important Meetings & Events November 14, 2016, be received for information. - Carried.

9. RECESS

Mayor Reimer called for a recess at 8:29 p.m.

Director of Finance & Administration left the meeting at 8:29 p.m.

Director of Public Services left the meeting at 8:29 p.m.

Director of Planning & Engineering left the meeting at 8:29 p.m.

Mayor Reimer reconvened the meeting at 8:36 p.m.

10. IN CAMERA

2016-0458

Councillor Brown moved to meet In Camera at 8:36 p.m.
- Carried.

Director of Public Services rejoined the meeting at 9:00 p.m.

Director of Planning & Engineering rejoined the meeting at 9:00 p.m.

2016-0459

Councillor Steinke moved to return to regular session at 9:13 p.m. - Carried.

2016-0460 Lot 5, Block 12, Plan 0913590
(1118 – 9th Avenue SE)

Councillor Leipert moved to offer to purchase Lot 5, Block 12, Plan 0913590 (1118 – 9th Avenue SE) back from Amron Construction Ltd. as per the sales price less accumulated fees for non-compliance of agreement terms for September and October 2016 and less a \$500.00 administrative fee. – Carried.

2016-0461 Lot U2, Block 1, Plan 7510870

Councillor Kilpatrick moved to authorize the sale of Lot U2, Block 1, Plan 7510870 as per established market prices with the following conditions:

- Town of Redcliff subdivide the parcel and retain ownership of the land required for future road improvements.
- The purchaser consolidate the remainder of Lot U2, Block 1, Plan 7510870 with Lot 1, Block 1, Plan 7510870 (602 Railway Dr). – Carried.

11. ADJOURNMENT

2016-0462 Adjournment

Councillor Leipert moved to adjourn the meeting at 9:19 p.m.
- Carried.

Mayor Reimer

Manager of Legislative & Land Services

**REDCLIFF AND DISTRICT FCSS
Town Council Chambers Town Office
November 15th, 2016 – 7 P.M**

PRESENT:

Chairman	Meredith Conboy
Community Services	R. Kim Dalton
Members at Large	Brad Christian
Members at Large	Susan Horn
Councillor	Chere Brown

1. GENERAL

Call to Order

A) Meeting called to order at 7:11 pm

Adoption of the Agenda

B) B. Christian moved adoption of the agenda as presented. – Carried.

2. MINUTES

October 12th Food Insecurity

A) Received as information

November 1st Food Insecurity

B) Received as information

Regional Suicide Prevention
Council

C) Received as information

3. OLD BUSINESS

FCSS Strategic Planning

A) S. Horn moved to explore available dates with strategic planning facilitator for Redcliff FCSS strategic planning session. – Carried.

2016 Parks and Recreation Master
Plan

B) Received as information

Fall Programming

C) Received as information

4. NEW BUSINESS

Redcliff Family Dental Skate
Buddy Donation

A) Received as information

Redcliff Arts and Culture
Committee

B) S. Horn moved to bring more information on the formation, responsibilities and benefits of a Redcliff Arts and Culture Society.
– Carried.

Winter Programming

C) B. Christian moved that a draft copy of the Town of Redcliff winter programming be presented at the December 6th meeting for board input, including further information about the online Redcliff Magazine.
– Carried.

Redcliff 2017 Street Dance

D) Received as information

FCSS Community Development
Grant

E) B. Christian moved that Administration look into the provincial requirements for having a Community Development Grant. – Carried.

Spring/Summer Programs

6. UPCOMING MEETINGS/CONFERENCES/WORKSHOPS

Redcliff Recreation Master Plan
Open House

November 30th at 7p.m. in Redcliff Council Chambers

7. DATE OF NEXT MEETING

Next Meeting

A) The next meeting will be December 6th, 2016.

8. ADJOURNMENT

Adjournment

B. Christian moved to adjourn the meeting at 8:55 pm.

REDCLIFF SENIOR CITIZENS BUSINESS MEETING November 3, 2016

Mel opened the meeting with the Lord's Prayer at 2 p.m.

There were 25 persons present. (18 signed in)

Moment of silence for Louise Vanrentergem, Frank Fowlie

Minutes for previous month read by Secretary.

Minutes adopted with amendments as follows – Lynn Carter attended the crib tournament in Brampton, ON not Brantford, NB

Seconded- Lil McNiven

Treasurer's report— Richard is away.

October was reported with a bank balance was \$32,570.

Correspondence— Fall prevention information for seniors was received.

Committee reports

Health and Wellness—cards sent to Lucy and Frank Fowlie's family. If you know of other members who need a card, please inform Connie Barrell.

Kitchen—all in readiness for Christmas Dinner, Shirley reports.

House—the committee will need to set up for Christmas dinner, and peel potatoes and turnips.

Membership—134 sold to date.

Crib and Crib Tournaments—30 players at crib Wednesday night

Whist—going good

Pool—André reports that pool is played on Tuesday afternoons.

Exercise—about 10-12 participants for each session

Casino—will be held in 2017

Computer—8 persons have signed up. Gladys spoke to Tammy about instructing.

Bus Trip— is full. Kasper thanks all those who helped with preparations for the trip to Stage West

Unfinished business

— Christmas decorating will take place on November 28 at 10:30 a.m.

—Chéré wants feedback regarding the draft ten year rental agreement initiated by the town in earlier meetings with Mel and Shirley. Chéré says the seniors group needs to be provided with a copy of the current agreement as well as a copy of the proposed agreement before deciding. We need to negotiate as a group with the town, she says, and to make sure the membership is informed.

The newest proposal includes a possible \$1 purchase of the building by the society. Management of hall rentals, maintenance of equipment such as air conditioning and furnaces and cleaning

would be provided by the society while the town would pay half of the utilities (about \$400/month). Kim admits the town did not consider the rental competition with two other halls already operating in Redcliff. We could rent to Medicine Hat as well as Redcliff, Mel says. When the town rents the hall out they do not check for damage after the event.

Bea G. asks if the town has taken into consideration that we are a group of seniors with many members but few workers. While newcomers are coming out, some of our volunteer workers resign or pass on and it is difficult to get any members to volunteer. Are we really capable of managing all rentals, cleaning and hall maintenance? Grants are difficult to get and could require up to one year of preparation and paperwork before applications are even considered. Darlene E says the Hilda group pays \$300/month for hired cleaners. It won't be a problem, Mel says.

Kim Dalton advises that since a new furnace is needed at this time, our non-profit society could apply for a grant. Kim estimates the furnace expenses could cost up to 35K. Rita points out that it's time for the town to pay, since it has not replaced any of the furnaces in the past forty years.

Kasper asks if the town might be using the society for their (the town's) own benefit? Kim says the town is not trying to give the place (and its responsibilities) away.

Ken G. asks how the town could help us to get grants? Lee G. asks which grants are available given the recent cutbacks. Money is tight right now.

Mel says there is 22 Million in the heritage fund. The town is presently helping the Minor Hockey group to apply for an upgrade grant, Kim reports. André T says he got 100K in grants for Bassano seniors from the New Horizon program.

A committee of members agree to examine the old document and the draft agreement in order to make recommendations to the town. The committee consists of:

Kasper F
Sandy T
Roger H
Shirley V
Mel O
André T

The Redcliff Youth Centre needs money to continue operating. Does the town know if they have applied for or received any government grants? Fran asks if the youth do any fundraising? Our agreement with the youth to do the dishwashing didn't work out (we observed the youths mostly came to eat, rather than help) and a private deal has been made with Sandra Connor. We need a youth centre, Sandy T points out.

New Business

—Kim Dalton from the Town of Redcliff requests our input for January-to-April 2017 community programming.

—Elections were held for the 2017 executive, as overseen by Jim Steinke

President- Mel Oerlemans
Ist Vice –Shirley Vossler
2nd Vice-Jim Steinke
Treasurer- Richard Vanorman
Secretary- Bea Gursky

Directors:

Two resignations –Jim Steinke and Joyce Reynan. Many thanks for all they have done.

—The Redcliff Seniors Society will match the money raised by the youth centre group for their present Christmas decoration fundraiser. This is a one-time offer from our Casino funds with a limit of \$750.00. Bea will prepare a letter for Cheré Brown to deliver to the executive of the Youth Centre.

Adjournment at _3:30_ p. m.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: November 28, 2016

PROPOSED BY: Director of Finance and Administration

TOPIC: Water/Sewer/Garbage Rate Bylaws

PROPOSAL: Utility Rates Bylaws Revisions

BACKGROUND:

On November 14, 2016 the three utility Bylaws were given first reading. Administration noted that there were some wording errors in a few places. These errors were due to the fact that the bylaws were so closely related, that “water” utilities were referenced in both the Sanitary Sewer and Garbage Rates and Collection Bylaws. These have been corrected to reflect the bylaw they pertain to.

Another change that has been made for second and third readings is the implementation date. In the first reading, the Bylaws were to come into effect on January 1, 2017. Administration felt it would be advisable to extend the effective date to May 1, 2017. This would provide for ample time to educate and inform property owners before these bylaws come into force.

POLICY / LEGISLATION:

Pursuant to the Municipal Government Act, RSA 2000 Chapter M-26, Part 2, Division 1 Section 7 (g), the Council of the Town of Redcliff may pass Bylaws for municipal purposes respecting public utilities.

STRATEGIC PRIORITIES:

N/A

ATTACHMENTS:

Bylaw 1833 – Water Rates Bylaw
Bylaw 1834 – Sanitary Sewer Rate Bylaw
Bylaw 1835 – Garbage Rates & Collection Bylaw

OPTIONS:

1. Give the proposed Utility Rates Bylaws second and third readings as amended.
2. Direct Administration to further amend the proposed Utility Rate Bylaws as per council’s direction.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved Bylaw 1833/2016, Water Rates Bylaw be given second reading as amended.

Councillor _____ moved Bylaw 1833/2016, Water Rates Bylaw be given third reading.

Councillor _____ moved Bylaw 1834/2016, Sewer Rate Bylaw be given second reading as amended.

Councillor _____ moved Bylaw 1834/2016, Sewer Rate Bylaw be given third reading.

Councillor _____ moved Bylaw 1835/2016, Garbage Rates and Collection Bylaw be given second reading as amended.

Councillor _____ moved Bylaw 1835/2016, Garbage Rates and Collection Bylaw be given third reading.

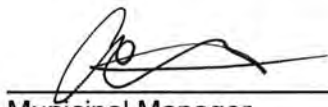
2. Councillor _____ moved to direct Administration to amend the utility rate bylaws as follows:

- _____
- _____
- _____

SUBMITTED BY:



Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD. **2016.**

**BYLAW NO. 1833/2016
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

A BYLAW OF THE TOWN OF REDCLIFF to provide for the levying, collecting of charges and rates for water service.

AND WHEREAS the *Municipal Government Act* authorizes a Council to pass Bylaws respecting public utilities,

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE TOWN OF REDCLIFF IN THE PROVINCE OF ALBERTA IN COUNCIL ASSEMBLED ENACTS AS FOLLOWS:

TITLE

1. This Bylaw shall be known and may be cited as the "**Water Rates Bylaw**" of the Town of Redcliff.

INTERPRETATION AND DEFINITIONS

2. In this Bylaw:
 - a) "**BULK WATER STATION**" shall mean the site located within the Town of Redcliff where bulk purchases of water may be obtained from a metered facility.
 - b) "**COUNCIL**" shall mean The Municipal Council of the Town of Redcliff.
 - c) "**CUSTOMER**" shall mean any owner or tenant of a premises receiving water directly or indirectly by a service connection to the Town's water distribution system.
 - d) "**DUE DATE**" shall mean the statement date shown on the billing that all rates, fees, and charges are due and payable.
 - e) "**M³**" shall mean the measure of volume of one cubic meter.
 - f) "**MULTI-UNIT BUILDING**" shall mean a building which has more than one (1) self-contained business, residence or combination of both.
 - g) "**OWNER**" shall mean the registered owner of real property within the Town of Redcliff.
 - h) "**PORTABLE HYDRANT METER**" shall mean a water meter that attaches to a fire hydrant for the purpose of allowing bulk purchases of water.
 - i) "**SATISFACTORY CREDIT HISTORY**" shall mean a customer who has not been on the shutoff list and has paid their utility billings on time for the previous twelve (12) months.
 - j) "**TENANT**" shall mean anyone occupying a property in the Town of Redcliff other than the owner of a property.

- k) **"TOWN"** shall mean the Municipal Corporation of the Town of Redcliff.
- l) **"WATER VALVE ENCUMBRANCE"** shall mean the device used to seal a water valve that has been tampered with on a continuing basis.

TREATED WATER RATES WITHIN TOWN LIMITS

3. Every customer within the Town limits who is served treated water, shall require a water meter and shall pay to the Town the following monthly or bi-monthly rates, payable monthly or bi-monthly at the discretion of the Council:

Residential		
	<u>Monthly Rate</u>	<u>Bi-Monthly Rate</u>
Admin Component	\$4.41	\$8.82
Capital Component	\$34.90	\$69.80
Total	39.31	\$78.62

Non-Residential		
	<u>Monthly Rate</u>	<u>Bi-Monthly Rate</u>
Admin Component	\$4.41	\$8.82
Capital Component	\$44.30	\$88.60
Total	\$48.71	\$97.42

Greenhouse		
	<u>Monthly Rate</u>	<u>Bi-Monthly Rate</u>
Admin Component	\$4.41	\$8.82
Capital Component	\$174.20	\$348.40
Total	\$178.61	\$357.22

4. Any water consumed shall be charged to the customer at the rate of **\$0.97 per M³**.
5. Owners of Multi-unit buildings shall receive one (1) water service from the Town of Redcliff to service the entire building. The owners of a Multi-unit building shall receive one water meter to service the entire building; additional meters may be purchased at the cost of the owner. The owners of the Multi-unit building shall be charged the

minimum monthly or bi-monthly rate as designated per unit in the building.

TREATED WATER RATES OUTSIDE TOWN LIMITS

6. Every customer outside the Town limits, who is served treated water, shall pay the minimum monthly or bi-monthly rates outlined in 3.
7. Any water consumed shall be charged to the customer at the rate of **\$3.25 per M³**.

UNTREATED WATER RATES WITHIN TOWN LIMITS

8. Every customer within the Town limits, who is served untreated water, shall pay the minimum monthly or bi-monthly rates outlined in 3.
9. Any water consumed shall be charged to the customer at the rate of **\$2.50 per M³**.

BULK WATER & PORTABLE HYDRANT

10. For customers utilizing the Bulk Water Station the following rates shall apply:
 - a) Monthly Fee of **\$40.00**, plus the cost of water consumed shall be charged to the customer at the rate of **\$3.00 per M³**. The Town reserves the right to refuse and/or disconnect a Bulk Water Station service without notice.
11. The Town reserves the right to suspend or reduce a bulk water service on twenty four (24) hours written notice. Suspension or reduction of said bulk water service shall be determined by the Public Services Director as he deems necessary to ensure the adequate supply and delivery of domestic water to the Town of Redcliff users. Failure to abide by any suspension or reduction shall result in termination of service without notice.
12. For customers utilizing the Portable Hydrant Meter the following rates shall apply:
 - a) Monthly Fee of **\$40.00**, plus the cost of water consumed shall be charged to the customer at the rate of **\$3.00 per M³**. A security deposit of \$2,000.00 is required and will be refunded upon the Portable Hydrant Meter being returned to the Town undamaged. The Town reserves the right to refuse rental of the Portable Hydrant Meter.

MISCELLANEOUS RATES

13. The charge for a service call (i.e. water turned on\off) made by the Town during regular work hours shall be:

1. Delinquent accounts -Reconnect	-	\$60.00
2. Delinquent accounts turn on after hours	-	Call-Out Labour Rate
3. Greenhouse meter removal for freeze out	-	\$50.00
4. Greenhouse meter reinstallation	-	\$50.00

- | | | |
|--|---|-------------------------------|
| 5. Frost damaged meter replacement | - | \$40.00 + meter (\$150 – 600) |
| 6. Garden service installation | - | \$30.00 |
| 7. Garden service removal | - | \$30.00 |
| 8. Service call - off/on (same day) | - | \$30.00 |
| 9. Service call – Disconnect
(Temporary/Seasonal Vacancy) | - | \$50.00 |
| 10. Service call – Reconnect
(Temporary/Seasonal Vacancy) | - | \$50.00 |
| 11. Meter Testing | - | \$50.00 |
| 12. Temporary Service during construction (60 days) | - | \$50.00 |
| 13. Replace damaged read out | - | \$30.00 plus cost |
| 14. Unscheduled Meter Reading | - | \$30.00 |
- (*GST not included in above rates)
14. Any such service requested after regular hours shall be billed to the customer requesting the service call, at the effective call-out labour rate applicable.
15. The charge for activating a water valve that has a water service encumbrance attached shall pay the sum of **\$100.00 plus GST** for the service call made by the Town to unseal the water service encumbrance.

TEMPORARY WATER SERVICE

16. A temporary water service is available to building contractors to provide them with a limited water supply required for construction activities such as concrete work, stuccoing, drywalling, and masonry. The cost for this service is outlined in Section 13.
17. A temporary water service is available for a maximum of sixty (60) days or until:
- the contractor request the water meter from the Town; or
 - the Town determines that the plumbing is completed to the stage where a water meter can be installed, or
 - the temporary water service is being used for something other than what is intended.
18. The Town reserves the right to refuse and/or disconnect a temporary water service without further notice.
19. Upon termination of the temporary water service, the owner will be required to make application for a standard water service.

SIGNING ON

20. New owners requiring water service from the Town of Redcliff are required to pay a sign on fee of \$10.00.
21. Once a tenant (grandfathered in prior to this Bylaw) vacates a property or fails to pay

their utility invoice, the owner is automatically signed on to utilities for that service address.

22. Any owner who is automatically signed on shall not be required to pay the sign-on fee.

DEPOSITS

23. New owners receiving water service from the Town are no longer required to pay a deposit.
24. The deposit fees collected by the Town prior to this Bylaw shall be returned to the customer when:
- a) The customer terminates their utility account with the Town. The Town shall read the meter and determine the final billing and the balance of any unpaid Town utilities shall be deducted from the deposit fee.
 - b) Upon application, when a residential tenant or non-residential tenant maintains a Satisfactory Credit History for 12 consecutive months.
 - c) The customer does not pay their current utility invoice. The Town shall deduct the deposit from the outstanding amount and issue a final bill.

PENALTIES

| ~~26~~²⁵. In the event a grandfathered tenant's utility invoice remains unpaid:

- a) on the 21st day following the due date, the Town of Redcliff shall add by way of penalty, an amount which shall be two-and-one-half percent (2.5%) of the unpaid current utility invoice. The said penalty shall be added to and form part of the unpaid utility invoice.
- b) on the 40th day following the due date the Town of Redcliff shall issue a notice which would notify the tenant and owner that the water utility account could be transferred to the owner.
- c) on the 60th day following the due date, the Town of Redcliff shall deduct the deposit (if applicable) from the outstanding amount, disconnect the tenant, then notify the owner that the owner will be signed on for utilities and responsible for all future charges with respect to utilities at that service address.

| ~~27~~²⁶. In the event an owner's utility invoice remains unpaid:

- a) on the 21st day following the due date, the Town of Redcliff shall add by way of penalty, an amount which shall be two-and-one-half percent (2.5%) of the unpaid current utility invoice. The said penalty shall be added to and form part of the unpaid utility invoice.

- b) on the 60th day following the due date, the Town of Redcliff shall deduct the deposit (if applicable) from the outstanding amount, and then transfer any outstanding balance to the property tax account respective of the service address.
27. Water service charges in default including penalties shall constitute a debt owing to the Town which may be recovered:
- a) By action in a court of competent jurisdiction, or
 - b) By distress and sale of goods and chattels of the person owing such rates and charges wherever they may be found in the municipality, or
 - c) By a preferential lien and charge on the building or lot or part of a lot and on the personal property of the debtor and may be levied and collected in like manner as municipal rates and taxes recoverable, or
 - d) By a preferential lien and charge on his personal property and may be levied and collected with costs by distress.

OTHER

28. No person, firm, or corporation within the Town limits which is served directly or indirectly by a water main or service by the Town shall obtain a supply of water from any other source without the express written consent of the Council.
29. Unless specifically authorized by the Council, only one (1) water service connection shall be permitted for any legal parcel.
- a) In the event there are any outstanding issues relating to any unresolved utility or property related matter, administration may at their discretion withhold the installation of any service connection to a parcel and refer the matter to Council for consideration.
30. Errors or omission relating to utility billing may be adjusted to a maximum of one (1) year.
31. This Bylaw shall become effective on the first day of ~~January~~ May 2017.

REPEAL

32. Bylaw Number 1816/2015 is hereby repealed effective end of day ~~December 31~~ April 30, 2017~~6~~.

READ a first time this 14th day of November, 2016.

READ a second time this ____ day of _____, 2016.

READ a third time this ____ day of _____, 2016.

PASSED and **SIGNED** this ____ day of _____, 2016.

MAYOR

MANAGER OF LEGISLATIVE AND LAND SERVICES

**BYLAW NO. 1834/2016
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

A BYLAW OF THE TOWN OF REDCLIFF TO PROVIDE FOR THE LEVYING AND COLLECTING OF CHARGES AND RATES FOR SEWER SERVICE.

PURSUANT to the provisions of Section 7 of the Municipal Government Act, RSA 2000 Chapter M-26.1, the Municipal Council of the Town of Redcliff, duly assembled enacts as follows:

1. This Bylaw shall be known as the "Sewer Rate Bylaw" of the Town of Redcliff.
2. In this Bylaw the following terms shall be defined as follows:
 - a) **"Council"** shall mean the Municipal Council of the Town of Redcliff.
 - b) **"DUE DATE"** shall mean the statement date shown on the billing that all rates, fees, and charges are due and payable.
 - c) **"Multi-unit Building"** shall mean a building which has more than one (1) self-contained business, residence or combination of both.
 - d) **"Town"** shall mean the Municipal Corporation of the Town of Redcliff.
3. a) ~~Every person, firm or corporation being the registered owner, occupant, or purchaser entitled to the possession of property within the Town limits which is serviced directly or indirectly~~ Every customer within the Town limits who is serviced by a service connection to the Town's sewage system shall pay to the Town the following sewer rates payable monthly or bi-monthly at the discretion of Council.

RESIDENTIAL SANITARY SEWER RATES

Residential		
	<u>Monthly Rate</u>	<u>Bi-Monthly Rate</u>
Admin Component	\$3.17	\$6.34
Capital Component	\$4.20	\$8.40
Operating Component	\$23.60	\$47.20
Total	\$30.97	\$61.94

NON-RESIDENTIAL SANITARY SEWER RATES

Non-Residential		
	<u>Monthly Rate</u>	<u>Bi-Monthly Rate</u>
Admin Component	\$3.17	\$6.34
Capital Component	\$4.20	\$8.40
Operating Component	\$34.25	\$68.50
Consumption Component	\$0.30/ M ³ of Water	\$0.30/ M ³ of Water
Total	\$41.62+ \$0.30/M³	\$83.24+ \$0.30/M³

GENERAL

4.
 - a) Unless specifically authorized by the Council, only one (1) sewer service connection shall be permitted for any legal parcel.
 - b) In the event there are any outstanding issues relating to any unresolved utility or property related matter, administration may at their discretion withhold the installation of any service connection to a parcel and refer the matter to Council for consideration.
 - c) Any multi-unit building with one service connection shall be charged the applicable minimum rate for each residential or non-residential unit.

SIGNING ON

5. New owners requiring sanitary sewer service from the Town of Redcliff are required to pay a sign on fee of \$10.00.
6. Once a tenant (grandfathered in prior to this Bylaw) vacates a property or fails to pay their utility invoice, the owner is automatically signed on to utilities for that service address.
7. Any owner who is automatically signed on shall not be required to pay the sign-on fee.

PENALTIES

8. In the event a grandfathered tenant's utility invoice remains unpaid:
 - a) on the 21st day following the due date, the Town of Redcliff shall add by way of penalty, an amount which shall be two-and-one-half percent (2.5%) of the unpaid current utility invoice. The said penalty shall be added to and form part of the unpaid utility invoice.
 - b) on the 40th day following the due date the Town of Redcliff shall issue notice

which would notify the tenant and owner that the ~~water~~-utility account could be transferred to the owner.

- c) on the 60th day following the due date, the Town of Redcliff shall deduct the deposit (if applicable) from the outstanding amount, disconnect the tenant, then notify the owner that the owner will be signed on for utilities and responsible for all future charges with respect to utilities at that service address.

9. In the event an owner's utility invoice remains unpaid:

- a) on the 21st day following the due date, the Town of Redcliff shall add by way of penalty, an amount which shall be two-and-one-half percent (2.5%) of the unpaid current utility invoice. The said penalty shall be added to and form part of the unpaid utility invoice.
- b) on the 60th day following the due date, the Town of Redcliff shall deduct the deposit (if applicable) from the outstanding amount, and then transfer any outstanding balance to the property tax account respective of the service address.

~~10.- Water service charges in default including penalties shall constitute a debt owing to the Town which may be recovered:~~

- ~~a) — By action in a court of competent jurisdiction, or~~
- ~~b) — By distress and sale of goods and chattels of the person owing such rates and charges wherever they may be found in the municipality, or~~
- ~~c) — By a preferential lien and charge on the building or lot or part of a lot and on the personal property of the debtor and may be levied and collected in like manner as municipal rates and taxes recoverable, or~~
- ~~d) — By a preferential lien and charge on his personal property and may be levied and collected with costs by distress.-~~

10.14. Sewer charges in default shall constitute a debt owing to the Town and may be recovered:

- a) by action in any court of competent jurisdiction; or
- b) by distress and sale of goods and chattels of the person owing such rates or charges wherever they may be found in the municipality; or
- c) by a preferential lien and charge on the building, lot or part of a lot and on the personal property of the debtor and may be levied and collected in like manner as municipal rates and taxes are recoverable; or
- d) by a preferential lien and charge on his personal property and may be levied and collected with costs by distress.

OTHER

- | ~~12~~11. Errors or omission relating to utility billing may be adjusted to a maximum of one (1) year.
- | ~~13~~12. Should any clause of this Bylaw be declared invalid that clause shall be deleted but the remainder of the Bylaw shall be deemed to be held intact.
- | ~~14~~13. Town of Redcliff Bylaw 1817/2015 is hereby repealed at the end of the day of ~~December~~
~~31~~April 30, 2017~~6~~.
- | ~~15~~14. This Bylaw shall be come effective ~~January 1, 2017~~ on the first day of 2017.

READ a first time this 14th day of November, 2016.

READ a second time this ____th day of _____, 2016.

READ a third time this ____th day of _____, 2016.

PASSED and **SIGNED** this ____ day of _____, 2016.

MAYOR

MANAGER OF LEGISLATIVE AND LAND SERVICES

**BYLAW NO. 1835/2016
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

BEING A BYLAW OF THE TOWN OF REDCLIFF IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE MAINTENANCE OF A SYSTEM FOR THE COLLECTION, REMOVAL AND DISPOSAL OF GARBAGE AND OTHER WASTE AND THE LEVYING OF RATES AND CHARGES THEREOF.

WHEREAS, the Municipal Government Act being Chapter M-26 of the Revised Statutes of Alberta, 2000, and amendments thereto, provides for the passing of a Bylaw by a Municipal Council to establish rules and regulations for the collection and disposal of Garbage and refuse from the households, places of business and institutions within the Town;

AND WHEREAS provision is made for a Council to establish rates for the collection, removal and disposal of Garbage.

NOW THEREFORE, the Council of the Town of Redcliff, in the Province of Alberta, duly assembled, hereby enacts as follows:

Title

1. This Bylaw may be referred to as the **"Garbage Rates and Collection Bylaw"** of the Town of Redcliff.

Interpretation and Definitions

2. For the purposes of this Bylaw:
 - a) **"Ashes"** means the residue left after the combustion of any substance.
 - b) **"Authority"** means the Redcliff/Cypress Waste Management Authority.
 - c) **"Automated Collection"** means a method of collection of Garbage and Other Waste by which a specially equipped vehicle may mechanically pick up and empty a specifically designed Bin.
 - d) **"Bin"** means a container used for the storage of Garbage and Other Waste, that being a metal container with hinged lids. All such containers utilized within the Town must be to the satisfaction of the Public Services Director.
 - e) **"Bylaw Enforcement Officer"** means the Bylaw Enforcement Officer duly appointed by the Council of the Town.
 - f) **"Cart"** means a container used for the storage of Garbage and Other Waste, that being a container with hinged lids and equipped with wheels for the purposes of transporting it to and from the curb of the Dwelling or Other Premises utilizing it.
 - g) **"Collector"** means the Person or Persons appointed by the Town for the purpose of collecting Garbage and Other Waste.
 - h) **"Council"** means the Municipal Council of the Town of Redcliff.

-
- i) **"Due Date"** shall mean the statement date shown on the billing that all rates, fees, and charges are due and payable.
- j) **"Dwelling"** means any Premises, including the land upon which Premises are located, used or intended to be used for residential purposes within the Town.
- k) **"Dwelling Unit "** means a self contained unit provided with sleeping, washing, and cooking facilities, intended for residential use.
- l) **"Garbage"** means all table and kitchen refuse, all waste foods whether of animal or vegetable origin, grass clippings, and other like putrescible waste or decomposing matter and includes broken dishes, tins, or other refuse which the **Owner** or possessor thereof does not wish to retain or is not retained for any useful purpose, but does not include Prohibited Waste.
- m) **"Highway"** means any thoroughfare, street, road, trail, avenue, parkway, viaduct, Lane, alley, square, bridge, cross way, or other place, whether publicly or privately owned, any part of which the public is ordinarily entitled or permitted to use for the passage or parking of vehicles and includes:
- a sidewalk (including a boulevard portion thereof).
 - a ditch lying adjacent to and parallel with the roadway.
 - the area where a Highway right-of-way is contained between fences or between a fence and one side of the roadway, all of the land between the fence and the edge of the roadway, or as the case may be,
- but does not include:
- a place declared by the Lieutenant Governor in Council not to be a Highway.
- n) **"Lane"** means a public roadway which provides a secondary means of direct access to abutting lots.
- o) **"Nuisance"** means any act or deed, or omission, or thing, which is, or could reasonably be expected to be annoying, troublesome, destructive, harmful, inconvenient, unsanitary, unsightly, unsafe or injurious to another Person and/or his property.
- p) **"Other Premises"** means all premises other than Dwellings, including the land upon which the premises is located, which is used for other than residential purposes.
- q) **"Other Waste"** means non-putrescible waste or non-decomposing matter which the Owner or possessor thereof does not wish to retain or is not retained for any useful purpose, but does not include Prohibited Waste.
- r) **"Owner"** means the registered Owner or an occupant having control or apparent control of a Dwelling or Other Premises.

-
- s) **"Person"** shall mean a natural Person, body corporate, proprietor, association, society, or partnership.
 - t) **"Private Bin"** means a container used for the storage of Garbage and Other Waste, that being a metal container with hinged lids and which is owned by a private individual or company who has a signed contract with the Town of Redcliff for pickup of the Bin . All such containers utilized within the Town must be to the satisfaction of the Public Services Director.
 - u) **"Prohibited Waste"** means:
 - (i) liquid wastes, dead animals or dead animal parts, petroleum products, industrial residue, discarded furniture, automobile parts, major appliances, sod, concrete, soil, inflammable waste, explosive waste;
 - (ii) biological waste, hazardous waste, pathological waste and radioactive waste as defined pursuant to the Public Health Act and its regulations; and
 - (iii) other materials, the collection of which are potentially dangerous to collection Personnel.
 - v) **"Public Services Director"** means the Public Services Director, properly designated by the Council of the Town.
 - w) **"Town"** means the Municipal Corporation of The Town of Redcliff.
 - y) **"Waste Collection Services"** means the services provided pursuant to this Bylaw.
3. For the purpose of this Bylaw the following classifications of refuse shall be used:
- a) Garbage
 - b) Other Waste
 - c) Prohibited Waste
4. For the purpose of this Bylaw the following classification of Premises shall be used:
- a) Dwelling
 - b) Other Premises

Authorization of Management

5. The Public Services Director is hereby authorized to do all things necessary in order to fulfil their responsibilities and duties under this Bylaw, including entering into administrative contracts with persons for the collection of Garbage and Other Waste.

General Prohibitions and Requirements

6. No Person shall:
 - a) Interfere with the Town's collection and disposal of Garbage and Other Waste pursuant to this Bylaw.
 - b) Impede or restrict access to the areas where a Bin is located permanently, or a Cart is to be placed temporarily for collection.
 - c) Interfere with or disturb the contents of any Bin or Cart after it has been placed for collection.
 - d) Relocate or alter in any way the placement of any Bin.
 - e) Place refuse upon any Highway.
7. The Owner of a Dwelling or an Other Premises shall be responsible to:
 - a) Prevent the accumulation of Garbage or Other Waste at that Dwelling or Other Premises such that the accumulation creates a Nuisance.
 - b) Dispose of all Garbage and Other Waste in such a manner as to not create a Nuisance.
 - c) Dispose of in a proper manner at an approved site any Prohibited Waste for which the Town does not provide for the collection and disposal.
8. Owners of Dwellings and Other Premises from which the Town is to collect Garbage or Other Waste, shall place any such Garbage or Other Waste in Bins and Carts as follows:
 - a) For Owners of Dwellings by placing all Garbage or Other Waste for collection in a Bin or Cart provided by the Town.
 - b) For Owners of Other Premises by placing all Garbage or Other Waste for collection in a Bin or Cart for collection either by the Town or by a licensed contractor that has the Authority of the Town to operate an Automated Collection refuse service within the Town.
 - c) Cutting all shrubbery and tree clippings in lengths of not more than one (1) metre in length and place them in Bins or Carts provided.
 - d) Depositing all Garbage in non-returnable plastic bags and placing them in Bins or Carts provided.
 - e) Depositing all Other Waste directly into the Bins or Carts provided.
9. No Owner shall place any Garbage or Other Waste for collection where the material or the method of its packaging may be hazardous to the Collector.

10. No Owner or occupant of any Other Premises shall deposit any Garbage, Other Waste or any refuse in any Bin or Cart other than a Bin or Cart that has been provided exclusively for that particular Other Premises.
11. No Person shall deposit any Garbage or Other Waste, the origin of which is from outside the Town in any Bin or Cart located within the Municipal boundaries of the Town.
12. No Person shall deposit any Prohibited Waste in any Bin or Cart.
13. All Bins and Carts provided by the Town are and remain the property of the Town. No Person shall at any time move, remove or locate any Bin or Cart, except at the directions of the Town, or in accordance with section 10 above.

Duties of Collectors

14. Collectors shall replace emptied Bins and Carts in approximately the same location where picked up.
15. Collectors shall not pick, sort over, or remove any waste from the collection vehicle or the Bins or Carts except as directed by the Public Services Director.
16. The Public Services Director shall schedule the collection of Garbage and Other Waste pursuant to this Bylaw. Generally, such collection shall be once per week at a day and time determined by the Public Services Director.
17. Except for where special arrangements have been made with the Public Services Director the Town shall not be responsible for the collection of refuse other than Garbage or Other Waste.
18. Where a Dwelling or Other Premises is not served by a Lane or where other special conditions exist such as unimproved Lanes, or steep grades, that make collection impractical or hazardous, then the Town may:
 - (a) determine that the collection location of a Bin is at some place other than a Lane; or
 - (b) provide a Cart for the purpose of depositing Garbage and Other Waste. Any such Cart shall be delivered to the front curb and placed by the Owner prior to 8:00 a.m. on the Collection Day in a manner prescribed by the Public Services Director. After the contents of the Cart have been removed by the Town, the Owner shall, prior to 8:00 p.m. on the Collection Day, return the Cart to the Dwelling or Other Premises.

Transportation

19. A Person shall not use or permit to be used any vehicle for the conveyance or storage of waste unless such vehicle is fitted with a suitable cover capable of preventing the dropping, spilling or blowing off of waste while it is being transported or stored.

Collection of Garbage and Other Waste from Dwellings:

20. Unless the Dwelling is otherwise exempt the Town shall collect Garbage and Other Waste from the Dwelling, and shall provide Garbage Bins, or Carts for all Dwellings. The Town shall assess collection levies for this collection in accordance with Section 29 below.
21. In situations where the Owner of a multi-unit Dwelling has made a written contractual arrangement with an approved contractor for the collection of Garbage and Other Waste, any such Owner may upon providing the Town with copies of contractual arrangements and upon the Town's consent, be exempt from the levies charged pursuant to Schedule "B" of this Bylaw until the final date of any contractual arrangement has expired.
22. In situations where the Owner of a Dwelling carries on a Home Occupation use, as defined in the Town's Land Use Bylaw whether or not the Owner has obtained an appropriate development permit, then if in the Public Services Director's opinion the waste and other refuse generated at the Dwelling is excessive then the Town may provide the Dwelling with a greater size and/or number of Bins or Carts, and shall assess collection levies for this collection at rates equal to those imposed under Schedule "A" upon Owners of Other Premises receiving similar services.
23. Where a premises contains one or more Dwellings, and one or more Other Premises, the Owner of the Dwelling may apply for the exemption pursuant to Schedule "B". The Public Services Director may, upon application by the Owner of the Dwelling, exempt the Dwelling from provision of Waste Collection Services as well as relevant rates.

Collection of Garbage and Other Waste from Other Premises

24. Unless the Other Premise is otherwise exempt the Town shall collect Garbage and Other Waste from the Other Premise, and shall provide Garbage Bins, or Carts for all Other Premise. The Town shall assess collection levies for this collection in accordance with Section 29 below.
25. The Town may enter into additional contracts with Owners of Other Premises for the collection of the whole or part of their Garbage and Other Waste within the Town and the contract must be for a minimum of twelve (12) months in order for the Town to plan for orderly development of the system. The Town shall assess collection levies for this collection in accordance with Section 29 below
26. There may be situations where the owner of other premises has made a written contractual agreement with an approved contractor for the collection of garbage and other waste, or has provided the Town with a solution to dispose of garbage and/or other waste to an approved landfill facility without the use of Town waste collection services. Any such owner may, upon providing the Town, with copies of contractual arrangements or their solution approved by the Public Services Director, through the completion of Schedule "B," be exempt from levies charged pursuant to Schedule "A" of this bylaw until the final date of any contractual agreement has expired or until a new owner is established.

Burning

27. No Person shall burn any waste unless such burning is in accordance with the Town of Redcliff Burning Bylaw, as amended, and Provincial and Federal laws.

Other Considerations

28. All Garbage and Other Waste placed for collection pursuant to the terms of this Bylaw becomes the property of the Town.

Signing On

29. New owners requiring garbage ~~water~~ service from the Town of Redcliff are required to pay a sign on fee of \$10.00.
30. Once a tenant (grandfathered in prior to this Bylaw) vacates a property or fails to pay their utility invoice, the owner is automatically signed on to utilities for that service address.
31. Any owner who is automatically signed on shall not be required to pay the sign-on fee.

Collection Levies and Rates

- ~~3132.~~ ~~Effective January 1, 2017,~~ the Town shall levy on each Dwelling or Other Premises, such rates for Waste Collection Services, as set out in Schedule "A" of this Bylaw, unless that Dwelling or Other Premises is otherwise exempt. The Owner is responsible for paying this levy when billed on a monthly or bi-monthly basis.
- ~~3233.~~ In the event a grandfathered tenant's utility invoice remains unpaid:
- a) on the 21st day following the due date, the Town of Redcliff shall add by way of penalty, an amount which shall be two-and-one-half percent (2.5%) of the unpaid current utility invoice. The said penalty shall be added to and form part of the unpaid utility invoice.
 - b) on the 40th day following the due date the Town of Redcliff shall issue notice which would notify the tenant and owner that the ~~water~~ utility account could be transferred to the owner.
 - c) on the 60th day following the due date, the Town of Redcliff shall deduct the deposit (if applicable) from the outstanding amount, disconnect the tenant, then notify the owner that the owner will be signed on for utilities and responsible for all future charges with respect to utilities at that service address.
- ~~3334.~~ In the event an owner's utility invoice remains unpaid:
- a) on the 21st day following the due date, the Town of Redcliff shall add by way of penalty, an amount which shall be two-and-one-half percent (2.5%) of the unpaid current utility invoice. The said penalty shall be added to

and form part of the unpaid utility invoice.

- b) on the 60th day following the due date, the Town of Redcliff shall deduct the deposit (if applicable) from the outstanding amount, and then transfer any outstanding balance to the property tax account respective of the service address.

| ~~34~~35. Waste Collection Services Charges rendered pursuant to Sections ~~31~~, 32 and 33 and 34 in default shall constitute a debt owing to the Town which may be recovered.

- a) By action in any court of competent jurisdiction, or
- b) By distress and sale of goods and chattels of the Person owing such rates or charges wherever they may be found in the municipality, or
- c) By a preferential lien and charge on the building or lot or part of a lot and on the personal property of the debtor and may be levied and collected in like manner as municipal rates and taxes are recoverable, or
- d) By a preferential lien and charge on his personal property and may be levied and collected with costs by distress.

| ~~35~~36. Errors or omissions relating to utility billing may be adjusted to a maximum of one (1) year.

Interpretation

| ~~36~~37. Nothing in this Bylaw shall be deemed to supersede or repeal the provisions of The Regulation of Burning Bylaw of the Town of Redcliff, as amended and the Nuisance Bylaw, as amended.

| ~~37~~38. Except as expressly provided herein, nothing in this Bylaw shall be deemed to supersede or contradict relevant Provincial or Federal laws including legislation, regulations, and permits granted there under and, where provisions of this Bylaw are inconsistent with the relevant Provincial and Federal laws, those provisions under this Bylaw shall be of no force and effect.

| ~~38~~39. If any provision of this Bylaw is declared or held to be invalid, that provision shall be deemed to be severed, and the remainder of the Bylaw shall remain in force and effect.

Penalties:

| ~~39~~40. Any Person who contravenes any provision of this Bylaw is guilty of an offence and is liable upon summary conviction to a fine of:

- a) Not less than \$50.00 and not more than \$500.00 for a first offence; or
- b) Not less than \$100.00 and not more than \$1,000.00 for subsequent offenses;

| ~~40~~41. No Person found guilty of an offence pursuant to this Bylaw shall be liable to imprisonment.

