

Agenda
For Summer Village of Rochon Sands
Regular Meeting of Council
May 9, 2023 @ 6:00 PM
Municipal Office, and Via Zoom for Public

- | | Page # |
|---|--------|
| 1. Call to Order | |
| 2. Approval of Agenda/Additions | |
| 3. Public Hearing | |
| 4. Delegations/Guests: | |
| 4.1. Daniel Wilson, Wilson Cruickshank, Presentation | |
| 4.2. Murray Young, formerly of Bemoco Surveys | |
| 5. Approval of Previous Minutes | |
| 5.1. SV Rochon Sands 04-11-2023 Regular Council Meeting Minutes | 5 |
| 6. Business Arising from Previous Minutes | |
| 6.1. Response - Daniel Wilson, Wilson Cruickshank on Highway 835 Road Closure, Survey, Property Registration; and Adjacent Lot Sales. | |
| 6.2. Barros Gazebo Update – Timeline | |
| 6.3. SWMA - Stettler Waste Management Authority Q1 Invoice | |
| 7. Financial Reports | |
| 7.1. Financials - Council – Operation Rev Exp April 30, 2023 | |
| 7.2. Financials - Capital Rev Exp to April 30, 2023 | |
| 7.3. Financials - April Cheque Listing to April 30, 2023 | |
| 7.4. Financials – 2023 Budget Notes for Summer Village Operating Budget | |
| 7.5. Financials - 2023 Summer Village Rochon Sands Operating Budget | |
| 7.6. Financials – 2023 Budget Notes Summer Village Capital Budget | |
| 7.7. Financials – 2023 Summer Village of Rochon Sands Capital Budget | |
| 7.8. Financials – 2023 Budget Notes for Provincial Parks Operating Budget | |
| 7.9. Financials – 2023 Provincial Parks Operating Budget | |
| 8. New Business | |
| 8.1. RFD Bylaw #263-23 Tax Rates Bylaw 2023 – 1 st , 2 nd , 3 rd Reading | |
| 8.2. RFD – WSP East Beach Street Engineering Planning Project | |
| 8.3. RFD – PCPS 2023 New Funding Model Proposal February 2023 | |
| 8.4. RFD – PCPS 2023 Planning Services Contract-Extension-Agreement-Rochon Sands | |
| 8.5. RFD – Development Permit – Walker - Variance Request | |
| 9. Council/Committee Reports | |
| 9.1. Mayors Report | |
| 9.2. Councillor Reports | |

10. CAO and Staff Reports

10.1. CAO Report

11. Correspondence/Information/Reports

11.1 Rochon Sands Fire Ban – Stettler Regional Fire Department

11.2 County of Stettler Fire Ban Announcement

11.3 PCPS 2023 Update New Director Ken Woitt, New Planner Vahid Gomashchi

12. In Camera – HR

13. Next Regular Meeting Date – May 9, 2023

14. Adjournment

Regular Meeting of the Council
of the Summer Village of Rochon Sands held on
April 11, 2023, at 6:00 PM, at the Municipal Office,
#1 Hall Street, Rochon Sands, and
via Zoom on Electronic Devices.

Present: Mayor D. Hiller
Councillor J Byer
Councillor B. Brinson
Administrator Dean Pickering
Administrative Assistant Erin Weinzierl

Public (1):
Harriet Hudson (Zoom)

1. Call to Order

Meeting called to order by Mayor Hiller @ 6:00 PM.

2. Approval of Agenda/Additions

8.5 E-transfers

RES 23-04-01 Motion by Mayor Hiller to accept the agenda as amended.

Carried

3. Public Hearing –

3.1. None scheduled.

4. Delegations/Guests –

4.1. Daniel Wilson, Wilson Cruickshank, Presentation Rescheduled to May 9, 2023

4.2. Murray Young, formerly of Bemoco Surveys Rescheduled to May 9, 2023

5. Approval of Previous Minutes

5.1. SV Rochon Sands 03-14-2023 Draft Regular Council Meeting Minutes

- 6.1 Resolution Bemoco misspelt
- Res 23-03-02 Councillor is misspelt
- 7.6 FEBRUARY to be lowercased
- 8.4 Draft to be lowercased
- Res 23-03-08 Draft lowercased
- Res 23-03-08 period at the end of the sentence.
- 8.11 change to correct year
- Res 23-03-16 to modify or find the means to modify the current Shore Management Plan.
- 9.2: 2% in Senior Housing requisition
- Res 23-03-17 to “move” in camera.

RES 23-04-02 Motion by Mayor Hiller to accept SV Rochon Sands 03-14-2023 Draft Regular Council Minutes as amended.

Carried

6. Business Arising from Previous Minutes

6.1. Response – Daniel Wilson, Wilson Cruickshank on Highway 835 Road Closure, Survey, Property Registration; Adjacent Lot Sales.

6.2. Response – Murray Young, formerly of Bemoco Surveys

RES 23-04-03 Motion by Mayor Hiller to have admin contact the four remaining affected landowners inquiring on their status of consent forms, and report back to Bemoco, Wilson Cruickshank, and Council via email on their status.

Carried

RES 23-04-04 Motion by Mayor Hiller to accept the reports from Wilson Cruickshank and Murray Young as information.

Carried

7. Financials

- 7.1. Financials – Council – Operations Rev Exp March 31, 2023
- 7.2. Financials – Capital Rev Exp to March 31, 2023
- 7.3. Financials – March Cheque Listing
- 7.4. Financials – Tax Trial Balance to March 31, 2023
- 7.5. Financials – 2023 Budget Notes Summer Village of Rochon Sands 2023 Operating Budget
- 7.6. Financials – Draft 2023 SV Rochon Sands Operating Budget
- 7.7. Financials – Draft 2022 Assessment Summary for 2023 Tax Rate Calculations
- 7.8. Financials – 2023 Capital Municipal Budget Draft Budget
- 7.9. Financials – 2023 Capital Parks Budget 2023 Draft Budget
- 7.10. Financials – 2023-2022 YE MSI Grant Summary SV Rochon Sands
- 7.11. Financials – 2023 2022 YE CCBF FGTF Grant Summary SV Rochon Sands

RES 23-04-05 Motion by Councillor Byer to accept the 7.1-7.4 financial reports and statements as presented.

Carried

RES 23-04-06 Motion by Mayor Hiller to accept the 7.5-7.11 Financials with a 3% mill rate increase of municipal taxes for the SV of Rochon Sands 2023 budget.

Carried

RES 23-04-07 Motion by Councillor Byer to have Administration prepare a cost analysis of shared administration services and set up a meeting with the SV of Rochon Sands and the SV of White Sands council members.

Carried

8. New Business

8.1. RFD Canadian Consumer Price Index (CPI) for Budget Consideration

RES 23-04-08 Motion by Councillor Brinson to accept a 3% increase according to Canadian Consumer Price Index (CPI) for the 2023 budget.

Carried

8.2. RFD – Request for Ice Fishing Shack Storage

Presented to Council

8.3. Final SREMA Agreement (Draft)

Presented to Council.

8.4. First Reading of Bylaw #263-23 Tax Rates Bylaw 2023

Presented to Council

8.5. E-transfers

Discussion by Council, and direction given to Administration to complete registration with the major banks to offer payment of the Summer Village of Rochon Sands Tax Payments in 2023.

9. Council/Committee Reports

- 9.1. Mayor's Report
 - Could not make SMRWSC and Stettler Waste Management Authority meetings.
- 9.2. Councillors' Report
 - Councillor Brinson
 - Stettler District Ambulance
 - Rochon Sands Hall Board will be doing a pancake breakfast on July 1st and then residents will go to the flagpole.
 - Councillor Byer
 - Senior Housing is looking at having short-termed professionals rent spaces for their practise and fill some of the vacant spots.

10. CAO Reports

- 10.1. CAO Written Report

RES 23-04-09 Motion by Mayor Hiller to have Administration bring the policy designed for fires and fire suppression for review for the next regular council meeting.

Carried

RES 23-04-10 Motion by Councillor Brinson to accept Council/Committee and CAO report as presented.

Carried

11. Information/Reports

- 11.1. County of Stettler Evaluation of Proposals for South Shore Traffic Study
 - 11.1.1. Traffic Node Study Grant Acceptance – County of Stettler
- 11.2. Bar W Resort Open House Flyer
- 11.3. 03 17 2023 – Stettler Regional Advisory Committee Minutes
- 11.4. 03 17 2023 – Stettler Regional Advisory Committee Minutes
- 11.5. 110902_MO_Minister of Municipal Affairs_JUPA_Extension to June 2025

RES 23-04-11 Motion by Councillor Byer to accept the correspondence as information.

Carried

12. In-Camera

RES 23-04-12 Motion by Mayor Hiller to move in-camera at 7:30 pm for Personnel - Human Resources.

Carried

RES 23-04-13 Motion by Mayor Hiller to come out of camera at 8:31 pm.

Carried

13. Next Meeting Date

- 13.1. Regular Council Meeting Date – May 9, 2023, 6:00 PM

14. Adjournment

RES 23-04-14 Motion by Mayor Hiller to adjourn Regular Council meeting at 8:31 pm.

Mayor

Administrator

2" x 6" Rafters 2' on center
3/8" treated plywood sheathing
with strapping above
standard 36 metal roofing



4 concrete picnic
tables w/ 1 being
wheel chair accessible

20' x 24' concrete slab
with thickened edge

6" x 6"
Posts





SUMMER VILLAGE OF ROCHON SANDS

General Ledger History Listing

Date From 2022-01-01 Date To 2023-05-06

General Ledger		Account Type		General Ledger Description				Opening Balance		
2-43-00-00-00-200		Expenses Operating		Landfill - SRWMA Agreement				0.00		
Date	Description	Name	Reference	Type	Batch #	Cheque #	Account #	Debits	Credits	Balance
2022-05-10	Q1 REQ	STETTLER WASTE MANAG	SWM0003231	AP	676	202270117	38	2,397.00		2,397.00
2022-08-09	Q2 WASTE REQ	STETTLER WASTE MANAG	SWM0003341	AP	866	202270269	38	2,397.00		4,794.00
2022-09-27	Q3 REQ	STETTLER WASTE MANAG	SWM0003446	AP	956	202270344	38	2,397.00		7,191.00
2022-12-30	Accrue 4th 1/4 SWMA		JEYEA17	JE	1083			2,397.00		9,588.00
2023-02-07	Q4	STETTLER WASTE MANAG	SWM0003594	AP	1082	202370046	38	2,397.00		11,985.00
2023-03-27	Reverse 2022 accrual JEYEA/	SWMA	Rev YEA17	JE	1142				(2,397.00)	9,588.00
2023-05-02	Q1	STETTLER WASTE MANAG	SWM0003726	AP	1191	202370145	38	3,553.50		13,141.50
Total								<u>15,538.50</u>	<u>(2,397.00)</u>	

*** End of Report ***



Stettler Waste Management Authority
Box 1270
6602-44 Avenue
Stettler, AB T0C 2L0
Telephone: (403) 742-4441
Fax: (403) 742-1277

INVOICE	SWM0003726
Date	4/24/2023
Page	1
Customer ID	61390

SUMMER VILLAGE OF ROCHON SAND:
1 HALL ST
ROCHON SANDS AB T0C 3B0

Payment Terms ID IMMED
Telephone: (403) 742-4441

Quantity	Description	Unit Price	Ext. Price
1	Q1 2023 WASTE REQUISITION	\$3,553.50	\$3,553.50
		Subtotal	\$3,553.50
		Tax	\$0.00
		Total	\$3,553.50



Stettler Waste Management Authority
Box 1270
6602 – 44 Avenue
Stettler, Alberta T0C 2L0
T: 403.742.4441 F:403.742.1277

PAPERLESS ACCOUNTS RECEIVABLE INVOICES

The Stettler Waste Management is now able to send your Accounts Receivable invoice by email.

To sign up for this eSEND service, fill out the registration form below and return it via email to ar@stettlercounty.ca, mail or deliver to the County of Stettler No. 6 administration office (address above).

eSEND SERVICE AGREEMENT

PERSONAL INFORMATION

Account Holder Name: _____ Customer ID: _____

Email Address: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Civic Address - if different from above: _____

Daytime Telephone: _____

I agree to receive my **Stettler Waste Management Authority** Accounts Receivable invoices via email.

Signed: _____ Date: _____



SUMMER VILLAGE OF ROCHON SANDS

For the Period Ending April 30, 2023

For the month of

General Ledger	Description	2023 Budget	2023 Actual	2023 % Variance
*	General Administration	(22,042.00)	(2,463.73)	11.18
*	Protective Services	(480.00)	4.00	(0.83)
*	Transporation	(7,970.00)	0.00	0.00
*	Planning & Development	(7,000.00)	(500.00)	7.14
*	Recreation & Parks	(11,680.00)	0.00	0.00
*	Provincial Parks	(219,800.00)	(33,383.84)	15.19
*	Taxes & Penalties	(447,300.00)	(376.67)	0.08
*	Other Revenue	(24,000.00)	(582.21)	2.43
**	TOTAL REVENUE	(740,272.00)	(37,302.45)	5.04
*	Council & Legislative	10,000.00	0.00	0.00
*	General Administration	157,300.00	30,930.51	19.66
*	Policing	5,400.00	3,162.25	58.56
*	Fire Fighting & Preventive	17,500.00	0.00	0.00
*	Disaster Services	7,100.00	0.00	0.00
*	Bylaw Enforcement	1,000.00	0.00	0.00
*	Transportation	80,450.00	11,099.42	13.80
*	Water Department	6,000.00	806.07	13.43
*	Landfill & Recycling	11,400.00	3,993.50	35.03
*	Planning & Development	14,800.00	1,376.91	9.30
*	Parks & Recreation	48,940.00	6,270.93	12.81
*	Provincial Parks	175,250.00	17,764.49	10.14
*	Culture	4,800.00	203.44	4.24
*	Contingency	20,100.00	0.00	0.00
*	Requisitions	192,200.00	55,025.53	28.63
**	TOTAL EXPENSES	752,240.00	130,633.05	17.37
***	(SURPLUS)/DEFICIT-Before Amort	11,968.00	93,330.60	779.83

*** End of Report ***



SUMMER VILLAGE OF ROCHON SANDS

For the Period Ending April 30, 2023

For the month of

General Ledger	Description	2023 YTD Budget	2023 YTD Actual	2023 YTD \$ Variance
CAPITAL REVENUE				
*	TOTAL CAPITAL REVENUE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
CAPITAL EXPENDITURE				
6-32-00-00-00-660	Parks & Rec - Trails	<u>0.00</u>	<u>891.20</u>	<u>(891.20)</u>
*	TOTAL CAPITAL EXPENDITURE	<u>0.00</u>	<u>891.20</u>	<u>(891.20)</u>
**	SURPLUS/(DEFICIT)	<u>0.00</u>	<u>891.20</u>	<u>(891.20)</u>

*** End of Report ***



SUMMER VILLAGE OF ROCHON SANDS

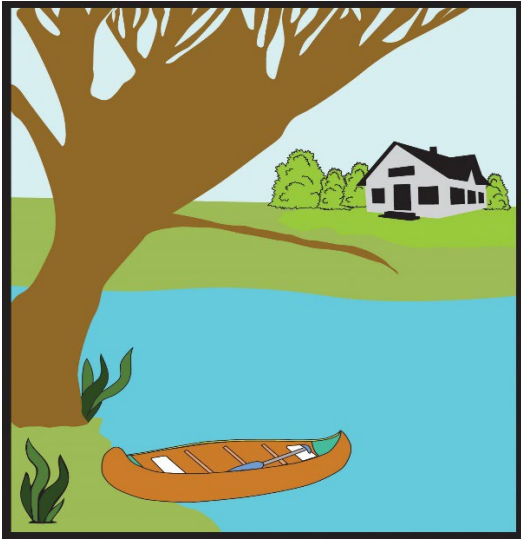
Cheque Listing For Council

2023-May-3
11:11:41AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
202370114	2023-04-14	WEINZIERL, ERIN L				
202370115	2023-04-14	PICKERING, RICHARD D				
202370116	2023-04-11	641619 ALBERTA LTD.	16	PAYMENT MARCH	1,102.50	1,102.50
202370117	2023-04-11	FIVE STAR VENTURES	29729 29751 29822	PAYMENT CARDBOARD RENTAL CARDBOARD DUMP CARDBOARD DUMP	52.50 42.00 42.00	136.50
202370119	2023-04-11	PARKLAND COMMUNITY PLANNING SERVICES	2	PAYMENT REGIONAL SDAB ANNUAL FEE 2023	504.00	504.00
202370120	2023-04-11	RBC VISA	150 151 152 153 154	PAYMENT APRIL INTELLO WEB MAIL HOSTING TRUCK WASH SUPPLIES ADOBE INTEREST	13.64 21.69 32.31 17.84 4.45	89.93
202370121	2023-04-11	STETTLER HOME HARDWARE	132578	PAYMENT WATER	11.25	11.25
202370122	2023-04-28	WEINZIERL, ERIN L				
202370123	2023-04-28	SCHMIDEK, LORNE D				
202370124	2023-04-28	PICKERING, RICHARD D				
202370125	2023-04-28	LONGHURST CONSULTING	REPL-202370118 REPL-202370118	Replacement Cheque Replacement Cheque	1,354.50	1,354.50
202370127	2023-04-30	APEX	37 38	PAYMENT APRIL APRIL	356.59 140.39	496.98
202370128	2023-04-30	DIRECT ENERGY , 770001455755	28	PAYMENT APRIL	254.91	254.91
202370129	2023-04-30	DIRECT ENERGY , 770001455987	24	PAYMENT APRIL	111.95	111.95
202370130	2023-04-30	DIRECT ENERGY , 770001456209	28	PAYMENT APRIL	247.07	247.07
202370131	2023-04-30	DIRECT ENERGY , 770001779105	27	PAYMENT APRIL	97.81	97.81
202370132	2023-04-30	DIRECT ENERGY , 770001779345	25	PAYMENT APRIL	1,327.06	1,327.06
202370133	2023-04-30	PITNEY WORKS	3202164261	PAYMENT POSTAGE METER LEASING	145.75	145.75
202370134	2023-04-30	TELUS COMMUNICATION	42 43	PAYMENT 50% APRIL APRIL	66.78 51.08	117.86
202370135	2023-04-30	TELUS MOBILITY	23	PAYMENT APRIL CELL	120.42	120.42

Total 15,968.48

*** End of Report ***



Summer Village of Rochon Sands **2023 Operating Budget**

Prepared by

Dean Pickering, Chief Administrative Officer

Presented to Council April 11, 2023

Draft Budget Report

Budget Overview:

The 2022-Year End Operating Budget for Summer Village of Rochon Sands reflected the following changes that included an increase in Assessment revenue, the Municipal Policing requisition, new Stettler Regional Emergency Management Services (SREMA) requisition, increased Alberta Education requisition, Seniors Housing requisitions, and Stettler Waste Management Authority requisition. The wet weather in June and July saw a reduction in travel and a decrease in Provincial Park attendance of 6% over the previous year. These items will also be reflected in the 2023 Operations Budget.

A list of some of the changes completed, or worked on, during the 2022 year are as follows:

Additional Expenses:

- A 2nd quarter transition to a New Shared CAO Contract with Summer Village of White Sands, saw an increase of 6% in 2022.
- 2022 Assessments saw an increase of 2.2% over the previous year.
- Municipal Policing Requisition Payment, Year two (2) term of five (5) years.
- Lighting Upgrades for Tennis Courts/ Garbage-Solid Waste/ Village Square/ Office.
- Sanding Truck steering box and front-end repairs.
- Computer technology - hardware and software upgrades.
- Campground site energization upgrades \$5,000.
- Office Hours moved from 4 days to 5 days a week.
- Commitment to Intermunicipal South Shore Growth Node Traffic Study \$8,000.
- Commitment to SRFD-SREMA-RCMP Jet-skis and Lifts – \$5,000 in 2023

Additional Revenues, or Expense Reductions:

- Successful 2022 Canada Day Grant - \$5,000.
- Provincial Campground Policy and Rates increased for 2022.
- Bank Fee Reduction for the Municipal Operating Account.
- Bank Visa/Master Card Moneris fee reductions for Municipal Operations.
- Increase in Tax Installment Payment Plan (TIPPs) registrations by 15%.
- Increase in Piers, Dock, Boat Lifts, and Mooring registrations and fees.
- Increase of MSI Operating Funding from \$8,000 in 2022 to \$16,000 in 2023.
- Grant awarded for Intermunicipal South Shore Growth Node Traffic Study - \$75,000.

