

# Town of Bowden - Regular Council Meeting AGENDA

000001

A Regular Council Meeting of the Town of Bowden  
to be held in Council Chambers, at 2101 – 20 Avenue, Bowden,  
on **Monday 8 January 2024**, at **7:00pm**.

<b>1. CALL TO ORDER</b>	
<b>2. ADDITIONS / DELETIONS TO THE AGENDA &amp; ADOPTION OF THE AGENDA</b>	
<b>3. ADOPTION OF PREVIOUS MINUTES</b>	<b>Pages</b>
Regular Council Meeting of December 11, 2023.	2
Special Council Meeting of December 19, 2023.	3 – 6
	7 – 8
<b>4. PUBLIC HEARING</b>	
None scheduled.	
<b>5. DELEGATION</b>	
None scheduled.	
<b>6. BUSINESS ARISING FROM PREVIOUS MINUTES</b>	<b>9</b>
6.a Review of outstanding matters 2022 / 2023.	
6.b Key Dates.	
<b>7. BYLAWS &amp; POLICIES</b>	
No item submitted.	
<b>8. NEW BUSINESS</b>	<b>10 – 11</b>
8.a Town of Bowden software application “app” push notifications.	
8.b Dog Licencing 2024.	
<b>9. FINANCIAL</b>	<b>12 - 14</b>
9.a 2024 Operating Budget – fourth draft as presented.	15 - 24
<b>10. CORRESPONDENCE</b>	<b>25</b>
10.a Letter received from Deputy Minister Brand Cox reference LGFF.	26 - 33
10.b Correspondence received from Vernon Raincock ref Integrated (Rail) Travel)	34 - 38
<b>11. REPORTS</b>	<b>39</b>
11.a CAO's report	40
11.b Council Committee Reports	
11.c Society & Other Reports	41 - 86
<b>12. CLOSED SESSION OF COUNCIL (“in camera”)</b>	
12.a Personnel Evaluation (Confidential).	
Elected officials are to provide feedback to the CAO on his annual performance evaluation this being a legislative requirement as per section 205(1) of the MGA.	
This will be a closed meeting of Council as permitted by section 197 of the MGA.	
An exception to disclose under Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, RSA2000, Chapter F-25 (as amended over time) therefore applies on the basis of:	
Section 17 “harmful to personal privacy”.	
<b>13. MEETING ADJOURNMENT</b>	

<b>Regular Council Meeting:</b> January 8, 2023.	<b>Agenda Item:</b> 3
<b>Prepared by:</b> Arno Glover	<b>Approved By:</b> CAO
<b>Report Type:</b> RFD	<b>Attachment(s):</b> 1 Minutes RCM December 11, 2023 2 Minutes SCM December 19, 2023

**Content:****Adoption of Previous Minutes****Recommended Motion:**

Motion by Councillor \_\_\_\_\_ that Council adopts the minutes as presented for the meetings listed below:

Regular Council Meeting of December 11, 2023

Special Council Meeting of December 19, 2023



000003

**Town of Bowden – Regular Council Meeting  
held on Monday 11 December 2023  
at Town of Bowden Council Chambers.**

**MINUTES (unapproved)**

**1. CALL TO ORDER**

Mayor Robb Stuart called the meeting to order at 7:00pm.

<b>PRESENT</b>	Mayor	Robb Stuart	(Chair)
	Councillor	Sandy Gamble	
	Councillor	Marie Flowers	
	Councillor	Paul Webb	
	Councillor	Deb Coombes	
	Councillor	Randy Brown	
	Councillor	Wayne Milaney	

<b>ADMINISTRATION</b>	Acting CAO	Arno Glover
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<b>ABSENT</b>	CAO	Rudy Friesen
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<b>DELEGATION</b>	Agnes & Dwayne Bitz
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**2. ADDITIONS / DELETIONS TO THE AGENDA & ADOPTION OF THE AGENDA**

**Motion 2.a**

Moved by Councillor Paul Webb that Council adopts the agenda as amended.

*Note: (amended as follows)*

*Agenda item 5.a to be an "Open Session of Council".*

**MOTION CARRIED UNANIMOUSLY**

**3. ADOPTION OF PREVIOUS MINUTES**

**Motion 3.a.**

Moved by Councillor Randy Brown that Council adopts the minutes as presented for the meetings listed below:

Emergency Advisory Committee	November 27, 2023
Regular Council Meeting	November 27, 2023
Special Council Meeting	December 4, 2023

**MOTION CARRIED UNANIMOUSLY**

**4. PUBLIC HEARING**

There were no public hearings.

**5. DELEGATION**

**5.a Agnes & Dwayne Bitz – Reference Land Use Bylaw 07 / 2023**

Mayor Robb Stuart thanked the members of the delegation and the 7 other members of the public for their attendance.

The delegation opened proceedings by providing Council with a 4-page document (undated) addressed to "Members of the Council, Mr Mayor and CAO / Acting CAO".



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This document had not previously been submitted to Administration or Council in advance of the meeting and was therefore unforeseen and unexpected. Mayor Robb Stuart allowed the document to be presented to Council. This document formed the basis of the delegation's presentation to Council.

Dwayne Bitz read out the document in full to Council.

The document made reference to:

- i. the requirements of the MGA with reference to the passing of bylaws and public notifications,
- ii. the Town's Council Procedural Bylaw and the Councillor Code of Conduct Bylaw,
- iii. concerns raised on Councillor transparency, due diligence, ethics, favoritism, a lack of an independent study and policy decisions being made based on personal opinions rather than in the public interest.

In response to:

- i. the matters raised with respect to bylaw procedures and public hearing notification procedures Councillor Paul Webb stated that due process had been correctly followed concerning the passing of Land Use Bylaw 07 / 2023,
- ii. the matter raised with respect to the notification of public hearings, Acting CAO, Arno Glover stated that Administration's response to this point was fully documented within the meeting agenda pack,
- iii. the assertions made with respect to Councillor misconduct and that of adopting a bylaw based on personal opinions this was strongly refuted by members of Council.

Councillor Deb Coombes asked the delegation to retract the allegations made regarding Councillor conduct and that of a perceived conflict of interest. A retraction was offered by Agnes Bitz.

Further discussions centred around the point raised by Dwayne Bitz regarding the timing between the passing of the revised Land Use Bylaw (November 14) and the submission 2 days later to Red Deer County of a development proposal (Development Permit Application DB-23-013).

Councillor Paul Webb stated that the initial Administration Report by Red Deer County with respect to the Land Use revision was submitted to Council during the Regular Council Meeting of 11 September.

Thereafter Mayor Robb Stuart opened the meeting to those present for public opinion and comment.

The matter of communication and notification to adjoining land use owners was raised.

Mayor Robb Stuart stated that this was an ongoing matter for future MPC discussions and further stated that the Town will follow up on the matter of how planning notifications are communicated to residents in particular adjoining land use owners.

Other comments received were dismissed by the meeting chair as either being not relevant to the matter in hand or relevant to the specific questions raised by the delegation.

Mayor Robb Stuart thanked those present for their attendance and comments.

#### **Motion 5.a.**

Moved by Councillor Deb Coombes that Council accepts the delegation document and presentation as information for further review.

**MOTION CARRIED UNANIMOUSLY**



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**6. BUSINESS ARISING FROM PREVIOUS MINUTES****Agenda item 6.a Bowden Hotel**

There was no update on the Bowden Hotel.

**Agenda item 6.b Key Dates (for information)**

Administration provided Council with information on future key dates.

**Motion 6.a**

Motion by Councillor Randy Brown that Council accepts the matters of Business Arising as information.

**MOTION CARRIED UNANIMOUSLY**

**7. BYLAWS & POLICIES**

No item submitted.

**8. NEW BUSINESS****Agenda item 8.a Grants & Donations Policy – Financial Assistance Request**

An application was submitted to Council requesting \$500.00 to support the cost of the Community Christmas Dinner.

**Motion 8.a**

Motion by Councillor Marie Flowers that Council approves the donation of \$500.00 requested in support of the Community Christmas Dinner.

**MOTION CARRIED UNANIMOUSLY**

**Agenda item 8.b Volunteer Application Form**

Administration submitted to Council an application from a resident Annette Glazer requesting membership of the Special Events & Cultural Committee.

**Motion 8.b**

Motion by Councillor Paul Webb that Council approves the volunteer application submitted by Annette Glazer for membership of the Special Events & Cultural Committee

**MOTION CARRIED UNANIMOUSLY**

**Agenda item 8.c Mid Size Town Mayors Meeting**

Mayor Robb Stuart provided an overview of a request made by Mayor Rhonda Hunter of the Town of Didsbury to continue meetings to consider the formal creation of a Mid Size Town Mayors Caucus.

Mayor Rhonda Hunter requested that each Town considers granting approval to participate in the initiative to create a Mid Size Town Mayors Caucus.

**Motion 8.c**

Motion by Councillor Randy Brown that Council accepts the request as information.

**MOTION CARRIED UNANIMOUSLY**

**Agenda item 8.d Town of Olds Letter of Support**

A letter received from Mayor Judy Dahl of the Town of Olds requesting support in respect of a grant application for a Regional Multiplex Study was submitted to Council.

Council reviewed the letter and after debating the matter made the following motion.

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**Motion 8.d**

Motion by Councillor Randy Brown that Council accepts as information the letter of request submitted by Mayor Judy Dahl of the Town of Olds.

**MOTION CARRIED UNANIMOUSLY****9. FINANCIAL**

There was no item submitted.

**10. CORRESPONDENCE**

There was no item submitted.

**11. REPORTS****Agenda item 11.a Society & Other Reports**

Alberta Municipalities (Town Hall via Zoom meeting – November 30, 2023, report)

Expanding Horizons (report – October 5, 2023).

Expanding Horizons (report – November 20, 2023).

Bowden Friendship Club (Board meeting – November 16, 2023)

**Motion 11.a** moved by Councillor Deb Coombes that Council accepts the submitted reports as information.

**MOTION CARRIED UNANIMOUSLY****12. MEETING ADJOURNMENT**

**Motion 12.a** Moved by Councillor Marie Flowers at 8:26pm to adjourn the meeting.

**MOTION CARRIED UNANIMOUSLY**

**Meeting Adjourned**

**Minutes signed by:**

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**Mayor**  
**Robb Stuart**

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**Acting CAO**  
**Arno Glover**





000007

**Town of Bowden – Special Council Meeting  
held on Tuesday December 19, 2023  
at Town of Bowden Council Chambers.**

**MINUTES (unapproved)**

**1. CALL TO ORDER**

Mayor Robb Stuart called the meeting to order at 7:00pm.

<b>PRESENT</b>	Mayor Robb Stuart (Chair)
	Councillor Paul Webb
	Councillor Randy Brown
	Councillor Deb Coombes
	Councillor Marie Flowers
	Councillor Sandy Gamble
	Councillor Wayne Milaney

<b>STAFF</b>	CAO Rudy Friesen
	Recorder Arno Glover

**2. ADDITIONS / DELETIONS TO THE AGENDA & ADOPTION OF THE AGENDA**

**Motion 2.a**

Moved by Councillor Randy Brown that Council adopts the agenda as presented.

**MOTION CARRIED UNANIMOUSLY**

**3. FINANCIAL**

**Agenda item 3.a 2024 Operating Budget (3<sup>rd</sup> Draft)**

CAO Rudy Friesen provided Council with a detailed overview of the third draft of the 2024 Operating Budget. It was stated that this was not the final budget and the recommendation made to Council was to pass a motion to adopt an interim budget for 2024.

Administration noted the items of amendment required and the items where further clarification / explanation is needed.

Administration will revise the 2024 Operating Budget incorporating amendments as discussed and will resubmit a further draft budget at a later date to Council for further discussion.

**Motion 3.a moved by Councillor Paul Webb that Council directs Administration to make further amendments to the draft 2024 Operating Budget as required / requested and to resubmit to Council a revised balanced Operating Budget for further review, deliberation, adjustments, and approval at a future Council Meeting.**

**MOTION CARRIED UNANIMOUSLY**

**Motion 3.b moved by Councillor Paul Webb that Council adopts a 2024 Interim Operating Budget based on the 2023 Operating Budget until such time as the 2024 Operating Budget is passed by Council.**

**MOTION CARRIED UNANIMOUSLY**

**Agenda item 3.b 2024 Capital Budget**

There was no discussion on this agenda item and no motion made.

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**4. CLOSED SESSION OF COUNCIL ("in camera")**

**Motion 4.a** Moved by Councillor Marie Flowers at 8:30pm that Council moves to an In-Camera Session.

**MOTION CARRIED UNANIMOUSLY**

**Financial Discussion**

Section 197(4) of the MGA applies: Exception to disclose under Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, RSA2000, Chapter F-25 (as amended over time) on the basis of: Section 27 "is deemed to be privileged information".

**Motion 4.b** Moved by Councillor Marie Flowers that Council come out of the In-Camera Session at 8:52pm.

**MOTION CARRIED UNANIMOUSLY**

**Motion 4.c** Moved by Councillor Paul Webb that Council directs the CAO to follow up on the matters raised by Council during closed session.

**MOTION CARRIED UNANIMOUSLY**

**5. MEETING ADJOURNMENT**

**Motion 5.a** The meeting was adjourned at 8:53pm by Councillor Marie Flowers.

**MOTION CARRIED UNANIMOUSLY**

**Meeting Adjourned**

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**Minutes signed by:**

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**Mayor**  
**Robb Stuart**

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**CAO**  
**Rudy Friesen**



<b>Regular Council Meeting:</b> January 8, 2024.	<b>Agenda Item:</b> 6.a / 6.b
<b>Prepared by:</b> Arno Glover	<b>Approved By:</b> CAO
<b>Report Type:</b> Information	<b>Attachment(s):</b>

Matters arising from past minutes are provided below – updates are highlighted in **red**.

**Content:**

**6.a Outstanding Matters 2022 / 2023**

CAO Rudy Friesen will provide Council with an update on the following matters of unfinished business.

**RCM 12 Sept 2022**

Administration to provide updates on the Bowden Hotel during every Council meeting.

**RCM 14 Aug 2023**

Administration to advance the development proposal for the annexation of land with RDC (Public Hearing Date to be determined).

**RCM 25 Sept 2023**

Administration requires further direction from Council relating to the request for urban hen ownership.

**RCM 23 Oct 2023**

Administration to follow up with MLA Devin Dreesen to arrange an in-person constituency update to Council.

**RCM 23 Oct 2023**

FCM Annual Conference – Administration to make accommodation bookings and provide for costs in the Operating Budget.

**RCM 14 Nov 2023**

Community Standards Bylaw – with reference to the “roadmap” Administration removed all reference to a set date in the future with regard to the completion of the remaining tasks.

**RCM 27 Nov 2023**

Administration to re submit to Council any further proposal regarding the posting of unapproved minutes on the Town’s website.

**6.b Key Dates** *(for information only)*

Monday January 15 Municipal Planning Commission meeting (tbc)

Monday January 22 Regular Council Meeting 7:00pm

**Suggested Motion**


Motion by Councillor \_\_\_\_\_ that Council accept the matters of Business Arising as information.

<b>Regular Council Meeting:</b> January 8, 2024.	<b>Agenda Item:</b> 8.a / 8.b
<b>Prepared by:</b> Arno Glover	<b>Approved By:</b> CAO
<b>Report Type:</b> Information	<b>Attachment(s):</b> None

**Content:****8.a Town of Bowden software application ("app") push notifications**

Administration has reached out to the Town's All-Net (Catalis) customer account manager in regard to the functionality of push notifications within the Town's software application ("app").

The current software functionality available to the Town web site administrators (Arno & Melissa) is as follows:

- Push notifications to the "app" can be sent out via the web site content management software.
- Push notifications to the "app" are displayed on the "app" as Alert Notifications.
- Alert notifications are viewed through the  icon on the bottom of the "app" screen.
- Alert banner messages (typically a solid red text banner) can be placed at the top of both the Town's web page and the "app".

This software functionality (both the alert notification and the alert banner message) was recently used on December 29 to inform residents of the rescheduled garbage black bin pick up.

A screen dump of the "app" is provided opposite:

Bell icon



The limitations within the current software are:

- there is no capability to provide a message alert sound to the "app" user when the notification is received on the users' smart phone or tablet,
- unlike most other apps there is no provision of an alarm indicator on the bell icon to signal to a user that a new alert notification has been pushed out.

For example, an enhanced bell icon capability as opposite:





The All-Net account manager states in an email dated January 2,

*"in response to this limitation, we are actively working on developing a new app that will encompass enhanced features, including push notifications. We are optimistic about launching the new app later this year, and we look forward to bringing you an improved and more interactive user experience".*

### **8.b Dog Licencing 2024**

During the RCM of 12 June 2023 Council passed a motion regarding dog licencing fees for 2024.

The motion stated that dog licences would be issued free of charge during December 2023 and thereafter from January 2024 these would be issued at normal fee rates.

Administration submits to Council the following statistics for information purposes.

2023	Dog licences issued (total number full year)	193
2024	Dog licences issued in December for 2024	234
2024	New dog licences issued (dogs previously unlicensed)	78

### **Suggested Motion:**

Motion by Councillor \_\_\_\_\_ that Council accepts the items of new business as information.

<b>Special Council Meeting:</b> January 8, 2024	<b>Agenda Item:</b> 9.a
<b>Prepared by:</b> Arno Glover	<b>Approved By:</b> CAO
<b>Report Type:</b> RFD	<b>Attachment(s):</b> 1. <b>Draft 4</b> – 2024 Operating Budget

### Agenda item 9.a Operating Budget

Administration provides Council with the fourth draft of the 2024 Operating Budget for the purpose of further discussion and review.

#### (i) Legislative Responsibility

Section 242 (1) of the Municipal Government Act states that *"each council must adopt an operating budget for each calendar year by January 1 of that calendar year"*.

Note: the part of the enactment underlined above is an amendment to the MGA introduced in 2022.

Section 243 (1) of the Municipal Government Act states *"that the operating budget must include any estimate of the:*

- i. amount to be transferred to reserves,*
- ii. amount to be transferred to the capital budget,*
- iii. amount and source needed to transfer funds to recover any shortfall (deficit) in the budget".*

Section 248 (1) of the Municipal Government Act states, *"that a municipality may only make an expenditure that is:*

- (a) included in an operating budget, interim operating budget or capital budget or otherwise authorized by the council,*
- (b) for an emergency, or*
- (c) legally required to be paid".*

#### Motions passed during SCM of December 19, 2023.

Motion 3.a moved by Councillor Paul Webb that Council directs Administration to make further amendments to the draft 2024 Operating Budget as required / requested and to resubmit to Council a revised balanced Operating Budget for further review, deliberation, adjustments, and approval at a future Council Meeting.

Motion 3.b moved by Councillor Paul Webb that Council adopts a 2024 Interim Operating Budget based on the 2023 Operating Budget until such time as the 2024 Operating Budget is passed by Council.

#### (ii) Background

The operating budget is a statement of forecast revenues and expenditures that sets (amongst other things) spending limits on the programs and services the municipality will offer.

The first draft of the 2024 Operating Budget was presented to Council at the RCM of 14 November and provided an operating deficit of \$7204.14.

The second draft of the 2024 Operating Budget was presented to Council at the RCM of 27 November and provided an operating deficit of \$50220.54.