-
- | ~~41~~42. Any Person who contravenes any provision of this Bylaw is guilty of an offence and may be issued a Violation Tag in a form acceptable to the Town with a penalty amount of \$50.00 for each offence.
- | ~~42~~43. Prosecution under the Provincial Offences Procedures Act may be avoided if payment of the penalty is made to the Town as specified on the Violation Tag.
- | ~~43~~44. For a continuing offence, each day may be considered a new offence, and a proceeding under the Provincial Offences Procedure Act may be commenced and a Violation Tag may be issued for each day that the violation continues.
- | ~~44~~45. Town of Redcliff Bylaw No. 1818/2015 is hereby repealed at the end of the day of ~~December 31, 2015~~April 30, 2017.
- | ~~45~~46. This Bylaw shall be come effective ~~January 1~~on the first day of May 2017.

READ a first time this 14th day of November, 2016.

READ a second time this ____th day of _____, 2016.

READ a third time this ____th day of _____, 2016.

PASSED and **SIGNED** this ____ day of _____, 2016.

MAYOR

MANAGER OF LEGISLATIVE AND LAND SERVICES

TOWN OF REDCLIFF
BYLAW NO. 1835/2016
SCHEDULE A - RATES

As provided for under Section ~~31~~ 32 the following levies shall be charged by the Town for the collection and disposal of Garbage and Other Waste in the Town.

Dwellings

For each Dwelling Unit within a property there shall be charged the following:

	<u>Monthly</u>	<u>Bi-Monthly</u>
Admin Component	\$2.22	\$4.43
Capital Component	\$5.11	\$10.22
Operating Component	\$ 6.52	\$ 13.05
Total	\$13.85	\$27.70

Other Premises

Other Premises shall be required to have separate Town OWNED Garbage Bins and or Carts to be for their use exclusively and shall be charged the following monthly rates for Garbage and Other Waste pick-up and disposal:

3 Cubic Yard Bins (each)	<u>Monthly</u>	<u>Bi-Monthly</u>
Admin Component	\$2.22	\$4.43
Capital Component	\$5.11	\$10.22
Operating Component	\$ 73.20	\$146.40
Total	\$80.53	\$161.05

Existing 1.5 Cubic Yard Bins (each) (no longer available)	<u>Monthly</u>	<u>Bi-Monthly</u>
Admin Component	\$2.22	\$4.43
Capital Component	\$5.11	\$10.22
Operating Component	\$ 56.86	\$113.73
Total	\$64.19	\$128.38

Sign On Fee

New owners requiring garbage service from the Town of Redcliff are required to pay a sign on fee of \$10.00.

TOWN OF REDCLIFF
BYLAW NO. 1835/2016
SCHEDULE "B" - APPLICATION FOR EXEMPTION

Date: _____

Applicant Contact Information:

Phone Number: _____

Email: _____

I/We _____ being the
(Applicant's Name(s) - please print)

(Owner, occupant, lessee, purchaser or authorized Person(s))

located at _____ hereby apply to be exempted from
(Civic Address)

Waste Collection Service Charges by the Town of Redcliff at the above Location effective
_____ 20____.

(Note: Effective dates prior to the 15th of any month shall be prorated and charged 50% of the remaining period of any given month. Effective dates after the 15th of any month shall be prorated and charged 100% of the full monthly rate for any remaining period.)

Explanation of Solution to dispose of Garbage and/ or Other Waste to an approved landfill facility without the use of the Town waste collection services:

The Town may, at its discretion, upon seven (7) days written notice, cancel this application and charge rates provided for in the Garbage Bylaw as amended.

This application is not transferable.

Expiry Provision

The application for extension shall automatically expire on _____, 20____.
(*Note: Expiry provision is to be used in conjunction with sections 21 and 26)

Signature (Applicant)

Signature
(signifying Town's acceptance)

TOWN OF REDCLIFF
BYLAW NO. 1835/2016
SCHEDULE "C" - APPLICATION FOR ADDITIONAL BINS (Other Premises)

I _____ do hereby apply to the Town of Redcliff to
(Applicant name - please print)

have the Town supply to my place of business, _____
(Business name)

being located at _____, the use of _____ Bins
(Civic Address) (number)

to be used solely for the collection of Garbage and Other Waste originating from the above
specified place of business.

I hereby commit to paying charges as levied pursuant to the Garbage Bylaw for a minimum
period of twelve (12) months from the first billing period assessed by the Town. I understand
that within this period I may request the Town to provide additional Bins at the rates specified in
the Garbage Bylaw.

Application date: _____, 20_____.

Effective date: _____, 20_____.

Utility Sign on Application Number _____.

Signature (Applicant)

Signature
(signifying Town's acceptance)

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: November 28, 2016

PROPOSED BY: Manager of Legislative & Land Services in conjunction with other Department Heads

TOPIC: Fees, Rates and Charges Bylaw

PROPOSAL: To consider adopting proposed Bylaw 1838/2016 Fees, Rates and Charges Bylaw.

BACKGROUND:

The Fees Rates and Charges Bylaw is being reviewed in conjunction with the 2017 Budget Review process as well as part of the review process outlined in Policy No. 115, Policy and Bylaw Development and Review Policy. This allows for Administration and Council to review policies on a routine basis to ensure bylaws are kept current with applicable legislation as well as to stay in alignment with the directives of Council.

Various changes to the fees are being proposed as per the attached Bylaw 1838/2016.

A new section has been added called "Safety Codes Fees (Gas, Electric, Plumbing, Private Sewage and Building)." However, no data has been included and it is intended that the fees for this section would be inputted for second reading. These fees are currently unavailable until such time as the Request for Proposal for Safety Codes Permitting Services has been awarded.

Currently, the fees for permit services are established by Policy. It will be proposed that this Policy be cancelled when the new permit fees are to take effect.

POLICY / LEGISLATION:
N/A

STRATEGIC PRIORITIES:
Policy and Bylaw review is identified under the operational strategies of the Municipality's Strategic Priorities. It is an important practice to ensure policies and bylaws are consistent and current to relevant federal and provincial government legislation and related regulations as well as with other municipal policies and bylaws.

ATTACHMENTS:

Proposed Bylaw 1838/2016, Fees Rates & Charges Bylaw

OPTIONS:

1. To give first reading to Bylaw 1838/2016, Fees Rates & Charges Bylaw
2. To not give first reading to Bylaw 1838/2016, Fees Rates & Charges Bylaw

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved Bylaw 1838/2016, Fees Rates & Charges Bylaw be given first reading.

SUBMITTED BY:


Department Head


Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD. 2016.

TOWN OF REDCLIFF
BYLAW NO. ~~1815/2015~~ 1838/2016

A BYLAW OF THE TOWN OF REDCLIFF TO ESTABLISH FEES, RATES AND CHARGES FOR GOODS AND SERVICES PROVIDED BY OR ON BEHALF OF THE TOWN OF REDCLIFF.

WHEREAS under the Municipal Government Act, a Municipal Council has broad authority to govern including authority to pass bylaws, respecting rates, fees and charges levied for goods and services provided by or on behalf of the Municipality;

AND WHEREAS the Council for the Town of Redcliff deems it desirable to establish fees, rates and charges for the various licenses, permits goods and other municipal services and facilities in a bylaw.

NOW THEREFORE THE MUNICIPAL CORPORATION OF THE TOWN OF REDCLIFF IN COUNCIL DULY ASSEMBLED ENACTS AS FOLLOWS:

TITLE

1. This Bylaw may be cited as the Town of Redcliff Fees, Rates and Charges Bylaw.

INTERPRETATION

2. In this Bylaw, unless the context otherwise requires;
 - (a) "Council" means the Council for the Town.
 - (b) "Municipal Manager" means the Chief Administrative Officer for the Town;
 - (c) "Town" means the Municipal Corporation of the Town of Redcliff;

RATES, FEES AND CHARGES

3. The rates, fees and charges for municipal licenses, permits, goods and services are hereby established as identified in Schedule "A" which is attached to and forming a part of this bylaw and any applicable taxes shall be added to these rates at the point of sale.
4. All references made in any other Bylaw, Policy or Resolution of Council to the "Rates Policy" shall now be referred to this Fees, Rates and Charges Bylaw.
5. Prices in this Bylaw do not include GST, unless otherwise noted, which is additional if applicable and will be added by the Town of Redcliff when costs are paid.
6. That in the event that a rate is required for a good or service not identified in this bylaw. Council authorizes the Municipal Manager to establish a temporary rate, fee or charge until such a time as this bylaw is amended.

7. That at the discretion of the Municipal Manager rates charged to bona fide non-profit community organizations may be modified. Or when such an organization's planned activity generates significant interest, activity or participation in the Town, the Municipal Manager may waive the fees.
8. That if any provision of this bylaw is deemed invalid, then such provision shall be severed and the remaining bylaw shall be maintained
9. This Bylaw shall take effect on January 1, ~~2016~~ 2017
10. Bylaw No. ~~1802/2015~~ 1815/2015 is hereby repealed.

READ a first time this _____ day of _____, ~~2016~~ 2017.

READ a second time this _____ day of _____, ~~2016~~ 2017.

READ a third time this _____ day of _____, ~~2016~~ 2017.

PASSED and **SIGNED** this _____ day of _____, ~~2016~~ 2017.

MAYOR

MANAGER OF LEGISLATIVE AND
LAND SERVICES

SCHEDULE "A"**ADMINISTRATION****STATIONARY AND OTHER ADMINISTRATIVE SERVICES**

Photocopying	25¢ per copied side of any document.
Faxing - sending of fax	\$1.00 per page of document sent
- receiving of fax	25¢ per page of document received
Detailed Map of Redcliff (black & white A0 size)	\$12 <u>15</u> .00 each
Aerial Photograph of Redcliff	
- Small (15" X 21")	\$20.00 each
- Large (20" X 28")	\$30.00 each
Special sized maps	\$8 <u>10</u> .00 per sq. ft.
Specialized Scanning to CD-R (max 24" wide)	\$2.00 per page (\$10.00 minimum)
Books (e.g. Land Use Bylaw ASP with no large format maps)	\$15 <u>45</u> .00 each
Land Use Bylaw (no large format maps)	<u>\$45.00 each</u>
Land Use Bylaw maps –colour A1 size (approximately 24" x 36")	<u>\$30.00 each</u>
Non-Sufficient Fund (NSF)/Stopped/Voiced Payments Cheques-	\$25.00

~~CONSTRUCTION STANDARDS AND DESIGN GUIDELINE~~

Construction Standards	\$35.00 each (GST included)
Design Guidelines	\$25.00 each (GST included)
Tender Documents	\$50.00 each (GST included)
**Special pricing may be used for exceptionally large document packages	

SOUVENIR TYPE SERVICES

Souvenirs and public relation type products, such as pins, hats, sweatshirts, t-shirts, mugs, pens, crests, flags, etc. or other such goods for sale shall be available for sale at a price determined as follows:

Unit price plus 20%

Example: If the Unit Cost is \$27.55, the sale price is \$27.55 + \$2.51 = \$33.06

Any Redcliff based club or non-profit organization may purchase pins for public relations purposes at cost plus 10% each. If the club or non-profit organizations wishes to purchase pins for resale they may do so at cost.

Redcliff History Book (2012) available for sale for \$25.00

The **Municipal Manager** and /or **Council** may distribute pins or the Redcliff History Book for public relations purposes.

ENCROACHMENT PERMIT

~~Encroachment Permit~~ ~~\$100.00~~

TAX CERTIFICATE / ACCOUNT ADJUSTMENT/COMPLIANCE CERTIFICATE

Tax Certificate \$34.00

~~Tax Search Request (including: Current tax levy, legal, roll # and assessment)~~ ~~\$10.00~~

Payment Allocation Adjustment between Accounts \$5.00

~~Letter of Compliance~~ ~~\$60.00~~

ASSESSMENT COMPLAINT FEES

PROPERTY COMPLAINT CATEGORY	FEE
Residential Land with 3 or fewer dwelling units	\$30.00
Farmland	\$30.00
All other properties if assessed value is:	
Less than \$500,000.00	\$100.00
Greater than \$500,000.00 but less than \$5,000,000.00	\$200.00
Greater than \$5,000,000.00 but less than \$10,000,000.00	\$300.00
Greater than \$10,000,000.00	\$500.00

FIREWORKS IGNITION PERMIT

Permit Fee \$50.00 (non-refundable)

HIGH / WIDE LOAD MOVES PERMIT

Permit Fee: 300.00

HIGH / WIDE LOAD MOVES PERMIT

~~Permit Fee:~~ ~~300.00~~

LAND USE BYLAW AMENDMENT

~~Application Fee~~ ~~\$650.00~~

SUBDIVISION

Application Fee	\$350.00 plus \$100.00 for every additional lot created over and above the original lot
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Subdivision Extension:	1st request for extension	No charge
	2nd and subsequent requests for extension	\$175.00

Endorsement Fee	\$100.00 per application
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~~DEVELOPMENT PERMIT FEES~~

~~Residential~~

Single Family Dwelling	\$100.00
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Multi-Family Dwelling	\$100.00 + \$50.00/unit
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Accessory buildings 10 m² – 35 m²	\$65.00
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Accessory buildings greater than 35 m²	\$100.00
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Additions	\$100.00
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~~Non-Residential~~

Commercial/Industrial/Horticultural/Institutional Buildings	\$200.00 + 10¢ / m²
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Accessory Buildings / Additions (Less than 100 m²)	\$100.00
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Other (Including: Home Occupations, Decks, Driveways, Demolition, Signs, Hot Tubs, Relocated Buildings, Permit to Stay, Others as Determined by Development Authority)	\$65.00
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Discretionary Use – MPC – additional fee above regular application fee	\$75.00
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Special MPC – additional fee above application and regular MPC Fee	\$150.00
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~~*WORK STARTED BEFORE PERMIT ISSUANCE SUBJECT TO DOUBLE PERMIT FEES*~~

~~Construction Damage Deposit~~

Residential	\$1,000.00
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Commercial/Industrial/Horticultural	\$2,000.00
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~~Note: A construction damage deposit may to be taken for development permits Issued for principal buildings, accessory buildings, additions, excavations and/or Demolition projects~~

Subdivision & Development Appeal Fee	\$100.00
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Boulevard Development Application Fee	\$65.00
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File Review (Environmental) Fee	\$75.00
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COMMUNITY SERVICES

ELECTRONIC MESSAGE BOARD

Setup fee	\$5.00
User fee	\$5.00 per day

SWIMMING POOL

General Admission (GST included)

<u>Age</u>	<u>Day Pass</u>	<u>5 Pack</u>	<u>Season Pass</u>
Tiny Tot (0-5 years)	Free	Free	Free
Child (6-12 years)	\$4.25 <u>4.50</u>	\$17.00 <u>18.00</u>	\$55.00 <u>56.00</u>
Youth (13-17 years)	\$4.75 <u>5.00</u>	\$19.00 <u>20.00</u>	\$62.00 <u>63.00</u>
Adult (18-55 years)	\$5.50 <u>6.00</u>	\$22.00 <u>24.00</u>	\$72.00 <u>74.00</u>
Senior (56+ years)	\$5.00	\$20.00	\$65.00 <u>65.00</u>
Family	\$13.00 <u>14.00</u>	\$52.00 <u>56.00</u>	\$150.00 <u>155.00</u>

A family is considered to be parents and immediate children under 18 years of age.

LESSONS (GST included)

Red Cross Pre-School to Swim Kids Levels 1-4	\$35.00 <u>40.00</u>
Red Cross Swim Kids Levels 5-10	\$40.00 <u>45.00</u>
Private lessons	\$30.00 <u>35.00</u> /hr. or \$35.00 <u>40.00</u> /person for 2 – 3 people/hour
Swim Club	\$30.00 <u>35.00</u> /hr

The rate for other lesson programs such as Bronze Star, Bronze Medallion & Senior Resuscitation, Bronze Cross, Aqua Leaders, Etc. will be established by the Community Services Director on the basis of cost plus a 10% program administration.

RENTALS (GST included)

1-29 people	\$85.00 <u>90.00</u> / hour
Extra charge for every additional 20 persons	\$30.00 / hour
Security Deposit	\$75.00 Refundable

ARENA (REC-TANGLE)

ICE RENTALS	May 1, 2015 – April 31st, 2016	May 1, 2016 - April 31, 2017
Youth (17 and under)	\$70.00 / hour	\$80.00 / hour
Adult (non-prime time - before 4:00 p.m. – Monday-Friday)	\$70.00 / hour	\$70.00 / hour
Adult (prime time – weekends and after 4:00 p.m. weekdays)	\$115.00 / hour	\$120.00 / hour
Public Skating	Free *	Free *
		<u>May 1, 2017</u>
		<u>April 31, 2018</u>
		<u>\$82.00 / hour</u>
		<u>\$70.00 / hour</u>
		<u>\$125.00 / hour</u>

MEETING ROOMS**ARENA**

Upstairs (Full Day)	\$75.00
Security Deposit (Refundable)	\$150.00
Large Room (Hourly)	30.00
Security Deposit (Refundable)	\$50.00
Entire Building (No Ice, Full Day)	\$350.00
Security Deposit (Refundable)	\$300.00
Local Non-profit Community Groups (Backup Facility, Hours Used)	\$30.00

*Refer to separate policy for Redcliff Skating Club and Redcliff Minor Hockey Association.

SENIOR DROP IN CENTRE

Refer to separate policy on this facility.

TOWN HALL

Downstairs Conference Room (1/2 Day – 4hrs)	\$25.00
(Daily)	\$50.00

BALL DIAMONDS

Diamonds (Per Hour, Minimum 1.5 Hours)		\$5.00
Lights (Per Hour)		\$4.00
Tournaments (Per Diamond)	Day	\$80.00
	Weekend	\$125.00
Equipment & Maintenance Fee (Annual for Each Team in League)		\$5.00

BALL DIAMONDS CONCESSION

Non-Profit groups	Rental Rate (Per Day)	No Rental Fee
	Refundable Damage Deposit	\$100.00
	Insurance Coverage Required (Must Provide Proof)	\$2 million
Profit groups	Rental Rate (Per Day)	\$100.00
	Refundable Damage Deposit	\$100.00
	Insurance Coverage Required (Must Provide Proof)	\$2 million

CAMPGROUND (GST INCLUDED)

Tent	\$20.00 per day
Camper, Trailer, Recreational Vehicles (Electric)	\$30.00 per day

LIONS PARK KITCHEN COMPLEX

Not for Profit Groups	Rental Rate (Per Day)	\$25.00
	Refundable Damage Deposit	\$100.00
For Profit Groups	Rental Rate (Per Day)	\$60.00
	Refundable Damage Deposit	\$100.00

ALL FACILITIES KEY/COMBINATION LOCK DEPOSITS

Refundable Key Deposit	\$125.00
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PITCHING MACHINE

Redcliff Teams (Ladies & Little League)	\$5.00
All other groups	\$20.00
Refundable Security Deposit	\$20.00

PORTABLE STAGE

Daily Rental	\$150.00
Security Deposit	\$500.00
Setup / Removal	\$100.00

MEMORIAL BENCH REPLACEMENT

Replace Existing Bench	\$600.00
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MEALS ON WHEELS

Billed Cost per Meal	\$5.50
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HOME CARE SERVICE PROVIDER SUBSIDY – (Effective May 1, 2015 – April 30, 2016)

COST	1 PERSON / YEAR *	2 PEOPLE / YEAR *
\$15.00	Less than \$21,800	Less than \$34,300
\$18.00	\$21,801 – \$26,200	\$34,301 – \$42,500
No Subsidy	Over \$26,200.	Over \$42,500

HOME CARE SERVICE PROVIDER SUBSIDY – (Effective May 1, 2016 – April 30, 2017)

COST	1 PERSON / YEAR *	2 PEOPLE / YEAR *
\$17.00	Less than \$22,000	Less than \$34,800
\$20.00	\$22,001 – \$24,600	\$34,801 – \$43,000
No Subsidy	Over \$26,400.	Over \$43,000

HOME CARE SERVICE PROVIDER SUBSIDY – (Effective May 1, 2017 – April 30, 2018)

<u>COST</u>	<u>1 PERSON / YEAR *</u>	<u>2 PEOPLE / YEAR *</u>
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<u>\$18.00</u>	<u>Less than \$22,565</u>	<u>Less than \$35,585</u>
<u>\$21.00</u>	<u>\$22,565 – \$26,965</u>	<u>\$35,586 – \$43,785</u>
<u>No Subsidy</u>	<u>Over \$26,965.</u>	<u>Over \$43,785</u>

* Net Family Income

Planning & Engineering**CONSTRUCTION STANDARDS AND DESIGN GUIDELINE DOCUMENTS**

Construction Standards	\$35.00 each (GST included)
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Design Guidelines	\$25.00 each (GST included)
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Tender Documents**	\$50.00 each (GST included)
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**Special pricing may be used for exceptionally large document packages

ENCROACHMENT PERMIT

Encroachment Permit	\$100.00
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Letter of Compliance	\$60.00
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HIGH / WIDE LOAD MOVES PERMIT

Permit Fee:	300.00
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MISCELLANEOUS

Property File Search (Permit Search)	\$20.00
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Property dimensions map with air photo background, per request	\$20.00
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Copy of current Permit Completion Record	\$20.00
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Letter of Compliance (2 week turn around)	\$60.00
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Letter of Compliance (3 business days turn around)	\$120.00
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File Review (Environmental) Fee	\$100.00
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Surcharge for an application without a current Land Title	\$10.00
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LAND USE

Change of Use - permitted	\$50.00
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Change of Use – Discretionary	\$100.00
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Land use bylaw amendment application fee (advertising component is \$350.00)	BYLAW AMENDMENT
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Application Fee	\$6750.00
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SUBDIVISION

Application Fee – Base plus	\$350.00 plus \$100.00 for every additional lot
per lot fee	created over and above the original lot \$100.00

Subdivision Extension: 1 st request for extension	No charge
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2 nd and subsequent requests for extension	\$175.00
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Endorsement of subdivision per application	\$120.00
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MPC & SDAB

Discretionary Use – MPC – additional fee above regular application fee	\$100.00
Special MPC – additional fee above application and regular MPC Fee	\$200.00
Subdivision & Development Appeal Fee	\$150.00
Area Structure Plan, Concept Scheme application and review	\$800.00

~~Endorsement Fee – \$100.00 per application~~ **DEVELOPMENT PERMIT FEES**

Fees shown are base fees and do not include extra fees for MPC meetings, special MPC meetings, Land Title surcharge, etc. These other fees will be added to the base fee as required.

Development fees are based on delivery of the decision within 40 days. This may be shortened to 15 days by paying double fees including a doubling of MPC fees.

Residential

Single Family Lot – 1 unit Dwelling	\$100.00
Single Family Lot – Auxiliary unit (Basement Suite, Backyard Suite, etc.)	\$100.00
Single Family Lot - 2 units	\$250.00

Multi-Family Dwelling (on multi-family lots) – Base plus,	\$100.00
per unit fee	50.00 + \$50.00/unit

Accessory buildings 10 m ² – 35 m ²	–\$65.00
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Accessory buildings greater than 35 m ²	\$100.00
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Additions not creating a new unit	\$100.00
Home Occupation	\$70.00

Relocated Buildings surcharge	\$100.00
Demolition (if not part of a Development Permit)	\$60.00
Decks	\$70.00
Hot Tubs	\$60.00
Permit to Stay	\$100.00
Others as Determined by Development Authority	\$100.00

Non-Residential

Commercial/Industrial/Horticultural/Institutional Buildings – Base plus	\$200.00 + 10¢ / m ²
per square metre fee	\$0.15

Accessory Buildings / Additions (Less than 100 m ²)	\$100.00
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Demolition – Base fee plus (if not part of a Development Permit)	\$60.00
per square metre fee	\$0.05
Permit to Stay	\$300.00

Other (Including: Home Occupations, Decks, Driveways, Demolition, Signs, Hot Tubs, Relocated Buildings, Permit to Stay, Others as Determined by Development Authority)	\$65.00
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Signs

Free standing	\$150.00
Fascia, wall, window	\$75.00
Canopy, Projecting	\$80.00
Portable per month	\$50.00

USE OR WORK IN A ROAD ROW

Discretionary Use – MPC – additional fee above regular application fee	\$75.00
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Special MPC – additional fee above application and regular MPC Fee	\$150.00
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Utility installation	\$100.00
Boulevard Development approved uses	No charge
Boulevard Development discretionary uses	\$100.00
Driveways	\$100.00
Road widening	\$200.00
Encroachment Permit minor (Administrative Approval)	\$80.00
Encroachment Permit major (Council Approval)	\$200.00

WORK STARTED BEFORE PERMIT ISSUANCE SUBJECT TO DOUBLE PERMIT FEES**CONSTRUCTION DAMAGE DEPOSIT**

Residential	\$1,0200.00
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Commercial/Industrial/Horticultural	\$23,000.00
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~~Note: A construction damage deposit may be taken for development permits Issued for principal buildings, accessory buildings, additions, excavations and/or Demolition projects~~

Agreements

Service Agreement Simple – Base plus	\$500.00
Per lot fee	\$20.00
Service Agreement Complex – Base plus	\$1,000.00 plus the Town's Legal Fees
Per lot fee	\$20.00
Development Agreement Simple	\$300.00
Development Agreement Complex	\$600.00 plus the Town's Legal Fees
Subdivision & Development Appeal Fee	\$100.00

Boulevard Development Application Fee	\$65.00
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File Review (Environmental) Fee	\$75.00
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Safety Codes Permit Fees (Gas, Electric, Plumbing, Private Sewage, Building)

(to be presented at Second Reading)

PUBLIC SERVICES

CEMETERY

Plot	\$500.00
Cremation Plot	\$200.00
Columbarium Niche	\$850.00
Opening and Closing	\$500.00
Placing Urn	\$200.00
Columbarium Opening and Closing	\$200.00
Saturday Burial	\$340.00 (Additional)
Holiday Burial	\$340.00 (Additional)
After Hours Burial *	\$150.00 (Additional)
Children up to 6 years Opening and Closing	\$200.00
Setup of Tent	\$100.00

* After hours shall be any time after regular closing time for Public Services Department

Note: Graveliners are mandatory, and will be provided by the Town of Redcliff at cost as outlined in Cemetery Bylaw.

EQUIPMENT

Equipment for Custom Work	Rate per hour (Includes Operator)
Loader	\$100.00
Backhoe	\$100.00
Excavator	\$150.00
3 Ton Truck	\$90.00
Tandem Truck	\$120.00
Grader	\$135.00
Sweeper	\$100.00
Sewer truck	\$110.00
½ Ton truck	\$55.00
Sheep foot Packer	\$80.00
Riding Mowers	\$60.00
Custom Services	\$45.00 plus cost
Skid Steer Loader	\$95.00
Small Equipment (mowers, pumps, etc.)	\$60.00
Laborer	\$55.00

LANDFILL**General Fees**

Up to 250 kg's (550 lbs.)	\$8.00
Over 250 kg's	\$52.00 <u>62.00</u> / 1,000 kg's
Town of Redcliff & Cypress County *	\$26.00 <u>31.00</u> / 1,000 kg's
Waste requiring special handling	\$60.00 <u>70.00</u> / 1,000 kg's
Clean Concrete/Asphalt	\$21.00 / 1,000 kg's
Special Materials Disposal Fee **	At Cost
Clean Fill ***	No Charge

Minimum Flat Rates (apply during Power Outages)

Less than 1 (one) Ton vehicle	\$8.00(current minimum)
1 Ton vehicle	\$60.00 <u>70.00</u>
Over 1 Ton vehicle	\$70.00 <u>80.00</u>

Contract Haulers

Semi-Trailers	\$500.00 <u>600.00</u>
Front End Dumps	\$200.00 <u>300.00</u>
Roll off Containers	\$100.00 <u>200.00</u>

Other Rates

Surcharge for inadequately restrained loads	\$20.00
Refrigeration and Air Conditioning Equipment without confirmation of ozone depleting substances removed	\$50.00 per unit

* Garbage hauled on behalf of Cypress County will be charged at the rate for Cypress County, conditional to the bins being easily identifiable as Cypress County bins with their location. Billing for tonnage will be billed directly to Cypress County and not through the carrier.

** Based on approved equipment and manpower rates and any costs of materials and/or parts required to provide the extra handling, treatment or burial of wastes of an extraordinary nature.

*** Clean fill material must be suitable for cover material at the Landfill and will be accepted at the discretion of the Landfill Operator. The material must be free of concrete, asphalt, organics, liquids, hydrocarbons, or any hazardous material identified in the *Alberta Waste Control Regulation*.

WATER AND SEWER SERVICE INSTALLATIONS**BASE RATES****Water Service Only**

	1"	1½"	2"
Material Costs	\$1,300.00	\$1925.00	\$2550.00
Labour	<u>\$2,100.00</u>	<u>\$2,100.00</u>	<u>\$2,100.00</u>
TOTAL	\$3,400.00	\$4,025.00	\$4,650.00

4 Inch Sanitary Service Only

	4"
Material Costs	\$450.00
Labour	<u>\$2,100.00</u>
TOTAL	\$2,550.00

Water and 4 Inch Sanitary Service Installed Simultaneously

	1"	1½"	2"
Material Costs	\$1,600.00	\$2,250.00	\$2,900.00
Labour	<u>\$2,500.00</u>	<u>\$2,500.00</u>	<u>\$2,500.00</u>
TOTAL	\$4,100.00	\$4,750.00	\$5,400.00

Oversized Water and Sewer Services

Material and Labour costs for water and sewer service installations exceeding the sizes stipulated herein (whereas such service has been approved by Council) shall be based on actual costs plus 10%

Storm Sewer Service

The fee for the installation of any storm sewer service will be established at the time of request and determined by the Public Services Department.

Residential/Commercial

Other costs; such as asphalt replacement, concrete replacement, or day lighting services to be determined at the time of request by the Public Services Department.

Subdivisions/ Developments

The Public Services Department will install up to a maximum of 2 contiguous sets of services extensions (2 contiguous parcels).

Installation of service extensions exceeding the allowable maximum or for water/sewer main extensions for any subdivision or development shall be the responsibility of the developer/property owner. All work must be completed by a contractor who specializes in this type of work in accordance with the Town's Design Guidelines and Construction Standards. It will be the responsibility of the property owner / developer to hire a contractor to service the property to the Town's standards. The Town will inspect and sign off on installations. All field testing shall be submitted to the Town's Engineering Department for review and acceptance that the work meets the Town's Design Guidelines and Engineering Standards.

*** NOTE**

1. Rates are for installation of services during normal construction season. Costs for installing services during winter conditions will be established at the time of request and determined by the Public Services Department.

SANITARY SEWER CONNECTION FEE

An additional sanitary sewer connection fee is to be charged to the following properties for installation of sanitary sewer main on a portion of 4th Street NE. No local improvement bylaw was undertaken as a result of property owners not wanting the cost allocated to their property taxes as a local improvement tax.

• Lot 44, Block 107, Plan 8210827	\$2,941.04
• Lot 45, Block 107, Plan 8210827	\$2,789.44
• Lot 41, Block 108, Plan 8210827	\$2,248.68
• Lots 17-20, Block 108, Plan 1117V	\$3,032.00
• Lots 11-16, Block 108, Plan 1117V	\$4,548.00

FIRE DEPARTMENT

Inspection Services

Regular Program Inspections (Original and Follow-up) (Scheduled per QMP)	No Charge
Non-Regular Program Inspections (Original and Follow-up) (Daycares occupancy, loans, etc.)	\$30.00
Third and subsequent Inspections (When required by Inspector)	\$50.00 <u>100.00</u>

Cypress County

As per current fire agreement between Town of Redcliff and Cypress County

Equipment and Material Fees

Pumper Unit (includes 3 men)	\$610.00/ hour*
Rescue Unit (includes 2 men)	\$610.00/ hour*
Prairie Fire Truck (4x4 Ton with 2 men)	\$610.00/ hour*
Firefighters	At Cost*
Materials Used	Replacement Cost
Special Equipment	Cost plus 10%
Administration Fee	\$25.00

Documentation Requests

Fire reports	\$25.00 each
Photographs	\$10.00 per print
Inspection report	\$25.00 each

**BYLAW NO. 1836/2016
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

A Bylaw of The Town of Redcliff in the Province of Alberta to establish a schedule of records retention and disposition.

WHEREAS pursuant to the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, a Council may pass a bylaw respecting the destruction of records and documents of the municipality.

**NOW THEREFORE THE MUNICIPAL CORPORATION OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED ENACTS AS FOLLOWS:**

TITLE

1. This Bylaw shall be known as the "Records Retention Bylaw".

INTERPRETATION

2. In this Bylaw:
 - a) "Disposition" means the disposal of records via destruction or transfer of records of enduring value to an archival centre.
 - b) "Municipal Manager" means a person appointed by Council as Chief Administrative Officer and known as municipal Manager.
 - c) "Record" means a record as defined in the Freedom of Information Protection of Privacy Act RSA 2000 C F-25 and amendments thereto.
 - d) "Records Retention Schedule" means the schedule that identifies the timeframe records must be retained before reaching final disposition and is set forth in Schedule "A" attached to and forming part of this Bylaw.
 - e) "Town" means the Town of Redcliff.
 - f) "Transitory Record" means a record which is only for the short-term, of immediate, or no value to the Town and will not be needed again in the future.

RECORD RETENTION AND DISPOSITION

3. Records shall be retained for the minimum retention periods identified in the Records Retention Schedule.
4. Records may be destroyed once the minimum retention period identified in the Records Retention Schedule has expired.
5. Transitory Records may be destroyed once they have served their purpose and no longer have value to the Town.

7. The Municipal Manager shall:
 - a) authorize procedures for the retention and destruction of records, and
 - b) maintain documentation of records that have been destroyed.
8. The Municipal Manager shall have the discretion to retain records longer than the period provided in this Bylaw and shall do so where the Municipal Manager deems it appropriate.
9. Should an individual's personal information be used by the Town to make a decision that directly affects the individual, the Town must retain the personal information for at least one year after using it so that the individual has a reasonable opportunity to obtain access to it.

SCHEDULE

10. Schedule A – Records Retention Schedule forms part of this bylaw.

SEVERABILITY

11. Should any provision of this Bylaw be invalid, then such invalid provision shall be severed and the remaining Bylaw shall be maintained.

EFFECTIVE DATE

12. This Bylaw shall come into force on the date of its third and final reading.

Read a first time this 14th day of November, 2016.

Read a second time this _____ day of _____ 2016.

Read a third time this _____ day of _____ 2016.

Signed and Passed this _____ day of _____ 2016.

MAYOR

MANAGER OF LEGISLATIVE
& LAND SERVICES

SCHEDULE "A"

RECORDS RETENTION SCHEDULE

Subject	Description	Retention Period (Years)
Accountants	Working Papers	7
Accounts	Paid (summary sheet)	7
	Payable vouchers	7
	Receivable Duplicate Invoices	7
Administration	Reports (not part of minutes)	7
	As Per Legislation	7
Advertising	General	2
	As Per Legislation	7
Agendas	Part of Minutes	P
Agreements	General	P
	Development	P
	Major Legal	P
	Minor Legal	P
Annexations	Correspondence	7
	Final Order	P
Annual Reports		5-7
Annual Reports	Local Boards	5-7
Applications	Site Plan approval	P
	Subdivision (after final approval)	P
	Part-time Employees (after end of employment)	1
Appointments	Other Than Those in Minutes	3
Assessment	Rolls	P
	Assessment Review Board (ARB) Minutes	P
	ARB Work File	5

Subject	Description	Retention Period (Years)
	Appeals	P
	ARB Records	7
	Duplicate roll	7
	Review Court Records	7
Assessment Appeal	Board File	5
Assets		20 S/O
	Records of Surplus	5
	Temporary Files	2
Bank	Deposit Books	7
	Deposit Slips	7
	Memos (Credit/Debit)	7
	Reconciliations	2
	Statements	7
Boards	Minutes	P
	Authority & Structure	P
	Correspondence	5
Briefings/Reports	To Council	7
Budgets	Operating (in minutes)	P
	Capital (in minutes)	P
	Working Papers	3
Bylaws	All	P
Cash	Receipts Journal	7
	Disbursements Journal	7
	Duplicate Receipts	7
Certificates	Of Title	P
Census	Reports	12
Cheques	Cancelled (paid)	7
	Register	7
	Stubs	7
Claims	Notice of	12 S/O

Subject	Description	Retention Period (Years)
	Statements of	12 S/O
Committee	Minutes	P
Compensation	Records	10
Computer Cards		1
Contracts	Files (completion of)	P
	Forms	P
	Major Legal	P
	Minor Legal	P
Council	Minutes	P
Court Cases		12 S/O
Destroyed Records Index		P
Documents	Not Part of Bylaws	12 S/O
	Agreements Major Legal	12 S/O
	Agreements Minor Legal	12 S/O
	Contracts Legal	12 S/O
	Easements	12 S/O P
	Leases (after expiration)	12 S/O
	Notices of Change of land Titles	12 S/O P
Elections	Nomination Papers	Sec 28(4) Local Authorities Election Act
	Ballot Box Contents	Sec 101 Local Authorities Election Act
Engineering	Drawings	P
Employee Benefits	A.H.C., Blue Cross, Dental, etc.	5
	W.C.B. Claims	4-5
Employees	Job applications (hired)	3
	Job Application (not hired)	1

Subject	Description	Retention Period (Years)
	Job Descriptions	3 (after position abolished)
	Oaths of Office	1 (after position vacated)
	Personnel File	1 (after cessation of employment or 6 years after dismissal)
Financial Statements	Interim	10
	Working Papers	3
	Final	12
Franchises		P
Income Tax	Deductions	5-7
	TD1	1
	T4	5-7
	T4 Summaries	5-7
Inquiries	From the Public	3
Insurance	Claims	12 (after settled)
	Records (after expiration)	12
Land	Appraisals	1 (after sold)
Leases	After Expiration	7 S/O
Legal	Opinions	P
	Proceedings	12 S/O
Legislation	Acts (after superseded)	1
Licenses	Applications	3
	Business (after expired)	5
	Literature	2
Local Improvements	Records	P

Subject	Description	Retention Period (Years)
Maps	Base (original)	P
	Contour	P
Maintenance Reports		12
Minutes	Council	P
	Boards	P
	Committees	P
Monthly Reports	Road	5-7
Municipal Affairs	Annual Reports	5
Organization	Structure & Records	2-5 S/O
Payroll	Garnishees	3 (after garnish is removed)
	Individual Earning Records	6
	Journal	6
	Time Cards	4-6
	Time Sheets - Daily	5
	- Overtime	5
	- Weekly	5
	Employment Insurance Records	5 (after cessation of employment)
Permits	Development	P
Petitions		10
Plans	Official	P
	Amendments	P
	Subdivision	P
Policy	After Superseded	5
Progress Reports	Project	5-7
	Under Contract (Final payment)	7-10 S/O
Property Files		Until sold +10

Subject	Description	Retention Period (Years)
Prosecution	All	12 S/O
Publications	Local Reports	3
Purchase	Land	Until Sold +12
Receipts	Books	7
	Duplicate Cash	7
	Registration	7
Receptions & Special Events (non-historic)		3
Reports	Accident	12 S/O
	Accident Statistics	12 S/O
	Field	12 S/O
Requisitions	Copies	2
	Duplicate	7
	Paid	7
Resolutions	Minutes	P
Subdivision	After Final Approval	P
Street	Sign Inventory Register	P
Tax	Rolls	P
Tax Recovery	Records	P
Taxes	Arrears	7
	Final Billing	12
	Municipal Credits	7
	Receipts	7
	Rolls	P
	Sale Deeds	P
Termination	Employees	P
Tenders	Files	12

Subject	Description	Retention Period (Years)
	Successful	P
	Purchase Quotations	12
	Unsuccessful	10
Traffic	Streets	7
Training and Development Files		5
Trial Balances	Monthly	3
	Year End	7
Vendors	Acknowledgments To	2
	Contracts	12
	Suppliers Files	12
Vouchers	Duplicate	7
Writs		12
Weed Control Reports	Until updated	1
Zoning	Bylaws	P
	Bylaw Enforcement	P

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: November 28, 2016

PROPOSED BY: Director of Administration and Finance

TOPIC: Bylaw 1837/2016, Temporary Borrowing Bylaw 2017

PROPOSAL: To consider Bylaw 1837/2016, Temporary Borrowing Bylaw 2017 for first reading

BACKGROUND:

The Temporary Borrowing Bylaw is reviewed and renewed on an annual basis (this essential serves as a typical operating line of credit). This Bylaw allows for the municipality to borrow monies on a revolving bases throughout the year a sum or sums not exceeding One Million (1,000,000.00) Dollars at any one time to meet operating expenditures and a maximum amount at one time the amount of Twenty Five Thousand (\$25,000.00) Dollars for credit card expenditures. Over the past year there have been some instances where the maximum amount of \$25,000.00 (ie. bookings for AUMA and other conventions etc...) for credit card expenditures has been insufficient and thus Administration is recommending this amount be adjusted to Thirty Five Thousand (\$35,000.00).

POLICY / LEGISLATION:

Excerpt from Municipal Government Act

Operating expenditures

256(1) This section applies to a borrowing made for the purpose of financing operating expenditures.

(2) The amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made.

(3) A borrowing bylaw that authorizes the borrowing does not have to be advertised if the term of the borrowing does not exceed 3 years.

1994 cM-26.1 s256

STRATEGIC PRIORITIES:

Bylaw review is not currently ranked in the Municipality's Strategic Priorities. However, it is an important practice to ensure all policy is consistent and current to relevant federal and provincial government legislation and related regulations, as well as other related Town policy.

ATTACHMENTS:

Bylaw 1837/2016), Temporary Borrowing Bylaw 2017

OPTIONS:

1. To give Bylaw 1837/2016), Temporary Borrowing Bylaw 2017


RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved that Bylaw 1837/2016), Temporary Borrowing Bylaw 2017 be given first reading.

SUBMITTED BY:



Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD. 2016.

BYLAW NO. ~~1819/2015~~1837/2016
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA

A BYLAW OF THE TOWN OF REDCLIFF TO PROVIDE FOR THE BORROWING OF FUNDS UNDER THE MUNICIPAL GOVERNMENT ACT.

This Bylaw shall be known as the "Temporary Borrowing Bylaw ~~2016~~2017."

