



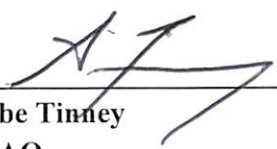
Claresholm


Where **Community** Takes Root

Final Budget Document

2022

April 25, 2022


Abe Timney
CAO


Chelsae Petrovic
Mayor

Assessment & Taxation

What is Property Assessment?

“Property assessment is the process of assigning a dollar value to a property for taxation purposes. In Alberta property is taxed based on the *ad valorem* principle. *Ad valorem* means “according to value.” This means that the amount of tax paid is based on the value of the property.” Source: http://www.municipalaffairs.alberta.ca/1538.cfm#What_is_Property_Assessment

What is Property Tax?

“Property taxes are a primary source of revenue for municipalities. Property taxes are used to finance local programs and services, such as:

- Garbage collection
- Water and sewer services
- Road construction and maintenance
- Parks and leisure facilities
- Police and fire protection
- Seniors’ lodges
- Education

Each municipality is responsible for ensuring that each property owner pays his or her share of taxes. Property assessment is the method used to distribute the tax burden among property owners in a municipality.” Source: http://www.municipalaffairs.alberta.ca/1538.cfm#What_is_Property_Assessment

What is School Tax?

“In 1994, the Government of Alberta established the Alberta School Foundation Fund (ASFF). This fund makes certain that the education property tax is accounted for separately from general revenues.

Every year the province calculates, based on assessment value, the amount each municipality must contribute towards the public education system. Municipalities collect the education property tax and then forward it to the province for deposit into the ASFF.”

Source: <http://education.alberta.ca/admin/funding/tax/facts.aspx>

Town of Claresholm Property Tax Rates

Each year, Council, during its budgetary process, approves the amount of revenue required to operate the municipality. From this amount they subtract the known revenues, such as grants, licenses, permits and so on. The remainder represents the amount of money to be raised by property taxes.

The table below portrays the tax rates in a format known as a “mill rate”. A property assessment value is divided by 1,000 before the mill rate is applied. The tax rate bylaw however shows the rates in a “tax rate” instead of “mill rate” format. So for example the 2016 Municipal Residential rate would be displayed as 0.0065130 in the tax rate bylaw.

Town Council continues to remain fiscally responsible, and has made a concerted effort to curb spending when reasonable to do so.

The table below outlines the mill rate trends since 2016.

	2016	2017	2018	2019	2020	2021	2022
Municipal Residential	6.5130	6.7050	6.7997	6.7282	6.7691	6.9020	TBD
Municipal Non Residential	12.0279	12.5841	11.5303	11.4000	11.3770	11.5988	TBD
Municipal Vacant Residential & Farmland	11.3956	14.0650	6.7997	6.7282	6.7691	6.9020	TBD
Annexed Residential	0	3.4000	3.4000	3.8760	3.9560	4.0750	TBD
Annexed Farmland	0	6.8890	6.8890	7.3650	7.4450	7.7830	TBD
Annexed Non-Residential	0	7.4890	7.7930	7.9690	8.1360	8.2520	TBD
Porcupine Hills Lodge – Residential, Non-Residential, Vac. Res. & Farmland	0.2767	0.2767	0.2672	0.2659	0.2605	0.2510	TBD
Annexed Porcupine Hills Lodge – Residential, Non-Residential, Vac. Res. & Farmland	0	0.3120	0.3030	0.2930	0.2760	0.2940	TBD
Education ASFF – Residential, Vacant Res. & Farmland	2.5485	2.5318	2.5334	2.4655	2.5379	2.6396	TBD
Education ASFF - Non Residential	3.5621	3.7897	3.4159	3.5160	3.7339	3.0148	TBD
Annexed Education ASFF – Res., Vac. Rec., & F.L.	0	2.4960	2.5010	2.5150	2.4850	2.5800	TBD
Annexed Education ASFF – Non-Residential	0	4.1220	3.7180	3.7020	3.6490	3.8590	TBD

Town of Claresholm Budget

Comparative Statement of Operations

	2022 Budget	2021 Budget
Revenue		
Net municipal taxes (Sch 1)	3,661,934	3,537,318
User fees and sales of goods	3,106,489	2,840,752
Government transfers for operating	560,740	654,862
Investment income	66,000	60,000
Penalties and costs of taxes	80,100	88,100
Licenses and permits	113,000	103,000
Franchise and concession contracts	262,000	214,616
Rental	120,330	109,080
Other	137,070	152,500
Total Revenue	8,107,663	7,760,228
Expenses (includes amortization)		
Legislative	116,900	115,000
Administration	1,558,911	1,390,238
Policing	168,179	112,119
Fire	230,898	218,363
Bylaw enforcement	133,929	111,295
Common and equipment pool	614,901	657,156
Roads, streets, walks and lighting	857,798	852,848
Airport	-	17,250
Storm sewers and drainage	265,960	286,112
Water supply and distribution	1,265,961	1,277,866
Wastewater treatment and disposal	533,867	509,933
Solid waste management	686,282	693,700
Family and community support services	252,438	251,441
Day care	36,292	38,202
Cemeteries and crematoriums	20,525	20,136
Other public health and welfare	3,000	3,000
Weed and pest control	46,654	44,916
Economic development	417,227	421,856
Subdivision land and development	194,554	206,563
Parks and recreation	998,017	991,255
Culture - libraries, museums and halls	403,602	366,657
Total Expenses	8,805,894	8,585,906
Deficiency of revenue over expenses before other	(698,231)	(825,678)

Other		
Government transfers for capital	1,691,734	3,195,900
Surplus (deficiency)	993,503	2,370,222
Adjustment for Non-Cash items		
Amortization expenses	1,805,159	1,725,865
Adjustment for cash items that are not revenues and expenses (but are sources or uses of funds)		
Capital expenditures	(2,259,334)	(5,004,022)
Debt proceeds	-	750,000
Debt principal repayment	(337,127)	(429,439)
Transfers to reserves from operations	(819,222)	(591,937)
Transfers to operations from reserves	94,421	172,136
Transfer from reserves for capital	522,600	1,007,175
Budget balance	-	-

Schedule 1	2022 Budget	2021 Budget
Taxation		
Property taxes: Vacant residential and farmland	51,697	50,683
Property taxes: Non-residential	1,314,720	1,288,941
Property taxes: Linear property	120,933	118,562
Property taxes: Residential	3,598,847	3,400,839
Federal grants in lieu of taxes	6,171	6,050
Provincial grants in lieu of taxes	23,986	23,516
Local improvement taxes	5,140	5,140
	5,121,494	4,893,731
Less: Requisitions		
Alberta school foundation fund	1,338,137	1,241,716
Porcupine Hills Lodge	120,788	114,023
Designated Industrial Property	635	674
	3,661,934	3,537,318

DEPARTMENT
OPERATING
BUDGETS

4 Year Operating Budgetary Deficit (Surplus) Summary By Function

Excludes Amortization and Capital

OPERATING BUDGET DEFICIT (SURPLUS)	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Council	116,900	108,042	115,000	83,060	113,160
Municipal general revenue and requisitions	(4,069,594)	(4,028,540)	(3,984,683)	(3,965,227)	(3,560,114)
General administration	1,229,583	1,266,656	1,130,240	1,078,295	3,849,374
Policing	153,179	100,875	97,119	45,682	(20,395)
Fire department	215,007	190,094	203,758	165,181	154,576
Bylaw enforcement	68,573	58,891	41,525	78,219	104,515
Equipment pool	420,743	500,034	522,817	533,168	428,143
Roads and streets	581,150	519,694	583,934	622,778	565,797
Airport	-	17,250	17,250	23,271	9,777
Storm sewer utility	12,029	3,763	11,938	30,047	8,362
Water utility	(157,320)	(162,894)	(149,389)	(148,364)	(134,709)
Sanitary sewer utility	(127,128)	(113,469)	(121,646)	(234,630)	(208,078)
Garbage collection	(0)	15,279	-	-	0
Recycling	(0)	(15,279)	-	60,361	(23,402)
Childcare contribution	36,292	38,202	38,202	38,200	38,202
Family & Community Support Services (FCSS)	(0)	(0)	1	6,139	(6,288)
Cemetery	6,901	10,456	6,203	8,739	9,159
Other public health and welfare	-	-	-	-	-
Weed and pest control	19,271	14,141	17,533	15,294	12,795
Economic development	164,329	145,771	154,829	120,333	128,830
Planning and development	112,454	118,398	134,463	117,835	134,424
General recreation	80,922	(6,709)	19,613	34,439	28,587
Parks	116,661	125,884	97,588	96,991	113,138
Arena	156,414	139,955	173,206	164,344	133,158
Aquatic Centre	139,212	132,774	163,220	153,857	146,628
Museum	119,564	125,152	100,450	68,753	80,903
Library	225,744	190,499	192,833	224,332	217,786
OPERATIONAL NET DEFICIT (SURPLUS)	(379,112)	(505,080)	(433,996)	(578,904)	2,324,328

COUNCIL

The Council budget deals with all costs associated, and incurred, by Municipal Council including per diems, fees for meetings and conferences, travel reimbursements and professional development.

