

**TOWN OF CALMAR REGULAR COUNCIL MEETING TO BE HELD  
 VIRTUALLY ON JANUARY 17, 2021, COMMENCING  
 AT 7:00 PM  
 GoToMeeting  
 Public Access Code: 211-016-493**

**AGENDA**

<u>CODE</u>	<u>ITEM</u>	<u>SOURCE</u>
	1.	<b>Call to Order</b>
	2.	<b>Adoption of Agenda</b>
	3.	<b>Public Hearings - None</b>
	4.	<b>Delegations</b> a) MLA Mark Smith 7:15pm
	5.	<b>Adoption of Minutes</b> a) Regular Council Meeting – December 20, 2021 b) Committee of the Whole – January 10, 2022
	6.	<b>Unfinished Business - None</b>
	7.	<b>Bylaws or Policies</b> a) Bylaw #2021-31 – Subdivision Development & Appeal Regional Board b) Policy #2022-031 – Long Term Service Awards & Retirement Policy – Amendment c) Bylaw Enforcement Bylaw & Policy d) Tax Penalty Bylaw e) Parkland Community Planning Bylaw
	8.	<b>New Business</b> a) Voltarix Group – Request for Letter of Support b) Canadian Code of Volunteer Involvement c) Park Naming d) Canadian Fibre Optics – Letter of Intent
	9.	<b>Financial</b> a) Monthly Financial Report
	10.	<b>Department Reports - None</b>
	11.	<b>Council and Committee Reports</b> a) Mayor Carnahan b) Councillor Benson c) Councillor Faulkner d) Councillor Gardner e) Councillor McKeag Reber
	12.	<b>Action Items</b> a) Action Items as at January 13, 2022
	13.	<b>Correspondence</b> a) Leduc & District Food Bank Association – Thank You for Your Support b) Community Services Master Planning Committee Minutes – August & October 2021 c) Calmar Youth Council Minutes – December 2021 d) Recreation Board Minutes – December 2021 e) Town of Tofield – Adolescent Vaccine Provision f) Co-operatives First – Hometown Advantage g) Leduc County Alternate Advertising Bylaw
	14.	<b>Clarification of Agenda Business – (Open mic)</b>
	15.	<b>Closed Session</b> a) Personnel - (Pursuant to Section 24(1)(b)(i) of the Freedom of Information and Protection of Privacy Act).
	16.	<b>Adjournment</b>

**REGULAR MEETING OF COUNCIL  
OF THE TOWN OF CALMAR WAS HELD VIRTUALLY  
ON MONDAY DECEMBER 20, 2021**

Access Code: 211-016-493

1. **CALL TO ORDER:** Mayor Carnahan called the Regular Council Meeting of December 20, 2021, to order at the hour of 7:00pm.

**PRESENT:** Mayor Carnahan, Councillors Gardner, Faulkner, Benson, Councillor McKeag Reber and Acting CAO Anderson.

2. **ADOPTION OF AGENDA:**

*Moved by* Councillor Faulkner that the agenda is hereby adopted as presented.

**CARRIED  
R-21-12-18**

3. **PUBLIC HEARINGS: None**

4. **DELEGATIONS:**

- a) **Voltarix Group, Richard Haas, Managing Director** – Solar Development Leduc County

Mayor Carnahan thanked Richard Haas for his presentation, the time being 7:18pm.

5. **APPROVAL OF MINUTES:**

- a) **Regular Council Meeting** – December 06, 2021

*Moved by* Councillor McKeag Reber that the minutes of the Regular Council Meeting, of December 06, 2021, are hereby approved as presented.

**CARRIED  
R-21-12-19**

- b) **Committee of the Whole Meeting** – December 13, 2021

*Moved by* Councillor McKeag Reber that the minutes of the Committee of the Whole meeting, of December 13, 2021, are hereby approved as presented.

**CARRIED  
R-21-12-20**

6. **UNFINISHED BUSINESS: None**

7. **BYLAWS or POLICIES:**

- a) **Policy #2021-092 – Mandatory Vaccination Policy**

*Moved by* Councillor Faulkner that Council pass a motion to adopt Policy #2021-092, Mandatory Vaccination Policy.

**CARRIED  
R-21-12-21**

- b) **Policy #2021-091 – Signing Authority Policy**

*Moved by* Councillor Gardner that Council pass a motion to adopt Policy #2021-091, Signing Authority as presented.

**CARRIED  
R-21-12-22**

**REGULAR MEETING OF COUNCIL  
OF THE TOWN OF CALMAR WAS HELD VIRTUALLY  
ON MONDAY DECEMBER 20, 2021**

Access Code: 211-016-493

**c) Policy #2021-093 – Playground Inspection Policy**

*Moved by* Councillor McKeag Reber that Council pass a motion to adopt Policy #2021-093, Playground Inspection and rescind Policy 2018-056.

**CARRIED  
R-21-12-23**

**8. NEW BUSINESS:**

**a) Acting CAO Anderson RFD – Calmar Chronicle Distribution**

*Moved by* Councillor Faulkner that Council pass a motion to Distribute electronically as well as Print 50 – 100 copies and distribute around town at practical locations (i.e., town office, ATB, Calmar Foods, the doctor’s office, etc.) allowing residents the option of picking up a copy from a location convenient to them.

**CARRIED  
R-21-12-24**

**Councillor Benson left the meeting, the time being 8:02pm**

**b) Acting CAO Anderson RFD – Budget Increase for Consulting/Professional Services**

*Moved by* Councillor Gardner that Council passes a motion to transfer \$25,000 from reserves to cover the additional expenses incurred for professional services.

**CARRIED  
R-21-12-25**

**c) Acting CAO Anderson RFD – Employee Benefits and Pension**

*Moved by* Councillor Faulkner that Council passes a motion to transfer employee benefits to AUMA/Sunlife and furthermore bring the Local Authorities Pension Plan (LAPP) and the salary grid adjustments into a workshop setting for further review.

**CARRIED  
R-21-12-26**

**d) Acting CAO Anderson RFD – Market on Main**

*Moved by* Councillor Gardner that Council passes a motion to enter into a 2-year service contract to support the start-up of the group and appoint Councillor McKeag Reber as Municipal representation on the Board of Directors with Mayor Carnahan as alternate, as well as incorporate \$2,500 seed funding for year 1, and \$1,500 seed funding for year 2 into the annual Operating Budget.

**CARRIED  
R-21-12-27**

**Councillor Gardner moved to Recess, the time being 8:21pm**

**Regular Meeting of Council reconvened, the time being 8:27pm**

**e) CSP Thomas – New Horizons Grant Application**

*Moved by* Mayor Carnahan that Council passes a motion to support the “Intergenerational Community Kitchen” New Horizons Community Based Project application.

**CARRIED  
R-21-12-28**

*Moved by* Councillor Gardner that Council sign a Letter of Support for Zyp Art Galleries New Horizons Community Based Project application.

**CARRIED  
R-21-12-29**

**REGULAR MEETING OF COUNCIL  
OF THE TOWN OF CALMAR WAS HELD VIRTUALLY  
ON MONDAY DECEMBER 20, 2021**

Access Code: 211-016-493

**f) CSP Thomas – Rural Mental Health Project, Community Garden Proposal**

*Moved by* Councillor McKeag Reber that Council passes a motion to move to accept the Rural Mental Health Community Garden Proposal and attend a working group to determine the most appropriate Community Garden location and next steps by January 15, 2022.

**CARRIED  
R-21-12-30**

**9. FINANCIAL:**

**a) Monthly Financial Report**

*Moved by* Councillor Gardner that the monthly financial report, is hereby accepted as information.

**CARRIED  
R-21-12-31**

*Moved by* Councillor Faulkner that the 2021 Operating Budget from the monthly financial report is to be adopted as the Interim Operating Budget for 2022.

**CARRIED  
R-21-12-32**

**10. DEPARTMENT REPORTS: None**

**11. COUNCIL AND COMMITTEE REPORTS: None**

**12. CORRESPONDENCE:**

- a) Outstanding Items
- b) Alberta Recreation & Parks Association – Congratulations on Election
- c) Black Gold School Division Board Highlights – November
- d) Black Gold School Division Board Highlights – December
- e) CP Rail – Congratulations on Election
- f) Recreation Board Minutes – December 8, 2021
- g) Regional Travel System Between Calgary and Edmonton
- h) Calmar Youth Council – Minutes December 9, 2021

*Moved by* Councillor McKeag Reber that the correspondence is hereby accepted as information.

**CARRIED  
R-21-12-33**

**13. CLARIFICATION OF AGENDA BUSINESS:**

None requested.

**14. CLOSED SESSION:**

- a) Personnel - (Pursuant to Section 24(1)(b)(i) of the Freedom of Information and Protection of Privacy Act).

*Moved by* Councillor McKeag Reber that the Regular Council Meeting temporarily adjourn, and Council sit in Closed Session at this time being 9:15pm.

**CARRIED  
R-21-12-34**

Acting CAO Anderson remained in the virtual meeting for the Closed Session.



**REGULAR MEETING OF COUNCIL  
OF THE TOWN OF CALMAR WAS HELD VIRTUALLY  
ON MONDAY DECEMBER 20, 2021**

Access Code: 211-016-493

*Moved by* Councillor Falkner that the Regular Council Meeting reconvene from Closed Session at this time being 10:03pm.

**CARRIED  
R-21-12-35**

**15. ADJOURNMENT:**

The Regular Council Meeting adjourned at 10:06 pm.

These minutes signed this 17<sup>th</sup> day of January 2022.

---

Mayor Carnahan

---

Acting CAO Anderson

Un-approved Minutes

**TOWN OF CALMAR COMMITTEE OF THE WHOLE MEETING TO BE HELD  
VIRTUALLY ON MONDAY JANUARY 10, 2022**

Access Code: 883-358-981

1. **CALL TO ORDER:** Mayor Carnahan called the Committee of the Whole Meeting of January 10, 2022, to order at the hour of 7:00pm.

**PRESENT:** Mayor Carnahan, Councillors Gardner, Faulkner, McKeag Reber,  
Acting CAO Anderson

**ABSENT WITH REGRETS:** Councillor Benson

2. **ADOPTION OF AGENDA:**

*Moved by* Councillor McKeag Reber that the agenda is hereby adopted as presented.

**CARRIED  
CR-22-01-0001**

3. **DELEGATIONS:** None
4. **UNFINISHED BUSINESS:** None
5. **BYLAWS or POLICIES:** None
6. **NEW BUSINESS:**

- a) Proposed New Tax Penalty Schedule

*Moved by* Councillor Gardner that Council passes a motion to authorize administration to draft a new Penalties on Unpaid Taxes bylaw which would impose monthly 2% penalties on all unpaid tax levies.

**CARRIED  
CR-22-01-0002**

- b) Designation of Existing Employees for Bylaw Enforcement

*Moved by* Councillor Faulkner that Council move to authorize administration to create a bylaw enforcement bylaw and corresponding policy for further discussion and/or adoption at a regular meeting of council.

**CARRIED  
CR-22-01-0003**

- c) Canadian Code of Volunteer Involvement

*Moved by* Councillor McKeag Reber that the Canadian Code for Volunteer Involvement be brought forward to the next regular meeting of Council to be adopted by Council as an integral part of operational practice, to be made known to every employee and volunteer, and to be made readily available to every staff member and volunteer for consistent reference and consultation.

**CARRIED  
CR-22-01-0004**

- d) Regional Administration Options

*Moved by* Councillor Faulkner that Council move to authorize administration to draft a Regional Collaboration policy that will reflect the functional areas, contribution calculation and general terms of partnership agreements for further discussion.

**CARRIED  
CR-22-01-0005**

**TOWN OF CALMAR COMMITTEE OF THE WHOLE MEETING TO BE HELD  
VIRTUALLY ON MONDAY JANUARY 10, 2022**

Access Code: 883-358-981

- e) Park Naming – Recreation Board Minutes

*Moved by* Councillor McKeag Reber that Council move to bring the name Calmar Outdoor Recreation Grounds for the park to the next regular meeting of council for adoption

**CARRIED  
CR-22-01-0006**

- f) Bulk Water Filling Station Partnership

*Moved by* Mayor Carnahan that Council considers this proposal, give administration direction to pursue this development regarding this proposal.

**CARRIED  
CR-22-01-0007**

**7. CLOSED SESSION:**

- a) **Personnel** - (Pursuant to Section 24(1)(b)(i) of the Freedom of Information and Protection of Privacy Act).
- b) **Development** – (Pursuant to Section 25(1)(b) of the Freedom of Information and Protection of Privacy Act)

*Moved by* Councillor Gardner that the Committee of the Whole Meeting temporarily adjourn, and Council sit in Closed Session at this time being 8:28pm.

**CARRIED  
CR-22-01-0008**

Acting CAO Anderson remained in the Virtual Meeting for the Closed Session.

Recess 8:28 for 8 minutes  
Resume 8:35

*Moved by* Mayor Carnahan that the Committee of the Whole Meeting reconvene from Closed Session at this time being 10:17pm.

**CARRIED  
CR-22-01-0009**

*Moved by* Councillor Faulkner that the Committee of the Whole Meeting extend past 10:00 pm.

**CARRIED  
CR-22-01-0010**

*Moved by* Councillor Gardner that Administration pursues a development agreement with the Property Development and land acquisition as discussed.

**CARRIED  
CR-22-01-0011**

**TOWN OF CALMAR COMMITTEE OF THE WHOLE MEETING TO BE HELD  
VIRTUALLY ON MONDAY JANUARY 10, 2022**

Access Code: 883-358-981

**8. ADJOURNMENT:**

The Committee of the Whole Meeting adjourned at 10:20pm.

These minutes signed this 17<sup>th</sup> day of January 2022.

\_\_\_\_\_  
Mayor Carnahan

\_\_\_\_\_  
Acting CAO Anderson

Un-approved Minutes



**Town of Calmar**

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	January 17 <sup>th</sup> , 2022
Originated By:	Acting CAO Anderson
Title:	Subdivision Development & Appeal Regional Board Bylaw # 2021-31
Approved By:	Acting CAO Anderson
Agenda Item Number:	7 A

**BACKGROUND/PROPOSAL:**

At the December 06, 2021, Council Meeting Bylaw #2021-031 was given first reading and was subsequently advertised on all Town of Calmar media platforms.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

After allowing time for feedback from the residents, which there has been none, Bylaw #2021-31 is being presented to Council for second and third readings.

**Option 1:** Give the bylaw second and third reading in two motions.

- Move that Bylaw #2021-31 is hereby given second reading.
- Move that Bylaw #2021-31 is hereby given third reading.

**Option 2:** Move to refer back to administration for more information

**COSTS/SOURCE OF FUNDING (if applicable)**

N/A

**RECOMMENDED ACTION:**

1. Move that Bylaw #2021-31 is hereby given second reading.
2. Move that Bylaw #2021-31 is hereby given third reading.

**BYLAW 2021-31  
OF THE TOWN OF CALMAR  
IN THE PROVINCE OF ALBERTA**

**Regional Intermunicipal Subdivision and Development Appeal Board Bylaw**

**Bylaw No. 2021-31 of the Town of Calmar, in the Province of Alberta, being a bylaw to authorize the Town of Calmar to enter into an agreement with one or more other municipalities to establish the Regional Intermunicipal Subdivision and Development Appeal Board and to authorize the Town of Calmar entering into an agreement with Parkland Community Planning Services (PCPS) for the provision of intermunicipal subdivision and development appeal board services.**

**WHEREAS** the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended (the “**Act**”) allows a municipality to enter into an agreement with one or more municipalities to establish an intermunicipal subdivision and development appeal board;

**AND WHEREAS** the Council of the Town of Calmar considers it beneficial to enter into an agreement with certain other municipalities to establish the Regional Intermunicipal Subdivision and Development Appeal Board and for the provision of subdivision and development appeal board services to be provided by Parkland Community Planning Services;

**NOW THEREFORE** the Council of the Town of Calmar duly assembled enacts as follows:

**Short Title**

- 1) The short title of this bylaw shall be the “Regional SDAB Bylaw.”

**Definitions**

- 2) Except as otherwise provided herein, words in this Bylaw shall have the meanings prescribed in the *Municipal Government Act*.

- 3) In this Bylaw, the following terms shall have the meanings shown:

“**Act**” means *the Municipal Government Act*, RSA 2000, Chapter M-26 as amended from time to time, together with all Regulations passed thereunder;

“**Administrative Committee**” means that committee established pursuant to this Bylaw;

“**Administrator**” means the individual appointed as Administrator for the purpose of the Agreement by the Coordinator;

“**Agreement**” means the Agreement to Establish the Regional Intermunicipal Subdivision and Development Appeal Board and to Provide for Regional Intermunicipal Subdivision and Development Board Services to be entered into between the Participating Municipalities and the Coordinator;

“**Board Member**” means a person appointed to the Regional Board;

“**Clerk**” means the person(s) appointed and qualified to carry out the functions of the clerk of the Regional Board in accordance with this Bylaw and the Act;

“**Common Law Bias**” means a situation where a Board Member's personal or private interests may or may be perceived as influencing the Board Member on a matter before the Regional Board including but not limited to: direct or indirect Pecuniary Interest, pre-judgment, closed mindedness, undue influence,

relationship with any of the parties involved in the matter including family members, close friends and business associates;

**"Conflict of Interest"** means both Common Law Bias and Pecuniary Interest;

**"Coordinator"** means the Parkland Community Planning Services;

**"Designated Officer"** has the same meaning as in the Act;

**"Development Authority"** has the same meaning as in the Act;

**"Municipal Planning Commission"** has the same meaning as in the Act;

**"Municipality"** means the municipal corporation of the Town of Calmar together with its jurisdictional boundaries, as the context requires;

**"Panel"** means a panel of the Regional Board consisting of either three (3) or five (5) Board Members;

**"Participating Municipality(ies)"** means the municipalities which are parties to the Agreement;

**"Pecuniary Interest"** has the same meaning as prescribed in Part 5, Division 9 of the Act;

**"Presiding Officer"** means that Board Member who is chairing a Regional Board or Panel meeting;

**"Regional Board"** means the Regional Intermunicipal Subdivision and Development Appeal Board established pursuant to the Agreement and this Bylaw;

**"Resident"** means an individual who lives in a Participating Municipality on a daily and permanent basis and whose primary residence is located within a Participating Municipality;

**"Subdivision Authority"** has the same meaning as in the Act; and

**"Subdivision and Development Appeal Board"** has the same meaning as in the Act.

### **Establishment of the Regional Board and Composition**

- 4) The Municipality is hereby authorized to enter into the Agreement with the Participating Municipalities to establish the Regional Intermunicipal Subdivision and Development Appeal Board for the purpose of exercising the functions of the Subdivision and Development Appeal Board in accordance with the Act and for the provision of Regional Intermunicipal Subdivision and Development Appeal Board services by Parkland Community Planning Services.
- 5) The Regional Intermunicipal Subdivision and Development Appeal Board is hereby established and authorized to exercise the functions of the Subdivision and Development Appeal Board for the Municipality in accordance with the Act.
- 6) The Regional Board shall be composed of a minimum of five (5) Board Members and a maximum of twelve (12) Board Members.
- 7) It is preferred, but not required, that one Member who is a resident of the Participating Municipality be appointed from each Participating Municipality.

### **Powers and Duties of Board**

- 8) The Regional Board shall hear and decide upon appeals made with respect to a decision made by the Subdivision Authority and the failure or refusal to make a decision by the Subdivision Authority in accordance with the Act.

- 9) The Regional Board shall hear and decide upon appeals made against a decision or order made by the Development Authority and the failure or refusal to make a decision by the Development Authority in accordance with the Act.

### **Administrative Committee**

- 10) The Administrative Committee is hereby established.
- 11) The Administrative Committee shall consist of all the Participating Municipalities' Chief Administrative Officers or their respective designates.
- 12) The Administrator or his/her designate shall be a non-voting member of the Administrative Committee.
- 13) The Administrative Committee is hereby delegated the authorization and power to appoint Board Members in accordance with this Bylaw.
- 14) The Administrative Committee's functions, powers and duties are as follows:
  - a) subject to this Bylaw, establish qualifications and expectations for Board Members;
  - b) appoint Members to the Regional Board who meet the qualifications of a Board Member as specified in this Bylaw and as may be established by the Administrative Committee from time to time;
  - c) develop policies and procedures governing hearings, conduct of Board Members and other Regional Board matters;
  - d) evaluate Board Member performance to identify areas where additional training may be required and prepare reports regarding performance and re-appointment of Board Members, as may be required;
  - e) ensure Board Members are provided with adequate mentoring and training to effectively fulfil their role;
  - f) establish rates of remuneration and expenses for Board Members;
  - g) remove and replace Board Members as deemed necessary by the Administrative Committee in accordance with this Bylaw; and
  - h) act as a liaison between Participating Municipalities and the Coordinator.
- 15) The Administrative Committee shall meet on at least an annual basis and as often as deemed necessary by the Administrative Committee or as may be reasonably requested by the Coordinator.
- 16) The Administrative Committee shall conduct its meetings in accordance with the Act and may develop its own meeting procedure rules as it deems appropriate from time to time.
- 17) Quorum for a meeting of the Administrative Committee shall be five (5) Chief Administrative Officers or their respective designates together with the Administrator or his/her designate.
- 18) Decisions of the Administrative Committee shall be determined by a simple majority vote of those Chief Administrative Officers or their designate present at the meeting.

### **Board Members**

- 19) A Board Member shall not include:
  - a) an employee of any Participating Municipality,
  - b) a member of any Municipal Planning Commission, or



- c) any person who carries out Subdivision or Development Authority powers, duties or functions on behalf of any Participating Municipality.
- 20) Board Members shall be not less than 18 years of age and it is preferred, but not required, that Board Members be a Resident of a Participating Municipality.
- 21) At least 50% of the Board Members shall be Residents of a Participating Municipality

### **Terms of Board Member Appointment**

- 22) All Board Members shall be appointed for a two (2) or three (3) year term, at the discretion of the Administrative Committee, for the purpose of establishing a staggered expiration of terms amongst the Board Members.
- 23) The Administrative Committee may re-appoint a Board Member at the expiration of his/her term.
- 24) A Board Member may resign from the Regional Board at any time by providing written notice to the Administrator to that effect.
- 25) The Administrative Committee may remove a Board Member at any time if:
- a) in the opinion of the Administrative Committee, a Board Member is not performing his/her duties in accordance with the Act, this Bylaw or the rules of natural justice,
  - b) a Board Member is absent for more than three (3) consecutive meetings of a Panel to which he/she has been assigned without reasonable cause, or
  - c) a Board Member has participated in a matter in which that Board Member has a Conflict of Interest, contrary to the provisions of this Bylaw.
- 26) Notwithstanding any vacancy in the membership of the Regional Board, the remaining Board Members may exercise and perform the powers and duties of the Regional Board.
- 27) In the event that a vacancy occurs on the Regional Board with more than one (1) year left in the Board Member's term, the Administrative Committee shall appoint a replacement Board Member within six (6) months of the notice of the vacancy and the person so appointed to fill such vacancy shall hold office for the balance of the period that his/her predecessor would have held the position of Board Member.
- 28) Upon being appointed as a Board Member, an individual must successfully complete the training as prescribed by the Act prior to participating in a Regional Board appeal hearing.

### **Appointment and Duties of Chair and Vice-Chair of the Regional Board**

- 29) At its organizational meeting held in any calendar year, the Regional Board shall appoint a Chair and Vice-Chair from amongst the Board Members.
- 30) The Chair and Vice-Chair shall hold office for a period of two (2) years from the date of appointment.
- 31) The Chair, and in his/her absence, the Vice-Chair, shall:
- a) preside at meetings of the Regional Board; and
  - b) serve as the Presiding Officer for a Panel hearing an appeal if the Chair or Vice-Chair is assigned to hear the appeal.
- 32) In the absence of the Chair or Vice-Chair, the Board Members of every Panel hearing an appeal shall select a Presiding Officer from among themselves who shall:
- a) preside over and be responsible for the conduct of the hearing;

- b) vote on matters submitted to the Panel unless disqualified to do so; and
- c) sign orders, decisions and documents issued by the Regional Board.

### **Authorization of Appointment of the Clerk to the Regional Board**

- 33) The position of Clerk of the Regional Board is hereby established to carry out the powers, duties and functions of a Designated Officer of the Municipality which shall be the powers, duties and functions of a Clerk prescribed by the Act.
- 34) The Administrator is hereby appointed into the position of Clerk to the Regional Board.
- 35) The Administrator is hereby authorized to appoint one or more Clerks of the Regional Board.

### **Clerk of the Regional Board**

- 36) The Clerk of the Regional Board shall provide administrative and logistical support to the Regional Board in accordance with the Act and shall:
  - a) not have a vote in any proceedings of the Regional Board;
  - b) give at least five (5) days written notice of a hearing of an appeal to:
    - i) in the case of an appeal against an order, decision or a failure to make a decision by a development authority, the parties indicated in the Act; and
    - ii) in the case of an appeal against a decision or a failure to make a decision by the subdivision authority, the parties indicated in the Act;
  - c) notify Board Members of the meetings of the Regional Board, including hearings;
  - d) prepare and maintain a file of written minutes of the business transacted at all meetings, including hearings, of the Regional Board;
  - e) for each Regional Board appeal hearing, record and issue a decision of the Regional Board and its findings, with reasons, to all affected parties in accordance with the Act;
  - f) obtain legal counsel to advise the Regional Board when required;
  - g) be authorized to sign on behalf of the Regional Board any order, decision, approval, notice, or any other thing made, given or issued by the Regional Board; and
  - h) undertake such other duties as the Regional Board may require.

### **Filing an Appeal**

- 37) A party may appeal to the Regional Board in accordance with the Act.
- 38) A notice of appeal is deemed to be filed with the Regional Board on the date that all information requirements related to a notice of appeal prescribed in the Act and the applicable appeal fee are received by the Clerk within the time period for filing a notice of appeal prescribed in the Act.

### **Establishment of Board Panels for Individual Hearings**

- 39) Where a matter has been appealed to the Regional Board, the following Panels may be established at the discretion of the Administrator in consultation with the Chief Administrative Officer of the Participating Municipality in which the appeal was filed:
  - a) a Panel consisting of three (3) Board Members; or

- b) a Panel consisting of five (5) Board Members.
- 40) Board Members from one (1) municipality may not form the majority of any Panel hearing an appeal.
- 41) It is preferred, but not required, that a Board Member appointed from a Participating Municipality sit on the Panel hearing an appeal involving that Participating Municipality.
- 42) A Panel shall not have more than one Board Member who is a councillor.
- 43) A decision of a Panel is the decision of the entire Regional Board.

### **Appeal Hearings**

- 44) Within thirty (30) days of receiving written notice of an appeal that is filed in accordance with the provisions of the Act, the Regional Board shall hold a public hearing to hear an appeal from:
  - a) a decision of a Subdivision Authority or Development Authority;
  - b) a Subdivision Authority or Development Authority's refusal or failure to make a decision within the time allowed for a decision established in the Act; or
  - c) an order issued by a Development Authority.
- 45) The hearings of the Regional Board shall be in public, but the Regional Board may at any time recess and deliberate and make its decisions in private.
- 46) The Regional Board shall hear all those persons from whom it is required to hear by the applicable provisions of the Act.
- 47) A request for adjournment of a hearing may be granted at the discretion of the Regional Board, but any adjournment must be to a specific time and date.
- 48) The Regional Board may adjourn an appeal hearing to a specific time and date upon its own volition to request technical information, legal opinions, or other information desired by the Regional Board.
- 49) Upon conclusion of a hearing, the Regional Board shall deliberate and reach its decision in private and in doing so shall determine an appeal in accordance with the provisions of the Act.
- 50) Audio and/or video recordings of hearings may be made by the Clerk. No other recordings of appeal hearings shall be permitted. Recordings of appeal hearings, if made, shall be retained for at least six (6) months following the adjournment of the hearing and after that time may be destroyed subject to legal and/or legislative requirements.

### **Quorum and Voting at Hearings**

- 51) A quorum of the Regional Board shall be as follows:
  - a. two (2) Board Members for a panel of the Regional Board consisting of three (3) Board Members; and
  - b. three (3) Board Members for a panel of the Regional Board consisting of five (5) Board Members.
- 52) All Board Members must vote on all matters before the Regional Board unless a Board Member declares a Conflict of Interest.
- 53) Where a Board Member of a Panel hearing an appeal absents or declares a Conflict of Interest, the Clerk may appoint a replacement Board Member to the Panel.
- 54) Only those Board Members present at the entire hearing of an appeal shall be able to vote on the appeal, provided those Board Members voting form a quorum.

