



Claresholm

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Town of Claresholm

Budget Document

2017

Approved by Council May 8, 2017

Rob Steel
Mayor

Marian Carlson
Chief Administrative Officer

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 Mill 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 amount to be raised is divided by the total assessed value of all the property in the municipality and multiplied by 1,000 to decide the tax rate also known as the “mill rate.”

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 2013.

	2013	2014	2015	2016
Municipal Residential	6.15	6.5215	6.3300	6.5130
Municipal Non Residential	11.9	12.1000	11.8958	12.0279
Municipal Vacant Residential & Farmland	9.0	10.5000	10.5000	11.3956
Municipal Seniors Self Contained Housing	6.15	6.5215	0	0
Porcupine Hills Lodge – Residential	0.266	0.2715	0.2639	0.2767
Porcupine Hills Lodge – Non Residential	0.266	0.2715	0.2639	0.2767
Porcupine Hills Lodge – Vacant Residential & Farmland	0.266	0.2715	0.2639	0.2767
Porcupine Hills Lodge – Senior Self Contained Housing	0.266	0.2715	0	0
Education ASFF - Residential	2.6831	2.6463	2.4592	2.5485
Education ASFF - Non Residential	3.8217	3.6290	3.6269	3.5621
Education ASFF - Vacant Residential & Farmland	2.6831	2.6463	2.4592	2.5485

Town of Claresholm Budget Comparative Statement of Operations

	2017 Budget	2016 Budget
Revenue		
Net municipal taxes	\$ 3,113,876	\$ 3,114,221
User fees and sales of goods	2,060,870	2,005,450
Government transfers for operating	396,595	221,776
Investment income	58,000	45,744
Penalties and costs of taxes	121,100	89,500
Licenses and permits	41,400	37,800
Franchise and concession contracts	202,538	153,748
Rental	112,150	119,001
Other	285,375	258,111
Family and community support services	240,605	240,041
Total Revenue	6,632,509	6,285,392
Expenses (includes amortization)		
Legislative	113,500	112,000
Administration	1,220,098	1,096,936
Fire	301,612	117,553
Bylaw enforcement	131,778	135,892
Common and equipment pool	511,064	537,123
Roads, streets, walks and lighting	843,242	902,482
Airport	18,379	18,291
Storm sewers and drainage	63,545	72,356
Water supply and distribution	2,026,296	2,096,439
Wastewater treatment and disposal	558,131	649,303
Solid waste management	621,765	564,271
Family and community support services	240,605	240,041
Day care	38,202	64,511
Cemeteries and crematoriums	54,180	51,952
Other public health and welfare	27,000	34,500
Weed & pest control	45,204	43,597
Economic development	174,350	50,000
Subdivision land and development	189,503	262,503
Parks and recreation	904,162	877,916
Culture - libraries, museums and halls	408,844	367,799
Total Expenses	8,491,460	8,295,464
Deficiency of revenue over expenses before other	(1,858,951)	(2,010,072)

Other

Government transfers for capital	5,324,112	4,199,051
Surplus (deficiency)	3,465,161	2,188,979

Adjustments for Non-Cash items

Amortization expenses	2,166,952	2,385,830
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Adjustments for cash items that are not revenues & expenses (but are sources or uses of funds)

Capital expenditures (excluding tax-funded)	(5,448,345)	(4,745,399)
Debt proceeds		360,000
Debt principal repayment - Prior year's debt	(277,246)	(265,692)
8th Ave NW Promissory Note	(100,000)	(100,000)
Debt principal repayment - New debt		(13,366)
Club contributions		30,000
Transfer from sundry trust		20,852
Transfer from reserves	193,478	138,796
Budget balance	(0)	0

Schedule 1

Taxation

Property taxes: Vacant residential & farmland	\$ 77,779	\$ 83,972
Property taxes: Non-residential	986,748	960,230
Property taxes: Linear property	108,569	114,299
Property taxes: Residential	1,992,808	1,947,582
Education property tax: Residential & farmland	833,474	832,287
Education property tax: Non-Residential	254,270	254,625
Federal grants in lieu of taxes	6,780	6,939
Provincial grants in lieu of taxes	36,272	41,903
Local improvement taxes	11,571	70,813
	4,308,271	4,312,649
Less: Requisitions		
Alberta school foundation fund	1,087,744	1,086,911
Porcupine Hills Lodge	106,651	111,517
	3,113,876	3,114,221

DEPARTMENT
OPERATING
BUDGETS

4 Year Summary By Function

Excluding Amortization and Capital

OPERATING BUDGET DEFICIT (SURPLUS)	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
Council	113,500	85,936	112,000	104,377	98,908
Tax & Requisitions	(3,693,924)	(3,554,817)	(3,598,438)	(3,488,340)	(3,497,213)
General Administration	1,210,389	1,079,391	1,092,558	951,100	862,168
Fire Department	120,905	74,415	85,049	136,666	146,655
Bylaw Enforcement	37,032	81,838	76,288	83,280	45,424
Equipment Pool	430,120	542,557	458,187	422,238	455,008
Roads & Streets	514,590	356,735	482,018	427,853	518,002
Airport	8,219	4,093	3,131	7,349	(4,230)
Water Services	(77,306)	(268,635)	(130,829)	(325,683)	119,842
Storm Sewer	22,352	37,296	22,701	16,337	102,745
Sewer Services	(116,862)	(148,266)	(62,334)	(141,459)	(133,557)
Garbage Collection	(314)	(35,844)	(41,590)	(27,265)	(58,705)
Recycling	(20,703)	(30,224)	(11,167)	(11,944)	(13,392)
Family & Community Support Services (FCSS)	(0)	(7,880)	-	(4,344)	(12,224)
Daycare	38,202	64,511	64,511	62,151	69,126
Cemetery	36,180	1,881	33,952	10,966	3,442
Other Public Health & Welfare	-	(2,366)	-	(1)	12,907
Weeds & Pests	17,871	19,743	16,264	12,387	5,597
Economic Development	121,850	115,824	50,000	-	-
Planning & Development	144,103	81,311	220,703	120,011	222,300
General Recreation	76,350	65,907	70,088	40,557	17,679
Parks	103,943	82,724	86,099	70,204	45,306
Arena	100,363	157,242	110,564	95,872	106,903
Aquatic Centre	164,062	156,149	160,533	174,507	193,636
Museum	63,458	69,422	50,724	55,127	73,517
Library	208,376	197,459	197,535	191,755	186,168
NET DEFICIT (SURPLUS) AFTER OPERATIONS	(377,246)	(773,597)	(451,453)	(1,016,298)	(433,986)

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. Members of Council sit on various internal and external boards and committees and are compensated according to Bylaw #1589. The following table outlines the Council remuneration fees for 2017.

