



AGENDA

Special Meeting of Council of the Village of Bawlf in the Province of Alberta

Thursday September 28, 2017 – 7:00 pm

Council Chambers

1. CALL TO ORDER

2. DELEGATIONS

3. GENERAL GOVERNMENT

a) Agenda September 28, 2017

Motion to adopt as presented

4. NEW BUSINESS

a) Tax Recovery – Lot 2, Block 1, Plan 105KS

b) Parkland Regional Library 2018 Budget Approval

c) Development Permit – Lot 5, Block 9, Plan 1869P, 212 King Street

5. STANDING REPORTS

6. CORRESPONDENCE

7. IN CAMERA

8. ADJOURNMENT

VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Special Council Meeting
Meeting Date:	Thursday September 28, 2017
Originated By:	Tracy M. Ormsbee - CAO
Title:	Tax Recovery – Lot 2, Block 1, Plan 105KS

BACKGROUND/PROPOSAL:

Roll 2000 was placed in Tax Recovery in April 2016 and went to public auction on September 15, 2017 with no sale.

MGA : 424(1) *The municipality at whose request a tax recovery notification was endorsed on the certificate of title for a parcel of land may become the owner of the parcel after the public auction, if the parcel is not sold at the public auction.*

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Please review the following Taxervice report as well as information that I have pulled from the Tax Recovery Guide from Municipal Affairs as well as the following:
As per section 420(1) of the MGA, *"From the date on which a parcel of land is offered for sale at a public auction, the municipality is entitled to possession of the parcel.
(2) For the purposes of obtaining possession of a parcel of land, a designated officer may enter the parcel and take possession of it for and in the name of the municipality and, if in so doing resistance is encountered, the municipality may apply to the Court of Queen's Bench for an order for the possession of the parcel."*

The person residing in/on the parcel of land is not considered a tenant and a letter would be sent out stipulating a date when they should vacate the property along with their possessions and if they are not vacated by said date, then the Village will be applying to the Court since they would be residing in a Village owned property. Since the Village is now in possession of this property, Council really has only 3 options:

1. Tenant/Landlord Lease (not recommended);
2. Evict resident with fair warning and sell property as is; or
3. Evict resident with fair warning, clean up property/demolish, sell with cleaned up lot or as vacant lot.

COSTS/SOURCE OF FUNDING (if applicable)

Varies depending on Council decision (legal, clean up, demolish, real estate commission if using a realtor)

RECOMMENDED ACTION:

That Bawlf Council discuss all options in regards to the no sale at auction of Roll 2000, Lot 2, Block 1, Plan 105KS and direct Administration to move forward with their decision.



September 20, 2017

By Email (original to remain on file)

Village of Bawlf
Box 224
Bawlf AB T0B 0J0

Attention: Tracy Ormsbee – Chief Administrative Officer

Dear Tracy:

Re: Village of Bawlf - Public Auction

The public auction was held as scheduled on September 15, 2017. The Village of Bawlf offered the following property for sale, however it did not sell.

Roll No.	Brief Legal	Owner	Reserve Bid	Result from Auction
2000	105KS; 1; 2		\$41,000.00	Not Sold

The municipality may now become the owner of the above parcel. If the municipality chooses to take title, the property becomes exempt from future taxation. The only cost to the municipality in order to become the owner of the parcel is the cost to register the required forms with Alberta Land Titles.

Of particular note is the fact that this property has a CRA writ in the original amount of approximately \$11,000 registered against it. That amount may have changed with any payments, interest or costs. That writ will remain registered against the Village's title. The property was valued at \$41,000 for the purpose of the reserve bid, however we understand the property is rundown and therefore, this valuation may be high. Tax arrears, penalties and costs are approximately \$10,000.

If the Village takes title and sells the property for \$30,000, there would still be sufficient funds to pay the tax arrears, penalties and costs plus pay off CRA's writ. This would enable the Village to transfer title to the purchaser free and clear. The risk, however, is that the tender/offer is for less than the total owing for taxes and CRA's writ. In that case, the Village does not have to take the tender/offer and can consider its options at that time. That is, if CRA claims the right to be paid first, (which I would argue against) the Village may not receive all it is owed.

Having said all of that, in this case, we recommend taking title in the name of the Village.

By taking title, the municipality can choose to:

1. Dispose of the parcel by either:
 - a. selling the property, at any time, and according to any conditions it chooses. Some possible options include direct sale, by tender, through a real estate agent, or by any other means that support selling the property at a price as close as reasonably possible to fair market value; or
 - b. keeping the property and depositing an amount of money equal to the reserve bid into a separate account that has been established solely for the purpose of depositing money from the sale of land under Tax Recovery Proceedings.
2. Grant a lease, license, or permit in respect of the parcel.

If the municipality chooses not to take title, the property will remain taxable and the municipality cannot dispose of it, grant a lease, license, or permit in respect to the parcel.

Please confirm whether the municipality chooses to become the owner of the parcel not sold at auction and we will attend to preparation of the transmission and required affidavits with respect to the property. We will forward the documents to you in due course for your signature and seal.

Yours truly,
TAXervice



Gary Burnside
President

An example is, if the advertisement in a local newspaper was not placed within the 10-to-20 day period preceding the auction, the auction could be postponed to meet this condition.

Holding the Auction

Section 423

The municipality must select a person to conduct the auction. While a professional auctioneer may be used, in most cases the Chief Administrative Officer or other designated officer will act as the auctioneer. Guidelines for conducting the auction process are listed on page 34.

Once the auctioneer declares a property as sold, the sale is final and no further approval is required. The auctioneer cannot reopen a property for sale after it is declared sold. The municipality should maintain a record of sale activities for reporting to council. While no report is required, a report provides council with information in case a sale is protested. The person purchasing the property acquires the land free of all encumbrances, except those listed in section 423(1).

Section 429 restricts the auctioneer, councillors, the Chief Administrative Officer, and the employees of the municipality from bidding on, or acting as an agent in buying the property. However, a designated officer or employee can be directed to bid for or buy a parcel of land for the municipality if it wishes to become the owner of the property.

Once the property is sold to another individual, the previous owner has no further right to pay the tax arrears.

If no offer is received on a property or if the reserve bid is not met, the property cannot be sold at the auction. In this case the property remains unsold. The following sections describe options for dealing with unsold properties.

Municipal Responsibilities/Rights Following the Auction

The municipality can dispose of property not sold at the public auction at any time following the auction once it has taken title. However, it must follow certain steps in disposing of property and in retaining and paying out any proceeds generated from selling the property.

Municipalities' Right to Possession Following the Public Auction

Section 420

A municipality is entitled to possess the property from the date on which a parcel of land is offered for sale at public auction. If a property is occupied and the municipality encounters resistance, it will have to apply to the Court of Queen's Bench for an order for possession (section 420(2)).

In the case of properties being rented out as a residence by the previous owner, the municipality must follow the processes for possession outlined in the *Residential Tenancies Act*.

Transfer of Parcel to Municipality

Section 424

A municipality may become the owner of a parcel immediately after the public auction if the parcel is not sold at the auction. If it chooses to take title, the municipality must request that the Land Titles Office cancel the existing Certificate of Title and issue a new one in the municipality's name (section 424(2)). This request is made by submitting the "Notification of Municipal Acquisition" form, shown on page 25, to either the Edmonton or Calgary Land Titles Offices.

If the municipality takes title, the property becomes exempt from future taxation. By taking title, the municipality can dispose of the property in accordance with section 425 of the MGA. If the municipality chooses not to take title, the property remains taxable; however, the municipality cannot dispose of the property.