The 2022-Year End Operating Budget shows the Municipality for the year ending maintained a surplus overall as follows:

- **\$9,113.78** Operating Surplus to Municipal General Revenue
- **\$20,088.10** Transfer to General Reserves from Parks surplus (40%)
- **\$30,132.15** Transfer to Provincial Parks Reserve (60%)
- **\$806,383.01** Invested in GICs
- **\$36,030.40** Village Square Funds Reserve

The RBC Bank Accounts and RBC GIC investment account on December 31, 2022, contains \$842,413.41, which contains the following: \$204,235 of MSI and CCBC (FGT formally) \$43,292.45 of unused unspent grant funding.

The 2022 MSI grant funding received was \$53,500, which covered the following projects:

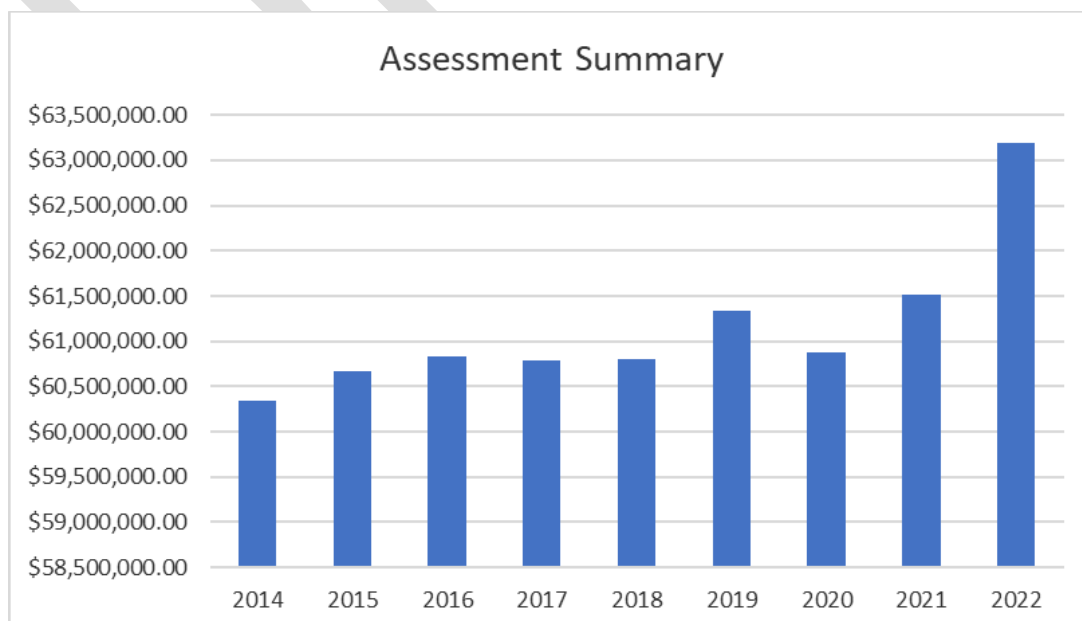
- New Kabota 72" deck Lawn mower, 50%/50% MSI Capital/Parks Reserve
- Village Square Foot Bridge – \$3,150, mostly from \$3,000 Disc Golf Donations
- Rochon Sands North Shoreline Survey, \$3,500 MSI/Parks Reserve
- Additional Tennis Court Lighting, \$4,000, MSI/Parks
- Provincial Park Site Electrification, 2 new installs, Provincial Park Reserve: \$5,000, \$36,030 remaining in 2022 Park Reserves.

To date as of December 31, 2022, the Reserve Account now holds an unrestricted surplus of \$36,030 for future use. These funds are still unspent by a donation from the **Schneider Family from 2018**. Additional funds should be realized from the Highway 835 land sales to hopefully close in 2023, with a final value of approximately \$14,000 to restricted surplus to be used as recreational funds.

As of December 31, 2022, the General Operating Account held \$867,000 (which includes the 2022 reserve surplus total of \$112,474). However, these general revenue funds operate the Village until taxes are collected in July 2023, which include the profit funds from Parks Operations in 2022. The left-over amount is not quite equivalent to one year's residential taxes from 2022. The Summer Village cash position is in excellent standing with surplus funds in both accounts and investments.

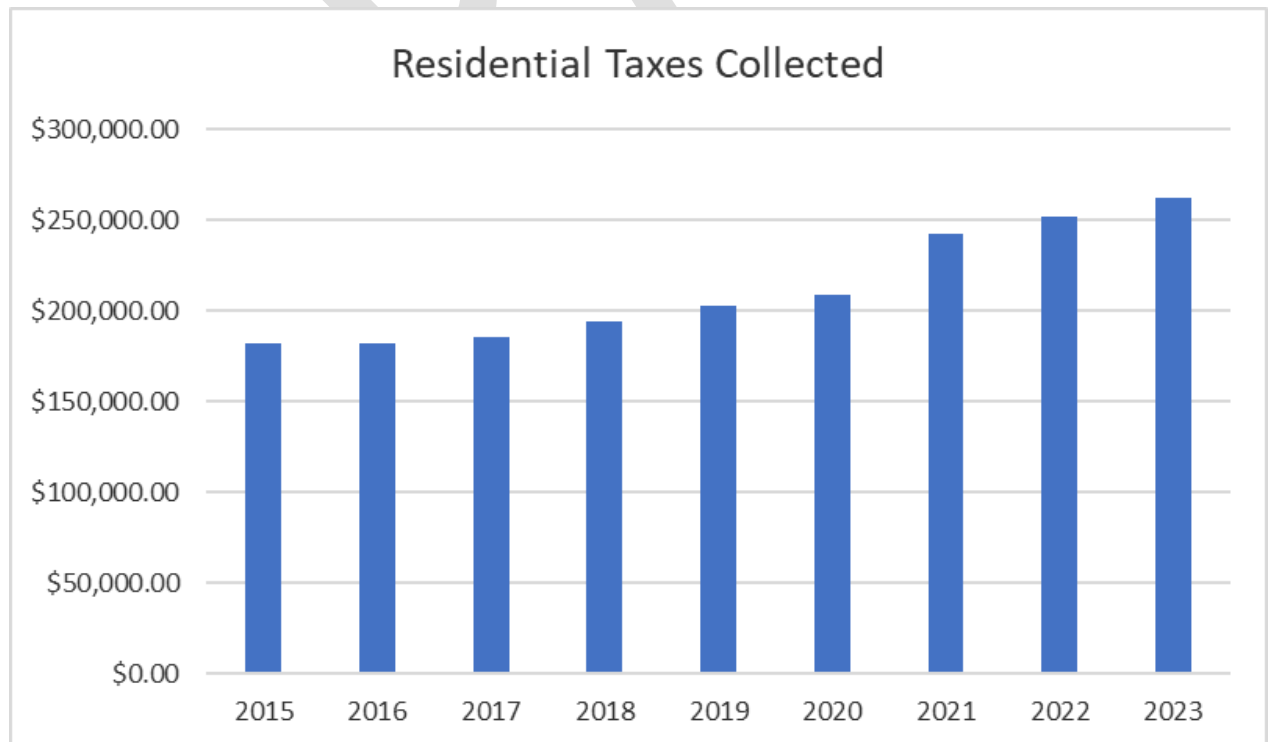
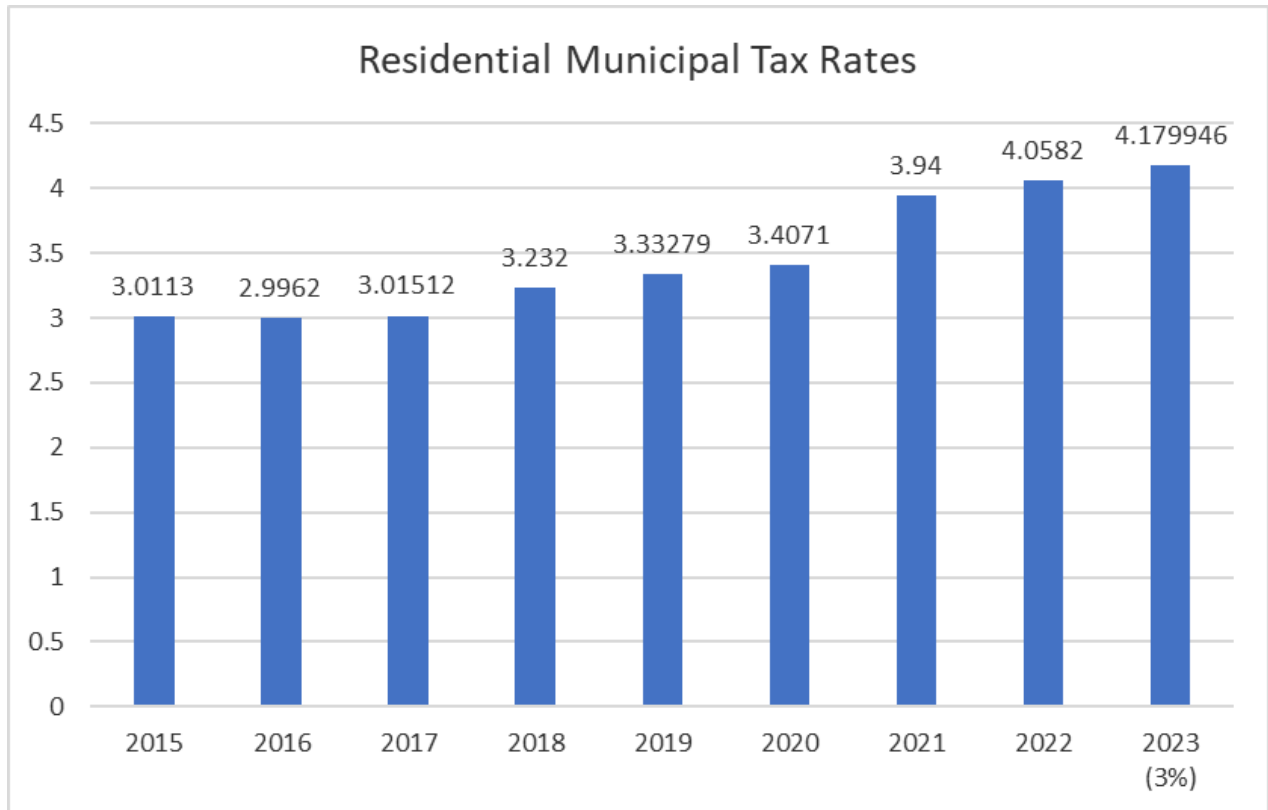
Assessments:

There were seven (6) New Development Permits issued, which saw two single family dwelling units constructed/replaced, garages, and renovations, which helped bring assessment growth more in line with 2019 assessment growth. Assessment growth is calculated in the tax rates and lowers the overall tax rate that is applied to all properties, as shown in the below graph.



Residential Tax Rates:

The Council has control of the amount of taxes collected in the tax year to address current and anticipated expenses. The Summer Village has limited Non-Residential, Commercial and Linear Assessment to realize tax revenues.



Non-Payment of Taxes

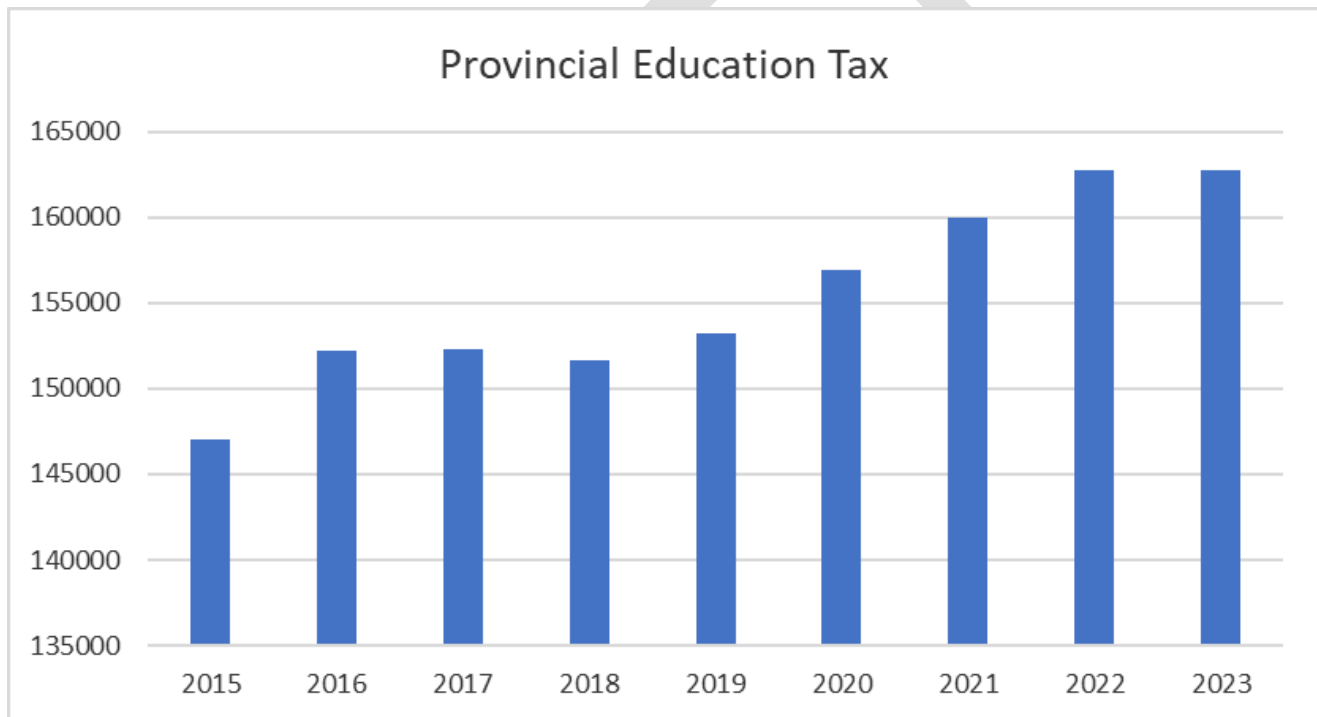
As of January 1, 2022, outstanding taxes were \$17,815.00. As of December 31, 2022 outstanding taxes were \$2,248.09. This is a substantial swing, and a manageable amount as collection rate is about 99.7% of total taxes levied. Only 2 properties have outstanding taxes with no properties eligible for tax notification at Alberta Land Titles for 2023.

Franchise Fees:

Council has historically decided not to implement franchise fees for APEX or ATCO Electric as additional revenues for the Summer Village as both remain at 0% fees.

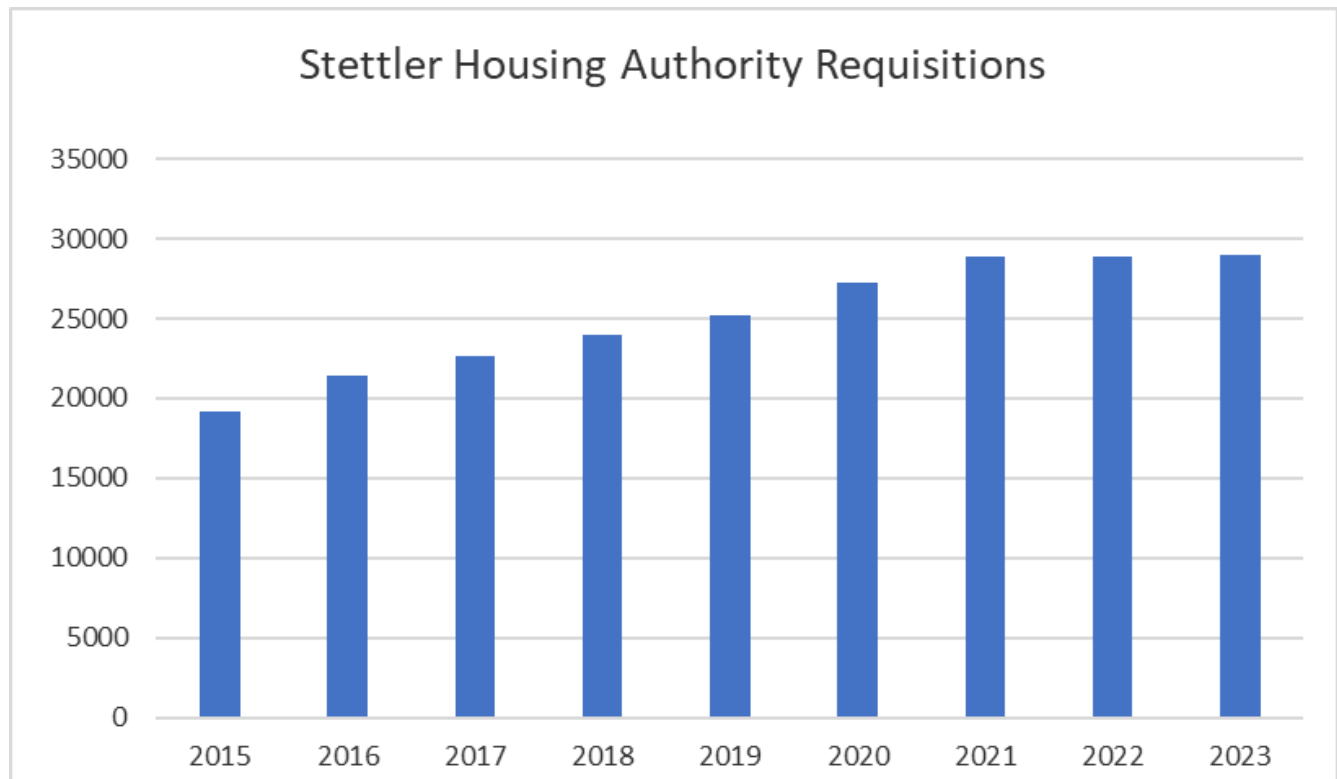
School Tax Requisitions:

The Summer Village of Rochon Sands will see a 1.7% increase in School Foundation Taxes in accordance to the Alberta Government Budget 2022, which received a 1.5% increase overall in the provincial budget.



Seniors Requisitions:

The Stettler Housing Authority has a minor increase in 2023.



Staffing:

Parks hopes to retain past seasonal park staff, camp attendants, and reward them for profitable Park Operations; salaries will increase in the 2023 budget for the Village and Park Operational Staff. The Municipality has maintained some core returning seasonal staff (with 3 returning), which is more time efficient and require no additional orientation or training for operational functions.

The Municipality applied again for the Canada Summer Student Grants to help off set wages for the additional student summer staff. Any additional costs for Parks, Recreation & Culture must be addressed in the Residential Taxes as this is the revenue aspect of the Summer Village other than the revenue split received from Parks Operations. The projected split of the 2023 Parks surplus is Budgeted at 60% Parks reserves, and 40% General reserves.

Provincial Park:

The overall Provincial Parks Revenue from 2021 to 2022 decreased by \$37,880 or 12% year over year, and due to higher inflation, and unexpected costs, the overall expenses increased by \$8,688 or 6.3%.