	2017 Remuneration Fees
Mayor – Annual	\$8,000/year
Councillors– Annual	\$5,600/year
Council Meetings	\$140/meeting attended
Per Diem Half Day or Evening (4 - 6 hours)	\$115/meeting
Per Diem Full Day (6 hours or more)	\$230/meeting
Per Diem Less Than 4 Hours	\$23/hour
Mileage	As per CRA rates
Meals and accommodation at cost	Upon submission of valid receipts

Council/Legislative Summary Operating Budget

COUNCIL	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
WAGES, MEETINGS AND PER DIEMS	93,000.00	76,336.30	91,500.00	86,495.93	90,033.13
TRAVEL & CONVENTIONS	12,000.00	8,631.69	13,500.00	15,533.31	8,875.20
EDUCATION	8,500.00	968.38	7,000.00	2,348.16	-
NET DEFICIT (SURPLUS) COUNCIL	113,500.00	85,936.37	112,000.00	104,377.40	98,908.33

Variance Highlights

- With 2017 being an election year, additional money has been budgeted for Council member training.

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 equal to the taxes that would have been paid if the property was not exempt from taxation. 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 the ATCO Gas Franchise Agreement in the amount of \$103,972 and the Fortis Franchise Agreement in the amount of \$98,566.

Gen Revenue and Requisition Summary Operating Budget

MUNICIPAL GENERAL REVENUE & REQUISITIONS					
	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
TAXES	(3,164,948)	(3,110,861)	(3,106,083)	(4,130,358)	(4,272,863)
EDUCATION TAXES	(1,087,744)	(1,092,088)	(1,086,911)	-	-
FEDERAL GRANTS IN LIEU	(6,774)	(6,694)	(6,939)	(6,835)	-
PROVINCIAL GRANTS IN LIEU	(36,234)	(34,864)	(41,903)	(41,278)	-
REVENUE TAXES AND GRANTS IN LIEU	(4,295,700)	(4,244,507)	(4,241,836)	(4,178,471)	(4,272,863)
REVENUE GENERAL MUNICIPAL	(522,374)	(513,914)	(479,335)	(504,606)	(462,038)
TRANSFER FROM RESERVES	(69,245)	-	(75,695)	-	-
REVENUE GENERAL ADMINISTRATION	(591,619)	(513,914)	(555,030)	(504,606)	(462,038)
HOME FOR AGED-POR. HILLS LODGE	106,651	111,517	111,517	107,826	109,350
SCHOOL FOUNDATION PROGRAM - RES & FARMLAND	833,474	847,182	832,287	832,286	1,128,338
SCHOOL FOUNDATION PROGRAM - NON RES	254,270	244,907	254,625	254,625	-
EXPENSE REQUISITIONS	1,194,395	1,203,605	1,198,428	1,194,737	1,237,688
NET DEFICIT (SURPLUS) TAX & REQUISITIONS	(3,692,924)	(3,554,817)	(3,598,438)	(3,488,340)	(3,497,213)

Variance Highlights

- Note: taxes are currently projected based on latest assessment numbers and 2016 mill rates.
- Provincial Grants in lieu has been reduced due to Province not paying on Schools or Lodge facilities.
- The Fortis Franchise agreement increased by \$48,790.
- School requisitions shown are estimates based on 2016 actuals.
- Transfer from reserves includes \$27,000 for Physician Recruitment, \$42,000 for Economic Development and \$245 for Ball Diamond shale.

ADMINISTRATION

The Administration budget includes finance, taxation, reception, utilities, communication, human resources and general administrative costs.

Administration Summary Operating Budget

ADMINISTRATION	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
WAGES & BENEFITS	573,272	515,411	541,268	432,760	355,850
CONSULTANT FEES	25,000	42,060	26,800	22,837	45,056
MATERIALS, SUPPLIES & OPERATING COSTS	326,344	271,072	295,700	285,444	257,178
ASSESSOR	56,154	53,961	53,740	51,711	49,552
AUDITOR	23,850	19,350	22,050	29,235	20,100
LEGAL	10,000	6,232	10,000	9,743	15,744
MUNICIPAL GRANTS	126,159	71,170	72,000	41,605	39,098
CELEBRATIONS	20,000	20,109	20,000	17,714	17,652
ECONOMIC DEVELOPMENT	-	-	-	14,285	23,663
TAX LEVY CANCELLATIONS & DISCOUNTS	6,000	5,769	6,000	5,394	6,793
PUBLIC RELATIONS	5,000	7,713	7,000	5,028	3,248
STAFF DEVELOPMENT & TRAINING	12,000	17,280	13,000	11,918	4,569
IT CONTRACTED SERVICES	20,610	19,635	19,000	18,710	17,700
TAXI SUBSIDY	6,000	3,970	6,000	4,714	5,964
TRANSFER TO RESERVE - CAPITAL	-	25,659	-	-	-
NET DEFICIT (SURPLUS) ADMINISTRATION	1,210,389	1,079,391	1,092,558	951,100	862,168

Variance Highlights

- Wages & Benefits covered by CUPE contract increased 2.5%. This is reflected in each department's budget.
- Being an election year, \$7,500 has been added for election expenses.
- \$23,894 has been added in 2017 to pay the MD of Willow Creek for fees related to land recently annexed.

- Increased insurance budget by \$11,350 as a result of insurance costs increasing.
- Assessor fee increased by \$1.00 per property effective August 1st.
- Municipal Grants for 2017 include \$27,600 for CAREs that was previously included with Bylaw Enforcement and \$26,309 for FCSS that was previously included with Daycare.

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 Summary Operating Budget

FIRE DEPARTMENT	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
PROVINCIAL GRANTS	(150,000)	-	-	-	-
MD CONTRIBUTION	(10,000)	(6,883)	(10,000)	(6,803)	(9,062)
NON GOV'T CONTRIBUTION	(6,000)	(10,500)	(6,000)	(3,800)	(20,800)
REVENUE FIRE DEPARTMENT	(166,000)	(17,383)	(16,000)	(10,603)	(29,862)
WAGES & BENEFITS	50,585	45,765	42,129	104,036	140,485
EQUIPMENT, FUEL, ETC	45,300	7,073	22,150	10,431	9,224
TRAINING	25,020	23,865	18,770	19,040	7,988
MATERIALS, SUPPLIES & OPERATING COSTS	16,000	15,096	18,000	13,762	18,819
REGIONAL FIRE STUDY COSTS	150,000	-	-	-	-
EXPENSES FIRE DEPARTMENT	286,905	91,798	101,049	147,269	176,517
NET DEFICIT (SURPLUS) FIRE DEPARTMENT	120,905	74,415	85,049	136,666	146,655

Variance Highlights

- \$150,000 has been budgeted for a regional fire study. We have applied for a grant of \$150,000 from Alberta Community Partnerships to fund this project.
- Wages and benefits were increased with a 2.5% negotiated settlement as well as to reflect the 3 year average increase cost for fire calls. This includes voluntary Chief.
- Equipment budget is up \$23,150 from 2016 to cover the cost of 4 new air-packs & tanks and a replacement hose for the fire truck.
- Training cost increase includes the cost of sending 5 members to convention in 2017.