The third draft of the 2024 Operating Budget was presented to Council at the SCM of 19 December and provided an operating deficit of \$21760.54.

The fourth draft of the 2024 Operating Budget is presented to Council with an operating surplus of \$39957.91.

**The operating budget must be balanced (to zero) either by contributing from reserves or by making adjustments to revenues and expenditures during the budget deliberations.**

**Changes made to the operating budget to produce draft version 4 are as follows:**

#### **Payroll**

The budgeted amounts for payroll for 2024 have been calculated using a new spreadsheet model utilising comparative values of year end 2023 actual data.

The 2024 budgeted payroll values include pay increases awarded to Town employees based on merit awards, these being the outcome of the staff performance evaluations conducted in November & December 2023.

For all departments the 2023 actual payroll total is \$697908.38.

The 2024 budget forecast is \$722,201.70.

This amounts to a 3.48% increase for all permanent Town employees across all departments.

	2024 Budget	2023 Actual	Notes
Administration	\$331551.00	\$319925.62	
Public Works (excluding summer workers)	\$214910.10	\$209623.00*	Adjusted ↓ \$12690.00
FCSS	\$50195.60	\$48392.98	
Recreation	\$125545.00	\$119966.78	
<b>TOTAL</b>	<b>\$722201.70</b>	<b>\$697908.38</b>	3.48% increase

\* For comparative purposes the Public Works total payroll for 2023 has been adjusted down by the amount of \$12690.00. This represents the wage payments made during 2023 to the summer worker.

For financial year 2024 onwards payroll for summer workers will be coded to a distinct nominal account namely, 2-31-110-01 Wages Summer Students.

The intent here is to ensure that payroll values by department (going forward) only reflect payments made to permanent Town employees.

#### **Notes.**

- i. There is currently no provision in the draft budget for a pay award that may be made as an outcome of the CAO's performance review.
- ii. There is currently no provision in the draft budget for any revision to elected officials' remuneration.

**Water & Wastewater**

Water and wastewater costs have been revised utilising comparative values of year end 2023 actual data.

**Capital Item**

The \$7,000.00 small equipment item for Councillor media tablets has been removed as this is deemed to be a capital not operating budget item.

**Elected Officials Conference Costs**

Provision for elected officials' attendance at delegations & conferences has been revised to present a notional fee of \$3,300.00 per Councillor per annum.

**Contingency**

A contingency of \$10,000.00 has been included in the budget for specialist services in order to conduct building and land assessments in respect of the asset retirement requirements of section PS3280 of the Public Sector Accounting Standards.

**Tax Revenues**

Tax Revenues (Municipal & School) for the 2024 budget now reflect actual tax revenues for 2023 (there is therefore no increase in property tax rates).

**(iii) Motions**

The budget as presented is not balanced. Administration will therefore need to submit to Council a balanced budget pending the outcome of the deliberations and decisions made by Council during this meeting.

Motion by Councillor \_\_\_\_\_ that Council directs Administration to make further amendments to the draft 2024 Operating Budget as required / requested and to resubmit to Council a revised balanced Operating Budget for further review, deliberation, adjustments, and approval at a future Council Meeting.

or

Motion by Councillor \_\_\_\_\_ that Council directs Administration to \_\_\_\_\_.

**(iv) Future Tasks**

In due course Administration will submit to Council a revised:

- Rates & Fees Bylaw.
- Taxation Rate Bylaw.





**TOWN OF BOWDEN**  
**2024 OPERATING BUDGET DRAFT v4**

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2024-Jan-4  
12:15:28PM

General Ledger	Description	2024 Budget	2023 YTD Budget	2023 YTD Actual
<b>TAX REVENUES</b>				
1-00-110-00	MUNICIPAL TAXES - RESIDENTIAL	846,167.33	798,801.16	846,167.33
1-00-111-00	MUNICIPAL TAXES - NON-RESIDENTIAL	255,478.60	232,301.65	255,478.60
1-00-111-01	MUNICIPAL TAXES - FARM	652.67	610.33	646.21
1-00-112-00	SCHOOL TAXES - RESIDENTIAL	256,898.21	241,055.72	256,898.21
1-00-113-00	SCHOOL TAXES - NON-RESIDENTIAL	47,479.42	50,087.79	47,510.80
1-00-114-00	DIP REQUISITION	211.39	200.00	211.39
1-00-115-00	POLICE FUNDING	66,529.00	44,321.00	45,604.35
1-00-510-00	PENALTIES - TAXES	12,000.00	45,000.00	55,170.99
* TOTAL TAX REVENUES		1,485,416.62	1,412,377.65	1,507,687.88
<b>OTHER REVENUES</b>				
1-00-340-00	PROVINCIAL FINES REVENUES	5,000.00	5,100.00	4,678.00
1-00-540-00	FRANCHISE FEES-FORTIS	136,000.00	193,000.00	119,269.77
1-00-540-01	FRANCHISE FEES-ATCO	61,675.00	0.00	51,930.03
1-00-550-00	RETURN ON INVESTMENT	114,000.00	75,000.00	123,223.25
* TOTAL OTHER REVENUES		316,675.00	273,100.00	299,101.05
<b>GRANT REVENUES</b>				
1-12-740-01	GRANT-RED DEER COUNTY REC	86,422.00	83,296.00	83,296.00
1-12-840-02	MSI/LGFF OPERATING GRANT	162,042.00	81,021.00	162,042.00
* TOTAL GRANT REVENUES		248,464.00	164,317.00	245,338.00
<b>ADMINISTRATIVE REVENUES</b>				
1-12-411-00	TAX CERTIFICATES	1,200.00	1,200.00	1,925.00
1-12-522-00	BUSINESS LICENSES	2,500.00	2,500.00	2,625.00
1-12-590-00	OFFICE PRINTING SERVIES	75.00	75.00	24.28
1-12-900-00	MISC INCOME	0.00	0.00	6,960.00
1-12-990-00	OTHER INCOME-(NSF FEES)	100.00	100.00	4,124.48
1-12-990-01	PENALTIES-ACCOUNTS RECIEVABLE	500.00	500.00	577.07
* TOTAL ADMINISTRATIVE REVENUES		4,375.00	4,375.00	16,235.83
<b>BYLAW REVENUES</b>				
1-26-530-00	FINES - BYLAW ENFORCEMENT	100.00	100.00	165.00
* TOTAL BYLAW REVENUES		100.00	100.00	165.00
<b>ANIMAL REVENUES</b>				
1-27-525-00	DOG LICENSES	500.00	3,500.00	2,385.00
1-27-530-00	FINES - DOG	50.00	50.00	0.00
* TOTAL ANIMAL REVENUES		550.00	3,550.00	2,385.00
<b>PUBLIC WORKS REVENUE</b>				
1-31-840-00	STEP GRANT	16,800.00	0.00	0.00
1-31-990-00	OTHER INCOME - PUBLIC WORKS	200.00	100.00	1,447.75
* TOTAL PUBLIC WORKS REVENUE		17,000.00	100.00	1,447.75



General Ledger	Description	2024 Budget	2023 YTD Budget	2023 YTD Actual
<b>WATER REVENUES</b>				
1-41-410-00	SALE OF WATER	304,000.00	300,000.00	275,839.43
1-41-410-01	BULK WATER SALES	7,500.00	2,000.00	5,581.10
1-41-490-00	SALE OF WATER METERS	1,000.00	1,000.00	2,502.72
1-41-510-00	PENALTIES - WATER	5,000.00	6,100.00	5,319.44
1-41-990-00	OTHER INCOME - WATER	150.00	100.00	110.00
*	<b>TOTAL WATER REVENUES</b>	<b>317,650.00</b>	<b>309,200.00</b>	<b>289,352.69</b>
<b>SANITARY SEWER REVENUES</b>				
1-42-410-00	SALE OF SANITARY SEWER	315,000.00	310,000.00	284,089.83
1-42-410-01	RV DUMP	700.00	300.00	705.75
1-42-410-03	SEWER INCOME-SRDRW	27,000.00	25,000.00	23,558.00
*	<b>TOTAL SANITARY SEWER REVENUES</b>	<b>342,700.00</b>	<b>335,300.00</b>	<b>308,353.58</b>
<b>SOLID WASTE REVENUES</b>				
1-43-410-00	SOLID WASTE COLLECTIONS	63,800.00	69,600.00	60,386.32
*	<b>TOTAL SOLID WASTE REVENUES</b>	<b>63,800.00</b>	<b>69,600.00</b>	<b>60,386.32</b>
<b>RECYCLING REVENUES</b>				
1-44-410-00	RECYCLING INCOME	69,800.00	69,900.00	64,219.12
1-44-410-01	ELECTRONICS RYCLING INCOME	500.00	500.00	247.50
*	<b>TOTAL RECYCLING REVENUES</b>	<b>70,300.00</b>	<b>70,400.00</b>	<b>64,466.62</b>
<b>FCSS REVENUES</b>				
1-51-850-00	CITY OF RED DEER FCSS FUNDING	66,762.00	65,453.40	59,998.05
1-51-860-00	CONTR FRM INDIV/ORG	500.00	500.00	2,107.68
*	<b>TOTAL FCSS REVENUES</b>	<b>67,262.00</b>	<b>65,953.40</b>	<b>62,105.73</b>
<b>CEMETERY REVENUES</b>				
1-56-410-00	OPEN/CLOSE	3,000.00	2,500.00	3,950.00
1-56-410-01	SALE OF PLOTS/VAULTS	2,500.00	2,500.00	1,800.00
1-56-410-02	SALE OF COLUMBARIUM NICHE	2,000.00	2,000.00	1,470.64
1-56-850-00	RED DEER COUNTY CEMETERY GRANT	5,000.00	5,000.00	5,000.00
1-56-990-00	OTHER INCOME-CEMETERY	0.00	0.00	4,480.00
*	<b>TOTAL CEMETERY REVENUES</b>	<b>12,500.00</b>	<b>12,000.00</b>	<b>16,700.64</b>
<b>ECONOMIC DEVELOPMENT REVENUES</b>				
1-63-740-00	REGIONAL DEV GRANT	0.00	0.00	0.00
1-63-990-00	OTHER INCOME-NEWSLETTER ADVERTISING	800.00	1,500.00	762.00
*	<b>TOTAL ECONOMIC DEVELOPMENT REV</b>	<b>800.00</b>	<b>1,500.00</b>	<b>762.00</b>
<b>LAND REVENUES</b>				
1-66-560-00	RENTAL INCOME	6,500.00	6,500.00	6,500.00
1-66-490-00	SALE OF LOTS	0.00	0.00	0.00
1-66-920-00	TRANS FROM RESERVES-LAND	0.00	0.00	0.00

General Ledger	Description	2024 Budget	2023 YTD Budget	2023 YTD Actual
* TOTAL LAND REVENUES		6,500.00	6,500.00	6,500.00
<b>PARADE REVENUES</b>				
1-70-860-00	TRANS FROM ORGANIZATIONS	1,000.00	1,000.00	1,000.00
* TOTAL PARADE REVENUES		1,000.00	1,000.00	1,000.00
<b>SPECIAL EVENT REVENUES</b>				
1-71-860-00	SPECIAL EVENTS DONATIONS	700.00	1,500.00	600.00
* TOTAL REC BOARD REVENUES		700.00	1,500.00	600.00
<b>RECREATION REVENUES</b>				
1-72-560-00	RENTALS - ARENA	80,000.00	90,000.00	87,484.84
1-72-590-00	OTHER INCOME	3,500.00	3,000.00	3,180.00
1-72-850-00	RED DEER COUNTY REC GRANT	25,000.00	25,000.00	25,000.00
* TOTAL RECREATION REVENUES		108,500.00	118,000.00	115,664.84
<b>PARK REVENUES</b>				
1-73-850-00	RED DEER COUNTY REC GRANT	3,750.00	3,750.00	3,750.00
* TOTAL PARK REVENUES		3,750.00	3,750.00	3,750.00
<b>LIBRARY REVENUES</b>				
1-74-850-00	RED DEER COUNTY REC GRANT	1,500.00	1,500.00	1,500.00
1-74-860-00	CONTR FRM INDIV/ORG	0.00	0.00	0.00
* TOTAL LIBRARY REVENUES		1,500.00	1,500.00	1,500.00
<b>MUSEUM REVENUES</b>				
1-75-850-00	RED DEER COUNTY REC GRANT	3,000.00	1,500.00	3,000.00
* TOTAL MUSEUM REVENUES		3,000.00	1,500.00	3,000.00
<b>COMMUNITY HALL REVENUE</b>				
1-76-850-00	RED DEER COUNTY REC GRANT	5,000.00	5,000.00	5,000.00
* TOTAL COMMUNITY HALL REVENUE		5,000.00	5,000.00	5,000.00
** TOTAL OPERATING REVENUE		3,077,542.62	2,860,623.05	3,011,502.93
<b>REQUISITIONS &amp; GENERAL</b>				
2-00-750-00	REQUISITIONS - PROV SCHOOL PUBLIC	296,872.27	284,006.32	301,821.56
2-00-750-01	REQUISITIONS - PROV SCHOOL CATHOLIC	7,505.36	7,137.19	8,443.42
* TOTAL REQUISITIONS & GENERAL		304,377.63	291,143.51	310,264.98
<b>COUNCIL</b>				
2-11-110-00	HONORARIUMS - COUNCIL	71,000.00	71,000.00	62,404.15
2-11-130-00	EMPLOYER CONTRA - COUNCIL	2,500.00	2,500.00	2,023.29
2-11-148-00	TRAINING & DEVEL-COUNCIL	7,000.00	5,000.00	0.00
2-11-211-00	TRAVEL & SUB - COUNCIL	10,000.00	9,000.00	9,835.62
2-11-214-00	MEMBERSHIP & CONF FEES - COUNCIL	13,100.00	11,600.00	11,172.73



General Ledger	Description	2024 Budget	2023 YTD Budget	2023 YTD Actual
2-11-223-00	PUBLIC RELATIONS - COUNCIL	5,000.00	5,000.00	4,460.70
2-11-274-00	INSURANCE - COUNCIL	400.00	400.00	336.00
2-11-290-00	ELECTION COSTS	0.00	0.00	0.00
2-11-510-00	GOODS & SUPPLIES - COUNCIL	8,000.00	5,000.00	5,444.84
2-11-510-01	SMALL EQUIPMENT PURCHASES	0.00	0.00	0.00
2-11-770-00	CONTRIBUTION TO ORGANIZATION	10,000.00	10,000.00	10,000.00
* TOTAL COUNCIL		127,000.00	119,500.00	105,677.33
<b>ADMINISTRATION</b>				
2-12-110-00	WAGES - ADMIN	331,551.00	317,000.00	319,925.62
2-12-130-00	EMPLOYER CONTRA - ADMIN	58,000.00	54,000.00	58,169.76
2-12-136-00	WORKERS COMPENSATION	13,000.00	12,000.00	11,896.03
2-12-148-00	TRAINING & DEVEL - ADMIN	1,000.00	1,000.00	575.00
2-12-211-00	TRAVEL & SUB - ADMIN	6,000.00	3,000.00	5,364.06
2-12-214-00	MEMBERSHIP & CONF FEES - ADMIN	6,000.00	1,100.00	5,597.41
2-12-216-00	POSTAGE & COURIER	8,000.00	7,000.00	6,822.82
2-12-217-00	TELEPHONE - ADMIN	6,900.00	6,600.00	6,877.18
2-12-221-00	ADVERTISING & PROMO - ADMIN	800.00	900.00	427.00
2-12-223-00	ADMIN-PERSONNEL RELATIONS	4,000.00	4,000.00	2,357.62
2-12-230-00	CONTRACTED SERV - SOFTWARE	23,000.00	23,000.00	22,953.68
2-12-230-01	CONTRACTED SERV - JANITORIAL	7,100.00	7,020.00	6,960.00
2-12-230-02	CONTRACTED SERV - POSTAGE MACHINE	700.00	700.00	691.92
2-12-230-03	CONTRACTED SERV - COPIER	13,000.00	11,000.00	14,306.68
2-12-230-04	CONTRACTED SERV - INTERNET	3,600.00	3,600.00	3,600.00
2-12-230-05	CONTRACTED SERV - SECURITY	270.00	350.00	325.01
2-12-230-07	CONTRACTED SERV - WEBSITE	9,000.00	8,010.00	8,366.51
2-12-230-08	CONTRACTED SERV - DEBIT MACHINE	600.00	600.00	649.42
2-12-230-09	CONTRACTED SERV - FIRE EXT INSPEC	100.00	100.00	27.75
2-12-230-10	CONTR SERV-ASSESSMENT REVIEW	2,000.00	2,000.00	2,000.00
2-12-230-99	CONTRACTED SERV - OTHER	1,500.00	2,500.00	0.00
2-12-231-00	ACCOUNTING & AUDIT	30,000.00	29,000.00	29,941.70
2-12-232-00	LEGAL - ADMIN	1,500.00	1,500.00	471.88
2-12-235-00	ASSESSMENT SERVICES	16,775.00	16,800.00	16,775.04
2-12-251-00	EQUIPMENT R & M - ADMIN	1,000.00	3,000.00	2,836.21
2-12-251-01	IT REPAIR/PURCHASES	2,000.00	0.00	0.00
2-12-252-00	BUILDING R & M - TOWN OFFICE	2,000.00	1,000.00	1,968.99
2-12-274-00	INSURANCE - ADMIN	16,386.00	14,000.00	14,248.70
2-12-510-00	GOODS & SUPPLIES - ADMIN	6,000.00	5,500.00	6,211.06
2-12-510-01	EQUIPMENT PURCHASES	0.00	0.00	0.00
2-12-540-00	UTILITIES POWER - ADMIN	5,000.00	5,000.00	3,898.44
2-12-541-00	UTILITIES GAS - ADMIN	3,500.00	3,000.00	2,651.41
2-12-762-00	TRANS TO CAPITAL - ADMIN	0.00	0.00	0.00
2-12-810-00	BANK CHARGES	1,200.00	1,450.00	1,099.23
2-12-810-01	PENNY ROUNDING CASH	0.00	0.00	0.07
2-12-920-01	BAD DEBTS - TRADE	0.00	0.00	125.04
2-12-762-19	TRANS TO RESERVES-CONTINGENCY	0.00	21,244.14	21,244.14
* TOTAL ADMINISTRATION		581,482.00	566,974.14	579,365.38
<b>FIRE PROTECTION</b>				
2-23-252-00	BUILDING R & M - FIRE HALL	5,000.00	3,000.00	5,471.78
2-23-274-00	INSURANCE - FIRE	1,177.27	1,050.00	1,023.71
2-23-540-00	UTILITIES POWER - FIRE	4,000.00	4,500.00	3,020.55
2-23-541-00	UTILITIES GAS - FIRE	4,000.00	3,500.00	4,351.77