Where a municipality acquires title, the title, while placed in the municipality's name, retains a tax forfeiture notification against it.

~~*Municipal Responsibilities for Properties Sold at the Public Auction*~~

~~Anyone purchasing a property at a public auction acquires the property free of all encumbrances aside from the exceptions listed in section 423(1).~~

~~After the successful sale of a property at a public auction, the "Notification of Sale by Public Auction" form, shown on page 24, must be completed and submitted to a Land Titles Office. The form should be accompanied by an "Affidavit re Value" form, shown on page 27, and (if applicable) a "Foreign Ownership of Land Declaration" form, available from a Land Titles Office.~~

Municipal Process for Disposing of Unsold Properties

The municipality must acquire title to the land, pursuant to section 424, before disposing of the property in accordance with section 425(1).

Even after title is obtained under section 424, the municipality is obligated to protect the previous property owner's interests by selling the property at a price as close as reasonably possible to the market value.

After receiving the title to a property under section 424, a municipality may grant a lease, licence, or permit in respect of the parcel. The municipality can establish the conditions for these types of dispositions; however, the previous owner's interests must still be considered.

If the municipality should rent or lease a property before selling or acquiring it under section 425(1), and in the process generate revenue equal to or exceeding the taxes in arrears plus any lawful expenses incurred by the municipality, the municipality must

return the title, and any surplus revenues, to the previous owner. The owner must honour the remaining term of the lease.

After receiving title under section 424, the municipality can sell the property, at any time, and according to any conditions it chooses. Some possible options include direct sale, by tender, through a real estate agreement; or by any other means that support selling the property at market value. On selling the property, the municipality must transfer the title to the purchaser by submitting a "Transfer of Land" form to a Land Titles Office. This form can be downloaded from the Government of Alberta main page (www.gov.ab.ca), under 'Forms, Land Titles Commonly Used Forms – Government of Alberta'. Also contained on this document is an "Affidavit Re Value of Land," which must be completed. The only liens and encumbrances remaining will be those in favour of the Crown in right of Canada and the other exceptions noted in section 424(3).

Following the sale of a property, the municipality is required under section 425(4) to ask the Registrar of Land Titles to remove the words "Tax Forfeiture" from the new title. This requirement is satisfied by submitting the "Discharge of Tax Recovery Notification" form, as contained on page 22, to the appropriate Land Titles Office.

Should the municipality wish to acquire "fee simple" title to a property, the property can be purchased by the municipality by paying the market value of the property in accordance with section 425(1)(b).



There is a substantial difference between the titles the municipality receives to properties not sold at public auction (and subsequently transferred to the municipality), and the title that the municipality receives should it purchase the property under section 425(1)(b). In the first situation, the Certificate of Title retains the Tax Forfeiture clause and in the second it does not. This means that in the former case the municipality continues to be responsible for looking after the previous owner's interests. In the latter situation these interests are fully discharged and the municipality can use or dispose of the property, the same as any other "fee simple" landowner.

Revival of Title

Section 426

If the tax arrears and all related costs in respect of a property are paid after the municipality acquires the title to the property under section 424 but before selling the property under section 425, it must notify the Registrar to revive the title of the original owner. As noted previously, payment of tax arrears can be handled in a number of ways, including by lease or rent or by payment by the previous owner(s) or by any other party. Under section 426(3)(a), the property would then be subject to the same notifications, charges and encumbrances before the municipality became the owner. Specifically, the municipality would calculate all taxes and penalties for the time the municipality had owned the property. This only applies to revival of title. A "Notification of Revival of Title" form must be completed and sent to the Registrar of Land Titles. A sample form is contained on page 26.

owned the property. This only applies to revival of title. A “Notification of Revival of Title” form must be completed and sent to the Registrar of Land Titles. A sample form is contained on page 26.

Proceeds from the Sale or Rental of Tax Recovery Property

Sections 427 and 428

All sale, lease, licence, or permit revenues must be paid into a separate account maintained by the municipality for proceeds from Division 8 tax recovery properties. It is important to recognize that any remedial costs owed to the Province have first priority in terms of the sale proceeds. The issue of remedial costs is described in greater detail under “*Contaminated Land*” below.

The municipality must pay itself the tax arrears and other legal costs provided for under section 427(2). Any money remaining after the payment of the tax arrears and costs set out in subsection (2) must be paid to the Minister of Finance and Enterprise if the municipality is notified that the property is vested in the Crown. A property may be vested in the Crown by virtue of being a dissolved business corporation.

The municipality may, if it is satisfied that there are no debts secured against the property, pay the remaining funds to the previous landowner. If the municipality is not satisfied that there are no debts secured against the property, it must notify the previous owner of the surplus funds and that he or she must make application under section 428 to recover all or part of the proceeds.

Under section 428, the former owner or other interested party will have up to 10 years after the date of the public auction or the date of a sale under section 425 to make an application to the courts to be paid the surplus sale proceeds. If no application is made within the 10 year period, the municipality may use the money for its own purposes (section 428.1). This does not apply if the municipality is notified that the property is vested in the Crown.

VILLAGE OF BAWLF
Request for Decision (RFD)

Meeting:	Special Council Meeting
Meeting Date:	Thursday September 28, 2017
Originated By:	Tracy M. Ormsbee - CAO
Title:	Parkland Regional Library 2018 Budget

BACKGROUND/PROPOSAL:

On an annual basis, the Parkland Regional Library (PRL) requests that council approve their next years' budget prior to November 1st.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Particular attention should be paid to the first few pages of the *Notes for the Parkland Regional Library Budget 2018*. This section of the document provides important information on PRL's budgeting process and future plans relating to the budget. For your reference, I have also attached emails from various Towns and Villages and their approvals/non-approvals.

COSTS/SOURCE OF FUNDING (if applicable)

n/a

RECOMMENDED ACTION:

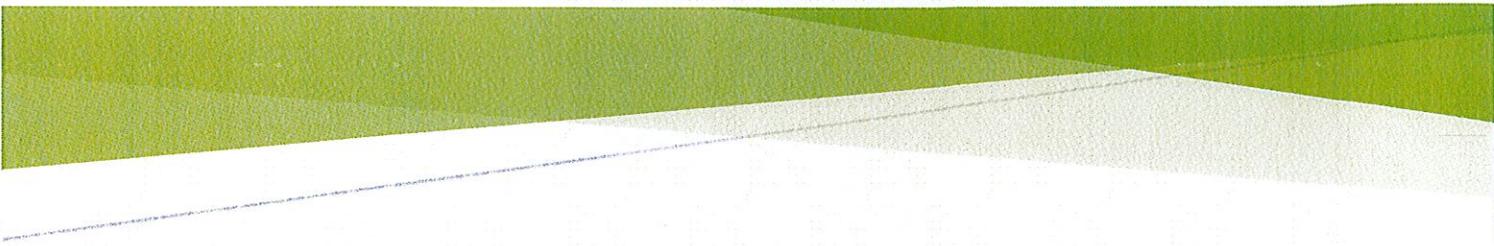
That Bawlf Council review the Parkland Regional Library 2018 Budget and either approve, or if not, give reason(s) why they are not approving it.

