



**COMMITTEE OF THE WHOLE
MEETING AGENDA**
Wednesday, April 5, 2023 at 9:00 a.m.
Council Chambers, Town Hall
Zoom Link

1. **Call to Order**
2. **Agenda Approval**
3. **Scheduled Delegations**
 - 3.1 Rec Advisory Committee – Kris Larson & Sheena Adamson
4. **Committee Reports**
5. **Administration**
 - 5.1 Financial First Quarter Report by Department
 - 5.2 Financial First Quarter Report by Object
6. **Business Arising from the Minutes**
7. **Policy**
8. **New Business**
 - 8.1 Request to record Council meetings to assist with Minute taking
 - 8.2 June's Public Open House
9. **Closed Session Discussion**
10. **Adjournment**

Town of Pincher Creek
Operating Summary - By Department
 For the Twelve Months Ending Saturday, December 31, 2022

	Audited 2021 Actual	Unaudited 2022 Actual	2022 Budget	Variance	% Variance
Revenues					
Net municipal property taxes	\$4,715,680.17	\$4,970,391.98	\$4,970,250.98	(\$141.00)	100.00%
User fees and sales of goods	2,220,118.52	2,420,967.35	1,996,785.00	(424,182.35)	121.24%
Government transfers for operating	1,514,980.55	1,034,918.72	1,085,145.41	50,226.69	95.37%
Franchise and concession contracts	855,437.68	912,263.86	898,050.00	(14,213.86)	101.58%
Rentals	630,342.68	719,722.89	752,808.83	33,085.94	95.61%
Investment income	228,065.71	264,614.89	215,860.00	(48,754.89)	122.59%
Penalties & Costs	81,730.47	85,735.87	99,600.00	13,864.13	86.08%
Licences & Permits	131,123.15	169,933.41	112,600.00	(57,333.41)	150.92%
Other Revenues & Adjustments	58,661.23	15,966.10	9,689.21	(6,276.89)	164.78%
Total Revenue	10,436,140.16	10,594,515.07	10,140,789.43	(453,725.64)	104.47%
Expenses					
Legislative	307,784.98	342,288.75	332,169.98	(10,118.77)	103.05%
Administration	852,511.66	883,675.53	786,050.60	(97,624.93)	112.42%
Protective Services	1,264,154.94	1,258,585.82	1,291,074.46	32,488.64	97.48%
Roads, streets, walks & lighting	1,219,335.04	1,206,857.74	1,336,729.21	129,871.47	90.28%
Water supply & distribution	1,266,661.33	1,180,446.72	1,125,994.16	(54,452.56)	104.84%
Wastewater treatment & disposal	853,710.98	757,669.88	910,248.55	152,578.67	83.24%
Waste management	510,073.64	467,432.02	499,014.73	31,582.71	93.67%
Other environmental use & protection	50,927.52	51,647.63	61,020.76	9,373.13	84.64%
Public health & welfare services	330,748.86	351,619.25	369,648.73	18,029.48	95.12%
Planning & development	490,472.94	577,549.27	902,572.84	325,023.57	63.99%
Recreation & Culture	3,913,445.17	3,588,747.08	3,734,227.86	145,480.78	96.10%
Total Expenses	11,059,827.06	10,666,519.69	11,348,751.88	682,232.19	93.99%
Excess revenue over expenses	(623,686.90)	(72,004.62)	(1,207,962.45)	(1,135,957.83)	
Other					
Government transfers for capital	2,522,383.86	2,329,204.03	3,929,625.00	1,600,420.97	
Contributed assets	84,294.11	146,085.42	387,000.00	240,914.58	
Gain (loss) on disposal of tangible capital assets	(6,862.33)	(15,780.49)	500.00	16,280.49	
	<u>2,599,815.64</u>	<u>2,459,508.96</u>	<u>4,317,125.00</u>	<u>1,857,616.04</u>	
Excess of revenue over expenses	<u>1,976,128.74</u>	<u>2,387,504.34</u>	<u>3,109,162.55</u>	<u>721,658.21</u>	
Surplus Funds Allocated Below:					
Acquisition of tangible capital assets	3,480,598.78	3,765,461.23	7,211,428.00		
Loan Funding Capital Projects	(99,075.40)				
Repayment of debenture principle	191,220.54	197,346.56	197,346.51		
Net transfers to/from reserves	264,512.09	193,302.25	(2,628,158.70)		
Transfer from operating for Equipment Trade in	13,800.00				
Less: Amortization	(1,792,372.75)	(1,768,676.74)	(1,671,573.00)		
Less: Loss on sale of TCA	(6,862.33)				
Less: Purchase of Excavator & Loader on Trade In	(158,200.00)				
	<u>1,893,620.93</u>	<u>2,387,433.30</u>	<u>3,109,042.81</u>		
Net surplus (deficit) Actual (Balanced Budget)	<u>82,507.81</u>	<u>71.04</u>	<u>119.74</u>		