COUNCIL	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Wages, meetings and per diems	101,900	92,757	93,000	81,065	94,673
Travel and conventions	5,000	11,916	10,750	1,535	15,148
Education	4,000	3,369	5,000	460	3,339
Materials, supplies and operating costs	6,000	-	6,250	-	-
NET DEFICIT (SURPLUS) COUNCIL	116,900	108,042	115,000	83,060	113,160

Members of Council sit on various internal and external boards and committees and are compensated according to Bylaw #1713.

	2022 Remuneration Fees
Mayor – Annual	\$8,800/year
Councillors– Annual	\$6,160/year
Council Meetings	\$154/meeting attended
Per Diem Half Day or Evening (4 - 6 hours)	\$126.50/half day
Per Diem Full Day (6 hours or more)	\$253/full day
Per Diem Less Than 4 Hours	\$25.30/hour
Mileage	\$0.59/km
Meals and accommodation at cost	Upon submission of valid receipts

Variance Highlights

- In 2021 the prior Council passed a new Mayor and Council Remuneration Bylaw that came into effect on Nov 1, 2021. Remuneration for Mayor and Council hadn't been updated since 2013. This new Bylaw increased rates by 10%.
- Conventions portion of Travel and Convention was reduced to only \$3K this year to help balance the budget, with plans to only send 2 members of Council to Convention this year.

MUNICIPAL GENERAL REVENUE AND REQUISITIONS

General Revenue is generated from Municipal Property Taxes and Grants In Lieu. Grants In Lieu are paid, for property which is owned by the Provincial and Federal Governments. The grant is traditionally equal to the taxes that would have been paid if the property was not exempt from taxation, however in 2019 the Alberta Government reduced the amount they are paying to 75% of this amount, and down to 50% in 2020. It has remained at 50% since.

The *Municipal Government Act* defines "requisition" as any part of the amount required to be paid into the Alberta School Foundation Fund that is raised by imposing a tax rate, and any amount to be paid to a management body referred to in the *Alberta Housing Act*. The Town of Claresholm pays requisitions to the Alberta School Foundation Fund and the Porcupine Hills Lodge Foundation. This budget also includes (in "General municipal revenue") the ATCO Gas & Fortis Franchise Agreements.

MUNICIPAL GENERAL REVENUE & REQUISITIONS	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Taxes	(5,086,197)	(4,854,555)	(4,859,025)	(4,596,577)	(4,432,004)
Education taxes	-	-	-	-	-
Grants in lieu	(30,157)	(29,566)	(29,566)	(29,090)	(34,312)
Taxes and grants in lieu	(5,116,354)	(4,884,121)	(4,888,591)	(4,625,668)	(4,466,316)
General municipal revenue	(412,800)	(500,059)	(452,505)	(633,111)	(354,674)
General municipal revenue	(412,800)	(500,059)	(452,505)	(633,111)	(354,674)
Designated Industrial Property	635	-	674	-	-
Home for aged - Porcupine Hills Lodge	120,788	114,023	114,023	114,139	112,399
School Foundation Program - res. & farmland	943,259	931,304	931,304	886,088	878,775
School Foundation Program - non-residential	394,878	310,314	310,412	293,325	269,702
NET DEFICIT (SURPLUS) GENERAL	(4,069,594)	(4,028,540)	(3,984,683)	(3,965,227)	(3,560,114)

Variance Highlights

- Net tax revenue increase for municipal purposes is approximately 2% not including requisitions or RCMP police funding invoiced by the province.
- General municipal revenue is down from 2021 budget by approximately \$40,000 due to prior year including a couple one-time grants. This was partially offset by an increase in Franchise Fees due to increasing Fortis Franchise Agreement to 5% from 4% (starting in April 2022).

ADMINISTRATION

The Administration budget includes business licenses, general operating grants (such as Municipal Sustainability Initiative (MSI) operating grant), rentals, internal transfers, and other miscellaneous income. Expenditures include finance, reception, utilities, communication, human resources and other general administrative costs.

ADMINISTRATION	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Business licenses	(28,000)	(26,875)	(28,000)	(28,480)	(25,760)
General administrative revenue	(97,080)	(219,798)	(92,350)	(320,156)	2,686,534
Administrative general revenue	(125,080)	(246,673)	(120,350)	(348,636)	2,660,774
Wages and benefits	665,925	676,628	646,245	630,884	631,727
Consultant fees	50,175	34,117	33,249	27,759	34,549
Materials, supplies and operating costs	348,053	325,498	306,500	301,950	326,205
Assessor	52,724	54,648	52,000	51,648	50,912
Auditor	15,645	15,190	15,190	19,780	19,465
Legal	15,000	13,640	20,000	19,306	25,190
Municipal grants	89,000	73,455	79,350	82,531	87,147
Celebrations	23,500	9,751	20,500	10,078	20,154
Tax levy cancellations and discounts	75,050	110,199	107,100	13,149	12,132
Public relations and taxi subsidy	11,500	20,259	10,500	9,188	15,787
Staff development and training	8,500	1,217	9,000	6,752	11,706
Debenture interest	70,962	72,563	67,673	40,134	-
Amortization	132,877	80,215	22,931	22,931	18,827
Administrative general expenses	1,558,911	1,487,380	1,390,238	1,236,090	1,253,801
	1,433,831	1,240,707	1,269,888	887,454	3,914,575
Operational budget adjustments					
Addback amortization	(132,877)	(80,215)	(22,931)	(22,931)	(18,827)
Transfer from reserve - operating	(26,090)	(105,194)	(67,836)	(30,871)	(15,601)
Internal charges to other departments	(88,590)	(84,090)	(84,090)	(78,575)	(78,575)
Internal transfers (expenses)	43,309	57,704	35,209	55,263	47,802
Transfer to reserve - operating	-	-	-	267,955	-
Transfer to reserve - capital	-	237,744	-	-	-
NET DEFICIT (SURPLUS) ADMINISTRATION	1,229,583	1,266,656	1,130,240	1,078,295	3,849,374

Variance Highlights

- General administrative revenue is up by approximately \$5K due to first full year of rental income for Community Space rentals in the Multi-use Community Building as well as the Daycare/Playschool Building.
- An approximate 2.25% increase in wages and benefits for union and non-union cost of living increase and changes in benefit rates throughout the budget. This will be the same across all departments unless otherwise stated.
- Increase in materials, supplies, and operating costs of approximately \$40K is due to increased insurance costs with new Daycare/Playschool building and Multi-use Community Building as well as increased computer costs to replace server this year and increases in utility costs.
- Professional fees increased slightly due to inflationary costs.
- Municipal grants increased \$10K due in part to shifting Town utility costs to community organizations and helping to ease this shift in policy, as well as additional funds to the Community Centre to help in recovery from the pandemic. It is hoped that these amounts will reduce back to prior levels next year.
- Celebrations were moved to Economic Development as that department now oversees the planning and execution of these events. No actual change in budget.
- Decrease in Tax Levy Cancellations due to this being the second year of the tax incentive program for a major non-residential tax client, reducing the tax reduction from 75% last year to 50% this year.
- Public relations and taxi subsidy increased \$1K based on historical actuals.
- Staff development and training decreased \$500 based on historical actuals.
- Debenture interest increased slightly from 2021 budget due to the 2021 budget figure being estimated on expected interest rates. Actual rates received when loan was issued were slightly higher than estimated. 2022 budget is slightly lower than 2021 actual due to normal repayment of loan.