General Ledger	Description	2024 Budget	2023 YTD Budget	2023 YTD Actual
<b>* TOTAL FIRE PROTECTION</b>		<b>14,177.27</b>	<b>12,050.00</b>	<b>13,867.81</b>
<b>EMERGENCY MANAGMENT</b>				
2-24-110-00	HONORARIUMS-EMERG MGMT	0.00	0.00	0.00
2-24-148-00	TRAINING & DEVEL - EMERG MGMT	500.00	500.00	0.00
2-24-211-00	TRAVEL & SUB - EMERG MGMT	0.00	0.00	0.00
2-24-510-00	GOODS & SUPPLIES - EMERG MGMT	500.00	500.00	0.00
2-24-251-00	EMERG MGMT-SMALL EQUIP PURCHASES	0.00	0.00	0.00
<b>* TOTAL DISASTER SERVICES</b>		<b>1,000.00</b>	<b>1,000.00</b>	<b>0.00</b>
<b>BYLAW ENFORCEMENT</b>				
2-26-148-00	TRAVEL & SUB-BYLAWS	0.00	0.00	0.00
2-26-211-00	TRAINING DEVELOPMENT-BYLAWS	0.00	0.00	0.00
2-26-214-00	MEMBERSHIP & CONF FEES - BYLAWS	60.00	60.00	0.00
2-26-217-00	TELEPHONE-BYLAWS	150.00	200.00	127.87
2-26-230-00	CONTRACTED SERV - BYLAWS	0.00	30,000.00	25,000.00
2-26-230-01	CONTRACTED SERVICES - SNOW/LAWN CARE	200.00	200.00	0.00
2-26-230-02	POLICE FUNDING	66,529.00	44,321.00	45,615.00
2-26-230-03	CONTRACTED SERV-RD COUNTY PATROL	36,600.00	6,600.00	6,008.75
2-26-232-00	LEGAL - BYLAWS	200.00	200.00	1,002.00
2-26-510-00	GOODS & SUPPLIES - BY-LAWS	150.00	1,050.00	964.06
<b>* TOTAL BYLAW ENFORCEMENT</b>		<b>103,889.00</b>	<b>82,631.00</b>	<b>78,717.68</b>
<b>ANIMAL</b>				
2-27-230-00	CONTRACTED SERV - VETERINARY	100.00	100.00	0.00
2-27-510-00	GOODS & SUPPLIES - ANIMAL	250.00	185.00	219.26
<b>* TOTAL ANIMAL</b>		<b>350.00</b>	<b>285.00</b>	<b>219.26</b>
<b>PUBLIC WORKS</b>				
2-31-110-00	WAGES - PUBLIC WORKS	214,910.10	233,000.00	222,313.75
2-31-110-01	WAGES-SUMMER STUDENTS	21,280.00	0.00	0.00
2-31-130-00	EMPLOYER CONTRA - PUBLIC WORKS	47,000.00	47,000.00	44,474.17
2-31-148-00	TRAINING & DEVEL - PUBLIC WORKS	1,000.00	1,000.00	826.90
2-31-211-00	TRAVEL & SUB - PUBLIC WORKS	300.00	300.00	186.38
2-31-217-00	TELEPHONE - PUBLIC WORKS	2,100.00	1,500.00	1,941.60
2-31-221-00	ADVERTISING & PROMO - PUBLIC WORKS	100.00	100.00	0.00
2-31-230-00	CONTRACTED SERV - AB ONE CALLS	487.06	466.00	465.50
2-31-230-01	CONTRACTED SERV - FIRE EXT. INSPEC.	400.00	400.00	239.67
2-31-230-02	CONTR SERV-SECURITY	690.00	690.00	682.80
2-31-230-04	CONTR SERV-INTERNET	1,380.00	1,380.00	1,227.20
2-31-230-99	CONTRACTED SERV - OTHER	200.00	200.00	0.00
2-31-251-00	EQUIPMENT R & M - 2006 GRADER	5,000.00	5,000.00	2,124.62
2-31-251-01	EQUIPMENT R & M - 2019 LOADER	5,500.00	3,500.00	2,601.05
2-31-251-02	EQUIPMENT R & M - BOBCAT	2,500.00	2,500.00	5,811.56
2-31-251-99	EQUIPMENT R & M - OTHER	500.00	500.00	0.00
2-31-252-00	BUILDING R & M - SHOP	5,000.00	9,000.00	4,121.27
2-31-252-01	BUILDING R & M - GARAGE	500.00	500.00	407.90
2-31-252-02	BUILDING R & M - QUONSET	500.00	500.00	0.00
2-31-255-00	VEHICLE R & M - 2007 GRAVEL TRUCK	2,000.00	2,000.00	1,295.64
2-31-255-01	VEHICLE R & M - 2007 FORD 150	1,000.00	2,000.00	28.49
2-31-255-02	VEHICLE R & M - 2012 SAND/WATER TRUCK	2,000.00	2,000.00	0.00

General Ledger	Description	2024 Budget	2023 YTD Budget	2023 YTD Actual
2-31-255-03	VEHICLE R & M - 2018 FORD F250	1,000.00	1,000.00	488.58
2-31-255-05	VEHICLE R & M-F550	2,000.00	1,500.00	2,843.94
2-31-255-06	VEHICLE R & M-2018 F150	1,000.00	0.00	1,199.77
2-31-255-07	VEHICLE R&M-F150 2019	500.00	500.00	0.00
2-31-259-00	GENERAL R & M - PUBLIC WORKS	500.00	500.00	0.00
2-31-260-00	RENTALS - PUBLIC WORKS	400.00	400.00	0.00
2-31-274-00	INSURANCE - PUBLIC WORKS	11,274.43	8,000.00	9,803.85
2-31-510-00	GOODS & SUPPLIES - PUBLIC WORKS	5,500.00	4,500.00	3,193.06
2-31-510-01	SMALL EQUIPMENT PURCHASES	0.00	0.00	0.00
2-31-521-00	GAS & OIL - PUBLIC WORKS	15,000.00	15,000.00	12,412.82
2-31-529-00	PERSONAL PROTECT EQUIP - PUBLIC WORKS	3,500.00	2,500.00	3,436.86
2-31-540-00	UTILITIES POWER - PUBLIC WORKS	3,600.00	3,000.00	2,826.68
2-31-541-00	UTILITIES GAS - PUBLIC WORKS	3,500.00	3,000.00	2,221.80
2-31-762-01	TRANS TO RESERVES-PUBLIC WORKS	9,400.00	9,400.00	9,400.00
* TOTAL PUBLIC WORKS		371,521.59	362,836.00	336,575.86
<b>ROADS</b>				
2-32-230-00	CONTRACTED SERV - STREET SWEEPING	5,500.00	5,500.00	5,500.00
2-32-259-00	GENERAL R & M - ROAD PATCHING	30,000.00	30,000.00	20,343.00
2-32-259-01	GENERAL R & M- SNOW REMOVAL	25,000.00	25,000.00	0.00
2-32-259-02	GENERAL R & M- SIDEWALKS/CURBS	25,000.00	20,000.00	21,475.00
2-32-259-03	GENERAL R&M- STREET LIGHTS	0.00	5,000.00	0.00
2-32-259-04	GENERAL R&M-STREET SIGNS	2,000.00	2,000.00	2,095.68
2-32-274-00	INSURANCE - ROADS	2,149.56	1,850.00	1,869.18
2-32-510-00	GOODS & SUPPLIES - ROADS	2,000.00	2,000.00	418.01
2-32-510-01	GOODS & SUP-ROAD PAINT	5,000.00	5,000.00	3,385.44
2-32-534-00	SAND & GRAVEL	6,000.00	6,000.00	7,402.92
2-32-540-00	UTILITIES POWER - STREET LIGHTS	80,000.00	71,000.00	75,889.85
* TOTAL ROADS		182,649.56	173,350.00	138,379.08
<b>WATER</b>				
2-41-148-00	TRAINING & DEVEL - WATER	1,100.00	1,100.00	550.00
2-41-211-00	TRAVEL & SUB-WATER	1,000.00	1,000.00	419.76
2-41-214-00	MEMBERSHIP & CONF FEES - WATER	600.00	1,040.40	57.14
2-41-217-00	TELEPHONE - WATER	391.80	1,248.48	391.80
2-41-230-00	CONTRACTED SERV - COMPUTER MAINTENANCE	8,000.00	7,900.00	4,081.00
2-41-230-01	WATER TESTING & TESTING EQUIP	1,000.00	1,000.00	747.33
2-41-230-03	CONTRA SERV-SECURITY	359.40	360.00	359.40
2-41-230-04	CONTRACTED SERV-INTERNET	587.40	600.00	538.48
2-41-233-00	ENGINEERING & CONSULTING	0.00	0.00	0.00
2-41-251-00	EQUIPMENT R & M - RESERVOIR	20,000.00	5,000.00	11,432.48
2-41-252-00	BUILDING R & M - RESERVIOIR	1,500.00	1,500.00	53.54
2-41-259-00	GENERAL R & M - WATER	40,000.00	40,000.00	77,521.48
2-41-259-01	GENERAL R&M-WATER CROSSING CPR	50.00	50.00	25.00
2-41-274-00	INSURANCE - WATER	14,641.50	13,000.00	12,731.74
2-41-510-00	GOODS & SUPPLIES - WATER	6,000.00	6,000.00	11,673.83
2-41-510-01	SMALL EQUIP PURCHASES	0.00	0.00	0.00
2-41-540-00	UTILITIES POWER - WATER	12,000.00	11,300.00	9,284.86
2-41-541-00	UTILITIES GAS - WATER	5,000.00	5,000.00	2,964.34
2-41-542-00	REGIONAL WATER LINE	200,000.00	175,000.00	218,783.97
2-41-920-00	BAD DEBTS - WATER	100.00	100.00	(335.61)
2-41-831-00	INTEREST PMT - QE II CROSSING	8,482.75	9,745.39	9,745.39
2-41-832-00	PRINCIPAL PMT - QE II CROSSING	28,459.03	27,196.39	27,196.39



General Ledger	Description	2024 Budget	2023 YTD Budget	2023 YTD Actual
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* TOTAL WATER		349,271.88	308,140.66	388,222.32
<b>SANITARY SEWER</b>				
2-42-148-00	TRAINING & DEVEL - SANITARY SEWER	0.00	0.00	0.00
2-42-230-01	CONTR SERV-NORTH LIFT STATION	2,000.00	3,000.00	2,154.74
2-42-230-02	CONTR SERV-SUMP PUMP PRG	5,000.00	10,000.00	284.82
2-42-251-01	EQUIPMENT R & M - LIFT STATION NORTH	2,000.00	2,000.00	0.00
2-42-259-00	GENERAL R & M - SANITARY SEWER	10,000.00	10,000.00	12,106.19
2-42-260-00	RENTALS - SANITARY SEWER	100.00	100.00	0.00
2-42-274-00	INSURANCE - SANITARY SEWER	529.84	500.00	460.73
2-42-510-00	GOODS & SUPPLIES -SANITARY SEWER	100.00	100.00	0.00
2-42-540-00	UTILITIES POWER - SANITARY SEWER	6,000.00	5,000.00	4,517.61
2-42-541-00	UTILITIES GAS - SANITARY SEWER	800.00	800.00	645.80
2-42-542-00	REGIONAL SEWER LINE	350,000.00	340,000.00	335,691.08
2-42-831-00	INTEREST PMT - QE II SEWER	6,538.24	7,371.90	7,371.90
2-42-832-00	PRINCIPAL PMT - QE II SEWER	22,309.82	21,476.16	21,476.16
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* TOTAL SANITARY SEWER		405,377.90	400,348.06	384,709.03
<b>SOLID WASTE</b>				
2-43-230-00	CONTRACTED SERV - ARENA/PW DUMPSTER	4,200.00	4,200.00	3,753.38
2-43-230-01	CONTRACTED SERV-GARBAGE PICK UP	42,000.00	42,300.00	37,730.91
2-43-750-00	REQUISITIONS - SOLID WASTE	1,408.92	2,579.22	1,426.58
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* TOTAL SOLID WASTE		47,608.92	49,079.22	42,910.87
<b>RECYCLING</b>				
2-44-230-00	CONTRACTED SERV - RECYCLING	24,000.00	25,500.00	22,517.12
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* TOTAL RECYCLING		24,000.00	25,500.00	22,517.12
<b>FCSS</b>				
2-51-110-00	ADMINTRATIVE SERVICES	50,195.60	48,500.00	48,392.98
2-51-130-00	ADMINISTRATIVE COSTS	13,500.00	13,000.00	12,636.84
2-51-148-00	MEETING/SPECIAL FUNCTIONS	1,000.00	1,000.00	1,061.17
2-51-214-00	PD/TRAVEL/CONFERENCES	2,000.00	2,000.00	1,361.88
2-51-217-00	TELEPHONE - FCSS	680.00	700.00	649.35
2-51-221-00	MARKETING & COMMUNICATION	600.00	600.00	507.68
2-51-223-00	FCSS COMMUNITY CAPACITY	3,000.00	3,000.00	3,780.85
2-51-230-01	CONTR SERV-INTERNET	1,380.00	1,380.00	1,365.00
2-51-230-02	CONTR SERV-JANITORIAL	1,440.00	1,440.00	1,440.00
2-51-251-00	EQUIPMENT R & M - FCSS	300.00	500.00	77.48
2-51-252-00	BUILDING REPAIR & MAIN-FCSS (OLD LIB)	1,000.00	1,000.00	60.80
2-51-510-00	GOODS & SUPPLIES - FCSS	2,500.00	500.00	505.43
2-51-510-07	GOODS & SUPPLIES-VOLUNTEER SUPPER	1,800.00	1,800.00	1,390.96
2-51-510-09	GOODS & SUPPLIES-VOLUNTEER MILEAGE	100.00	100.00	0.00
2-51-510-11	GOODS & SUPPLIES-VOLUNTEER APPRECIATION	450.00	450.00	875.91
2-51-510-12	GOODS & SUPPLIES-MISC DONATIONS	200.00	200.00	0.00
2-51-540-00	UTILITIES POWER-FCSS	2,100.00	2,100.00	1,873.51
2-51-541-00	UTILITIES GAS-FCSS	2,500.00	1,800.00	2,090.35
2-51-750-00	REQUISITIONS - FCSS	13,271.66	18,809.45	19,061.81
		<hr/>	<hr/>	<hr/>
* TOTAL FCSS		98,017.26	98,879.45	97,132.00



General Ledger	Description	2024 Budget	2023 YTD Budget	2023 YTD Actual
<b>CEMETERY</b>				
2-56-230-00	CONTRACTED SERV - WEED CONTROL	1,200.00	1,200.00	1,140.00
2-56-230-01	CONTRACTED SVC-FULL BURIAL	0.00	0.00	0.00
2-56-259-00	GENERAL R & M - CEMETERY	5,000.00	5,000.00	6,974.98
2-56-510-00	GOODS & SUPPLIES-CEMETERY	2,000.00	2,500.00	2,379.18
2-56-770-00	CONTR TO ORGANISATION-CEMETERY	2,000.00	2,000.00	2,000.00
* TOTAL CEMETERY		10,200.00	10,700.00	12,494.16
<b>PLANNING &amp; DEVELOPMENT</b>				
2-61-230-00	CONTRACTED SERV - BLDG INSPECTIONS	12,000.00	2,000.00	0.00
2-61-232-00	LEGAL - PLANNING	500.00	1,000.00	0.00
2-61-232-01	TITLE SEARCHES	50.00	50.00	12.00
2-61-233-00	ENGINEERING	5,000.00	4,000.00	6,921.51
* TOTAL PLANNING & DEVELOPMENT		17,550.00	7,050.00	6,933.51
<b>ECONOMIC DEVELOPMENT</b>				
2-63-114-00	MEMBERSHIP & CONF FEES - ECON. DEV	1,500.00	1,000.00	1,287.98
2-63-211-00	TRAVEL & SUB - ECONOMIC DEVEL	0.00	0.00	0.00
2-63-221-00	ADVERTISING & PROMO - ECONOMIC DEV	0.00	3,000.00	0.00
* TOTAL ECONOMIC DEVELOPMENT		1,500.00	4,000.00	1,287.98
<b>SENIORS</b>				
2-64-750-00	REQUISITIONS - SENIORS	3,575.00	2,235.00	2,235.00
* TOTAL SENIORS		3,575.00	2,235.00	2,235.00
<b>LAND</b>				
2-66-221-00	ADVERTISING & PROMO - LAND	300.00	300.00	0.00
2-66-232-00	LEGAL - LAND	3,000.00	6,000.00	875.00
2-66-259-00	GENERAL R & M - LAND	2,000.00	2,000.00	2,288.01
2-66-273-01	DIP TAXES	200.00	200.00	0.00
* TOTAL LAND		5,500.00	8,500.00	3,163.01
<b>PARADE</b>				
2-70-510-00	GOODS & SUPPLIES - PARADE/BRKFST	3,000.00	2,000.00	3,009.19
* TOTAL PARADE		3,000.00	2,000.00	3,009.19
<b>SPECIAL EVENTS</b>				
2-71-510-00	GOODS & SUPPLIES - XMAS EVENTS	2,500.00	2,500.00	1,841.76
* TOTAL REC BOARD		2,500.00	2,500.00	1,841.76
<b>RECREATION</b>				
2-72-110-00	WAGES - RECREATION	125,545.00	122,000.00	119,966.78
2-72-130-00	EMPLOYER CONTRA - RECREATION	24,000.00	25,000.00	22,124.80
2-72-148-00	TRAINING & DEVEL - RECREATION	800.00	500.00	517.15
2-72-211-00	TRAVEL & SUB - RECREATION	300.00	300.00	219.42
2-72-214-00	MEMBERSHIP & CONF FEES -RECREATION	600.00	600.00	355.11