WHEREAS the amount of taxes estimated to be raised for the fiscal year commencing on January 1, ~~2016-2017~~ by the Town of Redcliff (hereinafter called the "Municipality") for all purposes is the sum of ~~Seven Million Six Thousand Four Hundred Fifty One~~ Seven Million Seven Hundred Eighty Five thousand Three Hundred Ninety (~~7,006,451.00~~7,785,390) Dollars;

AND WHEREAS the Council of the Municipality deems it necessary to borrow from time to time on a revolving basis during the year ~~2016-2017~~ sum or sums not exceeding the maximum principal amount of One Million Dollars (\$1,000,000.00) at any one time to meet the operating expenditures and sum or sums not exceeding the maximum principal amount of ~~Twenty-Thirty~~ Five Thousand Dollars (~~\$25,000.00~~35,000.00) at any one time to meet the credit card expenditures of the Municipality incurred during the year ~~2016~~2017;

AND WHEREAS after borrowing during the said year of the amount hereby authorized to be borrowed, the amount to be borrowed, together with the unpaid principal or other borrowings made for the purpose of financing operating expenditures, will not exceed the amount estimated to be raised in taxes as aforesaid during the said year;

AND WHEREAS the borrowing hereby authorized will not cause the Municipality to exceed its debt limit.

NOW THEREFORE THE MUNICIPAL CORPORATION OF REDCLIFF, IN COUNCIL ASSEMBLED, ENACTS AS FOLLOWS:

1. That the Council of the Municipality do borrow from time to time on a revolving basis during the year 2016 from ATB Financial (the "Bank"), a sum or sums not exceeding the maximum principal amount of One million Dollars (\$1,000,000.00) at any one time which the Council deems necessary to expend to meet the operating expenditures and a sum or sums not exceeding the maximum principal amount of ~~Twenty-Thirty~~ Five thousand Dollars (~~\$25,000.00~~35,000.00) at any one time which the Council deems necessary to expend to meet the credit card expenditures of the Municipality for other than school purposes incurred during the said year until such time as the taxes levied or to be levied therefor can be collected, and to pay or agree to pay interest on the sum so borrowed either in advance or at maturity, and in either case after maturity, at such rate as may be agreed upon from time to time between the Council and the Bank.
2. That the sum or sums so borrowed may be evidenced and secured by a form of debt/security instrument executed by the Mayor and Director of Finance and Administration on behalf of the Municipality and the said Mayor and Director of Finance and Administration are hereby authorized and empowered to execute and give such form of debt/security instrument on behalf of the Municipality as may be required by the Bank and to determine and upon from time to time the rate of interest applicable to the amount of the sums borrowed hereunder remaining from time to time outstanding.

3. That the Council of the Municipality do hereby pledge to the said Bank as security for payment of the money borrowed hereunder, and interest, thereon, the whole of the unpaid taxes and penalties on taxes assessed and /or raised by the Municipality in years prior to the said year together with penalties thereon, and the whole of the taxes assessed or to be assessed and/or raised to be raised for the said year and penalties thereon, and the Municipality shall deposit in a special account with the said Bank all of the said taxes, penalties and other designated revenues as collected, as collateral security for the money to be borrowed hereunder and interest thereon and the same shall be applied as far as necessary in payment of moneys borrowed hereunder and interest thereon, but the said Bank shall not be restricted to the said taxes, penalties and other designated revenues for the payment of the money borrowed as aforesaid or be bound to wait for repayment of such money and interest until such taxes, penalties and other designated revenues can be collected, or be required to see that the said taxes, penalties and other designated revenues are deposited as aforesaid.
4. That nothing herein contained shall waive, prejudicially affect or exclude any right, power benefit or security by statute, common law or otherwise given to or implied in favour of the said Bank.
5. Bylaw No. 1~~796/2014~~ 1819/2015 is hereby repealed upon Bylaw ~~1819/2015~~ 1837/2016 coming in effect on January 1, ~~2016~~ 2017.

Read a first time this _____ day of _____, 2016.

Read a second time this _____ day of _____, 2016

Read a third time this _____ day of _____, 2016

SIGNED AND PASSED THIS _____ DAY OF _____, 2016.

Mayor

Manager of Legislative and Land Services

TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: November 28, 2016

PROPOSED BY: Director of Planning & Engineering

TOPIC: Safety Codes Services Contract

PROPOSAL: Authorize Administration to enter negotiations for a contract with Park Enterprises Ltd. to provide Safety Codes Services to the Town for 2017, 2018 & 2019

BACKGROUND:

The Town adopted a new Safety Codes – Quality Management Plan on October 11, 2016. The Town's current contract for Safety Codes services from an accredited agency expired on December 31, 2015 and has been extended to December 31, 2016.

The Town issued an RFP for Safety Codes Services on November 3, 2016 which closed on November 22, 2016. Two proposals were received:

- Park Enterprises Ltd, and
- Superior Safety Codes Inc.

A selection committee consisting of three members of the Planning & Engineering Department Staff independently reviewed each proposal and scored each proposal on a scoring matrix. The scores were then combined and tabulated. Scores are out of 100

- Park Enterprises Ltd,..... 80.4
- Superior Safety Codes Inc..... 74.4

The selection committee felt that:

- either proponent could perform the work outlined in the RFP,
- either proponent deliver first-rate services to the Town, but
- neither proposal was 100% responsive to the RFP and
- neither proposal was in a form that can be used as a contract.

The RFP allows for the Town to enter into negotiations with any proponent that it decides to for the purposes of entering into a contract.

As Safety Code services are delivered on an as needed basis it is very difficult to make a decision based on the compensation portion of the proposals received. Analysis of the proposed fees using the number and value of permits issued in 2015 showed insignificant difference in the proposed fees. The RFP required the proponent to tell the Town what the

Town would be charged for the services provided. The Town would determine what fees it would add to the proponent's fees. Superior Safety Codes Inc. was not compliant with the RFP in that they calculated fees and then suggested that 30% of these fees would be the Town's portion. This method does not allow the Town to adjust fees to meet its objectives. (i.e. Reduce the Town's share of fees for small projects to offset the high minimum fee of the Safety Codes agencies to meet their minimum cost recovery for each permit to provide a more balanced fee structure.)

The selection committee identified two key points that they felt tipped the selection in favour of Park Enterprises Ltd.:

1. The tone of the Park Enterprises Ltd. proposal was much more focused on working with the Town. Examples are that Park Enterprises Ltd. stated that they are working for the Town, that communication between them and the Town was critical and that they were looking to build a partnership with the Town. The Superior Safety codes Inc. proposal took a tone that they would articulate industry requirements and would deliver the services to the Town and the Town will do the work they outlined to receive these services.
2. The Town's current contract is with Park Enterprises Ltd. and the transition to a new contract with them would create substantially less work for the Town in the next few months.

POLICY/LEGISLATION:

Excerpt from Safety Codes Act

Accredited municipalities

26(1) On the application of a local authority, the Minister may, by order,

(a) designate a municipality as an accredited municipality authorized to administer all or part of this Act with respect to any or all things, processes or activities to which this Act applies within the boundaries of the municipality, or

STRATEGIC PRIORITIES:

Accreditation in the building discipline was identified as one of the items to be completed under the operational strategies for the Chief Administrative Officer & Staff in the Strategic Priorities Plan 2015-2017.

OPTIONS:

1. That Council authorize Administration to enter negotiations for a contract with Park Enterprises Ltd. to provide Safety Codes Services to the Town for 2017, 2018 & 2019.

RECOMMENDATION:

Option 1.

SUGGESTED MOTION(S):

1. Councillor _____ moved that Council authorize Administration to enter negotiations for a contract with Park Enterprises Ltd. to provide Safety Codes Services to the Town for 2017, 2018 & 2019.

SUBMITTED BY:



Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF _____ AD. 2016.

TOWN OF REDCLIFF REQUEST FOR DECISION

DATE: November 28, 2016

PROPOSED BY: Director of Finance and Administration

TOPIC: 2017 Operating & Capital Budget

PROPOSAL: To Approve the 2017 Interim Operating & Capital Budgets

BACKGROUND:

The 2017 preliminary Operating and Capital budgets have been revised as per the discussions with Council which took place at the Special Council Meetings November 2 and November 5, 2016.

Administration requires an authorized budget for continued operation and this authorized budget comes in the form of the interim budget. Preliminary/Interim approval allows the Town's administration and operations to proceed until the budget receives final approval.

If preliminary approval is not granted, administration is requesting Council to approve an Interim Operating Budget equivalent to not more than 15% of the 2016 operating budget for operations until the 2017 budget receives approval in 2017.

During the budget deliberations, (November 2nd and 5th) a previous motion of council that referred review of a Citizen's On Patrol (COP) funding request from a previous 2016 meeting was overlooked. Administration is making council aware of this. Given that this request is not considered in this preliminary budget, it is recommended that funding be considered from the newly-established Council Initiatives Community Support Fund if Council so desires.

POLICY/LEGISLATION: MGA 242 & 245

Adoption of operating budget 242

- (1) Each council must adopt an operating budget for each calendar year.
- (2) A council may adopt an interim operating budget for part of a calendar year.
- (3) An interim operating budget for a part of a calendar year ceases to have any effect when the operating budget for that calendar year is adopted.

Adoption of capital budget 245

Each council must adopt a capital budget for each calendar year.

ATTACHMENTS:

2017 Summary of Operating Budget Changes
2017 Budget Presentation Slideshow
2017 Operating and Capital Budgets
Virtual City Hall

OPTIONS:

1. Council receive the 2017 budgets for information and grant preliminary approval to 2017 Interim Operating and Capital budgets.
2. Council receive the 2017 budgets for information and approve an interim Operating Budget equivalent to not more than 15% of the 2016 Operating Budget.

RECOMMENDATION:

That Council considers Option 1.

MOTION:

1. Councillor _____ moved the 2017 Operating and Capital Budgets Presentation be received for information. Further that the 2017 Interim Operating and Capital Budgets be approved.
2. Councillor _____ moved the 2017 Operating and Capital Budgets Presentation be received for information. Further to approve an interim operating budget equivalent to not more than 15% of the 2016 operating budget.

SUBMITTED BY: _____

Department Head

Municipal Manager

APPROVED/REJECTED BY COUNCIL THIS ____ DAY OF _____, 2016.

TOWN OF REDCLIFF

2017 Budget

FOR PRELIMINARY APPROVAL



TOWN OF REDCLIFF

2017 Budget



Preliminary Status

It is important to note that the budget presented this evening is for information and preliminary approval, as certain financial points cannot be finalized until relevant assessment and grant information is finalized and received from the assessor and provincial government.

A final presentation of this budget will occur after such information is finalized. This preliminary approval allows the Town to proceed until the budget can be given final approval.

TOWN OF REDCLIFF

2017 Budget



Overview/ Recap

All additional changes as discussed in the Council Budget Sessions presented on November 2nd and November 5th have been included in this budget.

The Total 2017 Budget is \$21,191,764

Operating budget - \$17,211,764 (including amortization \$3,312,537)

- Property Tax Revenue (municipal portion) increase of 2.25%*
- Debenture Decrease of \$118,824*
- Decrease of \$74,793 transfer from reserve to fund library operation*
- Planning Consultant fee decrease of \$42,000*

Capital budget - \$ 3,980,000

- IT Upgrades (Questica Budget Software & Virtual City Hall): \$81,000*
- Infrastructure Engineering Services (Road, Storm, Land Development): \$3,105,000*
- Community Services (Equipment, Community Projects) Rec-Tangle Rehab, etc.) \$537,000*
- Public Works Services (Replacement of equipment) \$257,000*

TOWN OF REDCLIFF

2017 Budget



TOWN OF REDCLIFF

2017 BUDGET

	2017 BUDGET INCLUDING AMORTIZATION	2017 BUDGET EXCLUDING AMORTIZATION	2017 BUDGET AMORTIZATION
Finance	(4,351,017)	(4,407,826)	56,809
Police	731,600	664,459	67,141
Fire	412,288	381,826	30,462
Bylaw	96,316	91,252	5,064
Community Services	1,392,447	1,249,345	143,102
Public Works Services	4,655,037	1,662,906	2,992,131
Land & Legislative Services	363,108	345,281	17,828
Engineering	12,758	12,758	-
Total Town of Redcliff	3,312,537	-	3,312,537

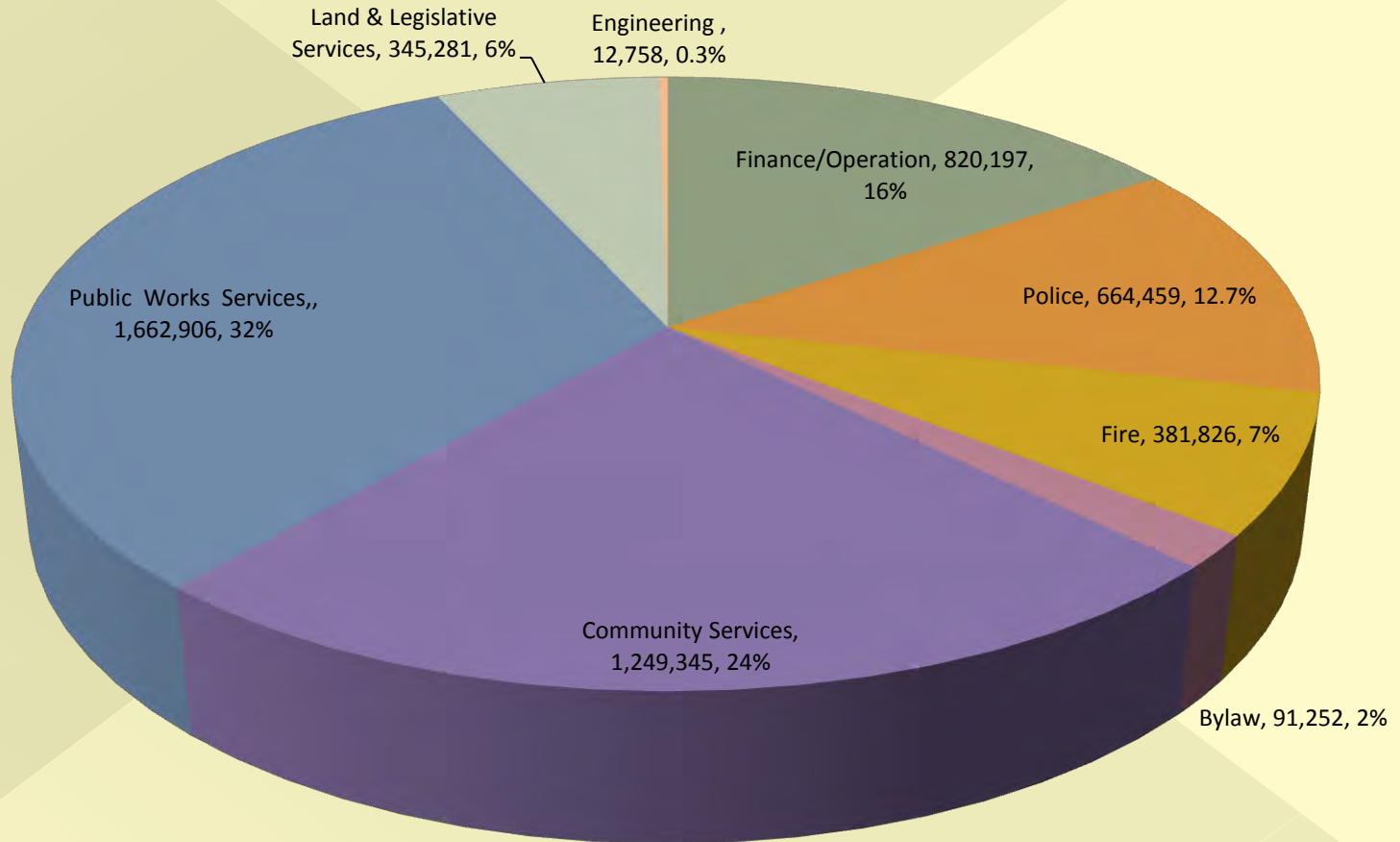
\$3,312,537 is the total amount of the unfunded amortization

TOWN OF REDCLIFF

20107 Budget

PROPERTY TAX

Where does the tax dollar go? - \$5,228,023



TOWN OF REDCLIFF

2017 Budget



PROPERTY TAX – CONT’N

- *This budget contains a total increase of 2.25% in the municipal component of the tax rate.*
 - *1.00% relates to operational inflationary costs*
 - *1.25% relates to increased operating expenses*

- *For a residential home with an assessment value of \$300,000 in Redcliff, this increase is **estimated** to result in \$36 (municipal rate only)*

*[Tax Increase \$36=\$300,000 * (5.3497-5.2320)/1,000]*

- *This increase is separate from any change in the tax rate as a result of changes in the provincial school tax requisition or changes in the market assessed value of property.*

TOWN OF REDCLIFF

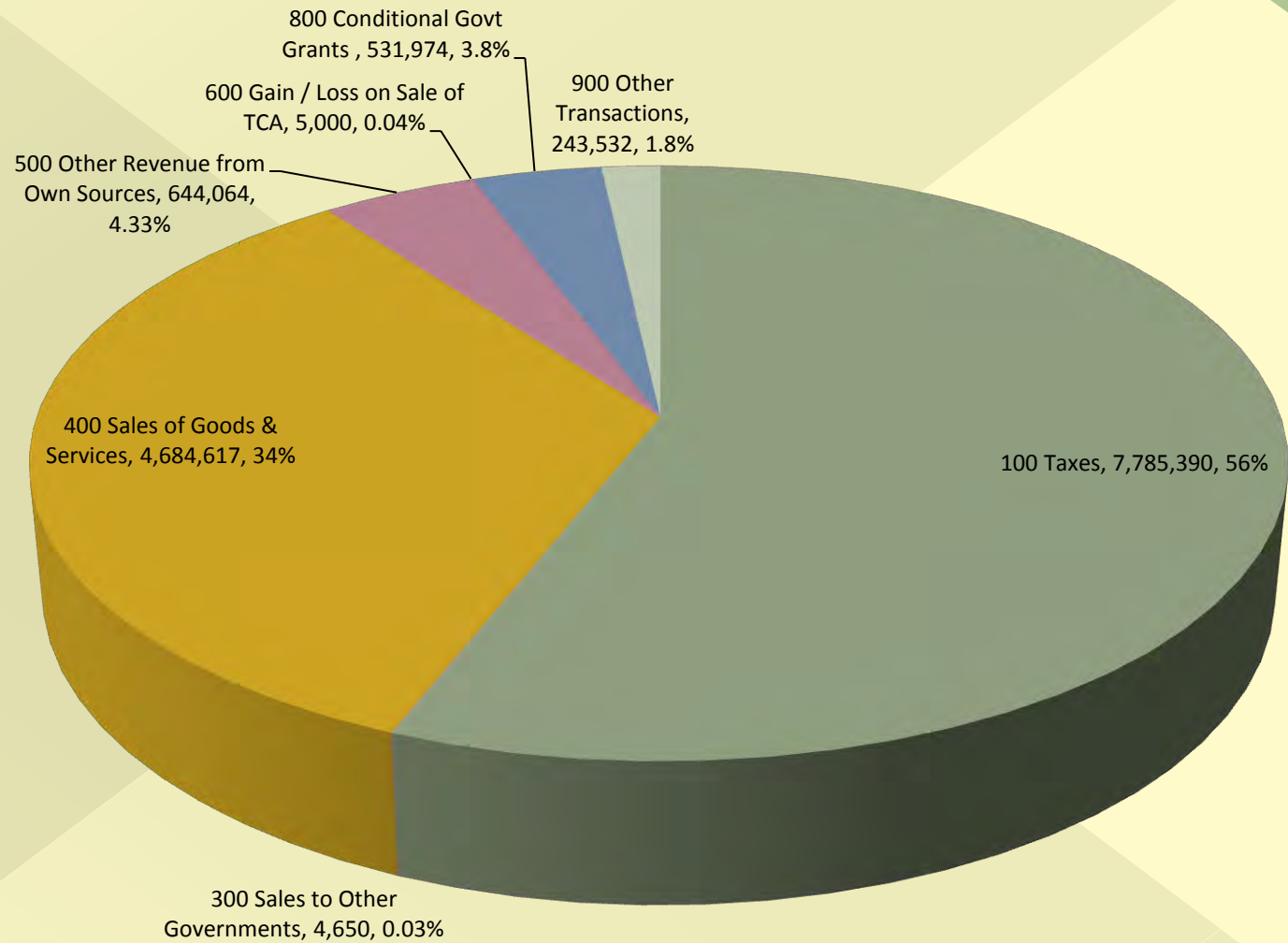
2017 Budget

ACCOUNT NUMBERS AND LINE DETAILS	2015 ACTUALS	2015 APPROVED BUDGET	2016 ACTUALS TO DATE	2016 APPROVED BUDGET	2017 PROPOSED BUDGET
100 Taxes	(7,021,601)	(7,496,701)	(7,247,320)	(7,667,799)	(7,785,390)
300 Sales to Other Governments	(3,195)	(11,000)	(3,200)	(8,150)	(4,650)
400 Sales of Goods & Services	(4,820,628)	(4,227,504)	(4,001,048)	(4,587,006)	(4,684,617)
500 Other Revenue from Own Sources	(507,889)	(421,200)	(400,793)	(647,143)	(644,064)
600 Gain / Loss on Sale of TCA	9,377	0	(20,674)	(25,000)	(5,000)
700 Unconditional Grants from Other Governments	(9,623)	0	(5,401)	0	-
800 Conditional Grants from Other Governments	(543,715)	(2,115,754)	(554,507)	(546,284)	(531,974)
900 Other Transactions	(382,382)	(3,140,145)	(0)	(564,798)	(243,532)
TOTAL REVENUE	(13,279,656)	(17,412,304)	(12,232,943)	(14,064,180)	(13,899,227)
100 Salaries, Wages & Benefits	3,311,438	3,547,179	3,087,514	3,689,083	3,914,399
200 Contracted & General Services	1,648,330	1,809,957	1,117,189	1,882,942	1,918,156
300 Purchses from Other Governments	1,515,552	1,741,267	1,357,591	1,738,667	1,704,370
500 Materials, Goods, Supplies and Utilities	943,423	1,153,875	704,290	1,237,172	1,155,327
600 Amortization of TCA	2,825,764	2,660,000	666	3,077,355	3,312,537
700 Transfer Payments	5,568,856	8,640,858	4,428,453	5,134,898	4,451,917
800 Financial Services Charges	283,138	208,268	148,854	348,218	739,652
900 Other Transactions	8,919	13,900	5,902	15,200	15,406
TOTAL EXPENSE	16,105,420	19,775,304	10,850,459	17,123,535	17,211,764
Total Town of Redcliff	2,825,764	2,363,000	(1,382,484)	3,077,355	3,312,537



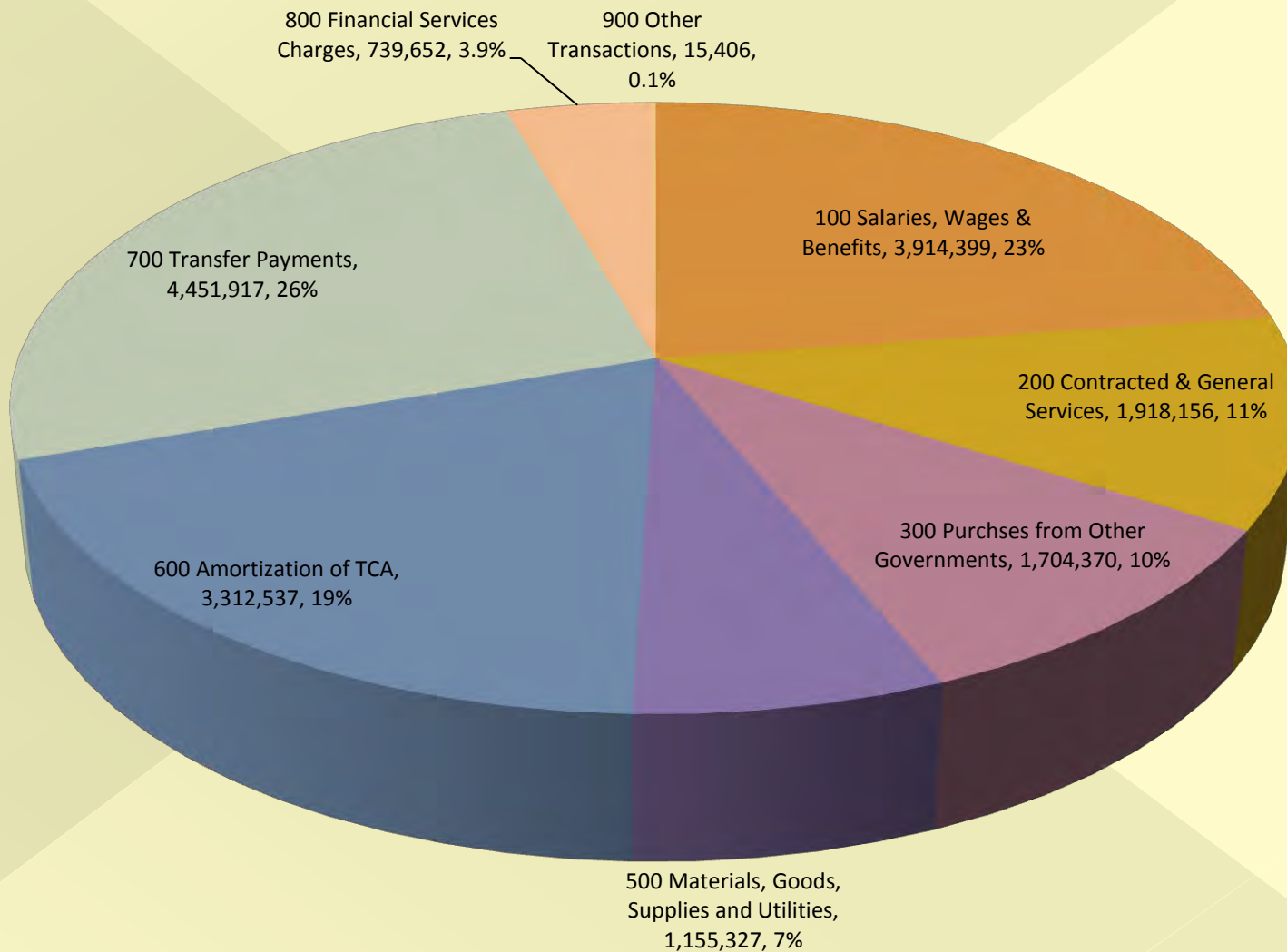
TOWN OF REDCLIFF

2017 Budget – Revenue



TOWN OF REDCLIFF

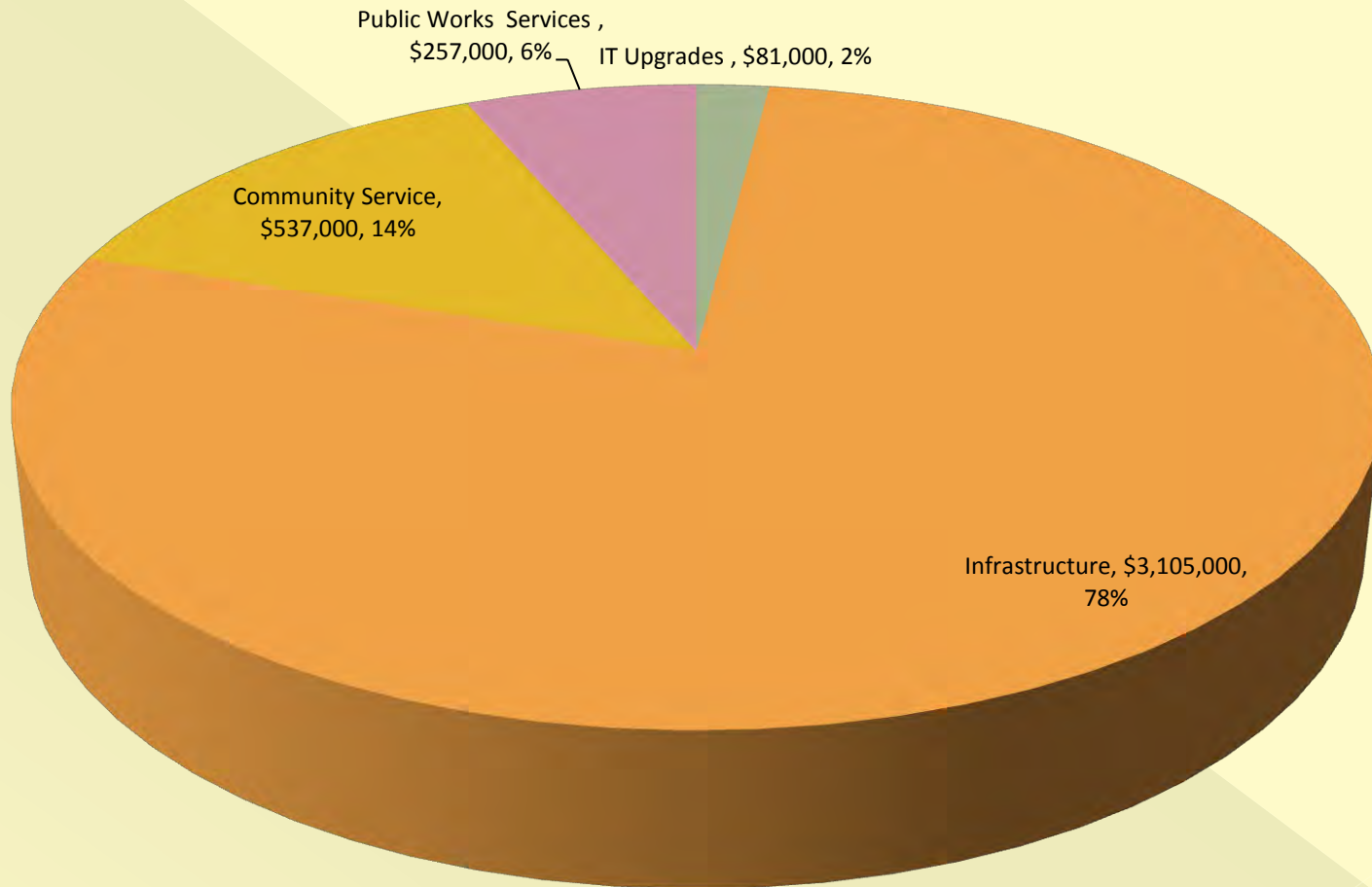
2017 Budget - Expenditure



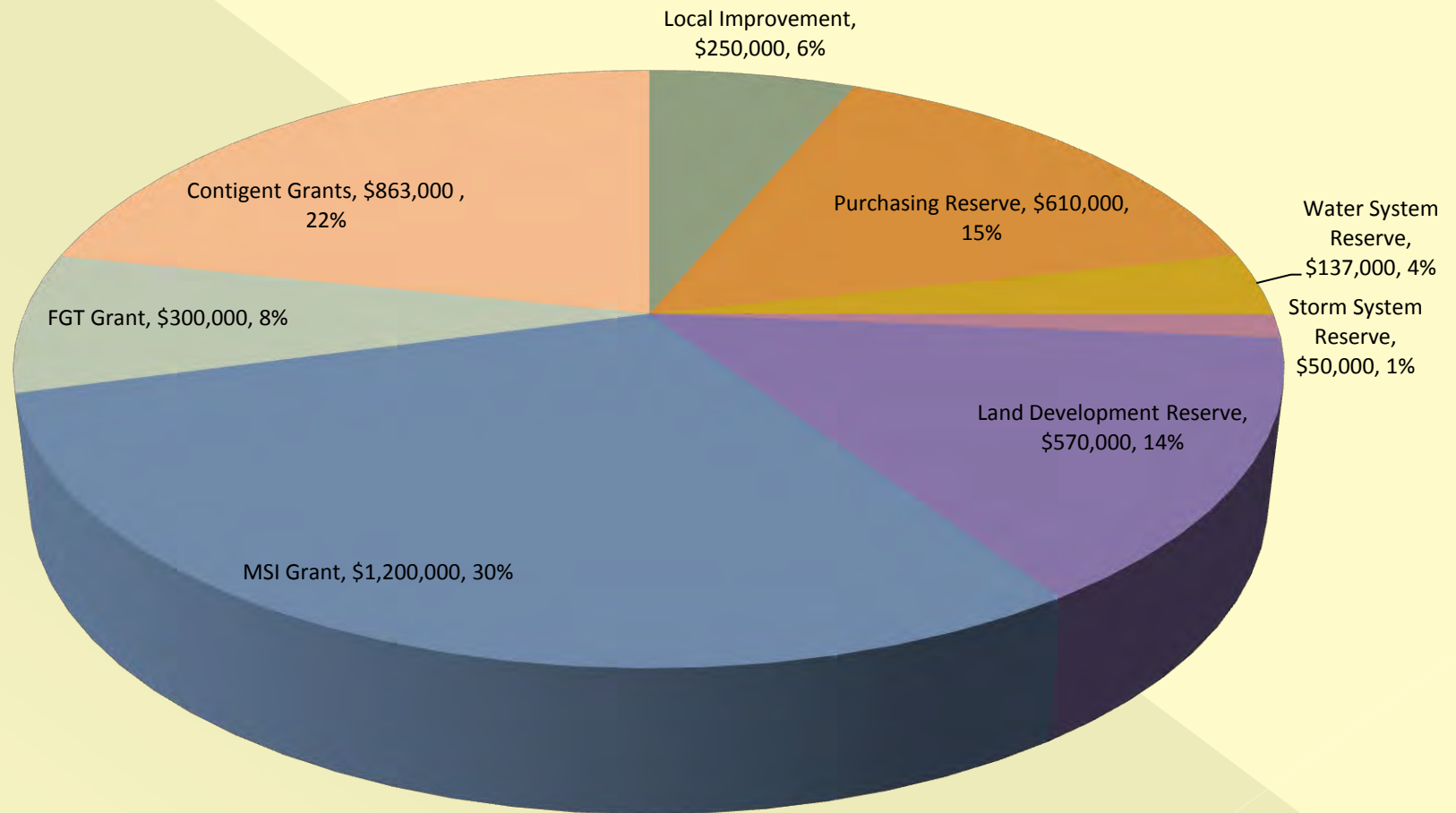
2017 CAPITAL BUDGET

2017 Capital Project Summary			Costs
Administration			
IT Upgrade		Questica Budget Software	38,000.00
IT Upgrade		Virtual City Hall Payment & Inquiry Software	43,000.00
Total			81,000.00
Infrastructure Engineering Services			
Water	W18	River Valley Potable Water Distribution	350,000.00
Storm	D45	702 Main Street Drainage Improvements	50,000.00
Road	R45	Riverview Phase 1 Road Rehabilitation Project	450,000.00
Storm	D6	Dirkson Industrial Storm Pond Expansion	100,000.00
Storm	D43	Westside slope failure	100,000.00
Storm	D40	Outfall 5FFAB Coulee Restoration (golf course)	400,000.00
Storm	D41	Outfall 45599 Coulee restoration	250,000.00
Sanitary	S21	Annual Inflow and Infiltration Remediation Program	200,000.00
Development	R18	Farwest 5th Street Development Cost Sharing	420,000.00
Development	L6	Eastside Detailed Design Phase II	150,000.00
Road	R23	4 St NW (000, 100 & 200blk) Final Lift (2004)	296,000.00
Road	R22	3 St NW (000, 100, 200 & 300blk) Final Lift (2005)	339,000.00
Total			3,105,000.00
Community & Protective Services			
Community Services			
Parks	171	Mower Replacement (Replaces unit #106)	17,000.00
Parks	172	Mower Replacement (Replaces unit #111)	17,000.00
Facilities	B2	Rec-Tangle Rehab Phase I	180,000.00
Parks	P8	Splash Park Rehab (Joint Community Project)	100,000.00
Facilities	B12	Library Rehab Phase I	30,000.00
Parks	P11	Lions Park Irrigation Repairs & Pump Abandonment	9,000.00
Facilities	B14	Senior's Drop in Centre Phase I	30,000.00
Facilities	B15	Ball Diamond Bathroom Refurb	8,000.00
Facilities		Rec-Tangle Rehab Phase II (Providing Grant Application Assistance)	100,000.00
Parks		Mountain Bike Skills Park Phase III (Providing Grant Application Assistance)	26,000.00
Facilities	B13	Museum Rehab Phase I	20,000.00
Total			537,000.00
Public Works Services			
Roads	169	Used Grader (Replaces unit #102)	190,000.00
Roads	170	Used Smooth Drum Roller	30,000.00
Water	168	Half ton replacement	37,000.00
Total			257,000.00
			95
			3,380,000.00

2017 CAPITAL PROJECT COSTS \$3,980,000



2017 CAPITAL FUNDING SOURCES \$3,980,000



2017 OPERATING BUDGET CHANGES

REVENUE				
Tax Revenue		Inc/(Decr)	Nov 2&5/16	Nov 28/16
100	Increase Real Property - Residential (1-12-00-110-001)	31,914	2,573,488.00	2,605,402
100	Increase Real Property - Non-Residential (1-12-00-110-002)	30,132	2,429,792.00	2,459,924
100	Increase Real Property - Farm Land (1-12-00-110-003)	811	65,375.00	66,186
100	Increase Real Property - M & E (1-12-00-110-004)	1,182	95,329.00	96,511
	2017 Tax Revenue Adjustment - Preliminary	64,039	5,163,984.00	5,228,023
	2016 Tax Revenue Final Budget		5,112,855.00	5,112,855
			1%	2.25%
Other Revenues				
900	Delete \$37,400 library operational transfer from Tax Stabilization Reserve (1-74-00-920-000)-Fund it from general taxation - Resol#2016-0431	(37,400)		
900	Fund Re-branding (from capital project sheet-purchasing reserve) - Resol#2016-0428 (1-12-02-920-000)	25,000		
900	Fund Personnel policy handbook and manual (from capital project sheet-purchasing reserve) - (1-12-02-920-000)	35,000		
		22,600		
EXPENSE				
100	Council Remuneration adjustment \$100/per month (split 2/3 base salary & 1/3 general expense) (2-11-02-113-000)-Resol#2016-0430	5,568		
100	Council Remuneration adjustment \$100/per month (split 2/3 base salary & 1/3 general expense) (2-11-02-150-000)-Resol#2016-0430	2,571		
200	Increase EDA Membership (2-11-02-225-000)-Resol#2016-0419	8,500		
200	Re-branding (from capital project sheet) - Resol#2016-0428 (2-12-02-219-000)	25,000		
200	Personnel policy handbook and manual (from capital project sheet) - (2-12-02-219-000)	35,000		
500	Budget the utility the same amount as 2016 (2-70-06-540-000) from \$66,000 back to \$70,000	4,000		
500	Add "Repair & Mtce for capital purchase Mower Replacement (unit #106)" (2-72-65-520-171-000)	500		
500	Add "Repair & Mtce for capital purchase Mower Replacement (unit #111)" (2-72-65-520-172-000)	500		
500	Decrease "Repair & Mtce for Mower (unit #106)" (2-72-65-520-106-000)	(1,000)		
700	Donate \$1,000 to Special Olympics Friend of Games Sponsorship (2-11-02-770-000)-Resol#2016-0423	1,000		
700	Establish a \$5,000 Fund for donation and/or special requests - Council Initiatives Community Support Fund (2-11-02-770-000) - Resol#2016-0424	5,000		
		86,639		
DEFICIT		64,039		