Notes for the Parkland Regional Library Budget 2018

- Generally, speaking, PRL budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level.
- For 2018, the increase to the municipal per capita requisition is eight cents or 1% per capita.
- Based on estimates, this means for 2018, PRL is only asking its member municipalities for \$16,890.88 above the 2017 requisition.
- For 2018, we project that the provincial operating grant to regional systems will remain at \$4.70 per capita and \$5.55 per capita for the rural library service grant.
- We assume that provincial grant levels will be based on 2016 population statistics.
- For 2018 we estimated that approximately 42% of Parkland's income will come from the Government of Alberta.
- Allotment funds issued to libraries (line 2.2) remains unchanged at \$1.13 per capita.
- Computer Maintenance Agreements. Software Licences (Line 2.4) has increased due to escalating software costs.
- Internet Connection Fees (Line 2.8) has been reduced significantly by switching internet service provider.
- Line 2.17, eContent Materials Allotment has been reduced primarily because we have had to decrease support of the hoopla digital media streaming service.
- The 2018 budget supports a new, revised salary grid.
- Individual steps on the salary grid have been reduced from 5% to 2.5%.
- The grid, beginning in 2019, will have a cost of living allowance (COLA) added to it in order to keep the grid up to date.

The Village of Bawlf paid a \$3,240.12 requisition in 2017 to Parkland. In 2018, we estimate the Village of Bawlf will pay \$3,272.36. The estimated increase between the 2017 and 2018 requisition is \$32.24.

Please note that the 2018 amount is only an estimate and subject to change in accordance with PRL's membership agreement which states municipalities will be invoiced using the most current population statistics available in 2018.



Parkland Regional Library

Proposed BUDGET 2018

Proposed 2018 Budget
PARKLAND REGIONAL LIBRARY

	Present	Proposed
	Budget	Budget
	2017	2018
Income		
1.1 Provincial Grants	1,088,682	1,100,455
1.2 Membership Fees	1,689,091	1,711,794
1.3 Alberta Rural Library Services Grant	428,737	428,738
1.4 Interest Income	35,000	27,000
TOTAL Income	3,241,510	3,267,987
Support Materials & Services Directly to Libraries		
2.1 Alberta Rural Library Services Grant	428,737	428,738
2.2 Allotment Funds issued to Libraries	237,404	239,125
2.3 Cataloguing Tools	4,000	4,000
2.4 Computer Maint. Agree. Software licenses	145,000	164,081
2.5 eContent Platform fees, Subscriptions	17,750	18,250
2.6 FN Provincial Grant expenses	20,000	
2.7 Freight	7,500	7,500
2.8 Internet Connection Fees	23,500	10,800
2.9 Member Library Computers	63,027	63,245
2.10 Outlets - Contribution to Operating	800	800
2.11 Periodicals	1,975	1,975
2.12 Postage Reimbursement	8,000	7,000
2.13 Supply purchased Cataloguing/Mylar	0	25,000
2.14 Vehicle expense	41,000	37,000
2.15 Workshop/Training expense	15,000	15,000
PRL Circulating Collections		
2.16 Audio Book	5,500	5,000
2.17 eContent	92,000	80,600
2.18 Large Print	13,000	13,000
2.19 Programming Box	750	750
2.20 Reference	6,000	6,000
TOTAL Support Materials & Services Directly to Libraries	1,130,943	1,127,864
Cost of Services		
3.1 Audit	14,000	16,200
3.2 Bank expenses	1,500	1,500
3.3 Bank Investment Fees	4,500	4,500
3.4 Building-Repairs/Maintenance	28,000	28,000
3.5 Communications/Marketing/Advocacy	7,000	5,000
3.6 Continuing Education	20,000	20,000
3.7 Dues/Fees/Memberships	11,000	11,500
3.8 Insurance	15,500	13,750
3.9 Janitorial expense	29,000	29,500
3.10 Legal/Consulting/Advocacy	2,000	0
3.11 Photocopy/Printing	9,000	9,000
3.12 Postage	6,000	5,000
3.13 Promotion/Trade Shows/Publicity	6,500	6,500
3.14 Recruitment/Advertising	1,500	0
3.15 Salaries	1,498,321	1,537,027
3.16 Salaries - Employee Benefits	325,885	338,146
3.17 Supplies/Stationery/Building	40,861	30,000
3.18 Telephone	13,000	12,500
3.19 Travel	15,000	15,000
3.20 Trustee expense	25,000	22,000
3.21 Utilities	37,000	35,000
TOTAL Cost of Services	2,110,567	2,140,123
TOTAL Expenses (library materials & cost of service)	3,241,510	3,267,987
Surplus/Deficit		0
AMOUNT PER CAPITA REQUISITION	8.04	8.12

Notes for the Parkland Regional Library Budget 2018

Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library Agreement. According to clause eight of the agreement – Library System Budget:

- 8.1 The PRL Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]*
- 8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRL Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRL Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.*
- 8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*
- 8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRL Board.*
- 8.5 The PRL Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.*
- 8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.*

Generally speaking, PRL budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. The increase to the municipal per capita requisition is eight cents or 1%. Based on estimates, this means for 2018, PRL is only asking its member municipalities for \$16,890.88 above the 2017 requisition.

In the budget, nine expense lines of the budget experienced increases, twelve lines had decreases, and sixteen lines remained at the 2017 level. One new budget line was added and three were eliminated altogether.

PRL's budget projections for 2018 uses the information supplied by the Public Library Services Branch, Alberta Municipal Affairs. For 2018, we project that the provincial operating grant to regional systems will remain at \$4.70 per capita and \$5.55 per capita for the rural library service grant. We also assume that grant levels will be based on 2016 population statistics. For 2018 it is estimated that approximately 42% of Parkland's income will come from the Government of Alberta.

Points within the budget to note include:

Under Income:

- For budgeting purposes, the provincial operating grant for regional systems is calculated using 2016 population statistics and \$4.70 per capita. First Nations (FN) Provincial Grant income is calculated at \$10.25 per capita and is based on a total reserve residence population of 10,695. This grant is supposed to be ongoing (line 1.1).

Under Library Materials:

- Allotment funds issued to libraries (Line 2.2) is set to remain at the 2017 rate of \$1.13 per capita.
- Computer Maintenance Agreements. Software Licences (Line 2.4) has increased due to escalating software costs.
- Line 2.6, First Nations (FN) Provincial Grant expense line was eliminated due to other budgeting priorities.
- Internet Connection Fees (Line 2.8) has been reduced significantly by switching PRL's internet service provider.
- Line 2.17, eContent Materials Allotment has been reduced primarily because PRL has had to decrease its support of the hoopla digital media streaming service.

Under Cost of Service

- Line 3.10, Legal/Consulting/Advocacy has been eliminated.
- Line 3.14, Recruitment/Advertising has been eliminated.

The 2018 budget also supports a new, entirely revised salary grid. Individual steps on the grid have been reduced from 5% to 2.5%. The grid, beginning in 2019, will also have a cost of living allowance (COLA) added to it in order to keep the grid up to date. It is hoped this new grid will be both fair to employees and acceptable to Parkland's funders.

In section 1 of the Budget Supplement document that follows the budget notes, you will see there are two vehicles being purchased in 2018. In the same section, there is one transfer from the Technology reserve. This will pay for routine planned computer hardware purchases and computers for both PRL and member libraries.

In section 3 of the Budget Supplement is the amount of \$63,245 that will be transferred into the Technology Reserve (matching line 2.9 in the Budget under Support Materials & Services Directly to Libraries).

Section 5 of the Budget Supplement, shows the estimated amount needed to cover off the amortization expense for purchases made prior to Dec 31, 2008 before the Amortization Reserve was created.

Also of note, at the end of May 2018, the Summer Village of White Sands completes its four year locked in rate as a new member of regional system. According to the PRL master agreement, when municipalities join the regional systems, they do not receive a rate increase within the first four years of joining.

