



TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING
FEBRUARY 25, 2013
AGENDA

Time: 7:00 P.M.
Place: Council Chambers

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA
MINUTES: REGULAR MEETING MINUTES FEBRUARY 11, 2013
FINANCES: JANUARY 2013 BANK STATEMENT
ACTION ITEMS:

1. DELEGATION RESPONSE JAS SCHMIRLER
RE: Fair Days
2. DELEGATION RESPONSE CLARESHOLM KRAKEN SWIM CLUB
RE: Starting Blocks at Claresholm Aquatic Centre
3. CORRES: Porcupine Hills Lodge
RE: 2013 Requisition
4. CORRES: Sunset Memorial & Stone Ltd.
RE: Revenue Building Opportunity
5. CORRES: Sharon Duncan
RE: Municipal Planning Commission Member at Large
6. CORRES: Claresholm Seniors Drop In Centre
RE: 2013 Liability Insurance Policy
7. STAFF REPORT – Community Organization Property Tax Exemption Renewals
8. STAFF REPORT – Tax Recovery Sale Property @ 410 – 56th Avenue West
9. STAFF REPORT – Revised Quality Management Plan
10. 2012 YEAR TO DATE REVENUE AND EXPENDITURE REPORT
11. ADOPTION OF INFORMATION ITEMS
12. IN CAMERA - LEGAL

INFORMATION ITEMS:

1. Alberta Municipal Affairs – Regional Collaboration Program Grant Approval ORRSC Orthophotography Project 2012/13
2. Alberta Transportation – 511 Alberta – Alberta's Official Road Reports

ADJOURNMENT



**TOWN OF CLARESHOLM
PROVINCE OF ALBERTA
REGULAR COUNCIL MEETING MINUTES
FEBRUARY 11, 2013**

CALL TO ORDER: The meeting was called to order at 7:00pm by Mayor David Moore.

PRESENT: Mayor David Moore; Councillors: Betty Fieguth, David Hubka, Connie Quayle, Daryl Sutter and Judy Van Amerongen; Chief Administrative Officer: Kris Holbeck; Secretary-Treasurer: Karine Wilhauk

ABSENT: Councillor Doug MacPherson

AGENDA: Moved by Councillor Quayle that the Agenda be accepted as presented.

CARRIED

MINUTES: **REGULAR MEETING – JANUARY 28, 2013**

Moved by Councillor Fieguth that the Regular Meeting Minutes of January 28, 2013 be accepted as presented.

CARRIED

DELEGATIONS:

**1. JAS SCHMIRLER
RE: Fair Days**

Jas Schmirler, a local resident, has taken an interest in Claresholm's Fair Days held the second weekend in August every year. She has spoken to members of community groups and would like permission to form a Fair Days Committee. This committee would coordinate and oversee Fair Days. She feels that things have declined in recent years and would like to see it be a big and great event every year that everyone could look forward to. She would also like to have a representative from Town Council. Each group would be responsible for a different activity to make it all come together. She and her husband have decided to raise their family here, so they would like to add to the community atmosphere.

**2. CLARESHOLM KRAKEN SWIM CLUB – Tara Van Dellen,
President
RE: Starting Blocks at the Claresholm Aquatic Centre**

Tara Van Dellen, President of the Claresholm Kraken Swim Club, was present to speak to Council regarding the issue of the starting blocks at the Claresholm Aquatic Centre. The previous blocks were removed during the recent shutdown, and blocks have not been put back into place due to logistical issues. Tara has been speaking to Master Pools from Calgary as they are the experts in Western Canada on working with the types of blocks that are required. Facility staff would be able to remove them and put them in rather than using maintenance staff. The old start blocks were 17 years old and were purchased by the swim club, along with the ropes. The two types of blocks that were priced out were between \$34,000 and \$38,000 for the track start system, which is the way things are going in the future. Alberta Health Services did say they would be willing to contribute some funds. The swim club could apply for a grant, but it would be a matching grant where funds would need to be contributed from other areas.

ACTION ITEMS:

**1. CORRES: Carol Henker
RE: Cremated Burials**

Referred to administration.

**2. CORRES: Claresholm Physician Recruitment & Retention Committee
RE: Funding Request for 2013**

Moved by Councillor Fieguth to support the Claresholm Physician Recruitment and Retention Committee as requested with \$30,000 for the 2013 year.

CARRIED

**3. CORRES: Claresholm Curling Club
RE: Commercial General Insurance**

Moved by Councillor Quayle to pay the Claresholm Curling Club's commercial general liability insurance for the 2013 year only in the amount of \$1,200.

CARRIED

4. PROFESSIONAL SERVICES AGREEMENT: Benchmark Assessment Consultants

Moved by Councillor Quayle to enter into a five year contract with Benchmark Assessment Consultants Inc. as presented starting on August 1, 2013.

CARRIED

5. MSI OPERATING GRANT 2013 ALLOCATION

Moved by Councillor Van Amerongen to support the following with MSI Operating Grant funds of \$64,232 for 2013:

1. Claresholm Community Centre \$20,000;
2. Claresholm Physician Recruitment and Retention Committee \$30,000;
3. Claresholm & District Transportation Society \$10,000;
4. The remainder of funding for 2013 requests as needed.

CARRIED

6. ADOPTION OF INFORMATION ITEMS

Moved by Councillor Quayle to accept the information items as presented.

CARRIED

7. IN CAMERA

Moved by Councillor Quayle to go In Camera.

CARRIED

Moved by Councillor Fieguth to come out of In Camera.

ADJOURNMENT: Moved by Councillor Quayle that this meeting adjourn at 7:59pm.

CARRIED

Mayor – David Moore

Chief Administrative Officer – Kris Holbeck

**TOWN OF CLARESHOLM
JANUARY 2013 BANK STATEMENT**

RECONCILED BALANCE DECEMBER 31, 2012		\$470,757.20
DEPOSITS TO BANK	DEBITS	CREDITS
RECEIPTS FOR MONTH	\$461,355.29	
REVOLVING LOAN RECEIVED	0.00	
CURRENT ACCOUNT INTEREST	140.04	
GIC REDEEMED	750,000.00	
INTEREST ON GICS	4,056.16	
TRANSFERS FROM T-BILLS	14,256.26	
SUBTOTAL	\$1,229,807.75	
CHARGES TO ACCOUNT		
ACCOUNTS PAYABLE		\$339,025.47
PAYROLL CHARGES		107,065.08
INTEREST ON REVOLVING LOAN		0.00
REVOLVING LOAN PAID		0.00
LOAN PAYMENTS		0.00
MASTERCARD PAYMENT		1,372.56
TRANSFERS TO T-BILLS / GIC PURCHASE		0.00
NSF CHEQUES		144.56
SERVICE CHARGES		189.71
SCHOOL FOUNDATION PAYMENT		298,686.88
SUBTOTAL		\$746,484.26
NET BALANCE AT END OF MONTH		\$954,080.69
BANK RECONCILIATION		
BALANCE PER BANK	1,014,933.35	
PLUS OUTSTANDING DEPOSITS	10,758.29	
LESS OUTSTANDING CHEQUES		-71,610.95
RECONCILED BALANCE JANUARY 31, 2013		\$954,080.69
OTHER BALANCES:		
EXTERNALLY RESTRICTED T-BILLS	\$444,928.39	
EXTERNALLY RESTRICTED GIC'S (FCSS)	\$10,000.00	
NON-RESTRICTED GIC'S	\$1,500,000.00	
PARKING RESERVE	\$3,589.26	
WALKING PATHS RESERVE	\$1,963.49	
OFFSITE LEVY RESERVE	\$62,014.29	
SUBDIVISION RESERVE	\$35,860.43	
REVOLVING LOAN BALANCE		\$0.00

SUBMITTED TO TOWN COUNCIL THIS 25th DAY OF FEBRUARY 2013

K Wilhauk
Submitted: Karine Wilhauk
Secretary Treasurer

K Holbeck 2/13/2013
Reviewed: Kris Holbeck, CA
Chief Administrative Officer

Mayor: David Moore

DELEGATIONS

Staff Report

To: Council
From: CAO
Date: February 22, 2013
Re: Kraken Swim Club – starting blocks replacement

Attached is correspondence from Tara VanDallen setting out the timelines necessary for the project to meet the swim meet dates for 2013.

The Krakens will be applying for a CFEP grant and are requesting letters of support. CFEP could potentially fund 50% of the project costs.

Per Tara's email a 50% deposit is required within 30 days of order. Based on the cost of the Legacy Track Start blocks plus xray costs it is approximately \$42,000 including GST. The cost share aspect will be discussed at the joint use meeting with CCMHA. The Kraken's have stated they are willing to pay the cost difference between the standard start blocks and the legacy track start blocks.

A joint use committee meeting has been proposed for Thursday, March 14th at 10 am to discuss the project and cost sharing alternatives by the Town and the CCMHA.

Staff will report back to Council at the March 11th Council meeting so Council can make decisions going forward.

Kris Holbeck, CA CAO Town of Claresholm

Kris Holbeck

From: T VanDellen <tvandell@shaw.ca>
Sent: February-21-13 4:22 PM
To: Kris Holbeck
Subject: Breakdown of Deadlines for Start Blocks

Hi Kris,

The Claresholm Kraken swim club has come up with the following timeline of key dates for the Start Block Project. We would also request from the Town of Claresholm a few letters in support of our grant application. We request a statement of municipal opinion in support of the proposed project and also require a letter of support from the owner including confirmation of our pool usage. (The Claresholm Kraken Swim club currently rents the Claresholm Aquatic Center for our annual two day swim meet and then every weekday from April 28-August 17th. The Kraken Swim Club has been operating under this usage since the Claresholm Aquatic Center was opened.) An additional letter from the pool Supervisor, Denise Spencer, may be valuable to include in our application, expressing the need and usage of the start blocks by the general public and for Claresholm Aquatic Center programming needs. Please contact me if there is anything further that you require.

Thanks,
Tara VanDellen
Claresholm Kraken swim club

Claresholm Aquatic Center Start Block Project Timeline.

March 1st- ideal Deadline for ordering Legacy Track Start blocks from Master pools. 50% deposit is due within 30 days of order.

March 15th- Grant application deadline.

April 1st- approximate time arrival of start blocks.

April 1-30th- installation can occur preferable early in the month to allow for adequate time for unforeseen events. (final payment due 30 days after completion of installation)

April 28th- Swim Club start date

May 11th- Senior Summer Games trials

June 17-18th- Claresholm Kraken Swim Meet

April 1- June 30th application review period. Applicants will be informed of decisions after the end of the applicable review period.



February 7, 2013

Town of Claresholm
Tara VanDellan
Kraken Swim Club

Re: Starting Block Installation

We provide a price quote of 34,800.00 + gst to supply and install 5 each of the legacy starting block c/w rock solid anchor system and bonding at lower level.

The legacy launch "track start" style is 38,300.00 for the same installation process.

Our recommendation depending on the location of detailed pool drawings would be to complete an on deck x ray of the five locations for coring to confirm no obstructions or electrical conduits would be compromised during the coring process. The cost to perform this x ray is budgeted at 1500.00 if required.

The core holes will be 6" in diameter x 7" deep to allow for fully encased anchors, the encasement material will be an epoxy grout. The top of the core hole will be finished in a white epoxy grout to match the existing tile of the area.

The anchors come complete with a stainless steel plate that fits flush with the anchor when the start platforms are removed. Details of the legacy series start platforms were left on site during our meeting, if additional copies are required please let us know.

Terms to complete the work would be a 50% invoice (due net 30 days) generated by us upon approval and confirmation to proceed with the order the final balance invoiced upon completion of installation due net 30 days.

If you have any further questions, please contact us as required.

Regards,

Scott Lineker

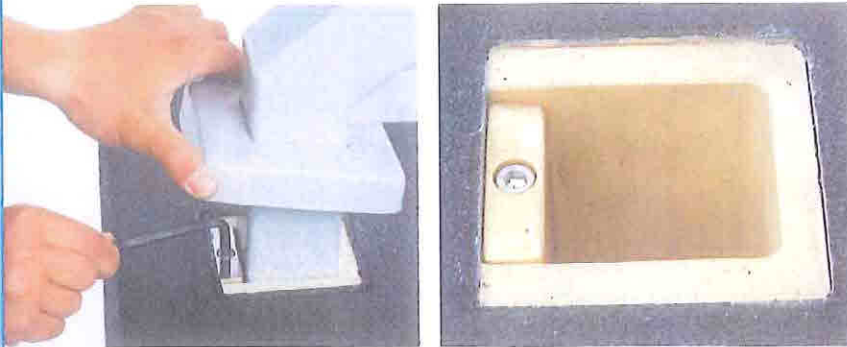


STARTING PLATFORMS

starting PLATFORMS



rocksolid™ anchor



This high-performance anchoring system has an innovative expandable wedge assembly that places continuous and consistent pressure on the platform post. This design virtually eliminates "wobble," so say goodbye to instability.

- Available in single and dual-post models
- Single-post accommodates 2.5" square tubing
- Dual-post accommodates 1.90" OD round tubing
- Heavy-duty welded 304 stainless steel construction with a durable polyurethane liner
- Fully adjustable bronze wedge assembly
- Anchor cap removal tool provided
- Grounding lug



Dual-post RockSolid Anchor

FRAME COLORS



POLISHED STEEL*



ROYAL BLUE

SILVER GRAY

TREAD COLOR



RADIANT WHITE

*Actual product colors may vary.
Custom colors also available.
*Available only on Legacy II (Standard)
and Varsity Deluxe models.*

Optional Safe-T-Cap

- Utilizes the anchor's wedge bolt to tighten and secure in place
- Heavy duty welded 304 stainless steel construction
- Sits flush to the deck when in place

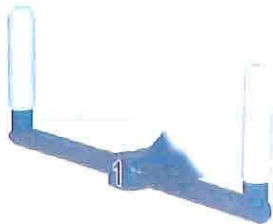
Choose from 4 backstroke handle designs



Angled Handle



Horizontal Handle



U Handle



H Handle

side handles



Optional Side Handles

Offers an additional starting technique option for faster starts! Can be retrofitted onto Legacy, Legacy Long Reach, Legacy Side Mount, Legacy Launch, RecordQuest, RecordQuest Long Reach, RecordQuest Side Mount, and Universal starting platforms.

ACTION ITEMS

PORCUPINE HILLS LODGE

P.O. BOX 790
CLARESHOLM, AB
T0L 0T0
403-625-3988
porlodge@telusplanet.net

February 6, 2013

Town of Claresholm
P.O. Box 1000
Claresholm, AB
T0L 0T0

Attention: Kris Holbeck, CAO

Dear Kris


Below please find the equalized assessment calculations for the Porcupine Hills Lodge for the year **2013**. Our total requisitions from the Municipalities for the 2013 is 212,297.00.

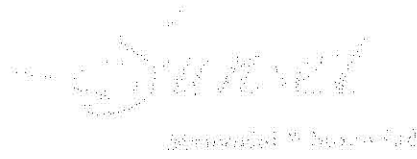
<u>2013 Equalized Assessment</u>	<u>%</u>	<u>\$</u>	
Town of Claresholm	409,177,644	50.228	\$112,070.00
MD of Willow Creek	353,094,333	43.344%	\$86,266.89
Town of Stavely	<u>52,362,666</u>	6.428%	<u>\$14,003.11</u>
Total	814,634,643	100.000%	\$212,297.00

2012
\$109,830.23
2% ↑
KW 2/22/13

Your contribution for the year 2013 is \$112,070.00

Yours truly,


Earl Hemmaway
Chairman – Porcupine Hills Lodge



Susan Johnstone
Columbarium Sales and Marketing Manager
Sunset Memorial & Stone
3300 8th St. S. E.
Calgary AB T2G 5S7
Toll Free: 1.800.363.3393
Cell: (403) 969 – 4804

Kris Holbeck and The Claresholm Town Council
221 - 45 Avenue West
P.O. Box 1000
Claresholm, AB T0L 0T0

February 11, 2013

To Kris Holbeck and The Town Council of Claresholm,

My name is Susan Johnstone I work for Sunset Memorial & Stone. I represent a monument and columbaria manufacturing company based out of Calgary. Sunset Memorial is proposing a revenue building opportunity for The Cemetery and The Town of Claresholm. Our goal is to expand an existing revenue making program that we share with the City of Calgary and offer it to The Town.

The City Of Calgary has an agreement with Sunset Memorial whereby The City sells our monuments from their cemetery offices and in turn they receive a percentage of the revenues. We would like to offer the Town of Claresholm the same financial opportunity. By selling Sunset Memorial monuments The Town of Claresholm could add between 25% to 30% commissions on all monument sales to their cemetery revenue. We provide a wide range of services, applications, and collateral material that enables community representatives to perform the required tasks to achieve this commission, and Sunset's staff is available at a moment's notice to assist reps over the phone when required.

As you may be aware, Sunset Memorial already has installed monuments in The Claresholm Cemetery and we are very familiar with the community. Our office and manufacturing plant is a little over an hours drive to The Town. Our excellent service and quality craftsmanship speaks for itself as we have won numerous contracts across North America. As a preferred vendor to The City of Calgary, we have proven that we are capable of meeting deadlines and producing monuments of quality workmanship.

Sunset Memorial & Stone looks forward to developing a strong working relationship with The Town of Claresholm. I look forward for your reply.

If you would like more details of our offer please feel free to contact either myself or our President, Gordon Leaf at any time.

Sincerely,

Susan Johnstone

Sharon L. Duncan
P.O. Box 2601
Claresholm, Alberta, T0L 0T0
Home: 403 - 625-3816 Cell: 403 - 680-3879
sduncanj@telus.net

February 20, 2013



Town of Claresholm
Box 1000
Claresholm, AB.
T0L 0T0

Attention: Karine Wilhauk
Re: Municipal Planning Commission

Dear Ms. Wilhauk,

Please accept my expression of interest as a Member at Large of the Municipal Planning Commission, as advertised in the Claresholm Local Press.

As demonstrated in the past, I am a committed committee member and would like the opportunity to once again contribute to my community and its growth.

Please find that I have a resume on file with the Town of Claresholm and I look forward to volunteering with other members of the community to work together in a cohesive fashion that benefits all elements of the community.

I request that Town Council considers my application.

Yours truly,

A handwritten signature in blue ink that reads "Sharon L. Duncan". The signature is written in a cursive style.

Sharon L, Duncan



Claresholm Seniors Drop in Centre

5009 - 2nd Street East
Claresholm, AB T0L 0T0

February 13, 2013

Town of Claresholm
221 - 45th Ave. W.
Claresholm, AB T0L 0T0

Attention: Kris Holbeck, CA CAO

Dear Ms. Holbeck:

I attach a copy of our 2013 Liability Insurance Policy for the Senior Centre as I understand that we will be reimbursed by the Town for a portion of the fee.

(\$825xx)

After you have approved payment, would you please make the cheque payable to the Seniors Drop in Centre, as we paid the Co-operators back on January 17, 2013.

Thank you in advance

Yours truly

Shirley Minogue

Shirley Minogue, President

Claresholm Seniors Drop in Centre

*Town paid
\$ 787 xx
in 2012*

KH 2/22/13

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COMMERCIAL INSURANCE POLICY

Underwritten by certain underwriters at Lloyd's (hereinafter called the Insurer) through Lloyd's approved coverholder ("the Coverholder")



Policy No. S70175

Declarations

Effective 21/01/2013

INSURANCE IS PROVIDED ONLY FOR THOSE COVERAGES FOR WHICH A SPECIFIC LIMIT OF INSURANCE IS SHOWN - ON TERMS AND CONDITIONS CONTAINED IN THE FORMS INDICATED
ANY REFERENCE HEREIN TO THE "COMPANY" SHALL BE CONSTRUED AS "THE INSURER"

PURPOSE OF THIS DOCUMENT

Renewal - In return for the agreement of the Insured to pay the premium stated, this insurance Policy is continued in force for the period of insurance indicated. It is renewed subject to the limits of insurance and declarations shown herein. Should coverage wordings, riders or endorsements be attached hereto, they will replace the corresponding previous wordings. Otherwise all terms and conditions remain the same.

THE COVERHOLDER

APRIL CANADA INC.
310 - 245 Yorkland Blvd,
Toronto, Ontario M2J 4W9

Main: (416) 925-2793
Web Site: www.april.ca

Fax: (416) 925-7260

SUB-AGENT OR SUB-BROKER

Federated Agencies Ltd
5600 Cancross Court
Mississauga, Ontario L5R 3E9

NAMED INSURED AND POSTAL ADDRESS

Claresholm Seniors Drop In Centre
PO Box 1518
Claresholm, Alberta T0L 0T0

LOCATION OF RISK

Box 1518, Claresholm, Alberta T0L 0T0

PERIOD OF INSURANCE

From 21 January 2013 to 21 January 2014
12:01 a.m. standard time at the Postal Address of the insured.

FORM OF BUSINESS

Individual

DESCRIPTION OF BUSINESS OPERATIONS

Senior Citizen Drop In Centre

SUMMARY OF INSURANCE COVERAGE AND PREMIUMS

TYPE OF COVERAGE	ANNUAL PREMIUM	MINIMUM RETAINED COVERAGE PREMIUM
Liability	\$825	Nil
Other	Incl	Nil
Minimum Retained Policy Premium		\$206

The Insured is requested to read this policy, and if incorrect, return it immediately for alteration.

In the event of an occurrence likely to result in a claim under this insurance, immediate notice should be given to the Coverholder whose name and address appears above. All inquiries and disputes are also to be addressed to this Coverholder.

For purposes of the Insurance Companies Act (Canada), this document was issued in the course of Lloyd's Underwriters' insurance business in Canada.

THIS POLICY CONTAINS CLAUSES WHICH MAY LIMIT THE AMOUNT PAYABLE

IN WITNESS WHEREOF THIS POLICY HAS BEEN SIGNED, AS AUTHORIZED BY THE INSURER BY

PER

Agreement No.
13CPBA589A(54)

NEW ANNUAL PREMIUM ▶ **\$825**

PREMIUM NOW PAYABLE (EXCL. APPL. TAXES) ▶ **\$825**

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IDENTIFICATION OF INSURER / ACTION AGAINST INSURER

This insurance has been effected in accordance with the authorization granted to the Coverholder by the Underwriting Members of the Syndicates whose definitive numbers and proportions are shown in the Table attached to Agreement No. 13CPBA589A(54) (hereinafter referred to as "the Underwriters"). The Underwriters shall be liable hereunder each for his own part and not one for another in proportion to the several sums that each of them has subscribed to the said Agreement.

In any action to enforce the obligations of the Underwriters they can be designated or named as "Lloyd's Underwriters" and such designation shall be binding on the Underwriters as if they had each been individually named as defendant. Service of such proceedings may validly be made upon the Attorney In Fact in Canada for Lloyd's Underwriters, whose address for such service is 1155 rue Metcalfe, Suite 2220 Montreal, Quebec H3B 2V6.

NOTICE

Any notice to the Underwriters may be validly given to the Coverholder.

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FORM NO.	TYPE OF COVERAGE	DEDUCTIBLE	COINS. %	LIMIT OF INSURANCE
Liability				
L1 (2/01)	Commercial General Liability (Occurrence Form)			
	Products-completed operations included			
	Aggregate limit			
	Applies to products-completed operations only			2,000,000
	Each occurrence limit			2,000,000
	Personal injury limit			2,000,000
LE5a (7/00)	Employers' Bodily Injury Liability Extension			
LE39 (8/04)	Broad Form Completed Operations Extension			
LD2a (7/00)	Property Damage Deductible			
	Per occurrence	1,000		
LR1a (10/05)	Limitation to Designated Premises Restriction			
LX5a (7/00)	Professional Services Exclusion			
LX6 (10/05)	Blasting, Pile Driving, Weakness of Support Exclusion			
LX7a (7/00)	Building Moving or Demolition Exclusion			
LX19 (8/04)	Abuse or Molestation Exclusion			
LX20 (10/05)	Failure to Perform Exclusion			
LX24 (10/05)	Inefficacy Exclusion			
LX28a (8/04)	Total Environmental Liability Exclusion			
LM9	Incidental Medical Malpractice Injury			
CW120	Punitive and Exemplary Damages Exclusion			
LM2	Made in Canada			
L12 (2/01)	Tenants' Legal Liability (Broad Form)			
	Limit - Any one premises	1,000		200,000
LX42 (10/05)	Data Exclusion			
Other				
O4 (2/01)	Exclusion of Asbestos Related Claims			
O9 (8/04)	War and Civil War Exclusion			
O10 (8/04)	Illegal Substance Exclusion			
O11 (8/04)	Institute Cyber Attack Exclusion			
O13 (8/04)	Land, Water and Air Exclusion			
R1 (12/09)	Additional Agreements and Conditions			
R4 (11/00)	Electronic Data Recognition Exclusion			
R8 (8/04)	Fungi and Fungal Derivatives Exclusion			
R9 (1/08)	Mould, Fungus or Microbial Contamination Exclusion			
R10 (8/04)	Notice to Insureds (Ontario Privacy Act, 1987)			

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FORM NO.	TYPE OF COVERAGE	DEDUCTIBLE	LIMIT OF COINS. % INSURANCE
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LSW1542E (7/12)	Lloyd's Policyholders' Complaint Protocol		
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LSW1543A (10/12)	Notice Concerning Personal Information		
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CW01	Terrorism Exclusion		
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CW02	Radioactive Contamination Exclusion Clause		
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R7 (3/02)	Short Rate Cancellation Table		
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Annual Premium:

\$825

Staff Report

To: Council
From: Administration
Date: February 22, 2013
Re: Community Organization Property Tax Exemption Renewals

OVERVIEW

Per Bylaw #1526, the Community Organization Property Tax Exemption Bylaw (COPTER), all not for profit organizations who qualify for COPTER must apply, at least, every three years to continue their tax exempt status.

Administration has received letters from the Claresholm Curling Club, the Bridges at Claresholm Golf Course and the Prairie Winds Clubhouse Society requesting their status under COPTER be continued for the next three years as their organization status is unchanged.

RECOMMENDATION

That the Property Tax Exemption for the three above named organizations be approved for the calendar years 2013 through 2015.

Kris Holbeck, CA CAO Town of Claresholm

**TOWN OF CLARESHOLM
ADMINISTRATION**

P.O. BOX 1000
221 – 45th AVE W
CLARESHOLM, AB T0L 0T0



MEMO

To: Council
From: Administration
Date: February 25th, 2013
Re: Tax Recovery Sale – Vacant Mobile Home lot located @ 410 56th AVE W

Tax Recovery Sale – Vacant Mobile Home lot located @ 410 56th AVE W:

The current price that was set by Council in May of 2012 is \$35,000 for the vacant mobile home lot located at 410 56th Avenue West. Administration has not received any interest in the lot since the middle of 2012 and recommends that Council consider lowering the purchase price. To this point in time, the Town of Claresholm has accumulated approximately \$9,000 of back taxes, remediation costs, and administrative costs. In addition, Administration feels that the systematic price reductions that have occurred over the last two years have ensured that the Town of Claresholm is satisfying its obligation to make all reasonable efforts to obtain the highest price that the local market will pay for this tax recovery property.

Therefore, Administration is requesting that Council consider reducing the purchase price to \$25,000.

Regards,

Jeff Gibeau
Manager of Regulatory & Property Services

**TOWN OF CLARESHOLM
REGULATORY & PROPERTY
SERVICES**

P.O. BOX 1000
221 – 45th AVE W
CLARESHOLM, AB T0L 0T0



MEMO

To: Council
From: Jeff Gibeau, Manager of Regulatory & Property Services
Date: February 25th, 2013
Re: Revised Quality Management Plan

What is a Quality Management Plan (QMP):

A QMP is a municipal document that is administered by the Safety Codes Council. The QMP describes the safety code disciplines (or parts of disciplines) and the extent of safety services that a municipality intends to provide when it becomes accredited. The Town of Claresholm is accredited for all disciplines. A QMP may consist of various components, such as, details of the discipline(s) and the components of the Safety Codes Act the organization seeks to administer, an outline of safety policies and standards, and the process for ensuring compliance (e.i. the number of inspections and at what building stage). The Safety Codes Council is a statutory corporation that formulates and oversees the development and administration of safety codes and standards throughout the province. Working with its partners in government, labour, industry and education, the Safety Codes Council provides innovative, effective, and efficient public safety programs to industry and communities.

Why does the Town of Claresholm need a Quality Management Plan (QMP):

All municipalities are required by the Safety Codes Council to have a valid QMP that covers all the safety code disciplines that the municipality is accredited to administer. As stated previously, the Town of Claresholm is accredited for all disciplines.

Does the Town of Claresholm have a Quality Management Plan (QMP) right now:

Yes. The Town of Claresholm has a functional QMP for the Building, Plumbing/Gas, Electrical, and Private Sewage Disposal safety code disciplines that was approved by Town Council and the Safety Codes Council in 2006. In addition, the Town of Claresholm has a separate QMP for the Fire Discipline that was approved by Town Council and the Safety Codes Council in 2010.

Why is the Quality Management Plan (QMP) being revised:

In 2011, the Safety Codes Council released a revised QMP template. This revision includes several minor changes. In addition, the Town of Claresholm contract with Superior Safety Codes Inc. is being reviewed. A proposed contract for review by Council is forthcoming.

What does Administration need from Council to move forward?