2017 PROJECTS AND SOURCES OF FUNDING										2017 SOURCE OF GRANTS FUNDING DATA				TOTAL GRANT FUNDING
Department	Proj. ID	Project	GL CODE	Project Cost	Local Impr/Debt	Reserves	Grants	Total Funding	Debt/Reserve Type	Grants	MSI	Federal Gas Tax	Other Grants	
											\$354,593,000 (2016 Estimated Carryover); \$1,322,529 (as per 2016 Actual Alloc); Minus \$500,000 Prior Yr Committed)	\$301,266 as per 2016 Allocation	Contingent	
											1,200,000.00	301,266.00	863,000.00	2,364,266.00
Administration														
IT Upgrade		Questica Budget Software		38,000.00		38,000.00		38,000.00	Purchasing Reserves, 100%					
IT Upgrade		Virtual City Hall Payment & Inquiry Software		43,000.00		43,000.00		43,000.00	Purchasing Reserves, 100%					
		Total		\$81,000.00		\$81,000.00		\$81,000.00						
Infrastructure Engineering Services														
Water	W18	River Valley Potable Water Distribution		350,000.00	250,000.00	100,000.00		350,000.00	Local Impr 70%, Water Systems, 30%					
Storm	D45	702 Main Street Drainage Improvements		50,000.00		50,000.00		50,000.00	Storm System Reserve, 100%					
Road	R45	Riverview Phase 1 Road Rehabilitation Project		450,000.00			450,000.00	450,000.00		MSI, 100%	450,000.00			450,000.00
Storm	D6	Dirkson Industrial Storm Pond Expansion		100,000.00			100,000.00	100,000.00		FGT, 100%		100,000.00		100,000.00
Storm	D43	Westside slope failure		100,000.00			100,000.00	100,000.00		MSI, 100%	100,000.00			100,000.00
Storm	D40	Outfall 5FFAB Coulee Restoration (golf course)		400,000.00		150,000.00	250,000.00	400,000.00	Purchasing Reserve, 38%	CFEP/Golf Course Funding, 62%			250,000.00	250,000.00
Storm	D41	Outfall 45599 Coulee restoration		250,000.00			250,000.00	250,000.00		ACRP, 100%			250,000.00	250,000.00
Sanitary	S21	Annual Inflow and Infiltration Remediation Program		200,000.00			200,000.00	200,000.00		FGT, 100%		200,000.00		200,000.00
Development	R18	Farwest 5th Street Development Cost Sharing		420,000.00		420,000.00		420,000.00	Land Development Reserve, 100%					
Development	L6	Eastside Detailed Design Phase II		150,000.00		150,000.00		150,000.00	Land Development Reserve, 100%					
Road	R23	4 St NW (000, 100 & 200bik) Final Lift (2004)		296,000.00			296,000.00	296,000.00		MSI, 100%	296,000.00			296,000.00
Road	R22	3 St NW (000, 100, 200 & 300bik) Final Lift (2005)		339,000.00		75,000.00	264,000.00	339,000.00	Purchasing Reserve, 22%	MSI, 78%	264,000.00			264,000.00
		Total		3,105,000.00	250,000.00	945,000.00	1,910,000.00	3,105,000.00			1,110,000.00	300,000.00	500,000.00	1,910,000.00
Community & Protective Services														
Community Services														
Parks	171	Mower Replacement (Replaces unit #106)		17,000.00		17,000.00		17,000.00	Purchasing Reserve, 100%					0.00
Parks	172	Mower Replacement (Replaces unit #111)		17,000.00		17,000.00		17,000.00	Purchasing Reserve, 100%					0.00
Facilities	B2	Rec-Tangle Rehab Phase I		180,000.00			180,000.00	180,000.00		Canada 150, 50%; FGT, 50%	90,000.00		90,000.00	180,000.00
Parks	P8	Splash Park Rehab (Joint Community Project)		100,000.00		25,000.00	75,000.00	100,000.00	Purchasing Reserve, 25%	Contingent on Canada 150, 75%			75,000.00	75,000.00
Facilities	B12	Library Rehab Phase I		30,000.00		15,000.00	15,000.00	30,000.00	Purchasing Reserve, 50%	Contingent on CFEP, 50%			15,000.00	15,000.00
Parks	P11	Lions Park Irrigation Repairs & Pump Abandonment		9,000.00			9,000.00	9,000.00					9,000.00	9,000.00
Facilities	B14	Senior's Drop in Centre Phase I		30,000.00			30,000.00	30,000.00					30,000.00	30,000.00
Facilities	B15	Ball Diamond Bathroom Refurb		8,000.00			8,000.00	8,000.00					8,000.00	8,000.00
Facilities		Rec-Tangle Rehab Phase II (Providing Grant Application Assistance)		100,000.00			100,000.00	100,000.00		CFEP & RMHA			100,000.00	100,000.00
Parks		Mountain Bike Skills Park Phase III (Providing Grant Application Assistance)		26,000.00			26,000.00	26,000.00		Community Grants, Contingent on CFEP			26,000.00	26,000.00
Facilities	B13	Museum Rehab Phase I		20,000.00		10,000.00	10,000.00	20,000.00	Purchasing Reserve, 50%	Community Grants, Contingent on CFEP			10,000.00	10,000.00
		Total		537,000.00		\$4,000.00	453,000.00	537,000.00			90,000.00	0.00	363,000.00	453,000.00
Protective Services														
		Total		0.00		0.00	0.00	0.00				0.00	0.00	0.00
Public Works Services														
Roads	169	Used Grader (Replaces unit #102)		190,000.00		190,000.00		190,000.00	Purchasing Reserve, 100%					
Roads	170	Used Smooth Drum Roller		30,000.00		30,000.00		30,000.00	Purchasing Reserve, 100%					
Water	168	Half ton replacement		37,000.00		37,000.00		37,000.00	Water System Reserve, 100%					
		Total		257,000.00		257,000.00		257,000.00			0.00	0.00	0.00	0.00
				3,980,000.00	250,000.00	1,367,000.00	2,363,000.00	3,980,000.00			1,200,000.00	300,000.00	863,000.00	2,363,000.00
									Remaining Grants		0.00	1,266.00	0.00	1,266.00

2017 DRAFT BUDGET
Town of Redcliff
COUNCIL PRESENTATION

	2014	2014	2015	2015	2016	2016	2017	2016 TO 2017
	ACTUALS	BUDGET	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	CHANGE
					(TO DATE)		BUDGET	DOLLARS (\$)
Finance								
11-02 *****LEGISLATIVE*****								
2 Expense								
2-11-02-113-000 Council Salaries	66,982	67,000	66,962	67,000	64,182	67,150	73,000	5,850
2-11-02-114-000 Per Diem	5,314	7,350	5,100	7,350	5,250	7,350	7,100	(250)
2-11-02-132-000 Benefits - Employer Contribution	8,177	8,700	6,177	9,044	5,830	10,726	9,106	(1,620)
2-11-02-137-000 Sick, Accident, Life Insurance	525	600	525	600	0	600	600	0
2-11-02-150-000 Council Fees	33,632	32,986	32,970	32,986	31,622	32,986	35,786	2,800
2-11-02-211-000 Travel Expenses	12,261	13,500	21,055	14,200	14,017	18,511	19,811	1,300
2-11-02-223-000 Registration & Tuition	7,914	7,700	10,600	8,600	7,132	9,300	9,300	0
2-11-02-770-000 Council Initiatives - Community Support Fund	0	0	0	0	0	0	6,000	6,000
Total 2 Expense	134,805	137,836	143,389	139,780	128,033	146,623	160,703	0
Total 11-02 *****LEGISLATIVE*****	134,805	137,836	143,389	139,780	128,033	146,623	160,703	
12-00 *****GENERAL*****								
1 Revenue								
1-12-00-109-000 Cypress View Foundation	(65,822)	(66,050)	(65,633)	(66,136)	(66,946)	(66,270)	(66,772)	(502)
1-12-00-110-000 Real Property	(4,750,955)	(4,752,750)	(4,969,834)	(4,954,244)	(5,122,402)	(5,112,855)	0	5,112,855
1-12-00-110-001 Real Property - Residential	0	0	0	0	0	0	(2,605,402)	(2,605,402)
1-12-00-110-002 Real Property - Non-Residential	0	0	0	0	0	0	(2,459,924)	(2,459,924)
1-12-00-110-003 Real Property - Farmland	0	0	0	0	0	0	(66,186)	(66,186)
1-12-00-110-004 Real Property - M & E	0	0	0	0	0	0	(96,511)	(96,511)
1-12-00-111-000 School Tax Levy	(1,890,253)	(1,936,900)	(1,877,858)	(1,915,933)	(1,936,965)	(1,933,081)	(1,931,177)	1,904
1-12-00-112-000 Real Property (MGB 147/08) Expiry 2023	(59,891)	(52,250)	(65,905)	(67,298)	(67,307)	(65,905)	(67,307)	(1,402)
1-12-00-113-000 School Tax Levy (MGB 147/08) Expiry 2023	(49,714)	(52,550)	(49,590)	(48,388)	(51,941)	(49,590)	(51,941)	(2,351)
1-12-00-114-000 Cypress View Foundation (MGB 147/08) Expiry 2023	(1,702)	(1,750)	(1,687)	(1,702)	(1,759)	(1,687)	(1,759)	(72)
1-12-00-120-000 Frontages - Annual	0	(456,600)	8,906	(443,000)	0	(438,411)	(438,411)	0
1-12-00-510-000 Tax Penalties	(78,403)	(60,000)	(69,323)	(70,000)	(70,729)	(72,000)	(72,500)	(500)
1-12-00-551-000 Interest on Investment	(61,251)	(15,000)	(49,345)	(15,000)	(26,021)	(196,843)	(229,464)	(32,621)
Total 1 Revenue	(6,957,991)	(7,393,850)	(7,140,269)	(7,581,701)	(7,344,070)	(7,936,642)	(8,087,354)	0
Total 12-00 *****GENERAL*****	(6,957,991)	(7,393,850)	(7,140,269)	(7,581,701)	(7,344,070)	(7,936,642)	(8,087,354)	
12-02 *****ADMINISTRATIVE*****								
1 Revenue								
1-12-02-413-000 Reports, Maps, Faxes, Copies Etc.	(1,341)	(300)	(522)	(300)	(76)	(500)	(100)	400
1-12-02-414-000 Tax Certificates	(6,630)	(5,000)	(8,077)	(5,000)	(8,842)	(7,000)	(8,000)	(1,000)
1-12-02-490-000 Promotional Items	0	(300)	0	(300)	(10)	(10)	(10)	0

2017 DRAFT BUDGET
Town of Redcliff
COUNCIL PRESENTATION

	2014	2014	2015	2015	2016	2016	2017	2016 TO 2017
	ACTUALS	BUDGET	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	CHANGE
					(TO DATE)		BUDGET	DOLLARS (\$)
1-12-02-491-000 Miscellaneous Revenue	(13,665)	(7,500)	(10,858)	(2,500)	(22,991)	(8,252)	(15,000)	(6,748)
1-12-02-511-000 Accounts Receivable Penalties	(1,865)	(5,000)	(1,600)	(5,000)	(1,003)	(1,600)	(900)	700
1-12-02-520-000 Business Licenses	(43,207)	0	(43,886)	(46,000)	(45,335)	(46,000)	(46,000)	0
1-12-02-522-000 Other Business Permits and Licenses	(3,583)	(500)	(525)	(500)	(500)	(500)	(500)	0
1-12-02-552-000 Interest on Reserves	(46,069)	(35,000)	(28,111)	(35,000)	0	(35,000)	0	35,000
1-12-02-570-000 Insurance Proceeds	(6,797)	0	(3,214)	0	0	(100)	(100)	0
1-12-02-590-000 Non-Government Grants/Donations	(56,117)	(200)	(5,000)	(200)	0	(1,200)	(200)	1,000
1-12-02-596-000 Golf Club Receivable	(12,814)	(25,650)	0	(1,200)	0	0	0	0
1-12-02-601-000 Gain / Loss on Sale of Tangible Capital Assets	0	0	9,377	0	(21,274)	(25,000)	(5,000)	20,000
1-12-02-780-000 Contributed from Equity in TCA	(2,784,477)	0	(9,623)	0	(5,401)	0	0	0
1-12-02-840-000 Provincial Grant	(53,877)	(88,000)	(52,871)	(40,000)	(50,974)	(52,000)	(51,000)	1,000
1-12-02-840-150 Grant-Northwest & Infiltration Remediation	0	0	(16,302)	0	0	0	0	0
1-12-02-920-000 Contributed from Reserve for Operating	(167,201)	0	(98,753)	(184,345)	0	(26,145)	(101,132)	(74,987)
1-12-02-922-000 Contributed from Reserve for Capital	(104)	(25,000)	0	0	0	0	0	0
1-12-02-960-000 Office Recovery - FCSS	(2,400)	(2,400)	(2,400)	(2,400)	0	(2,400)	(2,400)	0
Total 1 Revenue	(3,200,147)	(194,850)	(272,365)	(322,745)	(156,406)	(205,707)	(230,342)	0
2 Expense								
2-12-02-113-000 Admin Salaries & Clerical Wages	417,534	467,955	463,215	491,921	410,891	461,568	398,874	(62,694)
2-12-02-132-000 Benefits - Employer Contribution	84,965	176,200	102,765	156,100	108,048	182,162	105,555	(76,607)
2-12-02-136-000 Workers Compensation	17,211	30,000	17,010	33,988	17,213	25,488	30,573	5,085
2-12-02-137-000 Per Diem (non-taxable)	0	900	0	500	0	0	0	0
2-12-02-140-000 Staff Relations	7,255	9,000	8,766	9,000	4,897	9,000	9,100	100
2-12-02-211-000 Travel Expense	9,952	10,050	6,776	10,750	9,952	18,950	22,750	3,800
2-12-02-216-000 Postage, Freight & Courier Services	7,045	5,300	8,494	5,300	7,290	6,500	7,000	500
2-12-02-217-000 Phone & Internet	9,728	8,000	10,381	9,000	9,902	9,000	10,000	1,000
2-12-02-219-000 Miscellaneous Services	75,707	3,200	526	53,200	921	3,200	61,000	57,800
2-12-02-221-000 Public Relations, Promotions & Advertising	31,609	33,700	23,544	38,025	26,087	48,825	46,157	(2,668)
2-12-02-223-000 Registration & Tuition	8,738	14,700	4,239	13,166	6,863	14,650	18,800	4,150
2-12-02-225-000 Memberships	54,941	50,880	57,920	51,180	57,209	53,130	65,195	12,065
2-12-02-231-000 Professional Service: Audit	23,335	13,500	20,450	23,500	(1,079)	23,600	17,613	(5,987)
2-12-02-232-000 Professional Services: Legal & L.R.B.	17,400	25,000	27,054	90,000	14,169	30,000	30,000	0
2-12-02-236-000 Contracted Services: Admin Support	5,078	1,200	669	1,200	0	600	600	0
2-12-02-237-000 Special Services: Janitorial Contract	6,618	6,550	6,588	7,150	5,490	9,015	9,015	0
2-12-02-238-000 Professional Serv.: Assessing & Appraisal	62,842	61,500	55,911	64,000	66,782	64,920	65,244	324
2-12-02-248-000 Information System Support	28,171	26,500	16,609	26,500	12,627	16,050	17,550	1,500
2-12-02-249-000 Hardware & Software Upgrade/Replacement	6,258	20,000	13,887	35,795	12,587	31,995	30,190	(1,805)
2-12-02-252-000 Contracted R & M Building	1,678	2,000	1,416	2,000	2,787	2,000	9,500	7,500
2-12-02-253-000 Contracted R & M Office Equipment	17,834	14,500	24,011	14,500	18,144	20,000	23,000	3,000

2017 DRAFT BUDGET
Town of Redcliff
COUNCIL PRESENTATION

	2014	2014	2015	2015	2016	2016	2017	2016 TO 2017
	ACTUALS	BUDGET	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	CHANGE
					(TO DATE)		BUDGET	DOLLARS (\$)
2-12-02-254-000 Software Maintenance & Licenses	19,326	22,350	17,254	27,955	21,837	30,299	27,901	(2,398)
2-12-02-270-000 Tax on Leases and Other Town Lands	18,150	18,000	19,915	18,200	17,916	20,000	20,000	0
2-12-02-274-000 Insurance	123,198	124,000	146,502	154,821	147,916	173,000	161,000	(12,000)
2-12-02-275-000 Penalties & Service Charges	1,611	400	647	400	265	400	400	0
2-12-02-291-000 Election Expense	0	0	0	0	0	0	15,000	15,000
2-12-02-342-000 Land Titles Office Expenditures	137	500	121	500	440	300	520	220
2-12-02-511-000 General Goods and Supplies	11,981	16,025	19,643	16,025	14,122	16,277	17,277	1,000
2-12-02-530-000 R & M Supplies - Building	1,968	17,000	1,932	17,000	16,075	10,000	7,000	(3,000)
2-12-02-531-000 R & M Supplies - Equipment & Furniture	7,062	12,000	1	7,000	6,532	7,000	7,000	0
2-12-02-540-000 Utilities - Administration Offices	6,417	8,000	6,085	10,000	3,799	9,000	8,000	(1,000)
2-12-02-660-000 Amortization Expense	2,781,768	2,226,000	2,303,938	2,226,000	666	2,437,646	56,809	(2,380,837)
2-12-02-762-000 Contributed to Reserves	589,088	531,550	450,326	422,215	480,650	480,650	401,650	(79,000)
2-12-02-762-001 Contributed to Mill Rate Stabilization Reserve	0	2,071	0	0	0	0	0	0
2-12-02-770-000 Town Contribution to Other Organizations	10,000	25,000	20,000	15,000	20,000	20,000	20,000	0
2-12-02-780-000 Contributed to Equity in TCA	104	25,000	0	0	0	0	0	0
2-12-02-810-000 Bank Charges	2,483	3,180	3,591	3,180	5,976	19,180	12,000	(7,180)
2-12-02-811-000 Over & Short	(58)	100	104	100	11	100	50	(50)
2-12-02-831-041 Debenture Debt - Interest-Water Local Improvement	0	0	0	0	0	0	3,788	3,788
2-12-02-831-042 Debenture Debt - Interest-Sew Local Improvement	0	0	0	0	0	0	1,615	1,615
2-12-02-832-041 Debenture Debt - Principal-Water Local Improvement	0	0	0	0	0	0	8,505	8,505
2-12-02-832-042 Debenture Debt - Principal-Sewer Local Improvement	0	0	0	0	0	0	4,496	4,496
2-12-02-900-000 Accounts Receiv. Uncollectible Accounts	13	8,000	354	5,000	0	3,500	3,500	0
2-12-02-910-000 Collection Agency Fee	249	100	0	100	0	100	100	0
Total 2 Expense	4,467,396	4,019,911	3,860,644	4,060,271	1,526,985	4,258,105	1,754,327	0
9 Not Used								
2-12-02-661-000 Prior Year Amortization Adj (Y/E) (INACTIVE'12)	2,709	0	0	0	0	0	0	0
Total 9 Not Used	2,709	0	0	0	0	0	0	0
Total 12-02 *****ADMINISTRATIVE*****	1,269,958	3,825,061	3,588,279	3,737,526	1,370,579	4,052,398	1,523,985	
80-01 *****REQUISITION TRANSFERS*****								
2 Expense								
2-80-01-129-000 Other Transfers	0	50,000	0	0	0	0	0	0
2-80-01-780-000 Cont. to Equity in TCA (Principal Repayment)	362,968	362,900	413,390	364,500	270,040	517,483	0	(517,483)
2-80-01-831-000 Debenture Debt - Interest	220,796	223,800	279,490	204,938	142,995	328,888	0	(328,888)
2-80-01-832-000 Debenture Debt - Principal	12,503	12,600	0	0	0	0	0	0
Total 2 Expense	596,267	649,300	692,880	569,438	413,035	846,371	0	0
Total 80-01 *****REQUISITION TRANSFERS*****	596,267	649,300	692,880	569,438	413,035	846,371		

2017 DRAFT BUDGET
Town of Redcliff
COUNCIL PRESENTATION

	2014	2014	2015	2015	2016	2016	2017	2016 TO 2017
	ACTUALS	BUDGET	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	CHANGE
					(TO DATE)		BUDGET	DOLLARS (\$)
81-01 *****UNCONDITIONAL TRANSFERS*****								
2 Expense								
2-81-01-741-000 ASFF Requisition - Residential & Farmland	1,063,204	1,130,120	1,089,770	1,087,077	908,412	1,087,635	1,126,975	39,340
2-81-01-742-000 ASFF Requisition - Non-Residential	686,099	658,140	657,565	714,366	442,552	714,733	674,760	(39,973)
2-81-01-743-000 CSRD #20 Requisition -Residential & Farmland	91,469	97,155	91,525	91,525	96,917	92,983	96,917	3,934
2-81-01-744-000 CSRD #20 Requisition - Non-Residential	85,886	82,000	84,613	84,613	84,466	87,320	84,466	(2,854)
2-81-01-755-000 Cypress View Foundation	67,557	51,000	66,136	66,136	67,957	67,957	68,531	574
Total 2 Expense	1,994,215	2,018,415	1,989,609	2,043,717	1,600,304	2,050,628	2,051,649	0
Total 81-01 *****UNCONDITIONAL TRANSFERS*****	1,994,215	2,018,415	1,989,609	2,043,717	1,600,304	2,050,628	2,051,649	
Total Finance	(2,962,746)	(763,238)	(726,112)	(1,091,240)	(3,832,119)	(840,622)	(4,351,017)	
Community and Protective Services								
21-00 *****POLICE*****								
1 Revenue								
1-21-00-530-000 Police Fines - Cost Distribution	(16,192)	(20,000)	(38,541)	(20,000)	(30,413)	(20,000)	(30,000)	(10,000)
1-21-00-560-000 Building Rental - Commercial Long Term	(139,266)	(145,300)	(127,572)	(145,300)	(106,310)	(145,300)	(145,300)	0
1-21-00-840-000 Police Protection Grant	(319,704)	(340,000)	(344,704)	(344,704)	(344,704)	(344,704)	(344,704)	0
Total 1 Revenue	(475,162)	(505,300)	(510,817)	(510,004)	(481,427)	(510,004)	(520,004)	0
2 Expense								
2-21-00-113-031 In House Labour Wages	2,707	0	4,352	3,469	3,387	7,092	13,639	6,547
2-21-00-132-031 Redirect Benefits - P/S	0	0	0	0	0	1,737	3,638	1,901
2-21-00-237-000 Special Services: Janitorial Contract	21,360	21,400	21,360	21,600	16,900	21,600	21,600	0
2-21-00-251-000 Contracted R & M - Snow Removal	6,000	6,500	4,800	6,500	3,600	6,500	6,500	0
2-21-00-252-000 Contracted R & M Building	3,731	5,000	6,321	5,000	5,033	5,000	5,000	0
2-21-00-274-000 Insurance Costs	0	1,500	0	1,500	0	1,500	2,000	500
2-21-00-300-000 Police Contracting incl. Resource Officer	1,020,253	891,000	907,447	1,018,477	775,573	1,018,477	1,018,477	0
2-21-00-530-000 R & M Supplies Building	1,176	2,500	1,344	2,500	611	2,500	2,500	0
2-21-00-540-000 Utilities - Police Building	17,976	19,000	16,358	19,000	11,428	19,500	18,500	(1,000)
2-21-00-660-000 Amortization Expense	0	0	0	0	0	0	67,141	67,141
2-21-00-831-000 Debenture Debt - Interest	0	0	0	0	0	0	39,227	39,227
2-21-00-832-000 Debenture Debt - Principal	0	0	0	0	0	0	53,382	53,382
Total 2 Expense	1,073,203	946,900	961,982	1,078,046	816,532	1,083,906	1,251,604	0
Total 21-00 *****POLICE*****	598,041	441,600	451,165	568,042	335,105	573,902	731,600	
23-00 *****FIRE*****								
1 Revenue								

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	2014	2014	2015	2015	2016	2016	2017	2016 TO 2017
	ACTUALS	BUDGET	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	CHANGE
					(TO DATE)		BUDGET	DOLLARS (\$)
1-23-00-352-000 Alberta Transportation Fire Calls	(4,575)	(3,000)	0	(4,500)	0	(4,500)	(1,000)	3,500
1-23-00-410-000 Other Fire Calls	0	(1,000)	0	(500)	0	(500)	(500)	0
1-23-00-411-000 Inspections - As Requested	0	(100)	(30)	(100)	0	(100)	(100)	0
1-23-00-840-000 Provincial Grant	0	0	0	(2,500)	0	0	0	0
1-23-00-920-000 Contributed from Reserve for Operating	0	0	0	0	0	(51,000)	(15,000)	36,000
1-23-00-922-000 Contributed from Reserve for Capital	(47,769)	(48,200)	0	(48,200)	0	0	0	0
Total 1 Revenue	(52,344)	(52,300)	(30)	(55,800)	0	(56,100)	(16,600)	0
Total 23-00 *****FIRE*****	(52,344)	(52,300)	(30)	(55,800)		(56,100)	(16,600)	
23-02 *****FIRE*****								
2 Expense								
2-23-02-113-000 Fire Salary & Inspection Wages	24,093	25,200	32,587	48,896	19,239	58,504	51,108	(7,396)
2-23-02-113-031 R & M Building & Equipment Wages	2,432	2,175	2,056	2,828	2,564	3,078	3,258	180
2-23-02-113-115 Fire Fighter's Fee (Volunteer Force)	46,215	71,356	33,902	52,576	29,262	52,880	50,160	(2,720)
2-23-02-114-000 Per Diem	5,400	7,600	5,420	8,100	1,346	8,100	7,400	(700)
2-23-02-132-000 Benefits - Employer Contribution	1,653	4,332	2,297	2,388	8,203	10,130	11,312	1,182
2-23-02-137-000 Sick, Accident, Life Insurance	760	800	820	800	0	800	800	0
2-23-02-211-000 Travel Expense	4,553	5,500	2,247	5,500	1,893	4,400	4,400	0
2-23-02-217-000 Phone & Internet	2,339	2,000	1,596	2,000	1,713	2,000	2,000	0
2-23-02-223-000 Registration & Tuition	365	2,200	1,458	2,200	0	2,200	2,200	0
2-23-02-225-000 Memberships	410	225	360	225	330	225	225	0
2-23-02-251-000 General Contracted Services	301	1,000	1,809	1,000	(1,394)	16,000	16,000	0
2-23-02-252-000 Contracted R & M Building	6,008	10,950	2,118	7,950	813	1,000	1,000	0
2-23-02-253-000 Contracted R & M Equipment	3,591	3,000	3,598	5,600	491	5,600	5,600	0
2-23-02-254-000 Consumables (Foam, Air, Etc.)	1,722	1,600	1,356	1,600	315	1,600	1,600	0
2-23-02-271-000 Licenses & Permits	764	850	779	850	898	850	850	0
2-23-02-504-000 MACHINES & EQUIPMENT (UNDER \$5000)	31,346	31,500	41,491	44,000	0	36,000	8,000	(28,000)
2-23-02-510-000 Uniforms	2,852	3,000	2,642	3,000	77	3,000	3,000	0
2-23-02-511-000 Fire Prevention	354	500	458	500	546	500	500	0
2-23-02-519-000 General Goods and Supplies	1,181	1,000	689	3,300	293	1,300	1,300	0
2-23-02-521-000 Gas & Oil	817	800	20	1,000	0	1,000	1,000	0
2-23-02-530-000 R & M Supplies Building	1,901	1,750	286	1,750	427	1,750	1,300	(450)
2-23-02-540-000 Utilities - Fire Department	4,448	4,000	4,455	4,000	2,226	4,300	4,300	0
2-23-02-660-000 Amortization Expense	0	0	0	0	0	0	30,462	30,462
2-23-02-762-000 Contributed to Reserves	0	150,000	150,000	150,000	150,000	150,000	150,000	0
2-23-02-780-000 Contributed to Equity in TCA	47,769	48,200	0	48,200	0	0	0	0
2-23-02-831-000 Debenture Debt - Interest	0	0	0	0	0	0	1,653	1,653
2-23-02-832-000 Debenture Debt - Principal	0	0	0	0	0	0	3,444	3,444

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	2014	2014	2015	2015	2016	2016	2017	2016 TO 2017
	ACTUALS	BUDGET	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	CHANGE
					(TO DATE)		BUDGET	DOLLARS (\$)
Total 2 Expense	191,274	379,538	292,444	398,263	219,242	365,217	362,872	0
Total 23-02 *****FIRE*****	191,274	379,538	292,444	398,263	219,242	365,217	362,872	
23-65 R & M Supplies - Walter Fire Truck s/n 3008								
2 Expense								
2-23-65-520-099 R & M Supplies - '99 Dodge Ram 1500	91	1,000	1,055	1,000	0	0	0	0
2-23-65-520-107 R & M Supplies - '96 Ford 3/4 Ton Truck s/n 79882	149	1,000	623	1,000	18	1,000	1,000	0
2-23-65-520-120 R & M Supplies - '05 Freight Liner Pumper Truck	2,230	2,150	1,079	2,150	1,889	1,500	1,500	0
2-23-65-520-127 R & M Supplies - '08 Ford F550 Rescue Truck	615	1,650	1,483	1,650	274	1,000	1,000	0
2-23-65-520-141 R & M Supplies - '84 Ford C800 Fire Pumper	941	1,000	925	1,000	376	1,000	1,000	0
2-23-65-520-149 R & M Supplies - '15 Ford F250 4x4 Pickup	0	0	25	0	79	1,000	1,000	0
Total 2 Expense	4,026	6,800	5,190	6,800	2,636	5,500	5,500	0
Total 23-65 R & M Supplies - Walter Fire Truck s/n 3008	4,026	6,800	5,190	6,800	2,636	5,500	5,500	
24-00 *****DISASTER & EMERGENCY SERVICES*****								
1 Revenue								
1-24-00-840-000 Provincial Grant	(4,950)	(5,000)	0	(5,000)	0	0	0	0
1-24-00-922-000 Contributed from Reserve for Capital	(4,950)	0	0	0	0	0	0	0
Total 1 Revenue	(9,900)	(5,000)	0	(5,000)	0	0	0	0
Total 24-00 *****DISASTER & EMERGENCY SERVICES*****	(9,900)	(5,000)		(5,000)				
24-02 *****DISASTER & EMERGENCY SERVICES*****								
2 Expense								
2-24-02-113-000 Disaster Services Salaries & Wages	0	0	0	0	21,275	21,275	23,381	2,106
2-24-02-132-000 Benefits - Employer Contribution	0	0	0	0	5,209	5,209	6,235	1,026
2-24-02-346-000 Regional Disaster Services	13,261	15,000	13,313	15,000	411	15,000	15,000	0
2-24-02-347-000 Disaster Services Train.	1,150	5,000	4,598	6,500	1,903	4,000	5,000	1,000
2-24-02-348-000 911 Emergency Service	7,488	6,850	11,173	9,800	9,779	9,900	10,900	1,000
2-24-02-504-000 Machines & Equipment (Under \$5000)	59,161	0	40,935	0	0	0	0	0
2-24-02-762-000 Contributed to Reserves	4,950	0	0	0	0	0	0	0
2-24-02-780-000 Contributed to Equity in TCA	4,950	0	0	0	0	0	0	0
Total 2 Expense	90,960	26,850	70,019	31,300	38,577	55,384	60,516	0
Total 24-02 *****DISASTER & EMERGENCY SERVICES*****	90,960	26,850	70,019	31,300	38,577	55,384	60,516	
26-02 *****BYLAW ENFORCEMENT*****								
1 Revenue								
1-26-02-520-000 Permits and Licenses	(39,040)	(6,000)	(62,802)	(6,000)	(41,905)	(45,000)	(38,000)	7,000

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	2014	2014	2015	2015	2016	2016	2017	2016 TO 2017
	ACTUALS	BUDGET	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	CHANGE
					(TO DATE)		BUDGET	DOLLARS (\$)
1-26-02-530-000 Bylaw Fines	(500)	(1,000)	(2,140)	(1,000)	(200)	(1,000)	(1,000)	0
1-26-02-922-000 Contributed from Reserve for Capital	(27,338)	0	0	0	0	0	0	0
Total 1 Revenue	(66,878)	(7,000)	(64,942)	(7,000)	(42,105)	(46,000)	(39,000)	0
2 Expense								
2-26-02-113-000 Bylaw Enforcement & Animal Wages	82,654	117,896	82,178	113,305	79,290	92,163	87,924	(4,239)
2-26-02-113-065 Vehicles & Equipment Wages	0	1,284	850	2,805	290	2,805	2,992	187
2-26-02-132-000 Benefits - Employer Contribution	15,747	27,572	8,414	18,186	14,784	24,784	21,819	(2,965)
2-26-02-211-000 Travel Expense	0	0	691	800	1,880	800	1,050	250
2-26-02-217-000 Phone & Internet	1,666	1,600	1,747	1,600	964	1,600	1,600	0
2-26-02-218-000 Mobile Phone (INACTIVE'13)	258	0	357	0	0	0	0	0
2-26-02-223-000 Registration & Tuition	0	0	320	300	1,060	300	1,000	700
2-26-02-225-000 Memberships	0	0	60	150	0	250	250	0
2-26-02-529-000 General Goods and Supplies	80	500	16,491	11,750	5,560	4,600	4,850	250
2-26-02-660-000 Amortization Expense	0	0	0	0	0	0	5,064	5,064
2-26-02-780-000 Contributed to Equity in TCA	27,338	0	0	0	0	0	0	0
Total 2 Expense	127,743	148,852	111,108	148,896	103,828	127,302	126,549	0
Total 26-02 *****BYLAW ENFORCEMENT*****	60,865	141,852	46,166	141,896	61,723	81,302	87,549	
26-08 *****ANIMAL & PEST CONTROL*****								
1 Revenue								
1-26-08-525-000 Dog License	(14,875)	(15,000)	(13,983)	(15,000)	(12,860)	(14,000)	(12,000)	2,000
1-26-08-535-000 Animal Impounding & Fines	(100)	(1,000)	(1,145)	(1,000)	(100)	(1,000)	(500)	500
Total 1 Revenue	(14,975)	(16,000)	(15,128)	(16,000)	(12,960)	(15,000)	(12,500)	0
2 Expense								
2-26-08-219-000 Animal Administration Fee (Euthanasia)	8,798	9,000	250	9,000	25	2,000	2,000	0
2-26-08-519-000 General Goods and R & M Supplies	0	200	612	400	162	2,000	1,200	(800)
Total 2 Expense	8,798	9,200	862	9,400	187	4,000	3,200	0
Total 26-08 *****ANIMAL & PEST CONTROL*****	(6,177)	(6,800)	(14,266)	(6,600)	(12,773)	(11,000)	(9,300)	
26-11 *****WEED CONTROL*****								
2 Expense								
2-26-11-113-031 Weeds Wages	1,062	11,510	429	8,900	5,788	9,000	12,132	3,132
2-26-11-132-000 Benefits - Employer Contribution	0	0	0	0	0	0	2,735	2,735
2-26-11-519-000 General Goods and Supplies	1,077	1,200	2,269	1,200	1,524	1,200	2,000	800
Total 2 Expense	2,139	12,710	2,698	10,100	7,312	10,200	16,867	0
Total 26-11 *****WEED CONTROL*****	2,139	12,710	2,698	10,100	7,312	10,200	16,867	

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	ACTUALS	BUDGET	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	CHANGE
					(TO DATE)		BUDGET	DOLLARS (\$)
26-65 *****BYLAW VEHICLE & EQUIPMENT*****								
2 Expense								
2-26-65-520-130 R & M Supplies-'08 Ford F150 (INACTIVE'14)	0	1,000	0	0	0	0	0	0
2-26-65-520-148 R&M Supplies - '14 NISSAN ROGUE	26	0	1,056	1,000	486	1,200	1,200	0
Total 2 Expense	26	1,000	1,056	1,000	486	1,200	1,200	0
Total 26-65 *****BYLAW VEHICLE & EQUIPMENT*****	26	1,000	1,056	1,000	486	1,200	1,200	
51-00 *****FAMILY & COMMUNITY SUPPORT SERVICES*****								
1 Revenue								
1-51-00-495-000 Volunteer Recognition	(2,001)	(2,100)	(1,737)	(2,100)	(1,625)	(1,600)	(1,600)	0
1-51-00-591-000 Non Government Grant	(1,095)	(1,400)	(2,537)	(1,400)	(890)	(1,000)	(1,000)	0
1-51-00-840-000 Provincial Grants	(109,101)	(111,850)	(117,298)	(111,850)	(145,589)	(136,280)	(123,030)	13,250
Total 1 Revenue	(112,197)	(115,350)	(121,572)	(115,350)	(148,104)	(138,880)	(125,630)	0
2 Expense								
2-51-00-113-000 FCSS Wages	51,826	56,564	66,065	58,233	69,780	77,936	118,156	40,220
2-51-00-132-000 Benefits - Employer Contribution	10,337	15,198	15,626	16,327	17,374	22,315	33,046	10,731
2-51-00-211-000 Travel Expense	537	4,700	1,728	4,000	10	3,900	3,900	0
2-51-00-216-000 Postage, Freight & Courier Services	507	725	556	725	488	725	725	0
2-51-00-217-000 Phone & Internet	487	650	943	650	1,334	650	1,000	350
2-51-00-221-000 Public Relations, Promotions & Advertising	6,955	8,500	2,975	8,500	1,736	3,000	4,500	1,500
2-51-00-223-000 Registration & Tuition	15	1,300	1,285	1,300	0	1,150	1,150	0
2-51-00-225-000 Memberships	778	750	870	750	489	830	830	0
2-51-00-231-000 Professional Services: Audit	1,500	1,500	1,700	1,500	(607)	1,650	1,650	0
2-51-00-237-000 Special Services: Janitorial Contract	1,103	1,200	1,098	1,200	920	1,200	1,200	0
2-51-00-244-000 Office Space/Facility Rent for FCSS	2,400	2,400	2,400	2,400	0	2,400	2,400	0
2-51-00-253-000 Contracted R & M Office Equipment	0	800	0	800	0	800	800	0
2-51-00-511-000 General Goods and Supplies	1,234	1,200	455	1,200	273	1,200	1,200	0
2-51-00-540-000 Utilities - FCSS Offices	1,069	1,350	1,014	1,350	633	1,350	1,350	0
Total 2 Expense	78,748	96,837	96,715	98,935	92,430	119,106	171,907	0
Total 51-00 *****FAMILY & COMMUNITY SUPPORT SERVICES*****	(33,449)	(18,513)	(24,857)	(16,415)	(55,674)	(19,774)	46,277	
51-04 *****MEALS ON WHEELS*****								
1 Revenue								
1-51-04-450-000 Meals on Wheels	(7,739)	(9,200)	(6,265)	(10,080)	(3,119)	(6,600)	(6,600)	0
Total 1 Revenue	(7,739)	(9,200)	(6,265)	(10,080)	(3,119)	(6,600)	(6,600)	0
2 Expense								

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	ACTUALS	BUDGET	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	CHANGE
					(TO DATE)		BUDGET	DOLLARS (\$)
2-51-04-202-000 Cost of Meals-Contract Services	12,347	16,000	10,197	16,000	4,837	11,400	11,400	0
2-51-04-203-000 Program Supplies	336	950	686	950	0	800	800	0
Total 2 Expense	12,683	16,950	10,883	16,950	4,837	12,200	12,200	0
Total 51-04 *****MEALS ON WHEELS*****	4,944	7,750	4,618	6,870	1,718	5,600	5,600	
51-07 *****YOUTH PROJECT*****								
2 Expense								
2-51-07-202-000 PRRD Family School Liaison Worker	24,000	24,000	25,067	24,000	13,333	24,000	24,000	0
2-51-07-770-000 Action Committee	13,368	12,000	12,000	12,000	12,000	12,000	12,000	0
Total 2 Expense	37,368	36,000	37,067	36,000	25,333	36,000	36,000	0
Total 51-07 *****YOUTH PROJECT*****	37,368	36,000	37,067	36,000	25,333	36,000	36,000	
51-08 *****HOME CARE*****								
1 Revenue								
1-51-08-450-000 Home Support Services	(840)	(1,450)	0	(1,450)	0	(1,450)	(1,450)	0
Total 1 Revenue	(840)	(1,450)	0	(1,450)	0	(1,450)	(1,450)	0
2 Expense								
2-51-08-202-000 Home Support Services Contract	616	2,700	0	2,700	0	2,700	2,700	0
Total 2 Expense	616	2,700	0	2,700	0	2,700	2,700	0
Total 51-08 *****HOME CARE*****	(224)	1,250		1,250		1,250	1,250	
51-09 *****OTHER COMMUNITY PROGRAM*****								
2 Expense								
2-51-09-770-000 Community Development	31,700	29,160	15,556	13,023	14,432	22,444	15,994	(6,450)
Total 2 Expense	31,700	29,160	15,556	13,023	14,432	22,444	15,994	0
Total 51-09 *****OTHER COMMUNITY PROGRAM*****	31,700	29,160	15,556	13,023	14,432	22,444	15,994	
53-00 Special Transit								
2 Expense								
2-53-00-350-000 Special Transit	58,245	58,500	59,900	59,990	61,790	59,990	59,990	0
Total 2 Expense	58,245	58,500	59,900	59,990	61,790	59,990	59,990	0
Total 53-00 Special Transit	58,245	58,500	59,900	59,990	61,790	59,990	59,990	
70-06 *****REC-TANGLE*****								
2 Expense								
2-70-06-113-000 Arena Facility Operations Wages	94,421	113,100	104,448	127,052	81,487	159,542	163,622	4,080

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	2014	2014	2015	2015	2016	2016	2017	2016 TO 2017
	ACTUALS	BUDGET	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	CHANGE
					(TO DATE)		BUDGET	DOLLARS (\$)
2-70-06-113-065 Vehicle & Equipment Wages	1,155	1,926	1,545	4,208	1,006	4,208	4,488	280
2-70-06-132-000 Benefits-Employer Contributions	0	28,808	0	0	37,267	42,400	40,400	(2,000)
2-70-06-217-000 Phone	557	700	519	700	356	700	700	0
2-70-06-251-000 Contracted R & M Ice Plant	20,137	25,000	47,724	25,000	18,416	25,000	25,000	0
2-70-06-252-000 Contracted R & M Building	19,604	13,000	4,489	13,000	5,196	10,000	15,000	5,000
2-70-06-253-000 Contracted R & M Equipment	1,357	500	1,983	1,000	11,429	1,000	2,000	1,000
2-70-06-513-000 Janitorial Goods and Supplies	2,420	3,000	2,175	3,000	971	3,000	3,000	0
2-70-06-523-000 Small Tools & Equipment Supplies	29	100	669	500	785	500	700	200
2-70-06-531-000 R & M Supplies Building	4,221	15,000	7,044	10,000	6,250	9,000	9,000	0
2-70-06-532-000 R & M Supplies Equipment	251	500	390	500	637	750	750	0
2-70-06-540-000 Utilities - Arena	58,574	67,800	58,321	74,800	34,385	70,000	70,000	0
2-70-06-660-000 Amortization Expense	0	0	0	0	0	0	9,770	9,770
2-70-06-780-000 Contributed to Equity in TCA	1,100	0	0	110,000	0	0	0	0
Total 2 Expense	203,826	269,434	229,307	369,760	198,185	326,100	344,430	0
Total 70-06 *****REC-TANGLE*****	203,826	269,434	229,307	369,760	198,185	326,100	344,430	
70-65 R & M Supplies - '99 Zamboni Ice Resurfacer								
2 Expense								
2-70-65-520-101 R & M Supplies - '99 Zamboni Ice Resurfacer	7,652	2,000	4,494	22,000	48	0	500	500
2-70-65-520-159 R & M Supplies - '15 Zamboni Ice Resurfacer	0	0	146	0	188	2,000	2,000	0
Total 2 Expense	7,652	2,000	4,640	22,000	236	2,000	2,500	0
Total 70-65 R & M Supplies - '99 Zamboni Ice Resurfacer	7,652	2,000	4,640	22,000	236	2,000	2,500	
72-00 *****RECREATION*****								
1 Revenue								
1-72-00-455-000 Miscellaneous Revenue - Pool	(2,850)	(2,500)	(2,397)	(2,750)	(2,788)	(2,750)	(2,750)	0
1-72-00-460-000 Pool Lessons	(19,174)	(17,500)	(22,560)	(19,250)	(30,312)	(21,000)	(26,000)	(5,000)
1-72-00-461-000 Ice Rental	(82,930)	(79,000)	(89,549)	(79,000)	(74,207)	(82,000)	(82,000)	0
1-72-00-462-000 Pool Admissions	(30,561)	(30,000)	(34,564)	(33,000)	(34,016)	(33,000)	(33,000)	0
1-72-00-464-000 Meeting Rooms/Building/Equipment Rentals	(6,840)	(5,975)	(6,571)	(5,625)	(5,005)	(5,625)	(5,625)	0
1-72-00-467-000 Ball Diamond Rental	(1,631)	(2,100)	(2,006)	(1,940)	(1,338)	(1,940)	(1,440)	500
1-72-00-470-000 Campground Rental	(26,232)	(28,000)	(39,418)	(28,000)	(31,384)	(30,000)	(30,000)	0
1-72-00-591-000 Non-Government Grant	(8,500)	(8,500)	(2,000)	(8,500)	(8,500)	(8,500)	(8,500)	0
1-72-00-830-000 Federal Grant	(46,401)	0	0	0	0	0	0	0
1-72-00-850-000 Local Govt.Conditional Grant - Cypress County	(10,710)	(10,700)	(12,240)	(10,700)	(12,240)	(12,300)	(12,240)	60
1-72-00-920-000 Contributed from Reserve for Operating	0	(24,000)	0	(24,000)	0	0	0	0
1-72-00-922-000 Contributed from Reserve for Capital	(83,931)	(144,000)	0	(110,000)	0	0	0	0
Total 1 Revenue	(319,760)	(352,275)	(211,305)	(322,765)	(199,790)	(197,115)	(201,555)	0

