

VILLAGE OF DONALDA
Regular Council Meeting, December 15, 2020
To Be Held via ZOOM, 10:00 am
Regular Meeting Agenda

Call to Order-Mayor Gartside

1. AGENDA

1. Additions and/or Amendments

2. PREVIOUS MINUTES

1. Regular Council Meeting Minutes November 17, 2020

3. Delegations

- 1.

4. Business Arising from Previous Meeting

1. Donalda & District Museum's assistance with sourcing an appraiser

5. VILLAGE BUSINESS

1. Contracted Bylaw Enforcement Officer
2. Balance Variance Report
3. Revenue and Expenditure Report up to November 30, 2020
4. Balance Sheet up to November 30, 2020
5. Trial Balances up to December 7, 2020
6. Cheque Register up to November 30, 2020
7. Bank Reconciliations – November 2020
8. 2021 Interim Operating and Capital Budget
9. Bylaw 734/20 Utility
10. Bylaw 728/20 Urban Chickens
11. Bylaw 735/20 Tax Installment Payment Plan
12. MSP Gravel Project Completion

6. INFORMATIONAL ITEMS

- 1.

7. COMMITTEE AND STAFF REPORTS

1. Mayor
2. Deputy Mayor
3. Councilor
4. CAO

8. CLOSED MEETING OF COUNCIL

1. FOIP Section 18(1)(d) – Personnel

9.NEXT MEETING

January 12, 2020

10.ADJOURNMENT

VILLAGE OF DONALDA
REGULAR COUNCIL MEETING
MINUTES
Tuesday, November 17, 2020

The Regular Meeting of Donalda Village Council was held at 10:00 am Tuesday, November 17, 2020, at the Village of Donalda Community Hall.

Mayor: Bruce Gartside

Councilors: Paul McKay
Rick Nelson

Staff: Chief Administrative Officer Kristie Vallet

Public: Beth Fulton
Ron Borchuk
Ron Gullickson
Derek Williams
Dan Knutdson

CALL TO ORDER: Mayor Gartside called the meeting to order at 10:00 am.

1. AGENDA

Motioned by P. McKay to accept the agenda as amended 4.2 Status of Community Hall Generator and 5.9 Train Tickets.

Carried Unanimously (244-20)

2. PREVIOUS MINUTES

1. Special Council Meeting Minutes – October 19, 2020

Motioned by P. McKay that the Minutes of the Special Council Meeting Minutes – October 19, 2020 be accepted as presented.

Carried Unanimously (245-20)

2. Organizational Meeting of Council Minutes – October 20, 2020

Motioned by R. Nelson that the Organizational Meeting of Council Minutes – October 20, 2020 be accepted as amended.

Carried Unanimously (246-20)

3. Regular Meeting of Council – October 20, 2020

Motioned by P. McKay to accept the Regular Meeting of Council Minutes – October 20, 2020 be accepted as amended.

Carried Unanimously (247-20)

3. DELEGATIONS

1.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

1. Village of Donalda Insuring the Lamp Collection and Artifacts

Motioned by P. McKay to instruct Administration to approach the Donalda and District Museum Society to request assistance in finding an appraiser to quote the cost to appraise the museum's collection to determine replacement cost for insurance purposes.

Carried Unanimously (248-20)

5. VILLAGE BUSINESS

1. Revenue and Expenditure Report up to October 31, 2020
2. Balance Sheet up to October 31, 2020
3. Trial Balances up to November 10, 2020
4. Cheque Register up to October 31, 2020
5. Bank Reconciliations October 2020

Motioned by P. McKay to accept the financial reporting as presented.

Carried Unanimously (248-20)

6. Bylaw 728/20 Urban Chickens

Motioned by R. Nelson to table Bylaw 728/20 Urban Chickens until December Regular Meeting of Council to allow Council time to provide feedback on chicks.

Carried Unanimously (249-20)

7. Bylaw 729/20 Bee Keeping

Motioned by R. Nelson to present Bylaw 729/20 Bee Keeping for second reading.

Carried (250-20)

Mayor Bruce Gartside

In Favour

Councillor Paul McKay

Opposed

Councillor Rick Nelson

In Favour

Motioned by B. Gartside to present Bylaw 729/20 Bee Keeping for third and final reading.

Carried (251-20)

8. Ball Diamond Lease – Boundary Extension

Motioned by P. McKay to accept Donalda and District Agricultural Society's request to extend the boundaries of the Ball Diamond Lease Agreement while removing the ten-year term and replacing with an automatic annual renewal of the Agreement.

Carried Unanimously (252-20)

9. Train Tickets

Mayor Gartside recused himself from the discussion.

Motioned by P. McKay to provide Donalda and District Promotions Society with two sets of train tickets for the village holiday light contest being hosted by the society to be advertised in the Donalda Lite.

Carried Unanimously (253-20)

6. INFORMATION/CORRESPONDENCE

1. Correspondence Minister Allard
2. Assessment Model Review
3. 2021 Equalized Assessment Report

Motioned by P. McKay to accept Correspondence 1-3 for information only.

Carried Unanimously (254-20)

7. COMMITTEE REPORTS

1. Mayor
2. Deputy Mayor
3. Councilors

Motion by P. McKay to accept committee reports as presented.

Carried Unanimously (255-20)

Carried Unanimously (256-20)

10. NEXT MEETING DATE

Regular Meeting of Council December 15 , 2020 at 10:00 am at the Community Hall.

11. ADJOURNMENT

Motion by B. Gartside to adjourn meeting at 12:02 pm.

Carried Unanimously (257-20)

MAYOR

CHIEF ADMINISTRATIVE OFFICER

**Village of Donalda
Request for Decision (RFD)**

Meeting:	REGULAR MEETING
Meeting Date:	December 15, 2020
Originated by:	CAO Vallet
Decision Title:	Contracted Bylaw Enforcement Officer
Agenda Number:	5.1 Village Business

Background Information:

Currently the CAO is named as the Bylaw Enforcement Officer in the Village of Donalda.

In recent months, numerous bylaw infractions have been identified within the village. As a result, warning letters were issued to fifteen (15) rate payers in June of 2020 citing the contravention on the bylaw and requesting remediation by June 22, 2020.

Of the letters sent, anything related to vegetation was able to be corrected by public works staff and the cost of the vegetation management applied to the rate payers tax roll.

Of the letters sent out, anything related to derelict vehicle or equipment and structural issues have been largely ignored. One rate payer communicated with the village and asked for an extension to correct the contravention of Bylaw 681 Unsightly and has been intentional about their repairs.

Discussion/Options/Benefits:

Many small municipalities are faced with the same issue as the Village of Donalda when attempting bylaw enforcement and have gone the route of contracting out the service. When enforced with an officer in uniform a higher rate of compliance is observed.

Several neighbouring municipalities, Forestburg, Viking, Sedgwick, Killam, Daysland, Heisler, Hardisty all contract J.A.G

If entered into a service agreement with J.A.G. Security 2018 Inc. the contract can be terminated by either party with 30 days notice.

Source of Funding/Estimated Costs

Estimated \$3,000 for 2021 with an expectation of cost reduction in year two due to a reduction in need.

Recommended Options:

Administration would recommend entering a service contract with J.A.G. Security commencing January 1, 2021.

Motion brought by Council:

J.A.G. Security 2018 Inc.

CONTRACT

Between: Town of ???, (municipality)

And

J.A.G. Security 2018 Inc
(Allan Parker)
6011-54A Avenue
Camrose, AB T4V 4G7

As the above municipality desires to purchase contract services for the purpose of bylaw enforcement and J.A.G. Security 2018 Inc. is willing to provide such services, the Municipality and Contractor hereby agree to enter into a contract concerning bylaw services under the following terms and conditions.

1. This agreement shall be effective from October 1, 2020 to September 30, 2021.
2. Bylaw services will be provided for stipulated days/weeks/months as agreed to between both parties.
3. During the term of this contract either party may cancel this agreement by giving 30 days of notice.
4. A minimum of four weeks prior to the end of the current contract the municipality and contractor will review this agreement and then either cancel the agreement, revise and sign the agreement or re-sign the agreement on an annual basis.
5. The contractor agrees to:
 - a. Enforce the bylaws of the municipality excluding those relating to municipal development and moving traffic.
 - b. Investigate complaints in the municipality as able within the time frame of this contract.
 - c. At the request of the municipality, prepare documentation for the municipality's legal representative relative to the bylaws in the event of prosecution.
 - d. Report all bylaw tickets payable to the CAO of the municipality in a timely manner.
 - e. Maintain accurate and complete record of his activities and provide these to the CAO of the municipality at the end of each month.

- f. Keep accurate and complete record of any fines collected and turn same over to the CAO of the municipality in a timely manner.
- g. Maintain communication with the CAO with respect to tours of duty and reporting of time-sensitive information.
- h. Provide call-out services as able and as requested by the CAO (or his/her representative) of the municipality.
- i. Provide the CAO of the municipality with an itemized monthly bill for services rendered.
- j. Obtain the approval of the CAO of the municipality prior to engaging in bylaw services that may fall outside the scope of this agreement.
- k. Rewrite, and offer suggested amendments to, bylaws as requested.
- l. Where the owner of a dog is known, return captured dogs to the owner.
- m. Deliver unidentified captured dogs to a facility approved by the municipality.

6. The municipality agrees to

- a. Provide training specific to the job.
- b. Provide a complete list of dog owners (as is known) within the municipality and update that list as necessary.
- c. Report to the contractor in a timely manner all complaints that require the contractor's attention.
- d. Provide information of well-known addresses, and reoccurring offenders
- e. Forward payment for monthly services within 30 days of receipt of bill.
- f. Provide constructive criticism or feedback to the contractor. Should any problems exist the contractor shall have 15 days to correct any short comings before clause 3 is invoked.
- g. Provide liability insurance for the contractor while on duty.

7. Fee structure

- a. Standard Patrol - \$135.00 for a one-hour patrol.
- b. \$90.00 per hour to the nearest 15 minutes for additional time spent during one patrol.
- c. \$45.00 per hour, with a minimum charge of \$45.00 for driving time and \$90.00 per hour with a minimum of \$90.00 for working time, plus \$0.60 per kilometer from contractor's residence and back for 'on demand' services.
- d. \$45.00 per hour for preparation of documents for Court.
- e. \$45.00 per hour plus \$0.60 per kilometer from contractor's residence and back for Court appearances and \$90 per hour while attending Court.
- f. \$45.00 per hour plus \$0.60 per kilometer from the municipality back to the municipality for delivering dogs to a facility approved by the municipality.
- g. \$45.00 per hour for bylaw development or revision; this cost to be divided among the municipalities adopting said bylaw.
- h. \$45.00 per hour for attendance at meetings plus \$0.60 per kilometer.
- i. \$45.00 per hour for bylaw enforcement work done on behalf of the municipality from my office, eg. phone calls, preparing tickets, writing letters and Orders.

8. Frequency of patrols

Bylaw services provided - one Standard Patrol, per month, per location. This contract may extend the amount of service depending on the demand.

9. This agreement shall be binding and enforceable by both parties and their respective heirs, administrators and executors. This contract may be revised prior to the end of the annual contract with a minimum of four week notice prior to the end of the annual contract.

The Town of ???, (municipality)

Date _____

Per _____

J.A.G Security 2018 Inc.

Date _____

Per _____



VILLAGE OF DONALDA

Balance Variance Report

P 1 of 11
2020-Dec-8
3:36:33PM

General Ledger	Description	2020 Actual	2020 Budget	2020 % Variance	2019 Actual
GENERAL REVENUE					
1-00-000	TOTAL GENERAL REVENUES	(40,712.83)	0.00	0.00	0.00
1-00-100	Residential Taxes	(176,542.87)	(177,224.05)	99.61	(191,156.20)
1-00-110	Non-Residential Taxes	(25,846.40)	(29,417.00)	87.86	(31,539.55)
1-00-120	Linear Taxes	(12,900.83)	(12,900.83)	100.00	(13,305.17)
1-00-130	Franchise - ATCO	(9,408.59)	(11,100.00)	84.76	(8,874.39)
1-00-140	Franchise - Alta Gas	(17,456.57)	(19,958.76)	87.46	(18,883.53)
1-00-150	Payment in Lieu - Federal	0.00	0.00	0.00	0.00
1-00-160	Minimum Tax Revenue	(25,352.77)	(25,352.77)	100.00	0.00
1-00-170	County of Stettler Housing Authority	0.00	0.00	0.00	0.00
1-00-200	Penalties & Costs on Taxes	(15,733.40)	(15,000.00)	104.88	(15,053.52)
	TOTAL GENERAL REVENUE	(323,954.26)	(290,953.41)	111.34	(278,812.36)
TOTAL GRANTS & OTHER REVENUE					
1-00-720	Grant-Stettler County-Donalda Library	0.00	0.00	0.00	0.00
1-00-740	Municipal Sponsorship Program	(626.00)	0.00	0.00	(646.00)
1-00-751	Conditional Municipal - FCSS	(7,625.00)	(7,625.00)	100.00	(7,625.00)
1-00-831	Debuture Interest Rebate	0.00	0.00	0.00	0.00
1-00-840	Conditional Collaborative Grant - Prov	0.00	0.00	0.00	0.00
1-00-841	Conditional Grant - Federal	0.00	1,100.00	0.00	(1,100.00)
1-00-845	PROVINCIAL GRANT OPERATING	(36,662.00)	(36,662.00)	100.00	(38,757.00)
1-00-850	Unconditional Grant - Prov.	0.00	0.00	0.00	0.00
1-00-990	Attorney General Fines & Costs	0.00	0.00	0.00	(787.00)
1-00-111	STEP GRANT	0.00	0.00	0.00	0.00
	TOTAL TOTAL GRANTS & OTHER REV	(44,913.00)	(43,187.00)	104.00	(48,915.00)
ADMINISTRATION REVENUE					
1-12-220	Advertising Rebates	0.00	0.00	0.00	0.00
1-12-240	Bad Debt Recovery	0.00	0.00	0.00	0.00
1-12-400	Sale of Goods	0.00	0.00	0.00	0.00
1-12-411	Photocopy, Fax, Sales, etc.	(157.50)	(150.00)	105.00	(102.35)
1-12-415	WCB Rebate	0.00	0.00	0.00	0.00
1-12-416	Insurance Rebates	0.00	0.00	0.00	(203.90)
1-12-417	Tax Cert.Dev. Permits, etc.	(605.00)	(100.00)	605.00	(110.00)
1-12-418	Maintenance service revenue	(450.00)	(500.00)	90.00	(600.00)

VILLAGE OF DONALDA

Balance Variance Report



General Ledger	Description	2020 Actual	2020 Budget	2020 % Variance	2019 Actual
1-12-419	Newsletter Ads	(599.76)	(500.00)	119.95	(646.72)
1-12-520	Licences	(70.00)	(150.00)	46.66	(190.00)
1-21-530	Fines	(483.40)	(100.00)	483.40	(99.00)
1-12-532	Gravel & Sand Sales	0.00	0.00	0.00	0.00
1-12-550	Investment Income - Bank Int.	(10.00)	(100.00)	10.00	(10,191.20)
1-12-561	Rental Revenue-Donalda Museum	(15,740.00)	(7,500.00)	209.86	(10,539.27)
1-12-590	Miscellaneous Admin. Revenue	(682.07)	(5.00)	13,241.40	4.76
1-12-662	Donations Specific Funds	0.00	0.00	0.00	0.00
1-12-910	Transfer From Reserves	0.00	0.00	0.00	0.00
1-12-940	Contribution From Capital	0.00	0.00	0.00	0.00
	TOTAL ADMINISTRATION REVENUE	(18,777.73)	(9,105.00)	206.24	(22,677.68)
	FIRE REVENUE				
1-23-413	Fire - Donations	0.00	0.00	0.00	0.00
1-23-840	Provincial Grant - Capital	0.00	0.00	0.00	0.00
1-23-930	Gain (loss) on sale - TCA	0.00	0.00	0.00	0.00
1-23-410	Fire Charges	(24,330.60)	(25,000.00)	97.32	0.00
	TOTAL FIRE REVENUE	(24,330.60)	(25,000.00)	97.32	0.00
	DISASTER & EMERG. REVENUE				
1-24-410	Emergency Management Service Revenue	(4,863.60)	(5,000.00)	97.27	0.00
	TOTAL DISASTER & EMERG. REVENUE	(4,863.60)	(5,000.00)	97.27	0.00
	ROADS & STREETS REVENUE				
1-32-931	GAIN (LOSS) - SALE OF TCA	0.00	0.00	0.00	0.00
1-32-940	Transfer From Capital Func.	0.00	0.00	0.00	0.00
1-32-990	Transfer From Surplus	0.00	0.00	0.00	0.00
1-32-995	SIP Funds	0.00	0.00	0.00	0.00
1-32-560	Equipment Revenue	(150.00)	0.00	0.00	0.00
1-32-830	Fed. Infrastructure Funds	0.00	0.00	0.00	0.00
1-32-840	PROVINCIAL CAPITAL GRANT	0.00	0.00	0.00	0.00
1-32-930	Contrib. From Operating Func.	0.00	0.00	0.00	0.00
	TOTAL ROADS & STREETS REVENUE	(150.00)	0.00	0.00	0.00
	WATER REV JE				
1-41-400	Water Sales	(81,894.50)	(88,600.00)	92.43	(88,653.00)



VILLAGE OF DONALDA

Balance Variance Report

General Ledger	Description	2020 Actual	2020 Budget	2020 % Variance	2019 Actual
-41-401	Penalties - Water	(262.20)	(750.00)	34.96	(965.31)
-41-414	Water On/Off Fee	(250.00)	(250.00)	100.00	(250.00)
-41-416	Water Service Repairs	0.00	(10.00)	0.00	9.20
-41-590	AMW&WW Partnership	0.00	0.00	0.00	0.00
-41-830	Capital Grant Federal	0.00	0.00	0.00	(6,959.00)
-41-990	Transfer From Surplus	0.00	0.00	0.00	0.00
-41-840	Conditional Grant - Provincial	(608,661.00)	0.00	0.00	0.00
-41-841	Conditional Grant - Federal	0.00	0.00	0.00	0.00
-41-910	Transfer From Reserves	0.00	0.00	0.00	0.00
-41-940	Transfer From Capital	0.00	0.00	0.00	0.00
	TOTAL WATER REVENUE	(691,067.70)	(89,610.00)	771.19	(96,818.11)
	SEWER REVENUE				
-42-400	Sewer Services				
-42-401	Penalties - Sewer Services	(16,896.00)	(18,400.00)	91.82	(18,417.53)
-42-590	ABW&WW Partnership Funds	0.00	0.00	0.00	0.00
-42-830	Federal Grant - Capital	0.00	0.00	0.00	0.00
-42-910	Transfer From Reserves	0.00	0.00	0.00	0.00
-42-940	Transfer From Capital Func.	0.00	0.00	0.00	0.00
-42-990	Transfer From Surplus	0.00	0.00	0.00	0.00
	TOTAL SEWER REVENUE	(16,896.00)	(18,400.00)	91.83	(18,417.53)
	WASTE REVENUE				
-43-400	Garbage Fees				
-43-401	Penalties - Garbage Fees	(38,736.00)	(42,644.00)	90.83	(38,326.20)
-43-590	Other Revenue - Own Sources	0.00	0.00	0.00	0.00
-43-910	Transfer From Reserves	0.00	0.00	0.00	0.00
	TOTAL WASTE REVENUE	(38,736.00)	(42,644.00)	90.84	(38,326.20)
	CEMETERY REVENUE				
-56-464	Sale of Cemetery Plots	(697.86)	(500.00)	139.57	(690.48)
-56-465	Plot Excavation Revenue	(1,100.00)	(1,000.00)	110.00	(1,700.00)
-56-466	Snow Removal Revenue	(209.52)	0.00	0.00	0.00
-56-550	Investment Income	0.00	0.00	0.00	0.00
-56-590	Donations	0.00	0.00	0.00	0.00
-56-910	Transfer From Reserves	0.00	0.00	0.00	0.00
-56-467	PERPETUAL CARE	0.00	0.00	0.00	(200.00)

VILLAGE OF DONALDA

Balance Variance Report



General Ledger	Description	2020 Actual	2020 Budget	2020 % Variance	2019 Actual
TOTAL CEMETERY REVENUE					
		(2,007.38)	(1,500.00)	133.83	(2,590.48)
SALE OF LAND					
	Sale of Land	0.00	0.00	0.00	0.00
	TOTAL SALE OF LAND	0.00	0.00	0.00	0.00
RECREATION REVENUE					
	Investment Income	0.00	0.00	0.00	0.00
	Recreation Rentals	0.00	0.00	0.00	0.00
	Other revenues - Donations	0.00	0.00	0.00	0.00
	Government Grants	0.00	(800.00)	0.00	0.00
	Transfer From Reserves	0.00	0.00	0.00	0.00
	Campground User Fees	0.00	0.00	0.00	0.00
	Campground Operational Grant	0.00	0.00	0.00	0.00
	Transfer From Surplus	0.00	0.00	0.00	0.00
	TOTAL RECREATION REVENUE	0.00	(800.00)	0.00	0.00
CULTURE REVENUE					
	Return on Investments	0.00	0.00	0.00	0.00
	Creamery Donations	0.00	0.00	0.00	0.00
	Canada Day Donations	0.00	0.00	0.00	0.00
	FEDERAL GRANT OPERATING	0.00	(1,100.00)	0.00	0.00
	Conditional Grant - Provincial	0.00	0.00	0.00	0.00
	PROVINCIAL GRANT - OPERATING	0.00	0.00	0.00	0.00
	Grants From Local Boards	0.00	0.00	0.00	0.00
	Transfer From Reserves	0.00	0.00	0.00	0.00
	Transfer From Capital Func.	0.00	0.00	0.00	0.00
	TOTAL CULTURE REVENUE	0.00	(1,100.00)	0.00	0.00
	TOTAL REVENUE	(1,165,696.27)	(527,299.41)	221.07	(506,557.36)