POLICING

The Policing budget includes provincial fine revenues received by the Town which was previously included in the Bylaw department budget. The expense is the new Provincial Policing Costs that have been charged to the municipality from the Province of Alberta that only began being charged by the Province in 2020. These fees were being implemented gradually from 2020 to 2023, starting at an estimated 10% of our local policing costs in 2020 to 30% in 2023.

POLICING	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Provincial fines collected	(15,000)	(2,663)	(15,000)	(9,615)	(20,395)
Provincial fines collected	(15,000)	(2,663)	(15,000)	(9,615)	(20,395)
Provincial policing costs	168,179	103,538	112,119	55,298	-
Policing expenses	168,179	103,538	112,119	55,298	-
NET DEFICIT (SURPLUS) FIRE DEPARTMENT	153,179	100,875	97,119	45,682	(20,395)

Variance Highlights

- The Government of Alberta's new police funding model charges small municipalities for policing costs. In 2020 this is charged was 10% of the cost. 2021 was 15%. 2022 this increases to 20%. In 2023 it will increase again to 30%.

FIRE

The Fire budget deals with expenses related to operating the Volunteer Fire Department. The Town of Claresholm fire services are provided through the Claresholm Volunteer Fire Department in partnership with the M.D. of Willow Creek.

FIRE DEPARTMENT	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Provincial Grants	-	-	-	(5,040)	(60,029)
MD contributions	(8,500)	(8,707)	(7,000)	(8,098)	(7,293)
Non-government contribution	(7,000)	(7,277)	(5,000)	(29,067)	(21,900)
Fire department revenue	(15,500)	(15,984)	(12,000)	(42,205)	(89,223)
Wages and benefits	135,117	126,412	130,531	121,981	104,331
Equipment, fuel, etc	28,000	26,811	30,000	23,340	30,350
Training	7,000	5,442	9,000	4,850	6,325
Materials, supplies and operating expenses	35,390	32,363	31,227	31,877	32,764
Regional fire study costs	-	-	-	10,410	60,029
Amortization	25,391	22,236	17,605	17,605	20,466
Fire department expenses	230,898	213,264	218,363	210,063	254,265
	215,398	197,280	206,363	167,858	165,042
Operational budget adjustments					
Addback amortization	(25,391)	(22,236)	(17,605)	(17,605)	(20,466)
Internal Charges	5,000	5,051	5,000	4,928	-
Transfer from reserve - operating	-	-	-	-	-
Transfer to reserve - capital	20,000	10,000	10,000	10,000	10,000
NET DEFICIT (SURPLUS) FIRE DEPARTMENT	215,007	190,094	203,758	165,181	154,576

Variance Highlights

- Slight increase in MD Contributions based on 2021 actuals
- Decrease in Equipment and fuel costs as last few years additional sets of bunker gear were required due to equipment expiring. In 2022 we are back on track for replacements, reducing annual replacement budget back to normal.
- Slight decrease in training due to actuals in last few years.
- Increase in Materials, supplies and operating expenses for increasing costs of vehicle and equipment repairs as well as increasing costs of fuel.
- Transfer to reserves – capital increased \$10K due to current fire truck nearing end of life and future plans for expansion of fire hall in 5-year capital plan. This will help to fund those future capital expenditures.

EMERGENCY MANAGEMENT

In 2020 the Local Authorities Emergency Management Regulation came into force. This regulation required local authorities, which includes the Town of Claresholm, to have in place an emergency advisory committee, emergency management agency, regional collaboration, and emergency management plan. With the growing frequency of natural disasters it has become more important than ever for us to be prepared to respond to these events to help protect our residents. This budget includes a part-time position for the Director of Emergency Management as well as training budget and some material costs to provide training and resources to the Director as well as other Town staff and volunteers.

EMERGENCY MANAGMENT	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Wages and benefits	32,986	23,924	27,110	34,500	-
Materials, supplies and operating expenses	4,000	2,062	1,500	1,811	2,355
NET DEFICIT EMERGENCY MANAGEMENT	36,986	25,986	28,610	36,311	2,355

Variance Highlights

- Increase in wages and benefits is a reallocation of percentage of time the Director of Emergency Management spends on Emergency Management tasks vs his other Town duties. There is no net increase in wages for this employee other than the 2% cost of living increase.
- Increase in Materials, supplies, and operating expenses for joint mock disaster exercise to be completed in 2022.

BYLAW ENFORCEMENT

The Bylaw Enforcement budget includes both bylaw and animal control activities. The Bylaw program continues to focus on animal control and unsightly premises, with safety and security of residents taking a high priority. The activities will include an education component along with enforcement.

BYLAW ENFORCEMENT	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Licenses and fees	(12,000)	(6,890)	(12,000)	(7,670)	(15,361)
Municipal fines	(5,500)	(3,666)	(20,500)	(5,374)	(5,702)
Workshop revenue	(500)	-	(5,500)	(500)	(500)
Bylaw enforcement revenue	(18,000)	(10,556)	(38,000)	(13,544)	(21,563)
Wages and benefits	65,323	53,851	52,225	72,964	95,907
Animal services	500	4,013	3,500	572	608
Materials, supplies and operating expenses	17,250	11,583	22,550	15,179	20,852
Professional development	1,500	-	1,250	1,048	6,710
Amortization	12,370	8,578	3,160	3,160	6,314
Bylaw enforcement expenses	96,943	78,025	82,685	92,923	130,392
	78,943	67,469	44,685	79,379	108,829
Operational budget adjustments					
Addback amortization	(12,370)	(8,578)	(3,160)	(3,160)	(6,314)
Transfer to reserve - capital	2,000	-	-	2,000	2,000
NET DEFICIT (SURPLUS) BYLAW ENFORCEMENT	68,573	58,891	41,525	78,219	104,515

Variance Highlights

- Significant decrease in Municipal Fines revenue based on historical actuals
- Workshop revenue decrease based on discontinuation of this Provincial grant program for safety programs and risk reduction.
- Increase in wages and benefits based on first full year with new Bylaw Enforcement Officer with full benefits coming into effect.
- Materials, supplies, and operating costs decreased by 5K based on discontinuing use of Report Exec software due to not being in the Community Peace Officer Program anymore. Additional decrease in workshop supplies as well.
- Animal services budget back to traditional with TNR program being completed in 2021.
- Slight increase to professional development budget for training for the Bylaw Officer.

COMMON EQUIPMENT POOL

This department is responsible for general building and equipment maintenance and other general infrastructure. Equipment is then “rented” out to other departments to attempt to show a more accurate department cost.

EQUIPMENT POOL	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Rental revenue and insurance proceeds	-	-	-	-	(1,620)
Equipment pool revenue	-	-	-	-	(1,620)
Wages and benefits	207,743	214,258	203,764	201,285	199,758
Materials, supplies and operating expenses	308,000	348,455	381,053	394,089	293,651
Amortization	98,658	113,879	71,839	71,839	46,839
Equipment pool expenses	614,401	676,592	656,656	667,213	540,248
	614,401	676,592	656,656	667,213	538,628
Operational budget adjustments					
Addback amortization	(98,658)	(113,879)	(71,839)	(71,839)	(46,839)
Internal charges to other departments	(70,000)	(70,000)	(70,000)	(70,000)	(70,000)
Internal charges from other departments	8,000	7,321	8,000	7,794	6,354
Transfer from reserve - operating	(33,000)	-	-	-	-
NET DEFICIT (SURPLUS) EQUIPMENT POOL	420,743	500,034	522,817	533,168	428,143

Variance Highlights

- Materials, supplies and operating expenses decreased by approximately \$73K due to prior year including significant costs for completing the Infrastructure Master Plan (\$14,000) and costs for the asset management project utilizing the FCM grant (\$65,000). Partially offset by additional expenses brought forward from 2021 as noted below.
- Transfer from reserve is to carryforward some 2021 budget for uncompleted fire panel replacement planned, and budgeted for, in 2021 not completed until 2022 (13K) and to utilize reserve funds for road fill/material (20K). Funds are budgeted each year for road material, but only purchased or crushed every few years for better pricing in larger quantities.

