

AGENDA

BUDGET MEETING OF COUNCIL OF THE TOWN OF TOFIELD to be held Monday March 6, 2023, 5:00 p.m. Town of Tofield Administration Building, Council Chambers.

1. Present

2. Call to Order

"As we gather here today, we acknowledge we are on Treaty 6 Territory and the Homeland of the Métis. We pay our respect to the First Nations and Métis ancestors of this place and reaffirm our relationship with one another."

3. Adoption of Agenda

4. Business

2023 Budget

5. Adjournment



2023 BUDGET

Town of Tofield

Assessment Growth

Assessment Year: 2022

				Assessment Year: 2022
Mill		Grand	Гotals	
Code	Previous (2021)	New (2022)	Growth	Inflation
Taxable				
CTYRES County Residential	1,467,580	1,555,880	-200	88,500 6.0%
ME M & E (no school)	121,400	1,637,000	1,473,900	41,700 34.3%
ME-DI M & E (DIP) (no school)	139,520	145,330	0	5,810 4.2%
NONRES Non-Residential	43,858,660	42,882,430	-2,134,580	1,158,350 2.6%
NONRESL Non-Residential Linear (DIP)	5,298,420	5,436,070	-84,370	222,020 4.2%
NR-DI Non-Residential (DIP)	90,690	92,420	-200	1,930 2.1%
NRESTF Non-Residential (tax free)	648,050	1,110,710	434,150	28,510 4.4%
RES Residential	178,536,710	189,061,320	1,176,930	9,347,680 5.2%
Taxable total:	230,161,030	241,921,160	865,630	10,894,500 4.7%
Grant-In-Lieu				
NONRES Non-Residential	756,300	753,100	0	-3,200 -0.4%
Grant-In-Lieu total:	756,300	753,100	0	-3,200 -0.4%
Exempt				
N/A Not Assigned	90,320,700	89,693,860	79,300	-706,140 -0.8%
Exempt total:	90,320,700	89,693,860	79,300	-706,140 -0.8%
Total:	321,238,030	332,368,120	944,930	10,185,160 3.2%
Taxable & Grant-in-Lieu				
CTYRES County Residential	1,467,580	1,555,880	-200	88,500 6.0%
ME M & E (no school)	121,400	1,637,000	1,473,900	41,700 34.3%
ME-DI M & E (DIP) (no school)	139,520	145,330	0	5,810 4.2%
NONRES Non-Residential	44,614,960	43,635,530	-2,134,580	1,155,150 2.6%
NONRESL Non-Residential Linear (DIP)	5,298,420	5,436,070	-84,370	222,020 4.2%
NR-DI Non-Residential (DIP)	90,690	92,420	-200	1,930 2.1%
NRESTF Non-Residential (tax free)	648,050	1,110,710	434,150	28,510 4.4%
RES Residential	178,536,710	189,061,320	1,176,930	9,347,680 5.2%
Taxable & Grant-in-Lieu total:	230,917,330	242,674,260	865,630	10,891,300 4.7%

Operating Budget Council

Council	2022 Budget	2023 Budget	\$ Change	Notes
Revenue Nil				
Total Revenue	0	0	0	
Expenses				
Benefits	3,700	4,100	400	
Fees & Benefits	75,000	77,000	2,000	
Mileage & Subsistance	11,000	16,000	5,000	
ē	89,700	97,100	7,400	