VILLAGE OF DONALDA

Balance Variance Report

General Ledger	Description	2020 Actual	2020 Budget	2020 % Variance	2019 Actual
COUNCIL EXPENSE					
2-11-150	Council Meeting Pay	6,132.77	8,000.00	76.65	8,225.49
2-11-151	Council Supervision Pay	3,005.09	3,600.00	83.47	3,121.58
2-11-211	Travel & Subsistence	942.66	1,000.00	94.26	1,542.84
2-11-212	Legislative - Discretionary	58.10	0.00	0.00	0.00
2-11-271	Council Insurance	0.00	0.00	0.00	0.00
	TOTAL COUNCIL EXPENSE	10,138.62	12,600.00	80.47	12,889.91
ADMINISTRATION EXPENSE					
2-12-110	Salaries & Wages	22,012.79	24,000.00	91.71	22,791.95
2-12-111	Labour - STEP	0.00	0.00	0.00	0.00
2-12-130	Payroll Benefits	1,332.79	1,700.00	78.39	1,545.00
2-12-131	Holiday Pay	874.50	900.00	97.16	871.99
2-12-150	Meeting Pay	0.00	0.00	0.00	0.00
2-12-152	Election & Census Fees	0.00	0.00	0.00	0.00
2-12-211	Travel & Subsistence	2,108.97	2,100.00	100.42	775.33
2-12-212	Course Fee Registration	1,570.00	2,000.00	78.50	1,446.76
2-12-216	Postage	3,241.66	3,200.00	101.30	3,027.86
2-12-217	Telephone	1,584.23	2,300.00	68.87	2,183.44
2-12-220	Advertising & Memberships	2,839.57	2,750.00	103.25	2,725.42
2-12-224	Land Title Fees	529.81	190.00	278.84	173.50
2-12-230	Assessors Fees	5,372.16	5,500.00	97.67	5,382.28
2-12-231	Auditors Fees	(500.00)	8,200.00	(6.09)	11,700.00
2-12-232	Legal Fees	479.00	2,000.00	23.95	14,055.48
2-12-240	Bad Debts	120.00	1,500.00	8.00	1,490.61
2-12-240	Repairs & Maint. Contract	221.80	200.00	110.90	168.86
2-12-250	Repairs & Maintenance	3,673.20	2,500.00	146.92	2,978.94
2-12-251	Cleaning - Supplies & Labor	1,883.53	2,500.00	67.34	2,530.50
2-12-252	Other Contracted Services	19,551.30	14,950.00	130.77	8,372.18
2-12-255	Contracted Services - CAO	43,800.00	50,400.00	86.90	44,650.00
2-12-256	Computer Expenses	1,310.07	1,000.00	131.00	6,806.36
2-12-270	Website Fees	523.80	650.00	80.58	628.56
2-12-271	Insurance & Bond	8,432.15	8,500.00	99.20	8,168.45
2-12-274	Workman's Compensation	0.00	1,200.00	0.00	1,039.64
2-12-275	Disaster Services	5,000.00	500.00	1,000.00	0.00
2-12-276	Photocopier Costs	2,667.31	4,300.00	62.03	4,224.22
2-12-505	General Office Supplies	2,521.11	1,500.00	168.07	1,329.84
2-12-510	Utilities - Heating	577.26	950.00	60.76	931.59



VILLAGE OF DONALDA

Balance Variance Report

General Ledger	Description	2020 Actual	2020 Budget	2020 % Variance	2019 Actual
2-12-541	Utilities - Power	1,199.47	2,000.00	59.97	1,886.75
2-12-590	Miscellaneous	(73.22)	100.00	(73.22)	540.22
2-12-762	Contributions to Capital	0.00	0.00	0.00	0.00
2-12-771	Donations	0.00	0.00	0.00	0.00
2-12-810	Bank Charges & Fees	1,902.91	2,100.00	90.61	2,077.86
2-12-831	Debtenture Interest Admin. Bldg	0.00	0.00	0.00	0.00
2-12-832	Debtenture Principle Admin Bldg	0.00	0.00	0.00	0.00
2-12-910	Transfer to Reserves	0.00	0.00	0.00	0.00
2-12-920	AMORTIZATION	0.00	0.00	0.00	7,830.53
	TOTAL ADMINISTRATION EXPENSE	134,556.17	149,690.00	89.89	162,334.12
DISASTER & EMERGENCY EXPENSE					
2-23-700	FIRE SERVICE AGREEMENT	(5,000.00)	30,000.00	(16.66)	30,000.00
	TOTAL DISASTER & EMERGENCY EXP	(5,000.00)	30,000.00	(16.67)	30,000.00
FIRE EXPENSES					
2-23-271	Fire - Insurance & Licence	0.00	0.00	0.00	0.00
2-23-520	Fire Hall - Janitorial	0.00	0.00	0.00	0.00
2-23-762	Contribution to Capital	0.00	0.00	0.00	0.00
2-23-920	AMORTIZATION	0.00	0.00	0.00	0.00
2-23-931	Gain (loss) on TCA	0.00	0.00	0.00	0.00
	TOTAL FIRE EXPENSES	0.00	0.00	0.00	0.00
BYLAW ENFORCEMENT EXP					
2-26-751	Bylaw Enforcement	400.00	1,000.00	40.00	1,925.00
2-26-752	Rural Policing Expense	0.00	3,860.00	0.00	0.00
	TOTAL BYLAW ENFORCEMENT EXP	400.00	4,860.00	8.23	1,925.00
STREETS & ROADS EXPENSE					
2-32-110	Salaries	7,718.60	8,500.00	90.80	8,384.61
2-32-111	Salaries - Equip. Rep. & Shop	4,524.76	2,500.00	180.99	2,443.00
2-32-112	Wages - STEP Program	0.00	0.00	0.00	0.00
2-32-130	Payroll Deductions	792.55	1,050.00	75.48	747.00
2-32-131	Holiday Pay	1,007.08	1,000.00	95.91	1,034.14
2-32-210	Travel	0.00	0.00	0.00	0.00
2-32-212	Course Registration Fees	0.00	0.00	0.00	0.00



VILLAGE OF DONALDA

Balance Variance Report

General Ledger	Description	2020 Actual	2020 Budget	2020 % Variance	2019 Actual
-32-215	Freight	0.00	0.00	0.00	0.00
-32-217	Maintenance Cell Phone	989.22	775.00	127.64	1,039.02
-32-230	Engineering Fees	5,398.02	2,000.00	269.95	0.00
-32-250	Road & Street Repairs	2,722.20	3,200.00	85.06	3,120.00
-32-251	Equipment Repairs & Maint.	2,959.22	3,000.00	98.64	2,365.69
-32-252	Sidewalk & Curb Repairs	0.00	0.00	0.00	0.00
-32-255	Snow Ploughing - Salaries	0.00	0.00	0.00	0.00
-32-270	Contracted Services	111,125.50	3,075.00	3,613.83	3,008.37
-32-271	Insurance Share	1,240.02	1,500.00	82.66	1,256.44
-32-931	Gain (loss) on disposal of TCA	0.00	0.00	0.00	0.00
-32-150	Meeting Pay - Public Works	0.00	0.00	0.00	0.00
-32-510	Small Equipment & Supplies	2,103.52	2,000.00	105.17	4,216.39
-32-515	Equipment Rental	30.00	500.00	6.00	0.00
-32-520	Shop Telephone	0.00	1,300.00	0.00	0.00
-32-521	Gas & Diesel Fuel	2,293.20	1,000.00	229.32	(50.49)
-32-530	Const. & Maint. Supplies	604.96	200.00	302.48	85.08
-32-532	Gravel, Cold Mix & Sand	3,840.26	3,450.00	111.31	749.69
-32-541	Street Lights	18,069.24	31,000.00	58.28	16,036.71
-32-542	Shop Power	1,390.89	2,000.00	69.54	1,801.39
-32-543	Shop Natural Gas	1,736.12	2,500.00	69.44	2,271.21
-32-590	Miscellaneous	196.35	300.00	65.45	0.00
-32-762	Contribution to Capital	0.00	0.00	0.00	0.00
-32-910	Transfer to Reserves	0.00	0.00	0.00	0.00
-32-920	AMORTIZATION	0.00	0.00	0.00	52,632.28
	TOTAL STREETS & ROADS EXPENSE	168,742.71	71,200.00	237.00	101,140.53
	WATER EXPENSE				
-41-212	COURSE REGISTRATION FEES				
-41-215	Freight	0.00	0.00	0.00	0.00
-41-216	Stationery & Postage	0.00	0.00	0.00	0.00
-41-217	Telephone Expense	0.00	0.00	0.00	0.00
-41-230	Engineering Fees	0.00	0.00	0.00	0.00
-41-250	Water Testing Supplies	0.00	0.00	0.00	0.00
-41-251	Maintenance Supplies	256.00	1,000.00	25.60	1,022.93
-41-260	Water Wells	0.00	0.00	0.00	0.00
-41-265	Water Tower	0.00	0.00	0.00	0.00
-41-270	Contracted Services	139,065.62	26,000.00	534.86	18,189.92
-41-271	Insurance	0.00	1,300.00	0.00	0.00
-41-290	Well Easement	0.00	0.00	0.00	0.00

VILLAGE OF DONALDA

Balance Variance Report



General Ledger	Description	2020 Actual	2020 Budget	2020 % Variance	2019 Actual
2-41-500	Office Supplies	90.00	0.00	0.00	0.00
2-41-510	Chlorine	0.00	0.00	0.00	0.00
2-41-521	Vehicle Fuel	0.00	0.00	0.00	0.00
2-41-541	Utilities - Power	0.00	0.00	0.00	0.00
2-41-590	Certification Expenses	0.00	0.00	0.00	0.00
2-41-600	SMRWSC - Debenture Payments	7,182.03	6,500.00	110.49	8,952.98
2-41-762	Contribution to Capital	0.00	0.00	0.00	0.00
2-41-910	Transfer to Reserves	0.00	0.00	0.00	0.00
2-41-920	AMORTIZATION	0.00	0.00	0.00	21,831.24
2-41-930	WRITE OFF UNCOLLECTABLE	0.00	0.00	0.00	0.00
2-41-601	SMRWSC - Water Consumption	30,722.17	45,000.00	68.27	44,374.99
2-41-110	Salaries	3,779.00	4,500.00	83.97	4,561.22
2-41-130	Payroll Benefits	248.70	300.00	82.90	276.12
2-41-211	Travel & Subsistence	0.00	0.00	0.00	0.00
	TOTAL WATER EXPENSE	181,343.52	84,600.00	214.35	99,209.40
SEWER EXPENSE					
2-42-110	Salaries	2,058.66	5,220.00	39.43	5,183.72
2-42-130	Payroll Deductions	118.10	375.00	31.49	360.34
2-42-212	Course Fee Registration	0.00	0.00	0.00	0.00
2-42-250	Purchased Repairs & Maint.	1,450.00	1,000.00	145.00	23,747.10
2-42-251	Lagoon Cleaning & Maintenance	0.00	200.00	0.00	190.30
2-42-270	Sewer General Services	0.00	0.00	0.00	0.00
2-42-275	Contracted Services - Sewer	0.00	1,500.00	0.00	0.00
2-42-290	Lagoon Drainage Easement	0.00	100.00	0.00	0.00
2-42-510	Goods & Supplies	0.00	250.00	0.00	0.00
2-42-590	Miscellaneous	0.00	0.00	0.00	0.00
2-42-762	Contribution to Capital	0.00	0.00	0.00	0.00
2-42-765	Wastewater Compliance Testing	0.00	0.00	0.00	0.00
2-42-910	Transfer to Reserves	0.00	0.00	0.00	0.00
2-42-920	AMORTIZATION	0.00	0.00	0.00	14,408.55
2-42-930	WRITE OFF UNCOLLECTABLE	0.00	0.00	0.00	0.00
	TOTAL SEWER EXPENSE	3,626.76	8,645.00	41.95	43,890.01
WASTE REMOVAL EXPENSES					
2-43-110	Salaries	171.00	500.00	34.20	488.60
2-43-130	roll Benefits	11.52	0.00	23.04	33.95
2-43-251	Repairs & Maintenance	68.74	0.00	17.18	375.14

VILLAGE OF DONALDA

Balance Variance Report



General Ledger	Description	2020 Actual	2020 Budget	2020 % Variance	2019 Actual
-43-270	Contracted Garbage Pickup	16,717.79	24,750.00	67.54	21,508.91
-43-522	Garbage Site Restoration	0.00	0.00	0.00	0.00
-43-762	Contribution to Capital	0.00	0.00	0.00	0.00
-43-910	Transfer to Reserves	0.00	0.00	0.00	0.00
-43-920	AMORTIZATION	0.00	0.00	0.00	0.00
-43-930	WRITE OFF UNCOLLECTABLE	0.00	0.00	0.00	0.00
	TOTAL WASTE REMOVAL EXPENSES	16,969.05	25,700.00	66.03	22,406.60
	CEMETERY EXPENSE				
2-56-110	Salaries	471.00	500.00	94.20	488.60
2-56-130	Payroll Benefits	18.16	40.00	45.40	33.95
2-56-510	General Services & Supplies	1,145.48	1,775.00	64.53	525.00
2-56-762	Transfer to capital	0.00	0.00	0.00	0.00
2-56-910	Transfer to Reserves	0.00	0.00	0.00	0.00
	TOTAL CEMETERY EXPENSE	1,634.64	2,315.00	70.61	1,047.55
	FCSS EXPENSE				
2-62-110	FCSS - Program Labour	0.00	0.00	0.00	0.00
2-62-111	FCSS - Postage	659.08	725.00	90.90	697.61
2-62-130	Payroll Benefits	0.00	0.00	0.00	0.00
2-62-211	Travel & Subsistence	0.00	0.00	0.00	0.00
2-62-590	Transfer to capital	0.00	0.00	0.00	0.00
2-62-750	FCSS - Photo Copy Expense	0.00	0.00	0.00	220.00
2-62-755	FCSS Programs	8,276.47	8,806.00	93.98	9,289.13
2-62-760	FCSS Management Expenses	114.00	0.00	0.00	(228.86)
2-62-770	Library Grant - closed	0.00	0.00	0.00	0.00
2-62-772	Children's Summer Reading Prog	0.00	0.00	0.00	0.00
2-62-780	Seniors Funding - MSI	0.00	0.00	0.00	0.00
2-62-800	Affordable Housing (NOT FCSS)	0.00	0.00	0.00	0.00
2-62-801	Affordable Housing Labour	0.00	0.00	0.00	0.00
2-62-910	Transfer to Reserves	0.00	0.00	0.00	0.00
	* TOTAL FCSS EXPENSE	9,049.55	9,531.00	94.95	9,977.88
	PLANNING EXPENSE				
2-66-762	Planning Services expenses	0.00	0.00	0.00	0.00
2-66-910	Transfer to Reserves	0.00	0.00	0.00	0.00
2-66-911	Purchase of Land	0.00	0.00	0.00	0.00



VILLAGE OF DONALDA

Balance Variance Report

General Ledger	Description	2020 Actual	2020 Budget	2020 % Variance	2019 Actual
TOTAL PLANNING EXPENSE					
		0.00	0.00	0.00	0.00
RECREATION EXPENSE					
2-72-271	Insurance	0.00	0.00	0.00	0.00
2-72-510	Parks - Supplies	0.00	150.00	0.00	0.00
2-72-639	Parks - Fuel Costs	0.00	0.00	0.00	0.00
2-72-541	Utilities - Power	0.00	200.00	0.00	0.00
2-72-762	Contribution to Capital	0.00	0.00	0.00	0.00
2-72-910	Transfer to Reserves	0.00	0.00	0.00	0.00
2-72-770	Grants - Other Organizations	0.00	0.00	0.00	0.00
2-72-110	Salaries	5,558.28	2,500.00	222.33	2,443.00
2-72-130	Payroll Benefits	337.43	175.00	192.81	169.75
2-72-250	Parks - Contract Services	1,165.00	4,000.00	29.12	4,000.00
2-72-270	General Services	0.00	0.00	0.00	0.00
	TOTAL RECREATION EXPENSE	7,060.71	7,025.00	100.51	6,612.75
CULTURE EXPENSE					
2-74-110	Salaries	911.00	2,500.00	36.44	2,443.00
2-74-130	Payroll Benefits	61.30	175.00	35.02	169.61
2-74-220	Advertising	0.00	0.00	0.00	0.00
2-74-225	Memberships	0.00	0.00	0.00	0.00
2-74-230	PUBLIC RELATIONS	0.00	0.00	0.00	0.00
2-74-232	VILLAGE BEAUTIFICATION	627.50	1,000.00	62.75	634.70
2-74-251	Repairs & Maintenance	0.00	500.00	0.00	0.00
2-74-252	Miscellaneous	114.36	0.00	0.00	0.00
2-74-271	Insurance	1,218.47	2,750.00	44.30	2,541.17
2-74-505	Photocopier Costs	0.00	0.00	0.00	0.00
2-74-510	Website	0.00	0.00	0.00	0.00
2-74-540	Utilities - Gas	1,172.00	2,000.00	58.60	1,891.46
2-74-541	Utilities - Power	4,114.05	6,000.00	68.56	5,548.79
2-74-542	Utilities - Telephone Library	0.00	0.00	0.00	0.00
2-74-761	Historic & Main Street Project	0.00	0.00	0.00	0.00
2-74-762	Contribution to Capital	0.00	0.00	0.00	0.00
2-74-770	Grants - Museum	5,400.00	5,400.00	100.00	5,800.00
2-74-771	Grants - Library	0.00	5,000.00	0.00	6,000.00
2-74-772	Grants - Stettler County Library Grant	0.00	0.00	0.00	0.00
2-74-775	Island Reg. Library Req.	1,872.45	2.00	93.62	1,874.49
2-74-831	Debt Interest - Museum	0.00	0.00	0.00	0.00



VILLAGE OF DONALDDA

Balance Variance Report

General Ledger	Description	2020 Actual	2020 Budget	2020 % Variance	2019 Actual
-74-832	Debuture Principle - Museum	0.00	0.00	0.00	0.00
-74-850	Canada Day Celebration	0.00	1,100.00	0.00	2,200.00
-74-910	Transfer to Reserves	0.00	0.00	0.00	0.00
-74-920	AMORTIZATION	0.00	0.00	0.00	806.54
TOTAL CULTURE EXPENSE		15,491.13	28,425.00	54.50	29,909.76
REQUISITIONS					
1-80-741	Provincial Education - ASFF	24,476.66	37,638.54	65.03	37,638.54
1-80-742	Ambulance Authority	0.00	0.00	0.00	0.00
1-80-743	FIRE DISPATCH SERVICES REQUISITION	0.00	0.00	0.00	0.00
1-80-751	Recreation Requisition County of Stettler	3,832.50	3,835.00	99.93	3,285.00
1-80-761	C.of Stettler Housing Auth	6,002.00	6,002.00	100.00	5,830.00
1-80-771	Stettler Waste Management Auth	10,676.25	14,396.64	74.15	14,396.64
TOTAL REQUISITIONS		44,987.41	61,872.18	72.71	61,150.18
TOTAL EXPENSES		589,000.27	496,463.18	118.64	582,493.69
SURPLUS/DEFICIT		(576,696.00)	(30,836.23)	1,870.19	75,936.33

*** End of Report ***



VILLAGE OF DONALDA

REVENUE AND EXPENDITURE REPORT

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General Ledger	Description	2020 Actual	2020 Budget	2019 Actual	2019 Budget
GENERAL REVENUE					
1-00-000	TOTAL GENERAL REVENUES	(40,712.83)	0.00	0.00	0.00
1-00-100	Residential Taxes	(176,542.87)	(177,224.05)	(191,156.20)	(188,536.00)
1-00-110	Non-Residential Taxes	(25,846.40)	(29,417.00)	(31,539.55)	(29,417.00)
1-00-120	Linear Taxes	(12,900.83)	(12,900.83)	(13,305.17)	(10,994.00)
1-00-130	Franchise - ATCO	(9,408.59)	(11,100.00)	(8,874.39)	(9,000.00)
1-00-140	Franchise - Alta Gas	(17,456.57)	(19,958.76)	(18,883.53)	(18,000.00)
1-00-150	Payment in Lieu - Federal	0.00	0.00	0.00	0.00
1-00-160	Minimum Tax Revenue	(25,352.77)	(25,352.77)	0.00	0.00
1-00-170	County of Stettler Housing Authority	0.00	0.00	0.00	0.00
1-00-200	Penalties & Costs on Taxes	(15,733.40)	(15,000.00)	(15,053.52)	(15,000.00)
*	TOTAL GENERAL REVENUE	(323,954.26)	(290,953.41)	(278,812.36)	(270,947.00)
TOTAL GRANTS & OTHER REVENUE					
1-00-720	Grant-Stettler County-Donalda Library	0.00	0.00	0.00	(4,000.00)
1-00-740	Municipal Sponsorship Program	(626.00)	0.00	(646.00)	0.00
1-00-751	Conditional Municipal - FCSS	(7,625.00)	(7,625.00)	(7,625.00)	(7,625.00)
1-00-831	Debtenture Interest Rebate	0.00	0.00	0.00	0.00
1-00-840	Conditional Collaborative Grant - Prov	0.00	0.00	0.00	0.00
1-00-841	Conditional Grant - Federal	0.00	1,100.00	(1,100.00)	1,100.00
1-00-845	PROVINCIAL GRANT OPERATING	(36,662.00)	(36,662.00)	(38,757.00)	(39,917.00)
1-00-850	Unconditional Grant - Prov.	0.00	0.00	0.00	0.00
1-00-990	Attorney General Fines & Costs	0.00	0.00	(787.00)	0.00
1-00-111	STEP GRANT	0.00	0.00	0.00	0.00
*	TOTAL TOTAL GRANTS & OTHER REV	(44,913.00)	(43,187.00)	(48,915.00)	(50,442.00)
ADMINISTRATION REVENUE					
1-12-220	Advertising Rebates	0.00	0.00	0.00	0.00
1-12-240	Bad Debt Recovery	0.00	0.00	0.00	0.00
1-12-400	Sale of Goods	0.00	0.00	0.00	0.00
1-12-411	Photocopy, Fax, Sales, etc.	(157.50)	(150.00)	(102.35)	(150.00)
1-12-415	WCB Rebate	0.00	0.00	0.00	0.00
1-12-416	Insurance Rebates	0.00	0.00	(203.90)	0.00
1-12-417	Tax Cert.\Dev. Permits, etc.	(605.00)	(100.00)	(110.00)	(500.00)
1-12-418	Maintenance service revenue	(450.00)	(500.00)	(600.00)	(100.00)



VILLAGE OF DONALDA

REVENUE AND EXPENDITURE REPORT

General Ledger	Description	2020 Actual	2020 Budget	2019 Actual	2019 Budget
1-12-419	Newsletter Ads	(599.76)	(500.00)	(646.72)	(850.00)
1-12-520	Licences	(70.00)	(150.00)	(190.00)	(350.00)
1-21-530	Fines	(483.40)	(100.00)	(99.00)	(160.00)
1-12-532	Gravel & Sand Sales	0.00	0.00	0.00	0.00
1-12-550	Investment Income - Bank Int.	(10.00)	(100.00)	(10,191.20)	(100.00)
1-12-561	Rental Revenue-Donalda Museum	(15,740.00)	(7,500.00)	(10,539.27)	(7,500.00)
1-12-590	Miscellaneous Admin. Revenue	(662.07)	(5.00)	4.76	(3,000.00)
1-12-662	Donations Specific Funds	0.00	0.00	0.00	0.00
1-12-910	Transfer From Reserves	0.00	0.00	0.00	0.00
1-12-940	Contribution From Capital	0.00	0.00	0.00	0.00
*	TOTAL ADMINISTRATION REVENUE	(18,777.73)	(9,105.00)	(22,677.68)	(12,710.00)
FIRE REVENUE					
1-23-413	Fire - Donations	0.00	0.00	0.00	0.00
1-23-840	Provincial Grant - Capital	0.00	0.00	0.00	0.00
1-23-930	Gain (loss) on sale - TCA	0.00	0.00	0.00	0.00
1-23-410	Fire Charges	(24,330.60)	(25,000.00)	0.00	0.00
*	TOTAL FIRE REVENUE	(24,330.60)	(25,000.00)	0.00	0.00
DISASTER & EMERG. REVENUE					
1-24-410	Emergency Management Service Revenue	(4,863.60)	(5,000.00)	0.00	0.00
*	TOTAL DISASTER & EMERG. REVENUE	(4,863.60)	(5,000.00)	0.00	0.00
ROADS & STREETS REVENUE					
1-32-931	GAIN (LOSS) - SALE OF TCA	0.00	0.00	0.00	0.00
1-32-940	Transfer From Capital Func.	0.00	0.00	0.00	0.00
1-32-990	Transfer From Surplus	0.00	0.00	0.00	0.00
1-32-995	SIP Funds	0.00	0.00	0.00	0.00
1-32-560	Equipment Revenue	(150.00)	0.00	0.00	0.00
1-32-830	Fed. Infrastructure Funds	0.00	0.00	0.00	0.00
1-32-840	PROVINCIAL CAPITAL GRANT	0.00	0.00	0.00	0.00
1-32-930	Contrib. From Operating Func.	0.00	0.00	0.00	0.00
*	TOTAL ROADS & STREETS REVENUE	(150.00)	0.00	0.00	0.00
WATER RE IUE					
1-41-400	Water Sales	(81,894.50)	(88,600.00)	(88,653.00)	(85,000.00)