Administration requires a resolution from Council, agreeing to the term of the Quality Management Plan. The QMP will then be sent to the Safety Codes Council for review and approval.

Attached Documents:

- Draft Quality Management Plan (all disciplines, except Fire), for review by Council,
- 1995 Municipal Accreditation Certificate – Building,
- 2006 Municipal Accreditation Certificate – Plumbing,
- 2006 Municipal Accreditation Certificate – Gas,
- 2006 Municipal Accreditation Certificate – Electrical,
- Current 2006 Quality Management Plan to be replaced (all disciplines, except Fire),
- 1995 (amended 2010) Municipal Accreditation Certificate – Fire,
- Current 2010 Quality Management Plan for the Fire discipline only,

Regards,

Jeff Gibeau
Manager of Regulatory & Property Services



townofclaresholm.com

Phone: (403) 625-3381

Fax: (403) 625-3869

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TOWN OF CLARESHOLM

Uniform Quality Management Plan

Version: August 19, 2011

TOWN OF CLARESHOLM

Uniform Quality Management Plan

This Uniform Quality Management Plan that includes Schedule A – Scope and Administration, and Schedule B – Uniform Service Delivery Standards, has been accepted by the Administrator of Accreditation.

Administrator of Accreditation

Date



SAFETY CODES COUNCIL

**UNIFORM QUALITY MANAGEMENT PLAN
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Schedule A

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Scope and Administration

SCOPE OF ACCREDITATION

The Municipality will administer the Safety Codes Act (SCA) including all pursuant regulations applicable to the following indicated discipline(s), within the municipal jurisdiction:

Building

- All parts of the Alberta Building Code, or
- Only those parts of the Alberta Building Code pertaining to housing and small buildings being 3 storeys or less in height, having a building area of 600m² or less and used as major occupancies classified as Group C - residential, Group D - business and personal services, Group E - mercantile, or Group F2 and F3 - medium and low hazard industrial.

Electrical

- All parts of the Canadian Electrical Code and all parts of the Code for Electrical Installations at Oil and Gas Facilities, and/or
- All parts of the Alberta Electrical and Utility Code.

Plumbing

- All parts of the National Plumbing Code of Canada, applicable Alberta amendments and regulations, and Private Sewage Disposal System Regulation.

Gas

- All parts of the Natural Gas and Propane Installations Code and Propane Storage and Handling Code and applicable Alberta amendments and regulations, excluding natural and propane gas highway vehicle conversions.

Fire

~~Alberta Fire Code Administration: (one is mandatory)~~

- All parts of the Alberta Fire Code, or
- All parts of the Alberta Fire Code except for those requirements pertaining to the installation, alteration, and removal of storage tank systems for flammable liquids and combustible liquids regulated under the Alberta Fire Code (see details in Appendix E)

- ~~Fire Investigations: (mandatory)~~

~~Cause, origin, and circumstance determination.~~

~~Fire Prevention Programs: (optional)~~

- ~~Public education.~~
- ~~Fire pre-plans (see details in Appendix E)~~
- Other (list) _____

ADMINISTRATION OF THE Town of Claresholm UNIFORM QUALITY MANAGEMENT PLAN

Adherence to the Uniform Quality Management Plan

Town of Claresholm herein referred to as “The Municipality” is responsible for the administration, effectiveness, and compliance with this Uniform Quality Management Plan (UQMP) that includes Schedule A – Scope and Administration and Schedule B - Uniform Service Delivery Standards.

The Municipality will provide services under Schedule B – Uniform Service Delivery Standards through their own staff or one or more accredited agencies. When providing services through an agency(s), the Municipality will contract with the agency(s) to provide services in accordance with Schedule B – Uniform Service Delivery Standards. The Municipality is responsible for monitoring the contracted agency’s compliance with Schedule B – Uniform Service Delivery Standards.

The Municipality recognizes that the Safety Codes Council (SCC) or its representative may review/audit for compliance to this UQMP and will give full cooperation to the SCC or its representative in business related to the administration of the SCA including the conduct of reviews/audits. The Municipality will implement the recommendations of the reviewer/auditor.

The Municipality will encourage and maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working in the Municipality have the ability and opportunity to make decisions relative to compliance monitoring independently, without undue influence of management, appointed or elected officials.

The Municipality, in the event that it ceases to administer the SCA for any new thing, process, or activity under the SCA, retains responsibility for services provided under the SCA while accredited, including the administration and completion of services for permits issued.

The Municipality recognizes that failure to follow this UQMP may result in suspension or cancellation of the Municipality's accreditation.

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Policy for Personnel Training

The Municipality will ensure that SCOs of the Municipality attend updating seminars required by the SCC to maintain current SCO certification.

Freedom of Information

The Canadian Charter of Rights and Freedoms applies to all activities undertaken in the administration of this Quality Management Plan. The Freedom of Information and Protection of Privacy Act applies to all information and records relating to, created, or collected under this UQMP.

Records Retention & Retrieval

The Municipality will retain the files of all projects including those where an accredited agency(s) was involved, for at least three (3) years or in accordance with the Municipality's record retention policy, whichever is greater. Such files will be available at the Municipality's office. Files where an accredited agency was involved are the property of the Municipality and will be returned to the Municipality within a reasonable time after completion of the services, or upon request.

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Declaration Of Status

The SCOs, staff, officers, and accredited agency(s), whether employed, retained or otherwise engaged by the Municipality will not participate in any safety codes administration, inspection, or investigation of properties or fires where they may have pecuniary interest.

Annual Review

The Municipality will conduct an annual review of this UQMP program in SCC non-monitored years. At the conclusion of the internal review, the executive authority for the Municipality will provide to the SCC, a letter of conformance findings including successes, area for improvement, and the methodology to achieve improvement / correction.

Revisions

Revisions to this UQMP may only be made to the Scope and will only be made by the Chief Administrative Officer responsible for this UQMP. A Resolution from the Municipal Council will be included with a revision. The SCC must approve any change in the UQMP.

Revision Control System

The Municipality will ensure its SCOs have ongoing access to a copy of this UQMP and contracted accredited Agencies are provided with a copy of this UQMP and any amendments.

The Municipality will maintain a registry of the SCOs and Agency(s) that have been provided with a copy of this UQMP and amendments. The Municipality will immediately distribute copies of approved amendments to all registered holders of this UQMP.

Notices

Any correspondence in regards to this UQMP will be forwarded to:

Kris Holbeck

Name of Chief Administrative Officer

kris.holbeck@townofclaresholm.com

E-mail address

Town of Claresholm

Name of Municipality

Box 1000

221 – 45 Ave W Claresholm, AB T0L 0T0

Address of Municipality

403.625.3381

Phone number of Municipality

403.625.3381

Fax number of Municipality

Municipality Agreement

In accordance with Council Resolution # _____ of *(insert date)* the *Town of Claresholm* hereby provides agreement and signature to this UQMP.

Signature of Chief Administrative Officer

Kris Holbeck, CAO

Name & title of Chief Administrative Officer

Signature of Chief Elected Official

David Moore, Mayor

Name & title of Chief Elected Official

Schedule B

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Uniform Service Delivery Standards

Section 1: Scope of Services

The Uniform Service Delivery Standards establishes responsibilities and minimum performance criteria for providing compliance monitoring services under the SCA including:

- code advice,
- permit issuance,
- plans examinations,
- site inspections,
- site investigations,
- alternative solutions/variances,
- orders,
- verification of compliance,
- identification and follow-up of deficiencies and unsafe conditions,
- collection and remittance of SCC fees,
- issuance of Permit Services Reports, and
- maintaining files and records.

Section 2: Performance

The Municipality will:

- perform the services in an effective and timely manner,
- endeavour to work co-operatively with the owner and/or the owner's representative(s) to achieve compliance with the SCA and applicable Regulation(s),
- perform the services with impartiality and integrity, and
- provide services in a professional and ethical manner.

Section 3: Personnel

The Municipality will:

- employ persons knowledgeable about the applicable codes, standards and regulations, relative to the services it provides,
- employ SCOs who are certified and designated at an appropriate level to provide compliance monitoring and investigations relative to service levels the Municipality provides, and
- maintain a registry of all SCOs they employ, their level(s) of Certification, and Designation of Powers.

Section 4: Quality Management Plan Training

The Municipality will:

- train its SCOs and other involved staff in the requirements of this UQMP, and
- maintain the training records on the employee's file.

Section 5: Records

The Municipality will maintain a file system for all the records associated with performing the services including:

- permit applications and permits,
- plans, specifications, and other related documents,
- plans review reports,
- inspection reports,
- investigation reports,
- verifications of compliance,
- Alternative Solutions / Variances,
- Orders,
- Permit Services Reports, and
- related correspondence and/or other relevant information.

Section 6: SCC Operating Fees

The Municipality will collect the SCC operating fee for each permit issued under authority of the SCA, and remit those fees to the SCC in the manner and form prescribed by the SCC.

Section 7: Orders

Will be issued and served in accordance with the SCA, the Administrative Items Regulation, and SCC policy. Orders will be in the format provided on the SCC web site: www.safetycodes.ab.ca. Upon compliance with an Order, a notice of compliance will be provided to the person(s) to whom the Order was served and to the SCC.

Section 8: Alternative Solutions / Variances

Will be issued in accordance with the SCA and SCC policy. An Alternative Solution / Variance will be in the format directed by the SCC (available on the SCC web site: www.safetycodes.ab.ca).

A SCO may issue an Alternative Solution / Variance from a code or referenced standard if the SCO is of the opinion that the Alternative Solution / Variance provides approximately equivalent or greater safety performance than that prescribed by the code or standard.

A request for Alternative Solution / Variance must be made in writing and include support documentation. A SCO will only make a decision respecting an Alternative Solution / Variance after having thoroughly researched the subject matter.

A copy of an Alternative Solution / Variance issued will be provided to the:

- owner,
- contractor if applicable,
- SCC, and
- the Municipality's file.

Section 9: Compliance Monitoring

General

The Municipality will monitor compliance through a program of permit issuance, plans examination (when applicable), site inspection, and follow-up inspections or verification of compliance; using appropriately certified and designated SCOs to provide compliance monitoring in accordance with the SCA and associated codes and standards.

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Permits / Permissions

The Municipality will collect all information required by the SCC to be collected as part of each permit application.

Permit Applications

Permit Applications will include the following information:

- name of the issuing Municipality,
- permit discipline type,
- date of application,
- applicant's name, address, and phone number, and email,
- contractor's name, address, and phone number, and email (if known),
- owner's name, address, and phone number, and email,
- project location by legal description, civic address, and municipality,
- description of the work,
- state the use or proposed use of the premises,
- a Freedom of Information and Protection of Privacy Act (FOIPP) statement that meets the requirements of FOIPP as per the following example:

“The personal information provided as part of this application is collected under the Safety Codes Act and the Municipal Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the municipality.”

- any other information the SCO or permit issuer considers necessary.

Permits

Permits will include the following information:

- a permit number or other unique identifier that has been assigned by the permit issuer to the undertaking,
- the date on which the permit is issued,
- the name of the owner and the person to whom the permit has been issued,
- where the undertaking is to take place,
- a description of the undertaking or portion of the undertaking governed by the permit, and
- contain any other information that the permit issuer considers necessary
- issuer's name, signature, and designation number,.

Permit Conditions

A permit may contain terms and conditions that include but not limited to:

- permission be obtained from the SCO before occupancy or use of the construction, process or activity under the permit,
- the date on which the permit expires,
- a condition that causes the permit to expire,
- the period of time that the undertaking may be occupied, used or operated,
- setting the scope of the undertaking being permitted,
- setting the qualifications required of the person responsible for the undertaking and/or doing the work,
- an identification number or label to be affixed to the undertaking,
- requirement to obtain the approval of a safety codes officer before any part of the building or system is covered or concealed.

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Site Inspections

An SCO will inspect:

- to determine if the use, occupancy, sites or work complies with the SCA and relevant codes and standards, permits, and conditions,
- within the time frames noted in the discipline specific sections of this UQMP,
- in a timely fashion (endeavour to inspect within 2 working days and will not exceed 5 working days, when contacted for a required inspection unless otherwise noted in this UQMP),
- at the stage(s) indicated in the discipline specific sections of this UQMP, and
- all work or occupancy(s) in place at the time of the inspection.

The Municipality may, at their discretion, extend the time frame for a required site inspection(s) by documenting in the file:

- the reason for the extension, and
- the new time frame or date for conducting the inspection(s).

Inspection Reports

A SCO will, for each inspection required by this UQMP, complete an inspection report noting:

- permit number and file number (if applicable),
- discipline,
- municipality name and date,
- owner name, address, phone number, and email,
- contractor name, address, phone number, and email,
- legal description, address (if applicable), and municipality,
- stage(s) of work being inspected,
- a description of the work in place at the time of inspection,
- all observed deficiencies (any condition where the work is incomplete, or does not comply with the SCA or an associated code or regulation and in the opinion of the SCO is not an unsafe condition),
- all observed unsafe conditions (any condition that, in the opinion of a SCO, could result in property loss, injury, or death, and is not a situation of imminent serious danger),
- all observed situations of imminent serious danger and the action taken by the SCO to remove or reduce the danger, and
- name, signature, and designation number of the SCO conducting the inspection.

The Municipality will, for each required inspection:

- provide copies of Inspection Reports to the permit applicant, contractor, and Municipality's file; and if requested to the owner, project consultant, architect, or consulting engineers, and

- follow-up on noted deficiencies or unsafe conditions through re-inspection(s) (or at the discretion of the SCO, a verification of compliance may be accepted in lieu of an on-site reinspection).

Verification of Compliance

A SCO may, at their discretion, accept a verification of compliance (reasonable assurance provided from a third party that work complies):

- as follow-up to deficiencies or unsafe conditions noted on a site inspection, or
- in lieu of a site inspection when permitted in this UQMP (eg. labelled mobile home siting, minor residential improvements).

An SCO, when accepting a verification of compliance, will document the information to the permit file including:

- identification of the document as a verification of compliance,
- permit number and discipline,
- name and title of the person who provided the verification of compliance and how it was provided (i.e. written assurance, verbal assurance, site visit by designate, etc.),
- date accepted by the SCO, and
- signature and designation number of the SCO.

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No-Entry Policy

When a SCO is unable to gain entry to a site for a required inspection, the SCO will leave a notification on-site in a visible location, or forward notification to the Owner or permit applicant (as appropriate), advising of the inspection attempt and requesting that the Municipality be contacted to arrange for the site inspection.

If the Municipality does not receive a response within 30 days of notification, the Municipality will mail the Owner or permit applicant (as appropriate), a second notification requesting that the Municipality be contacted within 30 days to arrange for a site inspection.

If the Municipality is not contacted within 30 days of the second notification, the inspection stage may be considered a “no-entry” and counted as the required interim or final inspection.

Permit Services Report

The Municipality will issue a Permit Services Report:

- within 30 days of completing the compliance monitoring services as required in this UQMP (completion of compliance monitoring services means; after the final or only required inspection, after acceptance of a verification of compliance in lieu of an inspection when permitted, or after compliance with the no-entry policy with respect to the final or only required inspection),
- to the Owner (the Owner, for the purposes of this UQMP means, in order of preference; the Owner of the project at the time the permit was purchased, at the time the compliance monitoring services were provided, or at the time the Permit Services Report was issued).

The Municipality will not issue a Permit Services Report or close a file if there is an unsafe condition, until such time as the unsafe condition is corrected.

The Municipality will, for administrative purposes, consider the file closed when the Permit Services Report is issued, however:

- will reactivate the file if any further activity related to the permit is initiated within 30 days, and
- may reactivate the file at any time.

APPENDIX A: BUILDING DISCIPLINE

Building Permits

The Municipality will, **prior** to permit issuance:

- obtain two complete sets of construction documents as outlined in the Alberta Building Code (ABC),
- obtain any letters or schedules required to be provided by the ABC,
- conduct a preliminary review of the construction documents to determine if professional involvement is required or if there are any potentially significant code compliance issues, and
- obtain documents with the seal and signature of a registered architect and/or professional engineer(s), when required by the ABC.

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Construction Document Review

The Municipality will, not more than 15 days after permit issuance:

- complete a review of the construction documents in accordance with the requirements of the ABC,
- prepare a Plans Review Report,
- provide the Plans Review Report to the permit applicant, contractor, and Municipality’s file; and if requested, to the owner, project consultant, architect, or consulting engineers, and
- provide one set of construction documents to the permit applicant for retention and review at the project site, and retain one set on the Municipality’s file.

Compliance Monitoring on Projects requiring Professional Involvement

The Municipality will collect and maintain on file, required schedules and/or a letter(s) of compliance from the professional architect or engineer when a part or parts of the building require a professional architect or engineer.

The Municipality will collect and maintain on file all schedules and letters of compliance required in accordance with the ABC when overall professional architect and/or engineer involvement is required for the work covered under a permit.

Building Site-Inspections

A SCO will conduct site inspections at the stages indicated in the following tables:

Site Inspection Stages for Part 9 Buildings Not Requiring Overall Professional Involvement

Type Of Project	Type of Building & Major Occupancy	Minimum # of Inspections	Inspection Stage (NOTE: inspect all work in place at time of inspection)
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$20,000)	Single & Two Family Dwellings (Group C)	2	<ul style="list-style-type: none"> o complete foundation (prior to backfill) OR <ul style="list-style-type: none"> o solid or liquid fuelled appliance(s) & framing (prior to covering up with insulation and vapour barrier) OR <ul style="list-style-type: none"> o insulation and vapour barrier (prior to drywall) AND <ul style="list-style-type: none"> o final, including HVAC completion within 365 days of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$20,000)	Multi-family Residential, Townhouses, Small Apartments (Group C)	2	<ul style="list-style-type: none"> o complete foundation (prior to backfill) OR <ul style="list-style-type: none"> o solid or liquid fuelled appliance(s) & framing (prior to covering up with insulation and vapour barrier) OR <ul style="list-style-type: none"> o insulation and vapour barrier (prior to drywall) AND <ul style="list-style-type: none"> o final, including fire alarm and HVAC completion (within 180 days of permit issuance)
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$20,000)	Business & Personal Services, Mercantile, Med. & Low Hazard Industrial (Group D, E, F2, F3)	2	<ul style="list-style-type: none"> o complete foundation (prior to backfill) OR <ul style="list-style-type: none"> o HVAC rough-in OR <ul style="list-style-type: none"> o framing, structure (prior to insulation and vapour barrier) AND <ul style="list-style-type: none"> o final, including HVAC completion (within 180 days of permit issuance)
Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of \$20,000 or less) OR Other types of permits not covered in this table.	All types of Part 9 Buildings (Group C, D, E, F2, F3)	1	<ul style="list-style-type: none"> o final (within 180 days of permit issuance)

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Site Inspection Stages for Part 3 Buildings Not Requiring Overall Professional Involvement

Type Of Project	Major Occupancy	Minimum # of Inspections	Inspection Stages (NOTE: inspect all work in place at time of inspection)
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy (with a value of work more than \$20,000)	A, B, C, D, E, F	2	<ul style="list-style-type: none"> ○ *foundation OR ○ *framing, structure OR ○ *HVAC rough-in OR ○ *fire suppression systems OR ○ *fire alarm system OR ○ *HVAC completion OR ○ *interior partitioning AND ○ *final (within 365 days of permit issuance) <p>* NOTE: Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.</p>
Alteration, addition, renovation, reconstruction, change of occupancy (with a value of work \$20,000 or less) OR Other types of permits not covered in this table	A, B, C, D, E, F	1	<ul style="list-style-type: none"> ○ final (within 365 days of permit issuance)

Site Inspection Stages, Part 9 or Part 3 Buildings Requiring Overall Professional Involvement

Type Of Project	Major Occupancy	Minimum # of Inspections	Inspection Stages (NOTE: inspect all work in place at time of inspection)
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy (value of work more than \$20,000)	A, B, C, D, E, F	2	<ul style="list-style-type: none"> ○ interim inspection at approximately the mid-term of the work AND ○ final (within 365 days of permit issuance)
Alteration, addition, renovation, reconstruction, change of occupancy (value of work \$20,000 or less) OR Other types of permit not covered in this table.	A, B, C, D, E, F	1	<ul style="list-style-type: none"> ○ final (within 180 days of permit issuance)

Site Inspection of labelled mobile home siting, and minor residential improvements including detached garages, decks, or basement renovations will consist of at least one site inspection within 120 days of permit issuance, or at the discretion of the SCO, consist of a completed Verification of Compliance.

Site Inspection of Part 10 buildings will consist of at least one on-site inspection at the final set-up stage within 120 days of permit issuance.

Site Inspection of Solid or Liquid Fuelled Heating Appliances (under separate permit) will consist of at least one on-site inspection, prior to covering, within 120 days of permit issuance.

Site Inspection of Mechanical, Heating, or Ventilation Systems (under separate permit) will consist of at least one on-site inspection at the completion stage, prior to covering, within 120 days of permit issuance.

Site Inspection for Demolition permits (under separate permit) will be at the discretion of the SCO responsible for permit issuance for single family dwellings and their accessory buildings, and will consist of at least one on-site inspection prior to demolition for all other buildings.

Site Inspection of Non-flammable Medical Gas Piping Systems will be at the discretion of the SCO responsible for permit issuance. The SCO will follow up all ABC deficiencies identified by the testing Agency, to ensure compliance.

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APPENDIX B: ELECTRICAL DISCIPLINE

Electrical Permits

The Municipality will issue Electrical Permits.

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Construction Document Review

A SCO may, as a condition of the permit, require the permit applicant to submit construction documents (including plans and specifications) describing the work for any proposed electrical installation.

Electrical Site-Inspections

A SCO will conduct site inspections at the stages indicated in the following table:

Site Inspections for Electrical Installations

Type of Project	Minimum # of Inspections	Inspection Stages (NOTE: inspect all work in place at time of inspection)
Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work over \$4000)	2	<ul style="list-style-type: none"> ○ rough-in inspection (prior to cover-up) AND ○ final inspection (within 365 days of permit issuance)
Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work \$4000 or less)	1	<ul style="list-style-type: none"> ○ final inspection (within 90 days of permit issuance)
Single Family Residential or Farm Buildings under a Contractor Permit (with value of work over \$500)	1	<ul style="list-style-type: none"> ○ completed rough-in inspection (prior to cover-up) OR ○ final inspection (within 180 days of permit issuance)
Single Family Residential or Farm Buildings under a Homeowner permit (with value of work over \$500)	2	<ul style="list-style-type: none"> ○ completed rough-in inspection (prior to cover-up) AND ○ final inspection (within 365 days of permit issuance)
Single Family Residential or Farm Buildings under a Contractor or Homeowner permit (with value of work \$500 or less)	1	<ul style="list-style-type: none"> ○ final inspection (within 90 days of permit issuance)
Skid Units, Relocatable Industrial Accommodation, Manufactured Housing, Oilfield Pump-jacks, Temporary Services	1	<ul style="list-style-type: none"> ○ final inspection (within 90 days of permit issuance), including all additional wiring for Relocatable Industrial Accommodation and Manufactured Housing
Annual Permit (for minor alterations/additions conducted on one site)	2	<ul style="list-style-type: none"> ○ mid-term inspection AND ○ final inspection (within 60 days of expiry of permit)

APPENDIX C: PLUMBING DISCIPLINE

Plumbing Permits

The Municipality will issue Plumbing permits.

Construction Document Review

A SCO may, as a condition of the permit, require the permit applicant to submit construction documents (including plans and specifications) describing the work for any proposed plumbing installation.

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Plumbing Site-Inspections

A SCO will conduct site inspections at the stages indicated in the following table:

Site Inspections for Plumbing Installations

Installation Type	Minimum # of Inspections	Plumbing Installation Stage (NOTE: inspect all work in place at time of inspection)
Public Institutions, Commercial, Industrial, Multi-Family Residential (with more than 10 fixtures)	2	<ul style="list-style-type: none"> ○ rough-in below grade prior to covering OR ○ rough-in above grade prior to covering AND ○ final completion (within 365 days of permit issuance)
Public Institutions, Commercial, Industrial, Multi-Family Residential (with 10 fixtures or less)	1	<ul style="list-style-type: none"> ○ rough-in below grade prior to covering OR ○ rough-in above grade prior to covering OR ○ final completion (within 180 days of permit issuance)
Single Family Residential or Farm Buildings under a Contractor Permit (with more than 5 fixtures)	1	<ul style="list-style-type: none"> ○ completed rough-in below grade OR ○ completed rough-in above grade prior to covering (within 180 days of permit issuance)
Single Family Residential or Farm Buildings under a Homeowner permit (with more than 5 fixtures)	2	<ul style="list-style-type: none"> ○ completed rough-in below grade (prior to covering) AND ○ final completion (within 365 days of permit issuance)
Single Family Residential or Farm Building (with 5 fixtures or less)	1	<ul style="list-style-type: none"> ○ final completion (within 90 days of permit issuance)

Permits for Private Sewage Disposal Systems

The Municipality will issue permits for Private Sewage Disposal System installations.

Permit Issuance for Private Sewage Disposal Systems

The Municipality will, **prior** to permit issuance:

- require the permit applicant to provide all relevant installation details including:
- a site plan,
- the expected volume of sewage per day,
- the criteria used to determine the expected volume of sewage per day,
- description and details of all sewage system treatment and effluent disposal component(s),
- details of the method(s) used to determine the soil effluent loading rate, including the results of the method(s) and who they were conducted by, and

- the depth to the water table if less than 2.4 m from ground surface,
and
- require a Plumbing Group B SCO to complete a review of the information for compliance with the requirements of the Private Sewage Disposal System regulations.

Private Sewage Disposal System Site Inspections

DRAFT

A Plumbing Group B SCO will:

- conduct a minimum of one site inspection during installation, or
- if unable to conduct the inspection during installation, note the reason on file and conduct a final inspection within 30 days of permit issuance.

APPENDIX D: GAS DISCIPLINE

Gas Permits

The Municipality will issue Gas Permits.

Construction Document Review

A SCO may, as a condition of the permit, require the permit applicant to submit construction documents (including plans and specifications) describing the work for any proposed gas installation.

Gas Site-Inspections

DRAFT

A SCO will conduct site inspections at the stages indicated in the following table:

Required Site Inspections for Gas Installations

Installation Type	Minimum # of Inspections	Gas Installation Stages (NOTE: inspect all work in place at time of inspection)
Public Institutions, Commercial, Industrial, Multi-Family Residential (more than 400,000 BTU)	2	<ul style="list-style-type: none">○ rough-inAND○ final completion (within 365 days of permit issuance)
Public Institutions, Commercial, Industrial, Multi-Family Residential (400,000 BTU or less)	1	<ul style="list-style-type: none">○ rough-inOR○ final completion (within 180 days of permit issuance)
Single Family Residential or Farm Buildings under a Contractor Permit	1	<ul style="list-style-type: none">○ final completion (within 180 days of permit issuance)
Single Family Residential or Farm Buildings under a Homeowner permit	1	<ul style="list-style-type: none">○ final completion (within 365 days of permit issuance)
Temporary Heat Installations (under separate permit)	1	<ul style="list-style-type: none">○ final inspection (within 90 days of permit issuance)

APPENDIX E: FIRE DISCIPLINE

General

The Municipality will provide Alberta Fire Code services that include but are not limited to:

- code advice including but not limited to:
 - new construction under the Alberta Fire Code;
 - building upgrade programs;
 - Fire Safety Plan, development and implementation;
 - storage of dangerous goods, and
 - tire storage;
- plans examinations including but not limited to:
 - new construction under the Alberta Fire Code;
 - building upgrade programs;
 - residential secondary suites, and
 - Fire Safety Plans with emphasis to addressing the risk to occupied residential buildings;
- permit / permission issuance,
 - fireworks purchase, possession, handling, and discharge, and
 - storage tank systems for flammable liquids and combustible liquids installation, alteration or removal if included in scope;
- compliance monitoring site inspections for:
 - construction addressed in the Alberta Fire Code;
 - Fire Safety Plan practices with emphasis to addressing the risk to occupied residential buildings;
 - post-occupancy of facilities identified in the following Fire Code Compliance Inspection chart, and
 - special or other activities addressed in the Alberta Fire Code or at the discretion of the Fire SCO;
- Occupant Load Certificates for:
 - assembly occupancies, and
 - other occupancies at the discretion of the SCO;
- Alternative Solutions / Variances issuance;
- Orders and their enforcement;
- Verification of Compliance;
- no entry advisory;
- Permit Services Report;
- identification and follow-up of deficiencies and unsafe conditions;
- collection and remittance of SCC fees, and
- maintaining files and records.

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Storage Tank Systems For Flammable Liquids and Combustible Liquids

The Municipality will:

- obtain two complete sets of construction documents signed and sealed by a Professional Engineer as outlined in the Alberta Fire Code;
- have a Fire SCO:
 - complete a review of the construction documents to assess compliance with the requirements of the Alberta Fire Code;
 - initial all pages of the construction documents;
 - date stamp and sign the documents;
 - complete a Plans Review Report;

- provide the Plans Review Report to the owner, contractor, and municipality's file, and if requested, to the project consultant or consulting engineer, and
- provide one set of construction documents to the permit applicant for retention and review at the project site, and retain one set for the municipalities file.