Operating Budget Administration

Administration	2022 Budget	2023 Budget	\$ Change	Notes
Revenue	70.000			
Penalties on Taxes	70,000	53,000	- 17,000	1
Franchises	145,000	150,000	5,000	
Interest on Investment	35,000	60,000	25,000	
Other Revenue	7,000	7,500	500	
Fines	5,000	5,000	-	
Sale of Goods	18,000	18,000	-	
Office Rentals	13,400	13,400	-	
Provincial Grant	60,000	59,750	- 250	2
Reserves	8,000	52,200	44,200	3
Contribution from Capital	500,000	-	- 500,000	
Total Revenue	861,400	418,850	- 442,550	
Expenses				
Salaries & Benefits	475,524	503,060	27,536	
Travel & Subsistance	4,500	4,500	-	
Advertising. Phone, Utilities	59,500	58,000	- 1,500	
IT Software	75,000	131,000	56,000	4
Professional Services	92,000	114,500	22,500	5
Membership/Course Fees	6,000	6,000	-	
Occupational & Health	30,000	30,000	-	
Contracted Services	68,000	73,600	5,600	6
Fees & Supplies	44,500	38,200	- 6,300	
Repairs & Maintenance	21,220	28,400	7,180	
Contributions to Organizations	543,700	47,700	- 496,000	
Insurance	29,500	34,700	5,200	
FCSS	41,362	41,362	-	
Total Expense	1,490,806	1,111,022	- 379,784	
Net Tax Levy	629,406	692,172	62,766	

Notes:

- 1. Lower Tax Arrears
- 2. MSI Operating
- 3. Software Upgrade
- 4. One Software Upgrade
- 5. 5-year Capital Plan
- 6. Municipal Finance Plan, Strategic Planning, & Digital Marketing

Operating Budget Bylaw Enforcement

By-Law Enforcement	2022 Budget	2023 Budget	\$ Change	Notes
Revenue				
Animal Licenses & Fines	3,000	3,000	_	
Total Revenue	3,000	3,000	-	
Expenses				
Animal Control & Welfare	1,000	2,000	1,000	
Bylaw Enforcement	36,000	37,000	1,000	
Provincial Policing	62,632	100,000	37,368	
Total Expense	99,632	139,000	39,368	
Net Tax Levy	96,632	136,000	39,368	

Operating Budget Roads, Streets, Walks, Lighting

Roads, Streets, Walks	2022 Budget	2023 Budget	\$ Change	Not
Revenue				
Local Improvements	25,329	25,329	-	
Other Revenue	5,000	5,000	-	
From Reserve	9,000	-	9,000	
Total Revenue	39,329	30,329 -	9,000	
Expenses				
Salaries & Benefits	369,900	386,100	16,200	
Freight, Telephone, Utilities	120,000	135,750	15,750	
Membership & Courses	3,000	5,000	2,000	
Insurance	11,000	11,500	500	
Equipment Repairs &				
Maintenance	73,000	104,000	31,000	
Road, Alley Repairs & Supplies	97,900	109,000	11,100	
Debentures	418,840	418,840	-	
Total Expense	1,093,640	1,170,190	76,550	
Net Tax Levy	1,054,311	1,139,861	85,550	

Operating Budget Airport

Airport	2022 Budget	2023 Budget	\$ Change
Revenue			
Rentals & Leases	4,600	4,600	-
Fuel Revenue	15,000	15,000	-
			=
Total Revenue	19,600	19,600	-
Expenses			
Airport Maintenance	3,000	6,200	3,200
Insurance	3,100	3,000 -	100
Airport Fuel	10,000	12,000	2,000
Utilities	3,500	3,500	-
Total Expense	19,600	24,700	5,100
Not Tay Lore		F 100	5.400
Net Tax Levy	-	5,100	5,100

Operating Budget Water Supply & Distribution

Water Supply & Distribution	2022 Budget	2023 Budget	\$ Change	N
Revenue				
Sale of Water	1,112,200	1,149,200	37,000	
Other Revenue	2,000	2,000	-	
From Reserve	,	34,100	34,100	
Total Revenue	1,114,200	1,185,300	71,100	
Expenses				
Salaries & Benefits	104,470	110,025	5,555	
Freight, Telephone, Utilities	41,900	45,700	3,800	
Memberships & Courses	5,000	5,000	=	
Repairs & Maintenance	35,000	35,000	=	
Meter Replacement	-	34,100	34,100	
Insurance	13,500	14,000	500	
Highway 14 Water Commission	780,000	817,000	37,000	
Debentures	79,817	79,817	-	
_			-	
Total Expense	1,059,687	1,140,642	80,955	
Net Tax Levy	- 54,513	- 44,658	9,855	