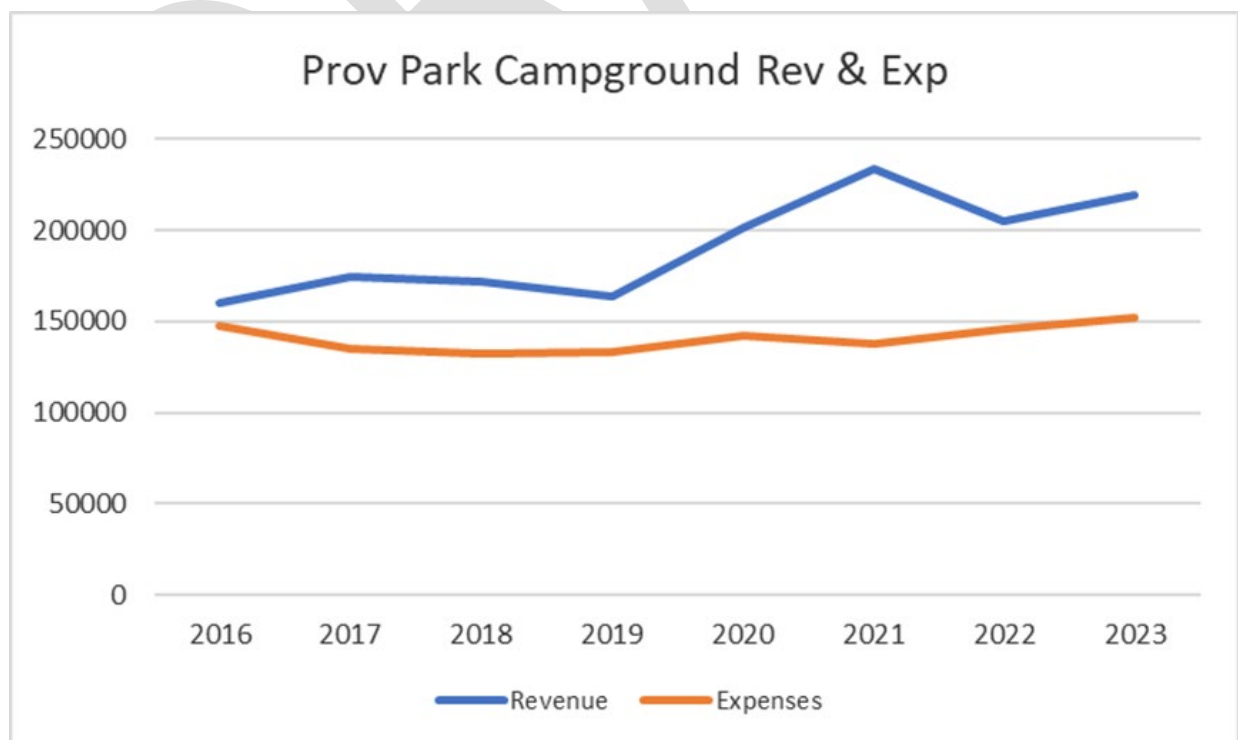
The Provincial Parks Revenue in 2022 was \$205,824, with Expenses of \$146,576, resulted in a surplus of \$59,247, which is a reasonable profit for the Parks operation even with a rainy and wet June and July. After year end adjustments Provincial Parks generated a \$50,210 profit. The Provincial Parks profit/surplus of \$50,220 was split \$30.132 (60%) to Parks reserves, and \$20,088 (40%) to Summer Village general reserves, as per a motion of Council in 2022.

The 2023 camping rates will be maintained at same rates as 2022, for both The Narrows Provincial Recreation Area (PRA) and Rochon Sands Provincial Park. The cost of online reservations will be passed onto the campers at the time of booking.

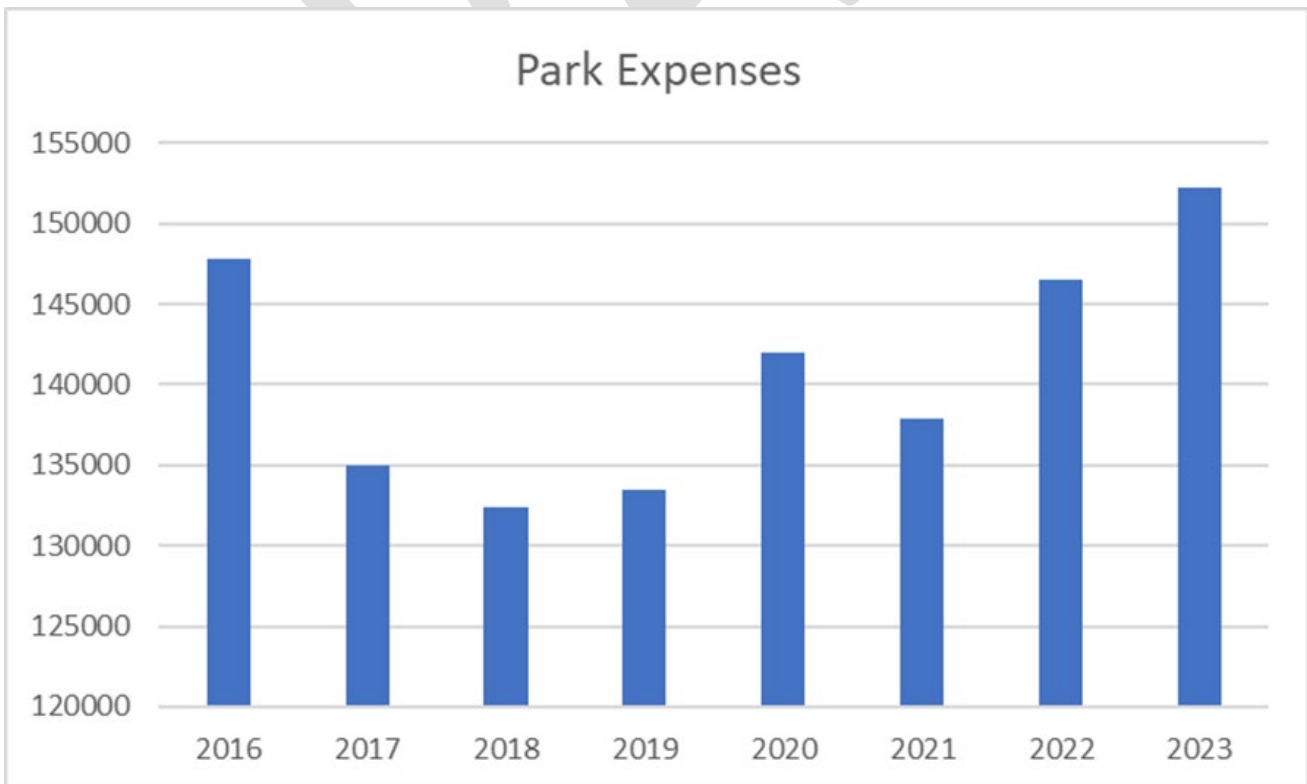
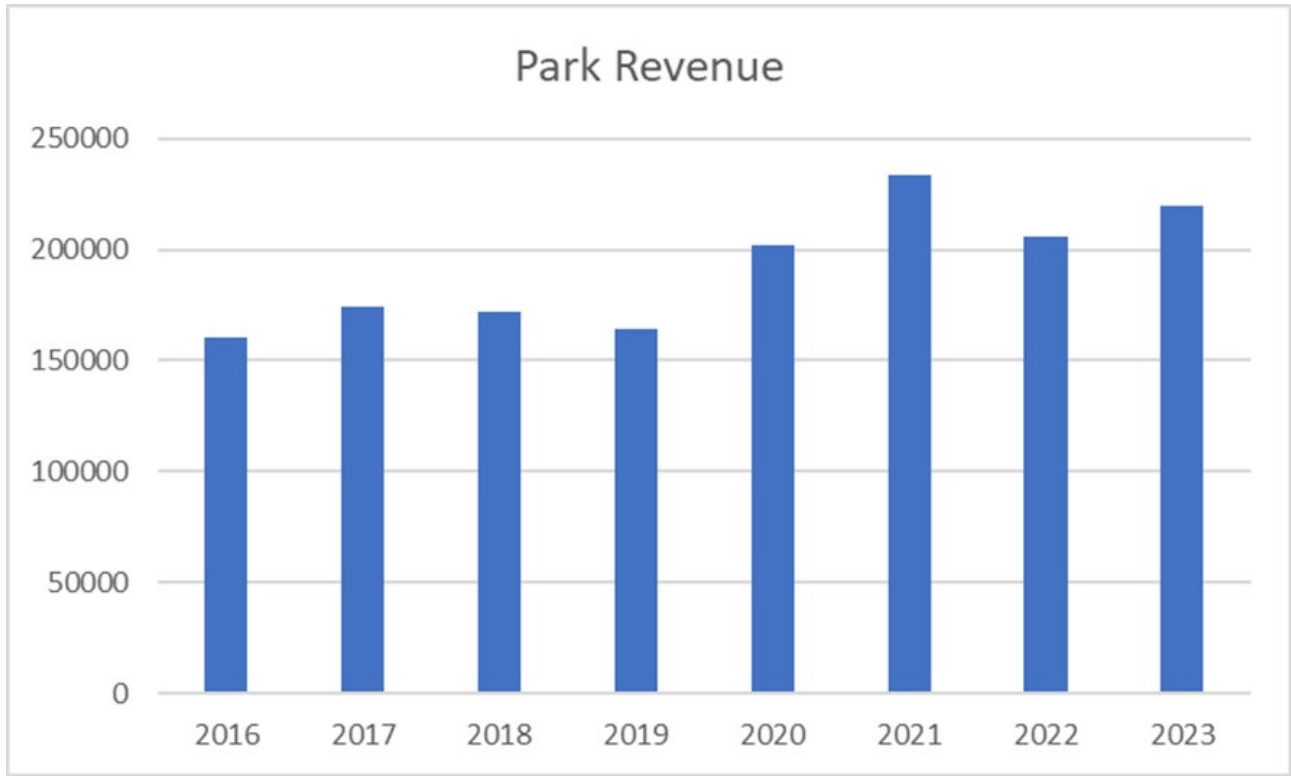
Estimated revenue levels for 2023 will resemble actual revenue numbers for the 2022 season-initial reservation numbers and estimates for camping in Alberta for 2023 are very strong with the new CampReservations.ca online booking site, and we anticipate a strong season financially.

The 2022 Parks Capital/Maintenance allocation saw a portion being used for Provincial Park waterline repairs \$10,000, The Narrows bathroom roof repairs \$5000. The Narrows Campground washrooms received new metal roofs of \$5,000 from Parks capital reserves, which will not affect the overall Provincial Park Budgets.

As part of the Provincial Park agreement, any replacement of signage, benches, tables, etc. will be approved through Council resolution as required and allocated costs through the provincial park capital reserve account. Council also approved an increase in the camping fees, which will be reflected in revenues for 2023-year end.



Provincial Parks Revenues and Expenses:



Municipal Expenses:

2023 Operating Budget reflects the increased costs in salaries, and overall operating expenses, such as:

- Inflation (Cost of Living increased by 5.8%, Energy increased by 25%, Transportation costs increased by 10.3%)
- Carbon Tax (increased April 1st to 25%, which increased 3.7 cents per litre of gas for a total of 14.0 cents per litre.)
- Insurance increased by 20%
- Equipment repairs to trucks, tractor and mowers.
- Building repairs to Parks Office, washrooms.
- Creation of New Parks trailer and tenting group sites.
- Municipal Policing Requisition, Year 2 increase out of five (5) years. (noted in the 3 year Operating budget)
- Increase Stettler Waste Management Authority.

Administration:

Increases for operating budget for inflationary increases for all categories. Draft budget for 2023 includes additional support for Administration in full-time shared position @ 35 hours/week. Funding allocated for employer paid health benefits and pension plan premiums CAO, as laid out in a shared contract agreement between the two Summer Villages.

Insurance:

Insurance premiums are expected to increase with the industry predicting higher premiums in 2023.

Transportation - Roads and Streets:

Salaries for Public Works/ Transportation Supervisor and seasonal staff are under the category of Transportation - Roads and Streets. Anticipated higher salaries for all salaried and wage staff for 2023.

All other categories have been maintained with slight increases such as contracted services, fuel, and equipment repairs, based on inflation and supply and demand issues. The age of the equipment is starting to demand higher maintenance costs for operations, such as Sander Truck repairs in 2022.

Water Line and Bucket Fill Service:

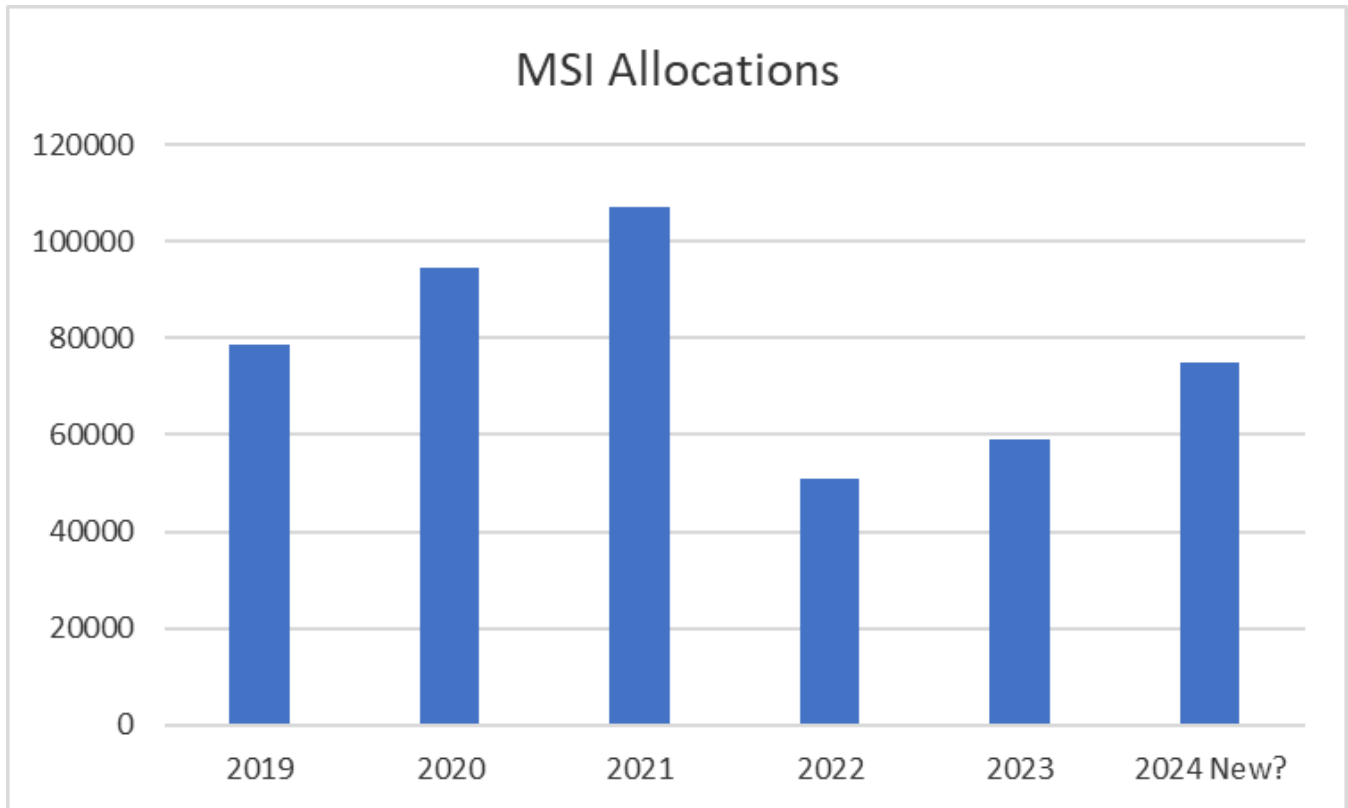
The Shirley McLellan Water Services Commission (SMRWSC) costs are increasing, therefore SMRWSC requisitions will increase as the regional water line was extended into the Summer Village in the Fall 2022. The new Bucket fill site and services will be available in Summer 2023. Additional costs related to the SMRWSC project will include the guard rail at the corner of Highway 835 and Bay View Street.

Water Line and Wastewater:

In 2021, under the MSI Grant, WSP Engineering prepared a conceptual water system design of the water distribution system requirements for future servicing needs of the community. WSP Engineering will continue to advise and oversee any future construction, general specifications, right of way requirements, and any other aspects of the water line servicing within the Summer Village Boundary. General engineering fees for specific projects will be eligible to be included and claimed under either the MSI Capital Grant Funding or the Federal Gas Tax Fund (FGTF)/ Canada Community Building Fund (CCBF) grants program.

MSI Grant Funding:

The MSI grant funding has seen a reduction of funding of 50% from the 2021 allocation of \$107,024 to \$51,096 for 2022 and 2023. Grant funding and General Reserves are documented as part of the 5-Year Capital Plan once approved.



Recreation and Culture:

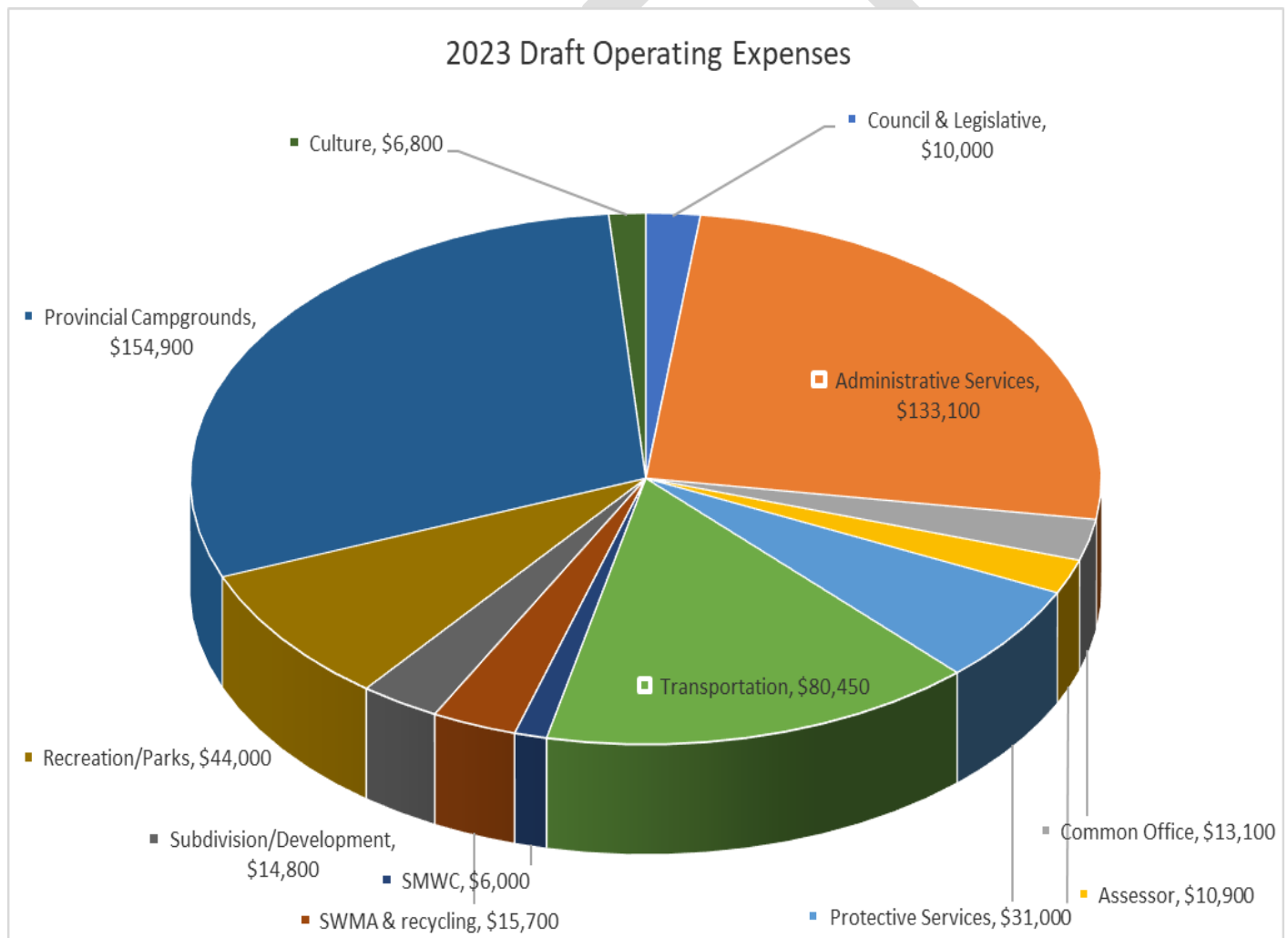
All costs are predicted to remain stable for 2023.