Brief Notes – September 2018

INCOME

- 1.1 The Operating grant is an estimate, based on announcement from the Public Library Services Branch (PLSB) calculated at \$4.70 per capita. The First Nations grant for reserve residents is calculated at \$10.25 per capita
- 1.2 Estimated requisition to municipalities to balance budget
- 1.3 Estimate, based on announcement from PLSB and calculated at \$5.55 per capita
- 1.4 Reduced to reflect the anticipated returns on investments

LIBRARY MATERIALS

- 2.1 Estimate, based on announcement from PLSB – see 1.3 above
- 2.2 Reflects allotment rate of \$1.13 per capita
- 2.3 Based on actual costs and held at 2017 rate
- 2.4 Line increased to allow for the purchase of non-capital hardware and misc. IT items such as adapters, cables, and supplies. In addition, the US dollar has increased some of our licensing costs upon renewal. For software, subscriptions, maintenance agreements, ongoing website development, the Microsoft Office suite of software for PRL and member library computers, PRL's management of wireless networks
- 2.5 Line to pay for platform fees/subscriptions for eContent
- 2.6 This line eliminated due to other budget priorities, was used in 2017 to spearhead outreach activities and services to First Nations (FN)
- 2.7 Held at \$7,500
- 2.8 Reduced additional internet bandwidth was necessary - savings were found due to obtaining a new internet service provider
- 2.9 Based on current population at \$0.30 per capita
- 2.10 Held at \$800
- 2.11 Held at the 2017 amount
- 2.12 Reduced slightly – based on the last two years actual cost
- 2.13 New line for purchasing library material processing such as mylar book covers, cataloguing records, and multimedia cases
- 2.14 Based on anticipated maintenance costs for three vehicles and fuel, and a 5 year review of actual costs – reduced to \$37,000 partly due to lower fuel costs
- 2.15 Held at 2017 level of \$15,000 used for projects for training library managers and staff, and library conference expenses

PRL Circulating Collections

- 2.16 Reduced slightly to \$5,000
- 2.17 Line reflects materials allotment for the purchase of eContent, reduced in 2018 due to the need to restrict the hoopla streaming media service
- 2.18 Held at the 2017 amount
- 2.19 Held at the 2017 amount
- 2.20 Held at the 2017 amount

COST OF SERVICES

- 3.1 The fee for 2018 is \$16,200, also covers the annual legal letter required from PRL's lawyer for the auditor
- 3.2 Held at \$1,500 - to cover the cost of cheques and electronic banking services
- 3.3 Held at \$4,500
- 3.4 Held at \$28,000 - based on five-year averages
- 3.5 Line used by Parkland staff to provide tools for marketing, advocacy and other initiatives for PRL and member library staff and boards – reduced to \$5,000
- 3.6 Held at \$20,000
- 3.7 Increased slightly to \$11,500 – to cover PRL's cost to belong to member organizations (e.g. LAA, ALTA, TAL, etc.)
- 3.8 Reduced slightly to \$13,750 based on a 5 year review of actual costs
- 3.9 Increased slightly to \$29,500 – includes snow removal, yard maintenance, and janitorial services
- 3.10 Line eliminated – will use reserve funds should the need arise
- 3.11 Held at \$9,000
- 3.12 Reduced slightly to \$5,000 – based on five year averages
- 3.13 Held at \$6,500
- 3.14 Line eliminated - will use reserve funds should the need arise
- 3.15 Increased to reflect predicted staff salary costs based on current staff levels
- 3.16 Increased to reflect predicted staff benefits costs based on current staff levels
- 3.17 Reduced as miscellaneous IT purchases are moved to line 2.4, and mylar processing (book jacket covers) moved to new line 2.13 - based on a five-year review
- 3.18 Reduced slightly, based on actual - \$12,500
- 3.19 Held at 2017 level - \$15,000
- 3.20 Reduced to \$22,000 to support trustee activities
- 3.21 Based on five-year averages – reduced slightly to \$35,000

Complete Notes to the 2018 Budget

Proposed 2018 Budget PARKLAND REGIONAL LIBRARY

	Present Budget	Proposed Budget
	2017	2018
Income		
1.1 Provincial Grants	1,088,682	1,100,455
1.2 Membership Fees	1,689,091	1,711,794
1.3 Alberta Rural Library Services Grant	428,737	428,738
1.4 Interest Income	35,000	27,000
TOTAL Income	3,241,510	3,267,987

Income – line details

1.1 Provincial Grants: for budgeting purposes, the provincial operating grant rate for regional systems is based on information from the Public Library Services Branch (PLSB) - for regional systems it will be calculated using 2016 population statistics at \$4.70 per capita - this rate is subject to change annually. The First Nations (FN) grant from the PLSB is expected to be ongoing. It is calculated at \$10.25 per capita based on First Nations reserve residents found within Parkland's regional borders. The grant is to provide system level services to FN reserve residents.

1.2 Membership Fees: \$8.12 per capita – requisition to municipalities to balance budget.

1.3 Alberta Rural Library Services Grant: grant received from Alberta Municipal Affairs for service to rural residents, based on the membership in PRL of municipalities and municipal districts, which do not appoint a library board – the grant is passed entirely to libraries, as directed by these municipalities. Based on information from the PLSB, the grant will be calculated using 2016 population statistics at \$5.55 per capita – see line 2.1 under Support Materials & Services Directly to Libraries.

1.4 Interest Income:

estimate based on the returns from the RBC Dominion investment program, the Servus Credit Union short-term investments, and current bank account – reduced slightly to reflect the anticipated returns on investments.

Support Materials & Services Directly to Libraries		2017	2018
2.1	Alberta Rural Library Services Grant	428,737	428,738
2.2	Allotment Funds issued to Libraries	237,404	239,125
2.3	Cataloguing Tools	4,000	4,000
2.4	Computer Maint. Agree. Software licenses	145,000	164,081
2.5	eContent Platform fees, Subscriptions	17,750	18,250
2.6	FN Provincial Grant expenses	20,000	
2.7	Freight	7,500	7,500
2.8	Internet Connection Fees	23,500	10,800
2.9	Member Library Computers	63,027	63,245
2.10	Outlets - Contribution to Operating	800	800
2.11	Periodicals	1,975	1,975
2.12	Postage Reimbursement	8,000	7,000
2.13	Supply purchased Cataloguing/Mylar	0	25,000
2.14	Vehicle expense	41,000	37,000
2.15	Workshop/Training expense	15,000	15,000
	PRL Circulating Collections		
2.16	Audio Book	5,500	5,000
2.17	eContent	92,000	80,600
2.18	Large Print	13,000	13,000
2.19	Programming Box	750	750
2.20	Reference	6,000	6,000
	TOTAL Support Materials & Services Directly to Libraries	1,130,943	1,127,864

Support Materials & Services Directly to Libraries - line details

2.1 Alberta Rural Library Services Grant:

provincial grant received by PRL for municipalities and municipal districts that do not have library boards but are members of the system – per membership agreement, the grant is passed back to the libraries as determined by the municipalities – see line 1.3 under income.

2.2 Allotment Funds Issued to Libraries:

reflects allotment rate of \$1.13 per capita – held at 2017 level.

2.3 Cataloguing tools:

based on actual – held at 2017 level – includes a number of electronic resources such as Library of Congress classification web, Web Dewey, and BookWhere; among

other resources, all of which are used to prepare books and other materials for libraries.

2.4 Computer Maint. Agree.

Software Licenses:

for software maintenance agreements and subscriptions – line covers, but not limited to, the Microsoft suite of software for member library computers, website software, PRL’s management of wireless networks, PRL’s computers, and licensed services for the Horizon integrated library system increased to reflect the US dollar exchange, increased quantity of licensing, and now includes small non-capital IT items as needed such as monitors and bar code scanners.