Fireworks

DRAFT

The Municipality will, prior to issuing permission:

- respecting the purchase, possession, handling, discharge, fire or set-off, obtain from the applicant written confirmation that the person:
 - will conduct activities in accordance with safe practices outlined in the Alberta Fire Code,
 - is of at least 18 years of age, and
- respecting sales, obtain from the owner of the retail business, written confirmation that the business:
 - holds a valid municipal business license or confirmation of ownership of the business when the municipality does not require business to hold such license,
 - employees handling fireworks for sale are of at least 18 years of age,
 - manufacturers instructions are posted at the sales location and provided with each sale,
 - record of each sale is retained for examination by the Fire SCO, and
 - stores fireworks in conformance with Part 3 of the Alberta Fire Code.

Fire Code Compliance Inspections

For the purpose of ensuring compliance with the SCA, a SCO may, at the discretion of the SCO, carry out an inspection for any thing, process, or activity to which this Act applies. In addition, inspections will be conducted in accordance with the following schedule.

(municipality must pick one from each frequency range box for each applicable use/occupancy)

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range (May be by occupancy or individual unit)
New construction	Storage Tank Systems for Flammable Liquids & Combustible Liquids	<input type="radio"/> 1 site inspection of all work or acceptance of Verification of Compliance AND <input type="radio"/> 1 final inspection within 365 days of permit issuance
Alteration, addition, renovation, reconstruction, or removal	Storage Tank Systems for Flammable Liquids & Combustible Liquids	<input type="radio"/> 1 final inspection within 365 days of permit issuance OR <input type="radio"/> A Verification of Compliance within 365 days of permit issuance
Fire Safety Plan implementation and practices	All new construction, alteration, addition, renovation, reconstruction, or removal	<input type="radio"/> 1 site inspection where a risk to occupied residential building(s) has been identified <div style="text-align: center; font-size: 2em; color: blue; font-weight: bold;">DRAFT</div>
Compliance Inspections	Special Events or Sites	<input type="radio"/> Not Applicable <input type="radio"/> On request or complaint <input type="radio"/> Once per event <input type="radio"/> More than one per event
	Group A, Division 1 Assembly	<input type="radio"/> Not Applicable <input type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group A, Division 2 Assembly	<input type="radio"/> Not Applicable <input type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group A, Division 3 Assembly	<input type="radio"/> Not Applicable <input type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group A, Division 4 Assembly	<input type="radio"/> Not Applicable <input type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group B, Division 1 Care or Detention	<input type="radio"/> Not Applicable <input type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group B, Division 2 Care or Detention	<input type="radio"/> Not Applicable <input type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months

	Group C Residential—1 to 5 family	<input type="radio"/> Not Applicable <input type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group C Residential—5 to 12 family	<input type="radio"/> Not Applicable <input type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group C Residential—12 to 25 family	<input type="radio"/> Not Applicable <input type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group C Residential—25 and more family	<input type="radio"/> Not Applicable <input type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group D	<input type="radio"/> Not Applicable <input type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group E	<input type="radio"/> Not Applicable <input type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group F, Division 1	<input type="radio"/> Not Applicable <input type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group F, Division 2	<input type="radio"/> Not Applicable <input type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group F, Division 3	<input type="radio"/> Not Applicable <input type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months

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“On request or complaint” means the process as defined by municipal operational policy.

“Once every month” means a specific day is set which shall apply in each month for each occupancy or site to be inspected. An inspection conducted within 7 days of this set date is deemed to have met with the quantitative intent of this UQMP.

~~“Once every 6 months” means a specific day is set which shall apply in each 6th month for each occupancy or site to be inspected. An inspection conducted within 30 days of this set date is deemed to have met with the quantitative intent of this UQMP.~~

~~“Once every 12 months” means a specific day is set which shall apply in each 12th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this UQMP.~~

~~“Once every 24 months” means a specific day is set which shall apply in each 24th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this UQMP.~~

Fire Investigations

DRAFT

~~Investigations will be conducted by a Fire SCO to determine the cause, origin, and circumstance of every fire in which a person dies or suffers injury that requires professional medical attention or in which property is damaged or destroyed. The results of each investigation will be reported to the Fire Commissioner in accordance with the Administrative Items Regulation. A Fire SCO may arrange for any additional municipal, law enforcement, agency, or other resources as required to assist in an investigation including representatives from the Fire Commissioner’s Office. In the event of a fire resulting in a death or where arson is suspected, the investigation will include immediate notification to the Alberta Fire Commissioner’s Office.~~

~~Fire Investigations will include the following information:~~

- ~~◆ file number,~~
- ~~◆ location of fire,~~
- ~~◆ date of fire,~~
- ~~◆ date of investigation,~~
- ~~◆ building / property use,~~
- ~~◆ cause of fire,~~
- ~~◆ origin of fire,~~
- ~~◆ value of loss,~~
- ~~◆ name and designation number of SCO conducting the investigation,~~
- ~~◆ comments, and~~
- ~~◆ date of completion/sign off.~~

~~Fire Investigations will utilize the applicable forms/reports as provided on the SCC web site:
www.safetycodes.ab.ca.~~

Fire Prevention Programs

~~Fire prevention programs will include but are not limited to public awareness and consultative services orientated to assisting one or more of the following:~~

- ~~◆ individuals,~~
- ~~◆ business, and~~
- ~~◆ industry~~

~~in understanding and providing effective Fire Safety Plans.~~

The Municipality will support and provide one or more but is not limited to the following educational programs annually:

- school curriculum,
- minority focused programs,
- seniors programs,
- community education, and
- other programs such as but not limited to:
 - Risk Watch (an injury prevention program);
 - Getting to Know Fire (fire educator lesson plans);
 - Seniors Fire Safety Programs;
 - Juvenile Firesetter Intervention Program;
 - Fire Smart, and
 - Shelter in Place.

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**APPENDIX F: List Of Administrative Forms Available On
The SCC Web Site:
www.safetycodes.ab.ca**

DRAFT

- 1. Order**
- 2. Alternative Solution / Variance**
- 3. Request for Alternative Solution / Specific Variance**
- 4. Model Fire Safety Plan**
- 5. Fire Investigation Reports (samples)**
 - a. Voluntary Consent to Search and/or Seizure**
 - b. To Obtain a Warrant to Enter a Private Dwelling Place to Conduct a Fire Investigation**
 - c. Casualties**
 - d. Witness Statement**
 - e. Physical Evidence**
 - f. Sketches**
 - g. Structure Fires**
 - h. Motor Vehicle Fires**
 - i. Wildland Fires**
 - j. All Fires**
 - k. Incident Investigation Field Notes**
 - l. Insurance Information**
 - m. Release From Responsibility**
 - n. Records / Documents**
- 6. Application for Designation of Powers**
- 7. Sample Permits (SCA & non-SCA)**
- 8. Sample Permission forms**

APPENDIX G: Permit Services Report (sample)

PERMIT SERVICES REPORT

DRAFT

Issued by: _____ on _____ to _____
(Municipality name) (date of issue) (Owner name)

Re:

Permit number: _____

Type of Permit: Building Electrical Plumbing Gas

Location:

Municipality: _____

Lot ____ Block ____ Plan _____ OR Part of ____ Sec ____ Twp ____ Rge ____ West of _____

Status:

Compliance monitoring services have been provided as required by the SCA, and codes, regulations and policies pursuant to the Act. It is the opinion of the issuer of this report that:

- work complies** with the intent of the SCA and applicable regulations.
- work may not comply** as
 - a Safety Codes Officer was unable to gain entry for the required site inspection(s)
 - the permit expired
 - the permit was cancelled
- deficiencies must be corrected** for the work to meet the intent of the SCA and applicable regulations (refer to attached list or inspection report). Please contact the Municipality within 30 days of this report if you wish to make arrangements to verify that deficiencies are corrected.

Yours truly,

Signature of Municipality Representative

cc: permit file

Note: This report remains on file as record of compliance or non-compliance with the provisions of the SCA, regulations, Codes, and standards. Pursuant to the SCA, the "Owner" is responsible for meeting the requirements of the Act.



COPY

SAFETY CODES COUNCIL

MUNICIPAL ACCREDITATION

Pursuant to Section 23 of the Alberta Safety Codes Act
it is hereby ordered that

TOWN OF CLARESHOLM

Accreditation No. M000216

Order No. O00000508

Having satisfied the terms and conditions
of the Safety Codes Council
is authorized to administer the
Alberta Safety Codes Act
within their jurisdiction for

Building

*All Parts of the Alberta Building Code
Excluding any or all things, processes or activities owned by or
under the care and control of Corporations
accredited by the Safety Codes Council*

December 17, 1995

Date

Administrator of Certification and Accreditation

COPY



SAFETY CODES COUNCIL

MUNICIPAL ACCREDITATION

Pursuant to Section 26 of the Safety Codes Act
it is hereby ordered that

TOWN OF CLARESHOLM

Accredited Organization ID M000216
Order of Accreditation No. 347555-001

having satisfied the terms and conditions of
the Safety Codes Council are authorized to
provide services under the Safety Codes Act
within their jurisdiction for

Plumbing

All Parts of the Canadian Plumbing Code, Alberta Amendments and Regulations,
Including Private Sewage Treatment and Disposal Systems
Excluding any or all things, processes or activities owned by
or under the care and control of Corporations accredited
by the Safety Codes Council

Accredited Date: January 12, 2006

Issued Date: January 12, 2006

Administrator of Accreditation



SAFETY CODES COUNCIL

COPY

MUNICIPAL ACCREDITATION

Pursuant to Section 26 of the Safety Codes Act
it is hereby ordered that

TOWN OF CLARESHOLM

Accredited Organization ID M000216
Order of Accreditation No. 347563-001

having satisfied the terms and conditions of
the Safety Codes Council are authorized to
provide services under the Safety Codes Act
within their jurisdiction for

Gas

All Parts of the Canadian Gas Association, Propane and Natural Gas Codes,
Alberta Amendments and Regulations, Excluding Propane and Natural Gas Highway Vehicle
Conversions

Excluding any or all things, processes or activities owned by or under the care and control of
corporations accredited by the Safety Codes Council

Accredited Date: January 12, 2006

Issued Date: January 12, 2006

Administrator of Accreditation

COPY



SAFETY CODES COUNCIL

MUNICIPAL ACCREDITATION

Pursuant to Section 26 of the Safety Codes Act,
it is hereby ordered that

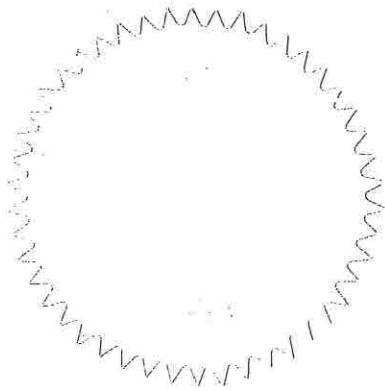
TOWN OF CLARESHOLM

Accredited Organization ID M000216
Order of Accreditation No. 347541-001

having satisfied the terms and conditions of
the Safety Codes Council are authorized to
provide services under the Safety Codes Act
within their jurisdiction for

Electrical

Excluding any or all things, processes or activities owned by
or under the care and control of Corporations accredited
by the Safety Codes Council



Accredited Date: January 12, 2006
Issued Date: January 12, 2006


Administrator of Accreditation

COPY

Town of Claresholm

Uniform Quality Management Plan

This Uniform Quality Management Plan that includes Schedule A – Scope and Administration, and Schedule B – Uniform Service Delivery Standards, has been accepted by the Administrator of Accreditation.



Administrator of Accreditation

January 27, 2016

Date



SAFETY CODES COUNCIL

Schedule A

COPY

**Uniform Quality Management Plan
Scope and Administration**

Version: Municipal
Date: August 25, 2005

UNIFORM QUALITY MANAGEMENT PLAN
SCOPE AND ADMINISTRATION
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SCOPE OF ACCREDITATION

The Municipality will administer the Safety Codes Act (SCA) including all pursuant regulations applicable to the following indicated discipline(s), within the municipal jurisdiction:

Building

- all parts of the Alberta Building Code

Electrical

- all parts of the Canadian Electrical Code and all parts of the Code for Electrical Installations At Oil and Gas Facilities, and/or
- all parts of the Alberta Electrical and Communication Utility Code.

Plumbing

- all parts of the National Plumbing Code of Canada, applicable Alberta amendments and regulations, and Private Sewage Disposal System Regulation.

Gas

- all parts of the Natural Gas and Propane Installations Code and Propane Storage and Handling Code and applicable Alberta amendments and regulations, excluding natural and propane gas highway vehicle conversions.

ADMINISTRATION OF THE TOWN OF CLARESHOLM UNIFORM QMP

Adherence to the Uniform QMP

The Municipality is responsible for the administration, effectiveness, and compliance with this Uniform QMP that includes Schedule A – Scope and Administration and Schedule B - Uniform Service Delivery Standards.

The Municipality will provide services under Schedule B – Uniform Service Delivery Standards through their own staff or one or more accredited agencies. When providing services through an agency(s), the Municipality will contract with the agency(s) to provide services in accordance with Schedule B – Uniform Service Delivery Standards. The Municipality is responsible for monitoring the contracted agency's compliance with Schedule B – Uniform Service Delivery Standards.

The Municipality recognizes that the Safety Codes Council (SCC) or its representative may review/audit for compliance to this Uniform QMP and will give full cooperation to the SCC or its representative in business related to the administration of the SCA including the conduct of reviews/audits. The Municipality will implement the recommendations of the reviewer/auditor.

The Municipality will encourage and maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working in the Municipality have the ability and opportunity to make decisions relative to compliance monitoring independently, without undue influence of management, appointed or elected officials.

The Municipality, in the event that it ceases to administer the SCA for any new thing, process, or activity under the SCA, retains responsibility for services provided under the SCA while accredited, including the administration and completion of services for permits issued.

The Municipality recognizes that failure to follow this Uniform QMP may result in suspension or cancellation of the Municipality's accreditation.

Policy for Personnel Training

The Municipality will ensure that SCOs of the Municipality attend updating seminars required by the SCC to maintain current SCO certification.

Freedom of Information

The Freedom of Information and Protection of Privacy Act applies to all information and records relating to, created or collected under this Uniform QMP.

Records Retention & Retrieval

The Municipality will retain the files of all projects including those where an accredited agency(s) was involved, for at least three (3) years or in accordance with the Municipality's record retention policy, whichever is greater. Such files will be available at the Municipality's office. Files where an accredited agency was involved are the property of the Municipality and will be returned to the Municipality within a reasonable time after completion of the services, or upon request.

Declaration Of Status

The Municipality, its SCOs, staff, officers, and accredited agency(s), whether employed, retained or otherwise engaged by the Municipality, will not participate in any design, construction, or installation activities within the Municipality, for projects where they also provide compliance monitoring.

Revisions

Revisions to this Uniform QMP may only be made to the Scope and will only be made by the Chief Administrative Officer responsible for this Uniform QMP. A Resolution from the Municipal Council will be included with a revision. The SCC must approve any change in the Uniform QMP.

Revision Control System

The Municipality will ensure its SCOs have ongoing access to a copy of this Uniform QMP and contracted accredited Agencies are provided with a copy of this Uniform QMP.

The Municipality will maintain a registry of the SCOs and Agencies they have provided with a copy of this Uniform QMP and amendments to this Uniform QMP, and immediately distribute copies of amendments to all registered holders of this Uniform QMP.

Notices

Any correspondence in regards to this Uniform QMP will be forwarded to:

LARRY FLECHANG
Name of Chief Administrative Officer

clares@telusplanet.net
E-mail address

Town of CLARESBOROUGH
Name of Municipality

Box 1000 CLARESBOROUGH ALTA
T0L0T0
Address of Municipality

403-625-3381
Phone number of Municipality

403-625-3869
Fax number of Municipality

Municipality Agreement

In accordance with Council Resolution # dated Oct 11, 05 of the Town of CLARESBOROUGH of (insert date) the (insert name of Municipality) hereby provides agreement and signature to this Uniform QMP.

[Signature]
Signature of Chief Administrative Officer

[Signature]
Signature of Chief Elected Official

LARRY FLECHANG CAO
Name & title of Chief Administrative Officer

Rob Steel Mayor
Name & title of Chief Elected Official

Schedule B

COPY

Uniform Service Delivery Standards

**Version: Municipal
Date: August 25, 2005**

COPY

UNIFORM SERVICE DELIVERY STANDARDS
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SCOPE OF SERVICES

This Uniform Service Delivery Standards document establishes responsibilities and minimum performance criteria for providing compliance monitoring services under the Safety Codes Act (SCA) including:

- code advice,
- permit issuance,
- plans examinations,
- site inspections,
- site investigations,
- variances,
- orders,
- verification of compliance,
- identification and follow-up of deficiencies and unsafe conditions,
- collection and remittance of Safety Codes Council (SCC) fees,
- issuance of Permit Services Reports, and
- maintaining files and records.

SECTION 1: PERFORMANCE

The Municipality will:

- perform the services in an effective and timely manner,
- endeavour to work co-operatively with the owner and/or the owner's representative(s) to achieve compliance with the SCA and applicable Regulation(s), and
- perform the services with impartiality and integrity, and in a professional and ethical manner.

SECTION 2: PERSONNEL

The Municipality will:

- employ persons knowledgeable about the applicable codes, standards and regulations, relative to the services it provides,
- employ Safety Codes Officers (SCOs) who are certified and designated at an appropriate level to provide compliance monitoring relative to services the Municipality provides, and
- maintain a registry of all SCOs they employ, and their level(s) of Certification, and Designation of Powers.

SECTION 3: QUALITY MANAGEMENT PLAN TRAINING

The Municipality will:

- train its SCOs and other involved staff in the requirements of this Uniform QMP, and
- maintain the training records on the employee's file.

SECTION 4: RECORDS

The Municipality will maintain a file system for all the records associated with performing the services including:

- permit applications and permits,
- plans, specifications, and other related documents,
- plans review reports,
- inspection reports,
- verifications of compliance,
- variances,
- orders,
- Permit Services Reports, and
- related correspondence and/or other relevant information.

SECTION 5: SAFETY CODES COUNCIL OPERATING FEES

The Municipality will collect the SCC operating fee for each permit issued, and remit those fees to the SCC in the manner and form prescribed by the SCC.

SECTION 6: ORDERS

The Municipality will employ appropriately certified SCOs who may issue orders in accordance with the SCA.

SECTION 7: VARIANCES

The Municipality will employ appropriately certified SCOs who may issue variances in accordance with the SCA and SCC policy.

SECTION 8: COMPLIANCE MONITORING

General

The Municipality will monitor compliance through a program of permit issuance, plans examination (when applicable), site inspection, and follow-up inspections or verification of compliance (when applicable), using appropriately certified and designated SCOs to provide compliance monitoring in accordance with the SCA and associated codes and standards.

Permits

The Municipality will collect all information required by the SCC to be collected as part of each permit application.

The Municipality will issue permits that include:

- name of the issuing Municipality,
- permit number,
- permit discipline type,
- date of issue,
- applicant's name, address, and phone number,
- contractor's name, address, and phone number,
- owner's name, address, and phone number,
- project location by legal description, civic address, and municipality,
- description of the work,
- permit conditions,
- issuer's name, signature, and designation number, and
- a Freedom of Information and Protection of Privacy Act (FOIPP) statement that meets the requirements of FOIPP as per the following example: *"The personal information provided as part of this application is collected under the Safety Codes Act and the Municipal Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the municipality."*

Site Inspections

A SCO will inspect:

- to determine if work complies with the SCA and relevant codes and standards,
- within the time frames noted in the discipline specific sections of this Uniform QMP,
- in a timely fashion (endeavour to inspect within 2 working days and will not exceed 5 working days, when contacted for a required inspection),
- at the stage(s) indicated in the discipline specific sections of this Uniform QMP, and
- all work in place at the time of the inspection.

The Municipality may, at their discretion, extend the time frame for a required site inspection(s) by documenting in the file:

- the reason for the extension, and
- the new time frame or date for conducting the inspection(s).

A SCO will, for each inspection required by this Uniform QMP, complete an inspection report noting:

- permit number and file number (if applicable),
- discipline,
- Municipality name,
- date,
- Owner name, address, and phone number,
- Contractor name, address, and phone number,
- legal description, address (if applicable), and municipality,
- stage(s) of work being inspected,
- a description of the work in place at the time of inspection,
- all observed deficiencies (any condition where the work is incomplete, or does not comply with the SCA or an associated code or regulation and in the opinion of the SCO is not an unsafe condition),
- all observed unsafe conditions (any condition that, in the opinion of a SCO, could result in property loss, injury, or death, and is not a situation of imminent serious danger),
- all observed situations of imminent serious danger and the action taken by the SCO to remove or reduce the danger, and
- name, signature, and designation number of the SCO conducting the inspection.

The Municipality will, for each required inspection:

- provide copies of Inspection Reports to the permit applicant, contractor, and Municipality's file; and if requested to the Owner, project consultant, Architect, or Consulting Engineers, and
- follow-up on noted deficiencies or unsafe conditions through re-inspection(s) (or at the discretion of the SCO verification of compliance may be accepted as follow-up).

Verification of Compliance

A SCO may, at their discretion, accept a verification of compliance (reasonable assurance provided from a third party that work complies):

- as follow-up to deficiencies or unsafe conditions noted on a site inspection, or
- in lieu of a site inspection when permitted in this Uniform QMP (eg. labelled mobile home siting, minor residential improvements).

A SCO, when accepting a verification of compliance, will document the information to the permit file including:

- identification of the document as a verification of compliance,
- permit number and discipline,
- name and title of the person who provided the verification of compliance and how it was provided (i.e. written assurance, verbal assurance, site visit by designate, etc.),
- date accepted by the SCO, and
- signature and designation number of the SCO.

No-Entry Policy

When a SCO is unable to gain entry to a site for a required inspection, the SCO will leave a notification on-site in a visible location, or forward notification to the Owner or permit applicant (as appropriate), advising of the inspection attempt and requesting that the Municipality be contacted to arrange for the site inspection.

If the Municipality does not receive a response within 30 days of notification, the Municipality will mail the Owner or permit applicant (as appropriate), a second notification requesting that the Municipality be contacted within 30 days to arrange for a site inspection.

If the Municipality is not contacted within 30 days of the second notification, the inspection stage may be considered a “no-entry” and counted as the required interim or final inspection.

Permit Services Report

The Municipality will issue a Permit Services Report:

- within 30 days of completing the compliance monitoring services as required in this Uniform QMP (completion of compliance monitoring services means; after the final or only required inspection, after acceptance of a verification of compliance in lieu of an inspection when permitted, or after compliance with the no-entry policy with respect to the final or only required inspection),
- to the Owner (the Owner, for the purposes of this Uniform QMP means, in order of preference; the Owner of the project at the time the permit was purchased, at the time the compliance monitoring services were provided, or at the time the Permit Services Report was issued).

The Municipality will not issue a Permit Services Report or close a file if there is an unsafe condition, until such time as the unsafe condition is corrected.

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The Municipality will, for administrative purposes, consider the file closed when the Permit Services Report is issued, however:

- will reactivate the file if any further activity related to the permit is initiated within 30 days,
and
- may reactivate the file at any time.

APPENDIX A: BUILDING DISCIPLINE

Building Permits

The Municipality will, **prior** to permit issuance:

- obtain two complete sets of construction documents as outlined in Part 2 of the Alberta Building Code (ABC),
- obtain any letters or schedules required to be provided by the ABC,
- conduct a preliminary review of the construction documents to determine if professional involvement is required or if there are any potentially significant code compliance issues, and
- obtain documents with the seal and signature of a registered Architect and/or Professional Engineer(s), when required by the ABC.

Construction Document Review

The Municipality will, **within 15 days** of permit issuance:

- complete a review of the construction documents in accordance with the requirements of the ABC,
- prepare a Plans Review Report,
- provide the Plans Review Report to the permit applicant, contractor, and Municipality's file; and if requested to the Owner, project consultant, Architect, or Consulting Engineers, and
- provide one set of construction documents to the permit applicant for retention and review at the project site, and retain one set on the Municipality's file.

Compliance Monitoring on Projects requiring Professional Involvement

The Municipality will collect and maintain on file, a letter(s) of compliance from the professional Architect or Engineer when a part or parts of the building require a professional Architect or Engineer.

The Municipality will collect and maintain on file all letters of compliance required in accordance with the ABC when overall professional Architect and/or Engineer involvement is required for the work covered under a permit.

Building Site-Inspections

A SCO will conduct site inspections at the stages indicated in the following tables:

Site Inspection Stages for Part 9 Buildings Not Requiring Overall Professional Involvement

Type Of Project	Type of Building & Major Occupancy	Minimum # of Inspections	Inspection Stage (NOTE: inspect all work in place at time of inspection)
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$20,000)	Single & Two Family Dwellings (Group C)	2	<ul style="list-style-type: none"> o complete foundation (prior to backfill) OR o solid or liquid fuelled appliance(s) & framing (prior to covering up with insulation and vapour barrier) OR o insulation and vapour barrier (prior to drywall) AND o final, including HVAC completion (within 180 days of permit issuance) or (within 365 days of permit issuance if the homeowner is the contractor)
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$20,000)	Multi-family Residential, Townhouses, Small Apartments (Group C)	2	<ul style="list-style-type: none"> o complete foundation (prior to backfill) OR o solid or liquid fuelled appliance(s) & framing (prior to covering up with insulation and vapour barrier) OR o insulation and vapour barrier (prior to drywall) AND o final, including fire alarm and HVAC completion (within 180 days of permit issuance)
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$20,000)	Business & Personal Services, Mercantile, Med. & Low Hazard Industrial (Group D, E, F2, F3)	2	<ul style="list-style-type: none"> o complete foundation (prior to backfill) OR o HVAC rough-in OR o framing, structure (prior to insulation and vapour barrier) AND o final, including HVAC completion (within 180 days of permit issuance)
Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of \$20,000 or less) OR Other types of permits not covered in this table.	All types of Part 9 Buildings (Group C, D, E, F2, F3)	1	<ul style="list-style-type: none"> o final (within 180 days of permit issuance)

Site Inspection Stages for Part 3 Buildings Not Requiring Overall Professional Involvement

Type Of Project	Major Occupancy	Minimum # of Inspections	Inspection Stages (NOTE: inspect all work in place at time of inspection)
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy (with a value of work more than \$20,000)	A, B, C, D, E, F	2	<ul style="list-style-type: none"> ○ *foundation OR ○ *framing, structure OR ○ *HVAC rough-in OR ○ *fire suppression systems OR ○ *fire alarm system OR ○ *HVAC completion OR ○ *interior partitioning AND ○ *final (within 365 days of permit issuance) <p>* NOTE: Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.</p>
Alteration, addition, renovation, reconstruction, change of occupancy (with a value of work \$20,000 or less) OR Other types of permits not covered in this table	A, B, C, D, E, F	1	<ul style="list-style-type: none"> ○ final (within 365 days of permit issuance)

Site Inspection Stages, Part 9 or Part 3 Buildings Requiring Overall Professional Involvement

Type Of Project	Major Occupancy	Minimum # of Inspections	Inspection Stages (NOTE: inspect all work in place at time of inspection)
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy (value of work more than \$20,000)	A, B, C, D, E, F	2	<ul style="list-style-type: none"> ○ interim inspection at approximately the mid-term of the work AND ○ final (within 365 days of permit issuance)
Alteration, addition, renovation, reconstruction, change of occupancy (value of work \$20,000 or less) OR Other types of permit not covered in this table.	A, B, C, D, E, F	1	<ul style="list-style-type: none"> ○ final (within 180 days of permit issuance)

Site Inspection of labelled mobile home siting, and minor residential improvements including detached garages, decks, or basement renovations will consist of at least one site inspection within 90 days of permit issuance, or at the discretion of the SCO, consist of a completed Verification of Compliance.

Site Inspection of Part 10 buildings will consist of at least one on-site inspection at the final set-up stage within 90 days of permit issuance.

Site Inspection of Solid or Liquid Fuelled Heating Appliances (under separate permit) will consist of at least one on-site inspection, prior to covering, within 90 days of permit issuance.

Site Inspection of Mechanical, Heating, or Ventilation Systems (under separate permit) will consist of at least one on-site inspection at the completion stage, prior to covering, within 90 days of permit issuance.

Site Inspection for Demolition permits (under separate permit) will be at the discretion of the SCO responsible for permit issuance for single family dwellings and their accessory buildings, and will consist of at least one on-site inspection prior to demolition for all other buildings.

Site Inspection of Non-flammable Medical Gas Piping Systems will be at the discretion of the SCO responsible for permit issuance. The SCO will follow up all ABC deficiencies identified by the testing Agency, to ensure compliance.

APPENDIX B: ELECTRICAL DISCIPLINE

Electrical Permits

The Municipality will issue Electrical Permits.

Construction Document Review

A SCO may, as a condition of the permit, require the permit applicant to submit construction documents (including plans and specifications) describing the work for any proposed electrical installation.