BYLAW ENFORCEMENT

The Bylaw Enforcement budget includes both bylaw and animal control activities. The Community Peace Officer 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 Summary Operating Budget

BYLAW ENFORCEMENT	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
PROVINCIAL FINES COLLECTED	(29,000)	(24,126)	(33,000)	(33,809)	(25,595)
LICENSES & FEES	(9,500)	(9,625)	(10,250)	(11,093)	(58,143)
MUNICIPAL FINES	(42,100)	(8,817)	(6,500)	(4,556)	(34,094)
WORKSHOP REVENUE	(6,300)	(800)	-	-	-
REVENUE BYLAW ENFORCEMENT	(86,900)	(43,368)	(49,750)	(49,458)	(117,831)
WAGES & BENEFITS	78,657	77,447	76,738	81,123	66,358
ANIMAL SERVICES	1,000	30,425	31,000	30,449	30,693
LEGAL	2,000	-	2,000	-	2,000
MATERIALS, SUPPLIES & OPERATING COSTS	37,275	15,608	13,300	19,957	64,204
TRAINING	3,000	1,726	3,000	1,208	-
TRANSFER TO RESERVE - CAPITAL	2,000	-	-	-	-
EXPENSES BYLAW ENFORCEMENT	123,932	125,206	126,038	132,738	163,255
NET DEFICIT (SURPLUS) BYLAW ENFORCEMENT	37,032	81,838	76,288	83,280	45,424

Variance Highlights

- Municipal fines budget has increased by \$35,600 to reflect an increase in traffic enforcement. This is partly offset by the \$495/week contract fee for a traffic enforcement officer.
- Budget for CAREs has been moved from Animal Services to Municipal Grants.
- A \$2,000 annual transfer to capital has been budgeted to establish a reserve for replacement of the enforcement vehicle.

• ROADS, STREETS, WALKS & LIGHTS

The Roads, Streets, Walks and Lights budget is focused mainly on Public Works activities. This department is responsible for road maintenance including plowing, sanding, street sweeping, curb repairs, infrastructure maintenance, etc. This budget also includes the cost for street lighting.

Roads, Streets, Walks & Lights Summary Operating Budget

EQUIPMENT POOL	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
SERVICES TO OTHER DEPARTMENTS & RENTALS	(72,000)	(70,850)	(72,000)	(71,453)	(70,300)
REVENUE EQUIPMENT POOL	(72,000)	(70,850)	(72,000)	(71,453)	(70,300)
WAGES & BENEFITS	175,720	314,810	191,487	199,531	178,111
MATERIALS, SUPPLIES & OPERATING COSTS	326,400	298,596	338,700	294,159	347,198
EXPENSES EQUIPMENT POOL	502,120	613,407	530,187	493,691	525,308
NET DEFICIT (SURPLUS) EQUIPMENT POOL	430,120	542,557	458,187	422,238	455,008

Variance Highlights

- Increased equipment insurance by \$5,200.
- We reviewed the potential impact of the carbon tax on total fuel costs and determined based on the three year average, no additional adjustment is required. This same review was also made for other departments and for heating costs for buildings and facilities but not separately noted.

ROADS, STREETS, WALKS & LIGHTS	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
LOCAL IMPROVEMENT CHARGES	(2,100)	(55,489)	(53,986)	(50,138)	(28,338)
REVENUE ROADS & STREETS	(2,100)	(55,489)	(53,986)	(50,138)	(28,338)
WAGES & BENEFITS	137,690	120,316	163,121	138,468	167,934
CONTRACTED SERVICES	75,000	66,099	75,000	75,592	72,013
ENGINEERING	2,000	1,038	2,000	1,044	930
STREET LIGHTS	170,000	149,507	170,000	164,791	162,387
MATERIALS, SUPPLIES & OPERATING COSTS	132,000	59,629	125,883	98,096	143,075
TRANSFER TO RESERVE - CAPITAL	-	15,636	-	-	-
EXPENSES ROADS & STREETS	516,690	412,225	536,004	477,991	546,340
NET DEFICIT (SURPLUS) ROADS & STREETS	514,590	356,735	482,018	427,853	518,002

Variance Highlights

- Materials costs increased by \$17,000 for the purchase of additional gravel for maintenance projects in 2017.

AIRPORT

The Town of Claresholm owns the municipal airport. The Director of Infrastructure Services oversees the operation of the airport and submits the annual budget for Council consideration.

Airport Summary Operating Budget

AIRPORT	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
FACILITY RENTAL	(6,000)	(9,010)	(10,000)	(13,000)	(13,000)
LOCAL GOVERNMENT GRANTS	-	-	(1,000)	-	(4,000)
REVENUE AIRPORT SERVICES	(6,000)	(9,010)	(11,000)	(13,000)	(17,000)
WAGES & BENEFITS	3,899	4,333	3,931	7,232	3,098
MATERIALS, SUPPLIES & OPERATING COSTS	10,320	8,770	10,200	13,117	9,673
EXPENSES AIRPORT SERVICES	14,219	13,103	14,131	20,349	12,770
NET DEFICIT (SURPLUS) AIRPORT	8,219	4,093	3,131	7,349	(4,230)

Variance Highlights

- Rental fees are down by \$4,000 as the facility needs work to improve usage.

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 & Distribution Summary Operating Budget

WATER SUPPLY & DISTRIBUTION					
	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
WATER SALES	(1,057,100)	(1,087,882)	(1,032,000)	(1,057,425)	(1,030,464)
OTHER REVENUE	-	(1,022)	-	(101,315)	-
REVENUE WATER SERVICES	(1,057,100)	(1,088,904)	(1,032,000)	(1,158,740)	(1,030,464)
WAGES & BENEFITS	348,319	265,520	285,223	248,112	267,828
TRAINING	2,500	-	2,500	2,262	872
MATERIALS, SUPPLIES & OPERATING COSTS	201,900	137,362	190,550	163,626	194,901
ENGINEERING & LEGAL	5,000	-	5,000	-	7,200
CHEMICAL	80,000	80,170	80,000	87,903	77,169
MAINTENANCE	106,800	96,083	96,500	84,192	110,157
DEBENTURE INTEREST	167,400	173,258	173,523	179,086	184,620
SERVICES FROM OTHER DEPARTMENTS	67,875	67,875	67,875	67,875	67,875
EXPENSES WATER SERVICES	979,794	820,269	901,171	833,057	910,623
NET DEFICIT (SURPLUS) WATER SERVICES	(77,306)	(268,635)	(130,829)	(325,683)	(119,842)

Variance Highlights

- \$25,100 increase in revenue based on average consumption increase.
- Increase in Wages & Benefits is mainly due to a realignment between departments.
- Maintenance costs of \$9,300 have been added for a review of the membrane system by the Pall Corporation. \$1,000 has been added for extra testing at Pine Coulee reservoir.
- Debenture interest is decreasing as the principal on the debenture is paid down.