General Ledger	Description	2024 Budget	2023 YTD Budget	2023 YTD Actual
2-72-217-00	TELEPHONE - RECREATION	1,500.00	1,770.00	1,701.85
2-72-230-00	CONTRACTED SERV - ICE PLANT	4,100.00	3,850.00	8,100.00
2-72-230-01	CONTRACTED SERV - SECURITY/ALARMS	615.00	615.00	611.88
2-72-230-02	CONTRACTED SERV - ICE MACH BLADE MNT	900.00	800.00	715.00
2-72-230-03	CONTRACTED SERV - ICE PAINTING	4,000.00	3,300.00	3,500.00
2-72-230-04	CONTRACTED SERV - FIRE ALARMS/EXTING	2,200.00	1,500.00	2,139.53
2-72-230-07	CONTR SERV-INTERNET	1,380.00	1,380.00	1,596.98
2-72-230-08	CONTR SERV-PEST CONTROL	2,500.00	0.00	0.00
2-72-230-99	CONTR SERV-OTHER	3,000.00	500.00	2,590.00
2-72-251-00	EQUIPMENT R & M - ICE PLANT	6,000.00	6,000.00	4,903.17
2-72-251-01	EQUIP R&M-OLYMPIA	5,000.00	4,000.00	2,358.70
2-72-251-99	EQUIPMENT R & M - OTHER	500.00	500.00	1,193.92
2-72-255-00	BUILDING R & M - ARENA	11,000.00	11,000.00	21,153.81
2-72-259-00	GENERAL R & M - RECREATION	500.00	500.00	0.00
2-72-260-00	RENTALS - ARENA	200.00	200.00	0.00
2-72-274-00	INSURANCE - RECREATION	17,468.48	14,000.00	15,189.98
2-72-510-00	GOODS & SUPPLIES - RECREATION	5,000.00	5,000.00	7,703.15
2-72-510-01	SMALL EQUIP PURCHASES	0.00	0.00	0.00
2-72-522-00	PROPANE	1,500.00	1,500.00	1,315.85
2-72-540-00	UTILITIES POWER - RECREATION	55,000.00	52,000.00	50,157.44
2-72-541-00	UTILITIES GAS - RECREATION	9,000.00	7,500.00	10,334.40
2-72-920-00	BAD DEBTS - ARENA	500.00	500.00	645.05
* TOTAL RECREATION		283,108.48	264,815.00	279,093.97
<b>PARKS</b>				
2-73-230-03	CONTRACTED SERV - WEED CONTROL	12,000.00	12,000.00	11,500.00
2-73-251-00	EQUIPMENT R & M - LAWN MOWERS	2,500.00	2,500.00	3,023.87
2-73-259-01	GENERAL R & M - PLAYGROUNDS	2,500.00	2,500.00	2,391.52
2-73-259-02	GEN R&M-COMMUNITY ACTION PARK	2,500.00	1,500.00	16.99
2-73-259-03	GEN R&M-TREES	10,000.00	2,000.00	4,250.00
2-73-259-04	REPAIRS & MAIN-WALKING TRAILS	5,000.00	0.00	0.00
2-73-259-05	REPAIRS & MAIN-DOG PARK	0.00	0.00	0.00
2-73-259-99	GENERAL R & M - OTHER	1,000.00	1,000.00	192.83
2-73-260-00	RENTALS - PARKS	2,500.00	2,500.00	2,182.80
2-73-274-00	COMMUNITY ACTION PARK-INSURANCE	228.82	190.00	198.97
2-73-510-00	GOODS & SUPPLIES - PARKS	7,500.00	3,000.00	1,952.14
2-73-510-01	GOODS & SUPPLIES - FLOWER BASKETS	3,500.00	3,000.00	3,056.89
2-73-510-03	SMALL EQUIP PURCHASES	0.00	0.00	0.00
2-73-521-00	GAS & OIL - PARKS	4,000.00	5,000.00	2,081.52
* TOTAL PARKS		53,228.82	35,190.00	30,847.53
<b>LIBRARY</b>				
2-74-217-00	TELEPHONE - LIBRARY	1,100.00	1,100.00	1,089.60
2-74-230-00	CONTRACTED SERV - SECURTIY	270.00	310.00	248.52
2-74-230-01	CONTRACTED SERV - FIRE EXT INSPEC	50.00	100.00	18.50
2-74-252-00	BUILDING R & M - LIBRARY	1,000.00	500.00	4,596.00
2-74-274-00	INSURANCE - LIBRARY	959.45	800.00	834.30
2-74-510-00	GOODS & SUPPLIES - LIBRARY	0.00	500.00	386.63
2-74-540-00	UTILITIES POWER - LIBRARY	4,000.00	4,000.00	3,528.70
2-74-541-00	UTILITIES GAS - LIBRARY	2,100.00	2,000.00	1,763.48
2-74-750-00	REQUISITIONS - LIBRARY	11,667.78	11,217.50	11,217.50
2-74-770-00	CONTRIBUTION TO ORGANIZATION	10,283.50	8,288.51	8,288.51

General Ledger	Description	2024 Budget	2023 YTD Budget	2023 YTD Actual
* TOTAL LIBRARY		31,430.73	28,816.01	31,971.74
<b>MUSEUM</b>				
2-75-230-00	CONTRACTED SERV - FIRE EXT INSPEC	100.00	100.00	82.90
2-75-230-01	CONTRACTED SERV-SECURITY	359.40	360.00	359.40
2-75-255-00	BUILDING R & M - MUSEUM	2,000.00	2,500.00	2,437.46
2-75-274-00	INSURANCE - MUSEUM	2,809.27	2,500.00	2,442.84
* TOTAL MUSEUM		5,268.67	5,460.00	5,322.60
<b>COMMUNITY CENTRE</b>				
2-76-255-00	COMMUNITY CENTER-GRANT	10,000.00	10,000.00	10,000.00
* TOTAL COMMUNITY CENTRE		10,000.00	10,000.00	10,000.00
** TOTAL EXPENDITURES		3,037,584.71	2,872,983.05	2,886,759.17
*** OPERATING (SURPLUS) DEFICIT		(39,957.91)	12,360.00	(124,743.76)

\*\*\* End of Report \*\*\*



<b>Regular Council Meeting:</b> January 8, 2024.	<b>Agenda Item:</b> 10.a
<b>Prepared by:</b> Arno Glover	<b>Approved By:</b> CAO
<b>Report Type:</b> Information	<b>Attachment(s):</b> (as per content listing provided below)

**Content:****10.a**

Letter and other documents received from Brandy Cox (Deputy Minister) regarding the Local Government Fiscal Framework Program (LGFF).

**10.b**

Correspondence received from Vernon Raincock, of Integrated Travel.

- i. email dated December 14, 2023.
- ii. example of letter of support.
- iii. copy of letter of support from PNWER.

The following related documents have been placed on the Councillors' desk within the Town Administration building:

- Information leaflet titled, "Rail for All: Connecting Communities & Neighbors".
- Information leaflet titled, "Addressing Alberta's Housing Crisis through our Connecting Communities Project".
- Presentation titled, "Bringing Responsible Rail to Alberta".

**Recommended Motion:**

Motion by Councillor \_\_\_\_\_ that Council accepts the submitted items of correspondence as information.

AR113125

December 15, 2023

Dear Chief Administrative Officers:

**Subject: LOCAL GOVERNMENT FISCAL FRAMEWORK PROGRAM**

In follow up to today's letter from the Honourable Ric McIver, Minister of Municipal Affairs, to your Chief Elected Official, I am pleased to provide you with a summary of key information on the Local Government Fiscal Framework (LGFF) program. In addition, I strongly encourage you and your staff to review the attached program summary and to access the program guidelines and other resources available on the program website ([www.alberta.ca/local-government-fiscal-framework-capital-funding](http://www.alberta.ca/local-government-fiscal-framework-capital-funding)).

**LGFF Program Overview**

The LGFF replaces the Municipal Sustainability Initiative (MSI) in 2024 as Alberta's primary funding mechanism for local governments. The LGFF has two components, a legislated capital funding component and an operating funding component, which is not legislated.

All local governments (municipalities, Metis Settlements, and the Townsite of Redwood Meadows) are eligible for capital funding, with the exception of improvement districts with no resident population. Operating funding is available to all local governments other than the cities of Calgary and Edmonton.

The LGFF capital program is designed to give local governments the flexibility to focus on local priorities within program rules and is largely similar to the current MSI capital program. A high-level overview of the LGFF capital component is provided in the attached Program Summary. Key changes include a greater focus on measuring program outcomes and infrastructure management indicators that are used to help ensure capital spending keeps pace with local needs. For detailed information on the program, please refer to the LGFF Capital Program Guidelines available on the program website.

The operating component of the LGFF will be administered in the same way as the MSI operating program. The LGFF operating program guidelines will be released in 2024 and will be very similar to the current MSI operating program guidelines.

**LGFF Funding Allocation Formula**

LGFF capital component funding will be distributed between communities using a new allocation formula. Capital funding for the cities of Calgary and Edmonton is allocated 48 per cent based on population, 48 per cent based on education property tax requisitions, and four per cent based on length of local roads. Capital funding for the remaining local governments is allocated 65 per cent based on population, 15 per cent based on tangible capital assets, 10 per cent based on amortization of tangible capital assets, and 10 per cent based on length of local roads.



In addition, all remaining local governments receive base funding, and those with a population less than 10,000 and a limited local assessment base receive needs-based funding on top of their regular allocation. Base funding is set at \$150,000, except for summer villages, whose base funding is set at \$60,000. The needs-based funding envelope is set at three per cent of total funding and is distributed to local governments based on equalized assessment.

As information for the factors used in the LGFF capital allocation formula is derived largely from the Financial Information Returns submitted to Municipal Affairs, it is of upmost importance that local governments submit high-quality and accurate data in a timely manner, as this data directly affects the funding amounts.

Additional information on the formula, including data sources, is available in the Funding Formula Information Sheet available on the program website.

Based on *Budget 2023* targets, LGFF operating funding will remain at \$60 million per year, subject to confirmation and approval as part of Budget 2024. To provide stability for local governments, 2024 LGFF operating allocations will remain at the same level as operating funding amounts allocated under the MSI in 2023.

LGFF capital allocations for 2024 and 2025 and estimated operating allocations for 2024 for all local governments are available on the program website to help local governments plan their capital projects.

#### **Online Grant System**

Local governments will be required to submit all LGFF capital documentation, including capital applications and year-end reporting, through a new online grants system, "LGFF Capital", which will be launched in spring 2024. The application process will be streamlined, and local governments will be able to submit multiple projects in the same application, if they are in the same functional category or if they are part of the same system.

As with MSI operating, applications are not required to receive LGFF operating funding. For year-end reporting on operating funding, the existing portal, "MSI Online" (MSIO), will continue to be used.

#### **Payment of 2024 Funds**

Payment of LGFF capital and operating allocations will commence between April and June 2024. To receive 2024 capital and operating funds, local governments must submit reporting on 2023 MSI funding and enter into new LGFF capital and operating funding agreements with the province. These agreements will be sent out in early 2024.

In addition, to be eligible for payment of 2024 LGFF capital funds, local governments must have sufficient applications committing their 2024 LGFF funding, and their MSI capital carry-forward funding at the end of 2023 cannot exceed the 2024 LGFF capital allocation. For example, if a local government's 2024 LGFF allocation is \$250,000 and its 2023 MSI capital carry-forward amount is \$400,000, the local government will not receive its 2024 LGFF allocation unless it notifies Municipal Affairs that it needs the payment. For additional information on this process, please refer to Section 10 (Payments) of the LGFF Capital Program Guidelines.

#### **Unspent MSI Funding**

Unspent MSI funding will continue to be administered under the MSI program through the existing MSIO system until it is expended or until the five-year limit to use each year's allocation is reached. I strongly encourage all local governments to utilize their unspent MSI funds within the required time limits to avoid repayment and/or forfeiture of these funds.

Municipal Affairs program staff will be available to work closely with local government staff to assist in the implementation of the LGFF. Should you have any questions about the new program, please contact a grant advisor toll-free by dialing 310-0000, then 780-422-7125.

Municipal Affairs will also be conducting LGFF orientation webinars, and you will receive an invitation to participate. The webinars are expected to take place in January and/or February, prior to the new LGFF Capital system launch.

I recognize transitioning to the new program after the MSI has been in place for 17 years is a significant change, and I thank you for your work to facilitate this transition.

Sincerely,



Brandy Cox  
Deputy Minister

Attachment: LGFF Capital Program Summary



# Local Government Fiscal Framework

## Capital Component

### Program Summary

#### **Program Purpose**

The Local Government Fiscal Framework (LGFF) is a flexible program that enables municipalities and Metis Settlements to commit funding for capital projects of their choosing, within program rules. It provides transparent, stable, predictable, and easy-to-administer funding, all while being accountable to Albertans.

#### **Program Objective**

The LGFF program provides funding to municipalities and Metis Settlements to support projects that develop, improve, maintain, or otherwise alter infrastructure assets in Alberta communities; facilitate the resiliency and livability of local communities; and support local and provincial economic activities.

#### **Program Administration Details**

##### ***Program Eligibility***

- All local governments, including municipalities, Metis Settlements, and the Townsite of Redwood Meadows, are eligible to receive funding under the program.
  - Improvement Districts without population are excluded.
- LGFF is allocation-based, meaning local governments are eligible for funding each year, with the amount determined through a funding formula that is either established in the *Local Government Fiscal Framework Act* (for Calgary and Edmonton), or determined by the Minister (for all remaining local governments).
  - Though the program requires local governments to apply to use the funding, the amount of each local government's funding is not subject to a competitive process, only verification of eligibility.

##### ***Grant Agreements***

- All eligible local governments will be required to sign a Memorandum of Agreement that establishes the roles and responsibilities of each party, program objectives, and actions and criteria applicable to the LGFF program as prescribed or determined by the Minister.

##### ***Project Eligibility***

- Eligible functional categories are outlined in detailed program guidelines and include those related to:
  - Infrastructure Management;
  - Libraries;
  - Parks, Sport, and Recreation;
  - Public Security and Safety;
  - Public Transit;
  - Roads and Bridges;
  - Solid Waste Management;
  - Water; and
  - Wastewater.

- Land purchases are eligible provided an asset funded by any federal or provincial grant program is built on the land within five years (or 10 years for the Charter cities when constructing transportation utility corridors).
- Broadband infrastructure eligibility under LGFF includes infrastructure where the local government owns at least 51 per cent of the infrastructure. Software eligibility is also expanded to include some software licensing (details provided in LGFF guidelines).
- Projects involving harvesting trails and other culturally important sites are eligible for Metis Settlements only.
- Interest on borrowing for LGFF-funded projects is eligible for the two Charter cities only.
- All applications must commit a minimum of 10 per cent of the local government's annual allocation, or \$5 million, whichever is lower (with some exemptions as noted in the guidelines).

#### ***Application and Payment Process***

- Local governments submit their project applications to the department to ensure they align with eligibility criteria. To streamline the application requirements, local governments are allowed to submit multiple projects under the same application with a streamlined amount of information, provided the list of projects falls under the same functional category. Projects relating to a unified system that fall under different but related categories can also be submitted under one application (e.g., road construction including new water and wastewater lines).
- To revise project costs after the project has been accepted by the Minister, local governments can update project details to reflect more accurate cash flows.
  - Cash flow updates to projects can be provided to the department without the need for a formal project amendment, although those with significant increases in LGFF funding committed will be given greater scrutiny by the department.
- Payments are issued when the local government has met all of the payment conditions outlined in the LGFF program guidelines. These include:
  - receipt of sufficient project applications to commit all LGFF allocations, including credit items and interest earned;
  - certification of prior years' financial and outcome reporting documentation and receipt of audited financial statements; and
  - expenditure of previous years' allocations (i.e., payment only to local governments with no more than one year's carry-forward).

#### ***Reporting and Accountability***

- By May 1 of each program year, municipalities will be required to submit a Statement of Expenditures and Project Outcomes (SEPO) that reports on the previous year's expenditures and project outcomes on completed/fully funded projects.
- Metis Settlements must submit their SEPO by August 1 of each year.
- In terms of financial data, SEPOs will collect only information on:
  - total project cost of each project;
  - total LGFF funding applied;
  - other grant funding; and
  - interest/income earned.



### ***Outcome Reporting/Performance Measures***

- Local governments will be required to provide project outcomes reporting by providing information on the resulting capital assets (immediate outcomes) and some additional data to inform intermediate and ultimate outcomes to help demonstrate that the program is meeting its objective. This will be done through the SEPO.
- Program performance indicators will be aligned with the ultimate outcomes. The ultimate outcomes are:
  - increased economic activity in Alberta municipalities and Metis Settlements;
  - increased livability of Alberta municipalities and Metis Settlements; and
  - increased resilience of municipalities and Metis Settlements in response and adaptation to the effects of disasters, extreme weather events, and changing local conditions.

### ***Flexibility***

- Local governments have significant flexibility to:
  - save LGFF funding for multiple years (subject to limitations outlined in the LGFF agreement) to apply it to larger projects;
  - stack LGFF funding with any remaining MSI funding and funding from other grant programs (if permitted by those programs); and
  - withdraw and replace projects.
- Local governments will have the allocation year plus five years to carryforward funds (six years in total), and any unspent amount will be reduced from future LGFF allocations.

### ***Infrastructure Management Indicators***

- Local governments that trigger a set of infrastructure measures will, in some cases, have targeted project eligibility restrictions placed on them to ensure LGFF funds are committed and spent only on core infrastructure projects.
  - Municipal Affairs will work with those impacted local governments to confirm there are no extenuating reasons for triggering those measures, ensuring that only local governments with challenges managing their infrastructure will have the restrictions placed upon them.
- Local governments at risk of triggering these measures will be warned of potential LGFF application eligibility restrictions prior to any restrictions being placed on them.
- The measures that will trigger the restrictions are:
  - investment in infrastructure ratio; and
  - capital grants as a percentage of investment in infrastructure.

### **Transitional Considerations**

- Unspent MSI Capital funding at the end of 2023 will not be carried over to LGFF and will continue to be administered in the current MSI Online system until MSI has been fully expended. It will continue to follow the existing MSI capital guidelines and funding agreements.
- The time limit to spend MSI funding will be strictly enforced. Local governments will be required to return any unspent funding to the Government of Alberta.
- It will be critical that the 2023 MSI Capital Statements of Funding and Expenditures and Financial Statements are received by Municipal Affairs by May 1, 2024, to facilitate the wrap-up of MSI and a smooth and efficient transition to LGFF.

## Changes under LGFF Compared to MSI

Category		MSI	LGFF
Program Objective		Focused on managing growth pressures.	Focused on resiliency, livability of local communities, and supporting economic growth.
Project Eligibility	Land Purchases	Land purchases are eligible, provided an asset is built on the land within five years.	Land purchases are eligible, provided an asset funded by any federal or provincial program is built on the land within five years (10 years for Calgary and Edmonton when constructing a transportation utility corridor).
	Interest on Borrowing	Interest on borrowing for MSI-funded projects is eligible.	Interest on borrowing for LGFF-funded projects is only eligible for the cities of Calgary and Edmonton.
	Broadband and Software	Municipally owned broadband infrastructure and some software are eligible.	Broadband infrastructure eligibility is expanded to include infrastructure where the local government maintains at least 51 per cent ownership. Software eligibility is expanded to include some software licensing.
	Métis Harvesting Trails	Métis harvesting trails are not eligible.	Métis harvesting trails are eligible for Metis Settlements.
	Minimum Application Amount	Five per cent of the current year allocation.	10 per cent of the current year allocation, or \$5 million, whichever is lower.
Project Applications		Local governments are allowed to submit multiple project applications to the Minister.	Streamlined requirements, allowing local governments to submit multiple projects under the same application, provided the projects are under the same functional category. Projects that fall under different related categories in a system can also be submitted under one application (e.g., roads, water lines, wastewater lines, and storm water).
Project Amendments		Changes in project details, including scope and cash flow changes, require a project amendment.	Elimination of amendment process to reduce red tape. Cash flow updates can be provided to the department through a separate streamlined financial update process or reported as actual costs on the financial report (those with significant increases in LGFF funding committed will receive greater scrutiny by the department). Major

Category	MSI	LGFF
		changes to the scope, location changes, or category of projects where no funding has been expended requires withdrawal of the project and initiation of a new application.
Financial Reporting and Accountability	Detailed Statements of Funding and Expenditures.	Financial information collected in Statement of Expenditures and Program Outcomes (SEPO) is simplified to collect only information on total cost of each project, total LGFF funding applied, and other grant funding.
Project Outcomes Reporting	Outcomes were developed but data on them was not collected apart from financial reporting.	Outcomes have been developed. Indicators will be aligned with program outcomes. Local governments will report this information through the SEPO.
Payments	Payments are triggered after payment conditions are met.	Payments are triggered once payment conditions are met, only for local governments with no more than one year's allocations being carried forward. Those with more than one year will be required to notify the department if they need the payment.
Infrastructure Management Challenges	No spending restrictions for communities with infrastructure management challenges.	Local governments triggering flags on a suite of indicators will be warned about potential LGFF spending restrictions. If flags persist one year later, the local government will be restricted to committing LGFF funding to core infrastructure only.