ROADS, STREETS, WALKS & LIGHTS

This department is responsible for road maintenance including plowing, sanding, street sweeping, and curb repairs. Utility costs for street lighting is also included here.

ROADS, STREETS, WALKS, AND LIGHTS	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Local improvement charges	-	-	-	-	-
Streets other income	(30,000)	(36,363)	-	(770)	(9,968)
Roads and streets revenue	-	-	-	-	-
Wages and benefits	199,650	195,831	196,934	217,282	218,770
Contracted services	80,000	80,898	75,000	78,385	77,162
Engineering	1,500	1,372	2,000	1,254	1,284
Street lights	210,000	194,761	210,000	210,727	184,742
Materials, supplies and operating expenses	120,000	73,195	90,000	100,901	93,806
Amortization	246,648	260,364	278,914	278,914	282,950
Roads and streets expenses	857,798	806,420	852,848	887,462	858,715
	827,798	770,058	852,848	886,692	848,747
Operational budget adjustments					
Addback amortization	(246,648)	(260,364)	(278,914)	(278,914)	(282,950)
Transfer to reserve - operating	-	10,000	10,000	15,000	-
Transfer to reserve - capital	-	-	-	-	-
NET DEFICIT (SURPLUS) ROADS AND STREETS	581,150	519,694	583,934	622,778	565,797

Variance Highlights

- Streets other income has a budgeted \$30K for sale of asphalt crush noted below.
- Contracted services were increased due to inflation as seen in 2021 actuals
- Materials, supplies and operating expenses increased \$30K from 2021 for asphalt crushing as noted in common equipment. This cost is offset by reserve funding included in common equipment and sale of asphalt crush noted above.

AIRPORT

Airport has been transferred to the MD of Willow Creek #26, therefore we no longer have any costs related to the airport. This section will be removed in the 2023 budget document.

AIRPORT	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Facility rental	-	-	-	-	(2,000)
Airport services revenue	-	-	-	-	(2,000)
Wages and benefits	-	-	-	702	3,574
Materials, supplies and operating expenses	-	17,250	17,250	22,569	8,203
Amortization	-	-	-	-	4,210
Airport services expenses	-	17,250	17,250	23,271	15,987
	-	17,250	17,250	23,271	13,987
Operational budget adjustments					
Addback amortization	-	-	-	-	(4,210)
Internal charges from other departments	-	-	-	-	-
NET DEFICIT (SURPLUS) AIRPORT	-	17,250	17,250	23,271	9,777

Variance Highlights

- Airport has been transferred to the MD of Willow Creek #26, therefore we no longer have any costs related to the airport.

STORM SEWER UTILITY

The storm sewer utility includes all costs related to the collection, and transmission, of surface water runoff and potential overland flooding, and deals with the safe storage and controlled release of this water to Frog Creek to prevent flooding damage downstream.

STORM SEWER UTILITY	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Local improvement charges	(1,318)	-	(1,318)	-	-
Other revenue	-	-	-	-	-
Storm sewer utility revenue	(1,318)	-	(1,318)	-	-
Wages and benefits	7,347	1,890	7,256	10,986	3,183
Contracted services	2,500	700	2,500	3,602	1,203
Materials, supplies and operating expenses	3,500	1,173	3,500	2,114	3,977
Overland flooding	-	-	-	13,346	-
Amortization	252,613	263,347	272,856	272,856	266,433
Storm sewer utility expenses	265,960	267,110	286,112	302,903	274,796
	264,642	267,110	284,794	302,903	274,796
Operational budget adjustments					
Addback amortization	(252,613)	(263,347)	(272,856)	(272,856)	(266,433)
NET DEFICIT (SURPLUS) STORM SEWER UTILITY	12,029	3,763	11,938	30,047	8,362

Variance Highlights

- No significant variances to note.

WATER SUPPLY & DISTRIBUTION

The Water Supply & Distribution department is responsible for producing potable water and maintaining a water storage and distribution system capable of providing suitable water to the residents. The production and distribution adheres to the Canadian Drinking Water Standards and the standards set out in the license issued to the Town by Alberta Environment.

WATER SUPPLY AND DISTRIBUTION	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Water sales	(1,607,320)	(1,836,870)	(1,484,398)	(1,565,315)	(1,294,097)
Water services revenue	(1,607,320)	(1,836,870)	(1,484,398)	(1,565,315)	(1,294,097)
Wages and benefits	407,828	345,407	403,228	335,404	342,982
Training	3,000	254	3,000	3,899	819
Materials, supplies and operating expenses	193,900	188,238	194,900	175,549	216,697
Chemical	100,000	101,764	95,000	104,749	88,123
Maintenance	99,700	91,579	84,100	99,865	81,948
Debenture interest	131,548	139,136	139,479	147,092	153,871
Amortization	330,485	343,397	358,659	358,659	386,984
Water services expenses	1,266,461	1,209,775	1,278,366	1,225,217	1,271,425
	(340,860)	(627,095)	(206,032)	(340,098)	(22,673)
Operational budget adjustments					
Addback amortization	(330,485)	(343,397)	(358,659)	(358,659)	(386,984)
Services to other departments	(41,600)	(50,433)	(37,400)	(46,742)	(36,131)
Services from other departments	67,875	67,875	67,875	67,875	67,875
Transfer to reserve - capital	487,750	790,157	384,827	529,260	243,204
NET DEFICIT (SURPLUS) WATER SERVICES	(157,320)	(162,894)	(149,389)	(148,364)	(134,709)

Variance Highlights

- Water utility rates are scheduled to see another 2% increase in 2022. Increase from 2021 budget is larger than this 2% based on 2020 and 2021 actuals.
- Small decrease in materials, supplies and operating expenses based on prior actuals.
- Chemical increased \$5K based on inflation.
- Maintenance increased approximately \$15K to complete some additional preventative maintenance being recommended for the Plant as well as replacement of their mower.
- Debenture interest decrease based on normal repayment schedule.
- Increase in transfer to capital reserve based on increased budgeted cash surplus in water utility. Transfers budgeted to result in net zero budget in water utility after debt principle payment accounted for.

SANITARY SEWER TREATMENT & DISPOSAL

The Wastewater Treatment & Disposal budget deals with all functions related to the collection, treatment and disposal of sanitary sewer water. This system functions in accordance with the standards set out by Alberta Environment.

SANITARY SEWER TREATMENT AND DISPOSAL	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Local improvement charges	(3,822)	-	(3,822)	-	-
Service fees	(571,490)	(614,568)	(418,154)	(459,677)	(351,005)
Sanitary sewer services revenue	(575,312)	(614,568)	(421,976)	(459,677)	(351,005)
Wages and benefits	96,464	84,773	94,821	80,984	83,990
Contracted services	21,000	18,121	18,800	26,493	9,636
Materials, supplies and operating expenses	42,250	21,647	27,750	20,774	34,016
Debenture interest	17,816	21,914	23,209	27,107	32,008
Amortization	356,337	349,254	345,353	345,353	380,719
Sanitary sewer services expenses	533,867	495,708	509,933	500,711	540,369
	(41,445)	(118,859)	87,957	41,034	189,364
Operational budget adjustments					
Addback amortization	(356,337)	(349,254)	(345,353)	(345,353)	(380,719)
Services to other departments	(9,000)	(13,036)	(8,300)	(12,441)	(7,541)
Services from other departments	28,275	28,275	28,275	28,275	28,275
Transfer to reserve - capital	251,379	339,406	115,775	53,855	(37,457)
NET DEFICIT (SURPLUS) SANITARY SEWER SERVICES	(127,128)	(113,469)	(121,646)	(234,630)	(208,078)

Variance Highlights

- Approximately 2% increase in sanitary sewer service fee revenue is scheduled in the utility rate bylaw. Increase in budget from 2021 is larger than this based on 2020 and 2021 actuals.
- Increase contracted services related to increased preventative maintenance and inspections.
- Increase in materials, supplies and operating expenses for the purchase of a new chemical to try and reduce odour from the lagoons.
- Debenture interest decrease based on normal repayment schedule.
- Transfers to reserve budgeted to result in net zero budget in sewer utilities, after debt principle payments accounted for. Increase due to increase in budgeted revenues.