55) The majority vote of those Board Members present and voting constitutes the decision of the Panel and Regional Board.

56) In the event of a tie vote, the appeal shall be deemed to be denied.

### **Rules of Order**

57) The Regional Board shall conduct appeal hearings in accordance with:

- a) the provisions of the Act and related Regulations;
- b) the principles of natural justice and procedural fairness; and
- c) the policies and procedures established by the Administrative Committee.

### **Conflict of Interest**

58) Where a Board Member is of the opinion that he/she may have a Conflict of Interest in respect of a matter before the Board, the Board Member shall absent him/herself from the Regional Board proceedings while that matter is being discussed. Prior to leaving the meeting, the Board Member shall:

- a) declare that he/she has a Conflict of Interest; and
- b) describe in general terms the nature of the Conflict of Interest.

59) All Board Members are bound to adhere to and comply with the Pecuniary Interest provisions of the Act.

60) The Clerk shall cause a record to be made in the hearing minutes of the Board Member's absence and reasons for it.

### **Notice of Decisions and Record of Hearing**

61) After the conclusion of an appeal hearing, the Clerk shall:

- a) under the direction of the Presiding Officer, prepare the decision or order of the Regional Board and the reasons for the decision in compliance with the Act; and
- b) arrange for the order or decision of the Regional Board to be signed and distributed in accordance with the requirements of the Act.

62) The Regional Board shall issue its decision in writing, together with reasons for the decision, within fifteen (15) days of the conclusion of a hearing.

63) A decision of the Regional Board is not final until notification of the decision is issued in writing.

64) The Clerk shall maintain a record of the appeal hearing in accordance with the Act.

### **Subdivision Endorsement**

65) If a Subdivision Authority fails or refuses to endorse a plan of subdivision or other instrument as approved by the Regional Board on appeal, the Presiding Officer of the Panel that heard the appeal, or in his/her absence any other Board Member of the Panel that heard the appeal is authorized to endorse the subdivision instrument.

### **Number and Gender References**

66) All references in this Bylaw shall be read with such changes in number and gender as may be appropriate according to whether the reference is to a male or a female person, or a corporation or a partnership.

### **Severability**

67) Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

### **Transition and Effective Date**

68) Bylaw No. 2020-05 is hereby repealed.

69) This Bylaw shall come into force and effect on January 1, 2022 or when it has received third reading and has been duly signed whichever date occurs last.

READ A FIRST TIME THIS 06<sup>th</sup> DAY OF DECEMBER, 2021.

READ A SECOND TIME THIS 17<sup>th</sup> DAY OF JANUARY, 2022.

READ A THIRD TIME, BY UNANIMOUS CONSENT, THIS 17<sup>th</sup> DAY OF JANUARY, 2022.

\_\_\_\_\_  
Mayor Carnahan

\_\_\_\_\_  
Acting CAO Anderson

This Bylaw signed this 17<sup>th</sup> day of January, 2022.



**Town of Calmar**

**Request for Decision (RFD)**

Meeting:	Regular Council
Meeting Date:	January 17 <sup>th</sup> , 2022
Originated By:	Acting CAO Anderson
Title:	Revision to Policy #2022-031
Approved By:	Acting CAO Anderson
Agenda Item Number:	7 B

**BACKGROUND/PROPOSAL:**

In November 2012 Council adopted Policy #31, Long Term Service Awards & Retirement Policy. The policy lists recognition requirements for both employment milestones as well as retirement.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

While the policy is still practical and necessary, updates should be made to the gifts/awards to make them less specific and more suitable. Whereas the original policy specified the specific gifts required to be presented for milestone anniversaries, it is more beneficial for employees to receive a cash (to be paid through payroll) award instead. The cash award will be deemed non-taxable as it is an in-frequent award but will still be processed through the payroll on the pay after the award is presented to the employee(s).

**Option 1** - Move to adopt Policy #2022-031 as amended.

**Option 2** – Move to leave the original policy in effect with no changes.

**Option 3** - Move to refer the policy back to administration for further changes and/or information as discussed.

**COSTS/SOURCE OF FUNDING (if applicable)**

Staff resources as needed.

**RECOMMENDED ACTION:**

Council pass a motion to move to adopt Policy #2022-031 as amended.



**POLICY**

---

<b>POLICY NO:</b> 2022-031	<b>APPROVAL DATE:</b> November 20, 2012
<b>TITLE:</b> Long Term Service Awards & Retirement Policy	<b>REVISION DATE:</b> January 17, 2022
<b>DEPARTMENT:</b> Administration	<b>PAGE:</b> 1 of 2
<b>Mayor:</b> _____	<b>C. A. O.:</b> _____

---

**Policy Statement:**

The Town of Calmar is committed to acknowledging long term service by employees and to show it’s appreciation by the presentation of awards marking the occasion.

---

**Reason for Policy:**

---

Staff shall be formally acknowledged and commended by the Town of Calmar’s Chief Administrative Officer for key long term service anniversaries in the presence of their peers.

---

**Policy:**

---

The Town of Calmar shall recognize the long-term service of regular full-time or regular part-time employees who have completed their 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup>, 25<sup>th</sup>, 30<sup>th</sup> and 35<sup>th</sup> anniversaries of employment with the Town of Calmar. Recognition shall include provision of a long-term service plaque identifying the anniversary and provision of a cash payment (to be paid through payroll) as listed below. The plaque will be presented by the Mayor/Chief Administrative Officer at the annual Council and Administration Christmas Luncheon, or other suitable year end event.

The Chief Administrative Officer will budget for the costs in the legislative department budget.

The recognition gifts and value of the cash payment shall be as per the following schedule:

<u>Service Anniversary</u>	<u>Recognition Gift/Cash (Full-time)</u>	<u>Part-time/Seasonal</u>
05 Years	Plaque & \$100	Plaque & \$50
10 Years	Plaque & \$200	Plaque & \$100
15 Years	Plaque & \$300	Plaque & \$150
20 Years	Clock & \$400	Plaque & \$200
25 Years	Clock & \$500	Clock & \$250
30 Years	\$1500	\$750
35 Years	\$2500	\$1250

Service will be determined by the calendar year that the employee first assumed a permanent position. Breaks or service for an absence of less than 100 calendar days shall not constitute a loss of service.

Council is responsible for the presentation of service awards to the Chief Administrative Officer.

### **Retirement and Special Recognition (Leaving Voluntary) Celebrations/Gifts**

Retirement and employee leaving voluntary (voluntary resignations) gifts and celebrations are to take place as near to the time of retirement or last day of work as possible.

In these instances, the employees will express their preference as to the format of the formalities and those wishes should be accommodated where possible.

The gift presentation should be sufficiently formal to bestow the honour of the occasion. A farewell lunch will also be provided.

The value of the gift and celebration cost will be based on \$20 per year of service for leaving and \$25 per year for retirement to a maximum of \$600 and \$750 respectively. Gifts may include but not limited to:

- Food baskets
- Balloon bouquet
- Gift certificate
- Flowers

The Chief Administrative Officer, or designate, may if deemed desirable, further subsidize the retirement celebrations.

Any employee, who retires after working with the Town of Calmar for at least 30 years, will receive in appreciation for the dedicated service, an RRSP certificate in the amount of \$6500 or a lump sum cash award of \$6500. If the employee receives the 35 years of service award, they are not eligible for this award upon retirement.

### **Events**

### **Lead By**

Administrative Professionals Day	Chief Administrative Officer
Public Works/Parks & Rec Acknowledgement Day	Chief Administrative Officer/Director of Public Works
Staff Appreciation BBQ	Chief Administrative Officer
Calmar Fair Days Parade	Council & Administration
Council & Staff Summer BBQ	Council
Peace Officer's Day	Chief Administrative Officer
Staff Christmas Party	Chief Administrative Officer
Council & Staff Christmas and Service Awards Luncheon	Council & Chief Administrative Officer





## Town of Calmar

### Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	January 17 <sup>th</sup> , 2022
Originated By:	Acting CAO Anderson
Title:	Bylaw 2022-01 Bylaw Enforcement Bylaw
Approved By:	Acting CAO Anderson
Agenda Item Number:	7 C

#### **BACKGROUND/PROPOSAL:**

At the January 10, 2022 Committee of the Whole meeting, Council passed a motion to authorize administration to create a bylaw enforcement bylaw and corresponding policy and bring to a regular meeting of Council for further discussion and/or adoption.

#### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

Administration has drafted a new Bylaw Enforcement Bylaw along with the corresponding Policy as authorized.

##### **Option 1:** Give the bylaw all three reads in four motions.

- Move that Bylaw #2022-01 is hereby given first reading.
- Move that Bylaw #2022-01 is hereby given second reading.
- Move that permission is hereby granted for the presentation of Bylaw #2022-01 for all three readings at this meeting.
- Move that Bylaw #2022-01 is hereby given third reading.

Move to adopt policy 2022-032 – Bylaw Enforcement Policy as presented.

##### **Option 2:** Give the bylaw first read and advertise on the Town’s media platforms for feedback.

Once advertised, bring back to Council along with feedback to the next regular meeting of Council.

- Move that Bylaw #2022-01 is hereby given first reading.
- Move that Bylaw #2022-01 is advertised on the Town electronic media outlets and brought back to the next regular meeting of Council with feedback for further consideration.



**Option 3:** Move to refer Bylaw #2022-01 back to Administration for more information and bring revisions to the next regular meeting of Council.

**COSTS/SOURCE OF FUNDING (if applicable)**

The efficiency of appointing existing staff members as bylaw enforcement officers will not increase costs, however, will increase service levels while promoting community safety.

**RECOMMENDED ACTION:**

1. Move that Bylaw #2022-01 is hereby given first reading.
2. Move that Bylaw #2022-01 is hereby given second reading.
3. Move that permission is hereby granted for the presentation of Bylaw #2022-01 for all three readings at this meeting.
4. Move that Bylaw #2022-01 is hereby given third reading.
5. Move to adopt policy 2022-032 – Bylaw Enforcement Policy as presented.

## BYLAW 2022-01

### BEING A BYLAW OF THE TOWN OF CALMAR TO REGULATE THE APPOINTMENT OF BYLAW OFFICER(S)

---

**WHEREAS**, Section 7(i) of the Municipal Government Act, RSA 2000, c M-26, a council may pass bylaws respecting the enforcement of bylaws;

**AND WHEREAS**, Section 555 of the Municipal Government Act, a person who is appointed as a bylaw enforcement officer is, in the execution of those duties, responsible for the preservation and maintenance of the public peace;

**AND WHEREAS**, Section 556 of the Municipal Government Act, a council must pass a bylaw specifying the powers and duties of bylaw enforcement officers and establishing disciplinary procedures for misuse of power, including penalties and an appeal process applicable to misuse of power by bylaw enforcement officers;

**AND WHEREAS**, Part 13, division 4 of the Municipal Government Act, the municipality may carry out numerous enforcement powers and duties, which may be exercised by bylaw enforcement officers;

**AND WHEREAS**, Section 1(k)(iv) of the Provincial Offences Procedure Act, RSA 2000, c P-34, a person who is employed or retained by a municipality and provided written authorization to issue violation tickets under that Act will be considered a “peace officer” for the purposes of that Act;

**AND WHEREAS**, Sections 1(g)(ii) and 7 of the Weed Control Act, SA 2008, c W-5.1, council is the local authority for the purposes of that Act and the local authority must appoint inspectors to enforce and monitor compliance with this Act within the municipality;

**AND WHEREAS**, Sections 1(g)(i) and 9 of the Agricultural Pests Act, RSA 2000, c A-8, council is the local authority for the purposes of that Act and the local authority may appoint inspectors to carry out that Act and the regulations;

**NOW THEREFORE**, THE COUNCIL OF THE TOWN OF CALMAR, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

#### 1. INTERPRETATION AND DEFINITIONS:

1.1 This Bylaw shall be cited as the “Bylaw Officer Bylaw”.

In this bylaw, unless the context otherwise requires:

(a) “**Agricultural Pests Act**” means the Agricultural Pests Act, RSA 2000, c A-8, and

associated regulations, as amended;

- (b) **“Bylaw enforcement officer”** means an individual appointed by the Chief Administrative Officer to carry out enforcement duties pursuant to this bylaw;
- (c) **“Municipal Government Act”** means the Municipal Government Act, RSA 2000, c M-26, as amended;
- (d) **“Municipal tag”** means a form alleging an offence of a Town bylaw allowing for voluntary payment of the prescribed fine;
- (e) **“Provincial Offences Procedure Act”** means the Provincial Offences Procedure Act, RSA 2000, c P-34, and associated regulations, as amended;
- (f) **“Town”** means the corporate limits of The Town of Calmar;
- (g) **“Chief Administrative Officer”** means the chief administrative officer of the Town or delegate;
- (h) **“Trespass to Premises Act”** means the Trespass to Premises Act, RSA 2000, c T-7, as amended;
- (i) **“Violation ticket”** has the same meaning as defined in the Provincial Offences Procedure Act; (j) **“Weed Control Act”** means the Weed Control Act, SA 2008, c W-5.1, and associated regulations as amended.

## 2. CHIEF ADMINISTRATIVE OFFICER ROLE POWERS, DUTIES, AND FUNCTIONS

### 2.1 CHIEF ADMINISTRATIVE OFFICER MAY:

- (a) appoint individuals as bylaw enforcement officers in accordance with this bylaw;
- (b) revoke, suspend, or modify the appointments of bylaw enforcement officers in accordance with this bylaw;
- (c) monitor and investigate complaints of misuse of power by bylaw enforcement officers;
- (d) take whatever actions or measures are necessary to eliminate an emergency in accordance with section 551 of the Municipal Government Act;
- (e) add any amounts owing to the Town to a tax roll in accordance with the Municipal Government Act or another enactment;

- (f) exercise all powers, duties, and functions of a local authority under the Weed Control Act or Agricultural Pests Act;
- (g) grant written authorization to issue violation tickets under the Provincial Offences Procedure Act;
- (h) authorize or require bylaw enforcement officers to carry out any powers, duties, or functions necessary to fulfill their responsibility for the preservation and maintenance of the public peace; and
- (i) delegate any of the Chief Administrative Officer's powers, duties, or functions contained in this section to any employee of the Town, including the option to further delegate those powers, duties, or functions.

### **3. GENERAL APPLICATION**

3.1 This bylaw applies to every bylaw of the Town of Calmar.

#### **3.2 SERVICE**

- (a) An order, notice, or other document required or authorized to be issued by a bylaw enforcement officer or by the Chief Administrative Officer pursuant to this bylaw may be served by:
  - (i) sending the order, notice, or other document by regular mail to the mailing address of the person named in the order, notice, or document;
  - (ii) posting the order, notice, or other document in a conspicuous location at the property subject to the order, notice, or other document;
  - (iii) personally serving the order, notice, or other document on the person named in the order, notice, or other document.
- (b) Unless otherwise specified in a bylaw or enactment, service of an order, notice, or other document in accordance with section 23(1) of the Provincial Offences Procedure Act is presumed to be effected:
  - (i) 7 days from the date of mailing if the order, notice, or other document is mailed to an address in Alberta; or
  - (ii) 14 days from the date of mailing if the order, notice, or other document is mailed to an address outside of Alberta but within Canada.

- (c) Unless otherwise specified in a bylaw or enactment, service of an order, notice, or other document in accordance with section 23(1) of the Provincial Offences Procedure Act is effective on the date of delivery.

**4. EFFECTIVE DATE:**

This bylaw comes into force on the day it is given final reading.

READ A FIRST TIME THIS 17<sup>th</sup> DAY OF January 2022

READ A SECOND TIME THIS 17<sup>th</sup> DAY OF January 2022

READ A THIRD TIME THIS 17<sup>th</sup> DAY OF January 2022

---

MAYOR CARNAHAN

---

ACTING CAO ANDERSON

# SCHEDULE A

## OATH OF OFFICE

I, [name of bylaw enforcement officer], swear that I will diligently, faithfully, and to the best of my ability execute according to law the office of bylaw enforcement officer as stipulated on my appointment as a bylaw enforcement officer of even date.

So help me God.

\_\_\_\_\_  
Signature of Bylaw Enforcement Officer

\_\_\_\_\_  
Date

**OR**

I, [name of bylaw enforcement officer], solemnly swear and truly declare and affirm that I will diligently, faithfully, and to the best of my ability execute according to law the office of bylaw enforcement officer as stipulated on my appointment as a bylaw enforcement officer of even date.

\_\_\_\_\_  
Signature of Bylaw Enforcement Officer

\_\_\_\_\_  
Date



## POLICY

---

<b>POLICY NO:</b> 2022-094	<b>APPROVAL DATE:</b> January 17 <sup>th</sup> , 2022
<b>TITLE:</b> Bylaw Enforcement Policy	<b>REVISION DATE:</b>
<b>DEPARTMENT:</b> Protective Services	

**Mayor:** \_\_\_\_\_

**C. A. O.:** \_\_\_\_\_

---

### Policy Statement:

The Town of Calmar recognizes the need to provide their employees with bylaw enforcement and the necessary powers and appointment to carry out their daily duties and create conduct boundaries to help set them up for success.

---

### Reason for Policy:

---

The purposes of this policy are to:

- prescribe the requirements for appointing bylaw enforcement officers;
- specify the powers, duties, and functions that may be delegated to bylaw enforcement officers;
- establish disciplinary procedures for misuse of power by bylaw enforcement officers; and;
- deal with other matters respecting the enforcement of bylaws and other enactments.

---

### Policy:

---

## BYLAW ENFORCEMENT OFFICERS POWERS, DUTIES, AND FUNCTIONS

**IN ACCORDANCE WITH THEIR APPOINTMENT BY THE CHIEF ADMINISTRATIVE OFFICER, BYLAW ENFORCEMENT OFFICERS MAY:**

- issue municipal tags and/or violation tickets for offences under bylaws;
- carry out any inspections to determine compliance with any bylaw or an enactment;
- exercise all the powers, duties, and functions of a designated officer to conduct any inspections, remedies, or enforcement authorized or required by a bylaw or



enactment in accordance with section 542 of the Municipal Government Act;

- exercise all the powers, duties, and functions of a designated officer to issue written orders pursuant to section 545 and 546 of the Municipal Government Act;
- take whatever actions or measures are necessary to remedy a contravention or prevent a re-occurrence of a contravention of the Municipal Government Act, an enactment that the Town is authorized to enforce, or a bylaw in accordance with section 549 of the Municipal Government Act;
- take whatever actions or measures are necessary to eliminate a danger to public safety caused by a structure, excavation, or hole or to deal with the unsightly condition of a property in accordance with section 550 of the Municipal Government Act;
- exercise all the powers, duties, and functions of a development authority to issue written order pursuant to section 645 of the Municipal Government Act;
- take whatever actions or measures are necessary to carry out an order issued pursuant to section 645 or 687 of the Municipal Government Act;
- issue notices not to trespass under the Trespass to Premises Act; (g) exercise all the powers, duties, and functions of an inspector under the Weed Control Act;
- exercise all the powers, duties, and functions of an inspector under the Agricultural Pests Act;
- place an erasable chalk mark on the tread face of a tire of a parked or stopped vehicle.
- certify Town records as true copies of the original.
- The appointment of an individual as a bylaw enforcement officer in accordance with this bylaw is deemed to be:
  - (a) written authorization to issue municipal tickets for offences under town bylaws by the Bylaw Officer;
  - (b) written authorization to issue violation tickets for offences under town bylaws specified in the Peace Officers appointment;
  - (c) an appointment of the individual as an inspector under the Weed Control Act or Agricultural Pests Act; (S.10, Bylaw 18289, March 20, 2018) as the case may require.

Page 30 of 145 ● To be eligible for appointment as a bylaw enforcement officer, individuals must provide to the Chief Administrative Officer:

- (a) recent criminal records check acceptable to the Chief Administrative Officer;
- (b) demonstrated commitment to good character;
- (c) proof of adequate training necessary for performing the powers, duties, and functions of a bylaw enforcement officer;
- (d) any other requirements specified by the Chief Administrative Officer.

The Chief Administrative Officer may impose terms and conditions on a bylaw enforcement officer appointment.

### **OATH OF OFFICE:**

Prior to commencing their duties, all bylaw enforcement officers must take the official oath contained in Schedule A of The Bylaw Officer Bylaw.

### **CONDUCT:**

Bylaw enforcement officers are subject to the supervision of and accountable to the Chief Administrative Officer and must comply with their appointment and all Town policies, directives, and procedures.

### **REVIEW OF APPOINTMENT:**

- If, in the opinion of the Chief Administrative Officer based on reasonable grounds, a bylaw enforcement officer has misused a power, contravened their appointment or this bylaw, including any terms or conditions, or acted contrary to the public interest, the Chief Administrative Officer may suspend, revoke, or modify the bylaw enforcement officer's appointment.
- If an individual appointed as a bylaw enforcement officer is no longer employed or retained by the Town, or if the individual's role is modified such that the individual no longer requires appointment as a bylaw enforcement officer or requires a modified appointment, the Chief Administrative Officer may modify or revoke the bylaw enforcement officer's appointment.

- Prior to suspending, revoking, or modifying a bylaw enforcement officer appointment pursuant to section 11, the Chief Administrative Officer must provide the affected bylaw enforcement officer with written notice of the proposed suspension, revocation, or modification, including reasons and any supporting documentation.
- The affected bylaw enforcement officer may make written representations to the Chief Administrative Officer respecting the proposed suspension, revocation, or modification within 14 days after the date on which the written notice under section 13(1) is received by the affected bylaw enforcement officer.
- The Chief Administrative Officer will provide the bylaw enforcement officer with a written decision, including reasons, on the proposal to suspend, revoke, or modify the bylaw enforcement officer's appointment within 14 days after the date on which the written submissions under section 13(2) are received by the Chief Administrative Officer.



## Town of Calmar

### Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	January 17 <sup>th</sup> , 2022
Originated By:	Acting CAO Anderson
Title:	Bylaw 2022-03 Tax Penalty Bylaw
Approved By:	Acting CAO Anderson
Agenda Item Number:	7 D

### **BACKGROUND/PROPOSAL:**

At the January 10, 2022 Committee of the Whole meeting, it was discussed that currently the Town uses Bylaw #2003-05 for calculating all tax roll related penalties. This bylaw stipulates three penalties per annum. 12% imposed on January 1<sup>st</sup> which applies to the entire account balance, 8% July 1<sup>st</sup> on any unpaid current year levy and another 8% applied to any unpaid current year levy.

Administration was instructed by Council to draft a new Tax Penalty Bylaw which would impose monthly penalties on unpaid taxes.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

Administration has drafted a new Tax Penalty Bylaw as instructed by Council which allows for the monthly processing of penalties on unpaid taxes.

**Option 1:** Give the bylaw all three reads in four motions.

- Move that Bylaw #2022-03 is hereby given first reading.
- Move that Bylaw #2022-03 is hereby given second reading.
- Move that permission is hereby granted for the presentation of Bylaw #2022-03 for all three readings at this meeting.
- Move that Bylaw #2022-03 is hereby given third reading.

**Option 2:** Move to refer to Administration for more information and bring back to the next regular meeting of Council.

### **COSTS/SOURCE OF FUNDING (if applicable)**

Potentially slightly reduced annual tax penalty revenue, but it would have minimal impact.



**RECOMMENDED ACTION:**

1. Move that Bylaw #2022-03 is hereby given first reading.
2. Move that Bylaw #2022-03 is hereby given second reading.
3. Move that permission is hereby granted for the presentation of Bylaw #2022-03 for all three readings at this meeting.
4. Move that Bylaw #2022-03 is hereby given third reading.

**BYLAW #2022-03**

**A BYLAW OF THE TOWN OF CALMAR, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE IMPOSITION OF PENALTIES ON UNPAID TAXES.**

---

WHEREAS pursuant to Section 344 & 345 of the Municipal Government Act, RSA 2000, c M-26, and amendments thereto (the "MGA"), it is deemed expedient and proper to provide for the imposition of penalties on unpaid taxes;

NOW THEREFORE, the Council of the Town of Calmar, in the Province of Alberta, duly assembled, does hereby enact as follows:

1. Definitions:

**Current Taxes** means taxes levied within the current calendar year.

**Taxes** includes all property taxes, local improvement taxes, penalties, and unpaid costs, charges and expenses as provided in Section 553 of the Municipal Government Act, RSA 2000, c M-26 and all other taxes or charges lawfully imposed pursuant to the Municipal Government Act, RSA 2000, c M-26 or any other statute of the Province of Alberta.

**Tax Arrears** means taxes that remain unpaid after December 31 of the year in which they are imposed.

2. Any taxes levied for the current year remaining unpaid after June 30 are subject to penalties at the rates set out in Schedule A.
3. Any tax arrears are subject to penalties at the rates set out in Schedule A.
4. Any penalty added to current taxes or tax arrears shall be added to and form part of the unpaid taxes.
5. This bylaw shall take effect on the day it is given third reading.
6. This bylaw shall be cited as "Tax Penalty Bylaw".

This Bylaw comes into effect on the date of third reading. Bylaw #2003-05 is hereby rescinded.

Read a first time this 17th day of January, 2022.

Read a second time this 17th day of January, 2022.

Read a third time and finally passed this 17th day of January, 2022.

---

Mayor Carnahan

---

Acting C.A.O. Anderson

**SCHEDULE A – TAX PENALTY BYLAW 2022-03****Effective January 17, 2022****Penalties on Unpaid Taxes**

<b>Applied on the 1<sup>st</sup> day of:</b>	<b>Current Taxes</b>	<b>Transfers, Adjustments, Penalties &amp; Tax Arrears</b>
January		2%
February		2%
March		2%
April		2%
May		2%
June		2%
July	2%	2%
August	2%	2%
September	2%	2%
October	2%	2%
November	2%	2%
December	2%	2%

**TOWN OF CALMAR  
BYLAW #2003-05**

**A BYLAW OF THE TOWN OF CALMAR, IN THE PROVINCE  
OF ALBERTA, TO PROVIDE FOR THE IMPOSITION OF  
PENALTIES ON UNPAID TAXES.**

**WHEREAS** pursuant to Section 344 & 345 of the Municipal Government Act, Chapter M-26.1, 1994, RSA, and amendments thereto (the "MGA"), it is deemed expedient and proper to provide for the imposition of penalties on unpaid taxes;

**NOW THEREFORE**, the Council of the Town of Calmar, in the Province of Alberta, duly assembled, does hereby enact as follows:

1. In the event that current taxes, including local improvement levies, requisitions and other amounts appearing as charges on the current year's Tax Notice, remain unpaid after the 30th Day of June, in the year in which the same were first levied, there shall be added a penalty in the amount of 8% on the 1<sup>st</sup> Day of July of the year in which they were first levied and any amount so added shall form a part of the current taxes as a lien against the land under the provisions of the MGA. An additional penalty of 8%, on unpaid current taxes remaining on the 31<sup>st</sup> Day of July of the year in which the same were first levied, shall be levied on the 1<sup>st</sup> day of August of the year in which they were first levied.
2. In the event that taxes remain unpaid after the 31<sup>st</sup> Day of December of the year in which they were first levied, there shall be added a penalty of 12% on the 1<sup>st</sup> Day of January of each of the next succeeding years thereafter, so long as they remain unpaid, and every amount so added shall form a part of a lien against the land under the provisions of the MGA.

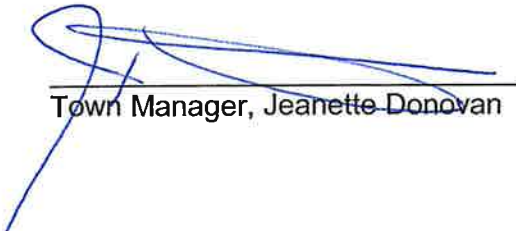
This Bylaw comes into effect on the date of third reading. Bylaw #1999-05 is hereby rescinded.

READ a FIRST time this 5th Day of May, 2003

READ a SECOND time this 5th Day of May, 2003

READ a THIRD time and FINALLY PASSED this 5th Day of May, 2003

  
\_\_\_\_\_  
Mayor, Don Faulkner

  
\_\_\_\_\_  
Town Manager, Jeanette Donovan





## Town of Calmar

### Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	January 17 <sup>th</sup> , 2022
Originated By:	Acting CAO Anderson
Title:	Membership with Parkland Community Planning Services
Approved By:	Acting CAO Anderson
Agenda Item Number:	7 E

### **BACKGROUND/PROPOSAL:**

Planning and Development has been a shared role in the Town of Calmar in recent years. Our Development Officer is retiring in April 2022. This life event instigated a discovery process for options available to the Town in the role as well as a review of the duties and expectations. Previous feedback from developers and individuals was included in the analysis.