*2.5 eContent Platform fees
and Subscription fees:*

to pay for platform fees for 3M ebooks, Novelist, Novelist Select subscriptions, or other eContent.

*2.6 FN Provincial
Grant Expense:*

line used in 2017 to provide initial FN outreach initiatives – line eliminated due to other budget priorities.

2.7 Freight:

vendor freight costs for allotment, in-house collections and shipment of computers for repairs and/or replacement parts – held at 2017 level.

*2.8 Internet Connection
Fees:*

for internet service provision to member libraries and HQ – decreased because of a contract with a new internet service provider.

*2.9 Member Library
Computers:*

income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected. Calculated at thirty cents per capita.

*2.10 Outlet - Contribution
to Operating:*

amounts set by board policy, up to \$200 annually, if local library outlet sponsor provides matching funds – held at \$800.

2.11 Periodicals:

held at 2017 level; includes public performance rights licensing fee.

- 2.12 Postage Reimbursement:* decreased slightly, based the last 2-year estimates – reimbursement for items interlibrary loaned or mailed directly to patrons by member libraries.
- 2.13 Supplies purchased Cataloguing/Mylar:* new line for purchasing library materials processing such as precut “mylar” book covers, cataloguing records, and multimedia cases.
- 2.14 Vehicle Expense:* includes fuel and accounts for fluctuation in fuel prices, repairs and tire replacements for two cargo vans and a vehicle for staff use – based on averages, decreased slightly.
- 2.15 Workshop/Training:* includes costs for all workshops and training activities hosted or planned by PRL staff for member libraries regardless of whether they are held at PRL or other locations – held at \$15,000

PRL Circulating Collections

- 2.16. Audiobook Materials:* reduced slightly from 2017 level – to support the physical audio collection.
- 2.17 eContent:* reduced due to other budget priorities– includes allotment for 3M eBooks, Zinio Magazines, One Click digital eAudiobooks, hoopla, and potentially other eContent.
- 2.18. Large Print Books:* held at 2017 level then reduced due to the trend of reduced use of the large print collection.
- 2.19 Programming Boxes:* held at 2017 level - to refresh and build new programming kits to use for programming in member libraries.
- 2.20 Reference Materials:* held at 2017 level – to purchase limited amounts of reference material for use by PRL staff and member libraries. eResources for reference and professional development purposes can also be purchased using this line.

Cost of Services		2017	2018
3.1	Audit	14,000	16,200
3.2	Bank expenses	1,500	1,500
3.3	Bank Investment Fees	4,500	4,500
3.4	Building-Repairs/Maintenance	28,000	28,000
3.5	Communications/Marketing/Advocacy	7,000	5,000
3.6	Continuing Education	20,000	20,000
3.7	Dues/Fees/Memberships	11,000	11,500
3.8	Insurance	15,500	13,750
3.9	Janitorial expense	29,000	29,500
3.10	Legal/Consulting/Advocacy	2,000	0
3.11	Photocopy/Printing	9,000	9,000
3.12	Postage	6,000	5,000
3.13	Promotion/Trade Shows/Publicity	6,500	6,500
3.14	Recruitment/Advertising	1,500	0
3.15	Salaries	1,498,321	1,537,027
3.16	Salaries - Employee Benefits	325,885	338,146
3.17	Supplies/Stationery/Building	40,861	30,000
3.18	Telephone	13,000	12,500
3.19	Travel	15,000	15,000
3.20	Trustee expense	25,000	22,000
3.21	Utilities	37,000	35,000
	TOTAL Cost of Services	2,110,567	2,140,123

Cost of Services – line details

- 3.1 Audit:* 2018 is based on actual – now includes costs for an annual letter from PRL’s lawyer required for the audit.
- 3.2 Bank Expenses:* held at 2017 level - to cover the cost of cheques and other banking services including enhanced electronic services.
- 3.3 Bank Investment Fees:* fee for management of the RBC Dominion investment program – based on actual charges – held at 2017 level.
- 3.4 Building-Repair/Maintenance:* based on repairs expected in aging building with known ongoing problems – held at 2017 level based on four-year averages.

- 3.5 Communications/Marketing/Advocacy:* this line is used by Parkland staff to provide tools for marketing, advocacy and other initiatives for PRL and member library staff and boards – decreased by \$2,000 as PRL is not paying for offsite office space rented for PRL’s communications staff.
- 3.6 Continuing Education:* funds PRL staff to attend the Alberta Library Conference, plus other conferences, workshops, seminars, technology courses, and other continuing education activities – held at \$20,000.
- 3.7 Dues/Fees/Memberships:* for Parkland’s membership in professional organizations; may include, but not necessarily limited to: LAA, ALTA, AALT, PLA, AAMD&C, ALA, APLAC, and TAL – increased slightly.
- 3.8 Insurance:* includes the building, contents, outlet contents, vehicle, general liability, bond and crime – decreased slightly from 2017 level, using an average of actual costs.
- 3.9 Janitorial Expense:* slight increase – also includes snow removal, yard maintenance, and small repairs.
- 3.10 Legal/Consulting/Advocacy:* eliminated – annual legal letter for audit is included in line 3.1 – reserve funds will be used to cover future costs.
- 3.11 Photocopy/Printing:* held at 2017 level – reflects actual costs and estimated usage – now includes printing costs if outside source is used for publications.
- 3.12 Postage:* slight reduced - based on actual costs.
- 3.13 Promotion/Trade Shows/Publicity:* held at 2017 level, includes, but not limited to, printing systems’ brochures and hospitality expenses for ALC, AUMA and AAMD&C conventions, plus gifts/donations, flowers for libraries’ anniversaries, and promotional items.
- 3.14 Recruitment/Advertising:* line eliminated – reserve funds will be used to cover future costs.

3.15 Salaries: estimated at the maximum level and increased to support the salary grid. The budget reflects the possibility of all eligible staff members moving up on the grid after receiving a satisfactory performance appraisal.

3.16 Salaries-Employee

Benefits:

increased on the basis of all eligible staff members being provided full benefits including LAPP and Blue Cross.

			Salary	Benefits
1	Technical Services	12 FT	\$625,010.00	\$137,502.20
2	Consulting Services	5 FT	\$332,439.00	\$82,349.32
3	Administration	4 FT	\$332,439.00	\$76,460.97
4	IT	2 FT	\$153,594.00	\$33,790.68
5	Delivery Services	3 PT	\$68,000.00	\$8,160.00
			<u>\$1,537,027.00</u>	<u>\$338,908.46</u>

3.17 Supplies/Stationery/

Building:

reduced - small non-capital IT items moved to line 2.4 and mylar cover purchases moved to new line 2.13 - based on a six-year review - includes, but not limited to, book-related supplies as well as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, building supplies, and stationery supplies.

3.18 Telephone:

includes line charges, toll free number, mobile telephones, and long distance costs – reduced slightly to \$12,500.

3.19 Travel:

includes consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement to staff when not using the PRL staff vehicle) – based on actual and estimates, held at 2017 level \$15,000.

3.20 Trustee Expense:

reduced - includes costs for a 10 member executive committee meeting 8 or 9 times a year, and 4 trustees attending the Alberta Library Conference; also includes \$100 half day/\$200 full day honorarium and mileage for committee meetings (includes meetings the board chair attends such as, Systems Directors and Board Chairs).

3.21 Utilities:

based on five-year averages – reduced slightly to \$35,000.

Budget Supplement

Explanation points to the 2018 Budget dealing with Capital Assets, Amortization and Reserves.

Staff make all applicable computer and vehicle purchases directly from reserves.