Electrical Site-Inspections

A SCO will conduct site inspections at the stages indicated in the following table:

Site Inspections for Electrical Installations

Type of Project	Minimum # of Inspections	Inspection Stages (NOTE: inspect all work in place at time of inspection)
Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work over \$4000)	2	<ul style="list-style-type: none"> ○ rough-in inspection (prior to cover-up) AND ○ final inspection (within 365 days of permit issuance)
Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work \$4000 or less)	1	<ul style="list-style-type: none"> ○ final inspection (within 90 days of permit issuance)
Single Family Residential or Farm Buildings under a Contractor Permit (with value of work over \$500)	1	<ul style="list-style-type: none"> ○ completed rough-in inspection (prior to cover-up) OR ○ final inspection (within 180 days of permit issuance)
Single Family Residential or Farm Buildings under a Homeowner permit (with value of work over \$500)	2	<ul style="list-style-type: none"> ○ completed rough-in inspection (prior to cover-up) AND ○ final inspection (within 365 days of permit issuance)
Single Family Residential or Farm Buildings under a Contractor or Homeowner permit (with value of work \$500 or less)	1	<ul style="list-style-type: none"> ○ final inspection (within 90 days of permit issuance)
Skid Units, Relocatable Industrial Accommodation, Manufactured Housing, Oilfield Pump-jacks, Temporary Services	1	<ul style="list-style-type: none"> ○ final inspection (within 90 days of permit issuance), including all additional wiring for Relocatable Industrial Accommodation and Manufactured Housing
Annual Permit (for minor alterations/additions conducted on one site)	2	<ul style="list-style-type: none"> ○ mid-term inspection, and ○ final inspection (within 60 days of expiry of permit)

APPENDIX C: PLUMBING DISCIPLINE

Plumbing Permits

The Municipality will issue Plumbing permits.

Construction Document Review

A SCO may, as a condition of the permit, require the permit applicant to submit construction documents (including plans and specifications) describing the work for any proposed plumbing installation.

Plumbing Site-Inspections

A SCO will conduct site inspections at the stages indicated in the following table:

Site Inspections for Plumbing Installations

Installation Type	Minimum # of Inspections	Plumbing Installation Stage (NOTE: inspect all work in place at time of inspection)
Public Institutions, Commercial, Industrial, Multi-Family Residential (with more than 10 fixtures)	2	<ul style="list-style-type: none"> ○ rough-in below grade prior to covering OR ○ rough-in above grade prior to covering AND ○ final completion (within 365 days of permit issuance)
Public Institutions, Commercial, Industrial, Multi-Family Residential (with 10 fixtures or less)	1	<ul style="list-style-type: none"> ○ rough-in below grade prior to covering OR ○ rough-in above grade prior to covering OR ○ final completion (within 180 days of permit issuance)
Single Family Residential or Farm Buildings under a Contractor Permit (with more than 5 fixtures)	1	<ul style="list-style-type: none"> ○ completed rough-in below grade OR ○ completed rough-in above grade prior to covering (within 180 days of permit issuance)
Single Family Residential or Farm Buildings under a Homeowner permit (with more than 5 fixtures)	2	<ul style="list-style-type: none"> ○ completed rough-in below grade (prior to covering) AND ○ final completion (within 365 days of permit issuance)
Single Family Residential or Farm Building (with 5 fixtures or less)	1	<ul style="list-style-type: none"> ○ final completion (within 90 days of permit issuance)

Permits for Private Sewage Disposal Systems

The Municipality will issue permits for PSDS installations.

Permit Issuance for Private Sewage Disposal Systems

The Municipality will, prior to permit issuance:

- require the permit applicant to provide all relevant installation details including:
 - a site plan,
 - the expected volume of sewage per day,
 - the criteria used to determine the expected volume of sewage per day,

- description and details of all sewage system treatment and effluent disposal component(s),
- details of the method(s) used to determine the soil effluent loading rate, including the results of the method(s) and who they were conducted by, and
- the depth to the water table if less than 2.4 m from ground surface.

and

- require a Plumbing Level 2 Safety Codes Officer to complete a review of the information for compliance with the requirements of the Private Sewage Disposal System regulations.

Private Sewage Disposal System Site Inspections

A Plumbing Level 2 Safety Codes Officer will:

- conduct a minimum of one site inspection during installation, or
- if unable to conduct the inspection during installation, note the reason on file and conduct a final inspection within 30 days of permit issuance.

APPENDIX D: GAS DISCIPLINE

Gas Permits

The Municipality will issue Gas Permits.

Construction Document Review

A SCO may, as a condition of the permit, require the permit applicant to submit construction documents (including plans and specifications) describing the work for any proposed gas installation.

Gas Site-Inspections

A SCO will conduct site inspections at the stages indicated in the following table:

Required Site Inspections for Gas Installations

Installation Type	Minimum # of Inspections	Gas Installation Stages (NOTE: inspect all work in place at time of inspection)
Public Institutions, Commercial, Industrial, Multi-Family Residential (more than 400,000 BTU)	2	<ul style="list-style-type: none"> o rough-in AND o final completion (within 365 days of permit issuance)
Public Institutions, Commercial, Industrial, Multi-Family Residential (400,000 BTU or less)	1	<ul style="list-style-type: none"> o rough-in OR o final completion (within 180 days of permit issuance)
Single Family Residential or Farm Buildings under a Contractor Permit	1	<ul style="list-style-type: none"> o final completion (within 180 days of permit issuance)
Single Family Residential or Farm Buildings under a Homeowner permit	1	<ul style="list-style-type: none"> o final completion (within 365 days of permit issuance)
Temporary Heat Installations (under separate permit)	1	<ul style="list-style-type: none"> o final inspection (within 90 days of permit issuance)

APPENDIX E: Permit Services Report (sample)

PERMIT SERVICES REPORT

Issued by: _____ on _____ to _____
(Municipality name) (date of issue) (Owner name)

Re:

Permit number: _____

Type of Permit: Building Electrical Plumbing Gas

Location:

Municipality: _____

Lot ___ Block ___ Plan _____ OR Part of ___ Sec ___ Twp ___ Rge ___ West of _____

Status:

Compliance monitoring services have been provided as required by the Safety Codes Act, and codes, regulations and policies pursuant to the Act. It is the opinion of the issuer of this report that:

- work complies** with the intent of the Safety Codes Act and applicable regulations.
- work may not comply** as
 - a Safety Codes Officer was unable to gain entry for the required site inspection(s)
 - the permit expired
 - the permit was cancelled
- deficiencies must be corrected** for the work to meet the intent of the Safety Codes Act and applicable regulations (refer to attached list or inspection report). Please contact the Municipality within 30 days of this report if you wish to make arrangements to verify that deficiencies are corrected.

Yours truly,

Signature of Municipality Representative

cc: permit file

Note: This report remains on file as record of compliance or non-compliance with the provisions of the Safety Codes Act, regulations, Codes, and standards. Pursuant to the Safety Codes Act, the "Owner" is responsible for meeting the requirements of the Act.



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SAFETY CODES COUNCIL

Amendment of Municipal Accreditation

Pursuant to Section 26 of the Alberta Safety Codes Act
It is hereby Ordered that

Town of Claresholm

Accreditation No. M000216
Order No. 0509

Due to
A change in scope
And having satisfied the terms and Conditions
Of the Safety Codes Council
Is authorized to provide services under the
Safety Codes Act
Within their jurisdiction for

Fire

Consisting of all parts of the
Alberta Fire Code
Including Investigations
Including applicable Alberta amendments and regulations

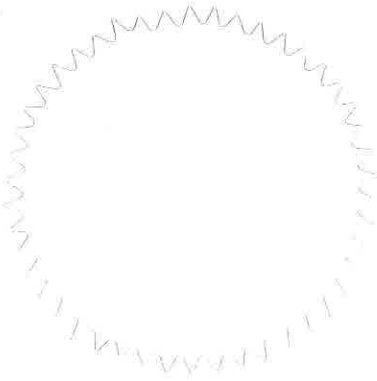
Excluding Part 4 requirements for
Tank storage of flammable and combustible liquids
Excluding any or all things, processes or activities owned by or under the care and
control of corporations accredited by the Safety Codes Council

Accredited Date: December 17, 1995

Issued Date: March 22, 2010


Administrator of Accreditation

Printed on: March 22, 2010



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Town of Claresholm

Fire Quality Management Plan

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Town of Claresholm

Fire Quality Management Plan

This Fire Quality Management Plan has been accepted by the Administrator of Accreditation.

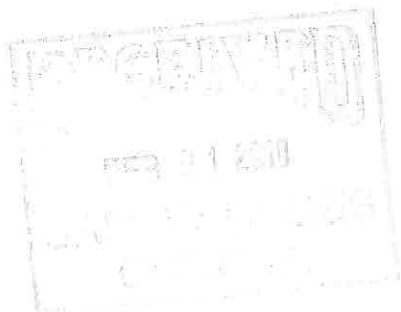


Administrator of Accreditation

March 22, 2010
Date



SAFETY CODES COUNCIL



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**Quality Management Plan
Scope and Administration**

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Scope of Accreditation

Accreditation under the Safety Codes Act is the authority granted by the Minister responsible for the Act, through the Administrator of Accreditation to an organization, empowering the accredited organization to administer all or in part, the Safety Codes Act and Regulations made pursuant to the Act. The Quality Management Plan is the agreement attested to by the elected officials through a motion in council or by the senior officer of a corporation / agency that the organization will diligently and effectively meet or exceed the provisions of the Quality Management Plan.

The Town of Claresholm will provide services including the administration of the Safety Codes Act (SCA) and all pursuant regulations applicable to the Fire discipline, within the municipal jurisdiction as follows:

Alberta Fire Code Administration: (one is mandatory)

- All parts of the Alberta Fire Code.
- All parts of the Alberta Fire Code except for those requirements pertaining to the installation, alteration, and removal of storage tank systems for flammable liquids and combustible liquids regulated under the Alberta Fire Code (* see details in Section 7 – Service Delivery)

Fire Investigations: (mandatory)

- Cause, origin, and circumstance determination.

Fire Prevention Programs: (optional)

- Public Education.
- Fire Pre-plans (* see details in Section 7.4 – Fire Prevention Programs)
- Other (list) _____

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Adherence to the Fire QMP

The Town of Claresholm, herein referred to as “The Municipality”, is responsible for the administration, effectiveness, and compliance with this Quality Management Plan (QMP) including the Scope and Administration and Service Delivery Standards.

The Municipality will provide services under the Service Delivery Standards through their own staff or one or more accredited agencies. When providing services through an agency(s), the Municipality will contract with the agency(s) to provide services in accordance with the Service Delivery Standards. The Municipality is responsible for the administration of their contract with the agency and monitoring the contracted agency’s compliance with the Service Delivery Standards.

The Municipality recognizes that the Safety Codes Council (SCC) or its representative may review / audit for compliance to this QMP and will give full cooperation to the SCC or its representative in business related to the administration of the SCA including the conduct of reviews / audits. The Municipality will implement the recommendations of the reviewer / auditor.

The Municipality will encourage and maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working in the Municipality have the ability and opportunity to make decisions relative to compliance monitoring independently, without undue influence of management, appointed or elected officials.

The Municipality, in the event that it ceases to administer the SCA for any new thing, process, or activity under the SCA, retains responsibility for services provided under the SCA while accredited, including the administration and completion of services for permits issued.

The Municipality recognizes that failure to follow this QMP may result in suspension or cancellation of the Municipality's accreditation.

Policy for Personnel Training

The Municipality will ensure that SCOs of the Municipality attend update training required by the SCC to maintain current SCO certification.

Freedoms

The Canadian Charter of Rights and Freedoms applies to all activities undertaken in the administration of this Quality Management Plan. The Freedom of Information and Protection of Privacy Act applies to all information and records relating to, created, or collected under this QMP.

Records Retention & Retrieval

The Municipality will retain files including those where an accredited agency(s) were involved, for at least three (3) years or in accordance with the Municipality's record retention policy, whichever is greater. Such files will be available at the Municipality's office. Files, where an accredited agency was involved, are the property of the Municipality and will be returned to the Municipality within a reasonable time after completion of the services, or upon request.

Declaration Of Status

The SCOs, staff, officers, and accredited agency(s), whether employed, retained or otherwise engaged by the Municipality will not participate in any safety codes administration, inspection or investigation of properties or fires where they may have pecuniary interest.

Revisions

Revisions to this QMP may only be made to the Scope and will only be made by the Chief Administrative Officer responsible for this QMP. A Resolution from the Municipal Council will be included with a revision. The SCC must approve any change in this QMP.

Annual Review

The Municipality will conduct an annual review of this QMP program in SCC non-monitored years. At the conclusion of the internal review, the executive authority for the Municipality will provide to the SCC, a letter of conformance findings including successes, area for improvement, and the methodology to achieve improvement / correction.

Revision Control System

The Municipality will ensure its SCOs have ongoing access to a copy of this QMP and that contracted accredited Agencies are provided with a copy of this QMP and any amendments.

The Municipality will maintain a registry of the SCOs and Agency(s) that have been provided with a copy of this QMP and amendments. The Municipality will immediately distribute copies of approved amendments to all registered holders of this QMP.

Notices

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Any correspondence in regards to this QMP will be forwarded to:

Kris Holbeck

kris.holbeck@townofclaresholm.com

Name of Chief Administrative Officer
Town of Claresholm

E-mail address
Box 1000, Claresholm AB T0L 0T0

Name of Municipality
(403) 625-3381

Address of Municipality
(403) 625-3869

Phone number of Municipality

Fax number of Municipality

Municipality Agreement

In accordance with Council Resolution on January 25th/2010 the Town of Claresholm hereby provides agreement and signature to this QMP.



Signature of Chief Administrative Officer

Kris Holbeck

Name & title of Chief Administrative Officer



Signature of Chief Elected Official

Rob Steel

Name & title of Chief Elected Official

COPY

Service Delivery Standards

Section 1: Scope of Services

The Service Delivery Standards establishes responsibilities and minimum performance criteria to be provided by the Municipality under the Safety Codes Act (SCA).

Section 2: Performance

The Municipality will:

- Perform the services in an effective and timely manner,
- Endeavour to work co-operatively with the public, owners and/or owner's representative(s) to achieve compliance with the SCA and applicable Regulation(s),
- Perform the services with impartiality and integrity, and
- Provide services in a professional and ethical manner.

Section 3: Personnel

The Municipality will:

- Employ persons knowledgeable about the applicable codes, standards and regulations, relative to the services it provides,
- Employ Safety Codes Officers (SCOs) who are certified and designated at an appropriate level to provide compliance monitoring and investigations relative to the service levels the Municipality provides, and
- Maintain a registry of all SCOs they employ, and their level(s) of Certification, and Designation of Powers.

Section 4: Quality Management Plan Training

The Municipality will:

- Train its SCOs and other involved staff in the requirements of this Fire QMP, and
- Maintain the training records on the employee's file.

Section 5: Records

The Municipality will maintain a file system for all the records associated with performing the services including:

- Inspection Reports,
- Investigation Reports,
- Plans, specifications, and other related documents,
- Plans review reports,
- Verifications of compliance,
- Alternative Solutions / Variances,
- Orders, and
- Permits and other related correspondence.

Section 6: Safety Codes Council Operating Fees

The Municipality will collect the SCC operating fee for each permit issued under the authority of the SCA, and remit those fees to the SCC in the manner and form prescribed by the SCC.

Section 7: Service Delivery

The Municipality will provide the services identified under the Scope of Accreditation as follows:

7.1 Alberta Fire Code Administration

General

The Municipality will provide Alberta Fire Code services that include but are not limited to:

- Code advice including but not limited to:
 - New construction under the Alberta Fire Code,
 - Building upgrade programs,
 - Fire Safety Plans,
 - Storage of dangerous goods, and
 - Tire storage,
- Plans examinations including but not limited to:
 - New construction under the Alberta Fire Code,
 - Building upgrade programs,
 - Residential secondary suites, and
 - Fire Safety Plans with emphasis to addressing the risk to occupied residential buildings,
- Permit / permission issuance,
 - Fireworks purchase, possession, handling, and discharge, and
 - Storage tank systems for flammable liquids and combustible liquids installation, alteration or removal if included in scope,
- Compliance monitoring site inspections for,
 - Construction addressed in the Alberta Fire Code,
 - Fire Safety Plan practices with emphasis to addressing the risk to occupied residential buildings,
 - Post-occupancy of facilities identified in the following Fire Code Compliance Inspection chart, and
 - Special or other activities addressed in the Alberta Fire Code or at the discretion of the Fire SCO,
- Occupant Load Certificates for,
 - Assembly occupancies, and
 - Other occupancies at the discretion of the SCO,
- Alternative Solutions / Variances issuance,
- Orders and their enforcement,
- Verification of compliance,
- No-entry advisory,
- Permit Services Report,
- Identification and follow-up of deficiencies and unsafe conditions,
- Collection and remittance of SCC fees, and
- Maintaining files and records.

The Municipality will monitor compliance to determine if the use, occupancy, sites, or work complies with the SCA, relevant codes and standards, permits, and conditions through a program of:

- Site inspections,
- Plans examination (when applicable),
- Permit issuance, and
- Follow-up inspections or verification of compliance (when applicable)

using appropriately certified and designated SCOs to provide compliance monitoring in accordance with the SCA and associated codes and standards.

Permits / Permissions

The Municipality will collect all information required by the SCC to be collected as part of each permit application.

Permits issued by the municipality should include:

- Name of the issuing Municipality,
- Permit number,
- Permit discipline type,
- Date of issue,
- Applicant's name, address, phone number,
- Contractor's name, address, and phone number, (if applicable)
- Certificate holders name and certificate number, (if applicable)
- Owner's name, address, and phone number,
- Project or activity location by legal description, civic address, and municipality,
- Description of the work or activity,
- Permit conditions,
- Issuer's name, signature, and designation number, and
- A Freedom of Information and Protection of Privacy Act (FOIPP) statement that meets the requirements of FOIPP as per the following example: **"The personal information provided as part of this application is collected under the Safety Codes Act and the Municipal Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the municipality."**

The Municipality will as appropriate, prior to permit issuance:

- Obtain two complete sets of related documents,
- Conduct a preliminary review of the documents to determine if professional involvement is required or if there are any potentially significant code compliance issues, and
- Obtain documents with the seal and signature of a registered Architect and/or Professional Engineer(s) including professional letters or schedules as may be required.

The Municipality will collect and maintain on file all documents of compliance required for the work covered under a permit / permission.

7.2 Compliance Monitoring

Compliance monitoring will consist of SCO inspections:

- To determine if the use, occupancy, sites, or work comply with the SCA, relevant codes and standards, permits, and conditions,
- Within the time frames noted in the Fire Code Inspections charts of this QMP,
- At the stage(s) indicated in this QMP, and
- All work or occupancy(s) in place at the time of the inspection.

The Municipality may, at their discretion, extend the time frame for a required inspection(s) by documenting in the file the:

- Reason for the extension, and
- New time frame or date for conducting the inspection(s).

Storage Tank Systems For Flammable Liquids and Combustible Liquids

The Municipality will:

- Obtain two complete sets of construction documents signed and sealed by a Professional Engineer as outlined in the Alberta Fire Code,
- Have a Fire SCO:
 - complete a review of the construction documents to assess compliance with the requirements of the Alberta Fire Code,
 - initial all pages of the construction documents,
 - date stamp and sign the documents,
 - complete a Plans Review Report,
 - provide the Plans Review Report to the owner, contractor, and municipality's file, and if requested, to the project consultant or consulting engineer, and
 - provide one set of construction documents to the permit applicant for retention and review at the project site, and retain one set for the municipalities file.

Fireworks

The Municipality will, prior to issuing permission:

- Respecting the purchase, possession, handling, discharge, fire or set-off; obtain from the applicant written confirmation that the person:
 - Will conduct activities in accordance with safe practices outlined in the Alberta Fire Code,
 - Is of at least 18 years of age, and
- Respecting sales, obtain from the owner of the retail business, written confirmation that the business:
 - Holds a valid municipal business license or confirmation of ownership of the business when the municipality does not require business to hold such license,
 - Employees handling fireworks for sale are of at least 18 years of age,
 - Manufacturers instructions are posted at the sales location and provided with each sale,
 - Record of each sale is retained for examination by the Fire SCO, and
 - Stores fireworks in conformance with Part 3 of the Alberta Fire Code.

Fire Code Compliance Inspections

For the purpose of ensuring compliance with the SCA, a SCO may, at the discretion of the SCO, carry out an inspection for any thing, process, or activity to which this Act applies. In addition, inspections will be conducted in accordance with the following schedule.

(municipality must pick one from each frequency range box for each applicable use/occupancy)

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range (May be by occupancy or individual unit)
New construction	Storage Tank Systems for Flammable Liquids & Combustible Liquids	<ul style="list-style-type: none"> <input type="radio"/> 1 site inspection of all work or acceptance of Verification of Compliance, and <input type="radio"/> 1 final inspection within 365 days of permit issuance
Alteration, addition, renovation, reconstruction, or removal	Storage Tank Systems for Flammable Liquids & Combustible Liquids	<ul style="list-style-type: none"> <input type="radio"/> 1 final inspection within 365 days of permit issuance, or <input type="radio"/> A Verification of Compliance within 365 days of permit issuance
Fire Safety Plan implementation and practices	All new construction, alteration, addition, renovation, reconstruction, or removal	<ul style="list-style-type: none"> <input type="radio"/> 1 site inspection where a risk to occupied residential building(s) has been identified
Compliance Inspections	Special Events or Sites	<ul style="list-style-type: none"> <input type="radio"/> Not Applicable <input checked="" type="radio"/> On request or complaint <input type="radio"/> Once per event <input type="radio"/> More than one per event
	Group A, Division 1 Assembly	<ul style="list-style-type: none"> <input type="radio"/> Not Applicable <input checked="" type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group A, Division 2 Assembly	<ul style="list-style-type: none"> <input type="radio"/> Not Applicable <input checked="" type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group A, Division 3 Assembly	<ul style="list-style-type: none"> <input type="radio"/> Not Applicable <input checked="" type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group A, Division 4 Assembly	<ul style="list-style-type: none"> <input type="radio"/> Not Applicable <input checked="" type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months

	Group B, Division 1 Care or Detention	<input type="radio"/> Not Applicable <input checked="" type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group B, Division 2 Care or Detention	<input type="radio"/> Not Applicable <input checked="" type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group C Residential – 1 to 5 family	<input type="radio"/> Not Applicable <input checked="" type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group C Residential – 5 to 12 family	<input type="radio"/> Not Applicable <input checked="" type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group C Residential – 12 to 25 family	<input type="radio"/> Not Applicable <input checked="" type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group C Residential – 25 and more family	<input type="radio"/> Not Applicable <input checked="" type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group D	<input type="radio"/> Not Applicable <input checked="" type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group E	<input type="radio"/> Not Applicable <input checked="" type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group F, Division 1	<input type="radio"/> Not Applicable <input checked="" type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group F, Division 2	<input type="radio"/> Not Applicable <input checked="" type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months

	Group F, Division 3	<ul style="list-style-type: none"> <input type="radio"/> Not Applicable <input checked="" type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
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“On request or complaint” means the process as defined by municipal operational policy.

“Once every month” means a specific day is set which shall apply in each month for each occupancy or site to be inspected. An inspection conducted within 7 days of this set date is deemed to have met with the quantitative intent of this QMP.

“Once every 6 months” means a specific day is set which shall apply in each 6th month for each occupancy or site to be inspected. An inspection conducted within 30 days of this set date is deemed to have met with the quantitative intent of this QMP.

“Once every 12 months” means a specific day is set which shall apply in each 12th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this QMP.

“Once every 24 months” means a specific day is set which shall apply in each 24th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this QMP.

Inspection Reports:

A SCO will, for each inspection required by this Fire QMP, complete an inspection report noting:

- Permit number and file number (if applicable),
- Discipline,
- Municipality name,
- Date,
- Owner name, address, phone number and email,
- Occupant name, address, phone number and email,
- Contractor name, address, phone number, and email, (if applicable),
- Legal description, address (if applicable), and municipality,
- Stage(s) of work being inspected (if applicable),
- A description of the work in place at the time of inspection (if applicable),
- All observed deficiencies (any condition where the work is incomplete, or does not comply with the SCA or an associated code or regulation and in the opinion of the SCO is not an unsafe condition),
- All observed unsafe conditions (any condition that, in the opinion of a SCO, could result in property loss, injury, or death, and is not a situation of imminent serious danger),
- All observed situations of imminent serious danger and the action taken by the SCO to remove or reduce the danger, and
- Name, signature, and designation number of the SCO conducting the inspection.

The Municipality will, for each required inspection provide copy:

- Of Inspection Reports of code or standards violations to the owner / occupant,
- Of Inspection Reports of no code or standards violations to the owner / occupant upon request,
- To the Municipality's file, and
- Of follow-up on noted deficiencies or unsafe conditions through re-inspection(s), or at the discretion of the SCO verification of compliance may be accepted as follow-up.

Verification of Compliance

SCOs may, at their discretion, accept a verification of compliance (reasonable assurance provided from a third party that work or occupancy complies):

- As follow-up to deficiencies or unsafe conditions noted on a site inspection, or
- In lieu of a site inspection (e.g. minor corrections of non-life safety issues).

A SCO, when accepting a verification of compliance, will document the information to the file including:

- Identification of the document as a verification of compliance,
- Permit or file number and discipline,
- Name and title of the person who provided the verification of compliance and how it was provided (i.e. written assurance, verbal assurance, site visit by designate, etc.),
- Date accepted by the SCO, and
- Signature and designation number of the SCO.

No-Entry Policy

When a SCO is unable to gain entry to a site for a required inspection, the SCO will leave a notification on-site in a visible location, or forward notification to the Owner or permit applicant (as appropriate), advising of the inspection attempt and requesting that the Municipality be contacted to arrange for the site inspection.

If the Municipality does not receive a response within 30 days of notification, the Municipality will mail the Owner or permit applicant (as appropriate), a second notification requesting that the Municipality be contacted within 30 days to arrange for a site inspection.

If the Municipality is not contacted within 30 days of the second notification, the inspection stage may be considered a "no-entry" and counted as the required interim or final inspection.

Permit Services Report

The Municipality will issue a Permit Services Report:

- Within 30 days of completing the compliance monitoring services as required in this QMP (completion of compliance monitoring services means; after the final or only required inspection, after acceptance of a verification of compliance in lieu of an inspection when permitted, or after compliance with the no-entry policy with respect to the final or only required inspection),
- To the Owner (the Owner, for the purposes of this QMP means, in order of preference; the Owner of the project at the time the permit was purchased, at the time the compliance monitoring services were provided, or at the time the Permit Services Report was issued).

The Municipality will not issue a Permit Services Report or close a file if there is an unsafe condition, until such time as the unsafe condition is corrected.

The Municipality will, for administrative purposes, consider the file closed when the Permit Services Report is issued, however:

- Will reactivate the file if any further activity related to the permit is initiated within 30 days, and
- may reactivate the file at any time.

Orders

Will be issued and served in accordance with the SCA, the Administrative Items Regulation, and SCC policy. Orders will be in the format as provided on the SCC web site: www.safetycodes.ab.ca. Upon compliance with an Order, a notice of compliance will be provided to the person(s) to whom the Order was served and to the Administrator.

Alternative Solutions / Variances

Will be issued in accordance with the SCA and SCC policy. An alternative solution / variance will be in the format directed by the SCC (available on the SCC web site: www.safetycodes.ab.ca).

An SCO may issue an alternative solution / variance from the Alberta Fire Code or referenced standard if the Safety Code Officer is of the opinion that the alternative solution / variance provides approximately equivalent or greater safety performance than that prescribed by the Code or standard.

A request for alternative solution / variance must be made in writing and include support documentation. A SCO will only make a decision respecting an alternative solution / variance after having thoroughly researched the subject matter.

A copy of an alternative solution / variance issued will be provided to the:

- Owner,
- Contractor if applicable,
- Safety Codes Council, and
- The Municipality's file.

7.3 Fire Investigations

Investigations will be conducted by a Fire SCO to determine the cause, origin, and circumstance of every fire in which a person dies or suffers injury that requires professional medical attention or in which property is damaged or destroyed. The results of each investigation will be reported to the Fire Commissioner in accordance with the Administrative Items Regulation. A Fire SCO may arrange for any additional municipal, law enforcement, agency, or other resources as required to assist in an investigation including representatives from the Fire Commissioner's Office. In the event of a fire resulting in a death or where arson is suspected, the investigation will include immediate notification to the Alberta Fire Commissioner's Office.

Fire Investigations will include the following information:

- File number,
- Location of fire,
- Date of fire,
- Date of investigation,
- Building / property use,
- Cause of fire,
- Origin of fire,
- Value of loss,
- Name and designation number of SCO conducting the investigation,
- Comments, and
- Date of completion/sign off.

Fire Investigations will utilize the applicable forms/reports as provided on the SCC web site: www.safetycodes.ab.ca.

7.4 Fire Prevention Programs

Fire prevention programs will include but are not limited to public awareness and consultative services orientated to assisting one or more of the following:

- Individuals,
- Business, and
- Industry

in understanding and providing effective fire safety plans.

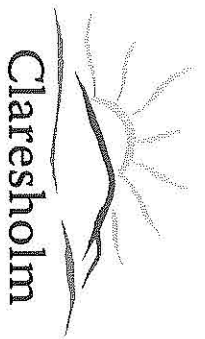
The Municipality will support and provide one or more but is not limited to the following educational programs annually:

- School curriculum,
- Minority focused programs,
- Seniors programs,
- Community education, and
- Other programs such as but not limited to:
 - Risk Watch (an injury prevention program),
 - Getting to Know Fire (fire educator lesson plans),
 - Seniors Fire Safety Programs,
 - Juvenile Firesetter Intervention Program,
 - Fire Smart, and
 - Shelter-in-place.