Notes:

1. Meter Replacement

Operating Budget Sanitary Sewage & Treatment

Sanitary Sewage &				
Treatment	2022 Budget	2023 Budget	\$ Change	Notes
Revenue				
Sewage Service Fee	174,000	176,000	2,000	
Other Revenue	300	300	2,000	
other nevenue	300	500	-	
Total Revenue	174,300	176,300	2,000	
		2.0,000	2,000	
Expenses				
Salaries & Benefits	84,300	87,780	3,480	
Freight, Telephone, Utilities	11,000	11,000	-	
Repairs & Maintenance	30,000	30,000	- 7	
Insurance	1,400	1,500	100	
Total Expense	126,700	130,280	3,580	
Net Tax Levy	- 47,600	- 46,020	1,580	

Operating Budget Garbage Collection

Garbage Collection	2022 Budget	2023 Budget	\$ Change	Notes
Revenue				
Garbage Collection	126,000	126,000	-	
Other Revenue	500	400	-	
			-	
Total Revenue	126,500	126,400	-	
Expenses				
Claystone Waste Inc	102,200	102,000	- 100	
Total Expense	102,200	102,000	- 100	
Net Tax Levy	- 24,300	- 24,400	- 100	

Operating Budget Cemetery

Cemetery	2022 Budget	2023 Budget	\$ Change	Notes
Revenue				
Cemetery Fees	30,000	20,000 -	10,000	
From Reserve	3,200		3,200	
_				
Total Revenue	33,200	20,000 -	13,200	
Expenses				
Salaries & Benefits	21,400	23,200	1,800	
Repairs & Maintenance	7,200	8,000	800	
Total Expense	28,600	31,200	2,600	
Net Tax Levy	- 4,600	11,200	15,800	

Operating Budget Community Development & Tourism

2022 Budget	2023 Budget	\$ Change	Note
11,000	11,000	-	
7,200	7,200	-	
5,200	5,200	F	
23,400	23,400	-	
101,595	104,810	3,215	
11,100	13,100	2,000	
14,000	16,600	2,600	
2,300	2,505	205	
5,000	10,000	5,000	
5,000	5,000	-	
		-	
138,995	152,015	13,020	
115,595	128,615	13,020	
	11,000 7,200 5,200 23,400 101,595 11,100 14,000 2,300 5,000 5,000	11,000 11,000 7,200 7,200 5,200 5,200 23,400 23,400 101,595 104,810 11,100 13,100 14,000 16,600 2,300 2,505 5,000 10,000 5,000 5,000 138,995 152,015	11,000 11,000 - 7,200 7,200 - 5,200 5,200 - 23,400 23,400 - 101,595 104,810 3,215 11,100 13,100 2,000 14,000 16,600 2,600 2,300 2,505 205 5,000 10,000 5,000 5,000 5,000 - - - 138,995 152,015 13,020

Operating Budget Community Hall

Community Hall	2022 Budget	2023 Budget	\$ Change	Note
Revenue				
Hall Rental	20,000	15,000 -	5,000	
Beaver County	17,840	21,000	3,160	
			-	
Total Revenue	37,840	36,000 -	1,840	
Expenses				
Hall Caretaking	18,500	18,500	*	
Repairs & Maintenance	10,000	10,000	-	
Utilities	17,200	18,200	1,000	
Insurance	2,700	2,950	250	
Total Expense	48,400	49,650	1,250	
Net Tax Levy	10,560	13,650	3,090	

Operating Budget

Tofield Bus

		The second property of the second		
Tofield Bus	2022 Budget	2023 Budget	\$ Change	Note
Revenue				
Rental	13,000	8,000	- 5,000	
Handivan Society	5,000	5,000	-	
			-	
Total Revenue	18,000	13,000	- 5,000	
Expenses				
Repairs & Maintenance	23,000	23,000	-	
Total Expense	23,000	23,000		
-		,		
Net Tax Levy	5,000	10,000	5,000	
	3,000	10,000	3,000	

