### **Town of Fort Macleod**

## 4 Year Operational Budget Plan

2022 through 2025



Mayor Brent Feyter April 25, 2022

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#### **ASSESSMENT & TAXATION**

#### WHAT IS PROPERTY ASSESSMENT?

"Property assessment is the process of assigning a dollar value to a property for taxation purposes. In Alberta property is taxed based on the ad valorem principle. Ad valorem means "according to value." This means that the amount of tax paid is based on the value of the property."

Source: http://www.municipalaffairs.alberta.ca/1538.cfm#What\_is\_Property\_Assessment

#### WHAT IS PROPERTY TAX?

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

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

Each municipality is responsible for ensuring that each property owner pays his or her share of taxes. Property assessment is the method used to distribute the tax burden among property owners in a municipality."

Source: http://www.municipalaffairs.alberta.ca/1538.cfm#What\_is\_Property\_Assessment

#### WHAT IS SCHOOL TAX?

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

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

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

# DEPARTMENT OPERATING BUDGETS

#### COUNCIL

The Council budget deals with all costs associated with and incurred by Town Council, including per diems, fees for meetings and conferences, travel reimbursements and professional development. Members of Council sit on various internal and external boards and committees and are compensated according to the Council Compensation Policy.

#### **Council/Legislative Summary Operating Budget**

	2021 Actual	2022 Budget	2023 Forecast	2024 Forecast	2025 Forecast
Council Expenses	n	TOTAL CO. O. O	S. Ipr is		
HONORARIUM & MEETINGS - MAYOR	15,127.28	20,500.00	20,910.00	21,328.20	21,754.76
HONORARIUM & MEETINGS - COUNCIL	68,054.86	68,500.00	69,870.00	71,267.40	72,692.75
BENEFITS - MAYOR & COUNCILLOR	38,337.85	38,500.00	39,270.00	40,055.40	40,856.51
TRAVEL & SUBSISTENCE	1,439.40	7,000.00	7,140.00	7,282.80	7,428.46
COUNCIL TRAINING	1,281.42	3,000.00	3,060.00	3,121.20	3,183.62
COUNCIL STRATEGIC PLANNING	265.17	1,500.00	1,530.00	1,560.60	1,591.81
CONVENTIONS	8,527.32	10,000.00	10,200.00	10,404.00	10,612.08
COMPUTERS/LAPTOPS COUNCIL	0.00	500.00	510.00	520.20	530.60
* TOTAL Council Expenses	133,033.30	149,500.00	152,490.00	155,539.80	158,650.60
***P COUNCIL (SURPLUS) DEFICIT	133,033.30	149,500.00	152,490.00	155,539.80	158,650.60

#### Variance Highlights

• 2022 Council expenses are budgeted to increase due to Council training and increased travel and convention costs.

#### REQUISITIONS

The *Municipal Government Act* defines "requisition" as any part of the amount required to be paid into the Alberta School Foundation Fund that is raised by imposing a tax rate, and any amount to be paid to a management body referred to in the *Alberta Housing Act*. The Town of Fort Macleod pays requisitions to the Alberta School Foundation Fund and the Willow Creek Foundation. Neither requisition is identified separately in the revenue portion of the budget but is included in the general municipal taxes noted in the legislative function.

#### **Taxation/Requisition Summary Operating Budget**

	2021 Actual	2022 Budget	2023 Forecast	2024 Forecast	2025 Forecast
Legislative Revenue					
RESIDENTIAL TAXES	(2,398,866.01)	(2,600,850.00)	(2,652,867.00)	(2,705,924.34)	(2,760,042.83)
COMMERCIAL TAXES	(723,961.23)	(755,080.00)	(770, 181.60)	(785,585.23)	(801,296.94)
INDUSTRIAL TAXES	(758,348.05)	(809,050.00)	(825,231.00)	(841,735.62)	(858,570.33)
FARM TAXES	(1,635.12)	(2,510.00)	(2,560.20)	(2,611.40)	(2,663.63)
MINIMUM TAX	(14,566.60)	(14,500.00)	(14,790.00)	(15,085.80)	(15,387.52)
LINEAR - POWER, PIPE CABLE TV & OTHER	(224,082.29)	(252,280.00)	(257, 325.60)	(262,472.11)	(267,721.55)
FEDERAL GRANT IN LIEU	(20,057.06)	(20,875.00)	(21,292.50)	(21,718.35)	(22, 152.72)
PROVINCIAL GRANT IN LIEU	(38,533.48)	(41,615.00)	(42,447.30)	(43,296.25)	(44,162.17)
* TOTAL Legislative Revenue	(4,180,049.84)	(4,496,760.00)	(4,586,695.20)	(4,678,429.10)	(4,771,997.69)
Legislative Expenses					
ASFF RES/FARMLAND REQUISITION	677,319.60	717,035.00	731,375.70	746,003.21	760,923.28
ASFF NON RES REQUISITION	398,770.43	419,260.00	427,645.20	436,198.10	444,922.07
WILLOW CREEK FOUNDATION	101,407.13	102,600.00	104,652.00	106,745.04	108,879.94
LINEAR/DIP REQUISITION	1,064.29	1,155.00	1,178.10	1,201.66	1,225.70
* TOTAL Legislative Expenses	1,178,561.45	1,240,050.00	1,264,851.00	1,290,148.02	1,315,950.98
***P LEGISLATIVE (SURPLUS) DEFICIT	(3,001,488.39)	(3,256,710.00)	(3,321,844.20)	(3,388,281.08)	(3,456,046.71)

- Net legislative revenue (taxes net of requisitions) increases by \$275,076 (\$3,256,710 from \$3,001,434 budget amounts) in the final operating budget to offset additional operating costs and reductions in revenues.
- Growth and market changes in the both the residential and non-residential assessment base are the main reasons for the net taxation revenue increase.
- The revenue (property taxes) generated for municipal purposes includes a 2.5% increase to both the residential (from 6.2282 to 6.38352) and the non-residential (from 12.207 to 12.51218) mill rates.
- Changes to the municipal portion of property taxes in 2022 is determined by Council during the finalization of the 2022 4-year operating plan and the 2022 mill rate bylaw readings.
- In 2022 one residential mill is equal to \$283,998 and one non-residential mill rate is equal to \$114,275.
- Both the Alberta School Foundation Fund and the Willow Creek Foundation requisitions have increased in 2022
  and are flow through items from the Town to these bodies. The mill rates to recover these requisitions are
  included in the mill rate bylaw.