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	2014	2014	2015	2015	2016	2016	2017	2016 TO 2017
	ACTUALS	BUDGET	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	CHANGE
					(TO DATE)		BUDGET	DOLLARS (\$)
2 Expense								
2-72-00-113-000 Recreation Wages	44,550	56,564	52,590	72,977	47,915	50,972	78,420	27,448
2-72-00-132-000 Benefits - Employer Contribution	0	15,198	0	15,198	440	13,507	18,993	5,486
2-72-00-140-000 Staff Relations	0	0	0	0	696	700	700	0
2-72-00-211-000 Travel Expense	1,206	3,700	2,041	3,600	1,871	3,600	3,600	0
2-72-00-216-000 Postage, Freight & Courier Services	552	700	614	700	861	700	900	200
2-72-00-217-000 Phone & Internet	468	650	560	650	992	1,250	1,700	450
2-72-00-221-000 Public Relations, Promotions & Advertising	4,895	8,700	9,403	8,000	8,094	6,000	6,500	500
2-72-00-223-000 Registration & Tuition	1,378	1,400	1,550	2,000	3,803	2,000	3,200	1,200
2-72-00-225-000 Memberships	0	200	0	200	88	200	200	0
2-72-00-237-000 Special Services: Janitorial Contract	1,103	1,100	1,098	1,100	910	1,100	1,100	0
2-72-00-253-000 Contracted R & M Office Equipment	0	1,000	435	1,000	0	1,000	1,000	0
2-72-00-511-000 General Goods and Supplies	2,381	1,200	1,196	1,200	1,505	1,200	1,200	0
2-72-00-512-000 Protective Clothing and Supplies	0	0	0	0	1,317	2,000	2,000	0
2-72-00-540-000 Utilities - Recreation Offices	1,069	1,350	1,014	1,350	633	1,350	1,350	0
2-72-00-660-000 Amortization Expense	0	0	0	0	0	0	133,333	133,333
2-72-00-780-000 Contributed to Equity in TCA	80,559	0	0	0	0	0	0	0
Total 2 Expense	138,161	91,762	70,501	107,975	69,125	85,579	254,196	0
Total 72-00 *****RECREATION*****	(181,599)	(260,513)	(140,804)	(214,790)	(130,665)	(111,536)	52,641	
72-03 *****SWIMMING POOL*****								
2 Expense								
2-72-03-113-000 Pool Facility Operations Wages	87,711	88,400	93,349	89,148	109,594	92,000	104,680	12,680
2-72-03-113-031 R & M Building Wages	23,464	35,001	23,916	36,313	27,073	45,141	45,770	629
2-72-03-132-000 Benefits-Employer Contributions	0	7,100	0	0	131	19,100	18,644	(456)
2-72-03-217-000 Phone & Internet	469	350	609	480	756	800	800	0
2-72-03-252-000 Contracted R & M Building	33,140	28,500	183	5,000	1,036	5,000	9,000	4,000
2-72-03-253-000 Contracted R & M Equipment	4,311	4,000	9,793	4,000	2,766	4,000	11,000	7,000
2-72-03-511-000 General Goods and Supplies	6,085	4,300	3,730	3,700	6,161	3,700	5,200	1,500
2-72-03-530-000 R & M Supplies Building	5,791	8,000	2,293	5,000	1,874	5,000	5,000	0
2-72-03-531-000 R & M Supplies - Treatment Supplies	10,662	9,000	10,507	12,000	10,408	11,000	11,000	0
2-72-03-532-000 R & M Supplies Equipment	2,185	2,000	132	3,000	4,727	3,000	9,000	6,000
2-72-03-540-000 Utilities - Pool	15,613	13,750	12,114	16,500	10,078	15,000	14,000	(1,000)
2-72-03-811-000 Short/Over	(89)	50	(47)	50	(128)	50	50	0
Total 2 Expense	189,342	200,451	156,579	175,191	174,476	203,791	234,144	0
Total 72-03 *****SWIMMING POOL*****	189,342	200,451	156,579	175,191	174,476	203,791	234,144	
72-08 *****PARKS*****								

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	2014	2014	2015	2015	2016	2016	2017	2016 TO 2017
	ACTUALS	BUDGET	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	CHANGE
					(TO DATE)		BUDGET	DOLLARS (\$)
2 Expense								
2-72-08-113-031 Public Services Salaries & Wages	168,188	208,663	175,486	194,383	159,968	194,383	154,739	(39,644)
2-72-08-113-065 Vehicle & Equipment Wages	4,658	5,136	15,910	11,221	15,363	11,221	11,968	747
2-72-08-132-000 Benefits - Employer Contribution	18,716	23,936	25,259	32,573	38,871	44,110	32,784	(11,326)
2-72-08-256-000 Contracted R & M Parks, Courts, Diamonds	12,284	40,000	19,690	33,000	14,522	15,000	27,000	12,000
2-72-08-513-000 Parks Janitorial Goods and Supplies	0	0	0	0	0	0	1,000	1,000
2-72-08-529-000 Small Tools & Equipment Supplies	0	0	1,192	3,000	3,576	3,000	4,200	1,200
2-72-08-531-000 R & M Supplies Parks	30,230	27,300	16,605	37,000	14,509	25,000	41,000	16,000
2-72-08-540-000 Utilities - Parks & Campground	8,524	9,900	7,247	10,800	4,437	10,800	10,800	0
2-72-08-780-000 Contributed to Equity in TCA	3,372	90,000	0	0	0	0	0	0
Total 2 Expense	245,972	404,935	261,389	321,977	251,246	303,514	283,491	0
Total 72-08 *****PARKS*****	245,972	404,935	261,389	321,977	251,246	303,514	283,491	
72-65 R & M Supplies - Ransomes 951 51h Mover s/n946900								
2 Expense								
2-72-65-520-017 R & M Supplies - '91 Red MF Loader	64	0	2,173	0	2,909	3,000	1,500	(1,500)
2-72-65-520-049 R & M Supplies - '92 White DODGE 1 Ton	16	1,000	748	2,000	27	1,000	1,000	0
2-72-65-520-074 R & M Supplies - 38" Tree Spade Attach to Unit 59	0	300	0	300	101	300	300	0
2-72-65-520-089 R & M Supplies - 97 Kubota Mower	0	1,500	0	0	0	200	200	0
2-72-65-520-104 R & M Supplies - 01 Dodge 1/2 Ton (INACTIVE'14)	130	0	791	0	0	0	0	0
2-72-65-520-106 R & M Supplies - Ransomes 951 Mower	0	0	336	0	1,361	500	500	0
2-72-65-520-108 R & M Supplies - '01 Bob Cat 1200 Club Car	0	300	39	300	121	300	300	0
2-72-65-520-111 R & M Supplies - 03 Toro 355ZRT Mower S/N 22000057	0	1,000	591	0	0	0	0	0
2-72-65-520-112 R & M Supplies - '03 Ford F150 1/2 Ton	0	1,000	812	1,000	0	0	500	500
2-72-65-520-113 R & M Supplies - '03 Ford 1/2 Ton	740	0	46	0	574	700	700	0
2-72-65-520-125 R & M Supplies - '07 Chevy Silverado 1500	0	0	0	0	0	0	1,000	1,000
2-72-65-520-126 R & M Supplies - '07 Chev 1500	15	0	0	0	419	500	500	0
2-72-65-520-132 R & M Supplies - '08 Kubota Turf Mower	478	1,000	2,388	1,000	838	1,000	1,000	0
2-72-65-520-133 R & M Supplies - '08 Sweepstar Vacuum/Sweeper	0	500	1,420	500	0	500	500	0
2-72-65-520-137 R & M Supplies - '10 Ford F150 Supercab 4x2 Truck	0	1,000	689	1,000	382	1,000	1,000	0
2-72-65-520-139 R & M Supplies - '10 John Deere 977 72" Mower	1,457	1,000	711	1,000	1,209	1,000	2,000	1,000
2-72-65-520-145 R & M Supplies - '13 MT6 Tractor	1,697	2,000	4,705	3,000	5,823	3,000	4,000	1,000
2-72-65-520-146 R & M Supplies - '13 GMC Sierra Truck 1500 4x4	0	0	663	500	98	500	500	0
2-72-65-520-150 R & M Supplies - '14 TORO Zero-Turn Mower	0	0	99	500	216	500	1,200	700
2-72-65-520-152 R & M Supplies - '15 Ford F550 1 Ton Truck	0	0	700	500	553	800	1,800	1,000
2-72-65-520-163 R & M Supplies - '16 Ford F150	0	0	0	0	0	0	1,000	1,000
2-72-65-520-165 R & M Supplies - '16 Conservation Seeder	0	0	0	0	0	0	500	500

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	ACTUALS	BUDGET	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	CHANGE
					(TO DATE)		BUDGET	DOLLARS (\$)
2-72-65-520-171 R & M Supplies - Mower	0	0	0	0	0	0	500	500
2-72-65-520-172 R & M Supplies - Mower	0	0	0	0	0	0	500	500
Total 2 Expense	4,597	10,600	16,911	11,600	14,631	14,800	21,000	0
Total 72-65 R & M Supplies - Ransomes 951 51h Mover s/n946900	4,597	10,600	16,911	11,600	14,631	14,800	21,000	
74-00 *****CULTURE*****								
1 Revenue								
1-74-00-455-000 Recreational/Cultural Programs	(15,630)	(22,000)	(44,162)	(22,000)	(33,730)	(22,000)	(22,000)	0
1-74-00-464-000 Drop-In Center Rental	(5,316)	(4,000)	(5,530)	(5,530)	(6,256)	(5,530)	(5,530)	0
1-74-00-466-000 Drop-In Centre Rental (Senior Citizens)	(6,600)	(6,600)	(6,600)	(6,700)	0	(6,700)	(6,700)	0
1-74-00-490-000 Promotional Items	(232)	(1,000)	(70)	(140)	(220)	(140)	(140)	0
1-74-00-491-000 Miscellaneous Revenue	(59)	0	(300)	0	(11,171)	0	0	0
1-74-00-830-000 Federal Grant	(1,000)	(1,000)	0	(1,000)	(1,000)	(1,000)	(1,000)	0
1-74-00-840-000 Provincial Grants	0	0	(300)	0	0	0	0	0
1-74-00-920-000 Contributed from Reserve for Operating	0	(192,200)	(181,200)	(192,200)	0	(74,793)	0	74,793
Total 1 Revenue	(28,837)	(226,800)	(238,162)	(227,570)	(52,377)	(110,163)	(35,370)	0
Total 74-00 *****CULTURE*****	(28,837)	(226,800)	(238,162)	(227,570)	(52,377)	(110,163)	(35,370)	
74-05 *****MUSEUM*****								
2 Expense								
2-74-05-252-000 Contracted R & M Museum	0	0	349	0	0	0	0	0
2-74-05-540-000 Utilities - Museum	5,490	4,300	4,390	4,300	2,480	4,300	4,300	0
Total 2 Expense	5,490	4,300	4,739	4,300	2,480	4,300	4,300	0
Total 74-05 *****MUSEUM*****	5,490	4,300	4,739	4,300	2,480	4,300	4,300	
74-06 *****LIBRARY*****								
2 Expense								
2-74-06-113-000 R & M Building Wages	2,126	2,175	1,528	2,828	1,916	3,100	9,014	5,914
2-74-06-132-000 Benefits-Employer Contributions	0	554	0	0	1,061	1,000	2,132	1,132
2-74-06-252-000 Contracted R & M Library Building	683	5,000	2,861	11,500	11,215	2,500	3,300	800
2-74-06-530-000 R & M Supplies	495	500	695	500	261	500	500	0
2-74-06-762-000 Contributed to Reserves	0	0	11,000	0	0	0	0	0
2-74-06-772-000 Library Operational Transfer	155,080	155,100	160,322	160,322	163,359	163,358	170,452	7,094
2-74-06-774-000 Shortgrass Library Transfer	26,822	26,100	27,381	27,381	28,052	27,381	28,052	671
Total 2 Expense	185,206	189,429	203,787	202,531	205,864	197,839	213,450	0
Total 74-06 *****LIBRARY*****	185,206	189,429	203,787	202,531	205,864	197,839	213,450	
74-08 *****DROP IN CENTRE*****								

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	2014	2014	2015	2015	2016	2016	2017	2016 TO 2017
	ACTUALS	BUDGET	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	CHANGE
					(TO DATE)		BUDGET	DOLLARS (\$)
2 Expense								
2-74-08-113-000 R & M Building Wages	2,041	16,525	1,588	8,484	288	9,250	11,783	2,533
2-74-08-132-000 Benefits-Employer Contributions	0	1,662	0	0	10	2,390	2,817	427
2-74-08-217-000 Telephone	457	600	453	600	356	600	600	0
2-74-08-252-000 Contracted R & M Drop In Building	6,340	10,000	1,333	3,500	13,898	3,500	10,000	6,500
2-74-08-513-000 Janitorial Goods and Supplies	499	500	3,471	750	6,603	7,500	7,500	0
2-74-08-530-000 R & M Supplies - Drop In Building	602	1,000	451	1,000	874	1,000	1,000	0
2-74-08-540-000 Utilities - Drop In Centre	6,794	7,800	5,772	8,300	3,815	7,800	7,800	0
Total 2 Expense	16,733	38,087	13,068	22,634	25,844	32,040	41,500	0
Total 74-08 *****DROP IN CENTRE*****	16,733	38,087	13,068	22,634	25,844	32,040	41,500	
74-10 *****OTHER PROGRAMS*****								
2 Expense								
2-74-10-125-000 Cultural Programs-Contract Wages	10,658	20,000	36,485	20,000	27,924	25,000	25,000	0
2-74-10-511-000 General Goods and Supplies	112	500	56	250	370	250	250	0
2-74-10-770-000 Town Contributions to Community Activities	20,670	26,000	18,956	26,000	24,662	26,000	26,000	0
Total 2 Expense	31,440	46,500	55,497	46,250	52,956	51,250	51,250	0
Total 74-10 *****OTHER PROGRAMS*****	31,440	46,500	55,497	46,250	52,956	51,250	51,250	
79-10 *****OTHER CULTURAL SERVICES*****								
2 Expense								
2-79-10-223-000 Cypress Courier	13,218	14,000	13,239	14,000	12,868	14,000	14,000	0
Total 2 Expense	13,218	14,000	13,239	14,000	12,868	14,000	14,000	0
Total 79-10 *****OTHER CULTURAL SERVICES*****	13,218	14,000	13,239	14,000	12,868	14,000	14,000	
Total Community and Protective Services	1,670,534	1,752,820	1,526,916	1,938,602	1,455,651	2,059,050	2,632,651	
Public Services								
31-00 *****GENERAL PUBLIC SERVICES*****								
1 Revenue								
1-31-00-419-000 Custom Service - General	0	(1,000)	(660)	(1,000)	0	(1,000)	(1,000)	0
1-31-00-920-000 Contributed from Reserve for Operating	0	(3,000)	0	0	0	0	0	0
Total 1 Revenue	0	(4,000)	(660)	(1,000)	0	(1,000)	(1,000)	0
Total 31-00 *****GENERAL PUBLIC SERVICES*****		(4,000)	(660)	(1,000)		(1,000)	(1,000)	
31-02 *****GENERAL PUBLIC SERVICES*****								
2 Expense								

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	2014	2014	2015	2015	2016	2016	2017	2016 TO 2017
	ACTUALS	BUDGET	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	CHANGE
					(TO DATE)		BUDGET	DOLLARS (\$)
2-31-02-113-000 Public Services Salaries & Wages	136,232	147,660	156,298	158,546	120,789	158,736	135,019	(23,717)
2-31-02-113-066 Engineering Salaries & Wages	22,598	27,070	25,051	27,592	18,894	27,592	26,807	(785)
2-31-02-132-000 Benefits - Employer Contribution	146,038	76,400	175,730	156,948	30,449	39,720	40,951	1,231
2-31-02-140-000 STAFF RELATIONS	0	0	1,965	0	311	1,500	1,506	6
2-31-02-211-000 Travel Expense	547	3,500	3,243	4,500	834	4,000	4,000	0
2-31-02-218-000 Mobile Phones & Radios	3,642	3,500	3,417	4,000	2,645	3,400	3,400	0
2-31-02-219-000 Miscellaneous Services	459	500	0	2,000	0	0	0	0
2-31-02-223-000 Registration & Tuition	3,965	5,000	6,857	6,200	4,660	5,300	5,300	0
2-31-02-225-000 Memberships	1,143	1,500	1,926	1,500	429	1,500	1,500	0
2-31-02-253-000 Contracted R & M Office Equipment	293	700	485	700	588	700	700	0
2-31-02-504-000 MACHINES & EQUIPMENT (UNDER \$5000)	1,732	3,000	3,475	4,000	7,725	8,000	0	(8,000)
2-31-02-511-000 General Goods and Supplies	4,166	3,000	2,707	4,000	2,216	4,000	7,000	3,000
2-31-02-660-000 Amortization Expense	0	0	0	0	0	0	39,067	39,067
Total 2 Expense	320,815	271,830	381,154	369,986	189,540	254,448	265,250	0
Total 31-02 *****GENERAL PUBLIC SERVICES*****	320,815	271,830	381,154	369,986	189,540	254,448	265,250	
32-00 *****TRANSPORTATION*****								
1 Revenue								
1-32-00-411-000 Street Repair	(6,920)	(10,000)	(9,825)	(10,000)	(4,125)	(10,000)	(10,000)	0
1-32-00-412-000 Sidewalk, Curb & Gutter Repair	(7,318)	(5,000)	(2,093)	(5,000)	0	(5,000)	(5,000)	0
1-32-00-490-000 Miscellaneous Revenue	0	(500)	(292)	(500)	(337)	(500)	(500)	0
1-32-00-840-000 Provincial Grant	(1,428,614)	(1,300,000)	0	(1,600,000)	0	0	0	0
1-32-00-920-000 Contributed from Reserve for Operating	0	(19,500)	(989)	(19,500)	0	(42,500)	0	42,500
1-32-00-922-000 Contributed from Reserve for Capital	(938,753)	0	0	(300,000)	0	0	0	0
1-32-00-990-000 Transfer From Accumulated Surplus	0	(877,000)	0	(90,000)	0	0	0	0
Total 1 Revenue	(2,381,605)	(2,212,000)	(13,199)	(2,025,000)	(4,462)	(58,000)	(15,500)	0
Total 32-00 *****TRANSPORTATION*****	(2,381,605)	(2,212,000)	(13,199)	(2,025,000)	(4,462)	(58,000)	(15,500)	
32-06 *****TRANSPORTATION*****								
2 Expense								
2-32-06-113-000 Roads, Streets & Sidewalk Wages	135,792	117,685	104,853	129,177	83,609	105,438	110,976	5,538
2-32-06-113-065 Vehicle & Equipment Wages	24,018	27,606	45,997	32,260	47,765	59,818	61,334	1,516
2-32-06-132-000 Benefits-Employer Contribution	0	24,196	0	0	34,536	40,000	43,800	3,800
2-32-06-251-000 Contracted R & M Asphalt	104,676	120,000	99,879	130,000	116,181	120,000	140,000	20,000
2-32-06-254-000 Street Lighting	92,251	100,000	87,289	100,000	63,202	100,000	100,000	0
2-32-06-257-000 Contracted R & M Railway Crossings	7,888	9,000	8,299	9,000	6,210	9,000	9,000	0
2-32-06-527-000 R & M Supplies - Gravel and Sand	30,259	25,000	5,433	25,000	23,695	27,000	30,000	3,000
2-32-06-529-000 Small Tools & Equipment Supplies	0	0	0	0	565	2,000	2,000	0

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	2014	2014	2015	2015	2016	2016	2017	2016 TO 2017
	ACTUALS	BUDGET	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	CHANGE
					(TO DATE)		BUDGET	DOLLARS (\$)
2-32-06-530-000 Contracted R & M Supplies - Road	9,738	9,500	15,568	10,500	12,068	15,000	20,000	5,000
2-32-06-539-000 R & M Supplies Road Signs	11,218	19,500	6,811	11,500	3,189	7,000	5,000	(2,000)
2-32-06-660-000 Amortization Expense	0	0	0	0	0	0	1,756,357	1,756,357
2-32-06-762-000 Contributed to Reserves	1,428,614	1,300,000	0	1,600,000	0	0	10,000	10,000
2-32-06-780-000 Contributed to Equity in TCA	938,753	877,000	0	390,000	0	0	0	0
2-32-06-831-000 Debenture Debt - Interest	0	0	0	0	0	0	109,379	109,379
2-32-06-832-000 Debenture Debt - Principal	0	0	0	0	0	0	223,761	223,761
Total 2 Expense	2,783,207	2,629,487	374,129	2,437,437	391,020	485,256	2,621,607	0
Total 32-06 *****TRANSPORTATION*****	2,783,207	2,629,487	374,129	2,437,437	391,020	485,256	2,621,607	
32-10 *****SIDEWALKS*****								
2 Expense								
2-32-10-251-000 Contracted R & M	46,918	45,000	64,682	60,000	50,774	60,000	65,000	5,000
2-32-10-530-000 R & M Supplies	0	0	0	0	52	0	0	0
Total 2 Expense	46,918	45,000	64,682	60,000	50,826	60,000	65,000	0
Total 32-10 *****SIDEWALKS*****	46,918	45,000	64,682	60,000	50,826	60,000	65,000	
32-62 *****SHOP*****								
2 Expense								
2-32-62-113-000 Shop Maint. & Municipal Property Wages	51,895	11,510	81,467	50,939	92,828	12,080	86,842	74,762
2-32-62-132-000 Benefits-Employer Contributions	0	860	0	0	4,868	3,000	21,975	18,975
2-32-62-217-000 Phone & Internet	3,394	4,000	4,273	4,000	5,567	4,000	6,000	2,000
2-32-62-237-000 Special Services: Janitorial Contract	6,360	6,375	6,360	6,375	5,300	6,360	6,360	0
2-32-62-252-000 Contracted R & M Building	16,489	17,500	10,279	13,000	5,289	5,000	30,000	25,000
2-32-62-253-000 Contracted R & M Shop Equipment	95	500	0	1,000	453	1,000	1,000	0
2-32-62-512-000 Protective Clothing & Supplies	3,598	3,500	8,508	54,000	3,257	4,000	4,000	0
2-32-62-519-000 General Goods and Supplies	3,043	4,000	13,751	13,000	3,671	4,000	4,000	0
2-32-62-521-000 Gas & Oil	73,551	70,000	79,834	70,000	61,706	75,000	75,000	0
2-32-62-529-000 Small Tools & Equipment Supplies	7,252	8,000	6,840	5,000	33,803	38,000	4,000	(34,000)
2-32-62-530-000 R & M Supplies Building	961	1,000	741	1,500	1,384	1,500	1,500	0
2-32-62-540-000 Utilities - Public Services Shop	12,412	12,200	9,445	12,200	6,485	12,200	11,000	(1,200)
Total 2 Expense	179,050	139,445	221,498	231,014	224,611	166,140	251,677	0
Total 32-62 *****SHOP*****	179,050	139,445	221,498	231,014	224,611	166,140	251,677	
32-65 R & M Supplies - Woods Mower - Attachment								
2 Expense								
2-32-65-265-000 Equipment Rental	262	500	275	500	0	2,000	2,000	0
2-32-65-520-000 R & M Supplies - Misc. Equipment	3,476	3,000	2,420	4,000	474	4,000	4,000	0

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	ACTUALS	BUDGET	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	CHANGE
					(TO DATE)		BUDGET	DOLLARS (\$)
2-32-65-520-030 R & M Supplies - Portable Power Plant	0	100	0	100	0	0	0	0
2-32-65-520-032 R & M Supplies - FRUEHAUF Trailer	0	250	0	250	0	250	0	(250)
2-32-65-520-060 R & M Supplies - '88 CHEV Astro Mini Van	0	500	451	500	0	0	0	0
2-32-65-520-078 R & M Supplies - '91 RAMMER 526 Attach to Unit #21	0	1,000	0	1,000	0	0	0	0
2-32-65-520-084 R & M Supplies - '82 BOMAG Roller S/N 90467	0	1,500	0	1,500	0	0	0	0
2-32-65-520-093 R & M Supplies - '98 Ford F800 s/n 29942	83	400	2,807	400	605	1,000	0	(1,000)
2-32-65-520-095 R & M Supplies - Bobcat Trailer	423	500	0	500	45	500	500	0
2-32-65-520-096 R & M Supplies - New Holland 6635 R2WD	3,675	500	2,348	1,000	3,494	4,000	4,000	0
2-32-65-520-097 R & M Supplies - Woods Mower - Attachment	0	1,500	0	0	0	0	0	0
2-32-65-520-102 R & M Supplies - '95 John Deere 770 BH Grader	7,133	5,000	8,085	8,500	5,788	9,000	9,000	0
2-32-65-520-110 R & M Supplies - Case 580SM Backhoe/Loader S/N 741	4,684	6,000	42,324	51,000	2,542	3,000	14,000	11,000
2-32-65-520-114 R & M Supplies - Air Compressor w/ Trailer	220	500	146	500	338	500	500	0
2-32-65-520-115 R & M Supplies - '04 GMC Sierra 3500 S/N 343513	1,394	1,500	1,600	1,500	1,111	1,500	1,500	0
2-32-65-520-116 R & M Supplies - '04 Portable Generator & Trailer	1,053	1,000	0	1,000	0	1,500	1,500	0
2-32-65-520-118 R & M Supplies - '05 Chev. 3ton Truck S/N 505422	967	2,000	2,912	4,000	1,515	2,000	2,000	0
2-32-65-520-119 R & M Supplies - '06 International Truck (7400)	5,989	8,000	17,236	4,000	6,050	7,000	4,000	(3,000)
2-32-65-520-121 R & M Supplies - '05 New Holland Tractor	2,157	6,000	2,255	3,500	905	1,500	18,000	16,500
2-32-65-520-125 R & M Supplies - '07 Chevy Silverado 1500 (I/A'16)	161	1,000	785	1,000	288	1,000	0	(1,000)
2-32-65-520-135 R & M Supplies - '09 Elgin Street Sweeper	6,339	8,200	12,607	7,000	7,908	11,000	10,000	(1,000)
2-32-65-520-136 R & M Supplies - '10 Ford F150 Supercab 4x2 Truck	896	1,000	1,074	2,000	963	1,000	1,000	0
2-32-65-520-138 R & M Supplies - '10 Ford F150 Supercab 4x2 Truck	962	1,000	251	1,000	1,069	1,000	2,000	1,000
2-32-65-520-144 R & M Supplies - '13 Bobcat Skid Steer Loader	824	1,000	1,642	1,000	12,537	14,600	1,000	(13,600)
2-32-65-520-147 R & M Supplies - '13 GMC Sierra 1500 4x4	238	0	756	0	816	2,000	1,000	(1,000)
2-32-65-520-151 R & M Supplies - '14 Land Pride Flail Mower	0	0	0	0	103	1,500	1,500	0
2-32-65-520-154 R & M Supplies - '13 Shulte Mower	0	0	0	0	1,617	1,500	1,500	0
2-32-65-520-162 R & M Supplies - '16 Ford F150	0	0	0	0	0	0	1,000	1,000
2-32-65-520-164 R & M Supplies - '17 Freightliner Tandem Truck	0	0	0	0	0	0	2,000	2,000
2-32-65-520-166 R & M Supplies - '16 Bobcat Snowblower Attachment	0	0	0	0	0	0	500	500
2-32-65-520-169 R & M Supplies - Grader	0	0	0	0	0	0	5,000	5,000
2-32-65-520-170 R & M Supplies - Drum Roller	0	0	0	0	0	0	1,000	1,000
Total 2 Expense	40,936	51,950	99,974	95,750	48,168	71,350	88,500	0
Total 32-65 R & M Supplies - Woods Mower - Attachment	40,936	51,950	99,974	95,750	48,168	71,350	88,500	
37-00 *****STORM SEWER & DRAINAGE*****								
1 Revenue								
1-37-00-423-000 Storm Sewer Installation	0	(5,000)	(4,722)	(5,000)	0	(5,000)	(5,000)	0
1-37-00-840-000 Provincial Grant	(73,330)	0	0	0	0	0	0	0
1-37-00-920-000 Contributed from Reserve for Operating	0	(5,000)	(5,000)	(5,000)	0	0	0	0

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	ACTUALS	BUDGET	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	CHANGE
					(TO DATE)		BUDGET	DOLLARS (\$)
1-37-00-922-000 Contributed from Reserve for Capital	(107,159)	(500,500)	0	0	0	0	0	0
Total 1 Revenue	(180,489)	(510,500)	(9,722)	(10,000)	0	(5,000)	(5,000)	0
2 Expense								
2-37-00-113-000 Public Services Salaries & Wages	55,219	31,200	46,727	42,975	42,568	33,905	25,097	(8,808)
2-37-00-113-066 Engineering Salaries & Wages	22,719	27,070	25,051	27,592	18,894	27,592	26,807	(785)
2-37-00-132-000 Benefits - Employer Contribution	114	7,950	(114)	7,950	1,419	8,845	13,589	4,744
2-37-00-251-000 Contracted R & M	6,260	4,000	1,050	4,000	0	4,000	4,000	0
2-37-00-501-000 Engineered Structures (UNDER \$25,000.00)	920	5,000	7,283	5,000	0	0	0	0
2-37-00-530-000 R & M Supplies	1,193	1,500	151	1,500	2,715	1,500	2,500	1,000
2-37-00-531-000 Storm Sewer Supplies (Private)	214	500	0	500	267	500	500	0
2-37-00-540-000 Utilities - Storm Lift Stations	4,530	4,000	2,217	5,000	2,081	5,000	4,000	(1,000)
2-37-00-660-000 Amortization Expense	0	0	0	0	0	0	221,373	221,373
2-37-00-762-000 Contributed to Reserves	73,330	0	0	0	0	0	10,000	10,000
2-37-00-780-000 Contributed to Equity in TCA	107,159	500,500	0	0	0	0	0	0
2-37-00-831-000 Debenture Debt - Interest	0	0	0	0	0	0	12,155	12,155
2-37-00-832-000 Debenture Debt - Principal	0	0	0	0	0	0	70,929	70,929
2-37-65-520-158 R & M Supplies - 2012 Portable Irrigation Pump	0	0	0	0	0	500	500	0
Total 2 Expense	271,658	581,720	82,365	94,517	67,944	81,842	391,450	0
Total 37-00 *****STORM SEWER & DRAINAGE*****	91,169	71,220	72,643	84,517	67,944	76,842	386,450	
41-00 *****WATER*****								
1 Revenue								
1-41-00-421-000 Sale of Water	(2,009,313)	(1,809,800)	(2,283,415)	(1,970,935)	(1,935,492)	(2,251,147)	(2,221,343)	29,804
1-41-00-422-000 Water On/Off	(8,530)	(12,000)	(12,169)	(12,000)	(11,715)	(12,000)	(12,000)	0
1-41-00-423-000 Water Service Installation	(20,280)	(10,000)	(16,455)	(10,000)	(10,330)	(10,000)	(10,000)	0
1-41-00-424-000 Sale of Bulk Water	(51,779)	(50,000)	(39,336)	(55,000)	(40,130)	(45,000)	(45,000)	0
1-41-00-425-000 Portable Hydrant Meter	(266)	0	(1,873)	0	0	(1,000)	(1,000)	0
1-41-00-490-000 Pumping Water - Riverview Golf Club	(21,925)	(36,000)	(39,451)	(36,000)	(34,405)	(36,000)	(36,000)	0
1-41-00-491-000 Miscellaneous Revenue	(2,520)	(250)	(2,388)	(250)	(7,796)	(2,000)	(2,000)	0
1-41-00-511-000 Penalties - Water	(16,406)	(7,500)	(18,565)	(7,500)	(16,563)	(16,000)	(16,000)	0
1-41-00-840-000 Provincial Grant	(1,900,000)	(3,368,200)	0	0	0	0	0	0
1-41-00-922-000 Contributed from Reserve for Capital	(4,421,365)	(6,000)	0	0	0	0	0	0
Total 1 Revenue	(8,452,384)	(5,299,750)	(2,413,652)	(2,091,685)	(2,056,431)	(2,373,147)	(2,343,343)	0
Total 41-00 *****WATER*****	(8,452,384)	(5,299,750)	(2,413,652)	(2,091,685)	(2,056,431)	(2,373,147)	(2,343,343)	
41-02 *****WATER*****								
2 Expense								

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	ACTUALS	BUDGET	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	CHANGE
					(TO DATE)		BUDGET	DOLLARS (\$)
2-41-02-113-000 Public Services Salaries & Wages	38,162	36,200	33,153	37,485	33,198	41,185	71,090	29,905
2-41-02-113-065 Vehicle & Equipment Wages	6,168	1,300	14,301	2,805	14,421	2,805	5,984	3,179
2-41-02-113-066 Engineering Salaries & Wages	22,650	27,100	25,051	27,592	18,894	27,592	32,666	5,074
2-41-02-132-000 Benefits - Employer Contribution	75,622	9,200	81,180	77,440	83,041	79,204	24,919	(54,285)
2-41-02-211-000 Travel Expense	2,870	4,000	4,944	6,700	3,927	6,700	6,700	0
2-41-02-217-000 Phone & Internet	2,761	3,500	3,539	3,500	2,961	3,500	3,500	0
2-41-02-223-000 Registration & Tuition	2,902	3,000	5,359	5,300	4,274	5,300	5,300	0
2-41-02-660-000 Amortization Expense	0	248,000	309,503	248,000	0	428,994	710,927	281,933
2-41-02-762-000 Contributed to Reserves	75,000	116,200	600,685	135,000	623,994	623,994	334,827	(289,167)
2-41-02-831-000 Debenture Debt - Interest	0	0	0	0	0	0	92,521	92,521
2-41-02-832-000 Debenture Debt - Principal	0	0	0	0	0	0	102,697	102,697
2-41-02-900-000 Water Doubtful Accounts	2,930	1,500	1,632	2,500	(198)	2,500	2,500	0
2-41-02-910-000 Collection Agency Fee	540	500	349	500	471	500	500	0
Total 2 Expense	229,605	450,500	1,079,696	546,822	784,983	1,222,274	1,394,131	0
Total 41-02 *****WATER*****	229,605	450,500	1,079,696	546,822	784,983	1,222,274	1,394,131	
41-05 *****BILLING & COLLECTION*****								
2 Expense								
2-41-05-113-000 Read Meters Wages	11,524	12,000	10,393	12,355	8,366	12,355	18,364	6,009
2-41-05-113-012 Admin Salaries & Clerical Wages	76,538	85,943	74,727	92,627	65,893	80,272	103,564	23,292
2-41-05-132-000 Benefits-Employer Contributions	0	0	0	0	253	0	32,018	32,018
2-41-05-216-000 Postage, Freight & Courier Services	3,381	3,800	3,458	3,725	3,268	3,725	3,725	0
2-41-05-253-000 R & M - Meter Reading System	0	1,500	2,090	1,500	0	2,500	2,500	0
2-41-05-511-000 General Goods and Supplies ***DO NOT USE***	4,000	4,000	0	4,000	28	4,000	4,000	0
Total 2 Expense	95,443	107,243	90,668	114,207	77,808	102,852	164,171	0
Total 41-05 *****BILLING & COLLECTION*****	95,443	107,243	90,668	114,207	77,808	102,852	164,171	
41-07 *****PUMPING-RAW WATER*****								
2 Expense								
2-41-07-113-000 Raw Water Facility Wages	13,732	10,000	16,336	16,076	0	0	0	0
2-41-07-132-000 Redirect Benefits - Water	0	2,500	0	0	0	0	0	0
2-41-07-252-000 Contracted R & M Building & Equipment	1,498	5,000	9,090	2,500	0	0	0	0
2-41-07-530-000 R & M Supplies Building & Equipment	686	900	139	900	0	0	0	0
2-41-07-540-000 Utilities - Water Pump Stations	75,931	85,650	77,485	85,650	0	0	0	0
Total 2 Expense	91,847	104,050	103,050	105,126	0	0	0	0
Total 41-07 *****PUMPING-RAW WATER*****	91,847	104,050	103,050	105,126				
41-08 *****PURIFICATION & TREATMENT*****								

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	ACTUALS	BUDGET	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	CHANGE
					(TO DATE)		BUDGET	DOLLARS (\$)
2 Expense								
2-41-08-113-000 Treatment Facility Wages	89,045	79,200	96,774	86,340	132,497	116,124	116,622	498
2-41-08-132-000 Benefits-Employer Contributions	0	19,500	0	0	1,870	0	28,347	28,347
2-41-08-251-000 Contracted R & M Reservoir	0	3,000	0	3,000	79,393	88,000	3,000	(85,000)
2-41-08-252-000 Contracted R & M Building	4,460	5,000	405	5,000	4,616	10,000	10,000	0
2-41-08-253-000 Contracted R & M Equipment	14,343	5,000	2,296	5,000	20,791	35,000	61,000	26,000
2-41-08-529-000 Small Tools & Equipment Supplies	0	0	0	0	869	1,000	1,500	500
2-41-08-530-000 R & M Supplies Reservoir	0	100	5	0	0	0	0	0
2-41-08-531-000 Treatment Supplies	77,611	70,000	41,372	85,000	89,678	135,000	115,000	(20,000)
2-41-08-532-000 R & M Supplies Building	583	1,400	1,030	1,400	1,760	2,000	22,000	20,000
2-41-08-533-000 R & M Supplies Equipment	3,066	4,000	3,503	4,000	2,114	4,000	4,000	0
2-41-08-540-000 Utilities - Treatment Plant & Bulk Water Stn.	56,637	74,000	69,428	74,000	107,454	204,650	174,650	(30,000)
2-41-08-762-000 Contributed to Reserves	1,958,000	4,266,382	878,000	878,000	565,000	565,000	625,000	60,000
2-41-08-780-000 Contributed to Equity in TCA	4,420,265	0	0	0	0	0	0	0
Total 2 Expense	6,624,010	4,527,582	1,092,813	1,141,740	1,006,042	1,160,774	1,161,119	0
Total 41-08 *****PURIFICATION & TREATMENT*****	6,624,010	4,527,582	1,092,813	1,141,740	1,006,042	1,160,774	1,161,119	
41-09 *****WATER TRANSMISSION & DISTRIBUTION*****								
2 Expense								
2-41-09-113-000 Water Transmission Wages	67,987	79,106	84,391	86,340	78,123	120,591	117,642	(2,949)
2-41-09-132-000 Benefits-Employer Contributions	0	19,499	0	0	1,810	0	28,857	28,857
2-41-09-251-000 Contracted R & M Engineered Structures	88,338	120,000	100,079	120,000	27,305	120,000	120,000	0
2-41-09-524-000 Main Replacement Supplies & Services	17,371	18,000	9,412	18,000	20,417	18,000	22,000	4,000
2-41-09-530-000 R & M Supplies Meters	11,591	10,000	3,397	15,000	7,794	35,000	15,000	(20,000)
2-41-09-534-000 Private Water Services Supplies INACTIVE'16	14,453	4,000	12,822	4,000	0	4,000	0	(4,000)
2-41-09-540-000 Utilities - Water Tower	904	300	779	750	513	750	750	0
2-41-09-780-000 Contributed to Equity in TCA	0	6,000	0	0	0	0	0	0
Total 2 Expense	200,644	256,905	210,880	244,090	135,962	298,341	304,249	0
Total 41-09 *****WATER TRANSMISSION & DISTRIBUTION*****	200,644	256,905	210,880	244,090	135,962	298,341	304,249	
41-65 R & M Supplies - Tampo Packer-Rp160, S/N 1000171A								
2 Expense								
2-41-65-520-076 R & M Supplies - Tampo Packer Rp160 S/N 1000171A	0	300	0	0	0	0	0	0
2-41-65-520-103 R & M Supplies - '88 Ford Econoline 350 S/N A80719	0	1,000	1,276	1,000	0	1,000	1,000	0
2-41-65-520-105 R & M Supplies - '01 Dodge 1/2 Ton (I/A'13)	0	0	0	500	0	0	0	0
2-41-65-520-113 R & M Supplies - '03 Ford 1/2 Ton	0	1,000	17	1,000	0	0	0	0
2-41-65-520-122 R & M Supplies - '07 Dodge Ram Truck S/N 542836	137	1,000	396	1,000	462	1,000	1,000	0

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	ACTUALS	BUDGET	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	CHANGE
					(TO DATE)		BUDGET	DOLLARS (\$)
2-41-65-520-123 R & M Supplies - 07 Hyundai Loader S/N LF0210350	10,752	10,000	4,311	4,000	5,805	5,900	7,600	1,700
2-41-65-520-124 R & M Supplies - 07 Hyundai Excavator S/N N6041054	379	2,000	511	2,000	166	4,000	15,000	11,000
2-41-65-520-129 R & M Supplies - '08 Ford F150 Supercab 4x2 Truck	621	1,000	359	1,000	1,097	1,000	1,000	0
2-41-65-520-131 R & M Supplies - '08 Bomag 47" Roller	90	500	989	2,200	24	1,000	1,000	0
2-41-65-520-140 R & M Supplies - '11 GMC Sierra Truck	269	1,000	816	1,000	12	1,000	1,000	0
2-41-65-520-143 R & M Supplies - '12 GMC Sierra Truck 1500 4X4	26	1,000	311	1,000	1,737	3,000	1,000	(2,000)
2-41-65-520-161 R & M Supplies - '16 Ford F150	0	0	0	0	0	0	1,000	1,000
2-41-65-520-168 R & M Supplies - Water Pickup	0	0	0	0	0	0	1,000	1,000
Total 2 Expense	12,274	18,800	8,986	14,700	9,303	17,900	30,600	0
Total 41-65 R & M Supplies - Tampo Packer-Rp160, S/N 1000171A	12,274	18,800	8,986	14,700	9,303	17,900	30,600	
42-00 *****SANITARY SEWER*****								
1 Revenue								
1-42-00-421-000 Sewage Service Sales	(712,217)	(883,300)	(874,113)	(962,000)	(926,850)	(995,336)	(1,096,034)	(100,698)
1-42-00-423-000 Sewage Installations	(68,600)	(5,000)	(5,625)	(5,000)	(3,140)	(5,500)	(5,000)	500
1-42-00-491-000 Miscellaneous Revenue	100	(500)	0	(500)	0	0	0	0
1-42-00-511-000 Penalties - Sewer	0	(4,500)	0	(4,500)	0	0	0	0
1-42-00-920-000 Contributed from Reserve for Operating	0	(25,000)	(5,000)	(25,000)	0	0	0	0
1-42-00-922-000 Contributed from Reserve for Capital	0	(401,500)	0	(1,292,000)	0	0	0	0
1-42-00-990-000 Transfer from Accumulated Surplus	0	(90,000)	0	(260,000)	0	0	0	0
Total 1 Revenue	(780,717)	(1,409,800)	(884,738)	(2,549,000)	(929,990)	(1,000,836)	(1,101,034)	0
Total 42-00 *****SANITARY SEWER*****	(780,717)	(1,409,800)	(884,738)	(2,549,000)	(929,990)	(1,000,836)	(1,101,034)	
42-09 *****SANITARY SEWER*****								
2 Expense								
2-42-09-113-000 Public Services Salaries & Wages	90,836	72,800	89,254	84,451	98,303	106,356	119,704	13,348
2-42-09-113-012 Admin Salaries & Clerical Wages	47,040	52,900	45,987	58,354	40,549	56,285	58,769	2,484
2-42-09-113-065 Vehicle & Equipment Wages	2,279	700	3,031	1,403	985	1,403	1,496	93
2-42-09-113-066 Engineering Salaries & Wages	22,650	27,100	25,051	27,592	18,894	27,592	26,807	(785)
2-42-09-132-000 Benefits - Employer Contribution	38,283	21,300	36,988	39,700	37,947	39,700	54,426	14,726
2-42-09-216-000 Postage, Freight & Courier Services	3,381	3,800	3,458	3,800	3,250	3,800	3,800	0
2-42-09-218-000 Phone - Sewer Lifts	1,707	2,000	1,748	2,000	1,432	2,000	2,000	0
2-42-09-251-000 Contracted R & M Engineered Structures	6,207	27,500	2,063	17,500	7,803	32,500	22,500	(10,000)
2-42-09-259-000 Contracted R & M Lift Station	5,753	35,000	21,188	25,000	7,748	55,000	20,000	(35,000)
2-42-09-351-000 Medicine Hat Treatment Service	573,140	550,000	439,583	550,000	416,524	550,000	498,483	(51,517)
2-42-09-511-000 General Goods and Supplies**DO NOT USE****	4,000	4,000	0	4,000	47	4,000	4,000	0
2-42-09-530-000 Private Sewer Service Supplies	972	2,000	11,407	2,000	273	1,000	1,000	0
2-42-09-532-000 R & M Supplies	3,746	5,000	904	5,000	5,347	5,000	5,000	0

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	2014	2014	2015	2015	2016	2016	2017	2016 TO 2017
	ACTUALS	BUDGET	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	CHANGE
					(TO DATE)		BUDGET	DOLLARS (\$)
2-42-09-540-000 Utilities - Sanitary Lift Stations	8,290	9,700	7,448	9,700	5,219	9,700	9,700	0
2-42-09-660-000 Amortization Expense	0	186,000	212,171	186,000	0	210,715	212,170	1,455
2-42-09-762-000 Contributed to Reserves	30,000	40,500	40,500	40,500	90,500	90,500	271,349	180,849
2-42-09-780-000 Contributed to Equity in TCA	0	491,500	0	1,552,000	0	0	0	0
2-42-09-900-000 Sewage Doubtful Accounts	1,391	700	1,387	700	(159)	700	700	0
2-42-09-910-000 Collection Agency Fee	251	300	237	300	359	300	300	0
Total 2 Expense	839,926	1,532,800	942,405	2,610,000	735,021	1,196,551	1,312,204	0
Total 42-09 *****SANITARY SEWER*****	839,926	1,532,800	942,405	2,610,000	735,021	1,196,551	1,312,204	
42-65 R & M Supplies - '80 White Int.Truck								
2 Expense								
2-42-65-520-109 R & M Supplies - '80 White Int.Truck	601	1,000	444	1,000	0	14,000	0	(14,000)
2-42-65-520-156 R & M Supplies - '15 Sewer Flush Truck	0	0	0	0	0	1,000	1,000	0
Total 2 Expense	601	1,000	444	1,000	0	15,000	1,000	0
Total 42-65 R & M Supplies - '80 White Int.Truck	601	1,000	444	1,000		15,000	1,000	
43-00 *****GARBAGE COLLECTION*****								
1 Revenue								
1-43-00-421-000 Waste Disposal Sales	(319,978)	(415,600)	(496,151)	(456,954)	(435,383)	(493,226)	(523,945)	(30,719)
1-43-00-491-000 Miscellaneous Revenue	(847)	0	(29,998)	0	0	(500)	0	500
1-43-00-511-000 Penalties - Waste Disposal	0	(1,900)	0	(1,900)	0	0	0	0
1-43-00-920-000 Contributed from Reserve for Operating	0	(50,000)	(30,000)	(330,000)	0	0	0	0
Total 1 Revenue	(320,825)	(467,500)	(556,149)	(788,854)	(435,383)	(493,726)	(523,945)	0
Total 43-00 *****GARBAGE COLLECTION*****	(320,825)	(467,500)	(556,149)	(788,854)	(435,383)	(493,726)	(523,945)	
43-09 *****GARBAGE COLLECTION & DISTRIBUTION*****								
2 Expense								
2-43-09-113-000 Public Services Salaries & Wages	83,064	51,900	79,500	73,319	71,812	75,703	99,259	23,556
2-43-09-113-012 Admin Salaries & Clerical Wages	23,566	26,500	22,993	30,231	20,275	28,143	50,795	22,652
2-43-09-113-065 Vehicle & Equipment Wages	10,456	5,800	10,467	12,624	11,638	12,624	16,456	3,832
2-43-09-132-000 Benefits - Employer Contribution	29,099	21,600	27,822	32,480	27,782	18,556	43,833	25,277
2-43-09-210-000 Recycling Program (INACTIVE'13)	0	106,000	0	0	0	0	0	0
2-43-09-216-000 Postage, Freight & Courier Services	3,381	3,800	3,458	3,800	3,250	3,800	3,800	0
2-43-09-351-000 Garbage Tonnage Charges	58,365	50,000	79,417	81,000	91,171	81,000	96,000	15,000
2-43-09-504-000 MACHINES & EQUIPMENT (UNDER \$5000)	34,122	50,000	30,831	30,000	8,329	50,000	50,000	0
2-43-09-511-000 General Goods and Supplies**DO NOT USE****	2,000	2,000	0	2,000	0	2,000	2,000	0
2-43-09-521-000 Gas & Oil	20,000	20,000	0	24,000	0	24,000	27,000	3,000
2-43-09-530-000 R & M Supplies	15,080	17,000	11,259	17,000	8,886	15,000	15,000	0

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	2014	2014	2015	2015	2016	2016	2017	2016 TO 2017
	ACTUALS	BUDGET	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	CHANGE
					(TO DATE)		BUDGET	DOLLARS (\$)
2-43-09-660-000 Amortization Expense	0	0	0	0	0	0	51,028	51,028
2-43-09-762-000 Contributed to Reserves	82,500	82,500	440,000	440,000	142,500	142,500	74,402	(68,098)
2-43-09-900-000 Garbage Doubtful Accounts	648	300	667	300	(73)	300	300	0
2-43-09-910-000 Collection Agency Fee	108	100	82	100	165	100	100	0
Total 2 Expense	362,389	437,500	706,496	746,854	385,735	453,726	529,973	0
Total 43-09 *****GARBAGE COLLECTION & DISTRIBUTION*****	362,389	437,500	706,496	746,854	385,735	453,726	529,973	
43-65 R & M Supplies - 1998 Garbage Truck								
2 Expense								
2-43-65-520-094 R & M Supplies - 1998 Garbage Truck	4,359	10,000	4,313	12,000	0	0	0	0
2-43-65-520-128 R & M Supplies - '08 Interna SF637 Garbage Truck	44,234	20,000	51,398	30,000	24,937	30,000	30,000	0
2-43-65-520-157 R & M Supplies - '15 Garbage Truck (Freightliner)	0	0	0	0	4,084	10,000	15,000	5,000
Total 2 Expense	48,593	30,000	55,711	42,000	29,021	40,000	45,000	0
Total 43-65 R & M Supplies - 1998 Garbage Truck	48,593	30,000	55,711	42,000	29,021	40,000	45,000	
56-00 *****CEMETERY*****								
1 Revenue								
1-56-00-490-000 Cemetery Revenue	(10,134)	(15,000)	(29,231)	(15,000)	(17,182)	(23,000)	(23,000)	0
1-56-00-922-000 Contributed from Reserve for Capital	0	(4,500)	0	(4,500)	0	0	0	0
Total 1 Revenue	(10,134)	(19,500)	(29,231)	(19,500)	(17,182)	(23,000)	(23,000)	0
Total 56-00 *****CEMETERY*****	(10,134)	(19,500)	(29,231)	(19,500)	(17,182)	(23,000)	(23,000)	
56-08 *****CEMETERY*****								
2 Expense								
2-56-08-113-000 Cemetery Maintenance Wages	5,028	20,110	13,975	19,934	12,310	19,934	23,904	3,970
2-56-08-132-000 Benefits-Employer Contributions	0	3,064	0	0	3,410	4,067	4,815	748
2-56-08-251-000 Contracted R & M	0	0	0	0	0	0	5,000	5,000
2-56-08-519-000 General Goods and Supplies	4,040	6,100	3,516	1,000	22,602	26,500	2,500	(24,000)
2-56-08-520-000 Graveliners	(3,105)	4,000	4,488	4,000	1,760	4,500	4,500	0
2-56-08-660-000 Amortization Expense	0	0	0	0	0	0	1,209	1,209
Total 2 Expense	5,963	33,274	21,979	24,934	40,082	55,001	41,928	0
Total 56-08 *****CEMETERY*****	5,963	33,274	21,979	24,934	40,082	55,001	41,928	
Total Public Services	27,725	1,296,036	1,629,579	1,395,138	732,618	1,726,746	4,655,037	
Land & Legislative Services								
66-06 *****LAND DEVELOPMENT*****								
2 Expense								

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	ACTUALS	BUDGET	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	CHANGE
					(TO DATE)		BUDGET	DOLLARS (\$)
2-66-06-113-012 Admin Salaries & Clerical Wages	27,537	27,300	27,897	28,095	25,014	28,717	38,225	9,508
2-66-06-132-000 Benefits - Employer Contribution	0	0	0	0	0	0	8,191	8,191
2-66-06-221-000 Public Relations, Promotions & Advertising	6,956	17,000	4,646	17,000	3,991	17,000	15,750	(1,250)
2-66-06-230-000 Cost of Land Sales (Legal, Commission etc.)	15,681	3,000	5,474	3,000	799	5,000	5,000	0
2-66-06-249-000 Replot & Survey (for Land Dev.)	750	10,000	4,778	10,000	0	7,500	7,500	0
2-66-06-250-000 Cost of Land Sale (Land Inventory Costs)	92,056	75,000	125,706	75,000	0	75,000	75,000	0
2-66-06-762-000 Contributed to Reserves	210,212	204,100	341,131	213,000	242,960	242,960	244,542	1,582
Total 2 Expense	353,192	336,400	509,632	346,095	272,764	376,177	394,208	0
Total 66-06 *****LAND DEVELOPMENT*****	353,192	336,400	509,632	346,095	272,764	376,177	394,208	
69-00 *****BUILDING RENTAL & LAND LEASE*****								
1 Revenue								
1-69-00-564-000 Leases - Commercial,Grazing,Rental, L-T	(30,311)	(30,600)	(30,534)	(30,200)	(32,540)	(31,100)	(31,100)	0
Total 1 Revenue	(30,311)	(30,600)	(30,534)	(30,200)	(32,540)	(31,100)	(31,100)	0
Total 69-00 *****BUILDING RENTAL & LAND LEASE*****	(30,311)	(30,600)	(30,534)	(30,200)	(32,540)	(31,100)	(31,100)	
Total Land & Legislative Services	322,881	305,800	479,098	315,895	240,224	345,077	363,108	
Planning & Engineering								
27-00 *****BUILDING & DEVELOPMENT*****								
1 Revenue								
1-27-00-527-000 Commissions (Permits - Plumbing, Electric & Gas)	(5,594)	(6,000)	(7,066)	(6,000)	(6,966)	(11,000)	(11,000)	0
Total 1 Revenue	(5,594)	(6,000)	(7,066)	(6,000)	(6,966)	(11,000)	(11,000)	0
2 Expense								
2-27-00-113-000 Building & Development Wages	59,274	58,500	79,827	60,141	76,105	65,000	81,286	16,286
2-27-00-132-000 Benefits - Employer Contribution	15,490	15,300	19,903	15,858	15,376	16,714	16,800	86
2-27-00-211-000 Travel Expense	1,420	3,400	0	6,400	0	4,600	4,600	0
2-27-00-217-000 Phone & Internet	987	1,100	1,106	1,100	1,038	1,100	1,100	0
2-27-00-223-000 Registration & Tuition	1,345	2,000	870	3,140	2,054	4,200	6,000	1,800
2-27-00-225-000 Memberships	0	200	0	200	100	200	200	0
2-27-00-234-000 Contract Inspections	2,315	6,000	22,500	25,000	142	2,000	2,000	0
2-27-00-511-000 General Goods and Supplies	0	1,000	75	1,000	80	1,000	1,000	0
Total 2 Expense	80,831	87,500	124,281	112,839	94,895	94,814	112,986	0
Total 27-00 *****BUILDING & DEVELOPMENT*****	75,237	81,500	117,215	106,839	87,929	83,814	101,986	
61-00 *****MUNICIPAL PLANNING*****								
1 Revenue								
1-61-00-351-000 Zoning/Planning/Subdivision Fees/Permits	(5,070)	(9,250)	(3,195)	(6,500)	(3,200)	(3,650)	(3,650)	0

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	ACTUALS	BUDGET	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	CHANGE
					(TO DATE)		BUDGET	DOLLARS (\$)
1-61-00-411-000 Zoning/Compliance Letter Fees (INACTIVE'13)	(1,915)	0	0	0	0	0	0	0
1-61-00-413-000 Development Fees	(13,804)	(14,400)	(10,368)	(14,400)	(11,330)	(12,400)	(12,400)	0
1-61-00-414-000 Planning & Development App Appeal Fees INACTIVE'16	(1,200)	0	0	0	0	0	0	0
1-61-00-920-000 Contributed from Reserve for Operating	0	(30,000)	(40,000)	(40,000)	0	(60,000)	(60,000)	0
Total 1 Revenue	(21,989)	(53,650)	(53,563)	(60,900)	(14,530)	(76,050)	(76,050)	0
2 Expense								
2-61-00-113-000 Admin Salaries & Clerical Wages	17,175	19,275	19,075	19,348	16,974	19,727	30,446	10,719
2-61-00-132-000 Benefits - Employer Contribution	4,876	0	4,641	5,500	4,937	5,500	5,758	258
2-61-00-231-000 Planning and Development Studies	144,809	30,000	241,392	40,000	14,371	0	0	0
2-61-00-233-000 Professional Services: Planner	32,110	35,000	42,005	97,000	18,363	128,000	86,000	(42,000)
2-61-00-511-000 General Goods and Supplies	500	1,000	183	1,000	66	1,000	1,000	0
Total 2 Expense	199,470	85,275	307,296	162,848	54,711	154,227	123,204	0
Total 61-00 *****MUNICIPAL PLANNING*****	177,481	31,625	253,733	101,948	40,181	78,177	47,154	
66-00 *****SUBDIVISION & LAND DEVELOPMENT*****								
1 Revenue								
1-66-00-411-000 Documentation for the Tender Process	(200)	(500)	(600)	(500)	0	(500)	(500)	0
1-66-00-480-000 Land Sales	(454,422)	(425,000)	(664,447)	(425,000)	(281,818)	(425,000)	(425,000)	0
1-66-00-481-000 Agreement for Sale - Installments	(9,450)	(16,200)	(16,200)	(16,200)	(14,850)	(16,200)	(1,350)	14,850
1-66-00-491-000 Miscellaneous Revenue	835	0	0	0	(660)	0	0	0
1-66-00-920-000 Contributed from Reserve for Operating (Shanon)	0	0	0	(213,000)	0	(242,960)	0	242,960
1-66-00-921-000 Contributed from Reserve for Operating (Eng)	(32,000)	0	0	0	0	(65,000)	(65,000)	0
1-66-00-922-000 Contributed from Reserve for Capital	1,954	0	0	0	0	0	0	0
1-66-00-970-000 Infrastructure Capacity Fees	0	0	(19,040)	0	0	0	0	0
Total 1 Revenue	(493,283)	(441,700)	(700,287)	(654,700)	(297,328)	(749,660)	(491,850)	0
2 Expense								
2-66-00-113-000 Engineering Salaries & Wages	169,140	162,420	190,074	165,552	148,146	180,552	173,583	(6,969)
2-66-00-132-000 Benefits - Employer Contribution	33,902	61,100	26,997	39,871	49,454	73,494	41,893	(31,601)
2-66-00-211-000 Travel Expense	1,065	2,150	766	2,250	0	2,250	3,000	750
2-66-00-216-000 Postage, Freight & Courier Services	670	800	897	800	1,283	800	1,400	600
2-66-00-217-000 Phone & Internet	2,901	3,000	2,469	3,040	2,862	2,200	3,000	800
2-66-00-223-000 Registration & Tuition	2,866	3,400	1,737	4,450	2,945	4,985	4,985	0
2-66-00-225-000 Memberships	3,126	2,220	1,808	2,514	1,339	2,402	3,059	657
2-66-00-233-000 Contracted Testing/Geotechnical/Surveying	32,531	1,500	3,005	16,500	8,050	82,500	77,000	(5,500)
2-66-00-237-000 Special Services: Janitorial Contract	2,206	2,200	2,196	2,420	1,830	2,200	2,200	0
2-66-00-253-000 Contracted R & M Office Equipment	1,435	1,500	2,650	1,500	1,683	2,500	2,000	(500)
2-66-00-254-000 Software Maintenance & Licenses	8,994	5,900	8,730	6,221	4,613	9,195	11,021	1,826

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	ACTUALS	BUDGET	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	CHANGE
					(TO DATE)		BUDGET	DOLLARS (\$)
2-66-00-504-000 MACHINES & EQUIPMENT (UNDER \$5000)	0	0	0	0	4,095	0	4,000	4,000
2-66-00-511-000 General Goods and Supplies	2,062	2,800	2,115	2,500	4,504	7,695	7,500	(195)
2-66-00-540-000 Utilities - Engineering Offices	2,139	2,500	2,028	2,500	1,266	2,500	2,500	0
2-66-00-660-000 Amortization Expense	0	0	0	0	0	0	17,827	17,827
2-66-00-780-000 Contributed to Equity in TCA	(1,954)	0	0	0	0	0	0	0
Total 2 Expense	261,083	251,490	245,472	250,118	232,070	373,273	354,968	0
Total 66-00 *****SUBDIVISION & LAND DEVELOPMENT*****	(232,200)	(190,210)	(454,815)	(404,582)	(65,258)	(376,387)	(136,882)	
66-65 R & M Supplies - '03 Ford 1/2 Ton S/N 590								
2 Expense								
2-66-65-520-126 R & M Supplies - '07 Chev 1500 (INACTIVE'14)	0	1,000	0	0	0	0	0	0
2-66-65-520-130 R&M Supplies - '08 FORD F150	1,389	0	150	400	964	1,500	500	(1,000)
Total 2 Expense	1,389	1,000	150	400	964	1,500	500	0
Total 66-65 R & M Supplies - '03 Ford 1/2 Ton S/N 590	1,389	1,000	150	400	964	1,500	500	
Total Planning & Engineering	21,907	(76,085)	(83,717)	(195,395)	63,816	(212,896)	12,758	
Total Town of Redcliff	(919,699)	2,515,333	2,825,764	2,363,000	(1,339,810)	3,077,355	3,312,537	235,182

Virtual City Hall

As the general population moves more towards technology, everyone has a smart phone, and people are constantly looking for ways to “do things online”. More and more comments are being heard from customers regarding the difficulty of attending Town Hall during regular office hours. People like to have information available at their fingertips. The Town is operating in a current context where many services are expected “on-demand”. As a municipality, there are ways to adapt to the technological mindset and current technology trends. Introducing the direct withdrawals for taxes and utilities has proven very convenient for many customers, however, there are still those who are not willing to sign up for something as permanent as that, and like to choose how much and when to pay. Many people like to come in just so they can use their credit card as a way to either defer their payment slightly, or to earn points/rewards/cash back. Some people still make the trip in so they can simply receive a copy of a receipt.

The Town issues approximately 2,600 utility bills every two months. 2,035 of them are physically mailed out to the customers while the remainder of the customers have signed up for electronic bills emailed to them. Of the total 2,600 utility bills that are sent out, only 136 are currently utilizing the Utility Pre-Authorized Payment program.

The Town issues roughly 2,500 property tax notices each year. All of these are physically mailed out (as per the MGA). Of the total 2,200 tax notices that are mailed out, only 96 customers are currently utilizing the Tax Installment Payment Plan.

Virtual City Hall is an online module supplied by our financial software company, Diamond Municipal Solutions. Virtual City Hall is currently being used by a number of municipalities in Alberta. Some examples are: Airdrie, Blackfalds, Bonnyville, Brooks, Canmore, Drumheller, Fort Saskatchewan, Leduc, Okotoks, Spruce Grove, Strathmore, Wetaskiwin, and Whitecourt. These municipalities have their customer adoption rates for Virtual City between 20% and 40%.

Virtual City Hall allows residents and other customers to access their account information online, see any outstanding balances, view consumption (utilities), view past invoices, renew dog and business licenses, order tax certificates, search the assessment roll, and make payments.

Payments can be accepted for Taxes, Utilities, Animal Licenses, Business Licenses, and Tax Certificates via debit cards and credit cards. The system has the ability to limit what type of payment can be accepted for each type of transaction. For example, we can limit property tax payments to only be with debit, and not credit cards.

Over the past year, the Town collected \$195,527.91 in Visa and MasterCard payments through 741 transactions. These payments were made at the Town Hall in person, or through over-the-phone or emailed requests. If these payments were made through Virtual City Hall, the Town could have collected an additional \$3,421.74 in “convenience fees” as the Town would be able to charge up to 1.75% to offset the credit card fees associated with these payments.

In the same period, the Town collected \$878,348.20 through Interac (debit) payments through 3,465 transactions. All of these payments were made in person.

In that same period, Town employees prepared 279 Tax Certificates. Each tax certificate takes roughly 10-20 minutes to prepare, and are completed as requested by a customer. The tax certificates need to be printed, signed by the Director of Finance and Administration, faxed to the customer, and then physically mailed to the customer.

Virtual City Hall would be an additional service to the residents and customers of the Town. Although it will not be a full cost-recovery service upon initialization, utilizing this module will decrease other costs, over time, such as postage, envelopes, and printing, time spent with customers making payments, or answering questions about utilities or taxes outstanding.

The cost for the Virtual City Hall bundle is \$25,000 (less \$3,750 if purchased by March 31 2017), with an estimated installation charge of \$8,000. This would also increase our yearly support plan costs by \$2,500 (10% of the product cost) and our yearly maintenance fee by \$4,000 (16% of the product cost). This entire amount of \$35,750 would be funded through the Purchasing Reserve in 2017, and then only the yearly support and maintenance fees would be required to be funded through operations on an ongoing basis. If 50% of the remaining 2,035 utility customers signed up for Virtual City Hall, the savings to postage alone would cover the yearly maintenance fee. Once a convenience fee has been added to online credit card payments, those fees could also offset a portion of the annual support costs. Over time, as people adopt this service, the cost savings from postage, paper, printer wear-and-tear, and time will offset the yearly fees associated with the service.

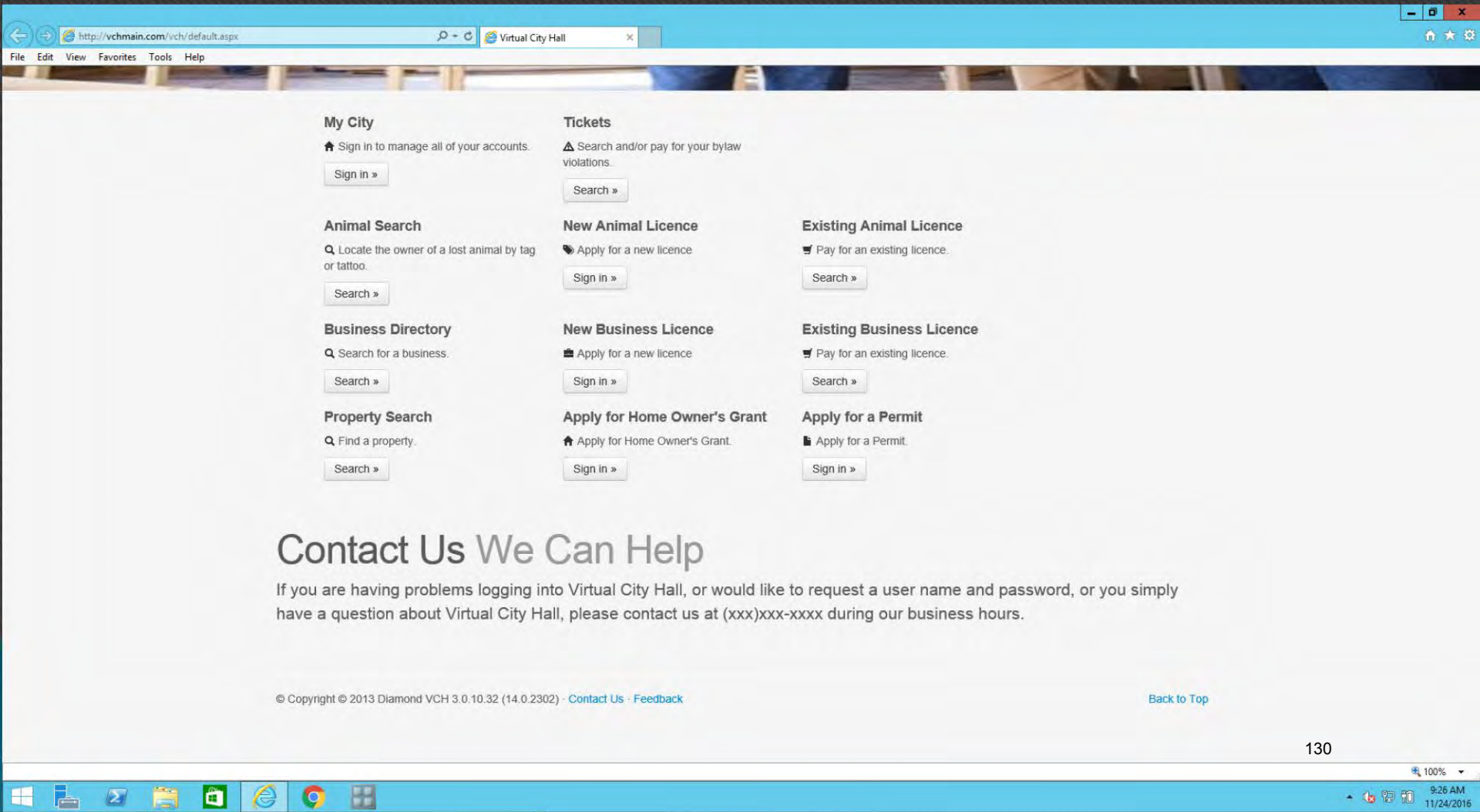
VIRTUAL CITY HALL

2017 BUDGET

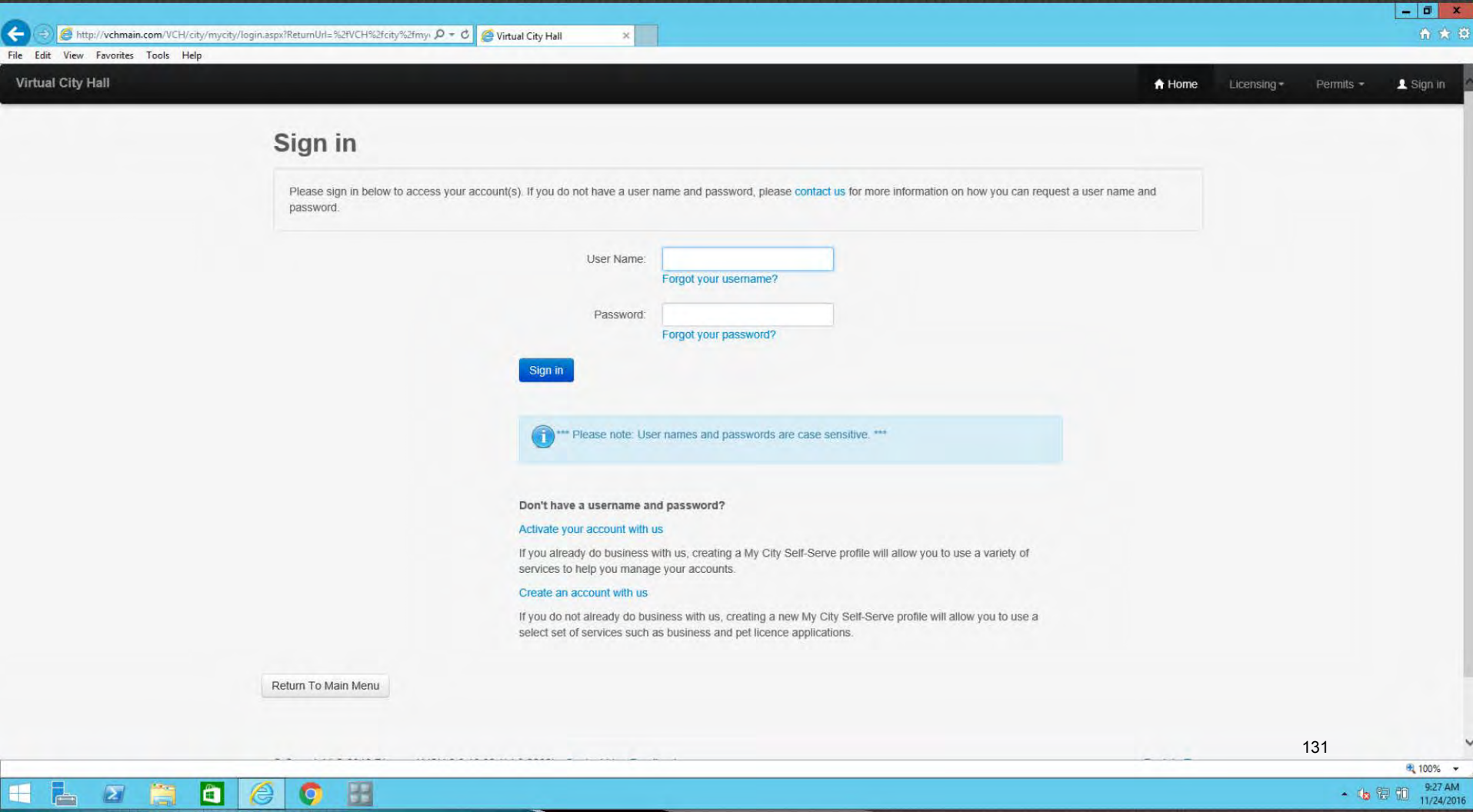
Virtual City Hall

1. Landing Page
2. Login Screen
3. Main Page
4. Utilities
 - a. Account Details
 - b. Balance Information
 - c. Billing History
 - d. Account Transactions
 - e. eBilling
5. Property Taxes
 - a. Account Details
 - b. Balances/Transactions
 - c. Assessment
6. Business Licenses
 - a. Business License Information
 - b. Business License Type
7. Dog License Details

Landing Screen



Login Screen



Main Page

Account Listing

Listed below are your accounts with us. If you have an account that is not listed here, please [contact us](#) and we will correct the problem.
Use the Pay button to pay an account. To make multiple payments or a partial payment, use the multiple payment button

001500305201000 Property Tax Account 100 Cooper Street , Suite 10 \$5,684.00 Pay Not Signed Up for PAP Start	002400504001100 Property Tax Account 1620 Wrangler Road \$3,994.26 Pay Not Signed Up for PAP Start
002400504001500 Property Tax Account 1678 Wrangler Road \$2,390.86 Pay Not Signed Up for PAP Start	10100.00 Utility Account 100 Cooper Street , Suite 10 \$126.25 Pay Not Signed Up for PAP Start
10650.00 Utility Account	1 Pet License

Utilities – Account Details



Utility Account Information

Here you will find information on your utility account

Account Details Balance Information Billing History Account Transactions eBilling

Account # 10100.00

Active

Service Address

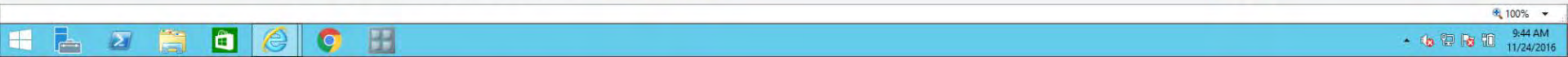
Suite 10, 100 Cooper Street

Mailing Address

1678 Wrangler Road
Diamond City, ON N5T 4T3

Kittler, Tray

Return To Main Menu



Utilities – Balance Information

Virtual City Hall

Home Licensing Permits Tray Kittler

Utility Account Information

Here you will find information on your utility account

[Account Details](#) **Balance Information** [Billing History](#) [Account Transactions](#) [eBilling](#)

Balance Per Billing Period

Current	\$126.25
Pending \$0.00	Total \$126.25

Additional Balance Notes

- Your utilities account has a deposit of \$100.00
- Your last levy amount was \$126.25

Your last utility bill had new charges of \$126.25 on May 31, 2018. [Electronic Copy](#)

The bill will open in a new window or a new tab depending on your browser settings. You may close it after viewing and continue using Virtual City Hall.

Utilities – Billing History

Here you will find information on your utility account

[Account Details](#) [Balance Information](#) [Billing History](#) [Account Transactions](#) [eBilling](#)

Listed below is all of your billing history still being maintained on our system. Each bill is shown in descending order by billing period ending date. To view an electronic copy of the bill, simply click on the desired date and an electronic copy of your bill will be presented in a new window or a new tab, depending on your browser settings. Once done viewing the bill, close that window or tab to continue using Virtual City Hall.

May 31, 2018	View
Apr 30, 2018	View
Mar 31, 2018	View
Feb 28, 2018	View
Jan 31, 2018	View
Dec 31, 2017	View
Nov 30, 2017	View
Oct 31, 2017	View
Sep 30, 2017	View
Aug 31, 2017	View
Jul 31, 2017	View
Jun 30, 2017	View
May 31, 2017	View
Apr 30, 2017	View
Mar 31, 2017	View
Feb 28, 2017	View

135

100% 9:45 AM 11/24/2016

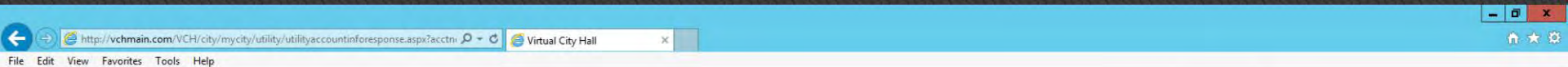
Utilities – Account Transactions

Here you will find information on your utility account

[Account Details](#) [Balance Information](#) [Billing History](#) [Account Transactions](#) [eBilling](#)

May 31, 2018 - Ref # 816 + Utility Levy	\$126.25 Show Bill
May 20, 2018 - Ref # 669 - Cash Receipt	(\$128.50)
May 08, 2018 - Ref # 1 - Arrears Letter Printed	\$0.00
Apr 30, 2018 - Ref # 784 + Utility Levy	\$128.50 Show Bill
Apr 26, 2018 - Ref # 649 - Cash Receipt	(\$101.50)
Mar 31, 2018 - Ref # 755 + Utility Levy	\$101.50 Show Bill

Utilities - eBilling



Utility Account Information

Here you will find information on your utility account

[Account Details](#) [Balance Information](#) [Billing History](#) [Account Transactions](#) [eBilling](#)

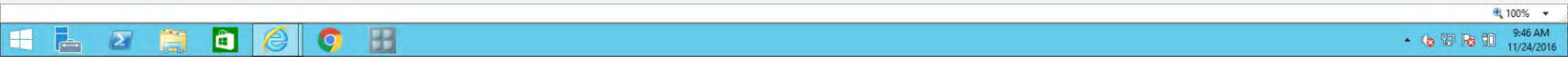
We offer a Utility eBilling service where your utility bill will be automatically sent to your email on file. The Check Box below indicates your current preference. Checking or Unchecking the box will change your eBilling Preference. Note that you can also review and change your password by selecting your name on the top navigation bar and selecting "Change Password" or simply [click here](#) to review/change.

☒ Yes, Please Enrol Me For eBilling

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Taxes – Account Details

Virtual City Hall

Home Licensing Permits Tray Kittler

Property Tax Account

Here you will find information on your property tax account

Account Details Balances / Transactions Assessment School Declaration Improvements Owners

Tax Roll Number **001500305201000** Taxable Property Zoning **M4**

Name Kittler, Tray	Municipal Address Suite 40, 100 Cooper Street
Address 1678 Wrangler Road Diamond City, ON N5T 4T3	Legal Description Lot 10, Block 56, Plan PT400

LINC / PIN Number: 0448384865
Frontage Measurements: Front: 120.00000 Feet
Rear: 130.00000 Feet
Taxable: 120.00000 Feet

Additional Descriptions

Lot 10 Block 56 Plan PT400

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9:43 AM 11/24/2016

Taxes - Balances / Transactions

Virtual City Hall

Home Licensing Permits Tray Kittler

Property Tax Account

Here you will find information on your property tax account

[Account Details](#) **Balances / Transactions** [Assessment](#) [School Declaration](#) [Improvements](#) [Owners](#)

Tax Year Summary

Tax Year 2016 - Balance	\$0.00
Tax Year 2017 - Balance	\$0.00
Tax Year 2018 - Balance	\$5,684.00

Pending Transactions	\$0.00
Total Balance	\$5,684.00

Additional Balance Notes

- Your last property tax levy was \$11,480.42 on Aug 10, 2017

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Taxes - Assessment

Virtual City Hall

File Edit View Favorites Tools Help

Virtual City Hall

Home Licensing Permits Tray Kittier

Property Tax Account

Here you will find information on your property tax account

[Account Details](#) [Balances / Transactions](#) [Assessment](#) [School Declaration](#) [Improvements](#) [Owners](#)

Current Assessment for Tax Roll 001500305201000

2018 Com Tx:Full - NoSup Annual Taxable	Assessment Value \$225,000.00
2018 MultiRes Tx:Farm I - EngSep Annual Taxable	Assessment Value \$480,000.00
Total Assessment \$705,000.00	

Historical Assessments for Tax Roll 001500305201000

2016 Com Tx:Full - NoSup Annual Taxable	Assessment Value \$200,000.00
--	-------------------------------

Business License - Information

Below you will find your business licence details

Business Licence Information **Business Licence Type**

0000004 Active

Business Name
Red Light Massage

Proposed Business
Health and Wellness Centre

Applied Jul 06, 2014
Approved Oct 11, 2014

Additional Details

Web Page
<http://>

E-mail
demo.diamond@outlook.com

Owners
Kittler, Tray

Outstanding Balance \$150.00

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Business License - Type

Virtual City Hall

Home Licensing Permits Tray Kittler

Business Licence Details

Below you will find your business licence details

[Business Licence Information](#) **Business Licence Type**

Business Type:

[Renew / Make Payment](#) [Save](#) [Report Cease of Operation](#)

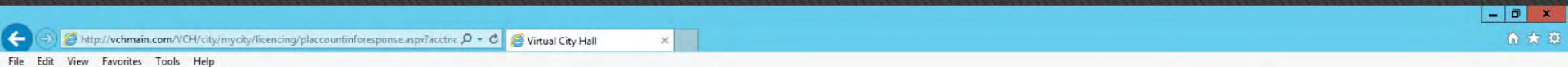
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Animal License Details



Animal Licence Details

Below you will find your pet licence details

Tag DC-10000

2017 Active

Tag Fee

\$200.00 (Dangerous Animal Fee)

Outstanding Balance

\$0.00

Date Issued Jan 01, 2015

Mr. Jingles

Gold Striped Male Liger

7yrs old

Tattoo Number

78-LIGER

Save

Birth Date: Mar 16, 2009

[Return To Main Menu](#)

TOWN OF REDCLIFF REQUEST FOR DECISION

DATE: November 28, 2016

PROPOSED BY: Director of Finance and Administration

TOPIC: Doubtful Accounts Receivable

PROPOSAL: Write Off Uncollectible UT and AR Receivables (Lists Enclosed)

BACKGROUND:

The attached listing of write-off accounts includes two sections:

1. 2016 write-off request for the accounts which have been outstanding for at least one year. All accounts eligible for collections have been submitted to CBV Collection Agency. We may recover some accounts in the future as the collection agency keeps an active list for seven years. The Accounts Receivable / Utility Clerk may also recover some accounts if customers sign on again or customer applies for credit with the Town of Redcliff in the future.
2. A write-off request from Cypress County to write off **\$985.28** accumulated finance charges from 2011-2014 due to the reason that they did not have net 30 days to pay their invoices in the past. The finance charges incurred during 2011-2014, the request to waive them was sent to the Town in the past, but no decision was communicated to the County (from a regional collaboration/partnership perspective administration recommends leniency in this regard; further, there has not been issues receiving payment).