TOWN OF PINCHER CREEK

Operating Statement - By Object

For the Twelve Months Ending Saturday, December 31, 2022

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Franchise fees	855,437.68	912,263.86	898,050.00	(14,213.86)	101.58%
Rentals & Leases	630,342.68	719,722.89	752,808.83	33,085.94	95.61%
Return on Investments	228,065.71	264,614.89	215,860.00	(48,754.89)	122.59%
Penalties and costs of taxes	81,730.47	85,735.87	99,600.00	13,864.13	86.08%
Licences and permits	131,123.15	169,933.41	112,600.00	(57,333.41)	150.92%
Other Revenues & Adjustments	58,661.23	15,966.10	9,689.21	(6,276.89)	164.78%
Total Revenue	10,436,140.16	10,594,515.07	10,140,789.43	(453,725.64)	104.47%
Expenses					
Salaries, wages & benefits	4,213,990.62	3,975,017.75	4,196,430.58	221,412.83	94.72%
Contracted and general services	903,705.54	841,942.10	852,859.05	10,916.95	98.72%
Professional Services	1,136,523.81	1,030,952.60	1,183,099.83	152,147.23	87.14%
R & M and rentals & leases	903,463.62	851,007.75	1,361,306.93	510,299.18	62.51%
Insurance	162,810.66	168,594.47	162,645.02	(5,949.45)	103.66%
Goods	480,691.93	505,852.87	460,670.03	(45,182.84)	109.81%
Utilities	734,045.35	732,727.03	752,430.08	19,703.05	97.38%
Land Held For Resale - Costs		17,521.50		(17,521.50)	0.00%
Amortization	1,795,741.75	1,768,676.74	1,671,573.00	(97,103.74)	105.81%
Transfers to Organizations	513,542.46	578,431.25	536,388.00	(42,043.25)	107.84%
Bank Charges	10,505.04	9,941.02	7,900.00	(2,041.02)	125.84%
Interest on long-term debt	135,476.92	134,530.65	127,799.36	(6,731.29)	105.27%
Other Expenditure & Adjustment	69,329.36	51,323.96	35,650.00	(15,673.96)	143.97%
Total Expenses	11,059,827.06	10,666,519.69	11,348,751.88	682,232.19	93.99%
Excess (Deficiency) revenue over expenses before other	(623,686.90)	(72,004.62)	(1,207,962.45)	(1,135,957.83)	
Other					
Government transfers for capital	2,522,383.86	2,329,204.03	3,929,625.00	1,600,420.97	
Contributed assets	84,294.11	146,085.42	387,000.00	240,914.58	
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Amortization	(1,792,372.75)	(1,768,676.74)	(1,671,573.00)		
Purchase of Excavator & Loader on Trade In	(158,200.00)				
Loss of sale of equipment	(6,862.33)				
	1,893,620.93	2,387,433.30	3,109,042.81		
Balanced budget	82,507.81	71.04	119.74		



Town of Pincher Creek

962 St John Ave (Box 159) Pincher Creek, AB T0K 1W0

403 627 3156

reception@pinchercreek.ca www.PincherCreek.ca



YEAR END 2022

VARIANCES

REVENUES

User fees and sales of goods:

- \$470,500 of revenue is from lot sales. Proceeds for lot sales are not budgeted as they are uncertain. The amount is transferred to the land reserve. Once this amount is removed the actual sales from user fees etc is actually lower than budget by \$46,317. This is attributable to reduced recreation usage such as at the pool due to staff shortages resulting in reduced hours of operation.