APPENDIX

List Of Administrative Forms Available On The Safety Codes Council Web Site:
www.safetycodes.ab.ca

1. Order
2. Alternative Solution / Variance
3. Request for Alternative Solution / Specific Variance
4. Model Fire Safety Plan
5. Fire Investigation Reports (samples)
 - a. Voluntary Consent to Search and/or Seizure
 - b. To Obtain a Warrant to Enter a Private Dwelling Place to Conduct a Fire Investigation
 - c. Casualties
 - d. Witness Statement
 - e. Physical Evidence
 - f. Sketches
 - g. Structure Fires
 - h. Motor Vehicle Fires
 - i. Wildland Fires
 - j. All Fires
 - k. Incident Investigation Field Notes
 - l. Insurance Information
 - m. Release From Responsibility
 - n. Records / Documents
6. Application for Designation of Powers
7. Sample Permits (SCA & non-SCA)
8. Sample Permission forms



TOWN OF CLAREISHOLM

REVENUE AND EXPENDITURE REPORT

General Ledger	Description	2011 YTD Budget	2011 YTD Actual	2011 YTD \$ Variance	2012 YTD Budget	2012 YTD Actual	2012 YTD \$ Variance
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TAXES AND GRANTS IN LIEU

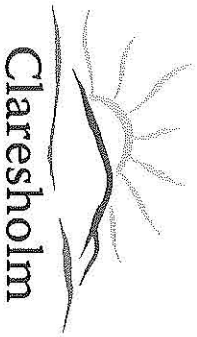
1-00-00-104-00	TAXES VACANT RES/FARMLAND	122,260.00	119,696.83	2,563.17	121,514.00	121,514.31	(0.31)
1-00-00-105-00	TAXES NON RES LAND & IMPROVE	851,490.00	851,316.15	173.85	923,535.00	923,535.10	(0.10)
1-00-00-108-00	TAXES LINEAR PROPERTY	96,270.00	96,271.38	(1.38)	102,629.00	102,628.74	0.26
1-00-00-110-00	TAXES RES LAND & IMPROVEMENTS	2,783,923.00	2,781,916.55	2,006.45	2,968,746.00	2,968,589.60	156.40
1-00-00-230-00	FEDERAL GRANTS IN LIEU	6,660.00	6,663.97	(3.97)	6,990.00	6,990.25	(0.25)
1-00-00-240-00	PROVINCIAL GRANTS IN LIEU	80,610.00	80,613.90	(3.90)	85,829.00	85,829.55	(0.55)
*	TOTAL TAXES AND GRANTS IN LIEU	3,941,213.00	3,936,478.78	4,734.22	4,209,243.00	4,209,087.55	155.45

REVENUE GENERAL MUNICIPAL

1-00-00-510-00	PENALTIES & COSTS TAXES	75,000.00	64,606.99	10,393.01	65,000.00	71,625.58	(6,625.58)
1-00-00-514-00	PEN & COSTS ACCTS RECEIVABLE	125.00	835.66	(710.66)	139.00	2,935.97	(2,796.97)
1-00-00-540-00	CONCESSION & FRANCHISE	105,000.00	118,295.19	(13,295.19)	120,000.00	110,842.90	9,157.10
1-00-00-550-00	INTEREST ON INVESTMENTS	15,000.00	27,503.61	(12,503.61)	19,700.00	35,747.42	(16,047.42)
1-00-00-560-00	ADMINISTRATION FEES	1,000.00	1,841.25	(841.25)	1,500.00	1,366.70	133.30
1-00-00-746-00	OTHER PROVINCIAL GRANTS	7,000.00	5,600.00	1,400.00	5,500.00	5,600.00	(100.00)
*	TOTAL REVENUE GEN MUNICIPAL	203,125.00	218,682.70	(15,557.70)	211,839.00	228,118.57	(16,279.57)
**	GROSS TOTAL MUNICIPAL REVENUE	4,144,338.00	4,155,161.48	(10,823.48)	4,421,082.00	4,437,206.12	(16,124.12)

REQUISITIONS

2-12-00-995-00	HOME FOR AGED-POR. HILLS LODGE	101,823.00	101,823.00	0.00	109,830.00	109,830.23	(0.23)
2-12-00-997-00	SCHOOL FOUNDATION PROGRAM	1,074,027.00	1,072,937.65	1,089.35	1,194,748.00	1,194,747.51	0.49
**	TOTAL REQUISITIONS	1,175,850.00	1,174,760.65	1,089.35	1,304,578.00	1,304,577.74	0.26
***p	NET REVENUE MUN PURPOSES	2,968,488.00	2,980,400.83	(11,912.83)	3,116,504.00	3,132,628.38	(16,124.38)

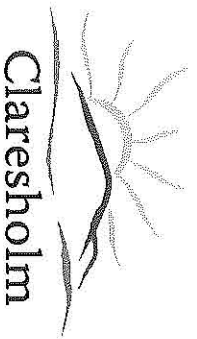


TOWN OF CLARESHOLM
REVENUE AND EXPENDITURE REPORT

General Ledger	Description	2011 YTD Budget	2011 YTD Actual	2011 YTD \$ Variance	2012 YTD Budget	2012 YTD Actual	2012 YTD \$ Variance
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COUNCIL & OTHER LEGIS

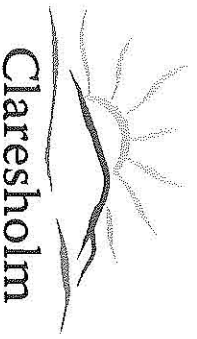
2-11-00-100-00	WAGE BENEFITS LEGISLATIVE	1,500.00	2,200.43	(700.43)	2,300.00	2,467.22	(167.22)
2-11-00-120-00	MAYOR FEES PER DIEM, MEETINGS	13,000.00	10,859.96	2,140.04	13,000.00	11,019.96	1,980.04
2-11-00-130-00	COUNCIL FEES PER DIEM MEETINGS	46,500.00	46,484.52	15.48	47,000.00	45,249.52	1,750.48
2-12-00-212-00	DELEGATE CONVENTION EXPENSES	6,000.00	2,215.18	3,784.82	0.00	0.00	0.00
2-11-00-220-00	MAYORS EXPENSE TRAVEL & SUB	2,000.00	275.60	1,724.40	500.00	322.26	177.74
2-11-00-230-00	COUNCIL FEES TRAVEL & SUB	8,000.00	978.91	7,021.09	1,000.00	791.34	208.66
2-11-00-240-00	COMMITTEE MEETINGS EXPENSES	1,500.00	1,964.81	(464.81)	2,000.00	671.42	1,328.58
*	TOTAL COUNCIL & OTHER LEGIS	78,500.00	64,979.41	13,520.59	65,800.00	60,521.72	5,278.28
****p	NET COSTS COUNCIL & LEGIS	(78,500.00)	(64,979.41)	(13,520.59)	(65,800.00)	(60,521.72)	(5,278.28)



TOWN OF CLARESHOLM

REVENUE AND EXPENDITURE REPORT

General Ledger	Description	2011 YTD Budget	2011 YTD Actual	2011 YTD \$ Variance	2012 YTD Budget	2012 YTD Actual	2012 YTD \$ Variance
REV GEN ADMIN & OTHER							
1-12-00-414-00	SALE OF MATERIAL	500.00	555.50	(55.50)	500.00	2,665.78	(2,165.78)
1-12-00-416-00	CERTIFICATE FEES	4,000.00	4,295.00	(295.00)	4,000.00	4,815.00	(815.00)
1-12-00-562-00	FARM LAND RENTAL	4,500.00	5,380.00	(880.00)	5,000.00	5,080.00	(80.00)
1-12-00-568-00	ADMIN BLDG/MODULAR RENT	3,000.00	9,174.85	(6,174.85)	9,000.00	11,536.31	(2,536.31)
1-12-00-570-00	SUNDREY RENTALS	10,000.00	13,406.53	(3,406.53)	10,000.00	12,913.50	(2,913.50)
1-12-00-595-00	PROCEEDS ON PROPERTY SALES	0.00	0.00	0.00	0.00	0.00	0.00
1-12-00-596-00	GAIN (LOSS) SALE OF LAND INVENTORY	0.00	2,790.10	(2,790.10)	0.00	19,575.22	(19,575.22)
1-12-00-597-00	GAIN (LOSS) ON DISPOSAL OF TCA	0.00	(71,949.68)	71,949.68	0.00	(16,921.20)	16,921.20
1-12-00-900-00	PROV OPERATING GRANTS (MSI/MSP)	120,000.00	110,588.00	9,412.00	78,000.00	48,489.00	29,511.00
1-12-00-950-00	MISCELLANEOUS CHARGES	500.00	335.00	165.00	300.00	300.00	0.00
1-12-00-960-00	INTERDEPARTMENT SECRETARY	32,125.00	32,125.00	0.00	34,625.00	40,807.62	(6,182.62)
1-12-00-963-00	INTERDEPARTMENT POST & TELE	17,250.00	17,250.00	0.00	17,250.00	17,250.00	0.00
1-12-00-967-00	INTERDEPARTMENT INSURANCE	15,000.00	15,000.00	0.00	15,000.00	15,000.00	0.00
1-12-00-969-00	INTERDEPART OFFICE SUPPLIES	7,500.00	7,500.00	0.00	7,500.00	7,500.00	0.00
5-00-00-555-00	ISF CAPITAL GRANT FUNDING	0.00	4,960.76	(4,960.76)	0.00	0.00	0.00
5-00-00-590-00	OTHER FINANCES ACQUIRED	5,090.00	11,000.00	(5,910.00)	0.00	0.00	0.00
5-00-00-830-00	GRANTS NON GOVT & OTHER SOURCE	0.00	77,500.00	(77,500.00)	0.00	20,000.00	(20,000.00)
5-00-00-840-00	FEDERAL CAPITAL GRANTS (FGTG)	361,000.00	212,579.11	148,420.89	414,400.00	405,668.54	8,731.46
5-00-00-840-00	PROV CAPITAL GRANTS (BMTF)	400,000.00	285,599.73	114,400.27	293,000.00	291,233.07	1,766.93
5-00-00-841-00	PROV CAPITAL GRANTS (MSI)	0.00	341,394.99	(341,394.99)	522,552.00	643,280.80	(120,728.80)
5-00-00-845-00	PROV CAP GRANTS (AM/MWP)	300,000.00	658,621.75	(358,621.75)	160,000.00	0.00	160,000.00
*	TOTAL REV GEN ADMIN & OTHER	1,280,465.00	1,738,106.64	(457,641.64)	1,571,127.00	1,529,193.64	41,933.36
**	TOTAL REV GEN ADMIN & OTHER	1,280,465.00	1,738,106.64	(457,641.64)	1,571,127.00	1,529,193.64	41,933.36



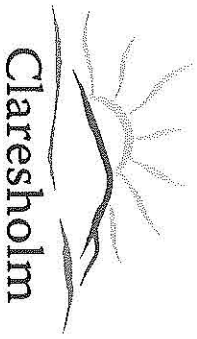
TOWN OF CLARESHOLM

REVENUE AND EXPENDITURE REPORT

General Ledger	Description	2011 YTD Budget	2011 YTD Actual	2011 YTD \$ Variance	2012 YTD Budget	2012 YTD Actual	2012 YTD \$ Variance
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EXPENSES GEN ADMIN & OTHER

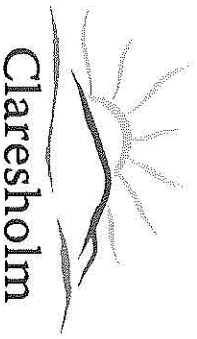
2-12-00-100-00	WAGE BENEFITS ADMINISTRATION	75,000.00	75,888.91	(888.91)	76,000.00	77,092.97	(1,092.97)
2-12-00-130-00	SALARY ADMIN MANAGEMENT	196,500.00	196,678.69	(178.69)	205,000.00	204,614.44	385.56
2-12-00-131-00	MANAGEMENT CONSULTING FEES	15,000.00	11,426.07	3,573.93	5,000.00	5,068.70	(68.70)
2-12-00-135-00	SALARY ADMIN STAFF	77,500.00	77,233.52	266.48	81,500.00	81,354.00	146.00
2-12-00-140-00	ADMIN JANITOR WAGES	34,000.00	28,723.83	5,276.17	22,700.00	18,251.86	4,448.14
2-12-00-150-00	ELECTIONS STAFF	0.00	0.00	0.00	0.00	0.00	0.00
2-12-00-155-00	ELECTION NON STAFF	0.00	0.00	0.00	0.00	0.00	0.00
2-12-00-200-00	ADMIN. - CONTRACTED SERVICES	15,000.00	15,725.28	(725.28)	16,000.00	15,720.28	279.72
2-12-00-210-00	ALLOWANCES & OTHER EXPENSES	2,500.00	1,402.94	1,097.06	2,500.00	2,181.53	318.47
2-12-00-211-00	STAFF DEVELOPMENT & TRAINING	7,000.00	7,784.37	(784.37)	7,000.00	6,459.99	540.01
2-12-00-215-00	OFFICE EXP. MILEAGE, FREIGHT	250.00	305.18	(55.18)	300.00	409.49	(109.49)
2-12-00-216-00	POSTAGE	14,000.00	13,002.58	997.42	14,000.00	12,807.29	1,192.71
2-12-00-217-00	TELEPHONE / FAX	9,000.00	8,499.46	500.54	9,000.00	9,051.37	(51.37)
2-12-00-220-00	PRINTING & STATIONERY	6,000.00	5,683.05	316.95	6,000.00	3,925.26	2,074.74
2-12-00-221-00	ASSOCIATION FEES	6,000.00	6,290.59	(290.59)	6,000.00	9,113.36	(3,113.36)
2-12-00-230-00	ASSESSOR	41,500.00	41,897.65	(397.65)	44,500.00	44,841.66	(341.66)
2-12-00-232-00	AUDITOR	15,000.00	14,500.00	500.00	15,500.00	19,950.00	(4,450.00)
2-12-00-234-00	LEGAL EXPENSES	5,000.00	4,952.58	47.42	5,000.00	6,899.36	(1,899.36)
2-12-00-235-00	TAX RECOVERY	250.00	(1.00)	251.00	0.00	0.00	0.00
2-12-00-237-00	LAND TITLES FEES	1,000.00	818.25	181.75	1,000.00	1,153.00	(153.00)
2-12-00-251-00	BUILDING MTCE. - CONT. SERVICE	1,000.00	1,000.00	0.00	1,000.00	0.00	1,000.00
2-12-00-252-00	MODULAR RENTAL COSTS	5,000.00	7,879.04	(2,879.04)	7,000.00	4,993.56	2,006.44
2-12-00-274-00	PUBLIC LIABILITY INSURANCE	130,000.00	127,664.28	2,335.72	135,000.00	136,698.24	(1,698.24)
2-12-00-509-00	ADVERTISING - GENERAL	16,000.00	16,087.05	(87.05)	16,000.00	19,729.79	(3,729.79)
2-12-00-511-00	COMPUTER HARDWARE AND SOFTWARE	30,000.00	34,272.66	(4,272.66)	10,000.00	8,477.86	1,522.14
2-12-00-512-00	OFFICE SUPPLIES	22,000.00	22,463.87	(463.87)	22,000.00	19,425.36	2,574.64
2-12-00-514-00	ELECTIONS - MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00
2-12-00-515-00	COMPUTER CONTRACTED SERVICES	0.00	0.00	0.00	14,725.00	14,725.00	0.00
2-12-00-516-00	JANITORIAL SUPPLIES	3,900.00	3,481.86	418.14	2,500.00	886.86	1,613.14
2-12-00-518-00	BUILDING MTCE. - MATERIALS	2,000.00	2,000.00	0.00	2,000.00	0.00	2,000.00
2-12-00-525-00	SAFETY REVIEW WAGES	0.00	0.00	0.00	0.00	0.00	0.00
2-12-00-526-00	SAFETY REVIEW WAGE BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00
2-12-00-535-00	SAFETY PROGRAM EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
2-12-00-540-00	OFFICE UTILITIES	30,000.00	29,526.28	473.72	31,000.00	29,715.46	1,284.54
2-12-00-541-00	MACKIN HALL UTILITIES	3,700.00	3,342.16	357.84	3,500.00	3,500.65	(0.65)
2-12-00-550-00	OFFICE EQUIPMENT RENTALS	15,000.00	13,538.89	1,461.11	13,000.00	14,442.57	(1,442.57)
2-12-00-711-00	TAXI SUBSIDY	8,000.00	6,430.00	1,570.00	7,000.00	6,688.00	312.00
2-12-00-750-00	AMORTIZATION EXP. - ADMIN	5,800.00	4,820.74	979.26	4,800.00	5,351.88	(551.88)



TOWN OF CLARESHOLM

REVENUE AND EXPENDITURE REPORT

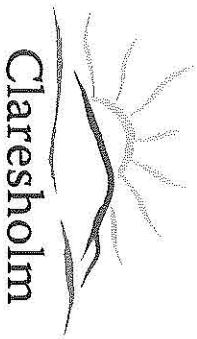
General Ledger	Description	2011 YTD Budget	2011 YTD Actual	2011 YTD \$ Variance	2012 YTD Budget	2012 YTD Actual	2012 YTD \$ Variance
2-12-00-770-00	GRANTS	60,000.00	128,148.00	(68,148.00)	78,000.00	78,989.00	(989.00)
2-12-00-771-00	FAIR DAYS	10,000.00	9,520.29	479.71	10,000.00	10,000.00	0.00
2-12-00-772-00	CANADA DAY	5,000.00	5,672.29	(672.29)	6,000.00	6,449.87	(449.87)
2-12-00-810-00	TEMPORARY LOAN INTEREST	500.00	24.66	475.34	500.00	360.81	139.19
2-12-00-811-00	EXCHANGE & BANK CHARGES	2,500.00	2,628.64	(128.64)	3,000.00	3,043.11	(43.11)
2-12-00-986-00	PROPERTY CLEANUP	500.00	(2,214.03)	2,714.03	0.00	0.00	0.00
2-12-00-987-00	GENERAL BAD DEBTS W/OFF	1,000.00	1,725.37	(725.37)	2,000.00	0.00	2,000.00
2-12-00-989-00	ECONOMIC DEVEL & PROMOTION	40,000.00	35,807.90	4,192.10	40,000.00	46,742.20	(6,742.20)
2-12-00-990-00	PUBLIC RELATIONS/ENTERTAINMENT	6,000.00	7,377.46	(1,377.46)	5,000.00	6,802.47	(1,802.47)
2-12-00-992-00	DISCOUNT ON CURRENT TAXES	1,500.00	1,274.17	225.83	1,500.00	3,843.75	(2,343.75)
2-12-00-993-00	CURRENT LEVY CANCELLATIONS	45,000.00	26,031.59	18,968.41	30,000.00	29,013.93	986.07
2-12-00-994-00	DAMAGE CLAIMS	500.00	0.00	500.00	500.00	0.00	500.00
* TOTAL EXP GEN ADMIN & OTHER		965,400.00	999,315.12	(33,915.12)	963,025.00	968,774.93	(5,749.93)
****P NET COSTS GEN ADMIN & OTHER		315,065.00	738,791.52	(423,726.52)	608,102.00	560,418.71	47,683.29



TOWN OF CLARESHOLM

REVENUE AND EXPENDITURE REPORT

General Ledger	Description	2011 YTD Budget	2011 YTD Actual	2011 YTD \$ Variance	2012 YTD Budget	2012 YTD Actual	2012 YTD \$ Variance
REVENUE FIRE FIGHTING							
1-23-00-850-00	M.D. CONT TO FIRE DEPARTMENT	25,000.00	32,741.81	(7,741.81)	28,500.00	28,886.02	(386.02)
1-23-00-990-00	NON GOVT CONTR TO FIRE DEPT	6,000.00	10,210.00	(4,210.00)	10,000.00	9,693.73	306.27
1-23-00-995-00	FIRE TRAINING GRANTS	0.00	0.00	0.00	0.00	5,457.41	(5,457.41)
*	TOTAL REVENUE FIRE FIGHTING	31,000.00	42,951.81	(11,951.81)	38,500.00	44,037.16	(5,537.16)
EXPENSES FIRE FIGHTING							
2-23-00-100-00	WAGE BENEFITS - FIRE DEPT.	4,500.00	1,874.65	2,625.35	2,000.00	1,831.39	168.61
2-23-00-120-00	FIRE DEPARTMENT -TRAINING	17,000.00	19,360.00	(2,360.00)	20,000.00	9,287.00	10,713.00
2-23-00-130-00	FIRE CHIEF - SALARY	0.00	0.00	0.00	58,000.00	55,769.25	2,230.75
2-23-00-131-00	FRINGE BENEFITS - FIRE CHIEF	0.00	0.00	0.00	13,500.00	17,372.90	(3,872.90)
2-23-00-200-00	FIRE DEPARTMENT - FIRE CALLS	11,000.00	16,389.00	(5,389.00)	17,000.00	13,394.00	3,606.00
2-23-00-210-00	FIRE DEPARTMENT - TELEPHONE	3,500.00	3,664.09	(164.09)	3,800.00	4,453.83	(653.83)
2-23-00-250-00	FIRE DEPARTMENT - NOT JOINT SUPPLIES/REP	26,000.00	14,738.00	11,262.00	15,000.00	13,834.96	1,165.04
2-23-00-510-00	FIRE DEPARTMENT - JOINT SUPPLIES	50,000.00	38,416.95	11,583.05	39,500.00	11,468.09	28,031.91
2-23-00-511-00	FIRE DEPT. - BLDG. & REPAIRS	5,000.00	4,591.83	408.17	5,000.00	4,861.90	138.10
2-23-00-512-00	FIRE DEPARTMENT - GAS & OIL	250.00	255.70	(5.70)	3,600.00	3,304.71	295.29
2-23-00-513-00	FIRE DEPARTMENT - EMERGENCY RESPONSE	14,000.00	13,524.50	475.50	14,250.00	14,212.40	37.60
2-23-00-515-00	FIRE DEPT - JOINT EQUIPMENT	0.00	0.00	0.00	0.00	4,759.27	(4,759.27)
2-23-00-517-00	FIRE DEPT - MID EQUIPMENT	0.00	0.00	0.00	0.00	6,581.81	(6,581.81)
2-23-00-520-00	FIRE DEPARTMENT - TOWN TRAINING	0.00	0.00	0.00	0.00	825.00	(825.00)
2-23-00-525-00	FIRE DEPARTMENT - JOINT TRAINING	0.00	0.00	0.00	0.00	5,210.71	(5,210.71)
2-23-00-540-00	FIRE DEPARTMENT - UTILITIES	11,000.00	10,600.18	399.82	12,000.00	12,003.95	(3.95)
2-23-00-550-00	I/D - INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
2-23-00-555-00	I/D - SECRETARY	0.00	0.00	0.00	0.00	0.00	0.00
2-23-00-560-00	I/D - OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
2-23-00-565-00	I/D - POSTAGE/FAX/PHONE	0.00	0.00	0.00	0.00	0.00	0.00
2-23-00-750-00	AMORTIZATION EXP - FIRE	15,000.00	17,034.22	(2,034.22)	17,000.00	23,826.52	(6,826.52)
*	TOTAL EXPENSES FIRE FIGHTING	157,250.00	140,449.12	16,800.88	220,650.00	202,997.69	17,652.31
****P	NET COSTS FIRE FIGHTING	(126,250.00)	(97,497.31)	(28,752.69)	(182,150.00)	(158,960.53)	(23,189.47)



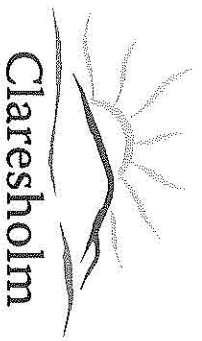
TOWN OF CLAREISHOLM

REVENUE AND EXPENDITURE REPORT

General Ledger	Description	2011 YTD Budget	2011 YTD Actual	2011 YTD \$ Variance	2012 YTD Budget	2012 YTD Actual	2012 YTD \$ Variance
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REVENUE BYLAW ENFORCEMENT							
1-21-00-845-00	PROVINCIAL FINES COLLECTED	25,000.00	16,510.97	8,489.03	20,000.00	9,216.00	10,784.00
1-26-00-524-00	DOG LICENSES/IMPOUND FEES	4,000.00	4,775.00	(775.00)	5,000.00	5,360.00	(360.00)
1-26-00-525-00	CLEANUP FEES	0.00	0.00	0.00	0.00	6,910.00	(6,910.00)
1-26-00-530-00	MUNICIPAL STATUTE FINES	28,000.00	7,886.00	20,114.00	45,000.00	26,643.00	18,357.00
1-26-00-531-00	MUNICIPAL BYLAW FINES	500.00	675.00	(175.00)	1,000.00	250.00	750.00
*	TOTAL REVENUE BYLAW ENFORCE	57,500.00	29,846.97	27,653.03	71,000.00	48,379.00	22,621.00

EXPENSES BYLAW ENFORCE							
2-26-00-101-00	WAGE BEN - PEACE OFFICER	13,500.00	8,799.98	4,700.02	14,700.00	9,663.72	5,036.28
2-26-00-111-00	WAGES - PEACE OFFICER	64,000.00	49,452.24	14,547.76	65,600.00	33,298.50	32,301.50
2-26-00-200-00	BYLAW - ANIMAL SERVICES	31,000.00	30,531.41	468.59	31,000.00	30,292.16	707.84
2-26-00-210-00	LEGAL SERVICES - ENFORCEMENT	1,000.00	526.17	473.83	1,000.00	343.43	656.57
2-26-00-300-00	CLEANUP COSTS - ENFORCEMENT	0.00	0.00	0.00	0.00	6,610.00	(6,610.00)
2-26-00-512-00	SUPPLIES - ENFORCEMENT	7,000.00	3,127.17	3,872.83	1,500.00	2,531.85	(1,031.85)
2-26-00-513-00	PEACE OFFICER TRAINING	7,000.00	750.00	6,250.00	2,000.00	928.68	1,071.32
2-26-00-514-00	PEACE OFFICER MONITORING	2,000.00	2,000.00	0.00	2,000.00	2,000.00	0.00
2-26-00-520-00	UNIFORM COSTS - ENFORCEMENT	5,000.00	1,636.35	3,363.65	3,000.00	1,527.27	1,472.73
2-26-00-521-00	PEACE OFFICER FUEL	0.00	0.00	0.00	3,000.00	1,686.24	1,313.76
2-26-00-550-00	I/D - INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
2-26-00-555-00	I/D - RPS ADMIN ASST WAGES	0.00	0.00	0.00	0.00	0.00	0.00
2-26-00-560-00	I/D - OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
2-26-00-565-00	I/D - POSTAGE/FAX/PHONE	0.00	0.00	0.00	0.00	0.00	0.00
2-26-00-570-00	I/D - VEHICLE RENTAL	0.00	0.00	0.00	0.00	0.00	0.00
2-26-00-750-00	AMORTIZATION EXP - BYLAW	6,500.00	2,823.92	3,676.08	2,800.00	4,258.64	(1,458.64)
*	TOTAL EXPENSES BYLAW ENFORCE	137,000.00	99,647.24	37,352.76	126,600.00	93,140.49	33,459.51
***P	NET COSTS BYLAW ENFORCEMENT	(79,500.00)	(69,800.27)	(9,699.73)	(55,600.00)	(44,761.49)	(10,838.51)

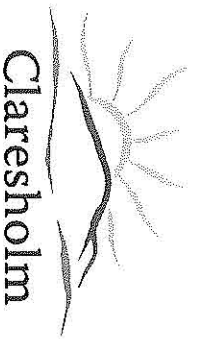


TOWN OF CLARESHOLM

REVENUE AND EXPENDITURE REPORT

General Ledger	Description	2011 YTD Budget	2011 YTD Actual	2011 YTD \$ Variance	2012 YTD Budget	2012 YTD Actual	2012 YTD \$ Variance
REVENUE EQUIPMENT POOL							
1-12-00-560-00	MACHINERY & EQUIPMENT RENTALS	500.00	6,355.00	(5,855.00)	500.00	1,935.00	(1,435.00)
1-31-00-100-00	OTHER PROV GRANTS - Y & B	0.00	0.00	0.00	0.00	2,900.00	(2,900.00)
1-31-00-960-00	EQUIPMENT POOL RENTAL	70,000.00	70,000.00	0.00	70,000.00	70,000.00	0.00
*	TOTAL REV EQUIPMENT POOL	70,500.00	76,355.00	(5,855.00)	70,500.00	74,835.00	(4,335.00)