SOLID WASTE MANAGEMENT

The Solid Waste Management function provides weekly curbside waste collection services through the Infrastructure Services department. Claresholm is one of five member municipalities who belong to the Willow Creek Regional Waste Management Services Commission, which is the body that manages the regional landfill.

SOLID WASTE MANAGEMENT	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Garbage collection fees	(429,000)	(442,374)	(429,000)	(433,508)	(432,228)
Solid waste revenue	(429,000)	(442,374)	(429,000)	(433,508)	(432,228)
Wages and benefits	171,993	203,847	168,160	210,153	165,860
Landfill fees	125,000	120,694	125,000	114,799	119,351
Landfill contract	41,580	41,580	41,580	41,580	41,580
Landfill closure	6,000	4,432	6,000	6,023	4,433
Materials, supplies and operating expenses	27,000	42,313	25,000	11,874	35,030
Amortization	12,721	18,172	25,960	25,960	37,086
Solid waste expenses	384,294	431,039	391,700	410,388	403,340
	(44,706)	(11,335)	(37,300)	(23,120)	(28,888)
Operational budget adjustments					
Addback amortization	(12,721)	(18,172)	(25,960)	(25,960)	(37,086)
Services to other departments	(8,500)	(11,774)	(9,000)	(13,201)	(12,269)
Services from other departments	45,725	45,725	45,725	45,725	45,725
Transfer to reserve - capital	20,202	10,836	26,535	16,556	32,518
NET DEFICIT (SURPLUS) SOLID WASTE MANAGEMENT	(0)	15,279	-	-	0

Variance Highlights

- Materials, supplies and operating costs increased \$2K due to inflation and replacement of old bins.
- Transfers to reserves budgeted to result in net zero budget.

RECYCLING

The Town's recycling program provides bi-weekly curbside recycling pickup for residential and non-residential properties.

RECYCLING	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Recycling service fees	(299,280)	(290,271)	(300,000)	(267,617)	(171,087)
Commodity revenue	-	(15,107)	-	-	(4,422)
Recycling revenue	(299,280)	(305,378)	(300,000)	(267,617)	(175,508)
Wages and benefits	3,803	3,657	3,722	5,089	124,946
Contracted services	298,184	290,558	298,278	324,737	2,760
Materials, supplies and operating expenses	-	110	-	1,987	24,690
Amortization	-	-	-	-	2,937
Recycling expenses	301,987	294,324	302,000	331,813	155,333
	2,708	(11,054)	2,000	64,196	(20,175)
Operational budget adjustments					
Addback amortization	-	-	-	-	(2,937)
Services to other departments	(4,000)	(4,225)	(2,000)	(3,835)	(1,441)
Transfer to reserve - capital	1,292	-	-	-	1,151
NET DEFICIT (SURPLUS) RECYCLING	(0)	(15,279)	-	60,361	(23,402)

Variance Highlights

- No significant variances to note.

FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)

FCSS is an 80/20 funding partnership between the Government of Alberta and the Municipality. The Town of Claresholm operates a regional program in partnership with the M.D. of Willow Creek. FCSS designs and delivers social programs that are preventative in nature to promote and enhance well-being among individuals, families and communities. The FCSS program receives its mandate from the FCSS Act and Regulations, however, the FCSS Board determines the priority programs to be offered.

FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Provincial funding	(105,235)	(92,665)	(105,235)	(105,235)	(105,235)
MD of Willow Creek	(80,539)	(61,202)	(80,539)	(80,130)	(74,658)
Alberta Health Services (AHS)	-	(7,073)	(7,072)	(28,290)	(28,290)
Child & Family Services Alberta (CFSA)	(36,000)	(36,000)	(36,000)	(27,000)	(35,352)
Other income	(18,570)	(5,168)	(6,000)	(16,741)	(1,800)
FCSS Revenue	(240,344)	(202,107)	(234,846)	(257,395)	(245,335)
Wages and benefits	132,494	142,497	140,653	165,545	156,130
Professional development	3,000	740	3,000	1,009	1,003
Materials, supplies and operating expenses	56,870	31,692	38,899	57,804	49,938
Community grants	60,074	41,958	67,074	57,586	50,425
Accounting and legal	-	1,815	1,815	3,700	3,660
General FCSS expenses	252,438	218,701	251,441	285,644	261,156
	12,094	16,594	16,595	28,248	15,821
Operational budget adjustments					
Town of Claresholm Contribution	(26,309)	(26,309)	(26,309)	(26,309)	(26,309)
Admin Allocation	14,215	9,715	9,715	4,200	4,200
NET DEFICIT (SURPLUS) FCSS	(0)	(0)	1	6,139	(6,288)

Variance Highlights

- Alberta Health Services grant ended in March of 2021 and was not renewed.
- Other income increased to carryforward prior year deferred surplus FCSS funding
- Wages and benefits decreased due to first full year with only two employees instead of three.
- Materials, supplies, and operating expenses increased to utilize prior year surpluses.
- Admin allocation increased for first full year in new building.

DAY CARE CONTRIBUTION

The Day Care program is run by a non-profit board who receives a portion of their funding from the Town of Claresholm.

DAYCARE CONTRIBUTION	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Municipal contribution to daycare	36,292	38,202	38,202	38,200	38,202
NET DEFICIT DAYCARE CONTRIBUTION	36,292	38,202	38,202	38,200	38,202

Variance Highlights

- 5% reduction in funding for 2022.

CEMETERY

The Cemetery is owned, and operated, by the Town of Claresholm. The maintenance is provided through the Infrastructure Services department and the Office staff oversees the administrative function.

CEMETERY	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Cemetery Fees	(17,700)	(20,544)	(15,500)	(16,417)	(18,954)
Local government grants	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)
Cemetery revenue	(20,700)	(23,544)	(18,500)	(19,417)	(21,954)
Wages and benefits	19,101	21,578	18,703	20,294	22,913
Materials, supplies and operating expenses	1,000	1,752	1,000	363	700
Amortization	424	427	433	433	235
Cemetery expenses	20,525	23,757	20,136	21,089	23,847
	(175)	213	1,636	1,672	1,894
Operational budget adjustments					
Addback amortization	(424)	(427)	(433)	(433)	(235)
Services from other departments	2,500	2,500	2,500	2,500	2,500
Transfer to reserve - capital	5,000	8,170	2,500	5,000	5,000
NET DEFICIT CEMETERY	6,901	10,456	6,203	8,739	9,159

Variance Highlights

- Increase in cemetery fees based on historical actuals and recognition of perpetual care into revenue.

PHYSICIAN RECRUITMENT

The Physician Recruitment program is designed to provide incentives to recruit and retain Physicians in the community as well as other healthcare professionals. This is a program carried out in partnership with the Town of Stavely, and the MD of Willow Creek.

PHYSICIAN RECRUITMENT	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Grant funding	(1,000)	(622)	-	-	-
Physician recruitment	3,000	622	3,000	684	1,050
Operational budget adjustments					
Transfer from reserve - operations	(2,000)	-	(3,000)	(684)	(1,050)
NET DEFICIT (SURPLUS) PHYSICIAN RECRUITMENT	-	-	-	-	-

Variance Highlights

- Obtained an Alberta Rural Physician Action Plan (RPAP) grant that was utilized to cover some of the expenses we would traditionally use reserves to cover in 2021. More funds still available from this grant for use in 2022.

WEEDS & PESTS

The majority of the allocation within the Weeds & Pests budget deals with weed and pest control in parks throughout the Town. The Parks department has trained staff members who provide weed control within the parks.

WEED AND PEST CONTROL	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Wages and benefits	7,771	4,348	7,533	3,872	5,832
Chemical and materials	11,500	9,793	10,000	11,421	6,963
Amortization	27,383	27,383	27,383	27,383	27,383
	46,654	41,524	44,916	42,676	40,177
Operational budget adjustments					
Addback amortization	(27,383)	(27,383)	(27,383)	(27,383)	(27,383)
NET DEFICIT WEED AND PEST CONTROL	19,271	14,141	17,533	15,294	12,795

Variance Highlights

- Increase in chemical and material due to inflationary costs.