VILLAGE OF DONALDA

REVENUE AND EXPENDITURE REPORT

General Ledger	Description	2020 Actual	2020 Budget	2019 Actual	2019 Budget
1-41-401	Penalties - Water	(262.20)	(750.00)	(965.31)	(2,500.00)
1-41-414	Water On/Off Fee	(250.00)	(250.00)	(250.00)	(750.00)
1-41-416	Water Service Repairs	0.00	(10.00)	9.20	0.00
1-41-590	AMW&WW Partnership	0.00	0.00	0.00	0.00
1-41-830	Capital Grant Federal	0.00	0.00	(6,959.00)	0.00
1-41-990	Transfer From Surplus	0.00	0.00	0.00	0.00
1-41-840	Conditional Grant - Provincial	(608,661.00)	0.00	0.00	0.00
1-41-841	Conditional Grant - Federal	0.00	0.00	0.00	0.00
1-41-910	Transfer From Reserves	0.00	0.00	0.00	0.00
1-41-940	Transfer From Capital	0.00	0.00	0.00	0.00
* TOTAL WATER REVENUE		(691,067.70)	(89,610.00)	(96,818.11)	(88,250.00)
SEWER REVENUE					
1-42-400	Sewer Services	(16,896.00)	(18,400.00)	(18,417.53)	(17,500.00)
1-42-401	Penalties - Sewer Services	0.00	0.00	0.00	0.00
1-42-590	ABW&WW Partnership Funds	0.00	0.00	0.00	0.00
1-42-830	Federal Grant - Capital	0.00	0.00	0.00	0.00
1-42-910	Transfer From Reserves	0.00	0.00	0.00	0.00
1-42-940	Transfer From Capital Func.	0.00	0.00	0.00	0.00
1-42-990	Transfer From Surplus	0.00	0.00	0.00	0.00
* TOTAL SEWER REVENUE		(16,896.00)	(18,400.00)	(18,417.53)	(17,500.00)
WASTE REVENUE					
1-43-400	Garbage Fees	(38,736.00)	(42,644.00)	(38,326.20)	(37,000.00)
1-43-401	Penalties - Garbage Fees	0.00	0.00	0.00	0.00
1-43-590	Other Revenue - Own Sources	0.00	0.00	0.00	0.00
1-43-910	Transfer From Reserves	0.00	0.00	0.00	0.00
* TOTAL WASTE REVENUE		(38,736.00)	(42,644.00)	(38,326.20)	(37,000.00)
CEMETERY REVENUE					
1-56-464	Sale of Cemetery Plots	(697.86)	(500.00)	(690.48)	(700.00)
1-56-465	Plot Excavation Revenue	(1,100.00)	(1,000.00)	(1,700.00)	(700.00)
1-56-466	Snow Removal Revenue	(209.52)	0.00	0.00	0.00
1-56-550	Investment Income	0.00	0.00	0.00	0.00
1-56-590	Donations	0.00	0.00	0.00	0.00
1-56-910	Transfer From Reserves	0.00	0.00	0.00	0.00
1-56-467	PERPETUAL CARE	0.00	0.00	(200.00)	0.00



VILLAGE OF DONALDA

REVENUE AND EXPENDITURE REPORT

General Ledger	Description	2020 Actual	2020 Budget	2019 Actual	2019 Budget
*	TOTAL CEMETERY REVENUE	(2,007.38)	(1,500.00)	(2,590.48)	(1,400.00)
	SALE OF LAND				
	1-66-590 Sale of Land	0.00	0.00	0.00	0.00
*	TOTAL SALE OF LAND	0.00	0.00	0.00	0.00
	RECREATION REVENUE				
	1-72-550 Investment Income	0.00	0.00	0.00	0.00
	1-72-561 Recreation Rentals	0.00	0.00	0.00	0.00
	1-72-590 Other revenues - Donations	0.00	0.00	0.00	0.00
	1-72-850 Government Grants	0.00	(800.00)	0.00	(800.00)
	1-72-910 Transfer From Reserves	0.00	0.00	0.00	0.00
	1-72-941 Campground User Fees	0.00	0.00	0.00	0.00
	1-72-984 Campground Operational Grant	0.00	0.00	0.00	0.00
	1-72-990 Transfer From Surplus	0.00	0.00	0.00	0.00
*	TOTAL RECREATION REVENUE	0.00	(800.00)	0.00	(800.00)
	CULTURE REVENUE				
	1-74-550 Return on Investments	0.00	0.00	0.00	0.00
	1-74-592 Creamery Donations	0.00	0.00	0.00	0.00
	1-74-595 Canada Day Donations	0.00	0.00	0.00	0.00
	1-74-835 FEDERAL GRANT OPERATING	0.00	(1,100.00)	0.00	(1,100.00)
	1-74-840 Conditional Grant - Provincial	0.00	0.00	0.00	0.00
	1-74-845 PROVINCIAL GRANT - OPERATING	0.00	0.00	0.00	0.00
	1-74-860 Grants From Local Boards	0.00	0.00	0.00	0.00
	1-74-910 Transfer From Reserves	0.00	0.00	0.00	0.00
	1-74-940 Transfer From Capital Func.	0.00	0.00	0.00	0.00
*	TOTAL CULTURE REVENUE	0.00	(1,100.00)	0.00	(1,100.00)
**	TOTAL REVENUE	(1,165,696.27)	(527,299.41)	(506,557.36)	(480,149.00)



VILLAGE OF DONALDA

REVENUE AND EXPENDITURE REPORT

General Ledger	Description	2020 Actual	2020 Budget	2019 Actual	2019 Budget
COUNCIL EXPENSE					
2-11-150	Council Meeting Pay	6,132.77	8,000.00	8,225.49	9,000.00
2-11-151	Council Supervision Pay	3,005.09	3,600.00	3,121.58	3,600.00
2-11-211	Travel & Subsistence	942.66	1,000.00	1,542.84	1,000.00
2-11-212	Legislative - Discretionary	58.10	0.00	0.00	0.00
2-11-271	Council Insurance	0.00	0.00	0.00	0.00
*	TOTAL COUNCIL EXPENSE	10,138.62	12,600.00	12,889.91	13,600.00
ADMINISTRATION EXPENSE					
2-12-110	Salaries & Wages	22,012.79	24,000.00	22,791.95	24,000.00
2-12-111	Labour - STEP	0.00	0.00	0.00	0.00
2-12-130	Payroll Benefits	1,332.79	1,700.00	1,545.00	1,500.00
2-12-131	Holiday Pay	874.50	900.00	871.99	800.00
2-12-150	Meeting Pay	0.00	0.00	0.00	0.00
2-12-152	Election & Census Fees	0.00	0.00	0.00	0.00
2-12-211	Travel & Subsistence	2,108.97	2,100.00	775.33	250.00
2-12-212	Course Fee Registration	1,570.00	2,000.00	1,446.76	1,000.00
2-12-216	Postage	3,241.66	3,200.00	3,027.86	2,200.00
2-12-217	Telephone	1,584.23	2,300.00	2,183.44	3,500.00
2-12-220	Advertising & Memberships	2,839.57	2,750.00	2,725.42	2,000.00
2-12-224	Land Title Fees	529.81	190.00	173.50	250.00
2-12-230	Assessors Fees	5,372.16	5,500.00	5,382.28	6,000.00
2-12-231	Auditors Fees	(500.00)	8,200.00	11,700.00	8,200.00
2-12-232	Legal Fees	479.00	2,000.00	14,055.48	7,000.00
2-12-240	Bad Debts	120.00	1,500.00	1,490.61	1,500.00
2-12-250	Repairs & Maint. Contract	221.80	200.00	168.86	400.00
2-12-251	Repairs & Maintenance	3,673.20	2,500.00	2,978.94	1,500.00
2-12-252	Cleaning - Supplies & Labor	1,683.63	2,500.00	2,530.50	2,200.00
2-12-255	Other Contracted Services	19,551.30	14,950.00	8,372.18	7,000.00
2-12-256	Contracted Services - CAO	43,800.00	50,400.00	44,650.00	45,600.00
2-12-270	Computer Expenses	1,310.07	1,000.00	6,806.36	3,500.00
2-12-271	Website Fees	523.80	650.00	628.56	350.00
2-12-274	Insurance & Bond	8,432.15	8,500.00	8,168.45	9,000.00
2-12-275	Workman's Compensation	0.00	1,200.00	1,039.64	1,500.00
2-12-276	Disaster Services	5,000.00	500.00	0.00	500.00
2-12-505	Photocopier Costs	2,667.31	4,300.00	4,224.22	3,200.00
2-12-510	General Office Supplies	2,521.11	1,500.00	1,329.84	1,600.00
2-12-540	Utilities - Heating	577.26	950.00	931.59	800.00



VILLAGE OF DONALDA

REVENUE AND EXPENDITURE REPORT

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General Ledger	Description	2020 Actual	2020 Budget	2019 Actual	2019 Budget
2-12-541	Utilities - Power	1,199.47	2,000.00	1,886.75	1,600.00
2-12-590	Miscellaneous	(73.22)	100.00	540.22	100.00
2-12-762	Contributions to Capital	0.00	0.00	0.00	0.00
2-12-771	Donations	0.00	0.00	0.00	0.00
2-12-810	Bank Charges & Fees	1,902.91	2,100.00	2,077.86	850.00
2-12-831	Debtenture Interest Admin. Bldg	0.00	0.00	0.00	0.00
2-12-832	Debtenture Principle Admin Bldg	0.00	0.00	0.00	0.00
2-12-910	Transfer to Reserves	0.00	0.00	0.00	0.00
2-12-920	AMORTIZATION	0.00	0.00	7,830.53	0.00
*	TOTAL ADMINISTRATION EXPENSE	134,556.17	149,690.00	162,334.12	137,900.00
DISASTER & EMERGENCY EXPENSE					
2-23-700	FIRE SERVICE AGREEMENT	(5,000.00)	30,000.00	30,000.00	25,000.00
*	TOTAL DISASTER & EMERGENCY EXP	(5,000.00)	30,000.00	30,000.00	25,000.00
FIRE EXPENSES					
2-23-271	Fire - Insurance & Licence	0.00	0.00	0.00	0.00
2-23-520	Fire Hall - Janitorial	0.00	0.00	0.00	0.00
2-23-762	Contribution to Capital	0.00	0.00	0.00	0.00
2-23-920	AMORTIZATION	0.00	0.00	0.00	0.00
2-23-931	Gain (loss) on TCA	0.00	0.00	0.00	0.00
*	TOTAL FIRE EXPENSES	0.00	0.00	0.00	0.00
BYLAW ENFORCEMENT EXP					
2-26-751	Bylaw Enforcement	400.00	1,000.00	1,925.00	1,000.00
2-26-752	Rural Policing Expense	0.00	3,860.00	0.00	0.00
*	TOTAL BYLAW ENFORCEMENT EXP	400.00	4,860.00	1,925.00	1,000.00
STREETS & ROADS EXPENSE					
2-32-110	Salaries	7,718.60	8,500.00	8,384.61	8,700.00
2-32-111	Salaries - Equip. Rep. & Shop	4,524.76	2,500.00	2,443.00	2,900.00
2-32-112	Wages - STEP Program	0.00	0.00	0.00	0.00
2-32-130	Payroll Deductions	792.55	1,050.00	747.00	850.00
2-32-131	Holiday Pay	1,007.08	1,050.00	1,034.14	800.00
2-32-210	Travel	0.00	0.00	0.00	300.00
2-32-212	Course Registration Fees	0.00	0.00	0.00	0.00

VILLAGE OF DONALDA

REVENUE AND EXPENDITURE REPORT



General Ledger	Description	2020 Actual	2020 Budget	2019 Actual	2019 Budget
2-32-215	Freight	0.00	0.00	0.00	0.00
2-32-217	Maintenance Cell Phone	989.22	775.00	1,039.02	600.00
2-32-230	Engineering Fees	5,399.02	2,000.00	0.00	2,000.00
2-32-250	Road & Street Repairs	2,722.20	3,200.00	3,120.00	3,000.00
2-32-251	Equipment Repairs & Maint.	2,959.22	3,000.00	2,365.69	4,000.00
2-32-252	Sidewalk & Curb Repairs	0.00	0.00	0.00	0.00
2-32-255	Snow Ploughing - Salaries	0.00	0.00	0.00	0.00
2-32-270	Contracted Services	111,125.50	3,075.00	3,008.37	1,000.00
2-32-271	Insurance Share	1,240.02	1,500.00	1,256.44	3,700.00
2-32-931	Gain (loss) on disposal of TCA	0.00	0.00	0.00	0.00
2-32-150	Meeting Pay - Public Works	0.00	0.00	0.00	0.00
2-32-510	Small Equipment & Supplies	2,103.52	2,000.00	4,216.39	1,000.00
2-32-515	Equipment Rental	30.00	500.00	0.00	500.00
2-32-520	Shop Telephone	0.00	1,300.00	0.00	1,300.00
2-32-521	Gas & Diesel Fuel	2,293.20	1,000.00	(50.49)	2,300.00
2-32-530	Const. & Maint. Supplies	604.96	200.00	85.08	250.00
2-32-532	Gravel, Cold Mix & Sand	3,840.26	3,450.00	749.69	3,000.00
2-32-541	Street Lights	18,069.24	31,000.00	16,036.71	13,850.00
2-32-542	Shop Power	1,390.89	2,000.00	1,801.39	2,000.00
2-32-543	Shop Natural Gas	1,736.12	2,500.00	2,271.21	1,700.00
2-32-590	Miscellaneous	196.35	300.00	0.00	300.00
2-32-762	Contribution to Capital	0.00	0.00	0.00	0.00
2-32-910	Transfer to Reserves	0.00	0.00	0.00	0.00
2-32-920	AMORTIZATION	0.00	0.00	52,632.28	0.00
* TOTAL STREETS & ROADS EXPENSE		168,742.71	71,200.00	101,140.53	54,050.00
WATER EXPENSE					
2-41-212	COURSE REGISTRATION FEES	0.00	0.00	0.00	0.00
2-41-215	Freight	0.00	0.00	0.00	0.00
2-41-216	Stationery & Postage	0.00	0.00	0.00	0.00
2-41-217	Telephone Expense	0.00	0.00	0.00	0.00
2-41-230	Engineering Fees	0.00	0.00	0.00	0.00
2-41-250	Water Testing Supplies	0.00	0.00	0.00	0.00
2-41-251	Maintenance Supplies	256.00	1,000.00	1,022.93	500.00
2-41-260	Water Wells	0.00	0.00	0.00	0.00
2-41-265	Water Tower	0.00	0.00	0.00	0.00
2-41-270	Contracted Services	139,065.62	26,000.00	18,189.92	35,000.00
2-41-271	Insurance	0.00	1,300.00	0.00	1,300.00
2-41-290	Well Easement	0.00	0.00	0.00	0.00



VILLAGE OF DONALDA
REVENUE AND EXPENDITURE REPORT

General Ledger	Description	2020 Actual	2020 Budget	2019 Actual	2019 Budget
2-41-500	Office Supplies	90.00	0.00	0.00	0.00
2-41-510	Chlorine	0.00	0.00	0.00	0.00
2-41-521	Vehicle Fuel	0.00	0.00	0.00	0.00
2-41-541	Utilities - Power	0.00	0.00	0.00	0.00
2-41-590	Certification Expenses	0.00	0.00	0.00	0.00
2-41-600	SMRWSC - Debenture Payments	7,182.03	6,500.00	8,952.98	11,000.00
2-41-762	Contribution to Capital	0.00	0.00	0.00	0.00
2-41-810	Transfer to Reserves	0.00	0.00	0.00	0.00
2-41-920	AMORTIZATION	0.00	0.00	21,831.24	0.00
2-41-930	WRITE OFF UNCOLLECTABLE	0.00	0.00	0.00	0.00
2-41-601	SMRWSC - Water Consumption	30,722.17	45,000.00	44,374.99	37,500.00
2-41-110	Salaries	3,779.00	4,500.00	4,561.22	5,000.00
2-41-130	Payroll Benefits	248.70	300.00	276.12	375.00
2-41-211	Travel & Subsistence	0.00	0.00	0.00	0.00
* TOTAL WATER EXPENSE		181,343.52	84,600.00	99,209.40	90,675.00
SEWER EXPENSE					
2-42-110	Salaries	2,058.66	5,220.00	5,183.72	5,220.00
2-42-130	Payroll Deductions	118.10	375.00	360.34	375.00
2-42-212	Course Fee Registration	0.00	0.00	0.00	0.00
2-42-250	Purchased Repairs & Maint.	1,450.00	1,000.00	23,747.10	4,000.00
2-42-251	Lagoon Cleaning & Maintenance	0.00	200.00	190.30	2,000.00
2-42-270	Sewer General Services	0.00	0.00	0.00	0.00
2-42-275	Contracted Services - Sewer	0.00	1,500.00	0.00	1,500.00
2-42-290	Lagoon Drainage Easement	0.00	100.00	0.00	100.00
2-42-510	Goods & Supplies	0.00	250.00	0.00	250.00
2-42-590	Miscellaneous	0.00	0.00	0.00	0.00
2-42-762	Contribution to Capital	0.00	0.00	0.00	0.00
2-42-765	Wastewater Compliance Testing	0.00	0.00	0.00	0.00
2-42-910	Transfer to Reserves	0.00	0.00	0.00	0.00
2-42-920	AMORTIZATION	0.00	0.00	14,408.55	0.00
2-42-930	WRITE OFF UNCOLLECTABLE	0.00	0.00	0.00	0.00
* TOTAL SEWER EXPENSE		3,626.76	8,645.00	43,890.01	13,445.00
WASTE REMOVAL EXPENSES					
2-43-110	Salaries	171.00	500.00	488.60	600.00
2-43-130	roll Benefits	11.52	0.00	33.95	100.00
2-43-251	repairs & Maintenance	68.74	0.00	375.14	0.00

VILLAGE OF DONALDA

REVENUE AND EXPENDITURE REPORT



General Ledger	Description	2020 Actual	2020 Budget	2019 Actual	2019 Budget
2-43-270	Contracted Garbage Pickup	16,717.79	24,750.00	21,508.91	20,000.00
2-43-522	Garbage Site Restoration	0.00	0.00	0.00	0.00
2-43-762	Contribution to Capital	0.00	0.00	0.00	0.00
2-43-910	Transfer to Reserves	0.00	0.00	0.00	0.00
2-43-920	AMORTIZATION	0.00	0.00	0.00	0.00
2-43-930	WRITE OFF UNCOLLECTABLE	0.00	0.00	0.00	0.00
* TOTAL WASTE REMOVAL EXPENSES		16,969.05	25,700.00	22,406.60	20,700.00
CEMETERY EXPENSE					
2-56-110	Salaries	471.00	500.00	488.60	600.00
2-56-130	Payroll Benefits	18.16	40.00	33.95	100.00
2-56-510	General Services & Supplies	1,145.48	1,775.00	525.00	500.00
2-56-762	Transfer to capital	0.00	0.00	0.00	0.00
2-56-910	Transfer to Reserves	0.00	0.00	0.00	0.00
* TOTAL CEMETERY EXPENSE		1,634.64	2,315.00	1,047.55	1,200.00
FCSS EXPENSE					
2-62-110	FCSS - Program Labour	0.00	0.00	0.00	0.00
2-62-111	FCSS - Postage	659.08	725.00	697.61	850.00
2-62-130	Payroll Benefits	0.00	0.00	0.00	0.00
2-62-211	Travel & Subsistence	0.00	0.00	0.00	0.00
2-62-590	Transfer to capital	0.00	0.00	0.00	0.00
2-62-750	FCSS - Photo Copy Expense	0.00	0.00	220.00	0.00
2-62-755	FCSS Programs	8,276.47	8,806.00	9,289.13	8,700.00
2-62-760	FCSS Management Expenses	114.00	0.00	(228.86)	0.00
2-62-770	Library Grant - closed	0.00	0.00	0.00	0.00
2-62-772	Children's Summer Reading Prog	0.00	0.00	0.00	0.00
2-62-780	Seniors Funding - MSI	0.00	0.00	0.00	0.00
2-62-800	Affordable Housing (NOT FCSS)	0.00	0.00	0.00	0.00
2-62-801	Affordable Housing Labour	0.00	0.00	0.00	0.00
2-62-910	Transfer to Reserves	0.00	0.00	0.00	0.00
* TOTAL FCSS EXPENSE		9,049.55	9,531.00	9,977.88	9,550.00
PLANNING EXPENSE					
2-66-762	Planning Services expenses	0.00	0.00	0.00	0.00
2-66-910	Transfer to Reserves	0.00	0.00	0.00	0.00
2-66-911	Purchase of Land	0.00	0.00	0.00	0.00



VILLAGE OF DONALDA
REVENUE AND EXPENDITURE REPORT

General Ledger	Description	2020 Actual	2020 Budget	2019 Actual	2019 Budget
* TOTAL PLANNING EXPENSE		0.00	0.00	0.00	0.00
RECREATION EXPENSE					
2-72-271	Insurance	0.00	0.00	0.00	0.00
2-72-510	Parks - Supplies	0.00	150.00	0.00	150.00
2-72-639	Parks - Fuel Costs	0.00	0.00	0.00	0.00
2-72-541	Utilities - Power	0.00	200.00	0.00	200.00
2-72-762	Contribution to Capital	0.00	0.00	0.00	0.00
2-72-910	Transfer to Reserves	0.00	0.00	0.00	0.00
2-72-770	Grants - Other Organizations	0.00	0.00	0.00	0.00
2-72-110	Salaries	5,558.28	2,500.00	2,443.00	2,900.00
2-72-130	Payroll Benefits	337.43	175.00	169.75	250.00
2-72-250	Parks - Contract Services	1,165.00	4,000.00	4,000.00	3,500.00
2-72-270	General Services	0.00	0.00	0.00	0.00
* TOTAL RECREATION EXPENSE		7,060.71	7,025.00	6,612.75	7,000.00
CULTURE EXPENSE					
2-74-110	Salaries	911.00	2,500.00	2,443.00	2,900.00
2-74-130	Payroll Benefits	61.30	175.00	169.61	250.00
2-74-220	Advertising	0.00	0.00	0.00	0.00
2-74-225	Memberships	0.00	0.00	0.00	0.00
2-74-230	PUBLIC RELATIONS	0.00	0.00	0.00	0.00
2-74-232	VILLAGE BEAUTIFICATION	627.50	1,000.00	634.70	1,000.00
2-74-251	Repairs & Maintenance	0.00	500.00	0.00	500.00
2-74-252	Miscellaneous	114.36	0.00	0.00	0.00
2-74-271	Insurance	1,218.47	2,750.00	2,541.17	4,000.00
2-74-505	Photocopier Costs	0.00	0.00	0.00	0.00
2-74-510	Website	0.00	0.00	0.00	0.00
2-74-540	Utilities - Gas	1,172.00	2,000.00	1,891.46	1,600.00
2-74-541	Utilities - Power	4,114.05	6,000.00	5,548.79	4,900.00
2-74-542	Utilities - Telephone Library	0.00	0.00	0.00	0.00
2-74-761	Historic & Main Street Project	0.00	0.00	0.00	0.00
2-74-762	Contribution to Capital	0.00	0.00	0.00	0.00
2-74-770	Grants - Museum	5,400.00	5,400.00	5,800.00	5,000.00
2-74-771	Grants - Library	0.00	5,000.00	6,000.00	6,000.00
2-74-772	Grants - Stettler County Library Grant	0.00	0.00	0.00	0.00
2-74-775	arkland Reg. Library Req.	1,872.45	0.00	1,874.49	2,100.00
2-74-831	Debenture Interest - Museum	0.00	0.00	0.00	0.00