WASTEWATER TREATMENT & DISPOSAL

The Wastewater Treatment & Disposal budget deals with all functions related to the collection, treatment and disposal of wastewater. This system functions in accordance with the standards set out by Alberta Environment. This budget also includes those costs related to storm-water collection.

Wastewater Treatment & Disposal Summary Operating Budget

WASTEWATER TREATMENT & DISPOSAL	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
LOCAL IMPROVEMENT CHARGES	(5,649)	-	(13,005)	-	-
OTHER REVENUE	(5,000)	-	(5,000)	(6,369)	-
REVENUE STORM SEWER & DRAINAGE	(10,649)	-	(18,005)	(6,369)	-
WAGES & BENEFITS	20,001	22,757	29,206	9,947	23,284
CONTRACTED SERVICES	5,000	9,329	5,000	2,905	-
MATERIALS, SUPPLIES & OPERATING COSTS	6,500	4,664	6,500	7,529	1,528
ENGINEERING	-	-	-	-	4,243
OVERLAND FLOODING	-	546	-	2,325	73,690
EXPENSES STORM SEWER & DRAINAGE	31,501	37,296	40,706	22,706	102,745
NET DEFICIT (SURPLUS) STORM SEWER	20,852	37,296	22,701	16,337	102,745

Variance Highlights

- Local improvement charges have been reduced based on the refund of 2016 assessment for certain properties.

SEWER SERVICES	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
LOCAL IMPROVEMENT CHARGES	(3,822)	-	(3,822)	-	-
SERVICE FEES	(290,000)	(303,588)	(290,000)	(294,455)	(286,262)
REVENUE SEWER SERVICES	(293,822)	(303,588)	(293,822)	(294,455)	(286,262)
WAGES & BENEFITS	76,455	52,145	95,072	69,985	64,018
CONTRACTED SERVICES	6,800	24,985	28,500	4,931	1,240
MATERIALS, SUPPLIES & OPERATING COSTS	37,500	19,216	48,000	16,020	22,472
DEBENTURE INTEREST	28,430	30,700	31,641	33,785	36,700
SERVICES FROM OTHER DEPARTMENTS	28,275	28,275	28,275	28,275	28,275
EXPENSES SEWER SERVICES	177,460	155,321	231,488	152,996	152,705
NET DEFICIT (SURPLUS) SEWER SERVICES	(116,362)	(148,266)	(62,334)	(141,459)	(133,557)

Variance Highlights

- There was no Local Improvement charge for Sewer in 2016.
- Reduction in contracted services includes \$17,500 for the sewer lagoon study completed in 2016, plus \$4,000 less for sewer line testing now that we have our own camera.

WASTE MANAGEMENT

The Solid Waste and Recycling 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.

Waste Management Summary Operating Budget

GARBAGE COLLECTION					
	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
GARBAGE SERVICE FEES	(413,670)	(414,603)	(408,500)	(415,922)	(412,219)
REVENUE GARBAGE COLLECTION	(413,670)	(414,603)	(408,500)	(415,922)	(412,219)
WAGES & BENEFITS	150,131	140,052	142,350	145,783	151,182
LANDFILL FEES	120,000	120,321	125,000	106,917	117,644
LANDFILL CONTRACT	40,000	39,835	39,835	28,486	27,133
LANDFILL CLOSURE	35,000	12,302	4,000	49,695	4,402
MATERIALS, SUPPLIES & OPERATING COSTS	22,500	20,524	10,000	12,052	7,429
SERVICES FROM OTHER DEPARTMENTS	45,725	45,725	45,725	45,725	45,725
EXPENSES GARBAGE COLLECTION	413,356	378,759	366,910	388,658	353,515
NET DEFICIT (SURPLUS) GARBAGE COLLECTION	(314)	(35,844)	(41,590)	(27,265)	(58,705)

Variance Highlights

- Increase in collection revenue based on 3 year average.
- Landfill closure costs of \$25,000 are for testing of old landfill setback along highway and \$4,433 for the Town's share of airport landfill testing.
- Supplies costs includes \$10,500 in fuel for the garbage truck that had been included in Equipment Pool costs in the 2016 budget.

RECYCLING	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
RECYCLING SERVICE FEES	(159,400)	(153,903)	(150,000)	(151,280)	(149,990)
COMMODITY REVENUE	(10,500)	(14,181)	(8,000)	(8,309)	(9,334)
REVENUE RECYCLING	(169,900)	(168,084)	(158,000)	(159,589)	(159,323)
WAGES & BENEFITS	132,197	123,062	130,433	132,814	130,899
SHIPPING COSTS	6,000	4,140	7,000	5,490	6,120
MATERIALS, SUPPLIES & OPERATING COSTS	11,000	10,658	9,400	9,341	8,913
EXPENSES RECYCLING	149,197	137,860	146,833	147,645	145,932
NET DEFICIT (SURPLUS) RECYCLING	(20,703)	(30,224)	(11,167)	(11,944)	(13,392)

Variance Highlights

- Recycling fees have increased to reflect the addition of a contract with Stavely.
- Shipping costs are down \$1,000 to reflect the reduced amount of plastics being shipped.
- Gas and oil has been increased by \$1,600 to reflect higher volumes being transported.

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 within the community.

FCSS Summary Operating Budget

FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)					
	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
PROVINCIAL FUNDING	(105,235)	(105,235)	(105,235)	(94,273)	(87,695)
TOWN OF CLARESHOLM	(26,309)	(26,309)	(26,309)	(23,949)	(31,924)
MD OF WILLOW CREEK	(46,338)	(46,338)	(46,338)	(41,626)	(39,269)
MISCELLANEOUS	(100)	-	(100)	-	(76)
ALBERTA HEALTH SERVICES	(27,271)	(27,781)	(26,707)	(26,055)	(26,707)
FEES FOR PROGRAMMING	-	(60)	-	(157)	(229)
OTHER INCOME	-	(14,270)	-	(3,931)	(7,818)
CFSA FUNDING	(35,352)	(35,352)	(35,352)	(36,457)	(34,247)
REVENUE FCSS	(240,605)	(255,345)	(240,041)	(226,449)	(227,965)
WAGES & BENEFITS	62,466	66,468	61,241	61,467	64,086
PROFESSIONAL DEVELOPMENT	3,000	3,317	3,350	2,530	3,299
MATERIALS, SUPPLIES & OPERATING COSTS	32,950	34,078	37,809	39,494	29,284
SERVICES FROM OTHER DEPARTMENTS	7,700	7,085	6,985	6,985	9,500
EXPENSE GENERAL FCSS	106,116	110,948	109,385	110,476	106,169
WAGES & BENEFITS	50,527	49,530	49,536	47,268	46,458
MATERIALS, SUPPLIES & OPERATING COSTS	5,740	4,764	6,440	360	1,872
EXPENSES FCSS OUTREACH PROGRAM	56,267	54,294	55,976	47,628	48,330