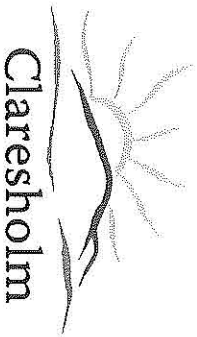
EXP EQUIPMENT POOL							
2-31-00-100-00	WAGE BEN. COMMON SERVICES	60,000.00	59,480.79	519.21	63,000.00	63,906.59	(906.59)
2-31-00-110-00	SALARY - SUPERINTENDENT	35,000.00	36,352.17	(1,352.17)	39,000.00	41,576.09	(2,576.09)
2-31-00-160-00	EQUIPMENT - WAGES	45,000.00	40,446.29	4,553.71	40,000.00	50,374.70	(10,374.70)
2-31-00-170-00	YARD & BLDG. MTC. - WAGES	45,000.00	38,462.01	6,537.99	45,000.00	48,593.16	(3,593.16)
2-31-00-180-00	ON CALL PAY - WAGES	0.00	0.00	0.00	11,600.00	9,300.00	2,300.00
2-31-00-181-00	ON CALL PAY - WAGE BENEFITS	0.00	0.00	0.00	2,900.00	2,073.89	826.11
2-31-00-130-00	ENGINEERING/ENVIRONMENTAL COSTS	5,000.00	1,730.54	3,269.46	10,000.00	6,390.14	3,609.86
2-31-00-200-00	YARD & BLDG. MTC.-CONT. SERV.	50,000.00	40,176.10	9,823.90	40,000.00	39,279.21	720.79
2-31-00-216-00	SHOP EXPENSE - TELEPHONE	4,000.00	4,680.76	(680.76)	5,000.00	5,254.52	(254.52)
2-31-00-217-00	SHOP EXPENSE - FREIGHT	6,000.00	6,354.00	(354.00)	6,000.00	5,757.48	242.52
2-31-00-513-00	ENG. SERVICE - MATERIALS	500.00	126.00	374.00	0.00	0.00	0.00
2-31-00-515-00	SHOP EXPENSE - MATERIALS	20,000.00	23,501.49	(3,501.49)	25,000.00	33,153.02	(8,153.02)
2-31-00-516-00	YARD & BLDG. MTC. - MATERIALS	40,000.00	44,431.58	(4,431.58)	45,000.00	37,716.11	7,283.89
2-31-00-518-00	EQUIPMENT INSURANCE	10,000.00	10,253.00	(253.00)	15,500.00	15,598.62	(98.62)
2-31-00-520-00	EQUIPMENT PARTS & REPAIRS	120,000.00	127,027.05	(7,027.05)	130,000.00	159,974.25	(29,974.25)
2-31-00-521-00	EQUIPMENT OIL & GAS	75,000.00	87,571.40	(12,571.40)	90,000.00	67,626.38	22,373.62
2-31-00-525-00	COMMON TRAINING	10,000.00	10,005.52	(5.52)	10,000.00	9,930.89	69.11
2-31-00-540-00	SHOP EXPENSE - UTILITIES	15,000.00	16,152.27	(1,152.27)	17,000.00	18,298.60	(1,298.60)
2-31-00-750-00	AMORTIZATION EXP. - EQUIPMENT	67,000.00	73,211.91	(6,211.91)	73,000.00	10,395.76	62,604.24
*	TOTAL EXP EQUIPMENT POOL	607,500.00	619,962.88	(12,462.88)	668,000.00	625,199.41	42,800.59
****P	NET COSTS EQUIPMENT POOL	(537,000.00)	(543,607.88)	6,607.88	(597,500.00)	(550,364.41)	(47,135.59)



TOWN OF CLARESHOLM

REVENUE AND EXPENDITURE REPORT

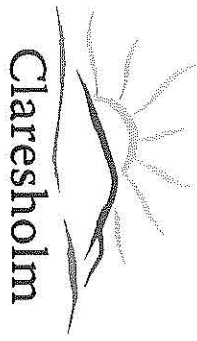
General Ledger	Description	2011 YTD Budget	2011 YTD Actual	2011 YTD \$ Variance	2012 YTD Budget	2012 YTD Actual	2012 YTD \$ Variance
REVENUE ROADS & STREETS							
1-32-00-120-00	LOCAL IMPROV CHARGES - PAVING	40,000.00	68,934.18	(28,934.18)	65,000.00	64,697.53	302.47
1-32-00-990-00	NON GOV'T GRANT-STREET CLEANING	1,000.00	1,900.00	(900.00)	1,500.00	50,071.47	(48,571.47)
1-32-00-999-00	DEVELOPER CONTRIBUTIONS - ROADS	0.00	347,059.00	(347,059.00)	0.00	0.00	0.00
*	TOTAL REVENUE ROADS & STREETS	41,000.00	417,893.18	(376,893.18)	66,500.00	114,769.00	(48,269.00)
EXPENSE STREETS & ROADS							
2-32-00-100-00	WAGE BEN. ROADS, STREETS	35,000.00	41,682.84	(6,682.84)	43,000.00	27,599.36	15,400.64
2-32-00-110-00	STS. LANES, BLVDs, MTCE - WAGES	45,000.00	32,867.98	12,132.02	35,000.00	41,089.64	(6,089.64)
2-32-00-120-00	STREET CLEANING - WAGES	13,000.00	11,935.50	1,064.50	12,000.00	10,308.40	1,691.60
2-32-00-130-00	SNOW REMOVAL - WAGES	50,000.00	39,445.91	10,554.09	40,000.00	13,301.93	26,698.07
2-32-00-140-00	TRAFFIC & PARK CONTROL - WAGES	4,000.00	5,240.43	(1,240.43)	5,000.00	7,825.46	(2,825.46)
2-32-00-214-00	ROAD ENGINEERING COSTS	1,000.00	959.00	41.00	0.00	1,296.00	(1,296.00)
2-32-00-260-00	STREET LIGHTS	140,000.00	154,062.56	(14,062.56)	160,000.00	157,193.96	2,806.04
2-32-00-500-00	STS. LANE, BLVD MTCE - MATERIALS	95,000.00	98,784.28	(3,784.28)	100,000.00	114,793.24	(14,793.24)
2-32-00-530-00	TRAFF. & PARK. CONTROL - MAT.	5,000.00	6,657.66	(1,657.66)	5,000.00	17,743.29	(12,743.29)
2-32-00-570-00	I/D VEHICLE RENTAL	0.00	0.00	0.00	0.00	0.00	0.00
2-32-00-750-00	AMORTIZATION EXP - STREETS	511,000.00	370,979.48	140,020.52	371,000.00	603,307.83	(232,307.83)
*	TOTAL EXPENSE STREETS & ROADS	899,000.00	762,615.64	136,384.36	771,000.00	994,459.11	(223,459.11)
***P	NET COSTS STREETS & ROADS	(858,000.00)	(344,722.46)	(513,277.54)	(704,500.00)	(879,690.11)	175,190.11



TOWN OF CLARESHOLM

REVENUE AND EXPENDITURE REPORT

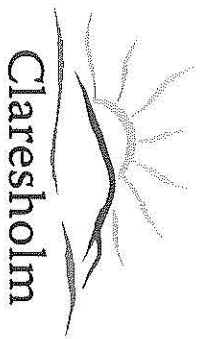
General Ledger	Description	2011 YTD Budget	2011 YTD Actual	2011 YTD \$ Variance	2012 YTD Budget	2012 YTD Actual	2012 YTD \$ Variance
REV AIRPORT SERVICES							
1-33-00-564-00	AIRPORT FACILITY RENTAL	0.00	6,500.00	(6,500.00)	5,000.00	10,000.00	(5,000.00)
1-33-00-850-00	AIRPORT LOCAL GOVT GRANTS	500.00	800.00	(300.00)	800.00	800.00	0.00
*	TOTAL REV AIRPORT SERVICES	500.00	7,300.00	(6,800.00)	5,800.00	10,800.00	(5,000.00)
EXP AIRPORT SERVICES							
2-33-00-100-00	WAGE BEN AIRPORT SERVICES	600.00	1,146.51	(546.51)	1,200.00	1,022.13	177.87
2-33-00-110-00	AIRFIELD - WAGES	1,500.00	2,447.75	(947.75)	2,500.00	2,712.57	(212.57)
2-33-00-500-00	AIRFIELD - MATERIALS	1,500.00	1,684.51	(184.51)	2,000.00	871.79	1,128.21
2-33-00-540-00	AIRFIELD - UTILITIES	7,000.00	5,904.97	1,095.03	6,000.00	6,250.40	(250.40)
2-33-00-680-00	AIRFIELD - INSURANCE	3,100.00	3,023.00	77.00	3,100.00	3,022.00	78.00
2-33-00-750-00	AMORTIZATION EXP - AIRPORT	4,700.00	4,160.34	539.66	4,200.00	0.04	4,199.96
*	TOTAL EXP AIRPORT SERVICES	18,400.00	18,367.08	32.92	19,000.00	13,878.93	5,121.07
***p	NET COSTS AIRPORT SERVICES	(17,900.00)	(11,067.08)	(6,832.92)	(13,200.00)	(3,078.93)	(10,121.07)



TOWN OF CLARESHOLM

REVENUE AND EXPENDITURE REPORT

General Ledger	Description	2011 YTD Budget	2011 YTD Actual	2011 YTD \$ Variance	2012 YTD Budget	2012 YTD Actual	2012 YTD \$ Variance
REV STORM SEWER & DRAIN							
1-37-00-120-00	LOCAL IMPROV CHARGES - CURB & GUTTER	6,000.00	6,140.35	(140.35)	6,000.00	6,140.30	(140.30)
1-37-00-121-00	LOCAL IMPR. CHARGES - STORM DRAINAGE	0.00	7,489.90	(7,489.90)	7,000.00	7,039.90	(39.90)
*	TOTAL REV STORM SEWER & DRAIN	6,000.00	13,630.25	(7,630.25)	13,000.00	13,180.20	(180.20)
EXP STORM SEWER & DRAIN							
2-37-00-100-00	WAGE BENEFITS - DRAINAGE	3,500.00	8,105.93	(4,605.93)	8,000.00	8,762.62	(762.62)
2-37-00-120-00	STORM SEWER MAINTENANCE-WAGES	2,000.00	6,480.93	(4,480.93)	7,000.00	4,473.39	2,526.61
2-37-00-130-00	DRAINAGE - WAGES	6,250.00	10,723.00	(4,473.00)	15,000.00	16,729.10	(1,729.10)
2-37-00-200-00	SIDEWALK MTCE-CONTRACTED SERV.	75,000.00	67,249.75	7,750.25	75,000.00	75,000.00	0.00
2-37-00-210-00	STORM SEWER MTCE-CONTR. SERV.	0.00	0.00	0.00	50,000.00	44,866.60	5,133.40
2-37-00-511-00	STORM SEWER MTCE. - MATERIAL	1,000.00	958.52	41.48	20,000.00	15,299.77	4,700.23
2-37-00-512-00	STORM DRAINAGE - ENGINEERING	5,850.00	3,030.00	2,820.00	5,000.00	13,939.00	(8,939.00)
2-37-00-540-00	SKYLINE PUMP - POWER	0.00	0.00	0.00	0.00	1,434.42	(1,434.42)
2-37-00-570-00	I/D VEHICLE RENTAL	0.00	0.00	0.00	0.00	0.00	0.00
2-37-00-750-00	AMORTIZATION EXP - STORM SEWER	21,000.00	34,661.25	(13,661.25)	34,000.00	40,959.28	(6,959.28)
*	TOTAL EXP STORM SEWER & DRAIN	114,600.00	131,209.38	(16,609.38)	214,000.00	221,464.18	(7,464.18)
***P	NET COSTS STORM SEWER & DRAIN	(108,600.00)	(117,579.13)	8,979.13	(201,000.00)	(208,283.98)	7,283.98

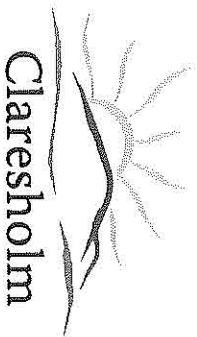


TOWN OF CLARESHOLM

REVENUE AND EXPENDITURE REPORT

General Ledger	Description	2011 YTD Budget	2011 YTD Actual	2011 YTD \$ Variance	2012 YTD Budget	2012 YTD Actual	2012 YTD \$ Variance
REVENUE WATER SERVICES							
1-00-00-512-00	PENALTIES & COSTS UTILITIES	6,900.00	6,684.91	215.09	6,700.00	6,904.40	(204.40)
1-41-00-120-00	LOCAL IMPROV CHARGES - WATER	0.00	0.00	0.00	0.00	(25.00)	25.00
1-41-00-410-00	SALE OF WATER RESIDENTIAL	533,000.00	535,058.52	(2,058.52)	592,000.00	542,245.77	49,754.23
1-41-00-411-00	SALE OF WATER COMM/INDUST	240,000.00	247,408.26	(7,408.26)	275,000.00	276,214.34	(1,214.34)
1-41-00-420-00	GRANUM METER VAULT	30,000.00	42,102.42	(12,102.42)	40,000.00	48,219.38	(8,219.38)
1-41-00-425-00	WEST WATERLINE CO-OP	500.00	1,563.76	(1,063.76)	1,500.00	1,578.07	(78.07)
1-41-00-590-00	OTHER REVENUE WATER	15,000.00	25,972.17	(10,972.17)	15,000.00	27,728.58	(12,728.58)
1-41-00-990-00	CONTRIB. TO HIGH PRESSURE SYST	2,800.00	3,396.41	(596.41)	2,800.00	3,496.56	(696.56)
1-41-00-992-00	PROVINCIAL GOVT GRANTS	0.00	68,282.70	(68,282.70)	0.00	0.00	0.00
1-41-00-999-00	DEVELOPER CONTRIBUTIONS - WATER	0.00	880,200.60	(880,200.60)	0.00	0.00	0.00
TOTAL REVENUE WATER SERVICES		828,200.00	1,810,669.75	(982,469.75)	933,000.00	906,362.10	26,637.90

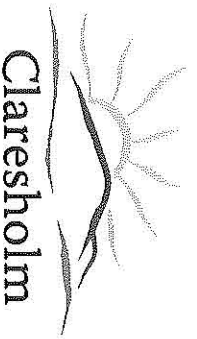
EXPENSE WATER SERVICE							
2-41-00-100-00	WAGE BENEFITS - WATER TREATMENT	58,000.00	71,047.16	(13,047.16)	72,000.00	89,440.28	(17,440.28)
2-41-00-101-00	WAGE BENEFITS - DISTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00
2-41-00-110-00	SALARY - SUPERINTENDENT	25,000.00	25,000.00	0.00	25,000.00	25,000.00	0.00
2-41-00-120-00	WAGES - PLANT OPERATORS	75,000.00	83,668.12	(8,668.12)	105,900.00	191,728.72	(85,828.72)
2-41-00-130-00	WAGES - T & D	55,000.00	56,374.83	(1,374.83)	76,800.00	27,900.86	48,899.14
2-41-00-132-00	WAGES - METER READING	150.00	501.22	(351.22)	600.00	775.32	(175.32)
2-41-00-134-00	WAGES - AIRPORT SYSTEM	12,500.00	12,311.60	188.40	16,500.00	1,495.34	15,004.66
2-41-00-135-00	WAGES - HIGH PRESSURE FIRE	5,000.00	4,744.38	255.62	7,800.00	955.38	6,844.62
2-41-00-200-00	WATER COOP MEMBERSHIP	1,000.00	700.00	300.00	1,000.00	600.00	400.00
2-41-00-211-00	WATERPLANT TRAINING	0.00	0.00	0.00	0.00	1,192.80	(1,192.80)
2-31-00-215-00	RURAL OWNED LAND MTC	3,500.00	530.30	2,969.70	2,000.00	3,500.00	(1,500.00)
2-41-00-216-00	TELEPHONE - WATER SUPPLY	15,000.00	9,139.72	5,860.28	10,000.00	6,792.06	3,207.94
2-41-00-217-00	TELEPHONE - SWTP	3,500.00	3,699.45	(199.45)	4,000.00	3,966.16	33.84
2-41-00-218-00	WATERPLANT FREIGHT CHARGES	3,500.00	7,580.97	(4,080.97)	9,000.00	8,484.98	515.02
2-41-00-230-00	WATER - ENGINEERING & LEGAL	1,000.00	13,156.71	(12,156.71)	15,000.00	10,678.04	4,321.96
2-41-00-509-00	CHEMICALS SWTP	70,000.00	73,241.34	(3,241.34)	75,000.00	110,020.36	(35,020.36)
2-41-00-513-00	OLD WATERPLANT MAINTENANCE	13,000.00	11,985.07	1,014.93	3,000.00	2,046.96	953.04
2-41-00-514-00	HIGHWAY PUMP STATION MATERIALS	0.00	0.00	0.00	1,500.00	1,721.63	(221.63)
2-41-00-515-00	T & D - MATERIALS	60,000.00	48,101.63	11,898.37	40,000.00	24,889.07	15,110.93
2-41-00-516-00	ITRON CONTRACT (METERS)	1,500.00	1,525.05	(25.05)	1,500.00	1,586.05	(86.05)
2-41-00-517-00	AIRPORT SYSTEM MTC MATERIALS	1,500.00	1,195.95	304.05	1,500.00	2,418.00	(918.00)
2-41-00-518-00	SWTP MAINTENANCE	15,000.00	101,010.05	(86,010.05)	30,000.00	85,100.88	(55,100.88)
2-41-00-521-00	WATER DEPT - FUEL	0.00	0.00	0.00	0.00	8,218.75	(8,218.75)
2-41-00-538-00	POWER - SWTP	60,000.00	87,008.04	(27,008.04)	90,000.00	91,474.27	(1,474.27)



TOWN OF CLARESHOLM

REVENUE AND EXPENDITURE REPORT

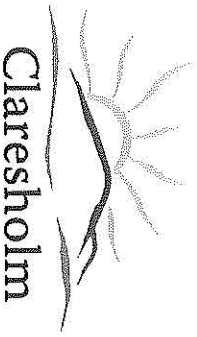
General Ledger	Description	2011 YTD	2011 YTD	2011 YTD \$	2012 YTD	2012 YTD	2012 YTD \$
		Budget	Actual	Variance	Budget	Actual	Variance
2-41-00-539-00	POWER - AIRPORT SYSTEM	10,000.00	7,899.52	2,100.48	8,000.00	9,255.73	(1,255.73)
2-41-00-540-00	POWER - OLD WTP	3,000.00	9,747.54	(6,747.54)	10,000.00	12,618.04	(2,618.04)
2-41-00-541-00	POWER - BOOSTER STATION	500.00	729.75	(229.75)	800.00	816.49	(16.49)
2-41-00-542-00	POWER - HWY PUMP STN/RESERVOIR	20,000.00	29,373.99	(9,373.99)	30,000.00	32,368.82	(2,368.82)
2-41-00-544-00	HEATING - OLD WTP	2,000.00	2,398.97	(398.97)	2,500.00	(1,239.28)	3,739.28
2-41-00-545-00	HEATING - BOOSTER STATION	1,500.00	1,362.66	137.34	1,500.00	963.26	536.74
2-41-00-546-00	HEATING - HIGHWAY PUMP STATION	2,000.00	1,434.00	566.00	1,500.00	1,143.90	356.10
2-41-00-547-00	HEATING - AIRPORT SYSTEM	2,000.00	1,973.84	26.16	2,000.00	1,893.02	106.98
2-41-00-548-00	HEATING - SWTP	10,000.00	16,078.97	(6,078.97)	17,000.00	18,510.24	(1,510.24)
2-41-00-966-00	SWTP - WATER TESTING	7,500.00	5,045.23	2,454.77	5,500.00	4,948.15	551.85
2-41-00-987-00	WATER BAD DEBITS W/OFF	500.00	0.00	500.00	0.00	0.00	0.00
2-41-00-750-00	AMORTIZATION EXP - WATER	346,000.00	1,987,425.22	(1,641,425.22)	1,987,000.00	1,608,830.04	378,169.96
2-41-00-832-00	WATER DEBENTURES INTEREST	199,810.00	199,604.30	205.70	195,100.00	194,866.19	233.81
2-41-00-102-00	/D - WAGES ADMINISTRATION	0.00	0.00	0.00	0.00	0.00	0.00
2-41-00-103-00	/D - OFFICE PERSONNEL	25,300.00	25,300.00	0.00	25,300.00	25,300.00	0.00
2-41-00-960-00	/D - TELEPHONE ADMINISTRATION	8,750.00	8,750.00	0.00	8,750.00	8,750.00	0.00
2-41-00-961-00	/D - POSTAGE	8,500.00	8,500.00	0.00	8,500.00	8,500.00	0.00
2-41-00-962-00	/D - INSURANCE	12,500.00	12,500.00	0.00	12,500.00	12,500.00	0.00
2-41-00-963-00	/D - WATER MTC TRUCK RENTAL	11,200.00	11,200.00	0.00	11,200.00	11,200.00	0.00
2-41-00-964-00	/D - OFFICE SUPPLIES	1,625.00	1,625.00	0.00	1,625.00	1,625.00	0.00
2-41-00-965-00							
* TOTAL EXPENSE WATER SERVICE		1,151,835.00	2,943,470.58	(1,791,635.58)	2,916,875.00	2,652,835.51	264,039.49
***p NET COSTS WATER SERVICES		(323,635.00)	(1,132,800.83)	809,166.83	(1,983,875.00)	(1,746,473.41)	(237,401.59)



TOWN OF CLARESHOLM

REVENUE AND EXPENDITURE REPORT

General Ledger	Description	2011 YTD		2011 YTD \$		2012 YTD		2012 YTD \$		
		Budget	Actual	Variance	Budget	Actual	Variance			
REVENUE SEWER SERVICES										
1-42-00-120-00	LOCAL IMPROV CHARGES - SEWER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1-42-00-410-00	SEWER SERVICE FEES - RESIDENTIAL	275,000.00	291,689.04	(16,689.04)	291,000.00	299,264.27	(8,264.27)	0.00	0.00	
1-42-00-420-00	SEWER SERVICE FEES - COMM/WIND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1-42-00-990-00	NON GOVT CONTRIB SEWER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1-42-00-999-00	DEVELOPER CONTRIBUTIONS - SEWER	0.00	212,229.00	(212,229.00)	0.00	0.00	0.00	0.00	0.00	
*	TOTAL REVENUE SEWER SERVICES	275,000.00	503,918.04	(228,918.04)	291,000.00	299,264.27	(8,264.27)			
EXPENSES SEWER SERVICES										
2-42-00-100-00	SAN SEWER SERV ADMIN WAGE BEN	1,200.00	2,780.80	(1,580.80)	3,000.00	1,124.00	1,876.00			
2-42-00-101-00	SEWER MTCE - WAGE BENEFITS	12,500.00	11,687.65	812.35	12,000.00	5,663.37	6,336.63			
2-42-00-110-00	SALARY - SUPERINTENDENT	8,000.00	8,000.00	0.00	8,000.00	8,000.00	0.00			
2-42-00-140-00	SEWER MAINTENANCE - WAGES	15,000.00	12,110.41	2,889.59	15,000.00	10,648.33	4,351.67			
2-42-00-150-00	SEWER LAGOON MAINTENANCE-WAGES	16,000.00	17,134.94	(1,134.94)	15,000.00	2,461.52	12,538.48			
2-42-00-200-00	SEWER LAGOON MTCE-CONTRAC SERV	95,600.00	105,543.81	(9,943.81)	5,000.00	7,037.23	(2,037.23)			
2-42-00-201-00	SEWER MTCE - CONTRACTED SERVICES	6,000.00	7,702.00	(1,702.00)	8,000.00	425.00	7,575.00			
2-42-00-205-00	SEWER REPAIRS - TAMARACK	0.00	35,193.56	(35,193.56)	50,000.00	6,750.00	43,250.00			
2-42-00-510-00	SEWER MAINTENANCE - MATERIALS	7,000.00	(5,013.06)	12,013.06	10,000.00	9,701.36	298.64			
2-42-00-520-00	SEWER LAGOON MAINT - MATERIALS	500.00	1,395.74	(895.74)	2,000.00	346.09	1,653.91			
2-42-00-832-00	SEWER DEBENTURE - INTEREST	45,215.00	44,507.16	707.84	42,800.00	42,051.71	748.29			
2-42-00-960-00	I/D - OFFICE SECRETARY	8,450.00	8,450.00	0.00	8,450.00	8,450.00	0.00			
2-42-00-961-00	I/D - INSURANCE	2,500.00	2,500.00	0.00	2,500.00	2,500.00	0.00			
2-42-00-962-00	I/D - ADMIN TRUCK RENTAL	4,200.00	4,200.00	0.00	4,200.00	4,200.00	0.00			
2-42-00-963-00	I/D - MTCE TRUCK RENTAL	10,500.00	10,500.00	0.00	10,500.00	10,500.00	0.00			
2-42-00-964-00	I/D - OFFICE SUPPLIES	2,625.00	2,625.00	0.00	2,625.00	2,625.00	0.00			
2-42-00-965-00	I/D - POSTAGE/FAX/PHONE	0.00	0.00	0.00	0.00	0.00	0.00			
2-42-00-550-00	LIFT STATION POWER & HEAT	2,500.00	642.66	1,857.34	600.00	546.14	53.86			
2-42-00-551-00	LIFT STATION - HEAT	2,000.00	0.00	2,000.00	0.00	(178.08)	178.08			
2-42-00-552-00	SEWER LAGOON POWER	15,000.00	13,279.24	1,720.76	14,000.00	11,423.19	2,576.81			
2-42-00-750-00	AMORTIZATION EXP - SAN SEWER	90,000.00	248,250.34	(158,250.34)	248,000.00	257,617.23	(9,617.23)			
*	TOTAL EXPENSES SEWER SERVICES	344,790.00	531,490.25	(186,700.25)	461,675.00	391,892.09	69,782.91			
***P	NET COSTS SEWER SERVICES	(69,790.00)	(27,572.21)	(42,217.79)	(170,675.00)	(92,627.82)	(78,047.18)			



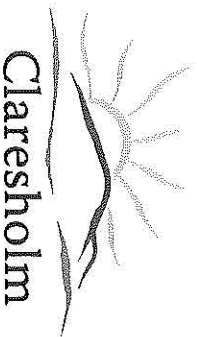
TOWN OF CLARESHOLM

REVENUE AND EXPENDITURE REPORT

General Ledger	Description	2011 YTD Budget	2011 YTD Actual	2011 YTD \$ Variance	2012 YTD Budget	2012 YTD Actual	2012 YTD \$ Variance
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REVENUE GARBAGE COLLECTION							
1-43-00-410-00	GARBAGE COLLECTION - RESIDENTIAL	357,000.00	354,039.34	2,960.66	390,000.00	427,891.84	(37,891.84)
1-43-00-420-00	GARBAGE COLLECTION - COMM/IND	0.00	0.00	0.00	0.00	0.00	0.00
*	TOTAL REVENUE GARBAGE	357,000.00	354,039.34	2,960.66	390,000.00	427,891.84	(37,891.84)

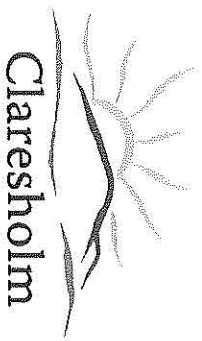
EXP GARBAGE COLLECTION							
2-43-00-100-00	GARBAGE ADMIN - WAGE BENEFIT	1,200.00	2,810.00	(1,610.00)	3,000.00	1,165.00	1,835.00
2-43-00-101-00	GARBAGE COLLECTION-WAGE BEN	34,000.00	44,965.79	(10,965.79)	45,000.00	32,763.71	12,236.29
2-43-00-110-00	SALARY - GARBAGE ADMIN SUPT	10,000.00	10,000.00	0.00	10,000.00	10,000.00	0.00
2-43-00-120-00	GARBAGE COLLECTION - WAGES	77,000.00	82,187.50	(5,187.50)	85,000.00	83,031.27	1,968.73
2-43-00-140-00	COMPOST MANAGEMENT - WAGES	12,000.00	14,227.67	(2,227.67)	15,000.00	7,359.98	7,640.02
2-43-00-210-00	LANDFILL MTCG - CONTRACTED SER	90,000.00	89,468.44	531.56	95,000.00	98,944.70	(3,944.70)
2-43-00-211-00	WASTE MANAGEMENT - CONT. SERV.	27,000.00	26,196.00	804.00	26,606.00	26,606.00	0.00
2-43-00-213-00	LANDFILL CLOSURE - CONT. SERV.	5,000.00	812.50	4,187.50	5,000.00	3,500.00	1,500.00
2-43-00-520-00	GARBAGE COLLECTION - MATERIALS	10,000.00	9,918.90	81.10	10,000.00	0.00	10,000.00
2-43-00-960-00	I/D - ADMIN TRUCK RENTAL	3,500.00	3,500.00	0.00	3,500.00	3,500.00	0.00
2-43-00-961-00	I/D - COLL TRUCK RENTAL	40,600.00	40,600.00	0.00	40,600.00	40,600.00	0.00
2-43-00-962-00	I/D - OFFICE SUPPLIES	1,625.00	1,625.00	0.00	1,625.00	1,625.00	0.00
2-43-00-963-00	I/D - INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
2-43-00-964-00	I/D - SECRETARY	0.00	0.00	0.00	0.00	0.00	0.00
2-43-00-965-00	I/D - POSTAGE/FAX/PHONE	0.00	0.00	0.00	0.00	0.00	0.00
2-43-00-750-00	AMORTIZATION EXP - GARBAGE	23,000.00	25,996.16	(2,996.16)	26,000.00	22,055.76	3,944.24
*	TOTAL EXP GARBAGE COLLECTION	334,925.00	352,307.96	(17,382.96)	366,331.00	331,151.42	35,179.58
***p	NET COSTS GARBAGE COLLECTION	22,075.00	1,731.38	20,343.62	23,669.00	96,740.42	(73,071.42)