Operating Budget Recreation Program

			Notes
6,500	8,000	1,500	
3,000	•	- 3,000	
10,300		- 10,300	
14,200	14,200	-	
34,000	22,200	- 11,800	
27,000	27,200	200	
6,000	9,000	3,000	
1,000	9,000	8,000	
34,000	45,200	11,200	
<u>~</u>	23,000	23,000	
	3,000 10,300 14,200 34,000 27,000 6,000 1,000 34,000	3,000 - 10,300 14,200 14,200 34,000 22,200 27,000 27,200 6,000 9,000 1,000 9,000 34,000 45,200	3,000 3,000 10,300 - 10,300 14,200 14,200 - 34,000 22,200 - 11,800 27,000 27,200 200 6,000 9,000 3,000 1,000 9,000 8,000 34,000 45,200 11,200

Operating Budget Parks

Parks	2022 Budget	2023 Budget	\$ Change	Note
Revenue				
Parks Revenue	2,000	2,000		
Campground Revenue	20,000	16,000	4.000	
Beaver County	41,000	41,547	- 4,000 547	
From Reserve	18,500	41,547		
Total Revenue	•		- 18,500	
Total Revenue	81,500	59,547	- 21,953	
Expenses				
Salaries & Benefits	305,547	321,135	15,588	
Freight, Telephone, Utilities	500	500	-	
Campground	25,000	33,500	8,500	
Conferences & Courses	1,000	1,000	-	
Supplies & Maintenance	7,000	7,000	_	
Soccer Fields/Ball Diamonds	14,000	14,000	-	
Outdoor Amenities	18,000	21,000	3,000	
Horticultural Maintenance	32,500	25,000 -		
Insurance	2,200	2,500	300	
Equipment Repairs &	sirina € 100 00 00 00 00 00 00 00 00 00 00 00 00			
Maintenance	10,000	13,000	3,000	
Total Expense	415,747	438,635	22,888	
Net Tax Levy	334,247	379,088	44,841	

Operating Budget Library

Library	2022 Budget	2023 Budget	\$ Change	Notes
Revenue				
Beaver County	107,400	108,000	600	
Provincial Conditional Grant	3,041	3,291	250	
Total Revenue	110,441	111,291	850	
Expenses				
Utilities	8,300	9,000	700	
Northern Lights Library System	11,500	11,586	86	
Professional Fees	4,000	4,000	-	
Maintenance	3,000	4,800	1,800	
Insurance	1,600	1,910	310	
Tofield Library Board	160,452	160,452	_	
Total Expense	188,852	191,748	2,896	
Net Tax Levy	78,411	80,457	2,046	



PROPOSED CAPITAL 2023

PROJECT	Funding					
		Reserve	MSI	ССВС	Claystone	Taxes
Reside Senior Drop In Center	32,000				22.000	
Boom Lift	135,000		135,000		32,000	
Boss Blade Plow	11,700		11,700			
Seal Coat Sprayer	14,500		14,500			
Sidewalk Replacement	161,256		106,256			55.000
Lagoon Control Panel	15,000		100,236	15,000		55,000
Lights forCemetery Signage	20,000	20,000		13,000		
Fencing Nature Center	18,000	20,000	18,000			
Communiity Hall Chairs	45,500		10,000		45,500	
Fairgrounds Fencing	20,000			20,000	45,500	
Walking Trail Enhancement	147,000		147,000	20,000		
Playground X 2	150,000		117,000	150,000		
Solar Lights (20)	60,000			60,000		
Fairgrounds Storage Shed	20,000	20,000		00,000		
Gazeboo	35,000	,			35,000	
Community Signage	12,000				12,000	
Lights at Pumptrack	15,000				15,000	
Mower	24,000		24,000		13,000	
	935,956	40,000	456,456	245,000	139,500	55,000
To Reserves		70.000				
TO NESELVES		70,000			70,000	
Available Funding			491,456	445,153	537,000	
MSI encourage to spend by end of year						
Pickle Ball/Tennis Court	400,000	Outline Propose	d Plan			