POLICY/LEGISLATION: N/A

STRATEGIC PRIORITIES: N/A

ATTACHMENTS:

List of outstanding utility accounts for **\$3,916.03** and outstanding general accounts receivable for **\$353.96**, and **\$985.28** additional write-off of accumulated finance charges from 2011-2014 as requested by Cypress County.

OPTIONS:

1. To approve and authorize the Director of Finance and Administration to write off the total amount of \$5,255.27, \$3,916.03 for outstanding utility accounts, and \$353.96 for outstanding general receivable accounts, and \$985.28, accumulated finance charge (2011-2014) requested by Cypress County as presented in the enclosed list.
2. To approve and authorize the Director of Finance and Administration to write off the total amount of \$4,269.99, \$3,916.03 for outstanding utility accounts, and \$353.96 for outstanding general receivable accounts,.

3. To deny the request to write off the total amount of \$5,255.27, \$3,916.03 for outstanding utility accounts, and \$353.96 for outstanding general receivable accounts, and \$985.28, accumulated finance charge (2011-2014) requested by Cypress County as presented in the enclosed list.

RECOMMENDATION:

Option 1

Motion:

Council _____ moved that the Director of Finance and Administration be authorized to write off the total amount of \$5,255.27, \$3,916.03 for outstanding utility accounts, and \$353.96 for outstanding general receivable accounts, and \$985.28, accumulated finance charge (2011-2014) requested by Cypress County as presented in the enclosed list.

SUBMITTED BY:



Department Head



Municipal Manager

APPROVED/REJECTED BY COUNCIL THIS ____ DAY OF _____, 2016

1. 2016 WRITE-OFF

UT ALLOWANCE ACCOUNTS TO WRITE OFF 2016

ACCOUNT	AMOUNT
000062.07	29.44
000092.11	272.25
000278.17	144.59
000380.04	251.95
000407.03	162.65
000440.19	349.24
000432.12	200.00
000494.07	30.01
000929.12	216.34
001094.16	206.04
001340.06	138.20
001340.07	182.01
001345.03	215.37
001400.03	152.62
001750.07	172.34
001837.06	195.56
001849.05	168.74
001983.04	137.68
002161.03	123.89
002294.06	46.36
002306.06	84.77
002364.09	149.33
002431.04	286.65
TOTAL	3,916.03

AR ALLOWANCE ACCOUNTS TO WRITE OFF 2016

ACCOUNT	AMOUNT
107480	183.99
108333	169.97
TOTAL	353.96
TOTAL WRITE-OFF 2016	4,269.99

2. ADDITIONAL WRITEOFFS FOR FINANCE CHARGES IN THE PREVIOUS YEARS

ACCUMULATED FINANCE CHARGE WRITE-OFF (2011-2014) REQUESTED BY CYPRESS COUNTY

102784	475.18
105483	510.10
	985.28
TOTAL WRITE-OFF	5,255.27

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: November 28, 2016

PROPOSED BY: Manager of Legislative & Land Services

TOPIC: Policy 091 (1999), Disposal of Records Policy

PROPOSAL: To cancel Policy 091 (1999), Disposal of Records Policy

BACKGROUND:

Policy 91, Disposal of Records is being reviewed as part of the review process outlined in Policy No. 115, Policy and Bylaw Development and Review Policy. This allows for Administration and Council to review policies on a routine basis to ensure policies are kept current with applicable legislation as well as to stay in alignment with the directives of Council.

Section 214 of the Municipal Government Act (MGA) indicates that Council may pass a bylaw respecting "...the destruction of other records and documents of the municipality". Section 180 (2) of the MGA provides that where a council or a municipality is required or authorized under any enactment or bylaw to do something by bylaw, it may only be done by bylaw.

In review of this policy it was ascertained that it would be more suitable and in accordance with the Municipal Government Act if the matter of retention and destruction of records was addressed in a bylaw. Bylaw 1836/2016 Records Retention Bylaw was presented for and received first reading at the November 14, 2016 Council Meeting. Policy 091 (1999), Disposal of Records, is no longer necessary and may be cancelled.

POLICY / LEGISLATION:

Excerpt from Municipal Government Act
Destruction of records

- 214 (1) A council may authorize the destruction of the original bylaws and minutes of council meetings if the originals have been recorded on microfiche or on another system that will enable copies of the originals to be made.
- (2) A council may pass a bylaw respecting the destruction of other records and documents of the municipality.
- (3) A bylaw under subsection (2) must provide that if an individual's personal information will be used by the municipality to make a decision that directly affects the individual, the municipality must retain the personal information for at least one year after using it so that the individual has a reasonable opportunity to obtain access to it.

1994 cM-26.1 s214

STRATEGIC PRIORITIES:

Policy review is not currently ranked in the Municipality's Strategic Priorities. However, it is an important practice to ensure all policy is consistent and current to relevant federal and provincial government legislation and related regulations, as well as other related Town policy.

ATTACHMENTS:

Policy 091 (1999), Disposal of Records

OPTIONS:

1. To cancel Policy 091 (1999), Disposal of Records.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved that Policy 091 (1999), Disposal of Records be cancelled.

SUBMITTED BY:



Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD. **2016.**

Approved by Council - August 16, 1999

DISPOSAL OF RECORDS POLICY

BACKGROUND

1. The Freedom of Information and Personal Privacy Act requires that records be retained and available.
2. There are four reasons for retaining records:
 - A. **Administrative Value**
These are records that have value to the municipality if they assist in the performance of current or future activities. Normally these records lose their value shortly after completion of their activity. (Example is a routine response to an inquiry for information).
 - B. **Legal Value**
These types of documents usually do not diminish over a period of time and are usually required by legislation. (Examples are bylaws, minutes and land transactions)
 - C. **Fiscal Value**
These records relate to financial transactions (Examples are financial ledgers, debenture records, audit files, budget files, expenditure files etc)
 - D. **Research/Historical Value**
These records may contain information on persons, places and events as they relate to major milestones, history and development of the municipality and its citizens. These documents are often transferred to the public archives for long-term retention. (Example is 50th anniversary celebrations).
3. It is important that records move through the active, inactive and obsolete/destruction cycles, in order not to become overburdened with duplicate, obsolete and superfluous information. Therefore it will be necessary to determine what information held by the Town of Redcliff is to be considered a record and what information is deemed a transitory record.
4. In this policy the following definitions apply:

Record means anything that is in written form and includes handwritten notes, books, documents, maps, letters, papers and any other information that is written, recorded, photographed, or stored in any manner including electronically. It does not include software or any mechanism that produces records.

Transitory Record means a record which is only for the short term, of immediate or no value to the Town of Redcliff and won't be needed again in the future.

Examples of Transitory Records are:

- A) **Temporary Information**
Includes items such as telephone messages, routing slips, post-it notes, opened envelopes, memos, notes and messages (either paper, voice or electronic) where the information has only immediate or short term value.
- B) **Duplicates or Copies**
These are exact reproductions of a master copy and within the Town of Redcliff record system the terms duplicate and copy shall have the same meaning.
- C) **Draft Documents and Working Materials**
These are source materials used in preparation of documents and earlier versions of final documents.
- D) **Publications**
These are items such as books, magazines, periodicals, pamphlets, brochures, journals, newspapers and software documentation obtained from a source outside the Town of Redcliff.
- E) **Direct Mail**
This includes solicited or unsolicited information the Town of Redcliff receives from outside organizations advertising their products or services.
- F) **Blank Information Media**
This includes anything that was created , acquired for the purpose of collection or storing information but which has not been used and has become obsolete. Examples include:
 - i) obsolete blank forms
 - ii) information storage media such as video, audio or dictation tapes, diskettes, magnetic tapes, disk drives or optical disks where:
 - a) sensitive or confidential information was previously stored;
 - b) the information was erased according to an approved record retention and disposal schedule;
 - c) it is possible that someone could recover the erased information by technical means.

POLICY

1. Each Town of Redcliff staff member will be responsible for determining if the information in his/her possession should be considered a record or transitory record.
2. If the information in your possession will have some future, administrative, financial, legal, research, or historical value to Town of Redcliff, then it should be deemed a record and filed in the Town of Redcliff record system.
3. Records maintained in the Town of Redcliff record system shall be maintained for the time periods as suggested in the Municipal Administrators Handbook (attached to this policy as *Appendix A*).
4. The Confidential Secretary shall purge the record system in the Town Hall on an annual basis and arrange for transfer of closed files to the basement storage facility.
 - A. When records are identified and authorized for closure they should be marked as follows:
 - i) File Closed after calendar year ending December 31, ???? and shall bear the designation CY???? (Calendar Year) and DY???? (Destruction Year)
 - ii) File closed after it is Superseded (replaced or take the place of) or Obsolete (no longer in use) and shall be designated as S/O
5. The Municipal Secretary and Municipal Treasurer shall coordinate a purging of the basement storage record system on a minimum annual basis.
6. Record Disposal shall be as follows:
 - A) Temporary Record

Once the required activities of the temporary record have been performed then the record shall be deemed to have no further value and should be destroyed, however occasionally it may be determined the record is required to confirm dates of telephone calls, or postmarked envelopes and the rule shall be if you have any doubt the information is of value then it should be deemed a record and retained in the Town of Redcliff record system.
 - B) Duplicates or Copy

After the master copy is filed the duplicates or copies should be destroyed, anyone circulating a duplicate/copy or using a duplicate/copy should clearly identify the document as a duplicate or copy.

Anything that alters a duplicate/copy (such as handwritten notes or additional information on the documents) creates a new record and the document should be treated as a new record.

- C) Draft Documents and Working Materials
These documents are used for preparation only and should be discarded as a transitory record.

The exception in this category are drafts and working papers related to preparation of legislation, legal documents, budgets, policies, standards, guidelines and procedures which were originally created in your office and the information might have some future value to Town of Redcliff, these should be deemed a record and retained as such.

- D) Publications
These documents have no future value and shall be discarded.

The exception is that if a publication is produced by or for the Town of Redcliff, then the original shall be deemed a record and retained in the Town of Redcliff records system.

- E) Direct Mail
These documents have no future value and shall be discarded.

- F) Blank Information Media
This media has no future value and shall be discarded.

6. Records shall be disposed of in the following methods:

- A) Confidential Information shall be disposed of by:
- i) shredding the paper records or physically breaking electronic media records;
or
 - ii) burial of the materials at the landfill with the burial being supervised and a written confirmation of burial provided by employee in charge.
- B) Non confidential information shall be disposed of in the normal garbage system or physically breaking electronic media records and disposing of same into the normal garbage system.

7. Property File Record System shall be considered to be independent of the Town of Redcliff General Record System and files in the Property File Record System shall be considered to be permanent files and not designated for destruction.

RECORDS RETENTION SCHEDULE

Subject	Description	Suggested Retention Period in Years
Accountants	Working Papers	7
Accounts	Paid (summary sheet)	7
	Payable Vouchers	7
	Receivable Duplicate	7
	Invoices	7
Administration	Reports (not part of minutes)	7
Advertising	General	2
	As Per Legislation	7
Agendas	Part of Minutes	P
Agreements	General	7 S/O
	Development	7 S/O
	Major Legal	7 S/O
	Minor Legal	7 S/O
Annexations	Correspondence	7
	Final Order	P
Annual reports		5-7
Annual reports	Local Boards	5-7
Applications	Site Plan Approval	2
	Subdivision (after final approval)	3
	Part-time Employees (after end of employ)	1
	Other Than Those in Minutes	3
Assessment	Rolls	P
	Assessment Review	P
	Board (ARB) Minutes	
	ARB Work File	5
	Appeals	7
	ARB Records	7
	Duplicate Roll	7
	Review Court Records	7
	Board File	5
Assessment Appeal		20 S/O
Assets	Records of Surplus	5
	Temporary Files	2
Bank	Deposit Books	7
	Deposit Slips	7

	Memos (Credit/Debit)	7
	Reconciliations	2
	Statements	7
Boards	Minutes	P
	Authority & Structure	5 S/O
	Correspondence	5
Briefings/Reports	To Council	7
Budgets	Operating (in minutes)	P
	Capital (in minutes)	P
	Working Papers	3
Bylaws	All	P
Cash	Receipts Journal	7
	Disbursements Journal	7
	Duplicate Receipts	7
Certificates	Of Title	P
Census	Reports	10
Cheques	Cancelled (paid)	7
	Register	7
	Stubs	7
Claims	Notice of	7 S/O
	Statements of	7 S/O
Committee	Minutes	P
Compensation	Records	7
Computer Cards		1
Contracts	Files(completion of)	7 S/O
	Forms	7
	Major Legal	7 S/O
	Minor Legal	7 S/O
Council	Minutes	P
Court Cases		7 S/O
Destroyed Records Index		P
Documents	Not Part of Bylaws	7 S/O
	Agreements Major Legal	7 S/O
	Agreements Minor Legal	7 S/O
	Contracts Legal	7 S/O
	Easements	7 S/O
	Leases (after expiration)	7 S/O
	Notices of Change of	7 S/O
	Land Titles	
Elections	Nomination Papers	Sec 28(4) Local Authorities Election Act
	Ballot Box Contents	Sec 101 Local Authorities Election Act
Engineering	Drawings	P
Employee Benefits	A.H.C. Blue Cross,	5

	Dental, etc.	
	W.C.B. Claims	4-5
Employees	Job applications (hired)	3
	Job application (not hired)	1
	Job Descriptions	3 (after position abolished)
	Oaths of Office	P
	Personnel File	P
Financial Statements	Interim	7
	Working Papers	3
	Final	10
Franchises		P
Income Tax	Deductions	5-7
	TD1	1
	T4	5-7
	T4 Summaries	5-7
Inquiries	From the Public	3
Insurance	Claims	5 (after settled)
	Records (after expiration)	5
Land	Appraisals	1 (after sold)
Leases	After Expiration	7 S/O
Legal	Opinions	7 S/O
	Proceedings	7 S/O
Legislation	Acts (After superseded)	1
Licenses	Applications	3
	Business (after expired)	5
	Literature	2
Local Improvements	Records	P
Maps	Base (original)	P
	Contour	P
Maintenance Reports		7
Minutes	Council	P
	Boards	P
	Committees	P
Monthly Reports	Road	5-7
Municipal Affairs	Annual Reports	5
Organization	Structure & Records	2-5 S/O
Payroll	Garnishees	3
	Individual Earning	P
	Records	
	Journal	P
	Time Cards	4-6
	Time Sheets - Daily	5
	- Overtime	5

	- Weekly	5
	Employment Insurance	5
	Records	
Permits	Development	7 S/O
Petitions		7-10
Plans	Official	P
	Amendments	P
	Subdivision	P
Policy	After Superseded	5
Progress Reports	Project	5-7
	Under Contract (Final	5-7 S/O
	Payment	
Property Files		Until sold + 7
Prosecution	All	7 S/O
Publications	Local Reports	3
Purchase	Land	Until sold +7
Receipts	Books	7
	Duplicate Cash	7
	Registration	7
		3
Receptions & Special		
Events (non historic)		
Reports	Accident	7 S/O
	Accident Statistics	7 S/O
	Field	7 S/O
Requisitions	Copies	2
	Duplicate	7
	Paid	7
Resolutions	Minutes	P
Subdivision	After Final Approval	7
Street	Sign Inventory Register	P
Tax	Rolls	P
Tax Recovery	Records	P
Taxes	Arrears	7
	Final Billing	10
	Municipal Credits	7
	Receipts	7
	Rolls	P
	Sale Deeds	P
Termination	Employees	P
Tenders	Files	7
	Successful	7
	Purchase Quotations	7
	Unsuccessful	2
Traffic	Streets	7
Training and		5

Development Files		
Trial Balances	Monthly	3
	Year End	7
Vendors	Acknowledgments To	2
	Contracts	7
	Suppliers Files	7
Vouchers	Duplicate	7
Writs		10
Weed Control Reports	until updated	1
Zoning	Bylaws	P
	Bylaw Enforcement	5

TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: November 28, 2016

PROPOSED BY: Director of Planning & Engineering

TOPIC: Policy 52 - Land Development Policy

PROPOSAL: Adopt the Revised Policy 52 and Three New Policies

BACKGROUND:

At the October 24, 2016 Council meeting, drafts of policies to replace Policy 52 were presented to Council for comment. Using Council's comments the policies have been further refined.

Many minor changes have been made to improve grammar and provide more clarity. The only major change is that in the Surface Drainage Policy the portion of roof leaders has been rewritten and expanded to include comments with regards to it is unacceptable for erosion and sedimentation to damage Town infrastructure and the Town will require the offending property owner to repair the damages.

Policy 52 contains a collection of various unrelated policies used by the Town of Redcliff associated with services to land and the development of lands and boulevards located within the Town of Redcliff.

Many of the policies outlined in policy 52 require updating to be clear or consistent with current strategic initiatives.

It is proposed that Policy 52 be divided into 4 policies and that as bylaws are redrafted that some of these policies be incorporated in to bylaws and the policy then be canceled.

Currently in Policy 52 as	New Policies	Changes / Rationale
A. PROVISION OF TOWN OF REDCLIFF SERVICES TO PROPERTIES OUTSIDE TOWN LIMITS	PROVISION OF TOWN OF REDCLIFF SERVICES TO PROPERTIES OUTSIDE TOWN LIMITS	Standalone policy that allows the Town to consider providing services outside of the Town's boundaries to the County and servicing Co-ops. Council approval is required for any servicing outside of the Town's boundaries.
B. GRADE ESTABLISHMENT	GRADING INFORMATION TO BE PROVIDED WITH DEVELOPMENT	Standalone policy. This policy has been revised to be more development friendly and ensure that the Town receives the information necessary to ensure that lot

	PERMIT APPLICATIONS	development occurs in an orderly fashion and does not negatively impact adjacent properties. This policy is planned to be incorporated into a revised Land Use Bylaw.
C. SURFACE DRAINAGE	SURFACE DRAINAGE OF PROPERTIES	Standalone policy. This policy has been changed to be consistent with current best practices and also identify that it is for the development of parcels, not Road ROWs. This policy is planned to be incorporated into a revised Drainage Bylaw.
D. CURB & GUTTER, SIDEWALK AND DRIVEWAY IN DEVELOPED AREAS	USE AND WORK IN ROAD RIGHT-OF-WAYS IN THE TOWN	<p>These policy sections have been rewritten into a single standalone policy which starts with the premise that Road ROWs are the Town's responsibility and that therefore the Town has the right and responsibility to exercise control over what happens in the Road ROW.</p> <p>Further the policy improves and simplifies Town operations by:</p> <ul style="list-style-type: none"> • Creates one set of definitions and rules for improvements in the Road ROW. • Elimination of 3 special application forms in favor of using a Development Permit application form and Public Services work application form. • Identifies the Development Officer as the coordinating person for the Town and responsible for providing a response to the applicant for the Town. The Development Officer is under the obligation to ensure that the correct Town staff are circulated the application. • Creates one point of contact for all work by outside parties in the Road ROW. • Contains a clause that allows work by Town forces or contractors retained by the Town to perform work in the Road ROW to not require Town approval through the Development Officer. • Clearly lays out what is acceptable for property owners to develop in a boulevard.
E. CURB & GUTTER, SIDEWALK AND DRIVEWAY IN DEVELOPED AREAS		
F. PROVISION OF CULVERTS AND DRIVEWAYS IN PARTIALLY DEVELOPED AREA		
G. BOULEVARD DEVELOPMENT		
H. BOULEVARD REPAIR		
I. PROVISION OF ROAD WIDENING IN PARTIALLY DEVELOPED AREAS		

POLICY/LEGISLATION:

In Alberta Road Right-of-Ways are not titled, and in the case of Towns the title is vested in the Crown in Right of Alberta. MGA Division 2, 16(1).

Title to roads

16(1) The title to all roads in a municipality, other than a city, is vested in the Crown in right of Alberta.

The practical effect of this is that there is no land title for a road ROW and encumbrances cannot be registered against them or have registrations to them.

The Town is responsible for what is done in Road Right-of-Ways (ROW) inside the boundaries of the Town. MGA Division 2, 18(1)

Control of roads

18(1) Subject to this or any other Act, a municipality has the direction, control and management of all roads within the municipality.

(2) Subject to this or any other Act, a municipal district also has the direction, control and management of roads and road diversions surveyed for the purpose of opening a road allowance as a diversion from the road allowance on the south or west boundary of the district although the roads or road diversions are outside the boundaries of the municipal district.

(3) Nothing in this section gives a municipality the direction, control and management of mines and minerals.

1994 cM-26.1 s18

STRATEGIC PRIORITIES:

Policy review is not currently ranked in the Municipality's Strategic Priorities. However, it is an important practice to ensure all policy is consistent and current to relevant federal and provincial government legislation and related regulations, as well as other related Town policy.

ATTACHMENTS:

- Policy 52 (2009), Land Development Policy (EXISTING)
- Policy 52 (2016) Provision of Town of Redcliff Services to Properties Outside Town Limits (NEW)
- Policy 133 (2016) Grading Information to be Provided With Development Permit Applications (NEW)
- Policy 132 (2016) Surface Drainage of Properties (NEW)
- Policy 131 (2016) Use of and Work In Road Right-of-Ways in The Town (NEW)

OPTIONS:

1. That Council approve Policy 52 (2016), Policy 133 (2016), Policy 132 (2016) and Policy 131 (2016).
2. That Council not approve Policy 52 (2016), Policy 133 (2016), Policy 132 (2016) and Policy 131 (2016)

RECOMMENDATION:

It is recommended that Council adopt Option 1.

SUGGESTED MOTION(S):


1. Policy 52 (2016) Provision of Town of Redcliff Services to Properties Outside Town Limits
 - a. Councillor _____ moved that Policy 52 - Provision of Town of Redcliff Services to Properties Outside Town Limits be approved.
 - b. Councillor _____ moved that Policy 52 - Provision of Town of Redcliff Services to Properties Outside Town Limits be approved with the following amendments:
 - _____
 - _____
2. Policy 133 (2016) Grading Information to be Provided With Development Permit Applications
 - a. Councillor _____ moved that Policy 133 - Grading Information to be Provided with Development Permit Applications be approved.
 - b. Councillor _____ moved that Policy 133 - Grading Information to be Provided with Development Permit Applications be approved with the following amendments:
 - _____
 - _____
3. Policy 132 (2016) Surface Drainage of Properties
 - a. Councillor _____ moved that Policy 132 - Surface Drainage of Properties be approved.
 - b. Councillor _____ moved that Policy 132 - Surface Drainage of Properties be approved with the following amendments:
 - _____
 - _____
 - _____

4. Policy 131 (2016) Use of and Work In Road Right-of-Ways in The Town

- a. Councillor _____ moved that Policy 131 Use and Work in Road Right-Of-Ways In The Town be approved.
- b. Councillor _____ moved that Policy 131 - Use and Work in Road Right-Of-Ways In The Town be approved with the following amendments:

- _____
- _____
- _____

SUBMITTED BY:



Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF _____ AD. 2016.

Approved by Council – May 25, 2009

LAND DEVELOPMENT POLICY

BACKGROUND:

This policy contains the various policies used by the Town of Redcliff associated with services to land and the development of lands located within the Town of Redcliff.

POLICY:

A. PROVISION OF TOWN OF REDCLIFF SERVICES TO PROPERTIES OUTSIDE TOWN LIMITS

Requests from property owners outside of the Town limits for raw or treated water, sanitary sewer service or garbage service shall be declined.

The Town is currently providing some of the property owners, outside of the Town limits, with treated or raw water, this was provided under previous agreements with these property owners and will continue to be provided until permanent service cancellation is requested at which time service will no longer be provided to this property.

B. GRADE ESTABLISHMENT

It will be policy for the Administration of the Town of Redcliff to determine, at the time of a land sale, whether the particular land being sold has been pregraded to allow for proper drainage.

If the land to be sold has not been pregraded, any development will require the approval by the Town as to the finished grade before a development permit shall be issued.

It is the responsibility of the owner/developer to ensure that any development within the Town of Redcliff is in compliance with the established grades (elevations). Whenever possible the Town will pre-grade and establish all grade plans, at the time the subdivision and design of the property takes place on land the Town offers for sale. It is the developer's responsibility to comply with the grades established in the subdivision design.

1. If there are no established grades, then it is the responsibility of the owner/developer to provide the Town with, and build in compliance with, a grade certificate. This certificate is to be completed by an Alberta Land Surveyor.
2. The approval of any Development Application shall be conditional to being in compliance with the established grades, or if grades are not established, to being in compliance with the grade certificate to be provided by the developer. A grade certificate shall provide for the site drainage being contained within the property limits, and directed to either the established lane or roadway, as approved by the Manager of Engineering. The certificate should also show the effect that this development has on the adjacent property.

Prior to approval of the Development Application, the Development Officer must receive written confirmation from the Manager of Engineering that the grade certificate initially provided, or any subsequent amended grade certificate that might be required, meets with the Manager of Engineering approval.

3. When an application for development is taken, the applicant should be made aware that:
 - a) Established grades must be met.
 - b) When, or if there are no established grades, it is the responsibility of the owner/developer to provide a “grade certificate” (to be certified by a Alberta Lands Surveyor) for the Town of Redcliff.
4. On all non-residential development applications, regardless of whether or not grades are established the developer shall be required to submit a site drainage plan prepared by a professional engineer with their development application.

C. SURFACE DRAINAGE

1. All rain water down spouts shall not be connected to the weeping tile system or to the sanitary service lines inside or exterior to the building. The intent of this section is to enforce the regulations of Alberta Environmental Protection as it pertains to the disposal and treatment of domestic sewage.
2. Rain water leaders shall be installed so as to direct the water to the nearest point of public land, either a street or lane but not developed property such as a park.
3. Residential subdivision designs shall include storm sewers where it is possible to deal with the storm sewers within the immediate area of the subdivision. In locations where there is a substantial amount of offsite main required, the decision to include or exclude the sewers within the subdivision will be up to the Town Council.
4. Where storm sewers are included in the subdivision, the direct connection to the mains from the residence will be encouraged to pick up the roof drains and the weeping tile. Connections will be made by the Town of Redcliff similar to the standard sanitary connection policy.
5. Existing developments that are in violation of this proposed policy will be dealt with on a case by case basis. Any existing weeping tile connections will remain. Any rain water leaders that drain into the sanitary sewers will be disconnected. If disconnection is not accomplished within a reasonable time, the sanitary rate discount will be revoked by the Town of Redcliff.

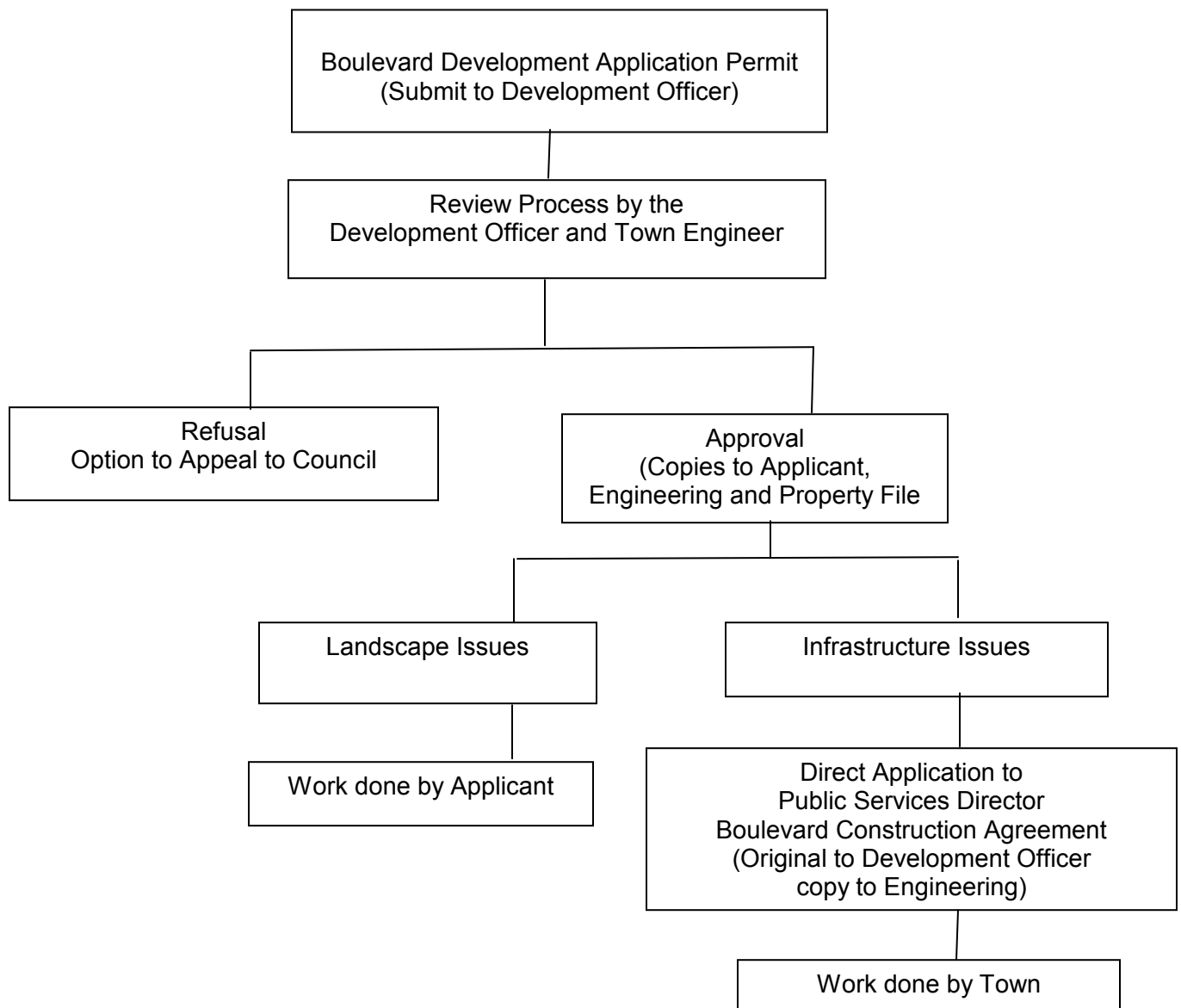
D. CURB & GUTTER, SIDEWALK AND DRIVEWAY IN DEVELOPED AREAS

(Developed areas shall mean that area of Redcliff where the Town of Redcliff has provided the fronting property with curb or sidewalk)

1. Property owners requesting construction or modification to concrete engineering structures on public property including curb and gutters, sidewalks and driveways will require an approved “Boulevard Development Application/Permit” in the format included herein. All construction must be constructed by the Town of Redcliff or a Town of Redcliff approved contractor in accordance to the Town of Redcliff Construction Standards.
2. Construction to be completed by the Town of Redcliff will require the applicant to complete the

Boulevard Construction Agreement included herein. All costs will be established by the Public Services Department and must be paid in full by the applicant prior to commencement of any work.

3. In the event that the Town of Redcliff has approved an alternate contractor to perform the work on behalf of the property owner, the property owner will be responsible to ensure that all construction is performed in accordance to the Town of Redcliff Construction Standards.
4. Any construction deemed unacceptable by the Town of Redcliff will be directed to be removed and replaced at the expense of the property owner.



BOULEVARD CONSTRUCTION AGREEMENT

Application Date: _____

Applicant: _____

Legal Description: _____ Civic: _____

I hereby apply to the Town of Redcliff Public Services Department to provide a quotation for work within the boulevard adjacent to the above mentioned property

Type of Work: (check one or more)

☐ curb cut ☐ sidewalk modification ☐ driveway construction☐ other: _____

Detail description of work be requested:

I understand that upon completion of the quotation by the Public Services Department and payment of the fee stipulated by the Public Services Department, the work will be completed under the conditions set out in the "Boulevard Development Application / Permit", the "Town of Redcliff Land Development Policy No. 052", and the "Town of Redcliff Construction Standards"

I hereby agree to assume the responsibility of keeping this driveway and culvert clear of all obstructions and will be responsible for the repair costs of any damage to the culvert.

Witness_____
Applicant(s) Signature**Public Services portion (Do not complete)**

Quotation for work required

Estimated Completion Date

Pending Payment by

Application Approved By:

Date:

F. PROVISION OF CULVERTS AND DRIVEWAYS IN PARTIALLY DEVELOPED AREA

(Partially developed areas shall mean that area of Redcliff where the Town of Redcliff has not provided the fronting property with curb or sidewalk and where surface water drains by the property in a ditch or swale)

The purpose of this policy is to provide for the installation of a driveway and culvert from the roadway to fronting private property in partially developed areas of Redcliff.

The Town of Redcliff is requested to install driveways to private properties in partially developed areas and since such a driveway may affect the surface drainage pattern in the area, the Town of Redcliff upon request of the property owner may provide for the construction of an approved driveway to the private property in order to provide access and control the flow of surface drainage.

The Manager of Engineering may approve the construction of a hard surfaced swale of sufficient depth to cause no obstruction of the surface drainage, however if the property owner feels a swale does not provide adequate access to his property he may apply to the Town of Redcliff, for the Town of Redcliff to install a driveway at a cost as established by the Public Services Director.

1. The driveway shall be installed by the Town of Redcliff or contractor authorized by the Town of Redcliff as per the Town of Redcliff Construction Standards or as approved by the Manager of Engineering.
2. All costs associated with the construction of the driveway and/or culvert will be the responsibility of the applicant.
3. The responsibility of keeping this driveway and culvert clear of all obstructions, and repair costs of any damage to the culvert will be the responsibility of the applicant.

G. BOULEVARD DEVELOPMENT

Boulevard Development shall mean: the temporary placement on a boulevard of any landscaping material, improvement, excavation, fence, driveway or the placement of any other object whatsoever.

As residents may wish to extend Boulevard Development on an adjacent boulevard, the Town may consider permitting such Boulevard Development.

The Town may at any time demand any Boulevard Development on a boulevard be removed forthwith. Whenever possible the Town shall provide 5 calendar days notice for any such removal however in the event of any emergent situation the Town may require removal forthwith. The Town shall not be responsible for any costs of removal of material and will not incur any additional costs to protect any Boulevard Development that is not removed by the adjacent property owner responsible for or who takes an interest in any Boulevard Development.

Any boulevard that is disturbed shall be returned to a proper level with topsoil provided and graded. Grass seed will be provided to the owner and maintenance will be the responsibility of the owner.

The Town will deter any Boulevard Development other than grassing. However if Boulevard Development is requested through a written request through the Town's Development Officer, the Development Officer may in conjunction with the Manager of Engineering consider the temporary approval of the following types of Boulevard Development.

- Underground sprinklers
- Shale, brick or paving stone coverage
- Driveways. (Accessing a private parking location only)
- Portable wishing wells, decorative objects
- Fencing, if within established guidelines
- not to be within 1.2 meters of a curb or roadway edge.
- as set out within the Town's Land Use Bylaw
- other restrictions as deemed appropriate by the Development Officer and the Manager of Engineering.
- Decorative flower gardens
- Shrubbery and hedges if properly maintained
- Monuments (where concept has been endorsed by Council)

The following items shall not be permitted under any conditions and if they exist at the time of this policies adoption shall only be permitted to remain as long as they are not creating any ongoing problems. If at any time any such object are required to be removed as a result of any Boulevard Development, they shall not be allowed to be replaced or returned to the boulevard area.

- Trees
- Any permanent fixture or structure
- Fencing not fitting established guidelines
- Excavations
- Rocks or Boulders (Excepting monuments as outlined above)

Any Boulevard Development, shall be considered approved on a temporary basis only, and shall

only be permitted to remain on any boulevard area at the pleasure of the Town

The Town receives many requests for top soil for boulevards, especially in new constructed areas, and the Town considers it appropriate to have boulevards in the best condition as possible. Therefore the Town will supply the necessary amount of top soil for the boulevard when available and at the discretion of the Public Services Director.

Application for Boulevard Development may be made to the office of the Development Officer for the Town on the attached prescribed form.

Property Owner/Applicant	_____
Address	_____ Phone _____
Legal Description	Lot _____ Block _____ Plan _____
Project Location	_____
Project Description	_____ _____ _____

I also hereby acknowledge that I will be responsible to ensure that any proposed construction or modifications that I have been approved to undertake with my contractor will be constructed according to the Town of Redcliff Construction Standards.

Town of Redcliff Use Only

Development Approved _____

Development Officer _____ *Manager of Engineering* _____

Development Refused _____

Development Officer _____ *Manager of Engineering* _____

Conditions/Reasons _____

H. BOULEVARD REPAIR

The Town and other private utility companies have historically utilized boulevards for the installation of both shallow and deep utilities for repair or maintenance work to be performed.

In order to clearly establish the policy and limits in respect to the Town's responsibility for the repair and maintenance of the municipal boulevards between the physical streets and private properties the following policy shall be followed..

1. The Town of Redcliff is responsible for the repair, maintenance and installation of all municipal infrastructure within the streets, lanes and boulevards.
2. Private utility companies are responsible for the repair, maintenance and installation of all related utility infrastructure within streets, lanes and boulevards.
3. The repair of the boulevards by an act of the Town of Redcliff or a private utility will be governed by this policy as per the Town of Redcliff Construction Standards.
4. All new infrastructure installations require approval by the Town of Redcliff.
5. The installation of new utilities or the repair of existing utilities will be carried out in a manner to minimize the disruption of the area and damage to the municipal property.
6. All municipal sidewalks, curbs, street surfaces, lanes and drainage structures will be repaired to their original condition or better by the responsible utility.
7. All private driveways and walkways made of concrete or asphalt will be cut at the property line and removed from the boulevard where necessary.
8. All replacements of asphalt walks or approved asphalt driveways will be made to the same standard as the prior to removal condition.
9. Concrete driveways and concrete walkways will be replaced, where removed, to a standard wood float and broom finish. No special finishing treatment or pattern will be provided.
10. Non-approved asphalt or concrete aprons or pads which were removed from the boulevard will not be replaced. The surface will be top soiled and fine graded. Lawn seed will be provided to the home owner to reestablish the boulevard. The resident adjacent to the boulevard has the option of installing a loose non-organic (gravel, shale, etc.) surface treatment at their expense in-lieu of topsoil and seed.

I. PROVISION OF ROAD WIDENING IN PARTIALLY DEVELOPED AREAS

“Partially developed” areas shall mean those areas of Redcliff where the Town of Redcliff has not provided the fronting property with curb or sidewalk, and where surface water drains by the property in a ditch or swale.

The purpose of this policy is to provide an avenue for a ratepayer to apply for the establishment of a widened roadway, for the purpose creating expanded parking areas. Applications should only be considered upon the Town receiving a completed “Road Widening Application,” and receipt of the application fee of \$100.00. Applications may only be considered for approval upon verification that the proposed construction can be completed without negatively effecting the surrounding adjacent properties, the drainage patterns, or traffic flow.

From time to time the Town of Redcliff is requested to widen streets in partially developed areas, for the purpose of expanded parking adjacent to roadways. The Town of Redcliff, upon a request from a property owner may provide for the construction of an approved widened road, in order to provide an expanded parking area.

The Manager of Engineering may consider and approve applications for the construction of a widened roadway for the purpose of parking, however:

1. The widened roadway shall only be considered upon receiving a request in writing on the “Road Widening Application,” which is to form part of this policy.
2. Payment of the application fee of \$100.00, which shall be an administration processing fee applicable to the consideration of the matter by the Town’s engineering staff. If construction proceeds as per the engineered design, the \$100.00 application fee will be returned as a credit to the construction costs upon completion.
3. All construction shall be either completed by the Town of Redcliff, or a contractor authorized by the Town of Redcliff.
4. The estimated cost plus a 10% contingency shall be paid by the applicant in advance of any construction.
5. Ongoing maintenance of the widened roadway area shall be conducted by the Town of Redcliff.

Road Widening Application / Permit

I _____ hereby request permission to on a temporary basis modify the roadway area adjacent to the property described as _____
(Civic Address)

Lot _____ Block _____ Plan _____

Detail of Roadway Development:

(Provide diagram)

I understand that any Roadway Development, if approved by the Manager of Engineering, shall be considered approved on a temporary basis only, and shall only be permitted to remain at the discretion of the Town.

The Town may at any time demand any Development be removed forthwith. Whenever possible the Town shall provide 5 calendar days notice for any such removal however in the event of any emergent situation the Town may require removal forthwith. The Town shall not be responsible for any costs of removal of material and will not incur any additional costs to protect any Development that is not removed by the adjacent property owner responsible for or who has an interest in any Development.

I understand that construction will not be initiated by the Town until all costs are paid in advance.

Application Fee: \$100.00

Applicants signature

Town of Redcliff Portion

Approved: _____

(Manager of Engineering)

Refused: _____
(Manager of Engineering)

Reasons: _____

Application fee paid Yes ☐ No ☐ Receipt # _____

Note: Provide copy to Public Services Director

Approved by Council –**PROVISION OF TOWN OF REDCLIFF SERVICES TO PROPERTIES OUTSIDE TOWN LIMITS****BACKGROUND:**

The Town, from time to time, receives requests for provision of municipal services outside of the municipal boundaries of the Town. The Town has, in the past, provided some properties outside of the municipal boundaries of the Town with municipal services. This Policy outlines how administration is to handle existing servicing and new requests for servicing.

POLICY:**Existing Services**

Property owners outside of the municipal boundary of the Town, who have already been provided with municipal services under agreements that predate the adoption of this policy, will continue to be provided with the municipal service until:

1. Permanent service cancellation is requested by either party to the agreement, at which time the Town will no longer provide the service to the property.
2. A request is made to change the party to the agreement due to the sale of land at which time the Town will no longer provide the service to the property.
3. Another service provider is able to provide the same service to the property at which time the Town will no longer provide the service.
4. Failure to pay utility bills resulting in the cancellation of the service. Cancellation of services to properties outside of the municipal boundaries will be permanent.

The Town will provide a property owner outside of the municipal boundary of the Town with a minimum of 60 days' notice ending the provision of the municipal service to the property.

New Requests for Services

Requests for new Services outside of the Town's Boundary are to be directed to the Director of Planning & Engineering, or designate.

Requests from individual property owners outside of the municipal boundaries of the Town for potable water service, sanitary sewer service, storm sewer service, road maintenance and/or garbage service shall be declined.

Requests from Cypress County and servicing Co-ops for potable water, sanitary sewer service, storm sewer service, road maintenance and/or garbage service will be examined on a case by case basis. Process for examination of the request will be:

1. High level review of the request by Administration looking at the feasibility of providing the service.
2. Request for Decision is to be forwarded to Council outlining the request and the feasibility of providing the service. Council is to direct Administration to continue with negotiation or to inform the applicant that the request has been denied by Council.
3. When administration is directed to continue with negotiation, it will inform the applicant and enter into an agreement with the applicant that addresses the costs of any feasibility studies, engineering and legal fees necessary to create a provision of services agreement, install infrastructure and provide the services.