TOWN OF CLAREISHOLM

REVENUE AND EXPENDITURE REPORT

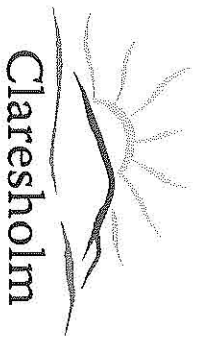
General Ledger	Description	2011 YTD Budget	2011 YTD Actual	2011 YTD \$ Variance	2012 YTD Budget	2012 YTD Actual	2012 YTD \$ Variance
REVENUE RECYCLING							
1-44-00-410-00	RECYCLING RESIDENTIAL FEES	0.00	0.00	0.00	0.00	51,298.45	(51,298.45)
1-44-00-420-00	RECYCLING COMMERCIAL FEES	0.00	0.00	0.00	0.00	9,472.05	(9,472.05)
1-44-00-500-00	RECYCLING COMMODITY REVENUE	0.00	0.00	0.00	0.00	2,616.58	(2,616.58)
1-44-00-600-00	RECYCLING FEES OTHER MUNIS	0.00	0.00	0.00	0.00	0.00	0.00
1-44-00-700-00	RECYCLING OTHER REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
*	TOTAL REVENUE RECYCLING	0.00	0.00	0.00	0.00	63,387.08	(63,387.08)
EXPENSES RECYCLING							
2-44-00-100-00	RECYCLING CENTRE WAGE BEN	0.00	0.00	0.00	0.00	14,531.72	(14,531.72)
2-44-00-120-00	RECYCLING CENTRE OPERATOR WAGES	0.00	0.00	0.00	0.00	30,872.87	(30,872.87)
2-44-00-150-00	RECYCLING TECHNICIANS - WAGES	0.00	0.00	0.00	0.00	5,837.00	(5,837.00)
2-43-00-212-00	WC BOTTLE DEPOT - CONT. SERV.	45,000.00	37,114.32	7,885.68	45,000.00	14,601.65	30,398.35
2-44-00-217-00	RECYCLING SHIPPING COSTS	0.00	0.00	0.00	0.00	7,162.97	(7,162.97)
2-44-00-225-00	RECYCLING CONSUMABLES	0.00	0.00	0.00	0.00	0.00	0.00
2-44-00-400-00	ARTIFACT STORAGE RENT	0.00	0.00	0.00	0.00	3,420.00	(3,420.00)
2-44-00-518-00	RECYCLING INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
2-44-00-520-00	RECYCLING SUPPLIES	0.00	0.00	0.00	0.00	7,051.57	(7,051.57)
2-44-00-521-00	RECYCLING GAS & OIL	0.00	0.00	0.00	0.00	263.71	(263.71)
2-44-00-525-00	RECYCLING REPAIRS & MAIN	0.00	0.00	0.00	0.00	0.00	0.00
2-44-00-555-00	RECYCLING CENTRE UTILITIES	0.00	0.00	0.00	0.00	974.03	(974.03)
2-44-00-570-00	I/D - INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
2-44-00-571-00	I/D - SECRETARY	0.00	0.00	0.00	0.00	0.00	0.00
2-44-00-572-00	I/D - OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
2-44-00-573-00	I/D - POSTAGE/FAX/PHONE	0.00	0.00	0.00	0.00	0.00	0.00
2-44-00-574-00	I/D - VEHICLE RENTAL	0.00	0.00	0.00	0.00	0.00	0.00
2-44-00-700-00	RECYCLING EQUIPMENT RESERVE	0.00	0.00	0.00	0.00	0.00	0.00
2-44-00-750-00	RECYCLING AMORTIZATION	0.00	0.00	0.00	0.00	0.00	0.00
*	TOTAL EXPENSES RECYCLING	45,000.00	37,114.32	7,885.68	45,000.00	84,715.52	(39,715.52)
***p	NET COSTS RECYCLING	(45,000.00)	(37,114.32)	(7,885.68)	(45,000.00)	(21,328.44)	(23,671.56)



TOWN OF CLARESHOLM

REVENUE AND EXPENDITURE REPORT

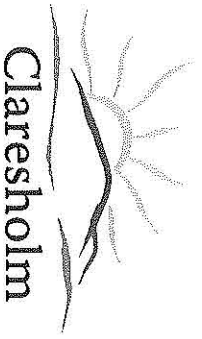
General Ledger	Description	2011 YTD Budget	2011 YTD Actual	2011 YTD \$ Variance	2012 YTD Budget	2012 YTD Actual	2012 YTD \$ Variance
REVENUE FCSS							
1-51-00-100-00	FCSS - PROVINCIAL FUNDING	87,695.00	86,272.00	1,423.00	87,695.00	87,178.00	517.00
1-51-00-101-00	FCSS - TOWN OF CLARESHOLM	21,924.00	21,924.00	0.00	21,924.00	31,924.00	(10,000.00)
1-51-00-102-00	FCSS - MD OF WILLOW CREEK	39,270.00	39,269.48	0.52	39,270.00	39,269.48	0.52
1-51-00-104-02	COMMUNITY CHOOSE WELL	0.00	1,394.45	(1,394.45)	0.00	929.67	(929.67)
1-51-00-104-03	HEALTHY COMMUNITY COALITION	0.00	6,157.44	(6,157.44)	0.00	7,656.87	(7,656.87)
1-51-00-105-00	FCSS - INTEREST EARNED	25.00	226.16	(201.16)	25.00	231.49	(206.49)
1-51-00-101-01	ALBERTA HEALTH SERVICES OP	24,136.00	24,860.08	(724.08)	24,136.00	26,770.67	(2,634.67)
1-51-00-102-01	OTHER FUNDING & FEES OP	250.00	385.00	(135.00)	250.00	50.00	200.00
1-51-00-104-00	FCSS - OTHER INCOME	0.00	0.00	0.00	250.00	0.00	250.00
1-51-00-100-02	FEES TEEN CENTRE/ASC	0.00	5,627.00	(5,627.00)	0.00	11,993.66	(11,993.66)
1-51-00-100-04	FEES & REIMBURSEMENTS OTHER	1,000.00	925.00	75.00	925.00	575.00	350.00
1-51-00-100-06	CFSA FUNDING RC	31,071.00	31,069.00	2.00	31,071.00	32,431.00	(1,360.00)
1-51-00-101-06	OTHER FUNDING & FEES RC	50.00	0.00	50.00	0.00	7,500.00	(7,500.00)
1-51-00-107-00	NEW HORIZONS GRANT	0.00	0.00	0.00	0.00	6,694.62	(6,694.62)
*	TOTAL REVENUE FCSS	205,421.00	218,109.61	(12,688.61)	205,546.00	253,204.46	(47,658.46)
**	TOTAL REVENUES	205,421.00	218,109.61	(12,688.61)	205,546.00	253,204.46	(47,658.46)
EXPENSE FCSS GENERAL							
2-51-00-100-00	WAGES & SALARIES DIRECTOR	49,440.00	49,440.04	(0.04)	50,923.20	51,417.60	(494.40)
2-51-00-102-00	EI EXPENSE	1,200.00	1,050.79	149.21	1,200.00	1,172.97	27.03
2-51-00-103-00	CPP EXPENSE	2,200.00	2,123.52	76.48	2,200.00	2,301.10	(101.10)
2-51-00-104-00	HOLIDAY/SICK PAY EXPENSE	5,000.00	4,692.61	307.39	5,000.00	4,963.45	36.55
2-51-00-105-00	BENEFITS EXPENSE	2,000.00	3,297.60	(1,297.60)	3,300.00	6,212.04	(2,912.04)
2-51-00-106-00	LAPP CONTRIBUTIONS	200.00	326.39	(126.39)	4,000.00	5,134.60	(1,134.60)
2-51-00-107-00	PROFESSIONAL DEVELOPMENT	500.00	1,870.27	(1,370.27)	500.00	428.87	71.13
2-51-00-108-00	ADVERTISING & PROMOTION	200.00	761.35	(561.35)	750.00	195.00	555.00
2-51-00-109-00	ACCOUNTING & LEGAL	3,500.00	3,300.00	200.00	3,500.00	3,500.00	0.00
2-51-00-111-00	MEMBERSHIPS	750.00	705.00	45.00	750.00	436.81	313.19
2-51-00-112-00	OFFICE EXPENSES	2,500.00	8,907.14	(6,407.14)	3,500.00	5,386.44	(1,886.44)
2-51-00-113-00	RENT EXPENSE	10,600.00	10,116.10	483.90	10,200.00	10,074.12	125.88
2-51-00-114-00	GENERAL & ADMIN EXPENSES	200.00	435.62	(235.62)	500.00	565.69	(65.69)
2-51-00-115-00	JANITORIAL EXPENSES	1,000.00	1,003.48	(3.48)	1,000.00	39.89	960.11
2-51-00-116-00	TELEPHONE & UTILITIES	7,500.00	7,807.94	(307.94)	7,500.00	6,631.59	868.41
2-51-00-117-00	TRAVEL & MEALS	1,000.00	838.17	161.83	1,000.00	952.03	47.97
2-51-00-118-00	INSURANCE EXPENSE	0.00	475.00	(475.00)	475.00	475.00	0.00
2-51-00-120-00	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	161.91	(161.91)



TOWN OF CLAREISHOLM

REVENUE AND EXPENDITURE REPORT

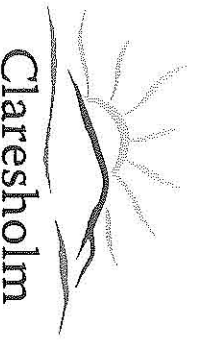
General Ledger	Description	2011 YTD Budget	2011 YTD Actual	2011 YTD \$ Variance	2012 YTD Budget	2012 YTD Actual	2012 YTD \$ Variance
2-51-00-122-00	ADMIN ALLOCATION - GENERAL	0.00	0.00	0.00	0.00	6,182.62	(6,182.62)
2-51-00-123-03	HEALTHY COMMUNITY COALITION	0.00	6,157.44	(6,157.44)	0.00	7,656.87	(7,656.87)
*	TOTAL EXPENSE FCSS GENERAL	87,790.00	103,308.46	(15,518.46)	96,298.20	113,888.60	(17,590.40)
FCSS OUTREACH PROGRAM							
2-51-00-100-01	WAGES OP	37,492.00	27,547.83	9,944.17	33,172.80	33,977.67	(804.87)
2-51-00-100-11	EI EXPENSE - OP	910.00	680.57	229.43	1,000.00	865.22	134.78
2-51-00-100-21	CPP EXPENSE - OP	1,690.00	1,201.36	488.64	2,000.00	1,510.66	489.34
2-51-00-105-01	BENEFITS OP	1,000.00	1,041.71	(41.71)	2,800.00	6,175.40	(3,375.40)
2-51-00-107-01	PROFESSIONAL DEVELOPMENT OP	250.00	736.19	(486.19)	300.00	0.00	300.00
2-51-00-108-01	ADVERTISING OP	500.00	471.80	28.20	500.00	68.40	431.60
2-51-00-116-01	CELL PHONE OP	320.00	750.32	(430.32)	320.00	245.97	74.03
2-51-00-117-01	TRAVEL & MEALS OP	200.00	0.00	200.00	100.00	57.18	42.82
2-51-00-120-01	SUPPLIES OP	800.00	3,049.97	(2,249.97)	1,500.00	1,092.48	407.52
2-51-00-123-01	DRUG COALITION EXPENSE	0.00	198.49	(198.49)	0.00	0.00	0.00
2-51-00-123-02	COMMUNITY CHOOSEWELL EXPENSE	0.00	1,394.45	(1,394.45)	0.00	929.67	(929.67)
*	TOTAL FCSS OUTREACH PROGRAM	43,162.00	37,072.69	6,089.31	41,692.80	44,922.65	(3,229.85)
TEEN CENTRE EXPENSES							
2-51-00-100-02	WAGES TEEN CENTRE	0.00	13,555.74	(13,555.74)	0.00	27,751.77	(27,751.77)
2-51-00-100-12	EI EXPENSE - TC	0.00	341.37	(341.37)	0.00	725.19	(725.19)
2-51-00-100-22	CPP EXPENSE - TC	0.00	441.44	(441.44)	0.00	1,074.19	(1,074.19)
2-51-00-105-02	BENEFITS TC	0.00	542.23	(542.23)	0.00	813.04	(813.04)
2-51-00-108-02	ADVERTISING TC	0.00	345.87	(345.87)	0.00	0.00	0.00
2-51-00-117-02	TRAVEL & MEALS TC	0.00	38.55	(38.55)	0.00	0.00	0.00
2-51-00-120-02	SUPPLIES TC	0.00	6,419.26	(6,419.26)	0.00	3,178.63	(3,178.63)
*	TOTAL ASC/TEEN CENTRE EXPENSE	0.00	21,684.46	(21,684.46)	0.00	33,542.82	(33,542.82)
OTHER PROGRAM EXPENSES							
2-51-00-100-04	WAGES - OTHER	400.00	240.00	160.00	250.00	0.00	250.00
2-51-00-108-04	ADVERTISING - OTHER	500.00	1,123.35	(623.35)	500.00	620.95	(120.95)
2-51-00-120-04	SUPPLIES - OTHER	1,200.00	668.35	531.65	500.00	797.14	(297.14)
2-51-00-123-05	OTHER ALLOCATED FUNDS	16,134.00	(100.33)	16,234.33	13,265.00	884.27	12,380.73
*	TOTAL OTHER PROGRAM EXPENSES	18,234.00	1,931.37	16,302.63	14,515.00	2,302.36	12,212.64
PROGRAM GRANTS EXPENSE							



TOWN OF CLARESHOLM

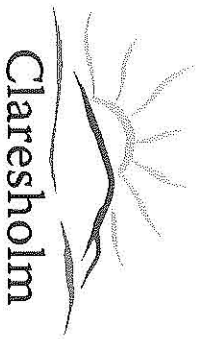
REVENUE AND EXPENDITURE REPORT

General Ledger	Description	2011 YTD Budget	2011 YTD Actual	2011 YTD \$ Variance	2012 YTD Budget	2012 YTD Actual	2012 YTD \$ Variance
2-51-00-125-05	COMMUNITY GRANTS EXPENSE	20,000.00	19,660.00	340.00	18,100.00	17,609.44	490.56
*	TOTAL PROGRAM GRANTS EXPENSE	20,000.00	19,660.00	340.00	18,100.00	17,609.44	490.56
NEW HORIZONS EXPENSE							
2-51-00-100-07	WAGES NH	0.00	0.00	0.00	0.00	2,387.61	(2,387.61)
2-51-00-120-07	SUPPLIES NH	0.00	0.00	0.00	0.00	4,307.01	(4,307.01)
*	TOTAL NEW HORIZONS EXPENSE	0.00	0.00	0.00	0.00	6,694.62	(6,694.62)
UNITED WAY EXPENSE							
2-51-00-100-08	WAGES UW	0.00	0.00	0.00	0.00	0.00	0.00
2-51-00-120-08	SUPPLIES UW	0.00	0.00	0.00	0.00	458.75	(458.75)
*	TOTAL UNITED WAY EXPENSE	0.00	0.00	0.00	0.00	458.75	(458.75)
RESOURCE CENTRE EXPENSES							
2-51-00-100-06	WAGES RC	31,000.00	30,625.71	374.29	30,940.00	30,583.00	357.00
2-51-00-100-16	EI EXPENSE - RC	765.00	771.09	(6.09)	1,000.00	783.80	216.20
2-51-00-100-26	CPP EXPENSE - RC	1,520.00	1,082.89	437.11	1,700.00	1,346.59	353.41
2-51-00-105-06	BENEFITS RC	1,000.00	687.69	312.31	300.00	881.74	(581.74)
2-51-00-107-06	PROFESSIONAL DEVELOPMENT RC	1,000.00	355.00	645.00	300.00	0.00	300.00
2-51-00-108-06	ADVERTISING RC	250.00	475.51	(225.51)	100.00	195.80	(95.80)
2-51-00-117-06	TRAVEL & MEALS RC	200.00	190.73	9.27	0.00	35.50	(35.50)
2-51-00-120-06	SUPPLIES RC	500.00	729.62	(229.62)	600.00	241.90	358.10
2-51-00-122-06	ADMIN ALLOCATION RC	0.00	0.00	0.00	0.00	0.00	0.00
*	TOTAL RESOURCE CENTRE EXPENSES	36,235.00	34,918.24	1,316.76	34,940.00	34,068.33	871.67
**	TOTAL FCSS EXPENSES	205,421.00	218,575.22	(13,154.22)	205,546.00	253,487.57	(47,941.57)
***p	NET FCSS SURPLUS (DEFICIT)	0.00	(465.61)	465.61	0.00	(283.11)	283.11



TOWN OF CLARESHOLM
REVENUE AND EXPENDITURE REPORT

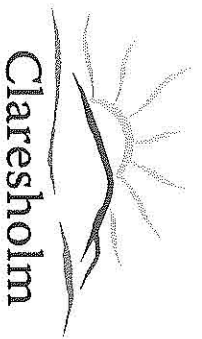
General Ledger	Description	2011 YTD	2011 YTD	2011 YTD \$	2012 YTD	2012 YTD	2012 YTD \$
		Budget	Actual	Variance	Budget	Actual	Variance
EXPENSES DAYCARE SERVICES							
2-51-00-750-00	CONTRIBUTION TO F.C.S.S. PROJ	21,924.00	21,924.00	0.00	21,924.00	31,924.00	(10,000.00)
2-52-00-750-00	CONTRIBUTION TO DAY CARE	26,202.00	26,202.00	0.00	26,202.00	26,202.00	0.00
*	TOTAL EXP DAYCARE SERVICES	48,126.00	48,126.00	0.00	48,126.00	58,126.00	(10,000.00)
***P	NET COSTS DAYCARE SERVICES	(48,126.00)	(48,126.00)	0.00	(48,126.00)	(58,126.00)	10,000.00



TOWN OF CLARESHOLM

REVENUE AND EXPENDITURE REPORT

General Ledger	Description	2011 YTD Budget	2011 YTD Actual	2011 YTD \$ Variance	2012 YTD Budget	2012 YTD Actual	2012 YTD \$ Variance
REVENUE CEMETERY SERV							
1-56-00-410-00	CEMETERY FEES	12,000.00	17,825.00	(5,825.00)	17,000.00	15,025.00	1,975.00
1-56-00-850-00	LOCAL GOVT GRANTS CEMETERY	2,000.00	2,000.00	0.00	2,000.00	2,000.00	0.00
*	TOTAL REVENUE CEMETERY SERV	14,000.00	19,825.00	(5,825.00)	19,000.00	17,025.00	1,975.00
EXPENSE CEMETERY SERV							
2-56-00-100-00	CEMETERIES WAGE BENEFITS	6,000.00	4,319.04	1,680.96	5,000.00	3,777.35	1,222.65
2-56-00-110-00	CEMETERY WAGES	17,000.00	10,648.78	6,351.22	12,000.00	11,537.10	462.90
2-56-00-510-00	CEMETERY MATERIALS	1,000.00	374.00	626.00	1,000.00	158.36	841.64
2-56-00-520-00	I/D - OFFICE SECRETARY	0.00	0.00	0.00	2,500.00	2,500.00	0.00
2-56-00-525-00	I/D - OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
2-56-00-530-00	I/D - POSTAGE/FAX/PHONE	0.00	0.00	0.00	0.00	0.00	0.00
2-56-00-535-00	I/D - TRUCK RENTAL	0.00	0.00	0.00	0.00	0.00	0.00
2-56-00-750-00	AMORTIZATION EXP - CEMETERY	300.00	0.00	300.00	0.00	2.68	(2.68)
*	TOTAL EXPENSE CEMETERY SERV	24,300.00	15,341.82	8,958.18	20,500.00	17,975.49	2,524.51
***p	NET COSTS CEMETERY SERVICES	(10,300.00)	4,483.18	(14,783.18)	(1,500.00)	(950.49)	(549.51)



TOWN OF CLARESHOLM

REVENUE AND EXPENDITURE REPORT

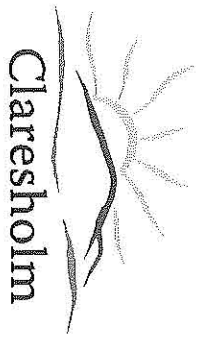
General Ledger	Description	2011 YTD	2011 YTD	2011 YTD \$	2012 YTD	2012 YTD	2012 YTD \$
		Budget	Actual	Variance	Budget	Actual	Variance

REV PHYSICIAN RECRUITMENT

1-57-00-100-00	TOWN OF CLARESHOLM GRANT	30,000.00	30,000.00	0.00	30,000.00	30,000.00	0.00
1-57-00-101-00	MD OF WILLOW CREEK GRANT	20,000.00	20,000.00	0.00	20,000.00	20,000.00	0.00
1-57-00-102-00	TOWN OF STAVELY GRANT	2,500.00	2,500.00	0.00	2,500.00	2,500.00	0.00
1-57-00-103-00	TOWN OF GRANUM GRANT	2,000.00	2,000.00	0.00	2,000.00	2,000.00	0.00
1-57-00-104-00	RPAP GRANT	1,526.00	1,004.05	521.95	0.00	0.00	0.00
1-57-00-105-00	COMMUNITY SPIRIT GRANT	11,374.00	11,374.52	(0.52)	0.00	0.00	0.00
*	TOTAL REV PHYSICIAN RECRUITMEN	67,400.00	66,878.57	521.43	54,500.00	54,500.00	0.00

EXP PHYSICIAN RECRUITMENT

2-57-00-110-00	HOUSING COSTS	43,500.00	54,569.85	(11,069.85)	22,500.00	22,500.00	0.00
2-57-00-120-00	CLINIC TAX RELIEF	11,000.00	11,543.19	(543.19)	11,500.00	12,174.78	(674.78)
2-57-00-130-00	DISCRETIONARY EXPENSES	12,900.00	1,510.66	11,389.34	20,500.00	939.70	19,560.30
*	TOTAL EXP PHYSICIAN RECRUITMEN	67,400.00	67,623.70	(223.70)	54,500.00	35,614.48	18,885.52
***P	NET COSTS PHYSICIAN RECRUIT	0.00	(745.13)	745.13	0.00	18,885.52	(18,885.52)



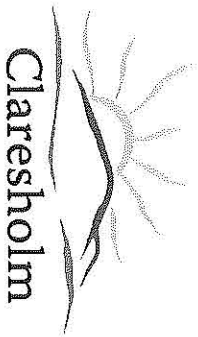
TOWN OF CLARESHOLM

REVENUE AND EXPENDITURE REPORT

General Ledger	Description	2011 YTD Budget	2011 YTD Actual	2011 YTD \$ Variance	2012 YTD Budget	2012 YTD Actual	2012 YTD \$ Variance
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EXPENSES AG SERVICES

2-62-00-100-00	PEST CONT ADMIN WAGE BENEFIT	700.00	510.18	189.82	600.00	505.03	94.97
2-62-00-111-00	PEST CONTROL WAGES	700.00	300.84	399.16	500.00	180.74	319.26
2-62-00-122-00	WEED CONTROL SPRAYING WAGES	2,500.00	1,566.88	933.12	2,000.00	2,091.42	(91.42)
2-62-00-200-00	WEED CONTROL WAGE BENEFITS	600.00	371.87	228.13	500.00	525.90	(25.90)
2-62-00-514-00	PEST CONTROL CHEMICALS	2,500.00	2,343.71	156.29	3,000.00	2,618.90	381.10
2-62-00-515-00	WEED CONTROL CHEMICALS	3,000.00	3,150.00	(150.00)	3,000.00	4,175.56	(1,175.56)
2-62-00-516-00	PEST CONTROL MATERIALS	0.00	408.00	(408.00)	500.00	0.00	500.00
2-62-00-517-00	WEED CONTROL MATERIALS	0.00	0.00	0.00	500.00	0.00	500.00
2-62-00-750-00	AMORTIZATION EXP - AG SERVICES	28,000.00	27,332.82	667.18	27,000.00	2,849.22	24,150.78
*	TOTAL EXPENSES AG SERVICES	38,000.00	35,984.30	2,015.70	37,600.00	12,946.77	24,653.23
****P	NET COSTS AG SERVICES	(38,000.00)	(35,984.30)	(2,015.70)	(37,600.00)	(12,946.77)	(24,653.23)



TOWN OF CLARESHOLM

REVENUE AND EXPENDITURE REPORT

General Ledger	Description	2011 YTD Budget	2011 YTD Actual	2011 YTD \$ Variance	2012 YTD Budget	2012 YTD Actual	2012 YTD \$ Variance
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REV PLANNING/DEVELOPMENT

1-12-00-510-00	BUSINESS LICENSES - HOME OCC	9,000.00	7,900.00	1,100.00	8,000.00	6,415.00	1,585.00
1-12-00-520-00	BUSINESS LICENSES - DOWNTOWN	9,500.00	9,965.00	(465.00)	9,500.00	12,730.00	(3,230.00)
1-12-00-530-00	BUSINESS LICENSES - REGIONAL	1,200.00	1,840.00	(640.00)	1,700.00	140.00	1,560.00
1-12-00-540-00	BUSINESS LICENSES - OUT OF TOWN	9,500.00	10,725.00	(1,225.00)	10,000.00	8,625.00	1,375.00
1-12-00-550-00	BUSINESS LICENSES - SALES	1,000.00	1,100.00	(100.00)	1,000.00	350.00	650.00
1-26-00-519-00	COMPLIANCE REQUESTS	2,000.00	2,500.00	(500.00)	2,500.00	2,750.00	(250.00)
1-26-00-520-00	BUILDING PERMITS/ SUPERIOR	8,000.00	7,600.78	399.22	18,000.00	17,757.27	242.73
1-26-00-521-00	PLANNING FEES MISC.	0.00	846.00	(846.00)	1,000.00	1,523.00	(523.00)
1-26-00-522-00	DEVELOPMENT/ OTHER PERMITS	12,000.00	43,968.00	(31,968.00)	18,000.00	9,733.22	8,266.78
1-26-00-523-00	DEVELOPMENT PENALTIES & FINES	200.00	2,584.00	(2,384.00)	2,000.00	750.00	1,250.00
1-26-00-540-00	I/D - RPS ADMIN ASSISTANT	0.00	0.00	0.00	0.00	0.00	0.00
* TOTAL REV PLANNING/DEVELOPMENT		52,400.00	89,028.78	(36,628.78)	71,700.00	60,773.49	10,926.51

EXP PLANNING/DEVELOPMENT

2-12-00-998-00	PLANNING FUND	37,000.00	36,908.00	92.00	38,750.00	38,753.00	(3.00)
2-26-00-100-00	WAGE BENEFITS - MANAGER	15,000.00	14,200.31	799.69	15,000.00	17,063.80	(2,063.80)
2-26-00-110-00	WAGES - MANAGER	65,000.00	64,125.44	874.56	66,950.00	63,699.90	3,250.10
2-66-00-100-00	DEVELOPMENT ASSISTANT - WAGES	19,000.00	23,209.75	(4,209.75)	12,000.00	18,126.11	(6,126.11)
2-66-00-111-00	DEV ASST WAGE BENEFITS	2,000.00	1,880.21	119.79	1,500.00	1,608.55	(108.55)
2-66-00-112-00	WAGES - DEVELOPMENT OFFICER	30,000.00	25,633.60	4,366.40	44,500.00	40,202.65	4,297.35
2-66-00-113-00	WAGE BENEFITS - DEV OFFICER	3,000.00	1,863.02	1,136.98	7,900.00	3,291.46	4,608.54
2-66-00-200-00	PROFESSIONAL SERVICES	30,000.00	30,088.17	(88.17)	35,000.00	19,258.97	15,741.03
2-66-00-201-00	DEVELOPMENT - LEGAL	3,000.00	3,289.70	(289.70)	3,000.00	4,973.79	(1,973.79)
2-66-00-202-00	DEVELOPMENT - MEMBERSHIPS	500.00	200.00	300.00	800.00	200.00	600.00
2-66-00-203-00	DEVELOPMENT - TELEPHONE	1,000.00	751.60	248.40	1,000.00	1,121.33	(121.33)
2-66-00-205-00	DEVELOPMENT - MILEAGE	100.00	26.30	73.70	100.00	0.00	100.00
2-66-00-210-00	SURVEYING/SUBDIVISION COSTS	2,000.00	0.00	2,000.00	8,000.00	16,988.80	(8,988.80)
2-66-00-215-00	S&DAB EXPENSES	500.00	0.00	500.00	500.00	0.00	500.00
2-66-00-570-00	I/D - INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
2-66-00-571-00	I/D - OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
2-66-00-572-00	I/D - POSTAGE/FAX/PHONE	0.00	0.00	0.00	0.00	0.00	0.00
2-66-00-573-00	I/D - VEHICLE RENTAL	0.00	0.00	0.00	0.00	0.00	0.00
2-66-00-750-00	AMORTIZATION EXP - PLANNING	600.00	566.91	33.09	600.00	(5,503.08)	6,103.08
* TOTAL EXP PLANNING/DEVELOPMENT		208,700.00	202,743.01	5,956.99	235,600.00	219,785.28	15,814.72

***P NET COSTS PLANNING/DEVELOPMENT

(156,300.00)

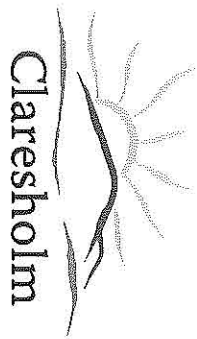
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(163,900.00)