VILLAGE OF DONALDDA

REVENUE AND EXPENDITURE REPORT

General Ledger	Description	2020 Actual	2020 Budget	2019 Actual	2019 Budget
2-74-832	Debenture Principle - Museum	0.00	0.00	0.00	0.00
2-74-850	Canada Day Celebration	0.00	1,100.00	2,200.00	1,100.00
2-74-910	Transfer to Reserves	0.00	0.00	0.00	0.00
2-74-920	AMORTIZATION	0.00	0.00	806.54	0.00
	TOTAL CULTURE EXPENSE	15,491.13	28,425.00	29,909.76	29,350.00
REQUISITIONS					
2-80-741	Provincial Education - ASFF	24,476.66	37,638.54	37,638.54	35,000.00
2-80-742	Ambulance Authority	0.00	0.00	0.00	0.00
2-80-743	FIRE DISPATCH SERVICES REQUISITION	0.00	0.00	0.00	0.00
2-80-751	Recreation Requisition County of Stettler	3,832.50	3,835.00	3,285.00	3,300.00
2-80-761	C.of Stettler Housing Auth	6,002.00	6,002.00	5,830.00	5,830.00
2-80-771	Stettler Waste Management Auth	10,676.25	14,396.64	14,396.64	15,000.00
	TOTAL REQUISITIONS	44,987.41	61,872.18	61,150.18	59,130.00
	TOTAL EXPENSES	589,000.27	496,463.18	582,493.69	462,600.00
***	SURPLUS/DEFICIT	(576,696.00)	(30,836.23)	75,936.33	(17,549.00)

*** End of Report ***



VILLAGE OF DONALDA

Page 1 of 3

Balance Sheet Report

2020-Dec-8
3:16:54PM

All Funds

Description	2020		2019
	December	YTD Balance	Closing Balance
Assets			
Asset Operating			
Taxes Receivable-Arrears	0.00	7,820.08	28,701.19
Allowance for uncollectible taxes	0.00	0.00	0.00
Pre Paid Property Taxes	0.00	3,993.80	3,993.80
Buildings - Accumulated Amortization	0.00	(197,635.42)	(197,635.42)
Machinery - Accumulated Amortization	0.00	(113,023.24)	(113,023.24)
Equipment Under Capital Lease - Acc Amor	0.00	0.00	0.00
Vehicles - Accumulated Amortization	0.00	(31,291.20)	(31,291.20)
Equipment Under Capital Lease	0.00	0.00	0.00
Curbing & Sidewalks	0.00	0.00	0.00
Roads - Accumulated Amortization	0.00	(1,307,203.18)	(1,307,203.18)
Curbing & Sidewalks	0.00	0.00	0.00
Water System	0.00	1,125,563.24	1,125,563.24
Water System - Accumulated Amortization	0.00	(259,504.87)	(259,504.87)
Wastewater System	0.00	881,656.71	881,656.71
Wastewater - Accumulated Amortization	0.00	(274,937.06)	(274,937.06)
Cultural & Historical Accumulated Amort	0.00	0.00	0.00
Total	0.00	(164,561.14)	(143,680.03)
Accounts Receivable			
Provincial Operating Grant	0.00	0.00	0.00
Museum Agreement	6,500.00	6,500.00	0.00
Library Agreement	1,000.00	1,000.00	0.00
Canadian Heritage -Canada Day	0.00	0.00	0.00
TOTAL TAXES RECEIVABLE	0.00	0.00	0.00
Taxes Receivable	(563.26)	86,536.91	31,297.05
Property Acquired Tax Rec'able	0.00	0.00	0.00
GST Receivable	25.60	20,178.99	13,095.01
Rounding Account	0.01	0.04	0.00
Trade Accounts Receivable	0.00	989.89	0.00
Receivable From Other Government	0.00	386,877.00	386,877.00
Accounts Receivable - Year End	0.00	4,888.63	4,888.63
Utilities Receivable	(610.80)	17,624.47	16,394.12
WSG Receivable	0.00	0.00	0.00
Total Accounts Receivable	6,351.55	524,595.93	452,551.81
Bank			
ATB - Term/GIC Investments	0.00	0.00	0.00
Petty Cash	0.00	70.00	70.00
Cash on Hand	0.00	230.00	230.00
ATB MUSH Operating (Chequing) - 8524	677.83	124,312.43	446,169.82
ATB MSI Capital - 3779	0.00	647,433.90	0.00
ATB GTF - 7179	0.00	211,590.14	0.00
Total Bank	677.83	983,636.47	446,469.82
Fixed Assets			
Buildings	0.00	298,539.09	298,539.09
Machinery	0.00	138,819.42	138,819.42
Land For Own Gov't Uses	0.00	15,928.81	15,928.81
Vehicles - Cost	0.00	34,768.00	34,768.00
Roads	0.00	1,399,034.97	1,399,034.97
Land Held for Resale	0.00	18,472.91	18,472.91
Cultural & Historical	0.00	0.00	0.00
Total Fixed Assets	0.00	1,905,563.20	1,905,563.20
Other Assets			



VILLAGE OF DONALDA

Page 2 of 3

Balance Sheet Report

2020-Dec-8

3:16:54PM

All Funds

Description	2020		2019
	December	YTD Balance	Closing Balance
Accrued Interest	0.00	(5,204.88)	0.00
Other Assets-Prepaid Expenses	0.00	0.00	0.00
Tax Recovery TB	0.00	18,247.05	18,247.05
Community Enhancement	0.00	0.00	0.00
Total Other Assets	0.00	13,042.17	18,247.05
Other Current Liability			
ALLOWANCE FOR DOUBTFUL ACCOUNTS	0.00	0.00	0.00
Total Other Current Liability	0.00	0.00	0.00
Total Asset Operating	7,029.38	3,262,276.63	2,679,151.85
Total Assets	7,029.38	3,262,276.63	2,679,151.85
Liabilities Liability Capital			
Accounts Receivable			
Clearing Account	0.00	0.00	0.00
Total Accounts Receivable	0.00	0.00	0.00
Total Liability Capital	0.00	0.00	0.00
Liabilities Liability Operating			
Pre Paid Property Taxes	0.00	(3,993.80)	(3,993.80)
Revenue Canada Payable	0.00	66.58	1,369.85
Holiday Pay Payable	0.00	(854.03)	0.00
AMSC (Health Benefits)	0.00	0.00	0.00
Banked Time Payable	0.00	0.00	0.00
Total	0.00	(4,781.25)	(2,623.95)
Accounts Payable			
Trade Accounts Payable	0.00	0.00	0.00
Total Accounts Payable	0.00	0.00	0.00
Other Current Liability			
GST charged on sales	0.00	0.00	0.00
Operating Surplus \ Deficit(-)	0.00	(51,120.84)	(51,120.84)
Equity in Capital Assets	0.00	(1,710,715.27)	(1,710,715.27)
Debenture - Admin. Building	0.00	0.00	0.00
Accrued Audit Fees	0.00	0.00	(28,400.38)
Deferred Other Revenues	0.00	0.00	0.00
TAX RECOVERY SURPLUS	0.00	(17,805.41)	(17,805.41)
Allow. for Doubtful Accounts	0.00	0.00	0.00
Capital Reserves	0.00	0.00	0.00
General Admin. Reserves	0.00	0.00	0.00
The Lamp Fund	0.00	0.00	0.00
Requisition Overlevy	0.00	0.00	0.00
Capital Lease Obligation	0.00	0.00	0.00
Accrued Debenture Interest	0.00	0.00	0.00
Deferred Grant Revenues	0.00	(848,596.00)	(848,596.00)
Administered Trust Liabilities	0.00	0.00	0.00
Fire Reserve	0.00	(13,000.00)	(13,000.00)
Insurance Reserve	0.00	0.00	0.00
Roads & Streets Reserve	0.00	(5,000.00)	(5,000.00)
Deferred Utility Revenues	0.00	0.00	0.00
Utility Deposits	0.00	(1,680.00)	(1,890.00)
Deposits Held in Trust	0.00	0.00	0.00
Water Reserve	0.00	0.00	0.00
Sewer Reserve	0.00	0.00	0.00



VILLAGE OF DONALDA

Page 3 of 3

Balance Sheet Report

2020-Dec-8
3:16:54PM

All Funds

Description	2020		2019
	December	YTD Balance	Closing Balance
Garbage Reserve	0.00	0.00	0.00
Water Metering	0.00	0.00	0.00
Cemetery Reserve	0.00	0.00	0.00
Cemetery Survey Reserve	0.00	0.00	0.00
Recreation & Parks Reserve	0.00	0.00	0.00
Debenture - Museum	0.00	0.00	0.00
Creamery Reserve	0.00	0.00	0.00
Operating Reserve	0.00	0.00	0.00
Total Other Current Liability	0.00	(2,647,917.52)	(2,676,527.90)
Total Liability Operating	0.00	(2,652,698.77)	(2,679,151.85)
Total Liabilities	0.00	(2,652,698.77)	(2,679,151.85)
Current Year Surplus/Deficit	7,029.38	609,577.86	0.00
Total Liabilities	7,029.38	3,262,276.63	2,679,151.85

*** End of Report ***



VILLAGE OF DONALDA

Tax Trial Balance (Full Listing)

Trial Balance As Of 2020-12-08

Roll #	Title Holder	Tax Levy	Accum. Penalty	Out. Penalty	Current	1 Year	2 Years	3 Years	Over 3
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Tax Levy	239,207.26	Local Improvement Levy	0.00
Additional Tax Levy	0.00	Accumulated Penalty	15,666.36
		Outstanding Penalty	11,027.58
Sub Ledger		General Ledger	
Current	50,925.58		
1 Year	18,887.64	3-00-211	86,536.91
2 Years	16,108.45	3-00-212	7,820.08
3 Years	8,435.32	Totals	94,356.99
Over 3	0.00		
Outstanding	94,356.99		
Total GL		94,356.99	
Total SL		94,356.99	
Proof		0.00	

*** End of Report ***



VILLAGE OF DONALDA
Utilities Trial Balance (All Balances)
Trial Balance As Of 2020-12-08

Page 1 of 1

2020-Dec-8
3:14:19PM

Account #	Name	Account Active	Amount Outstanding	Current	Overdue1	Overdue2	Overdue3	Overdue4
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Sub Ledger		General Ledger	
Current	10,075.53	3-41-271	17,624.47
Overdue 1	4,077.44		
Overdue 2	2,119.60		
Overdue 3	1,351.90		
Overdue 4	0.00		
Outstanding	<u>17,624.47</u>	Totals	<u>17,624.47</u>
		Total GL	17,624.47
		Total SL	17,624.47
		Proof	<u>0.00</u>

*** End of Report ***



VILLAGE OF DONALDA

Page 2 of 2

Cheque Listing For Council

2020-Dec-8

4:27:42PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20200401	2020-11-30	NORMAN, BYRON	12782	PAYMENT TREE PRUNING	420.00	420.00
20200402	2020-11-30	QUADIENT CANADA LTD.	2517611	PAYMENT CONTRACT, SERVICE FEE, MAIN	111.67	111.67
20200403	2020-11-30	Rogers	NOV2020	PAYMENT ROGERS PHONE BILL NOV 19-DI	47.71	47.71
20200404	2020-11-30	SELECT ENGINEERING CONSULTANTS LTD.	2009-0076 2009-0077 2009-0078	PAYMENT GENERAL ENGINEERING MAIN STREET SIDEWALK IMPRC WATER SERVICE IMPROVEMENT	996.99 892.50 2,308.32	4,197.81
20200405	2020-11-30	SHIRLEY McCLELLAN REGIONAL WATER SERVICE	1378 1385 1455 1461 Outstanding	PAYMENT SEPT 2020 DEBENTURE, PRINCIPAL SEPT DEBENTURE, PRINCIPLE & WATER CONSUMPTION CHARGE DEC 1 BILLING, PRICIPLE AND IN OUTSTANDING BALANCE ON NC	736.41 257.68 3,096.60 2,123.53 1,170.26	7,384.48
20200406	2020-11-30	STETTLER ROYAL CANADIAN LEGION, BRANCH	1	PAYMENT POPPY FUND DONATION	20.00	20.00
20200407	2020-11-30	Vallet, Kristie	5	PAYMENT NOV BANK RUNS - NOV 4,11,18	127.92	127.92
20200408	2020-11-30	WELLS, JENNIFER	1 1A	PAYMENT POSTAGE REIMBURSEMENT MILEAGE FOR PW RUN TO BASF	15.67 28.08	43.75
20200409	2020-11-30	BENOIT, ANDREA L				
20200410	2020-11-30	RAMSTAD, CHAD				
20200411	2020-11-30	NORMAN, BYRON R				
20200412	2020-11-30	CHAPPELL BENOIT, HOLLY R				
20200413	2020-11-30	WELLS, JENNIFER D				
20200414	2020-11-30	CANADA POST	112	PAYMENT DECEMBER LITE POSTAGE	57.50	57.50
20200415	2020-11-30	MUNICIPAL PROPERTY CONSULTANTS (2009) LTD	2020-894	PAYMENT ASSESSMENT SERVICES ON 23rd	2,677.63	2,677.63
20200416	2020-11-30	RECEIVER GENERAL	202007	PAYMENT NOVEMBER PAYROLL DEDUCTIONS	996.09	996.09
20200417	2020-11-30	UPTOWN OFFICE SUPPLY	21124	PAYMENT 4 RING LEGAL BINDER	24.10	24.10
20200418	2020-11-30	WELLS, JENNIFER	28	PAYMENT NOVEMBER JANITORIAL	150.00	150.00
20200419	2020-11-30	WOODYS AUTO STETTLER	612-699518	PAYMENT FIRE EXTINGUISHER TEXTING	537.00	537.00
20200421	2020-11-30	TELUS COMMUNICATIONS INC.	TELUS 202011	PAYMENT TELUS LANDLINE BILL	158.60	158.60
20200422	2020-11-30	WELLS FARGO EQUIPMENT FIN CO	Nov 2020	PAYMENT WELLS FARGO - RICOH CONTRA	190.78	190.78

Total 154,453.17

*** End of Report ***



VILLAGE OF DONALDA

Page 1 of 2

Cheque Listing For Council

2020-Dec-8
4:27:42PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20200378	2020-11-10	AUMA	20-1036210	PAYMENT AUMA - GAS & POWER	2,899.21	2,899.21
20200379	2020-11-10	BASHAW CONCRETE PRODUCTS LTD.	19658	PAYMENT WASHED SAND	409.77	409.77
20200380	2020-11-10	COUNTY OF STETTLER NO.6	COS004431	PAYMENT SEPT UTILITY MONITORING, KM	1,284.89	1,284.89
20200381	2020-11-10	Environmental 360 Solutions (Alberta) Ltd.	RD0000118517	PAYMENT RESIDENTIAL WASTE	1,747.20	1,747.20
20200382	2020-11-10	Forestburg Transit Mix	11315	PAYMENT HYDRANT, CURB STOP REPAIRS	78,508.50	78,508.50
20200383	2020-11-10	HEARTLAND STATIONERS (2014) LTD.	20831	PAYMENT OFFICE SUPPLIES	101.45	101.45
20200384	2020-11-10	MUNICIPAL INFORMATION SYSTEMS INC.	20201490	PAYMENT TRAINING - METRE CHANGE OU	157.50	157.50
20200385	2020-11-10	NO REGRETS WELDING	449 495	PAYMENT FLAG POLE MAINTENANCE SANDER AND SNOW PLOW MAINT	803.25 68.25	871.50
20200386	2020-11-10	SELECT ENGINEERING CONSULTANTS LTD.	20100148 2010-0149 2010-0150	PAYMENT ENGINEERING FOR UTILITY MAINT ENGINEERING SIDEWALK REPL/REPAIR ENGINEERING FOR CC AND VALVE	1,934.11 9,374.40 1,538.88	12,847.39
20200387	2020-11-10	TRINUS TECHNOLOGIES	R57972-29290	PAYMENT MONTHLY BILLING FOR TECH SU	510.93	510
20200388	2020-11-10	Vallet, Kristie	11.2020	PAYMENT NOVEMBER CAO MANAGEMENT	4,410.00	4,410.00
20200389	2020-11-10	VITAL EFFECT	7594	PAYMENT WEB,EMAIL HOSTING, MONTHLY	55.00	55.00
20200390	2020-11-17	ALBERTA ONE CALL CORPORATION	162746	PAYMENT ONE CALL LOCATES	25.20	25.20
20200391	2020-11-17	BASHAW FARM & BUILDING SUPPLIES LTD.	45	PAYMENT 2 SOUNDPROOF DOORS	315.00	315.00
20200392	2020-11-17	COUNTY OF STETTLER NO.6	004468	PAYMENT OCT UTILITY AND KM	751.28	751.28
20200393	2020-11-17	DIGITAL CONNECTION OFFICE SYSTEMS	288717	PAYMENT COPIER CONTRACT USAGE	75.78	75.78
20200394	2020-11-17	STETTLER WASTE MANAGEMENT AUTHORITY	0002289	PAYMENT Q3 WASTE REQUISITION	3,558.75	3,558.75
20200395	2020-11-30	BIG KNIFE CONSTRUCTION, BOB HALSETH	485	PAYMENT LABOUR, MATERIAL, Z-LIFT	21,327.56	21,327.56
20200396	2020-11-30	C.R. Glass Ltd	1126	PAYMENT SIDE MIRROR REPLACEMENT	99.75	99.75
20200397	2020-11-30	CHAPPELL BENOIT, HOLLY	1	PAYMENT BANK RUN NOV 24	42.64	42.64
20200398	2020-11-30	DAHL, DONNA	1	PAYMENT MONUMENT DEPOSIT FEE REIM	315.00	315.00
20200399	2020-11-30	JOHN DEERE FINANCIAL	23068	PAYMENT FUEL, FILTER, OIL, LABOUR	862.88	862.88
20200400	2020-11-30	MUNICIPAL INFORMATION SYSTEMS INC.	20201523 20201638 20201693	PAYMENT ACCOUNTS RECEIVABLE INCRE SUPPORT DECEMBER 2020 ACCOUNTS PAYABLE INCREASE	105.00 421.69 105.00	631.69



VILLAGE OF DONALDA

Accounts Payable Bank Reconciliation

Page 1 of 2

2020-Dec-8

5:59:09PM

November Balance Shown on Bank Statement

171,764.18

Add Outstanding Deposits

Deposit Description	Batch #	Deposit Date	Amount
DIRECT DEPOSIT DEPOSIT	7356	2020-09-22	2,259.23
TD DEPOSIT	7536	2020-11-30	178.00
ETRANSFER DEPOSIT	7536	2020-11-30	400.00
OTHER DEPOSIT	7536	2020-11-30	60.00
BANK DEPOSIT	7518	2020-11-30	239.15
DEBIT DEPOSIT	7532	2020-11-30	150.00
Total Deposits Outstanding			3,286.38
Sub Total			3,286.38
			175,050.56

Less Outstanding Cheques

Payee	Cheque #	Cheque Date	Amount
Donalda Dist. & Community Prom	20200228	2020-07-21	250.00
VITAL EFFECT	20200375	2020-10-27	55.00
COUNTY OF STETTLER NO.6	20200380	2020-11-10	1,284.89
NO REGRETS WELDING	20200385	2020-11-10	871.50
VITAL EFFECT	20200389	2020-11-10	55.00
COUNTY OF STETTLER NO.6	20200392	2020-11-17	751.28
STETTLER WASTE MANAGEME	20200394	2020-11-17	3,558.75
BIG KNIFE CONSTRUCTION, BC	20200395	2020-11-30	21,327.56
C.R. Glass Ltd	20200396	2020-11-30	99.75
CHAPPELL BENOIT, HOLLY	20200397	2020-11-30	42.64
DAHL, DONNA	20200398	2020-11-30	315.00
MUNICIPAL INFORMATION SYS	20200400	2020-11-30	631.69
NORMAN, BYRON	20200401	2020-11-30	420.00
QUADIENT CANADA LTD.	20200402	2020-11-30	111.67
SELECT ENGINEERING CONSU	20200404	2020-11-30	4,197.81
SHIRLEY McCLELLAN REGIONA	20200405	2020-11-30	7,384.48
STETTLER ROYAL CANADIAN L	20200406	2020-11-30	20.00
Vallet, Kristie	20200407	2020-11-30	127.92
	20200408	2020-11-30	43.75
	20200409	2020-11-30	1,706.05
	20200410	2020-11-30	1,882.07
	20200411	2020-11-30	255.89
	20200412	2020-11-30	1,174.52
	20200413	2020-11-30	480.73
CANADA POST	20200414	2020-11-30	57.50
MUNICIPAL PROPERTY CONSU	20200415	2020-11-30	2,677.63
RECEIVER GENERAL	20200416	2020-11-30	996.09
UPTOWN OFFICE SUPPLY	20200417	2020-11-30	24.10
WELLS, JENNIFER	20200418	2020-11-30	150.00
WOODY'S AUTO STETTLER	20200419	2020-11-30	537.00
Total Outstanding Cheques			51,490.27
			(51,490.27)

And Adjustments



VILLAGE OF DONALDA
Accounts Payable Bank Reconciliation

Page 2 of 2

2020-Dec-8
5:59:09PM

Your Bank Balance Should Be	<u>123,560.29</u>
Your Reconciled Bank Balance Is	<u>123,560.29</u>
Difference	<u><u>0.00</u></u>

*** End of Report ***

Kelly April Benoit

BANK RECONCILIATION

Nov-20

Account Description: ATB Financial - MSI Capital
GL Account Number: 3-12-122
Bank Account Number: 747-*****3779

ADJUSTING THE BANK STATEMENT BALANCE

Ending Balance per Bank Statement	\$ 647,831.91
Add:	
Deposits in Transit (Outstanding Deposits)	\$ -
Less:	
Cheques Issued Not Cleared (Outstanding Cheques)	\$ -
Other:	
Bank Adjustments	(-\$ 398.01)
Adjusted Balance per Bank Statement	\$ 647,433.90

ADJUSTING THE GENERAL LEDGER BALANCE

Beginning Balance per Bank Statement	\$ 704,964.32
Add:	
Total Debits	\$ 31,562.98
Less:	
Total Credits	(-\$ 89,093.40)
Other:	
Ledger Adjustments	\$ -
Adjusted Balance per General Ledger	\$ 647,433.90
Balance per General Ledger (number from MuniWare GL)	\$ 647,433.90

Adjusted Balance per Bank Statement matches Balance per GL?	\$ -	RECONCILED
Adjusted Balance per General Ledger matches Balance per GL?	\$ -	RECONCILED
Bank Statement Balance matches General Ledger Balance?	\$ -	RECONCILED

Prepared By:

Holly Chappell Benoit
Municipal Clerk: Holly Chappell Benoit

Date: December 8, 2020

DEBITS	
TOTAL CLEARED DEPOSITS	
TOTAL RECONCILED TO CREDITS	
TOTAL OUTSTANDING DEPOSITS	
TOTAL DEPOSITS	\$ -
CHECK TOTAL	\$31,562.98
LEGEND Use yellow highlight if cleared from bank statement. Use green highlight if a debit and credit cancel each other out (ex. cancelled cheques, JE adjustments)	

GL Difference: \$ -

Bank Statement Difference: \$ -

GL DEBITS (O/S from prior months and current)							Notes
Date	Reference	Batch #	Type	Name	Description	Amount	
2020-11-09	Chq 133		7490 JE	MUSH to MSI	Transfer from MUSH account to M	\$ 1,150.10	Entered Incorrectly in Muniware - Fixed JE Batch:
2020-11-25	Funds Transfers		7525 JE		transfer MSI from MUSH	\$ 1,614.09	
2020-11-09	cheque 103		7489 JE	MUSH to MSI	Transfer from MUSH to MSI	\$ 1,622.79	
2020-11-23	BANK STATEMENT		7517 JE	MOST GRANT TRANSFER	MOST GRANT TRANSFER TO MSI	\$ 27,176.00	
						\$31,562.98	

Entered Incorrectly in Muniware - Fixed JE Batch:

CREDITS

TOTAL CLEARED WITHDRAWALS	
TOTAL RECONCILED TO DEBITS	
TOTAL OUTSTANDING WITHDRAWALS	
TOTAL WITHDRAWALS	\$ -
CHECK TOTAL	\$(89,093.40)

Journal of Management Inquiry

GL Difference:	\$ -
Bank Statement Difference:	\$ -

LEGEND

Use yellow highlight if cleared from bank statement.