Requisitions:

- Requisitions are monies collected on behalf of other organizations or levels of government by the Summer Village and are costs calculated as expenses as part of the municipal budget for the following:
- Alberta School Foundation (Provincial), and
- Stettler Housing Authority (Seniors) are separated rates on the tax notice and not part of the municipal tax rate.

Municipal Agreements and Contracts:

- Municipally Shared Service agreements are part of the municipal tax rate, which are as follows:
 - Stettler Fire Service Agreement, may change in 2023.
 - Stettler Regional Waste Management – expecting a significant increase in 2023
 - Stettler Regional Emergency Management Agency (SREMA) agreement.
 - Stettler County Recreation Fund
 - Parkland Library
 - Shirley McClellan Water Commission (SMRWSC), Water Line
 - Parkland Regional Subdivision Development Appeal Board Agency
 - Capital Regional Assessment Review Board Agency
 - Parkland Community Planning Services - for Planning Services and SDAB.
 - Assessment Services Agreement
 - Capital Region Appeal Services Commission – CRASC.
 -

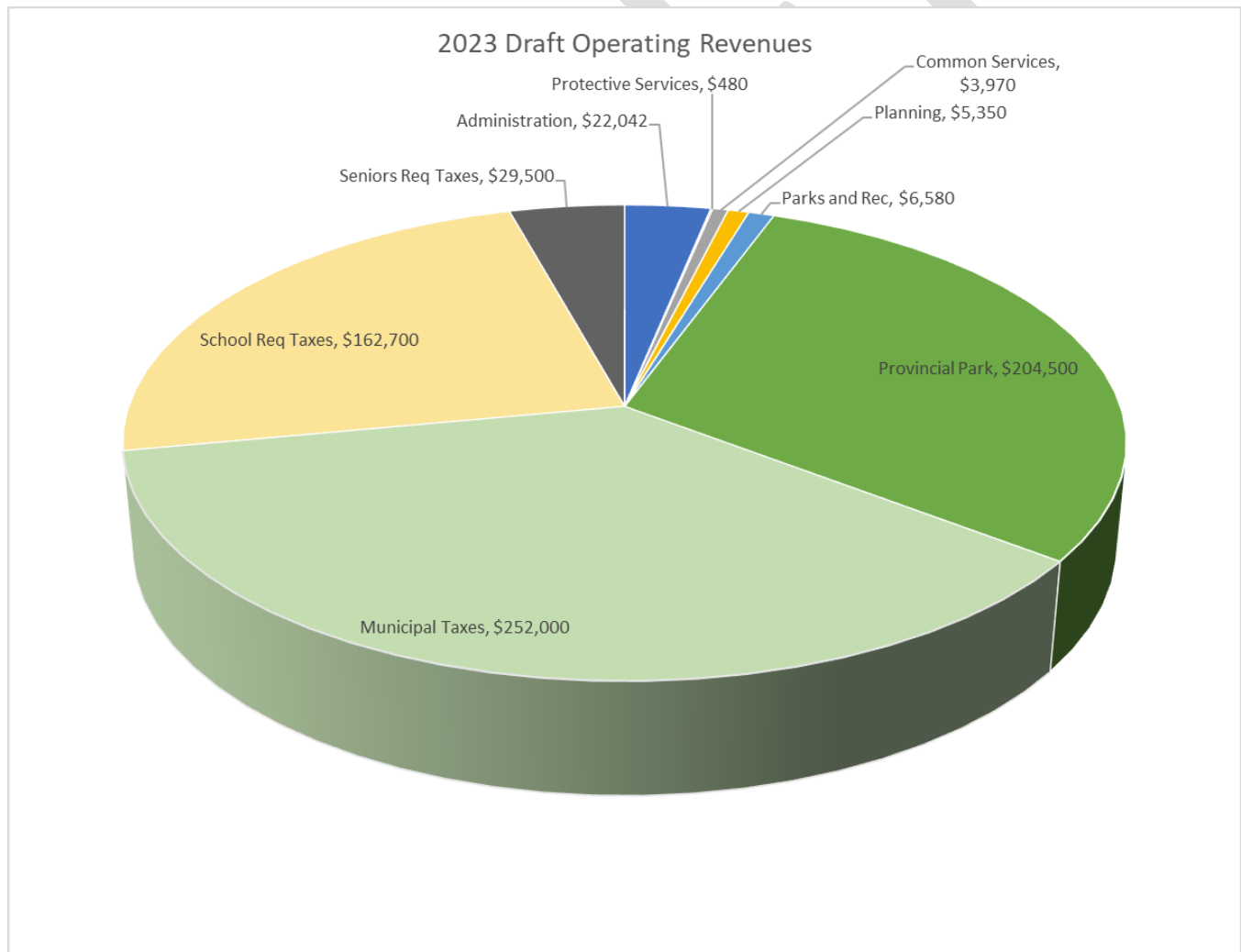


Overall:

Deficit operating budgets are not allowed to be passed by Council. Council has recognized surplus budgets in the past years with a healthy reserve for operations.

1. To mitigate a tax increase Council has the option to move surplus/reserve funds to offset tax increases and maintain current Operating Profit from Provincial Parks to allocate 60% profit realized per 2023 fiscal year to next year's Capital Expenditures Provincial Park reserve with remaining 40% to General Revenue. **OR**
2. To increase the tax rate by 3% or Council has the option to move surplus/reserve funds to offset tax increase to cover the 2023 Draft Budget deficit and do a motion to allocate 50% profit realized per 2022 fiscal year to next year's Capital Expenditures Provincial Park reserve with remaining 50% to General Revenue as per the AD1.27 Operating Profit from Provincial Parks Policy

Example: 3% tax rate increase would change the mill rate to 4.170, which would offset the deficit.



(2023 Operating Budget Spreadsheet)-Attached for review

Motions for Consideration:

- Council to approve the 2023 Draft Operating Budget amount of \$752,240 to include a 3% mill rate increase or transfer from reserves and approve the 2023 to 2026, 3-year draft operating budget.
- Council to allocate 60% profit realized for 2023 fiscal year to next year's Capital Expenditures Provincial Park reserve with remaining 40% to general revenue as per AD 1.27 Policy.
- The 2023 Operating Budget Spreadsheet includes a \$20,100 Contingency Transfer to Reserves which can be used to offset any increase in Operating Expenses.

A 3% Municipal Mill Rate change over 2023 based on assessment value would be as follows:

Assessment	2022 Tax Rate	2023 Tax Rate	Annual	Monthly
\$200,000.00	\$788.00	\$811.64	\$23.64	\$1.97
\$250,000.00	\$985.00	\$1,014.55	\$29.55	\$2.46
\$300,000.00	\$1,182.00	\$1,217.46	\$35.46	\$2.96
\$350,000.00	\$1,379.00	\$1,420.37	\$41.37	\$3.45
\$400,000.00	\$1,576.00	\$1,623.28	\$47.28	\$3.94
\$450,000.00	\$1,773.00	\$1,826.19	\$53.19	\$4.43
\$500,000.00	\$1,970.00	\$2,029.10	\$59.10	\$4.93
\$600,000.00	\$2,364.00	\$2,434.92	\$70.92	\$5.91
\$700,000.00	\$2,758.00	\$2,840.74	\$82.74	\$6.89
\$800,000.00	\$3,152.00	\$3,246.56	\$94.56	\$7.88



SUMMER VILLAGE OF ROCHON SANDS

Budget 2023 Council Budgeting for 2023

General Ledger	Description	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget
Administration						
1-12-01-00-00-590	Admin - Other Revenue	(750.00)	(45.20)	(200.00)	(1,342.31)	(500.00)
1-12-01-00-00-595	Admin - Bottle Donation	(2,500.00)	(2,973.80)	(2,500.00)	(2,860.90)	(2,500.00)
1-12-01-00-01-490	Admin - Tax Info/Certificate	0.00	(300.00)	(50.00)	(125.00)	(150.00)
1-12-01-00-00-510	Admin - Penalties	0.00	0.00	0.00	0.00	0.00
1-12-01-00-01-520	Admin - Dock Permit	0.00	0.00	0.00	(925.00)	(1,000.00)
1-12-01-00-01-560	Admin - SVWS Rent	(5,000.00)	(2,500.00)	(2,500.00)	(2,500.00)	(2,500.00)
1-12-01-00-01-840	Admin - Provincial Grant	(7,696.00)	(7,696.00)	(7,696.00)	(7,696.00)	(15,392.00)
1-12-99-94-00-990	Admin - Cont Fr Surplus	0.00	0.00	0.00	0.00	0.00
*P	Total Administration Revenue	(15,946.00)	(13,515.00)	(12,946.00)	(15,449.21)	(22,042.00)
Protective Services						
1-25-00-00-00-560	Ambulance - Rent	0.00	(476.00)	(480.00)	(480.00)	(480.00)
*P	Total Protective Services Reve	0.00	(476.00)	(480.00)	(480.00)	(480.00)
Common Services						
1-32-00-00-00-830	Trans - Federal Gas - Tax Grant	0.00	0.00	0.00	0.00	0.00
1-32-00-00-00-832	Trans - Federal Summer Wages Grant	0.00	0.00	(3,970.00)	(2,520.00)	(4,000.00)
1-32-00-00-00-840	Trans - MSI Grant	0.00	0.00	0.00	0.00	0.00
1-32-00-00-00-841	Trans - BMTG Grant	0.00	0.00	0.00	0.00	0.00
*P	Total Common Services Revenue	0.00	0.00	(3,970.00)	(2,520.00)	(4,000.00)
Planning & Development						
1-61-00-00-00-520	Planning & Dev - Development Permit	(350.00)	(1,796.19)	(350.00)	(4,065.00)	(3,000.00)
1-61-00-00-01-520	Planning & Dev - Building Permit	(4,500.00)	(3,413.28)	(3,000.00)	(4,380.73)	(2,000.00)
1-61-00-00-05-520	Planning & Dev - PGE Permit	0.00	(2,845.00)	(2,000.00)	(3,710.00)	(2,000.00)
1-66-00-00-00-400	Subd Land Dev - Land Sale	0.00	(3,497.00)	0.00	0.00	0.00
*	Total Planning & Dev Revenue	(4,850.00)	(11,551.47)	(5,350.00)	(12,155.73)	(7,000.00)



SUMMER VILLAGE OF ROCHON SANDS

Budget 2023 Council Budgeting for 2023

General Ledger	Description	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget
Parks & Recreation						
1-72-80-00-00-563	Prov Park - Rochon - Amendment Fee	0.00	0.00	0.00	(85.69)	0.00
1-74-00-00-00-595	Culture - Bottle Donation	0.00	0.00	0.00	(1,154.80)	(1,200.00)
1-74-00-00-00-830	Culture - Canada Day Grant	0.00	0.00	(1,100.00)	(5,000.00)	(5,000.00)
*P	Total Parks & Recreation Reven	0.00	0.00	(1,100.00)	(6,240.49)	(6,200.00)
Provincial Parks						
1-72-80-00-00-411	Prov Park - Rochon - Sani Dump Fee	(500.00)	(544.11)	(500.00)	(644.84)	(1,000.00)
1-72-80-00-00-490	Prov Park - Rochon - Ice Sales	(2,800.00)	(2,469.00)	(2,400.00)	(2,312.80)	(2,400.00)
1-72-80-00-00-491	Prov Park - Rochon - Firewood Sales	(16,000.00)	(23,704.80)	(16,000.00)	(19,246.70)	(16,000.00)
1-72-80-00-00-492	Prov Park - Rochon - Misc Sales	(100.00)	(235.57)	(100.00)	(284.74)	(300.00)
1-72-80-00-00-560	Prov Park - Rochon - Camping Fee	(100,000.00)	(105,601.77)	(100,000.00)	(93,956.85)	(100,000.00)
1-72-80-00-00-561	Prov Park - Rochon - Reservation Fee	(12,000.00)	(15,489.57)	(14,000.00)	(9,375.27)	(14,000.00)
1-72-80-00-00-562	Prov Park - Rochon - Group Site Fee	(30,000.00)	(40,400.43)	(30,000.00)	(37,669.52)	(38,000.00)
1-72-80-00-00-590	Prov Park - Rochon - Day Use Honourarium	(1,500.00)	(4,007.21)	(1,500.00)	(3,029.95)	(3,000.00)
1-72-90-00-00-560	Prov Park - Narrows - Camping Fee	(45,000.00)	(39,043.90)	(40,000.00)	(35,438.10)	(40,000.00)
1-72-80-00-00-832	Prov Park - Federal Summer Wage Grant	0.00	0.00	(5,480.00)	(3,780.00)	(5,500.00)
*P	Total Provincial Parks Revenue	(207,900.00)	(231,496.36)	(209,980.00)	(205,738.77)	(220,200.00)
Excess Collection of Req						
1-97-00-00-00-990	Excess Collection of Requisition	(850.00)	(253.17)	(250.00)	(0.01)	(250.00)
*	Total Excess Collection of Req	(850.00)	(253.17)	(250.00)	(0.01)	(250.00)
Taxes						
1-99-01-00-01-111	Taxes - Municipal	(209,136.00)	(242,688.24)	(244,975.72)	(252,324.99)	(271,710.00)
1-99-01-00-02-111	Taxes - School - Residential	(158,464.00)	(158,285.53)	(158,463.64)	(162,742.19)	(162,742.00)
1-99-01-00-03-111	Taxes - School - Non Residential	(4,415.76)	(1,509.24)	(1,510.13)	0.00	(1,500.00)
1-99-01-00-05-111	Taxes - Senior Housing	(28,909.92)	(28,802.83)	(29,000.00)	(28,885.93)	(29,500.00)
1-99-01-00-06-111	Taxes - Designated Industrial (DIP)	0.00	(25.49)	(31.29)	(25.85)	(50.00)
*P	Total Taxes	(400,925.68)	(431,311.33)	(433,980.78)	(443,978.96)	(465,502.00)
Other						
1-99-02-00-01-510	Penalties & Cost on Taxes	(1,000.00)	(4,860.14)	(1,000.00)	(2,745.44)	(1,000.00)



SUMMER VILLAGE OF ROCHON SANDS

Budget 2023 Council Budgeting for 2023

General Ledger	Description	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget
1-99-02-00-02-550	Return on Investments	0.00	(649.04)	0.00	(380.79)	(24,000.00)
*P	Total Other Revenue	(1,000.00)	(5,509.18)	(1,000.00)	(3,126.23)	(25,000.00)
**	TOTAL REVENUE	(631,471.68)	(694,112.51)	(669,056.78)	(689,689.40)	(750,674.00)



SUMMER VILLAGE OF ROCHON SANDS

Budget 2023 Council Budgeting for 2023

General Ledger	Description	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget
Council & Legislative						
2-11-00-00-00-151	Legislative - Mayor Honorarium	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
2-11-00-00-01-151	Legislative - Council Honorarium	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
2-11-00-00-01-211	Legislative - Council Meeting	1,000.00	80.00	500.00	279.35	500.00
2-11-00-00-00-510	Legislative - Other Goods & Services	0.00	0.00	500.00	99.00	500.00
*P	Total Council & Legislative Ex	10,000.00	9,080.00	10,000.00	9,378.35	10,000.00
Administrative Services						
2-12-01-00-00-111	Admin - Salary	54,000.00	49,464.59	54,000.00	49,502.12	58,000.00
2-12-01-00-00-112	Admin - Wages	12,360.00	18,603.99	29,000.00	23,771.86	34,000.00
2-12-01-00-00-130	Admin - Benefits	0.00	0.00	4,000.00	668.68	4,000.00
2-12-01-00-00-131	Admin - WCB Premium	840.00	1,064.37	1,200.00	660.54	1,200.00
2-12-01-00-00-200	Admin - Contracted Services	0.00	2,500.00	7,500.00	7,371.10	7,500.00
2-12-01-00-00-211	Admin - Travel & Subsistence	1,000.00	820.83	1,000.00	1,135.96	1,200.00
2-12-01-00-00-214	Admin - Association Membership	2,100.00	2,958.22	3,000.00	2,105.03	3,000.00
2-12-01-00-00-216	Admin - Training	500.00	1,968.75	2,000.00	295.00	2,000.00
2-12-01-00-00-225	Admin - Land Title	0.00	111.51	100.00	0.00	200.00
2-12-01-00-00-231	Admin - Accounting & Audit	10,000.00	11,800.00	10,000.00	10,965.00	11,000.00
2-12-01-00-00-232	Admin - Legal Fees	0.00	0.00	2,000.00	0.00	2,000.00
2-12-01-00-00-239	Admin - Computer Maintenance	10,000.00	1,855.98	3,000.00	376.35	3,000.00
2-12-01-00-00-240	Admin - IT Support	0.00	3,719.69	4,000.00	2,183.86	4,000.00
2-12-01-00-00-273	Admin - Web Site Maintenance	250.00	116.91	250.00	202.87	500.00
2-12-01-00-00-274	Admin - Insurance	3,000.00	2,011.86	3,000.00	1,962.06	3,000.00
2-12-01-00-00-510	Admin - Other Goods & Services	0.00	847.07	1,000.00	1,012.79	2,000.00
2-12-01-00-00-810	Admin - Bank Fees	250.00	401.39	400.00	1,036.33	500.00
2-12-01-00-00-811	Admin - Credit Card Fees	4,500.00	6,201.30	6,200.00	2,110.45	500.00
2-12-01-00-00-920	Admin - Uncollectable Accounts	5,000.00	0.00	2,000.00	0.00	2,000.00
2-12-01-00-00-991	Admin - Cash over/short	0.00	(70.97)	0.00	(85.79)	0.00
2-12-01-00-01-520	Admin - Dock Permit	0.00	0.00	0.00	135.00	500.00
2-12-99-92-00-762	Admin - Contributed to Capital	0.00	6,529.45	0.00	0.00	0.00
*	Total Administrative Services	103,800.00	110,904.94	133,650.00	105,409.21	140,100.00



SUMMER VILLAGE OF ROCHON SANDS

Budget 2023 Council Budgeting for 2023

General Ledger	Description	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget
Common Office						
2-12-02-00-00-221	Office - Advertising	500.00	0.00	500.00	466.05	500.00
2-12-02-00-00-222	Office - Telephone	800.00	1,633.40	2,000.00	1,666.80	2,000.00
2-12-02-00-00-223	Office - Postage	1,500.00	773.13	850.00	850.10	1,000.00
2-12-02-00-00-273	Office - Internet	1,000.00	982.09	1,000.00	935.50	1,200.00
2-12-02-00-00-511	Office - Other Goods & Services	3,000.00	3,804.35	4,000.00	3,401.49	4,000.00
2-12-02-00-00-581	Office - Natural Gas	0.00	1,687.41	2,000.00	1,110.99	2,000.00
2-12-02-00-00-582	Office - Power	0.00	1,844.35	2,000.00	1,913.64	2,400.00
*P	Total Common Office Expense	6,800.00	10,724.73	12,350.00	10,344.57	13,100.00
Assessor						
2-12-11-00-00-239	Assessor	7,500.00	7,645.03	7,700.00	12,274.44	10,000.00
2-12-11-00-02-239	Regional ARB	0.00	0.00	0.00	0.00	900.00
*P	Total Assessor Expense	7,500.00	7,645.03	7,700.00	12,274.44	10,900.00
Municipal Election						
2-12-12-00-00-227	Election	0.00	205.50	200.00	0.00	200.00
*P	Total Municipal Election Expen	0.00	205.50	200.00	0.00	200.00
Municipal Protective Service						
2-21-00-00-00-200	Police - Enhanced Policing	8,000.00	4,872.06	5,325.00	5,349.00	5,400.00
2-23-00-00-00-200	Fire - Regional Agreement	20,000.00	17,137.84	20,000.00	17,578.00	17,500.00
2-24-00-00-00-200	Disaster - Regional Agreement	8,000.00	5,000.00	5,000.00	7,091.23	7,100.00
2-26-00-00-00-200	Bylaw - Enforcement	100.00	0.00	1,000.00	0.00	1,000.00
*P	Total Protective Service Expen	36,100.00	27,009.90	31,325.00	30,018.23	31,000.00
Transportation						
2-32-00-00-00-112	Trans - Supervisor Wages	11,000.00	10,581.00	11,000.00	16,374.28	18,000.00
2-32-00-00-00-113	Trans - Casual Wages	1,000.00	652.41	1,000.00	44.04	1,000.00
2-32-00-00-00-116	Trans - Summer Casual	11,340.00	14,386.12	15,000.00	10,319.76	15,000.00
2-32-00-00-00-130	Trans - Staff Appreciation	1,000.00	886.55	900.00	623.56	900.00
2-32-00-00-00-131	Trans - WCB Premium	0.00	387.00	750.00	1,202.43	1,200.00
2-32-00-00-00-200	Trans - Contracted Services	10,000.00	3,785.15	5,000.00	2,369.88	5,000.00
2-32-00-00-00-254	Trans - Purchase Equip Repair	1,000.00	1,072.08	1,100.00	3,211.35	2,000.00