PROGRAMMING	8,700	9,484	5,700	733	-
MATERIALS, SUPPLIES & OPERATING COSTS	-	70	1,000	-	-
EXPENSES FCSS YOUTH PROGRAMS	8,700	9,555	6,700	733	-
MATERIALS, SUPPLIES & OPERATING COSTS	350	272	200	-	270
PROGRAMMING	2,000	4,101	1,500	407	3,157
EXPENSES FCSS OTHER PROGRAMMING	2,350	4,374	1,700	407	3,427
COMMUNITY GRANTS	26,549	26,200	26,200	22,450	21,500
EXPENSES FCSS PROGRAM GRANTS	26,549	26,200	26,200	22,450	21,500
WAGES & BENEFITS	40,423	42,073	39,630	40,112	36,090
PROFESSIONAL DEVELOPMENT	-	-	150	190	150
MATERIALS, SUPPLIES & OPERATING COSTS	200	22	300	108	75
EXPENSES FCSS RESOURCE CENTER	40,623	42,095	40,080	40,410	36,315
NET DEFICIT (SURPLUS) FCSS	(0)	(7,880)	-	(4,344)	(12,224)

Variance Highlights

- No significant changes to the budget to highlight.

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. This budget also includes the Town's contribution to the FCSS program.

Day Care & FCSS Contribution Summary Operating Budget

DAYCARE CONTRIBUTION	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
CONTRIBUTION TO FCSS	-	26,309	26,309	23,949	31,924
CONTRIBUTION TO DAYCARE	38,202	38,202	38,202	38,202	37,202
NET DEFICIT (SURPLUS) DAYCARE CONTRIBUTION	38,202	64,511	64,511	62,151	69,126

Variance Highlights

- Contribution to FCSS has been moved to Administration – Municipal Grants.

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 Summary Operating Budget

CEMETERY	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
CEMETERY FEES	(15,000)	(14,450)	(15,000)	(13,317)	(20,870)
LOCAL GOVERNMENT GRANTS	(3,000)	(3,000)	(3,000)	(3,000)	-
REVENUE CEMETERY	(18,000)	(17,450)	(18,000)	(16,317)	(20,870)
WAGES & BENEFITS	50,680	16,256	48,452	23,236	21,672
MATERIALS, SUPPLIES & OPERATING COSTS	1,000	575	1,000	1,547	140
SERVICES FROM OTHER DEPARTMENTS	2,500	2,500	2,500	2,500	2,500
EXPENSES CEMETERY	54,180	19,331	51,952	27,283	24,312
NET DEFICIT (SURPLUS) CEMETERY	36,180	1,881	33,952	10,966	3,442

Variance Highlights

- No significant changes to the budget to highlight.

OTHER PUBLIC HEALTH & WELFARE

Other Public Health & Welfare currently consists of the Physician Recruitment program which is designed to provide incentives to recruit and retain Physicians in the community.

Physician Recruitment Summary Operating Budget

OTHER PUBLIC HEALTH & WELFARE	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
TOWN OF CLARESHOLM	(27,000)	(30,000)	(30,000)	(9,605)	-
TOWN OF STAVELY	-	(2,500)	(2,500)	(2,500)	-
TOWN OF GRANUM	-	(2,000)	(2,000)	(2,000)	-
REVENUE PHYSICIAN RECRUITMENT	(27,000)	(34,500)	(34,500)	(14,105)	-
PHYSICIAN RECRUITMENT	27,000	32,134	34,500	14,104	12,907
EXPENSES PHYSICIAN RECRUITMENT	27,000	32,134	34,500	14,104	12,907
NET DEFICIT (SURPLUS) OTHER PUBLIC HEALTH	-	(2,366)	-	(1)	12,907

Variance Highlights

- This program is close to being completed. The remaining budget is to meet some prior commitments that are due to be paid in 2017.

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.

Agricultural Development Summary Operating Budget

WEED & PEST CONTROL	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
WAGES & BENEFITS	3,871	7,634	3,764	10,182	2,845
CHEMICALS & MATERIALS	14,000	12,108	12,500	2,205	2,752
EXPENSES WEEDS & PESTS	17,871	19,743	16,264	12,387	5,597
NET DEFICIT (SURPLUS) WEEDS & PESTS	17,871	19,743	16,264	12,387	5,597

Variance Highlights

- Increased chemicals and materials by \$1,500 as more complaints are being dealt with.

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 Summary Operating Budget

ECONOMIC DEVELOPMENT	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
GRANTS & CONTRIBUTIONS	(52,500)	(50)	-	-	-
REVENUE ECONOMIC DEVELOPMENT	-	-	-	-	-
WAGES & BENEFITS	69,850	59,841	-	-	-
MATERIALS, SUPPLIES & OPERATING COSTS	104,500	44,033	50,000	-	-
TRANSFER TO RESERVE - CAPITAL	-	12,000	-	-	-
EXPENSES ECONOMIC DEVELOPMENT	174,350	115,874	50,000	-	-
NET DEFICIT (SURPLUS) ECONOMIC DEVELOPMENT	121,850	115,824	50,000	-	-

Variance Highlights

- Revenue includes \$42,500 in government grants. A grant has been applied for to supplement the additional activities being planned for 2017. The additional costs are included in Materials & Supplies.
- In the 2016 budget, labor costs and expenses were included with the Development Department budget. For 2017 all Economic Development activities have been moved to a new category, including the 2016 budgeted amounts.

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 & Development Summary Operating Budget

LAND PLANNING & DEVELOPMENT					
	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
LICENSES	(28,400)	(31,200)	(27,800)	(28,290)	(29,695)
PERMITS	(13,000)	(24,942)	(10,000)	(11,304)	(10,873)
PLANNING & DEVELOPMENT FEES	(4,000)	(2,945)	(4,000)	(3,325)	(3,957)
REVENUE PLANNING & DEVELOPMENT	(45,400)	(59,087)	(41,800)	(42,919)	(44,526)
ORRSC MEMBERSHIP	56,500	55,663	53,912	51,408	50,770
WAGES & BENEFITS	68,603	82,919	175,891	101,768	180,159
LEGAL, PROFESSIONAL SERVICES, ETC.	20,400	1,116	21,200	7,039	25,625
MATERIALS, SUPPLIES & OPERATING COSTS	44,000	700	11,500	2,715	10,272
EXPENSES PLANNING & DEVELOPMENT	189,503	140,398	262,503	162,930	266,826
NET DEFICIT (SURPLUS) PLANNING & DEVELOPMENT	144,103	81,311	220,703	120,011	222,300

Variance Highlights

- Increases in revenue are based on the 3 year average.
- A 1.5% allowance has been added for a possible ORRSC fees increase in 2017.
- Included for 2016 was the addition of the Economic Development position and expenses, which have been moved to a separate department for 2017.
- Professional fees includes \$10,000 for preparation of the Municipal Development Plan and \$4,900 for the Servicing Standards Update.
- Operating costs include \$32,000 for easements and \$1,000 for Board Member training.