Use green highlight if a debit and credit cancel each other out (ex. cancelled cheques, JE adjustments)

GL CREDITS (O/S from prior months and current)

[illegible]

TOTAL BANK ADJUSTMENTS	\$	398.01
TOTAL LEDGER ADJUSTMENTS	\$	-
GL Difference:	\$	-
Bank Statement Difference:	\$	-

ADJUSTMENTS (Bank Errors)			
Date	Reference	Batch #	Type Name
			Description
			Bank Interest
			Amount
			\$ 433.01
			(\$ 35.00)

BANK RECONCILIATION

Nov-20

Account Description:
GL Account Number:
Bank Account Number:

ATB Financial - GTF Account
3-12-123
747-*****7179

ADJUSTING THE BANK STATEMENT BALANCE

Ending Balance per Bank Statement	\$ 211,731.00
Add:	
Deposits in Transit (Outstanding Deposits)	\$ -
Less:	
Cheques Issued Not Cleared (Outstanding Cheques)	\$ -
Other:	
Bank Adjustments	(-\$ 140.86)
Adjusted Balance per Bank Statement	\$ 211,590.14

ADJUSTING THE GENERAL LEDGER BALANCE

Beginning Balance per Bank Statement	\$ 220,503.36
Add:	
Total Debits	\$ 4,487.68
Less:	
Total Credits	(-\$ 13,400.90)
Other:	
Ledger Adjustments	\$ -
Adjusted Balance per General Ledger	\$ 211,590.14
Balance per General Ledger (number from MuniWare GL)	\$ 211,590.14

Adjusted Balance per Bank Statement matches Balance per GL?	\$ -	RECONCILED
Adjusted Balance per General Ledger matches Balance per GL?	\$ -	RECONCILED
Bank Statement Balance matches General Ledger Balance?	\$ -	RECONCILED

Prepared By:


Municipal Clerk Holly Chappell Benoit

Date: November 9, 2020

TOTAL CLEARED DEPOSITS	
TOTAL RECONCILED TO CREDITS	
TOTAL OUTSTANDING DEPOSITS	
TOTAL DEPOSITS	\$ -
CHECK TOTAL	\$4,487.68
GL Difference:	\$ -
Bank Statement Difference:	\$ -

Use yellow highlight if cleared from bank statement.
Use green highlight if a debit and credit cancel each other out (ex. cancelled cheques, IE adjustments)

GL DEBITS (O/S from prior months and current)					Amount	Notes
Date	Reference	Batch #	Type	Name	Description	
2020-11-25	Funds Transfers	7525	JE		transfer to GTF from MUSH	\$ 60.90
2020-11-10	BANK STATEMENT	7501	JE	MUSH TO GTF (GST)	RETURN GST FROM MUSH TO GTF	\$ 446.40
2020-11-25	Funds Transfers	7525	JE		transfert to GTF from MUSH	\$ 3,980.38
						\$4,487.68

CREDITS

TOTAL CLEARED WITHDRAWALS	
TOTAL RECONCILED TO DEBITS	
TOTAL OUTSTANDING WITHDRAWALS	
TOTAL WITHDRAWALS	\$ -
CHECK TOTAL	#####

GL Difference:

\$ -

Bank Statement Difference:

\$ -

LEGEND

Use yellow highlight if cleared from bank statement.

Use green highlight if a debit and credit cancel each other out (ex. cancelled cheques, JE adjustments)

GL CREDITS (O/S from prior months and current)

Date	Reference	Batch #	Type	Name	Description	Amount	Notes
2020-11-10	BANK STATEMENT	7501	JE	GTF TO MUSH TRANSFER	GTF TO MUSH - SIDEWALK IMPROV	\$ 9,374.40	
2020-11-25	Funds Transfers	7525	JE		transfer from MSI to MUSH	\$ 2,326.50	
2020-11-24	BANK STATEMENT	7521	AB	TRANSFER FROM GTF TO	MAIN STREET/SIDEWALK IMPROV	\$ 850.00	
2020-11-25	Funds Transfers	7525	JE		transfer from GTF to MUSH	\$ 850.00	
						\$(13,400.90)	

TOTAL BANK ADJUSTMENTS	\$	140.86
TOTAL LEDGER ADJUSTMENTS	\$	-
GL Difference:	\$	-
Bank Statement Difference:	\$	-

ADJUSTMENTS (Bank Errors)			
Date	Reference	Batch #	Type Name
			Description
			Bank Interest
			Amount
			\$ 140.86

**Village of Donalda
Request for Decision (RFD)**

Meeting:	REGULAR MEETING
Meeting Date:	December 15, 2020
Originated by:	CAO Vallet
Decision Title:	2021 Interim Operating Budget
Agenda Number:	5.8 Village Business

Background Information:

Municipal Budgets run calendar year under the Municipal Government Act and must be passed by Council on an annual basis.

Discussion/Options/Benefits:

To approve expenditures prior to a new calendar year budget in 2021, an interim operating and capital budget is passed by Council prior to calendar year end.

Source of Funding/Estimated Costs

Recommended Options:

Administration recommends Council pass both an Interim Operating and Capital Budget using 2020 Budget figures.

Motion brought by Council:

**Village of Donalda
Request for Decision (RFD)**

Meeting: REGULAR MEETING
Meeting Date: December 15, 2020
Originated by: Kristie Vallet-Chief Administrative Officer
Decision Title: Bylaw 734/20 - Utility
Agenda Number: 5.9 Village Business

Background Information:

- 1) Fire Requisition and Disaster Management Rates can be applied to utility accounts over twelve (12) months rather than seven (7) months as exercised in Utility Bylaw 725.
- 2) Bylaw 726 section 4.3, d) allowed for the transfer of arrears greater than 60 days to the rate payers tax roll.
- 3) Bylaw 726 section 3.2) states that penalties will be applied if account is not paid by the last day of the month the billing is issued.

Discussion/Options/Benefits:

- 1) By applying flat rates over twelve (12) months rather than seven (7) months, this will result in a reduction of Fire Requisition fees of \$7.98/month and Disaster Management Rates by \$1.59/month provided the Village of Donalda's Fire Service Agreement with County of Stettler remains at \$25,000 for 2021 and the Village of Donalda's Emergency Management Agreement with County of Stettler remains at \$5,000 for 2021.
- 2) This creates a confusion in shut off vs rolling arrears on to tax roles as shut offs are to occur with arrears greater than 60 days.
- 3) This is contradicted in section 4.1) Payment schedule stated payments by 2nd last working day of the month the bill is issued in.

Source of Funding/Estimated Costs:

No additional cost to the Village.

Recommended Options:

1. Administration recommends repealing Bylaw 726 and replacing with Bylaw 734/20.

Motion brought by Council:

Village of Donalda
Utility Bylaw No. 734/20

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THE VILLAGE OF DONALDA

Bylaw #734/20

WHEREAS, it is deemed necessary and advisable to make revisions in the scale utility rates for utilities supplied by the Village utility system, and to meet the cost of maintaining and operating the said supply and distribution system of the Village.

AND WHEREAS, the Village of Donalda, being a Municipal Corporation in the Province of Alberta, owns and operates a water, sanitary sewer and garbage system as a public utility for the purpose of supplying and distributing water, sewer and garbage services to residents, industrial and commercial users

within the Village of Donalda and, subject to Council approval, to consumers outside the Village boundaries.

AND WHEREAS, the Village has the authority pursuant to the Municipal Government Act R.S.A 2000, Chapter M-26.1, to enact a Bylaw affecting and controlling the public utilities known as the “water system”, “sanitary sewer system” and “garbage system”.

NOW THEREFORE, THE COUNCIL OF THE VILLAGE OF DONALDA ENACTS AS FOLLOWS:

PART 1.0 GENERAL

1.1 **Title:** This Bylaw may be cited as the “Revised Utility Bylaw” for the Village of Donalda

1.2 **Purpose:** The purpose of this Bylaw is to regulate and control the Village of Donalda water, sanitary sewer and garbage system and rates.

PART 2.0 INTERPRETATION

2.1 In this Bylaw the following definitions shall apply:

a) **“Active Accounts”** shall mean all properties that have active water consumption; and which determines rates charged in “Schedule A” of this Bylaw;

b) **“Backflow”** means the reversal of the direction of water flow in either the water system or the consumer’s water system

c) **“Bag”** means a container having a capacity of between 60 liters and 100 liters and as described in the definition of receptacle in this by-law.

d) **“Chief Administrative Officer”** means the person appointed by Council to be responsible for the construction, operation and maintenance of the water supply system and the Municipal Inspector for the purpose of the Plumbing and Drainage Act or the Chief Administrative Officers designate;

e) **“Collector”** – means any person authorized by the Village to collect, remove and dispose of waste pursuant to this By-law.

f) **“Combined water service connection”** means a water service connection which supplies water for the domestic use of a consumer and also for a fire protection system in the same premises;

g) **“Consumer”** means any person or persons, Corporation, any other Municipal Corporation, the Government of Alberta or the Government of Canada whose property is connected to the water system or any lessee or occupant of such property or any person who obtains water from any Village-owned hydrant, stand pipe or Fire station.

h) **“Consumer’s water system”** means the system of pipes, fittings, valves and appurtenances that conveys water between the water service connection at the property line and the water supply outlets;

i) **“Council”** means the Council of the Village of Donalda

j) **“cross connection”** means any temporary, permanent or potential water connection that may allow backflow to occur and includes swivel or changeover devices, removable sections, jumper connections and by-pass arrangements.

k) **"Cross connections control device"** means a device approved by the Chief Administrative Officer that prevents backflow;

l) **"Enforcement officer"** the Bylaw Enforcement Officer;

m) **"Inactive Accounts"** shall mean all properties that do not have active water consumption which includes all residential, commercial and industrial vacant lots; and which determines rates charged in "Schedule A" of this Bylaw;

n) **"Meter spacer"** means a length of pipe, which can be removed from a water pipe for the purpose of installing a water meter;

o) **"Municipal Official"** means the Chief Administrative Officer appointed by Bylaw of Council or the Chief Administrative Officer's designate;

p) **"occupant"** means the owner of any premises who resides or carries on any kind of business therein or any person or Corporation residing therein or carrying on business therein as a lessee of the owner or pursuant to a Licence of Occupation granted by the owner or the owner of any vacant premises connected to the water system;

q) **"Owner"** means the registered owner of real property as designated on the Certificate of Title for the property;

r) **"Point of delivery"** means the point of physical connection to a consumer's water system at the property line of the street or boundary of an Easement granted to the Village for its water system;

s) **"Receptacle"** means:

q.1) a sturdy metal or plastic container capable of reliably holding up to 20kg of contents when lifted, with a capacity of between 60 litres and 100 litres being in good condition which has been manufactured for the purpose of containing refuse and which is waterproof and equipped with two fixed handles and a cover or lid which will prevent animals or birds from gaining access to the contents thereof, or

q.2) a sturdy disposable plastic bag, securely tied at the top when set out for collection, capable of reliably holding up to 20kg of contents when lifted, with a capacity of between 60 litres and 100 litres or

q.3) a sturdy disposable box capable of reliably holding up to 20kg of contents when lifted, with a capacity of between 60 litres and 100 litres securely closed when set out for collection.

t) **"Solid Waste"** means any discarded or abandoned organic or inorganic material or material which the health regulation or the amenities of the area in which it exists, require that it be removed, and which, without limiting the generality of the foregoing includes, waste, garbage, refuse, trade refuse, compostables and ashes.

u) **"Village"** means the Municipal Corporation of the Village of Donalda or where the context requires means the area contained within the boundaries of the Village of Donalda

v) **"Village water main"** means a water pipe in the street, public thoroughfare or easement area granted to the Village, which forms part of the Village water distribution network and delivers the water supply to the water service connections;

w) **“Water meter” or “meter”** means any device approved by the Chief Administrative Officer and installed by the Village which is designed to measure the quantity of water used by a consumer. A water meter may have attached to it a remote-reading device as a component of the meter.

x) **“water service connection”** means that lateral water pipe which connects a consumer’s premises to the Village water main with the consumer owning that portion of the pipe lying within the boundaries of the consumer’s premises excluding any pipe lying within the boundaries of any Easement Area granted to the Village for its water system;

y) **“water service valve”** means the water valve on the Village-owned portion of the water service connection, located between the Village water main and the street property line, installed for the purpose of enabling the Village to turn on or off the water supply to a consumers premises;

z) **“water shut-off valve”** means the water valve within a building on a consumer’s premises, usually located near the water meter or point of entry of the water service connection, which, when closed, does not allow the flow of any water into the building or premises;

aa) **“water system” or “water utility”** means that system of water reservoirs, water wells, treatment plants, pumping stations, feeder means, distribution mains, service connections, valves, fittings, hydrants, meters, cross connection control devices and all other equipment and machinery of whatever kind owned by the Village and which is required to supply and distribute water to all consumers and which is deemed to be a public utility within the meaning of the Municipal Government Act.;

ab) **“yard waste”** means clean organic plant matter which will decompose biologically and includes but is not necessarily limited to grass cuttings, shrubbery and hedge pruning (excluding tree branches, stumps, roots and logs) leaves, soft plant roots, vegetable stalks, weeds and garden waste that can be effectively composted.

SECTION 2.0 - GENERAL

1.1 Supply of Water by the Village

The Village having constructed, operated and maintained a water supply as a public utility shall continue, insofar as there is sufficient system capacity and supply of water, to supply water, upon such terms as Council considers advisable, to any resident or industry or other consumer within the municipality situated along any water main, upon being so requested in writing by the owner, occupant or other person in charge of the residence, industry or building. The Village undertakes to supply water to the owners or consumer’s water system at the property line of the street or the boundary of an Easement granted to the Village for its water system.

1.2 Alternate Sources of Supply:

a) No person shall use any alternate source of water supply other than the water system without written consent of the Chief Administrative Officer.

b) The Chief Administrative Officer may give consent for a person to use an alternate source of water subject to such terms and conditions as is deemed necessary and notwithstanding the generality of the foregoing may set a limit on the period of time for which an alternate supply of water may be used.

- c) No person who has been granted permission to use an alternate source of water supply shall allow that alternate source of water supply to be connected to the water system.

SECTION 2.0 MUNICIPAL OFFICIAL

2.1 Chief Administrative Officer's Responsibilities

- a) The Chief Administrative Officers is hereby deemed to be a Municipal Official as defined in the Municipal Government Act
- b) The Chief Administrative Officer is responsible for the administration and enforcement of this Bylaw.

2.2 Chief Administrative Officers Empowerment: The Chief Administrative Officer is hereby empowered to provide for:

- a) The establishment of standards, guidelines and specifications for the design, construction and maintenance of the water system;
- b) The general installation, maintenance and management of the water system;
- c) The general conduct and management of the officers and others employed with or by the Water Utility;
- d) The distribution and use from the water system;
- e) The billing and collecting of the rates, charges, fees and rents in connection with the water system including but not limited to charges for any work done or service or material supplied for the construction, installation, connection, disconnection or replacement in any part of the water system, or the consumer's water system on private property;
- f) For the purposes of administering or enforcing the provision of the Bylaw the Chief Administrative Officer may delegate his/her powers to one or more employees of the Village and the said employees shall be deemed to be authorized agents of the Chief Administrative Officer. In that regard, employees engaged in the water meter reading, billing and collection functions, on behalf of the Chief Administrative Officer shall be deemed to be employees of the Water Utility.

SECTION 3.0 RATES

3.1 Approval of Rates; Council shall approve all rates, charges and fees which the Village may charge for supplying water and for the water used by a consumer.

3.2 Rate Penalty for Late Payment: the aforesaid rates shall be increased by a penalty as set by the Council of the Village of Donalda if such account is not paid by the ~~last day of the month the billing is issued.~~ 25th day of the month the billing is issued.

3.3 New Subdivision Development: The charge for water used for new subdivision development and included in the Development Agreement is in accordance with the rates set by resolution of Council from time to time.

3.4 Interruption of Water Supply: No reduction in rates will be made in the monthly charge for water supplied to or made available for use by any consumer because of any interruption due to any cause whatsoever of the water supply.

SECTION 4.0 PAYMENTS

4.1 Payment Schedule: Every person, firm or corporation, being the owner or occupant of property which is served directly by a connection with the water supply system of the Village of Donalda shall pay monthly to the Village by the ~~2nd last working date of the month~~ 25th day of the month the billing is issued, the water rates, tolls, fares and service charges levied pursuant to this Bylaw as set by bylaw of Council from time to time.

4.2 Utility Accounts:

- a) The Village of Donalda requires that the new account requests for utility services, provided by the municipality, be placed in the name of the owner(s) registered on the property title
- b) The Village of Donalda requires that any changes on an existing utility account provided by the municipality be completed by the owner(s) registered to the property with a minimum of five (5) business days to process the changes. If no changes are provided by existing or new owner for service or account changes all utility charges will be billed to the current property owner until notified as otherwise ie: notification from Alberta Land Titles. The new property owners will be responsible for all delinquent amounts owing.

4.3 Default of Payment: In default of payment of the rates set by bylaw of Council or any amount due and payable to the Village for anything done, or any amounts payable, pursuant to this Bylaw, the Chief Administrative Officer may enforce the collection of such rates or payments by all or any of the following methods, namely:

- a) By shutting off the water being supplied to the consumer after 60 days in arrears, or
- b) By action in any Court of competent jurisdiction; or
- c) By distress and sale of the goods and chattels of the consumer owing monies for water or service related thereto being supplied to them.
- d) By transferring property owner's unpaid charges for a municipal utility to the property owner's tax roll, after 60 days in arrears, regardless if charges were delinquent by previous property owner, and of property classification as defined in "Schedule A".

4.4 Water Supplied to Property under an Agreement for Sale:

- a) Where the occupant is the owner or purchaser under an Agreement for Sale, or renter authorized by the owner or purchaser under an Agreement of Sale, in possession of the premises to which water is supplied or is available for the use of the occupant, all sums payable by the occupant pursuant to this Bylaw including the rates set by Council, are a debt due and owing to the Village and shall constitute a Preferential Lien and charge on the premises and the personal property of the occupant and may be levied and collected in a like manner as Municipal rates and taxes are recoverable.
- b) Termination of Supply: The terms and conditions under which water, from the Village's water system, is supplied to or made available for use by a consumer, as stated in this Bylaw or a written agreement between the Village and the consumer may be enforced, by shutting off the water or discontinuing the water service until the consumer complies with the terms and conditions so designated.

SECTION 5.0 CONTRACTS

5.1 Precedents of this Bylaw in Contracts for the Supply of Water: This Bylaw shall form part of every contract, written or implied, between the Village and a consumer for supplying water.

5.2 Contracts entered into by the Chief Administrative Officer on behalf of the Village:

a) Subject to the provisions of this Bylaw, the Chief Administrative Officer may enter into contracts on behalf of the Village with any consumers of the water system within the Village and in such contracts may provide that in the event the consumer has failed to comply with the provisions and requirements of this Bylaw or the terms of the contract then the supply of water may be discontinued.

b) The Chief Administrative Officer may require any consumer to enter into an agreement with the Village, for supplying water and related services, subject to such terms and conditions as are required by the Chief Administrative Officer.

c) The Chief Administrative Officer may, subject to the approval of Council, enter into an agreement to supply water to a consumer outside the Village Limits.

SECTION 6.0 EMERGENCY

6.1 Restrictions imposed by Village Council or the Chief Administrative Officer: To maintain an adequate water supply within the Village of Donald, the Village Council or the Chief Administrative Officer, as the case may be, may impose restrictions on the use of water for domestic lawns, gardens, commercial and industrial purposes. Such restrictions shall state the day or days and periods of time within the day or days that water may be consumed.

6.2 Shutting Off of Water without Prior Notice: In the event of an emergency, the Chief Administrative Officer may shut off the water, without prior notice.

6.3 Liability of Damages:

The Village is not liable for damages:

- a) Caused by the break of any water main, water service connection or other pipe or for the settlement of any excavation or trench made for the installation or repair of any part of the water system; or
- b) Caused by the disruption of any supply of water from the water system when such disruption is necessary in connection with the repair or proper maintenance of the water system; or
- c) Generally for any loss suffered by anyone due to the operation of the water system;

Unless such damages or loss has been shown to be directly due to negligence of the Village or its employees.

SECTION 7.0 CONNECTIONS

7.1 Water Service Connections on Village Property: The Village shall install that portion of the water service connection that is on Village property and which runs from the Village water main to the property line of the street or the boundary of an Easement granted to the Village for its water system.

7.2 Water Service connections of private property: Water service connections on private property shall be owned by the owner of the property and shall be installed, maintained, repaired and replaced by the owner at his expense and without limiting the foregoing, as a condition of receiving water from the Village water system, the owner shall maintain in a state of good repair, with sufficient protection from freezing, free from leakage, or other water loss to the satisfaction of the Village Chief Administrative

Officer, any water service connection, pipeline or water system on private property through which the supply of water is conveyed from the Village water system which is located at the property line of the street or the boundary of an Easement Area granted to the Village for its water system, to the water supply outlets or fixtures on the private property.

7.3 Valving of Water Service Connections: All water connections shall be provided with a water shut-off valve placed immediately inside the outer wall of the premises and on the inlet side of the water meter in enable a consumer to shut off the supply of water in case of any emergency or for the protection of the building, pipes, or fixtures or to prevent flooding of the premises or in the event the premises are permanently or temporarily vacated. The shut-off valve shall be maintained in good mechanical condition by the owner and easily accessibly at all times to ensure that it is operable in case of emergency.

7.4 Failure to Maintain, Repair or Replace: If the owner of the property fails or refuses to maintain, repair or replace a water service connection, pipe or water system as required by Subsection 7.2 of this Section, the Chief Administrative Officer may:

- a) Turn off the water supply until the repairs have been made to stop the water loss; and
- b) Estimate the volume of water loss and demand payment from the owner for that amount of water estimated to have been lost which said payment shall become due and payable upon such demand being made.