SUMMER VILLAGE OF ROCHON SANDS

Budget 2023 Council Budgeting for 2023

General Ledger	Description	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget
2-32-00-00-00-274	Trans - Insurance	0.00	202.19	250.00	926.05	950.00
2-32-00-00-00-510	Trans - Other Goods & Services	0.00	2,618.17	2,700.00	2,714.44	2,800.00
2-32-00-00-00-521	Trans - Fuel	4,000.00	5,121.66	5,500.00	7,778.80	6,000.00
2-32-00-00-00-529	Trans - Equip Repair Parts	1,000.00	1,218.89	1,300.00	759.92	1,500.00
2-32-01-00-00-582	Trans - Bldg Power	2,100.00	2,469.66	2,600.00	2,188.33	2,600.00
2-32-02-00-00-540	Trans - Street Lights - Other	14,000.00	14,140.47	500.00	0.00	500.00
2-32-03-00-01-239	Trans - Snow Removal - Contractor	2,500.00	566.50	1,000.00	2,488.14	2,500.00
2-32-03-00-01-510	Trans - Snow Removal Supply	0.00	835.60	1,000.00	3,476.01	3,500.00
2-32-02-00-00-582	Trans - Street Lights Power	0.00	0.00	14,500.00	17,193.16	17,000.00
*P Total Transportation Expense		58,940.00	58,923.45	64,100.00	71,670.15	80,450.00
Water Supply						
2-41-00-00-00-831	Water - SMRWSC Interest	3,500.00	2,317.10	3,000.00	2,196.65	3,000.00
2-41-00-00-00-832	Water - SMRWSC Principal	6,000.00	0.00	6,000.00	0.00	3,000.00
*P Total Water Supply Expense		9,500.00	2,317.10	9,000.00	2,196.65	6,000.00
Landfill & Recycling						
2-43-00-00-00-200	Landfill - SRWMA Agreement	10,000.00	9,165.00	10,000.00	9,588.00	14,300.00
2-43-10-00-00-239	Recycling - Contracted Services	1,400.00	1,202.50	1,300.00	1,330.00	1,400.00
*P Total Landfill & Recycling Exp		11,400.00	10,367.50	11,300.00	10,918.00	15,700.00
Subdivision & Development						
2-61-00-00-00-200	Plan & Dev - Contracted Services	10,000.00	3,748.75	5,000.00	3,608.99	4,000.00
2-61-00-00-00-201	Plan & Dev - Mediation	0.00	3,733.25	0.00	586.67	500.00
2-61-00-00-00-214	Plan & Dev - SDAB Membership	500.00	480.00	500.00	480.00	500.00
2-61-00-00-00-232	Plan & Dev - South Shore IDP	0.00	375.00	0.00	0.00	500.00
2-61-00-00-00-300	Plan & Dev - Referral Costs	4,000.00	5,477.45	5,000.00	0.00	3,000.00
2-61-00-00-01-519	Plan & Dev - Safety Code Inspect	0.00	4,065.69	4,100.00	5,289.19	5,300.00
2-66-00-00-00-200	Subd Land Dev - Subdivision Fees	0.00	1,801.25	1,000.00	0.00	1,000.00
*P Total Subd & Dev Expense		14,500.00	19,681.39	15,600.00	9,964.85	14,800.00



SUMMER VILLAGE OF ROCHON SANDS

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Recreation & Parks						
2-72-00-00-00-200	Parks & Rec- County Recreation Agreement	2,500.00	2,467.50	2,500.00	2,607.50	3,500.00
2-72-00-00-00-274	Parks & Rec - Insurance	0.00	132.47	150.00	813.34	850.00
2-72-00-00-00-510	Parks & Rec - Other Goods & Services	0.00	546.86	600.00	6,703.21	6,000.00
2-72-10-00-00-582	Parks & Rec - Golf Power	450.00	392.65	450.00	0.00	450.00
2-72-20-00-00-582	Parks & Rec - Marina - Power	0.00	0.00	0.00	0.00	240.00
2-72-30-00-00-239	Parks & Rec - Village Sq Services	1,200.00	2,675.40	1,000.00	0.00	1,000.00
2-72-30-00-00-510	Parks & Rec - Village Sq - Sewer Pumpout	0.00	1,750.00	1,900.00	1,600.00	1,900.00
2-72-30-00-00-582	Parks & Rec - Village Sq - Power	0.00	0.00	0.00	0.00	0.00
2-72-40-00-00-290	Parks & Rec - Disc Golf - Goods&Services	0.00	0.00	0.00	0.00	500.00
2-72-99-91-00-764	Parks - Transfer to Reserve	0.00	84,318.62	33,469.00	30,132.15	30,000.00
*P	Total Recreation & Parks Expen	4,150.00	92,283.50	40,069.00	41,856.20	44,440.00
Provincial Campgrounds						
2-72-80-00-00-111	Prov Park - Rochon - Admin Salary	20,000.00	6,167.68	6,000.00	6,000.00	6,000.00
2-72-80-00-00-112	Prov Park - Rochon - Office Manager	10,000.00	6,464.06	8,200.00	4,174.04	8,000.00
2-72-80-00-00-113	Prov Park - Rochon - Office Wages	3,000.00	11,461.88	12,000.00	7,284.59	10,000.00
2-72-80-00-00-131	Prov Park - Rochon - WCB Fee	1,000.00	967.36	1,200.00	1,191.95	1,200.00
2-72-80-00-00-214	Prov Park - Rochon - License	0.00	2.00	1.00	1.00	1.00
2-72-80-00-00-221	Prov Park - Rochon - Adveristing	500.00	951.00	1,000.00	0.00	500.00
2-72-80-00-00-222	Prov Park - Rochon - Telephone	1,700.00	522.22	600.00	514.33	600.00
2-72-80-00-00-239	Prov Park - Rochon - Computer Maintenance	1,000.00	656.00	1,000.00	0.00	1,000.00
2-72-80-00-00-252	Prov Park - Rochon - Pur Bldg Repair	30,000.00	1,310.87	12,000.00	605.00	11,000.00
2-72-80-00-00-253	Prov Park - Rochon - Pur Site Repair	0.00	0.00	0.00	10,403.88	0.00
2-72-80-00-00-254	Prov Park - Rochon - Pur Equip Repair	2,500.00	478.22	1,000.00	694.52	1,000.00
2-72-80-00-00-273	Prov Park - Rochon - Internet	900.00	808.74	900.00	495.00	500.00
2-72-80-00-00-274	Prov Park - Rochon - Insurance	2,000.00	1,931.53	2,000.00	2,250.00	2,250.00
2-72-80-00-00-275	Prov Park - Rochon - Security	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
2-72-80-00-00-510	Prov Park - Rochon - Goods & Services	0.00	2,097.14	2,100.00	9,736.06	5,000.00
2-72-80-00-00-511	Prov Park - Rochon - Office Supply	500.00	466.95	500.00	0.00	500.00
2-72-80-00-00-512	Prov Park - Rochon - Ice Supply	1,600.00	992.00	1,000.00	1,487.50	1,500.00
2-72-80-00-00-513	Prov Park - Rochon - Firewood Supply	12,000.00	14,940.00	15,000.00	12,522.45	12,000.00
2-72-80-00-00-514	Prov Park - Rochon - Other Resale Supply	0.00	0.00	0.00	0.00	0.00
2-72-80-00-00-519	Prov Park - Rochon - Supplies	0.00	5,040.34	5,100.00	1,678.23	2,000.00
2-72-80-00-00-521	Prov Park - Rochon - Fuel	2,500.00	337.27	600.00	4,371.56	2,000.00
2-72-80-00-00-554	Prov Park - Rochon - Repair Materials	0.00	3,225.82	3,500.00	2,132.18	3,500.00
2-72-80-00-00-581	Prov Park - Rochon - Natural Gas	2,300.00	2,794.38	3,000.00	3,291.19	3,000.00



SUMMER VILLAGE OF ROCHON SANDS

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2-72-80-00-00-582	Prov Park - Rochon - Power	4,000.00	5,647.23	6,000.00	8,817.14	8,000.00
2-72-80-00-00-583	Prov Park - Rochon - Potable Water	1,000.00	635.47	800.00	500.00	800.00
2-72-80-00-00-584	Prov Park - Rochon - Garbage	4,500.00	5,546.57	5,800.00	5,424.00	5,800.00
2-72-80-00-00-810	Prov Park - Rochon - Bank Fee	400.00	441.44	500.00	977.36	1,000.00
2-72-80-00-00-811	Prov Park - Rochon - Credit Card Fee	5,000.00	4,595.22	5,000.00	3,501.87	2,000.00
2-72-80-00-00-991	Prov Park - Rochon - Cash short/over	150.00	59.51	100.00	0.00	100.00
2-72-80-00-01-112	Prov Park - Rochon - Maintenance Manager	20,600.00	19,123.33	20,600.00	17,296.26	22,000.00
2-72-80-00-01-113	Prov Park - Rochon - Casual Wages	0.00	0.00	0.00	4,513.79	1,000.00
2-72-80-00-01-116	Prov Park - Rochon - Summer Wages	12,000.00	9,621.09	12,000.00	19,954.74	20,000.00
2-72-80-00-01-221	Prov Park - Rochon - Promotion	300.00	87.21	200.00	137.81	200.00
2-72-80-00-01-252	Prov Park - Rochon - Sewer Pumpout	6,000.00	4,675.00	6,000.00	2,450.00	5,000.00
2-72-90-00-00-200	Prov Park - Narrows - Campground Manager	11,000.00	11,000.00	11,517.00	11,517.00	12,000.00
2-72-90-00-00-510	Prov Park - Narrows - Goods & Services	0.00	0.00	0.00	3,666.95	1,000.00
2-72-90-00-01-113	Prov Park - Narrows - Casual Wages	0.00	0.00	0.00	4,513.81	1,000.00
*P Total Provincial Campgrounds		159,950.00	126,547.53	148,718.00	155,604.21	154,951.00
Cuture						
2-74-00-00-00-510	Culture - Canada Day	1,500.00	2,631.44	2,700.00	6,623.85	5,000.00
2-74-11-00-00-214	Library - Parkland Membership	800.00	744.51	800.00	718.20	800.00
2-74-40-00-00-510	Com Hall - Other Goods & Services	0.00	0.00	0.00	1,882.48	1,000.00
2-74-40-00-00-582	Culture - Com Hall - Power	2,250.00	0.00	0.00	0.00	0.00
*P Total Cuture Expense		4,550.00	3,375.95	3,500.00	9,224.53	6,800.00
Contingency						
2-99-99-91-00-764	Contingency - Trsf to Reserve	0.00	9,484.44	0.00	20,088.10	30,000.00
* Total Contingency		0.00	9,484.44	0.00	20,088.10	30,000.00
Non-Municipal Requisition						
2-99-01-00-00-743	Requisitions - Alberta School Foundation	159,974.00	159,973.77	159,973.77	162,742.13	162,700.00
2-99-01-00-00-746	Requisitions - Senior Housing	28,909.92	28,877.00	28,886.00	28,886.00	29,500.00
*P Total Non-Municipal Requisitio		188,883.92	188,850.77	188,859.77	191,628.13	192,200.00
**P TOTAL EXPENDITURES		616,073.92	677,401.73	676,371.77	680,575.62	750,641.00
*** CURRENT YEAR SURPLUS/DEFICIT		(15,397.76)	(16,710.78)	7,314.99	(9,113.78)	(33.00)

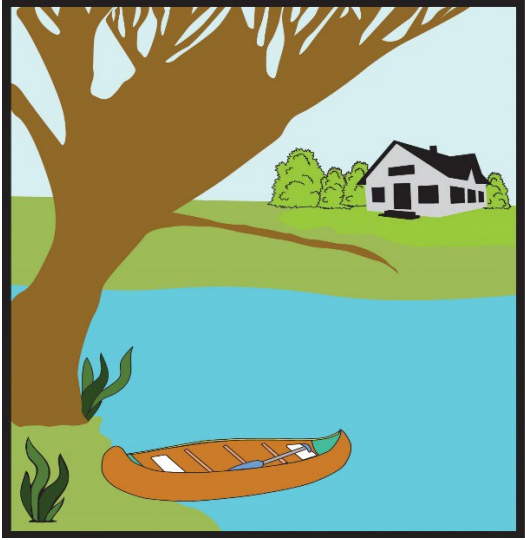


SUMMER VILLAGE OF ROCHON SANDS

Budget 2023 Council Budgeting for 2023

General Ledger	Description	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget
Amortization						
2-98-99-32-00-900	Trans - Amortization Expense	0.00	22,473.98	0.00	23,166.92	0.00
2-98-99-72-00-900	Parks & Rec - Amortization Expense	0.00	38,657.60	0.00	39,308.06	0.00
2-98-99-12-00-900	Admin - Amortization Expense	0.00	2,330.42	0.00	4,660.82	0.00
2-98-99-31-00-900	Com Ser - Amortization Expense	0.00	10,310.95	0.00	8,444.20	0.00
2-98-99-41-00-900	Water - Amortization Expense	0.00	233.72	0.00	464.22	0.00
2-98-99-43-00-900	Landfill - Amortization Expense	0.00	290.52	0.00	290.52	0.00
		0.00	74,297.19	0.00	76,334.74	0.00
* Total Amortization Expense		0.00	74,297.19	0.00	76,334.74	0.00
**** Current Year Surplus (Deficit)		(15,397.76)	57,586.41	7,314.99	67,220.96	(33.00)

*** End of Report ***



The Summer Village of Rochon Sands
2023-2027 Capital Budget Presentation for Council

Prepared by Dean Pickering, CAO

Presented to Council May 9, 2023

DRAFT

The Summer Village of Rochon Sands 2023-2027 Capital Budget

Overview:

The Summer Village is required by legislation to prepare a 3-Year Operating Budget and 5-Year Capital Budget for submission to Alberta Municipal Affairs (if requested) for the 2023 and subsequent calendar years. It is a good practice for any corporation to review, revise and implement any financial changes year to year to ensure the goals of the corporation are being achieved.

Grant Funding and Revenue Sources

The Summer Village of Rochon Sands has three revenue sources for Capital Spending:

- 1. Municipal Sustainability Initiative (MSI) Capital Fund,
- 2. Canada Community Building Fund (CCBF)/Federal Gas Tax Fund (FGTF),
- 3. Municipal Reserves (Operating Budget Surplus).

The Summer Village of Rochon Sands is unique with management of Rochon Sands Provincial Park (RSPP) and the Narrows Provincial Recreation Area (NPRA) with operating profits/surplus being retained by the Summer Village at a split to be determined by Council.

Historically, Council has retained 25% of Park Operating Profits to the Summer Village of Rochon Sands General Reserve for Capital Budget outside of taxation and/or grant funding. However, in the 2022 Budget Council passed a motion delegating 40% of the annual Parks profits/Surplus to General Municipal Reserves. The Municipal Reserves funds are used for projects at the discretion of Council as they have been created by surplus operational budgets and surplus Parks Operations as per Council Policy.

The General municipal Reserve funds and Park Reserve funds are currently invested in interest earning GIC in the Royal Bank. Municipal Reserve Funds are classified as “unrestricted” funds as they may be allocated for any spending that Council directs. Both the MSI Capital program and the CCBF/FGTF (“restricted” funds) have expenditure limitations and all projects must meet eligibility requirements and be approved by the appropriate Ministry prior to spending funding.

The Province of Alberta previously the end of the MSI program, and in 2022 cut the MSI Capital contribution by 40%. A new program is currently being planned and it is projected to start in the 2024/2025 Provincial Budget. The Summer under the same current MSI agreement, in the light of financial difficulty and unprecedented financial impacts of

The Summer Village of Rochon Sands does not currently own or need to maintain typical infrastructure such as water mains and sewer mains, with a large portion of municipal access roads being Highway 835 which is maintained by Alberta Transportation. This leaves Capital Spending in a unique situation with projects that meet eligible requirements for the MSI and CCBF/FGTF spending are limited to smaller road projects, parks projects, parks equipment, and municipal buildings.

The Village Square project has been fully funded by MSI funding, which is nearing completion for eligible funding. The Lakeview Drive project was funded by CCBF/FGTF accumulations for many years. The Lake View Drive to Hall Street paving project, and the community basketball court, have been designated as the final Village Square projects in 2023.

Administration has **proposed** such projects as the Marina Parking Lot Expansion, Marina Renovations/Upgrades, and improvements to the Disc Golf Course, Community Gardens, and an Off Lease Dog Park, along with renovations to the old Public Works Shop as possible suggestions for future capital projects. A new Public Works Shop could be considered if the Alberta Parks contract is not renewed on a long-term basis, for utilization of the shops in the Provincial Park for Village operations.

[2023-2027 Capital Budget Spreadsheet-Attached for review and forms part of the 2023-2027 Capital Budget for Council Approval](#)

Ongoing/Unfinished Projects

Village Square Phase II

1. Village Square Phase II should be completed in 2023 with paving of Hall Street and the Basketball Court. The possible washroom building-this has been noted as a priority of several years and has not been completed. A washroom building has been discussed for several years with no consensus by Council on construction or placement within Village Square.

Snak Shak Project

2. The Snak Shak Project has been removed from the capital budget for replacement in previous years. New scenarios have been presented to Council in 2022 for consideration for replacement with no consensus of financial/community support. A Project Budget was established in 2022, and a Business Viability Plan is being developed for Council to take the community for input and comments in 2023. The Snak Shak is owned by the Summer Village and there is a likelihood of not opening due to Alberta Health Inspectors previously recorded violations for food preparation regulations. No interior upgrades have been made to ensure the building conforms with Alberta Health Standards for food service. **Unfortunately, 2023 may be the final year for Snak Shak operations, and it may be in jeopardy as early as Spring 2024, with health regulation violations. This also affects the long-term tenant who operates the Snak Shak as a lease agreement with the Summer Village.**

Successful and Completed Projects

1. A new Kubota Lawn mower with a 72' mower deck was purchased in 2022.
2. New LED Lights were installed on the Tennis Courts/Pickle Ball Courts for improved lighting and security of the Municipal office, Waste Management area, Parking lot and Village Square Park.
3. Engineering Plans for community potable water lines to the Provincial Park, with options to service the community, were prepared and presented to Council by WSP Engineering. The project will be dependent on large scale Capital funding from the Water for Life Program.
4. Engineering Plans for improved community walking trails were presented to Council by WSP Engineering. The Project will be dependent on grant funding and permission from Highways and Alberta Transportation.

Regional Waterline Changes in 2022/2023

The SMRWSC completed the water line extension to Rochon Sands in the October 2022. The proposed Bucket fill could be completed in the Summer of 2023. WSP Global was tasked in 2022 to review the SMRWSC project and represent the Summer Village to ensure design/infrastructure/placement are acceptable to Council and Administration.

An extension of the water line into the Summer Village is now an option available to Council. WSP Global was contracted as the Village Engineering firm in 2020, and contracted WSP to research the Water for Life Grant program in preparation of the Summer Village's grant application in the 2023 calendar year. WSP Global Engineering will oversee the construction/feasibility/sustainability of a future water system entering the Village.