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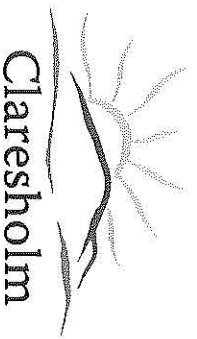


TOWN OF CLARESHOLM
REVENUE AND EXPENDITURE REPORT

General Ledger	Description	2011 YTD Budget	2011 YTD Actual	2011 YTD \$ Variance	2012 YTD Budget	2012 YTD Actual	2012 YTD \$ Variance
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REVENUE RECREATION							
1-71-00-850-00	LOCAL GOVERNMENT REC. GRANTS	25,000.00	50,000.00	(25,000.00)	50,000.00	50,000.00	0.00
* TOTAL REVENUE RECREATION		25,000.00	50,000.00	(25,000.00)	50,000.00	50,000.00	0.00

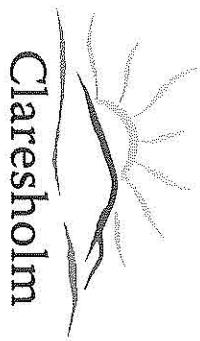
EXPENSES RECREATION							
2-71-00-512-00	GOLF COURSE DEBENTURE ASSISTANCE	90,000.00	78,596.62	11,403.38	0.00	0.00	0.00
2-72-00-211-00	GOLF COURSE MANAGEMENT FEE	50,000.00	50,000.00	0.00	50,000.00	50,000.00	0.00
2-72-00-213-00	RECREATION DEBENTURE INTEREST	0.00	980.52	(980.52)	21,900.00	21,779.55	120.45
* TOTAL EXPENSES RECREATION		140,000.00	129,577.14	10,422.86	71,900.00	71,779.55	120.45
***P NET COSTS RECREATION		(115,000.00)	(79,577.14)	(35,422.86)	(21,900.00)	(21,779.55)	(120.45)



TOWN OF CLARESHOLM

REVENUE AND EXPENDITURE REPORT

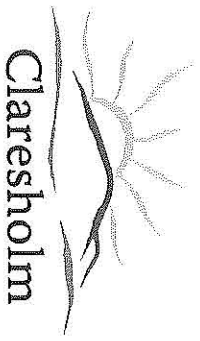
General Ledger	Description	2011 YTD Budget	2011 YTD Actual	2011 YTD \$ Variance	2012 YTD Budget	2012 YTD Actual	2012 YTD \$ Variance
REVENUE ARENA							
1-72-00-418-00	VENDING MACHINES	0.00	0.00	0.00	0.00	0.00	0.00
1-72-00-562-00	MINOR HOCKEY RENTALS	30,000.00	24,952.16	5,047.84	25,000.00	30,616.11	(5,616.11)
1-72-00-564-00	FIGURE SKATING RENTALS	11,000.00	11,483.40	(483.40)	11,000.00	15,917.00	(4,917.00)
1-72-00-565-00	STORAGE ROOM RENTAL	1,200.00	1,200.00	0.00	1,200.00	1,500.00	(300.00)
1-72-00-566-00	ADULT & ZONE "AA"	5,000.00	5,671.79	(671.79)	6,000.00	7,695.63	(1,695.63)
1-72-00-568-00	CONCESSION RENTAL	1,000.00	1,000.00	0.00	1,000.00	1,000.00	0.00
1-72-00-569-00	ARENA ADVERTISING - SIGNS	2,000.00	2,450.00	(450.00)	2,000.00	2,950.00	(950.00)
1-72-00-570-00	OTHER RENTALS	10,000.00	13,114.52	(3,114.52)	10,000.00	10,420.03	(420.03)
1-72-00-567-00	OUT OF TOWN ICE RENTAL	0.00	0.00	0.00	0.00	113.44	(113.44)
*	TOTAL REVENUE ARENA	60,200.00	59,871.87	328.13	56,200.00	70,212.21	(14,012.21)
EXPENSES ARENA							
2-72-00-104-00	WAGE BENEFITS ARENA	26,000.00	33,163.77	(7,163.77)	34,000.00	24,342.35	9,657.65
2-72-00-140-00	ARENA OPERATION WAGES	63,000.00	70,921.31	(7,921.31)	72,000.00	61,974.27	10,025.73
2-72-00-216-00	ARENA TELEPHONE	2,000.00	1,905.39	94.61	2,000.00	2,519.38	(519.38)
2-72-00-530-00	ARENA MATERIALS	27,000.00	26,435.69	564.31	27,000.00	20,429.05	6,570.95
2-72-00-560-00	ARENA UTILITIES	87,000.00	80,009.98	6,990.02	83,000.00	82,482.93	517.07
2-72-00-575-00	I/D - INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
2-72-00-576-00	I/D - SECRETARY	0.00	0.00	0.00	0.00	0.00	0.00
2-72-00-577-00	I/D - OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
2-72-00-578-00	I/D - POSTAGE/FAX/PHONE	0.00	0.00	0.00	0.00	0.00	0.00
2-72-00-750-00	AMORTIZATION EXP - ARENA	36,000.00	36,111.64	(111.64)	36,000.00	5,944.40	30,055.60
*	TOTAL EXPENSES ARENA	241,000.00	248,547.78	(7,547.78)	254,000.00	197,692.38	56,307.62
***P	NET COSTS ARENA	(180,800.00)	(188,675.91)	7,875.91	(197,800.00)	(127,480.17)	(70,319.83)



TOWN OF CLARESHOLM

REVENUE AND EXPENDITURE REPORT

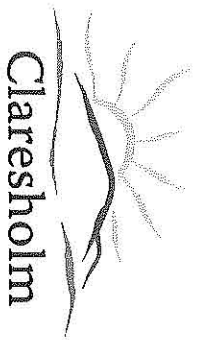
General Ledger	Description	2011 YTD Budget	2011 YTD Actual	2011 YTD \$ Variance	2012 YTD Budget	2012 YTD Actual	2012 YTD \$ Variance
REVENUE SWIM POOL							
1-72-00-410-00	SWIMMING LESSONS	25,000.00	36,185.42	(11,185.42)	35,000.00	40,127.84	(5,127.84)
1-72-00-412-00	SWIM GATE REC & SEASON TICKETS	45,000.00	33,468.34	11,531.66	32,000.00	35,364.55	(3,364.55)
1-72-00-560-00	SWIM POOL RENTAL	12,000.00	18,280.47	(6,280.47)	15,000.00	15,271.90	(271.90)
*	TOTAL REVENUE SWIM POOL	82,000.00	87,934.23	(5,934.23)	82,000.00	90,764.29	(8,764.29)
EXPENSES SWIM POOL							
2-72-00-102-00	WAGE BENEFITS SWIM POOL	16,000.00	15,998.65	1.35	17,000.00	37,263.38	(20,263.38)
2-72-00-130-00	SWIM POOL FULL TIME GUARDS	50,000.00	35,192.40	14,807.60	132,000.00	130,439.55	1,560.45
2-72-00-131-00	SWIM POOL PART TIME GUARDS	76,000.00	87,031.75	(11,031.75)	40,000.00	67,269.57	(27,269.57)
2-72-00-132-00	POOL SUPERVISOR SALARY	48,000.00	47,592.22	407.78	47,000.00	45,999.98	1,000.02
2-72-00-133-00	POOL SUPERVISOR WAGE BENEFITS	12,000.00	11,652.07	347.93	7,150.00	8,910.16	(1,760.16)
2-72-00-201-00	AQUATIC CENTRE TRAINING	3,000.00	0.00	3,000.00	5,000.00	4,135.71	864.29
2-72-00-215-00	SWIM POOL TELEPHONE	2,800.00	2,731.50	68.50	3,000.00	2,923.42	76.58
2-72-00-525-00	SWIM POOL PROGRAM MATERIALS	15,000.00	14,577.79	422.21	15,000.00	13,680.25	1,319.75
2-72-00-526-00	SWIM POOL OPERATION MATERIALS	6,000.00	6,444.55	(444.55)	7,000.00	8,237.64	(1,237.64)
2-72-00-527-00	SWIM POOL RESALE MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00
2-72-00-585-00	I/D - INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
2-72-00-586-00	I/D - OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
2-72-00-587-00	I/D - POSTAGE/FAX/PHONE	0.00	0.00	0.00	0.00	0.00	0.00
2-72-00-752-00	AMORTIZATION EXP - POOL	49,000.00	48,949.95	50.05	49,000.00	14,100.00	34,900.00
2-72-00-834-00	SWIM POOL DEBENTURE INT	6,356.00	4,973.04	1,382.96	4,420.00	2,909.08	1,510.92
*	TOTAL EXPENSES SWIM POOL	284,156.00	275,143.92	9,012.08	326,570.00	335,868.74	(9,298.74)
***P	NET COSTS SWIM POOL	(202,156.00)	(187,209.69)	(14,946.31)	(244,570.00)	(245,104.45)	534.45



TOWN OF CLARESHOLM

REVENUE AND EXPENDITURE REPORT

General Ledger	Description	2011 YTD	2011 YTD	2011 YTD \$	2012 YTD	2012 YTD	2012 YTD \$
		Budget	Actual	Variance	Budget	Actual	Variance
REVENUE PARKS							
1-72-00-413-00	BALL DIAMOND FEES	0.00	976.19	(976.19)	0.00	0.00	0.00
1-72-00-572-00	PARK CAMPING FEES	35,000.00	52,960.54	(17,960.54)	52,000.00	37,333.58	14,666.42
1-72-00-991-00	SUB RESERVE CONT TO PARK DEVEL	0.00	0.00	0.00	0.00	0.00	0.00
1-72-00-850-00	OTHER FUNDING - PARKS	0.00	0.00	0.00	0.00	8,373.75	(8,373.75)
*	TOTAL REVENUE PARKS	35,000.00	53,936.73	(18,936.73)	52,000.00	45,707.33	6,292.67
EXPENSES PARKS							
2-72-00-105-00	WAGE BENEFITS PARKS	28,000.00	18,495.08	9,504.92	19,500.00	27,183.63	(7,683.63)
2-72-00-151-00	PARKS OPERATION WAGES	75,000.00	42,094.67	32,905.33	40,000.00	71,963.21	(31,963.21)
2-72-00-535-00	PARKS MATERIALS	22,000.00	8,183.09	13,816.91	10,000.00	11,992.33	(1,992.33)
2-72-00-537-00	PARK DEV MATERIAL	15,000.00	14,464.57	535.43	15,000.00	14,998.57	1.43
2-72-00-570-00	PARKS UTILITIES	10,000.00	8,769.20	1,230.80	9,000.00	10,854.04	(1,854.04)
2-72-00-595-00	I/D - INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
2-72-00-596-00	I/D - SECRETARY	0.00	0.00	0.00	0.00	0.00	0.00
2-72-00-597-00	I/D - OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
2-72-00-598-00	I/D - POSTAGE/FAX/PHONE	0.00	0.00	0.00	0.00	0.00	0.00
2-72-00-751-00	AMORTIZATION EXP - PARKS	52,000.00	59,500.53	(7,500.53)	60,000.00	102,353.39	(42,353.39)
*	TOTAL EXPENSES PARKS	202,000.00	151,507.14	50,492.86	153,500.00	239,345.17	(85,845.17)
***p	NET COSTS PARKS	(167,000.00)	(97,570.41)	(69,429.59)	(101,500.00)	(193,637.84)	92,137.84



TOWN OF CLARESHOLM

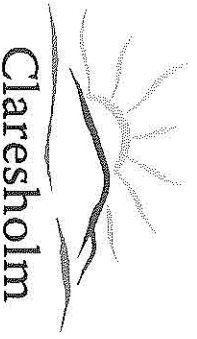
REVENUE AND EXPENDITURE REPORT

General Ledger	Description	2011 YTD Budget	2011 YTD Actual	2011 YTD \$ Variance	2012 YTD Budget	2012 YTD Actual	2012 YTD \$ Variance
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MUSEUM REVENUE							
1-74-00-400-00	DEPOT GIFT SALES	3,000.00	2,196.43	803.57	2,500.00	2,242.81	257.19
1-74-00-410-00	MUSEUM GATE DONATIONS	3,500.00	3,438.97	61.03	3,500.00	3,902.47	(402.47)
1-74-00-500-00	MUSEUM SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
1-74-00-840-00	MUSEUM PROV GRANT (AMA)	1,500.00	1,500.00	0.00	26,059.00	26,328.00	(269.00)
1-74-00-842-00	MUSEUM PROV GRANT (AHRF)	0.00	0.00	0.00	7,383.00	0.00	7,383.00
1-74-00-845-00	VISITOR INFO CENTRE - PROV GRANT	6,000.00	6,000.00	0.00	6,000.00	6,000.00	0.00
1-74-00-990-00	MUSEUM - OTHER GRANT FUNDING	1,500.00	10,314.74	(8,814.74)	8,484.00	8,050.21	433.79
* TOTAL MUSEUM REVENUE		15,500.00	23,450.14	(7,950.14)	53,936.00	46,523.49	7,412.51

EXPENSES MUSEUM

2-74-00-100-00	MUSEUM WAGE BENEFITS	3,000.00	3,587.60	(587.60)	7,100.00	10,699.80	(3,599.80)
2-74-00-101-00	VISITOR INFO CENTRE - WAGE BENEFITS	2,500.00	2,139.36	360.64	1,670.00	2,137.43	(467.43)
2-74-00-120-00	MUSEUM WAGES	30,000.00	27,455.28	2,544.72	46,420.00	47,205.75	(785.75)
2-74-00-150-00	VISITOR INFO CENTRE - WAGES	25,000.00	21,971.28	3,028.72	19,130.00	19,919.66	(789.66)
2-74-00-200-00	DEPOT OFFICE SUPPLIES	500.00	408.30	91.70	750.00	449.21	300.79
2-74-00-201-00	MUSEUM OFFICE SUPPLIES	1,000.00	661.63	348.37	750.00	747.81	2.19
2-74-00-510-00	MUSEUM MATERIALS	3,300.00	5,793.99	(2,493.99)	3,300.00	2,542.30	757.70
2-74-00-511-00	DEPOT GIFT SHOP SUPPLIES	2,500.00	1,718.50	781.50	2,500.00	1,429.55	1,070.45
2-74-00-528-00	MUSEUM MEMBERSHIPS	100.00	100.00	0.00	100.00	200.00	(100.00)
2-74-00-528-00	DEPOT PHONE/FAX/INTERNET	3,370.00	3,331.29	38.71	4,000.00	3,111.17	888.83
2-74-00-528-00	EXHIBIT HALL PHONE/FAX/INTERNET	2,600.00	2,464.29	135.71	3,000.00	2,148.69	851.31
2-74-00-530-00	MUSEUM VOLUNTEER EXPENSE	0.00	0.00	0.00	500.00	420.00	80.00
2-74-00-535-00	MUSEUM PROGRAMS	0.00	0.00	0.00	800.00	393.74	406.26
2-74-00-541-00	MUSEUM COMMUNICATIONS	0.00	0.00	0.00	3,800.00	2,663.26	1,136.74
2-74-00-542-00	DEPOT UTILITIES	6,800.00	8,169.65	(1,369.65)	9,000.00	7,262.95	1,737.05
2-74-00-543-00	EXHIBIT HALL UTILITIES	11,000.00	7,919.29	3,080.71	8,500.00	8,931.29	(431.29)
2-74-00-550-00	VIC PROFESSIONAL DEVELOPMENT	400.00	0.00	400.00	400.00	401.51	(1.51)
2-74-00-551-00	MUSEUM PROFESSIONAL DEVELOPMENT	400.00	423.35	(23.35)	4,300.00	4,309.04	(9.04)
2-74-00-570-00	I/D - INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
2-74-00-571-00	I/D - OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
2-74-00-572-00	I/D - POSTAGE/FAX/PHONE	0.00	0.00	0.00	0.00	0.00	0.00
2-74-00-750-00	AMORTIZATION EXP - MUSEUM	23,000.00	23,596.98	(596.98)	24,000.00	22,503.38	1,496.62
* TOTAL EXPENSES MUSEUM		115,470.00	109,730.79	5,739.21	140,020.00	137,476.54	2,543.46
**P NET COSTS MUSEUM		(99,970.00)	(86,280.65)	(13,689.35)	(86,084.00)	(90,963.05)	4,869.05



TOWN OF CLARESHOLM
REVENUE AND EXPENDITURE REPORT

General Ledger	Description	2011 YTD Budget	2011 YTD Actual	2011 YTD \$ Variance	2012 YTD Budget	2012 YTD Actual	2012 YTD \$ Variance
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EXPENSES LIBRARY

2-74-00-520-00	LIBRARY TELEPHONE/SECURITY	6,500.00	6,180.26	319.74	0.00	0.00	0.00
2-74-00-540-00	LIBRARY UTILITIES	17,500.00	17,364.24	135.76	0.00	(515.14)	515.14
2-74-00-751-00	AMORTIZATION EXP - LIBRARY	26,000.00	25,593.27	406.73	26,000.00	25,593.27	406.73
2-74-00-770-00	LIBRARY GRANT	109,180.00	109,180.00	0.00	152,952.00	152,952.00	0.00
2-74-00-998-00	CHINOOK ARCH LIBRARY	23,199.00	23,199.00	0.00	24,087.00	24,087.00	0.00
*	TOTAL EXPENSES LIBRARY	182,379.00	181,516.77	862.23	203,039.00	202,117.13	921.87
***P	NET COSTS LIBRARY	(182,379.00)	(181,516.77)	(862.23)	(203,039.00)	(202,117.13)	(921.87)
****P	ANNUAL (SURPLUS) DEFICIT	(138,578.00)	258,800.17	(397,378.17)	(1,377,044.00)	(1,069,808.16)	(307,235.84)

*** End of Report ***

TOWN OF CLAKESHOLM
2012 BUDGET TO ACTUAL
ADJUSTMENTS TO ANNUAL SURPLUS

	2012 BUDGET	2012 ACTUAL	2012 VARIANCE	2012 ACTUAL
ANNUAL SURPLUS (DEFICIT) FROM MUNIWARE	(1,377,044.00)	(1,069,808.16)	(307,235.84)	
NON CASH ADDBACKS	2,990,400.00	2,744,446.24	245,953.76	
NON CASH DEDUCTIONS	0.00	0.00	0.00	
NON PSAB CASH OUTFLOWS	0.00	28,447.07	(28,447.07)	
WATER DEBENTURE PRINCIPAL	93,787.00	93,787.23	(0.23)	
SEWER DEBENTURE PRINCIPAL	43,501.00	43,501.02	(0.02)	
SWIM POOL DEBENTURE PRINCIPAL	23,814.00	23,814.22	(0.22)	
RECREATION DEBENTURE PRINCIPAL	87,302.00	87,301.45	0.55	
CAPITAL PROJECT PAVING	0.00	20,839.00	(20,839.00)	
CAPITAL PROJECT EQUIPMENT	304,009.00	260,428.05	43,573.95	
CAPITAL PROJECT SIDEWALK CURB	0.00	0.00	0.00	
8 th STREET INFRASTRUCTURE PROJECT	43,000.00	43,000.00	0.00	
WATER RESERVOIR AND SUPPLY LINE	266,800.00	283,387.33	(16,587.33)	
PARK UPGRADE	75,000.00	57,695.58	17,304.42	
SEWAGE LAGOON REHAB PHASE ONE	160,000.00	19,146.08	140,853.92	
59th AVENUE REHABILITATION	724,152.00	823,937.29	(99,785.29)	
PINE COULEE LAND RECLAMATION	0.00	0.00	0.00	
CURLING CLUB PROJECT	0.00	14,741.73	(14,741.73)	
PURCHASE OF PROPERTY	0.00	18,090.16	(18,090.16)	
HVY PUMP STN UPGRAIDING	0.00	0.00	0.00	
GRANUM REG WATER SUPPLY	0.00	0.00	0.00	
SOUTH SANITARY SEWER	0.00	0.00	0.00	
50 th STREET EAST SANITARY SEWER	0.00	0.00	0.00	
2 nd STREET WEST 5100/5200 BLOCK SANITARY	0.00	0.00	0.00	
ANIMAL SERVICES BUILDING	0.00	16,784.08	(16,784.08)	
PARKING LOT AND LANE REHABILITATION	0.00	0.00	0.00	
SUNDANCE SUBDIVISION REHABILITATION	319,000.00	317,045.70	1,954.30	
MUSEUM BUILDING MEZZANINE	0.00	0.00	0.00	
MUSEUM BUILDING PLATFORM	0.00	0.00	0.00	
TOTAL NON PSAB CASH OUTFLOWS	2,140,356.00	2,123,496.92	16,859.08	
RECREATION DEBENTURE PROCEEDS	0.00	0.00	0.00	
PROCEEDS ON SALE OF TANGIBLE CAPITAL ASSETS	0.00	36,990.00	(36,990.00)	
PROCEEDS ON SALE OF PROPERTY	0.00	43,040.00	(43,040.00)	
LOSS ON SALE OF TANGIBLE CAPITAL ASSETS	0.00	16,921.20	(16,921.20)	
GAIN ON SALE OF LAND HELD FOR RESALE	0.00	(19,575.82)	19,575.82	
TOTAL NON PSAB CASH INFLOWS	0.00	77,375.98	(77,375.98)	
TRANSFERS (TO) FROM FUNDS				
CONTRIBUTION FROM RESERVES	0.00	0.00	0.00	
SUB RESERVE CONT TO PARK DEVEL	0.00	0.00	0.00	
TRUST DEPOSIT CONT TO PARK DEV	0.00	0.00	0.00	
FROM SUNDRY TRUST	0.00	0.00	0.00	
FROM CAPITAL/GENERAL RESERVES	527,000.00	419,627.90	107,372.11	
FIRE DEPT CONT TO CAPITAL/RESERVES	0.00	0.00	0.00	
DRAINAGE CONT TO CAPITAL/RESERVES	0.00	0.00	0.00	
GARBAGE CONT TO CAPITAL/RESERVES	0.00	0.00	0.00	
GENERAL REVENUE CONT TO CAPITAL/RESERVES	0.00	0.00	0.00	
PHYSIC RECUT CONT TO CAPITAL/RESERVES	0.00	(18,885.82)	18,885.82	
BYLAW CONT TO CAPITAL/RESERVES	0.00	0.00	0.00	
PW COMMON SERV CONT TO RESERVES	0.00	0.00	0.00	
ROADS STREETS CONT TO CAPITAL/RESERVES	0.00	(50,071.47)	50,071.47	
WATER CONT TO CAPITAL/RESERVES	0.00	0.00	0.00	
SANITARY SEWER CONT TO CAPITAL/RESERVES	0.00	0.00	0.00	
STORM SEWER CONT TO CAPITAL/RESERVES	0.00	(6,901.90)	6,901.90	
CONT TO GENERAL RESERVES	0.00	0.00	0.00	
PARKS CONT TO CAPITAL/RESERVES	0.00	0.00	0.00	
ARENA CONT TO CAPITAL/RESERVES	0.00	0.00	0.00	
MUSEUM CONT TO CAPITAL/RESERVES	0.00	0.00	0.00	
TRANSFER FROM CAPITAL TO OTHER FUNCTION	0.00	0.00	0.00	
TOTAL NET TRANSFERS BETWEEN FUNDS	527,000.00	343,769.01	183,231.00	
NET ADJUST TO ANNUAL SURPLUS	1,377,044.00	1,070,541.38	334,949.70	
FINANCIAL PLAN SURPLUS (DEFICIT)	0.00	733.22	27,713.85	

2012
ACTUAL

-1,069,808.16 Surplus from financial statements (accrual basis)
2,744,446.24 Add back non cash amortization

-1,875,093.00 Capital project costs

-248,403.92 Debt principal repayments

77,375.98 Net adjustment TCA and land sales

28,447.07 Add non cash inventory adjustment

.00 Add long term debt proceeds

343,769.01 Net transfers (to) from reserves

.00 Less non cash developer's contributions

733.22 Adjusted to cash

79,261.43 Reserves pays for Sundance 25%
57,695.58 West Hill Park upgrade
43,000.00 8th Street Sanitary payment (2)
186,000.00 Backbone and Fire Command Unit
20,839.00 Community Centre paving
18,090.16 Petrovic land purchase
14,741.73 Curling Club compressor project
419,627.90

INFORMATION ITEMS



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister

AR66594

February 4, 2013

His Worship Terry Michaelis
Mayor, Town of Milk River
PO Box 270
Milk River, AB T0K 1M0

Dear Mayor Michaelis:

Thank you for your partnership's application for a grant under the Regional Collaboration component of the 2012/13 Regional Collaboration Program (RCP). I am pleased to inform you that the Town of Milk River has been approved for a grant of \$240,000 in support of your project: Oldman River Region Urban Orthophotography.

The conditional grant agreement will be mailed shortly to your chief administrative officer to obtain the appropriate signatures. I understand that municipal council resolutions, in support of this grant request, are in progress.

For any project that may merit enhanced public recognition, please contact Municipal Affairs Communications, toll-free at 310-0000, then 780-427-8862, or at rcp.grants@gov.ab.ca, to discuss specific communication activities to highlight the project, as outlined in the RCP guidelines.

I congratulate the partnership on initiating this project, and I wish you every success in your efforts.

Sincerely,

Doug Griffiths
Minister

.../2

copy: Mario Berthiaume, Chief Administrative Officer, Town of Milk River
Sabine Nasse, Chief Administrative Officer, Town of Bassano
Anna-Marie Bridge, Town Manager, Town of Bow Island
Marian Carlson, Chief Administrative Officer, Town of Cardston
Kris Holbeck, Chief Administrative Officer, Town of Claresholm
Bonnie Farries, Chief Administrative Officer, Town of Coaldale
R. Kim Hauta, Chief Administrative Officer, Town of Coalhurst
David Connauton, Chief Administrative Officer, Town of Fort Macleod
R. Shawn Patience, Chief Administrative Officer, Town of Granum
Helen Dietz, Chief Administrative Officer, Town of Innisfail
Wade Alston, Chief Administrative Officer, Town of Magrath
Brad Mason, Chief Administrative Officer, Town of Nanton
Norman McInnis, Chief Administrative Officer, Town of Olds
Rick Binnendyk, Chief Administrative Officer, Town of Penhold
Mike Derricott, Chief Administrative Officer, Town of Picture Butte
Laurie Wilgosh, Chief Administrative Officer, Town of Pincher Creek
J. Scott Barton, Chief Administrative Officer, Town of Raymond and
Village of Stirling
Todd Becker, Town Manager, Town of Rocky Mountain House
Clayton Gillespie, Chief Administrative Officer, Town of Stavely
Dean Pickering, Chief Administrative Officer, Town of Sundre
T. Greg Birch, Chief Administrative Officer, Town of Taber
Barbara Miller, Chief Administrative Officer, Town of Vauxhall
Alcide Cloutier, Chief Administrative Officer, Town of Vulcan
Myron Thompson, Chief Administrative Officer,
Municipality of Crowsnest Pass
Lyle Wack, Chief Administrative Officer, Village of Alix
George F.E. (Ted) Oakes, Administrator, Village of Arrowwood
Wendy Bateman, Administrator, Village of Barnwell
Laurie Beck, Chief Administrative Officer, Village of Barons
Carolyn Erb, Administrator, Village of Carmangay
Colleen Mayne, Chief Administrative Officer, Village of Champion
Lori Rolfe, Chief Administrative Officer, Village of Coutts
Cindy Cornish, Chief Administrative Officer, Village of Cowley
Kurtis Pratt, Chief Administrative Officer, Villages of Glenwood and Hill Spring
Tracy Doram, Chief Administrative Officer, Village of Lomond
Christopher Northcott, Chief Administrative Officer, Village of Milo
Kirk Hofman, Chief Administrative Officer, Village of Nobleford
Margaret Loewen, Chief Administrative Officer, Village of Rosemary
Lisa C. Carroll, Chief Administrative Officer, Village of Warner

February 12, 2013

Ms. Kris Holbeck
Chief Administrative Officer
Town of Claresholm
PO Box 1000
Claresholm, AB T0L 0T0

Dear Ms. Holbeck:

Subject: 511ALBERTA – Alberta's Official Road Reports

On February 4, 2013, our Department launched 511Alberta – Alberta's exciting NEW Official Road Reports system.

This new service provides up-to-date provincial highway information, both online and over the phone. The "511" part of the name refers to the 5-1-1 telephone number, which is reserved across North America for traveller information, just like 9-1-1 is for emergencies and 4-1-1 for directory assistance.

Through the web, you can access weather information and see photos from more than 100 highway cameras, which update every 20 minutes.

The new 511 Alberta replaces the current AMA Road Reports, which the Alberta Motor Association (AMA) delivered in various formats on our behalf since 1927. The Government of Alberta values the partnership with the AMA and will continue to work with the association on driver training and traffic safety initiatives.

We encourage you to share the attached materials within your organization and with your customers to help them travel safely and arrive safely on Alberta's roads. Attached, please find:

- ___ posters to be distributed to your main office locations
- ___ information cards with handy cling-on stickers so that your members and customers can attach them to their vehicles, desks, etc.

Please share widely. If you have any questions, please feel free to contact our 511Alberta team at 780-638-1128 or by email at trans.511@gov.ab.ca.

Yours truly,



Steve Otto
Director, Highway Operations

Enclosure