For IT purchases, PRL has a very detailed Technology Replacement Schedule as it relates to maintaining our current IT infrastructure and the purchase of computers for member libraries. Based on PRL's Technology Replacement Schedule, items being identified as needing to be replaced or newly acquired will have their costs estimated with the funds required for purchase included in the notes section of the Budget Supplement document. This amount will be shown as coming from the Technology Reserve. The expense for amortization will be allocated and the residual value set aside in the Amortization Reserve.

There are two planned vehicle purchases in 2018.

In passing the budget, Board members are approving the movement of funds between reserves and operating as defined on the following pages and based on policy. Capital assets are now purchased from reserves.

Parkland Regional Library

Budget Supplement - Movement of Funds

Explanation points to the 2018 Budget dealing with Capital Assets, Amortization and Reserves
 In passing the budget you agree to the movement of funds between reserves and operating as defined below
 and based on policy. Capital assets will now be purchased from reserves.

1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME	2018	
Amortization Reserve		
Anticipated funds required to cover current portion of amortization expense from Jan 1, 2009 forward	\$34,500	A
<i>(actual amount will be affected by asset disposals during the year)</i>		
Vehicle Reserve		
Anticipated funds required to purchase new vehicles	\$70,000	B
<i>(actual amount will be based on exact purchase price in the year)</i>		
Technology Reserve		
Anticipated funds required for Technology purchases	\$126,200	
<i>(May included Member libraries computers, wireless equipment, SuperNet CED units, PRL assets)</i>		
<i>(Estimated capital PRL assets - 2018, \$34,500)</i>		
	\$230,700	B
<hr/>		
2 INCOME FROM THE SALE OF CAPITAL ASSETS		
Vehicle selling price	\$15,500	C
<i>(actual amounts will be based on exact selling price in the year)</i>		
	\$15,500	
<hr/>		
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES		
Amortization Reserve		
Residual Amortization anticipated - PRL assets	\$73,150	B
<i>(actual amounts will be based on exact purchase amounts in the year)</i>		
Vehicle Reserve		
Proceeds from the sale of vehicles	\$15,500	C
<i>(actual amounts will be based on exact selling price in the year)</i>		
Technology Reserve		
Budgeted for member library computers	\$63,245	
	\$151,895	

4 CAPITAL ASSET EXPENSE ALLOCATION

Current year Amortization estimated - PRL Assets \$31,350 **B**
(actual amounts will be based on exact purchase amounts in the year)

Amortization expense anticipated from years (Jan 2009 forward) \$34,500 **A**
(actual amount will be affected by asset disposals during the year)

\$65,850

5 Unrestricted Operating Fund - as needed to balance at year end

Current Amortization expense anticipated - from years previous to Dec 31, 2008 \$18,355
(actual amounts will be based on exact disposals amounts in the year)

VILLAGE OF BAWLF

Request for Decision (RFD)

Meeting:	Special Council Meeting
Meeting Date:	Thursday September 28, 2017
Originated By:	Tracy M. Ormsbee - CAO
Title:	Development Permit – Lot 5, Block 9, Plan 1869P-212 King Street

BACKGROUND/PROPOSAL:

The owner of a vacant lot located at 212 King Street, would like to move on 2 older mobile homes, piece them together to make one residence.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The following information is why, as Development Officer, I would not approve the Development Permit Application, but, would like Council to review and support my decision or give me strict guidelines and direction if you feel I should approve the permit:

A mobile home is not listed as either a permitted or discretionary use in any Land Use District. This means it can be considered as a discretionary use in R2 if you feel it is a 'similar use' to a moved-in building or a manufactured home. Alternatively, it can be denied because you don't feel it meets the 'similar use' provisions.

I would recommend denial for the following reasons:

1. The existing proposal does not meet the 6m (20 ft) setback from the front property line.
2. The applicant hasn't provided details of the proposed finish of the building and the landscaping of the lot in accordance with Policy 9 and Schedule A - Policy 7. The front elevation provided doesn't give enough detail about the final look of the structure. For example, will the siding and windows remain the same or be upgraded?
3. Mobile homes are not considered a permitted or discretionary use within the Village of Bawlf. Policy 11.5 states: "In the case where a proposed specific use of land or a building is not provided for in any district in this bylaw, the Development Authority may determine that such use is similar in character and purpose to a permitted or discretionary use prescribed for that district in Schedule B, and approve it" The structures the applicant intends to move in and combine are classified as mobile homes and the Development Authority doesn't accept the proposed project as similar in character to the discretionary use of Manufactured Home or Moved In Home within the R2 district.
4. Schedule A - Policy 2: "The Development Authority may refuse to issue a development permit for a building if the size, design, construction, or treatment is, in his opinion, incompatible with the neighbouring buildings". The Development Authority doesn't believe this proposal is compatible with the surrounding community in appearance or

age and the applicant hasn't provided sufficient details to show how the structures will be upgraded to make them similar to other structures in the community.

The denial can be appealed by the applicant to our SDAB. An approval could be appealed by the neighbours to your SDAB. Either way, I expect we might get some appeals. In addition, I'm not sure how they will make this development comply with the Alberta Building Code. If they try to proceed with this development they may want to speak to the Inspector prior to resubmitting any plans.

COSTS/SOURCE OF FUNDING (if applicable)

n/a

RECOMMENDED ACTION:

That Bawlf Council review all documentation provided by the Development Officer and support the decision to not approve the development permit.



APPLICATION FOR DEVELOPMENT

APPLICATION No 09/17

9

I/We hereby make application under the provisions of the Land Use Bylaw for a Development Permit in accordance with the plans and supporting information submitted herewith and which form part of this application.

Applicant (s) Telephone

Address

Address of property to be developed 812 King Street

Lot 5 Block 9 Registered Plan or 1869 P

Certificate of Title 082114839

Registered Owner

Address

Existing Use vacant Land Use District R2

Principal Use connecting two mobile trailers 14 x 65 x 2

Lot Width 50 Lot Length 120 Lot Area 6000

Front Yard 16 Ft Side Yards 5' 17' R Rear Yard 39 ft

Floor Area 1820 percentage of lot occupied 30.33%

Off-street parking: Size of space Number of spaces

Off-Street Loading: Size of space Number of space

Accessory Use:

Percentage of lot occupied 30.33 Height of accessory building 14 Feet

Set back from side lot line 5' 17' R Set back from rear lot line 39 ft

Estimated cost of the project or contract price \$90,000

Estimated dates of commencement and completion Spring of 2018 - April 30, 2018

Date of Application 09/16/17 Signature of Applicant(s)

2. R2 Medium Density Residential

2.1 Purpose

The purpose of the R2 district is to provide land for a mixture of detached and duplex houses and other activities which are compatible with those uses.

2.2 Permitted uses

The following uses are permitted:

- New single family detached houses of conventional construction,
but excluding manufactured houses
- New modular houses
- New duplex dwellings
- Home offices
- Parks
- Unattended utility installations
- New buildings and uses accessory to the above

2.3 Discretionary uses

The following uses may be allowed at the discretion of the Development Authority:

- Basement, granny and nanny suites in single detached residences
- New manufactured homes
- Moved-in buildings
- Bed and breakfast establishments
- Churches
- Family day homes
- Home businesses
- Buildings and uses accessory to the above

2.4 Density of development

Only one detached residence and one granny, nanny, or basement suite shall be built on a lot.

Two duplex units forming a single building may be built on a lot.

2.5 Lot area

A lot for a single detached residence shall have an area of at least 500 square metres (5,382 sq ft).

A lot for a duplex shall have an area of at least 250 square metres for each half of the duplex.