Potable Water Line to Rochon Sands Provincial Park

Although the regional water line does not need to continue into the Rochon Sands Provincial Park, with Provincial grant funding it would help off-set the overall cost of bringing the waterlines into the Summer Village, and it would be a long-term economic asset to the community.

Provincial Park Master Plan, and Development Plan

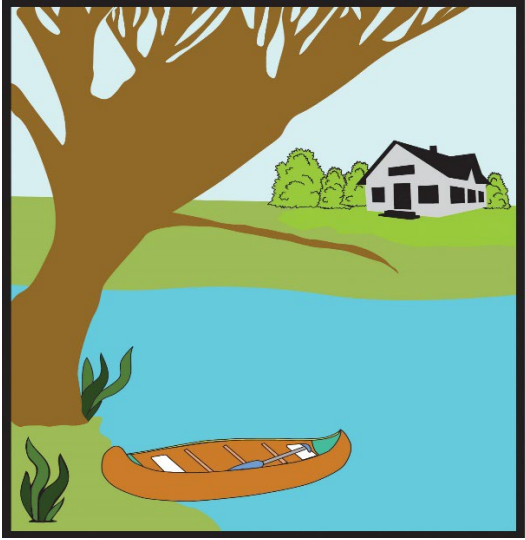
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Approved by Resolution # _____, _____ day of _____, 2023.

Chief Elected Official

Chief Administrative Officer

DRAFT



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Presented to Council May 9, 2023

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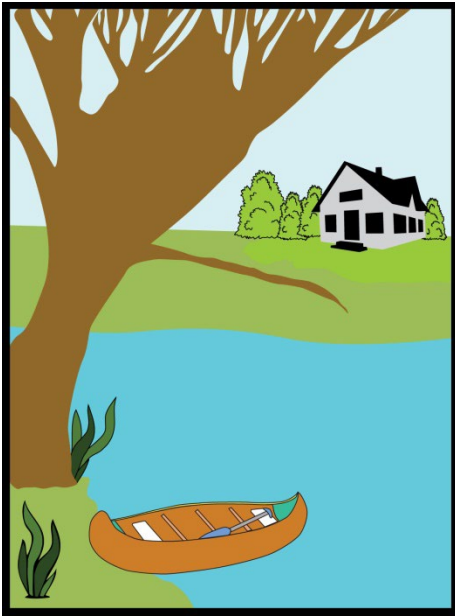
Chief Elected Official

Chief Administrative Officer

DRAFT

Summer Village of Rochon Sands Capital Funding Budget 2022-2027

Funding Program	2022			2023			2024			2025			2026		
	MSI	FGTF/ CCBF	RESERVES	MSI	CCBF	RES	LGFF	CCBF	RES	LGFF	CCBF	RES	LGFF	CCBF	RES
New Funding	\$43,400	\$10,154	\$10,000	\$59,400	\$10,154	\$10,000	\$59,400	\$10,154	\$10,000	\$59,400	\$10,154	\$10,000	\$59,400	\$10,154	\$10,000
Carry Forward	\$314,269	\$43,292	\$98,806	\$357,669	\$53,446	\$100,806	\$417,069	\$63,600	\$110,806	\$476,469	\$73,754	\$120,806	\$535,869	\$83,908	\$130,806
Total Available Funding	\$357,669	\$53,446	\$108,806	\$417,069	\$63,600	\$110,806	\$476,469	\$73,754	\$120,806	\$535,869	\$83,908	\$130,806	\$595,269	\$94,062	\$140,806
Village Square Phase I- CAP 7562															
Hall Street Paving Project				\$100,000											
Village Square Phase II- CAP 10605															
Pickup Basketball pad, pole, backboard and hoop (donation/park reserve)					\$34,000										
Municipal Building - Replacement of Snak Shak Business/Building Viability Plan															
				\$20,000			\$200,000			\$200,000			\$200,000		
Walking Trail - CAP #12368															
							\$20,000			\$20,000			\$20,000		
Bay View Street Paving Overlay-CAP #12367															
Water Distribution Line Servicing															
							50000			200000			200000		
Boat Launch Construction/Upgrades															
							\$50,000			50000					
Boat Launch Parking Lot Expansion															
				\$20,000											
Tennis Court Lighting (completed in 2022)															
			\$8,000												
Equipment Replacement-CAP #12366															
1. Tractor Replacement (Moved to 2024)															
							\$30,000								
2. Kubota Mower Replacement (moved 2023)															
	\$18,000														
(Shared with Park Budget 50%)															
3. Zero Turn Mower															
				\$10,000			\$15,000			\$15,000					
Dump Trailer-Village															
				\$10,000											
Public Works Shop															
Shirley McLellan Water Line Debenture															
	\$77,246	\$25,000													
Total Spending Allocated Year	\$95,246	\$25,000	\$8,000	\$60,000	\$34,000	\$0	\$365,000	\$0	\$0	\$485,000	\$0	\$0	\$420,000	\$0	\$0
Carry Forward Funding	\$262,423	\$28,446	\$100,806	\$357,069	\$29,600	\$110,806	\$111,469	\$73,754	\$120,806	\$50,869	\$83,908	\$130,806	\$175,269	\$94,062	\$140,806



The Summer Village of Rochon Sands

2023 Parks Operating Budget Presentation to Council

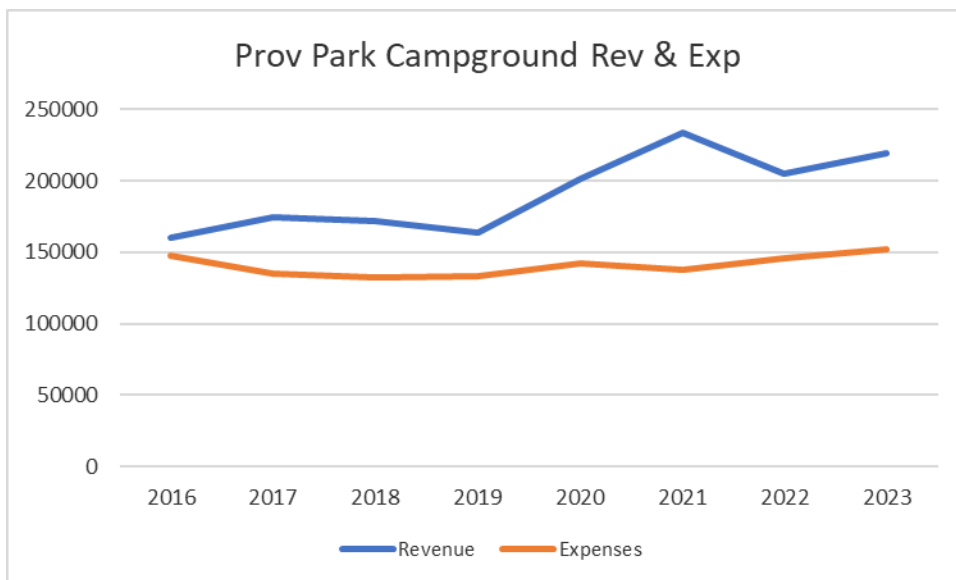
Prepared by Dean Pickering, CAO

Presented to Council May 9, 2023

Parks Budget Highlights for 2023 Budget Consideration

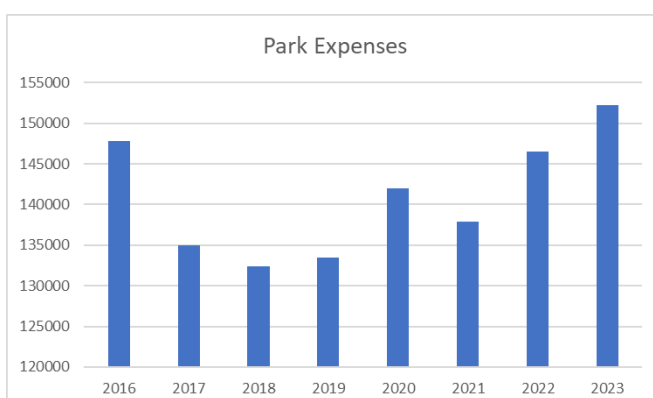
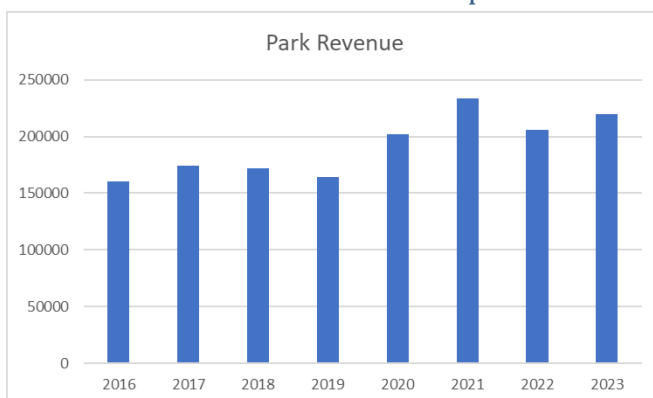
Revenue:

- Estimated revenue levels for 2023 will resemble actual revenue numbers for the 2022 season-initial reservation numbers and estimates for camping in Alberta for 2023 are very strong with the new CampReservations.ca online booking site, and we anticipate a strong season financially.
- - The Provincial Parks Revenue was \$205,824, with Expenses of \$146,576, resulted in a surplus of \$59,247, after year end adjustments Parks generated a \$50,210 profit which is a reasonable profit for the Parks operation even with a rainy and wet June and July. The Provincial Parks profit/surplus of \$50,220 was split \$30.132 (60%) to Parks reserves, and \$20,088 (40%) to Summer Village general reserves.
- The 2023 camping rates will be maintained at same rates as 2022, for both The Narrows Provincial Recreation Area (PRA) and Rochon Sands Provincial Park. The cost of online reservations will be passed onto the campers at the time of booking.
- The overall Provincial Parks Revenue from 2021 to 2022 decreased by \$37,880 or 12% year over year, and due to higher inflation, the overall expenses increased by \$8,688 or 6.3%.



With a good camping season Parks revenue should increase and expenses should remain constant

Provincial Parks Revenues and Expenses:



Parks Administration Expenses:

-The cost of Parks Administration and staff wages and salaries be adjusted upwards as salary and wage costs are increasing to reflect the cost of inflation. The Chief Administrative Officer salary allocation will remain the same, while the Park Office Manager and Parks Supervisor seasonal wages will increase to reflect inflation. Canada Summer Student Jobs grants will help to reduce the increased cost of student wages again in 2023.

Merchandise Sales:

Administration has a new firewood provider to meet the increased demand from the 2021 season. The Park has also secured 6 more bulk wood bins, and now has 12 bulk bins, this will allow for more bulk sales of wood harvested from the parks. The overall profit margin on wood sales and ice sales has increased slightly, and increased volumes will result in slightly larger profit margins. The Parks will be adding a few new items to the Parks office for sale in 2023.

Operational Expenses:

- Operational expenses totals include “Capital Improvements” continued in 2022 calendar year with replacements of metal roofing at The Narrows washrooms, additional electrical and water services to some campsites and group camping areas.
- In 2023 minor Park office interior renovations will be happening. Also, additional group sites, RV sites, and tenting sites will be added to increase the available inventory in 2023.
Loss of some trees to a large beaver family in The Narrows in 2022 has opened some space for additional camp sites. The Narrows will get some new playground equipment, new camp sites, new group site in 2023 with the removal of the large piles of dead trees.

Conclusion:

-The camping season of 2022 was successful in terms of returning staff, overall maintenance of the campgrounds, and improvements made to the campground buildings and move to the new online reservation systems. The 2023 camping season is anticipated to increase revenues, as the campgrounds are open on May 10, 2023, and will be kept open until October 15, 2023, depending on the weather.

The Provincial Parks Master Plan and Parks Development Plans, required under the Lease Agreement, will be completed in 2023.

Future “big ticket items” such as the playground replacement at Rochon Sands, a “shower shack”, additional powered sites, additional rental services, an ATM banking/cash machine, sale of bottled water, are some of the items noted by guest comments and feedback.

Attachment: Parks Operations 2023 Operating Budget forms part of the Overall Summer Village of Rochon Sands 2023 Operating Budget approval.

Approved by Council Resolution # _____, ____ day of _____, 2023.

Chief Elected Official

Chief Administrative Officer



SUMMER VILLAGE OF ROCHON SANDS

Provincial Parks Rev Exp

General Ledger	Description	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget
Provincial Parks Rev						
1-72-80-00-00-411	Prov Park - Rochon - Sani Dump Fee	(500.00)	(544.11)	(500.00)	(644.84)	(1,000.00)
1-72-80-00-00-490	Prov Park - Rochon - Ice Sales	(2,800.00)	(2,469.00)	(2,400.00)	(2,312.80)	(2,400.00)
1-72-80-00-00-491	Prov Park - Rochon - Firewood Sales	(16,000.00)	(23,704.80)	(16,000.00)	(19,246.70)	(16,000.00)
1-72-80-00-00-492	Prov Park - Rochon - Misc Sales	(100.00)	(235.57)	(100.00)	(284.74)	(300.00)
1-72-80-00-00-560	Prov Park - Rochon - Camping Fee	(100,000.00)	(105,601.77)	(100,000.00)	(93,956.85)	(100,000.00)
1-72-80-00-00-561	Prov Park - Rochon - Reservation Fee	(12,000.00)	(15,489.57)	(14,000.00)	(9,375.27)	(14,000.00)
1-72-80-00-00-562	Prov Park - Rochon - Group Site Fee	(30,000.00)	(40,400.43)	(30,000.00)	(37,669.52)	(38,000.00)
1-72-80-00-00-563	Prov Park - Rochon - Amendment Fee	0.00	0.00	0.00	(85.69)	0.00
1-72-80-00-00-590	Prov Park - Rochon - Day Use Honourarium	(1,500.00)	(4,007.21)	(1,500.00)	(3,029.95)	(3,000.00)
1-72-80-00-00-832	Prov Park - Federal Summer Wage Grant	0.00	0.00	(5,480.00)	(3,780.00)	(5,500.00)
1-72-90-00-00-560	Prov Park - Narrows - Camping Fee	(45,000.00)	(39,043.90)	(40,000.00)	(35,438.10)	(40,000.00)
*P	TOTAL Provincial Parks Rev	(207,900.00)	(231,496.36)	(209,980.00)	(205,824.46)	(220,200.00)

Provincial Parks Exp						
2-72-80-00-00-111	Prov Park - Rochon - Admin Salary	20,000.00	6,167.68	6,000.00	6,000.00	6,000.00
2-72-80-00-00-112	Prov Park - Rochon - Office Manager	10,000.00	6,464.06	8,200.00	4,174.04	8,000.00
2-72-80-00-00-113	Prov Park - Rochon - Office Wages	3,000.00	11,461.88	12,000.00	7,284.59	10,000.00
2-72-80-00-00-131	Prov Park - Rochon - WCB Fee	1,000.00	967.36	1,200.00	1,191.95	1,200.00
2-72-80-00-00-214	Prov Park - Rochon - License	0.00	2.00	1.00	1.00	1.00
2-72-80-00-00-221	Prov Park - Rochon - Adveristing	500.00	951.00	1,000.00	0.00	500.00
2-72-80-00-00-222	Prov Park - Rochon - Telephone	1,700.00	522.22	600.00	514.33	600.00
2-72-80-00-00-239	Prov Park - Rochon- Computer Maintenance	1,000.00	656.00	1,000.00	0.00	1,000.00
2-72-80-00-00-252	Prov Park - Rochon - Pur Bldg Repair	30,000.00	1,310.87	12,000.00	605.00	11,000.00
2-72-80-00-00-253	Prov Park - Rochon - Pur Site Repair	0.00	0.00	0.00	10,403.88	0.00
2-72-80-00-00-254	Prov Park - Rochon - Pur Equip Repair	2,500.00	478.22	1,000.00	694.52	1,000.00
2-72-80-00-00-273	Prov Park - Rochon - Internet	900.00	808.74	900.00	495.00	500.00
2-72-80-00-00-274	Prov Park - Rochon - Insurance	2,000.00	1,931.53	2,000.00	2,250.00	2,250.00
2-72-80-00-00-275	Prov Park - Rochon - Security	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
2-72-80-00-00-510	Prov Park - Rochon - Goods & Services	0.00	2,097.14	2,100.00	9,736.06	5,000.00
2-72-80-00-00-511	Prov Park - Rochon - Office Supply	500.00	466.95	500.00	0.00	500.00
2-72-80-00-00-512	Prov Park - Rochon - Ice Supply	1,600.00	992.00	1,000.00	1,487.50	1,500.00
2-72-80-00-00-513	Prov Park - Rochon - Firewood Supply	12,000.00	14,940.00	15,000.00	12,522.45	12,000.00
2-72-80-00-00-514	Prov Park - Rochon - Other Resale Supply	0.00	0.00	0.00	0.00	0.00
2-72-80-00-00-519	Prov Park - Rochon - Supplies	0.00	5,040.34	5,100.00	1,678.23	2,000.00
2-72-80-00-00-521	Prov Park - Rochon - Fuel	2,500.00	337.27	600.00	4,371.56	2,000.00



SUMMER VILLAGE OF ROCHON SANDS

Provincial Parks Rev Exp

General Ledger	Description	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget
2-72-80-00-00-554	Prov Park - Rochon - Repair Materials	0.00	3,225.82	3,500.00	2,132.18	3,500.00
2-72-80-00-00-581	Prov Park - Rochon - Natural Gas	2,300.00	2,794.38	3,000.00	3,291.19	3,000.00
2-72-80-00-00-582	Prov Park - Rochon - Power	4,000.00	5,647.23	6,000.00	8,817.14	8,000.00
2-72-80-00-00-583	Prov Park - Rochon - Potable Water	1,000.00	635.47	800.00	500.00	800.00
2-72-80-00-00-584	Prov Park - Rochon - Garbage	4,500.00	5,546.57	5,800.00	5,424.00	5,800.00
2-72-80-00-00-810	Prov Park - Rochon - Bank Fee	400.00	441.44	500.00	977.36	1,000.00
2-72-80-00-00-811	Prov Park - Rochon - Credit Card Fee	5,000.00	4,595.22	5,000.00	3,501.87	2,000.00
2-72-80-00-00-991	Prov Park - Rochon - Cash short/over	150.00	59.51	100.00	0.00	100.00
2-72-80-00-01-112	Prov Park - Rochon - Maintenance Manager	20,600.00	19,123.33	20,600.00	17,296.26	22,000.00
2-72-80-00-01-116	Prov Park - Rochon - Summer Wages	12,000.00	9,621.09	12,000.00	19,954.74	20,000.00
2-72-80-00-01-221	Prov Park - Rochon - Promotion	300.00	87.21	200.00	137.81	200.00
2-72-80-00-01-252	Prov Park - Rochon - Sewer Pumpout	6,000.00	4,675.00	6,000.00	2,450.00	5,000.00
2-72-90-00-00-200	Prov Park - Narrows - Campground Manager	11,000.00	11,000.00	11,517.00	11,517.00	12,000.00
2-72-90-00-00-510	Prov Park - Narrows - Goods & Services	0.00	0.00	0.00	3,666.95	1,000.00
*P	TOTAL Provincial Parks Exp	159,950.00	126,547.53	148,718.00	146,576.61	152,951.00
**P	TOTAL Provincial Parks Surplus	(47,950.00)	(104,948.83)	(61,262.00)	(59,247.85)	(67,249.00)

*** End of Report ***

SUMMER VILLAGE OF ROCHON SANDS
BYLAW NO. 263-23

A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE SUMMER VILLAGE OF ROCHON SANDS OF ALBERTA FOR THE 2023 TAXATION YEAR.