Government transfers for operating

- the Basic Management Transportation Grant is used for the rehabilitation of streets and sidewalks. Less projects actually completed than anticipated when the budget was prepared resulted in less government transfers by approximately \$138,000. Timing and capacity in the operations department resulted in less projects being completed.
- Energy projects approved by Council after the budget resulted in increased government transfers compared to budget by approximately \$67,000
- Increased usage at the recreation facilities from 2020 to 2021 and an increase in the percentage the Municipal District contributes to the Town through the Recreation Agreement resulted in an increase from the MD of approximately \$65,000.
- Community Peace Officer contract with the MD was not utilized as much as anticipated in the budget by approximately \$12,000.
- 50,000 for the window replacement project at the Lebel Mansion was not completed





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Franchise fees

- Actual higher than budget by approximately \$14,000 due to increased rates by the utility companies, increased usage by residents and new properties

Rentals

- Reduced rent from the Pincher Creek Early Learning Centres \$30,000

Investment Income

- Increase in interest rates resulted in higher interest income

Penalties & costs

- Penalties on taxes and utilities were very close to budget
- Fines through the RCMP and Community Peace Officers were lower than budget by approximately \$13,500

Licenses & permits

- This includes development and building permits which can vary significantly from year to year. For 2022 development and building permits were more than budget by approximately \$55,000 which is double what was budgeted.
- This increase was reflected in new growth in property taxation for 2023

EXPENDITURES

- Unanticipated by-election cost approximately \$14,000
- Salaries, wages and benefits less than budget due to reduced staffing levels
- Professional services reduced due to projects not completed or less expensive than budgeted
- Repairs and Maintenance and Rentals and Leases – projects not completed as budgeted for:
 - Paving and sidewalk rehabilitation
 - RCMP demolition not completed \$200,000 budgeted
 - Lebel window replacement project \$50,000





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- Mural repairs not completed
- Utility repairs and maintenance lower than budgeted
- Goods – cost of goods such as chemicals for the water treatment plant and the pool and gas and diesel more expensive than anticipated in the budget
- Power and Natural Gas were actually less expensive than what was budgeted by approximately \$19,700
- Proceeds from Land sales are not budgeted for therefore the cost of the land sales are not budgeted either. For 2022 land sales, the costs of these properties was \$17,521
- Amortization is \$97,000 higher due to the increase in assets. This amount does not have to be funded.
- Transfers to organizations is higher due to funding provided to the Early learning centres and other organizations who approached Council for funding.
- Tax cancellations for 2021 for Grants In Lieu of Taxes was only recorded in 2022 when the Government notified the Town they would again only pay 50% of the Grants In Lieu of Property Taxes





Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: June's Public Open House	
PRESENTED BY:	DATE OF MEETING: 4/5/2023

PURPOSE:

to direct administration to prepare for the June 7th Public Open House.

RECOMMENDATION:

That Council for the Town of Pincher Creek That Committee of the Whole for the Town of Pincher Creek directs administration to move forward with the plan as discussed.

BACKGROUND/HISTORY:

Council directed administration to book three public open houses in 2023. The first session was hosted on Feb 1, 2023 in the Town gym. The format was an open house for the first half an hour, followed by a presentation, and then a question and answer period.

The second Public Open House is scheduled for June 7, 2023 at 6 p.m. in the Town Gym. The third Public Open House is scheduled for Oct 4, 2023.

ALTERNATIVES:

That the Committee of the Whole for the Town of Pincher Creek schedule a follow up meeting with administration to create an alternate plan for the June public open house.

That the Committee of the Whole for the Town of Pincher Creek receive the request as information.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Council has annually hosted a minimum of one public open house annually.

FINANCIAL IMPLICATIONS:

Town team members will be asked to attend outside of a regular day, some overtime or time in lieu may be accrued.

PUBLIC RELATIONS IMPLICATIONS:

Community consultation, conversation and feedback directly with Council can help to inform

ATTACHMENTS:

Draft Plan June23_Public Open House - 3124

CONCLUSION/SUMMARY:

The administration supports that the Committee of the Whole direct administration move forward with the plan as discussed.

Signatures:

Department Head:

Marie Everts

CAO:

Angie Lucas

DRAFT Public Open House Idea

Wednesday, June 7 at 6 p.m.

Small table conversation with Council

- On arrival residents will be invited to find a space and join a table
- Starting at 6 p.m., a Council Member and Town team member will join one of the tables (total of 7 spaces)
- Residents will be given 10 minutes to ask a question directly to Councillor and/or team member at the table
- After 10 minutes, the Councillors will rotate to a new table
- This process could continue 7 times (so that each table has a chance to talk to each councillor)

Misc notes:

- Prompt questions will be available to spark conversation
- Each table will have a “scribe” assigned to assist with capturing questions and follow ups

The conversations could be followed by a time of camaraderie with a coffee and snack.