7.5 Termination of Service: Where water has been shut off to a consumer's premises for water wastage or leaks or defects in the consumer's portion of the water service connection or in other waters pipes on private property or in the interior plumbing system within the consumer's premises, the Chief Administrative Officer may refuse to turn it on again until he/she has received satisfactory evidence that the necessary repairs have been made.

7.6 Applications for Water Service Connections:

- a) Shall be made in writing on a form supplied by the Village.
- b) The owner at the time of making an application for a water service connection by Village forces is required to pay to the Village, in advance, the estimated cost of the water service connection as calculated by the Chief Administrative Officer subject to a refund or further payment depending on the actual cost when the work is completed.

7.7 Ownership of Service: The Village is the owner of the water service connection on Village property after installation and the Village is responsible for the control, maintenance, repair and replacement of that portion of the water service connection, thereafter.

7.8 Replacement of Service Connection: Any owner who wishes to have an existing water service connection on Village property replaced with a connection of a different size or relocated to a different location shall apply to the Chief Administrative Officer in writing for approval and the Chief Administrative Officer may authorize the work to be carried out by the Village, subject to payment in advance, of the cost of the project as determined by the Chief Administrative Officer.

7.9 Discontinuation of Use: Where the owner discontinues the use of a water service connection to his property, he shall notify the Village forthwith in writing by requesting the Village to disconnect the water service connection from the water system. Upon such request being made, the owner shall make payment in advance for the cost of the disconnection as determined by the Chief Administrative Officer.

7.10 Frozen Services on Private Property: If a water service connection is frozen on private property it shall be the consumer's responsibility to have it thawed at the consumer's expense.

7.11 Private Fire Hydrant: No person or persons shall use water from a water service connection that supplies water to private fire hydrants, for any purpose other than fire protection, unless the water service connection is connected to a water meter or the branching connection that supplies water for use other than fire protection purposes is connected to a water meter.

7.12 Liability For Low Water Pressure or Inadequate Volume: The Village shall not be liable for loss or damage suffered by any person by reason of low water pressure, or by interruption to, or failure of, the water system to deliver water in adequate volume and pressure for fire protection purposes.

SECTION 8.0 WATER METERS

8.1 Metering or Services: All water services connected to the Village's water system shall be metered except for:

- a) Fire service connections which are not used for any other purpose; or
- b) Such other connections where in the opinion of the Chief Administrative Officer, it is impractical to install a water meter.

8.2 Determination of Rate for Water Not Metered: If in the opinion of the Village Chief Administrative Officer it is impractical to install a water meter where a water meter would otherwise be required according to this Bylaw, the Chief Administrative Officer shall determine the rate to pay for the water.

8.3 Access to Meters: For the purpose of conducting water use surveys; or sampling, leakage, flow and pressure tests; or reading water meters or installing, inspecting, repairing, replacing and removing water meters, cross connection control devices and related equipment upon any water service connection within or outside of any house or building as may be required, employees of the Village employed for that purpose shall have free access at proper hours of the day and upon reasonable notice given and request made, or in the case of the written authority of the Mayor given in respect of a special case, without notice, to all parts of every building or other premises in which water is delivered and consumed.

8.4 Alterations: For the purpose set out in Section 8.3 of this Bylaw or for the purpose of protecting, testing or regulating the use of any water meter, cross connection control device or other equipment forming part of the water system, employees of the Village employed for that purpose may set or alter the position of the water meter, cross connection control device or of any pipe, valve or fitting forming part of the water system.

8.5 Charges by Village: The Village may charge for and recover from the owner the cost of supplying, installing, altering, repairing, relocating or removing a water meter. Any such charges may be collected in the same manner as water rates.

8.6 Access Upon Discontinuing Service: Where any consumer discontinues to use of the water utility furnished by the Village, or the Village lawfully refuses to continue any longer to supply it, any employee of the Village employed for that purpose may at all reasonable times enter the premises in or upon which such consumer was supplied with the water utility for the purpose of removing therefrom any fittings, machines, apparatus, meters, pipes or other things that are the property of the Village in or upon such premises and may remove them therefrom.

8.7 Customers Responsibility for Suitable Meter Site:

- a) For all water service connections, it is the consumer's responsibility to provide a suitable site for a water meter near the point of entry of the water service connection and inside the building. The Village shall not be required to provide water service if the owner fails to make available a site acceptable to the Chief Administrative Officers.
- b) The owner shall make provision for the installation of water meters in accordance with the Village's standard specifications for water mains and services. If an owner wishes to install other metering, piping or valving arrangements, the owner shall apply to the Chief Administrative Officer for approval in writing, prior to installation. If inspection indicates the installations as shown on the standard drawings or any modified drawings approved by the Chief Administrative Officer have not been carried out, the owner shall alter, correct or modify the installation at his expense, in order to comply with the drawings approved by the Chief Administrative Officer have not been carried out, the owner shall alter, correct or modify the installation at his expense, in order to comply with the drawings approved by the Chief Administrative Officer. If the owner does not make the installation in the manner approved by the Chief Administrative Officer, the Village shall have the right to refuse to supply water to the premises.
- c) No consumer shall relocate, alter or change any existing water metering facilities without the written approval of the Chief Administrative Officer. The consumer shall submit plans and specifications for any proposed relocation of water metering facilities and, if approved, the consumer shall pay the entire cost, including any costs incurred by the Village, in making any such relocation, alteration or change.

8.8 Size, Type and Number of Meters

The Chief Administrative Officer shall determine the size and type and number of water meters to be supplied and installed by the Village. Where the water supplied through a meter is for fire protection purposes or for combined fire protection and other uses, the meter shall be of a fire service type, approved by the Chief Administrative Officer and the appropriate water rate shall apply.

8.9 Village Ownership of Meters:

All water meters shall be supplied, installed, maintained, repaired, tested and replaced by the Village unless other arrangements are approved in writing by the Chief Administrative Officer. The Consumer shall pay the additional costs for supplying and installing meters, after the initial water meter installation program in 2014-2015 funded by the Village or where the installation as approved by the Chief Administrative Officer requires a fire service type water meter or other special type of water meter. Notwithstanding the payment of such additional costs, the water meter shall remain the property of the Village.

8.10 Multiple Meter Installations:

Where the Village agrees to supply and install two or more water meters for a single water service connection, all meters shall be installed adjacent to each other as close as possible to the place where the water service connection enters the building.

8.11 Relocation of Meter Due to Building Alterations:

If the Chief Administrative Officer is dissatisfied with the location of any water meter due to alterations to a building he/she may require that the water meter be relocated by the occupant to a more suitable or convenient location near the point of entry of the water service connection. All costs associated with relocating the water meter including Village costs shall be paid by the owner.

8.12 Housing for Meters

Where a water meter cannot be installed in a building, it is the owner's responsibility to provide a meter building or a meter vault on the owner's property near the property line, at the owner's expense and in accordance with the Village's standard specification for water mains and services. The owner shall maintain and repair the meter building or vault at his expense. If the owner after receiving written notice from the Chief Administrative Officer, neglects to repair or improve his meter building or vault, the Chief Administrative Officer shall authorize the necessary repairs be carried out and the owner will be charged for the costs incurred.

8.13 Safekeeping for Water Meters

A consumer is responsible for the safe-keeping of the water meter and any remote reading device that may be installed with the water meter on the consumer's property. A consumer shall protect the water meter and connecting valves and pipes from freezing, excessive heat, overheating of water, external and internal damage of any kind and any other thing which may affect the operation or reading of a water meter and shall pay the cost of repairing or replacing any water metering facilities supplied and installed by the Village that may be damaged from the foregoing causes or any other causes within the consumers' control.

8.14 Notification by Owner

A consumer shall notify the Chief Administrative Officer immediately whenever a water meter is not operating or if any part of it becomes damaged or broken.

8.15 Payment for Removed or Stolen Meters

If a water meter is removed or stolen the owner of the premises shall pay the costs of replacing the meter including installation. If not paid, the cost may be added to the taxes levied on the property and collected in the same manner as Municipal property taxes.

8.16 Tampering with Meters or Remote Reading Devices

No person shall interfere with or tamper with the operation of any water meter or remote reading device. All by-pass valves on water meter installation shall be sealed by the Village and no one shall open such by-pass valves except for emergency use. The Chief Administrative Officer is to be notified within 24 hours if a seal is broken for the emergency operation of a by-pass valve.

8.17 Meter Spacers

No person shall use a meter spacer in place of a meter except for the testing, as approved by the Chief Administrative Officer, of a new plumbing system or a water meter.

8.18 Inspection of Premises Prior to Supplying

The Chief Administrative Officer may inspect the premises to be supplied with water from the water system, prior to supplying water, to determine if there is proper access to the water meter site and to determine if the site is suitable and acceptable to the Chief Administrative Officer for installing, reading, maintaining and repairing the meter and related facilities.

8.19 Seasonal Water Services

Unless otherwise approved by the Chief Administrative Officer, all water supplied through temporary and seasonal water service connections shall pass through a water meter installed by the Village. The consumer shall pay the cost of each installation and each removal of the water meter for such connection, in addition to the charge for the water supplied to the premises and for the cost of any damage to the water meter and related metering facilities from causes within the consumer's control.

8.20 Reading of Water Meters: Water meters shall be read at the discretion of the Chief Administrative Officer. If a meter reader cannot enter the premises to read the water meter, he may leave a card with instructions requesting the consumer to notify the Village as soon as possible of the water meter reading. In the event an occupant refuses to allow a meter to be read for a period in excess of two months, the Village Chief Administrative Officer may shut off the supply of water to that meter.

a) If the Village is unable to obtain a water meter reading or if a water meter fails to register properly the amount of water consumed or if water supplied through a meter has not for any reason whatsoever registered on the meter, the amount of water consumed since the last time the water meter was read and was recording consumption accurately may be estimated by the Chief Administrative Officer based on previous consumption or daily average consumption for the premises and the consumer shall pay for the cost thereof based on such estimate of consumption. Payment of an estimated amount shall not excuse the consumer from liability for payment of a greater amount which may be owing after a meter is read.

b) If a metered residential customer experiences abnormally high water consumption, the Chief Administrative Officer may adjust the water bill conditional on the customer correcting the cause for the high consumption to the satisfaction of the Chief Administrative Officer.

8.21 Removal for Maintenance

Water meters may be removed by the Chief Administrative Officer for maintenance and testing on a periodic basis. The Village Chief Administrative Officer may require that a specific meter be tested on site, or be removed and tested.

8.22 Payment for Meter Testing

A consumer may request that the Chief Administrative Officer test a water meter located on the consumer's premises. If the water meter is found to be measuring correctly within two percent of accuracy, the consumer shall pay the fee established.

8.23 Ownership of Meters:

a) All water meters supplied and installed by the Village shall at all times be the property of the Village.

b) No person, other than an employee of the Public Works, or a person authorized in writing by the Chief Administrative Officer, shall install, test, remove, repair, replace or disconnect a water meter.

SECTION 9.0 HYDRANTS

9.1 Temporary Water Supply from Hydrants: Water may be taken from a Village fire hydrant on a temporary basis where:

- a) No other supply of water can be conveniently obtained; and
- b) The Chief Administrative Officers authorizes such use.

9.2 Unauthorized Use of Hydrant: Any person or persons authorized under Subsection 9.1 of this section shall:

- a) Have in their possession, at the time the hydrant is in use, a valid hydrant use permit
- b) Pay to the Village, prior to using a hydrant, a hydrant damage deposit and a hydrant inspection fee as set out by Village Council.
- c) pay to the Village all other costs incurred by the Village, resulting from their use of the hydrant including the cost of the water used, as determined by the Chief Administrative Officer.

9.3 Relocation of a Fire Hydrant: Any person who wishes to have a fire hydrant relocated which is situated on property owned by the Village may request in writing to the Chief Administrative Officer that the hydrant be relocated, or raised or lowered in elevation. If the Chief Administrative Officer considers it feasible to relocate the hydrant, the person making the request shall pay in advance the estimated cost as calculated by the Chief Administrative Officer subject to a refund or additional payment depending upon the actual cost when work has been completed.

9.4 Private Hydrants:

- a) The Village may require that a fire hydrant be installed on private property at the expense of the owner of the property. The approval for, and installation, use and maintenance of fire hydrants on privately owned property shall conform to the requirements as set forth by the Village.
- b) No person shall use water from a fire hydrant located on private property for any purpose other than fire protection unless authorized by the Village Chief Administrative Officer.

9.5 Ownership of Hydrants: All fire hydrants, except fire hydrants situated on private property, are the property of the Village.

SECTION 10.0 CROSS CONNECTIONS AND BACKFLOW PREVENTION

10.1 Cross Connections: No person shall connect, cause to be connected or permit to remain connected to the water system a cross connection that has not been approved in writing by the Chief Administrative Officer.

10.2 Inspections for Cross Connections: Where the Chief Administrative Officer believes that a cross connection exists in contravention of Subsection 10.1, the Chief Administrative Officer may carry out an inspection:

- a) Upon reasonable notice to the consumer; or
- b) Without notice to the consumer where the Chief Administrative Officer has determined in his/her sole discretion, that an immediate threat of contamination to the water system exists that may endanger public safety or property.

10.3 Notice of Contravention: If it is determined that Subsection 10.1 has been contravened, the Chief Administrative Officer may issue such written orders or orders to the owner, consumer or other person as the case may be, as may be required to remedy the contravention.

10.4 Failure to Comply with Order: Where a person fails to comply with an order issued under Subsection 10.3, the Chief Administrative Officer may:

- a) Upon reasonable notice to the consumer, shut off water service; or
- b) Without notice to the consumer, shut off water service, where the Chief Administrative Officer has determined, in his sole discretion, that an immediate threat of contamination to the water system exists that may endanger public safety or health.

10.5 Installation of a Cross Connection Control Device: Notwithstanding Subsections 10.1 and 10.2, where in the opinion of the Chief Administrative Officer, a situation exists which creates a risk of contamination of the water system, the Village Chief Administrative Officer may require a cross connection control device be installed on the consumers water service connection by the consumer, and at the consumer's sole expense, in a location to be determined by the Chief Administrative Officer.

10.6 Inspection and Testing of Cross Connection Control Devices: Where a cross connection control device has been installed, the consumer shall:

- a) upon the written request of the Chief Administrative Officer, have all cross connection control devices inspected and tested by personnel approved by the Chief Administrative Officer to determine whether such devices are in good working condition, at the time of installation and thereafter annually, or as required by the Chief Administrative Officer, at the sole expense of the consumer.
- b) Submit a report in a form approved by the Chief Administrative Officer within 30 days of a testing date, contained the results of any and all tests performed;
- c) Display a record card on or adjacent to the cross connection control device containing the following information:
 - i) name and address of the owner of the device;
 - ii) the location, type, manufacturer, serial number and size of the device;
 - iii) the test date;
 - iv) the tester's initials
 - v) the tester's name (if self-employed) or the name of the employer; and
 - vi) the tester's license number.

10.7 Maintenance of Cross Connection Control Devices: When the results of a test referred to in Subsection 10.6 of this Bylaw show that a cross connection control device is not in good working condition, the consumer shall when so directed by the Chief Administrative Officer make repairs or replace the device within Ninety-six (96) Hours. If the consumer fails to comply with the direction given by the Chief Administrative Officer, the Chief Administrative Officer may shut off the water service or water services.

10.8 Failure to Maintain:

a) If a consumer fails to have a cross connection control device tested, the Chief Administrative Officer may notify the consumer that the cross connection control device must be tested within ninety-six (96) hours of the consumer receiving the notice.

b) If a consumer fails to have a cross connection control device tested within the ninety-six (96) hours when requested by the Chief Administrative Officer, the Chief Administrative Officer may shut off the water service or water services, until the cross connection control device has been tested and approved as required by Subsection 10.6 of this Bylaw.

10.9 Turn On of Water Supply: No person shall turn on a water service valve to provide water to the occupants of any newly renovated or constructed or reconstructed premises until the plumbing system in such premises has been inspected for cross connections and approved by the Chief Administrative Officer.

SECTION 11.0 INTERFERENCE

11.1 General: No person, or persons shall:

a) Waste Water;

b) Use water for domestic lawns, gardens, commercial and industrial purposes during periods of water restrictions imposed by Village Council or the Chief Administrative Officer.

c) Sell water obtained from the water system, unless authorized by the Chief Administrative Officer.

d) Supply water obtained from the water system to any person who intends to sell the water;

e) Supply water, by pipe or a hose, to any other premises which should be supplied with water through its own water service connection.

f) Willfully or maliciously hinder or interrupt or cause or procure to be hindered or interrupted, the Village or its contractors, servants, agents, workmen, or any of them, in the exercise of any the powers and duties relating to the water utility and authorized by or contained in this Bylaw.

g) Willfully open or close any hydrant or water valve or obstruct the free access to any hydrant or water valve or valve chamber by placing on it any building material, rubbish or other obstruction.

h) Throw or deposit any injurious or offensive matter into the water or water system or in any way foul the water or commit any willful damage or injury to the works, pipes, or water or encourage the same to be done;

i) Willfully alter or tamper with in any way any water meter placed upon any service pipe or connected therewith within or outside any house, building or other place so as to lessen or alter the amount of water registered thereby.

j) Attach or connect any pipe to the water system or in any other way obtain or use any water thereof without consent of the Chief Administrative Officer;

k) Willfully and without authority hinder, interrupt or cut off the supply of water to any consumer or consumers of the water system.

l) Contaminate the water used in the water system or do any act which causes or results in the contamination of water used in the water system.

Notwithstanding the provisions of this section, the Chief Administrative Officer authorizes the Public Works Foreman to run water for:

- 1) Flushing water mains, hydrant leads and water service connections in order to clean them; or
- 2) Preventing water mains, hydrant leads and water service connections from freezing; or
- 3) Conducting water flow tests; or
- 4) Training programs for Fire Fighters employed by the Village's Fire Department; or
- 5) Such other purposes as may arise from time to time

11.2 Interference with the use and operation of fire hydrants:

- a) Except as otherwise authorized by the Chief Administrative Officer, no person shall use water from a fire hydrant except for the purpose of emergency fire protection.
- b) No person shall connect, cause to be connected or allow to remain connected, any piping, fixture, fitting, container or appliance to a fire hydrant:
 - 1) In a manner which, under any circumstances, may allow water, waste water or any liquid or substance of any kind to enter the water system; and
 - 2) Without using or maintaining a cross connection control device which has been approved by the Chief Administrative Officer.
- c) No person shall do anything to obstruct access to a fire hydrant or to interfere with the operation of a fire hydrant.
- d) All persons who own property on which a fire hydrant is located or property which is adjacent to property on which a fire hydrant is located:
 - 1) Shall maintain a two(2) meter clearance on the port sides of a fire hydrant and a one (1) meter clearance on the back side of a fire hydrant; and
 - 2) Shall not permit anything to be constructed, erected, placed or planted within the clearance provided in paragraph (1) of this subsection.
- e) Any person found to be in violation of Subsection d) of this section shall remove any obstruction as directed by an Enforcement Officer.
- f) Failure to comply with the directions of an Enforcement Officer may result in the obstruction being removed by the Village at the expense of the person in default, and the Village may recover the expenses and costs, if any, by action or in like manner as municipal taxes.

11.3 Interference with the use and operation of service connections:

- a) No person shall damage, destroy, remove or interfere in any way with any pipe, pipe connection, valve, water meter, seal or other appurtenance forming part of the water system.
- b) No person shall in any way interfere with or cause any interference with the use of the water system by another consumer and without limiting the generality of the foregoing, no person shall attach any device to any water pipe which may create noise, a pressure surge, backflow or contamination.

- c) No person shall use any boosting device on any water service connection for the purpose of increasing water pressure without an approved backflow prevention device being installed upstream of the boosting device and the approval of the Chief Administrative Officer.
- d) No person shall install branch supply lines, outlets, or fixtures on the upstream side of a water meter or shut-off valve, except for fire protection purposes.
- e) No person shall tamper with, break or remove any seal installed by the Village on any valves or flanged outlets on water service connections or water metering facilities except in case of an emergency.
- g) No person, except someone authorized by the Chief Administrative Officer, shall turn on or off a water service valve or any other valve or valves in the Village's water system.
- h) No person, except someone authorized by the Chief Administrative Officer, shall turn on a water service valve which has been turned off by the Chief Administrative Officer or any other Village employee.
- i) Everyone who wishes to operate a specific water service valve on Village property for the purpose of turning on water for testing a new plumbing system, or for replacing or renewing a water shut-off valve or stop-and-waste valve, or for replacing the water service connection or piping on private property, shall first obtain permission from the Chief Administrative Officer.

11.4 Contravention: Any person who contravenes this Section may forfeit the right to be supplied with water and shall be guilty of an offence and liable on Summary Conviction to a fine of not less than One Hundred Dollars (\$100.00) nor greater than Twenty-Five Hundred Dollars (\$2,500.00).

SECTION 12.0 PENALTY SECTION

12.1 Serving of Notice: Notices issued under the provisions of this Bylaw shall be served by an Enforcement Officer.

12.2 Penalty for Contravention: Except as otherwise provided in this Bylaw and subject to the provisions of Subsection 12.3 of this section, a person who contravenes any provision of this Bylaw and any other person liable for such contravention shall, upon summary conviction before a Court of Competent Jurisdiction, be liable to a fine of not more than Two Thousand Five Hundred Dollars (\$2,500.00) or in the event of non-payment of the fine, imprisonment, for a period not exceeding six months unless a fine is sooner paid.

12.3 Issuance of a Violation Ticket: Notwithstanding Subsection 12.2 of this section whenever an Enforcement Officers has reason to believe or does believe a person has contravened any provisions of this Bylaw, the Enforcement office may issue a Violation Ticket for each offence.

12.4 Liability for Expenses: Notwithstanding Subsections 12.2 and 12.3 of this section, the imposition of a fine either by issuance of a Provincial Violation Ticket or Summary Conviction in a Court of Competent Jurisdiction shall not relieve any person so fined from any liability to pay to the Village of Donalda any expenses arising from any damage caused by that person to Village of Donalda property.

12.5 Penalty Schedules: Sections of this Bylaw subject to the issuance of a Provincial Violation Ticket are listed with the penalty on Schedule "B". Court appearances will be required for Sections of the Bylaw referred to in Schedule "C".

12.6 Termination of Supply for Contravention: Notwithstanding Subsections 12.2 and 12.3 of this section, a person who contravenes any provision of this Bylaw may forfeit the right to be supplied with water from the Village water supply.

SECTION II – Sewer Utility

Part 1 – Administration

1.1 The Village shall in accordance with the terms and conditions prescribed in this Bylaw, be responsible for the operation and management of all Utility Service facilities and equipment utilized for the wastewater collection, treatment and disposal.

1.2. a) The Village shall supply sanitary sewer services so far as there is sufficient capacity to any consumer where the property is situated along a sewer main.

b) So far as is reasonably possible, endeavour to provide regular and uninterrupted operation of the utility services. However, breaks to sewer mains and other facilities are inherent to the normal operation of a utility and may result in interruptions to the utility service.

1.3 The consumer shall:

a) pay all charges and rates for the sewer utility provided by Village of Donalda Bylaw

b) adhere to the requirements of this bylaw

c) be responsible for the condition and protection of all facilities located on the Consumers property. The consumer shall be liable for any destruction or damage to the utility services located on the consumers property unless the destruction or damage is caused by the Village.

d) not extend a service from one lot to another without prior consent of the Village.

Section 2.0 – Right of Entry

2.1 For the purposes of enforcing the provisions of this Bylaw, a Bylaw Enforcement Officer shall be a designated officer.