WHEREAS, the Summer Village of Rochon Sands of Alberta has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the Council meeting held on May 9, 2023; and

WHEREAS, the estimated municipal expenditures and transfers set out in the budget for the Summer Village of Rochon Sands of Alberta for 2023 total \$750,641: and

WHEREAS, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$478,931 and the balance of \$271,710 is to be raised by general municipal taxation;

WHEREAS, the requisitions are:

Alberta School Foundation	
Residential/Farmland	\$162,500
Non-Residential	\$1,500
County of Stettler Housing Foundation	\$29,500

WHEREAS, the Council of the Summer Village of Rochon Sands is required each year to levy on the assessed value of all property tax rates sufficient to meet the estimated expenditures and requisitions; and

WHEREAS, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the *Municipal Government Act*, R.S.A. 2000, C. M-26, as amended or replaced from time to time: and

WHEREAS, the assessed value of all property in the Summer Village of Rochon Sands as shown on the assessment roll is:

Residential	\$64,213,160
Non-Residential	<u>\$ 445,950</u>
	\$64,213,160

NOW WHEREAS, under the Authority of the Municipal Government Act, the Council of the Summer Village of Rochon Sands, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Summer Village of Rochon Sands

	Tax Levy	Assessment	Tax Rate
Residential Municipal	\$271,710	\$64,219,870	4.179946
Non-Residential/Linear Municipal	\$3,311.76	\$445,950	7.4263
Designated Industrial Property Levy	\$27.42	\$367,240	0.07466
Residential School Foundation	\$162,742	\$64,213,160	2.5359
Non-Residential School Foundation	\$1,574	\$445,950	3.5359
Seniors Housing Authority	\$29,500	\$64,213,160	0.45638

DRAFT MILLRATE BYLAW 2023

2. The Tax Levy payment will be due June 30, 2023, and a penalty of 9% will be applied on July 1, 2023, and 9% on August 1, 2023, unless the rate payer is on the Tax Installment Payment Plan (TIPPs).

3. That this Bylaw shall take effect on the date of the third and final reading.

Read a first time this _____ day of May 2023.

Read a second time this _____ of May 2023.

Given UNANIMOUS consent to go to third reading on this _____ day of May 2023

Read a third time and final time on this _____ day of May 2023.

Chief Elected Official

Chief Administrative Officer



PROJECT CHANGE REQUEST (PCR)

PROJECT DATA

PROJECT #: 211-04102-00 PCR # PCN-0001R
 PROJECT NAME: SV of Rochon Sands - East Beach Street Shoreline Stabilization REVISION: 1
 PCR TITLE: ADDITION OF WORK TO MSA

DESCRIPTION:

As a result of erosion, drainage, and access issues with East Beach Street, the following work is required to make the necessary improvements. 1. Meet with Provincial authorities to discuss project, funding, timelines, potential solutions, and steps moving forward. 2. Review past work and investigate Federal and Provincial approvals required. 3. Prepare initial work plan and cost estimates for Council and Provincial approval. 4. Carry out preliminary investigations to determine existing elevations and constraints (Topographic Survey) 5. Prepare up to 3 design concepts for presentation to the residents and council. (Additional investigations, preliminary design, detailed design, approvals, tendering, and construction tasks to follow).

REFERENCE DOCUMENTATION

Client email request of April 28, 2023.

REASON FOR CHANGE

- SCOPE CHANGE CONTRACT CHANGE
 EXECUTION CHANGE OTHER: _____
 SCHEDULE CHANGE

IMPACT ASSESSMENT

EXECUTION IMPACT:

SCHEDULE IMPACT:

COST IMPACT:

HOURS	LABOR COST	EXPENSES	SUBS/ALLOWANCE	TOTAL
127	\$18,500	\$1,500	\$0	\$20,000

COMMERCIAL TERMS

- LUMP SUM / FIXED FEE
 T&M
 OTHER

COMMENT:

APPROVAL

WSP APPROVAL:

SIGNING AUTHORITY NAME

CLIENT APPROVAL:

SIGNING AUTHORITY NAME

DATE: 4-May-23

DATE: _____



Parkland Community Planning Services

February 2023

Funding Model Proposal

Executive Summary

Parkland Community Planning Services has existed in its present form since 1995. It is an intermunicipal services agency, providing professional land use planning and development services to a roster of member municipalities and other clients.

PCPS has gone through challenging times in the past and struggled to ensure financial viability. In 2022, projected workload was very positive, but the agency has struggled to recruit and retain qualified staff in a labour market that clearly favours skilled workers. In addition, the long serving director of PCPS chose to resign in to pursue another career opportunity.

In November 2022, the Executive Board of Parkland Community Planning Services held a strategy session to develop an action plan to manage a transition to new leadership and to take steps to strengthen the viability of the agency. Recruitment of a new director and planning staff are key elements of the action plan. However, concerns identified include the ability of PCPS to continue to compete on remuneration to attract and retain staff, and to ensure long-term financial sustainability. Therefore, a new funding model is being proposed that identifies rates based on industry standards, but allow discounted rates for members that share business risk by “buying in” to the agency.

PCPS Funding Model Review

1.0 The Problem

The existing financial model is not sustainable, and even municipal CAOs are saying this. It requires the Director to fully fund his salary and benefits, and to run a very lean operation. Experience has shown that it takes significant effort to turn annual surpluses to create a financial cushion to see the organization through lean years. Further, PCPS is always operating in anticipation of its own demise and has a written wind-down plan to be executed if the Board does not anticipate the ability to continue.

The current approach means that the Director has limited time and capacity for work outside of managing staff and working directly on projects to generate revenue.

A financial model that frees up time and energy means that the Director would be able to focus on business development and member relations, and work on projects that enhance the brand, image and profile of PCPS as a preferred employer of career-focused planners. These kinds of initiatives might include outreach with schools, writing articles and promoting PCPS as an innovative organization. It could also include being actively involved with Alberta Professional Planners Institute, the Community Planning Association of Alberta and the Local Government Administrators Association to actively promote a vision for rural and small urban planning in Alberta.

2.0 The Current PCPS Funding Model

The current funding model involves agreements with member municipalities that commit them to a minimum volume of work over a three-year period. The amounts contributed are credited to the account of each member and are drawn down as work is performed. When the amounts are used up, monthly invoices go to the members for services performed.

Table 1 – Current Rate Schedule

Population	Minimum Annual Amount
Under 750	\$2,500
>750 and <1500	\$5,000
1500 to <3000	\$10,000
3000+	\$20,000

The limitation of this system is that while it enables members to recover all their contributions through services performed, PCPS is not able to use these funds to cover costs until the work is done. Core operating costs must be covered by the “profit” generated by each hour billed.

While some members don’t use up their annual allocations, others will use 3x or more, especially for special projects such as new Land Use Bylaws and statutory plans. Others also obtain Geographic Information System (GIS) hosting and maintenance services from PCPS and pay separately for those services.

Services are billed at \$150 per hour, regardless of the planner doing the work. The GIS Technician rate is \$95 per hour, and the Administrative Support rate is \$70 per hour. These rates have been in place since 2017.

Current “core costs” – rent, computers, telephone, insurance, office manager, etc. amount to about \$160,000 per year. As has already been noted, the current model also requires the Director to bill as much time as the planners to ensure the agency breaks even.

3.0 The Need

The identified need is a funding model that covers core costs, the cost of professional staff, and at least 50% of the Director’s time to free up capacity for other initiatives for the long-term benefit of PCPS.

3.1 Proposed Changes

- Rate increases commensurate with inflation (current fees unchanged since 2016/17)
- Differential rates depending on the staff member engaged in the work
- Continuing with different rates for members/non-members
- Create membership tiers to create options for communities – a higher membership fee brings lower hourly rates
- A lower base allocation, but no “draw-down” of this amount; these membership fees would be used to cover core operating costs and hourly rates would be billed to cover costs.

Table 2 – Core Operating Costs (anticipated)

Budget Area	Amount
Operations including insurance, accounting, recruitment, etc.	\$25,000
Supplies	\$4,700
Facility & equipment, including lease, computers, depreciation	\$54,000
Communications – internet and telephone costs	\$5,000
Board costs	\$1,300
Office Manager	\$70,000
Director cost – 50% of maximum salary + benefits	\$90,000
Total	\$250,000

If we include 50% of the Director cost, there is a need to recover up to about \$250,000 per year from membership fees.

With a targeted membership complement of 20 municipalities, this would require an average contribution of \$12,500.

3.2 Membership Fee Considerations

The smallest municipalities are understandably cost-sensitive, particularly when property tax revenues are only \$200,000 to \$300,000 per year. This means that membership fees must be modest. However, if rates are too low, larger municipalities will subsidize the smaller.

This is being done quite consciously at Oldman River Regional Services Commission (ORRSC), and with the new funding model that has been proposed (as of November 2022) for Palliser Regional Municipal Services (PRMS). Those organizations are incorporated as commissions, and their funding takes the form of requisitions that are tied to equalized assessment. Further, their rural municipal members pay higher rates. PRMS in particular receives significant funding from the Special Areas. However, this is justified in part by the fact that it helps to ensure the continued viability of the smallest municipalities.

Notwithstanding equalized assessment, the floor rate for ORRSC is \$2,100 for small villages, while the ceiling is \$70,000 for municipal districts. However, this is the total requisition for all day-to-day planning and development services, except for subdivisions, GIS, and projects such as new statutory plans and Land Use Bylaws. Project costs, e.g., the fees charged for a Land Use Bylaw update, appear similar to the fees charged by PCPS.

The proposed PRMS funding model currently under consideration will have requisitions ranging from \$5,000 to \$228,000, for a total budget of about \$750,000 per year. This model will cover operating costs and allow each member to access regular planning and development services plus additional services such as new IDPs, MDPs, ASPs, and LUBs on a predetermined schedule, e.g. a new major document every third year.

PCPS is not a commission, and therefore does not requisition funds. Rather, it provides services on a fee for service basis, with a minimum amount paid by each member annually. This could be likened to a retainer paid to consulting firm. However, there is a base cost to “keeping the doors open” and being able to provide services. While rent, insurance, IT, telephone, and base administrative costs have been tightly controlled over time, they are essential and will rise over time. Further, the existence of the agency is in itself a clear benefit to its membership.

3.3 The Goal

The goal is to have a stable base of funding for the future while respecting the choices made by individual members, and not moving to a commission structure. Accompanying goals are to recruit and retain qualified staff, and to ensure a steady volume of paying work to ensure viability.

The Board has discussed a system where core costs would be covered by membership fees, while services would be paid on a fee for service basis. These fees would cover the actual costs of the staff resources, plus a modest premium to ensure solid reserves to provide a buffer in less successful years.

To summarize, the goals of this funding model update are to:

- 1. Ensure long term viability
 - a. Solid membership base
 - b. Steady flow of work
 - c. Strong leadership
 - d. Ensuring a continued role as leaders within the planning profession
 - e. Continued emphasis on high quality work that meets the needs of the communities
 - f. Provide strong reasons for members to use PCPS services

- 2. Maintain a solid reserve to offset slower years
 - a. \$900,000 to provide a full year of funding with a full complement of staff, including remuneration and core operating costs
 - b. Seek to achieve a 5 to 10% surplus in most years, against an industry norm of 9%

Table 3 – Cost With a Full Staff Complement

Expenditure	Anticipated budget including benefits
Core operating	\$90,000
Director	\$185,000
Office Manager	\$70,000
GIS Technician	\$75,000
2 Senior Planners	\$280,000
2 Planners	\$200,000
Total	\$900,000

Table 4 below shows anticipated gross revenue with a full staff team fully engaged. This assumes that 50% of the Director’s time is billable.

Table 4 – Anticipated Gross Revenue

Position	Rate	Annual Hours	Total Revenue
Director	\$190	575	\$109,250
2 Senior Planners	\$180	2300	\$414,000
2 Planners	\$150	2300	\$345,000
GIS Technician	\$110	800	\$88,000
Administrative Support	\$80	50	\$4,000
Gross Revenue			\$960,250

This leaves a net revenue of \$60,250, a surplus of just over 6%, compared to an industry standard target profit of 9%.

3.4 Risk Factors

No proposal like this is complete without identifying potential risk factors and seeking to mitigate them.

1. *The first risk factor is not achieving full productivity in terms of billable hours.*

The target of 1150 hours per planner has been used by PCPS for a number of years. This is a reasonable and fair number. It accounts for vacations, holidays, sick time, staff training, and administrative time that cannot be reasonably billed to a member or a client. Risk of not achieving this target is mitigated through consistent management of staff time, and weekly reporting of achieved billings.

2. *The second risk factor is a lack of paying work.*

At this time there is a backlog of projects identified by members. There is no guarantee that this work will materialize, but ongoing business development efforts can be expected to maintain a flow of projects for staff to work on.

3. *The third risk factor is the retention and recruitment of qualified staff.*

Like all employers, PCPS is subject to the ups and downs of the labour market. However, the Board has already identified initiatives intended to address this issue. Recruiting a new director to further build the profile of PCPS, emphasize its role as developer of young planners, and recruit interns from universities, colleges, and even high schools is a key factor in mitigating staffing risk. Additionally, there are opportunities to hire trusted and experienced contract staff to oversee specific projects, which provides flexibility as well.

4.0 Proposed Membership Rate Changes

Table 5 sets out proposed hourly billing rates. Tier One rates are lower, based on the members paying a higher annual membership fee; Tier Two rates are higher, for those communities that anticipate only modest use of PCPS services and prefer a lower membership fee.

The “Non-Member” rates are comparable to the Consulting Engineers Rate Guideline for 2023, published by the Consulting Engineers of Alberta. The Tier One and Tier Two rates are discounted, reflecting the fact that members would be paying non-refundable membership fees and sharing in the risk (and potential dividends) of running the agency.

Notes:

The standard rate has been \$150 per hour since 2017. Adjusted for inflation, this equals about \$180 in 2023.

Non-member rates for larger projects with substantial billable hours, e.g. 200 or more, may also be discounted in accordance with industry norms.

Table 5 – Proposed Hourly Rates

Position	Tier One	Tier Two	Non-Member
Director	\$185	\$200	\$225
Senior Planner	\$165	\$180	\$205
Planner	\$140	\$155	\$180
GIS Technician	\$90	\$105	\$135
Admin Support	\$75	\$90	\$115

Table 6 sets out a proposed update to the PCPS funding model, based on the foregoing analysis.

Table 6 – Proposed Membership Rate Changes

Municipality	Pop’n (2021)	Hours per Year*	Current Minimum Annual Spending	Proposed Tier One 2023 Membership Fee	Proposed Tier Two 2023 Membership Fee	Number of Hours to Justify Membership (Tier Two)	Number of Hours Needed to Justify Tier One
Stettler County	5,666	827	\$20,000	\$15,000	\$10,000	400	375
Clearwater County	11,865	169	\$20,000	\$15,000	\$10,000	400	375
City of Lacombe	13,396	239	\$20,000	\$15,000	\$10,000	400	375
Town of Olds	9,209	539	\$20,000	\$15,000	\$10,000	400	375
Town of Innisfail	7,985	139	\$20,000	\$15,000	\$10,000	400	375

Town of Ponoka	7,331	648	\$20,000	\$15,000	\$10,000	400	375
Town of Penhold	3,484	169	\$20,000	\$12,000	\$8,000	320	300
Town of Calmar	2,183	62	\$10,000	\$10,000	\$6,000	240	250
Town of Bentley	1,042	89	\$5,000	\$8,000	\$5,000	200	200
Town of Rocky Mountain House	6,765	91	\$0	\$15,000	\$10,000	400	375
Village of Alix	774	99	\$2,500	\$6,000	\$4,000	160	150
Village of Donaldda	219	26	\$2,500	\$5,000	\$3,000	120	125
Village of Big Valley	331	17	\$2,500	\$5,000	\$3,000	120	125
Village of Clive	775	22	\$2,500	\$6,000	\$4,000	160	150
Summer Village of Gull Lake	211	36	\$2,500	\$4,000	\$3,000	120	100
Summer Village of Rochon Sands	97	64	\$2,500	\$4,000	\$3,000	120	100
Summer Village of Parkland Beach	168	61	\$2,500	\$4,000	\$3,000	120	100
Summer Village of Sundance Beach	73	6	\$2,500	\$4,000	\$3,000	120	100
Totals			\$175,000	\$173,000	\$115,000		

*average from 2020 to 2023

If each of these current members (along with Rocky Mountain House) chooses Tier One membership, base revenue would be \$173,000 per year. This would still leave PCPS short on core funding by \$77,000; expanding the membership base to increase membership revenue to \$250,000 would be the target for the new Director.

5.0 Regional Subdivision and Development Appeal Board

Participation in the Regional SDAB is not limited to members. In fact, there are approximately 30 participating municipalities.

Each participating municipality pays service fees. These are \$300 per year, where participating municipalities train and provide their own clerk for SDAB hearings, or \$480 (total) where PCPS ensures a roster of trained clerks.

This compares quite favourably to the Central Alberta Regional Assessment Review Board managed by the City of Red Deer, which appears to charge \$2,000 per year as a service fee.

Over time, costs should be monitored and the Regional SDAB service fees re-evaluated.

6.0 Cash Reserves

At present, PCPS has an unrestricted operating reserve in range of \$500,000 – sufficient to cover operating costs with limited income for 8 months to a year. Current income is in the range of \$15,000 to \$20,000 per month.

The purpose of an operating reserve is to fund planned future expenses, and to provide a cushion against unplanned expenses or periods of low revenue.

Non-profits are typically advised to have at least three months, and up to two years' worth of operating cash on hand.

In the case of PCPS, the Master Agreement states that "The Agency shall maintain a cash reserve of an amount no less than the equivalent to one-quarter (25%) of the budgeted annual expenditures. This reserve amount shall be set aside for expenses related to staff severances and liabilities in the event that the Agency is terminated."

The Master Agreement also says "The Board has the responsibility to set policy for and approve the use of the Agency's reserve funds".

The actual amount is a matter for discussion by the Board based on the organization's needs. PCPS has fairly significant fixed costs in terms of rent, insurance, administrative staffing, etc., and it is also important to retain qualified staff as long as possible. This is different from a non-profit with a low overhead, low staffing costs, and a strong emphasis on programming utilizing current revenues. At full strength, operating costs can be expected to be over \$900,000 per year. An operating reserve target of \$1 million is suggested as a reasonable target.

Excess surplus could be returned to members as dividends as provided for in the PCPS Policy and Procedure Manual.

Additionally, while the PCPS reserve has no doubt been seen as an operating cushion, it should also be seen as funding for future leasehold/tenant improvements. The office has not been renovated in many years, and the change to a hybrid work model means that there is merit in considering how the current space (or a future space) might be redesigned to meet these new needs.

7.0 Next Steps

PCPS administration will be consulting with member CAOs and their Councils to present this proposal and gain input. Adoption of a new funding model will require the agreement of the membership and new agreements. Extensions to the existing agreements at the current rates are being requested.

CONTRACT EXTENSION AGREEMENT

This CONTRACT EXTENSION AGREEMENT ("Extension") made this _____ day of _____, 2023 (the "Effective Date

BETWEEN:

PARKLAND COMMUNITY PLANNING SERVICES
(PCPS)

- and -

ROCHON SANDS
(The Client)

WHEREAS the Parties entered into a PLANNING SERVICES AGREEMENT for the term of April 1, 2020 – March 31, 2023 (the "Original Contract").

WHEREAS the Parties hereby agree to extend the term of the Original Contract in accordance with the terms of the Original Contract as well as the terms provided herein.

In consideration of the mutual covenants contained herein, each of Parkland Community Planning Services (PCPS) and Village of Alix (Client) mutually covenant and agree as follows:

The Original Contract, will end on March 31, 2023.

The parties agree to extend the Original Contract for an additional period, which will begin immediately upon the expiration of the original time period and will end on December 31, 2023.

This Extension binds and benefits both Parties and any successors or assigns. This document, including the Original Contract, is the entire agreement between the Parties.

All other terms and conditions of the Original Contract remain unchanged.

PARKLAND COMMUNITY PLANNING
SERVICES
Unit B, 4730 Ross Street
RED DEER, AB T4N 1X2

SUMMER VILLAGE OF ROCHON
SANDS
#1 Hall Street
ROCHON SANDS, AB T0C 3B0

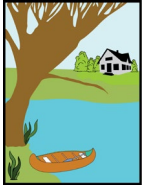
IN WITNESS WHEREOF the Parties hereto have executed this agreement.

