

# BUDGET 2019

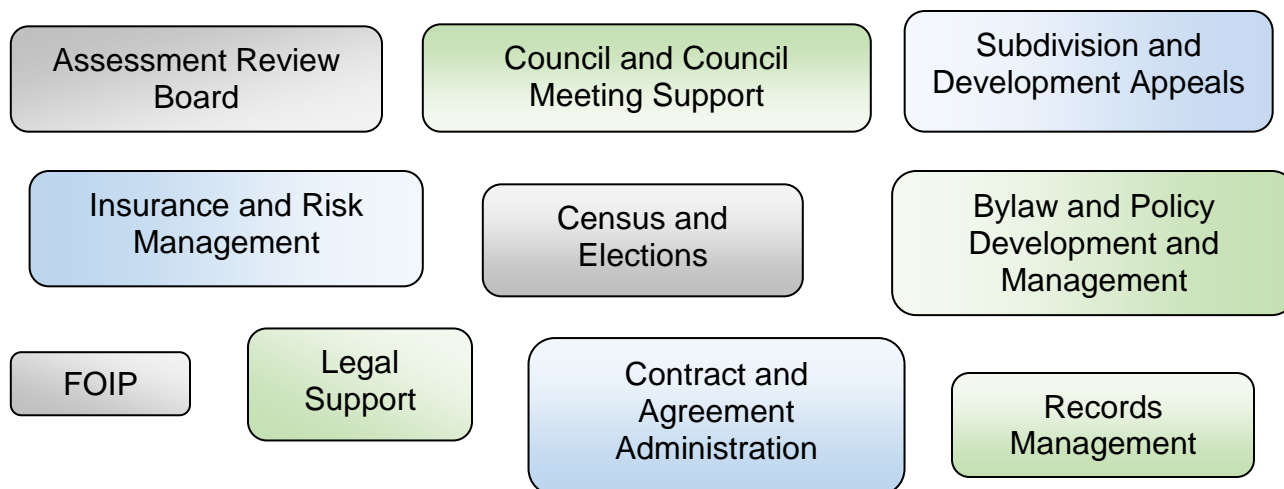
## LEGISLATIVE SERVICES

legislative and legal service | election and census | insurance administration | support to council

Legislative Services supports City Council by facilitating all legislative matters and Council meetings. The department manages municipal elections; the Freedom of Information and Protection of Privacy (FOIP) program; municipal census; insurance and risk management; review of policies, bylaws, contracts and agreements to protect the organization's legal rights; and ensures that the City's legal and legislative obligations are met. The core function of Legislative Services is to guide open and transparent government that fosters trust and confidence in the decision-making process and allows for meaningful participation with an engaged public.



### Programs We Manage



The subsequent pages will provide information on the department's budget and 2019 fees and charges.



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# Legislative Services

## 2019 Proposed Operating Budget

|                                  | 2018<br>Approved<br>Budget | 2019<br>Proposed<br>Budget | \$ Change<br>2019-2018 | Notes |
|----------------------------------|----------------------------|----------------------------|------------------------|-------|
| <b>Revenues</b>                  |                            |                            |                        |       |
| User Fees & Charges              | \$ -                       | \$ 3,600                   | \$ 3,600               |       |
| Other Revenues                   | 3,600                      | -                          | (3,600)                |       |
| <b>Total Revenues</b>            | <b>3,600</b>               | <b>3,600</b>               | <b>-</b>               |       |
| <b>Expenses</b>                  |                            |                            |                        |       |
| Salaries, Wages & Benefits       | 641,600                    | 651,500                    | 9,900                  | 1     |
| Purchased from Other Governments | -                          | 12,000                     | 12,000                 | 2     |
| Contracted Services              | 72,520                     | 117,810                    | 45,290                 | 3     |
| Materials & Supplies             | 600                        | 2,000                      | 1,400                  | 4     |
| Advertising & Printing           | 1,500                      | 3,200                      | 1,700                  | 4     |
| Training & Development           | 25,500                     | 26,500                     | 1,000                  | 4     |
| Insurance                        | 327,290                    | 717,370                    | 390,080                | 5     |
| Phones & Postage                 | 1,400                      | 1,900                      | 500                    | 4     |
| Memberships                      | 2,000                      | 3,000                      | 1,000                  | 4     |
| <b>Total Expenses</b>            | <b>1,072,410</b>           | <b>1,535,280</b>           | <b>462,870</b>         |       |
|                                  | -                          | -                          | -                      |       |
| <b>Net (Surplus)/Deficit</b>     | <b>\$ 1,068,810</b>        | <b>\$ 1,531,680</b>        | <b>462,870</b>         |       |