#### **ADMINISTRATION**

The Administration budget includes finance, taxation, reception, utilities, communication, human resources, and general administrative costs. Taxes are included in the Administration budget but are used to fund other areas of operations.

#### **Administration Summary Operating Budget**

	2021 Actual	2022 Budget	2023 Forecast	2024 Forecast	2025 Forecast
Administration Revenue					
USER FEES AND SALES OF GOODS	(39,785.56)	(6,000.00)	(6,120.00)	(6,242.40)	(6,367.25
LICENSES AND PERMITS	(37,465.00)	(37,000.00)	(37,740.00)	(38,494.80)	(39,264.70
RENTAL INCOME	(47,771.43)	(41,750.00)	(42,585.00)	(43,436.70)	(44,305.43
OTHER INCOME	(341,276.14)	(151,500.00)	(154,530.00)	(157,620.60)	(160,773.01
GOVERNMENT GRANTS	(1,238,659.76)	(33,000.00)	(33,660.00)	(34,333.20)	(35,019.86
PENALTIES & COSTS ON TAXES	(51,039.82)	(50,000.00)	(51,000.00)	(52,020.00)	(53,060.40
FRANCHISE FEES	(511,867.40)	(520,000.00)	(530,400.00)	(541,008.00)	(551,828.16
* TOTAL Administration Revenue	(2,267,865.11)	(839,250.00)	(856,035.00)	(873,155.70)	(890,618.81
Administration Expense					
SALARIES, WAGES AND BENEFITS	583,983.10	618,800.00	621,716.00	624,690.32	627,724.13
MATERIALS, GOODS, SUPPLIES AND UTILITIES	467,642.48	400,150.00	408,153.00	416,316.06	424,642.38
TRANSFERS TO OTHER ORGANIZATIONS & OTHE	269,500.00	297,000.00	302,940.00	308,998.80	315,178.78
CONTRACTED AND GENERAL SERVICES	269,394.51	247,850.00	252,807.00	257,863.14	263,020.40
BANK CHARGES AND INTEREST	16,523.80	17,500.00	17,850.00	18,207.00	18,571.14
DEBENTURE INTEREST	26,268.12	25,500.00	26,010.00	26,530.20	27,060.80
TAX & PENALTY CANCELLATIONS	33,678.84	35,000.00	35,700.00	36,414.00	37,142.28
TAX INCENTIVE PROGRAM EXPENSE	8,784.16	18,400.00	18,768.00	19,143.36	19,526.23
AMORTIZATION - ADMINISTRATION	67,297.47	75,000.00	76,500.00	78,030.00	79,590.60
* TOTAL Administration Expense	1,743,072.48	1,735,200.00	1,760,444.00	1,786,192.88	1,812,456.7
***P ADMINSTRATION (SURPLUS) DEFICIT	(524,792.63)	895,950.00	904,409.00	913,037.18	921,837.92

- User fees and sales of goods lower due to no certainty of filming revenues in 2022.
- Franchise fees include the annual franchise fees from our natural gas distributor and our electrical distributor.
- Other income decrease is due less operating grants and a decrease in investments used for capital projects so less investment income.
- Government grants lower than prior actual due to not budgeting for capital grants being used.
- Materials, goods, supplies, and utilities are lower due to no election and less goods and services purchased.
- Transfer to organizations is higher due to more organizations applying for grant funding.
- Decrease in contracted services due to lower write off from uncollectible tax recovery amount in 2022.
- The tax incentive increase is the second year for the business tax incentive program.
- Overall departmental expenditures lower by \$7,872 compared to 2021 actual.

#### **EMERGENCY SERVICES**

The Emergency Services budget deals with Fire Services and Emergency Management.

Fire Services provides firefighting and first responder services to the Town of Fort Macleod residents and visitors.

Emergency Management is a function of administration with limited budget requirements except in the case of an event.

#### **Emergency Services Summary Operating Budget**

	2021 Actual	2022 Budget	2023 Forecast	2024 Forecast	2025 Forecast
Disaster Revenue					-
DISASTER SERVICES CAPITAL GRANTS	0.00	0.00	0.00	0.00	0.00
* TOTAL Disaster Revenue	0.00	0.00	0.00	0.00	0.00
Disaster Expense					
MATERIALS, GOODS, SUPPLIES AND UTILITIES DISASTER SERVICES CAPITAL EXPENSES	736.98 46,898.05	7,950.00 <b>F</b> 0.00	8,109.00 F 0.00	8,271.18 <sup>F</sup> 0.00	8,436.60 0.00
* TOTAL Disaster Expense	47,635.03	7,950.00	8,109.00	8,271.18	8,436.60
***P DISASTER (SURPLUS) DEFICIT	47,635.03	7,950.00	8,109.00	8,271.18	8,436.60

#### Variance Highlights

• Provincial disaster recovery program project reconciled and completed in 2021 to repair a waterline that was floating in the Oldman River. No such project in 2022.

	2021 Actual	2022 Budget	2023 Forecast	2024 Forecast	2025 Forecast
Fire Fighting Revenue					
FIRE FIGHTING SERVICES FILMING REVENUE/MISCELLANEOUS M.D. WILLOW CREEK GRANT	(40,307.07)	(20,000.00)	(20,400.00)	(20,808.00)	(21,224.16)
	(3,200.00)	0.00	0.00	0.00	0.00
	(8,388.83)	(8,000.00)	(8,160.00)	(8,323.20)	(8,489.66)
* TOTAL Fire Fighting Revenue Fire Expense	(51,895.90)	(28,000.00)	(28,560.00)	(29,131.20)	(29,713.82)
SALARIES, WAGES AND BENEFITS	93,981.95	71,000.00	71,000.00	71,000.00	71,000.00
MATERIALS, GOODS, SUPPLIES AND UTILITIES	55,383.70	69,200.00	151,584.00	152,995.68	154,435.59
CONTRACTED AND GENERAL SERVICES	12,550.41	13,000.00	13,260.00	13,525.20	13,795.70
AMORTIZATION - FIRE	33,168.12	35,000.00	35,700.00	36,414.00	37,142.28
* TOTAL Fire Expense  ***P FIRE (SURPLUS) DEFICIT	195,084.18	188,200.00	271,544.00	273,934.88	276,373.58
	143,188.28	160,200.00	242,984.00	244,803.68	246,659.75

- Wages based on three-year average of fire and first responder calls.
- Materials, good, supplies and utilities higher due to increased firefighter equipment and repairs in budget.

#### **BYLAW ENFORCEMENT**

The Bylaw Enforcement budget includes both bylaw and animal control activities. The Community Peace Officer program was disbanded in 2020.

#### **Bylaw Enforcement Summary Operating Budget**

	2021 Actual	2022 Budget	2023 Forecast	2024 Forecast	2025 Forecast
Bylaw Revenue					
PROVINCIAL AND MUNICIPAL FINES LICENSES AND PERMITS	(7,573.78) (3,940.00)	(2,500.00) (3,500.00)	(2,550.00) (3,570.00)	(2,601.00) (3,641.40)	(2,653.02) (3,714.23)
* TOTAL Bylaw Revenue	(11,513.78)	(6,000.00)	(6,120.00)	(6,242.40)	(6,367.25)
Bylaw Expenses					
SALARIES, WAGES AND BENEFITS MATERIALS, GOODS, SUPPLIES AND UTILITIES CONTRACTED AND GENERAL SERVICES AMORTIZATION - BYLAW	76,179.25 56,535.90 94,614.88 9,688.01	82,900.00 F 64,850.00 F 125,000.00 F	84,332.00 F 66,147.00 F 95,740.00 F 10,200.00	85,792.64 67,469.94 125,382.80 10,404.00	87,282.49 68,819.34 184,628.46 10,612.08
* TOTAL Bylaw Expenses	237,018.04	282,750.00	256,419.00	289,049.38	351,342.37
***P BYLAW (SURPLUS) DEFICIT	225,504.26	276,750.00	250,299.00	282,806.98	344,975.12

- Increase in materials, goods, supplies, and utilities related to higher legal costs in 2022.
- Increase in contracted services related to the third year of police funding to the Province in the amount of \$118,000.

#### **ROADS, STREETS, STORM SEWER AND SIDEWALKS**

The Roads, Streets, Storm Sewer and Sidewalks budget is focused mainly on Public Works activities. This department is responsible for road maintenance including plowing, sanding, street sweeping, curb repairs, infrastructure maintenance, etc.

#### Roads, Streets, Storm Sewer and Sidewalks Summary Operating Budget

	2021 Actual	2022 Budget	2023 Forecast	2024 Forecast	2025 Forecast
Roads & Streets Revenue					
* TOTAL Roads & Streets Revenue	(32,294.46)	(2,500.00)	(2,550.00)	(2,601.00)	(2,653.02)
Roads & Streets Expense					
SALARIES, WAGES AND BENEFITS MATERIALS, GOODS, SUPPLIES AND UTILITIES CONTRACTED AND GENERAL SERVICES AMORTIZATION - PUBLIC WORKS DEBENTURE INTEREST	419,400.38 436,960.50 6,512.00 644,217.95 41,224.01	424,500.00 512,900.00 8,200.00 645,000.00 38,500.00	427,480.00 F 523,158.00 F 8,364.00 F 657,900.00 39,270.00	430,519.60 533,621.16 8,531.28 671,058.00 40,055.40	433,619.99 544,293,58 8,701.91 684,479.16 40,856.51
* TOTAL Roads & Streets Expense	1,548,314.84	1,629,100.00	1,656,172.00	1,683,785.44	1,711,951.15
***P PUBLIC WORKS (SURPLUS) DEFICIT	1,516,020.38	1,626,600.00	1,653,622.00	1,681,184.44	1,709,298.13

- Minimal revenue in the department because Town crews do not work on private property. The prior year revenue
  was water curb stop disconnect/reconnects and servicing lots for water and sewer services.
- Increase to materials and utilities due to increasing commodity and supply prices.
- Town continues the asphalt/concrete crushing program which the department initiated in 2017.

#### **AIRPORT**

The Town of Fort Macleod owns the municipal airport. The Director of Operations oversees the operation of the airport and submits the annual budget for Council consideration in conjunction with the Public Works Foreman.

#### **Airport Summary Operating Budget**

	2021 Actual	2022 Budget	2023 Forecast	2024 Forecast	2025 Forecast
Airport Revenue					,
AIRPORT REVENUE/RENTAL	(10,800.00)	(8,000.00)	(8,160.00)	(8,323.20)	(8,489.66)
* TOTAL Airport Revenue	(10,800.00)	(8,000.00)	(8,160.00)	(8,323.20)	(8,489.66)
Airport Expense					
SALARIES, WAGES AND BENEFITS MATERIALS, GOODS, SUPPLIES AND UTILITIES AMORTIZATION - AIRPORT	3,712.12 13,160.87 (195.51)	3,700.00 16,200.00 200.00	3,700.00 16,524.00 204.00	3,700.00 16,854.48 208.08	3,700.00 17,191.57 212.24
* TOTAL Airport Expense	16,677.48	20,100.00	20,428.00	20,762.56	21,103.81
***P AIRPORT (SURPLUS) DEFICIT	5,877.48	12,100.00	12,268.00	12,439.36	12,614.15

- Revenues are received from slalom racing at the airport.
- Salaries and wages are for runway inspection after racing events.
- 2022 expenses are higher than 2021 due to more runway maintenance and repairs.

#### PLANTS ADMINISTRATIVE COSTS

The Water Treatment Supply & Distribution department and the Sewer Collection & Disposal department are the "plants" in the Town of Fort Macleod. Administrative costs are overhead costs directly related to running the water and sewer departments.

#### **Plants Administration Summary Operating Budget**

	2021 Actual	2022 Budget	2023 Forecast	2024 Forecast	2025 Forecast
Plants Administration Expense					
SALARIES, WAGES AND BENEFITS MATERIALS, GOODS, SUPPLIES AND UTILITIES	121,388.66 16,887.50	109,200.00 20,160.00	110,290.00 20,563.20	111,401.80 20,974.46	112,535.84 21,393.95
* TOTAL Plants Administration Expense	138,276.16	129,360.00	130,853.20	132,376.26	133,929.79
** TOTAL PLANTS ADMIN DEFICIT	138,276.16	129,360.00	130,853.20	132,376.26	133,929.79

- Administrative (overhead) costs that relate to both the water and sewer departments are in this section.
- 2022 budgeted expenses are lower than 2021 due to lower sick leave and increased training costs as overhead of the department.

#### WATER TREATMENT SUPPLY & DISTRIBUTION

The Water Treatment Supply & Distribution department is responsible for producing potable water and maintaining a water storage and distribution system capable of providing suitable water to the residents.

#### Water Treatment, Supply & Distribution Summary Operating Budget

	2021 Actual	2022 Budget	2023 Forecast	2024 Forecast	2025 Forecast
Water Revenue					
USER FEES AND SALES OF GOODS PENALTIES AND COSTS ON UTILITIES	(1,478,268.83) (12,945.58)	(1,506,500.00) (10,000.00)	(1,536,630.00) (10,200.00)	(1,567,362.60) (10,404.00)	(1,598,709.85) (10,612.08)
** TOTAL WATER REVENUE	(1,491,214.41)	(1,516,500.00)	(1,546,830.00)	(1,577,766.60)	(1,609,321.93)
Water Source of Supply					
Water Treatment Expenses					
SALARIES, WAGES AND BENEFITS MATERIALS, GOODS, SUPPLIES AND UTILITIES CONTRACTED AND GENERAL SERVICES AMORTIZATION - WATER DEBENTURE INTEREST	82,480.14 130,816.98 18,539.43 341,566.71 53,939.43	104,900.00 F 149,000.00 F 17,000.00 F 345,000.00 49,600.00	105,418.00 F 151,980.00 F 17,340.00 F 351,900.00 F 50,592.00	105,946.36	106,485.29 158,119.99 18,040.54 366,116.76 52,635.92
* TOTAL Water Treatment Expenses	627,342.69	665,500.00	677,230.00	689,194.60	701,398.49
Water Distribution Expense					
SALARIES, WAGES AND BENEFITS MATERIALS, GOODS, SUPPLIES AND UTILITIES	18,244.60 9,616.21	30,600.00 <b>7</b> 33,000.00	31,212.00 <b>7</b> 33,660.00	31,836.24 <b>7</b> 34,333.20	32,472.96 35,019.86
* TOTAL Water Distribution Expen	27,860.81	63,600.00	64,872.00	66,169.44	67,492.83
Water Pumping Expenses					
SALARIES, WAGES AND BENEFITS MATERIALS, GOODS, SUPPLIES AND UTILITIES	2,868.36 36,365.28	2,500.00 41,850.00	2,500.00 42,687.00	2,500.00 43,540.74	2,500.00 44,411.55
* TOTAL Water Pumping Expenses	39,233.64	44,350.00	45,187.00	46,040.74	46,911.55
Water Customer Expense					
SALARIES, WAGES AND BENEFITS MATERIALS, GOODS, SUPPLIES AND UTILITIES CONTRACTED AND GENERAL SERVICES	20,177.01 13,420.89 6,930.88	21,500.00 14,500.00 7,400.00	21,500.00 14,790.00 7,548.00	21,500.00 15,085.80 7,698.96	21,500.00 15,387.52 7,852.94
* TOTAL Water Customer Expenses	40,528.78	43,400.00	43,838.00	44,284.76	44,740.46
** TOTAL WATER EXPENSES	734,965.92	816,850.00	831,127.00	845,689.54	860,543.33
***P WATER (SURPLUS) DEFICIT	(756,248.49)	(699,650.00)	(715,703.00)	(732,077.06)	(748,778.60)

#### Variance Highlights

Increase in materials, goods, supplies and utilities due to higher repairs and maintenance costs.

#### **SEWAGE TREATMENT & DISPOSAL**

The Sewage Treatment & Disposal department deals with all functions related to the collection, treatment, and disposal of wastewater.

#### **Sewage Treatment & Disposal Summary Operating Budget**

	2021 Actual	2022 Budget	2023 Forecast	2024 Forecast	2025 Forecast
Sanitary Sewer Revenue					
USER FEES AND SALES OF GOODS	(752,673.29)	(776,500.00)	(792,030.00)	(807,870.60)	(824,028.01)
** Total Sanitary Sewer Revenue	(752,673.29)	(776,500.00)	(792,030.00)	(807,870.60)	(824,028.01)
Sanitary Sewer Treatment Expense					
SALARIES, WAGES AND BENEFITS MATERIALS, GOODS, SUPPLIES AND UTILITIES CONTRACTED AND GENERAL SERVICES AMORTIZATION - WASTE WATER	164,580.71 278,455.28 123,254.60 323,435.07	182,600.00	183,310.00 309,570.00 81,600.00 331,500.00	184,034.20 F 315,761.40 F 83,232.00 F 338,130.00	184,772.88 322,076.63 84,896.64 344,892.60
* TOTAL Sanitary Sewer Treatment	889,725.66	891,100.00	905,980.00	921,157.60	936,638.75
Sanitary Sewer Collection Expense					_
SALARIES, WAGES AND BENEFITS MATERIALS, GOODS, SUPPLIES AND UTILITIES	18,161.91 13,726.65	36,500.00 29,000.00	36,500.00 29,580.00	36,500.00 30,171.60	36,500.00 30,775.03
* TOTAL Sanitary Sewer Collectio	31,888.56	65,500.00	66,080.00	66,671.60	67,275.03
** TOTAL SANITARY SEWER EXPENSES	921,614.22	956,600.00	972,060.00	987,829.20	1,003,913.78
***P SANITARY SEWER (SURPLUS) DEFICIT _	168,940.93	180,100.00	180,030.00	179,958.60	179,885.77

- Increase in materials, goods, supplies and utilities due to higher repairs and maintenance costs.
- Decrease in contracted and general services due to lower costs.

#### **SOLID WASTE MANAGEMENT**

The Town of Fort Macleod contracts solid waste pickup services to a third-party contractor. The Town supplies cardboard recycling bins and a trailer for other recyclable items (paper, plastic, tin). These services are paid for by utility fees charged on the monthly bills from the Town. The Town is a member of the Willow Creek Regional Waste Management Commission which operates a landfill site near Woodhouse. This department also funds the Environment Committee's initiatives and projects.

#### **Solid Waste Management Summary Operating Budget**

	2021 Actual	2022 Budget	2023 Forecast	2024 Forecast	2025 Forecast
Solid Waste Removal Revenue		on white you aminute			
USER FEES AND SALES OF GOODS	(416,352.17)	(413,000.00)	(421,260.00)	(429,685.20)	(438,278.90)
GOVERNMENT GRANTS	(20,000.00)	(10,000.00)	(10,200.00)	(10,404.00)	(10,612.08)
* TOTAL Solid Waste Removal Reve	(436, 352.17)	(423,000.00)	(431,460.00)	(440,089.20)	(448,890.98)
Solid Waste Removal Expense					
SALARIES, WAGES AND BENEFITS MATERIALS, GOODS, SUPPLIES AND UTILITIES	29,548.46 19,962.67	33,800.00 39,600.00	33,800.00 40,392.00	33,800.00 41,199.84	33,800.00 42,023.84
CONTRACTED AND GENERAL SERVICES	393,162.34	440,000.00	448,800.00	457,776.00	466,931.52
AMORTIZATION - WASTE MANAGEMENT	4,287.13	4,300.00	4,386.00	4,473.72	4,563.19
* TOTAL Solid Waste Removal Expenses	446,960.60	517,700.00	527,378.00	537,249.56	547,318.55
***P SOLID WASTE (SURPLUS) DEFICIT	10,608.43	94,700.00	95,918.00	97,160.36	98,427.57

- The new solid waste (garbage and recycling program) begins in April 2022.
- Increase in material, goods, supplies and utilities due to higher supply costs.
- Increase in contracted and general services due to change in contractors for garbage and recycling disposal and a higher requisition from the landfill commission.

#### FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)

FCSS is an 80/20 funding partnership between the Government of Alberta and the Municipality. The Town of Fort Macleod operates a regional program in partnership with the Municipal District of Willow Creek #26. FCSS designs and delivers social programs that are preventative in nature to promote and enhance well-being among individuals, families and communities. The FCSS program receives its mandate from the FCSS Act and Regulations, however, the FCSS Board determines the priority of programs to be offered within the community. The FCSS department also administers the Housing Support Worker program that is fully grant funded through Alberta Rural Development Network (ARDN) and the end of the current grant program ends in 2022.

#### **FCSS Summary Operating Budget**

,	2021 Actual	2022 Budget	2023 Forecast	2024 Forecast	2025 Forecast
FCSS Revenue					
USER FEES AND SALES OF GOODS GOVERNMENT GRANTS	(23,197.96) (179,955.36)	(1,200.00) (171,600.00)	(1,224.00) (175,032.00)	(1,248.48) (178,532.64)	(1,273.45) (182,103.29)
* TOTAL FCSS Revenue	(203,153.32)	(172,800.00)	(176,256.00)	(179,781.12)	(183,376.74)
FCSS Expenses					
SALARIES, WAGES AND BENEFITS MATERIALS, GOODS, SUPPLIES AND UTILITIES GRANTS TO ORGANIZATIONS	132,592.45 30,339.93 18,500.00	118,030.00 26,600.00 50,000.00	118,275.80 27,132.00 51,000.00	118,526.52 27,674.64 52,020.00	118,782.25 28,228.13 53,060.40
* TOTAL FCSS Expenses	181,432.38	194,630.00	196,407.80	198,221.16	200,070.78
***P FCSS (SURPLUS) DEFICIT	(21,720.94)	21,830.00	20,151.80	18,440.04	16,694.04
Housing Support Revenue					
HOUSING SUPPORT PROGRAM REVENUE	(59,406.94)	0.00	0.00	0.00	0.00
* TOTAL Housing Support Revenue	(59,406.94)	0.00	0.00	0.00	0.00
Housing Support Expenses					
SALARIES, WAGES AND BENEFITS MATERIALS, GOODS, SUPPLIES AND UTILITIES	29,718.29 26,446.25	0.00 F 0.00	0.00 F 0.00	0.00 F 0.00	0.00 0.00
* TOTAL Housing Support Expenses	56,164.54	0.00	0.00	0.00	0.00
***P HOUSING SUPPORT (SURPLUS) DEFICIT	(3,242.40)	0.00	0.00	0.00	0.00

- No increases in Provincial or Municipal grants are expected in 2022.
- FCSS and Housing Support budgets net to zero within the Town's overall budget.
- Any surplus or budgeted deficits are transfers to/from the FCSS reserve.

#### **CEMETERY**

The Cemetery is owned and operated by the Town of Fort Macleod. The maintenance is provided by summer staff. In 2017, the cemetery was expanded to ensure a supply of cemetery plots (both casket and cremains) for many years in the future.

#### **Cemetery Summary Operating Budget**

1 1 200 TO	2021 Actual	2022 Budget	2023 Forecast	2024 Forecast	2025 Forecast
Cemetery Revenue					
USER FEES AND SALES OF GOODS GOVERNMENT GRANTS	(23,254.90) (3,000.00)	(20,000.00) (3,000.00)	(20,400.00) (3,060.00)	(20,808.00) (3,121.20)	(21,224.16) (3,183.62)
* TOTAL Cemetery Revenue	(26,254.90)	(23,000.00)	(23,460.00)	(23,929.20)	(24,407.78)
SALARIES, WAGES AND BENEFITS MATERIALS, GOODS, SUPPLIES AND UTILITIES AMORTIZATION - CEMETERY	57,324.45 36,408.38 14,210.79	64,400.00 45,700.00 14,000.00	64,522.00 46,614.00 14,280.00	64,646.44 47,546.28 14,565.60	64,773.37 48,497.21 14,856.91
* TOTAL Cemetery Expense	107,943.62	124,100.00	125,416.00	126,758.32	128,127.49
***P CEMETERY (SURPLUS) DEFICIT	81,688.72	101,100.00	101,956.00	102,829.12	103,719.70

#### Variance Highlights

 The Cemetery expansion will be completed in 2022 (landscaping) and the addition of memorial benches result in an increase to the materials, good, supplies and utilities budget.

#### **LAND PLANNING & DEVELOPMENT**

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

#### **Land Planning & Development Summary Operating Budget**

	2021 Actual	2022 Budget	2023 Forecast	2024 Forecast	2025 Forecast
Development Revenue					
USER FEES AND SALES OF GOODS	(96,081.92)	(58,000.00)	(59,160.00)	(60,343.20)	(61,550.06)
* TOTAL Development Revenue	(96,081.92)	(58,000.00)	(59,160.00)	(60,343.20)	(61,550.06)
Development Expense					
SALARIES, WAGES AND BENEFITS MATERIALS, GOODS, SUPPLIES AND UTILITIES CONTRACTED AND GENERAL SERVICES	95,008.77 43,155.85 102,340.52	96,100.00 62,400.00 84,500.00	96,466.00 63,648.00 F 86,190.00	96,839.32 64,920.96 87,913.80	97,220.11 66,219.38 89,672.08
* TOTAL Development Expense	240,505.14	243,000.00	246,304.00	249,674.08	253,111.56
***P DEVELOPMENT (SURPLUS) DEFICIT _	144,423.22	185,000.00	187,144.00	189,330.88	191,561.50

#### Variance Highlights

- Lower revenues due to less permits anticipated in 2022.
- Higher materials, goods, supplies and utilities due to higher legal costs.
- Lower contracted and general service due to less inspection fees anticipated in 2022.

	2021 Actual	2022 Budget	2023 Forecast	2024 Forecast	2025 Forecast
Land/Subdivison Revenue	<u> </u>				
LAND SALES	(42,359.23)	(190,000.00)	(193,800.00)	(197,676.00)	(201,629.52)
* TOTAL Land/Subdivision Revenue	(42,359.23)	(190,000.00)	(193,800.00)	(197,676.00)	(201,629.52)
Land/Subdivision Expense					
CONTRACTED AND GENERAL SERVICES	159,797.64	90,000.00	91,800.00	93,636.00	95,508.72
DEBENTURE INTEREST - LAND SALES	36,172.86	63,900.00	65,178.00	66,481.56	67,811.19
* TOTAL Land/Subdivision Expense	195,970.50	153,900.00	91,800.00	93,636.00	95,508.72
***P LAND SALES (SURPLUS) DEFICIT	153,611.27	(36,100.00)	(102,000.00)	(104,040.00)	(106,120.80)

- Land sales budgeted for are for sales in process and have a level of certainty.
- Net land sales surpluses are transferred into capital or operating reserves by Council.
- Departmental costs are funded by the reserves if the department runs a deficit.

#### **PARKS & RECREATION**

The Parks & Recreation budget deals with all activities related to recreation within the community with oversight from the Town. This includes activities related to park use, ice center use, the swimming pool and other recreation programming.

#### **Parks Summary Operating Budget**

	2021 Actual	2022 Budget	2023 Forecast	2024 Forecast	2025 Forecast
Parks & Recreation Revenue	1401		10	e regignes and a mo	rije payme —
USER FEES AND SALES OF GOODS GOVERNMENT GRANTS	(40,173.15) (62,000.00)	(12,000.00) (62,000.00)	(12,240.00) (63,240.00)	(12,484.80) (64,504.80)	(12,734.50) (65,794.90)
* TOTAL Parks & Recreation Reven	(102,173.15)	(74,000.00)	(75,480.00)	(76,989.60)	(78,529.39)
Parks & Recreation Expenses					
SALARIES, WAGES AND BENEFITS MATERIALS, GOODS, SUPPLIES AND UTILITIES AMORTIZATION - PARKS	115,232.10 147,476.94 83,032.26	141,600.00 F 231,650.00 F 84,000.00	141,835.00 F 209,763.00 F 85,680.00	142,074.70 213,958.26 87,393.60	142,319.19 218,237.43 89,141.47
* TOTAL Parks & Recreation Expen	345,741.30	457,250.00	437,278.00	443,426.56	449,698.09
***P PARKS & REC (SURPLUS) DEFICIT	243,568.15	383,250.00	361,798.00	366,436.96	371,168.70

- Lower user fees and sales of goods due to a smaller donation for the dog park in 2022.
- Increased wages as higher allocation of facilities staff time in parks in 2022.
- Increased materials, goods and supplies costs for upgrades and repairs at the ball diamonds (both westwinds and slowpitch areas).

#### Sports Centre - Arena/Curling Rink Summary Operating Budget

		id .			
	2021 Actual	2022 Budget	2023 Forecast	2024 Forecast	2025 Forecast
Sports Centre Revenues					
USER FEES AND SALES OF GOODS	(39,307.74)	(65,500.00)	(66,810.00)	(68,146.20)	(69,509.12)
* TOTAL Arena Revenues	(39,307.74)	(65,500.00)	(66,810.00)	(68,146.20)	(69,509.12)
** TOTAL ARENA REVENUES	(39,307.74)	(65,500.00)	(66,810.00)	(68,146.20)	(69,509.12)
Curling Rink Expenses					
MATERIALS, GOODS, SUPPLIES AND UTILITIES	11,791.89	31,500.00	32,130.00	32,772.60	33,428.05
* TOTAL Curling Rink Expenses	11,791.89	31,500.00	32,130.00	32,772.60	33,428.05
Arena Expenses					
SALARIES, WAGES AND BENEFITS	220,869.29	221,200.00	223,590.00	226,027.80	228,514.36
MATERIALS, GOODS, SUPPLIES AND UTILITIES AMORTIZATION - ARENA	155,898.11 94,101.81	179,900.00 95,000.00	405,864.00 0.00	411,947.28 0.00	418,152.23 0.00
* TOTAL Arena Expenses	470,869.21	496,100.00	223,590.00	226,027.80	228,514.36
** TOTAL Sports Centre Expenses	482,661.10	527,600.00	255,720.00	258,800.40	261,942.41
***P SPORTS CENTRE (SURPLUS) DEFICIT	443,353.36	462,100.00	188,910.00	190,654.20	192,433.28
** TOTAL Sports Centre Expenses	482,661.10	527,600.00	255,720.00	258,800.40	261,9

#### Variance Highlights

- Higher revenues due to full operations after the pandemic.
- More repairs and maintenance will be performed on the recreation centre in 2022.

#### **Sports Centre - Pool Summary Operating Budget**

	2021 Actual	2022 Budget	2023 Forecast	2024 Forecast	2025 Forecast
Pool Revenue					
POOL ADMISSIONS POOL LESSONS	(21,371.66) (10,561.20)	(40,000.00) (15,000.00)	(40,800.00) (15,300.00)	(41,616.00) (15,606.00)	(42,448.32) (15,918.12)
POOL RETAIL SALES	(2,080.98) (1,410.54)	(3,000.00) (2,000.00)	(3,060.00) (2,040.00)	(3,121.20) (2,080.80)	(3,183.62) (2,122.42)
* TOTAL Pool Revenue	(35,424.38)	(60,000.00)	(61,200.00)	(62,424.00)	(63,672.48)
Pool Expenses					
SALARIES, WAGES AND BENEFITS	161,939.62	279,000.00	279,875.00	280,767.50	281,677.85
MATERIALS, GOODS, SUPPLIES AND UTILITIES	62,967.17	121,500.00	123,930.00	126,408.60	128,936.77
AMORTIZATION - POOL	29,066.52	26,000.00	0.00	0.00	0.00
* TOTAL Pool Expenses	253,973.31	426,500.00	403,805.00	407,176.10	410,614.62
***P POOL (SURPLUS) DEFICIT	218,548.93	366,500.00	342,605.00	344,752.10	346,942.14

- This is the first year for the new pool facility to operate for a full season (uncertainty about attendance and revenues).
- Higher expenses in general due to additional staff for new facility, full time staff wage allocations and a full season of operations.

#### **CULTURE**

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

The Town owns the Community Centre, Scout Hall, Empress Theatre, and the Senior's Welcome Mat buildings.

#### **Library Summary Operating Budget**

	2021 Actual	2022 Budget	2023 Forecast	2024 Forecast	2025 Forecast
Library Expenses	- 21		M Se		
SALARIES, WAGES AND BENEFITS MATERIALS, GOODS, SUPPLIES AND UTILITIES	111,903.54 49,850.84	113,800.00 F 59,600.00 F	114,238.00 <b>*</b> 60,792.00 <b>*</b>	114,684.76 62,007.84	115,140.46 63,248.00
AMORTIZATION - OTHER FACILITIES	5,653.63	5,500.00	5,610.00	5,722.20	5,836.64
* TOTAL Library Expenses	167,408.01	178,900.00	180,640.00	182,414.80	184,225.10
***P LIBRARY (SURPLUS) DEFICIT	167,408.01	178,900.00	180,640.00	182,414.80	184,225.10

#### Variance Highlights

 Increase in materials, good, supplies and utilities due to rising costs of consumables and utilities and bookkeeping and payroll cost increases.

#### **Community Halls and Other Facilities Summary Operating Budget**

	2021 Actual	2022 Budget	2023 Forecast	2024 Forecast	2025 Forecast
Community Halls Revenue					
USER FEES AND SALES OF GOODS	(10,627.97)	(10,000.00)	(10,200.00)	(10,404.00)	(10,612.08)
* TOTAL Community Halls Revenue	(10,627.97)	(10,000.00)	(10,200.00)	(10,404.00)	(10,612.08)
Community Hall Expense					
SALARIES, WAGES AND BENEFITS MATERIALS, GOODS, SUPPLIES AND UTILITIES DEBENTURE INTEREST - COMMUNITY HALL AMORTIZATION - HALL	2,700.00 35,589.76 5,764.17 32,486.74	3,000.00 56,300.00 4,400.00 33,000.00	3,000.00 57,426.00 F 4,488.00 33,660.00	3,000.00 58,574.52 4,577.76 34,333.20	3,000.00 59,746.01 4,669.32 35,019.86
* TOTAL Community Services Expense	76,540.67	96,700.00	94,086.00	95,907.72	97,765.87
***P COMMUNITY HALLS (SURPLUS) DEFICIT	65,912.70	86,700.00	83,886.00	85,503.72	87,153.79
Other Facilities Revenue					
USER FEES AND SALES OF GOODS CAPITAL GRANT - RECREATION	(14,934.62) (147,870.00)	(1,500.00) 0.00	(1,530.00) 0.00	(1,560.60) 0.00	(1,591.81) 0.00
* TOTAL Other Facilities Revenue	(162,804.62)	(1,500.00)	(1,530.00)	(1,560.60)	(1,591.81)
Other Facilities Expense					
WAGES - BOOKINGS MATERIALS, GOODS, SUPPLIES AND UTILITIES AMORTIZATION - OTHER FACILITIES	500.00 51,404.47 55,506.61	500.00 75,800.00 <b>F</b> 55,000.00	500.00 53,846.00 F 56,100.00	500.00 54,912.92 57,222.00	500.00 56,001.18 58,366.44
* TOTAL Community Services Expen	106,911.08	130,800.00	109,946.00	112,134.92	114,367.62
***P COMMUNITY HALLS (SURPLUS) DEFICIT	(55,893.54)	129,300.00	108,416.00	110,574.32	112,775.81

- The Built Heritage Advisory Board will be completing Phase 2 of its projects in 2022.
- Continuing low revenues due to closures from the pandemic.
- Capital grant recreation is the annual Intermunicipal Collaboration Framework amount from the MD of Willow Creek.

		2021 Actual	2021 Actual 2022 Budget 2		2024 Forecast	t 2025 Forecast	
****	TOTAL (SURPLUS) DEFICIT	(455,787.78)	1,455,430.00	1,066,941.80	1,074,115,84	1,110,443.35	

TOWN OF FORT MACLEOD				
2022 BUDGET RECONCILIATION FOR NON-CASH AND CAPITAL AMO	UNTS			
AS AT APRIL 25, 2022		2021		2022
	BUD	GETED AMOUNTS	BUD	GETED AMOUNTS
(DEFICIT) SURPLUS PER REVENUE AND EXPENDITURES REPORT	\$	(1,334,392.00)	\$	(1,455,430.00)
ADDBACKS:				
AMORTIZATION (NON-CASH ITEM)	\$	1,580,000.00	\$	1,752,000.00
	\$	245,608.00	\$	296,570.00
DEBENTURE PRINCIPAL REPAYMENTS:				
DEBENTURE PRINCIPAL REPAYMENTS	\$	(381,725.00)	\$	(562,335.00)
	\$	(136,117.00)	\$	(265,765.00)
TRANSFERS FROM (TO) RESERVES TO (FROM) OPERATIONS:				
FCSS RESERVES	\$	24,794.00	\$	21,830.00
OUT OF OPERATING RESERVES	\$	139,417.00	\$	89,000.00
INTO OPERATING RESERVES	\$	(69,000.00)	\$	-
INTO CAPITAL RESERVES	\$	40,906.00	\$	(25,000.00)
OUT OF CAPITAL RESERVES	\$	-	\$	232,450.00
OUT OF CAPITAL RESERVES	\$	-	\$	_
INTO CAPITAL RESERVES	\$		\$	(52,515.00)
	\$	136,117.00	\$	265,765.00
ADJUSTED BUDGET SURPLUS (DEFICIT)	\$	-	\$	-
CAPITAL PURCHASES PER CAPITAL BUDGET	\$	5,585,500.00	\$	2,846,500.00
FUNDING SOURCES:				
CAPITAL GRANTS	\$	(612,685.00)	\$	(540,000.00)
TRANSFERS FROM RESERVES:	\$	<u>-</u>		
DEBENTURES	\$	(2,774,000.00)	\$	-
OTHER SOURCES OF CAPITAL FUNDING	\$	(2,198,815.00)	\$	(2,306,500.00)
	Ş	(5,585,500.00)	۶	(2,846,500.00)
REVISED CONSOLIDATED BUDGET AMOUNT	\$	- 1	\$	-
2022 BALANCED OPERATIONAL BUDGET	And the party of t			_