PARKLAND COMMUNITY PLANNING
SANDS
SERVICES

SUMMER VILLAGE OF ROCHON

Per: _____ Per: _____

Per: _____ Per: _____



SUMMER VILLAGE OF ROCHON SANDS

Application No. _____

Form A
Land Use Bylaw No.244-19

APPLICATION FOR DEVELOPMENT

I hereby make application under provisions of the Land Use Bylaw for a Development Permit in accordance with the plans and supporting information submitted herewith and which form part of this application.

Applicant: Jessie Walker Telephone No.: _____

Email: jessiewalker1977@gmail.com Cell Phone No. 403-829-7050

Applicant Address (if different from property owner): _____

Address of Property to be Developed: #4 Beach Street East, Rochon Sands

Lot: 2A Block: 5 Plan No.: 992 0392 Tax Roll # _____

Registered Owner: Jessie Walker

Mailing Address: 295 Kingsbridge Road SE Airdrie Ab T4A 0M4

Land Use District: R1

Parcel Area: _____

New Build Building Information

Setbacks: Front Yard: 15' Side Yards: 5' & 21' Rear Yard: _____

Main Floor Area 720 Upper Floor Area (if applicable) 720

Parcel Coverage Area _____

Height of Main Building 24' No. of Off-street Parking Stalls _____

Proposed Accessory Use: _____

Date of Commencement April 15th Estimated Date of Completion Nov 1st 2023

Application Completion Requirements

Application shall be accompanied by the following:

- 1. The applicable fee as indicated on the attached fee schedule, including performance bonds as applicable. Receipts for fees must be presented to applicant.
- 2. A scaled Site Plan showing the treatment of landscaped areas, if required, the legal description, the front, rear, and side yards, if any, any provision for off-street vehicle parking, and access and egress points to the parcel.
- N/A 3. Scaled building floor plans, including proposed building elevations showing all sides of building indicating building height to calculate average building height as prescribed in Land Use Bylaw #244-19. This may include building blueprints if requested by Development Officer at time of application.
- 4. A copy of the Certificate of Title indicating ownership and encumbrances.
- 5. A copy of a Real Property Report by a Certified Alberta Land Surveyor showing property boundaries and the location on the property of all existing and proposed buildings.

Owner Declaration

- I/We/am/are aware that the development permit application will be reviewed by the appointed Development Officer for the Summer Village of Rochon Sands and may be delayed or refused if the application and/or information is deemed incomplete. In such a case, the Development Officer may request further information to be supplied to complete the application according to legislated timelines.
- I understand this application for development may be refused if the proposed development does not conform to the current Land Use Bylaw #244-19 of the Summer Village of Rochon Sands.
- If the application for development is refused by the Development Officer, the applicant may appeal the decision to the Subdivision and Development Appeal Board for the Summer Village of Rochon Sands under applicable legislation.
- Owner declaration may be signed by authorized agent(s) such as a general contractor for the proposed building as described in this application on behalf of property owner.
- As part of the Development Permit application process, it is understood that information from both the applicant and the Summer Village of Rochon Sands may be exchanged electronically to ensure timely exchange of information regarding this application. The applicant/authorized agent email address submitted on this form will be the default for any electronic communications, unless notified by owner/agent of changes to contact information.

Right of Entry

I/We being the registered property owners/or authorized agent(s) of the prescribed land and buildings, hereby consent any authorized person(s) of the Summer Village of Rochon Sands to enter the property to conduct any inspections pertaining the proposed development permit. The inspection may include measurements of lot, outside dimensions of buildings, photographs, or any other information deemed necessary for submission to the Development Officer or the Subdivision and Development Appeal Board, if required.

Date: May 2nd 2023

Signature of Owner or Authorized Agent: Jessie Walker

Applicable Fees

Development Application Fee:

- | | |
|--|-----------------|
| a. Accessory Buildings, Temporary Buildings
Building Demolition of a cost less than \$50,000.00 | \$100.00 |
| b. Manufactured Homes, Single Family Dwelling,
Guest Houses, Garages, etc.
of a cost more than \$50,000.00 | \$200.00 |
| c. Operating a Home Occupation | \$100.00 |

Application for a Variance

Written request required for each variance or relaxations **shall be not** granted for lot coverage, building height and onsite parking)

\$100.00 each
(See Land Use Bylaw #244-19 for applicable variances allowed by Development Officer)

Application to Amend the Bylaw

\$500.00
non-refundable

Performance Bonds (payable at time of application)

- | | |
|-------------------------------------|-----------------------------|
| a. Single Family Detached Dwellings | \$2000.00 |
| b. Additions and Garages | \$1000.00 |
| c. All other projects | 10% of project costs |

All projects are expected to be completed in a timely manner and 100% of the bond is returned if projects are completed within the *Estimated Date of Completion* as stated on the Development Application Form.

Applications for Recreational Vehicle Permits

- a. One Time only **\$50.00**

- b. Yearly Permit – 4 times 4 units **\$250.00**

Office Use Only

Date Received _____

Date Received Confirmation

Development Officer Signature: _____

Applicable Fees \$ _____

Receipt Issued _____

Development Permit Application

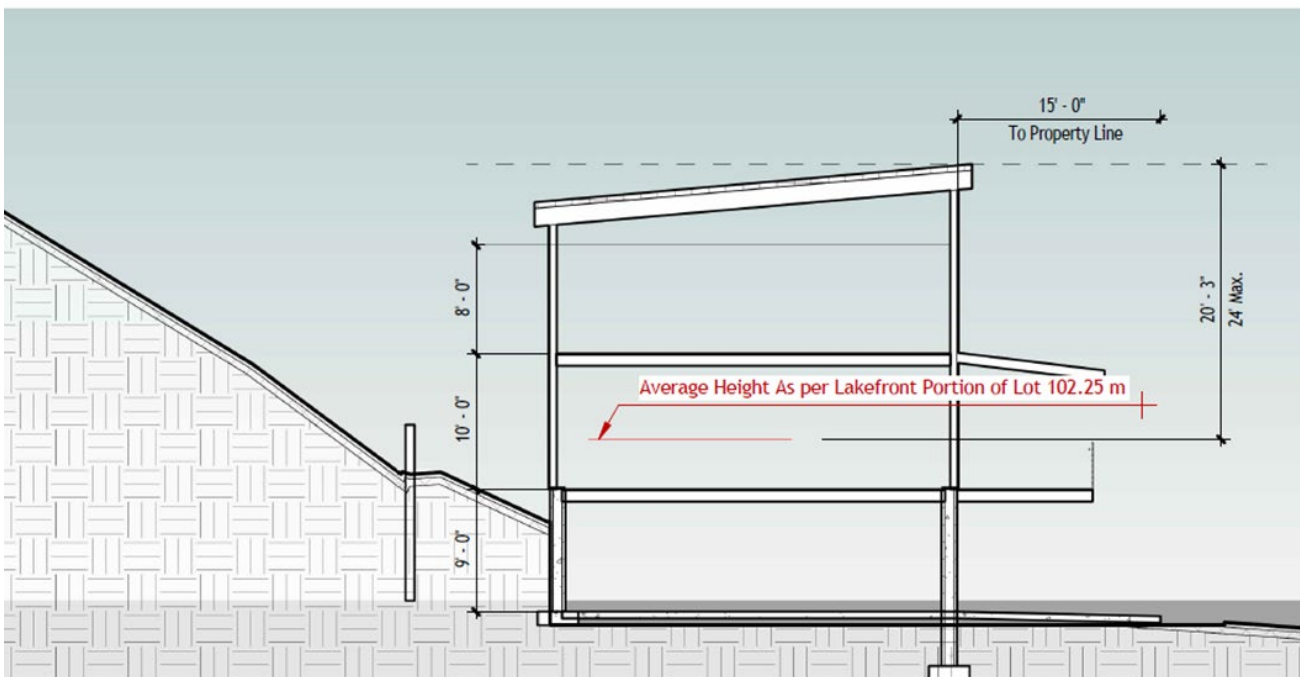
Jessie Walker, New Build – Replacement of Existing Cabin

Front View with Height

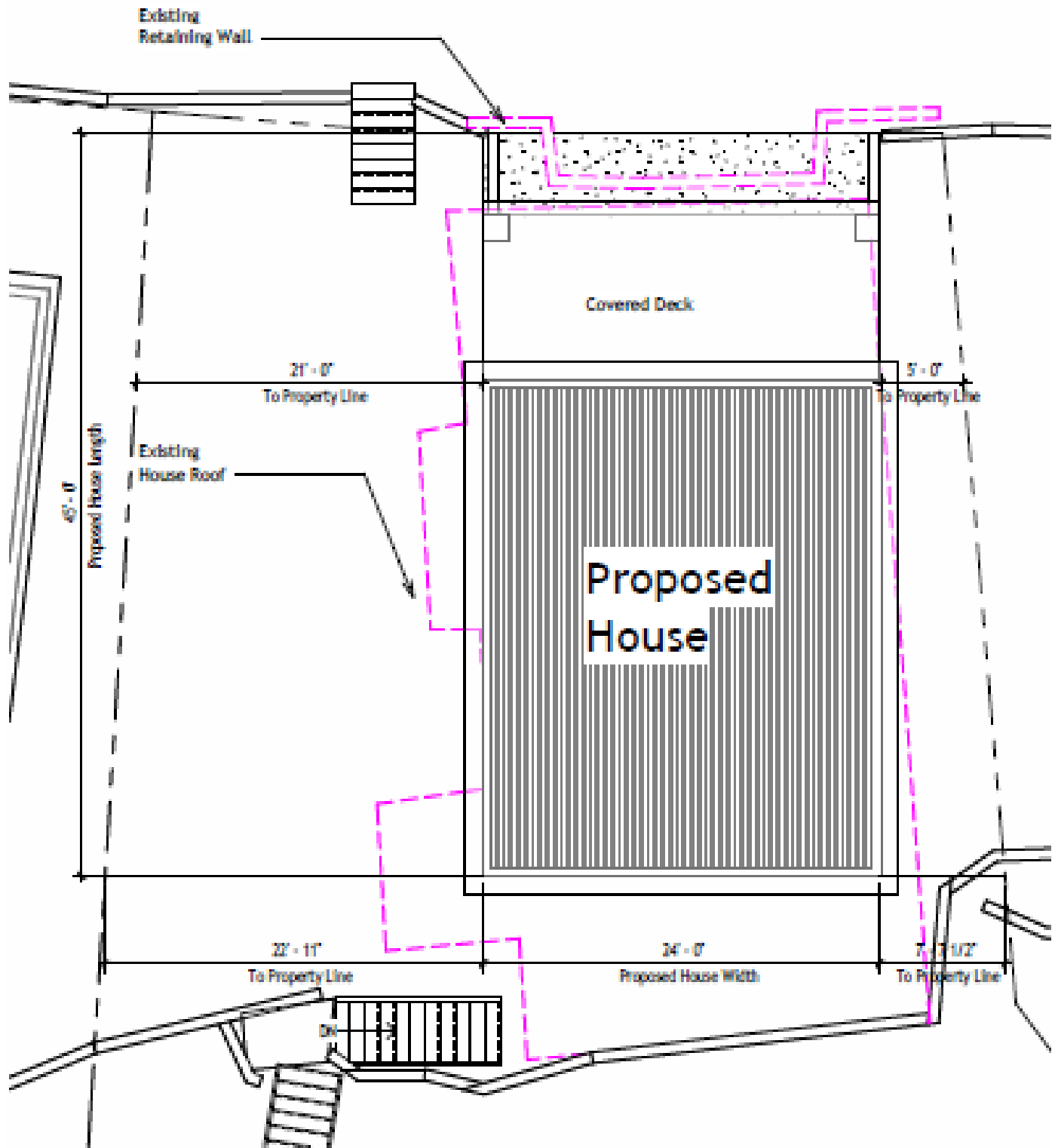


4 3D View 2

Front view 3D sketch of proposed building on lot and elevation of stairs.

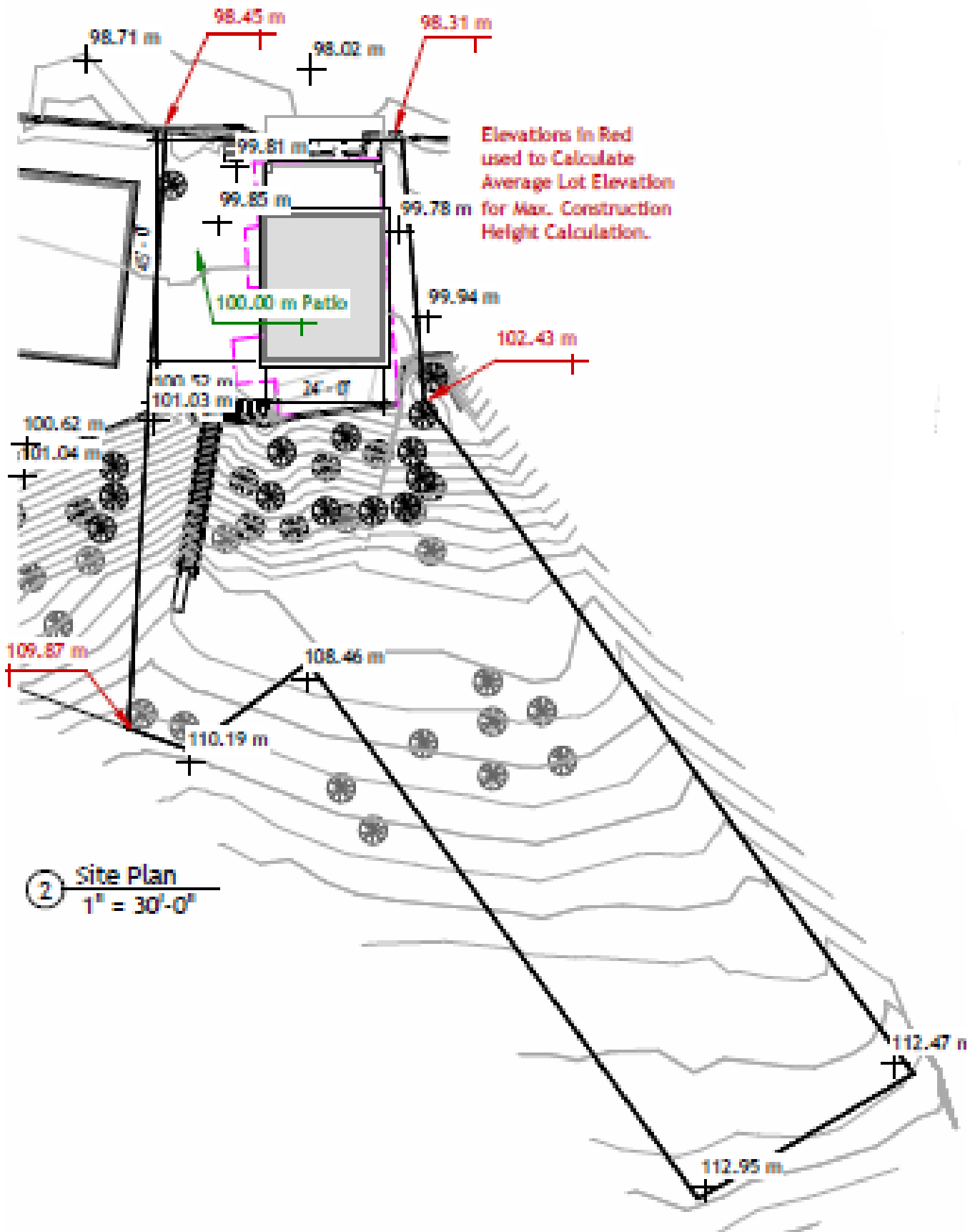


Side View with distance to front property line (lakeside).



3 Site Plan
 $1/8" = 1'-0"$

Over head sketch of proposed house positioning



Birds-eye view of proposed house positioning on the entire lot.

Fire Ban information for:

Summer Village of Rochon Sands

For additional information, please contact

Regional Fire Chief: (403) 742-2083

Last Fire Ban or Fire Advisory:

A Fire Ban has been imposed for all of the Summer Village of Rochon Sands.

THIS FIRE BAN:

1. REQUIRES that all outdoor fires presently burning be extinguished immediately;
2. INCLUDES open fires, camp fires, fires used for cooking, briquette barbecues, burning barrels, and the discharge of all fireworks.

THIS FIRE BAN does not apply to:

1. Fires which are contained in cooking appliances which are fuelled by liquid fuel (propane, natural gas) – i.e. barbecues, Coleman stoves, propane fire pits; and
2. CSA approved portable fire pits fuelled by liquid fuel propane or natural gas; and
3. Internal household fire places with approved spark arrester – i.e. a fine screen used to prevent sparks from leaving the chimney.

A person who sets a fire not allowed under this ban will be subject to a fine. In addition, the responsible party can be held responsible for the costs of extinguishing the fire pursuant to the Summer Village of Rochon Sands Bylaw

THIS BAN comes into effect on the 1st day of May, 2023 and will continue until further notice.

Mark Dennis
Regional Fire Chief



County of Stettler No. 6

Box 1270
6602 – 44 Avenue
Stettler, Alberta T0C 2L0
T:403.742.4441 F: 403.742.1277
www.stettlercounty.ca

May 1, 2023

Fire Ban information for:

County of Stettler

For additional information, please contact **County of Stettler: (403) 742-4441**

Due to dry conditions, a Fire Ban has been imposed for all of the County of Stettler.

THIS FIRE BAN:

1. PROHIBITS the issuance of fire permits by County of Stettler Fire Guardians;
2. SUSPENDS all outstanding fire permits issued under the Forest and Prairie Protection Act;
3. REQUIRES that all outdoor fires presently burning, whether set under the authority of a fire permit or not, be extinguished immediately;
4. INCLUDES all open fires, camp fires, fires used for cooking, briquette barbecues, burning barrels, and the discharge of all fireworks.

THIS FIRE BAN does not apply to:

1. Fires which are contained in cooking appliances which are fuelled by liquid fuel (propane, natural gas) – i.e. barbecues, Coleman stoves; and
2. CSA approved portable fire pits fuelled by liquid fuel propane or natural gas; and 3. Internal household fire places with approved spark arrester – i.e. a fine screen used to prevent sparks from leaving the chimney.

A person who sets a fire not allowed under this ban will be responsible for the costs of extinguishing the fire pursuant to County of Stettler Bylaws and may be charged under the Forest and Prairie Protection Act.

THIS BAN comes into effect on the 1st day of May 2023 and will continue until further notice.

Mark Dennis Regional Fire Chief



Dear Mayor, Council, and CAO's:

I am pleased to announce that the Board has been successful in hiring a new director.

Ken Woitt comes to us with experience in planning, economic development, regional boards and SDAB. He is a registered professional planner, member of Canadian Institute of Planners and Alberta Professional Planners Institute. Ken 's official start date is April 1st, 2023.

Our interim Director, Albert Frootman, will be working with Ken throughout the transition.

I want to sincerely thank the City of Lacombe for their ongoing support. Twyla Hale, HR Manager for Lacombe, has been an integral part of the hiring process, from vetting the resumes to chairing the interviews and was always available to answer any questions we had. The PCPS board appreciates all the work that Twyla has done in the last few months to make hiring a new Director successful.

PCPS has also hired a new senior planner. Vahid Ghomashchi has an extensive background, educated first as a civil engineer and then earning graduate degrees in planning in the UK. His experience includes about 7 years as the Planning Director of Stratford, PEI and positions with Calgary and Edmonton.

PCPS continues day to day operations, and project work is ramping up. Work is proceeding on the proposed funding model, which is being refined after consultation with CAO's.

We will be losing our board member from Olds as of April 1st. Councilor Heather Ryan has been a great asset to the board, and we are sorry to see Olds withdraw from membership with PCPS. Her position will not be filled until our AGM in June when elections will be held as we still have quorum with four board members.

Please feel free to reach out to me or our Interim Director, Albert Frootman, at pcps@pcps.ab.ca with any questions or concerns. We look forward to continuing to work with you.

Sincerely,

Tracey Hallman

Tracey Hallman

Chair, PCPS Board