**Arno Glover**

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**From:** CAO  
**Sent:** December 16, 2023 8:22 AM  
**To:** Arno Glover  
**Subject:** Fwd: Update on Alberta Passenger Rail  
**Attachments:** Bringing Responsible Rail to Alberta\_Big Rail Presentation Jan 11, 2023 FINAL.pdf; Letter of Support ITS Copy.pdf; PNWER Letter of Support.pdf; AAR and ITRD Rail for All and Connecting Communities Two Pager v2.pdf; Introducing Integrated Travel Overview Brochure.pdf

Rudy Friesen  
 CAO  
 Town of Bowden

Begin forwarded message:

**From:** Vernon Raincock <engage.integrated.travel@viazohocrm.com>  
**Date:** December 14, 2023 at 6:07:59 PM MST  
**To:** CAO <cao@bowden.ca>  
**Subject:** Update on Alberta Passenger Rail  
**Reply-To:** engage@integrated.travel

Dear Rudy,

I wish you and your family the best of seasons.

I take this time to introduce your team to ours at Integrated.Travel.

We are the non-profit research arm of Alberta Regional Rail and have plans to reintroduce passenger rail between Edmonton and Calgary (the Spine) and in short order Alberta to Montana, Stettler to Red Deer and Camrose to Edmonton.

Integrated Travel Research and Development's vision is to support the re-introduction of passenger rail in Alberta and Montana.

We see that Transportation policy will help alleviate the housing crisis in Canada. The incorporation of passenger rail between Edmonton and Calgary will alleviate housing for students, immigrants, and indigenous nations.

The Federal Government and Province of Alberta offer an opportunity to apply for a ZETF and Emission Reduction feasibility study grants.

Rural and Tribal communities in Alberta are often overlooked and do not have suitable and frequent inter-city public transportation for their residents.

We are committed to research the way Albertans travel and we seek to attract social, environmental and economic investment to improve access to healthcare, education and employment via an improved travel system.

Both governments recommend that Integrated.Travel seek letters of support from charitable foundations, post secondary institutions and railroad suppliers before our Grant application.

Each Letter of Support for our application for a ZETF and ER grant will improve the likelihood that a grant application will be approved. If you know of a local employer or business association that may help to provide a letter of support, please ask them to reach out to us.

I look forward to scheduling a call with you to discuss how we can work together to ensure this project gets on track.

Sincerely,

Vern Raincock, Director

+1 (587) 503-5555 o

+1 (619) 995.7670 c

Integrated.Travel

engage@integrated.travel / vern.r@abrailway.com





*Pacific NorthWest  
Economic Region*



2023 - 2024  
PNWER Executive  
Committee\*

December 5, 2023

Rick Glumac, MLA  
British Columbia  
President

First and last name, title  
Organization  
Address  
Address

Rep. Cindy Ryu  
Washington  
Vice President

Dear Mr. Fryer,

Ken Francis, MLA  
Saskatchewan  
Vice President

On behalf of the Pacific Northwest Economic Region (PNWER), please accept this Letter of Support to 2512995 ALBERTA LTD. / DBA INTEGRATED TRAVEL SYSTEM (ITS) in their endeavor to establish a passenger rail service in the Calgary – Edmonton corridor.

Rep. DeLena Johnson  
Alaska  
Vice President

The Pacific Northwest Economic Region (PNWER) is a five state, five province US-Canada partnership engaged in advancing initiatives in trade, commerce, and transportation. PNWER as an organization has over 30 years of experience in leveraging key players within its jurisdictions and at the federal level to be able to raise awareness of critical issues within our region. PNWER was also selected in 2022 as a Regional Infrastructure Accelerator (RIA) by the US Department of Transportation. The PNWER/RIA has a focus area of improving current rail infrastructure, and champions regionally important projects and programs through technical assistance and advocacy. Rail systems are crucial for our region's multimodal transportation network in maintaining reliable and efficient movements of people.

Hon. Sandy Silver  
Yukon  
Vice President

Hon. Caroline Wawzonek  
Northwest Territories

Sen. Lew Frederick  
Oregon

ITS is a research and development non-profit that focuses on enhancing Inter-City transportation services to link residents in both rural and urban Alberta. ITS will conduct an investment grade feasibility study in 2024 to evaluate the viability of a regional passenger rail service connecting communities in the Calgary-Edmonton corridor. The study will recommend service frequency, integration with existing transit, address service gaps, and highlight socioeconomic benefits. The goal is to propose a fast, sustainable, and inclusive mode of transportation, considering various options like ride shares and buses, while also examining its impact on indigenous economic development in Alberta.

Garth Rowsell, MLA  
Alberta

Sen. Mike Cuffe  
Montana

David Bennett  
FortisBC  
Private Sector Co-Chair

ITS proposes that passenger rail service through the Calgary – Edmonton corridor will generate economic activity and opportunity, as well as create jobs. This study is necessary to identify the benefits to Alberta.

Dan Kirschner  
Northwest Gas Assoc.  
Private Sector Co-Chair

ITS will study whether it is possible for CFR compliant, freight compatible rolling stock to operate on existing Canadian Pacific Kansas City (CPKC) and CN Right of Way. CPKC and CN Right of Way passes through the principal communities, towns and cities in the Calgary – Edmonton corridor, and ITS will recommend where to locate stations, with input from the local communities in order to integrate rail service into the existing transportation network.

Sen. Chuck Winder  
Idaho  
Past President

We support the proposed regional passenger rail service as it aligns with the goals of PNWER. If called upon, PNWER will facilitate and support efforts, to make Regional Rail a success in Alberta.

\*Partial listing

PNWER offers its full support to the proposed regional passenger rail service in the Calgary – Edmonton corridor. We look forward to continued partnership in this crucial initiative.



Sincerely,

*Matt Morrison*

Matt Morrison  
Chief Executive Officer  
PNWER

*Bruce Agnew*

Bruce Agnew  
Director  
PNWER RIA



## Letter of Support for Integrated Travel System of Alberta

{Date}

Dear Mr Fryer

On behalf of {Organization Name}, please accept this Letter of Support to 2512995 Alberta Ltd. / DBA INTEGRATED TRAVEL SYSTEM (ITS) in their endeavour to establish a passenger rail service in the Calgary – Edmonton corridor.

ITS is a research and development non-profit evaluating the feasibility of improved Inter-City transportation services linking residents of rural and urban Alberta centers. ITS will conduct an investment grade feasibility study in 2024. The study will evaluate the viability of a regional passenger rail service that aims to connect all of the communities, towns and cities in the Calgary – Edmonton corridor. The study will recommend the frequency of service, how it may integrate with existing transit services, the gaps of existing services and the socio-economic benefits from a frequent and reliable integrated inter-city service to visitors and residents of the province. The study's goal is to offer recommendations to introduce a fast, efficient, sustainable, reliable and safe mode of transportation that is accessible to, and by, everyone in their respective communities. All modes of transportation including ride share and buses will be considered. The study will identify how this service will impact indigenous economic development in Alberta.

ITS proposes that passenger rail service through the Calgary – Edmonton corridor will generate economic activity and opportunity, as well as create jobs. This study is necessary to identify the benefits to Alberta.

ITS will study whether it is possible for CFR compliant, freight compatible rolling stock to operate on existing Canadian Pacific Kansas City (CPKC) and CN Right of Way. CPKC and CN Right of Way passes through the principal communities, towns and cities in the Calgary – Edmonton corridor, and the ITS study will recommend where to locate stations, with input from the local communities in order to integrate rail service into the existing transportation network.

We support the proposed regional passenger rail service as it aligns with the goals of {Organization Name}.

If called upon, {Organization Name} will facilitate and support efforts, to make Regional Rail a success in Alberta.

The {Organization Name} offers its full support to the proposed regional passenger rail service in the Calgary – Edmonton corridor. We look forward to continued partnership in this crucial initiative.

Sincerely,

{Signature}

{Organization Representative Name and Position}

{Organization Name}

{Organization Address line 1}

{Organization Address line 2}

<b>Regular Council Meeting:</b> January 8, 2024.	<b>Agenda Item:</b> 11.a / 11.b / 11.c
<b>Prepared by:</b> Arno Glover	<b>Approved By:</b> CAO
<b>Report Type:</b> Information	<b>Attachment(s):</b> As per content

**Content:**

11

**a. CAO's Report****b. Council Committee Reports**

No item submitted.

**c. Society & Other Reports**

Mountain View Regional Water Services Commission report (meeting December 16, 2023).

Mountain View Regional Water Services Commission reports reference bulk water.

Copy of correspondence by Rebecca Schulz, Minister of Environment &amp; Protected Areas.

*(reports submitted by Mayor Robb Stuart)*

Red Deer &amp; District FCSS Program Report (Nov – Dec 2023).

Central Alberta Regional Waste Management Commission (Dec 6, 2023)

Parkland Foundation (numerous documents)

*(reports submitted by Councillor Sandy Gamble)***Recommended Motion:**

Motion by Councillor \_\_\_\_\_ that Council accepts the submitted reports as information.



<b>Regular Council Meeting:</b> January 8th, 2024.	<b>Agenda Item:</b> 11.a
<b>Prepared by:</b> Rudy Friesen	<b>Approved By:</b> n/a
<b>Report Type:</b> Information	<b>Attachment(s):</b>

### 1. Bowden Hotel

Cleanup of the Bowden Hotel site continues to progress. We have been in communication this month with the company responsible for the Phase I Environment Assessment of the property. We've provided them with the information we have on file, in order that they may proceed to complete their work.

### 2. Urban Hen Project

In 2023 Council heard a presentation regarding an interest in the consideration of an urban hen project for the Town. Following the presentation, the information had been referred back to Administration. We have continued conversation with the presenter, and we are now seeking further guidance from Council as to desired next steps. A potential option is to mirror other communities in our region by developing a pilot project to further assess the programs impact in the community.

### 3. Annual Audit

We had a very beneficial pre audit meeting with our Auditors in November of 2023. At that time, they were also able to complete some field work in order to begin the Audit process. As previously discussed with Council, Asset Retirement Obligations are new facet of this process. We have been working with the Auditor to confirm our work to meet the initial stages of this obligation. We will have additional details when the Auditor presents findings to Council in spring of 2024.

### 4. FCSS

The first FCSS Regional Partners meeting of the year was held in Red Deer in late December. Regional partners from Bowden, Red Deer, Red Deer County, Delburne and Penhold were in attendance. We discussed confirming a regional project earlier in the year. For 2024, this will likely focus on the 50<sup>th</sup> year of our Red Deer and District FCSS. As well, 2024 is the final year of the current multi municipal operating agreement. As such, we will be involved throughout the year in discussions regarding an updated municipal agreement for 2025.



## Mountain View Regional Water Services Commission December 13, 2023

- Meeting held at treatment plant. All members and three alternates in attendance.
- Chairman, Operations Director, CAO, Technical and Financial Reports received, discussed and approved.
- Chair, CAO and Operations Director are working with the Town of Olds on the incident that initiated the "boil water advisory".
- Two new membrane banks are being installed. Work expected to be completed by December 15<sup>th</sup>.
- Working with Alberta Environment on Daily Integrity testing.
- Commission has seen a significant increase in bulk water sales (mainly in Didsbury, Carstairs and Crossfield).
- Member water use summary is attached.

### December 22 Special meeting

- Zoom meeting was called to discuss the letter that was received from Minister of Environment and Protected Areas. After discussion, a motion was carried to issue a letter to member municipalities suspending bulk water sales for oil and gas operations. Pertinent information is included.

### Mountain View Regional Water Services Commission Comparative Income Statement At November 30, 2023

Actual November 1 to November 30, 2023	Year to Date	% YTD to YTD Budget	YTD Budget	Budget Jan 1, 2023 to Dec. 31, 2023
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#### REVENUE

##### Sales Revenue

Water Sales - Town of Innisfail	\$ 134,180.64	\$ 1,641,670.93	1.01	1,628,233.09	\$ 1,769,818.58
Water Sales - Bowden Institution	20,796.12	212,953.82	1.15	185,966.58	202,137.59
Water Sales - Town of Bowden	13,246.28	218,783.97	1.06	206,460.13	224,413.19
Water Sales - Town of Olds	185,918.75	2,136,835.16	0.98	2,187,935.59	2,378,190.86
Water Sales - Town of Didsbury	78,993.06	949,309.20	0.99	956,176.06	1,039,321.80
Water Sales - Town of Carstairs	65,281.86	821,547.85	1.15	713,512.85	775,557.45
Water Sales - Town of Crossfield	74,014.87	820,586.95	0.96	855,829.25	930,249.19

## Mountainview Regional Water Services Commission

### Memo

To: Chairman, Board of Directors

From: John Van Doesburg CAO

Re: Bulk Water Sale in Communities for Domestic/ Municipal Use

### Background

In November and December 2023 there was a dramatic increase of use of water in some the Commission members bulk water sales. Normally this would not have been a major issue but the amount of water, time of year of the water use and upgrades of the process trains resulted in the closure of the bulk water stations in communities.

After the work was finished to the process trains, the Commission is again in the position to open the bulk water stations. The bulk water stations were opened December 18, 2023. The Commission on Dec 20, 2023, received an email for the request of a large amounts of water to be used through the bulk water stations in Crossfield and Carstairs.

To review the request of amount of water, the Commission held a meeting with the Towns of Crossfield, Carstairs and Didsbury. The meeting was held in the morning of December 21, 2023. The communities' representatives and Commission had a zoom mtg, discussing the volumes and the use of water. The use of water and the Commission license were of concern with the recent letter sent by Alberta Environment advising of the possibility of a drought and the need for communities to start planning for limited water use.

It was agreed that the Commission talk to the representatives of the company requesting the water. It was agreed that if the water was not for domestic or municipal use that the water sale is should not permitted.

The Commission representatives contacted the company in the afternoon of December 21, 2023, and discussed the water use and volume. In the discussion, it was revealed that the water use was for oil field. The use was going to be approximately 1000 -2000 cubic meters per day. The original amount of 4-5000 cubic meters per day interpreted from the email was incorrect. The company representatives were very cooperative and outlined a process they would have to use if the water was not granted to them from the commission or commission member.

### Issue

The Water Licence of the Commission is for municipal /domestic use. Oil field use is a separate category in the view of Alberta Environment and requires separate approval.

The volume of water of a 1000 -2000 cubic meters per day can be handled by the plant after the process upgrades have completed.

The Commission water is not licensed to provide for oil field water use. Commission must adhere to the Alberta water guidelines and regulations.

The Alberta Government is setting up a Drought Agency that will be reviewing water use and volumes of water available to communities.

The Commission has a senior license, but this can be superseded by an Order in Council or Ministerial order. The Water Act provides for this action.

### **Recommendation**

Because the Commission water license is for municipal/ domestic use for the Commission members, the Commission is legally responsible for any sale that does not conform the license. Water sold by the Member communities, must align with the use in the Commission license.

It recommended that the Commission Board of Directors pass a resolution stating that water that is provided by the commission to its members is to be used only for domestic/ municipal uses. Any other use of water be discontinued. The Municipalities should make inquiries to users of bulk water to the ensure the use of water follows the water license guidelines.



# Mountain View Regional Water Services Commission

*Anthony Henday Water Treatment Plant  
35566 Rge Rd 10, Red Deer County, Alberta T4G 0H5  
Bus: 403-227-5828 - Fax: 403-227-5831  
E-mail Address: mtnwater@telusplanet.net*

December 22, 2023

To: Towns of Innisfail/Bowden/Olds/Didsbury/Carstairs/Crossfield

From: MVRWSC

Re: Bulk Water Sales

At a Special Commission Meeting held on December 22, 2023, the Board of Directors for the MVRWSC passed the following motion:

*Moved by Bill Windsor that the Commission advise the Member Communities the water provided by the Commission is to be used for domestic and municipal use. The Commission immediately suspends any use of water for Oil and Gas field operations. The Commission will update the member communities on any information received from Alberta Environment.*

*Further clarification on use of water can be made by contacting the Commission at 403-227-5828.*

Thank you for your support of this matter.

CC: Board of Directors



ALBERTA

ENVIRONMENT AND PROTECTED AREAS

*Office of the Minister*

Dear Elected Municipal Leaders,

Alberta is currently in a significant drought. During summer 2023, several water basins reached critical drought conditions due to low rainfall and high temperatures. The world is also experiencing El Niño, a global phenomenon occurring for the first time in seven years. It's causing less snow and rain, along with higher temperatures, heightening the potential for significant drought into spring and summer 2024, particularly in southern Alberta.

Alberta has five stages in its water management plan. Ranging from Stage 1, which is a minor drought, to Stage 5, which is a province-wide emergency. We are currently in Stage 4. The Government of Alberta is closely monitoring the situation and working to be prepared in case the province faces a similar – or worse – drought next year. Staff from Environment and Protected Areas, along with Agriculture and Irrigation, are working with water licence holders, major water users, and other partners to develop water conservation plans and water-sharing agreements.

Alberta has stood up a Drought Command Team in the event of an emergency and an early first draft of a 2024 Drought Emergency Plan has been completed and is now being refined. We have also initiated drought modelling work that will allow the province to determine how to maximize the province's water supply. Alberta is considering a wide range of tools and approaches to respond to an emergency situation, including both regulatory and non-regulatory tools.

The province will also be striking an advisory panel of leaders to help provide advice in the months ahead. And we are preparing for the future, looking at what long-term infrastructure is needed to help manage water supplies for future generations.

However, municipal action is also needed. In order to be fully prepared for a severe drought, municipal leaders throughout Alberta will need to take action. From my time as the Minister of Municipal Affairs, I have had the pleasure of meeting and working with many of you, and I am confident that Albertans will find their municipal leaders are ready and willing to deal with this challenge head-on.

That's why I am writing to all municipalities to ask that the following be undertaken in the coming months:

- 1.) Initiate efforts to monitor water supply infrastructure proactively, paying particular attention to water intake relative to water levels.
- 2.) Begin a review of the terms of your municipality's water licence so you are aware of any conditions that may limit your ability to withdraw water during a drought.
- 3.) Alert municipal water managers to prepare to be engaged with officials from the Drought Command Team, should conditions within your municipal water licence need to be triggered.
- 4.) Develop a water shortage plan so your municipality is prepared to respond if water availability decreases.

We are asking all water users to start planning now to use less water in 2024. We are committed to providing information and supporting any additional conservation efforts that your municipality may adopt in the future.

Stay up-to-date on precipitation and water levels through the Alberta Rivers app or the Alberta Rivers Basins web page at [rivers.alberta.ca](https://rivers.alberta.ca). To learn more about the impacts of drought on communities and the principles for sound water management, please visit [alberta.ca/drought](https://alberta.ca/drought).

Environment and Protected Area would like to hear from your water management staff on perceived risks of drought in 2024, what impacts it could have on your operations, and how your municipality plans to mitigate risks. To connect with our team, please email [epa.drought@gov.ab.ca](mailto:epa.drought@gov.ab.ca).

Alberta has navigated many droughts before and has a long, proud history of coming together during tough times. I know we can count on our municipal partners to work together in the face of adversity.