Other lots shall have an area to the satisfaction of the Development Authority.

2.6 Lot width

A lot for a detached residence shall have a width of at least 15 metres (50 feet).

A lot for a duplex shall have a width of at least 7.5 metres (25 feet) for each half of the duplex. Other lots shall have a width as required by the Development Authority.

2.7 **Site coverage**

No more than 40% of the area of a lot shall be covered by buildings.

2.8 **Maximum height of buildings**

No building height shall exceed 10 metres (33 feet) from grade to roof peak.

2.9 **Front setback**

The main building shall be set back at least 6 metres (20 feet) from the front boundary of the lot, and no accessory buildings shall be constructed in the front yard.

Where a lot abuts two or more roads, the Development Authority may require that front yard setbacks be observed from more than one road.

2.10 **Rear setback**

Accessory buildings shall be set back at least 1 metre (3 feet) from the rear boundary of the lot.

Despite the above, garages may be located as shown in Figure 1.

2.11 **Side setback**

Main buildings shall be set back at least 1.5 metres (5 feet) from the side property line

On a lot which is not served by a lane or flanking street, one side yard shall be at least 3.0m (10 feet).

Accessory buildings shall be set back at least 1 metre (3 feet) from the side property line.

See also 2.9 above regarding flanking streets.

2.12 **Parking**

A detached residence shall have 2 off-street parking stalls.

Each half of a duplex shall have two off-street parking stalls.

A suite within a residence shall have one off-street parking stall in addition to the two required above.

Other land uses shall have sufficient parking to the satisfaction of the Development Authority, using the numbers set out in Table 1.

9. APPLICATION FOR A DEVELOPMENT PERMIT

- 9.1. An application for a development permit shall be made to the Development Authority in writing on the appropriate form, signed by the owner or his authorized agent, and shall be accompanied by
 - 9.1.1. a statement of the former, present, and proposed use of a lot and any buildings on it;
 - 9.1.2. the legal description and municipal address;
 - 9.1.3. a site plan drawn to scale and showing the boundaries of the lot, the locations of existing and proposed buildings, any front, rear, and side yards, any provision for off-street loading and vehicle parking, and access and egress points to the site;
 - 9.1.4. all easements and utilities, and the proposed connections to utilities;
 - 9.1.5. a map of the site showing
 - (a) elevations of the highest point on the lot, the lot corners, nearby ditches and gutters, and the proposed building, and
 - (b) the planned drainage flows (Bylaw 623/17)
 - 9.1.6. the estimated commencement and completion dates of any construction;
 - 9.1.7. the estimated cost of the project or contract price; and
 - 9.1.8. the appropriate fee.
- 9.2. The Development Authority may also request
 - 9.2.1. details of the proposed finish of the building and the landscaping of the lot;
 - 9.2.2. a real property report drawn by an Alberta Land Surveyor, if there is any doubt as to the boundaries of the lot;
 - 9.2.3. engineering and other reports to prove the safety and suitability of the site for the purpose intended, including a declaration that the site is free from contamination; and
 - 9.2.4. a copy of the current title to the lot.
- 9.3. In the case where an application for a development permit has been refused initially or on appeal, the Development Authority may refuse to accept another application for a permit on the same property, and for the same or similar use of the land by the same or any other applicant for six months after the date of previous refusal, unless the circumstances have changed sufficiently to warrant otherwise.



Village of Bawlf Development

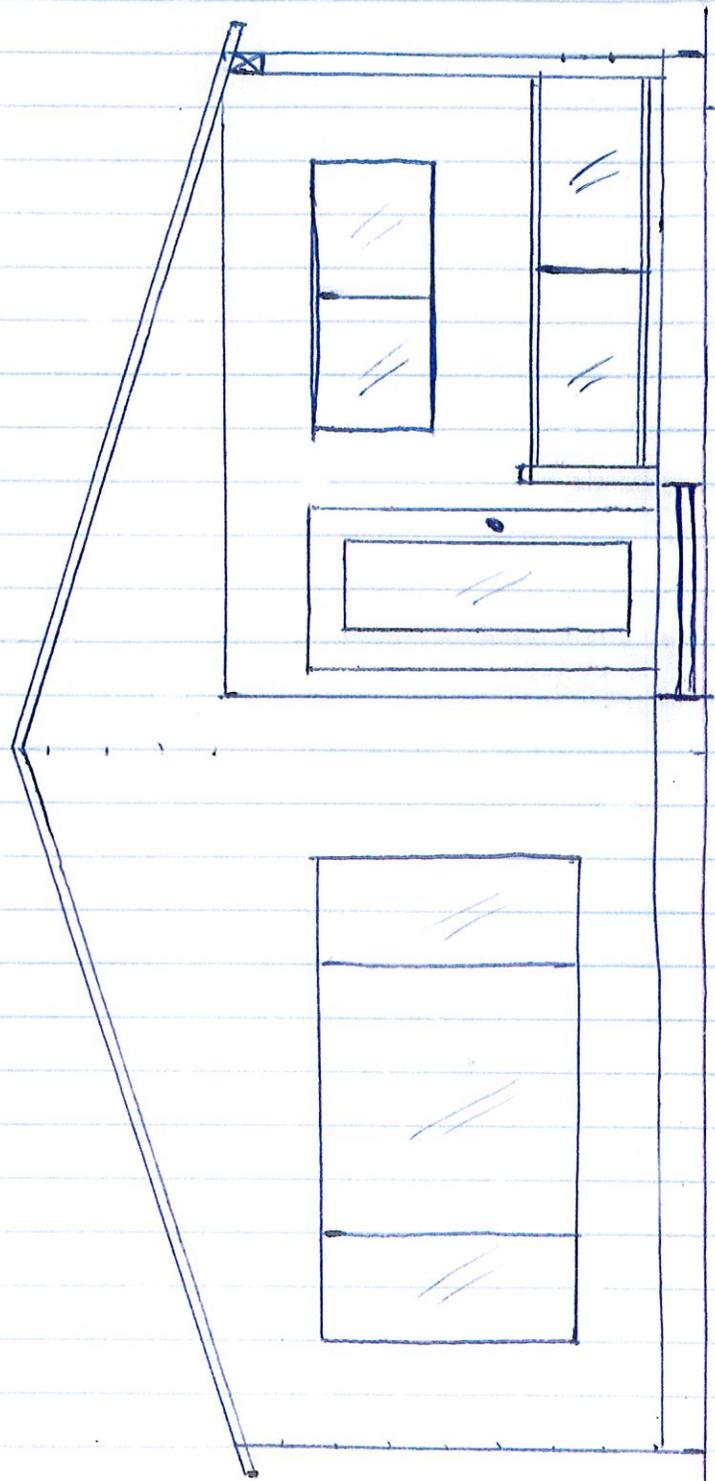
As per Land Use Bylaw 623/17

8. **MOVED IN BUILDINGS**

- 8.1 Existing buildings may be moved on to a lot in the municipality where this is explicitly allowed in the regulations for the particular land use district.
- 8.2 A person wishing to move an existing building on to a lot shall make an application for a development permit in the usual way and shall also provide:
 - 8.2.1. photographs showing all sides of the building;
 - 8.2.2. a statement of the type of construction, condition, and age of the building; and
 - 8.2.3. a statement of proposed improvements with an estimate of costs.
- 8.3 The Development Authority may inspect the building which is proposed to be moved in, or have another qualified person do so, and in either case the expenses of such inspection, including the inspector's time, shall be paid by the applicant before any development permit is issued.
- 8.4 The Development Authority shall consider whether the building is compatible with the character of the neighbourhood in which it is proposed to be set, and may refuse a development permit if, in his opinion, the building is unsuitable.
- 8.5 The Development Authority may issue a development permit subject to such conditions as he believes necessary to bring the building up to a suitable standard within 12 months from the date of issuance of the development permit.
- 8.6 The Development Authority may also require a performance bond under Section 11.9 of the Bylaw.
- 8.7 This section does not apply to new storage sheds, or to temporary buildings authorized under Section 7.9 of the bylaw, or to new manufactured houses being moved in to a district where they are a permitted or discretionary use.