PARKS & RECREATION

The Parks & Recreation budget deals with all activities related to recreation within the community with oversight from the Town. This includes activities related to park use, ice center use, the swimming pool and other recreation programming. The Willow Creek Agricultural Society oversees the operations of the Agriplex and the Golf Course board directs the operations at the golf course.

Operating Budget

GENERAL RECREATION	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
LOCAL GOVERNMENT GRANTS	(25,000)	(25,000)	(25,000)	(25,000)	(50,000)
REVENUE GENERAL RECREATION	(25,000)	(25,000)	(25,000)	(25,000)	(50,000)
GOLF COURSE MANAGEMENT	50,000	50,000	50,000	50,000	50,000
DEBENTURE INTEREST	11,263	13,386	13,483	15,557	17,679
WAGES & BENEFITS	32,237	27,521	31,605	-	-
PROGRAMMING EXPENSES	7,850	-	-	-	-
EXPENSES GENERAL RECREATION	101,350	90,907	95,088	65,557	67,679
NET DEFICIT (SURPLUS) GENERAL RECREATION	76,350	65,907	70,088	40,557	17,679

Variance Highlights

- Programming Expenses has been added in 2017 to include cost of various supplies related to program-related activities in each of the Town-owned facilities.

PARKS	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
CAMPRGROUND FEES	(50,000)	(47,779)	(50,000)	(50,703)	(55,189)
PARKS GRANTS & OTHER FUNDING	-	(6,850)	-	-	-
REVENUE PARKS	(50,000)	(54,629)	(50,000)	(50,703)	(55,189)
WAGES & BENEFITS	103,943	84,810	101,687	99,345	74,210
MATERIALS, SUPPLIES & OPERATING COSTS	50,000	27,543	34,412	21,562	26,285
TRANSFER TO RESERVE - CAPITAL	-	25,000	-	-	-
EXPENSES PARKS	153,943	137,353	136,099	120,907	100,495
NET DEFICIT (SURPLUS) PARKS	103,943	82,724	86,099	70,204	45,306

Variance Highlights

- \$16,000 has been added in 2017 for shale for the ball diamonds.

Ice Center Summary Operating Budget

ARENA	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
MINOR HOCKEY	(29,450)	(34,168)	(29,450)	(29,396)	(28,836)
FIGURE SKATING	(10,000)	(10,076)	(10,000)	(11,655)	(10,316)
RENTALS	(20,500)	(19,381)	(18,151)	(17,248)	(18,801)
ADVERTISING	(4,000)	(3,825)	(4,000)	(3,725)	(4,715)
REVENUE ARENA	(63,950)	(67,450)	(61,601)	(62,023)	(62,668)
WAGES & BENEFITS	81,313	98,481	79,165	95,107	88,658
MATERIALS, SUPPLIES & OPERATING COSTS	83,000	86,973	93,000	62,788	80,912
TRANSFER TO RESERVE - CAPITAL	-	39,238	-	-	-
EXPENSES ARENA	164,313	224,692	172,165	157,895	169,570
NET DEFICIT (SURPLUS) ARENA	100,363	157,242	110,564	95,872	106,903

Variance Highlights

- Arena Materials includes \$20,000 for bathroom renovations carried over from 2016.

Pool Summary Operating Budget

AQUATIC CENTRE					
	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
LESSONS	(57,500)	(66,092)	(50,000)	(58,362)	(48,471)
GATE ADMISSION	(43,000)	(50,048)	(40,000)	(42,233)	(38,498)
RENTAL	(19,000)	(19,953)	(19,000)	(20,213)	(16,484)
REVENUE AQUATIC CENTRE	(119,500)	(136,093)	(109,000)	(120,808)	(103,453)
WAGES & BENEFITS	252,062	261,091	244,633	269,294	277,161
MATERIALS, SUPPLIES & OPERATING COSTS	31,500	31,152	24,900	26,021	19,928
EXPENSES AQUATIC CENTRE	283,562	292,242	269,533	295,315	297,089
NET DEFICIT (SURPLUS) AQUATIC CENTRE	164,062	156,149	160,533	174,507	193,636

Variance Highlights

- Lessons revenue increased by \$7,500 and Admissions revenue increased by \$3,000 as a result of increased activity.
- Wages & Benefits increase includes \$1,600 for staff attendance at swim meets plus \$2,600 for new lifeguard training.
- Materials, Supplies and Operating Costs includes \$3,000 for additional swim meet costs plus \$4,000 for a new Dolphin pool vacuum.

CULTURE

The Culture budget deals with Library and Museum activities. 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. The Museum Board oversees the operation of the Museum in cooperation with the administrative staff and provides recommendations to Council on the budget.

Museum and Library Summary Operating Budget

MUSEUM	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
SALES	(2,200)	(1,899)	(3,500)	(2,916)	(2,166)
DONATIONS	(6,200)	(3,162)	(3,200)	(2,141)	(2,150)
GRANTS	(79,334)	(39,093)	(62,944)	(41,879)	(50,171)
REVENUE MUSEUM	(87,734)	(44,154)	(69,644)	(46,936)	(54,487)
WAGES & BENEFITS	104,600	72,224	73,845	59,110	97,555
MATERIALS, SUPPLIES & OPERATING COSTS	44,092	38,264	44,023	40,802	29,058
PROFESSIONAL DEVELOPMENT	2,500	3,088	2,500	2,152	1,391
EXPENSES MUSEUM	151,192	113,576	120,368	102,063	128,004
NET DEFICIT (SURPLUS) MUSEUM	63,458	69,422	50,724	55,127	73,517

Variance Highlights

- Museum grant revenue includes grant funding: \$25,000 operational grant, \$3,000 historical walking tour grant, \$41,334 for summer jobs and \$10,000 in various Canada 150 Celebration grants.
- Wages & benefits for the museum increased by \$30,755 mainly due to hiring of additional students to help with Canada 150 activities. Most of this increase is covered by summer job grants if received.

Offsite artifact storage costs of \$4,200 are included in Operating Costs.

LIBRARY	Budget 2017	Actual 2016	Budget 2016	Actual 2015	Actual 2014
GRANT	179,740	169,650	169,650	164,697	159,900
CHINOOK ARCH	28,636	27,809	27,885	27,058	26,268
EXPENSES LIBRARY	208,376	197,459	197,535	191,755	186,168
NET DEFICIT (SURPLUS) LIBRARY	208,376	197,459	197,535	191,755	186,168

Variance Highlights

- Local library requisition has a proposed increase of 3%.
- In addition to the base requisition of \$174,740 for 2017, the budget also includes \$5,000 to replace 15 windows with broken seals.
- Chinook Arch library fees increasing by approximately 2.6% in 2017.

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.