Sincerely,



Rebecca Schulz  
Minister of Environment and Protected Areas



cc: Honourable Ric McIver  
Minister of Municipal Affairs

Honourable RJ Sigurdson  
Minister of Agriculture and Irrigation

Stacey Smythe  
Assistant Deputy Minister, Regulatory Assurance  
Environment and Protected Areas

## Red Deer &amp; District FCSS Board

## FCSS Program Specialist Report

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## FCSS Program Report

## 1. 2024-26 Contracts

- Agreements have been drafted and sent to all Indirect service providers and Municipal partners, with deadline for execution and return set for Dec.6

2. Capacity Building *For Agencies to go above in funding for training*

- Three capacity building grants have been awarded in 2023, with others pending based on end of year financial standing

3. Spark Grants *Matching grant up to \$1000.00 to Connect*

- Community Christmas Snow Day – Red Deer Village (\$320)
- Country Christmas Celebration – Poplar Ridge (\$1000)
- Mother's Artistic Gifts (Quilting) – Johnstone (\$1000)
- Artistic Expression in Kentwood (\$945)
- Sound Against the Waves (\$1000)

*21 applications received.*

## 4. Regional Project

- Completed Regional project series *Every Little Bit Helps*, with expert speakers from different organizations presenting topics related to affordability

Topic	Location	Date	Participant Number
Seniors Benefits	Benalto Family Resource Centre	Sept.29	12
Food Preservation (canning)	Delburne Community Hall (included Elnora residents)	Oct. 10, 11 & 12	16 (attended all 3 sessions)
Finance and Budgeting	Paterson Community Centre (Bowden)	Oct.12	16
Food Consumption Cost Savings	Penhold Multiplex	Oct.26	8 All participants agreed they and their families could use what they learned
Energy Conservation	Penhold Multiplex	Nov.27	Postponed until next year due to low registration

5. Multi-Municipal Agreement *- 10 year Term*

- Bobby-Jo Stannard will be hosting a meeting with Municipal partners Dec.19 to begin discussions regarding the Multi-Municipal Partnership Agreement

6. FCSSAA Conference *Celebrating 50 years.*

- Hosted Nov.22-24 in Edmonton

**Red Deer & District FCSS Board**

**FCSS Program Specialist Report**

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- Co-Chaired by Bobby-Jo Stannard; attending by 4 Board members and 4 staff
- FCSS Red Deer & District sessions on *Granting for Community Inclusion (Reconnect)* and *Community Engagement for Grantors*

7. West Regional Meeting

- Next meeting will be hosted by Penhold in May 2024



# CENTRAL ALBERTA REGIONAL WASTE MANAGEMENT COMMISSION

Election of Officials

Chairperson: Lonny Kennett

Vice Chairperson: Philip Massier

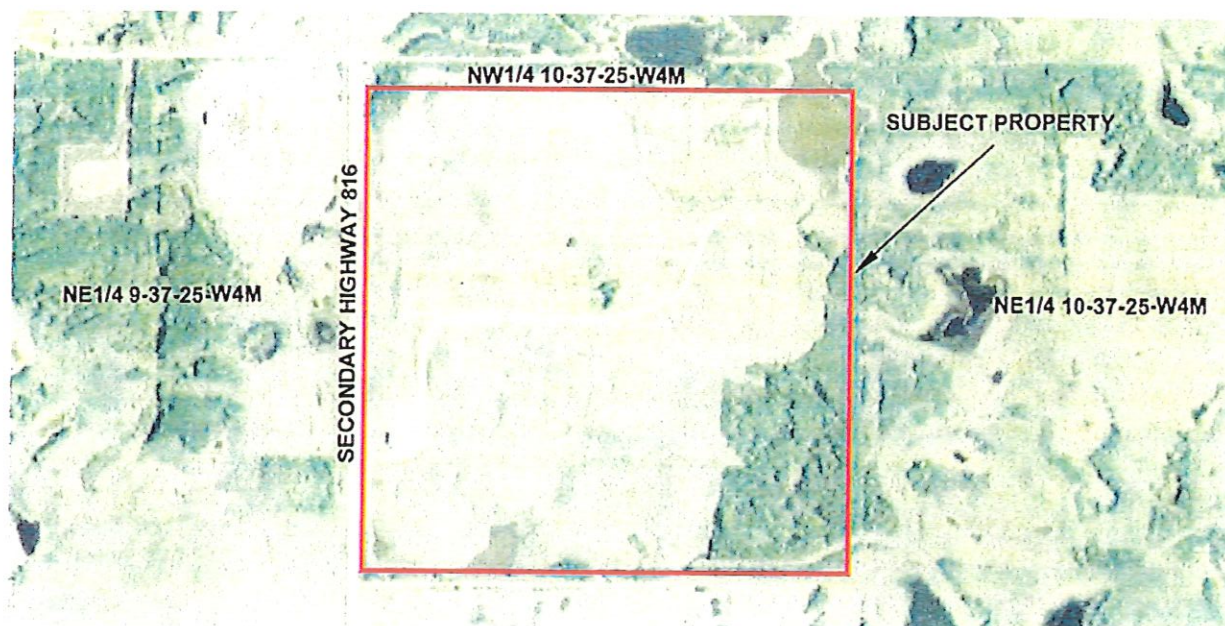
Report attached

## CARWMC – Administration Report

### AGENDA ITEM 6: CARWMC OVERVIEW

#### DISCUSSION:

The Ridgeview Waste Recovery Facility (RWRF) is located within NW 1/4 10-37-25-W4M, Red Deer County, Alberta, and is a closed landfill that operated from 1999 to 2003 as part of Approval Number 46896-01-00 with Alberta Environment and Parks (AEP). The facility was a Class II landfill, accepting municipal solid waste which was placed in two cells, with an approximate total area of 2.2 hectares during this period. Each of the cells were constructed with a liner and leachate collection system, including a leak detection layer below the liner.



Central Alberta Regional Waste Management Commission (CARWMC) has retained (by RFP in 2021) Parkland Geotechnical Consulting Ltd. (Parkland GEO) to undertake the annual groundwater monitoring, site inspection and reporting for the site. The details of the groundwater monitoring requirements are outlined in the Ridgeview Landfill Closure/Post Closure Plan of May 2004 as well as the Code of Practice for Landfills in Alberta. Landfill license renewal was received in August of 2018 and is in place for another 10 year term, until 2028 at which time another renewal will be required to complete the 25 year post closure requirement into 2030. Additional monitoring requirements were added with the license renewal to reflect the updates made to the provinces Code of Practice for landfills.

Red Deer County took over administrative duties in 2012 which was previously a contracted function. The commission board typically meets twice a year. Once in the early winter to hold elections for chair and vice chair as well as budget approval for the following year, and once in early

## **CARWMC – Administration Report**

spring to approve the financial/audit statements and review any findings of the groundwater monitoring report from the prior year, which is due for submission to AEP by March 31<sup>st</sup> of every year.

### **BUDGET IMPLICATION:**

There are no budget implications.

### **RECOMMENDATION:**

Receive for information.

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**Prepared by:** Andrew Treu, Commission Manager

**Date:** December 6, 2023



**CARWMC – Administration Report****AGENDA ITEM 7: FINANCE REPORT**

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**DISCUSSION:**

Review of the Balance Sheet and Comparative Income Statement of the Commissions bank accounts. The reports are current as of October 31, 2023. Items of particular interest are the following:

- All requisitions for 2023 received.
- 2023 Grazing Lease payment received. ✓
- Current account balance sits at \$28,708.48 (October 31, 2023)
- Term Deposit remains at \$70,000 ✓
- Remaining Costs:
  - o October: \$7,348.16 (Parkland Geo)
  - o Insurance: \$1,700
  - o Anderson Slipp Audit Fees: \$2,800
  - o Parkland Geo for Nov-Dec: \$1,670
  - o Board expenses: \$400
- Administration will monitor account balance and incoming invoices and will project the balance to the end of 2023 for carry forward into 2024.
- Projected Carry Forward into 2024: \$14,790.32

**BUDGET IMPLICATION:**

There are no budget implications.

**RECOMMENDATION:**

To receive for information.

**ATTACHEMENTS:**

1. Balance Sheet (10/31/2023)
2. Comparative Income Statement (10/31/2023)

**CARWMC**

Balance Sheet As at 10/31/2023

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Page 1

**ASSET**

Cash Header		
RD ATB C/A	28,708.48	
Term Deposit	70,000.00	
Total Cash		98,708.48
Total Cash and Cash Equivale...		98,708.48
Accounts Receivable Header		
GST Receivable	665.92	
Total Trade and Other Receivables		665.92
Total Accounts Receivable		665.92
Capital Assets		
Sanitary Landfill Site	1.00	
Total Capital Assets		1.00
Total Capital Assets		1.00
TOTAL ASSET		99,375.40

**LIABILITY**

Accounts Payable		
Estimated Accounting Accrual	50.00	
Total Accounts Payable		50.00
Total Trade and Other Payables		50.00
Equity		
Equity in Capital Assets	-1.00	
Total Equity in Capital Assets		-1.00
Total Equity in Capital Assets		-1.00
TOTAL LIABILITY		49.00

**EQUITY**

Surplus/Deficit		
Accumulated Surplus	85,170.59	
Total Accumulated Surplus		85,170.59
Current Earnings		14,155.81
Total Accumulated Surplus/De...		99,326.40
TOTAL EQUITY		99,326.40
LIABILITIES AND EQUITY		99,375.40

**CARWMC**

## Comparative Income Statement

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Page 1

	Actual 01/01/2023 to 10/31/2023	Budget 01/01/2023 to 12/31/2023
<b>REVENUE</b>		
Revenue and Requisitions		
Requisition - Town of Innisfail	8,253.79	8,253.79
Requisition - Town of Bowden	1,426.58	1,426.58
Requisition - Red Deer County	20,787.33	20,787.33
Requisition - Town of Penhold	2,207.80	2,207.80
Requisition - Village of Delburne	849.16	849.16
Requisition - Village of Elnora	441.56	441.56
Interest Revenue	428.91	0.00
Pasture Rent	4,500.00	8,848.00
Total Tsfr Station/Landfill Revenue	38,895.13	42,814.22
<b>Total Revenue</b>	<b>38,895.13</b>	<b>42,814.22</b>
<b>TOTAL REVENUE</b>	<b>38,895.13</b>	<b>42,814.22</b>
<b>EXPENSE</b>		
Administration Expense Header		
RD County/ Admin Fees	0.00	500.00
Bank Service Charges	112.04	155.00
Board Fees	140.00	300.00
Board Mileage	163.20	500.00
Insurance	1,303.81	1,600.00
Professional Fees	0.00	3,500.00
Office Supplies	0.00	200.00
<b>Total Admin Expenses</b>	<b>1,719.05</b>	<b>6,755.00</b>
Ridgeview Landfill Expense		
Geotechnical Services PRO9401	20,075.62	33,275.00
Cell#1 Leachate Elevation PRO9...	0.00	5,200.00
Ridgeview Landfill Lease	805.00	805.00
Ridgeview Repairs & Maint\Wee...	1,908.42	12,000.00
Ridgeview Prop Tax - Pasture La...	231.23	230.00
<b>Total Ridgeview Landfill Expen...</b>	<b>23,020.27</b>	<b>-51,510.00</b>
<b>TOTAL EXPENSE</b>	<b>24,739.32</b>	<b>58,265.00</b>
<b>NET INCOME</b>	<b>14,155.81</b>	<b>-15,450.78</b>



## CARWMC – Administration Report

## AGENDA ITEM 8: MANAGER'S REPORT

## DISCUSSION:

## 1) Weed Control

- Weed inspection performed by Red Deer County Ag staff on July 7<sup>th</sup>, with a corresponding Weed Inspection Report issued.
- Red Deer County performed spot spray applications in accordance with the Commissions allowable budget (2023 = \$2,000). There has been no herbicide application the previous two years (2021-22).
- Inspect in 2024 and patch spray as needed.
- Maintain same budget allowance (\$2,000) for weed control in 2024-26.

## 2) Leachate Management Summary

Year	Cell 1	Cell 2	Total
2011	140	111.5	251.5
2012	28.5	32.5	61
2013	25	36	61
2014	13	56	69
2015	5	44	49
2016	52.5	63	115.5
2017	51	46	97
2018	37	35	72
2019	18	48	64
2020	82.5	47.5	130
2021	11	0	11
2022	49	38	87
2023 (YTD Oct)	44.5	24	68.5

*No weed  
control  
last 2 yrs.*

- Leachate management is our biggest unknown cost from year to year and is typically reflective of yearly precipitation and environmental conditions. Leachate levels to date in 2023 are lower than what was seen in 2022 but on par with historical numbers.

## CARWMC – Administration Report

### 3) Cell #1 Leachate Pipe Elevation Investigation.

Liner elevation data has never been available for Cell #1. Due to the lack of this information, standard practice has always been to pump out the leachate regularly to reduce the likelihood of allowing the levels to exceed the maximum allowable limit. It was recommended in 2022 to use a down-hole camera and help determine the maximum allowable leachate level in Cell #1.

Based on a successful field and camera investigation performed this summer, maximum leachate elevation allowed at the edge of the cell liner is calculated to be approximately 951.9 mASL, which correlates to a height within Cell #1 leachate manhole of 3.65 meters below grade (mbg). Going forward, leachate is expected to be removed within the Cell #1 leachate manhole before the levels reach 3.65 mbg.

### 4) Grazing Lease

In 2022 an RFP was put out for grazing lease, and it was awarded to Mr. Ketih starting in 2023. The agreement was determined to be null in void when the first year's payment was substantially late. A new lease was put into place with the second highest scored proponent, which was Victor and Janice Lawrence. Due to the timing of the signing of the lease (July), a reduced rate was agreed to for 2023 (\$4,500) and then \$6,000 for the remaining years (2024-25) as per their proposal, with a possible 2-year extension. With the unfortunate passing of Victor in 2023, the lease reverts to Janice who is also named on the agreement.

### **BUDGET IMPLICATION:**

There are no budget implications.

### **RECOMMENDATION:**

To receive for information.

**CARWMC – Administration Report****AGENDA ITEM 9: 2024 OPERATING BUDGET**

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**DISCUSSION:**

The commission operates on a net zero revenue/expenses basis. Other than the grazing lease revenue, the commission has no other source of income, so the commission members are requisitioned the net expenses (less the lease revenue and any previous year's cash balance carry forward). Commission member requisitions are based on percentages described in Section 5.10 of Bylaw 2.

Red Deer County	61.2%
Town of Innisfail	24.3%
Town of Penhold	6.5%
Town of Bowden	4.2%
Village of Delburne	2.5%
Village of Elnora	1.3%

The following are comments in particular to the 2024-26 Budget:

- The commission holds a \$70,000 GIC (not noted in this budget) that is maintained as a reserve in case of emergencies or major repairs.
- \$2000 seems to be a reasonable budget for weed control to keep the lands under control.
- Administration recommends carrying a 10% contingency on the groundwater monitoring and reporting costs. Parkland Geo Proposal No. PRO 9401
- As per the 2023 grazing lease agreement, yearly grazing lease payments are \$6000/year.
- Red Deer County Assessment will issue a tax notice for 2024 as the land is sub-leased to a for profit entity. No tax prior to 2023 was an oversight that is now being corrected.
- 2023 year-end cash balance is projected to be \$14,790.32 and subsequently carried forward into 2024.
- Budget was slightly higher in 2023 due to Cell #1 Leachate Max Elevation Investigation (one time project in 2023).

## CARWMC – Administration Report

### AGENDA ITEM 10: FINANCIAL SERVICES TRANSITION

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#### DISCUSSION:

The Commission has used ATB Financial for financial services since before Red Deer County took over administrative duties in 2012. Due to a steep decline in the quality of customer service, as well as a steady increase in service charges over the past couple of years, administration would like to begin the process of transitioning to another financial institution.

Red Deer County has a long-standing relationship with Servus Credit Union (Servus) as their financial institution. Based on this experience, administration feels that a move to Servus will provide a considerable increase to the quality of service, provide similar if not better service charges than the previous vendor, and provide similar if not better financial products than the previous vendor.

Further to information provided in Agenda Item 5.0, the Chair and Vice Chair, as well as two members of administration, will have signing authority on the Commission's accounts and will require updating with Servus as the Board approves changes to those assignments, from time-to-time.

Two separate motions are required. One motion to approve closing the Commission's account at ATB Financial, and another motion to approve opening an account at Servus Credit Union.

#### BUDGET IMPLICATION:

Administration believes that the service fees at Servus will be better than the previous vendor, so we expect to see a slight savings in that budget line item in 2024 and subsequent years, however minimal in the perspective of the overall budget.

*Gic due  
May 2024*



## **CARWMC – Administration Report**

### **RECOMMENDATION:**

- 1) That the Board approves administration to proceed with steps necessary to close the Central Alberta Regional Waste Management Commission's bank account and associated financial products currently held with ATB Financial.
- 2) That the Board approves administration to take the necessary steps to open a new account for the Central Alberta Regional Waste Management Commission with Servus Credit Union.

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**Prepared by:** Andrew Treu, Commission Manager

**Date:** December 6, 2023

## **CARWMC – Administration Report**

### **AGENDA ITEM 11: 2024 AUDITOR**

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#### **DISCUSSION:**

The Commission engages the services of an accounting firm to perform its annual external audit and to provide an opinion on the financial information return and financial statements prepared by Administration, as per Section 5.2 of Commission Bylaw No. 2 and in accordance with requirements of the Act. Anderson Slipp was appointed in December 2022 as the 2023 auditor.

The Commission has used Anderson Slipp as its auditor ever since the County took over administration of the Commission in 2012. A primary benefit of using the same audit firm on an ongoing basis is that it provides continuity with respect to the expectations and requirements of the auditor and administration. However, on December 4, 2023 Anderson Slipp provided notice to administration that they no longer will be performing auditing services as part of their corporate portfolio. They will honor their obligation as the approved Auditor for 2023, however the commission will need to procure a different auditor for 2024. It is anticipated this will be done in time for the spring board meeting.

#### **BUDGET IMPLICATION:**

Financial audit professional service fees are accounted for in the 2024 Budget.

#### **RECOMMENDATION:**

To receive for information.

---

**Prepared by:** Andrew Treu, Commission Manager

**Date:** December 6, 2023

## CARWMC – Administration Report

### FINANCIAL IMPLICATIONS:

Based on the proposed budget, the requisition (cash call) to each member municipality for 2024 is indicated in yellow on the budget sheet, and as follows:

- Town of Innisfail: \$8,151.60
- Town of Bowden: \$1,408.92
- Red Deer County: \$20,529.96
- Town of Penhold: \$2,180.47
- Village of Delburne: \$838.64
- Village of Elnora: \$436.09

### RECOMMENDATION:

Recommend that the Board approves the 2024 Operating Budget as presented.