4. The applicant will carry out or have carried out a preliminary engineering design and report, which will affirm the feasibility of providing the service and outline the costs to the Town to provide the service.
5. Administration will review the preliminary report and draft an agreement which will contain clauses that will deal with the following:
 - a. Fees for the initial connection,
 - b. Fees and processes for adding additional properties to the connection,
 - c. Fees for subdivision of serviced properties where one or more new services are created,
 - d. Standards of construction,
 - e. Ongoing rates for providing the service,
 - f. Billing for the service,
 - g. Other matters as directed by Council.
6. Administration will forward the agreement to Council for comment prior to finalizing the agreement.

Approved by Council –

USE OF AND WORK IN ROAD RIGHT-OF-WAYS IN THE TOWN

BACKGROUND:

The primary purpose of road Right-of-Ways (ROWs) is to provide access to titled properties.

In Alberta, road right-of-ways are not titled, and in the case of the Town, title is vested in the Crown in Right of Alberta. MGA Division 2, 16(1).

Title to roads

16(1) The title to all roads in a municipality, other than a city, is vested in the Crown in right of Alberta.

The practical effect of this is that there is no land title for a road ROW and encumbrances cannot be registered against them or have registrations to them.

The Town is responsible for what is done in road ROW inside the boundaries of the Town. MGA Division 2, 18(1)

Control of roads

18(1) Subject to this or any other Act, a municipality has the direction, control and management of all roads within the municipality.

(2) Subject to this or any other Act, a municipal district also has the direction, control and management of roads and road diversions surveyed for the purpose of opening a road allowance as a diversion from the road allowance on the south or west boundary of the district although the roads or road diversions are outside the boundaries of the municipal district.

(3) Nothing in this section gives a municipality the direction, control and management of mines and minerals.

1994 cM-26.1 s18

The Town regularly receives requests for use and work in the road ROW. Currently the use and work in the road ROWs is dealt with in multiple policies and bylaws. Creation of one policy covering the use and work in road ROWs is intended to streamline the process, remove holes in the current processes, create a uniform set of definitions and rules for dealing with requests for use and work in road ROWs.

The requests for use of road ROWs are primarily, utilities, roads, sidewalks, drainage, parking, landscaping, signage and fences. Occasionally there are requests to temporarily use the road ROW for other purposes such as public gatherings.

The request for work in road ROWs are primarily for the installation of utilities, roads, sidewalks, drainage, parking, landscaping, signage and fences.

The primary difference is that use is typically of an ongoing nature and work is of a temporary nature and as such, the rules governing them must be different.

DEFINITIONS:

Road right-of-way is any land in the Town that does not have a title. These lands could be identified in Town as roads, lanes, walkways, etc.

Boulevard is the land between the edge of the driving surface of a road and the edge of the road right-of-way.

Road Developed with a Cross Rural Section is a road that is constructed with ditches and swales for drainage purposes at the edge of the road driving surface. Typically the road driving surface of a road developed with a rural cross section is above the adjacent properties. Roads developed with a rural cross section may or may not have sidewalks and storm sewer systems in the Road ROW.

(The primary distinguishing feature of a rural cross section road from an urban cross section road is that a rural cross section road has ditches or swales at the edge of the road driving surface whereas an urban cross section road has a curb at the edge of the road driving surface.)

Road Developed with an Urban Cross Section is a road that is constructed with curbs and gutters for drainage purposes at the edge of the road driving surface. Typically the road driving surface of a road developed with an urban cross section is below the adjacent properties. The difference in the elevation of the road driving surface between roads with a rural and urban cross section typically create drainage issues when a rural road cross section is converted to an urban cross section.

Road Developed with a Hybrid Cross section is a road that on one side is an urban cross section and on the other side is a rural cross section.

Road driving surface is the area inside a road ROW intended for motorized vehicle movements and parking.

Work is defined as anything meeting the definition of Development in the MGA Part 17.616.b

- (b) “development” means
 - (i) an excavation or stockpile and the creation of either of them,
 - (ii) a building or an addition to or replacement or repair of a building and the construction or placing of any of them on, in, over or under land,
 - (iii) a change of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building, or
 - (iv) a change in the intensity of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the intensity of use of the land or building;

Use is defined as anything that uses the Road ROW which could be construed as development.

Purpose of this Policy

Under the definition of development anything that requires excavation or the placing of anything is deemed to be development. Approval of all works done in a road ROW or uses of the road ROW is impractical as every time anything coming close to meeting the definition of work or use would have to be approved.

The purpose of this policy is to:

- lay out what kind of works and uses are allowed in a road ROW without the Town having to approve them,
- the process for approval of works in a road ROW,
- the process for approval of uses of a road ROW,

Policy

1. The following uses of a Road ROW require approval of the Town:
 - Any utility, and utility installation,
 - Any drainage works (ditches, swales, curb & gutter storm sewers, etc.),
 - Any landscaping that is not exempted in the Boulevard Development section,
 - Any temporary use.
2. All work performed in a road ROW is required to receive Town approval for the work unless specifically exempted from requiring an approval by this policy.
3. Property owners may request construction or modification to concrete structures on a Road ROW including curb and gutters, sidewalks and driveways by submitting a "Boulevard Development Application prior to work commencing.
4. All road driving surfaces, sidewalks, curbs and gutters in a Road ROW must be constructed by the Town or a Town approved contractor in accordance to the Town of Redcliff Construction Standards. Driveways (excepting the crossing of sidewalks, curbs and gutters) do not have to be constructed by the Town or a Town approved contractor in accordance with the Town of Redcliff Construction Standards as the Town does not take any repair, replacement or maintenance responsibility for driveways.
5. Construction to be completed by the Town of Redcliff will require the applicant to complete the Public Services Construction Agreement in the format included herein. All costs will be established by the Public Services Department and must be paid in full by the applicant prior to commencement of any work.
6. In the event that the Town of Redcliff has approved an alternate contractor to perform the work on behalf of the property owner, the property owner will be responsible to ensure that all construction is performed in accordance to the Town of Redcliff Construction Standards. The Town will require the property owner to post security deposit in the amount as established in the Fees, Rates and Charges Bylaw which will be returned to the property owner upon application in the form provided herein at the completion of construction and inspection of the work and supporting documentation.
7. The installation of new utilities or the repair of existing utilities will be carried out in a manner to minimize the disruption of the area and damage to the municipal property.
8. All municipal sidewalks, curbs, street surfaces, lanes and drainage structures will be replaced or repaired to their original condition or better by the entity causing removal or damage.
9. Any construction deemed unacceptable by the Town of Redcliff will be directed to be removed and replaced at the expense of the property owner.

10. The following work is exempt from requiring Town approval:

- Work performed in the road ROW by the Town or by a contractor employed by the Town. This work is deemed to have been approved by the Town,
- Work that is identified in the Boulevard Development section as not requiring an approval,
- Work of an emergency nature required to protect the public,
- Work to remove unauthorized work or uses in the road ROW,
- Work that has been approved by the Town in a Development Permit, Subdivision approval or Development or Service agreement.

Process for approval

The process for approval of work and use of road ROWs shall be similar to the process outlined for Development Applications in the Land Use Bylaw.

BOULEVARD DEVELOPMENT

BACKGROUND:

Every property in the Town abuts a road and road right-of-way. The Town maintains the road and repairs or replaces as needed and in accordance with available resources, the road driving surfaces, sidewalks, curbs and gutters in a Road ROW. The Town requires adjacent properties to maintain the sidewalks (keep them free of snow, ice, debris and vegetation) and area of the boulevard not occupied by a sidewalk. The development of boulevards:

1. Plays an essential role in defining the character and appearance of a community,
2. Can impact the public use and enjoyment of the road ROW,
3. Create hazards for traffic on the roads,
4. Negatively impact the life of the Town's infrastructure in the road right-of-way,
5. Increase the costs for the Town to maintain roads,
6. Increase the peak stormwater runoff from the area which may cause capacity of the Town's stormwater management system to be exceeded.

As such it is in the Town's interest to specify how boulevards can be developed.

POLICY:

1. Boulevard Development shall mean: the placement on a boulevard of any landscaping material, improvement, excavation, fence, driveway or the placement of any other object whatsoever for any amount of time.
2. As per the general section of this policy application for Boulevard Development is to be made to the Office of the Development Officer for the Town
3. Boulevards shall be developed and maintained by the adjacent property owner to at least the minimum standard listed in the Boulevard Development Standards.
4. Any Boulevard Development shall be considered approved on a temporary basis only, and shall only be permitted to remain on any boulevard area at the pleasure of the Town
5. The Town and other private utility companies utilize boulevards for the installation of both shallow and deep utilities for repair or maintenance work. In order to clearly establish the limits in respect to the Town's responsibility for the repair and maintenance of the boulevards the following rules are to be followed:
 - a. The Town may at any time require any Boulevard Development to be removed

forthwith. Whenever possible the Town shall provide 5 calendar days' notice for any such removal; however in the event of any emergent situation the Town may require removal forthwith. The Town shall not be responsible for any costs of removal of material and will not incur any additional costs to protect any Boulevard Development that is not removed by the adjacent property owner responsible for or who takes an interest in any Boulevard Development.

- b. When a developed boulevard is disturbed by construction activities it is the responsibility of the entity (Town, Utility Company, etc.) having the work undertaken to restore the boulevard to a developed standard. This responsibility may be transferred back to the property owner by way of contract by the entity undertaking the construction work with the property owner. (i.e. If the Town is contracted by a property owner to install a new curb crossing to provide access to their property the Town in that contract can state that the property owner is responsible for restoration of the boulevard to its developed state. If the contract does not state this then the Town or other entity) would be responsible for restoration of the boulevard to a developed standard.
 - c. Where private driveways, walkways and or pads made of concrete or asphalt are removed they will be saw cut at the edges of removal. Replacement of removed driveways and walkways shall be as follows:
 - i. Approved asphalt walkways or asphalt driveways will be replaced with hot mix asphalt with a smooth rolled finish. No pattern or painting will be applied.
 - ii. Approved concrete driveways and concrete walkways will be replaced with concrete finished with standard wood float and broom finish. No special finishing treatment, pattern, color or paint will be provided.
 - iii. Non-approved asphalt or concrete driveways, walkways or pads which were removed from the boulevard will not be replaced.
 - d. The disturbed area of a boulevard not restored with asphalt or concrete will be top soiled, fine graded and seeded with a manicured turf grass seed mix. The adjacent property owner to the boulevard has the option of requesting the boulevard not be restored with topsoil or manicured grass seed and takes on full approval and financial responsibility for developing the boulevard.
6. The Town receives many requests for top soil for boulevards, especially in new constructed areas, and the Town considers it appropriate to have boulevards in the best condition as possible. Therefore, the Town will supply the necessary amount of top soil from topsoil stripping stockpile when available for the boulevard at the discretion of the Public Services Director. (Note: This topsoil is not screened or organically modified.)

BOULEVARD DEVELOPMENT STANDARDS

Approved Boulevard Development (does not require a Boulevard Development Permit)

- Manicured grass,
- Underground sprinklers,
- Decorative gardens (maximum vegetation height less than 0.4 metres),
- Monuments (where concept has been endorsed by Council).

(Note: Signs located in boulevards are dealt with in the Land Use Bylaw.)

Discretionary Boulevard Development (requires a Boulevard Development Permit)

- Shale, decorative gravel, brick or paving stone,
- Driveways (See Driveways accessing properties),
- Native grass,
- Portable wishing wells, decorative objects,
- Acceptable trees (see tree section for further information)

Prohibited Boulevard Development

The following items are prohibited under any conditions:

- Any permanent fixture or structure
- Private rain gardens, cisterns, or other stormwater management infrastructure,
- Fencing,
- Shrubbery and hedges over 0.4 metres in height,
- Crushed gravel, dirt, pit run gravel, etc.
- Rocks or Boulders exceeding D₁₀ size, excepting monuments as outlined under approved uses. (D₁₀ size means that the average diameter of the largest material will be less than 10 centimeters (4 inches). Generally any material passing a 10 centimeter sieve will meet this requirement.)

If prohibited items exist at the time of this policies adoption, they shall be permitted to remain as long as they are not creating any ongoing problems or creating a safety issue. If at any time any prohibited items are required to be removed as a result of any Boulevard Development, they shall not be replaced or returned to the boulevard area.

DRIVEWAYS TO ACCESS PROPERTIES

BACKGROUND:

The purpose of this policy is to provide for the installation of driveways from the road driving surface to properties in the Town.

Policy

1. All requests to install driveways to connect a property to a road driving surface shall be directed to the office of the Development Officer for the Town, which will discuss the purpose of the access, design standards and requirements and provide an application package to be filled out prior to formal review of the request.

The Town will consider an application for driveway access upon receipt of:

1. A completed application
2. Receipt of the application fee as outlined in the Fees, Rates and Charges Bylaw.

The Planning & Engineering Department will review the application and provide the following information to the Applicant:

1. The minimum specifications for a driveway at the location requested. This may include:
 - a. Dropped curb specifications including reinforcing,
 - b. Sidewalk specifications including reinforcing,
 - c. Driveway maximum and minimum throat width, and minimum length,
 - d. Minimum driveway spacing,
 - e. Minimum and maximum driveway flares or curb returns,
 - f. Hard surfaced swale (concrete or asphalt) designed to maintain the drainage functions of

- the existing swale,
- g. A culvert sized to maintain the drainage functions of the existing ditch or swale, with a driveway over the culvert,
 - h. A regraded ditch and or swale with a culvert sized to maintain with the drainage functions of the existing ditch or swale, with a driveway over the culvert,
 - i. An extension of the storm sewer system to accommodate the flows that would be blocked by a driveway crossing,
 - j. Installation of an urban road section complete with concrete curb & gutter and extensions to the storm sewer system.
2. The standard construction specifications to be met (i.e. compaction requirements, minimum culvert, etc.)
 3. If the drainage design requires detailed design drawings Authenticated (means stamped, signed and dated) by a Professional Engineer licensed to practice in the Province of Alberta.
 4. If the driveway will be installed by the Town of Redcliff at a cost established by the Director of Public Services or by a contractor approved by the Town of Redcliff.
 5. The construction deposit that must be posted by the applicant if the driveway is to be installed by anyone other than the Public Services Department.

The Applicant may review the information provided by the Planning & Engineering Department and decide to:

1. Pay the Town to install the driveway for the cost established by the Director of Public Services, or
2. Apply for permission to have a contractor install the driveway. This application shall be accompanied by:
 - a. Name of the contractor for the Town's approval,
 - b. Construction deposit,
 - c. Design sketches or drawings as may be required by the Director of Planning & Engineering, or
3. Request for a change in the access design, (i.e. from a hard surfaced swale to culvert with a driveway over it, etc.) which will result in a new review by the Planning & Engineering Department.

All costs associated with the construction of the driveway and/or culvert will be the responsibility of the applicant.

The responsibility of keeping this driveway and culvert clear of all obstructions, and repair costs of any damage to the culvert will be the responsibility of the owner of the property or properties that use the driveway to access their property.

PROVISION TO WIDENING A ROAD DEVELOPED WITH A RURAL CROSS SECTION

Background

From time to time the Town of Redcliff is requested to widen the driving portion of a rural road section, generally for the purpose of adding a parking lane. The purpose of this policy is to provide an avenue for a ratepayer to apply for the establishment of a widened rural section roadway.

The Town will consider an application for widening a road developed with a rural section upon receipt of:

1. A completed "Road Widening Application" form, schedule "A" of this policy, and
2. Receipt of the application fee as outlined in the Fees Rates and Charges Bylaw.

The Planning & Engineering Department will review the application in consultation with the Public Services Department examining the impacts on:

- a. Adjacent properties,
- b. Stormwater Management System,
- c. Accesses to the road,
- d. Road capacity (traffic movement), and
- e. Road Safety.

The Planning & Engineering Department will provide the following information to the Applicant:

1. The minimum specifications for a road widening at the location requested. This may be:
 - a. Width of the widening,
 - b. The road surface (paved or gravel),
 - c. Re-grading of ditches and swales to meet current standards.
 - d. Installation of an urban road section complete with concrete curb & gutter and extensions to the storm sewer system.
2. The standard construction specifications to be met (i.e. compaction requirements, road structure, etc.)
3. If the design requires detailed design drawings Authenticated (means stamped, signed and dated) by a Professional Engineer licensed to practice in the Province of Alberta.
4. If the road widening will be installed by the Town of Redcliff at a cost established by the Director of Public Services or by a contractor approved by the Town of Redcliff.
5. The construction deposit that must be posted by the applicant if the road widening is to be installed by anyone other than the Public Services Department.

The Applicant may review the information provided by the Planning & Engineering Department and decide to:

1. Pay the Town to design and install the road widening for the cost established by the Director of Public Services and the Director of Planning & Engineering, or
2. Apply for permission to have an engineer design and contractor install the road widening. This application shall be accompanied by:
 - a. Name of the engineer for the Town's approval,
 - b. Name of the contractor for the Town's approval,
 - c. Construction deposit,
 - d. Design sketches or drawings as may be required by the Director of Planning & Engineering, or designate.
3. Request for a change in the widening design, (i.e. from a paved surfaced to gravel, etc.) which will result in a new review by the Planning & Engineering Department.

All costs associated with the construction of the road widening will be the responsibility of the applicant.

Ongoing maintenance of the widened roadway area shall be conducted by the Town of Redcliff.

Approved by Council –**SURFACE DRAINAGE OF PROPERTIES****BACKGROUND:**

The Town of Redcliff has issues with respect to the capacity of the sanitary sewer system. Most of the capacity issues in the sanitary sewer system are a result of high wet weather peak flows in the system.

Surface drainage being directed to the sanitary sewer system is one cause of extremely high wet weather peak flows.

Groundwater flowing into the sanitary sewer system also increases the wet weather peak flows in the system.

In addition surface drainage and groundwater flows into the sanitary sewer system increasing the volume of sanitary sewage that must be paid for by the Town to be treated.

Weeping tile is designed to allow groundwater to flow into a pipe, it is critical to ensure that the weeping tile is connected to the storm sewer system and not the sanitary sewer system.

Surface drainage and ground water flows into a sanitary sewage system, are referred to as inflow and infiltration (I&I).

Large areas of impervious areas being directly connected to the storm sewer system greatly increase the peak flow the storm system has to accommodate. For this reason most large industrial and commercial sites are required to provide onsite peak flow attenuation, most new subdivisions are built with trapped lows on the roads to store peak flows during major runoff events. Roofs are a substantial portion of the impervious area and should never be directly connected to storm sewers as doing so will dramatically increase the peak flow in the storm system.

Peak flows in sewer systems above the maximum design flows result in:

- back-ups of the sewer system,
- potential for manhole lids to be blown off,
- potential for damage to the sewer system, and
- potential for sink holes as soil is eroded by a broken sewer system.

INTENT OF THIS POLICY

The purpose of this policy is to identify:

- Where surface drainage and weeping tile are to be directed to minimize the impact on the Town's drainage systems (sanitary sewer and storm sewer).
- When drainage issues are discovered, when will they be alleviated?

POLICY:

1. All rain water collection including down spouts shall not be connected to a buildings weeping tile system or to the sanitary service lines inside or exterior to the building. The intent of this section is to support the regulations of the Alberta Environmental Protection Act as it pertains to the disposal and treatment of domestic sewage.
2. Rain water leaders shall be installed so as to direct the water to the nearest point of public land, either a street or lane or public land, or drainage swale. The intent is that rain water leaders are not directing runoff onto other parcels of private property.
3. Rain water leaders are to discharge to splash pads or other erosion prevention and mitigation measures.

-
4. Rain water leaders are not to discharge directly onto streets or lanes or public lands, or drainage swales but are first to discharge onto splash pads or other erosion prevention measures on the private property before draining to streets or lanes or public lands, or drainage swales.
 5. If the Town observes that drainage from private property is creating erosion or sedimentation issues on streets or lanes or public lands, or drainage swales the Town will require the property owner to repair the damages and install erosion prevention measures and control sedimentation on the property prior to runoff discharging to streets or lanes or public lands, or drainage swales.
 6. Residential subdivision designs shall include storm sewers where it is possible to deal with weeping tile connections within the immediate area of the subdivision. In locations where there is a substantial amount of storm sewer main required, the decision to include or exclude the storm sewers within the subdivision will be at the discretion of Town Council.
 7. Where storm sewer services are included in a development, weeping tile shall be connected to the storm sewer service.
 8. Where an existing storm sewer is located in a road abutting a property, all new service installations will be required to have a storm sewer service to which the weeping tile is to be connected.
 9. Existing developments that are in violation of this policy will be dealt with on a case by case basis. Any existing weeping tile connections to the sanitary sewer system will be allowed to remain unless the Town extends storm sewer services into the property at which time the property will be required to connect the weeping tile to the storm sewer service. Any rain water leaders that drain into the sanitary sewers are to be disconnected.

Approved by Council –**GRADING INFORMATION TO BE PROVIDED WITH DEVELOPMENT PERMIT APPLICATIONS****BACKGROUND:**

The Town receives development permit applications for all kinds of development within the Town. The Town by the act of approving development applications exposes itself to some liability with respect to the development. The current land use Land Use Bylaw focuses on the horizontal aspects of locating a building on a site but largely ignores the vertical aspects of locating a building on a site and the associated grading around a building.

Changes in public expectations with respect to how runoff is handled and development industry changes (typically larger buildings on smaller lots) now make it essential that guidelines are in place with regards to what information is provided for a Development Permit application and who can provide the information, to minimize the Town's liability exposure. The current Land Use Bylaw does not layout have sufficient requirements to ensure that:

1. Runoff from the property being developed does not negatively impact the adjacent properties
2. Grading of the property being developed does not negatively impact the adjacent properties
3. Town minimizes issues for the ultimate property owners, such as the deferral of development requirements from the builder to the ultimate property owner
4. Town minimizes the potential for conflicts between neighbors.

One of the items that can lead to conflicts between neighbors is the requirement to build a retaining wall to make the grading between neighbors work. This often results in a conflict in which the municipality is pulled into the dispute because the municipality likely approved both of the Development Permits.

Policy:

The Town of Redcliff requires all new subdivision developments to provide a master lot grading plan for the development which will include at a minimum:

1. Geodetic elevations at every lot corner
2. Geodetic elevations at every proposed grade break on lot lines shared between two or more developable parcels, to provide the grading control between lots. Typically, this is one or two dependent on the lot type.
3. Slopes on lot lines shared between two or more developable parcels between grade breaks. These slopes shall be within the limits specified below:
 - a. On back to front drainage lots, minimum slope is 2.0% in the building's side yard.
 - b. Front yard slopes are desirable in a range of 2.0% to 5.0% with a maximum range of 1.0% to 8%.
 - c. Back yard slopes are desirable in a range of 2.0% to 5.0% with a maximum range of 1.0% to 10%.

In any subdivision development where there is a master lot grading plan, it is the responsibility of the owner/developer to ensure that a lot grading plan is prepared which conforms to the master lot

grading plan.

If there is no master lot grading plan for the parcel being developed, it is the responsibility of the owner/developer to survey the property and establish the existing parcel boundary elevations. There is no need for this plan to be referenced to the geodetic elevation (referenced to sea level) however it must be referenced to some fixed point that will not change during construction (hydrant flange, street light base, sidewalk, etc.).

It is the responsibility of the owner/developer to ensure that a lot grading plan is prepared which maintains the existing parcel boundary elevations or proposes changes and identifies the works the developer will undertake to mitigate any negative effects of the proposed grading. Examples of works that can be used to mitigate negative effects of proposed grading are retaining walls and written agreement from the owner of the affected property to allow grading changes on their property.

All development applications must address grading of the parcel and shall include a lot grading plan. Lot grading plans must be prepared in accordance with the following minimum requirements:

1. All grading must conform to the requirements of the Alberta Building Code.
2. Elevations of lot grading plans must match either the master lot grading property line grades in new developments or the existing property line grades in infill developments unless there is an agreement with the neighboring lot owner that allows otherwise.
3. Grades are to be provided at:
 - a. The corners of lot.
 - b. Intermediate grades (especially along common property lines with other residential lots),
 - c. Corners of the building.
 - d. Top and bottom of retaining walls.
4. Slopes are to be shown from the corners of the building to the property corners.
5. Slopes are to be shown from the building corners to the nearest property line where the proposed grade cannot be reasonably inferred from the corner of the building to the property corner (i.e. Typically the slope of a front driveway where the slope from the corner of the building to the front property corner is provided the slope to the front property line from the building corner can easily be inferred, however the slope from the front property corner to the side property line cannot be easily inferred):
 - a. Slopes over 33% are not allowed and must be mitigated with retaining walls or other approved measures. Other approved measures will require plans authenticated by a Professional Engineer Licensed to Practice in the Province of Alberta.
 - b. Slopes over 5% towards a neighbor's property are assumed to drain into the neighbor's property. If the elevation difference cannot be resolved with a curb wall less than 200mm in height, either:
 - a retaining wall will have to be shown to resolve the issue, or
 - a joint drainage agreement between the two properties must be provided.
6. Driveway slopes are to be shown. Maximum permitted driveway grade is 8%.
7. Grading plans must demonstrate that runoff is not directed into neighbors' property. This may

require the developer to show the location and direction of downspouts.

8. Any retaining walls required to make the grading plan work are to be shown and are the responsibility of the applicant to install.
9. The elevations from the grade slips are also to be shown on the elevation plans (front, back, and sides) for a building including:
 - a. The grade line at the property line,
 - b. The grade line at the building,
 - c. The top and bottom of any retaining walls,
 - d. Any drainage works required (i.e. drainage swales).
10. The approval of any Development Application shall be conditional on the grading being completed in compliance with the grades established in the Development Approval.
11. Prior to approval of the Development Application, the Office of the Development Officer must receive written confirmation from the Director of Planning and Engineering or designate that the grading plan provided, or any subsequent amended grade plan that might be required, meets with the requirements of this policy and is approved.
12. When an application for development is issued the applicant is to be made aware that:
 - a. The grades shown on the approved lot grading plan must be met,
 - b. That they may be required to provide proof that the approved grades have been met in the form of a "grade certificate" (to be certified by an Alberta Lands Surveyor or other acceptable professional) to the Town of Redcliff.
13. On all non-residential development applications where a change to the building(s) foot print or site impervious area, regardless of whether or not grades have been previously established, the developer shall be required to submit a site drainage plan prepared by a professional engineer with their development application. The site drainage plan is to be approved by the Director of Planning and Engineering, or designate.



Medicine Hat
The Gas City

RECEIVED

NOV 10 2016

TOWN OF REDCLIFF

Office of the Mayor

580 First Street SE

Medicine Hat, Alberta T1A 8E6

Phone: 403.529.8181

E-mail: mayor@medicinehat.ca

www.medicinehat.ca

September 7, 2016

Town of Redcliff
PO Box 40
Redcliff, Alberta T0J 2P0

ATTENTION: Ernie Reimer, Mayor

Dear Mr. Reimer:

On behalf of the City of Medicine Hat, I would like to again extend appreciation for the Town of Redcliff's generous contribution of \$10,000 per year, over 10 years, to the Canalta Centre.

The City acknowledges receipt of the 2016 donation and you will find enclosed the donation receipt for income tax purposes.

The Town of Redcliff's continued support will help to ensure the success of the Canalta Centre into the future. We hope you, your family and friends have had the opportunity to enjoy some of the events that have been held at this superb venue.

Sincerely,

Ted Clugston
Mayor

cc: Karen Charlton
Merete Heggelund

Municipal Manager Report to Council

November 28, 2016

On-going Projects

- Review of the designated officer's bylaw continues. This bylaw needs to be updated so that it is in concert with some recent and near future organizational changes.
- Legal Review of MoosePower lease template and provided initial comment to MoosePower.
- Drafting a new proposed draft lease agreement regarding the Redcliff Drop-in Centre with the Redcliff Senior's Society. Have had an initial meeting with the Senior Society Committee in this regard.
- Preparation of Senior's Drop in Centre Lease agreement continuance of one year.
- Significant work on 2017 Budget.

Day to Day Responsibilities

- Service Tracker/E-service request is regularly monitored in an effort to respond to residents that submit e-service requests through the Town website (using the on-line services tab).
- Legal file work continues to require large amounts of human resource capacity.
- Council meeting preparation and RFD Review.
- Human Resource issues/correspondence with CUPE.
- Assist with responding to media inquiries as they arise.
- October 27, 2016 – attended the Local Government Administrator's Association Zone Meeting in Nobleford. This meeting included updates from AUMA and AMA regarding upcoming MGA changes as well as discussion amongst municipal administrators in Southern Alberta, regarding municipal best practices.
- November 2 – Attended and participated in the Special Council 2017 Budget Meetings.
- November 5 – Attended and participated in the Special Council 2017 Budget Meetings.
- November 10 – Met with Town staff and Riverview Golf Club Manager to discuss status of golf course driving range project. Town staff have completed preliminary and conceptual design of range to help the Riverview Golf Club apply for grant funding. It was communicated that the Town can help review and give suggestions for their grant applications; however, it is incumbent upon them to do the leg work and actually submit the grant application.
- November 14 – Regular Council Meeting.
- November 16 – Attended at a meeting at Riverview Golf Course where there were some community recreation user groups as per Mayor Reimer's email communication.
- November 24 – Had an initial meeting with the senior's Society committee regarding the redrafting of their lease agreement.

COMMUNITY & PROTECTIVE SERVICES

Parks and Recreation

- Completed necessary repairs to playground areas.
- Assisting other Redcliff community organizations with their grant applications.
- Building inspections completed for the month. Necessary maintenance has been ordered (if outside contractors are required) or completed.
- Blowouts of sprinkler systems and buildings completed
- Pool winterization completed
- Lighting repairs at library completed
- Street and parking lot lighting repairs at rec-tangle completed
- Drain piping repaired at rec-tangle
- Cleaned gutters at seniors center
- Lighting repairs at RCMP building completed
- Building inspections completed
- Extinguisher inspections completed
- Cleaned up west end of fire hall
- Moved equipment to be stored at old fire hall for the winter
- Moved parts stored at Lions to old fire hall
- Gathering of leaves in parks and green spaces
- Replaced lighting at old fire hall
- Replaced exhaust fan at fire hall
- Ran cable from roof of town hall to education room for cell phone booster
- Removed pots from street lights and removed flowers from pots
- Removed annual flowers from beds at memorial park, lit sign, highway sign, cement planters and campground
- Closed campground for the winter and winterized building
- Repaired electrical failure at rec-tangle and are making arrangements to fix the cause
- Repaired brine leak at the rectangle
- Made arrangements to repair refrigerant leak at rec-tangle
- Cleaned up storage room under bleachers at rec-tangle
- Completed pool deck repairs for winter
- Moved chemical for winter storage

Culture and Community Programming

- Reviewing previous programming and confirming programming for winter 2017
- Completed FCSS annual report
- Met with Dreams coordinator to review programming cooperation
- Hosted Food Insecurity Meeting at Town Hall to discuss impacts on the community and how we can assist moving forward
- Scheduled meetings with community organizations to discuss community involvement with Recreation Master Plan.
- Reviewing other communities programming and reaching out to other communities to review their programming successes.

Bylaw Enforcement:

- Redcliff R.C.M.P. Cst. Waites invited Steier to take part in a program called "Child Find". This program is sponsored through the RCMP, Redcliff Schools and the local Lions Club. This is a program where new Students to the Schools are fingerprinted on authorized Child Find Cards and the cards are then sent home to the parents to keep. This involves students from K to grade six.
- The Child Find Program not only allows the parent a permanent copy of the fingerprints, but it allows the students, staff and parents to view the Police and Peace Officers in a positive light.
- The following schools were visited by Cst. Waites and Bylaw Officer Steier:

Date:	Times:	School
2016-10-24	09:30 a.m. to 10:30 a.m.	RMAP School
2016-10-26	09:00 a.m. to 10:30 a.m. & 12:30 p.m. to 1:30 p.m.	I.F. Cox School
2016-10-27	09:30 a.m. to 10:20 a.m	Margaret Wooding School

- Bylaw Officer Steier has also successfully completed a Community Peace Officer Level 2 Training Program. The course is sanctioned by the Alberta Solicitor General, Public Security Division. Topics that were covered in the course are: Introduction to Law, Criminal Code, Charter of Rights, Elements of Crime, Peace Officer Authority, Powers of Arrest/Detention, Arrest and Release-Practical Applications, Municipal Government Act, Use of Force, Peace Officer Program, Search and Seizure, Provincial Procedures Act, Investigations, Provincial Statutes-Animal Control Acts/Regulations-Traffic Safety Act (non-moving) and Regulations-

Trespass to Premises Act, Compiling and Serving Provincial Documents, Court Preparation and Testimony, Ethics/Professionalism. This course has also assisted in networking with other Bylaw Agencies within the province.

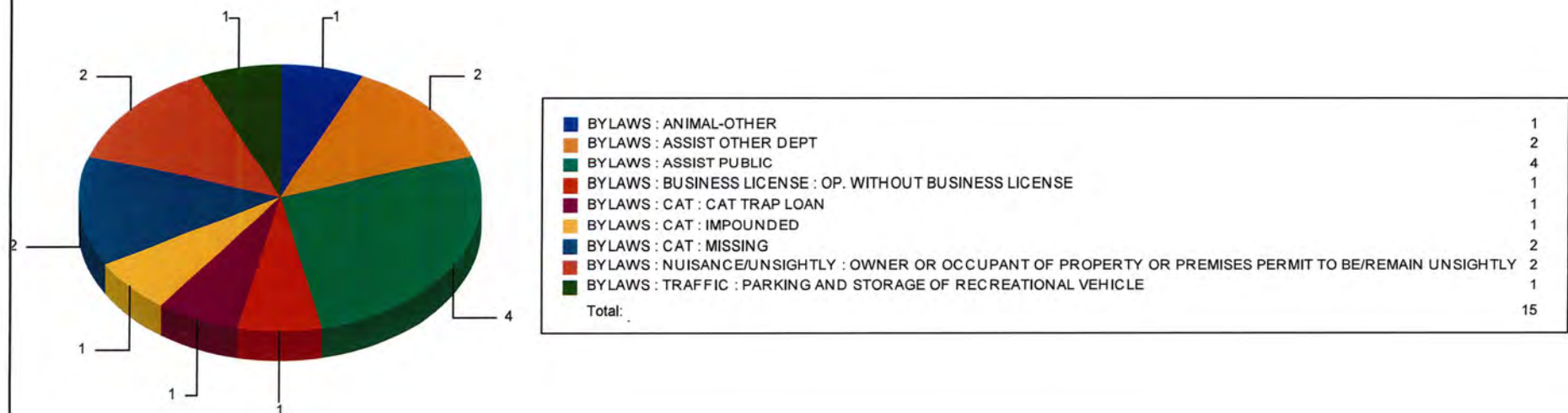
- Recent path patrols have been on foot due to the weather. This will continue into the winter.

Reporting Periods: 2016 October

Attached Report

Case Report

Count of Incident Types



Case Report

BYLAWS : ASSIST OTHER DEPT: 2 13%	
BYLAWS : ASSIST PUBLIC: 4 27%	
BYLAWS : BUSINESS LICENSE : OP. WITHOUT BUSINESS LICENSE: 1 7%	
BYLAWS : CAT : CAT TRAP LOAN: 1 7%	
BYLAWS : CAT : IMPOUNDED: 1 7%	
BYLAWS : CAT : MISSING: 2 13%	
BYLAWS : NUISANCE/UNSIGHTLY : OWNER OR OCCUPANT OF PROPERTY OR PREMISES PERMIT TO BE/REMAIN UNSIGHTLY: 2 13%	
BYLAWS : TRAFFIC : PARKING AND STORAGE OF RECREATIONAL VEHICLE: 1 7%	

Grand Total: 100.00% Total # of Incident Types Reported: 15

PUBLIC SERVICES

Water and Sewer Utilities

Utility Services have:

- Continued to install radio reads for use with new meter reading equipment.
- completed sewer camera jobs as requested.
- completed meter reading.
- completed several locate requests.
- completed several curb stop repairs.
- completed sewer inspections and flushing.
- completed hydrant inspections and winter maintenance.
- Utility's Supervisor and Municipal Works Supervisor attended AWWOA's Water week in Red Deer taking part in various training seminars which also provide CEUs to maintain water/sewer certifications.

Municipal Works

Municipal Works have:

- been gravelling low spots in alleys as needed.
- been conducting garbage bin repairs with lid repairs.
- been hauling various gravel material for use and stockpiling in yard.
- conducted various Funeral interments.
- replaced or repaired multiple signs around town.
- been clearing catch basin of leaves and debris.
- completed draining down Dirkson Drive storm pond for winter.
- been trimming trees in alleys so equipment will not get damaged.
- painted bollards around town to spruce them up.
- bladed back alleys and streets.
- done some street sweeping to pick up leaves.
- landscaped and fenced coulee slope in Jesmond area.
- grinded down tripping hazards on sidewalks around town.
- repaired a sewer line in Eastside subdivision, Maskel Place.
- repaired and installed Christmas lights for Broadway Avenue and Main Street.

Planning and Engineering:

Priorities:

- Drainage Bylaw revision.

Planning:

- Completion of the unfiled boxes of documents continues using department admin staff.
- Continually updating list of Land Use Bylaw issues that require addressing.

- Farwest requested a service agreement for 2014 SUB 02.
- New Rock Development Agreement (Broadway Avenue Duplexes).
- Meadowlands Development Agreement (Burger King).
- Working on a frivolous, multiple complaints policy in conjunction with Community and Protective Services.

Engineering:

- Sewer System Bylaw review in progress.
- Preparations have started for the 2017 rates update.

Studies:

- Inflow and Infiltration study: On-going flow monitoring data capture in the NW lift station catchment area with the assistance of Public Service staff.
- Civiltec Consulting has sent their final report.
- Working on developing a public education and awareness program for the Town's Inflow and Infiltration.
- Riverview Groundwater: Bucket test indicates that the ponds in the golf course are leaking.

Capital Projects:

- Westside Slope failure mitigation: There is a new slide in the Westside area. A survey has been completed. The slope was rendered safe (remove steep drops and fill open cracks) by Public Services. Evaluation of the slope and possible mitigation measures will be undertaken by staff with a goal of having a recommended course of action being presented before the end of February 2017.
- Water Treatment Plant Construction: We have received final release of hold back. Invoice from MPEco has been processed. MPE invoices will be dealt with in December.
- Northside Functional Servicing Report: Engineering Department reviewed the third draft of sanitary servicing and sent comments to Scheffer Andrew. The Town's Engineering Department has been advised by Scheffer Andrew to expect a Final report.

FINANCE AND ADMINISTRATION

- 2017 Preliminary Operating and Capital Budgets are being presented to Council for approval at the November 28 Regular Council Meeting.
- 2016 Utility and Accounts Receivable Write-Off Accounts are being presented to Council for decision.
- Utility rates bylaws are revised for 2nd and 3rd readings.
- Have been working with Diamond to set up a new company for Redcliff Cypress Regional Waste Management Authority. Projected to be ready for use in 2017.
- 2016 Interim Audit is scheduled December 15 and 16, 2016.
- Preparation for 2016 yearend audit.

LEGISLATIVE & LAND SERVICES

- Ongoing inquires re: land sales. Seven sales to date in 2016.
[Eastside Phase 1 Lot breakdown - 86 lots total (1–C3, 3–R3, 13–R2, 69–R1)
Lots remaining – 1–C3, 3–R3, 13–R2 & 29 R1]
- Council agenda preparation & follow up. Department Head meetings pre/post meeting.
- Park Enterprises continues to work on closing the remaining open permits from 2007-2011. Two files remain open.
- Ongoing Legal File Review. Compiling Information as requested.
- Reviewing status of policies, procedures, bylaws and agreements.
- Ongoing conversion of printed policies, procedures, bylaw and agreements to digital
- Town Brochures are being printed.

MAYOR'S REPORT TO COUNCIL
November 28, 2016

- August 25, 2016 Attended a Physician Attraction & Retention meeting at the Chamber of Commerce in Medicine Hat. It was determined that at the present time most of the required Physicians in the City have been met, although the Town of Redcliff could use one or two more. As a result of the current situation, the Board felt that any future meetings would be at the call of the chair. I was nominated and accepted the position as chairperson going forward.
- September 23, 2016 Attended a Mayor & Reeves meeting in Hanna, Alberta
- October 12, 2016,
November 1, 2016 Attended a session at Town Hall with members of the Medicine Hat Food Bank, Citizens at large and members of Dreams, "Developing Redcliff Education and Mental Health Supports". The topic of discussion centered around the need for drop off locations for the needy who require the services of the Food Bank in Redcliff and other transport for those who may need to travel to the City to the Food Bank.
- November 7, 2016 Information sessions for Grade 6 students of Margaret Wooding School. Presentation regarding the daily process of how the Town Hall and Council operate, as well as questions from students in conjunction with their studies of Government.
- November 7, 2016 Attended a Redcliff & District Recreation Services Board meeting at the Town Hall. Main topic was a review of the Town of Redcliff Recreation Master Plan.

Upcoming Events:

- December 2, 2016 Special meeting with the Cypress View Foundation

**COUNCIL'S REPORT TO COUNCIL
NOVEMBER 28, 2016**

REPORT FROM COUNCILLOR:

Chéré Brown

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|-------------------|--|
| October 4-7, 2016 | AUMA Conference - Edmonton <ul style="list-style-type: none">- Annual General Meeting- AUMA Resolutions votes- Dialogue with Ministers- New "Green Ideas" of repurposing Sanitary Sewer- New Legislation coming in revised Municipal Government Act |
| October 20, 2016 | Panel Discussion - "Ready for Her" at Medicine Hat College <ul style="list-style-type: none">- Minister Stephanie Mclean (Status of Women) Panel discussion about women in Politics <ul style="list-style-type: none">- creating a safe and welcoming space to talk about women's experiences and available resources to help more women enter politics. |

COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where / Information
November 30, 2016	Redcliff Recreation Master Plan Recommendations Open House	Chambers Redcliff Town Hall Time: 7:00 p.m.