			Budget 2022			Budge	t 2021	Varia	nce
Department	Budget	Operating Operating	He Reserve	Grants Other	eserve Tox Leave TO	2 Budget?	DATE TO	Thee Between Budget	22 difference rifer
11 - Council	89,700				89,700	88,100	88,100	1,600	
12 - Administration	1,504,407	293,400	521,600	60,000	629,407	1,102,627	620,401	401,780	1,600
23 - Fire Protection	_	,	,	55,555	-	-	020,401	401,760	9,006
26 - Bylaw Enforcement	37,000	3,000			34,000	37,000	34,000	_	-
32 - Roads, Streets, Walks	2,635,240	30,329	226,000	1,273,800	1,105,111	2,599,315	1,097,150	35,925	7,961
33 - Airport	19,600	19,600		,,	-,,	19,450	2,842	150	-2,842
41 - Water Supply & Distribution	1,185,087	1,114,200	21,400	104,000	- 54,513	1,045,217		139,870	7,487
42 - Sanitary Sewage & Treatment	221,700	174,300	2000-00-00 000-00 000-000-000-000-000-00	95,000		681,051	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	- 459,351	-5,300
43 - Garbage Collection & Disposal	102,200	126,500		,	- 24,300	101,000	,	125,200 -	1,300
51 - Family & Community Support	305,117	36,471		268,646	- ,,	300,616	20,000	4,501	1,300
56 - Cemetery	38,600	33,200	10,000		- 4,600	24,200	- 800	14,400	-3,800
70 - Community Development	93,285		•	11,000	82,285	91,800	80,800	1,485	1,485
71 - Tourism/Economic Development	61,858	7,200	11,148	5,200	38,310	95,600	24,710	- 33,742	13,600
72 - Community Hall	108,400	20,000	15,000	62,840	10,560	110,600	11,279	- 2,200	-719
73 - Transportation Tofield Bus	23,000	13,000	,	5,000	5,000	23,000	5,000	2,200	-/19
74 - Recreation Programs	34,000	9,500		24,500	-	30,320		3,680	-
75- Library	188,852	,		110,441	78,411	187,552	73,152	1,300	5,259
76 - Parks	702,447	22,000	73,500	273,200	333,747	813,915	333,915	- 111,468 -	168
Grand Total	7,350,493	1,902,700	878,648	2,293,627	2,275,518	7,351,363	2,243,249	123,130	32,269

TOWN OF TOFIELD December 31, 2022 SCHEDULE OF OPERATING RESERVES

	BALANCE DEC 31/21	ADDITIONS	REDUCTIONS	TRANSFER TO/ FROM CAPITAL	BALANCE DEC 31/22
ADMIN					
TOURISM/B.H.L.	(1,163.00)				(1.1(2.00)
ROADS	(75,750.00)				(1,163.00)
GENERAL	(1,074,019.13)	(1,712.32)	17,129.00		(75,750.00) (1,058,602.45)
TCNAP Funding	(9,436.43)	(1,1,1,2,1,5,2)	17,125.00		(9,436.43)
Medical Enhancement	(20,000.00)				(20,000.00)
Hall	(2,030.00)	(1,000.00)			(3,030.00)
BRWMSC Dividend	(26,418.00)	(-,,			(26,418.00)
JULY 1ST PROCEEDS	(900.00)				(900.00)
Library	(18,000.00)		6,671.85		(11,328.15)
Nature Centre Upgrades	(6,000.00)	(7,000.00)	-,-, 2.00		(13,000.00)
EDC	(3,681.19)				(3,681.19)
SNOW GOOSE	(16,226.00)	-			(16,226.00)
4-12-710	(1,253,623.75)	(9,712.32)	23,800.85	_	(1,239,535.22)
WATER SYSTEM			annual of the contract of the same		(1,20),000.22)
4-41-710	(131,500.00)				(131,500.00)
SANITARY SYSTEM					(101,000.00)
4-42-710	(24,500.00)				(24,500.00)
FCSS 2022					(= 1,000100)
FCSS	(128,240.62)	(300.19)			(128,540.81)
Claystone Donation	(2,500.00)				(2,500.00)
Rural Mental Health	(3,387.50)		1,250.00		(2,137.50)
Action Prevention Grant	(0.19)		0.19		-
Kids Spot	(3,321.00)	(3,530.50)			(6,851.50)
Busy B Donation		(500.00)			(500.00)
RIF	(5,000.00)	(1,500.00)	5,000.00		(1,500.00)
AHS Addiction	(1,487.00)	(1,273.96)	1,375.00		(1,385.96)
Youth Indirect	(8,356.78)	*			(8,356.78)
4-51-710	(152,293.09)	(7,104.65)	7,625.19	-	(151,772.55)
	(1,561,916.84)	(16,816.97)	31,426.04		(1,547,307.77)