For more info, contact the Village of Bawlf Development Officer at 373-3797.

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property line

Trailer 1

Built in 1973

4/12 pitch split truss

2 ft. over hanging

2x6 walls

Vinyl siding

Parged skirting

Trailer to be placed on concrete piers with poly under gravel pad

New windows and doors

New insulation and full interior

Trailer 2

Built in 1975

4/12 pitch split truss

2 ft. over hanging

2x6 walls

Vinyl siding

Parged skirting

Trailer to be placed on concrete piers with poly under gravel pad

New windows and doors

New insulation and full interior

Vinyl covered front and back deck

Finished dated April 30th

D



Trailer A

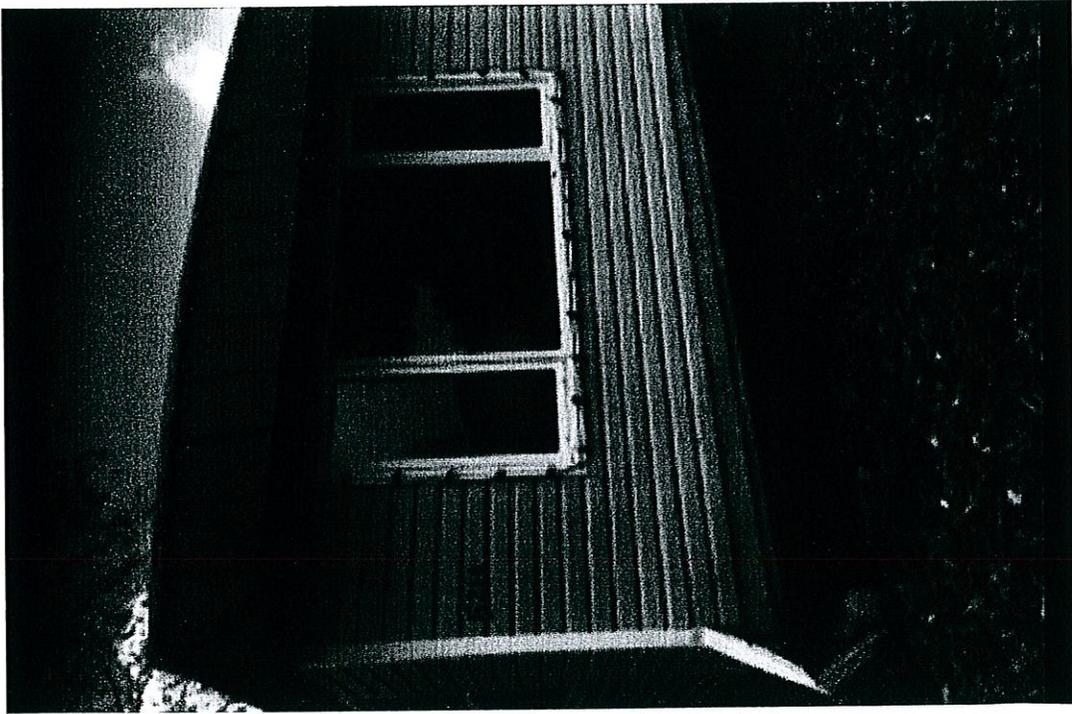


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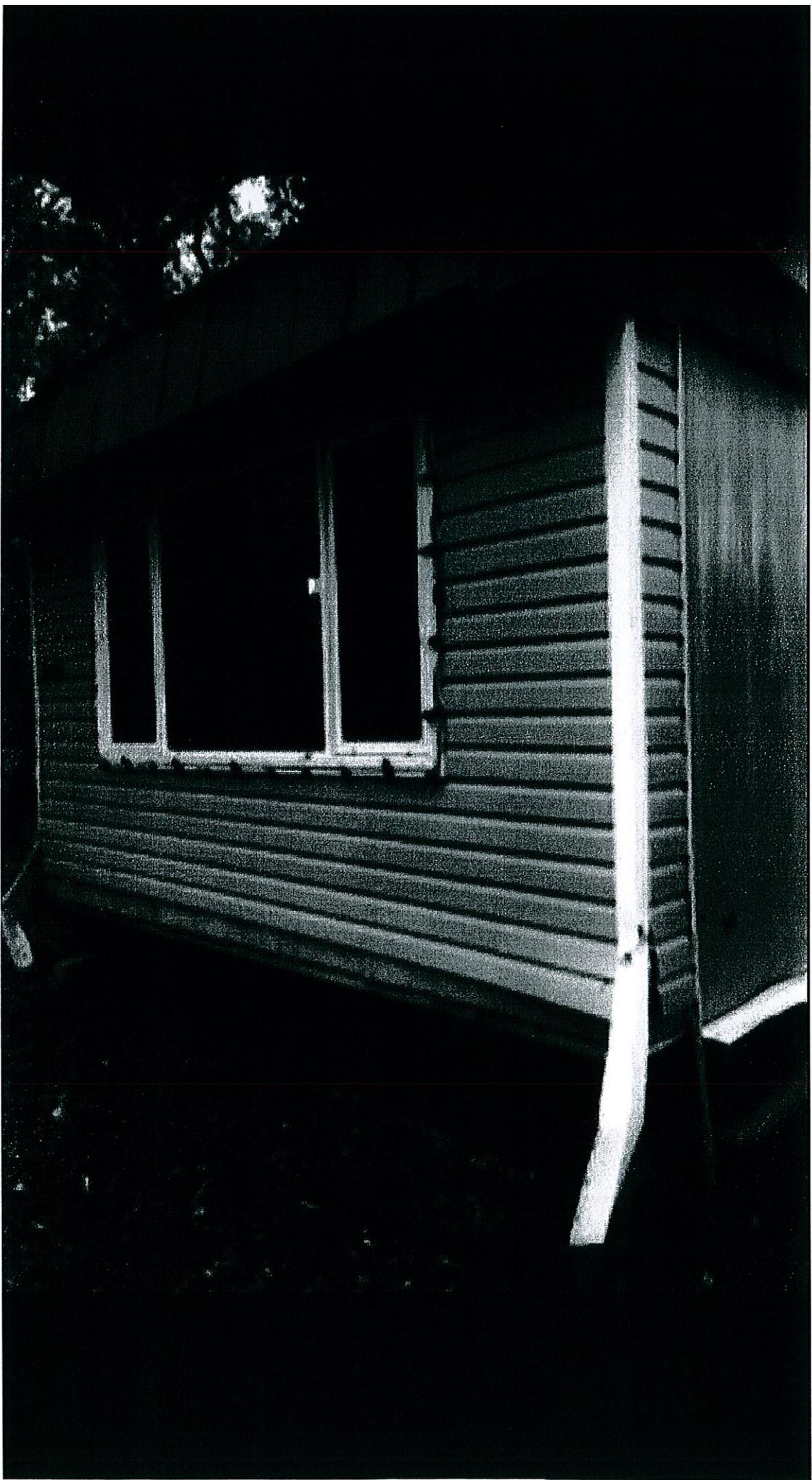
15







2



Trailer
1