It has been determined that a focus on revision of service, bylaw, policy, and procedural processes in both areas needs to be undertaken. Research presented an opportunity to join an intermunicipal planning and development group known as Parkland Community Planning Services. This group will be able to meet our needs and address the review process we are undertaking to ensure that development in the Town of Calmar flows as efficiently and effectively as possible. The fees are based on usage and with this system and our current development demand the overall cost is estimated to be lower than that of hiring an in-house development officer. As the demand grows, this group will have the available resources and expertise to handle that growth.

Parkland Community Planning Services participating members include:

- Town of Bentley
- Town of Innisfail
- Town of Olds
- Town of Penhold
- Town of Ponoka
- Village of Alix
- Village of Big Valley
- Village of Clive
- Summer Village of Gull Lake



- Summer Village of Rochon Sands
- Village of Gadsby
- Summer Village of Parkland Beach
- Clearwater County
- County of Stettler

PCPS is a not-for-profit organization that provides a variety of planning consultation services to municipalities, both member and non-member, and also private sector clients. They specialize in municipal land use policy planning, site assessment and design and subdivision services.

PCPS has extensive rural, urban and intermunicipal planning experience in Alberta. PCPS planners utilize customized, practical planning processes to effectively address the purposes and issues involved in each planning project. The planners work closely with communities (Councils, municipal administrators, landowners, and interest groups) to achieve land use plans and policies that are supported by stakeholders and implementable by municipalities. In recognizing the importance of both economic and environmental sustainability, the plans pursue a sensitive balance of land development and resource conservation.

#### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

Council discussed this option along with other scenarios at the Committee of the Whole meeting and it was decided that we would bring the option of joining the intermunicipal group to the regular meeting of council for final consideration and/or adoption.

There are three documents required to make this process happen for 2022.

- A bylaw needs to be adopted to become a member of the intermunicipal agency
- The membership agreement attached to the bylaw will then need to be endorsed
- The contracted services agreement for February 1, 2022 – March 1, 2023 needs a motion to be endorsed and implemented.

**Option 1:** Give the bylaw all three reads in four motions.

- Move that Bylaw #2022-02 is hereby given first reading.
- Move that Bylaw #2022-02 is hereby given second reading.
- Move that permission is hereby granted for the presentation of Bylaw #2022-02 for all three readings at this meeting.
- Move that Bylaw #2022-02 is hereby given third reading.

An additional motion will be needed to engage in the contracted services for 2022:

Move to authorize a one-year engagement of Parkland Community Planning Services for the Town of Calmar planning and development role in 2022 and furthermore, incorporate the fees into the professional services portion of the 2022 budget and reduce the employee portion accordingly.



**Option 2:** Move to authorize the engagement of Parkland Community Planning Services for the Town of Calmar planning and development role in 2022 and furthermore, incorporate the fees into the professional services portion of the 2022 budget and reduce the employee portion accordingly.

**Option 3:** Move to refer to Administration for more information and bring back to the next regular meeting of Council.

**COSTS/SOURCE OF FUNDING (if applicable)**

Net effect on the budget, with a \$10,000 cross over contingency.

**RECOMMENDED ACTION:**

1. Move that Bylaw #2022-02 is hereby given first reading.
2. Move that Bylaw #2022-02 is hereby given second reading.
3. Move that permission is hereby granted for the presentation of Bylaw #2022-02 for all three readings at this meeting.
4. Move that Bylaw #2022-02 is hereby given third reading.
5. Move to authorize the engagement of Parkland Community Planning Services for the Town of Calmar planning and development role in 2022 and furthermore, incorporate the fees into the professional services portion of the 2022 budget and reduce the employee portion accordingly.

**BYLAW 2022-02**

**BEING A BYLAW OF THE TOWN OF CALMAR  
TO ESTABLISH MEMBERSHIP IN AN INTERMUNICIPAL AGENCY KNOWN AS  
PARKLAND COMMUNITY PLANNING SERVICES**

---

This is a bylaw of the Town of Calmar to authorize the execution of a Master Agreement between the Town of Calmar and other municipalities for the establishment of an intermunicipal planning agency.

WHEREAS the *Municipal Government Act* allows a municipality to enter into an agreement with other municipalities for the performance of any matter or thing judged to be of benefit to them;

AND WHEREAS the Town of Calmar considers it beneficial to enter into an agreement with certain other municipalities for the provision of land use planning services.

NOW THEREFORE the Council of the Town of Calmar in the Province of Alberta, duly assembled, enacts as follows:

1. The Master Agreement establishing an intermunicipal service agency, to be known as Parkland Community Planning Services, a copy of which is attached hereto, is hereby ratified, and approved; and the Mayor and the Chief Administrative Officer are hereby authorized to execute the said agreement for and on behalf of the Town of Calmar.
2. This bylaw shall come into full force and effect upon third reading.

Read a first time this 17<sup>th</sup> day of January 2022.

Read a second time this 17<sup>th</sup> day of January 2022.

Read a third time this 17<sup>th</sup> day of January 2022.

---

Mayor

---

Chief Administrative Officer

MASTER AGREEMENT FOR THE ESTABLISHMENT OF PARKLAND COMMUNITY PLANNING  
SERVICES ENTERED EFFECTIVE THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

BETWEEN:

**EACH OF THE MUNICIPALITIES WHICH  
HAS EXECUTED THIS AGREEMENT  
IN COUNTERPART**

**Authority**

WHEREAS the *Municipal Government Act*, R.S.A, 2000 (the "Act") allows a municipality to enter into an agreement with one or more municipalities to establish an intermunicipal service agency;

AND WHEREAS the municipalities executing this agreement wish to set up an intermunicipal service agency to provide them with land use planning, development control, subdivision processing, and associated services;

THEREFORE the municipalities (the "Members") agree as follows:

**1. Establishment of Agency**

- 1.1 There is hereby established an intermunicipal service agency to be known as Parkland Community Planning Services (the "Agency");
- 1.2 The primary purpose of the Agency is to deliver planning services to Members to assist them with their planning responsibilities under the Act, including but not limited to, such services as the preparation of planning policies, statutory plans, land use bylaws, development permit processing and policies, public engagement and consultation, subdivision design and processing, mapping products and geographic information system support.

**2. Membership**

- 2.1 Membership in the Agency is open to any Municipality when the Municipality by Bylaw enters this agreement and signs a service agreement with the Agency in the form approved by the Board.

- 2.2 Membership in the Agency is ongoing and does not require re-affirmation by Members and continues for so long as a Municipality is a party to a subsisting service agreement.
- 2.3 A Member may terminate its membership in the Agency upon notice being given in accordance with the terms and conditions of their service agreement with the Agency and upon payment in full of any money owing to the Agency.
- 2.4 Upon termination of membership by failure to renew a service agreement or by termination under clause 2.3, a Member:
- a) shall not be entitled to any distribution or share of any assets of the Agency;
  - b) shall be entitled to copies of all files, records and documents respecting the planning services which have been provided by the Agency to such a Member subject to payment of the cost to make and compile the copies;
  - c) shall continue to be liable to pay to the Agency any money payable under a subsisting service agreement.

### **3. Operations and Sources of Funds**

- 3.1 The Agency shall provide Members with planning services as a benefit of membership, the amount and form of these services to be in accordance with the service agreement between the Member and the Agency.
- 3.2 The Agency will be financed on a fee for service basis through payment of the sums specified in a service agreement between the Agency and each municipality, payable as provided in such agreements.
- 3.4 The Agency may sell goods and services to municipalities that are not Members of the Agency, other governments, and the private sector, at fees or within a range of fees to be established by the Board from time to time.
- 3.5 The Agency may pursue other sources of income as authorized by the Board, but the Board may not levy any increased amount on a Member other than as provided in a service agreement with such Member.

**4. Fiscal Year and Financial Matters**

- 4.1 The Agency's Fiscal Year shall be April 1<sup>st</sup> to March 31<sup>st</sup>.
- 4.2 The financial books and records shall be maintained in such manner as may be designated by the Board from time to time.
- 4.3 The books and records of the Agency shall be opened to the inspection of the authorized representatives of the Members at all times.
- 4.4 The Agency shall operate on a not for profit basis.
- 4.5 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.

**5. Annual Meeting**

- 5.1 The Annual Meeting of the Agency shall be held in June of each year.
- 5.2 Each Member has the opportunity to be represented by:
  - a) one person appointed by resolution of its Council; or
  - b) where such person is unable to attend, by an alternate representative appointed by its Council.
- 5.3 Each Member shall have one vote on all matters put to a vote at the Annual Meeting. Only a person appointed by resolution of its Council may vote on behalf of a Member.
- 5.4 The Chief Administrative Officer, or their designate, of each Member may attend the Annual Meeting.
- 5.5 A quorum for the Annual Meeting shall be 6 appointed representatives from Members.
- 5.6 At the Annual Meeting, the Agency shall present a review, report, or audit report and related financial statements and shall report on the activities of the past year.

5.7 At the Annual Meeting, the Agency shall present a four year budget covering the current Fiscal Year and three subsequent Fiscal Years for adoption by the Members.

5.8 At the Annual Meeting, the Members shall:

- a) elect the Board of Directors in accordance with section 6; and
- b) from the Board of Directors so elected, elect a Chair and Vice-Chair.

5.9 Representatives of Members attending the Annual Meeting shall not be paid any honorarium or travel expenses by the Agency.

## **6. Board of Directors**

6.1 The Agency shall be governed by a Board of Directors (the "Board"), which shall consist of:

- a) one representative of Members with a population greater than 6,000 persons.
- b) two representatives of Members with a population greater than 1,000 persons; and
- c) two representatives of Members with a population of 1,000 persons or less.

Representatives of Members may be eligible for a position on the Board based on more than one category. If successfully elected to the Board under one category, the representative shall not be eligible for election in another category.

6.2 Where there are insufficient numbers of Members of each category to form the Board of Directors as set out in 6.1, a lesser number of representatives from each category shall form the Board of Directors.

6.3 The Board of Directors shall be elected at the Annual Meeting with all Members eligible to vote for each category of Board representative.

6.4 A nominee to the Board of Directors does not need to be in attendance at the Annual Meeting to be eligible for a position on the Board provided they have indicated a willingness to let their name stand in advance of the Annual Meeting.



- 6.5 In the event that the results of a general municipal election or change in appointments at municipal organizational meetings reduces the number of Board Members to less than three, the remaining Board Members and/or the Director shall call a special meeting of the Members to elect additional Board Members.

**7. Responsibilities and Authority of the Board of Directors**

- 7.1 The Board's duties shall be to oversee the operations of the Agency, including, but not necessarily limited to, the following:
- a) to employ the Director to act as the Chief Administrative Officer of the organization based on a position description approved by the Board and, if necessary, to dismiss any such Director;
  - b) to prepare a budget for current and future fiscal years for recommendation to the Members at the Annual Meeting;
  - c) to approve extraordinary expenditures not covered in the approved budget where such expenditures are deemed necessary by the Board for the reasonable continuance of services to Members and other clients, with such expenditures not to exceed \$25,000.00 and to be reported to the Members at the earliest opportunity;
  - d) to prepare, from time to time, a business strategy for the Agency for approval of the Members and to carry out the approved business strategy;
  - e) to establish fees and charges for the services provided by the Agency and the recovery of costs related to providing services;
  - f) to enter into and approve service agreements between the Agency and Members and to enter into and approve agreements between the Agency and other clients for the delivery of planning services;
  - g) to enter into agreements with the Local Authorities Pension Plan and other insurance and benefit providers;
  - h) to enter into leases for office space and equipment;
  - i) to purchase and dispose of assets such as office equipment, maps, plans, survey equipment, computer hardware and software, and other things necessary to undertake planning work for the members.

- j) to appoint signing authorities for cheques, contracts, and other documents;
- k) to appoint an accountant or auditor;
- l) to set policy for standards of employment for staff and for the day-to-day operation of the Agency;
- m) to ensure that the Agency is fully insured against claims that may be made for negligence or other liability;
- n) to ensure that any surplus funds are returned to Members in a fair manner;
- o) if one or more vacancies occurs in the membership of the Board, to appoint one or more representatives to fill the vacancy(ies) from the same category of Members to serve until the next Annual Meeting of the Agency;
- p) to establish remuneration levels, benefits packages, and rates of travel expenses for staff;
- q) to establish committees and appoint members thereto as the need may arise;
- r) to monitor the overall financial and budget performance of the Agency throughout the Fiscal Year and report significant deviations to the Members as needed;
- s) to set policy for and approve the use of the Agency's reserve funds.

## **8. Board Meetings**

- 8.1 Unless the Board decides otherwise, it shall meet at the call of the Chair.
- 8.2 A quorum for members of the Board shall be a majority of the members of the Board.
- 8.3 The Board shall meet in November of each year in an open meeting that may be attended by the representatives and/or Chief Administrative Officer or designate of any Member. Notice of the November Board Meeting shall be sent to all Members two weeks in advance of the meeting date.
- 8.4 Board Members attending a Board Meeting shall be paid an honorarium and travel expenses at rates established by the Members at an Annual Meeting.

**9. The Director**

9.1 The Director shall:

- a) be the Chief Administrative Officer and Financial Officer of the Agency, and in accordance with the position description approved by the Board, be responsible for the overall operational effectiveness of the Agency;
- b) assist the Board with their responsibilities;
- c) engage and dismiss staff according to the budget and any policy directions received from the Board; and
- d) oversee the work of the office and staff and allocate responsibilities to employees.

9.2 The Director may delegate powers and responsibilities to employees in accordance with direction established by the Board.

**10. Committees**

10.1 The Agency may:

- a) establish such other committees, as may be required from time to time, to fulfill the roles and perform the duties of the Agency; and
- b) confer decision making authority on the committee, other than policy, finance, and other matters otherwise specifically provided for elsewhere in this agreement.

10.2 Members of a committee may receive an honorarium for their attendance at committee meetings and travel expenses thereto at the same rate as staff, provided that this has been approved by a majority vote at an Annual Meeting.

10.3 The quorum for members of a committee meeting shall be a majority of the members.

**11. Termination of Agreement and Agency**

- 11.1 This agreement may be terminated and the Agency may be wound up by resolution passed, at the Annual Meeting or at a Special Meeting called by not less than 6 Members upon 30 days' prior written notice of the meeting to all other Members, by a two-thirds majority of the Members present and voting at the meeting.
- 11.2 Such termination of the Agency shall provide for at least 6 months' notice to all Members or such shorter notice if there is unanimous agreement by the Members.
- 11.3 The Board shall maintain a contingency plan for the event that the financial viability of the Agency becomes too uncertain to confidently continue operations. This contingency plan shall:
- (a) address retention of a minimum number of staff, through a combination of continued employment and severance package, to complete any outstanding project commitments and assist the Members with the transition; and
  - (b) provide Members with at least 6 months' notice of any intended date of termination.
- 11.4 The Board shall review projections of future revenues and expenditures on a 6 to 7 month basis to determine if, in the opinion of the Board, the contingency plan needs to be executed. If deemed necessary, the Board must, at the Annual Meeting or at a Special Meeting of the Members, recommend that the contingency plan be executed and hold a vote of the Members on terminating the Agency. This vote requires a simple majority of at least 6 Members present and voting.
- 11.5 If it is determined that the Agency be wound up, the net assets after payment of all liabilities, including all liabilities under any subsisting service agreements, shall be distributed to the Members at that time in proportion to their population as established by the most recent Official Population List of the Province.

**12. Amendment of this Agreement**

- 12.1 This agreement may be amended at the Annual Meeting or at a Special Meeting called by not less than 6 members upon 30 days' prior written notice to all other Members, by resolution passed by a two-thirds majority of the Members present and voting.

**13     Execution In Counterpart**

13.1   This agreement may be executed in counterpart by each municipality and shall be binding upon and be enforceable by all of the municipalities so executing the same.

EXECUTED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

**Town of Calmar**

Per: \_\_\_\_\_

Per: \_\_\_\_\_  
(c/s)

## PLANNING SERVICES AGREEMENT

This AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

BETWEEN:

**PARKLAND COMMUNITY PLANNING SERVICES**  
(PCPS)

- and -

**TOWN OF CALMAR**  
(The Client)

Parkland Community Planning Services wishes to provide municipal planning and related services to the Client and the Client wishes to utilize the municipal planning and related services and expertise of PCPS; therefore the planning services to be provided to the Client by PCPS shall be as contained in this Agreement.

### TERM

- 1.) The term of this agreement shall be from February 1, 2022 to and including March 31, 2023.

### SERVICES

- 2.) The services provided by PCPS to the Client during the term of this agreement will be those requested by the Client from time to time on an as-needed basis or through an agreed upon work plan. Requests for services may include, but are not limited to:
  - (a) current planning services in the form of consultation and advice on day-to-day planning matters, including but not limited to policy, development permit processing, land development, land use designation and general planning administration matters, to Council and administration, as well as the general public and provincial agencies

- (b) planning related technical services including but not limited to updates of the municipal base map, civic address maps, municipal registered plan and index map and municipal land use designation map, graphics, designs, general mapping, interactive mapping products and GIS layers
  - (c) subdivision processing services including pre-application advice, receipt, referral, review and assessment of applications, providing recommendations related to a decision, issuing notice of decision, reviewing plans and instruments for registration, maintaining a filing and processing system related to subdivision responsibilities, and appearing before the appeal board if necessary
  - (d) long range planning and planning advisory services pertaining but not limited to municipal development plans, intermunicipal development plans, area structure plans, and area redevelopment plans, land use bylaws, outline plans, growth studies and strategies, studies, reports and plans on special issues, site designs, community involvement and public participation programs, planning process training and orientation
- 3.) Travel to and from the municipality to attend meetings, undertake field work and inspections, and to consult with affected parties within the municipal office or elsewhere, will be an integral part of the services provided.
- 4.) The Parties hereto acknowledge that PCPS is an independent contractor and is not the agent, servant or employee of the Client.
- 5.) In all dealings with the Client, the services of PCPS shall fall under the administration of the Client's Chief Administrative Officer (CAO) or designate.
- 6.) PCPS will provide designated staff advisors as mutually agreed with the Client, but reserve the ability to replace or substitute staff when circumstances so warrant. Planning and related technical services will be provided on as timely a basis as staff resources allow.

- 7.) Advice and services will be supplied in the most effective and efficient manner, and may be by post, electronic mail, web based services, telephone or face to face communication.

## **FEES**

- 8.) The Client agrees to pay PCPS on the basis of a minimum annual usage amount of \$10,000 for each full year of this agreement and a prorated amount for each partial year. The minimum annual usage amount reflects the minimum level of PCPS services the Client is committing to use on average for each year of the term of this agreement. It is recognized that the actual level of service in a given year may be higher or lower than the amount listed above.
- 9.) The minimum annual usage amount will be drawn upon based on the fee structure in clause 11 below. If the full value of the minimum annual usage amount is not used by the Client in the year that it was paid, the balance of the fees will be applied to services to be provided in the succeeding year. If the amount of services exceeds the minimum annual usage amount, the additional services will be billed on an hourly basis using the fee structure in clause 11 below. (For example: if \$15,000 worth of services are provided in a year and the Client's minimum annual usage amount was \$10,000 then an invoice for the \$5,000 over the minimum annual usage amount will be sent to the Client.)
- 10.) In the event that the services provided to the Client exceeds the minimum annual usage amount in the six months of the term of this agreement, the minimum annual usage amount for the subsequent year will be adjusted by the amount in excess of the minimum annual usage amount in clause 8. A written schedule outlining the adjustments will be provided by PCPS following the conclusion of PCPS' annual financial audit/review.
- 11.) The fee structure from April 1, 2020 to and including March 31, 2023 will be:
- |                        |  |
|------------------------|--|
| Planner                | \$150 per hour   |
| Planning Technician    | \$95 per hour  |
| Administrative Support | \$70 per hour (note: applied to subdivision processing and support of major planning projects) |



- 12.) The Client agrees to utilize the services of PCPS at a level that meets or exceeds the full amount of the minimum annual usage amount of one and half years, in the total amount of \$11,667 for the term of this agreement before the end of the term of this agreement.

### **WORK PLAN AND ESTIMATES**

- 13.) The Client and PCPS will endeavour to establish a work plan at the beginning of the term of this agreement to guide the delivery of services provided by PCPS. The work plan must be approved by the Client's Chief Administrative Officer. An estimate for a specific project (e.g. creation of a new area structure plan) may be provided by PCPS as part of the work plan. More detailed terms of reference for major projects may be created to confirm scope, level of effort and estimated costs at any point during the term of the agreement.
- 14.) The Client must provide written authorization prior to the undertaking of any work by PCPS not covered by the minimum annual usage amount or included in an agreed upon work plan or project budget.
- 15.) The Client retains the right to seek competitive proposals from PCPS and other planning service providers for specific planning projects. PCPS will be provided the opportunity to submit a bid in all such cases. For the purposes of this clause, the determination of whether the desired work is within the capabilities of PCPS or a project team assembled and led by PCPS rests solely with PCPS. Where PCPS is the successful proponent in a competitive bid process, the value of the project will not be considered part of the Client's minimum annual usage amount obligations.

### **PAYMENT OF FEES**

- 16.) The Client will, for the services provided by PCPS, pay the minimum annual usage amount of \$9,167 upon execution of this agreement and \$2,500 on or before January 31<sup>st</sup>, 2023.
- 17.) Where the service level provided by PCPS exceeds the minimum annual usage amount, the Client agrees to pay on a monthly basis, such payment being due within 30 days of the invoice.

- 18.) The Client may assign to PCPS the right to collect all subdivision related fees charged to the applicant for the provision of subdivision processing services. All subdivision related fees collected by PCPS for subdivision applications within the jurisdiction of the Client will be remitted to the Client following the conclusion of PCPS' annual financial audit/review for the year in which the fees were collected.

#### **ADDITIONAL CLIENT EXPENSES**

- 19.) Travel costs for trips related to the delivery of planning services will be billed to the Client using a mileage rate set by PCPS' Board of Directors.
- 20.) Expenses and costs related to the delivery of planning services, including but not limited to public advertising, venue rental and printing costs will be paid by the Client.
- 21.) While PCPS will seek to compensate staff for overtime by time-off-in-lieu, the additional wage costs incurred by staff advisory time in a day or week which exceeds Provincial labour standards may need to be paid by the Client.
- 22.) Where particular matters arise, which PCPS considers will require the engagement of a specialist, or another discipline other than planning, the fees and costs for engagement of the specialist or other discipline will be paid by the Client, provided the Client has authorized the engagement of the specialist.
- 23.) The additional client expenses described in clauses 19 through 22 are payable in addition to the hourly fees charged by PCPS and will not be credited against the minimum annual usage amount.

### **EXPERT WITNESS**

24.) Nothing in this agreement will be construed to obligate PCPS to prepare for litigation or appear as an expert witness on behalf of the Client, unless the Director of PCPS authorizes such engagement and the Client and PCPS agree to the charges for such service.

### **CLIENT RESPONSIBILITIES**

25.) The Client will provide reasonable notice to PCPS for service required and anticipated, such that service time may be equitably distributed throughout the contract period wherever possible.

26.) The Client will consult with PCPS to ensure timely provision of materials and information to support the services being requested.

27.) The Client will cooperate with the timely provision of background materials and information needed by PCPS to fulfil the service obligations to the Client.

### **OWNERSHIP OF MATERIALS**

28.) All information, reports, plans, and related materials provided to the Client by PCPS in the performance of its service to the Client are to be jointly owned by the Client and PCPS.

29.) Joint ownership does not relieve other recipients of these materials from compensating PCPS for its time and expenses in preparing, customizing or assembling the material.

### **CONFIDENTIAL MATERIALS**

30.) All confidential information obtained by PCPS with respect to these services or the Client's operation shall not be divulged to any person not authorized to receive it.

## **FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**

- 31.) PCPS acknowledges that the Freedom of Information and Protection of Privacy Act applies to all information and records relating to, or obtained, generated, collected or provided under or pursuant to this contract.

## **AMENDMENT AND CANCELLATION**

- 32.) Only the authorized officer(s) of PCPS and of the Client have the authority to amend the terms of this agreement. Such amendments will be by written agreement.
- 33.) The term of this agreement may be extended for an additional year by the Client's Chief Administrative Officer and the Director of PCPS. If an extension is made, the minimum annual usage amount and the hourly rate structures will be adjusted. All other terms and conditions will remain the same.
- 34.) Should a dispute arise between the parties of this agreement, or should either party have a complaint with respect to the other party, then both parties agree that they shall meet to discuss and reach resolution regarding the dispute or complaint.
- 35.) If either the Client or PCPS breaches this agreement, the other party may cancel this agreement by means of written notice, the effective date being 60 (sixty) days from the date of written notice.
- 36.) Either party may cancel this agreement with six (6) months written notice, without cause, and the effective date of termination will be the end of the PCPS fiscal year.
- 37.) Neither party may assign this agreement without the mutual written consent of the other.
- 38.) All the terms, provisions and conditions of this agreement shall be binding upon the parties, and where permitted, their assigns.
- 39.) All notices, approvals or requests in connection with this agreement shall be sent to the parties at the following addresses:

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

TOWN OF CALMAR  
PO Box 750, 4901 50 Avenue  
CALMAR, AB T0C 0V0

IN WITNESS WHEREOF the Parties hereto have executed this agreement.

PARKLAND COMMUNITY PLANNING  
SERVICES

TOWN OF CALMAR

Per: \_\_\_\_\_

Per: \_\_\_\_\_

Per: \_\_\_\_\_

Per: \_\_\_\_\_



**Town of Calmar**

**Request for Decision (RFD)**

Meeting:	Regular Council
Meeting Date:	January 17 <sup>th</sup> , 2022
Originated By:	Acting CAO Anderson
Title:	Letter of Support for Voltarix Group Solar Project
Approved By:	Acting CAO Anderson
Agenda Item Number:	8 A

**BACKGROUND/PROPOSAL:**

Voltarix Group has been liaising with administration and Council regarding their proposed solar farm in Leduc County, southwest of Calmar.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

Richard Haas, Managing Director of Voltarix Group has requested that the Town draft a letter of support for their Creekside Solar project for them to include it in their AUC power plant application. They believe support from the surrounding communities is very valuable.

**Option 1:** Council pass a motion authorizing administration to draft a letter from the Office of the Mayor in support of Voltarix’s Creekside Solar project.

**Option 2:** Council pass a motion instructing administration to gather more information regarding the Creekside Solar project, prior to the Office of the Mayor issuing a letter of support.

**Option 3:** Council accepts this request from Voltarix Group as information.

**COSTS/SOURCE OF FUNDING (if applicable)**

N/A

**RECOMMENDED ACTION:**

Move to authorize Administration to draft a letter from the Office of the Mayor in support of Voltarix’s Creekside Solar project.

## Heather Bryans

---

**From:** Donna Anderson  
**Sent:** Monday, January 10, 2022 3:49 PM  
**To:** Richard Haas  
**Cc:** Heather Bryans  
**Subject:** RE: Creekside Solar | Request to Meet w/ Council

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Heather,

Please add this to the 17<sup>th</sup> regular meeting as an agenda item

**Donna Anderson**  
**Acting Chief Administrative Officer**  
**Town of Calmar**

PO Box 750  
4901 50 Avenue  
Calmar, Alberta T0C 0V0  
Phone: 780.985.3604 ext 226  
Cell: 587.589.2898  
Email: [danderson@calmar.ca](mailto:danderson@calmar.ca)  
<https://www.calmar.ca/>



*"This email and any attachments are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you are not the named addressee or have received this communication in error, please notify the sender immediately by email, delete this email and any attachments from your system, and do not disseminate, distribute or copy this email and any attachments."*

---

**From:** Richard Haas <[Richard@voltarixgroup.com](mailto:Richard@voltarixgroup.com)>  
**Sent:** Monday, January 10, 2022 3:30 PM  
**To:** Donna Anderson <[DAAnderson@calmar.ca](mailto:DAAnderson@calmar.ca)>  
**Cc:** Heather Bryans <[HBryans@calmar.ca](mailto:HBryans@calmar.ca)>  
**Subject:** RE: Creekside Solar | Request to Meet w/ Council

Hi Donna,

I'm wondering if Calmar is willing to provide a letter of support for the Creekside Solar project to include in our AUC power plant application? Support from the surrounding communities is very valuable to us.

Let me know if need to direct this question to Mayor & Council directly.

Thank you kindly,

---

Richard A. Haas | Managing Director





**Town of Calmar  
REQUEST FOR DECISION (RFD)**

<b>Meeting:</b>	Regular Council
<b>Meeting Date:</b>	January 17 <sup>th</sup> 2022
<b>Originated By:</b>	CSP Thomas
<b>Title:</b>	Canadian Code of Volunteer Involvement
<b>Agenda Item Number:</b>	8 B

**BACKGROUND/PROPOSAL:**

The Town has committed significant time and effort to create a community of volunteerism both as an organization and within Calmar and district. Volunteers have been identified as a key resource for sustainability and capacity within the Recreation Master plan (Pg. 175). Key to successful volunteer engagement, recruitment, and maintenance is consistency and support throughout our organization. The Canadian Code of Volunteer Involvement (CCVI) which has been adopted by municipalities within Alberta and across Canada reflects 16 years of Volunteers Canada's commitment to support non-profits, government, and business in their volunteer engagement and management practices. The Canadian Code of Volunteer Involvement reflects three important elements namely:

- The value of volunteer involvement.
  - Volunteer involvement is fundamental to a healthy and democratic society in Canada
  - Volunteer involvement is vital for strong and connected communities
  - Volunteer involvement builds the capacity of organizations
  - Volunteer involvement is personal
  - Volunteering is about building relationships
- Guiding principles that frame the relationship between the volunteer and non-profit organization.
  - Volunteers have rights. Charitable and non-profit organizations recognize that volunteers are a vital human resource and will commit the appropriate infrastructure to support volunteer involvement.
  - Volunteers have responsibilities. Volunteers make a commitment and are accountable to the organization.



- Standards of practice for involving individuals in meaningful ways to ensure successful integration of volunteers while meeting the needs of both the organization and its volunteers
  - Mission-Based Approach
  - Human Resources
  - Infrastructure for Volunteer Involvement
  - Evaluation: Tracking, Measuring and Reporting
  - The organization measures and evaluates the effectiveness of its
  - Volunteer Roles and Recruitment
  - Risk Management
  - Screening
  - Orientation & Training
  - Support & Supervision
  - Recognition: Valuing Volunteer Involvement

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

The adoption of the Canadian Code of Volunteer Involvement Calmar would demonstrate to our residents and to our regional partners our commitment to organizational capacity building, long term planning, and the creation of a thriving community. Should Council choose to adopt the CCVI it would provide administration with the direction to complete a Code Audit utilizing existing membership benefits from Volunteer Canada. This audit will allow administration to assess and analyse our volunteer involvement strategies and practices. The audit will additionally provide recommendations on steps administration could take to build organization capacity to support and recruit volunteers. The Committee of the Whole has moved that the Canadian Code for Volunteer Involvement be brought forward to the next regular meeting of Council to be adopted by Council as an integral part of operational practice, to be made known to every employee and volunteer, and to be made readily available to every staff member and volunteer for consistent reference and consultation.

**Option 1** – Council to adopt the Canadian Code for Volunteer Involvement as an integral part of operational practice, to be made known to every employee and volunteer, and to be made readily available to every staff member and volunteer for consistent reference and consultation.

**Option 2** - Council to accept the as Canadian Code for Volunteer Involvement information and move forward without adoption.

**Option 3** - Move to refer the suggested adoption of the Canadian Code for Volunteer Involvement back to administration for more information and or revision.

**COSTS/SOURCE OF FUNDING (if applicable)**

NA

**RECOMMENDED ACTION:**

Council to adopt the Canadian Code for Volunteer Involvement as an integral part of operational practice, to be made known to every employee and volunteer, and to be made readily available to every staff member and volunteer for consistent reference and consultation.

# CANADIAN CODE FOR VOLUNTEER INVOLVEMENT



VOLUNTEER  
BÉNÉVOLES  
CANADA



The Canadian Code for

Volunteer  
Involvement

[volunteer.ca](http://volunteer.ca)



For further information on volunteering, please visit: [www.volunteer.ca](http://www.volunteer.ca).

Copyright for Volunteer Canada material is waived for charitable and non-profit organizations for non-commercial use.

© Volunteer Canada, 2017  
Également disponible en français  
ISBN 978-1-926530-24-6

## Volunteering: A Bigger Tent Without Walls

In preparation for Canada's 150<sup>th</sup> Anniversary, Volunteer Canada convened a series of round tables<sup>2</sup> to ask people to consider what they wanted the world of volunteering to look like in 2017 and beyond. As a springboard for the discussion, His Excellency, the Right Honourable David Johnston, Governor General of Canada, shared his vision of a smart and caring nation. Many began to imagine a more inclusive and broader definition of volunteering. This gave rise to the Volunteer Canada Spectrum of Volunteer Engagement<sup>3</sup>, which recognizes a wide range of activities including: being informed about an issue, supporting a cause, participating in service-delivery, organizational capacity building and strategic leadership.

Canadians continue to be generous with their time and are highly engaged in their communities with close to 13 million Canadians volunteering over 150 hours each year. As impressive as this may be, the formal volunteering measured in the survey has decreased slightly from previous years. Some of these lower volunteer rates may be explained by an aging population or the multiple demands on middle aged people (the sandwich generation), who are balancing the needs of their children and aging parents with their own careers and health. Volunteer Canada knew that this was only part of the picture.

The shifting perceptions of what volunteering is and how Canadians are acting upon their values was illuminated in our study, *Recognizing Volunteering in 2017*, carried out in collaboration with IPSOS Public Affairs. People are doing great things inside, alongside and outside of organizations. They are raising funds, raising awareness, mobilizing ideas and mobilizing people to improve lives, communities and society. People make a range of decisions throughout their day to act upon their values. Examples include everything from composting to choosing a fair trade local coffee brewer, to carpooling, responding to a request for spare change, shoveling for a neighbour and taking an evening shift on the youth help line. This is part of our Individual Social Responsibility (ISR), a concept that emerged from our research.

Many organizations are taking a more integrated human resource management approach. Given that organizations are responsible for anything done in their name (by a volunteer, paid employee, co-op student, or someone completing community service hours) and that they are also responsible for anyone who works with them, policies and practices relate more to what a person does within the organization and not how they are remunerated. With the exception of matters related to compensation and recognition, most policies apply equally to everyone in areas such as training and supervision, evaluation, confidentiality, harassment, inclusivity, conflict of interest and screening.

Given the rise of informal volunteering and organic movements, there may be an inherent paradox in promoting standards of practice, protocols, policies and procedures in this CCVI. As we better understand how volunteering is influenced by these trends, our challenge is to create the infrastructure needed to carry out the duty of care to ensure the quality and safety of our programs and services while making the space under our tent for informal volunteering and organic movements.



Paula Speevak  
President & CEO  
Volunteer Canada

<sup>2</sup> Volunteer Canada, *The World of Volunteering in 2017 and Beyond: Summary of the Round Table Discussions*, June 2011

<sup>3</sup> Introduced by Volunteer Canada in 2012 and included in the 2012 Edition of the *Canadian Code for Volunteer Involvement*

# TABLE OF CONTENTS

## Section I Introduction

Volunteer Canada.....	3
Background.....	3
The Canadian Code for Volunteer Involvement: Purpose and Elements.....	4

## Section II The Canadian Code for Volunteer Involvement

The Value of Volunteer Involvement .....	5
Guiding Principles for Volunteer Involvement .....	6
Standards of Practice for Volunteer Involvement .....	7

## Section III Adopting and Implementing the Code .....

Involving Volunteers in Charitable and Non-Profit Organizations .....	10
---	----

## Section IV Appendices

Appendix A: Spectrum of Volunteer Engagement .....	12
Appendix B: Glossary of Terms.....	13

## SECTION I INTRODUCTION

### Volunteer Canada

Volunteer Canada provides national leadership and expertise on volunteerism in Canada. We aim to increase the participation, quality and diversity of volunteer experiences in Canada in order to help build strong and connected communities. Since 1977, we have worked closely with a wide range of collaborators in order to achieve our mission *to provide leadership in strengthening citizen engagement and to serve as a catalyst for voluntary action*. Collaborators include:

- > Over 200 volunteer centres in communities across Canada
- > Over 1200 Volunteer Canada members
- > Over 20 members of the Corporate Council on Volunteering
- > Canadian charitable and non-profit organizations
- > Businesses
- > Local, provincial and federal government departments
- > Educational institutions
- > National and provincial professional associations

### Background

**The Canadian Code for Volunteer Involvement (CCVI)** was first launched by Volunteer Canada to mark the International Year of Volunteers in 2001. The CCVI was the vision of Liz Weaver, at the time Executive Director of Volunteer Hamilton, and was developed as her anchoring project in the McGill-McConnell Program, Master of Management for National Voluntary Sector Leadership. The CCVI was revised in 2006 in partnership with the Volunteer Management Professionals of Canada (formerly Canadian Administrators of Volunteer Resources) to consolidate the Canadian Code for Volunteer Involvement (Volunteer Canada, 2000) and the CAVR Standards of Practice (CAVR, 2002). Revisions in 2012 reflected legislative changes, demographic shifts, global trends and social innovation within the volunteer engagement field. This 2017 version of the CCVI contains updated standards, reflects the current social context and incorporates a more streamlined format.

Using the CCVI as a benchmark, Volunteer Canada developed checklists, Putting The Code Into Action, and the online Code Audit tool to help organizations assess their volunteer involvement practices. More information can be found at [volunteer.ca/ccvi](http://volunteer.ca/ccvi).

Over the past decade, employer-supported volunteering has moved from being an exceptional initiative to a mainstream practice among today's employers. With 37% of Canada's 12.7 million volunteers reporting some sort of support from their employer to volunteer<sup>1</sup>, Volunteer Canada's Corporate Council on Volunteering led the development of the Canadian Code for Employer-Supported Volunteering. This resource aligns with the CCVI, articulating values and guiding principles for cross-sectoral relationships and promoting standards of practice for Employer-Supported Volunteering. The two Codes provide a foundation for businesses and non-profit organizations to build effective partnerships in their work to strengthen communities.

Volunteer Canada would like to acknowledge **Genovus Energy** for their financial support of this edition of the Code.

1 Statistics Canada, General Social Survey on Giving, Volunteering and Participating 2013

## The Canadian Code for Volunteer Involvement:

### Purpose and Elements

The Code recognizes and reflects the changing realities of volunteer engagement and management practice, and supports the work of those who manage and support volunteer involvement within an organization. It is flexible and applies to organizations of all sizes, with different levels of resources, rural and urban, crossing a range of mandates, led by paid staff or by volunteers. Elements of the Code are designed to be inclusive and applicable to a diversity of people, cultures, communities, opportunities and approaches.

For volunteer involvement to be effective, the organization's leaders must actively champion a culture and structure that supports and values the role and impact of volunteer involvement.

The Code consists of three important elements:

- > The **value** of volunteer involvement.
- > **Guiding principles** that frame the relationship between the volunteer and non-profit organization.
- > **Standards of practice** for involving individuals in meaningful ways to ensure successful integration of volunteers while meeting the needs of both the organization and its volunteers.

*By adopting the Canadian Code for Volunteer Involvement, non-profit organizations commit not only to strengthening their volunteer engagement strategy, but also to strengthening the capacity of the organization to meet its mandate and contribute to strong and connected communities.*



## SECTION II THE CANADIAN CODE FOR VOLUNTEER INVOLVEMENT

### The Value of Volunteer Involvement

Volunteer involvement has a powerful impact on Canadian society, communities, organizations and individuals.

#### **Volunteer involvement is fundamental to a healthy and democratic society in Canada**

- > It promotes civic engagement and active participation in shaping the society we want.
- > It encourages everyone to play a role and contribute to the quality of life in communities.

#### **Volunteer involvement is vital for strong and connected communities**

- > It promotes change and development through the collective efforts of those who know the community best.
- > It identifies and supports local strengths and assets to respond to community challenges while strengthening the social fabric.

#### **Volunteer involvement builds the capacity of organizations**

- > It provides organizations with the skills, talents and perspectives that are essential to their relevance, vitality and sustainability.
- > It increases the capacity of organizations to accomplish their goals through programs and services that respond to and are reflective of the unique characteristics and needs of their communities.

#### **Volunteer involvement is personal**

- > It promotes a sense of belonging and general wellbeing.
- > It provides the opportunity for individuals to engage according to their personal preferences, interests, skills and motivations.

#### **Volunteering is about building relationships**

- > It connects people to the causes they care about, and allows community outcomes and personal goals to be met within a spectrum of engagement<sup>4</sup>.
- > It creates opportunities for non-profit organizations to accomplish their goals by engaging and involving volunteers, and it allows volunteers an opportunity to connect with and contribute to building community.

---

4 See Appendix A, Spectrum of Volunteer Engagement

## Guiding Principles for Volunteer Involvement

Guiding principles keep relationships balanced between organizations and their volunteers by ensuring they are reciprocal. They also help to ensure a commitment to developing and supporting volunteer involvement that benefits both the organization and the volunteer(s).

**Volunteers have rights. Charitable and non-profit organizations recognize that volunteers are a vital human resource and will commit the appropriate infrastructure to support volunteer involvement.**

- > The organization's practices ensure effective volunteer involvement.
- > The organization provides a safe and supportive environment for volunteers.






**Volunteers have responsibilities. Volunteers make a commitment and are accountable to the organization.**

- > Volunteers will act with respect for the cause, the stakeholders, the organization and the community.
- > Volunteers carry out their involvement responsibly and with integrity.



## Standards of Practice for Volunteer Involvement

The standards below are intended to provide guidance, not detailed instructions. Each organization will have to consider how to implement the standards according to its circumstance, while achieving the overall intent of the Code. By adopting the standards, the organization demonstrates a commitment to engaging and supporting volunteers in a meaningful and responsible way.

STANDARD	DESCRIPTION
<p><b>1</b>  <b>Mission-Based Approach</b></p>	<p>The Board of Directors and senior staff acknowledge, articulate and support the vital role of volunteers in achieving the organization's purpose or mission. Volunteer roles are clearly linked to the organization's mission.</p>
<p><b>2</b>  <b>Human Resources</b></p>	<p>The organization has an integrated human resources approach that includes paid employees, students and volunteers. Volunteers are welcomed and treated as valued and integral members of the organization's human resources team. Support for volunteer involvement includes providing appropriate resources.</p>
<p><b>3</b>  <b>Infrastructure for Volunteer Involvement</b></p>	<p>The organization adopts a policy framework and administrative procedures that define and support the involvement of volunteers. The organization has the required resources in place and has designated a qualified individual(s) responsible for supporting volunteer involvement. Standardized documentation, records management practices and procedures follow current relevant legislation.</p>
<p><b>4</b>  <b>Evaluation: Tracking, Measuring and Reporting</b></p>	<p>The organization measures and evaluates the effectiveness of its volunteer involvement strategy in helping to support its mandate. An evaluation framework is in place to assess the performance of individual volunteers and gauge volunteer satisfaction. Standardized documentation, records management practices and procedures track and record volunteer involvement.</p>
<p><b>5</b>  <b>Volunteer Roles and Recruitment</b></p>	<p>Volunteer roles contribute to the mission of the organization and clearly identify the skills and abilities needed. Volunteer roles involve volunteers in meaningful ways that reflect their skills, needs, interests and backgrounds. Volunteer recruitment incorporates a broad range of strategies to reach out to diverse sources of volunteers.</p>

STANDARD	DESCRIPTION
<p><b>6</b> <input type="checkbox"/></p> <p><b>Risk Management</b></p>	<p>Risk management procedures are in place to assess, manage and/or mitigate potential risks to the volunteers, the organization, its clients, staff, members and participants that may result from the delivery of a volunteer-led program or service. Applicable Health and Safety protocols are followed. Each volunteer role is assessed for level of risk as part of the screening process.</p>
<p><b>7</b> <input type="checkbox"/></p> <p><b>Screening</b></p>	<p>The organization has a clearly communicated and transparent screening process in place. It is aligned with the risk management approach and consistently applied across the organization. This may involve a Vulnerable Sector Check when vulnerable populations are involved. See Volunteer Canada's 10 Steps of Screening.</p>
<p><b>8</b> <input type="checkbox"/></p> <p><b>Orientation and Training</b></p>	<p>Volunteers receive an orientation to the organization including the policies and practices appropriate to each role. Each volunteer also receives training specific to their role and their individual needs.</p>
<p><b>9</b> <input type="checkbox"/></p> <p><b>Support and Supervision</b></p>	<p>Volunteers receive the level of support and supervision required for the role and are provided with regular opportunities to give and receive feedback.</p>
<p><b>10</b> <input type="checkbox"/></p> <p><b>Recognition: Valuing Volunteer Involvement</b></p>	<p>The organization acknowledges the contributions of volunteers using a range of recognition tools and activities that reflect the needs of the volunteer. The value and impact of volunteer contributions are understood and acknowledged within the organization and communicated to the volunteer. See Volunteer Canada's 2013 Volunteer Recognition Study and PREB.</p>

For more details on implementing each of the Standards of Practice, go to: [www.volunteer.ca/ccvi](http://www.volunteer.ca/ccvi)

## SECTION III ADOPTING AND IMPLEMENTING THE CODE

The following are suggested steps for your organization to use as a starting point in adopting and implementing the Code. Organizations should work toward achieving the standards in ways that are appropriate to them. If your organization has already adopted a previous version of the Code, some of the steps may not be necessary. Periodic review of the Code will also help embed the values, guiding principles and standards of practice into those of the organization, so that effective volunteer involvement becomes part of the organizational culture.

- Review the Code with leadership to ensure that the organization is aligned with the Values and Guiding Principles sections.
- Present the Code to the Board of Directors and make a formal motion for the organization to adopt the Code.
- Prepare and publish a statement related to volunteer involvement in your organization.
- Assess the organization's practices related to the Values, Guiding Principles and Standards of Practice and share the results with the Board of Directors to support the case for adopting the Code. The *Code Audit Tool* may be helpful to your organization during this assessment. Conducting an assessment after adopting the Code provides the opportunity to inform the Board of Directors of the organization's progress in achieving the standards, and reinforces the board's commitment to the Code.
- Develop a work plan to address specific areas identified in the organizational assessment. The *Code Audit Tool* may be a helpful resource.
- Consult your local volunteer centre, provincial association of volunteer centres or Volunteer Canada. They are good resources to assist in adopting or implementing the Code.
- Advise Volunteer Canada when the organization has adopted the Code and is working toward implementing the standards of practice, to be listed as a Code adopter on Volunteer Canada's website.
- Review the Code periodically to mark your organization's progress and identify opportunities for improvement.

## Involving Volunteers in Charitable and Non-Profit Organizations

Non-profit organizations accomplish their goals through their human resources. By using a planned approach to identify the work functions (both paid and unpaid) needed to achieve their missions, organizations are able to engage people's talents and skills and increase their organizational capacity through targeted recruitment. Part of the Code's strategy is to ensure that the skills needed to effectively engage volunteers become a core competency of most or all staff members. It is also important that the Board, Executive Director and senior staff champion a culture and structure that support and value the role and impact of volunteer involvement.

Everyone within a charitable and non-profit organization has a role to play in ensuring successful and effective volunteer involvement. Too often, the management or oversight of volunteers is left to a single individual<sup>5</sup> within the organization. Adopting a more inclusive approach to human resource management that considers both volunteers and paid staff ensures volunteers have more entry points into an organization.

The table on the next page illustrates key roles, responsibilities and accountabilities within a charitable and non-profit organization. It can be adapted to reflect the specific titles and roles that exist in any organization. For larger more complex organizations, a column identifying the roles, responsibilities and accountabilities of staff working directly with volunteers might be appropriate. For grassroots organizations, some of the columns might merge, as individuals working for smaller organizations often undertake multiple roles. It is important to recognize that each organization is unique. This table is intended as a frame of reference to help non-profits determine who in the organization is accountable for ensuring that volunteers are effectively involved and able to contribute to the mission and programs of the organization.

---

5 Or department, if applicable

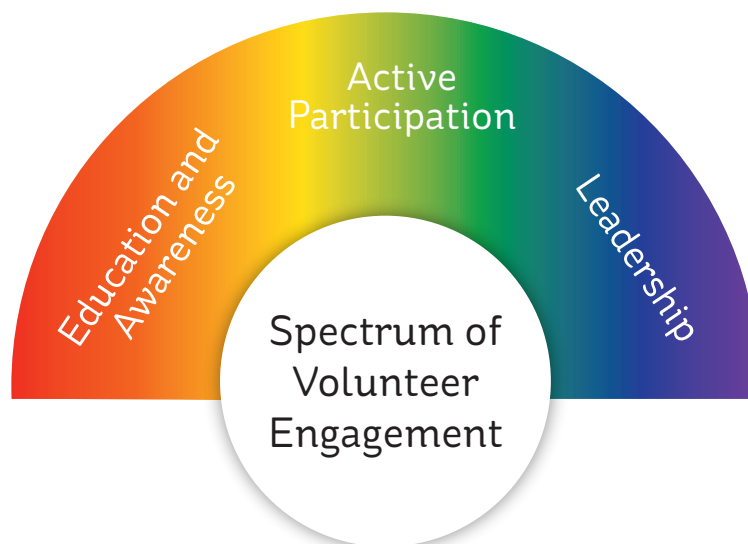
	Board Members	Executive Directors or Leadership Volunteers	Volunteer or Human Resource Managers	Staff	Volunteers
<b>Specific Roles in Organization</b>	Create, lead and ensure a supportive environment and culture for volunteer involvement. (Policy Focus)	Create and lead a supportive environment and culture for volunteer involvement. (Policy and Delivery Focus)	Create and manage a supportive environment and culture for volunteer involvement. (Policy and Delivery Focus)	Proactively contribute to support an environment and culture for meaningful volunteer involvement. (Delivery Focus)	Proactively contribute to support an environment and culture for meaningful volunteer involvement. (Delivery Focus)
<b>Vision, Mission, Values and Strategic Plan</b>	Define and review vision, mission and values related to volunteer involvement.  Develop a strategic plan that integrates volunteer involvement as a core function and resource to support achievement of the mission.	Review vision, mission and values.  Assist with strategic plan development.  Develop and manage operational strategies, goals and the annual plan.	Link operational activities to vision, mission and values.  Manage annual operating goals and strategies.	Understand how all volunteer roles link to vision, mission and values.	Understand how their specific volunteer role links to vision, mission and values.  Undertake volunteer roles to achieve operational goals and strategies.
<b>Governance Policy</b>	Identify and develop governance policies.	Manage and support governance policies.	Manage and support governance policies.	Understand, implement and respect policies.	Understand, respect and follow policies.
<b>Programs and Operations</b>	Develop policies for programs and operations.	Identify and obtain the human and financial resources required for effective program delivery and operations.	Manage volunteer / human resources so that programs and operations are effectively supported.	Provide support to volunteer service and leadership for effective program delivery.	Provide volunteer service and leadership for effective program delivery.
<b>Human Resource Management and Volunteer Involvement</b>	Develop a policy approach to human resource management and incorporate the volunteer involvement standards of practice.	Ensure effective management of human resource strategies in the organization.  Lead the involvement of volunteers and integration of volunteer involvement standards of practice.	Ensure consistent application of human resource management strategies to volunteer resources.  Ensure volunteer involvement standards are consistently applied within the organization.	Operate within and support the volunteer involvement standards for development, delivery and support of quality programs and/or services.	Operate within and support the volunteer involvement standards for development and delivery of quality programs and/or services.

## SECTION IV APPENDICES

### APPENDIX A

#### Spectrum of Volunteer Engagement

Volunteer Canada promotes a broader definition of volunteering that includes a wide spectrum of engagement. The spectrum spans from being informed to assuming a leadership position. **Education and Awareness** of issues or causes positions people to give voice to and take action on things that matter to local communities and society at large (e.g. organizing a lunch and learn session, attending a webinar, circulating a petition). **Actively Participating** in programs, activities and services directly improves peoples' quality of life (e.g. participating in a group volunteering event with colleagues, regular volunteering with a non-profit organization). Providing **Leadership** helps organizations to better achieve their missions (e.g. serving on the board of a non-profit organization, chairing a major campaign). All these roles are essential to building strong and connected communities.



The spectrum of engagement recognizes the diversity in peoples' sources of inspiration, modes of putting their values into action, skills to contribute and capacity to donate time. The spectrum of engagement also recognizes that each organization is different and has a different capacity to engage volunteers. The most vibrant organizations offer and welcome volunteer opportunities within the full spectrum of engagement.



## APPENDIX B

### Glossary of Terms

<b>Board</b>	<p>Those persons responsible for providing leadership and direction to the organization and tasked with governing the organization's affairs on behalf of its members. For the purpose of this document, the term <i>board</i> refers to a board of directors, members of the executive, board of governors or a board of trustees, administrators, clergy, leaders, coaches, coordinators, officials, parents, participants or anyone else involved in the governance or decision making of the organization.</p>
<b>Capacity</b>	<p>The human and financial resources, technology, skills, knowledge and understanding required for organizations to do their work and fulfill the expectations of stakeholders.</p>
<b>Active Citizenship</b>	<p>Citizens who actively participate in their communities by tackling problems or bringing about change with the aim of improving quality of life.</p>
<b>Culture</b>	<p>The way a group of people engages with one another. It refers to the shared language, values, traditions, norms, customs, arts, history or institutions of a group of people.</p>
<b>Diversity</b>	<p>A broad term that refers to the differences among individuals and groups, including differences in age, culture, faith, ethnicity, gender, sexual orientation and ability.</p>
<b>Employer-Supported Volunteering (ESV)</b>	<p>The practice of employers providing the time, space, infrastructure and support for their employees to volunteer in the communities where they live and work. Employer-Supported Volunteering is typically one component of a corporate social responsibility strategy. Examples of Employer-Supported Volunteering include: volunteer grants or Dollars for Doers program, volunteer paid time-off policy, day of service, volunteer council or ambassadors program, group volunteering, short or long term skills based and/or pro bono volunteer assignments. See Volunteer Canada's Canadian Code for Employer-Supported Volunteering.</p>
<b>Family Volunteering</b>	<p>Family volunteering involves more than one person in a household or extended family, from different generations, volunteering together.</p>
<b>Integrated Human Resources Approach</b>	<p>A strategically planned approach to identifying the work functions that need to be accomplished in organizations. It involves engaging people, whether paid or unpaid, to perform the work needed to achieve the organization's mission<sup>6</sup>.</p>

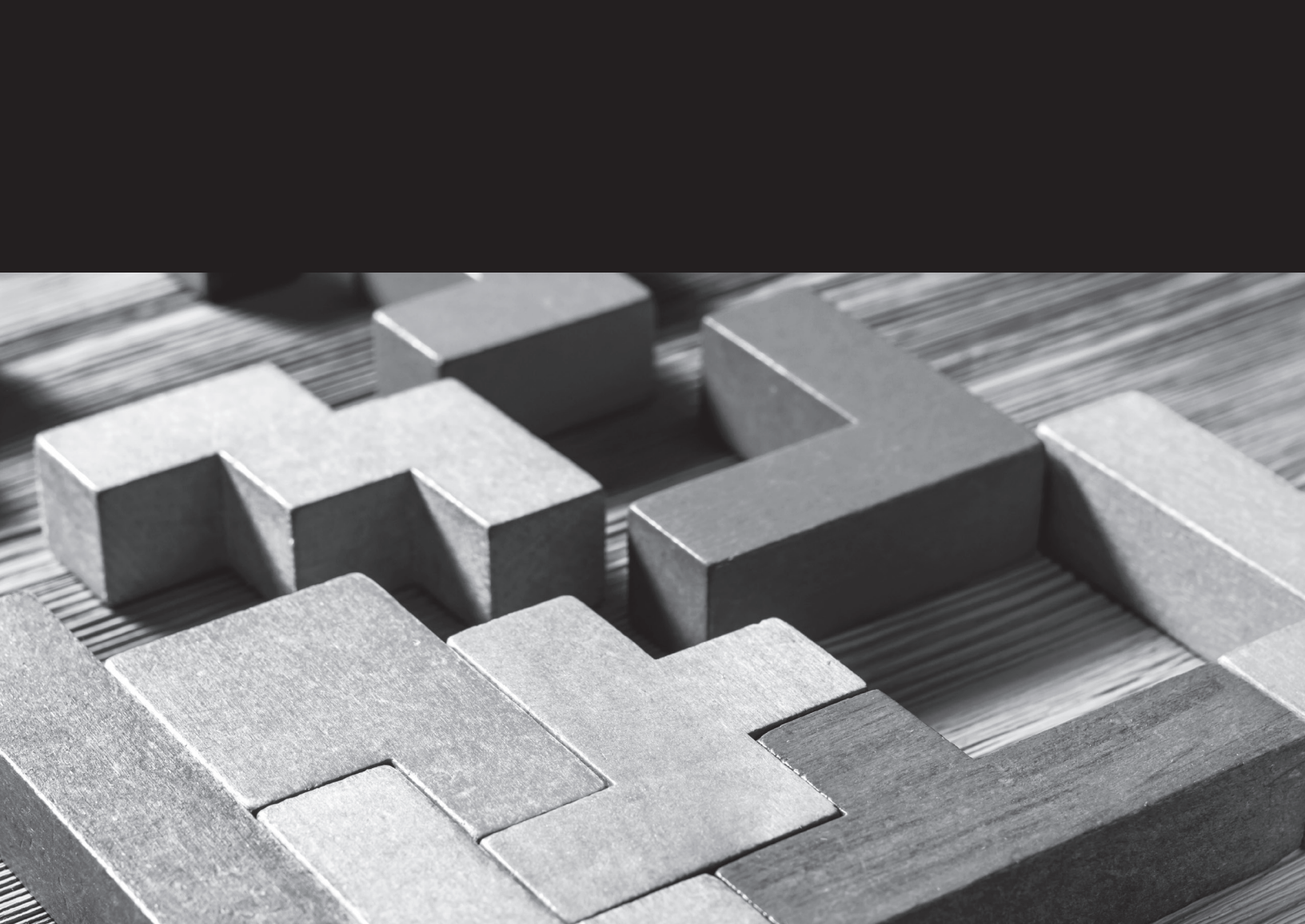
## Glossary of Terms

<b>Manager of Volunteer Resources</b>	The term <i>Manager of Volunteer Resources</i> is used throughout the Code as a generic term. An administrator of volunteer resources <sup>7</sup> is a professional who applies best practices in volunteer management in compliance with nationally accepted standards to identify, strengthen and effectively maximize voluntary involvement for the purpose of improving the quality of life of individuals and communities. The term <i>administrator</i> is used in a generic way to represent all other titles used in the non-profit sector (director, coordinator, manager, leader, etc). In some organizations, the title of the person responsible for managing volunteer resources may not even reflect this role.
<b>Micro-Volunteering</b>	A form of virtual volunteering, micro-volunteering describes a task done by a volunteer or team of volunteers, usually via the Internet. It typically does not require an application process, screening or training period because it takes only minutes or a few hours to complete. Micro-volunteering does not require an ongoing commitment.
<b>Mission</b>	The overall goal of the organization. The reason for an organization's existence.
<b>Non-Profit Organization</b>	Self-governing organizations that exist to serve the public benefit and generate social capital but do not distribute private profit to members. The organization depends on volunteers and is independent or institutionally distinct from the formal structures of government and the profit sector. A non-profit organization can be a large structured organization or a small community or grassroots organization.
<b>Policies</b>	Specific statements of belief, principle or action to guide decisions and achieve outcomes.
<b>Procedures</b>	A series of steps to help implement policy. The steps indicate who will do the work and how it will be done.
<b>Skills-Based Volunteering</b>	A type of volunteering that leverages the specialized skills and talents of individuals to help build and sustain the capacity of organizations to successfully achieve their missions.
<b>Spectrum of Engagement</b>	A continuum that includes being informed about an issue, being supportive of a cause, actively participating and taking leadership. All these roles are essential to building strong and connected communities.
<b>Staff</b>	Individuals who perform paid work on behalf of an organization.
<b>Virtual Volunteering</b>	A volunteer who completes tasks, in whole or in part, off-site from the organization using the Internet.
<b>Volunteer</b>	Any person who gives freely of their time, energy and skills for public benefit, without monetary compensation.

<sup>7</sup> VMPC definition

Additional resources for implementing the CCVI: [www.volunteer.ca/ccvi](http://www.volunteer.ca/ccvi).

Volunteer Canada members can access the Code Audit Tool at [www.volunteer.ca/audit](http://www.volunteer.ca/audit) to assess their organization's volunteer involvement strategies and practices.





**Town of Calmar**

**Request for Decision (RFD)**

Meeting:	Regular Council
Meeting Date:	January 17 <sup>th</sup> , 2022
Originated By:	Acting CAO Anderson
Title:	Formal Naming of Park South of Ball Diamonds
Approved By:	Acting CAO Anderson
Agenda Item Number:	8 C

**BACKGROUND/PROPOSAL:**

At the January 10, 2022, Committee of the Whole meeting, it was agreed that administration would bring the name Calmar Outdoor Recreation Grounds to the next regular meeting of Council to formally name the park.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

Planning and design for this park is underway and the project needs a reference other than the location and/or previous owners sir name. Having a formal name for the park also makes the area more recognizable and would allow for the Town to sell sponsorship of the individual fields within the park as suggested as well as provide for public participation and/or sponsorship for a new park name once the upgrades have been completed.

**COSTS/SOURCE OF FUNDING (if applicable)**

N/A

**RECOMMENDED ACTION:**

Move to formally name the park located south of the ball diamonds as the Calmar Outdoor Recreation Grounds.



## Town of Calmar

### Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	January 17 <sup>th</sup> , 2022
Originated By:	Acting CAO Anderson
Title:	Canadian Fibre Optics Letter of Intent
Approved By:	Acting CAO Anderson
Agenda Item Number:	8 D

### **BACKGROUND/PROPOSAL:**

To the naked eye, Calmar is not in need of anything better. And despite having “better” service than many other rural communities, the need for better broadband in communities like Calmar exists all the same. This is an important realization, as the state of broadband in Calmar will be some of Alberta’s worst in a short amount of time.

This is because any community currently below the 50/10 Mbps standard is quickly being upgraded, or targeted very closely, with fiber infrastructure. Further, the speeds currently being marketed and sold in Calmar are well above the 50/10 standard, but the realization (at peak time) of this is very unlikely. Today, this prevents Calmar for marketing itself as a viable community to live in, and it prohibits itself from being able to attract businesses to make Calmar home. These challenges will also widen as time goes on, without fiber infrastructure.

The need for fibre in our community has been researched in previous project initiatives and holds true today. Working from home along with virtual school has provided us with frustrations that the current mix of wireless and DSL services currently available and for some, required going out of Town to access internet services.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

Upgrading the internet service within the Town of Calmar corporate limits will not only provide a much-needed utility to our existing population, but it will also provide increased possibilities for residential and non residential investment. Opportunities for outlying areas in the region would have reasonable and close access to drag the service into an industrial and/or commercial venture.



Canadian Fibre Optics participated in a workshop with Council on December 30<sup>th</sup>, 2021. The session included a presentation from Canadian Fibre Optics and was then followed up with some discussion about how a partnership with the Town might work.

A summary of the project includes:

- 2022 Construction to completion with a projected first house light up slated for early July or sooner.
- Feed – Canadian Fibre to lease from Telus or Supernet
- Trunk - Canadian Fibre Optics would own the conduit
- Service - The Town of Calmar would own the infrastructure that runs from trunk to lots.
- 6-12 strands of dark fibre
- No monopoly, as others could run fibre thru Town owned conduit
- Rate cap for 5 years
- All Calmar parcels of land would have access to fibre
- Cost recovery from providers supplying service

This project comes to this meeting as timing is of the essence to accomplish a 2022 implementation.

**Option 1:** Council pass a motion to authorize Administration to open the project and enter into agreements as required and furthermore apply 2022 & 2023 MSI funding to any part of the project that qualifies.

**Option 2:** Council pass a motion to refer the project back to Administration for more information.

**COSTS/SOURCE OF FUNDING (if applicable)**

Town cost per household estimated @ \$500 each

**RECOMMENDED ACTION:**

Move to authorize Administration to open the project using funds from reserve and enter into agreements as required and furthermore apply 2022 & 2023 MSI funding to any part of the project that qualifies.





# Monthly Financial Report







**Town of Calmar**  
**YTD Budget Variance Trial Balance**



Thursday, January 13, 2022

Account Number	Account Description	2021 Budget	2021 YTD	Amount Remaining	Budget Va	2021 Budget Comments	2020 YTD	2019 YTD	2018 YTD
1-00-00-110	GEN - Residential Taxes	\$ (2,323,569.00)	\$ (2,324,028.09)	\$ 459.09	100%	Zero Percent Increase	\$ (2,305,556.37)	\$ (2,222,943.61)	\$ (2,167,339.67)
1-00-00-111	GEN - Non-Residential Taxes	\$ (551,260.00)	\$ (552,016.18)	\$ 756.18	100%	Zero Percent Increase	\$ (547,167.60)	\$ (543,794.48)	\$ (519,720.28)
1-00-00-116	GEN - Allowance for Uncollected Taxes	\$ -	\$ -	\$ -	0%	No Allowance Allocated for this year	\$ -	\$ -	\$ -
1-00-00-130	GEN - Franchise Agreements	\$ (434,560.00)	\$ (393,640.50)	\$ (40,919.50)	91%	Alta Gas \$ 181,701 Fortis \$ 252,859	\$ (423,171.99)	\$ (402,081.14)	\$ (381,195.99)
1-00-00-510	GEN - Penalties & Costs	\$ (102,000.00)	\$ (114,722.78)	\$ 12,722.78	112%	Budget Based on Last Year Actual: Jul 1 (Current Year Outstanding Only) 8% Aug 1 (Current Year Outstanding Only) 8% Jan 1 (All O/S) 12%	\$ (111,819.00)	\$ (128,363.64)	\$ (101,214.80)
1-00-00-515	GEN - Tax Recovery Costs	\$ -	\$ (800.00)	\$ 800.00	0%	No Tax Recovery Costs anticipated	\$ (2,072.00)	\$ (2,200.00)	\$ (2,000.00)
1-00-00-550	GEN - Investment Return	\$ (30,000.00)	\$ (11,432.59)	\$ (18,567.41)	38%	No Budget Notes	\$ (32,192.03)	\$ (62,129.06)	\$ (49,085.58)
1-12-00-490	ADMIN - Administration Costs Recovered	\$ (400.00)	\$ (3,299.40)	\$ 2,899.40	825%	No Budget Notes	\$ (13,892.96)	\$ (6,848.57)	\$ (8,833.95)
1-12-00-495	ADMIN - Assessment Appeals	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ (500.00)	\$ -	\$ -
1-12-00-551	ADMIN - Tax Recovery Properties - Property Revenue	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ (67,812.23)	\$ -	\$ -
1-12-00-590	ADMIN - Other Revenue - Administration	\$ (1,500.00)	\$ (19,348.81)	\$ 17,848.81	1290%	FCSS Rent \$1,250 WCB Rebate	\$ (9,476.11)	\$ (6,506.05)	\$ (9,184.52)
1-12-00-840	ADMIN - Provincial Conditional Grants	\$ (29,570.00)	\$ (257,947.00)	\$ 228,377.00	872%	MSI Operating \$27,342 Senate Election \$2,228	\$ (28,212.00)	\$ (78,403.00)	\$ (82,761.00)
1-12-00-850	ADMIN - Conditional Grants - Other Governments	\$ -	\$ -	\$ -	0%	Organization Review \$60,000 Payroll Upgrade \$15,000 Public Communication & Marketing Strategy \$15,000 Feasibility Study \$15,000	\$ -	\$ -	\$ -
1-12-00-920	ADMIN - Drawn from Reserves	\$ (105,000.00)	\$ -	\$ (105,000.00)	0%	No Budget Notes	\$ (20,730.07)	\$ -	\$ -
1-23-00-590	FIRE - Other General Revenue-Protective Services	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ -	\$ -	\$ (27,857.07)
1-23-00-920	FIRE - Drawn from Reserves	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ -	\$ -	\$ -
1-24-00-590	DISASTER - Other General Revenues	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ -	\$ (1,336.18)	\$ -
1-24-00-840	DISASTER - Provincial Grant	\$ (2,000.00)	\$ -	\$ (2,000.00)	0%	Training Equipment & Readiness	\$ -	\$ -	\$ -
1-24-00-920	DISASTER - Drawn from Reserves	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ -	\$ -	\$ (20,000.00)
1-25-00-590	AMBULANCE - Other General Revenue	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ -	\$ -	\$ -
1-26-00-410	BYLAW - Municipal Fines	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ -	\$ -	\$ -
1-26-00-510	BYLAW - Provincial Fines	\$ (35,000.00)	\$ (10,889.00)	\$ (24,111.00)	31%	No Budget Notes	\$ (32,766.81)	\$ (31,793.73)	\$ (61,803.57)
1-26-00-520	BYLAW - Animal License Fee's	\$ (500.00)	\$ (1,010.00)	\$ 510.00	202%	No Budget Notes	\$ (620.00)	\$ (1,720.00)	\$ (1,980.00)
1-26-00-521	BYLAW - Business License Fee	\$ (14,000.00)	\$ (20,195.00)	\$ 6,195.00	144%	No Budget Notes	\$ (17,670.00)	\$ (17,150.00)	\$ (18,160.00)
1-26-00-522	BYLAW - Regional Business License	\$ -	\$ (50.00)	\$ 50.00	0%	No Budget Notes	\$ -	\$ -	\$ -
1-26-00-590	BYLAW - Other General Revenue	\$ -	\$ (1,171.00)	\$ 1,171.00	0%	Teaching Narcon Classes	\$ (1,320.00)	\$ (480.00)	\$ (4,445.60)
1-26-00-840	BYLAW - Provincial Conditional Grants	\$ (1,000.00)	\$ -	\$ (1,000.00)	0%	Alberta Traffic Safety Grant Educational Traffic Safety Equipment	\$ -	\$ -	\$ -
1-26-00-920	BYLAW - Drawn from Reserves	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ -	\$ -	\$ -
1-26-01-410	Municipal Fines - Snow Removal	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
1-32-00-410	PUB WRKS - Cost Recovered	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ -	\$ -	\$ -
1-32-00-590	PUB WORKS - Other General Revenue	\$ (5,000.00)	\$ (7,935.00)	\$ 2,935.00	159%	No Budget Notes	\$ (4,985.00)	\$ (18,818.00)	\$ (26,283.20)
1-32-00-920	PUB WORKS - Drawn from Reserves	\$ (236,055.00)	\$ -	\$ (236,055.00)	0%	Debenture Stability Reserve \$191,078 Operating Contingency (Shop Security) \$30,000 Operating Contingency (Street Lights) \$14,875	\$ (199,978.55)	\$ (48,661.42)	\$ -
1-41-00-410	WATER - Sale of Water	\$ (601,681.00)	\$ (622,589.41)	\$ 20,908.41	103%	No Budget Notes	\$ (603,947.29)	\$ (583,733.93)	\$ (542,584.80)
1-41-00-490	WATER - Water Connection Fees	\$ (10,000.00)	\$ (12,730.00)	\$ 2,730.00	127%	No Budget Notes	\$ (6,301.03)	\$ (8,925.00)	\$ (4,810.00)
1-41-00-500	WATER - Sale of Bulk Water	\$ (40,000.00)	\$ (58,109.24)	\$ 18,109.24	145%	No Budget Notes	\$ (39,938.59)	\$ (39,566.01)	\$ (50,407.12)
1-41-00-510	WATER - Penalties and Costs	\$ (5,000.00)	\$ (5,086.92)	\$ 86.92	102%	No Budget Notes	\$ (3,710.58)	\$ (5,851.90)	\$ (5,436.67)
1-41-00-590	WATER - Other Revenue Water	\$ (6,000.00)	\$ (6,000.00)	\$ -	100%	Fire Department - County	\$ (6,001.45)	\$ (5,894.94)	\$ (6,000.00)
1-41-00-920	WATER - Drawn from Reserves	\$ (20,000.00)	\$ -	\$ (20,000.00)	0%	Operating Reserve (GPS for GIS Data)	\$ -	\$ -	\$ -
1-42-00-410	SEWER - Sanitary Sewer Fees	\$ (398,000.00)	\$ (408,228.90)	\$ 10,228.90	103%	No Budget Notes	\$ (399,795.38)	\$ (383,794.35)	\$ (376,119.06)
1-42-00-500	SEWER - Water & Sewer Infrastructure	\$ (89,000.00)	\$ (94,469.44)	\$ 5,469.44	106%	No Budget Notes	\$ (92,833.27)	\$ (88,739.76)	\$ (86,995.48)
1-42-00-590	SEWER - Other General Revenue	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ -	\$ -	\$ -





### Town of Calmar YTD Budget Variance Trial Balance



Thursday, January 13, 2022

Account Number	Account Description	2021 Budget	2021 YTD	Amount Remaining	Budget Va	2021 Budget Comments	2020 YTD	2019 YTD	2018 YTD
1-42-00-920	SEWER - Drawn from Reserves	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ -	\$ -	\$ -
1-43-00-410	GARBAGE - Garbage Service Fees	\$ (176,000.00)	\$ (188,434.20)	\$ 12,434.20	107%	No Budget Notes	\$ (184,459.85)	\$ (175,905.09)	\$ (167,230.41)
1-43-00-500	GARBAGE - Recycling Fees	\$ (81,000.00)	\$ (86,757.75)	\$ 5,757.75	107%	No Budget Notes	\$ (88,390.17)	\$ (81,147.38)	\$ (76,977.54)
1-43-00-590	GARBAGE - Other General Revenue	\$ -	\$ (10,745.26)	\$ 10,745.26	0%	No Budget Notes	\$ (6,357.89)	\$ (10,517.22)	\$ (12,000.70)
1-43-00-920	GARBAGE - Drawn from Reserves	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ -	\$ -	\$ -
1-51-00-410	FAMILY SERV - Fees & Programs	\$ (900.00)	\$ -	\$ (900.00)	0%	No Budget Notes	\$ -	\$ -	\$ -
1-51-00-590	FAMILY SERV - Other General Revenue	\$ (1,000.00)	\$ (1,470.00)	\$ 470.00	147%	Volunteer Alberta Grant	\$ (1,000.00)	\$ (1,224.00)	\$ (1,125.00)
1-51-00-840	Provincial Grant	\$ -	\$ (2,650.00)	\$ 2,650.00	0%	Newcomers Grant	\$ -	\$ -	\$ -
1-51-00-850	FAMILY SERV - Regional FCSS Grant	\$ (37,500.00)	\$ (37,548.00)	\$ 48.00	100%	No Budget Notes	\$ (37,545.00)	\$ (37,545.00)	\$ (37,545.00)
1-51-01-590	FAMILY SERV - Christmas Elves Program Revenues	\$ -	\$ (4,090.00)	\$ 4,090.00	0%		\$ -	\$ -	\$ -
1-61-00-410	MUNI DEV - Service Fees	\$ (3,500.00)	\$ (7,315.00)	\$ 3,815.00	209%	Tax Certificates Zoning Compliance Certificates	\$ (6,535.00)	\$ (6,435.00)	\$ (4,566.00)
1-61-00-411	MUNI DEV - Subdivision Fees	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ (2,800.00)	\$ (200.00)	\$ (1,470.00)
1-61-00-510	MUNI DEV - Safety Codes Council	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ -	\$ -	\$ -
1-61-00-520	MUNI DEV - Development Permits	\$ (4,500.00)	\$ (7,100.00)	\$ 2,600.00	158%	No Budget Notes	\$ (3,000.00)	\$ (2,605.00)	\$ (4,470.00)
1-61-00-530	MUNI DEV - Building Permits	\$ (60,000.00)	\$ (61,065.02)	\$ 1,065.02	102%	No Budget Notes	\$ (29,717.02)	\$ (49,062.83)	\$ (63,422.97)
1-61-00-590	MUNI DEV - Other General Revenue	\$ (3,000.00)	\$ -	\$ (3,000.00)	0%	Advertisements	\$ (1,730.00)	\$ -	\$ (2,044.04)
1-61-00-840	MUNI DEV - Conditional Grants - Provincial	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ (2,000.00)	\$ -	\$ -
1-61-00-900	MUNI DEV - Off Site Levies	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ -	\$ -	\$ -
1-61-00-920	MUNI DEV - Contributed from Reserves	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ (59,769.97)	\$ (58,495.02)	\$ -
1-62-00-410	COMM SER - Promotional Revenue	\$ (5,000.00)	\$ (4,207.39)	\$ (792.61)	84%	Homecoming Swag	\$ (2.50)	\$ (21.55)	\$ (159.90)
1-62-00-590	COMM SER - Other General Revenue	\$ -	\$ (6,625.00)	\$ 6,625.00	0%	No Budget Notes	\$ (50.00)	\$ (6,600.00)	\$ (150.00)
1-62-00-840	COMM SER - Conditional Grant - Provincial	\$ -	\$ (532.06)	\$ 532.06	0%	No Budget Notes	\$ (38,347.94)	\$ (8,625.00)	\$ (3,300.00)
1-62-00-920	Transfer From Reserves	\$ (116,000.00)	\$ -	\$ (116,000.00)	0%	Operating Reserve (Care Project) \$31,000 Incentive Reserve () \$60,000 Operating Reserve (Economic Development Grants) \$25,000	\$ -	\$ -	\$ -
1-72-00-590	REC FAC - Other General Revenues	\$ (6,500.00)	\$ (3,384.76)	\$ (3,115.24)	52%	Get-a-away Christmas Craft Fair	\$ (1,240.00)	\$ (6,625.00)	\$ (9,585.00)
1-72-00-591	REC FAC - Fair Revenue - Calmar Days	\$ (500.00)	\$ -	\$ (500.00)	0%	No Budget Notes	\$ -	\$ -	\$ -
1-72-00-592	REC FAC - Program Center Rental	\$ (2,000.00)	\$ (987.00)	\$ (1,013.00)	49%	Loss of Fitness Classes and Users due to Covid. Some fitness bookings may be lost forever due to virtual classes	\$ (2,108.02)	\$ (3,955.00)	\$ (4,951.25)
1-72-00-850	REC FAC - Other Local Government Grants	\$ (275,392.00)	\$ -	\$ (275,392.00)	0%	County Cost Sharing	\$ (305,432.30)	\$ (242,448.44)	\$ (251,850.50)
1-72-00-860	REC FAC - Grants from Others	\$ -	\$ (650.00)	\$ 650.00	0%	Canada Day	\$ (650.00)	\$ -	\$ -
1-72-00-920	Transfer From Reserve	\$ -	\$ -	\$ -	0%	Recreation Master Plan \$39,398 Sign & Planter \$17,000	\$ (47,186.35)	\$ -	\$ -
1-72-01-410	REC FAC - Rental Fees	\$ (5,000.00)	\$ (5,470.00)	\$ 470.00	109%	Diamond Rental (Create new rates for non-local users)	\$ (2,000.00)	\$ (3,865.00)	\$ (4,140.00)
1-72-01-860	REC FAC - Grants from Others	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ (1,283.46)	\$ -	\$ -
1-72-02-410	REC FAC - Ice Rental Fees	\$ (90,000.00)	\$ (51,633.88)	\$ (38,366.12)	57%	Reduction due to less rentals due to Covid 19 restrictions	\$ (73,890.31)	\$ (121,628.59)	\$ (106,320.47)
1-72-02-590	REC FAC - General Revenue	\$ (3,000.00)	\$ (300.40)	\$ (2,699.60)	10%	Non Ice Arena Rentals No concession due to Covid	\$ (1,000.00)	\$ (4,067.19)	\$ (3,685.00)
1-72-02-920	REC FAC - Drawn from Reserves	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ -	\$ -	\$ -
1-74-00-410	CULTURE - Fines & Membership Fees	\$ (1,000.00)	\$ -	\$ (1,000.00)	0%	No Budget Notes	\$ -	\$ (1,063.34)	\$ (1,319.24)
1-74-00-490	CULTURE - General Revenue	\$ (700.00)	\$ (208.44)	\$ (491.56)	30%	No Budget Notes	\$ (24.95)	\$ (2,315.25)	\$ (955.08)
1-74-00-590	CULTURE - Book Sales	\$ (300.00)	\$ -	\$ (300.00)	0%	No Budget Notes	\$ -	\$ (229.00)	\$ (430.00)
1-74-00-840	CULTURE - Provincial Library Operating Grant	\$ (16,600.00)	\$ (27,729.00)	\$ 11,129.00	167%	No Budget Notes	\$ (16,650.00)	\$ (16,650.00)	\$ (16,650.00)
1-74-00-841	CULTURE - Other Grants	\$ (9,000.00)	\$ -	\$ (9,000.00)	0%	No Budget Notes	\$ (17,595.23)	\$ (11,079.00)	\$ (11,079.00)
1-74-00-850	CULTURE - Other Local Government Contributions	\$ (73,374.00)	\$ -	\$ (73,374.00)	0%	No Budget Notes	\$ (73,870.34)	\$ (71,182.66)	\$ (66,803.17)
1-74-01-850	CULTURE - Other Local Government Contributions	\$ (2,611.00)	\$ -	\$ (2,611.00)	0%	No Budget Notes	\$ (2,290.21)	\$ (5,772.81)	\$ (2,261.42)
1-97-00-745	REQUISITION - Education Levy- Residential	\$ (570,609.00)	\$ (570,449.84)	\$ (159.16)	100%	No Budget Notes	\$ (575,164.51)	\$ (573,502.40)	\$ (532,687.54)
1-97-00-750	REQUISITION - Education Levy - Non-Residential	\$ (171,924.00)	\$ (172,161.76)	\$ 237.76	100%	No Budget Notes	\$ (166,163.02)	\$ (150,788.91)	\$ (156,970.81)
1-97-00-755	REQUISITION - Leduc Foundation Levy	\$ (6,986.00)	\$ (6,986.20)	\$ 0.20	100%	No Budget Notes	\$ (7,124.67)	\$ (6,768.66)	\$ (4,745.20)
2-11-00-110	COUNCIL - Wages & Salaries	\$ 4,740.00	\$ 4,763.62	\$ (23.62)	100%	No Budget Notes	\$ 2,921.68	\$ 3,192.72	\$ 2,990.79





### Town of Calmar YTD Budget Variance Trial Balance



Thursday, January 13, 2022

Account Number	Account Description	2021 Budget	2021 YTD	Amount Remaining	Budget Va	2021 Budget Comments	2020 YTD	2019 YTD	2018 YTD
2-11-00-130	COUNCIL - Employer's Contributions	\$ 300.00	\$ 303.76	\$ (3.76)	101%	No Budget Notes	\$ 184.52	\$ 227.34	\$ 181.07
2-11-00-215	COUNCIL - Freight & Postage	\$ 600.00	\$ 634.98	\$ (34.98)	106%	No Budget Notes	\$ 777.41	\$ 721.16	\$ 529.83
2-11-00-217	COUNCIL - Telephone	\$ 2,400.00	\$ 1,901.81	\$ 498.19	79%	Mayor's telephone allowance	\$ 2,093.59	\$ 2,084.89	\$ 2,070.63
2-11-00-220	COUNCIL - Advertising	\$ 4,500.00	\$ 5,098.12	\$ (598.12)	113%	2021 Election \$1,500	\$ 4,865.29	\$ 3,120.67	\$ 3,729.67
2-11-00-222	COUNCIL - Memberships & Subscriptions	\$ 4,382.00	\$ 3,827.75	\$ 554.25	87%	AUMA, Queens Printer & AAMD&C \$3,420 FCM \$400 CHRA \$350 CofC \$212	\$ 3,879.71	\$ 3,552.66	\$ 4,036.28
2-11-00-223	COUNCIL - Special Projects	\$ 96,450.00	\$ 48,594.13	\$ 47,855.87	50%	39/20 Membership \$3,500 Mayors Breakfast \$100 Council Suppers \$600 Sponsorship \$500 Public Communication & Marketing Strategic Plan \$15,000 Food Bank \$1,500 Feasibility Study \$1,500 JDRF Walk \$250 Organization Audit \$60,000	\$ 6,054.74	\$ 10,618.50	\$ 16,938.57
2-11-00-224	COUNCIL - Other Projects	\$ 1,500.00	\$ -	\$ 1,500.00	0%	Banquet Tickets, Council Photos, Flowers etc	\$ 1,050.06	\$ 798.57	\$ 1,460.43
2-11-00-231	COUNCIL - Audit Fees	\$ 1,800.00	\$ -	\$ 1,800.00	0%	No Budget Notes	\$ 1,800.00	\$ 1,600.00	\$ 1,700.00
2-11-00-270	COUNCIL - Insurance	\$ 2,150.00	\$ 3,029.62	\$ (879.62)	141%	No Budget Notes	\$ 1,953.48	\$ 1,889.16	\$ 1,799.21
2-11-00-510	COUNCIL - Printing & Stationery	\$ 1,800.00	\$ 1,594.74	\$ 205.26	89%	Council Business Cards Election \$300	\$ 861.16	\$ 800.57	\$ 1,184.75
2-11-00-511	COUNCIL - Special Events Hosting	\$ 3,500.00	\$ 428.51	\$ 3,071.49	12%	Open House 39/20 Meetings Retirement AUMA	\$ 3,429.58	\$ 3,628.69	\$ 5,276.34
2-11-00-540	COUNCIL - Power	\$ 1,700.00	\$ 1,098.50	\$ 601.50	65%	No Budget Notes	\$ 1,298.94	\$ 1,346.83	\$ 1,515.84
2-11-00-541	COUNCIL - Natural Gas	\$ 800.00	\$ 541.87	\$ 258.13	68%	No Budget Notes	\$ 450.85	\$ 498.85	\$ 407.57
2-11-00-590	COUNCIL - Other General Expenses-Legislative	\$ 6,528.00	\$ 5,213.56	\$ 1,314.44	80%	Election Officers	\$ -	\$ 2,000.00	\$ 2,000.00
2-11-01-110	COUNCIL - Councillor Faulkner - Remuneration & Fee	\$ 17,000.00	\$ 16,705.69	\$ 294.31	98%	No Budget Notes	\$ 16,840.44	\$ 3,898.24	\$ -
2-11-01-130	COUNCIL - Councillor Faulkner - Benefits	\$ 1,000.00	\$ 927.57	\$ 72.43	93%	No Budget Notes	\$ 930.41	\$ 191.05	\$ -
2-11-01-140	COUNCIL - Councillor Faulkner - Meals & Lodging	\$ 500.00	\$ 121.00	\$ 379.00	24%	No Budget Notes	\$ 19.05	\$ 214.03	\$ -
2-11-01-148	COUNCIL - Councillor Faulkner - Training & Dev	\$ 1,000.00	\$ -	\$ 1,000.00	0%	No Budget Notes	\$ 777.00	\$ 725.00	\$ -
2-11-01-212	COUNCIL - Councillor Faulkner - Mileage	\$ 500.00	\$ 132.24	\$ 367.76	26%	No Budget Notes	\$ -	\$ 113.33	\$ -
2-11-10-110	COUNCIL - Mayor Yachimetz - Remuneration & Fees	\$ 29,120.00	\$ 24,264.00	\$ 4,856.00	83%	No Budget Notes	\$ 29,116.80	\$ 25,368.24	\$ 24,725.40
2-11-10-130	COUNCIL - Mayor Yachimetz - Benefits	\$ 1,600.00	\$ 1,342.15	\$ 257.85	84%	No Budget Notes	\$ 1,574.85	\$ 1,317.84	\$ 821.22
2-11-10-140	COUNCIL - Mayor Yachimetz - Meals & Lodging	\$ 500.00	\$ -	\$ 500.00	0%	No Budget Notes	\$ 32.38	\$ 3,276.26	\$ 2,617.09
2-11-10-148	COUNCIL - Mayor Yachimetz - Training & Dev	\$ 500.00	\$ 25.00	\$ 475.00	5%	No Budget Notes	\$ 100.00	\$ 3,015.71	\$ -
2-11-10-212	COUNCIL - Mayor Yachimetz - Mileage	\$ 1,000.00	\$ 41.00	\$ 959.00	4%	No Budget Notes	\$ 613.93	\$ 1,441.38	\$ 1,903.63
2-11-12-110	COUNCIL - Councilor Balaban - Remuneration & Fees	\$ 15,440.00	\$ 11,711.45	\$ 3,728.55	76%	No Budget Notes	\$ 13,870.44	\$ 12,384.72	\$ 13,635.80
2-11-12-130	COUNCIL - Councilor Balaban - Benefits	\$ 135.00	\$ 103.99	\$ 31.01	77%	No Budget Notes	\$ 131.07	\$ 245.54	\$ 455.22
2-11-12-140	COUNCIL - Councilor Balaban - Meals & Lodging	\$ 500.00	\$ -	\$ 500.00	0%	No Budget Notes	\$ 35.00	\$ 1,678.86	\$ 1,189.93
2-11-12-148	COUNCIL - Councilor Balaban - Training & Dev	\$ 500.00	\$ 50.00	\$ 450.00	10%	No Budget Notes	\$ 632.00	\$ 2,611.44	\$ -
2-11-12-212	COUNCIL - Councilor Balaban - Mileage	\$ 500.00	\$ -	\$ 500.00	0%	No Budget Notes	\$ 139.34	\$ 594.85	\$ 682.27
2-11-13-110	COUNCIL - Councillor Gardner - Remuneration & Fee	\$ 15,593.00	\$ 17,155.69	\$ (1,562.69)	110%	No Budget Notes	\$ 13,810.44	\$ 13,204.72	\$ 10,485.80
2-11-13-130	COUNCIL - Councillor Gardner - Benefits	\$ 850.00	\$ 952.08	\$ (102.08)	112%	No Budget Notes	\$ 771.32	\$ 697.56	\$ 351.27
2-11-13-212	COUNCIL - Councillor Gardner - Mileage	\$ 500.00	\$ 124.12	\$ 375.88	25%	No Budget Notes	\$ 166.05	\$ 782.85	\$ 132.38
2-11-16-110	COUNCIL - Councillor Froese - Remuneration & Fees	\$ 14,000.00	\$ 1,581.60	\$ 12,418.40	11%	No Budget Notes	\$ 9,800.44	\$ 9,714.72	\$ 4,048.25
2-11-16-130	COUNCIL - Councillor Froese - Benefits	\$ 500.00	\$ 103.35	\$ 396.65	21%	No Budget Notes	\$ 560.81	\$ 519.57	\$ 136.80
2-11-16-140	COUNCIL - Councillor Froese - Meals & Lodging	\$ 500.00	\$ -	\$ 500.00	0%	No Budget Notes	\$ 35.00	\$ 28.57	\$ 441.55
2-11-16-148	COUNCIL - Councilor Froese - Training & Dev	\$ 500.00	\$ -	\$ 500.00	0%	No Budget Notes	\$ 300.00	\$ -	\$ -
2-11-16-212	COUNCIL - Councilor Froese - Mileage	\$ 500.00	\$ -	\$ 500.00	0%	No Budget Notes	\$ -	\$ 150.96	\$ 115.23
2-11-17-110	COUNCIL - Mayor Camahan - Remuneration & Fees	\$ -	\$ 5,948.58	\$ (5,948.58)	0%		\$ -	\$ -	\$ -
2-11-17-130	COUNCIL - Mayor Camahan - Benefits	\$ -	\$ 337.82	\$ (337.82)	0%		\$ -	\$ -	\$ -
2-11-17-140	COUNCIL - Mayor Camahan - Meals & Lodging	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
2-11-17-148	COUNCIL - Mayor Camahan - Training & Dev	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -





**Town of Calmar**  
**YTD Budget Variance Trial Balance**



Thursday, January 13, 2022

Account Number	Account Description	2021 Budget	2021 YTD	Amount Remaining	Budget Va	2021 Budget Comments	2020 YTD	2019 YTD	2018 YTD
2-11-17-212	COUNCIL - Mayor Carnahan - Mileage	\$ -	\$ 66.70	\$ (66.70)	0%		\$ -	\$ -	\$ -
2-11-18-110	COUNCIL - Councillor Benson - Remuneration & Fees	\$ -	\$ 2,802.98	\$ (2,802.98)	0%		\$ -	\$ -	\$ -
2-11-18-130	COUNCIL - Councillor Benson - Benefits	\$ -	\$ 163.23	\$ (163.23)	0%		\$ -	\$ -	\$ -
2-11-18-140	COUNCIL - Councillor Benson - Meals & Lodging	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
2-11-18-148	COUNCIL - Councillor Benson - Training & Dev	\$ -	\$ 64.76	\$ (64.76)	0%		\$ -	\$ -	\$ -
2-11-18-212	COUNCIL - Councillor Benson - Mileage	\$ -	\$ 65.54	\$ (65.54)	0%		\$ -	\$ -	\$ -
2-11-19-110	COUNCIL - Councillor McKeag - Remuneration & Fees	\$ -	\$ 3,152.98	\$ (3,152.98)	0%		\$ -	\$ -	\$ -
2-11-19-130	COUNCIL - Councillor McKeag - Benefits	\$ -	\$ 185.45	\$ (185.45)	0%		\$ -	\$ -	\$ -
2-11-19-140	COUNCIL - Councillor McKeag - Meals & Lodging	\$ -	\$ 672.04	\$ (672.04)	0%		\$ -	\$ -	\$ -
2-11-19-148	COUNCIL - Councillor McKeag - Training & Dev	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
2-11-19-212	COUNCIL - Councillor McKeag - Mileage	\$ -	\$ 124.04	\$ (124.04)	0%		\$ -	\$ -	\$ -
2-12-00-100	ADMIN - Amortization	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ 911,943.13	\$ 904,856.00	\$ 847,104.12
2-12-00-110	ADMIN - Wages & Salaries	\$ 150,104.00	\$ 177,274.92	\$ (27,170.92)	118%	No Budget Notes	\$ 142,096.35	\$ 138,021.86	\$ 131,671.05
2-12-00-115	ADMIN - Overtime	\$ 2,000.00	\$ 49.77	\$ 1,950.23	2%	No Budget Notes	\$ 140.48	\$ 88.20	\$ 416.01
2-12-00-130	ADMIN - Employer Contributions	\$ 29,076.00	\$ 28,775.95	\$ 300.05	99%	No Budget Notes	\$ 27,907.82	\$ 24,389.83	\$ 21,426.04
2-12-00-136	ADMIN - Workers' Compensation Board Fees	\$ 3,917.00	\$ 2,475.12	\$ 1,441.88	63%	No Budget Notes	\$ 2,422.88	\$ 1,884.18	\$ 1,659.76
2-12-00-140	ADMIN - Meals & Lodging	\$ 2,000.00	\$ 663.97	\$ 1,336.03	33%	No Budget Notes	\$ 1,822.88	\$ 5,245.60	\$ 9,174.28
2-12-00-148	ADMIN - Training & Development	\$ 3,000.00	\$ 8,641.21	\$ (5,641.21)	288%	No Budget Notes	\$ 2,889.40	\$ 2,720.67	\$ 7,221.12
2-12-00-210	ADMIN - Vehicle Allowance	\$ 9,600.00	\$ 6,400.00	\$ 3,200.00	67%	No Budget Notes	\$ 9,600.00	\$ 9,300.00	\$ 6,000.00
2-12-00-212	ADMIN - Mileage	\$ 1,000.00	\$ -	\$ 1,000.00	0%	No Budget Notes	\$ 672.95	\$ 1,252.98	\$ 2,174.72
2-12-00-215	ADMIN - Freight & Postage	\$ 5,000.00	\$ 5,380.34	\$ (380.34)	108%	Monthly Newsletter	\$ 6,531.36	\$ 5,884.73	\$ 4,105.63
2-12-00-217	ADMIN - Telephone	\$ 6,000.00	\$ 5,276.01	\$ 723.99	88%	Phone, Internet, Cells, Toll Free - 2% Increase	\$ 5,392.49	\$ 5,091.95	\$ 4,962.33
2-12-00-220	ADMIN - Advertising	\$ 3,000.00	\$ 1,190.00	\$ 1,810.00	40%	Employment Ads, Edmonton Tourism	\$ 1,168.00	\$ 1,949.00	\$ 2,900.08
2-12-00-222	ADMIN - Memberships & Subscriptions	\$ 2,000.00	\$ 2,418.30	\$ (418.30)	121%	LGAA - \$300 SGLM-\$875 GFOA-\$170 Subscriptions - \$500 CAMA-\$270	\$ 1,901.00	\$ 1,583.00	\$ 1,934.50
2-12-00-223	ADMIN - Recognition & Bonuses	\$ 9,500.00	\$ 7,177.86	\$ 2,322.14	76%	No Budget Notes	\$ 8,785.37	\$ 7,500.00	\$ 8,189.30
2-12-00-231	ADMIN - Auditor	\$ 6,000.00	\$ -	\$ 6,000.00	0%	No Budget Notes	\$ 5,000.00	\$ 5,500.00	\$ 5,445.00
2-12-00-232	ADMIN - Assessment Services	\$ 18,500.00	\$ 8,908.00	\$ 9,592.00	48%	No Budget Notes	\$ 17,744.00	\$ 17,964.00	\$ 17,371.30
2-12-00-233	ADMIN - Legal Fees	\$ 10,000.00	\$ 12,087.91	\$ (2,087.91)	121%	No Budget Notes	\$ 14,438.85	\$ 7,822.72	\$ 11,442.08
2-12-00-250	ADMIN - Building Repairs & Maintenance	\$ 8,000.00	\$ 3,319.43	\$ 4,680.57	41%	Electrical, Plumbing, Heating, Building, Carpet Cleaning, Fire Ext. Etc. 2020 -painting \$15,000	\$ 23,078.23	\$ 7,014.92	\$ 8,587.47
2-12-00-270	ADMIN - Insurance	\$ 6,000.00	\$ 6,838.37	\$ (838.37)	114%	No Budget Notes	\$ 5,351.89	\$ 6,364.34	\$ 5,648.39
2-12-00-290	ADMIN - Entertainment & Hospitality	\$ 1,500.00	\$ -	\$ 1,500.00	0%	No Budget Notes	\$ 234.34	\$ 965.05	\$ 854.14
2-12-00-510	ADMIN - Printing & Stationery	\$ 5,500.00	\$ 6,874.89	\$ (1,374.89)	125%	No Budget Notes	\$ 3,387.85	\$ 3,391.56	\$ 4,409.10
2-12-00-511	ADMIN - Household Goods & Misc. Supplies	\$ 6,000.00	\$ 5,615.24	\$ 384.76	94%	No Budget Notes	\$ 6,917.65	\$ 6,877.45	\$ 6,096.20
2-12-00-512	ADMIN - Janitor Contract	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ 3,720.00	\$ -	\$ -
2-12-00-513	ADMIN - Equipment Leases & Contracts	\$ 75,000.00	\$ 124,353.85	\$ (49,353.85)	166%	IT System Update Program Assistance Photocopier Diamond upgrade Financial Program \$15,000	\$ 76,350.08	\$ 68,096.08	\$ 59,154.16
2-12-00-516	ADMIN - Alarm Maintenance	\$ 700.00	\$ 300.00	\$ 400.00	43%	No Budget Notes	\$ 389.76	\$ 658.25	\$ 551.04
2-12-00-520	ADMIN - Equipment Parts, Repairs & Maintenance	\$ 10,000.00	\$ 14,585.34	\$ (4,585.34)	146%	No Budget Notes	\$ 4,304.41	\$ 7,298.18	\$ 6,719.07
2-12-00-540	ADMIN - Power	\$ 3,000.00	\$ 2,751.34	\$ 248.66	92%	No Budget Notes	\$ 3,251.58	\$ 2,470.03	\$ 2,892.47
2-12-00-541	ADMIN - Natural Gas	\$ 1,500.00	\$ 1,987.12	\$ (487.12)	132%	No Budget Notes	\$ 1,654.33	\$ 1,829.25	\$ 1,494.43
2-12-00-590	ADMIN - Other General Expenses	\$ 4,200.00	\$ 6,352.21	\$ (2,152.21)	151%	Hotel Lot Taxes	\$ 11,885.42	\$ -	\$ 1,753.38
2-12-00-761	ADMIN - Transfer to Reserves	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ 576,500.00	\$ 413,021.00	\$ 554,900.00
2-12-00-810	ADMIN - Bank Charges & Fees	\$ 3,000.00	\$ 5,733.51	\$ (2,733.51)	191%	No Budget Notes	\$ 4,745.28	\$ 5,138.16	\$ 4,868.62
2-12-00-831	ADMIN - Debenture Principle	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ -	\$ -	\$ -
2-12-00-832	ADMIN - Debenture Interest	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ -	\$ -	\$ -
2-12-00-910	ADMIN - Tax Cancellations	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ -	\$ 15,102.50	\$ 32,089.59





**Town of Calmar**  
**YTD Budget Variance Trial Balance**



Thursday, January 13, 2022

Account Number	Account Description	2021 Budget	2021 YTD	Amount Remaining	Budget Va	2021 Budget Comments	2020 YTD	2019 YTD	2018 YTD
2-12-00-920	ADMIN - Bad Debts	\$ 100.00	\$ -	\$ 100.00	0%	No Budget Notes	\$ 15.16	\$ 0.01	\$ 5.30
2-12-00-995	ADMIN - Year End Surplus to Reserve Trnsfr	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ -	\$ -	\$ -
2-12-00-998	ADMIN - Gain/loss on Disposal of TCA	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ -	\$ -	\$ -
2-12-00-999	ADMIN - Contingency Fund	\$ 60,000.00	\$ (966.48)	\$ 60,966.48	-2%	No Budget Notes	\$ 4,500.71	\$ 1,835.46	\$ 1,612.24
2-23-00-115	FIRE - Overtime	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ -	\$ -	\$ -
2-23-00-136	FIRE - WCB Fees	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ -	\$ -	\$ -
2-23-00-250	FIRE - Building Repairs & Maintenance	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ -	\$ -	\$ -
2-23-00-270	FIRE - Insurance	\$ 1,965.00	\$ 51.82	\$ 1,913.18	3%	Building Only	\$ 1,786.00	\$ 1,703.00	\$ 1,517.00
2-23-00-514	FIRE - Contracted Services & Communications	\$ 193,262.00	\$ 58,861.00	\$ 134,401.00	30%	Regional Fire Fee for Service Inspections/Investigations 3%	\$ 105,634.64	\$ 181,962.89	\$ 170,811.54
2-23-00-540	FIRE - Power	\$ 6,000.00	\$ 2,424.66	\$ 3,575.34	40%	No Budget Notes	\$ 2,430.94	\$ 1,899.98	\$ 5,136.52
2-23-00-541	FIRE - Natural Gas	\$ 4,400.00	\$ 5,573.07	\$ (1,173.07)	127%	No Budget Notes	\$ 4,527.62	\$ 4,990.06	\$ 3,409.24
2-24-00-110	DISASTER - Wages & Salaries	\$ 7,720.00	\$ 7,878.61	\$ (158.61)	102%	No Budget Notes	\$ 7,889.44	\$ 7,314.00	\$ 6,918.02
2-24-00-115	DISASTER - Disaster - Overtime Earnings	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ -	\$ -	\$ -
2-24-00-130	DISASTER - Employer Contributions	\$ 1,098.00	\$ 1,014.90	\$ 83.10	92%	No Budget Notes	\$ 1,047.48	\$ 756.76	\$ 961.07
2-24-00-140	DISASTER - Meals & Lodging	\$ 2,000.00	\$ -	\$ 2,000.00	0%	Disaster Services \$1,500 OH&S \$1,500 Disaster Service Conference & Provincial AEMA Conference Various courses throughout the province BEM \$600	\$ -	\$ 796.28	\$ 2,071.68
2-24-00-148	DISASTER - Training & Development	\$ 7,000.00	\$ 2,973.63	\$ 4,026.37	42%	Disaster Services \$4,000 OH&S \$2,000 EOC training- DSS/ICS/EOC Management Basic Emer Management - \$900	\$ 2,273.03	\$ 4,630.41	\$ 4,197.98
2-24-00-217	DISASTER - Disaster Services Emergency Line	\$ 1,000.00	\$ 1,303.11	\$ (303.11)	130%	No Budget Notes	\$ 1,537.86	\$ 795.24	\$ 975.08
2-24-00-231	DISASTER - Audit Fees	\$ 1,350.00	\$ -	\$ 1,350.00	0%	No Budget Notes	\$ 1,290.00	\$ 1,375.00	\$ 1,000.00
2-24-00-250	DISASTER - Building Repairs & Maintenance OH&S	\$ 2,000.00	\$ 14.95	\$ 1,985.05	1%	Build designated area for OH&S equipment & DS Equipment (shelving/cabinet) Disaster \$1,000 OH&S \$1,000	\$ 960.00	\$ -	\$ -
2-24-00-520	DISASTER - Equipment Parts, Repairs & Maintenance	\$ 3,000.00	\$ 2,031.53	\$ 968.47	68%	Stationary- Inspections forms/meetings/scribe log/PPE Disaster \$1,500 OH&S \$1,500	\$ 3,334.42	\$ 2,280.76	\$ 380.96
2-24-00-522	DISASTER - Vehicle Parts, Repairs & Maintenance	\$ 500.00	\$ 1,000.00	\$ (500.00)	200%	Vehicle maintenance for course trips	\$ -	\$ -	\$ -
2-24-00-590	DISASTER - Other General Expenses	\$ 50,200.00	\$ 14,461.16	\$ 35,738.84	29%	Contracted Services- OH&S- \$28,000 Regional Disaster Services- \$20,000 Pronto Forms- \$2,200	\$ 34,621.81	\$ 32,787.38	\$ 75,337.18
2-24-00-761	DISASTER - Transfer to Reserves	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ -	\$ -	\$ -
2-26-00-110	BYLAW - Wages & Salaries	\$ 118,466.00	\$ 136,144.29	\$ (17,678.29)	115%	No Budget Notes	\$ 118,202.51	\$ 118,084.25	\$ 127,693.18
2-26-00-115	BYLAW - Overtime	\$ 1,000.00	\$ -	\$ 1,000.00	0%	No Budget Notes	\$ 3.22	\$ 9.00	\$ 562.91
2-26-00-130	BYLAW - Employer Contributions	\$ 22,154.00	\$ 22,501.75	\$ (347.75)	102%	No Budget Notes	\$ 21,526.27	\$ 21,526.60	\$ 22,136.88
2-26-00-136	BYLAW - Workers' Compensation Board Fees	\$ 2,124.00	\$ 2,177.16	\$ (53.16)	103%	No Budget Notes	\$ 2,131.29	\$ 1,657.44	\$ 1,563.51
2-26-00-140	BYLAW - Meals & Lodging	\$ 1,500.00	\$ 47.32	\$ 1,452.68	3%	AACPO Conference (1) Recertification Baton/0.C./PPCT E-Ticketing Training Possible Rapid Force Training Mental Health Training	\$ 1,555.36	\$ 99.31	\$ 4,104.45
2-26-00-148	BYLAW - Training & Development	\$ 3,000.00	\$ -	\$ 3,000.00	0%	AACPO Conference (1) Recertification Baton/0.C./PPCT E-Ticketing Training Possible Rapid Force Training Mental Health Training	\$ 500.00	\$ 2,551.87	\$ 3,414.41
2-26-00-210	BYLAW - Vehicle Expense	\$ 250.00	\$ -	\$ 250.00	0%	No Budget Notes	\$ -	\$ -	\$ 3,600.00
2-26-00-211	BYLAW - Vehicle Allowance	\$ 3,600.00	\$ 3,300.00	\$ 300.00	92%	No Budget Notes	\$ 3,600.00	\$ 3,600.00	\$ -
2-26-00-215	BYLAW - Freight & Postage	\$ 1,200.00	\$ 1,468.87	\$ (268.87)	122%	No Budget Notes	\$ 1,612.69	\$ 1,601.26	\$ 1,475.78





**Town of Calmar**  
**YTD Budget Variance Trial Balance**



Thursday, January 13, 2022

Account Number	Account Description	2021 Budget	2021 YTD	Amount Remaining	Budget Va	2021 Budget Comments	2020 YTD	2019 YTD	2018 YTD
2-26-00-217	BYLAW - Telephone	\$ 2,500.00	\$ 1,717.90	\$ 782.10	69%	Monthly Charge New phone(2022)	\$ 1,771.11	\$ 1,730.06	\$ 2,032.59
2-26-00-220	BYLAW - Advertising	\$ 500.00	\$ 445.00	\$ 55.00	89%	No Budget Notes	\$ 325.50	\$ 130.50	\$ 57.93
2-26-00-222	BYLAW - Memberships & Subscriptions	\$ 3,600.00	\$ 3,131.64	\$ 468.36	87%	Radio License \$280 CPO Program License \$650 Report Exec	\$ 2,949.44	\$ 2,954.16	\$ 1,001.21
2-26-00-223	BYLAW - Victims Services	\$ 2,400.00	\$ -	\$ 2,400.00	0%	No Budget Notes	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00
2-26-00-225	BYLAW - Citizens on Patrol	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ -	\$ -	\$ -
2-26-00-231	BYLAW - Audit Fees	\$ 2,900.00	\$ -	\$ 2,900.00	0%	No Budget Notes	\$ 2,700.00	\$ 2,700.00	\$ 2,500.00
2-26-00-233	BYLAW - Legal Fees	\$ 1,000.00	\$ -	\$ 1,000.00	0%	No Budget Notes	\$ 458.00	\$ -	\$ 1,435.67
2-26-00-235	BYLAW - Vet & Pound Fees	\$ 4,500.00	\$ 2,971.44	\$ 1,528.56	66%	No Budget Notes	\$ 5,505.68	\$ 5,653.11	\$ 5,106.78
2-26-00-270	BYLAW - Insurance	\$ 3,000.00	\$ 4,863.20	\$ (1,863.20)	162%	No Budget Notes	\$ 2,551.28	\$ 2,391.17	\$ 2,093.66
2-26-00-510	BYLAW - Printing & Stationary	\$ 1,500.00	\$ 780.16	\$ 719.84	52%	No Budget Notes	\$ 790.25	\$ 688.60	\$ 1,290.27
2-26-00-511	BYLAW - Household Goods & Miscellaneous Supplies	\$ 1,000.00	\$ 271.30	\$ 728.70	27%	Equipment Entertainment Cat Cages	\$ 416.77	\$ 729.19	\$ 3,323.77
2-26-00-513	BYLAW - Contracted Services	\$ 46,460.00	\$ 43,081.00	\$ 3,379.00	93%	Dispatch fees \$2,228 License (Program)- \$1,650 Animal Control- \$500 E-Ticketing - \$1,000 RCMP 40,555 (2021), 60,876 (2022), 81,110 (2023)	\$ 2,261.42	\$ 2,228.00	\$ 9,412.83
2-26-00-520	BYLAW - Equipment Parts, Repairs & Maintenance	\$ 13,000.00	\$ 6,484.45	\$ 6,515.55	50%	CPO Only - Uniforms, boots, etc. Handcuffs Baton Kit Speed & safety related equipment E-Ticket \$6,000	\$ 4,452.78	\$ 15,106.00	\$ 8,522.80
2-26-00-521	BYLAW - Fuel & Oil	\$ 4,000.00	\$ 2,985.22	\$ 1,014.78	75%	No Budget Notes	\$ 2,465.02	\$ 3,038.63	\$ 3,704.42
2-26-00-522	BYLAW - Vehicle Parts, Repairs & Maintenance	\$ 2,500.00	\$ 2,734.45	\$ (234.45)	109%	Tires & Maintenance	\$ 438.71	\$ 2,240.58	\$ 1,727.79
2-26-00-540	BYLAW - Power	\$ 840.00	\$ 389.84	\$ 450.16	46%	No Budget Notes	\$ -	\$ -	\$ -
2-26-00-541	BYLAW - Natural Gas	\$ 500.00	\$ 541.87	\$ (41.87)	108%	No Budget Notes	\$ 450.85	\$ 498.85	\$ 407.56
2-26-00-590	BYLAW - Other General Expenses	\$ -	\$ 168.00	\$ (168.00)	0%	No Budget Notes	\$ -	\$ -	\$ -
2-26-00-761	BYLAW - Transfer to Reserves	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ -	\$ -	\$ -
2-26-01-240	Bylaw Enforcement - Snow Removal	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ -	\$ -	\$ -
2-32-00-110	ROADS - Wages & Salaries	\$ 206,444.00	\$ 206,606.50	\$ (162.50)	100%	No Budget Notes	\$ 176,330.90	\$ 188,359.84	\$ 164,213.00
2-32-00-115	ROADS - Overtime	\$ 6,000.00	\$ 2,723.74	\$ 3,276.26	45%	No Budget Notes	\$ 5,855.08	\$ 5,394.07	\$ 5,939.03
2-32-00-117	ROADS - Casual Labour	\$ 13,000.00	\$ -	\$ 13,000.00	0%	4 mth @ 173hrX\$17.00/hr	\$ 12,150.00	\$ 10,231.50	\$ 10,234.00
2-32-00-130	ROADS - Employer Contributions	\$ 35,438.00	\$ 33,266.74	\$ 2,171.26	94%	No Budget Notes	\$ 30,388.77	\$ 28,071.07	\$ 22,696.92
2-32-00-136	ROADS - Worker's Compensation Board Fees	\$ 3,690.00	\$ 3,190.55	\$ 499.45	86%	No Budget Notes	\$ 3,123.29	\$ 2,428.92	\$ 2,138.89
2-32-00-140	ROADS - Meals & Lodging	\$ 1,000.00	\$ 1,078.93	\$ (78.93)	108%	APWA Course	\$ 1,552.10	\$ 985.24	\$ 1,266.05
2-32-00-148	ROADS - Training & Development	\$ 1,500.00	\$ 147.62	\$ 1,352.38	10%	APWA Course Equipment operator training (grader, loader etc.)	\$ 534.75	\$ 229.00	\$ 2,019.00
2-32-00-210	ROADS - Vehicle Allowance	\$ 2,000.00	\$ 2,083.27	\$ (83.27)	104%	No Budget Notes	\$ 1,999.93	\$ 1,999.92	\$ 1,999.92
2-32-00-215	ROADS - Freight & Postage	\$ 600.00	\$ 380.92	\$ 219.08	63%	No Budget Notes	\$ 466.40	\$ 432.67	\$ 443.47
2-32-00-217	ROADS - Telephone	\$ 4,500.00	\$ 2,837.15	\$ 1,662.85	63%	No Budget Notes	\$ 2,235.28	\$ 2,038.22	\$ 1,844.27
2-32-00-220	ROADS - Advertising	\$ 1,000.00	\$ 367.20	\$ 632.80	37%	No Budget Notes	\$ 367.20	\$ -	\$ 296.64
2-32-00-230	ROADS - Engineering Fees	\$ 40,000.00	\$ 21,272.41	\$ 18,727.59	53%	Asset Mangement Plan \$36,339 General Engineering \$40,000	\$ 27,911.05	\$ 62,421.14	\$ 29,755.72
2-32-00-231	ROADS - Audit Fees	\$ 4,700.00	\$ -	\$ 4,700.00	0%	No Budget Notes	\$ 4,000.00	\$ 4,300.00	\$ 4,000.00
2-32-00-250	ROADS - Building Repairs & Maintenance	\$ 45,000.00	\$ 49,597.28	\$ (4,597.28)	110%	Install Security System for new shop	\$ 13,716.33	\$ 14,003.80	\$ 10,679.82
2-32-00-252	ROADS - R/R Ditch Maintenance	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ -	\$ -	\$ -
2-32-00-253	ROADS - Roadway Maintenance	\$ 20,000.00	\$ 19,485.74	\$ 514.26	97%	No Budget Notes	\$ 20,514.01	\$ 2,449.25	\$ 23,129.45
2-32-00-254	ROADS - Sidewalk Maintenance	\$ 40,000.00	\$ 30,932.19	\$ 9,067.81	77%	No Budget Notes	\$ 42,481.99	\$ 47,066.21	\$ 9,155.00
2-32-00-260	ROADS - Equipment Lease & Rental	\$ 2,000.00	\$ 634.74	\$ 1,365.26	32%	No Budget Notes	\$ 3,919.75	\$ 1,558.27	\$ 797.13
2-32-00-270	ROADS - Insurance	\$ 16,910.00	\$ 13,334.86	\$ 3,575.14	79%	No Budget Notes	\$ 15,373.93	\$ 8,102.97	\$ 8,159.64
2-32-00-510	ROADS - Printing & Stationary	\$ 600.00	\$ 603.44	\$ (3.44)	101%	No Budget Notes	\$ 620.90	\$ 652.54	\$ 133.69
2-32-00-511	ROADS - Shop Supplies & Miscellaneous Supplies	\$ 13,000.00	\$ 15,882.12	\$ (2,882.12)	122%	No Budget Notes	\$ 12,190.34	\$ 12,100.28	\$ 12,647.99







**Town of Calmar**  
**YTD Budget Variance Trial Balance**



Thursday, January 13, 2022

Account Number	Account Description	2021 Budget	2021 YTD	Amount Remaining	Budget Va	2021 Budget Comments	2020 YTD	2019 YTD	2018 YTD
2-32-00-513	ROADS - Contracted Services	\$ 24,875.00	\$ 19,331.75	\$ 5,543.25	78%	2021 - Southbridge Street Lights (2) \$14,875	\$ 19,949.00	\$ 12,538.63	\$ 11,438.00
2-32-00-516	ROADS - Alarm	\$ 600.00	\$ -	\$ 600.00	0%	No Budget Notes	\$ -	\$ -	\$ 552.00
2-32-00-520	ROADS - Equipment Maintenance & Repair	\$ 40,000.00	\$ 37,750.54	\$ 2,249.46	94%	No Budget Notes	\$ 36,026.94	\$ 58,246.57	\$ 65,178.26
2-32-00-521	ROADS - Fuel & Oil	\$ 25,000.00	\$ 19,280.12	\$ 5,719.88	77%	No Budget Notes	\$ 21,236.64	\$ 22,950.11	\$ 27,164.06
2-32-00-522	ROADS - Vehicle Parts, Repairs & Maintenance	\$ 12,000.00	\$ 9,857.67	\$ 2,142.33	82%	No Budget Notes	\$ 10,121.98	\$ 9,905.51	\$ 13,492.46
2-32-00-523	ROADS - Small Tools	\$ 3,000.00	\$ 3,012.21	\$ (12.21)	100%	No Budget Notes	\$ 3,258.25	\$ 3,576.05	\$ 5,086.54
2-32-00-524	ROADS - Traffic Safety Devices	\$ 5,000.00	\$ 4,327.41	\$ 672.59	87%	Signs, Hardware	\$ 6,095.74	\$ 1,741.93	\$ 3,793.36
2-32-00-530	ROADS - Road Materials	\$ 40,000.00	\$ 34,951.92	\$ 5,048.08	87%	Gravel for Lanes Industrial Parks (Calcium) Winter Salt/Sand	\$ 49,124.12	\$ 33,707.53	\$ 27,398.73
2-32-00-531	ROADS - Safety Equipment	\$ 5,000.00	\$ 4,807.45	\$ 192.55	96%	Construction Signs, Barricades, etc. Safety Fence	\$ 5,982.26	\$ 4,613.60	\$ 4,339.92
2-32-00-540	ROADS - Power	\$ 7,500.00	\$ 13,621.99	\$ (6,121.99)	182%	No Budget Notes	\$ 9,743.06	\$ 6,250.30	\$ 7,271.78
2-32-00-541	ROADS - Natural Gas	\$ 1,400.00	\$ 3,327.95	\$ (1,927.95)	238%	No Budget Notes	\$ 1,607.29	\$ 1,346.24	\$ 1,086.27
2-32-00-542	ROADS - Power - Street Lights	\$ 131,000.00	\$ 128,888.99	\$ 2,111.01	98%	No Budget Notes	\$ 127,429.92	\$ 125,988.35	\$ 118,142.85
2-32-00-590	ROADS - Other General Expense	\$ 4,000.00	\$ 1,616.27	\$ 2,383.73	40%	No Budget Notes	\$ -	\$ 160.92	\$ 3,500.00
2-32-00-761	ROADS - Transfer to Reserves	\$ 140,000.00	\$ -	\$ 140,000.00	0%	Debenture Stab. Reserve	\$ 130,000.00	\$ 210,000.00	\$ -
2-32-00-831	ROADS - Debenture Principle	\$ 181,019.00	\$ 181,019.10	\$ (0.10)	100%	Shop Debenture starts 2021- \$117,805	\$ -	\$ -	\$ -
2-32-00-832	ROADS - Debenture Interest	\$ 88,517.00	\$ 88,516.58	\$ 0.42	100%	Same Shop 2020	\$ 93,549.25	\$ 47,076.78	\$ 29,888.14
2-41-00-110	WATER - Wages & Salaries	\$ 198,418.00	\$ 217,310.04	\$ (18,892.04)	110%	No Budget Notes	\$ 168,432.29	\$ 177,900.65	\$ 179,160.42
2-41-00-115	WATER - Overtime	\$ 6,500.00	\$ 2,373.69	\$ 4,126.31	37%	Based on 5%	\$ 2,541.54	\$ 4,663.75	\$ 5,945.69
2-41-00-130	WATER - Employer Contributions	\$ 30,582.00	\$ 30,690.17	\$ (108.17)	100%	No Budget Notes	\$ 27,108.98	\$ 26,603.73	\$ 24,530.42
2-41-00-136	WATER - Workers' Compensation Board Fees	\$ 3,371.00	\$ 3,298.01	\$ 72.99	98%	No Budget Notes	\$ 3,228.50	\$ 2,510.70	\$ 2,372.00
2-41-00-140	WATER - Meals & Lodging	\$ 1,000.00	\$ 182.73	\$ 817.27	18%	No Budget Notes	\$ 2,308.27	\$ 3,761.33	\$ 3,764.63
2-41-00-148	WATER - Training & Development	\$ 2,000.00	\$ 770.73	\$ 1,229.27	39%	No Budget Notes	\$ 1,518.05	\$ 2,662.51	\$ 2,326.51
2-41-00-210	WATER - Vehicle Allowance	\$ 2,000.00	\$ 2,083.37	\$ (83.37)	104%	No Budget Notes	\$ 2,000.04	\$ 2,000.04	\$ 2,000.04
2-41-00-215	WATER - Freight & Postage	\$ 900.00	\$ 635.01	\$ 264.99	71%	No Budget Notes	\$ 777.41	\$ 788.08	\$ 529.83
2-41-00-217	WATER - Telephone	\$ 7,000.00	\$ 4,773.37	\$ 2,226.63	68%	No Budget Notes	\$ 5,747.25	\$ 5,432.65	\$ 5,601.85
2-41-00-220	WATER - Advertising	\$ 500.00	\$ -	\$ 500.00	0%	No Budget Notes	\$ -	\$ -	\$ -
2-41-00-222	WATER - Memberships & Subscriptions	\$ 500.00	\$ 768.60	\$ (268.60)	154%	No Budget Notes	\$ 274.30	\$ 155.00	\$ 1,415.45
2-41-00-231	WATER - Audit Fees	\$ 4,200.00	\$ -	\$ 4,200.00	0%	No Budget Notes	\$ 3,600.00	\$ 4,000.00	\$ 3,900.00
2-41-00-250	WATER - Building Repairs & Maintenance	\$ 1,000.00	\$ 718.96	\$ 281.04	72%	No Budget Notes	\$ 521.53	\$ 17.88	\$ 714.44
2-41-00-253	WATER - Infrastructure Maintenance	\$ 45,000.00	\$ 33,952.95	\$ 11,047.05	75%	Hydrant Repairs and repairs to CC's 4 year avg - \$26,026 Replace VFD Drives & Load Reactors	\$ 36,371.20	\$ 11,984.28	\$ 27,437.14
2-41-00-260	WATER - Equipment Lease & Rental	\$ 600.00	\$ -	\$ 600.00	0%	No Budget Notes	\$ -	\$ -	\$ -
2-41-00-270	WATER - Insurance	\$ 10,000.00	\$ 10,618.68	\$ (618.68)	106%	No Budget Notes	\$ 9,022.57	\$ 10,381.73	\$ 9,595.93
2-41-00-300	WATER - Water Purchases	\$ 380,010.00	\$ 382,405.36	\$ (2,395.36)	101%	No Budget Notes	\$ 383,205.68	\$ 355,194.87	\$ 348,673.71
2-41-00-510	WATER - Printing & Stationary	\$ 4,000.00	\$ 2,844.90	\$ 1,155.10	71%	No Budget Notes	\$ 2,882.72	\$ 2,808.02	\$ 2,942.67
2-41-00-511	WATER - Household Goods & Miscellaneous Supplies	\$ 2,000.00	\$ 1,831.88	\$ 168.12	92%	Hydrant Antifreeze	\$ 2,377.76	\$ 1,372.32	\$ 1,121.72
2-41-00-513	WATER - Contracted Services	\$ 4,500.00	\$ 3,708.18	\$ 791.82	82%	Handheld Support Service	\$ 3,875.00	\$ 900.00	\$ 4,472.00
2-41-00-516	WATER - Alarm	\$ 300.00	\$ -	\$ 300.00	0%	No Budget Notes	\$ -	\$ 300.00	\$ 300.00
2-41-00-520	WATER - Equipment Parts, Repairs & Maintenance	\$ 35,000.00	\$ 23,512.73	\$ 11,487.27	67%	2021 Upgrade meter hand held \$12,120 GIS Capture Sub-Meter GPS System	\$ 26,037.61	\$ 31,882.82	\$ 3,699.11
2-41-00-521	WATER - Fuel & Oil	\$ 3,000.00	\$ 2,126.35	\$ 873.65	71%	No Budget Notes	\$ 1,784.89	\$ 4,124.16	\$ 2,994.38
2-41-00-522	WATER - Infrastructure Repairs	\$ 35,000.00	\$ 23,934.04	\$ 11,065.96	68%	Valve Repairs	\$ 10,987.00	\$ 30,018.25	\$ 24,429.97
2-41-00-523	WATER - Small Tools	\$ 500.00	\$ 64.53	\$ 435.47	13%	No Budget Notes	\$ 361.91	\$ 99.35	\$ -
2-41-00-530	WATER - Water Meters	\$ 20,000.00	\$ 16,233.40	\$ 3,766.60	81%	15,000 = 30 meters	\$ 17,402.93	\$ 16,670.00	\$ 18,624.00
2-41-00-540	WATER - Power	\$ 18,000.00	\$ 20,247.26	\$ (2,247.26)	112%	No Budget Notes	\$ 16,684.03	\$ 16,983.95	\$ 16,798.70
2-41-00-541	WATER - Natural Gas	\$ 4,500.00	\$ 9,809.56	\$ (5,309.56)	218%	No Budget Notes	\$ 5,874.10	\$ 5,447.66	\$ 4,262.37
2-41-00-761	WATER - Transfer to Reserves	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ -	\$ -	\$ -
2-41-00-831	WATER - Debenture Principle	\$ 60,715.00	\$ 60,715.00	\$ (0.00)	100%	No Budget Notes	\$ -	\$ -	\$ -
2-41-00-832	WATER - Debenture Interest	\$ 22,634.00	\$ 22,634.41	\$ (0.41)	100%	No Budget Notes	\$ 24,568.77	\$ 26,914.22	\$ 29,159.96
2-41-00-920	WATER - Bad Debts	\$ -	\$ 20.48	\$ (20.48)	0%	No Budget Notes	\$ 125.57	\$ 95.55	\$ 87.60





**Town of Calmar**  
**YTD Budget Variance Trial Balance**



Thursday, January 13, 2022

Account Number	Account Description	2021 Budget	2021 YTD	Amount Remaining	Budget Va	2021 Budget Comments	2020 YTD	2019 YTD	2018 YTD
2-42-00-110	SEWER - Wages & Salaries	\$ 193,535.00	\$ 213,581.51	\$ (20,046.51)	110%	No Budget Notes	\$ 177,961.70	\$ 182,734.62	\$ 174,777.31
2-42-00-115	SEWER - Overtime	\$ 8,000.00	\$ 2,544.08	\$ 5,455.92	32%	No Budget Notes	\$ 2,655.86	\$ 4,939.06	\$ 6,273.02
2-42-00-130	SEWER - Employer Contributions	\$ 30,822.00	\$ 30,873.03	\$ (51.03)	100%	No Budget Notes	\$ 27,739.25	\$ 26,748.41	\$ 24,682.55
2-42-00-136	SEWER - Workers' Compensation Board Fees	\$ 3,314.00	\$ 3,385.24	\$ (71.24)	102%	No Budget Notes	\$ 3,150.35	\$ 2,449.92	\$ 2,318.55
2-42-00-140	SEWER - Meals & Lodging	\$ 1,000.00	\$ 367.66	\$ 632.34	37%	AWWOA, AWWA	\$ 175.76	\$ 2,158.06	\$ 2,675.79
2-42-00-148	SEWER - Training & Development	\$ 1,500.00	\$ 1,012.38	\$ 487.62	67%	No Budget Notes	\$ 1,098.72	\$ -	\$ 602.50
2-42-00-210	SEWER - Vehicle Allowance	\$ 2,000.00	\$ 1,833.36	\$ 166.64	92%	No Budget Notes	\$ 2,000.03	\$ 2,000.04	\$ 2,000.04
2-42-00-215	SEWER - Freight & Postage	\$ 800.00	\$ 1,110.01	\$ (310.01)	139%	No Budget Notes	\$ 777.41	\$ 721.15	\$ 529.83
2-42-00-217	SEWER - Telephone	\$ 2,500.00	\$ 2,140.81	\$ 359.19	86%	No Budget Notes	\$ 2,401.58	\$ 2,527.83	\$ 2,255.24
2-42-00-230	SEWER - Engineering Fees	\$ 10,000.00	\$ -	\$ 10,000.00	0%	No Budget Notes	\$ -	\$ -	\$ -
2-42-00-231	SEWER - Audit Fees	\$ 4,000.00	\$ -	\$ 4,000.00	0%	No Budget Notes	\$ 3,400.00	\$ 4,000.00	\$ 3,800.00
2-42-00-253	SEWER - Infrastructure Repair & Maintenance	\$ 20,000.00	\$ 20,528.85	\$ (528.85)	103%	5 year average - \$17,819	\$ 19,001.85	\$ 11,200.91	\$ 5,221.00
2-42-00-254	SEWER - Weed Control	\$ 2,500.00	\$ 1,415.00	\$ 1,085.00	57%	No Budget Notes	\$ -	\$ -	\$ -
2-42-00-260	SEWER - Equipment Lease & Rental	\$ 1,000.00	\$ -	\$ 1,000.00	0%	No Budget Notes	\$ 170.00	\$ -	\$ -
2-42-00-270	SEWER - Insurance	\$ 9,323.00	\$ 15,934.10	\$ (6,611.10)	171%	No Budget Notes	\$ 8,475.07	\$ 8,636.80	\$ 7,390.92
2-42-00-510	SEWER - Printing & Stationary	\$ 500.00	\$ 387.89	\$ 112.11	78%	No Budget Notes	\$ 393.09	\$ 515.41	\$ 401.31
2-42-00-511	SEWER - Household Goods & Miscellaneous Supplies	\$ 600.00	\$ 461.84	\$ 138.16	77%	No Budget Notes	\$ 501.15	\$ 547.32	\$ -
2-42-00-513	SEWER - Contracted Services	\$ 15,000.00	\$ 24,752.72	\$ (9,752.72)	165%	Effluent sampling	\$ 17,096.65	\$ 15,963.87	\$ 12,286.17
2-42-00-516	SEWER - Alarm	\$ 200.00	\$ -	\$ 200.00	0%	No Budget Notes	\$ -	\$ -	\$ -
2-42-00-520	SEWER - Equipment Parts, Repairs & Maintenance	\$ 15,000.00	\$ 16,358.90	\$ (1,358.90)	109%	Lift station pumps, alarms, etc. Aerators	\$ 9,526.41	\$ 7,404.16	\$ 13,688.51
2-42-00-521	SEWER - Fuel & Oil	\$ 2,000.00	\$ 1,148.00	\$ 852.00	57%	No Budget Notes	\$ 715.12	\$ 2,238.42	\$ 1,000.00
2-42-00-522	SEWER - Vehicles Parts, Repairs & Maintenance	\$ 2,000.00	\$ -	\$ 2,000.00	0%	No Budget Notes	\$ 835.22	\$ 643.77	\$ -
2-42-00-523	SEWER - Small Tools	\$ 500.00	\$ 437.10	\$ 62.90	87%	No Budget Notes	\$ 252.00	\$ -	\$ -
2-42-00-525	SEWER - Water & Sewer Infrastructure	\$ 10,000.00	\$ 10,939.90	\$ (939.90)	109%	Line breaks, video inspections, etc. 4 year average - \$9,450	\$ 24,777.16	\$ 1,549.00	\$ -
2-42-00-530	SEWER - Chemical Supplies	\$ 15,000.00	\$ 7,458.00	\$ 7,542.00	50%	Live Bacteria, Degreaser, Etc.	\$ 13,620.51	\$ 12,763.89	\$ 8,772.50
2-42-00-540	SEWER - Power	\$ 60,000.00	\$ 52,220.93	\$ 7,779.07	87%	5 year average - \$50,040	\$ 53,709.69	\$ 51,884.29	\$ 42,286.62
2-42-00-761	SEWER - Transfer to Reserves	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ -	\$ -	\$ -
2-42-00-831	SEWER - Debenture Principle	\$ 75,272.00	\$ 75,271.30	\$ 0.70	100%	No Budget Notes	\$ -	\$ -	\$ (0.00)
2-42-00-832	SEWER - Debenture Interest	\$ 19,043.00	\$ 19,042.71	\$ 0.29	100%	No Budget Notes	\$ 21,931.60	\$ 25,213.66	\$ 28,345.89
2-42-00-920	SEWER - Bad Debts	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ -	\$ -	\$ -
2-43-00-110	GARBAGE - Salaries & Wages	\$ 50,744.00	\$ 59,036.37	\$ (8,292.37)	116%	No Budget Notes	\$ 47,331.86	\$ 46,576.23	\$ 43,715.14
2-43-00-115	GARBAGE - Overtime	\$ 2,000.00	\$ 218.67	\$ 1,781.33	11%	No Budget Notes	\$ 245.59	\$ 471.12	\$ 665.80
2-43-00-130	GARBAGE - Employer Contributions	\$ 7,583.00	\$ 8,006.78	\$ (423.78)	106%	No Budget Notes	\$ 7,506.15	\$ 7,233.06	\$ 6,791.73
2-43-00-136	GARBAGE - Workers' Compensation Board Fees	\$ 863.00	\$ 668.20	\$ 194.80	77%	No Budget Notes	\$ 817.66	\$ 635.88	\$ 607.45
2-43-00-215	GARBAGE - Freight & Postage	\$ 600.00	\$ 635.01	\$ (35.01)	106%	No Budget Notes	\$ 777.41	\$ 721.15	\$ 529.83
2-43-00-231	GARBAGE - Audit Fees	\$ 4,100.00	\$ -	\$ 4,100.00	0%	No Budget Notes	\$ 3,400.00	\$ 4,000.00	\$ 3,800.00
2-43-00-270	GARBAGE - Insurance	\$ 3,277.00	\$ 6,764.28	\$ (3,487.28)	206%	No Budget Notes	\$ 2,997.79	\$ 2,028.67	\$ 2,457.93
2-43-00-300	GARBAGE - Landfill Fees & Charges	\$ 55,000.00	\$ 17,092.29	\$ 37,907.71	31%	No Budget Notes	\$ 50,050.68	\$ 51,262.39	\$ 48,588.62
2-43-00-510	GARBAGE - Printing & Stationary	\$ 500.00	\$ 387.90	\$ 112.10	78%	No Budget Notes	\$ 393.09	\$ 347.76	\$ 400.36
2-43-00-513	GARBAGE - Contracted Services	\$ 27,000.00	\$ 26,455.02	\$ 544.98	98%	GFL- grass	\$ 27,285.91	\$ 25,313.48	\$ 25,058.43
2-43-00-514	GARBAGE - Garbage Service Contract	\$ 94,960.00	\$ 86,178.50	\$ 8,781.50	91%	GFL- waste	\$ 91,481.39	\$ 89,355.39	\$ 86,514.90
2-43-00-515	GARBAGE - Recycling Service Contract	\$ 45,000.00	\$ 31,263.60	\$ 13,736.40	69%	GFL- recycle	\$ 39,488.60	\$ 38,416.92	\$ 36,654.39
2-43-00-540	GARBAGE - Power	\$ 1,200.00	\$ 1,014.64	\$ 185.36	85%	No Budget Notes	\$ 1,715.09	\$ 853.85	\$ 900.07
2-43-00-541	GARBAGE - Natural Gas	\$ 1,900.00	\$ 4,001.36	\$ (2,101.36)	211%	No Budget Notes	\$ 2,297.85	\$ 1,977.67	\$ 1,640.23
2-43-00-761	GARBAGE - Transfer to Reserves	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ -	\$ -	\$ -
2-51-00-110	FAMILY SERV - Wages & Salaries	\$ 61,503.00	\$ 65,267.45	\$ (3,764.45)	106%	No Budget Notes	\$ 64,106.62	\$ 57,912.38	\$ 56,379.70
2-51-00-115	FAMILY SERV - Overtime	\$ 500.00	\$ -	\$ 500.00	0%	No Budget Notes	\$ 3.22	\$ 9.00	\$ 1,240.07
2-51-00-130	FAMILY SERV - Employer Contributions	\$ 12,406.00	\$ 11,467.02	\$ 938.98	92%	No Budget Notes	\$ 12,744.90	\$ 14,183.74	\$ 14,074.23
2-51-00-136	FAMILY SERV - Workers' Compensation Board Fees	\$ 965.00	\$ 961.15	\$ 3.85	100%	No Budget Notes	\$ 940.90	\$ 731.70	\$ 665.20
2-51-00-140	FAMILY SERV - Meals & Lodging	\$ 200.00	\$ 109.48	\$ 90.52	55%	No Budget Notes	\$ 174.66	\$ 631.70	\$ -
2-51-00-148	FAMILY SERV - Training & Development	\$ 800.00	\$ 806.61	\$ (6.61)	101%	No Budget Notes	\$ 383.10	\$ 250.00	\$ 19.83
2-51-00-210	FAMILY SERV - Vehicle Allowance	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ 2,000.00	\$ 2,400.00	\$ 2,400.00
2-51-00-212	FAMILY SERV - Mileage	\$ 900.00	\$ 391.73	\$ 508.27	44%	No Budget Notes	\$ -	\$ -	\$ -