### ATTACHEMENTS:

1. Budget Spreadsheet

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**Prepared by:** Andrew Treu, Commission Manager

**Date:** December 6, 2023

## Budget

## 2024 - 2026 Budget

Pending Approval: December 6, 2023

**Revenue:**

Requisition	2023	2024	2025	2026
Town of Innisfail (24.3%)	\$ 8,253.79	\$ 8,151.60	\$ 12,142.22	\$12,157.53
Town of Bowden (4.2%)	\$ 1,426.58	\$ 1,408.92	\$ 2,098.66	\$ 2,101.30
Red Deer County (61.2%)	\$ 20,787.33	\$20,529.96	\$ 30,580.42	\$30,618.97
Town of Penhold (6.5%)	\$ 2,207.80	\$ 2,180.47	\$ 3,247.92	\$ 3,252.02
Village of Delburne (2.5%)	\$ 849.16	\$ 838.64	\$ 1,249.20	\$ 1,250.78
Village of Elnora (1.3%)	\$ 441.56	\$ 436.09	\$ 649.58	\$ 650.40
Requisition Total:	\$ 33,966.22	\$33,545.68	\$ 49,968.00	\$50,031.00
Grazing Lease	\$ 8,848.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Cash Balance Carry Forward (2021)	\$ 15,450.78	\$14,790.32		
	\$ 58,265.00	\$54,336.00	\$ 55,968.00	\$56,031.00

**Expenses:**

Administration	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Weed Control	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Audit fees	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
Bank charges	\$ 155.00	\$ 160.00	\$ 160.00	\$ 160.00
Board Fees & Mileage	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00
Insurance	\$ 1,600.00	\$ 1,700.00	\$ 1,750.00	\$ 1,800.00
Office expense	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
Landfill Lease (HMQ)	\$ 805.00	\$ 805.00	\$ 805.00	\$ 805.00
Geotechnical Services (PRO9401) plus 10%	\$ 33,275.00	\$34,430.00	\$ 36,000.00	\$36,000.00
Cell #1 Leachate Elevation Investigation (PRO9877 plus 3%)	\$ 5,200.00			
Property Tax - Pasture Land	\$ 230.00	\$ 241.00	\$ 253.00	\$ 266.00
Repair & Maintenance, Additional Leachate Removal	\$ 10,000.00	\$10,000.00	\$ 10,000.00	\$10,000.00
	\$ 58,265.00	\$54,336.00	\$ 55,968.00	\$56,031.00

## Net Revenue/Expenses:

Cash Balance as of October 31, 2023:	\$ 28,708.48
2023 Year End Cash Balance Projection:	\$ 14,790.32



# PARKLAND FOUNDATION

## Election of Officers

Board Chair: Connie Huelsman

Vice Chair: Sandy Gamble

Discussed Status of land title, might be a good time to approach government. Administration will reach out to Alberta Health to obtain current needs projections and will review the Town of Innisfail Housing Needs Assessment. It was discussed that we set aside \$30,000.00 for a consultant to help us lobby the Government to help us build a 4 and 4D lodge. Our hospitals are full of residents that need to be able to have access to this type of lodging.

Requisitions:	New	Old
County of Red Deer	\$195,850.00	\$121,397.00
Innisfail	\$34,425.00	\$21,697.00
Penhold	\$12,800.00	\$7,822.00
Bowden	\$3,575.00	\$2,235.00
Delburne	\$2,675.00	\$1,630.00
Elnora	\$675.00	\$419.00

Increase to staff will be 2%

# SENIORS' INCOME AMOUNTS

## October 2023 – December 2023

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The following income amounts reflect the **maximum benefit** rates that an *eligible* single senior or senior couple may receive:

	<b>SINGLE PERSON</b> <i>Maximum monthly payment amount</i>	<b>COUPLE</b> <i>Maximum monthly payment amount</i>	<b>Maximum annual income to receive the Benefit (general guideline only)</b>
<b>Alberta Seniors Benefit (ASB)</b>	\$303.08	\$454.58 (per household)	\$31,080 (single) \$50,720 (combined income)
<b>Old Age Security (OAS)</b> Age: 65 – 74	\$707.68	\$707.68 (each)	Less than \$142,609 (individual income)
Age: 75 and over	\$778.45	\$778.45 (each)	Less than \$148,179 (individual income)
<b>Guaranteed Income Supplement (GIS)</b>	\$1,057.01	\$636.26 (each)	Single Person: Less than \$21,456 Couple: Less than \$28,320 (if spouse receives full OAS) Less than \$39,648 (if your spouse receives the allowance) Less than \$51,408 (if spouse does not receive OAS pension or allowance)
<b>Approximate total monthly income</b>			
Age: 65 – 74	\$2,067.77	\$3,142.46 (per couple)	
Age: 75 and over	\$2,138.54	\$3,284.00 (per couple)	

Lodge Program Disposable Income amount is \$342.

### NOTES:

- Next adjustment(s), if any, will be on **January 2, 2024**.
- **Special Needs Assistance for Seniors Program** payments are *not* considered income when calculating rent. (A senior may receive one or more payments in a benefit year (July 1 to June 30) up to a maximum of \$5,000 per eligible single senior or senior couple per benefit year.) <http://www.seniors-housing.alberta.ca/seniors/special-needs-assistance.html>
- The above is general information. Specific information on the pension benefits available from the federal government can be found on the Government of Canada Pension Programs website at <https://www.canada.ca/en/services/benefits/publicpensions/cpp/old-age-security/payments.html>

Old Age Security (OAS) and Guaranteed Income Supplement (GIS) benefits are reviewed in January, April, July, and October to reflect increases in the cost of living as measured by the average Consumer Price Index.





Office of the Director  
HMB Operations and Compliance  
Housing Division  
3rd Floor, 44 Capital Boulevard  
10044 - 108 Street  
Edmonton, AB T5J 5E6

November 6, 2023

Ms. Carla Beck  
Chief Executive Officer  
Parkland Foundation  
4045 50 Ave.  
Innisfail, AB T4G 1B1

Dear Ms. Beck:

We are pleased to provide you with one-time operating reserve funding that can be placed directly into your Deferred Operating Reserve Fund (DORF) account. These funds can be utilized for your social housing operating needs should your deficit funding be insufficient in the current and future years. This reserve is only available for your social housing portfolio and is not applicable to other housing programs.

The ASHC recognizes the importance of the contribution from the Government of Canada to the social housing programs in Alberta. The funding provided in the Canada Community Housing Initiative is part of the National Housing Strategy and provides funding to improve housing affordability.

For more information on the Canada Community Housing Initiative and the National Housing Strategy, please visit: <https://www.cmhc-schl.gc.ca/en/nhs>.

#### **Deferred Operating Reserve Fund (DORF)**

The DORF account, where the funds will be directly placed, is the same account that approved surplus carryovers from prior years are initially recorded and will be used in tandem with the operating reserve.

Our 2023 contribution to your DORF account is based upon the total number of eligible community housing units and seniors self contained units within your housing portfolio. The reserve contribution rate is **\$250** per unit.

Total Eligible Units	122
DORF Contribution	\$ 30,500

Ms. Carla Beck  
Page 2

### Usage of DORF funds

Guidelines for withdrawals from your DORF account are as follows:

- Withdrawals are for eligible operating expenses as related to your community housing and seniors self-contained units, as applicable.
- On the *Changes in Deferred Operating Reserve Schedule* within your audited financial statements including brief detail on the use of the funds.
- The amount spent must be recorded on your *Statement of Operations* in both the revenue account "430040 – ASHC – Grants for Restricted Purposes" and in the related "expenditure" account.
- Remaining unspent balance remains held within the DORF account are not returned to the Alberta Social Housing Corporation.
  - Note the treatment of the operating reserve differs from the treatment of approved surplus carryovers. Unspent carryovers are still required to be returned to the ASHC if not fully spent for its approved use.

We appreciate your continued efforts in providing meaningful information within your business plans, discussions with your Housing Advisors and other means including roundtables. This detailed information is important as we work with you on determining the operating needs and requests for additional funding to support our housing providers.

Your organization will not make any announcements about the DORF without the prior written consent of ASHC. And you agree that ASHC's participation is required for any official event in respect of the DORF.

If you have any questions or concerns regarding the use of the DORF funding, please contact your Housing Advisor.

Yours truly,



Philip Henke, CPA, CGA  
Director  
HMB Operations and Compliance  
Housing Division

cc: Ms. Connie Huelsman, Board Chair, Parkland Foundation  
Ms. Janet Parsons, Housing Advisor



# AUTUMN GROVE LODGE

## Statement of Operations

For the 10 months ended October 31, 2023

REVENUE	MTD Actual	MTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Notes	Annual
Rental Revenue	90,332	92,960	-2,627	-3	941,858	929,595	12,263	1	1	1,115,514
Grant - AB Seniors	20,925	20,121	804	4	225,349	201,210	24,139	12		241,452
Resident Services Other	2,903	3,585	0	N/A	30,501	35,845	-5,344	-15		43,014
Non-Resident Services	1,442	1,358	0	N/A	19,167	13,580	5,587	41		16,296
Investment Income	0	0	0	N/A	11,106	750	10,356	1,381	2	900
<b>TOTAL REVENUE</b>	<b>115,602</b>	<b>118,023</b>	<b>-2,421</b>	<b>-2</b>	<b>1,227,981</b>	<b>1,180,980</b>	<b>47,001</b>	<b>4</b>		<b>1,417,176</b>
<b>EXPENSES</b>										
Salaries and Benefits	111,972	83,552	-28,420	-34	883,781	835,516	-48,265	-6	6	1,002,619
Operating Expenses	12,692	4,071	-8,621	-212	53,036	40,710	-12,326	-30	4	48,852
Food	21,942	15,000	-6,942	-46	176,834	150,000	-26,834	-18	5	180,000
Maintenance	2,203	3,931	1,727	44	33,014	39,307	6,293	16		47,168
Utility Costs	16,756	15,549	-1,206	-8	125,984	155,494	29,510	19	3	186,593
Carbon Tax	0	800	800	100	3,553	8,000	4,447	56		9,600
Administration - All other Admin	2,541	2,942	400	14	20,768	29,417	8,649	29		35,300
Administration - Management Fee	5,277	5,283	6	0	62,189	52,830	-9,359	-18		63,396
<b>TOTAL EXPENSE</b>	<b>24,574</b>	<b>24,574</b>	<b>0</b>	<b>0</b>	<b>212,494</b>	<b>245,741</b>	<b>33,247</b>	<b>14</b>		<b>294,889</b>
<b>SURPLUS (DEFICIT) BEFORE OTHER ITEMS</b>	<b>91,028</b>	<b>93,449</b>	<b>(2,421)</b>	<b>(3)</b>	<b>1,015,487</b>	<b>935,239</b>	<b>80,248</b>	<b>9</b>		<b>1,122,287</b>
<b>OTHER ITEMS</b>										
Requisition Revenue	12,933	12,933	(0)	(0)	129,333	129,333	(0)	(0)		155,200
<b>TOTAL OTHER ITEMS</b>	<b>12,933</b>	<b>12,933</b>	<b>(0)</b>	<b>-</b>	<b>129,333</b>	<b>129,333</b>	<b>-</b>	<b>-</b>		<b>155,200</b>
<b>SURPLUS (DEFICIT) BEFORE AMORTIZATION</b>	<b>103,961</b>	<b>106,382</b>	<b>(2,421)</b>	<b>N/A</b>	<b>1,144,820</b>	<b>1,064,573</b>	<b>80,248</b>	<b>N/A</b>		<b>1,277,487</b>

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AUTUMN GROVE LODGE  
Statement of Operations  
For the 10 months ended October 31, 2023

NOTES

- 1 Occupancy doing better than budget with 59 units or 98% occupied
- 2 Investment income greater than budget due to higher bank interest rates
- 3 YTD largest variance is timing of invoices vs reporting timelines
- 4 YTD variance on operating due to increase cost of cleaning supplies etc
- 5 YTD increase in food cost due to increase in occupancy as well as inflation
- 6 Salaries and wages under budget due to timing with Journal Entries

000069

# HOUSING OPERATIONS

## Statement of Operations

For the 10 months ended October 31, 2023

	MTD Actual	MTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Notes	Annual
<b>REVENUE</b>										
Rent	62,132	66,280	(4,148)	(6)	608,317	662,803	(54,485)	(8)	1	795,363
Resident Services Other	8,085	8,130	(45)	(1)	79,183	81,300	(2,117)	(3)		97,560
Non-Resident Services	-	-	-	N/A	-	-	-	N/A		
Investment Income	-	-	-	N/A	9,137	-	9,137	N/A		
<b>TOTAL REVENUE</b>	<b>70,217</b>	<b>74,410</b>	<b>(4,193)</b>	<b>(6)</b>	<b>696,637</b>	<b>744,103</b>	<b>(47,465)</b>	<b>(6)</b>		<b>892,923</b>
<b>EXPENSES</b>										
Salaries and Benefits	15,360	18,213	2,853	16	212,421	182,129	(30,292)	(17)	2	233,508
Operating	7,397	7,394	(3)	(0)	45,405	73,941	28,536	39	3	36,114
Operating Maintenance	16,276	17,919	1,643	9	179,785	179,191	(595)	(0)		224,000
Utilities										
Utilities	36,142	21,599	(14,543)	(67)	229,104	215,988	(13,116)	(6)	4	325,736
Administration - All other Admin	3,310	6,538	3,228	49	57,895	65,379	7,484	11	5	97,460
Administration - Management Fee	3,525	3,531	6	0	35,250	35,310	60	0		42,225
<b>TOTAL EXPENSES</b>	<b>82,010</b>	<b>75,194</b>	<b>(6,816)</b>	<b>(9)</b>	<b>759,861</b>	<b>751,938</b>	<b>(7,924)</b>	<b>(1)</b>		<b>959,043</b>
<b>SURPLUS (DEFICIT)</b>	<b>(11,793)</b>	<b>(784)</b>	<b>(11,009)</b>	<b>(1,405)</b>	<b>(63,224)</b>	<b>(7,835)</b>	<b>(55,389)</b>	<b>(707)</b>		<b>(66,120)</b>

000070

**HOUSING OPERATIONS**  
**Statement of Operations**  
**For the 10 months ended October 31, 2023**

---

**NOTES**

- 1** Current month occupancy is at 85% or 104 of 122 units are occupied
- 2** Salaries and wages are slightly over budget.
- 3** Timing of invoices vs expenditures.
- 4** YTD month variances are higher than anticipated
- 5** YTD variance due to timing of invoices

000071



# Occupancy/Waitlist

For Selected Properties  
Date From: 11/01/2023 to 11/30/2023

Building Name	Type	Town	No. Of Units	Move Outs	Move Ins	Vacant Units	Current Avg. Age	Current Gender	Avg. Length of Stay (Years)	Occupancy
AUTUMN GROVE LODGE	Lodge	INNISFAIL	60	0	2	2	85	FEMALE 46 MALE 19	1	97%
BOWDEN R&N	Rural and Native	BOWDEN	2	0	0	0	21	FEMALE 4 MALE 2	3	100%
Bow Glen Court	Senior Self Contained	BOWDEN	10	0	0	3	72	FEMALE 3 MALE 6	6	70%
Westview Manor	Senior Self Contained	BOWDEN	20	0	0	9	72	FEMALE 7 MALE 6	4	55%
ELK HAVEN	Senior Self Contained	DELBURNE	12	0	0	0	73	FEMALE 7 MALE 5	1	100%
JUBILEE MANOR	Senior Self Contained	ELNORA	4	0	0	0	78	FEMALE 1 MALE 4	2	100%
PIONEER MANOR	Senior Self Contained	ELNORA	4	0	0	0	75	FEMALE 1 MALE 3	2	100%
AUTUMN GROVE SSC	Senior Self Contained	INNISFAIL	30	0	1	1	81	FEMALE 23 MALE 12	2	97%
Dodds Lake Manor	Senior Self Contained	INNISFAIL	32	0	0	4	76	FEMALE 24 MALE 6	5	88%
Penhold Royal Manor	Senior Self Contained	PENHOLD	8	0	0	1	80	FEMALE 4 MALE 3	6	88%
<b>Totals</b>			<b>182</b>	<b>0</b>	<b>3</b>	<b>20</b>	<b>71</b>	<b>FEMALE 120 MALE 66 UNSPECIFIED 1</b>	<b>3</b>	

## Total Applicants on Waitlist

Program Type	Town	Count
Lodge	INNISFAIL	14
Senior Self Contained	BOWDEN	7
Senior Self Contained	DELBURNE	2
Senior Self Contained	ELNORA	2
Senior Self Contained	INNISFAIL	35
Senior Self Contained	PENHOLD	7
<b>Total</b>		<b>67</b>

## Total Albertans Served

Program Type	Child (Under 18)	Adult (18 - 64)	Senior (65+)
Lodge	0	0	65
Rural and Native	3	3	0
Senior Self Contained	0	4	111
<b>Total</b>	<b>3</b>	<b>7</b>	<b>176</b>

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The following items are provided in summary of key activities at Autumn Grove Lodge and Parkland Foundation Housing:

### **Capital Projects**

We have submitted everything into Alberta Purchasing Connection for the 11 Senior Self-Contained units. Once they provide us with dates, we will be moving forward with the bidding stage.

We have also submitted to the Government an invoice regarding the boiler in Autumn Grove. They have been very backed up with their responses and we hope to get reimbursement shortly.

### **Snow Removal Contract**

The snow removal RFP was successfully awarded to Boss Contracting. We are finalizing the one-year contract and they will start once they have had proper orientation with our sites from our Facility Services Manager.

### **Lodge Events**

The lodge is hosting their Annual Christmas event on December 1<sup>st</sup>. The residents are very happy to be able to get together to bring in the Christmas season.

### **Resident Fall Meetings**

At the fall Resident meetings, we wanted to encourage communication regarding activities and menus. We want to ensure that the residents feel heard when it comes to the type of activities they would like to see going forward in the lodge to enhance their participation. Also, as always, we want to encourage feedback of any kind regarding menus. This is an ongoing quality improvement initiative that we are committed to in all of our lodges.

### **Quality Improvement**

We have started our next quality improvement initiative which is "Move in Process". Our focus is ensuring that when a resident moves into our lodge environment that they have a welcoming experience that fosters a positive start to their new journey. We will be looking at all areas of move in from the initial contact to their first couple of months. We are very excited to see how we can improve this experience for all new residents

### **Advocacy Update**

Housing Management Body CAOs were invited to a meeting with the Minister of Seniors Community and Social Services on October 19<sup>th</sup>. Carla participated on behalf of The Bethany Group, Parkland Foundation, and our other Housing Management Body partners. There was a very good turnout from HMBs and the Minister heard consistency in our shared concerns across the province.



**ASCHA**

Highlights of the ASCHA Regional meeting on October 4.

- Morning session was focused on marketing lodges, senior's buildings.
- Business portion had elections for Central directors. Melodie remains Vice President with re-election opportunity in October 2024. Reviewed ASCHA strategic plan (attached).
- Presentation from Ministry of Seniors, Community and Social services: funding for covid (occupancy loss) has continued with end date unknown, flat line budget anticipated for 2024/2025, capital funding update and status of lodge program review.
- Discussion on challenges with community and affordable housing programs.
- ASCHA convention will be March 10 – 13 in Calgary. Nominations for President are being accepted until March 4.