ECONOMIC DEVELOPMENT

The Economic Development department is responsible for maintaining the Business Growth & Development Centre, business retention, investment attraction and municipal marketing efforts. This department is guided by the Municipal Strategic Plan and the Economic Development Committee and primarily implemented by the Economic Development Officer.

ECONOMIC DEVELOPMENT	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Grants and contributions	(219,566)	(167,946)	(247,027)	(59,534)	(63,240)
Economic development revenue	(219,566)	(167,946)	(247,027)	(59,534)	(63,240)
Wages and benefits	233,842	157,595	175,400	103,503	94,532
Materials, supplies and operating expenses	183,385	142,792	246,456	76,364	148,610
Economic development expenses	417,227	300,387	421,856	179,867	243,142
	197,660	132,440	174,829	120,333	179,902
Operational budget adjustments					
Transfer from reserve - operations	(33,331)	(20,000)	(20,000)	-	(51,072)
Transfer to reserve - operations	-	33,331	-	-	-
NET DEFICIT ECONOMIC DEVELOPMENT	164,329	145,771	154,829	120,333	128,830

Variance Highlights

- Decrease in grants and contributions is due to Labour Market Partnership (LMP) grant almost being concluded. 2021 also included some upfront revenues (expenditures expected) for the Alberta Settlement and Integration Program (ASIP) grant. Billboard program is also coming to a close.
- Wages and Benefits increased due to the joint project with the Chamber, which includes a new position that will be shared with the Chamber. This position is largely funded by Community Futures, with remaining costs being shared between the Chamber and the Town. The ASIP grant also includes funding for 2 additional positions for that program on a two-year contract basis. This is the first full year for these 3 new positions.
- Materials, supplies, and operating expenses decreased by 40K due to LMP project being nearly complete and the majority of the ASIP grant expenditures now being wages where prior year included other one-time expenses like computers for new staff and funds for the Library including computers, mobile wifi hubs, other language books. These decreases in grant funded expenditures is partially offset by carryforward of some incomplete 2021 projects into 2022.
- \$33,000 transfer from reserves is carryforward of 2021 unspent funds into 2022 to cover incomplete projects noted above.

LAND PLANNING & DEVELOPMENT

The Development Officer provides development services to the municipality and works with the Municipal Subdivision and Development Authority. The planning advice and services are contracted through membership in the Oldman River Regional Services Commission. Building code, gas and plumbing and electrical inspections are currently being provided through a contract with Superior Safety Codes.

LAND PLANNING AND DEVELOPMENT	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Permits	(79,000)	(91,523)	(69,000)	(71,850)	(51,776)
Planning and development fees	(3,100)	(3,622)	(3,100)	(3,244)	(4,290)
Planning and development revenue	(82,100)	(95,145)	(72,100)	(75,094)	(56,066)
Wages and benefits	90,753	88,298	86,396	84,057	85,644
Planning and GIS services	60,676	58,742	58,742	54,380	52,604
Legal and professional services	41,625	66,503	54,425	50,701	44,938
Materials, supplies and operating expenses	1,500	-	7,000	3,791	7,305
Planning and development expenses	194,554	213,543	206,563	192,929	190,490
NET DEFICIT PLANNING & DEVELOPMENT	112,454	118,398	134,463	117,835	134,424

Variance Highlights

- Permits and fees were increased from 2021 budget to reflect numbers closer to 2021 actuals while still being conservative.
- Planning and GIS services increased slightly due to switch from using ORRSC for GIS services to using MuniSight resulted in a few months over overlap due to notice period with ORRSC. 2023 should see a drop.
- Legal and professional services decreased as prior year included additional funds for new orthophotos, along with some decreases in contingency funds included in the budget.
- Materials, supplies and operating expenses were reduced significantly as much of this budget is to cover unplanned circumstances (contingency funds). Due to a change in process, much of the contingency funds included in different departments was removed and a single general contingency fund has been set up instead. This helps keep the budget leaner, as it is unlikely that all departments will utilize contingent funds every year.

GENERAL RECREATION

The general recreation budget deals with general recreational programming, such as the Southern Alberta Summer Games as well as overarching expenditures such as wages and benefits for the recreation manager. It also includes costs related to the Claresholm Golf Course.

GENERAL RECREATION	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Local government grants	(74,300)	(74,300)	(74,300)	(50,000)	(50,000)
Summer Games	-	-	-	(58)	(13,254)
General recreation revenue	(74,300)	(74,300)	(74,300)	(50,058)	(63,254)
Golf course management	50,300	50,300	50,300	56,100	55,000
Debenture interest	-	1,751	1,859	4,199	6,572
Wages and benefits	74,822	75,104	73,154	71,742	69,133
Programming expenses	5,500	2,609	4,000	2,455	11,136
General recreation expenses	130,622	129,763	129,313	134,496	141,841
	56,322	55,463	55,013	84,439	78,587
Operational budget adjustments					
Transfer from reserve - operations	-	(62,173)	(60,000)	(50,000)	(50,000)
Transfer to reserve - capital	24,600	-	24,600	-	-
NET DEFICIT GENERAL RECREATION	80,922	(6,709)	19,613	34,439	28,587

Variance Highlights

- Debenture interest has reduced to NIL as debt was repaid/closed in 2021.
- Programming expenses increased \$1.5K based on expectation of summer games resuming in 2022.
- No transfer from reserves this year due to debt being fully repaid. \$50K of the prior year reserve funds transfer was for debt payment. The other \$10K was to try and offset some of the losses seen in recreation revenues due to the COVID pandemic.

PARKS

The parks budget includes maintenance of the Town’s parks as well as the fees and costs related to the Town’s campground.

PARKS	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Campground fees	(80,000)	(101,886)	(80,000)	(92,367)	(66,067)
Parks grants and other funding	(2,500)	(4,493)	(2,500)	(275)	(6,177)
Parks revenue	(82,500)	(106,379)	(82,500)	(92,642)	(72,244)
Wages and benefits	113,161	150,973	110,088	115,120	116,823
Materials, supplies and operating expenses	66,000	58,827	51,500	56,080	53,408
Amortization	157,948	167,479	180,101	180,101	186,499
Parks expenses	337,109	377,280	341,689	351,300	356,730
	254,609	270,901	259,189	258,659	284,486
Operational budget adjustments					
Addback amortization	(157,948)	(167,479)	(180,101)	(180,101)	(186,499)
Services to other departments	20,000	22,463	18,500	18,434	15,150
Transfer to reserve - capital	-	-	-	-	-
NET DEFICIT PARKS	116,661	125,884	97,588	96,991	113,138

Variance Highlights

- Materials, supplies and operating expenses increased \$15K for the new Campground Attendant contract (\$7K) and increase in utilities and other supplies.

ARENA

The Arena operates an ice area during the winter and is also used for lacrosse and other rentals during the summer. The main users of the Arena are the Claresholm Minor Hockey Association and the Figure Skating Club.

ARENA	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Minor hockey	(28,000)	(14,943)	(20,000)	(21,038)	(27,931)
Figure skating	(6,500)	(3,979)	(6,000)	(6,568)	(7,120)
Other rentals	(20,250)	(15,010)	(18,030)	(11,847)	(31,166)
Advertising	(7,000)	(10,492)	(7,700)	(276)	(7,960)
Arena revenue	(61,750)	(44,424)	(51,730)	(39,728)	(74,177)
Wages and benefits	120,664	78,175	117,086	98,574	102,395
Materials, supplies and operating expenses	81,100	77,366	80,750	91,305	91,001
Amortization	84,060	72,338	54,854	55,936	55,635
Arena expenses	285,824	227,880	252,690	245,815	249,031
	224,074	183,456	200,960	206,087	174,853
Operational budget adjustments					
Addback amortization	(84,060)	(72,338)	(54,854)	(55,936)	(55,635)
Services to other departments	9,400	8,346	9,400	9,309	5,979
Transfer to reserve - capital	7,000	20,492	17,700	4,884	7,960
NET DEFICIT ARENA	156,414	139,955	173,206	164,344	133,158

Variance Highlights

- Revenues were increased due to presumption of Arena being able to operate normally again, with hockey and other ice activity practices and games/events resuming. Budgets in general are still below actuals seen in 2019 and prior as participation and activities, post COVID, are still lower than pre COVID.
- Decrease in transfer to reserves is due to new compressor being included in capital budget this year. This transfer is traditionally to pay for the compressor rebuild every other year. With a new purchase this bi-annual rebuild will be skipped.