Federal Gas Tax Fund (FGT)

Each year, the federal FGT assists municipalities by providing funding for local infrastructure projects. Funding is provided to the Province, who in turn flows this funding to the municipality. 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 Conservation Grant

Historic Resource Conservation 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.

Alberta Community Resilience Program (ACRP)

The **ACRP** is a multi-year provincial grant program supporting the development of long-term resilience to flood and drought events, while supporting integrated planning and healthy, functioning watersheds. These grants will support the design and construction of projects that enhance or enable the protection of critical infrastructure from flooding and drought events, and help ensure public safety is protected.

Community Facility Enhancement Program (CFEP)

The **CFEP** is a competitive grant program that assists with foster the unique characteristics of Alberta's many communities. 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. The maximum amount per application (one facility) is \$125,000 per fiscal year.

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

Alberta Recycling – Municipal Demonstration Grant Program

The grant program offers up to \$30,000 per applicant to purchase recycled tire products for public projects such as parks, arenas, walking trails, and recreational facilities etc.

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.

Sundry Trust

Sundry trust is an account where funds that have been donated or provided to the Town to be held in trust for a specific purpose are retained.

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	
Alberta Community Resilience Program Grant (ACRP)	(2,849,360)
Municipal Sustainability Grant (MSI)	(1,701,330)
Basic Municipal Transportation Grant (BMTG)	(145,000)
Federal Gas Tax Fund (FGTF)	(508,505)
Community Facility Enhancement Program (CFEP)	(97,650)
DRP	-
Alberta Recycling Grant	(22,267)
ALBERTA HISTORICAL RESOURCES FOUNDATION	-
Other	-
<i>Total government transfers for capital</i>	<u>(5,324,112)</u>
Club contributions	-
Sundry trust	-
Transfers from reserves	(124,233)
Tax funded	(4,000)
Proceeds from long-term debt	-
TOTAL FUNDING	<u>(5,452,345)</u>

Capital Summary Budget

CAPITAL BUDGET

ENGINEERING STRUCTURES	NOTES	2017
Municipal Stormwater system upgrade	<i>Phase 1, Part 2</i>	3,611,870
<i>Funding: ACRP Grant</i>		(2,849,360)
<i>Funding: MSI</i>		(762,510)
5th street - 5500 to 5600 Block Storm sewer line replacement		256,000
<i>Funding: MSI</i>		(256,000)
4th street west sewer repairs		213,000
<i>Funding: MSI</i>		(213,000)
Alberta Road Upgrade		63,186
<i>Funding: MSI</i>		(63,186)
4 blocks pavement overlay		380,000
<i>Funding: FGTF</i>		(235,000)
<i>Funding: BMTG</i>		(145,000)
New sidewalk Construction - Lion's Park		14,000
<i>Funding: FGTF</i>		(14,000)
52nd Ave Sewer Main Replacement		220,000
<i>Funding: FGTF</i>		(197,005)
<i>Funding: Reserves</i>	<i>General Sewer Main Replace.</i>	(22,995)
TOTAL ANNUAL EXPENDITURE		4,758,056

BUILDINGS CAPITAL PROJECT DESCRIPTION	2017
Museum Station Deck Replacement	25,000
<i>Funding: FGTF</i>	(25,000)
Arena floor header and mains replacement	81,000
<i>Funding: MSI</i>	(81,000)
Curling rink roof replacement	84,388
<i>Funding: CFEP grant</i>	(45,150)
<i>Funding: Reserves</i>	<i>Capital curling rink roof replace</i> (39,238)
Arena Bathroom Renovations	20,000
<i>Funding: CFEP grant</i>	(10,000)
<i>Funding: Reserves</i>	<i>Capital arena ice slab/boards</i> (10,000)
TOTAL ANNUAL EXPENDITURE	210,388

MACHINERY & EQUIPMENT CAPITAL PROJECT DESCRIPTION		2017
Scissor Lift		17,000
<i>Funding: Reserves</i>	<i>General Capital Reserves</i>	(17,000)
Sewer flushing truck		280,000
<i>Funding: MSI</i>		(280,000)
Lawn Mower	<i>Parks Department</i>	42,072
<i>Funding: MSI</i>		(42,072)
Lawn Mower	<i>Utility Services</i>	3,562
<i>Funding: MSI</i>		(3,562)
Bobcat	<i>Replacement program</i>	4,000
<i>Funding: Tax funded</i>		(4,000)
TOTAL ANNUAL EXPENDITURE		346,634

LAND IMPROVEMENTS PROJECT DESCRIPTION		2017
Lions park playground		102,267
<i>Funding: Alberta recycling grant</i>		(22,267)
<i>Funding: CFEP grant</i>		(42,500)
<i>Funding: FGTF</i>		(37,500)
TOTAL ANNUAL EXPENDITURE		102,267

VEHICLES PROJECT DESCRIPTION		2,017
Fleet replacement	<i>Administration Vehicle</i>	25,000
<i>Funding: Reserves</i>	<i>General Capital Reserves</i>	(25,000)
Fire department command vehicle	<i>Fire Department</i>	10,000
<i>Funding: Reserves</i>	<i>General Capital Reserves</i>	(10,000)
TOTAL ANNUAL EXPENDITURE		35,000

TOTALS FOR THE YEAR		2,017
TOTAL CAPITAL EXPENDITURES		5,452,345

ENGINEERING STRUCTURES

2017 Capital Project	
Project Name	Phase 1, Part 2 - Storm water management plan
Anticipated Start	2017
Project Description	8 th Street west ditch
Project Cost	\$3,611,870
Funding Sources	MSI and ACRP grants
Rationale for need	As recommended in Town's Storm water Management plan for flood prevention.
Impact on future operating costs	No more maintenance is anticipated than what currently is the Town's practice.

2017 Capital Project	
Project Name	5th Street West Storm sewer replacement 55th Ave to 57th
Anticipated Start	2017
Project Description	Replacement of storm line
Project Cost	\$256,000.
Funding Sources	MSI grant
Rationale for need	Line is in very poor condition, leaking of the line has caused frost lift in the street and raised manholes and it is deteriorating year after year. Roadway is traveled by buses and is heavily used with school traffic.
Impact on future operating costs	No impact on future operating costs.

2017 Capital Project	
Project Name	4th St West Sewer repairs
Anticipated Start	2017
Project Description	Replacement of sewer main 55 th Ave. north to 57 th .
Project Cost	\$213,000.
Funding Sources	MSI grant
Rationale for need	Existing line is damaged. This portion of the system is on the Town's monthly flushing list and still there have been backups in the sanitary sewer.
Impact on future operating costs	Reduced maintenance and liability.

2017 Capital Project	
Project Name	Alberta Road Upgrades (Engineering)
Anticipated Start	2017
Project Description	Widening and repaving of Alberta Road. Possible addition of a sidewalk.
Project Cost	\$63,186.
Funding Sources	MSI
Rationale for need	The increase in traffic has resulted faster deterioration of the road surface. Due to constant parking issues and difficult approach areas, upgrades are needed. Improvement of landscaping will enhance the entrance into Claresholm + relocating of the Entrance signs.
Impact on future operating costs	Reduction in PW man hours required for maintenance.