2.2 A designated officer may, for the purposes of ensuring that the provisions of this Bylaw are being complied with, enter upon any property in accordance with section 542, 543 or 544 of the Municipal Government Act, as applicable, in order to carry out an inspection, enforcement or other action required or authorized by this Bylaw, the Municipal Government Act or any other statute.

2.3 Notwithstanding section 2.2, a Designated Officer may enter and have access to all parts of a property in which a utility service is provided by the Village, or intended to be provided by the Village at any reasonable hour for:

a) the purpose of constructing, repairing or maintaining the system or works of the sewer utility including but limited to the main line or service connection.

b) Investigating a consumer complaint or query where the consumer has provided written permission for the Village to investigate the complaint, query, including entering the property at any reasonable time.

2.4 The Designated Officer will make reasonable efforts to notify the Consumer of when he/she intends to enter the property , or other person who is at the property and appears to have sufficient authority to permit entry except:

- a) in the case of an emergency
- b) where entry is permitted under Order of Court
- c) where entry is authorized under a statute or other enactment.

Section 3 – Liability of the Village

3.1 The Village shall not be liable for any loss, injury, damage, expense, charge, cost or liability of any kind whether direct, indirect, special or of a consequential nature (except only as specifically provided for in this section) arising out of or in any way connected with failure, defect, fluctuation, reduction or interruptions in the provision of Utility Service by the Village to Consumers, howsoever caused including that which is caused by or related to:

- a) the break, blockage, stoppage or failure of any portion of the Utility Services within the Village
- b) the interference with or cessation of the Utility Services in connection with repair or proper maintenance of the sewer utility
- c) directly or indirectly as a result of the Village approving any Service Connection
- d) any accident or incident due to the operation of the sewer utility unless such costs of damages have been shown to be directly due to an act of bad faith, gross negligence or wilful misconduct of the Village or its employees, agents or other authorized representative.

Section 4 – Private Wastewater Disposal Systems

4.1 If a property does not lie along the line of a sewer main, the buildings on such property shall be connected to a private wastewater disposal system complying with the provision of this Bylaw.

4.2 The type, capacity, location and layout of a private wastewater disposal system shall comply with all requirements of the Alberta Private Sewage Disposal Regulations.

4.3 No private wastewater disposal system shall discharge to any storm sewer or natural outlet.

4.4 If a property is situated along a sewer main and no lawful private wastewater disposal system is installed on the property, the property shall be connected to the sewer utility, at the owners sole cost and expense, in accordance with the terms of this bylaw, unless prior written approval is obtained from the Village.

Section 5 – Use and Protection of the Wastewater System

5.1 The Sewer Utility may be disconnected by the Village, when in the opinion of the CAO:

- a) The property is or appears to be abandoned
- b) There is a non-compliance of this Bylaw on the property
- c) There is an emergent situation or;
- d) It is necessary to protect the integrity of the Village Sewer Utility

5.2 Any person who released or permits to be released into the sewer main or a service connection any wastewater or matter prohibited as per Schedule D from entering the Sewer Main or a service connection, shall immediately upon becoming aware of the release notify:

- a) The Village of Donalda CAO
- b) The Owner of the Property; and
- c) Any other person who the reporting person knows or ought to know that may be directly affected by the release.

5.3 When notifying the Village of Donalda CAO pursuant to section 5.2, the notifying person shall provide the following information:

- a) Name of the company or person who caused the release;
- b) Location of the release;
- c) Name and contact information of the notifying person;
- d) Approximate time of the release;
- e) Type of materials released;
- f) Volume of material released and
- g) Corrective action being taken or anticipated to be taken to control the release.

Section 6 – Industrial or Trade Wastes

6.1 Notwithstanding any other section of this Bylaw, no waste or discharges resulting from any trade, industrial or manufacturing process shall be directly discharged into any Village Sewer Main or Service Connection without such previous treatment as shall be described by the Village for each such case. The necessary treatment works so prescribed shall be completely installed by the Consumer at his cost and expense, prior to the construction of the service connection and thereafter shall be continuously maintained and operated by the Consumer.

Section 7 – Prohibitions

7.1 No Person shall:

- a) operate, use, interfere with, obstruct or impede access to the sewer utility or any portion thereof in any manner.
- b) remove, operate, connect to or alter any portion of the sewer utility services owned by the Villager, except as authorized by the Village, and in accordance with the standards and policies established by the Village. A consumer shall be responsible for all damage to the sewer utility resulting directly from a breach of this bylaw.
- c) use the sewer utility in any manner that causes any interference or disturbance to any other consumer's use of the utility services.

7.2 No Person shall throw, deposit or leave any garbage, litter, refuse manure, rubbish, sweepings, sticks stones, bricks, earth, gravel, dirt, mud, hay, straw, twigs, leaves, papers or ashes on or in any part, component or appurtenances of the sewer utility or sewer main.

7.3 No Person shall discharge into the sewer main or a service connection:

- a) Hazardous waste or other liquids which may detrimentally affect the sewer utility
- b) any substance which may impact the flow through the sewer main or service connection
- c) chemical refuse, trade waste, waste stream, condensing water, or any liquids whose temperature is one hundred and seventy seven (177) degrees Celsius or over;
- d) inflammable or explosive material
- e) storm water
- f) roof drainage
- g) cistern or tank overflow
- h) condensing or cooling water
- i) effluent from a basement sump pump

7.4 No Person shall discharge into the sewer main or a service connection the contents of a:

- a) Privy vault
- b) Manure pit
- c) Cesspool

7.5 Unless authorized by the Village, no person shall:

- a) turn, lift, remove, raise or tamper with any component of the sewer utility, including to but not limited to manholes, ventilators, or other appurtenances;
- b) cut, break, pierce or cap the Sewer main or an approved service connection or;
- c) interfere with the free discharge of any sewer main or part thereof, or do any act which may impede or obstruct the flow from the sewer main or service connection.

7.6 No Unauthorized person shall cut, break, pierce, or tap any part of the Village's Sewer Utility or accessories or introduce any pipe, tubes or conduit into any component of the Villages Sewer Utility.

Section 8 – Connection to Sewer Utility

8.1 Service Connections located within the Property boundaries of a property are owned by the Owner of the Property and the Owner shall be responsible for the construction, maintenance and repair of that portion of the service connection.

8.2 The Village shall at all times, remain the owner of that portion of the service connection between the Villages sewer main and the private property line.

8.3 As a condition of receiving sewer utility service from the Village, the owner shall maintain, in a state of good repair, free from leakage, infiltration and/or other forms of loss, with sufficient protection from

freezing all parting of the service connection to the satisfaction the Village CAO through, which wastewater is conveyed from outlets or fixtures located on or within the property to the sewer main.

8.4 An Owner Shall:

- a) prior to constructing a service connection obtain all necessary municipal and provincial approvals, including a development permit and safety codes permits;
- b) ensure all components of the service connection are located within the boundaries of a property be constructed to meet or exceed provincial standards.
- c) not backfill the excavation until the work has been inspected by the appropriate designated officer(s).

8.5 Where an Owner of a property fails or refuses to maintain, repair or replace all or any component of the service connection as required pursuant to this Bylaw, the Town may:

- a) disconnect the sewer utility to the property, on twenty four (24) hours notice to the Owner and Occupant, until the necessary repairs have been made, at the owners expense or the service connection has otherwise been restored to a condition satisfactory to the village.

8.6 Any person complaining of a failure or interruption of the Utility Service, the investigation of which necessitates the opening up or excavation of a street, prior to such opening up or excavation, shall deposit with the Village the costs, as estimated by the Village CAO for such work.

8.7 The Village shall be responsible for all costs incurred in respect to any investigation of the cause, and the repair of the obstruction, where the obstruction is determined to be located between the sewer main and the boundary of the property line. Where the obstruction is located inside the boundary line of the property, the owner of the property shall be solely responsible for the costs of investigation of the cause and the repairs to the service connection.

8.8 The Village shall not be liable for the damages caused by any blockages or damages caused by tree roots infiltrating a service connection whether the roots originate from trees on Village owned property or private property.

8.9 An Owner shall install a back flow valve on the service connection connected to the sewer main to prevent wastewater backup into the property from the sewer main.

8.10 When a service connection for the utility service is no longer required, the Owner shall obtain written permission from the Village to disconnect from the sewer main. The Owner shall disconnect in compliance with the directions of the town relative to the method and location and shall bear all responsibility and costs associated with the disconnection.

Section 9 – Offences

9.1 Any Person who contravenes any provision of this Bylaw is guilty of an offence and liable, upon summary conviction, to a penalty set out in Schedule “B” herein.

9.3 Notwithstanding section 9.1 of this bylaw, any person who commits a second, third or subsequent offence under this Bylaw within one (1) year of committing the first offence is liable for the increased penalty as set out in Schedule “B” herein.

PART III – Garbage Utility

Section 1 – Waste Collection Fee

- 1.1 All Village of Donalda properties within the collection area shall be levied a residential waste collection fee as established by Council from time to time.
- 1.2 All Village of Donalda utility customers while in account with the Village for water service are deemed to be in account for waste collection services.
- 1.3 Waste fees shall be added to and form part of the Village of Donalda Utility bill and shall be due and payable on or before the due date shown on the utility bill.
- 1.4 A penalty charge shall be levied on any unpaid amount which is outstanding after the due date.
- 1.5 Enforcement of payment of any charges or fees levied pursuant to this by-law may be any or all of the following methods, namely;
 - a) by action in any court of competent jurisdiction
 - b) by shutting off the utility services being supplied to the consumer, or discontinuing the service thereof;
 - c) by distress and sale of goods and chattels of the person owing such charges or fees, wherever they may be found in the Village
 - d) by entering the account on the assessment and tax roll of the Village where the consumer is the owner of the premises being served

Section 2 – Administration of Residential Waste Collection

- 2.1 The collection of solid waste refuse shall be supervised by the CAO of the Village of Donalda and any decision made by him/her respecting the collection of solid waste shall be in accordance with this by-law.
- 2.2 In the event that there is any conflict with respect to any decision made by the CAO under the provisions of this section, a person may appeal such decision to Council and the decision of Council shall be final.
- 2.3 The CAO may authorize the collection of solid waste as often as he/she deems necessary and for the purpose of this subsection he/she has full authority to specify what types of solid waste shall or shall not be collected by the Village.

Section 3 – Waste Collection General

- 3.1 The Village of Donalda shall maintain a system for the collection, removal and disposal of solid waste refuse from residential properties.
- 3.2 The Village of Donalda may enter into a contract with any person for the collection of all or a portion or specific types of solid waste within the Village Limits.
- 3.3 The Village shall not be responsible for the collection or disposal of any solid waste generated on any tax exempt, commercial, industrial property as designated in the Village of Donalda Land Use Bylaw.
- 3.4 All persons requiring a higher level of service or the collection of materials not covered under this by-law herein may make their own arrangements for collection and disposal of solid waste.
- 3.5 Nothing in this By-law shall prevent any person from making his own arrangements for the disposition of solid waste provided that no Federal Statute or Provincial Act or Municipal By-Law is being contravened.

3.6 The Village shall not be obligated to collect any solid waste at any premises where the provisions of the by-law are being contravened, and the occupant of such premises shall be so notified by the Village.

3.7 All residential properties within the collection area and Village owned or operated buildings shall have their solid waste removed by collectors engaged by the Village to provide such services at regular intervals established by Council.

3.8 When a dwelling contains a commercial or industrial establishment that generates solid waste, all solid waste from that facility will be removed at the expense of the owners.

3.9 No collection will be made where there is a threat of harassment of or interference with a collector by dogs or other animals.

3.10 No persons, other than those authorized under the provisions of this By-law, shall interfere with or disturb the contents of a waste receptacle after the same has been placed for collection.

3.11 The collector shall not be responsible for the cleanup of waste spilled by the owner or resulting from the waste being stored in insecure waste receptacles.

3.12 The municipality will not be responsible for any damages to waste receptacles.

Section 4 – Location of Receptacles and Containers

4.1 From May 1 to October 31 – Solid waste receptacles shall be placed in the rear of the property as close to but not intruding on the alleyway.

From November 1 – April 30 – Solid waste receptacles shall be placed in the front of the property as close to the curb as possible located not to impede any pedestrian or vehicular traffic or road maintenance operations or so as to endanger the safety of a solid waste collector or any other person.

4.2 The CAO of the Village shall be the final authority on the placement of waste receptacles/containers in cases of dispute.

Section 5 – Preparation of Waste for Residential Collection

5.1 No person shall, within the Village:

- a) deposit animal carcasses or parts thereof for disposal with solid waste unless double bagged, sealed and of a weight and dimension stipulated under this bylaw
- b) place any oil or grease or liquid fat or flammable liquids or other fluid waste for disposal with solid waste
- c) place any solid waste or any discarded material whatsoever, on any property not his own or occupied by him, except in a sanitary land fill area provided for the disposal of such material
- d) place more than 20 kg of solid waste or discarded material in any single receptacle, or use a receptacle having a volume of more than 100 litres.
- e) place any scrap lumber or discarded building materials of any kind with or as garbage unless contained in boxes or bags or tied in bundles not more than 1.2 meters in length.
- f) leave receptacles uncovered and thereby allow animals or birds or flies to gain access to the contents

5.2 The owner or occupant of residential property shall keep the lane in the rear and/or sidewalk in front of their premises in a clean and tidy condition and free from solid waste.

5.3 No owner or occupant shall permit waste to accumulate loosely on any land or property.

5.4 The owner or occupant of residential property shall ensure that any solid waste is held in receptacles or containers in good condition adequate to contain the accumulation of solid waste originating from such property between collection times.

5.5 The owner or occupant of a residential property within the collection area shall:

- a) provide receptacles for the depositing of household solid waste and yard waste for disposal.
- b) thoroughly drain all household solid waste and place it in either plastic garbage bags and or securely tie the parcel before depositing in the receptacles
- c) ensure that waste paper and cardboard if not recycled is securely tied in bundles or tied with bags and placed within or beside the receptacles for removal
- d) ensure that ashes are cold and kept separate when set out for collection;
 - i) for the purposes of this item, ashes shall not be considered "cold" until at least 5 days after they have been removed for a fire
- e) at those infrequent intervals when accumulated household solid waste cannot be accommodated within the waste receptacles, place the extra waste accumulated in non-returnable plastic garbage bags or large double ply cardboard box container of sufficient strength to hold the waste contained therein provided:
 - i) Bags are securely tied at the top and
 - ii) No sharp or pointed or jagged objects placed therein that may puncture or tear or split the bag or box and
 - iii) The bags or boxes are not filled with such bulk or weight as to cause the bags or boxes to split open when lifted and
 - iv) Boxes are not allowed to become so wet as to collapse or open when moved.
- f) Ensure that all receptacles and containers are fitted with covers which must remain closed. The covers must prevent waste spilling or blowing from receptacles or containers.
- g) Place all ashes or offal or dung in a separate disposable container
- h) Place household waste in bags or packages before depositing same in receptacles for disposal
- i) Place all weeds and cutting of grasses and shrubs in disposable bags or boxes.
- j) Ensure that during winter conditions, no solid waste or limited kitchen organic waste set out for collection is located on top of any snowbank, and that the areas in which such solid waste is located is clear of snow and ice to provide ready and safe access by any solid waste collector.
- k) Keep receptacles clean and free of any substance that will attract flies or other vermin.

5.6 The owner of the container or receptacle who fails to, within 24 hours, pick up waste which has spilled from such containers or receptacles is liable for an offense under the By-law.

5.7 The number of waste receptacles or bags to be set out for collection day shall not exceed 5 per residential unit per collection day.

Section 6 – Prohibitions

6.1 No person shall, within the Village:

- a) burn any solid waste
- b) pick through, or remove, or in any way interfere with any solid waste on a property not his own.
- c) collect waste for use as animal food
- d) place any hazardous goods with, or as, solid waste for collection
- e) dispose of any waste from non-residential establishments in receptacles used for disposal of waste intended for residential dwellings.

6.2 The provision of this section shall not apply when a permit has been obtained from the authority having jurisdiction to carry on the activity specified on the permit.

Section 7 – Offences and Penalties

7.1 Every person who contravenes any portion of this By-Law is guilty of an offence and liable on summary conviction to a fine of not less than one hundred dollars (\$100.00) and not more than twenty-five hundred dollars (\$2500.00).

7.2 Notwithstanding any other provisions for penalties in this By-law, a Bylaw Enforcement Officer may issue a voluntary penalty ticket in respect to the alleged breach in the amount of \$50.00 for the first offence and in the amount of \$100.00 for a second or subsequent offence to the accused in respect to said breach. This voluntary penalty ticket is due and payable within 14 days of issue.

7.3 The levying and payment of any fines issued shall not relieve a person from the necessity of paying any fees or costs from which he is liable under the provisions of this By-law.

PART IV – BYLAW ENACTMENT

SEVERABILITY – Should any provisions of this Bylaw be declared invalid, then such invalid provision shall be severed, and the remaining Bylaw shall be maintained.

Bylaws #726 is hereby repealed.

This Bylaw shall come into force effective for January 1, 2021.

Bylaw #734/20 was given first reading and passed in open council duly assembled in the Village of Donalda, in the Province of Alberta, this 15th day of December 2020.

Bylaw #734/20 was given second reading and passed in open council duly assembled in the Village of Donalda, in the Province of Alberta, this 15th day of December 2020.

Unanimous consent for a third and final reading was given this 15th day of December 2020

Bylaw #734/20 was given third and final reading and passed in open council duly assembled in the Village of Donalda, in the Province of Alberta, this 15th day of December 2020.

Chief Administrative Officer

Mayor

“Schedule A”

Rates and Fees for Services

Water Rates

Active Residential and Commercial properties	\$25.00/month
Inactive Residential and Commercial properties	\$10.00/month
Consumption Fee for Water	\$3.50/m3
Hook up and Shut off Water Utility (includes owner name changes for new accounts)	\$50.00 per occurrence

Sanitary Sewer Rates

Active Residential and Commercial properties	\$11.00/month
Inactive Residential and Commercial properties	\$5.00/month
Donalda School	\$30.00/month
Donalda Hotel (5020 Main Street)	\$19.00/month

Garbage Collection Rates

Active Residential and Commercial properties	\$23.00/month
Inactive Residential and Commercial properties	\$5.00/month
Donalda School and Donalda Hotel (5020 Main Street)	Exempt

Fire and Disaster Services Rates

Fire Services	\$19.31/month \$11.33/month
Emergency Management Services	\$3.86/month \$2.27/month

Penalty on Unpaid Utility Accounts	2% per month
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Schedule "B"

Violations listed in Schedule "B" are subject to the following specified penalties.

Violation Tickets

Penalty

Section 11.1(a)

Wastage of water - \$250.00

Section 11.1 (b)

Violation of emergency water allocation regulations - \$250.00

Section 11.2 (a)

Unauthorized drawing of water from fire hydrant - \$250.00

Section 11.2 (b)

Withdrawal of water from a fire hydrant without the use of an approved backflow prevention device - \$250.00

Section 11.3 (h)

Turn off or on water service valve without authorization - \$250.00

Schedule "C"

Offences listed in Schedule "B" are subject upon conviction in a court of competent jurisdiction to a maximum of not more than \$2,500.00 or in event of non-payment of the fine, imprisonment for a period not exceeding six months unless such a fine is sooner paid.

COURT APPEARANCES

Section 1.2 (a)

Illegal use of alternate water supply

Section 1.2 (c)

Illegal connection of alternate water supply to the water system

Section 8.16

Interfere or tamper with the operation of a water meter

Section 10.3

Failure to comply with order issued by the Chief Administrative Officer respecting an illegal cross connection or back flow connection.

Section 11.3 (g)

Turn on water supply prior to inspection

Schedule "D"

Prohibited Wastes

The following are designated as Prohibited Wastes:

1. Any matter in a concentration that may cause a hazard to human health.
2. Any flammable liquid or explosive matter which, by itself or in combination with any other substance, is capable of causing or contributing to an explosion or supporting combustion.
3. Any matter which by itself or in combination with another substance is capable of obstructing the flow of or interfering with the operation or performance of the sewage system or waste water facility including, but not limited to:
 - a) Agricultural wastes;
 - b) Animals, including fish and fowl or portions thereof that will not pass through a two centimeter screen;
 - c) Ashes;
 - d) Asphalt;
 - e) Gardening wastes;
 - f) Glass
 - g) Gravel, into the sanitary sewage system;
 - h) Metal;
 - i) Plastics;
 - j) Rags and cloth;
 - k) Wood, sawdust or shavings from wood
4. Any matter with corrosive properties which, by itself or in combination with another substance, may cause damage to any sewage system or wastewater treatment facility
5. Any matter, other than domestic wastewater, which by itself or in combination with another substance, is capable of creating an air pollution problem outside a sewage system or in an area around a wastewater treatment facility.
6. Any matter which by itself or in combination with another substance, is capable of preventing safe entry into a sewage system or wastewater facility.

7. Any matter which by itself or in combination with another substance is detrimental to the operation or performance of the sewage system, wastewater treatment facility or the environment including, but not limited to
 - a) Biological waste
 - b) Elemental mercury
 - c) Paint, stains, coatings including oil and water based;
 - d) Prescriptions drugs;
 - e) Used automotive and machine oils and lubricants
8. Radioactive material in solid form
9. Effluent from an industrial garbage grinder;
10. Any matter which may;
 - a) Cause a hazard to human health and that cannot be effectively mitigated by wastewater treatment;
 - b) Cause a hazard to the environment;
 - c) Cause a hazard to the Village workers responsible for operating and maintaining the sewage system or the wastewater treatment facilities
 - d) Cause an adverse effect to the sewage system
 - e) Cause an adverse effect to the wastewater treatment facilities
 - f) Result in the wastewater being released by the Village's wastewater treatment facilities being in contravention of provincial regulatory requirements

**Village of Donalda
Request for Decision (RFD)**

Meeting: REGULAR MEETING
Meeting Date: December 15, 2020
Originated by: CAO Vallet
Decision Title: Bylaw 728/20 – Urban Chickens
Agenda Number: 5.10 Village Business

Background Information:

The need for specific legislation surrounding urban chickens within village limits arose during gallery time at the July Regular Meeting of Council. Council Resolution 177-20 directed Administration to draft an appropriate bylaw for consideration. First Reading of Bylaw 728/20 occurred September 15, 2020 at the Regular Meeting of Council. October 19, 2020, a Public Hearing was held to allow for input into the proposed bylaw. Second Reading of Bylaw 728/20 occurred at the October 20, 2020 Regular Meeting of Council.

Specific regulation is required to allow or prohibit chicks.

Discussion/Options/Benefits:

Upon reviewing numerous chicken bylaws in the province of Alberta, including but not limited to; High River, Okotoks, Edmonton, Calgary, Red Deer it was realized that chickens younger than 16 weeks of age were prohibited.

Source of Funding/Estimated Costs

No cost associated with enacting Bylaw #728/20

Recommended Options:

To proceed with introducing Bylaw 728/20 for third and final reading and present Bylaw 728/20 for final reading prohibiting chickens younger than 16 weeks in age.

Motion brought by Council:

BY-LAW # 728 - 2020
VILLAGE OF DONALDA

WHEREAS, Pursuant to section 7 of the *Municipal Government Act*, RSA, c M-36, and any amending or succeeding legislation; The Council of a municipality may pass bylaws for municipal purposes respecting: the safety, health, and welfare of people and the protection of people and property; wild and domestic animals, and activities in relation to them; and the enforcement of bylaws; and

WHEREAS, Pursuant to section 8 of the *Municipal Government Act* the Council of a municipality may, in a bylaw, regulate or prohibit and to provide for a system of licenses, permits, and approvals.