AQUATIC CENTRE

The Aquatic Centre is owned by Alberta Health Services and shares the facility with the Town for the Town residents use and benefit. The Town operates the facility covering lifeguards wages and benefits, programming expenses, and telecommunications.

AQUATIC CENTRE	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Lessons	(45,000)	(34,316)	(40,000)	(29,952)	(59,142)
Gate admission	(25,000)	(12,882)	(25,000)	(17,189)	(35,462)
Rentals	(15,000)	(9,824)	(18,000)	(6,895)	(18,630)
Other funding	(5,000)	(2,917)	(5,000)	(14,184)	(8,122)
Aquatic Centre revenue	(90,000)	(59,939)	(88,000)	(68,220)	(121,356)
Wages and benefits	196,312	167,521	218,220	187,275	232,170
Materials, supplies and operating expenses	32,900	25,192	33,000	34,802	35,813
Amortization	15,250	15,700	16,343	16,343	17,262
Aquatic Centre expenses	244,462	208,413	267,563	238,420	285,245
	154,462	148,475	179,563	170,200	163,889
Operational budget adjustments					
Addback amortization	(15,250)	(15,700)	(16,343)	(16,343)	(17,262)
NET DEFICIT AQUATIC CENTRE	139,212	132,774	163,220	153,857	146,628

Variance Highlights

- Increase in lessons revenue as we hope to get closer to back to normal capacity and use. Still well below revenues we saw in 2019.
- Rentals decreased further from last year based on actuals. Hoping we see some significant increases with restrictions decreasing and lifting.
- Wages and benefits decreased based on actuals seen in 2020 and 2021 as programming and attendance is still below normal, part-time staffing needs are also reduced.

MUSEUM

The Museum Board oversees the operation of the Museum in cooperation with the Museum Executive Director and administrative staff and provides recommendations to Council on the budget. The Museum budget includes the operations of two buildings, the Historic CPR Train Station and Museum Exhibit Hall. The Visitor Information Centre operates out of the Historic CPR Train Station. Both are open to the public from May to early October, plus some off season special events.

MUSEUM	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Sales	(1,000)	(535)	(1,500)	(110)	(1,180)
Donations	(4,000)	(3,609)	(4,000)	(240)	(2,013)
Grants	(5,000)	(6,722)	(4,000)	(9,112)	(4,577)
Museum revenue	(10,000)	(10,867)	(9,500)	(9,462)	(7,770)
Wages and benefits	93,614	88,006	86,150	54,406	80,873
Materials, supplies and operating expenses	30,250	42,681	39,700	20,083	30,872
Professional development	2,000	1,605	2,000	375	1,572
Amortization	25,323	24,552	23,781	23,781	23,781
Museum expenses	151,187	156,844	151,631	98,646	137,099
	141,187	145,977	142,131	89,184	129,329
Operational budget adjustments					
Addback amortization	(25,323)	(24,552)	(23,781)	(23,781)	(23,781)
Services to other departments	3,700	3,727	3,400	3,350	2,630
Transfer from reserve - operations	-	-	(21,300)	-	(27,275)
NET DEFICIT MUSEUM	119,564	125,152	100,450	68,753	80,903

Variance Highlights

- Decreases in materials, supplies, and operating expenses of \$8K due to 2021 being high with unused 2020 funds being carried into 2021 to complete some larger projects that were deferred or incomplete. No comparable projects in 2022.

LIBRARY

The local Library Board oversees the activities and budget requests. The Municipality is a member of the Chinook Arch Regional Library system which is a network of independent, cooperating libraries in the southwestern corner of Alberta. Chinook Arch provides training, consulting, IT support and centralized purchasing, cataloguing, processing, and delivery services.

LIBRARY	Budget 2022	Actual 2021	Budget 2021	Actual 2020	Actual 2019
Municipal grant and donations	196,000	160,000	160,000	190,000	185,275
Chinook Arch membership	29,744	29,333	29,333	30,883	30,278
Amortization	26,671	26,182	25,693	25,693	25,693
	252,415	215,515	215,026	246,576	241,246
Operational budget adjustments					
Addback amortization	(26,671)	(26,182)	(25,693)	(25,693)	(25,693)
Services to other departments	-	1,166	3,500	3,449	2,234
NET DEFICIT LIBRARY	225,744	190,499	192,833	224,332	217,786

Variance Highlights

- Grant for 2022 was increased over 2021 amounts to \$171K, which is still a reduction from 2020 and prior. In addition to the municipal grant there was also a local unanimous donor who has committed to a long-term \$25K recurring annual donation. This is included in the Town’s budget as the donation has been given to the Town for the benefit of the Library. This revenue is included in General Municipal Revenue on Pg. 9. This donation is for library programming and equipment.
- Services to other departments was eliminated as the Library is now paying Town utility costs directly.

DEPARTMENT
CAPITAL
BUDGETS

Funding Sources for Capital Projects

Provincial and Federal grants are available each year to assist the municipality to fund major infrastructure projects. The Council has additional options to consider such as reserves, tax or utility funding. The following is a brief explanation of capital project funding source options.

Canada Community Building Funding Fund (CCBF)

Previously known as the Federal Gas Tax Fund (FGTF) - each year **CCBF** assists municipalities by providing funding for local infrastructure projects. Funding is provided from the Federal Government to the Province, who in turn flows this funding to municipalities. This program has been legislated as a permanent source of Federal infrastructure funding for municipalities. The program is broad-based and allows municipalities to use the funding toward a wide range of projects to meet local priorities.

Municipal Sustainability Initiative (MSI)

Municipalities in Alberta are eligible for funding under the **MSI** program based on the terms set out in long-term funding agreements with the Province. Municipalities determine projects and activities to be funded based on local priorities within the general criteria set out in the program guidelines and are encouraged to take a long-term approach to planning for capital projects.

Alberta Municipal Water/Wastewater Partnership (AMWWP)

The **AMWWP** is a competitive grant program that provides cost-shared funding to eligible municipalities to assist in the construction of municipal water supply and treatment and wastewater treatment and disposal facilities. Funding is provided for the construction of high-priority water supply and treatment and wastewater treatment and disposal facilities. Water distribution and/or sewage collection systems are not eligible for assistance.

Alberta Historic Resources Foundation Grant (AHRF)

Historic Resource Foundation grants provide project funding for conservation of Alberta's historic places and can include restoration, architectural and/or engineering services, studies reports or plans associated with the conservation of the historic place. Matching grants are awarded up to 50% of eligible costs. Conservation includes actions or processes that safeguard character-defining elements of a historic place to retain the heritage value and extend physical life. This may involve one or more conservation treatments—preservation, rehabilitation or restoration. The maximum matching grants per application **per year** are as follows: Provincial Historic Resources – \$100,000; Municipal Historic Resources – \$50,000; Local (non-designated) Historic Resources – one-time grant of \$5,000.

Community Facility Enhancement Program (CFEP)

The **CFEP** is a competitive grant program that provides financial assistance to acquire, build, purchase, repair, renovate, upgrade or expand sports, recreational, cultural or other related public-use community facilities. The aim of the program is to reinvest revenues generated from provincial lotteries into communities, empower local citizens and community organizations to work together and to respond to local needs.

Municipalities are not eligible for this funding and therefore must partner with a local organization to access these grants.

Reserves/Restricted Surplus

As a means of solid financial planning, Council has created a number of special reserve funds to address both future operational and especially, capital resource needs. These funds address new acquisition and replacement, but have general restrictions on use. Through the budget process, the Town will designate funds that have been internally restricted to finance those projects for which the funds have been ear-marked.

Utility Funded

Revenue generated through utility rates is intended to fully fund operational costs including amortization. As the utilities become closer to full-cost recovery, amounts generated to fund amortization can be used to fund capital projects. If there is no required capital replacement for a utility in any given year, the amortization amount may be reserved for future capital projects.