2017 Capital Project	
Project Name	Pavement Overlay
Project Description	Street pavement overlay to damaged roads.
Project Cost	\$380,000
Funding Sources	FGTF and BMTG
Rationale for need	Currently 22 blocks are in need of repaving. The worst blocks will be addressed first. The longer we wait to repair the more costly it will be. Complaints are increasing over conditions drivers face every day. (approx. 4 blocks are repaved every year)
Impact on future operating costs	No extra costs are anticipated. Less manpower required for maintenance next few years.

2017 Capital Project	
Project Name	New Sidewalk Construction (Lion's Park)
Anticipated Start	2017
Project Description	New sidewalk in front of Lions park.
Project Cost	\$14,000.
Funding Sources	FGTF
Rationale for need	Public safety. The number of people walking on roadways is increasing.
Impact on future operating costs	Maintenance budget/time will increase in future as more sidewalks are added.

2016 Capital Project – Carryforward	
Project Name	52nd Ave Sewer Main Replacement
Anticipated Start	2017
Project Description	Replacement of sewer main on 52 nd Avenue West from 1A Street West to 2 nd Street West.
Project Cost	\$220,000
Funding Sources	FGTF and Sewer main reserve
Rationale for need	This block has had 3 sewer backups in the last 5-6 years. After video inspection was completed it was determined to be in need of replacement.
Impact on future operating costs	Less maintenance to ensure proper operation. This block now requires extra flushing to operate trouble free.

BUILDINGS

2017 Capital Project	
Project Name	Museum Station deck replacement
Anticipated Start	2017
Project Description	Front deck replacement
Project Cost	\$25,000.
Funding Sources	FGTF
Rationale for need	Existing wooden deck is rotten on the bottom.
Impact on future operating costs	No impact on future operating costs.

2017 Capital Project	
Project Name	Arena Floor Header and Mains Replacement
Anticipated Start	2017
Project Description	Ice Arena floor header and mains replacement
Project Cost	\$81,000.
Funding Sources	MSI grant
Rationale for need	Replacement was recommended approximately 8 years ago, by CIMCO. The in floor piping system will be 35 yrs. old in 2017. One major leak and the arena will be unusable for the season. The boards are worn out as well which will be included in a later budget request.
Impact on future operating costs	A newer system will operate more efficiently, therefore optimizing energy requirements.

2016 Capital Project – Carryforward	
Project Name	Curling Rink Roof Replacement
Anticipated Start	2017
Project Description	Roof replacement of main building (ice surface portion).
Project Cost	\$84,388
Funding Sources	CFEP Grant and Curling Rink Roof Replacement reserve
Rationale for need	Roofing material has long out lived its reliable protection of this building. Inspection of the roof by experts three years ago recommended replacement.
Impact on future operating costs	No impact on future operating costs.

2016 Capital Project – Carryforward	
Project Name	Arena Bathroom Renovation
Anticipated Start	2017
Project Description	Upgrade to bathrooms in the Arena
Project Cost	\$20,000.
Funding Sources	Arena/ Ice slab reserves and CFEP grant
Rationale for need	Arena bathrooms are out of date and in desperate need of repair.
Impact on future operating costs	No impact on future operating costs.

MACHINERY & EQUIPMENT

2017 Capital Purchase	
Project Name	Scissor lift for maintenance
Anticipated Start	2017
Project Description	To enable maintenance staff to safely access ceilings inside for repairs.
Project Cost	\$17,000.
Funding Sources	Capital Reserves
Rationale for need	A-frame ladders are no longer to be used and rental machines are expensive. Lights are 22-24 feet high in some buildings, and safety is foremost in this request.
Impact on future operating costs	Reduced maintenance time.

2017 Capital Purchase	
Project Name	New Sewer flushing truck
Anticipated Date	2017
Project Description	Replacement of sewer flusher.
Project Cost	\$280,000.
Funding Sources	MSI grant
Rationale for need	This unit is a 1991 truck with a 1999 flusher mounted on the rear. This unit maintains the sewer system and is essential to unplug the sewer mains when there is a problem. The machine works in a harsh environment and deteriorates at an increased rate.
Impact on future operating costs	Reduced repair costs.

2017 Capital Purchase	
Project Name	1445 Lawn mower Purchase
Anticipated date	2017
Project Description	1445 Lawn mower purchase (Parks Dept.)
Project Cost	\$42,072.
Funding Sources	MSI grant
Rationale for need	Existing 2008 mower is getting worn out. Replacement prior to increased parts pricing over the value of the machine is recommended. A replacement cycle based on priority list has been implemented.
Impact on future operating costs	No extra costs are anticipated.

2017 Capital Purchase	
Project Name	Lawnmower Purchase
Anticipated date	2017
Project Description	Lawn mower purchase (Utility Services)
Project Cost	\$3,562.
Funding Sources	MSI grant
Rationale for need	The water plant grounds, HPS, airport and lagoons areas consist of rough terrain. The mower deck is repaired yearly and the mower motor has started to burn oil. The current WTP mower could be used to replace the older cemetery mower.
Impact on future operating costs	Future operating costs would consist of regular scheduled maintenance.

2017 Capital Purchase	
Project Name	Bobcat replacement program
Anticipated Start	Yearly
Project Cost	\$4,000.
Funding Sources	Operations budget
Rationale for need	The program involves rotating 1 year 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

LAND IMPROVEMENTS

2017 Capital Project	
Project Name	Lions Park Upgrades
Anticipated Start	2017
Project Cost	\$102,267
Funding Sources	Alberta recycling grant, CFEP grant and FGTF.
Rationale for need	This park was installed in 1980 and some of the original equipment is still in use. The surrounding pole/rail fence is in very poor condition.
Impact on future operating costs	No impact on operating is expected.

VEHICLES

2017 Capital Purchase	
Project Name	Fleet Replacement
Anticipated Start	2017
Project Description	New Administration vehicle
Project Cost	\$25,000.
Funding Sources	General Capital Reserves
Rationale for need	Reliable vehicles are needed in all departments. To maintain the fleet of 15 vehicles (7 Depts.) one should be replaced yearly to optimize the repair costs and asset value.
Impact on future operating costs	Maintenance and replacement parts costs are constantly increasing.

2017 Capital Purchase	
Project Name	Fleet Replacement
Anticipated Start	2017
Project Description	Fire Department Command Vehicle
Project Cost	\$10,000.
Funding Sources	General Capital Reserves
Rationale for need	Required for advance response to enable the Fire Chief to travel to the scene of an emergency and determine the response needed prior to sending out a full contingent.
Impact on future operating costs	In situations where full response is not required, will save on call-out time and related risks to personnel and equipment.