NOW THEREFORE, COUNCIL OF THE VILLAGE OF DONALDA, IN THE PROVINCE OF ALBERTA, ENACTS AS FOLLOWS:

PART 1- PURPOSE

The purpose of this bylaw is to regulate the keeping of chickens within the corporate boundaries of the Village of Donalda in districts designated General Residential and Low Density Residential, thereby prohibiting chickens in Central Commercial, Commercial Retail, Direct Control Parks and Recreation, Public Use and Urban Reserve, under the Village of Donalda Land Use Bylaw # 625 and to remain in compliance with both the parameters of this Bylaw and any associated bylaws, provincial or federal enactments that may apply.

PART 2 – INTERPRETATION

2.1 This Bylaw will be cited as the “Urban Chickens Regulation Bylaw”.

2.2 Definitions

- a) “Act” means the *Municipal Government Act* as amended from time to time;
- b) “Adjoining Neighbours” means a site that is contiguous along a common property line. If the subject site is located on a corner, an adjoining site includes a site that is adjacent across a rear lane, but not across a street;
- c) “Animal Health Act” means Statute of Alberta, 2007, Chapter A-40.2;
- d) “Bee” means the insect *Apis mellifera L.*, also known as honey bees;
- e) “Bylaw” means a bylaw of the Village of Donalda and amendments thereto;
- f) “CAO” means the person appointed to the position of Chief Administrative Officer by Council pursuant to the Act;
- g) “Chick” means a chicken under sixteen weeks of age;
- h) “Coop” means a fully enclosed weather proof structure and attached Outdoor Enclosure used for the keeping of Urban Chickens pursuant to any applicable accessory building or structure provisions in Land Use Bylaw;
- i) “Council” means the Mayor and other members of the Council of the Village of Donalda as duly elected from time to time pursuant to the provisions contained in the Local Authorities Election Act;
- j) “Hen” means a domesticated female chicken, greater than sixteen (16) weeks of age;
- k) “Land Use Bylaw” means the most recent, approved bylaw that governs land use within the Village of Donalda;
- l) “Licence” means the holder of a licence issued pursuant to this bylaw authorizing the licence holder to keep urban chickens on a specific property within a residential neighbourhood;

- m) "Licensee" means the holder of a licence pursuant to this bylaw;
- n) "Outdoor Enclosure" means a securely enclosed, roofed outdoor area attached to and forming part of a coop having a bare earth or vegetated floor for Urban Chickens to roam;
- o) "Peace Officer" is as defined in the Provincial Offences Procedure Act, RSA 2000, c P-34, and any amending or succeeding legislation;
- p) "Pedestrian Walkway" means a path, trail, or sidewalk for pedestrian circulation that cannot be used for motorized vehicular use;
- q) "Planning & Development Services" means a department of the Village of Donalda
- r) "Rooster" means a domesticated male chicken;
- s) "Village" means the Village of Donalda;
- t) "Urban Chicken" means a Hen that is at least 16 weeks of age and is kept for non-commercial purposes.

PART 3 – RESPONSIBILITIES OF LICENCE HOLDERS

3.1 Urban Chicken Licence

3.1.1 Urban chicken licensees must comply with the *Animal Health Act* and any other applicable standards adopted by the province of Alberta.

3.1.2 Urban chicken owners on whose property hens are kept have a duty to take reasonable measures to ensure that:

- i. The coop and hens that are kept in the coop do not pose a safety risk to persons on adjacent public or private property
- ii. The potential for damage to building and/or property located on the adjacent public or private property as a result of the keeping of urban chickens is minimized;
- iii. Required procedures are followed as outlined by the Canadian Food Inspection Agency to reduce potential disease outbreak.

3.1.3 Urban chicken owners must apply annually for a Village of Donalda Licence as per the process outlined in the Urban Chicken Licence Application.

PART 4 – GENERAL PROVISIONS

- 4.1 Nothing contained within this bylaw relieves a person from complying with any other applicable municipal, provincial, or federal legislation, regulation or any requirements of any applicable permit, order, consent, agreement, or other direction.
- 4.2 Where this bylaw refers to another Act, Regulation, or Agency, it included reference to any Act, Regulation, or Agency that may be substituted therefore.
- 4.3 In the event that any provision of the bylaw is to any extent invalid or incapable or being enforced, such provision shall be excluded to the extent of such invalidity or unenforceability; all other terms and provisions shall remain in full force and effect.
- 4.4 Every provision of this bylaw is independent of all other provisions, if any provision of this bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this bylaw shall remain valid and enforceable.

- 4.5 This bylaw only applies to coops located within the Village and those coops shall be in compliance with the Village of Donalda Land Use Bylaw with respect to:
- a) Permitted uses for the Land Use District;
 - b) Any applicable accessory building setbacks;
 - c) Any applicable principal dwelling setbacks or other regulations.
- 4.6 The keeping of urban chickens for the purpose of this bylaw are for personal, non-commercial use only.
- 4.7 Any person wanting to keep urban chickens must obtain a Premises Identification (PID) under the Premises Identification Regulation (200/2008) in the *Alberta Animal Health Act*.
- 4.8 No more than six (6) hens, greater than sixteen (16) weeks of age, can be kept on one (1) parcel of General Residential or Low-Density Residential zoning districts.
- 4.9 The keeping of urban chickens in parks, reserve land, or on open spaces occupied or managed by the Village is not permitted under this bylaw.
- 4.10 A single parcel of urban reserve cannot be licenced for both urban chickens and urban bees together unless the site is equal to or greater than 0.3 acres or 1 214 square meters in area.
- 4.11 Adjoining neighbours to a licence-holding residence cannot hold a licence for the same animal unless their residential parcel is equal to or greater than 0.3 acres or 1 214 square meters in area.
- 4.12 Licences issued under this bylaw shall not be transferable from one person or property to another.

PART 5 – LICENCE REQUIREMENTS

- 5.1 The fee for a licence must be paid prior to approval and the applicable fee is identified in Schedule 'A' attached hereto.
- 5.2 An approved licence can be suspended or revoked, without refund or compensation by the CAO, at any time if it can be determined by a Peace Officer that there is a non-compliance with this bylaw or the licence application.
- a) A licensee with a revoked licence can reapply for a new licence but must show compliance with all requirements and pay all applicable fees unless the fee(s) are waived by the CAO.
- 5.3 Licence application or renewals that are denied may be reconsidered by the CAO, upon request of the licensee, within thirty (30) business days of the decision rendered by the Village.
- 5.4 A licence can be applied for at any time of the year.

PART 6 – COOP REQUIREMENTS

- 6.1 Only hens, greater than sixteen (16) weeks of age, will be allowed to be kept.
- 6.2 Roosters are permitted while being limited to one (1) rooster per one (1) parcel of General Residential or Low Density Residential.

- 6.3 Each hen must be provided with food, water, shelter, light, ventilation, care, and opportunities for essential behaviours such as scratching, dustbathing, and roosting, all sufficient to maintain the hen in good health.
- 6.4 No chickens shall be slaughtered on the property.
- 6.5 Hens will be disposed of by delivering it to a farm, abattoir, veterinarian, or other operation that is lawfully permitted to dispose of hens.
- 6.6 Coops are restricted to rear yards with reasonable protection from access to other animals or children and each coop must provide each hen with a minimum of 0.028 square meters of interior floor area at maturity as outlined in the National Farm Animal Care Council Code of Practice for the Care and Handling of Pullets and Laying Hens 2017.
- 6.7 The licensee must provide and maintain, in the coop, at least one nest box per coop and one per hen that is at least 15 cm long.
- 6.8 A licensee must keep each hen and/or rooster in the rear, enclosed yard, with a fence that is a minimum 1.8 meters (6 feet) in height, at all times.
- 6.9 The coop must be maintained in good repair and sanitary condition, and free from vermin and noxious or offensive smells and substances. The rear, enclosed yard must be in good sanitary condition, and free from vermin and noxious or offensive smells or substances.
- 6.10 A licensee must construct and maintain the coop to prevent any rodent from harbouring underneath or within it or within its walls, and to prevent entrance by any other animal.

PART 7 – LICENCE APPLICATION AND INFORMATION

- 7.1 Before the issuance or renewal of a licence to this part, the applicant or licensee must submit to the Village:
 - a) A completed licence application form, as supplied by the CAO;
 - b) The appropriate licence fee prescribed in Schedule 'A' attached to this bylaw; and
 - c) Any other additional information required by the Village, including, but not limited to:
 - a. The name, address, and contact information of the applicant or licensee;
 - b. Written permission from the registered property owner, if different, to install a coop on the property.
 - c. A drawing that shows the coop location on the property, and associated setbacks if there is no solid fence and/or the property is adjacent to a pedestrian walkway (if applicable);
 - d. Proof of a Premises Identification (PIO) number pursuant to the *Animal Health Act*.
 - e. Plan for disposal of animal waste.
- 7.2 Notwithstanding Section 7.1, at the time of initial application for a licence, the applicant must submit to the Village either:
 - a) Written support from all adjoining neighbours to the issuance of a licence for urban chickens;
or
 - b) Evidence that all adjoining neighbours have been asked for their support or views by the applicant and given reasonable time to respond or contact the Village.

- 7.3 Refusal by one or more adjoining neighbours to support an application will leave an application approval or refusal at the discretion of the CAO or designate, who may choose to contact adjoining neighbours for additional information.
- 7.4 Valid licences expire on December 31st each year and must be annually renewed by January 31st of the following year or a late fee may be applied in addition to the annual licence fee.
- 7.5 No person shall give false information when applying for a licence pursuant to this bylaw.
- 7.6 The Village may refuse to issue a licence or may revoke a licence by providing written notice to the applicant or licensee.

PART 8 – OFFENCES AND PENALTIES:

- 8.1 Any person who contravenes any provision of this bylaw by:
 - a) Doing any act or thing which the person is prohibited from doing; or
 - b) Failing to do any act or thing which the person is required to do;Is guilty of an offense
- 8.2 Any person who is convicted of an offense pursuant to this bylaw is liable on summary conviction to a fine not exceeding \$10,000.00.
- 8.3 Where the CAO, an officer, or a peace officer has reason to believe that a person has contravened any provision of this bylaw, and that it is in the best interest of the Village to compel the person to appear in front of a Provincial Court, he/she/they may direct a peace officer to commence proceedings to issue a Part 2 Summons pursuant to the Provincial Offense Procedure Act of Alberta.
- 8.4 Where the CAO, an officer, or a peace officer has reason to believe that a person has contravened any provision of this bylaw, notice shall be served in accordance with the Municipal Government Act allowing payment of the specified penalty, as specified per Schedule 'B' attached to this bylaw, in lieu of prosecution for the offense.
- 8.5 Where a contravention of this bylaw is of a continuing nature, further violation tickets may be issued by a peace officer, provided that no more than one ticket shall be issued for each day that the contravention continues.
- 8.6 This section shall not prevent any peace officer from issuing a violation ticket requiring a court appearance of the defendant, pursuant of the Provincial Offences Procedures Act.
- 8.7 The levying and payment of any fine in this bylaw shall not relieve a person from the necessity of paying any fees, charges or costs for which that person is liable under the provisions of this bylaw or any other bylaw of the Village of Donalda.
- 8.8 Where there is a specified penalty listed for an offence in Schedule 'B' of this bylaw, the amount is the specified penalty for the offence.
- 8.9 Where any person contravenes the same provision of this Bylaw,

- a) Twice within twelve (12) month period, the specified penalty payable in respect of the second contravention shall be double the amount provided for in Schedule 'B' of this bylaw; or
 - b) Three or more times within a twelve (12) month period, the specified penalty payable in respect of the third or subsequent contravention shall be triple the amount provided for in Schedule 'B' of this bylaw.
- 8.10 Licensees shall make themselves and their coop available for inspection upon reasonable request by a peace officer.
- 8.11 Subsequent to any inspection under section 8.10, the Village can compel a licensee to take any necessary disease and/or environmental mitigation measures if required.

PART 9 – EFFECTIVE DATE AND READINGS:

9.1 This bylaw shall come into full force and effect upon adoption.

9.2 Read a **first** time this 15th day of September, 2020.

VILLAGE OF DONALDA

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

9.3 Read a **second** time this 20th day of October, 2020.

VILLAGE OF DONALDA

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

9.4 Read a **third** time this ____ day of _____, 2020.

VILLAGE OF DONALDA

CHIEF ELECTED OFFICIAL

CHIEF ADMINISTRATIVE OFFICER

DRAFT

**Village of Donalda
Request for Decision (RFD)**

Meeting: REGULAR MEETING
Meeting Date: December 15, 2020
Originated by: Kristie Vallet-Chief Administrative Officer
Decision Title: Bylaw 735/20 – Tax Installment Bylaw
Agenda Number: 5.11 Village Business

Background Information:

Previously, Bylaw 682 Monthly Tax Installment was created to allow for rate payers to make monthly payment towards their taxes owing over twelve months without penalties. It has been identified that the language within the document needed to be more concise to eliminate confusion.

It has also been identified that the 2% Administration Fee has been adding a great deal of administration time when applying payment. The village's municipal software, MuniWare, allows for quick payment application when not having to separate out the 2% fee.

Discussion/Options/Benefits:

By repealing Bylaw 682 and replacing with Bylaw 735/20, language would be consistent throughout the bylaw allowing for better understanding and ease of implementation.

Eliminating the 2% Administration Fee would create a reduction in administration time to administer the program as well as allow for the municipal software to be used as intended. Additionally, it may create more incentive for rate payer to enter into the agreement.

Source of Funding/Estimated Costs:

No additional cost to the Village.

Recommended Options:

Administration recommends repealing Bylaw 682 and replacing with Bylaw 735/20.

Motion brought by Council:

VILLAGE OF DONALDA
BYLAW 735-20
{REVISED}

A BYLAW OF THE VILLAGE OF DONALDA, IN THE PROVINCE OF ALBERTA, BEING A BYLAW FOR THE IMPLEMENTATION OF A TAX PAYMENT INSTALLMENT PLAN.

WHEREAS Section 340 of the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta, 2000, and amendments thereto permits that a Council may, by Bylaw, establish a program for payment of taxes by installments.

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

1. SHORT TITLE

This Bylaw is to be cited as the "Tax Installment Payment Bylaw."

2. DEFINITIONS

In this Bylaw

- a) "Taxes" includes all property taxes, business taxes, business revitalization zone taxes, local improvement taxes, penalties, and unpaid costs, charges and expenses as provided in Section 533 of the said Municipal Government Act unless specifically stated otherwise.

3. TAX INSTALLMENT PAYMENTS:

- a) Taxpayers of the Village of Donalda shall have the right to enter into a Tax Installment Payment Plan, by way of a Monthly Tax Installment Agreement (Schedule "A"), to provide for the payment of property taxes and local improvement taxes in equal monthly installments from January to December in any year.
- b) The ~~Monthly Tax~~ Tax Installment Payment Plan permits the Taxpayer to pay by twelve (12) payments ~~with postdated cheques, online, cash, or cheque at~~ via online banking, debit, cash, or cheque to the Village Office as per Schedule "A" of this bylaw.
- c) The Plan shall commence on January 1 of each year provided that all property taxes, local improvement taxes, tax arrears, and penalties are paid in full, and provided that the associated utility account for the property has maintained current charges only for the six (6) month period preceding commencement of the agreement. The opportunity to join the Plan will be open January 1 to June 30 inclusive ~~of the year~~.
- d) Taxpayers joining the ~~program~~ Plan after January 1 of the current tax year ~~must make lump-sum payment to equal total amount of prior months payments owing prior to next payment date to start monthly payments~~ shall be required to make all necessary monthly payments from January 1 to the expected commencement of the plan agreement date.
- e) Tax installment payment amounts will be adjusted as of July 1 of the current year, with the total taxes levied for the current year subtract the first six tax installment payments paid in the current year divided by six payments so as of December 31, the tax account owing is zero. Following the date of the new levy, the difference between the taxes levied for the current year and the total of the twelve installments authorized under the Plan shall be calculated into the remainder of the payments for the year to result in a \$0.00 balance for December 31.
- f) The Tax Penalty Bylaw ~~does not~~ Sections 3 & 4 of the Yearly Property Tax Bylaw do not apply

to ~~installments paid~~ tax rolls maintained in accordance with the Plan. However, the Village of Donalda may cancel the privilege of continuing in the Plan if two (2) consecutive payments have not been honored, or if any payment is returned NSF. If cancelled, any unpaid balance of the taxes shall be subject to ~~the Tax Penalty Bylaw~~ tax penalties per the current Property Tax Bylaw.

- g) ~~Enrollment in the tax payment plan shall be subject to a 2% administration fee and calculated as a separate amount added to the monthly tax principal payment~~
- h) In the event of a sale of the above property, the taxpayer shall notify the Village of Donalda in writing at least fifteen (15) days prior to the next payment date to arrange for cancellation of the Monthly Tax Installment ~~Plan Agreement~~.
- i) The Monthly Tax Installment Agreement "Schedule A" is attached to and forms part of this Bylaw.

4. **SEVERABILITY**

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

5. **EFFECTIVE DATE**

This bylaw shall come into effect upon third and final reading.

6. **REPEAL**

By-Law 682 is hereby repealed.

FIRST READING passed in open Council duly assembled in the Village of Donalda in the Province of Alberta this ____ day of _____, A.D. 20__.

SECOND READING passed in open Council duly assembled in the Village of Donalda in the Province of Alberta this ____ day of _____, A.D. 20__.

UNANIMOUS CONSENT TO PROCEED WITH THIRD AND FINAL READING passed in open Council duly assembled in the Village of Donalda in the Province of Alberta this ____ day of _____, A.D. 20__.

THIRD READING passed in open Council duly assembled in the Village of Donalda, in the Province of Alberta, this ____ day of _____, A.D. 20__.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

VILLAGE OF DONALDA
Schedule "A"
MONTHLY TAX INSTALLMENT AGREEMENT

20__

TAX ROLL # _____	ESTIMATED TAX LEVY \$ _____
OWNER(S) _____	LESS CREDIT PAID (\$ _____)
CIVIC ADDRESS _____	REMAINING OWING \$ _____
MAILING ADDRESS _____	TWELVE PAYMENT OF \$ _____
TELEPHONE (WORK) _____	(HOME) _____

Tax Roll:	Owner(s):	
Civic Address:	Mailing Address:	
Telephone:	Email:	

THE FOLLOWING REQUIREMENTS ARE HEREBY AGREED TO:

- 1) Taxpayers who enter the Monthly Tax Installment Agreement shall pay equal monthly installments toward their tax roll to be calculated by Village of Donalda Administration based on the most current levy available for their property. Monthly payments are due by the 30th day of each month.
- 2) Payments can be made by post-dated cheques, direct debit or online banking through online banking, debit, cash, or cheque. The ratepayer is responsible to ensure the electronic payments paid to the Village of Donalda are allocated to the correct account number. The Village holds no responsibility for incorrect amounts or incorrect accounts and will not change allocations or account numbers on the ratepayer's behalf, unless specific directions are received in writing. The Taxpayer is responsible for submitting payments with their associated tax roll information and to ensure payments are allocated to the correct account. Taxpayers may at any time request a Transaction Trial Balance for the tax roll in their name from the Village Office. The Village holds no responsibility for incorrect amounts paid or incorrect accounts listed and will not make adjustments on the Taxpayer's behalf unless directions are received in writing.
- 3) The current utility levy/taxes, local improvement levies plus any tax/utility arrears must be paid in full for eligibility in the plan. The Plan shall commence on January 1 of each year, provided that all property taxes, local improvement taxes, tax arrears, and penalties are paid in full, and provided that the associated utility account for the property has maintained good standing for the six (6) month period preceding commencement of the agreement. The opportunity to join the Plan will be open January 1 to June 30 inclusive of the year.
- 4) Taxpayers joining the Plan after January 1 of the current tax year shall be required to make all necessary monthly payments from January 1 to the expected commencement of the plan agreement date.
- 5) Payment amount will be adjusted for the current calendar year after tax notices are sent to ensure balance owing is zero at December 31 of current tax year. Following the date of a new levy, the difference between the taxes levied for the current year and the total of the twelve installments authorized under this Plan shall be calculated into the remainder of the payments for the year to result in a zero dollar (\$0.00) balance for December 31.
- 6) Sections 3 & 4 of the Yearly Property Tax Bylaw do not apply to tax rolls maintained in accordance with the Plan.
- 7) If two (2) consecutive payments are in default by the above taxpayer, or if any payment is returned NSF, the Administrator shall cancel the said Monthly Tax Installment Payment Agreement. The Village of Donalda may cancel the Monthly Tax Installment Agreement and all taxes shall be due and payable in accordance with the Tax Penalty Bylaw all sections of the current Property Tax Bylaw.
- 8) In the event of a sale of the above-noted property, I/we will notify the Village of Donalda in writing at least fifteen (15) days prior to the next payment date to arrange for cancellation of the Monthly Tax Installment Agreement.
- 9) In the event I/we change my/our bank account I/we will notify the Village of Donalda at least 15 days prior to the next payment date.
- 10) Nothing in this Application form shall be interpreted to relieve the owner/applicant from the obligation to pay any taxes/utility charges, including penalties, owing to the Village of Donalda in the manner or the date or dates date(s) for payment established by Bylaw of the Village of Donalda.
- 11) This agreement stays in effect regardless of changing monthly payments being adjusted for current taxes owing. The installment payment plan described herein shall be operational as and from the date of registration and shall continue from year to year until repeal of this bylaw.
- 12) By submission of this Application Form the taxpayer acknowledges notification of and agrees to abide by the Terms and Conditions of the agreement provided by the Village of Donalda.

Taxpayer Signature

Date

CAO or Designate

Date

Note: The information on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act and is used solely for purposes relating to the administration of the Assessment/Taxation Programs. Questions about collection of this information can be directed to Village of Donalda Administration at (403) 883-2345 or in person at 5001 Main Street.

**Village of Donalda
Request for Decision (RFD)**

Meeting:	REGULAR MEETING
Meeting Date:	December 15, 2020
Originated by:	CAO Vallet
Decision Title:	MSP Stimulus
Agenda Number:	5.12 Village Business

Background Information:

Municipal Stimulus Program is a \$500 million allocation based program structured on the Municipal Sustainability Initiative for construction of capital projects before December 31, 2021.

This stimulus funding is designed for projects that would not have otherwise been completed therefore projects previously applied for through Municipal Sustainability Initiative (MSI) or Gas Tax Federal (GTF) may not be funded through this stimulus funding.

The Village of Donalda is eligible to receive \$50,000.

A large-scale gravelling project was completed. This project was quoted at \$38,800 plus gst. This project experienced a cost over run of \$7,000. The Village of Donalda has received their 2020 funds distribution from the provincial government of \$38,800, the quoted cost of the graveling project. The cost over run of \$7,000, if approved, will need to be paid out of the operating/capital budget.

Discussion/Options/Benefits:

There is currently \$5,000 in road reserve funds.

There is \$477.80 in available funds in GL 2-32-250 (Roads and Street Repairs).

Source of Funding/Estimated Costs

\$7,000 Operating Budget

Recommended Options:

To allocate Roads Reserve towards the cost overage.

To pay the remaining balance owing from GL 2-32-250.

To reflect in the MSP Statement of Funding and Expenditures report the actual gravel project cost initiating reimbursement in 2021 funds distribution.

Once the 2021 funds distribution is received, replace the \$5,000 Roads Reserve fund.

Motion brought by Council: