

**REGULAR MEETING AGENDA  
SUMMER VILLAGE OF BIRCHCLIFF  
December 14, 2022 @ 9:00 A.M.**

**A. CALL TO ORDER**

**B. AGENDA** - additions/deletions  
- adoption

**C. ADOPTION OF MINUTES**

**D. INFORMATION ITEMS**

**E. REQUESTS FOR DECISION**

1) **Finance**

a) 2023 Budget

**F. COUNCIL REPORT**

1) **Council Reports**

- a) Roger Dufresne
- b) Ann Zacharias
- c) Frank Tirpak

2) **Committee Reports**

4) **Upcoming Meetings**

- a) Next Council Meeting – January 19, 2022

**G. ADJOURNMENT**

## **Summer Village of Birchcliff**

### **Finance**

#### **Request for Decision**

##### **Agenda Item: *Budget 2023 - 2026***

#### **Background:**

Administration would like to provide the following amendment to the 2023 - 2026 Budget to Council. Administration has received quotes for garbage and recycling services for a 5 year term. Those numbers have been reflected in the attached amended budget.

#### **Options for Consideration:**

1) That Council review and discuss the amended operating budget information provided and to provide the necessary input into the 2023 - 2026 Budget.

A live budget will be provided for any changes and recommendations.

#### **Administrative Recommendations:**

- 1) That Council review and approve the 2023 budget as amended.
- 2) That Council table item for further discussion and consideration in their December 2022 Council meeting.

#### **Authorities:**

Section 242(1) of the Municipal Government Act, R.S.A. 2000, c M-26, provides that Council must adopt an operating budget for each calendar year.

## Budget Summary

### Revenue

Taxation	\$	358,118.29
Administration	\$	38,428.03
Protective Services	\$	739.45
Public Works	\$	116,147.00
Planning and Development	\$	7,065.11
<b>Taxation and Operating Revenue</b>	<b>\$</b>	<b>520,497.88</b>
Government Requisitions	\$	480,155.53
Capital Revenue	\$	-
<b>Total Revenue</b>	<b>\$</b>	<b>1,000,653.41</b>

### Expenses

Council & Legislative	\$	20,678.00
Administration	\$	222,213.79
Protective Services	\$	40,517.80
Public Works	\$	227,076.19
Planning & Development	\$	2,200.00
Recreation & Planning	\$	7,534.57
Environment	\$	277.53
<b>Operating Expenses</b>	<b>\$</b>	<b>520,497.88</b>
Government Requisitions	\$	480,155.53
Capital Projects	\$	-
<b>Total Expenses</b>	<b>\$</b>	<b>1,000,653.41</b>

Account #	Department / Description	2023 Budget	2024 Budget	2025 Budget	2026 Budget
<b>Administration</b>					
	Base Tax Rate	\$ 363,118.29	\$ 358,902.31	\$ 359,440.06	\$ 362,822.86
	Taxes from Assessment Growth	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
101-100-110	Taxes Residential	\$ 358,118.29	\$ 353,902.31	\$ 354,440.06	\$ 357,822.86
101-000-510	Taxes Penalties/Costs	\$ 5,224.03	\$ 5,380.75	\$ 5,542.17	\$ 5,653.01
101-103-130	DI Designated Industrial Tax	\$ 37.40	\$ 38.52	\$ 39.68	\$ 40.47
112-000-540	Interest Charges	\$ -	\$ -	\$ -	\$ -
112-000-550	Return on Investments	\$ 9,640.80	\$ 9,930.02	\$ 10,227.92	\$ 10,432.48
112-000-410	Sale of Service & Supplies	\$ 535.60	\$ 551.67	\$ 568.22	\$ 579.58
112-000-570	Other Revenue	\$ 1,071.20	\$ 1,103.34	\$ 1,136.44	\$ 1,159.16
	Bench Donations				
	Grant Revenue				
112-000-760	Grant revenue expected	\$ 11,500.00	\$ 11,500.00	\$ 11,500.00	\$ 11,500.00
112-000-740	MSI Operational	\$ 10,419.00	\$ 10,731.57	\$ 11,053.52	\$ 11,274.59
<b>Total Administration</b>		<b>\$ 396,546.32</b>	<b>\$ 393,138.18</b>	<b>\$ 394,508.00</b>	<b>\$ 398,462.16</b>
<b>Protective Services</b>					
121-000-530	Fines Provincial Collected	\$ 739.45	\$ 761.63	\$ 784.48	\$ 800.17
<b>Total Protective Services</b>		<b>\$ 739.45</b>	<b>\$ 761.63</b>	<b>\$ 784.48</b>	<b>\$ 800.17</b>
<b>Public Works</b>					
142-000-410	Wastewater Usage Levy	\$ 83,319.00	\$ 83,319.00	\$ 83,319.00	\$ 83,319.00
	----- Transfer for Wastewater Offset				
142-000-412	Transfer from reserves	\$ -	\$ -	\$ -	\$ -
	Garbage / Recycling	\$ 32,828.00	\$ 32,828.00	\$ 32,828.00	\$ 32,828.00
<b>Total Public Works</b>		<b>\$ 116,147.00</b>	<b>\$ 116,147.00</b>	<b>\$ 116,147.00</b>	<b>\$ 116,147.00</b>
<b>Planning and Development</b>					
161-000-410	Certificates of Compliance	\$ 60.35	\$ 62.17	\$ 64.03	\$ 65.31
161-000-520	Development Permits / Appeal Fees	\$ 5,689.02	\$ 5,859.69	\$ 6,035.48	\$ 6,156.19
161-000-510	Inspection Fees	\$ 1,207.10	\$ 1,243.31	\$ 1,280.61	\$ 1,306.22
161-000-590	Encroachment Fees	\$ 108.64	\$ 111.90	\$ 115.25	\$ 117.56
<b>Total Planning and Development</b>		<b>\$ 7,065.11</b>	<b>\$ 7,277.06</b>	<b>\$ 7,495.38</b>	<b>\$ 7,645.28</b>
<b>Total Revenue</b>		<b>\$ 520,497.88</b>	<b>\$ 517,323.87</b>	<b>\$ 518,934.86</b>	<b>\$ 523,054.62</b>

Account #	Department / Description Council	2023 Budget	2024 Budget	2025 Budget	2026 Budget
211	Remuneration				
211-101-150	Mayor	\$ 7,000.00	\$ 7,210.00	\$ 7,426.30	\$ 7,574.83
211-102-150	Deputy Mayor	\$ 4,000.00	\$ 4,120.00	\$ 4,243.60	\$ 4,328.47
211-103-150	Councillor	\$ 3,400.00	\$ 3,502.00	\$ 3,607.06	\$ 3,679.20
<b>Total Remuneration</b>		<b>\$ 14,400.00</b>	<b>\$ 14,832.00</b>	<b>\$ 15,276.96</b>	<b>\$ 15,582.50</b>
	Travel and Subsistence				
211-101-210	M&S Mayor	\$ 2,000.00	\$ 2,060.00	\$ 2,121.80	\$ 2,164.24
211-102-210	M&S Deputy Mayor	\$ 696.28	\$ 717.17	\$ 738.68	\$ 753.46
211-103-210	M&S Councillor	\$ 567.74	\$ 584.77	\$ 602.31	\$ 614.36
<b>Total Travel and Subsistence</b>		<b>\$ 3,264.02</b>	<b>\$ 3,361.94</b>	<b>\$ 3,462.79</b>	<b>\$ 3,532.05</b>
	Registration & Conventions				
211-201-212	ASVA Conference	\$ 444.04	\$ 457.36	\$ 471.08	\$ 480.51
211-202-212	AUMA Conference	\$ -	\$ -	\$ -	\$ -
211-203-212	Council Education Opportunities	\$ 489.75	\$ 504.45	\$ 519.58	\$ 529.97
<b>Total Registration and Conventions</b>		<b>\$ 933.80</b>	<b>\$ 961.81</b>	<b>\$ 990.66</b>	<b>\$ 1,010.48</b>
	Memberships				
211-301-220	AUMA Membership	\$ 998.07	\$ 1,028.01	\$ 1,058.85	\$ 1,080.03
211-302-220	ASVA Membership	\$ 975.00	\$ 1,004.25	\$ 1,034.38	\$ 1,055.07
211-303-220	FCM Membership	\$ 107.12	\$ 110.33	\$ 113.64	\$ 115.92
211-304-220	Mayors & Reeves Membership				
<b>Total Memberships</b>		<b>\$ 2,080.19</b>	<b>\$ 2,142.60</b>	<b>\$ 2,206.87</b>	<b>\$ 2,251.01</b>
<b>Total Council</b>		<b>\$ 20,678.00</b>	<b>\$ 21,298.34</b>	<b>\$ 21,937.29</b>	<b>\$ 22,376.04</b>

Account #	Department / Description	2023 Budget	2024 Budget	2025 Budget	2026 Budget
	<b>Administration</b>				
212-1	Personnel				
212-100-110	Salaries	\$ 128,494.00	\$ 132,348.82	\$ 136,319.28	\$ 139,045.67
212-100-130	Training	\$ 2,407.00	\$ 2,479.21	\$ 2,553.59	\$ 2,604.66
212-100-210	Travel & Subsistence	\$ 2,888.00	\$ 2,974.64	\$ 3,063.88	\$ 3,125.16
212-100-211	WCB	\$ 1,839.00	\$ 1,894.17	\$ 1,951.00	\$ 1,990.02
	New Building Insurance	\$ 722.00	\$ 743.66	\$ 765.97	\$ 781.29
212-100-266	PW Fleet	\$ 963.00	\$ 991.89	\$ 1,021.65	\$ 1,042.08
212-100-140	Benefits	\$ 4,452.00	\$ 4,585.56	\$ 4,723.13	\$ 4,817.59
<b>Total Personnel</b>		<b>\$ 141,765.00</b>	<b>\$ 146,017.95</b>	<b>\$ 150,398.49</b>	<b>\$ 153,406.46</b>
212-2	Consumables				
212-200-215	Postage / Freight / Courier	\$ 1,450.00	\$ 1,493.50	\$ 1,538.31	\$ 1,569.07
212-200-500	Printing costs	\$ 1,321.00	\$ 1,360.63	\$ 1,401.45	\$ 1,429.48
212-200-510	Office Supplies	\$ 2,407.00	\$ 2,479.21	\$ 2,553.59	\$ 2,604.66
<b>Total Consumables</b>		<b>\$ 5,178.00</b>	<b>\$ 5,333.34</b>	<b>\$ 5,493.34</b>	<b>\$ 5,603.21</b>
212-3	Facilities & Equipment				
212-300-217	Phone / Fax/ Internet	\$ 1,200.00	\$ 1,236.00	\$ 1,273.08	\$ 1,298.54
212-300-540	Utilities	\$ 2,166.00	\$ 2,230.98	\$ 2,297.91	\$ 2,343.87
212-300-250	Facility Improvements	\$ 2,407.00	\$ 2,479.21	\$ 2,553.59	\$ 2,604.66
212-300-255	Facility Maintenance	\$ 5,117.00	\$ 5,270.51	\$ 5,428.63	\$ 5,537.20
212-300-263	Condominium Costs	\$ -	\$ -	\$ -	\$ -
212-300-240	Computer Software / Mtnce Agreem	\$ 3,610.00	\$ 3,718.30	\$ 3,829.85	\$ 3,906.45
212-300-242	IT Equipment	\$ 602.00	\$ 620.06	\$ 638.66	\$ 651.44
212-300-265	Equipment Maintenance	\$ 361.00	\$ 371.83	\$ 382.98	\$ 390.64
212-300-270	Equipment Rental	\$ 963.00	\$ 991.89	\$ 1,021.65	\$ 1,042.08
	Other Contingency	\$ 120.00	\$ 123.60	\$ 127.31	\$ 129.85
		\$ -	\$ -	\$ -	\$ -
<b>Total Facilities &amp; Equipment</b>		<b>\$ 16,546.00</b>	<b>\$ 17,042.38</b>	<b>\$ 17,553.65</b>	<b>\$ 17,904.72</b>
<b>Total JSC Shared Budget</b>		<b>\$ 163,489.00</b>	<b>\$ 168,393.67</b>	<b>\$ 173,445.48</b>	<b>\$ 176,914.39</b>

Account #	Department / Description	2023 Budget	2024 Budget	2025 Budget	2026 Budget
212-4	Municipal Specific				
212-400-220	Election Expenses/Meetings	\$ 500.00	\$ 515.00	\$ 530.45	\$ 541.06
212-402-220	Donations to other organizations	\$ -	\$ -	\$ -	\$ -
212-400-221	Bank Charges	\$ 1,030.00	\$ 1,060.90	\$ 1,092.73	\$ 1,114.58
212-400-222	Advertising	\$ 100.00	\$ 103.00	\$ 106.09	\$ 108.21
212-400-230	Legal Fees	\$ 5,000.00	\$ 5,150.00	\$ 5,304.50	\$ 5,410.59
212-400-231	Audit Fees	\$ 7,471.87	\$ 7,696.02	\$ 7,926.90	\$ 8,085.44
212-400-232	Assessment Fees	\$ 8,137.00	\$ 8,381.11	\$ 8,632.54	\$ 8,805.19
212-400-233	Accounting Software	\$ -	\$ -	\$ -	\$ -
212-400-275	Municipal Insurance	\$ 4,425.21	\$ 4,557.97	\$ 4,694.71	\$ 4,788.60
212-400-910	Tax Changes	\$ 560.71	\$ 577.53	\$ 594.86	\$ 606.75
	IT Replacement Reserve	\$ 500.00	\$ 515.00	\$ 530.45	\$ 541.06
	Fleet Replacement Reserve	\$ 1,000.00	\$ 1,030.00	\$ 1,060.90	\$ 1,082.12
	Budget Adjustment		\$ -	\$ -	\$ -
	Reserve	\$ 30,000.00	\$ 40,000.00	\$ 30,000.00	\$ 25,000.00
<b>Total Specific</b>		<b>\$ 58,724.79</b>	<b>\$ 69,586.53</b>	<b>\$ 60,474.13</b>	<b>\$ 56,083.61</b>
<b>Total Administration</b>		<b>\$ 222,213.79</b>	<b>\$ 237,980.20</b>	<b>\$ 233,919.61</b>	<b>\$ 232,998.00</b>

