



AGENDA

REGULAR MEETING OF THE COUNCIL OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY MARCH 13, 2017 AT 5:00 PM, IMMEDIATELY FOLLOWING THE SUBDIVISION AUTHORITY MEETING AT 5:00 PM.

	<u>MOTION</u>
ITEM No. 1. CALL TO ORDER	
ITEM No. 2. ADOPTION OF THE AGENDA	X
ITEM No. 3. DELEGATIONS	
ITEM No. 4. ADOPTION OF THE MINUTES	
ITEM No. 4.A. MINUTES OF THE PUBLIC HEARING OF COUNCIL: FEBRUARY 27, 2017	X
ITEM No. 4.B. MINUTES OF REGULAR MEETING OF COUNCIL: FEBRUARY 27, 2017	X
ITEM No. 4.C. MINUTES OF SPECIAL MEETING OF COUNCIL: MARCH 1, 2017	X
ITEM No. 5. BUSINESS ARISING FROM THE MINUTES	
ITEM No. 6. BYLAWS	
ITEM No. 7. ACTION ITEMS	
ITEM No. 7.A. COUNCIL APPROVAL OF THE TOWN OF TABER HEALTH & SAFETY POLICY - ANNUAL REVIEW	X
ITEM No. 7.B. 2018-2019 OPERATING BUDGET	X
ITEM No. 7.C. COUNCIL REMUNERATION	X
ITEM No. 7.D. PAYMENTS, REFUNDS, AND CASH LEGAL TENDER POLICY AND PROCEDURE	X
ITEM No. 7.E. INFORMATION FOR COUNCIL	X
ITEM No. 7.F. STANDING ITEM - COUNCIL REQUESTS	X
ITEM No. 8. MEDIA INQUIRIES	
ITEM No. 9. CLOSED SESSION	X
ITEM No. 9.A. FOIPP ACT, SECTION 24: ADVICE FROM OFFICIALS	
ITEM No. 9.B. FOIPP ACT, SECTION 24: ADVICE FROM OFFICIALS	
ITEM No. 9.C. FOIPP ACT, SECTION 24: ADVICE FROM OFFICIALS	
ITEM No. 10. OPEN SESSION	X
ITEM No. 11. CLOSE OF MEETING	X



Council Request for Decision	
Meeting Date: March 13, 2017	
Subject: Minutes of the Public Hearing of Council: February 27, 2017	
Recommendation:	Council adopts the minutes of the Public Hearing of Council held on February 27, 2017, as presented.
Background:	N/A
Legislation / Authority:	MGA, Section 208(1)(a)(c).
Strategic Plan Alignment:	N/A
Financial Implication:	N/A
Service Level / Staff Resource Implication:	N/A
Justification:	Approval of minutes is in accordance with the <i>Municipal Government Act</i> , Section 208.
Alternative(s):	Council adopts the minutes of the Public Hearing of Council held on February 27, 2017, as amended.



Attachment(s):	Minutes of the Public Hearing - February 27, 2017
-----------------------	---

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

MINUTES OF THE PUBLIC HEARING MEETING OF THE COUNCIL OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, FEBRUARY 27, 2017, AT 5:00 PM.

Mayor

De Vlieger, Henk

Councillors

Brewin, Jack
Popadynetz, Rick
Prokop, Andrew
Ross-Giroux, Laura
Sparks, Randy

Absent

Strojwas, Joe

Chief Administrative Officer

Armfelt, Cory

Staff

Brennan, Meghan
Busch, Barkley
Holmen, Aline
Scherer, Gary
Van Ham, Kerry
Wannop, Devon

CALL TO ORDER

Mayor De Vlieger called the Public Hearing to Order at 5:00 PM.

PROPOSED DEVELOPMENT PERMIT 17-02 AUTOMOTICE SALES

i) Explanation of Purpose of Proposed Development Permit No. 17-02

C. Armfelt advised that the purpose of the Proposed Development Permit No. 17-02 is for the transition of the used automobile sales establishment, currently operating where the former water fill station was, to move to the northwest corner of the lot, where the drive through burger establishment used to be.

46/2017

Meeting Date
27/02/2017

**PROPOSED DEVELOPMENT PERMIT 17-02 AUTOMOTIVE SALES
– CONT'D**

**ii) Presentation of Written or Oral Briefs AGAINST the
Proposed Development Permit No. 17-02**

Mayor De Vlioger inquired if any written briefs had been received against proposed Development Permit No. 17-02.

C. Armfelt provided a copy of written correspondence received from a resident living directly south.

Mayor De Vlioger inquired if there were any additional written briefs against proposed Development Permit No. 17-02.

C. Armfelt responded that there were none.

Mayor De Vlioger inquired if there was anyone present who wished to present an oral brief against the proposed Development Permit No. 17-02 at this time, and there were none.

**iii) Presentation of Written or Oral Briefs FOR the Proposed
Development Permit No. 17-02**

Mayor De Vlioger inquired if any written briefs had been received for proposed Development Permit No. 17-02.

C. Armfelt responded that there was none.

Mayor De Vlioger inquired if there was anyone present who wished to present an oral brief for proposed Development Permit No. 17-02 at this time, and there were none.

CLOSE OF MEETING

Mayor De Vlieger stated that Council will deliberate the merits of the information and opinions provided at the Public Hearing and declared that the Public Hearing is hereby Closed at 5:03 PM.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

DRAFT



Council Request for Decision	
Meeting Date: March 13, 2017	
Subject: Minutes of Regular Meeting of Council: February 27, 2017	
Recommendation:	Council adopts the minutes of the Regular Meeting of Council held on February 27, 2017, as presented.
Background:	N/A
Legislation / Authority:	MGA, Section 208(1)(a)(c).
Strategic Plan Alignment:	N/A
Financial Implication:	N/A
Service Level / Staff Resource Implication:	N/A
Justification:	Approval of minutes is in accordance with the <i>Municipal Government Act</i> , Section 208.
Alternative(s):	Council adopts the minutes of the Regular Meeting of Council held on February 27, 2017, as amended.



Attachment(s):	Minutes of the Regular Meeting - February 27, 2017
-----------------------	--

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

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON MONDAY, FEBRUARY 27, 2017, AT 5:03 PM, IMMEDIATELY FOLLOWING THE PUBLIC HEARING MEETING AT 5:00 PM.

Mayor

De Vlieger, Henk

Councillors

Brewin, Jack
Popadynetz, Rick
Prokop, Andrew
Ross-Giroux, Laura
Sparks, Randy

Absent

Strojwas, Joe

Chief Administrative Officer

Armfelt, Cory

Staff

Brennan, Meghan
Busch, Barkley
Holmen, Aline
Munshaw, Steve
Scherer, Gary
Van Ham, Kerry
Wannop, Devon

CALL TO ORDER

Mayor De Vlieger called the meeting to Order at 5:03 PM.

ADOPTION OF THE AGENDA

RES. 68/2017 MOVED by Councillor Ross-Giroux that Council adopts the Agenda as presented.

CARRIED UNANIMOUSLY

ADOPTION OF THE MINUTES

A) Minutes of Regular Meeting of Council: February 13, 2017

RES. 69/2017 MOVED by Councillor Prokop that Council adopts the minutes of the Regular Meeting of Council held February 13, 2017, as presented.

CARRIED UNANIMOUSLY

DELEGATIONS

A) Community Grant Program Application: Taber Community Action and Prevention Society

Cory Armfelt introduced Denise Franke, Vice President of TCAPS. D. Franke presented the programs TCAPS provides to the community. She explained that fundraising is an important way for the organization to collect funds and therefore could commit to funding more programs in the community. D. Franke requested that the fee be waived for the Civic Centre for the fundraiser and stated that she believes it has been waived in the past for their events.

RES. 70/2017 MOVED by Councillor Sparks that Council approves the Community Grant Program application for the purpose of the Taber Community Action and Prevention Society Couples Casino Night event, in the amount of \$1020.00.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

None.

BYLAWS

A) Proposed Road Closure Bylaw 17-2016

C. Armfelt stated that Council gave First Reading to Bylaw 17-2016 to close a portion of unnamed street on September 12, 2016, and explained that the purpose of the road closure is to close a road right-a-way that is not currently utilized and will not impact the flow of traffic. He further explained that once the Bylaw is passed the portion of the road right-a-way will be closed and consolidated with the adjacent lots for a land sale to Total Weed Control Ltd.

C. Armfelt also stated that a Public Hearing was held on October 24, 2016 to hear from any affected parties and the road closure was circulated to all affected parties prior to the Public Hearing, as well as being advertised in the newspaper for a two week period.

C. Armfelt explained that after the Public Hearing a road closure package was sent to Alberta Transportation for approval and it has been returned and endorsed from the first reading.

RES. 71/2017 MOVED by Councillor Popadynetz that Council passes Second Reading to Bylaw 17-2016.

CARRIED UNANIMOUSLY

RES. 72/2017 MOVED by Councillor Brewin that Council passes Third and Final Reading to Bylaw 17-2016.

CARRIED UNANIMOUSLY

ACTION ITEMS

A) Development Permit 17-02 Automotive Sales

C. Armfelt presented proposed Development Permit No. 17-02 to Council and explained that a Public Hearing was held on February 27, 2017 for any affected parties to voice their concerns with the proposed application. He further explained it was also advertised for two weeks in the Taber Times and information was circulated to neighboring property owners within 100 square metres.

Council discussed the concerns and information received from the Public Hearing.

RES. 73/2017 MOVED by Councillor Sparks that Council approves Development Permit No. 17-02 for an Automotive Sales Dealership located at 5506 46th Ave., Lots 1-5, Block 21, Plan 6309L with the following conditions:

1. The term of the development permit is for 3 years and may be renewed for up to a maximum of 10 years, by the Director of Planning and Economic Development,
2. A landscaping plan is to be submitted and to the satisfaction of the Planning and Economic Development Department,
3. The applicant must ensure the development complies with the Alberta Fire Code, Alberta Building Code, Alberta Health Services, AMVIC and all other applicable codes. (Town of Taber Business License will be issued after AMVIC documentation has been obtained),
4. Operating hours are not to be past 9pm,
5. All outstanding taxes, if any, are paid to the Town of Taber prior to proceeding with development,

ACTION ITEMS – CONT'D

A) Development Permit 17-02 Automotive Sales – CONT'D

6. A maximum of 30 vehicles are to be permitted on the site, unsightly vehicles or vehicles causing any soil contamination will not be permitted,
7. All customer parking is to be kept on the subject site,
8. The applicant is responsible for servicing, utility right of ways and easements on the site,
9. No excavation, trenching or other soil disturbance is to occur on site without further consultation and the permission of the Planning and Economic Development Department

CARRIED UNANIMOUSLY

B) Taber Small Ice Arena

Aline Holmen presented the quote received from MPE Engineering to complete an investigative study regarding the options for future enhancement or development of the small ice arena. She further explained that the Recreation Board recommended that Council allocate the funds for the study in order for the committee to make informed decisions surrounding the future development of the small ice arena.

Council discussed the benefits of having an engineering and financial investigation completed in order to make the best decision possible for a project this size.

ACTION ITEMS – CONT'D

B) Taber Small Ice Arena – CONT'D

RES. 74/2017 MOVED by Councillor Prokop that Council allocates \$19,000 plus GST from Capital Reserves for the purpose of having MPE Engineering complete an investigative study regarding options for future enhancement or development of the small ice arena.

CARRIED UNANIMOUSLY

C) Industrial Lagoon and Effluent Irrigations System Upgrade Tender Award

Gary Scherer presented the Industrial Lagoon and Effluent Irrigations System Upgrade tender results and requested that the award be to Porter Tanner Associates Inc.

Council discussed the Industrial Lagoon and Effluent Irrigations System Upgrade tenders received.

RES. 75/2017 MOVED by Councillor Brewin that Council awards the Industrial Lagoon and Effluent Irrigations System Upgrade tender to Porter Tanner Associates Inc. for the amount of \$5,039,863.50 inclusive of GST.

CARRIED UNANIMOUSLY

D) Tesla Charging Station

C. Armfelt presented the letter of intent from Tesla Motors Canada regarding installation of a charging station on municipal property.

Council discussed the limitations of partnering with Tesla and the possibility of universal charging stations.

Council discussed the importance of exploring other locations,

54/2017

Meeting Date
27/02/2017

approach, and funding for the charging stations.

ACTION ITEMS – CONT'D

D) Tesla Charging Station

RES. 76/2017 MOVED by Councillor Ross-Giroux that Council directs Administration to investigate universal electric vehicle charging stations further and not to sign Tesla's letter of intent.

CARRIED

E) Taber Municipal Police Commission Report to Council

RES. 77/2016 MOVED by Councillor Brewin that Council accepts the Taber Municipal Police Commission Report for information.

CARRIED UNANIMOUSLY

F) Department Reports

RES. 78/2017 MOVED by Councillor Ross-Giroux that Council accepts the Department Report for information.

CARRIED UNANIMOUSLY

G) Mayor and Councillor Reports (Verbal)

Mayor De Vlieger shared with Council that the Town received a key from the Chamber of Commerce for the stage, and this marks that the stage has been officially handed over to the Town of Taber. He stated that the key has been framed and will be displayed in the Administration building.

RES. 79/2017 MOVED by Councillor Brewin that Council accepts Mayor De Vlieger's verbal report for information.

CARRIED UNANIMOUSLY

H) Standing Item - Council Requests

Councillor Brewin inquired if there was a schedule followed by Public Works and Engineering for street sweeping.

Gary Scherer, Director of Public Works and Engineering explained that there is currently no schedule but the best effort is done to get the street sweeping machines out as soon as possible.

Councillor Brewin inquired if it can coincide with garbage removal and also questioned if notice will be given to residents to ensure their vehicles are moved off the street.

G. Scherer suggested that a notification can be posted on the Town of Taber website to inform residents.

NO MOTION

MEDIA INQUIRIES

None.

CLOSED SESSION

RES. 80/2017

MOVED by Councillor Prokop that Council moves into Closed Session to discuss matters subject to FOIPP Act, Section 16: Confidential Evaluations, Section 24: Advice from Officials, and Section 25: Disclosure harmful to economic and other interests of a public body.

CARRIED UNANIMOUSLY AT 5:45 PM

OPEN SESSION

56/2017

Meeting Date
27/02/2017

RES. 81/2017 MOVED by Councillor Sparks that Council reconvenes into Open Session.

CARRIED UNANIMOUSLY AT 6:56 PM

RES. 82/2017 MOVED by Councillor Ross-Giroux that Council consents and agrees to the Canadian Natural Resources Limited (CNRL) Rent Reviews proposed and authorizes the Mayor and CAO to sign individual acceptance letters.

CARRIED UNANIMOUSLY

RES. 83/ 2017 MOVED by Councillor Brewin that Council accepts the resignation of Mr. Brad Murphy from the Subdivision and Development Appeal Board, and thanks Mr. Murphy for his effective contribution to the Town of Taber during his tenure.

CARRIED UNANIMOUSLY

CLOSE OF MEETING

RES. 84/2017 MOVED by Councillor Popadynetz that this Regular Meeting of Council is hereby Closed.

CARRIED UNANIMOUSLY AT 6:57 PM

MAYOR

CHIEF ADMINISTRATIVE OFFICER



Council Request for Decision	
Meeting Date: March 13, 2017	
Subject: Minutes of Special Meeting of Council: March 1, 2017	
Recommendation:	Council adopts the minutes of the Regular Meeting of Council held on March 1, 2017, as presented.
Background:	N/A
Legislation / Authority:	MGA, Section 208(1)(a)(c).
Strategic Plan Alignment:	N/A
Financial Implication:	N/A
Service Level / Staff Resource Implication:	N/A
Justification:	Approval of minutes is in accordance with the <i>Municipal Government Act</i> , Section 208.
Alternative(s):	Council adopts the minutes of the Regular Meeting of Council held on March 1, 2017, as amended.

Attachment(s):	Minutes of the Special Meeting - March 1, 2017
-----------------------	--



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

MINUTES OF THE SPECIAL MEETING OF THE COUNCIL OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON WEDNESDAY, MARCH 1, 2017, AT 5:00 PM.

Mayor

De Vlieger, Henk

Councillors

Brewin, Jack
Popadynetz, Rick
Prokop, Andrew
Ross-Giroux, Laura
Sparks, Randy

Absent

Strojwas, Joe

Chief Administrative Officer

Armfelt, Cory

Staff

Holmen, Aline
Munshaw, Steve
Scherer, Gary
Van Ham, Kerry
Wannop, Devon

CALL TO ORDER

Mayor De Vlieger called the Special Meeting to Order at 5:00 PM.

ADOPTION OF THE AGENDA

Mayor De Vlieger noted that as this is a Special meeting, there could be not additions or deletions to the Agenda.

RES. 85/2017 MOVED by Councillor Popadynetz that Council adopts the Agenda as presented.

CARRIED UNANIMOUSLY

57/2017

Meeting Date
01/03/2017

ACTION ITEMS

A) 2018-2019 Draft Operating Budget

Devon Wannop, Director of Finance, presented to Council a proposal for the 2018 and 2019 Operating Budgets.

Council discussed the information presented.

RES. 86/2017 MOVED by Councillor Brewin that Council accepts the 2018-2019 Draft Operating Budget presentation for information purposes.

CARRIED UNANIMOUSLY

MEDIA INQUIRIES

None.

CLOSE OF MEETING

RES. 87/2017 MOVED by Councillor Prokop that this Special Meeting of Council is hereby Closed.

CARRIED UNANIMOUSLY AT 5:21 PM

MAYOR

CHIEF ADMINISTRATIVE OFFICER



Council Request for Decision	
Meeting Date: March 13, 2017	
Subject: Council approval of the Town of Taber Health & Safety Policy - Annual Review	
Recommendation:	In concordance with the Occupational Health and Safety Act, the Town of Taber endorses the Municipal Health and Safety Policy C-4 for 2017 and approves the signing of this document by the Mayor and Chief Administrative Officer.
Background:	The Town of Taber Health & Safety Policy has been reviewed by the Joint Health & Safety Committee and is now being sent to Council for their review. This is an annual review process as mandated by Occupational Health and Safety. Based on this policy, the town will establish health and safety procedures that support and implement the policy. The Joint Health & Safety Committee is recommending that Council adopt the policy in its current form, and has found no need for any changes at this time.
Legislation / Authority:	OHS Act, Section 32.
Strategic Plan Alignment:	This is in line with the town's Governance Goal of making the Town of Taber an employer of choice, where employees are self-assured, valued, respected and viewed as the corporation's strongest asset
Financial Implication:	No budget requirement
Service Level / Staff Resource Implication:	No change to service levels
Justification:	This policy has an annual review period, as stipulated by the OHS Act and the existing policy parameters. Reviews of this policy by the managers and the JHSC have not recommended any changes for 2017.
Alternative(s):	Council may recommend revisions to the policy to be brought back to a future meeting.



Attachment(s):	Health and Safety Policy C-4
-----------------------	------------------------------

APPROVALS:	
Originated By:	Tom Moffatt
Chief Administrative Officer (CAO) or Designate:	



Health and Safety

Policy No.: C-4	Council Resolution No.: 75/11, 197/12, 225/13, 241/14, 266/2015, 140/2016
Department: Administration	Authority: Council
Effective Date: February 2005	Revision Date: February 2008, February 2011, July 2012, June 2013, May 2014
Review Date: February 2017 <input type="checkbox"/>	Repealed Date:
Supersedes: 03/10/14	
Related Procedure No.: N/A	
Related Procedure Name: Town of Taber Health and Safety Program	

Purpose

The Town of Taber is committed to the protection from accidental loss of all its resources, including employees and physical assets.

Policy Statement

- 1) In fulfilling this commitment to protect both people and property, management will provide and maintain a safe and healthy work environment in compliance with legislative requirements, and will strive to eliminate any foreseeable hazards which may result in property damage, accidents or personal injury/illness. Protection of employees from injury or occupational disease is a major continuing objective.
- 2) All supervisors, employees and contractors must protect their own and fellow workers' health and safety by working in compliance with the *Occupational Health and Safety Act*, Regulations and Code, and all applicable safe work practices and procedures established by the Town of Taber.
- 3) Town of Taber will ensure contractors and their workers are responsible for meeting or exceeding the requirements of the Town of Taber Health and Safety Program.
- 4) All employees will be equally responsible for minimizing hazards to reduce incidents/injuries on our worksites. Safe work practices and procedures are clearly defined in the Town of Taber Health and Safety Program for all employees to follow.



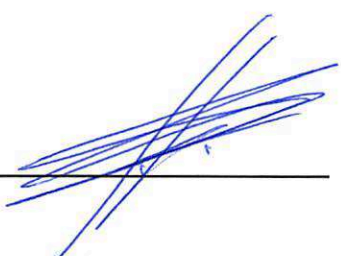
- 5) In order to protect the health of workers, all management functions will comply with the Town of Taber Health and Safety Program as it relates to operations and maintenance of facilities and equipment.
- 6) The safety information in this policy does not take precedence over the *Occupational Health and Safety Act*, Regulations and Code. All employees must be familiar with the *Occupational Health and Safety Act* and Regulations and Code.
- 7) It is the responsibility of the Chief Administrative Officer and the Management Team to ensure that the provisions of this policy are followed.

Administration shall establish a program for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

Additional References

- *Occupational Health and Safety Act*, Regulations and Code
- *Workers Compensation Act* and Regulations (Alberta)
- *Criminal Code* (Canada)
- MSDS Binder
- Policy on Employee Conduct – Rules and Regulations

MAYOR



DATE

04/04/16

CHIEF ADMINISTRATIVE OFFICER



DATE

MARCH 30 | 2016





Council Request for Decision	
Meeting Date: March 13, 2017	
Subject: 2018-2019 Operating Budget	
Recommendation:	That Council adopts the Operating Budgets for the years 2018 and 2019 continuing the 3 year rolling budget. Review of the 2017 Operating Budget to be performed prior to December 2017.
Background:	<p>Council has been presented with a number of budget related presentations from community organizations. As well as budget narratives from the Managers of the Town of Taber.</p> <p>Tonight's discussion will be focused on 2018 and 2019 operating budgets. As you know, my goal has been to approve a 3 year rolling budget. On November 28, 2016 the 2017 Operating Budget was passed. However, the 2018 and 2019 budget was not passed and was to be brought forth again in the spring time. Therefore, I am bringing them back so that we can adopt the operating budgets at this meeting.</p> <p>At the March 1, 2017 special council meeting council had the opportunity to hear administrations thought process for balancing the 2018 and 2019 operating budgets.</p> <p>The concept of the rolling budget is that the managers in charge of the different costing centers would be able to carry forward surpluses that were had in the prior year. As well as, allow managers with larger deficits from the prior year the opportunity to make up the difference in future years.</p> <p>This current operating budget proposal presentation has incorporated the impacts from those previous presentations. The utility rate model is proposed to be held steady for this next operating budget cycle. The budget proposal has also incorporated the expected CPI property tax increase for illustrated purposes only (plus the 1% due to carbon tax levy).</p> <p>The budget as presented is balanced for 2018 and 2019 at the moment however, we have balanced the budget with a reserve transfer of \$600,000 for both 2018 and 2019. This \$600,000 has been set up in the general revenue costing centre, meaning that if this amount isn't needed to balance the budget than it will not have to be fully used in the respective year. Administration has choose this amount as our 2016 actual operational deficiency was significantly under budget [approximately 1.5 million which is made up by roughly 1.1</p>



	<p>million due to revenue received higher than budgeted (land sales and fine revenue), and roughly 400k from efficient spending], therefore we feel it is fair to the taxpayer that they should get the benefit of not having to pay more tax to come up with the deficit in 2018 and 2019. This concept is in line with the rolling budget theory as we are using savings we have created in prior years to have an offset in future years.</p> <p>Administration has worked hard in this process to and will require Council to make some decisions and guidance towards this goal of a balanced budget. Administration will be seeking Council direction based on the budget information presented to ensure they are comfortable with the changes that have been made to make this budget balanced.</p> <p>Administration is looking forward to Council's deliberation on the 2018-2019 Operating Budget.</p>
Legislation / Authority:	Section 242 and 245 of the MGA
Strategic Plan Alignment:	N/A
Financial Implication:	Provides the authorization for the municipality to operate in the next fiscal year
Service Level / Staff Resource Implication:	N/A
Justification:	Council must adopt budgets for each calendar year.
Alternative(s):	That Council requests Administration to provide additional information.



Attachment(s):	Budget Narrative - Financial Number Update Approved 2017 Budget - Summary Approved 2017 Budget - Detail 2018 - 2019 Operating Budget Update - Summary 2018 - 2019 Operating Budget - Detail
-----------------------	---

APPROVALS:	
Originated By:	Devon Wannop
Chief Administrative Officer (CAO) or Designate:	

Budget Narratives - Operating Budget 2017 - 2019

Taxes - General Revenue					
Revenues	2015 (Actual)	2016 (Budget)	2017 (Budget)	2018 (Budget)	2019 (Budget)
Net taxes	8,115,558	8,452,484	8,629,626	8,831,753	9,038,538
Penalties and costs of taxes	117,074	110,000	120,000	130,000	130,000
Franchise fees	1,678,172	1,739,876	1,739,876	1,765,000	1,797,000
Investment income	257,813	275,000	200,000	175,000	150,000
Other revenues	-	9,000	-	-	-
Government transfers	-	229,137	200,000	230,000	230,000
Total Revenues	10,168,618	10,815,497	10,889,502	11,131,753	11,345,538
Expenses	2015 (Actual)	2016 (Budget)	2017 (Budget)	2018 (Budget)	2019 (Budget)
Total Expenses	-	-	-	-	-
From reserves	-	-	-	600,000	600,000
To reserves	125,863	888,765	343,724	312,645	293,826
Total interfund- transfers	125,863	888,765	343,724	287,355	306,174
Net Budget	10,042,755	9,926,732	10,545,778	11,419,108	11,651,712
Budget Change	-	116,023	619,046	873,330	232,604
Percentage Change		-1.16%	6.24%	8.28%	2.04%

Budget Narratives - Operating Budget 2017 - 2019

Council					
Revenues	2015 (Actual)	2016 (Budget)	2017 (Budget)	2018 (Budget)	2019 (Budget)
Total Revenues	-	-	-	-	-
<hr/>					
Expenses	2015 (Actual)	2016 (Budget)	2017 (Budget)	2018 (Budget)	2019 (Budget)
Salaries, wages and benefits	143,907	151,036	150,928	150,928	150,928
Contracted and general services	82,661	77,762	144,390	102,283	81,224
Materials, goods and supplies	25,468	40,030	51,825	50,209	49,198
Transfers to local boards and agencies	488,965	473,775	502,952	512,689	528,217
Interest on long-term debt	47,896	44,693	41,489	37,991	34,339
Amortization	51,966	51,966	52,030	52,030	52,030
Other expenditures	236	-	75,000	75,000	75,000
Total Expenses	841,099	839,262	1,018,614	981,130	970,936
<hr/>					
Repayment of long-term debt	72,708	75,916	79,266	82,764	86,416
From reserves	- 27,500	- 2,145	- 37,000	-	-
Total interfund- transfers	45,208	73,771	42,266	82,764	86,416
<hr/>					
Net Budget	- 886,307	- 913,033	- 1,060,880	- 1,063,894	- 1,057,352
Budget Change	-	- 26,726	- 147,847	- 3,014	6,542
Percentage Change	-	3.02%	16.19%	0.28%	-0.61%

Budget Narratives - Operating Budget 2017 - 2019

CAO					
Revenues	2015 (Actual)	2016 (Budget)	2017 (Budget)	2018 (Budget)	2019 (Budget)
Rentals	47,534	46,000	46,000	46,000	46,000
Other revenues	150	-	-	-	-
Total Revenues	47,684	46,000	46,000	46,000	46,000
Expenses	2015 (Actual)	2016 (Budget)	2017 (Budget)	2018 (Budget)	2019 (Budget)
Salaries, wages and benefits	280,614	507,718	435,302	414,822	421,098
Contracted and general services	153,657	190,990	220,825	165,580	203,114
Purchases from other governments	-	50	50	50	50
Materials, goods and supplies	51,819	50,400	102,960	84,665	86,071
Amortization	63,688	63,688	52,419	52,419	52,419
Total Expenses	549,778	812,846	811,556	717,536	762,752
From reserves	- 20,000	- 10,000	- 80,000	-	-
To reserves	36,400	36,400	36,400	36,400	36,400
Total interfund- transfers	16,400	26,400	- 43,600	36,400	36,400
Net Budget	- 518,494	- 793,246	- 721,956	- 707,936	- 753,152
Budget Change	-	- 274,752	71,290	14,020	- 45,216
Percentage Change	-	52.99%	-8.99%	-1.94%	6.39%

Budget Narratives - Operating Budget 2017 - 2019

Finance and Customer Care					
Revenues	2015 (Actual)	2016 (Budget)	2017 (Budget)	2018 (Budget)	2019 (Budget)
Sales and user fees	10,225	11,010	11,000	11,000	11,000
Licenses and permits	99,925	100,000	102,600	102,600	102,600
Other revenues	1,743	1,500	1,500	1,500	1,500
Total Revenues	111,893	112,510	115,100	115,100	115,100
Expenses	2015 (Actual)	2016 (Budget)	2017 (Budget)	2018 (Budget)	2019 (Budget)
Salaries, wages and benefits	617,996	515,033	633,621	676,615	702,108
Contracted and general services	221,573	218,225	232,535	203,553	192,597
Purchases from other governments	-	100	75	75	75
Materials, goods and supplies	14,755	20,850	17,900	18,000	18,100
Bank charges and interest	4,720	7,975	8,000	8,000	8,000
Amortization	8,733	8,733	8,461	8,461	8,461
Other expenditures	2	1	1	1	1
Total Expenses	867,780	770,917	900,593	914,705	929,342
From reserves	- 20,051	-	-	-	-
To reserves	5,150	-	-	-	-
Total interfund- transfers	- 14,901	-	-	-	-
Net Budget	- 740,986	- 658,407	- 785,493	- 799,605	- 814,242
Budget Change	-	82,579	- 127,086	- 14,112	- 14,637
Percentage Change	-	-11.14%	19.30%	1.80%	1.83%

Budget Narratives - Operating Budget 2017 - 2019

IT					
	2015 (Actual)	2016 (Budget)	2017 (Budget)	2018 (Budget)	2019 (Budget)
Revenues					
Sales and user fees	680	100	-	-	-
Government transfers	-	-	11,000	11,000	11,000
Total Revenues	680	100	11,000	11,000	11,000
Expenses					
Salaries, wages and benefits	209,525	202,571	277,549	284,582	294,597
Contracted and general services	178,271	254,800	268,334	287,582	279,211
Materials, goods and supplies	13,685	24,500	19,065	9,565	9,565
Amortization	75,361	75,361	72,906	72,906	72,906
Other expenditures	2,642	-	-	-	-
Total Expenses	479,483	557,232	637,854	654,635	656,279
To reserves	99,000	99,000	99,000	99,000	99,000
Total interfund- transfers	99,000	99,000	99,000	99,000	99,000
Net Budget	- 577,803	- 656,132	- 725,854	- 742,635	- 744,279
Budget Change	-	- 78,329	- 69,722	- 16,781	- 1,644
Percentage Change	-	13.56%	10.63%	2.31%	0.22%

Budget Narratives - Operating Budget 2017 - 2019

Health and Safety					
Revenues	2015 (Actual)	2016 (Budget)	2017 (Budget)	2018 (Budget)	2019 (Budget)
Other revenues	28,951	28,500	28,500	28,500	28,500
Total Revenues	28,951	28,500	28,500	28,500	28,500
Expenses	2015 (Actual)	2016 (Budget)	2017 (Budget)	2018 (Budget)	2019 (Budget)
Salaries, wages and benefits	-	23,131	48,504	49,939	51,280
Contracted and general services	21,782	12,620	16,465	10,675	15,095
Materials, goods and supplies	1,241	-	6,750	350	350
Total Expenses	23,023	35,751	71,719	60,964	66,725
From reserves	- 23,023	- 35,751	-	-	-
To reserves	28,951	28,500	-	-	-
Total interfund- transfers	5,928	- 7,251	-	-	-
Net Budget	-	-	- 43,219	- 32,464	- 38,225
Budget Change	-	-	- 43,219	10,755	- 5,761
Percentage Change	-	#DIV/0!	#DIV/0!	-24.88%	17.75%

Budget Narratives - Operating Budget 2017 - 2019

Police					
Revenues	2015 (Actual)	2016 (Budget)	2017 (Budget)	2018 (Budget)	2019 (Budget)
Sales and user fees	92,581	95,000	99,000	99,100	99,200
Licenses and permits	2,535	3,600	-	-	-
Fines	665,051	417,250	502,500	502,500	502,500
Other revenues	1,326	84,500	125,000	125,000	125,000
Government transfers	503,953	527,162	542,292	543,192	544,102
Total Revenues	1,265,446	1,127,512	1,268,792	1,269,792	1,270,802
Expenses	2015 (Actual)	2016 (Budget)	2017 (Budget)	2018 (Budget)	2019 (Budget)
Salaries, wages and benefits	2,748,005	2,551,178	2,761,252	2,861,308	2,897,236
Contracted and general services	218,071	258,694	277,773	267,499	273,979
Purchases from other governments	108,880	96,000	96,000	96,000	96,000
Materials, goods and supplies	97,358	157,337	139,100	129,950	125,150
Amortization	210,905	210,905	190,001	190,001	190,001
Other expenditures	- 4,286	-	-	-	-
Total Expenses	3,378,934	3,274,114	3,464,126	3,544,758	3,582,366
To reserves	109,291	103,100	115,600	115,600	115,600
Total interfund- transfers	109,291	103,100	115,600	115,600	115,600
Net Budget	- 2,222,779	- 2,249,702	- 2,310,934	- 2,390,566	- 2,427,164
Budget Change	-	- 26,923	- 61,232	- 79,632	- 36,598
Percentage Change	-	1.21%	2.72%	3.45%	1.53%

Budget Narratives - Operating Budget 2017 - 2019

Fire						
Revenues	2015 (Actual)	2016 (Budget)	2017 (Budget)	2018 (Budget)	2019 (Budget)	
Sales to other governments	24,538	23,800	23,800	23,800	23,800	23,800
Sales and user fees	62,686	6,500	6,500	6,500	6,500	6,500
Rentals	25	-	-	-	-	-
Other revenues	4,006	-	-	-	-	-
Government transfers	244,807	243,072	76,838	22,915	23,602	
Total Revenues	336,062	273,372	107,138	53,215	53,902	
Expenses	2015 (Actual)	2016 (Budget)	2017 (Budget)	2018 (Budget)	2019 (Budget)	
Salaries, wages and benefits	407,446	431,411	481,777	491,525	505,088	
Contracted and general services	129,461	140,939	133,830	133,210	134,065	
Purchases from other governments	-	2,500	2,500	2,500	2,500	
Materials, goods and supplies	111,043	111,810	116,840	119,040	120,740	
Amortization	107,805	107,805	171,699	171,699	171,699	
Total Expenses	755,755	794,465	906,646	917,974	934,092	
From reserves	-	-	96,528	-	-	-
To reserves	47,300	47,300	47,300	47,300	47,300	47,300
Total interfund- transfers	47,300	-	49,228	47,300	47,300	47,300
Net Budget	-	466,992	-	471,865	-	846,808
Budget Change	-	-	-	4,873	-	374,943
Percentage Change	-	-	-	1.04%	-	79.46%
						912,059
						65,251
						7.71%
						1.69%

Budget Narratives - Operating Budget 2017 - 2019

Public Works					
Revenues	2015 (Actual)	2016 (Budget)	2017 (Budget)	2018 (Budget)	2019 (Budget)
Sales and user fees	12,271	3,500	3,500	9,500	9,500
Other revenues	2,125	-	-	-	-
Total Revenues	14,396	3,500	3,500	9,500	9,500
Expenses	2015 (Actual)	2016 (Budget)	2017 (Budget)	2018 (Budget)	2019 (Budget)
Salaries, wages and benefits	1,074,342	1,016,803	1,127,337	1,186,628	1,221,606
Contracted and general services	687,755	631,950	388,725	633,319	389,825
Materials, goods and supplies	321,576	612,710	588,350	600,825	612,075
Amortization	1,305,509	1,305,509	1,405,426	1,405,426	1,405,426
Other expenditures	115,571	-	-	-	-
Total Expenses	3,504,754	3,566,972	3,509,838	3,826,198	3,628,932
From reserves	- 264,241	- 60,000	- 60,000	- 60,000	- 60,000
To reserves	258,010	258,010	258,010	258,010	258,010
Total interfund- transfers	- 6,231	198,010	198,010	198,010	198,010
Net Budget	- 3,484,127	- 3,761,482	- 3,704,348	- 4,014,708	- 3,817,442
Budget Change	-	- 277,355	57,134	- 310,360	197,266
Percentage Change	-	7.96%	-1.52%	8.38%	-4.91%

Budget Narratives - Operating Budget 2017 - 2019

Stormwater					
Revenues	2015 (Actual)	2016 (Budget)	2017 (Budget)	2018 (Budget)	2019 (Budget)
Sales and user fees	372,562	412,460	390,000	390,000	390,000
Government transfers	2,641	-	-	-	-
Total Revenues	375,204	412,460	390,000	390,000	390,000
Expenses	2015 (Actual)	2016 (Budget)	2017 (Budget)	2018 (Budget)	2019 (Budget)
Salaries, wages and benefits	12,791	14,965	49,605	54,212	55,653
Contracted and general services	183,654	177,886	188,649	148,530	153,180
Materials, goods and supplies	10,680	3,300	9,200	10,300	10,300
Interest on long-term debt	19,213	17,820	7,123	5,620	4,984
Amortization	335,793	335,793	341,196	341,196	341,196
Total Expenses	562,130	549,764	595,773	559,858	565,313
Repayment of long-term debt	22,063	22,063	15,261	26,844	26,844
From reserves	- 73,502	-	- 50,000	-	-
To reserves	146,700	146,700	146,700	146,700	146,700
Total interfund- transfers	95,261	168,763	111,961	173,544	173,544
Net Budget	- 282,188	- 306,067	- 317,734	- 343,402	- 348,857
Budget Change	-	- 23,879	- 11,667	- 25,668	- 5,455
Percentage Change	-	8.46%	3.81%	8.08%	1.59%

Budget Narratives - Operating Budget 2017 - 2019

Water					
Revenues	2015 (Actual)	2016 (Budget)	2017 (Budget)	2018 (Budget)	2019 (Budget)
Sales and user fees	3,289,549	3,291,780	3,283,640	3,283,640	3,283,640
Penalties and costs of taxes	43,490	37,500	37,500	45,000	45,000
Other revenues	-	-	282,281	-	-
Government transfers	150,270	-	-	-	-
Total Revenues	3,483,308	3,329,280	3,603,421	3,328,640	3,328,640
Expenses	2015 (Actual)	2016 (Budget)	2017 (Budget)	2018 (Budget)	2019 (Budget)
Salaries, wages and benefits	16,614	15,637	359,022	402,525	413,554
Contracted and general services	1,091,146	1,040,788	480,267	489,770	490,940
Purchases from other governments	65,911	65,000	94,080	107,800	123,480
Materials, goods and supplies	202,738	217,620	469,700	494,250	499,300
Bank charges and interest	136	-	-	-	-
Amortization	627,984	627,984	644,073	644,073	644,073
Other expenditures	65,923	-	-	-	-
Total Expenses	2,070,451	1,967,029	2,047,142	2,138,418	2,171,347
From reserves	- 62,690	- 64,570	- 44,350	-	-
To reserves	477,730	473,820	691,531	409,250	409,250
Total interfund- transfers	415,040	409,250	647,181	409,250	409,250
Net Budget	997,817	953,001	909,098	780,972	748,043
Budget Change	-	- 44,816	- 43,903	- 128,126	- 32,929
Percentage Change	-	-4.49%	-4.61%	-14.09%	-4.22%

Budget Narratives - Operating Budget 2017 - 2019

Wastewater					
Revenues	2015 (Actual)	2016 (Budget)	2017 (Budget)	2018 (Budget)	2019 (Budget)
Sales and user fees	2,057,486	2,031,170	2,140,000	2,140,000	2,140,000
Rentals	50,650	52,170	-	-	-
Government transfers	36,977	-	-	-	-
Total Revenues	2,145,114	2,083,340	2,140,000	2,140,000	2,140,000
Expenses	2015 (Actual)	2016 (Budget)	2017 (Budget)	2018 (Budget)	2019 (Budget)
Salaries, wages and benefits	16,608	15,637	496,004	556,731	571,978
Contracted and general services	1,491,358	1,580,812	736,295	625,010	632,510
Materials, goods and supplies	508,521	522,940	867,550	813,900	830,600
Interest on long-term debt	377,212	349,862	162,316	139,084	125,068
Amortization	951,658	951,658	959,759	959,759	959,759
Total Expenses	3,345,356	3,420,909	3,221,924	3,094,484	3,119,915
Repayment of long-term debt	433,174	433,174	327,113	582,029	582,029
From reserves	- 280,669	- 336,420	- 156,355	-	-
To reserves	652,490	657,190	495,770	495,770	495,770
Total interfund- transfers	804,995	753,944	666,528	1,077,799	1,077,799
Net Budget	- 2,005,238	- 2,091,513	- 1,748,452	- 2,032,283	- 2,057,714
Budget Change	-	- 86,275	343,061	- 283,831	- 25,431
Percentage Change	-	4.30%	-16.40%	16.23%	1.25%

Budget Narratives - Operating Budget 2017 - 2019

Solid Waste Collection and Recycling					
Revenues	2015 (Actual)	2016 (Budget)	2017 (Budget)	2018 (Budget)	2019 (Budget)
Sales and user fees	1,842,321	2,127,375	1,937,250	1,968,660	1,980,536
Other revenues	1,571	-	-	-	-
Total Revenues	1,843,892	2,127,375	1,937,250	1,968,660	1,980,536
Expenses	2015 (Actual)	2016 (Budget)	2017 (Budget)	2018 (Budget)	2019 (Budget)
Salaries, wages and benefits	306,192	356,673	296,569	304,303	311,998
Contracted and general services	483,670	539,244	765,880	776,825	789,095
Purchases from other governments	720,795	857,250	541,650	552,483	563,532
Materials, goods and supplies	123,194	142,040	113,838	103,938	101,213
Transfers to local boards and agencies	-	38,280	-	-	-
Amortization	48,490	48,490	86,485	86,485	86,485
Other expenditures	- 10,305	-	-	-	-
Total Expenses	1,672,035	1,981,977	1,804,422	1,824,034	1,852,323
From reserves	-	-	- 56,500	- 56,500	- 56,500
To reserves	57,900	107,900	107,900	107,900	107,900
Total interfund- transfers	57,900	107,900	51,400	51,400	51,400
Net Budget	113,957	37,498	81,428	93,226	76,813
Budget Change	-	- 76,459	43,930	11,798	- 16,413
Percentage Change	-	-67.09%	117.15%	14.49%	-17.61%

Budget Narratives - Operating Budget 2017 - 2019

Planning and Development					
Revenues	2015 (Actual)	2016 (Budget)	2017 (Budget)	2018 (Budget)	2019 (Budget)
Sales and user fees	620,615	136,120	280,120	280,120	280,120
Licenses and permits	156,670	142,500	142,500	142,500	142,500
Other revenues	10,252	-	-	-	-
Total Revenues	787,538	278,620	422,620	422,620	422,620
Expenses	2015 (Actual)	2016 (Budget)	2017 (Budget)	2018 (Budget)	2019 (Budget)
Salaries, wages and benefits	298,914	369,387	382,681	391,294	401,674
Contracted and general services	315,852	390,350	319,720	289,880	233,040
Purchases from other governments	-	1,000	1,000	1,000	1,000
Materials, goods and supplies	11,562	2,400	4,350	3,050	3,050
Transfers to local boards and agencies	-	-	60,000	30,000	30,000
Amortization	893	893	2,092	2,092	2,092
Other expenditures	170,210	40,000	80,000	80,000	80,000
Total Expenses	797,432	804,030	849,843	797,316	750,856
From reserves	- 85,253	- 151,250	- 90,000	- 60,000	-
To reserves	425,629	49,796	49,241	49,241	49,241
Total interfund- transfers	340,376	- 101,454	- 40,759	- 10,759	49,241
Net Budget	- 350,271	- 423,956	- 386,464	- 363,937	- 377,477
Budget Change	-	- 73,685	37,492	22,527	- 13,540
Percentage Change	-	21.04%	-8.84%	-5.83%	3.72%

Budget Narratives - Operating Budget 2017 - 2019

Admin Services					
Revenues	2015 (Actual)	2016 (Budget)	2017 (Budget)	2018 (Budget)	2019 (Budget)
Sales and user fees	61,476	61,726	74,494	76,888	78,876
Licenses and permits	1,191	1,300	2,565	2,633	2,675
Rentals	160,781	214,732	232,170	254,388	271,896
Other revenues	63,178	61,772	85,834	105,767	108,527
Government transfers	2,856	-	-	-	-
Total Revenues	289,481	339,530	395,063	439,676	461,974
Expenses	2015 (Actual)	2016 (Budget)	2017 (Budget)	2018 (Budget)	2019 (Budget)
Salaries, wages and benefits	602,489	451,318	620,757	645,173	662,821
Contracted and general services	151,471	351,223	368,791	209,582	226,246
Purchases from other governments	15,894	18,174	27,919	31,615	36,179
Materials, goods and supplies	77,806	77,516	108,330	84,392	86,454
Interest on long-term debt	17,332	16,291	15,323	14,071	12,777
Amortization	116,824	116,824	114,332	114,332	114,332
Other expenditures	-	-	-	-	-
Total Expenses	981,817	1,031,346	1,255,452	1,099,165	1,138,809
Repayment of long-term debt	34,053	35,223	36,433	37,685	38,979
From reserves	- 5,048	- 21,340	-	-	-
To reserves	11,884	3,800	13,020	22,691	23,307
Total interfund- transfers	40,890	17,683	49,453	60,376	62,286
Net Budget	- 733,225	- 709,499	- 909,842	- 719,865	- 739,121
Budget Change	-	23,726	200,343	189,977	19,256
Percentage Change	-	-3.24%	28.24%	-20.88%	2.67%

Budget Narratives - Operating Budget 2017 - 2019

Recreation					
Revenues	2015 (Actual)	2016 (Budget)	2017 (Budget)	2018 (Budget)	2019 (Budget)
Sales and user fees	123,814	143,543	143,395	145,881	149,450
Rentals	482,131	518,254	483,750	496,653	509,967
Other revenues	78,688	12,598	11,192	10,356	10,422
Government transfers	202,527	163,792	169,792	169,792	169,792
Total Revenues	887,160	838,187	808,129	822,682	839,631
Expenses	2015 (Actual)	2016 (Budget)	2017 (Budget)	2018 (Budget)	2019 (Budget)
Salaries, wages and benefits	1,420,145	1,456,912	1,572,523	1,720,306	1,772,468
Contracted and general services	601,468	440,063	502,132	556,073	627,791
Purchases from other governments	5,340	5,350	8,504	9,790	11,214
Materials, goods and supplies	615,292	621,720	681,929	689,104	784,850
Bank charges and interest	1,500	2,000	2,000	2,000	2,000
Amortization	390,516	390,516	395,050	395,050	395,050
Other expenditures	9,397	-	-	-	-
Total Expenses	3,043,658	2,916,561	3,162,138	3,372,323	3,593,373
From reserves	- 167,434	- 16,160	-	-	-
To reserves	116,240	116,240	116,240	116,240	116,240
Total interfund- transfers	- 51,194	100,080	116,240	116,240	116,240
Net Budget	- 2,105,304	- 2,178,454	- 2,470,249	- 2,665,881	- 2,869,982
Budget Change	-	- 73,150	- 291,795	- 195,632	- 204,101
Percentage Change	-	3.47%	13.39%	7.92%	7.66%

Operating Sub-Object Summary - 4 Years

Budget Year: 2016 & From Stage: <All> To Stage: <All>

Sub-Object	2016	2017	2018	2019
Revenues	22,609,947	22,230,586	22,062,983	22,237,696
Fines	417,250	502,500	502,500	502,500
Franchise fees	1,739,876	1,739,876	1,739,876	1,739,876
From reserves	794,164	305,200	120,000	60,000
Government transfers	1,163,163	1,159,922	946,899	948,496
Investment income	275,000	200,000	175,000	150,000
Licenses and permits	247,400	247,665	247,733	247,775
Net taxes	8,452,484	8,629,626	8,831,753	9,038,538
Other revenues	197,870	234,508	236,087	238,913
Penalties and costs of taxes	147,500	157,500	157,500	157,500
Rentals	831,156	769,920	805,146	836,076
Sales and user fees	8,320,284	8,260,069	8,276,689	8,294,222
Sales to other governments	23,800	23,800	23,800	23,800
Expenditures	26,906,072	26,526,711	27,059,004	27,246,535
Amortization	4,296,125	4,296,125	4,296,125	4,296,125
Bank charges and interest	9,975	10,000	10,000	10,000
Contracted and general services	6,306,346	5,804,375	5,244,485	5,019,511
Interest on long-term debt	428,666	194,175	138,379	124,187
Materials, goods and supplies	2,605,173	2,814,862	2,950,188	3,077,166
Other expenditures	40,001	155,001	180,001	205,001
Purchases from other governments	1,045,424	771,778	801,313	834,030
Repayment of long-term debt	566,376	613,493	635,086	649,278
Salaries, wages and benefits	8,079,410	9,041,130	10,067,527	10,314,309
To reserves	3,016,521	2,270,320	2,190,211	2,165,211
Transfers to local boards and agencies	512,055	555,452	545,689	551,717
Net Total	(4,296,125)	(4,296,125)	(4,996,021)	(5,008,839)
Cash Deficit	0	0	(699,896)	(712,714)

Operating Sub-Object Summary - 4 Years

Budget Year: 2016 & From Stage: <All> To Stage: <All>

Sub-Object	2016	2017	2018	2019
Revenues	22,609,947	22,230,586	22,062,983	22,237,696
Fines	417,250	502,500	502,500	502,500
Fines	407,500	496,500	496,500	496,500
Fines Animal Control Dogs	5,000	3,000	3,000	3,000
Other Fines	4,750	3,000	3,000	3,000
Franchise fees	1,739,876	1,739,876	1,739,876	1,739,876
Franchise Fees Electrical Distribution System	1,108,276	1,108,276	1,108,276	1,108,276
Franchise Fees Gas Distribution System	631,600	631,600	631,600	631,600
From reserves	794,164	305,200	120,000	60,000
Contributions from Capital Fund	319,028	0	0	0
Contributions from Operating Reserves	475,136	305,200	120,000	60,000
Government transfers	1,163,163	1,159,922	946,899	948,496
Transfers from Federal Gov Conditional	7,000	13,000	13,000	13,000
Transfers from Local Government	0	160,000	0	0
Transfers from Local Government - Barnwell	24,960	25,708	26,475	27,272
Transfers from Local Government - MD	402,234	261,382	207,592	208,392
Transfers from Provincial Gov Conditional	728,969	699,832	699,832	699,832
Investment income	275,000	200,000	175,000	150,000
Investment Income	275,000	200,000	175,000	150,000
Licenses and permits	247,400	247,665	247,733	247,775
Development Permit Application Fees	30,000	30,000	30,000	30,000
Licenses Animal Control Cats	100	100	100	100
Licenses Animal Control Dogs	3,500	2,500	2,500	2,500
Licenses Business	100,000	100,000	100,000	100,000
Permit Application Fees - Building	100,000	100,000	100,000	100,000
Permit Application Fees - Cemetery	1,300	2,565	2,633	2,675
Subdivision Application Fees	12,500	12,500	12,500	12,500
Net taxes	8,452,484	8,629,626	8,831,753	9,038,538
Property Taxes - FARMLAND	1,914	1,962	2,011	2,061
Property Taxes - GIL Federal	52,070	18,500	18,500	18,500
Property Taxes - LINEAR	218,415	223,875	229,472	235,209
Property Taxes - MACHINERY & EQUIPMENT	736,803	755,223	774,104	793,457
Property Taxes - NON RESIDENTIAL	3,196,542	3,298,122	3,380,575	3,465,089
Property Taxes - RAILWAY	6,221	6,377	6,536	6,699
Property Taxes - RESIDENTIAL	6,794,176	6,955,833	7,129,729	7,307,972
Public School Requisition - Residential/Farmland	(1,461,869)	(1,505,725)	(1,550,897)	(1,597,424)
Public School Requisition - Non Residential	(712,199)	(733,565)	(755,572)	(778,239)
Seniors Lodges - Taber & District Housing	(77,169)	(79,484)	(81,869)	(84,325)
Separate School Requisition - Non Residential	(92,049)	(94,810)	(97,654)	(100,584)
Separate School Requisition - Residential/Farmland	(210,371)	(216,682)	(223,182)	(229,877)
Other revenues	197,870	234,508	236,087	238,913
Donations and Gifts	59,020	60,448	59,612	59,678
Operating Contingency/Debt Recovery	80,000	125,000	125,000	125,000
Sponsorships	5,000	2,500	2,500	2,500
Sundry Revenue	53,850	46,560	48,975	51,735
Penalties and costs of taxes	147,500	157,500	157,500	157,500
Penalties	147,500	157,500	157,500	157,500
Rentals	831,156	769,920	805,146	836,076
Admissions	118,099	121,699	125,304	129,018
Admissions - Passes	67,526	69,552	71,638	73,787
Building Rental Revenue	82,790	89,246	89,898	90,584

Operating Sub-Object Summary - 4 Years

Budget Year: 2016 & From Stage: <All> To Stage: <All>

Facility Rental Revenues	338,181	308,290	315,345	323,538
Facility Rental Revenues - Advertising Space	7,500	4,600	4,600	4,600
Farmland Lease Revenue	139,366	96,583	116,087	125,882
Land Lease Revenue	2,481	2,481	2,481	2,481
Surface (Oil) Land Lease Revenue	75,213	77,469	79,793	86,186
Sales and user fees	8,320,284	8,260,069	8,276,689	8,294,222
Land Sales	136,000	280,000	280,000	280,000
Recycling Service Fees	233,020	233,020	233,020	233,020
Sale of Consumables	25,000	24,800	25,490	26,200
Sale of Materials and Supplies	18,820	3,620	3,620	3,620
Sales of Services	158,071	212,181	212,291	212,401
Sales of Services - Opening & Closing	38,625	46,980	48,174	49,403
Sales of Services - Plots & Perpetual Care	23,101	27,394	28,584	29,333
Service Installations	4,000	1,500	1,500	1,500
Storm Water Management Fee	412,460	390,000	390,000	390,000
Tax Certificates & Information	11,000	11,000	11,000	11,000
User Fees	111,882	112,034	113,830	116,689
Utility Bulk Service Fees	355,640	350,000	350,000	350,000
Utility Service Fees	6,792,665	6,567,540	6,579,180	6,591,056
Sales to other governments	23,800	23,800	23,800	23,800
Sales to Local Government	23,800	23,800	23,800	23,800
Expenditures	26,906,072	26,526,711	27,059,004	27,246,535
Amortization	4,296,125	4,296,125	4,296,125	4,296,125
Amortization	4,296,125	4,296,125	4,296,125	4,296,125
Bank charges and interest	9,975	10,000	10,000	10,000
Bank Charges	9,975	10,000	10,000	10,000
Contracted and general services	6,306,346	5,804,375	5,244,485	5,019,511
Advertising, Promotion, Public Relations	73,275	91,850	82,653	83,938
Census	0	0	20,000	0
Communications - Data	52,430	54,475	41,400	41,975
Communications - Telephone Land Lines	46,350	51,140	60,840	62,150
Communications - Telephone Mobile	29,710	34,690	37,190	37,190
Contracted Other - Trucking	198,160	118,500	122,000	131,000
Contracted Public Transportation	1,300	1,550	1,597	1,645
Contracted Repairs, Maintenance - Building	364,353	334,851	308,882	375,113
Contracted Repairs, Maintenance - Building Janitor	90,415	112,775	145,081	145,906
Contracted Repairs, Maintenance - Eng Structures	3,017,345	2,341,730	1,756,526	1,465,980
Contracted Repairs, Maintenance - Land Improvement	91,415	92,411	90,210	87,416
Contracted Repairs, Maintenance - M&E & Furnishings	129,885	195,180	187,843	205,349
Contracted Repairs, Maintenance - Other	18,000	18,500	19,000	19,000
Contracted Repairs, Maintenance - Vehicles	63,200	79,800	90,300	91,800
Damage Claims	1,000	2,750	4,000	4,500
Elections	0	25,000	0	0
Express, Cartage, Freight	26,439	32,125	38,002	38,892
Insurance Premiums	217,480	231,524	237,475	243,525
Licenses, Permits and Software Support	250,729	255,438	287,575	279,620
Memberships, Conferences, Registration Fees	71,272	90,375	93,929	97,731
Municipal Membership Fees	1,505	1,505	1,550	1,597
Postage	42,575	44,710	46,014	46,805
Professional Services - Accounting & Audit	18,500	19,500	24,000	21,000
Professional Services - Engineering	314,000	127,800	145,900	153,500
Professional Services - Information Technology	46,800	53,000	58,200	56,200

Operating Sub-Object Summary - 4 Years

Budget Year: 2016 & From Stage: <All> To Stage: <All>

Professional Services - Inspections & Architecture	50,000	50,000	50,000	50,000
Professional Services - Legal	85,500	75,500	75,500	75,500
Professional Services - Management	102,000	68,500	27,500	58,500
Professional Services - Other	440,555	653,425	635,992	585,681
Professional Services - Property Assessment	87,595	92,750	94,750	96,750
Professional Services - Veterinary Cat Control	15,000	15,000	15,000	15,000
Property Tax Payment for Municipal Owned Land	3,000	2,000	2,060	2,122
Rental / Lease of Equipment & Furnishings	67,341	81,269	93,105	93,997
Rental / Lease of Uniforms & Coveralls	12,910	12,520	19,381	19,697
Rental / Lease of Vehicle	1,500	1,500	1,500	1,500
Subscriptions and Publications	4,850	5,060	5,097	5,134
Towing	1,800	2,300	2,300	2,300
Training - External	151,518	172,465	172,597	168,777
Travel and Subsistence	115,659	159,927	148,556	151,721
Uniform and Clothing Alterations	980	980	980	1,000
Interest on long-term debt	428,666	194,175	138,379	124,187
Debenture Debt - Interest	428,666	194,175	138,379	124,187
Materials, goods and supplies	2,605,173	2,814,862	2,950,188	3,077,166
Building Furnishings & Supplies	30,350	38,000	37,750	55,500
Building, Plumbing and Electrical Supplies	91,520	107,023	91,935	84,896
Catered or Purchased Foods	31,915	36,265	40,199	40,571
Chemicals, Salt, Etc.	43,750	42,825	51,543	52,538
Clothing & Boots	35,500	45,575	42,352	43,882
Computer Equipment & Supplies	24,950	18,365	10,415	8,965
Electricity	1,180,760	1,214,000	1,250,200	1,287,700
Gas, Oil, Antifreeze, Etc.	188,930	207,111	229,093	232,824
General Goods and Supplies - Other	14,600	14,750	15,300	15,300
Gravel, Sand, Rocks	51,200	55,100	55,600	61,650
Ground Materials and Fertilizer	7,936	15,250	18,695	18,750
Janitorial Supplies	40,280	41,050	52,324	46,209
Land Improvement Materials	56,150	74,830	56,295	55,845
Machine & Equipment Parts	97,850	113,158	152,605	218,060
Natural Gas	235,920	285,800	311,100	318,800
Paving, Curb, Sidewalk Materials	104,050	77,200	74,450	75,950
Pharmaceutical & First Aid	5,325	7,575	7,475	7,475
Promotional Materials	69,790	87,700	84,832	81,390
Re-sale Supplies	17,400	17,900	18,400	18,900
Road Signs (Incl. Repair Materials)	18,300	21,900	35,900	34,900
Safety Equipment and Supplies	34,050	38,900	43,915	45,182
Small Equipment and Tools	106,737	115,500	116,700	118,500
Stationery, Office Supplies	60,650	67,675	66,945	67,108
Tires & Batteries	24,000	31,750	38,700	38,750
Vehicle Parts	28,700	35,100	42,850	42,850
Water, Sewer, Garbage Costs	4,560	4,560	4,615	4,671
Other expenditures	40,001	155,001	180,001	205,001
Cost of Land Sold (from Inventory)	40,000	80,000	80,000	80,000
Operating Contingency/Debt Reduction	0	75,000	100,000	125,000
Penny Rounding - Over/Under	1	1	1	1
Purchases from other governments	1,045,424	771,778	801,313	834,030
Purchases from Local Government	354,700	356,400	361,608	366,920
Purchases from Other Municipality Agencies	685,574	410,253	434,580	461,985
Purchases from Provincial Agencies	5,150	5,125	5,125	5,125

Operating Sub-Object Summary - 4 Years

Budget Year: 2016 & From Stage: <All> To Stage: <All>

Repayment of long-term debt	566,376	613,493	635,086	649,278
Debenture Debt - Principal	566,376	613,493	635,086	649,278
Salaries, wages and benefits	8,079,410	9,041,130	10,067,527	10,314,309
CUPE Wages - Casual	557,821	600,529	627,525	645,403
CUPE Wages - Casual Guards	68,148	69,863	71,950	74,122
CUPE Wages - Full Time Clerical	1,059,467	1,155,428	1,232,879	1,269,732
CUPE Wages - Full Time Outside	1,732,409	2,019,112	2,567,067	2,650,089
CUPE Wages - Part Time Clerical	81,241	95,924	69,675	71,757
CUPE Wages - Part Time Outside	36,344	11,622	35,751	37,007
Elected Official Remuneration	143,000	143,175	143,175	143,175
Employer Premium Reduction Contributions	5,250	5,250	5,250	5,500
Employer Statutory & Benefits Contributions	1,445,084	1,692,665	1,882,023	1,917,278
Employment Contracts	125,275	128,588	128,588	128,588
Police Assoc Wages - Full Time	1,298,755	1,466,910	1,534,854	1,542,376
Salaries - Out of Scope	1,526,616	1,652,064	1,768,790	1,829,282
To reserves	3,016,521	2,270,320	2,190,211	2,165,211
Contributions to Capital Fund	2,722,031	2,230,320	2,150,211	2,125,211
Contributions to Operating Reserves	294,490	40,000	40,000	40,000
Transfers to local boards and agencies	512,055	555,452	545,689	551,717
Grants to Individuals and Non-Government Org	121,650	200,283	187,356	190,110
Transfer Payment to Local Government Agency	160,942	125,706	128,870	132,144
Transfer Payment to Own Municipal Agency	229,463	229,463	229,463	229,463
Net Total	(4,296,125)	(4,296,125)	(4,996,021)	(5,008,839)
Cash Deficit	0	0	(699,896)	(712,714)

Operating Sub-Object Summary - 4 Years

Budget year - 2018 and 2019

Sub-Object	2016	2017	2018	2019
Revenues	22,609,947	22,740,220	22,953,638	23,160,243
Fines	417,250	502,500	502,500	502,500
Franchise fees	1,739,876	1,739,876	1,765,000	1,797,000
From reserves	794,164	574,205	776,500	716,500
Government transfers	1,163,163	999,922	976,899	978,496
Investment income	275,000	200,000	175,000	150,000
Licenses and permits	247,400	247,665	247,733	247,775
Net taxes	8,452,484	8,629,626	8,831,753	9,038,538
Other revenues	197,870	534,307	271,123	273,949
Penalties and costs of taxes	147,500	157,500	175,000	175,000
Rentals	831,156	761,920	797,041	827,863
Sales and user fees	8,320,284	8,368,899	8,411,289	8,428,822
Sales to other governments	23,800	23,800	23,800	23,800
Expenditures	26,906,072	27,236,149	27,449,567	27,656,172
Amortization	4,296,125	4,495,929	4,495,929	4,495,929
Bank charges and interest	9,975	10,000	10,000	10,000
Contracted and general services	6,306,346	5,044,611	4,899,371	4,721,912
Interest on long-term debt	428,666	226,251	196,766	177,168
Materials, goods and supplies	2,605,173	3,297,687	3,211,538	3,337,016
Other expenditures	40,001	155,001	155,001	155,001
Purchases from other governments	1,045,424	771,778	801,313	834,030
Repayment of long-term debt	566,376	458,073	729,322	734,268
Salaries, wages and benefits	8,079,410	9,693,431	10,190,891	10,434,087
To reserves	3,016,521	2,520,436	2,216,747	2,198,544
Transfers to local boards and agencies	512,055	562,952	542,689	558,217
Net Total	(4,296,125)	(4,495,929)	(4,495,929)	(4,495,929)
Less: Amortization (Non-Cash Item)	4,296,125	4,495,929	4,495,929	4,495,929
Deficit	-	-	-	-

Operating Sub-Object Summary - 4 Years

Budget year - 2018 and 2019

Sub-Object	2016	2017	2018	2019
Revenues	22,609,947	22,740,220	22,953,638	23,160,243
Fines	417,250	502,500	502,500	502,500
Fines	407,500	496,500	496,500	496,500
Fines Animal Control Dogs	5,000	3,000	3,000	3,000
Other Fines	4,750	3,000	3,000	3,000
Franchise fees	1,739,876	1,739,876	1,765,000	1,797,000
Franchise Fees Electrical Distribution System	1,108,276	1,108,276	1,120,000	1,142,000
Franchise Fees Gas Distribution System	631,600	631,600	645,000	655,000
From reserves	794,164	574,205	776,500	716,500
Contributions from Capital Fund	319,028	0	600,000	600,000
Contributions from Operating Reserves	475,136	574,205	176,500	116,500
Government transfers	1,163,163	999,922	976,899	978,496
Transfers from Federal Gov Conditional	7,000	13,000	13,000	13,000
Transfers from Local Government - Barnwell	24,960	25,708	26,475	27,272
Transfers from Local Government - MD	402,234	261,382	207,592	208,392
Transfers from Provincial Gov Conditional	728,969	699,832	729,832	729,832
Investment income	275,000	200,000	175,000	150,000
Investment Income	275,000	200,000	175,000	150,000
Licenses and permits	247,400	247,665	247,733	247,775
Development Permit Application Fees	30,000	30,000	30,000	30,000
Licenses Animal Control Cats	100	100	100	100
Licenses Animal Control Dogs	3,500	2,500	2,500	2,500
Licenses Business	100,000	100,000	100,000	100,000
Permit Application Fees - Building	100,000	100,000	100,000	100,000
Permit Application Fees - Cemetery	1,300	2,565	2,633	2,675
Subdivision Application Fees	12,500	12,500	12,500	12,500
Net taxes	8,452,484	8,629,626	8,831,753	9,038,538
Property Taxes - FARMLAND	1,914	1,962	2,011	2,061
Property Taxes - GIL Federal	52,070	18,500	18,500	18,500
Property Taxes - LINEAR	218,415	223,875	229,472	235,209
Property Taxes - MACHINERY & EQUIPMENT	736,803	755,223	774,104	793,457
Property Taxes - NON RESIDENTIAL	3,196,542	3,298,122	3,380,575	3,465,089
Property Taxes - RAILWAY	6,221	6,377	6,536	6,699
Property Taxes - RESIDENTIAL	6,794,176	6,955,833	7,129,729	7,307,972
Public School Requisition - Residential/Farmland	(1,461,869)	(1,505,725)	(1,550,897)	(1,597,424)
Public School Requisition - Non Residential	(712,199)	(733,565)	(755,572)	(778,239)
Seniors Lodges - Taber & District Housing	(77,169)	(79,484)	(81,869)	(84,325)
Separate School Requisition - Non Residential	(92,049)	(94,810)	(97,654)	(100,584)
Separate School Requisition - Residential/Farmland	(210,371)	(216,682)	(223,182)	(229,877)
Other revenues	197,870	534,307	271,123	273,949
Donations and Gifts	59,020	77,966	94,648	94,714
Operating Contingency/Debt Recovery	80,000	125,000	125,000	125,000
Sponsorships	5,000	2,500	2,500	2,500
Sundry Revenue	53,850	328,841	48,975	51,735
Penalties and costs of taxes	147,500	157,500	175,000	175,000

Operating Sub-Object Summary - 4 Years

Budget year - 2018 and 2019

Penalties	147,500	157,500	175,000	175,000
Rentals	831,156	761,920	797,041	827,863
Admissions	118,099	121,699	125,304	129,018
Admissions - Passes	67,526	69,552	71,638	73,787
Building Rental Revenue	82,790	89,246	89,898	90,584
Facility Rental Revenues	338,181	300,290	307,240	315,325
Facility Rental Revenues - Advertising Space	7,500	4,600	4,600	4,600
Farmland Lease Revenue	139,366	96,583	116,087	125,882
Land Lease Revenue	2,481	2,481	2,481	2,481
Surface (Oil) Land Lease Revenue	75,213	77,469	79,793	86,186
Sales and user fees	8,320,284	8,368,899	8,411,289	8,428,822
Land Sales	136,000	280,000	280,000	280,000
Recycling Service Fees	233,020	233,020	233,020	233,020
Sale of Consumables	25,000	24,800	25,490	26,200
Sale of Materials and Supplies	18,820	3,620	9,620	9,620
Sales of Services	158,071	212,181	212,291	212,401
Sales of Services - Opening & Closing	38,625	46,980	48,174	49,403
Sales of Services - Plots & Perpetual Care	23,101	27,394	28,584	29,333
Service Installations	4,000	1,500	1,500	1,500
Storm Water Management Fee	412,460	390,000	390,000	390,000
Tax Certificates & Information	11,000	11,000	11,000	11,000
User Fees	111,882	112,034	113,830	116,689
Utility Bulk Service Fees	355,640	350,000	350,000	350,000
Utility Service Fees	6,792,665	6,676,370	6,707,780	6,719,656
Sales to other governments	23,800	23,800	23,800	23,800
Sales to Local Government	23,800	23,800	23,800	23,800
Expenditures	26,906,072	27,236,149	27,449,567	27,656,172
Amortization	4,296,125	4,495,929	4,495,929	4,495,929
Amortization	4,296,125	4,495,929	4,495,929	4,495,929
Bank charges and interest	9,975	10,000	10,000	10,000
Bank Charges	9,975	10,000	10,000	10,000
Contracted and general services	6,306,346	5,044,611	4,899,371	4,721,912
Advertising, Promotion, Public Relations	73,275	81,850	83,153	84,438
Census	0	0	20,000	0
Communications - Data	52,430	54,475	41,400	41,975
Communications - Telephone Land Lines	46,350	54,890	60,840	62,150
Communications - Telephone Mobile	29,710	34,690	37,190	37,190
Contracted Other - Trucking	198,160	118,500	122,000	131,000
Contracted Public Transportation	1,300	1,550	1,597	1,645
Contracted Repairs, Maintenance - Building	364,353	459,851	323,382	389,613
Contracted Repairs, Maintenance - Building Janitor	90,415	135,775	140,081	140,906
Contracted Repairs, Maintenance - Eng Structures	3,017,345	1,175,416	1,445,984	1,203,230
Contracted Repairs, Maintenance - Land Improvement	91,415	97,411	90,210	87,416
Contracted Repairs, Maintenance - M&E & Furnishings	129,885	194,680	175,843	193,349
Contracted Repairs, Maintenance - Other	18,000	18,500	19,000	19,000
Contracted Repairs, Maintenance - Vehicles	63,200	84,300	85,300	86,800

Operating Sub-Object Summary - 4 Years

Budget year - 2018 and 2019

Damage Claims	1,000	3,250	4,000	4,500
Elections	0	25,000	0	0
Express, Cartage, Freight	26,439	33,125	33,002	33,892
Insurance Premiums	217,480	231,524	237,475	243,525
Licenses, Permits and Software Support	250,729	255,438	287,575	279,620
Memberships, Conferences, Registration Fees	71,272	89,875	89,929	93,731
Municipal Membership Fees	1,505	1,505	1,550	1,597
Postage	42,575	44,710	45,442	45,956
Professional Services - Accounting & Audit	18,500	19,500	24,000	21,000
Professional Services - Engineering	314,000	330,050	143,400	151,000
Professional Services - Information Technology	46,800	53,000	58,200	56,200
Professional Services - Inspections & Architecture	50,000	50,000	50,000	50,000
Professional Services - Legal	85,500	75,500	75,500	75,500
Professional Services - Management	102,000	68,500	27,500	58,500
Professional Services - Other	440,555	691,775	635,992	585,681
Professional Services - Property Assessment	87,595	92,750	94,750	96,750
Professional Services - Veterinary Cat Control	15,000	15,000	15,000	15,000
Property Tax Payment for Municipal Owned Land	3,000	2,000	2,060	2,122
Rental / Lease of Equipment & Furnishings	67,341	91,969	93,105	93,997
Rental / Lease of Uniforms & Coveralls	12,910	18,520	19,381	19,697
Rental / Lease of Vehicle	1,500	1,500	1,500	1,500
Subscriptions and Publications	4,850	5,060	5,097	5,134
Towing	1,800	2,300	2,300	2,300
Training - External	151,518	168,965	160,097	156,277
Travel and Subsistence	115,659	160,927	145,556	148,721
Uniform and Clothing Alterations	980	980	980	1,000
Interest on long-term debt	428,666	226,251	196,766	177,168
Debenture Debt - Interest	428,666	226,251	196,766	177,168
Materials, goods and supplies	2,605,173	3,297,687	3,211,538	3,337,016
Building Furnishings & Supplies	30,350	53,000	37,750	55,500
Building, Plumbing and Electrical Supplies	91,520	118,523	91,935	84,896
Catered or Purchased Foods	31,915	39,040	40,199	40,571
Chemicals, Salt, Etc.	43,750	429,325	430,293	431,288
Clothing & Boots	35,500	47,575	41,352	42,882
Computer Equipment & Supplies	24,950	18,365	10,415	8,965
Electricity	1,180,760	1,214,000	1,165,200	1,202,700
Gas, Oil, Antifreeze, Etc.	188,930	217,811	224,093	227,824
General Goods and Supplies - Other	14,600	14,750	15,300	15,300
Gravel, Sand, Rocks	51,200	53,200	48,200	54,250
Ground Materials and Fertilizer	7,936	16,150	18,695	18,750
Janitorial Supplies	40,280	43,750	52,324	46,209
Land Improvement Materials	56,150	75,580	52,295	51,845
Machine & Equipment Parts	97,850	120,158	140,105	205,560
Natural Gas	235,920	285,800	311,100	318,800
Paving, Curb, Sidewalk Materials	104,050	77,200	74,450	74,450
Pharmaceutical & First Aid	5,325	7,575	7,475	7,475

Operating Sub-Object Summary - 4 Years

<i>Budget year - 2018 and 2019</i>				
Promotional Materials	69,790	87,700	84,832	81,390
Re-sale Supplies	17,400	17,900	18,400	18,900
Road Signs (Incl. Repair Materials)	18,300	22,900	22,900	21,900
Safety Equipment and Supplies	34,050	40,400	43,915	45,182
Small Equipment and Tools	106,737	149,800	134,700	136,500
Stationery, Office Supplies	60,650	67,675	66,945	67,108
Tires & Batteries	24,000	34,850	33,700	33,750
Vehicle Parts	28,700	40,100	40,350	40,350
Water, Sewer, Garbage Costs	4,560	4,560	4,615	4,671
Other expenditures	40,001	155,001	155,001	155,001
Cost of Land Sold (from Inventory)	40,000	80,000	80,000	80,000
Operating Contingency/Debt Reduction	0	75,000	75,000	75,000
Penny Rounding - Over/Under	1	1	1	1
Purchases from other governments	1,045,424	771,778	801,313	834,030
Purchases from Local Government	354,700	356,400	361,608	366,920
Purchases from Other Municipality Agencies	685,574	410,253	434,580	461,985
Purchases from Provincial Agencies	5,150	5,125	5,125	5,125
Repayment of long-term debt	566,376	458,073	729,322	734,268
Debenture Debt - Principal	566,376	458,073	729,322	734,268
Salaries, wages and benefits	8,079,410	9,693,431	10,190,891	10,434,087
CUPE Wages - Casual	557,821	613,762	727,001	748,883
CUPE Wages - Casual Guards	68,148	69,863	71,950	74,122
CUPE Wages - Full Time Clerical	1,059,467	1,156,148	1,232,890	1,269,732
CUPE Wages - Full Time Outside	1,732,409	2,441,727	2,581,187	2,658,049
CUPE Wages - Part Time Clerical	81,241	95,924	69,675	71,757
CUPE Wages - Part Time Outside	36,344	11,622	35,751	37,007
Elected Official Remuneration	143,000	143,175	143,175	143,175
Employer Premium Reduction Contributions	5,250	5,250	5,250	5,500
Employer Statutory & Benefits Contributions	1,445,084	1,812,798	1,888,598	1,922,744
Employment Contracts	125,275	128,588	128,588	128,588
Moving Allowances / Expenses	0	25,000	0	0
Police Assoc Wages - Full Time	1,298,755	1,466,910	1,534,854	1,542,376
Salaries - Out of Scope	1,526,616	1,722,664	1,771,972	1,832,154
To reserves	3,016,521	2,520,436	2,216,747	2,198,544
Contributions to Capital Fund	2,722,031	2,480,436	2,176,747	2,158,544
Contributions to Operating Reserves	294,490	40,000	40,000	40,000
Transfers to local boards and agencies	512,055	562,952	542,689	558,217
Grants to Individuals and Non-Government Org	121,650	207,783	184,356	196,610
Transfer Payment to Local Government Agency	160,942	125,706	128,870	132,144
Transfer Payment to Own Municipal Agency	229,463	229,463	229,463	229,463
Net Total	(4,296,125)	(4,495,929)	(4,495,929)	(4,495,929)
Less: Amortization (Non-Cash Item)	4,296,125	4,495,929	4,495,929	4,495,929
Deficit	-	-	-	-



Council Request for Decision	
Meeting Date: March 13, 2017	
Subject: Council Remuneration	
Recommendation:	That council accepts the information from this report for information purposes.
Background:	<p>At Council's October 11, 2016 meeting, there was a Council request for a review of the Council Remuneration Policy C-2.</p> <p>In accordance with the options in Council Remuneration Procedure C-2, Section 3, (policy and procedure attached), at that time Council also requested that Administration begin advertising for a 3 member-at-large committee to undertake the review and assist with recommendations. Administration commenced advertising immediately and concluded advertising in December 2016; no applications or letters of expression of interest were submitted.</p> <p>Council has since asked administration to perform the analysis of other similar municipalities. Around that same time we were approached by HR Outlook to supply information for the study they were doing for the Town of Blackfalds. They have provided us information that is attached as well as the Town of Coaldale and the MD of Taber Council Remuneration from their financial statements ending December 31, 2015.</p>
Legislation / Authority:	Council Remuneration Policy C-2 MGA., Section 3
Strategic Plan Alignment:	Governance: Examine service delivery at the department level and confirm if resources are aligned properly.
Financial Implication:	Council has indicated that they wish to assess the financial impact for the 2017-2019 Budget.
Service Level / Staff Resource Implication:	No significant impact.



Justification:	This was a Council request arising from the October 11, 2016 meeting.
Alternative(s):	Council could choose to not review the policy at this time, and schedule the next review for spring of 2021.

Attachment(s):	Remuneration Summary Report Council Member Benefits Remuneration Per Capita Analysis Council Remuneration - Town of Coaldale and MD of Taber
-----------------------	---

APPROVALS:	
Originated By:	Devon Wannop
Chief Administrative Officer (CAO) or Designate:	

2016 Results

	Mayor	Councillor Average
1 BLACKFALDS	35,968	18,977
2 DRUMHELLER	42,664	21,541
3 EDSON	37,015	23,301
4 HIGH RIVER	59,100	31,454
5 HINTON	60,052	27,976
6 INNISFAIL	44,502	24,163
7 LACOMBE	56,089	24,573
8 MORINVILLE	40,301	26,694
9 OLDS	58,009	30,453
10 STRATHMORE	50,585	29,085
11 SYLVAN LAKE	57,419	30,164
12 TABER	30,817	18,682
13 WETASKIWIN	83,030	40,809
14 WHITECOURT	85,807	41,279

Total Remuneration

Min	30,817	18,682
25th %ile	40,892	23,516
Median (50th %ile)	53,337	27,335
75th %ile	58,827	30,381
Max	85,807	41,279
Average	52,954	27,796

Salary / Honorarium Only

Min	28,828	14,628
25th %ile	34,387	16,849
Median (50th %ile)	38,278	21,265
75th %ile	51,566	26,237
Max	62,571	30,642
	-	
Average	42,409	21,519

Municipalities with Council Benefits

Min	1,233	1,021
25th %ile	3,500	2,153
Median (50th %ile)	5,522	4,634
75th %ile	5,834	5,107
Max	7,909	5,494

Council Benefit Programs

	Benefits	Life Insurance	Dependant Life	Dental Benefits	Extended Health	Vision Care	Other Retirement	Other Wellness	
1	BLACKFALDS	No							
2	DRUMHELLER	Yes	Yes		Yes	Yes	Yes	Yes	
			0% / 100%	100% / 0%	20% / 80%	20% / 80%	20% / 80%		
			Carry \$30,000.00 Life Insurance for Mayor and Council	Fully paid for by employee. They carry \$10,000.00 for spouses and \$5,000.00 for children	Family / Single. Pays \$3000.00 for ortho work	Family / Single	Pays for check up once/ two years for adults. Pays \$300.00 glasses or contacts once/ two years for adults	RRSP 3% with matched contribution by ER	We have a Wellness spending account of \$500.00 per year.
			Industrial Alliance	Industrial Alliance	Industrial Alliance	Industrial Alliance	Industrial Alliance	AMCS	
3	EDSON	No							
4	HIGH RIVER	Yes	Yes	Yes	Yes	Yes	No		
			100% / 0%	100% / 0%	0% / 100%	0% / 100%	0% / 100%		
			Immediate, day of Council swearing in. Max 2 x annual salary.	Immediate, day of Council swearing in. 10,000. spouse, and each dependant.	Immediate, day of Council swearing in. 1500. per year for Basic, 1500 per year Major and 3000 per life time for Ortho for under 21 years of age.	Immediate, day of Council swearing in. Paramedical max 500.00 per practitioner. 100% out of province emergency Travel, Pay direct drug card 90% to max of 1000.00 then 100%, Dispensing Fee Max 10.00 per prescription.	Eye exam every two years, eye wear max 100.00 every two years	Our coverage is only up to age 70, and for council that is over that age we are currently covering their Private Blue Cross premiums.	
			Sun Life	Sun Life	Sun Life	Sun Life	Sun Life		

Council Benefit Programs

		Benefits	Life Insurance	Dependant Life	Dental Benefits	Extended Health	Vision Care	Other Retirement	Other Wellness
5	HINTON	Yes	Yes	No	No	No	No	No	
			0% / 100%						
			AD&D - \$100,000; schedule of other benefits associated with accident						
			AMSC						
6	INNISFAIL	Yes	No	No	Yes	Yes			Yes
					0% / 100%	0% / 100%			\$420 / year ER
					?	?			Healthy Employee Initiative
					Blue Cross	Blue Cross			
7	LACOMBE	No							
8	MORINVILLE	Yes	Yes	Yes	Yes	Yes	Yes	No	No
			0% / 100%	0% / 100%	0% / 100%	0% / 100%	0% / 100%		
			No qualifying period. \$30,000 or three (3) times annual salary, whichever is the greater.	No qualifying period. Spouse \$ 5,000, Dependent Child(ren)* \$ 2,000 *Birth to 21 years (to age 25 if a full- time student)	No qualifying period. (\$1,500 Combined Maximum for - Basic and Diagnostic); (\$1,500 Lifetime Maximum for - Orthodontics). The benefit calendar year maximum is \$1,500* per insured person. See original for details	No qualifying period. Extended Health Care benefits provide coverage at 100% reimbursement for prescription drugs and 100% reimbursement for all other reasonable and customary eligible expenses. \$750/year for each: See Health Provider list	No qualifying period. \$500/2 years.		
			AUMA/AMSC - Sun Life	AUMA/AMSC - Sun Life	AUMA/AMSC - Sun Life	AUMA/AMSC - Sun Life	AUMA/AMSC - Sun Life		

Council Benefit Programs

		Benefits	Life Insurance	Dependant Life	Dental Benefits	Extended Health	Vision Care	Other Retirement	Other Wellness
9	OLDS	Yes	Yes 0% / 100%	Yes 0% / 100%	Yes 0% / 100%	Yes 0% / 100%	No		
			Two times annual earnings (honorarium)						HCSA: Annually \$250.00 May be carried over for 1 year; Wellness Up to \$200.00 per year based on 50/50 cost share with the employee and employer
			Sun Life	Sun Life	Sun Life	Sun Life			
10	STRATHMORE	No							
11	SYLVAN LAKE	Yes	Yes 100% / 0%	Yes 100% / 0%	Yes 0% / 100%	Yes 0% / 100%	Yes 0% / 100%	No	No
			\$60,000 flat amount	Spouse - \$25,000, Child - \$12,500	Immediate, Dental - 100% basic - \$2500/person/year, extended - 50%, ortho - 50% - max \$2500 for children up to 19	100% prescription drugs, 100% for hospital stay, paramedical max/year - \$300	\$300/24 months for over 18. \$300/12 months for under 18		
			SSQ Life Insurance Company	SSQ Life Insurance Company	Greenshields via Encon	Greenshields via Encon	Greenshields via Encon		
12	TABER	No							

Council Benefit Programs

		Benefits	Life Insurance	Dependant Life	Dental Benefits	Extended Health	Vision Care	Other Retirement	Other Wellness
13	WETASKIWIN	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
			0% / 100%	0% / 100%	90% / 10%	90% / 10%			
			2x annual salary; flat rate of \$15,000 at age 70	Spouse \$10,000; dependent children \$5,000	\$3,000/person combined maximum - there are different percentages of reimbursement based on the work completed.	100% reimbursement for prescriptions and reasonable and customary eligible expenses; there is a \$750 maximum for Paramedical Health Services	\$400 every two years	?	
			SunLife through AUMA	SunLife through AUMA	SunLife through AUMA	SunLife through AUMA	Through Extended Health		
14	WHITECOURT	Yes	Yes	Yes	Yes	Yes	Yes	No	No
			35% / 65%	35% / 65%	35% / 65%	35% / 65%	35% / 65%		
			\$30,000 flat benefit/ Elected Officials are eligible for entire period in office	\$10,000 spouse/\$5,000 child flat rates/ Elected Officials are eligible for entire period in office	Maximums differ depending on plan chosen and service being claimed/ Elected Officials are eligible for entire period in office/ Offered same benefit plan options as permanent employees	Maximums differ depending on plan chosen and service being claimed/ Elected Officials are eligible for entire period in office/ Offered same benefit plan options as permanent employees	Vision Care Benefits are included in Extended Health Care Benefits		
			Sun Life	Sun Life	Sun Life	Sun Life	Sun Life		

2016 Results

Sort by Population

	Population	Mayor		Councillor	
		Sal / Hon Only	\$ per capita	Sal / Hon Only	\$ per capita
6 INNISFAIL	7,953	43,269.00	5.44	22,010.00	2.77
2 DRUMHELLER	8,029	39,163.62	4.88	20,519.90	2.56
12 TABER	8,380	30,000.00	3.58	18,250.00	2.18
9 OLDS	8,617	33,511.12	3.89	18,342.00	2.13
3 EDSON	8,646	37,014.72	4.28	23,203.68	2.68
1 BLACKFALDS	9,510	28,827.60	3.03	15,856.96	1.67
5 HINTON	9,640	57,632.00	5.98	26,937.00	2.79
8 MORINVILLE	9,893	31,273.00	3.16	15,204.00	1.54
14 WHITECOURT	10,574	37,343.00	3.53	14,627.80	1.38
13 WETASKIWIN	12,621	62,571.00	4.96	30,642.17	2.43
7 LACOMBE	12,728	37,392.00	2.94	16,382.00	1.29
4 HIGH RIVER	12,920	53,266.20	4.12	26,630.24	2.06
10 STRATHMORE	13,327	50,572.00	3.79	27,605.00	2.07
11 SYLVAN LAKE	14,310	51,897.12	3.63	25,056.32	1.75
25th %ile		34,387.02	3.54	16,849.00	1.69
Median (50th %ile)		38,277.81	3.84	21,264.95	2.10
75th %ile		51,565.84	4.73	26,236.76	2.52
Average		\$ 42,409.46	\$ 4.09	\$ 21,519.08	\$ 2.09

TOWN OF COALDALE

NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2015

12. SEGMENTED INFORMATION (continued)

Planning

This segment's function is to steward effective land use and orderly growth of the Community in order to sustain and enhance the quality of life for both current and future citizens of Coaldale

Transportation and Environmental

This segment includes transportation and environmental user protection. This department provides drinking water, collecting and treating of wastewater and collecting, disposal of solid waste, plus the management of storm water. The Town is working diligently to reduce the amount of solid waste being collected and reducing the amount of storm water leaving Coaldale. This department also maintains the road systems throughout Coaldale.

General Government

This segment includes Council expenditures and administration costs required to operate the Town of Coaldale. Included in this segment are election costs and costs that are associated with completing the census (population).

13. SALARY AND BENEFITS DISCLOSURE

Disclosure of salaries and benefits for elected Town officials, the Chief Administrative Officer and Designated Officers as required by provincial regulation are as follows:

			2015	2014
	Salary (1)	Benefits & Allowances (2) & (3)	Total	Total
Mayor:				
Craig	\$ 30,825	\$ 5,931	\$ 36,756	\$ 37,103
Councillors:				
Chapman	21,995	2,176	24,171	25,543
Duda	20,195	2,063	22,258	25,702
Martens	19,695	4,811	24,506	25,172
Van Rijn	18,795	3,623	22,418	23,510
Abrey	18,495	5,668	24,161	23,494
Hohm	18,795	5,685	24,480	24,734
Town Manager	135,174	12,605	147,779	214,401
Designated Officers (2)	243,663	37,014	280,677	286,019
	\$ 527,632	\$ 79,574	\$ 607,206	\$ 685,678

(1) Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.

(2) Employer's share of all employee benefits and contributions or payments made on behalf of employees including retirement pension, Canada Pension Plan (CPP), employment insurance (EI), health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long and short term disability plans, professional memberships, and tuition.

(3) Benefits and allowances figures also include the employer's share of the costs of additional taxable benefits including special leave with pay, financial planning services, retirement planning services, concessionary loans, travel allowances, car allowances and club memberships.

**Municipal District of Taber
Notes to Financial Statements
For the Year Ended December 31, 2015**

15. SALARY AND BENEFITS DISCLOSURE

Disclosure of salaries and benefits for municipal officials, the chief administrative officer and designated officers as required by Alberta Regulation 313/2000 is as follows:

	2015			2014
	Salary ¹	Benefits & allowances ²	Total	Total
Councillors:				
Division 1	\$ 21,854	\$ 7,664	\$ 29,518	\$ 27,293
Division 2	29,583	7,919	37,502	38,331
Division 3	30,649	8,055	38,704	36,734
Division 4	39,976	8,262	48,238	45,246
Division 5	31,715	7,989	39,704	40,990
Division 6	23,853	7,730	31,583	28,896
Division 7	26,651	4,711	31,362	34,270
Municipal Administrator ³	173,125	35,715	208,840	205,500
Designated officers ³ (6 positions)	705,028	156,547	861,575	833,562

1. Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.
2. Employer's share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long and short term disability plans, professional memberships and tuition.
3. Benefits and allowances figures also include the Employer's share of the costs of additional taxable benefits including special leave with pay, financial planning services, retirement planning services, concessionary loans, travel allowances, car allowances and club memberships. There were no such benefits of this nature during the year.

16. LOCAL AUTHORITIES PENSION PLAN

Employees of the Municipal District of Taber participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Public Sector Pension Plans Act. The LAPP is financed by employer and employee contributions and by investment earnings of the LAPP Fund.

Contributions for current service are recorded as expenditures in the year in which they become due.

The Municipal District of Taber is required to make current service contributions to the LAPP of 11.39% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 15.84% on pensionable earnings above this amount.

Total current service contributions by the Municipal District of Taber to the LAPP in 2015 were \$489,624 (2014 - \$452,023). Total current service contributions by the employees of the Municipal District of Taber to the Local Authorities Pension Plan in 2015 were \$450,859 (2014 - \$408,177).

At December 31, 2014, the LAPP disclosed an actuarial deficiency of \$2.4 billion.

17. APEX SUPPLEMENTARY PLAN

The APEX supplementary pension plan, an Alberta Urban Municipalities Association (AUMA) sponsored defined benefit pension plan covered under the provisions of the Alberta Employment Pensions Plan Act, commenced on January 1, 2003 and provides supplementary pension benefits to a prescribed class of employees. The plan supplements the Local Authorities Pension Plan.




Council Request for Decision	
Meeting Date: March 13, 2017	
Subject: Payments, Refunds, and Cash Legal Tender Policy and Procedure	
Recommendation:	That Council approve the Payments, Refunds and Cash Legal Tender Policy and Procedure as amended.
Background:	<p>With the development of the new Recreation Management Software, changes to the existing Payments, Refunds and Cash Legal Tender Policy and Procedure are required to clarify process going forward.</p> <p>As a result changes have been recommended:</p> <ul style="list-style-type: none"> - Add American Express to the list of credit cards - Added options for credit card payments (recognizing that online initially will only be for lessons registration) - Removal of the option to have a credit on account - Modifications to refunds and cancellations <p>The above recommended changes define the direction we are heading into the future. The addition of the online option will provide an increased level of service to our customers.</p>
Legislation / Authority:	MGA 5, Powers, duties and functions
Strategic Plan Alignment:	No direct correlation.
Financial Implication:	Staff resources allotted to revise the documents.
Service Level / Staff Resource Implication:	Staff resources allotted to revise the documents, staff will be trained on new processes in conjunction with new software training.
Justification:	The changes noted are required to move forward with the Recreation Software and the processes for dealing with payments, refunds and cash.



Alternative(s):	Council may choose to ask for additional information.
------------------------	---

Attachment(s):	Payments, Refunds and Cash Legal Policy - 2015 Payments, Refunds and Cash Legal Tender Policy - Revised 2017 Payments, Refunds, and Cash Legal Tender Procedure - 2015 Payments, Refunds, and Cash Legal Tender Procedure - Revised 2017
-----------------------	---

APPROVALS:	
Originated By:	Devon Wannop
Chief Administrative Officer (CAO) or Designate:	

		<h2 style="margin: 0;">PAYMENTS, REFUNDS and CASH LEGAL TENDER</h2>	
Policy No.: CS-FIN-5		Council Resolution No.: 14/15	
Department: Corporate Services		Authority: Council	
Effective Date: 01/12/2015		Revision Date:	
Review Date: 01/12/2018		Repealed Date:	
Supersedes: NO. 76M-85910			
Related Procedure No.: CS-FIN-5			
Related Procedure Name: Payments, Refunds and Cash Legal Tender			

Purpose

The Town of Taber primarily accepts cash, debit cards and cheques as a form of payment for fees and services.

The Town of Taber also accepts Visa and MasterCard credit cards as a form of payment for registration of recreation programs, program fees, admissions, and reservations/bookings of recreation facilities and sportsfields only at the Aquafun Centre.

Legal Tender is a medium of payment allowed by law or recognized by a legal system to be valid for meeting a financial obligation. If bank notes are being offered as cash, they must have been issued by the Bank of Canada as no other bank notes are “legal tender” in Canada.

Policy Statement

Payments

- 1) The Town of Taber will follow the Canadian Currency Act in regards to the limits set with regard to payment of debt with coins.
- 2) The Town of Taber does not have a legal obligation to accept any particular Canadian coin or bank note in a retail transaction.
- 3) The Town of Taber accepts cash (including all Canadian bank notes and coins), cheques, and debit cards as forms of payment.



- 4) The Town of Taber accepts Visa and MasterCard credit cards as a form of payment for recreation services to include: Aquafun Centre facility bookings and program registrations; Sportsfields facility bookings; Admissions, Arena facility bookings and Shiny passes (excluding public skating fees); Auditorium and meeting room bookings (excluding damage deposit); Tennis Court key purchases; and Programs Fees (Programs, Fun Run). All credit card payments must be made in person.
- 5) The Town of Taber will accept the Penny as means of payment, however, will not give change or refunds with Pennies, rather it will use the symmetrical rounding adopted by all Federal government entities for cash transactions with the public. Only the final amount in a cash transaction (or equivalently; the change owed) shall be subject to rounding. Duties, fees, & taxes shall be tabulated in their exact amount prior to rounding, this includes GST. Payments made using non-cash methods such as cheque, debit card, or internet banking do not need to be rounded as they are settled electronically to the exact amount.
- 6) The Town of Taber will check all large bank notes using the security features set by the Federal Government and the Royal Canadian Mint. Checking these notes will protect the Town of Taber's monetary funding and eliminates the opportunities for counterfeiters.
- 7) If the Town of Taber accepts a bank note that is suspected to be counterfeit, the bank note shall be set aside and immediately turned over to the Taber Police Service.
- 8) The Town of Taber reserves the right to decline any bank note or to ask the customer for a different bank note.
- 9) Chamber Bucks and any other forms of promotional dollars or promotional monies are not considered legal tender in accordance with the Canadian Currency Act and are not a recognized or acceptable form of payment for the Town of Taber.
- 10) A service fee will be charged on any returned cheques as Non-Sufficient Funds (NSF), Stop Payment or Funds Not Cleared.

Refunds

- 1) If the original payment was made by cash, debit card or cheque, then the refund will be issued by cheque.
- 2) If the original payment was made by a Visa or MasterCard credit card, then the refund will be credited to the credit card used for the original payment. Refunds made to credit cards must be made in person.
- 3) Instead of a refund, a credit can be issued on account.
- 4) Participants will receive a full refund if a recreation program is cancelled by the Town of Taber prior to the start date of the program, or due to a participant's medical reasons.



- 5) Refunds may be subject to an Administration Fee.
- 6) Non-attendance does not constitute notice of withdrawal and no refund will be given.
- 7) Refund requests are reviewed by the appropriate manager in the relevant department.
- 8) The Town of Taber has the right to cancel any event without notice.

Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

Additional References

- Canadian Currency Act
- Economic Action Plan 2012
- Counterfeit Protection
- Bank of Canada
- University of Alberta
- University of Lethbridge
- City of Ottawa


MAYOR

DATE

CHIEF ADMINISTRATIVE OFFICER

DATE



		<h2 style="margin: 0;">PAYMENTS, REFUNDS and CASH LEGAL TENDER</h2>	
Policy No.: CS-FIN-5		Council Resolution No.: 14/15	
Department: Corporate Services		Authority: Council	
Effective Date: 01/12/2015		Revision Date:	
Review Date: 03/06/2017		Repealed Date:	
Supersedes: NO. 76M-85910			
Related Procedure No.: CS-FIN-5			
Related Procedure Name: Payments, Refunds and Cash Legal Tender			

Purpose

The Town of Taber primarily accepts cash, debit cards and cheques as a form of payment for fees and services.

The Town of Taber also accepts Visa, MasterCard and American Express credit cards as a form of payment for registration of recreation programs, program fees, admissions, and reservations/bookings of recreation facilities and sportsfields only at the Aquafun Centre.

Legal Tender is a medium of payment allowed by law or recognized by a legal system to be valid for meeting a financial obligation. If bank notes are being offered as cash, they must have been issued by the Bank of Canada as no other bank notes are "legal tender" in Canada.

Policy Statement

Payments

- 1) The Town of Taber will follow the Canadian Currency Act in regards to the limits set with regard to payment of debt with coins.
- 2) The Town of Taber does not have a legal obligation to accept any particular Canadian coin or bank note in a retail transaction.
- 3) The Town of Taber accepts cash (including all Canadian bank notes and coins), cheques, and debit cards as forms of payment.



- 4) The Town of Taber accepts Visa, MasterCard and American Express credit cards as a form of payment for recreation services to include: Aquafun Centre facility bookings and program registrations; Sportsfields facility bookings; Admissions, Arena facility bookings and Shiny passes (excluding public skating fees); Auditorium and meeting room bookings (excluding damage deposit); Tennis Court key purchases; and Programs Fees (Programs, Fun Run). These payments may be made in person or online. Credit card payments may be made in person or online.
- 5) The Town of Taber will accept the Penny as means of payment, however, will not give change or refunds with Pennies, rather it will use the symmetrical rounding adopted by all Federal government entities for cash transactions with the public. Only the final amount in a cash transaction (or equivalently; the change owed) shall be subject to rounding. Duties, fees, & taxes shall be tabulated in their exact amount prior to rounding, this includes GST. Payments made using non-cash methods such as cheque, debit card, or internet banking do not need to be rounded as they are settled electronically to the exact amount.
- 6) The Town of Taber will check all large bank notes using the security features set by the Federal Government and the Royal Canadian Mint. Checking these notes will protect the Town of Taber's monetary funding and eliminates the opportunities for counterfeiters.
- 7) If the Town of Taber accepts a bank note that is suspected to be counterfeit, the bank note shall be set aside and immediately turned over to the Taber Police Service.
- 8) The Town of Taber reserves the right to decline any bank note or to ask the customer for a different bank note.
- 9) Chamber Bucks and any other forms of promotional dollars or promotional monies are not considered legal tender in accordance with the Canadian Currency Act and are not a recognized or acceptable form of payment for the Town of Taber.
- 10) A service fee will be charged on any returned cheques as Non-Sufficient Funds (NSF), Stop Payment or Funds Not Cleared.

Refunds

- 1) If the original payment was made by cash, debit card or cheque, then the refund will be issued by cheque.
- 2) If the original payment was made by a Visa or MasterCard credit card, then the refund will be credited to the credit card used for the original payment.
- 3) Credits will not be issued on account.
- 4) Participants will receive a full refund if a recreation program is cancelled by the Town of Taber prior to the start date of the program,



- 5) Participants will receive a pro-rated refund if:
 - a) a medical issue arises
 - b) in the event of the death of a participant
 - c) the participant is moving away from Taber

- 6) Non-attendance does not constitute notice of withdrawal and no refund will be given.

- 7) Refund requests are reviewed by the appropriate manager in the relevant department.

- 8) The Town of Taber has the right to cancel any event without notice.

Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

Additional References

- Canadian Currency Act
- Economic Action Plan 2012
- Counterfeit Protection
- Bank of Canada
- University of Alberta
- University of Lethbridge
- City of Ottawa


MAYOR

DATE

CHIEF ADMINISTRATIVE OFFICER

DATE



		<h2 style="margin: 0;">PAYMENTS, REFUNDS and CASH LEGAL TENDER</h2>	
Procedure No.: CS-FIN-5		Council Resolution No.: N/A	
Department: Corporate Services		Authority: Council	
Effective Date: 01/12/2015		Revision Date:	
Review Date: 01/15/2018		Repealed Date:	
Supersedes: NO. 76M-85910			
Related Policy No.: CS-FIN-5			
Related Policy Name: Payments, Refunds and Cash Legal Tender			

Purpose

The Town of Taber accepts cash (including all Canadian bank notes and coins), cheques, and debit cards as a form of payment for fees and services.

The Town of Taber also accepts Visa and MasterCard credit cards as a form of payment for registration of recreation programs, program fees, admissions, and registration/bookings of recreation facilities and sportsfields.

Legal Tender is a medium of payment allowed by law or recognized by a legal system to be valid for meeting a financial obligation. The Town of Taber does not have a legal obligation to accept any particular Canadian coin or bank note in a retail transaction. The Federal government gives businesses the choice whether to accept large bank notes as means of payment if they so choose.

If bank notes are being offered as cash, they must have been issued by the Bank of Canada as no other bank notes are "legal tender" in Canada.

Operating Guidelines

Payments

- 1) The Town of Taber accepts cash (including only Canadian bank notes and coins), cheques and debits cards as forms of payment.



- 2) The Town of Taber accepts Visa and MasterCard credit cards as a form of payment for recreation services to include: Admissions, Aquafun Centre facility bookings and program registrations; Sportsfields facility bookings; Arena facility bookings and Shinny passes (excluding public skating fees); Auditorium and meeting room bookings (excluding damage deposit); Tennis Court key purchases; and Program Fees (Programs, Fun Run). All credit card payments must be made in person.
- 3) The Town of Taber reserves the right to decline any bank note or to ask the customer for a different bank note.
- 4) If the Town of Taber accepts a bank note that is suspected to be counterfeit, the bank note shall be set aside and immediately turned over to the Taber Police Service.
- 5) Chamber Bucks and any other forms of promotional dollars or promotional monies are not considered legal tender in accordance with the Canadian Currency Act and are not a recognized or acceptable form of payment for the Town of Taber.
- 6) A service fee will be charged on any returned cheques as Non-Sufficient Funds (NSF), Stop Payment or Funds Not Cleared.

Refunds

- 1) Refund requests are reviewed by the appropriate manager in the relevant department.
- 2) If the original payment was made by cash, debit card or cheque, then the refund will be issued by cheque within 3-6 weeks from the time the refund is requested.
- 3) Instead of a refund, a credit can be issued on account. Credits can be left on account for a maximum of Two (2) years, after which refunds will automatically be issued by cheque for any amounts of \$10.00 or more.
- 4) If the original payment was made by a Visa or MasterCard credit card, then the refund will only be credited to the credit card used for the original payment. Refunds made to credit cards must be made in person.
- 5) The Town of Taber has the right to cancel any event without notice.
- 6) Participants will receive a full refund if a recreation program is cancelled by the Town of Taber prior to the start date of the program, or due to a participant's medical reasons. In the case of a medical reason, a verified doctor's note is required to be submitted at the time of request for refund.
- 7) Refunds may be subject to an Administration Fee.
- 8) All withdraws and cancellations made at least seven (7) days prior to the commencement of a class or program will not be charged an Administration Fee.



- 9) If a withdrawal or cancellation is made less than seven (7) days prior to the commencement of a class or program, then no refund is given.
- 10) If a meeting room or facility booking (which may include the Auditorium and meeting rooms, Aquafun Centre facility, Arena Facility, and Sportfields) is cancelled at least seven (7) days prior to the rental start time then the refund is subject to a \$10.00 Administration Fee.
- 11) If a meeting room or facility booking (which may include the Auditorium and meeting rooms, Aquafun Centre facility, Arena Facility, and Sportfields) is cancelled less than seven (7) days prior to the rental start time, then the refund is subject to a cancellation fee of 35% of the entire booking rental fee together with a \$10.00 Administration Fee.
- 12) Non-attendance does not constitute notice of withdrawal and no refund will be given.
- 13) Any events cancelled by the Town of Taber due to weather conditions will be entitled to a full refund.

Cash Legal Tender

1. Canadian Currency Act – Monetary Unit

- a. According to Section 3 of the Canadian Currency Act the monetary unit of Canada is the dollar. The denominations of money in the currency of Canada are dollars and cents, the cent being one hundredth of a dollar.

2. Canadian Currency Act – Current Coins

- a. According to Section 7 of the Canadian Currency Act a coin is current for the amount of its denomination in the currency of Canada if it was issued under the authority of the Royal Canadian Mint Act or the Crown in any province of Canada if before it became part of Canada and if the coin was, immediately before October 15, 1952, current and legal tender in Canada.
- b. No coin that is bent, mutilated or defaced, or that has been reduced in weight otherwise than by abrasion through ordinary use, shall pass current.

3. Canadian Currency Act – Limits to Payment with Coins:

- a. According to Section 8 (2) of the Canadian Currency Act the following limits have been established when payment for debt is rendered with coins.
 - i. forty dollars if the denomination is two dollars or greater but does not exceed ten dollars;
 - ii. twenty-five dollars if the denomination is one dollar;
 - iii. ten dollars if the denomination is ten cents or greater but less than one dollar;
 - iv. five dollars if the denomination is five cents; and
 - v. twenty-five cents if the denomination is one cent.
- b. The above limits will be followed, however, are subject to change with respect to the Canadian Currency Act amendments.



4. Penny Rounding:

- a. In accordance with the Economic Action Plan 2012, the government is phasing out the penny from Canada's coinage system. The decision to phase out the penny was due to its rising cost of production relative to its face value, the increased accumulation of pennies by Canadians in their households, environmental consideration, and the significant handling costs the penny imposes on retailers, financial institutions and the economy.
- b. The cent will remain Canada's smallest unit for pricing goods & services, however, the Royal Canadian Mint will cease distribution of the penny to financial institutions on February 4, 2013. As of this date, businesses will be encouraged to stop using pennies and begin rounding cash transactions. Payments made using non-cash methods such as cheques or electronic payments (debit, internet banking) do not need to be rounded, as they can be settled electronically to the exact amount.
- c. The Town of Taber does not have a legal obligation to accept any particular Canadian coin or bank note in a retail transaction. The penny will continue to be legal tender like all other Canadian coins, however, the Federal government gives businesses the choice whether to accept the penny as means of payment if they so choose.
- d. The Town of Taber elects to accept the penny as means of debt payment indefinitely, however, will not give change or refunds with pennies. In all cases the Town of Taber recognizes the symmetrical rounding rules adopted by the Federal government and will round the final totals (including duties, fees, & taxes) in a fair, consistent, and transparent manner.
 - i. Rounding Guidelines – Cash payments or transactions will need to be rounded, either up or down, to the nearest five-cent increment. All cash transactions will be rounded using the following symmetrical rounding rules.



5. Counterfeit:

- a. The Town of Taber elects to accept all large Canadian bank notes, and in addition, forms the following procedure guidelines to utilize the security features in place to prevent accepting a counterfeit note.
- b. Making or passing counterfeit notes is a criminal offence and is to be reported to Taber Polices Services immediately.
- c. If you suspect that a bank note is counterfeit during or after a transaction:
 - i. Accept the bank note as if it is real;



- ii. Take down details of the customer including gender, hair colour, height, and any distinguishing characteristics such as scars, tattoos, birthmarks etc.;
 - iii. If the customer is paying a utility statement or property taxes, then we should also have the customer's address and phone number on file;
 - iv. Immediately provide the bank note together with all details of the customer to Taber Police Services;
 - v. If the bank note is real, it will be returned. If it is counterfeit, the bank note will not be returned and the Taber Police Services will conduct an investigation.
- d. Checking bank notes protects everyone. Routinely checking the security features of all notes, large and small, allows the cashier to intercept counterfeits and keep them out of the till. Bank notes have many security features, all of which will be listed below, however, choose only two or three to use regularly. If these first checks raise suspicion continue checking using more security features. The common method for checking all notes remains; touch, tilt, look at, and with the new notes, look through. Security features are helpful only if you use them.

i. Polymer Series (2011)





Feel. Look. Flip.

The new \$100, \$50, \$20, \$10, and \$5 polymer notes are easy to check and hard to counterfeit. They have the same innovative security features that can be seen in transparent areas on both sides of the notes.

Feel



• Raised ink / Encre en relief

1. Raised ink

Feel the raised ink on the large number, the shoulders of the large portrait and the words "Bank of Canada" and "Banque du Canada."

Look



• Large window / Bande transparente

2. Large window

Look for transparency through the large window containing a metallic portrait and building.





• Metallic portrait / Portrait à reflets métalliques

3. Metallic portrait

Look at the details in the metallic portrait in the large window. It matches the large portrait.



• Metallic building / Édifice à reflets métalliques

4. Metallic building

Look at the details in the metallic building in the large window. Tilt the note to see sharp colour changes in the building.



• Small numbers / Petits chiffres

5. Small numbers

Look at the numbers in and around the large window that match the value of the note. Some of the numbers appear in reverse.



• Transparent text / Texte transparent

6. Transparent text

Look at the word "Canada." It is transparent and feels slightly raised.





- Maple leaf border / Bordure de feuilles d'érable

7. Maple leaf border

Look at the maple leaves that border the large window. Some of the leaves cross into the window.



- Frosted maple leaf window / Feuille d'érable givrée

8. Frosted maple leaf window

Look at the frosted maple leaf window to see that it has a transparent outline.

Flip

Flip the note to see the features in the large window repeated in the same colours and detail on the other side.

Added Security



- Hidden numbers / Chiffres cachés

9. Hidden numbers

The hidden numbers are an additional security feature that you can use after checking the other features if you're still unsure that a polymer note is genuine.

The numbers can only be seen by using a small light like an incandescent bulb or a pot light.

WARNING: No light source should be pointed directly at your eye at close range. Dangerous sources of light, such as the sun, laser lights and many LEDs, should never be used to view the feature.

This feature functions properly only when viewed from the front of the note.





-

Use a small light that is located about a meter away from you.



-

Bring the note right up to your eye, until it almost touches your nose.



-

Look at the light through the frosted maple leaf window.



-

See a circle of numbers matching the note's value appears through the frosted maple leaf window.

ii. **Canadian Journey Series (2001-2006)**





Canadian Journey Notes (2004–2006)

The Canadian Journey \$20, \$50 and \$100 notes were introduced in 2004, and the \$5 and \$10 notes were upgraded in 2005–2006 so that the same suite of security features appears on all five denominations.

- 1. Metallic stripe - Tilt the note. The numbers and maple leaves change colour.
- 2. Ghost image - Hold the note up to the light and look through it. A small, ghost-like image of the portrait appears. It is visible from both sides of the note.
- 3. Dashes - Hold the note up to the light and look through it. The dashes form a solid line. It is visible from both sides of the note.

Tilt the note. The dashes shift from gold to green. Small characters (e.g., CAN 20) match the note's value.



4. Puzzle number - Hold the note up to the light and look through it. Irregular marks on the front and back of the note form a complete number. It is visible from both sides of the note.

5. Raised ink - Feel the raised ink on the shoulders of the portrait, the large number, and the words "Bank of Canada • Banque du Canada."

6. UV feature - Look at the note under UV (ultraviolet) light. Check that the text BANK OF CANADA – BANQUE DU CANADA and a number matching the note's value glow in interlocking red and yellow. Red and yellow fibers are scattered on both sides of the note.

Tip: Don't rely solely on this feature. Always look at two or more features when checking notes.

Original Canadian Journey \$5 and \$10 Notes (2001–2002)



The original \$5 and \$10 notes of the Canadian Journey series (2001-2002) had different security features that did not include a metallic stripe, ghost image, dashes, or a puzzle number.



1. Maple leaves - Tilt the note. Three maple leaves shift from pale to shiny gold.

2. Hidden number - Slightly tilt the note at eye level. The number 5 or 10 appears.




3. Raised ink - Feel the raised ink on the shoulders of the portrait, the large number 5 or 10, and the words "Bank of Canada • Banque du Canada."

CHIEF ADMINISTRATIVE OFFICER

DATE



		<h2 style="margin: 0;">PAYMENTS, REFUNDS and CASH LEGAL TENDER</h2>	
Procedure No.: CS-FIN-5		Council Resolution No.: N/A	
Department: Corporate Services		Authority: Council	
Effective Date: 01/12/2015		Revision Date:	
Review Date: 02/06/2017		Repealed Date:	
Supersedes: NO. 76M-85910			
Related Policy No.: CS-FIN-5			
Related Policy Name: Payments, Refunds and Cash Legal Tender			

Purpose

The Town of Taber accepts cash (including all Canadian bank notes and coins), cheques, and debit cards as a form of payment for fees and services.

The Town of Taber also accepts Visa, MasterCard and American Express credit cards as a form of payment for registration of recreation programs, program fees, admissions, and registration/bookings of recreation facilities and sportsfields.

Legal Tender is a medium of payment allowed by law or recognized by a legal system to be valid for meeting a financial obligation. The Town of Taber does not have a legal obligation to accept any particular Canadian coin or bank note in a retail transaction. The Federal government gives businesses the choice whether to accept large bank notes as means of payment if they so choose.

If bank notes are being offered as cash, they must have been issued by the Bank of Canada as no other bank notes are "legal tender" in Canada.

Operating Guidelines

Payments

- 1) The Town of Taber accepts cash (including only Canadian bank notes and coins), cheques and debits cards as forms of payment.



- 2) The Town of Taber accepts Visa, MasterCard and American Express credit cards as a form of payment for recreation services to include: Admissions, Aquafun Centre facility bookings and program registrations; Sportsfields facility bookings; Arena facility bookings and Shinny passes (excluding public skating fees); Auditorium and meeting room bookings (excluding damage deposit); Tennis Court key purchases; and Program Fees (Programs, Fun Run).
Credit card payments may be made online or in person. Bookings made over the phone will have the full amount charged to their account to be paid upon use of the facility.
- 3) The Town of Taber reserves the right to decline any bank note or to ask the customer for a different bank note.
- 4) If the Town of Taber accepts a bank note that is suspected to be counterfeit, the bank note shall be set aside and immediately turned over to the Taber Police Service.
- 5) Chamber Bucks and any other forms of promotional dollars or promotional monies are not considered legal tender in accordance with the Canadian Currency Act and are not a recognized or acceptable form of payment for the Town of Taber.
- 6) A service fee will be charged on any returned cheques as Non-Sufficient Funds (NSF), Stop Payment or Funds Not Cleared.

Refunds

- 1) Refund requests are reviewed by the appropriate manager in the relevant department.
- 2) If the original payment was made by cash, debit card or cheque, then the refund will be issued by cheque within 3-6 weeks from the time the refund is requested.
- 3) Credits will not be issued on accounts.
- 4) If the original payment was made by a Visa or MasterCard credit card, then the refund will only be credited to the credit card used for the original payment.
- 5) The Town of Taber has the right to cancel any event without notice.
- 6) Participants will receive a full refund if a recreation program is cancelled by the Town of Taber prior to the start date of the program due to a participant's medical reasons.
- 7) Participants will receive a pro-rated refund if:
 - a) A medical issue arises – a verified doctors note is required
 - b) In the event of a death of the participant
 - c) The participant moves away from Taber
- 8) All withdraws and cancellations made at least seven (7) days prior to the commencement of a booking, class or program.



- 9) If a withdrawal or cancellation is made less than seven (7) days prior to the commencement of a booking, class or program, then no refund is given.
- 10) Non-attendance does not constitute notice of withdrawal and no refund will be given.
- 11) Any events cancelled by the Town of Taber due to weather conditions will be entitled to a full refund.

Cash Legal Tender

1. Canadian Currency Act – Monetary Unit

- a. According to Section 3 of the Canadian Currency Act the monetary unit of Canada is the dollar. The denominations of money in the currency of Canada are dollars and cents, the cent being one hundredth of a dollar.

2. Canadian Currency Act – Current Coins

- a. According to Section 7 of the Canadian Currency Act a coin is current for the amount of its denomination in the currency of Canada if it was issued under the authority of the Royal Canadian Mint Act or the Crown in any province of Canada if before it became part of Canada and if the coin was, immediately before October 15, 1952, current and legal tender in Canada.
- b. No coin that is bent, mutilated or defaced, or that has been reduced in weight otherwise than by abrasion through ordinary use, shall pass current.

3. Canadian Currency Act – Limits to Payment with Coins:

- a. According to Section 8 (2) of the Canadian Currency Act the following limits have been established when payment for debt is rendered with coins.
 - i. forty dollars if the denomination is two dollars or greater but does not exceed ten dollars;
 - ii. twenty-five dollars if the denomination is one dollar;
 - iii. ten dollars if the denomination is ten cents or greater but less than one dollar;
 - iv. five dollars if the denomination is five cents; and
 - v. twenty-five cents if the denomination is one cent.
- b. The above limits will be followed, however, are subject to change with respect to the Canadian Currency Act amendments.

4. Penny Rounding:

- a. In accordance with the Economic Action Plan 2012, the government is phasing out the penny from Canada's coinage system. The decision to phase out the penny was due to its rising cost of production relative to its face value, the increased accumulation of pennies by Canadians in their households, environmental consideration, and the significant handling costs the penny imposes on retailers, financial institutions and the economy.
- b. The cent will remain Canada's smallest unit for pricing goods & services, however, the Royal Canadian Mint will cease distribution of the penny to financial institutions on February 4, 2013. As of this date, businesses will be encouraged



to stop using pennies and begin rounding cash transactions. Payments made using non-cash methods such as cheques or electronic payments (debit, internet banking) do not need to be rounded, as they can be settled electronically to the exact amount.

- c. The Town of Taber does not have a legal obligation to accept any particular Canadian coin or bank note in a retail transaction. The penny will continue to be legal tender like all other Canadian coins, however, the Federal government gives businesses the choice whether to accept the penny as means of payment if they so choose.
- d. The Town of Taber elects to accept the penny as means of debt payment indefinitely, however, will not give change or refunds with pennies. In all cases the Town of Taber recognizes the symmetrical rounding rules adopted by the Federal government and will round the final totals (including duties, fees, & taxes) in a fair, consistent, and transparent manner.
 - i. Rounding Guidelines – Cash payments or transactions will need to be rounded, either up or down, to the nearest five-cent increment. All cash transactions will be rounded using the following symmetrical rounding rules.



5. Counterfeit:

- a. The Town of Taber elects to accept all large Canadian bank notes, and in addition, forms the following procedure guidelines to utilize the security features in place to prevent accepting a counterfeit note.
- b. Making or passing counterfeit notes is a criminal offence and is to be reported to Taber Police Services immediately.
- c. If you suspect that a bank note is counterfeit during or after a transaction:
 - i. Accept the bank note as if it is real;
 - ii. Take down details of the customer including gender, hair colour, height, and any distinguishing characteristics such as scars, tattoos, birthmarks etc.;
 - iii. If the customer is paying a utility statement or property taxes, then we should also have the customer's address and phone number on file;
 - iv. Immediately provide the bank note together with all details of the customer to Taber Police Services;
 - v. If the bank note is real, it will be returned. If it is counterfeit, the bank note will not be returned and the Taber Police Services will conduct an investigation.



d. Checking bank notes protects everyone. Routinely checking the security features of all notes, large and small, allows the cashier to intercept counterfeits and keep them out of the till. Bank notes have many security features, all of which will be listed below, however, choose only two or three to use regularly. If these first checks raise suspicion continue checking using more security features. The common method for checking all notes remains; touch, tilt, look at, and with the new notes, look through. Security features are helpful only if you use them.

i. Polymer Series (2011)



Feel. Look. Flip.

The new \$100, \$50, \$20, \$10, and \$5 polymer notes are easy to check and hard to counterfeit. They have the same innovative security features that can be seen in transparent areas on both sides of the notes.

Feel

- Raised ink / Encre en relief

1. Raised ink

Feel the raised ink on the large number, the shoulders of the large portrait and the words "Bank of Canada" and "Banque du Canada."

Look

- Large window / Bande transparente

2. Large window

Look for transparency through the large window containing a metallic portrait and building.



- Metallic portrait / Portrait à reflets métalliques

3. Metallic portrait

Look at the details in the metallic portrait in the large window. It matches the large portrait.





• Metallic building / Édifice à reflets métalliques

4. Metallic building

Look at the details in the metallic building in the large window. Tilt the note to see sharp colour changes in the building.



• Small numbers / Petits chiffres

5. Small numbers

Look at the numbers in and around the large window that match the value of the note. Some of the numbers appear in reverse.



• Transparent text / Texte transparent

6. Transparent text

Look at the word "Canada." It is transparent and feels slightly raised.



• Maple leaf border / Bordure de feuilles d'érable

7. Maple leaf border

Look at the maple leaves that border the large window. Some of the leaves cross into the window.





- Frosted maple leaf window / Feuille d'érable givrée

8. Frosted maple leaf window

Look at the frosted maple leaf window to see that it has a transparent outline.

Flip

Flip the note to see the features in the large window repeated in the same colours and detail on the other side.

Added Security



- Hidden numbers / Chiffres cachés

9. Hidden numbers

The hidden numbers are an additional security feature that you can use after checking the other features if you're still unsure that a polymer note is genuine.

The numbers can only be seen by using a small light like an incandescent bulb or a pot light.

WARNING: No light source should be pointed directly at your eye at close range. Dangerous sources of light, such as the sun, laser lights and many LEDs, should never be used to view the feature.

This feature functions properly only when viewed from the front of the note.



-

Use a small light that is located about a meter away from you.





Bring the note right up to your eye, until it almost touches your nose.



Look at the light through the frosted maple leaf window.



See a circle of numbers matching the note's value appears through the frosted maple leaf window.

ii. **Canadian Journey Series (2001-2006)**





Canadian Journey Notes (2004–2006)

The Canadian Journey \$20, \$50 and \$100 notes were introduced in 2004, and the \$5 and \$10 notes were upgraded in 2005–2006 so that the same suite of security features appears on all five denominations.

1. Metallic stripe - Tilt the note. The numbers and maple leaves change colour.
2. Ghost image - Hold the note up to the light and look through it. A small, ghost-like image of the portrait appears. It is visible from both sides of the note.
3. Dashes - Hold the note up to the light and look through it. The dashes form a solid line. It is visible from both sides of the note.
Tilt the note. The dashes shift from gold to green. Small characters (e.g., CAN 20) match the note's value.
4. Puzzle number - Hold the note up to the light and look through it. Irregular marks on the front and back of the note form a complete number. It is visible from both sides of the note.
5. Raised ink - Feel the raised ink on the shoulders of the portrait, the large number, and the words "Bank of Canada • Banque du Canada."
6. UV feature - Look at the note under UV (ultraviolet) light. Check that the text BANK OF CANADA – BANQUE DU CANADA and a number matching the note's value glow in interlocking red and yellow. Red and yellow fibers are scattered on both sides of the note.

Tip: Don't rely solely on this feature. Always look at two or more features when checking notes.

Original Canadian Journey \$5 and \$10 Notes (2001–2002)





The original \$5 and \$10 notes of the Canadian Journey series (2001-2002) had different security features that did not include a metallic stripe, ghost image, dashes, or a puzzle number.



1. Maple leaves - Tilt the note. Three maple leaves shift from pale to shiny gold.

2. Hidden number - Slightly tilt the note at eye level. The number 5 or 10 appears.

3. Raised ink - Feel the raised ink on the shoulders of the portrait, the large number 5 or 10, and the words "Bank of Canada • Banque du Canada."

CHIEF ADMINISTRATIVE OFFICER

DATE



Council Request for Decision	
Meeting Date: March 13, 2017	
Subject: Information for Council	
Recommendation:	That Council accepts the material received in this Agenda Item as information.
Background:	<p>The Town receives communication on an on-going basis that is likely of interest to Council. In most cases, this communication is provided simply as information to Council and no comment is needed. In some cases, though, Council may wish to seek clarification on the matter from its administration or from the originator of the communication, or even to challenge the matter through Council discussion. Placing the communication on Council's agenda allows these opportunities.</p> <p>The relevant communication for this Council agenda is:</p> <ol style="list-style-type: none"> 1. Letter from Minister Margaret McCuaig-Boyd, Minister of Energy, regarding changes to Alberta's electricity system. 2. Southern Alberta Recreation Association (S.A.R.A) has appointed two new co-chairs, Aline Holmen from Taber and Bonnie Ellis from Vulcan. This association is responsible for overseeing the Southern Alberta Summer Games. 3. Recreation Management Software – Administration and staff has been working diligently to build the new software. One of the steps in our process is to have all users create their accounts. To do so staff must initially create the accounts. We have implemented various methods of gathering the information including utilizing our Town website whereby members of the community click on our main page, complete the form and hit send. This process will aid in on-line registrations going forward.
Legislation / Authority:	MGA, Section 3 (Municipal Purposes) and Section 5 (Powers, Duties and Functions)
Strategic Plan Alignment:	<p>Governance:</p> <p>Build partnerships with other governments and organizations where synergies may exist.</p>

Financial Implication:	These will vary with information items.
Service Level / Staff Resource Implication:	These will vary with information items.
Justification:	To keep Council informed of current municipal information and correspondence.
Alternative(s):	<ol style="list-style-type: none"> 1. Council could seek clarification on any of the matters from administration. 2. Council could discuss, in depth, any of the matters raised by communication and take action through either resolution of bylaw.

Attachment(s):	Letter from the Minister of Energy
-----------------------	------------------------------------

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



Office of the Minister
MLA, Dunvegan-Central Peace-Notley

CA, DW
Council



AR27792

February 21, 2017

His Worship Henk De Vlieger
Mayor
Town of Taber
A – 4900 50 Street
Taber AB T1G 1T1

Dear Mr. Mayor:

Thank you for your letter dated January 17, 2017, to Premier Rachel Notley, regarding changes to Alberta's electricity system. As Minister of Energy, I am pleased to provide you with the following information.

During the period from June 2017 to June 2021 that the rate ceiling is in effect, consumers on the Regulated Rate Option (RRO) will pay the lower of the market rate or the government's ceiling rate. This rate ceiling will be automatically applied to the bills of all consumers on the regulated rate, regardless of the type of consumer. The RRO is available to consumers who consume less than 250,000 kWh per year, which includes residential, small agricultural, small commercial and small industrial consumers. The typical household in Alberta consumes around 7,200 kWh per year.

While the details for implementing these changes are being established, this rate ceiling will give Alberta families and entrepreneurs the certainty they need to plan for the future and build businesses without worrying that electricity bills will spike without warning. The cap will also keep Alberta's electricity system stable while we build a long-term electricity retail system that works for everyone.

While electricity prices are low today—and may appear less important than delivery charges at that time—they will not stay low forever. That is why the Government of Alberta is taking steps to protect families, farms, and small business with a ceiling on electricity prices as the province makes necessary reforms to the electricity system. When fully implemented in June 2017, the government's rate ceiling will ensure that Albertans pay no more than 6.8 cents per kilowatt hour—an available long-term contract rate—for electricity over four years.

.../2

As over 15 years of experience has demonstrated, consumer price uncertainty and volatility has been a hallmark of the energy market system that we inherited. Historically, regulated electricity rates have been extremely volatile, increasing by as much as 65 per cent (or 4.66 cents per kilowatt hour) in a single month in April 2011. It has not been uncommon in recent years, particularly the first half of this decade, for electricity prices to surpass the 6.8 cents per kilowatt hour threshold—in fact, several months surpassed 10 cents, reaching as high as 15 cents. Alberta's economy is stabilizing, and this government will not put Alberta families, jobs, or the economic gains we are beginning to see again, at risk in a volatile electricity market.

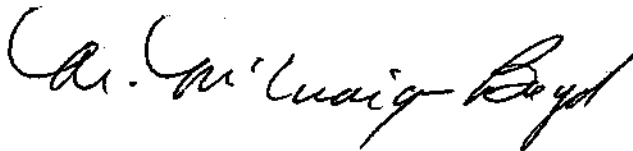
The ceiling on electricity prices is only the first step in putting consumers first. We will be examining other components of the electricity bill as we move forward on improving Alberta's electricity system. For more information, I encourage you to visit: www.alberta.ca/electricity-reform.aspx.

We also recently announced other market reforms that will bring greater stability and reliability to our electricity system supply and energy pricing. In particular, we will introduce reforms to get us off the electricity price roller-coaster of our existing market system. The development of the capacity market will take place over coming years as part of our plan to ensure that consumers are protected from price volatility with a reliable supply of electricity at stable, affordable prices.

Capacity markets directly benefit consumers by dramatically reducing price spikes and market uncertainty. They also offer more opportunities for making efficient use of the existing transmission system, keeping transmission cost increases in check, as suggested in your letter.

Thank you for your email. I value your service to the people in your municipality, and I look forward to continuing to address these important issues for the Town of Taber.

Sincerely,



Margaret McCuaig-Boyd
Minister

cc: Honourable Rachel Notley
Premier of Alberta



Council Request for Decision	
Meeting Date: March 13, 2017	
Subject: Standing Item - Council Requests	
Recommendation:	That Council uses this standing agenda item opportunity to address administration about their concerns, ask questions and direct municipal resources.
Background:	<p>The Municipal Government Act only allows Mayor and Council to act by resolution or bylaw, not separately through individual direction to administration. If one member wishes to see action on a certain item that requires the deployment or diversion of municipal resources, that does not mean all or even a majority of the other six members want Town resources used in that manner. Also, it is likely that all of Council and the public want to know about issues of concern and interest in Taber, so this conversation should be shared for better governance.</p> <p>To assist in this information sharing and ensure agreement on the relative importance of activities, and to facilitate a common understanding, Council established a standing item on Council agendas that would allow the Mayor and Councillors to raise issues of individual concern. This allows discussion amongst Council and with administration on how best to deal with these concerns. It is an opportunity for Council to provide suggestions or direction to administration as to how best to proceed.</p> <p>The intention of this RFD is for items to be brought forward from the floor at the meeting.</p>
Legislation / Authority:	MGA Section 153 (General Duties of Councillors), Section 154 (General Duties of Chief Elected Official, Section 180 (Methods in Which Council May Act); Section 249 (Civil Liability of Councillors)
Strategic Plan Alignment:	Goal: Make the Town of Taber an employer of choice, where employees are self-assured, valued, respected and viewed as the corporation's strongest asset.
Financial Implication:	The financial implication will vary depending on the discussion outcomes but should consider the alignment of Town facility and service provision with the approved budget.



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

Attachment(s):	None.
-----------------------	-------

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