# ASCHA 2023-2026 Strategic Plan



ALBERTA SENIORS & COMMUNITY  
HOUSING ASSOCIATION

## Strategic Priorities & Outcomes

### ADVOCACY & PUBLIC RELATIONS

As advocates for the sector, we serve both our members and Albertans

- Our "bold and unifying" voice is strengthened to influence government, allied organizations and Albertans
- Our resources empower our members and allied organizations to be informed and united advocates
- Partnerships strategically advance the housing and support sector in Alberta
- Collaborative relationships with all related government departments, across all levels, are optimized

### KPIs

- Up to 50% of members are utilizing advocacy tools for a unified voice
- Engagement with champions, community leaders and influencers doubles
- 100% of advocacy tools and documents refer to member-provided data, when applicable

### BOLD LEADERSHIP & SECTOR REFORMATION

Engage and advise sector transformation and its related supports

- Current housing stock is optimized and appropriately funded
- ASCHA will work with all three levels of government to align their policies, strategies and funding structures to invest in more housing across our province
- Members are supported to adapt and succeed as funding and regulations are transformed

- Increases to housing and related supports investments align to transformational targets
- Meetings with different levels of government and agencies to discuss sector transformation leads to red tape reductions

### MEMBER ENGAGEMENT

Engage members with knowledge, expertise, resources and connections critical to their success

- Members have various conduits for engagement, tools to support networking and knowledge sharing
- Two-way communication ensures ASCHA is well informed of member issues, successes, expertise and perspectives
- Member knowledge is advanced through access to integrated platforms for resource collection and best practice sharing, to support member education and service excellence
- Member program options are developed to address diverse needs

- Up to 90% of our members report that they have the resources and data they require
- 5% increase of member organizations using The Learning Centre

### ORGANIZATIONAL SUCCESSION & FINANCIAL STABILITY

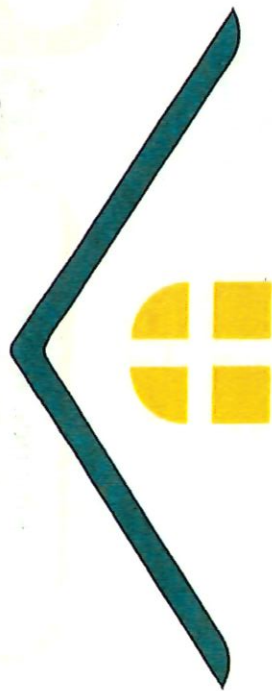
Strengthen the association to support our purpose and build greater awareness of ASCHA's work and value

- ASCHA's organizational capacity meets the members' needs and can deliver on strategic priorities
- Long-term financial sustainability is achieved by continuing to diversify
- Increase in revenue that maintains sustainable operations

- 6% increase in overall revenue (i.e. non-dues revenue, new members, new programs, new partnerships)



# ASCHA Direction



## Purpose

ASCHA provides member services and a bold unifying voice to support the providers of seniors and community housing.



## Noble Cause

Albertans live in housing that honours their dignity, serves their needs and inspires purpose in their chosen community.



## Core Values

### RESPECT



At ASCHA we recognize the value individuals bring to ASCHA and their organizations.  
We treat each individual equitably. We affirm the value of each individual personally and professionally.

### ACCOUNTABILITY



At ASCHA we hold ourselves accountable to fulfilling our role as a member-driven organization.  
We honour our commitments. We hold government and partners accountable to members and Albertans.

### ENGAGEMENT



At ASCHA we build meaningful relationships with our members and allied organizations.  
We actively involve our members in the work of ASCHA. We regularly and frequently communicate and check-in with our members.

### COLLABORATION



At ASCHA we have open discussions with our members and allied organizations to reach consensus related to key organization directions.  
We actively listen, participate and consider all perspectives. We seek input from all those influenced by ASCHA's direction.

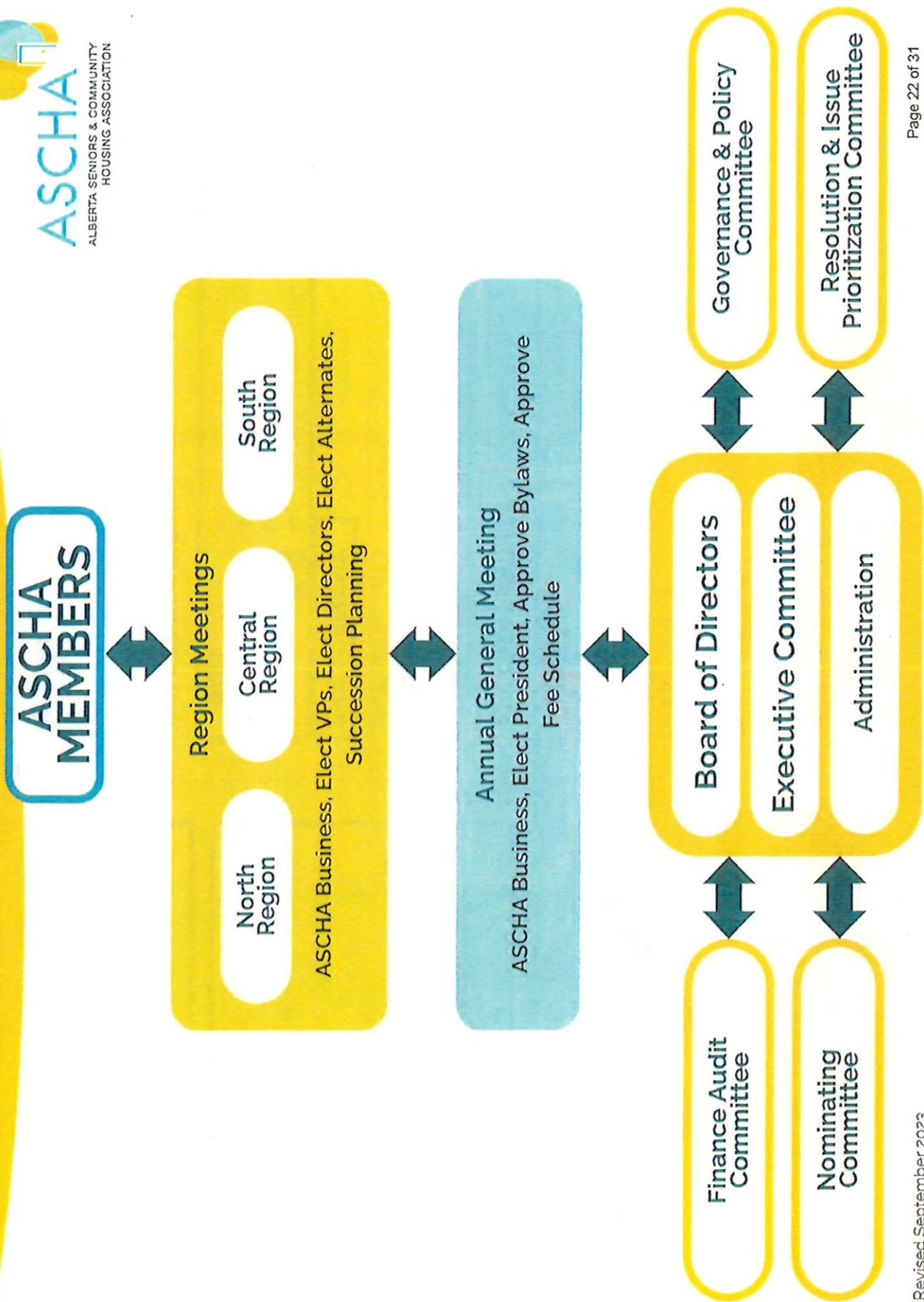
### INTEGRITY



At ASCHA we are honest and transparent in all we do.  
We are direct and open in our written and spoken communications. We are sincere and honest along with our members and allied organizations.



# Governance Structure



# Member Engagement Structure/Approach



## Formal Member Engagement

*Informs Advocacy/  
Transformation*

### Task Forces

- Affordable Housing Task Force
- Seniors Housing/ Continuing Care Task Force
- Lodge Program Review Task Force

## Informal Member Engagement

*Supports ASCHA's Strategic Outcomes*

### Education & Best Practices Working Group

ASCHA/RDP  
Certificate  
Program  
Advisory  
Committee

Laura Crawford  
Selection  
Committee

ASCHA  
Webinars

- Community Housing Education Working Group
- The Learning Centre (TLC) Task Force

### ASCHA Connect

Member Engagement Platform

### Member Discussions

- Topics are Member driven based on priorities (ongoing)

### Member Discussions

- Public Awareness
- Member Engagement

### Member Drop-in Hours



***Lodge Operations – Parkland Foundation,  
Operated by Bethany Nursing Home of Camrose, Alberta as Management Body  
General Assumptions for the Proposed Budget for the Fiscal Year  
January 01 – December 31, 2024***

**Revenue:**

1. The following rates of occupancy have been used to project accommodation revenue for the 2024 fiscal year:

Autumn Grove - Lodge:      98%

2. Accommodation Rates

Currently the organization rental charges are based on a mixture of Rent-Geared-to-Income (RGI) and lump sum rents (based on grandfathering clients who have been there prior to switch to RGI).

The lodge also collects other charges from tenants including lodge services package fees, option fees for upgraded suites and parking fees. Please reference the enclosed rate sheet.

3. Government Grants

Grants for Lodge Assistance Program (LAP) has remained consistent each year from 2019 benchmark was budgeted at the current level for 2024.

Covid 19 funding has not been budgeted again for this year.

4. Recoveries

The Lodge provides optional services on a fee-for-service basis such as laundry, parking. It is expected to remain consistent with current year level

**Expenses:**

1. Human Resources:

Salaries and benefits include housekeeping, activity coordinator, cooking staff, maintenance staff, site administration and management. Current staffing levels have been budgeted in 2024 with a 1.5% increase.

2. Food

Food costs are expected to increase for 2024, with the increase in raw food costs.

Our partnership with Complete Purchasing helps us to continuously source the best quality for the best prices.

3. Operating Expenses

Operating expenses include costs such as cleaning supplies, dishwasher cleaners, equipment purchases & repairs, insurance, paper products & disposals, laundry supplies as well as several other costs.

Operating costs have been budgeted to increase from current year, estimating at 5%, in line with projected CPI.



4. Operating Maintenance

Operating maintenance includes costs for plumbing, electrical, heating-ventilation-air conditioning, building safety & fire systems, painting, flooring, elevators, yard care and snow removal. It is expected the costs in maintenance are to increase 5% for 2024 which has been reflected in the budget.

5. Utilities:

Heating:

The Bethany Group, with the assistance of 8760 has entered into futures contracts for various utilities. In the instance of heating costs (representing natural gas), 2023 amounts from \$1.71/GJ to \$2.53/GJ will remain the same for 2024. Budget amounts increase due to the increase in transmission and distribution charges.

Carbon Tax:

The rate will increase 30% starting in April 2024 and has been reflected in the budget, with the expected carbon tax expense being directly tied to heating consumption.

Electricity:

Electricity rates are also through futures contracts with 8760 and are expected to remain the same as 2023. Budget amounts increase due to the increase in transmission and distribution charges.

6. Administration:

Administration costs include normal recurring items such as bank fees, office equipment, travel, memberships/licenses, audit fees and technology costs. The budget is in line with actual forecasted cost for 2023.

7. Management fee

The fee for administration and management services provided by *The Bethany Group* is remaining the same as in 2024.

The management fee covers ongoing management and executive support from Bethany's senior management team. In addition to providing leadership for operations, the team brings expertise that includes finance, human resources, education, payroll assistance, audit preparation, budgeting and forecasting, workplace health and safety, infection prevention and control, property and asset management and development.

*The Bethany Group* also provides on-site support services related to specific IT, Education, WHS, Accommodation Standards, COR Audit initiatives, and HR services. Annual support and maintenance costs for the various information systems and network software is paid by *The Bethany Group* with a pro-rata share recovered from Management Body programs.

**Requisition:**

Requisition will remain the same for 2024, as it will cover the projected operating costs.

***Social Housing Operations – Parkland Foundation,  
Operated by Bethany Nursing Home of Camrose, Alberta as Management Body  
General Assumptions for the Proposed Budget for the Fiscal Year  
January 01 – December 31, 2024***

Enclosed is the proposed 2024 social housing budget for board approval. Following the approval by the board, the budget will be submitted to the Government of Alberta for funding of the deficit.

The objective of this budget is to present a consistent deficit with prior year to be funded by the Government of Alberta. Each area of the budget was developed based on expectations in consultation with the site manager, as well as established benchmarks for measuring performance during the 2024 operating year.

**Revenue:**

1. The following rates of occupancy have been used to project accommodation revenue for the 2024 fiscal year:

Bow Glen Court	60%
Westview Manor	60%
Penhold Royal Manor	100%
Dodd's Lake Manor	91%
Autumn Grove – Self-Contained	93%
Elnora buildings	100%
Elk Haven (Delburne)	92%

2. Accommodation Rates

The current rates are based on the market rates for this area.

3. Resident Services and Other Recoveries

This can include parking, cable and electricity. Parking and cable remain the same at \$20 and \$35 respectively. Electricity remains the same at \$50 per unit per month in the buildings of Westview Manor, Penhold Royal Manor and Dodd's Lake Manor.

**Expenses:**

1. Human Resources.

Salaries and benefits include housekeeping, maintenance staff, and management. Current staffing levels have been budgeted in 2024.

2. Operating

Operating costs were lower this year. We are anticipating operating costs to rise due to the higher cost of goods and services.

3. Operating Maintenance

Maintenance includes costs such as appliances, flooring, painting, electrical, plumbing. As well as site level grounds maintenance, elevators, & fire alarm systems and maintenance supplies.

4. Utilities

Increase in utilities with expected increase in costs for transmission and distribution rates for electricity and heating. As well as increase in water and sewer costs at the municipal level.

5. Administration

Administration costs include normal recurring items such as bank fees, office equipment, travel, memberships/licenses, audit fees and technology costs.

Administration costs are showing an increase due to equipment replacement.

6. Management fee

The fee for administration and management services provided by *The Bethany Group* is remaining the same as in 2024.

The management fee covers ongoing management and executive support from Bethany's senior management team. In addition to providing leadership for operations, the team brings expertise that includes finance, human resources, education, payroll assistance, audit preparation, budgeting and forecasting, workplace health and safety, infection prevention and control, property and asset management and development.

*The Bethany Group* also provides on-site support services related to specific IT, Education, WHS, Accommodation Standards, COR Audit initiatives, and HR services. Annual support and maintenance costs for the various information systems and network software is paid by *The Bethany Group* with a pro-rata share recovered from Management Body programs.



**AUTUMN GROVE**  
**Operated by Bethany Nursing Home of Camrose, Alberta as Management Body**  
**Budget Request for Operations**  
**for the 12 months January 1, 2024 to December 31, 2024**

	Actual 2022	2023 Forecast	2023 Budget	2024 Budget
<b>REVENUE</b>				
Rental Revenue	1,096,404	1,132,169	1,115,514	1,175,682
Grant - AB Seniors	257,106	251,100	241,452	251,100
Guest Meals		15,162	16,296	15,920
Recoveries	39,000	58,102	43,914	58,730
Investment Income	4,160	13,327		13,994
<b>TOTAL REVENUE</b>	<b>1,396,670</b>	<b>1,469,860</b>	<b>1,417,176</b>	<b>1,515,425</b>
<b>EXPENSE</b>				
Utility Costs	134,689	151,311	185,392	160,736
Carbon Tax	7,945	14,210	9,600	18,474
Operating Expenses	77,028	54,199	47,700	56,909
Food	185,102	212,201	180,000	224,084
Maintenance	44,972	40,232	48,368	42,244
Salaries and Benefits	906,146	1,032,215	1,002,619	1,047,698
Administration - All other Admin	36,291	29,101	35,301	30,556
Administration - Management Fee	59,246	74,627	63,396	74,627
<b>TOTAL EXPENSES</b>	<b>1,451,419</b>	<b>1,608,097</b>	<b>1,572,376</b>	<b>1,655,327</b>
<b>INCOME (LOSS) BEFORE OTHER ITEMS</b>	<b>(54,749)</b>	<b>(138,237)</b>	<b>(155,200)</b>	<b>(139,902)</b>
<b>OTHER</b>				
Requisition Revenue	155,199	155,200	155,200	155,200
<b>TOTAL OTHER</b>	<b>155,199</b>	<b>155,200</b>	<b>155,200</b>	<b>155,200</b>
<b>SURPLUS (DEFICIT)</b>	<b>100,451</b>	<b>16,963</b>	<b>-</b>	<b>15,298</b>

**PARKLAND HOUSING**  
**Operated by Bethany Nursing Home of Camrose, Alberta as Management Body**  
**Budget Request for Operations**  
**for the 12 months January 1, 2024 to December 31, 2024**

	Actual 2022	2023 Forecast	2023 Budget	2024 Budget
<b>REVENUE</b>				
Rental Revenue	738,713	733,956	795,363	770,654
Recoveries	95,493	83,166	97,560	87,325
Investment Income	9,473	10,293	-	10,808
<b>TOTAL REVENUE</b>	<b>843,678</b>	<b>827,416</b>	<b>892,923</b>	<b>868,786</b>
<b>EXPENSE</b>				
Utility Costs	226,949	273,253	325,736	286,916
Carbon Tax		18,897	-	22,965
Operating Expenses	83,940	16,444	36,114	35,645
Maintenance	263,211	200,076	224,000	276,135
Salaries and Benefits	197,292	198,572	233,508	201,551
Administration - All other Admin	67,433	66,958	97,460	67,358
Administration - Management Fee	39,578	42,476	42,225	44,338
<b>TOTAL EXPENSES</b>	<b>878,402</b>	<b>816,676</b>	<b>959,043</b>	<b>934,907</b>
<b>SURPLUS (DEFICIT)</b>	<b>(34,724)</b>	<b>10,739</b>	<b>(66,120)</b>	<b>(66,120)</b>

## MEMORANDUM



**Date:** 22 November 2023

**To:** Parkland Foundation Board

**From:** Shannon Holtz, Director, Housing & Lodges

**CC:** Carla Beck, Chief Executive Officer

**Re: Lodge Service Fee Increase**

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To keep up with the rising costs of food and maintenance in our lodges, I would like to propose an increase to the Lodge Service Fee from \$885.00 to \$900.00 for single person and from \$1385.00 to \$1415.00 for a couple.

This would be a \$15.00/\$30.00 increase to the residents per month which would still keep us below the industry average (\$925.00-\$950.00)

Thank you

Shannon Holtz

## MONTHLY RATES

Rates for Autumn Grove Lodge are set by Parkland Foundation. They include all meals, weekly housekeeping, and laundering of linens (e.g., towels and bedding that are supplied by the Lodge).

Standard Studio		Single Occupancy- Maximum Monthly Charge- \$2,085	
Accommodation Fee		30% of line 150 on income tax form to a maximum of \$1200	
Lodge Services Package		\$900	
Standard One-Bedroom		Single Occupancy- Maximum Monthly Charge- \$2,185	Couples Occupancy- Maximum Monthly Charge- \$2,685
Accommodation Fee		30% of line 150 on income tax form to a maximum of \$1200	30% of line 150 on income tax form to a maximum of \$1200 (combined income)
Lodge Services Package		\$900	\$1415
Room Upgrade Fee		\$100	\$100
Other Costs & Services (per month)			
Parking (per space; if applicable)		\$15 for non-powered stall, \$40 for powered stall \$5 for scooters	
Cable TV		\$35	
Personal Laundry		\$60	
Telephone and Internet		Resident to connect directly with outside provider	
Additional Housekeeping Services		\$150	
Guest Meal Rates			
Hot Breakfast - \$5.00		Hot Lunch - \$12.00	Hot Supper - \$10.00
Special Event Meals - \$15.00			

*Some residents who had resided at the old Autumn Glen Lodge may be charged with a flat rate rental amount. This rental rate calculation method is being phased out over the next two years.*

*Reviewed and Approved December 2023.Effective July 1, 2024*