TOWN OF TOFIELD December 31, 2022 SCHEDULE OF CAPITAL RESERVES

	BALANCE DEC 31/21	ADDITIONS	REDUCTIONS	TRANSFER TO/ FROM DEFER REVENUE	BALANCE DEC 31/22
<u>UNRESTRICTED</u>					
LAND DEVELOPMENT GENERAL PUBLIC WKS EQUI/VEH ROADS IMPROVEMENTS CLAYSTONE CLAYSTONE LEGACY FUND BAIS - LIBRARY NATURE CENTRE UPGRADES CENTENNIAL VILLAGE PARK/TRAIL DEVELOP. COMMUNITY HALL UPGRADES	(919,192.58) (171,929.49) (167,097.77) (402,837.48) (364,356.55) (1,317,687.90) (1,500.00) (500.00) (3,070.00) (85,874.81) 4,912.01	(438,000.00) (22,535.00) (310,179.32) (310,179.32)	564,300.00 50,211.00 52,833.59 447,464.99 500,000.00	4,912.01	(792,892.58) (116,806.48) (136,799.18) (402,837.48) (227,070.88) (1,127,867.22) (1,500.00) (500.00) (3,070.00) (60,646.99)
PARKS EQUIPMENT AG SOCIETY SPORTSFIELDS HANDIVAN REPLACEMENT MUNICIPAL RESERVE	(47,745.54) (1,250.00) (10,000.00) (20,000.00) (139,800.38)	- - -	39,363.60		(8,381.94) (1,250.00) (10,000.00) (20,000.00) (139,800.38)
4-67-766	(3,647,930.49)	(1,080,893.64)	1,674,488.99	4,912.01	(3,049,423.13)
RESTRICTED OFFSITE LEVIES	449.070.77				
WATER SUPPLY PUMP AT STORAGE SANITARY SEWER	(40,879.80) (68,666.26) (1,754.72)	-	-		(40,879.80) (68,666.26) (1,754.72)
4-97-770	(111,300.78)	-	-		(111,300.78)
	(3,759,231.27)	(1,080,893.64)	1,674,488.99	4,912.01	(3,160,723.91)

TOWN OF TOFIELD December 31, 2022 SCHEDULE OF DEFERRED REVENUE

	BALANCE DEC 31/21	ADDITIONS	REDUCTIONS	TRANSFER TO/ FROM OPERATING	BALANCE DEC 31/22
CCBF MSI GRANT 2020 MSI GRANT 2021 MUNICIPAL STIMULUS PRG CLIMATE LEADERSHIP MEDIATION GRANT M.O.S.T COVID	(76,848.20) (55,431.69) (1,712.32) (11,148.00)	- (254,023.00) (605,961.00)	68,644.22 309,454.69 605,961.00 11,148.00	1,712.32	- (8,203.98) - - - - -
4-12-480	(145,140.21)	(859,984.00)	995,207.91	1,712.32	(8,203.98)