Account #	Department / Description	2023 Budget	2024 Budget	2025 Budget	2026 Budget
<b>Protective Services</b>					
223-000-200	Fire	\$ 13,841.80	\$ 14,257.05	\$ 14,684.76	\$ 14,978.46
226-000-200	Enforcement	\$ -	\$ -	\$ -	\$ -
224-000-200	Emergency Management	\$ 2,750.00	\$ 2,832.50	\$ 2,917.48	\$ 2,975.82
225-000-200	Policing Costs	\$ 23,926.00	\$ 24,643.78	\$ 25,383.09	\$ 25,890.76
<b>Total Protective Services</b>		<b>\$ 40,517.80</b>	<b>\$ 41,733.33</b>	<b>\$ 42,985.33</b>	<b>\$ 43,845.04</b>
<b>Public Works</b>					
Maintenance Programs					
232-000-200	Green Space Program	\$ 22,200.00	\$ 22,866.00	\$ 23,551.98	\$ 24,023.02
232-000-255	Plowing Program	\$ 24,927.57	\$ 25,675.39	\$ 26,445.65	\$ 26,974.57
232-000-250	Road Maintenance Program	\$ 22,000.00	\$ 22,660.00	\$ 23,339.80	\$ 23,806.60
232-000-530	Ditch and Culvert Program	\$ 8,265.00	\$ 8,512.95	\$ 8,768.34	\$ 8,943.71
232-000-265	Sign Program	\$ 2,455.29	\$ 2,528.95	\$ 2,604.82	\$ 2,656.92
232-000-270	Pathway Program	\$ 217.67	\$ 224.20	\$ 230.92	\$ 235.54
<b>Total Maintenance</b>		<b>\$ 80,065.53</b>	<b>\$ 82,467.49</b>	<b>\$ 84,941.52</b>	<b>\$ 86,640.35</b>
Waste Water / Water					
242-000-255	Maintenance Program	\$ 20,400.00	\$ 21,012.00	\$ 21,432.24	\$ 21,860.88
242-000-252	Wastewater Maintenance Reserve	\$ -	\$ -	\$ -	\$ -
242-000-250	SLRWWC Gov & Admin	\$ 6,605.00	\$ 6,803.15	\$ 7,007.24	\$ 7,147.39
242-000-251	SLR Water Comm.	\$ -	\$ -	\$ -	\$ -
242-000-260	Useage Fee	\$ 73,371.00	\$ 48,720.00	\$ 48,720.00	\$ 48,720.00
<b>Total Wastewater</b>		<b>\$ 100,376.00</b>	<b>\$ 76,535.15</b>	<b>\$ 77,159.48</b>	<b>\$ 77,728.27</b>
Waste and Recycle					
243-000-200	Contracted Service Solid Waste	\$ 22,263.00	\$ 22,263.00	\$ 22,263.00	\$ 22,263.00
243-000-255	Landfill	\$ 13,607.66	\$ 14,015.89	\$ 14,436.37	\$ 14,725.09
	Recycling program	\$ 10,764.00	\$ 10,764.00	\$ 10,764.00	\$ 10,764.00
<b>Total Waste</b>		<b>\$ 46,634.66</b>	<b>\$ 47,042.89</b>	<b>\$ 47,463.37</b>	<b>\$ 47,752.09</b>
<b>Total Public Works</b>		<b>\$ 227,076.19</b>	<b>\$ 206,045.53</b>	<b>\$ 209,564.37</b>	<b>\$ 212,120.72</b>



Account #	Department / Description	2023 Budget	2024 Budget	2025 Budget	2026 Budget
	<b>Planning and Development</b>				
	Memberships				
261-000-200	Community Planning				
261-000-215	Subdivision Appeal Board	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00
261-000-210	Municipal Planning Board	\$ 500.00	\$ 500.00	\$ 500.00	\$ 1,500.00
261-000-110	Development Services	\$ 500.00	\$ 510.00	\$ 520.20	\$ 530.60
261-000-250	IDP (RDC & TSL,LC)	\$ 500.00	\$ 510.00	\$ 520.20	\$ 530.60
	<b>Total Planning and Development</b>	<b>\$ 2,200.00</b>	<b>\$ 2,220.00</b>	<b>\$ 2,240.40</b>	<b>\$ 3,261.21</b>
	<b>Recreation and Culture</b>				
274-000-150	FCSS Matching Funding	\$ 2,167.94	\$ 2,232.98	\$ 2,299.97	\$ 2,345.97
274-000-200	Buoy Program	\$ 4,284.80	\$ 4,413.34	\$ 4,545.74	\$ 4,636.66
275-000-850	Parkland Regional Library	\$ 1,081.83	\$ 1,114.28	\$ 1,147.71	\$ 1,170.67
	<b>Total Recreation and Planning</b>	<b>\$ 7,534.57</b>	<b>\$ 7,760.61</b>	<b>\$ 7,993.43</b>	<b>\$ 8,153.30</b>
	<b>Environment</b>				
	Memberships				
273-100-150	Environmental Projects (SLMC &Env)	\$ -	\$ -	\$ -	\$ -
243-102-150	Red Deer River Watershed Society	\$ 277.53	\$ 285.85	\$ 294.43	\$ 300.32
		\$ -	\$ -	\$ -	\$ -
	<b>Total Environment</b>	<b>\$ 277.53</b>	<b>\$ 285.85</b>	<b>\$ 294.43</b>	<b>\$ 300.32</b>
412-000-900	<b>Accumulated Surplus</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
412-000-901	<b>Annual Surplus/Deficit</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	<b>Total Operating Budget</b>	<b>\$ 520,497.88</b>	<b>\$ 517,323.87</b>	<b>\$ 518,934.86</b>	<b>\$ 523,054.62</b>