The following table summarizes the anticipated funding sources for the capital projects for the upcoming year.

FUNDING SOURCES FOR THE YEAR	
Municipal Sustainability Grant (MSI)	832,150.00
Community Facility Enhancement Program (CFEP)	77,334.00
Canada Community Revitalization Fund (CCRF)	377,250.00
Canada Community Building Fund (CCBF)	<u>405,000.00</u>
<i>Total Government Transfers for Capital</i>	1,691,734.00
Transfers from reserves	522,600.00
Proceeds on sale or trade-in of vehicles and equipment	40,000.00
Tax funded	5,000.00
TOTAL FUNDING	<u><u>2,259,334.00</u></u>

Capital Summary Budget

ENGINEERING STRUCTURES PROJECTS	Funding	Expenditure
Hwy #2 Sewer Main Repairs - 50th to 53rd Ave		94,000
<i>Funding: Capital Water and Sewer Reserve</i>	94,000	
Westrose Dr. - Water and Road Rehab		670,000
<i>Funding: MSI Grant</i>	541,400	
<i>Funding: Capital Water and Sewer Reserve</i>	128,600	
2nd St. W Rehabilitation from 49th to 51st Ave Phase 2 - Road/Sidewalk rehabilitation		625,000
<i>Funding: CCBF Grant</i>	375,000	
<i>Funding: Capital Water and Sewer Reserve</i>	250,000	
ENGINEERING STRUCTURES TOTAL		1,389,000
MACHINERY & EQUIPMENT PURCHASES		
Arena Compressors Rebuild		30,000
<i>Funding: CCBF Grant</i>	30,000	
Bobcat Replacement		45,000
<i>Funding: Trade-in</i>	40,000	
<i>Funding: Tax funded</i>	5,000	
MACHINERY & EQUIPMENT TOTAL		75,000
LAND IMPROVEMENT PROJECTS		
Amundsen Park Redevelopment - Phase 2 Pavilian		503,000
<i>Funding: Canada Community Revitalization Fund</i>	377,250	
<i>Funding: MSI Grant</i>	125,750	
Amundsen Park Playground Replacement		127,334
<i>Funding: Community Facility Enhancement Program (CFEP)</i>	77,334	
<i>Funding: Playground Capital Reserve</i>	50,000	
LAND IMPROVEMENT TOTAL		630,334
VEHICLE PURCHASES & PROJECTS		
Fleet Replacements - Sanding Truck - Chasis & Blade		165,000
<i>Funding: MSI Grant</i>	165,000	
VEHICLE TOTAL		165,000

ENGINEERED STRUCTURES

2022 Capital Project	
Project Name	2nd Street W Rehabilitation from 49th to 51st – Phase 2
Anticipated Start	2022
Project Description	Road, Curb & Gutter, and Sidewalk Restoration
Project Cost	\$625,000.
Funding Sources	CCBF Grant & Water & Sewer Capital Reserves
Rationale for need	In 2021 water system was upgraded to eliminate 4” AC pipe and replace cast iron fittings and valves that do not work. Replacement of old sanitary sewer system as well before repaving. Road is currently just gravel with sections of sidewalk and curb & gutter torn up. Needs restoration in this high traffic area.
Impact on future	No future impact.
Implications of deferring this project	Higher risk of trips and falls on torn up sidewalks, potholes/rough road with only gravel, drainage issues, etc.

2022 Capital Project	
Project Name	Hwy #2 Sewer Repairs – 50th to 53rd Ave
Anticipate Start	2022
Project Description	Repair a few portions of the sewer main on the highway, including upsizing one small section that is still old 6” main.
Project Cost	\$94,000
Funding Sources	Water & Sewer Capital Reserve
Rationale for need	This is an older precast clay pipe that is starting to fail. The alignment of the pipe is still good making it a prime candidate for a sewer lining, which will increase the life of the pipe.
Impact on future operating costs	No immediate impact is expected on operations
Implications of deferring this project	Continued issues with backup due to damaged sections of pipe.

2022 Capital Project	
Project Name	Westrose Dr – Water and Road Rehab
Anticipate Start	2022
Project Description	Water services repair and main replacement (6” to 8”) 260m + new sidewalk and pavement. Sewer has been inspected and is good.
Project Cost	\$670,000
Funding Sources	Debenture and both CCBF and MSI Grants
Rationale for need	Water service saddles are failing and require replacement. Poor quality connection saddles were discovered rusted off and leaking. 6 have been done as emergency repairs and this has caused the failure of some the road and sidewalk in the repaired areas.
Impact on future operating costs	An emergency repair is 4 times the cost, compared to scheduled repairs. There are 21 more services on that line to be replaced.
Implications of deferring this project	The continued complaints regarding road and sidewalk conditions. More service disruptions as the leaks surface and require repair.

MACHINERY & EQUIPMENT

2022 Capital Purchase	
Project Name	Arena Compressors Rebuild
Anticipated Start	2022
Project Description	Due to lack of supply the main arena compressor is not being replaced as planned, and will be rebuilt one more time before replacement. Due to Arena being shut down for significant portions of the 2019-2020 and 2020-2021 ice seasons, the rebuild of the small compressor was delayed, so both compressors will be rebuilt in the summer of 2022.
Project Cost	\$30,000
Funding Sources	CCBF Grant
Rationale for need	Compressor can only be rebuilt so many times before replacement is required. This is the main (larger) compressor for the ice factory at the ice arena.
Impact on future operating costs	None realized, however the replacement parts for the old units are becoming harder to acquire.
Implications of deferring this project	Possible disruption in operations of the Arena.

2022 Capital Purchase	
Project Name	Bobcat replacement program
Anticipated Start	Yearly
Project Cost	\$45,000 (Net \$5,000 after trade-in of old unit).
Funding Sources	Trade in of old Bobcat, with Tax Funding for difference.
Rationale for need	The program involves rotating old machine for a new machine yearly. The equipment is only covered by one-year warranty and with some service of the machine included, we are keeping our costs for operations at the lowest possible for the Town.
Impact on future operating costs	This purchase procedure eliminates the chance of major repairs as we always have new warranty coverage
Implications of deferring this project	The value of our Bobcat will drop yearly and the cost for maintenance will also increase as this machine is used for 250+ hours per year. No warranty coverage unless we purchase extended warranty at almost \$2500.00 dollars per year.

LAND IMPROVEMENTS

2022 Capital Project	
Project Name	Amundsen Park Upgrades – Pavilion
Anticipated Start	2022
Project Description	Redevelop/Redesign Amundsen Park – Design & construction of a pavilion
Project Cost	\$503,000.00
Funding Sources	Canada Community Revitalization Fund and MSI grants
Rationale for need	This park is old and dilapidated and doesn't lend itself well to different activities in the park, such as markets, events, or performances.
Impact on future operating costs	No impact on future operating costs expected.
Implications of deferring this project	No significant implications of deferring the project other than deferring the benefits of an updated park. Project will not proceed if we are unsuccessful in our application for the Canada Community Revitalization Fund grant.

2022 Capital Project	
Project Name	Amundsen Park Upgrades – Playground Structure
Anticipated Start	2022
Project Description	Redevelop/Redesign Amundsen Park – replace and expand the playground structures
Project Cost	\$127,334
Funding Sources	CFEP grant and Playground Rehabilitation Reserves
Rationale for need	This playground is old and scheduled for replacement. The new playground structure is also designed for a wider age range of kids.
Impact on future operating costs	No impact on future operating costs expected.
Implications of deferring this project	No significant implications of deferring the project other than deferring the benefits of an updated park.

VEHICLES

2022 Capital Project	
Project Name	Sanding Truck Replacement – Chasis & Blade
Anticipated Date	2022
Project Description	Replace old Sanding Trunk. Will utilize same sand hopper from the current truck.
Project Cost	165,000
Funding Sources	MSI Grant
Rationale for need	The used 1996 Ford 5 ton has outlived its productive years. We are now operating an unreliable unit that is in the shop when needed.
Impact on future operating costs	Repairs are only a portion of the cost when this unit is not operating as we have to utilize the 2 smaller units to accomplish the same work.
Implications of deferring this project	Complaints of slow response, as there is 40+ Km's to service every snowfall.