### Notes for Changes

- Note 1: Salaries, Wages and Benefits increased due to cost of living adjustment and a minor decrease in casual relief hours (reallocated to memberships).*
- Note 2: Increased due to the 2018 Chart of accounts reclassification initiative; reclassified from contracted services for Census.*
- Note 3: Increased due to centralization of all department's legal expenses to Legislative Services from People Services, Protective Services and Planning and Development. Also included 2018 chart of accounts reclassification initiative; reclassified to service purchases from other governments for Census.*
- Note 4: Increased due to the 2018 chart of accounts reclassification initiative; reclassification from contracted services.*
- Note 5: Increased due to centralization of insurance to Legislative Services from Facilities, Fleet and Engineering, Fire services, Protective Services, Public Works and Recreation Service.*

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# 2019 FEES & CHARGES

## OVERVIEW

### **Legislative Services**

For 2019, Legislative Services have no changes or revisions to its fees and charges from 2018.

Please see the following for Legislative Services detailed Fees and Charges.

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# City of Fort Saskatchewan

## Fees and Charges

Schedule A

Bylaw Cxx-18

| Note | Description   | GST<br>Applicable                 | Unit of Measure           | 2018      | 2019      |
|------|---|-----------------------------------|---------------------------|-----------|-----------|
|      | <i>* Fees and Charges exclude GST. Where taxable (T), GST is charged at point of sale.</i>  | <i>Taxable = T<br/>Exempt = E</i> |                           | Approved  | Proposed  |
|      | <b>Division: Corporate Services</b>   |                                   |                           |           |           |
|      | <b>Department: Legislative Services</b>   |                                   |                           |           |           |
|      | <b>Assessment Appeal Fees</b>   |                                   |                           |           |           |
|      | <i>Fees are Refundable to Successful Complainant</i>  |                                   |                           |           |           |
|      | Residential and Farmland - All Values   | E                                 | per property under appeal | \$ 25.00  | \$ 25.00  |
|      | Non-Residential - Includes Machinery and Equipment and Multi-Family Developments that are more than 3 Dwelling Units:                                 |                                   |                           |           |           |
|      | - Under \$500,000   | E                                 | per property under appeal | \$ 100.00 | \$ 100.00 |
|      | - \$500,000 to \$1,000,000  | E                                 | per property under appeal | \$ 250.00 | \$ 250.00 |
|      | - \$1,000,001 to \$5,000,000  | E                                 | per property under appeal | \$ 450.00 | \$ 450.00 |
|      | - Over \$5,000,000  | E                                 | per property under appeal | \$ 650.00 | \$ 650.00 |
|      | <b>Freedom of Information and Protection of Privacy (FOIP) Act Fees</b>   |                                   |                           |           |           |
|      | <i>Fees are determined by Provincial Legislation<br/>If the total cost of processing a FOIP request is more than \$150, a 50% deposit is required</i> |                                   |                           |           |           |
|      | FOIP Request  | E                                 | per request               | \$ 25.00  | \$ 25.00  |
|      | Photocopy of a Record *   | T                                 | per sheet                 | \$ 0.25   | \$ 0.25   |
|      | <i>* 8.5" x 11" Single Sided, Black and White</i>   |                                   |                           |           |           |
|      | Photocopy of Plans and Blueprints   | T                                 | per page                  | \$ 0.50   | \$ 0.50   |
|      | Producing a Copy of a Record on Memory Stick  | T                                 | per stick                 | \$ 5.00   | \$ 5.00   |
|      | Producing a Copy of a Record (color or black and white) Printed from a Negative, Slide or Digital Image:  |                                   |                           |           |           |
|      | - 4" x 6"   | T                                 | per copy                  | \$ 3.00   | \$ 3.00   |
|      | - 5" x 7 "  | T                                 | per copy                  | \$ 6.00   | \$ 6.00   |
|      | - 8" x 10"  | T                                 | per copy                  | \$ 10.00  | \$ 10.00  |
|      | - 11" x 14"   | T                                 | per copy                  | \$ 20.00  | \$ 20.00  |
|      | - 16" x 20"   | T                                 | per copy                  | \$ 30.00  | \$ 30.00  |
|      | Preparing and Handling a Record for Disclosure  | E                                 | per 15 minutes            | \$ 6.75   | \$ 6.75   |
|      | Searching, Locating, Retrieving and Copying a Record  | E                                 | per 15 minutes            | \$ 6.75   | \$ 6.75   |
|      | Supervising the Examination of a Record   | E                                 | per 15 minutes            | \$ 6.75   | \$ 6.75   |
|      | <b>Subdivision and Development Appeal Board Fees</b>  |                                   |                           |           |           |
|      | Commercial/Industrial   | E                                 | per appeal                | \$ 400.00 | \$ 400.00 |
|      | Subdivision   | E                                 | per appeal                | \$ 600.00 | \$ 600.00 |
|      | Residential   | E                                 | per appeal                | \$ 100.00 | \$ 100.00 |

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