**Town of Calmar**  
**YTD Budget Variance Trial Balance**



Thursday, January 13, 2022

Account Number	Account Description	2021 Budget	2021 YTD	Amount Remaining	Budget Va	2021 Budget Comments	2020 YTD	2019 YTD	2018 YTD
2-51-00-215	FAMILY SERV - Freight & Postage	\$ 700.00	\$ 635.01	\$ 64.99	91%	No Budget Notes	\$ 1,050.06	\$ 721.12	\$ 529.83
2-51-00-217	FAMILY SERV - Telephone	\$ 900.00	\$ 1,118.24	\$ (218.24)	124%	No Budget Notes	\$ 620.13	\$ 442.45	\$ 435.29
2-51-00-220	FAMILY SERV - Advertising	\$ 1,900.00	\$ 1,109.37	\$ 790.63	58%	Ad for - Community A/Awareness & Radio Promotion - Calmar Food Drive - Calmar Christmas Elves Posters Mailed & printing of bags - Volunteer Appreciation Event Newcomers	\$ 1,381.84	\$ 995.93	\$ 1,012.00
2-51-00-221	FAMILY SERV - Program Hosting Expense	\$ 5,700.00	\$ 3,506.06	\$ 2,193.94	62%	Seniors Week i iCTJ Calmar Food Drive Calmar Christmas Elves Calmar Community Awareness Newcomers Childcare Training Program CPR Youth ages 12-15	\$ 573.25	\$ 6,150.02	\$ 4,112.35
2-51-00-222	FAMILY SERV - FCSS Municipal Cost Share Portion	\$ 13,800.00	\$ 13,551.00	\$ 249.00	98%	No Budget Notes	\$ 13,548.00	\$ 13,548.00	\$ 13,548.00
2-51-00-225	FAMILY SERV - Volunteer Recognition	\$ 7,300.00	\$ 5,610.56	\$ 1,689.44	77%	Calmar Food Drive Training for Volunteers & Conference Vitalize Conferece - FCSS advisory board member is interested in participating Calmar & District Christmas Elves	\$ 2,057.24	\$ 8,018.86	\$ 8,161.30
2-51-00-231	FAMILY SERV - Audit Fees	\$ 1,100.00	\$ -	\$ 1,100.00	0%	No Budget Notes	\$ 900.00	\$ 1,000.00	\$ 1,000.00
2-51-00-260	FAMILY SERV - Office Rental	\$ 1,250.00	\$ -	\$ 1,250.00	0%	No Budget Notes	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00
2-51-00-270	FAMILY SERV - Insurance	\$ 471.00	\$ 966.35	\$ (495.35)	205%	No Budget Notes	\$ 428.28	\$ 396.12	\$ 351.13
2-51-00-510	FAMILY SERV - Printing & Stationary	\$ 800.00	\$ 731.30	\$ 68.70	91%	No Budget Notes	\$ 741.86	\$ 463.71	\$ 636.25
2-51-00-511	FAMILY SERV - Household & Miscellaneous Goods	\$ 300.00	\$ 379.84	\$ (79.84)	127%	No Budget Notes	\$ 74.99	\$ 101.93	\$ 89.09
2-51-00-520	FAMILY SERV - Equipment Parts, Repairs & Main	\$ 350.00	\$ -	\$ 350.00	0%	No Budget Notes	\$ 86.14	\$ -	\$ -
2-51-00-540	FAMILY SERV - Power	\$ 900.00	\$ 549.25	\$ 350.75	61%	No Budget Notes	\$ 649.44	\$ 673.43	\$ 757.92
2-51-00-541	FAMILY SERV - Natural Gas	\$ 500.00	\$ 541.90	\$ (41.90)	108%	No Budget Notes	\$ 450.84	\$ 498.85	\$ 407.57
2-51-00-590	FAMILY SERV - Other General Expenses	\$ 4,141.00	\$ 247.07	\$ 3,893.93	6%	Office Equipment 211-\$525.00 Newcomers	\$ 1,424.80	\$ -	\$ 318.55
2-51-01-511	FAMILY SERV - Christmas Elves Program	\$ -	\$ 3,475.00	\$ (3,475.00)	0%		\$ -	\$ -	\$ -
2-61-00-110	MUNI DEV - Wages & Salaries	\$ 164,516.00	\$ 159,335.60	\$ 5,180.40	97%	No Budget Notes	\$ 88,186.86	\$ 115,391.99	\$ 168,056.85
2-61-00-115	MUNI DEV - Overtime	\$ 500.00	\$ -	\$ 500.00	0%	D.O. - mpc - council - open houses	\$ -	\$ 140.40	\$ 166.79
2-61-00-130	MUNI DEV - Employer Contributions	\$ 26,914.00	\$ 24,926.46	\$ 1,987.54	93%	Based on 5%	\$ 22,320.21	\$ 24,055.26	\$ 23,769.29
2-61-00-136	MUNI DEV - Workers' Compensation Board Fees	\$ 2,763.00	\$ 2,785.19	\$ (22.19)	101%	No Budget Notes	\$ 2,726.49	\$ 2,120.34	\$ 2,310.00
2-61-00-140	MUNI DEV - Meals & Lodging	\$ 1,500.00	\$ 748.59	\$ 751.41	50%	ADOA & CPA Conferences	\$ 211.40	\$ 1,013.86	\$ 2,093.30
2-61-00-148	MUNI DEV - Training & Development	\$ 2,000.00	\$ 740.00	\$ 1,260.00	37%	Take ADOA & CPA Conferences ALUP Courses APWA- Seminar December AUMA	\$ 770.01	\$ 2,159.25	\$ 2,891.50
2-61-00-150	MUNI DEV - S.D.A.B. Meeting Fees	\$ 500.00	\$ -	\$ 500.00	0%	No Budget Notes	\$ 420.00	\$ 100.00	\$ 200.00
2-61-00-210	MUNI DEV - Vehicle Allowance	\$ 250.00	\$ -	\$ 250.00	0%	No Budget Notes	\$ 8.29	\$ 1.91	\$ -
2-61-00-215	MUNI DEV - Freight & Postage	\$ 1,500.00	\$ 1,269.82	\$ 230.18	85%	No Budget Notes	\$ 1,554.81	\$ 1,468.47	\$ 1,395.83
2-61-00-217	MUNI DEV - Telephone	\$ 1,700.00	\$ 1,165.17	\$ 534.83	69%	No Budget Notes	\$ 1,228.10	\$ 1,089.61	\$ 1,089.82
2-61-00-220	MUNI DEV - Advertising	\$ 6,000.00	\$ 2,292.00	\$ 3,708.00	38%	No Budget Notes	\$ 1,176.80	\$ 2,996.46	\$ 6,887.75
2-61-00-221	MUNI DEV - Title & Land Searches	\$ 1,500.00	\$ 330.00	\$ 1,170.00	22%	No Budget Notes	\$ 1,341.05	\$ 1,191.93	\$ 1,138.41
2-61-00-222	MUNI DEV - Memberships & Subscriptions	\$ 750.00	\$ 354.00	\$ 396.00	47%	ADOA, CPA, AWWWOA	\$ 629.00	\$ 125.00	\$ 250.00
2-61-00-223	MUNI DEV - Subdivision & Development Costs	\$ 2,500.00	\$ -	\$ 2,500.00	0%	Planning consolation	\$ -	\$ -	\$ 375.00
2-61-00-230	MUNI DEV - Engineering Fees	\$ 55,000.00	\$ 77,610.12	\$ (22,610.12)	141%	No Budget Notes	\$ 72,056.72	\$ 121,715.46	\$ 41,443.42
2-61-00-231	MUNI DEV - Audit Fees	\$ 1,300.00	\$ -	\$ 1,300.00	0%	No Budget Notes	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
2-61-00-232	MUNI DEV - Inspection Fees	\$ 36,000.00	\$ 15,491.04	\$ 20,508.96	43%	No Budget Notes	\$ 28,747.88	\$ 19,207.96	\$ 38,202.86
2-61-00-233	MUNI DEV - Legal Fees	\$ 45,000.00	\$ 18,240.41	\$ 26,759.59	41%	No Budget Notes	\$ 5,306.25	\$ 39,279.71	\$ 11,742.70
2-61-00-234	MUNI DEV - Planning Fees	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ -	\$ -	\$ -
2-61-00-510	MUNI DEV - Printing & Stationary	\$ 900.00	\$ 621.74	\$ 278.26	69%	No Budget Notes	\$ 810.00	\$ 536.68	\$ 728.40





### Town of Calmar YTD Budget Variance Trial Balance



Thursday, January 13, 2022

Account Number	Account Description	2021 Budget	2021 YTD	Amount Remaining	Budget Va	2021 Budget Comments	2020 YTD	2019 YTD	2018 YTD
2-61-00-513	MUNI DEV - Contracted Services	\$ 19,900.00	\$ 13,819.99	\$ 6,080.01	69%	GIS - \$13,000 Offsite - \$ 6,000	\$ 57,099.52	\$ 12,200.05	\$ 40,158.50
2-61-00-515	MUNI DEV - Other Contracted Services	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ -	\$ -	\$ -
2-61-00-520	MUNI DEV - Cost of Land Sold	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ -	\$ -	\$ -
2-61-00-540	MUNI DEV - Admin Power	\$ 400.00	\$ -	\$ 400.00	0%	No Budget Notes	\$ -	\$ 300.00	\$ 300.00
2-61-00-761	MUNI DEV - Transfer to Reserves	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ 3,121.38	\$ 4,980.65	\$ 3,675.96
2-62-00-110	COMM SER - Wages & Salaries	\$ 162,088.00	\$ 163,958.89	\$ (1,870.89)	101%	No Budget Notes	\$ 163,683.01	\$ 156,335.66	\$ 90,523.72
2-62-00-115	COMM SER - Overtime	\$ 1,000.00	\$ -	\$ 1,000.00	0%	No Budget Notes	\$ -	\$ 513.00	\$ 14.67
2-62-00-130	COMM SER - Employer Contributions	\$ 29,904.00	\$ 27,989.60	\$ 1,914.40	94%	No Budget Notes	\$ 26,403.78	\$ 20,268.01	\$ 12,513.83
2-62-00-136	COMM SER - Workers' Compensation Board Fees	\$ 2,731.00	\$ 2,708.41	\$ 22.59	99%	No Budget Notes	\$ 2,651.34	\$ 2,061.84	\$ 1,304.71
2-62-00-140	COMM SER - Meals & Lodging	\$ 500.00	\$ 65.97	\$ 434.03	13%	EDA Conference IMPACT 2020 Tourism Conf EDAC Regional Training	\$ 785.68	\$ 719.58	\$ 4,795.03
2-62-00-148	COMM SER - Training & Development	\$ 1,000.00	\$ 117.33	\$ 882.67	12%	EDA Conference Regional Training EDAC Conference Online Webinars	\$ 2,051.31	\$ 1,485.04	\$ 4,069.60
2-62-00-210	COMM SER - Vehicle Allowance	\$ 6,000.00	\$ 5,000.00	\$ 1,000.00	83%	No Budget Notes	\$ 6,000.00	\$ 6,000.00	\$ 3,600.00
2-62-00-212	COMM SER - Mileage	\$ 1,800.00	\$ -	\$ 1,800.00	0%	No Budget Notes	\$ 564.11	\$ 60.29	\$ 5,151.09
2-62-00-215	COMM SER - Freight & Postage	\$ 700.00	\$ 635.02	\$ 64.98	91%	No Budget Notes	\$ 803.96	\$ 721.12	\$ 529.85
2-62-00-217	COMM SER - Telephone	\$ 2,000.00	\$ 1,060.04	\$ 939.96	53%	No Budget Notes	\$ 1,073.20	\$ 1,610.50	\$ 1,497.00
2-62-00-220	COMM SER - Advertising	\$ 15,500.00	\$ 18,471.99	\$ (2,971.99)	119%	Invest in AB Magazine Best of Guide - Calmar ADHOC Joint Marketing with Business Video	\$ 11,152.90	\$ 7,341.89	\$ 10,238.49
2-62-00-222	COMM SER - Memberships & Subscriptions	\$ 1,000.00	\$ 172.03	\$ 827.97	17%	GIS Annual Fee Executive Pulse - Biz Database EDA EDAC	\$ 942.20	\$ 2,276.16	\$ 4,748.73
2-62-00-223	COMM SER - Promotion & Research	\$ 63,250.00	\$ 101,329.88	\$ (38,079.88)	160%	Events Street front market Tourism Development Fibre Optics Business attractions/investment readiness	\$ 13,183.10	\$ 36,144.19	\$ 37,929.55
2-62-00-231	COMM SER - Audit Fees	\$ 900.00	\$ -	\$ 900.00	0%	No Budget Notes	\$ 700.00	\$ 800.00	\$ 800.00
2-62-00-510	COMM SER - Printing & Stationary	\$ 900.00	\$ 746.74	\$ 153.26	83%	Business Cards, Newsletter, Stationary	\$ 698.51	\$ 655.87	\$ 818.70
2-62-00-511	COMM SER - Miscellaneous	\$ 600.00	\$ 438.19	\$ 161.81	73%	Committee meeting hosting Educational seminars for business Youth engagement New business welcome Way finding signage	\$ 893.87	\$ 721.89	\$ 1,900.46
2-62-00-513	COMM SER - Contracted Services	\$ 31,000.00	\$ 30,696.82	\$ 303.18	99%	CARES \$31,000	\$ 55,696.45	\$ -	\$ -
2-62-00-540	COMM SER - Power	\$ 600.00	\$ -	\$ 600.00	0%	No Budget Notes	\$ -	\$ 600.00	\$ 600.00
2-62-00-761	COMM SER - Transfer to Reserves	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ -	\$ -	\$ -
2-62-00-900	Grants to Others	\$ 85,000.00	\$ 7,000.00	\$ 78,000.00	8%	No Budget Notes	\$ -	\$ -	\$ -
2-72-00-110	REC FAC - Wages & Salaries	\$ 58,365.00	\$ 63,037.77	\$ (4,672.77)	108%	No Budget Notes	\$ 57,259.99	\$ 58,560.07	\$ 45,947.19
2-72-00-112	REC FAC - Getaway Supervisors Contract	\$ -	\$ -	\$ -	0%	\$16,000 to cover minimum wage legislation 4 students x \$13.00 1 coordinator plus increase in expenses for outings 3 practicum students @ \$500 each	\$ -	\$ 12,121.78	\$ 13,597.00
2-72-00-115	REC FAC - Overtime	\$ 500.00	\$ -	\$ 500.00	0%	No Budget Notes	\$ -	\$ 1,996.48	\$ -
2-72-00-130	REC FAC - Employer Contributions	\$ 11,457.00	\$ 10,546.70	\$ 910.30	92%	No Budget Notes	\$ 8,739.76	\$ 6,507.68	\$ 4,393.70
2-72-00-136	REC FAC - Workers' Compensation Board Fees	\$ 1,156.00	\$ 1,203.77	\$ (47.77)	104%	No Budget Notes	\$ 1,178.38	\$ 916.38	\$ 806.35
2-72-00-140	REC FAC - Meals & Lodging	\$ 2,000.00	\$ 30.00	\$ 1,970.00	2%	ARPA or sports and recreation conferences RFP, ARPA	\$ 354.69	\$ 1,801.87	\$ 2,692.61
2-72-00-148	REC FAC - Training & Development	\$ 2,000.00	\$ -	\$ 2,000.00	0%	ARPA or sports and recreation conferences	\$ 195.00	\$ 1,140.00	\$ 934.24





**Town of Calmar**  
**YTD Budget Variance Trial Balance**



Thursday, January 13, 2022

Account Number	Account Description	2021 Budget	2021 YTD	Amount Remaining	Budget Va	2021 Budget Comments	2020 YTD	2019 YTD	2018 YTD
2-72-00-210	REC FAC - Vehicle Allowance	\$ 2,400.00	\$ 2,200.00	\$ 200.00	92%	No Budget Notes	\$ 2,400.00	\$ 2,400.00	\$ 2,000.00
2-72-00-212	REC FAC - Mileage	\$ 300.00	\$ -	\$ 300.00	0%	Getaway Stuff	\$ -	\$ 85.11	\$ 187.14
2-72-00-215	REC FAC - Freight & Postage	\$ 700.00	\$ 635.03	\$ 64.97	91%	No Budget Notes	\$ 777.40	\$ 721.10	\$ 479.78
2-72-00-217	REC FAC - Telephone	\$ 1,900.00	\$ 1,531.35	\$ 368.65	81%	Office - \$1,100 PR CNTR - \$800	\$ 1,510.00	\$ 1,503.15	\$ 1,491.64
2-72-00-220	REC FAC - Advertising	\$ 4,000.00	\$ -	\$ 4,000.00	0%	Radio Ads\ Newspaper	\$ 9,311.00	\$ 4,982.87	\$ 4,550.00
2-72-00-221	REC FAC - Promotions & Hosting	\$ 30,000.00	\$ 33,784.71	\$ (3,784.71)	113%	Get Away - \$5,000 Family Day \$500 Christmas in the Park Canada Day \$1,200 First Night \$10,000 + \$500 Farmers Day \$500 Comm. Events-Terry Fox, Hockey Day Partnership Father's Day \$1,200 Mother's Day Easter New tents \$1,300 New games	\$ 24,470.43	\$ 44,016.01	\$ 46,449.62
2-72-00-222	REC FAC - Memberships & Subscriptions	\$ 750.00	\$ -	\$ 750.00	0%	No Budget Notes	\$ 300.00	\$ 300.00	\$ -
2-72-00-225	REC FAC - Volunteer Recognition	\$ 1,000.00	\$ -	\$ 1,000.00	0%	No Budget Notes	\$ -	\$ 1,404.66	\$ 1,502.72
2-72-00-231	REC FAC - Audit Fees	\$ 800.00	\$ -	\$ 800.00	0%	No Budget Notes	\$ 800.00	\$ 800.00	\$ 800.00
2-72-00-250	REC FAC - Facility Maintenance	\$ 4,000.00	\$ 734.25	\$ 3,265.75	18%	2022 - Program Centre Painting (3yr cycle)	\$ 1,121.08	\$ 820.00	\$ 250.00
2-72-00-270	REC FAC - Insurance	\$ 2,696.00	\$ 4,071.22	\$ (1,375.22)	151%	Program Centre \$500	\$ 2,451.06	\$ 2,296.44	\$ 2,060.54
2-72-00-510	REC FAC - Printing & Stationary	\$ 3,000.00	\$ 2,585.91	\$ 414.09	86%	No Budget Notes	\$ 2,695.69	\$ 2,136.37	\$ 2,825.13
2-72-00-511	REC FAC - Household & Miscellaneous Supplies	\$ 2,000.00	\$ 883.37	\$ 1,116.63	44%	2021-2022 Extra Supplies for COVID-19	\$ 541.53	\$ 1,519.74	\$ 1,015.67
2-72-00-513	REC FAC - Contracted Services	\$ 3,100.00	\$ 2,918.27	\$ 181.73	94%	No Budget Notes	\$ 69,625.70	\$ 2,624.89	\$ 1,859.48
2-72-00-540	REC FAC - Power	\$ 3,000.00	\$ 2,614.32	\$ 385.68	87%	No Budget Notes	\$ 2,714.21	\$ 2,684.27	\$ 3,030.81
2-72-00-541	REC FAC - Natural Gas	\$ 1,500.00	\$ 1,509.20	\$ (9.20)	101%	No Budget Notes	\$ 1,481.93	\$ 1,368.33	\$ 1,138.98
2-72-00-590	REC FAC - Communities In Bloom Expenses	\$ 35,000.00	\$ 23,383.47	\$ 11,616.53	67%	CIB (see attached) \$30,000 Other \$5000	\$ 34,832.49	\$ 16,361.03	\$ 17,539.35
2-72-00-761	REC FAC - Transfer to Reserves	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ -	\$ -	\$ -
2-72-00-823	Financing - Solar Panels on Arena	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
2-72-01-110	REC FAC - Wages & Salaries	\$ 120,709.00	\$ 125,782.56	\$ (5,073.56)	104%	No Budget Notes	\$ 123,499.61	\$ 117,648.64	\$ 144,550.48
2-72-01-115	REC FAC - Overtime	\$ 3,000.00	\$ 3,643.41	\$ (643.41)	121%	No Budget Notes	\$ 112.98	\$ 3,071.47	\$ 3,126.26
2-72-01-117	REC FAC - Casual Labour-Parks	\$ 23,000.00	\$ 7,176.96	\$ 15,823.04	31%	No Budget Notes	\$ 13,410.00	\$ 10,728.50	\$ 13,336.50
2-72-01-130	REC FAC - Employer Contributions	\$ 27,315.00	\$ 24,409.72	\$ 2,905.28	89%	No Budget Notes	\$ 23,227.83	\$ 21,910.73	\$ 25,915.94
2-72-01-136	REC FAC - Workers' Compensation Board Fees	\$ 3,200.00	\$ 3,015.57	\$ 184.43	94%	No Budget Notes	\$ 2,951.94	\$ 2,295.66	\$ 1,931.40
2-72-01-140	REC FAC - Meals & Lodging	\$ 1,000.00	\$ 447.57	\$ 552.43	45%	Pesticide Applicator Course Turf Management Course AARFP Courses	\$ 165.19	\$ 1,442.60	\$ 1,099.01
2-72-01-148	REC FAC - Training & Development	\$ 2,500.00	\$ 1,357.23	\$ 1,142.77	54%	No Budget Notes	\$ 669.37	\$ 1,157.28	\$ 2,080.00
2-72-01-220	REC FAC - Advertising	\$ 500.00	\$ -	\$ 500.00	0%	No Budget Notes	\$ -	\$ -	\$ -
2-72-01-231	REC FAC - Audit Fees	\$ 2,600.00	\$ -	\$ 2,600.00	0%	No Budget Notes	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00
2-72-01-250	REC FAC - Facility Maintenance	\$ 38,000.00	\$ 35,608.83	\$ 2,391.17	94%	General Misc \$3,000 Top Spray/Mulch \$10,000	\$ 49,016.90	\$ 53,264.88	\$ 56,939.67
2-72-01-260	REC FAC - Equipment Lease & Rental	\$ 2,000.00	\$ 1,880.56	\$ 119.44	94%	No Budget Notes	\$ 2,213.73	\$ 830.47	\$ -
2-72-01-270	REC FAC - Insurance	\$ 4,900.00	\$ 7,344.58	\$ (2,444.58)	150%	No Budget Notes	\$ 4,540.79	\$ 4,372.64	\$ 3,681.66
2-72-01-511	REC FAC - Miscellaneous Supplies	\$ 6,000.00	\$ 9,374.90	\$ (3,374.90)	156%	Waste, Dispensers & Receptacles	\$ 5,148.79	\$ 1,715.10	\$ 1,304.31
2-72-01-513	REC FAC - Contracted Services	\$ 15,500.00	\$ 20,520.33	\$ (5,020.33)	132%	Porta-Potties (\$3,000) Tree Pruning Services (\$2,000) Weed control contracted services (\$8,000)	\$ 14,915.76	\$ 15,093.54	\$ 14,184.66
2-72-01-520	REC FAC - Equipment Parts, Repairs & Maint.	\$ 16,000.00	\$ 14,463.27	\$ 1,536.73	90%	No Budget Notes	\$ 14,126.79	\$ 10,137.91	\$ 16,754.23
2-72-01-521	REC FAC - Fuel & Oil	\$ 9,100.00	\$ 8,551.71	\$ 548.29	94%	No Budget Notes	\$ 8,084.89	\$ 8,641.93	\$ 10,177.81
2-72-01-522	REC FAC - Vehicle Parts, Repairs & Maint.	\$ 2,600.00	\$ 1,460.47	\$ 1,139.53	56%	No Budget Notes	\$ 388.29	\$ 1,583.42	\$ 1,822.26
2-72-01-523	REC FAC - Small Tools	\$ 1,200.00	\$ 1,175.55	\$ 24.45	98%	No Budget Notes	\$ 354.17	\$ 597.05	\$ 638.19
2-72-01-761	REC FAC - Transfer to Reserves	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ 1,283.46	\$ -	\$ -
2-72-02-110	REC FAC - Wages & Salaries	\$ 152,821.00	\$ 159,928.77	\$ (7,107.77)	105%	No Budget Notes	\$ 165,019.60	\$ 152,869.82	\$ 159,592.05





**Town of Calmar**  
**YTD Budget Variance Trial Balance**



Thursday, January 13, 2022

Account Number	Account Description	2021 Budget	2021 YTD	Amount Remaining	Budget Va	2021 Budget Comments	2020 YTD	2019 YTD	2018 YTD
2-72-02-115	REC FAC - Overtime	\$ 11,000.00	\$ 7,057.36	\$ 3,942.64	64%	No Budget Notes	\$ 20,493.02	\$ 13,091.40	\$ 10,150.94
2-72-02-117	REC FAC - Arena - Casual Labour	\$ 9,000.00	\$ -	\$ 9,000.00	0%	No Budget Notes	\$ 6,080.38	\$ 6,976.00	\$ 6,088.00
2-72-02-130	REC FAC - Employer Contributions	\$ 31,001.00	\$ 30,164.50	\$ 836.50	97%	No Budget Notes	\$ 25,145.89	\$ 22,398.88	\$ 21,719.19
2-72-02-136	REC FAC - Workers' Compensation Board Fees	\$ 3,167.00	\$ 3,116.85	\$ 50.15	98%	No Budget Notes	\$ 3,051.15	\$ 2,372.76	\$ 2,205.20
2-72-02-140	REC FAC - Meals & Lodging	\$ 2,500.00	\$ 495.33	\$ 2,004.67	20%	AARFP Courses & Training Others Need more training	\$ 1,218.79	\$ 1,265.69	\$ 720.79
2-72-02-148	REC FAC - Training & Development	\$ 3,400.00	\$ 741.43	\$ 2,658.57	22%	AARFP Courses & Training Others Need more training	\$ 1,685.55	\$ 1,805.90	\$ 1,990.00
2-72-02-215	REC FAC - Freight & Postage	\$ 1,100.00	\$ 634.99	\$ 465.01	58%	No Budget Notes	\$ 795.12	\$ 721.09	\$ 529.85
2-72-02-217	REC FAC - Telephone	\$ 2,500.00	\$ 2,525.00	\$ (25.00)	101%	No Budget Notes	\$ 2,508.85	\$ 2,452.12	\$ 2,437.67
2-72-02-222	REC FAC - Memberships	\$ 800.00	\$ (580.95)	\$ 1,380.95	-73%	No Budget Notes	\$ 723.84	\$ 531.92	\$ 786.92
2-72-02-231	REC FAC - Audit Fees	\$ 2,700.00	\$ -	\$ 2,700.00	0%	No Budget Notes	\$ 2,700.00	\$ 2,700.00	\$ 2,700.00
2-72-02-250	REC FAC - Facility Maintenance	\$ 30,000.00	\$ 26,153.37	\$ 3,846.63	87%	Floors General \$3000 Concession Cleaning Fans \$500 More cleaning etc due to COVID-19	\$ 23,980.10	\$ 47,235.67	\$ 75,588.30
2-72-02-270	REC FAC - Insurance	\$ 30,848.00	\$ 12,929.25	\$ 17,918.75	42%	No Budget Notes	\$ 28,044.02	\$ 26,549.39	\$ 23,618.72
2-72-02-510	REC FAC - Printing & Stationary	\$ 600.00	\$ 461.60	\$ 138.40	77%	No Budget Notes	\$ 443.08	\$ 601.91	\$ 435.22
2-72-02-511	REC FAC - Household & Miscellaneous Supplies	\$ 12,000.00	\$ 10,227.34	\$ 1,772.66	85%	Increased cleaners due to COVID19	\$ 17,072.12	\$ 10,129.24	\$ 10,917.98
2-72-02-513	REC FAC - Contracted Services	\$ 10,000.00	\$ 14,339.26	\$ (4,339.26)	143%	No Budget Notes	\$ 15,159.36	\$ 12,667.02	\$ 14,829.43
2-72-02-516	REC FAC - Alarm	\$ 500.00	\$ -	\$ 500.00	0%	No Budget Notes	\$ -	\$ -	\$ -
2-72-02-520	REC FAC - Equipment Parts, Repairs & Maintenance	\$ 10,000.00	\$ 5,591.88	\$ 4,408.12	56%	No Budget Notes	\$ 16,212.90	\$ 28,198.79	\$ 6,313.81
2-72-02-521	REC FAC - Fuel & Oil	\$ 2,000.00	\$ 702.04	\$ 1,297.96	35%	No Budget Notes	\$ 1,227.07	\$ 1,875.31	\$ 1,616.34
2-72-02-523	REC FAC - Small Tools	\$ 500.00	\$ 157.50	\$ 342.50	32%	No Budget Notes	\$ 482.21	\$ 373.38	\$ 392.45
2-72-02-540	REC FAC - Power	\$ 64,000.00	\$ 45,433.84	\$ 18,566.16	71%	Enmax net zero project	\$ 55,794.64	\$ 46,662.64	\$ 46,232.82
2-72-02-541	REC FAC - Natural Gas	\$ 14,000.00	\$ 12,151.97	\$ 1,848.03	87%	No Budget Notes	\$ 13,159.49	\$ 16,566.29	\$ 14,825.02
2-72-02-590	REC FAC - Safety Equipment	\$ 4,000.00	\$ 2,051.11	\$ 1,948.89	51%	Increased cleaners due to COVID19	\$ 4,787.28	\$ 2,950.57	\$ 3,891.40
2-72-02-591	REC FAC - Donations	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ -	\$ -	\$ -
2-72-02-761	REC FAC - Transfer to Reserves	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ -	\$ -	\$ -
2-72-02-920	REC FAC - Bad Debts	\$ -	\$ 1,517.97	\$ (1,517.97)	0%	No Budget Notes	\$ -	\$ -	\$ -
2-74-00-110	CULTURE - Wages & Salaries	\$ 111,500.00	\$ 110,106.22	\$ 1,393.78	99%	2022 - Would like to increase operational hours at the library	\$ 107,200.57	\$ 108,192.65	\$ 103,085.73
2-74-00-115	CULTURE - Overtime	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ -	\$ -	\$ -
2-74-00-130	CULTURE - Employer Contributions	\$ 13,500.00	\$ 9,514.95	\$ 3,985.05	70%	Benefits & RRSP @ \$5,400	\$ 9,837.58	\$ 9,958.27	\$ 9,479.69
2-74-00-136	CULTURE - Workers' Compensation Board Fees	\$ 1,739.00	\$ 1,722.76	\$ 16.24	99%	No Budget Notes	\$ 1,686.30	\$ 1,311.48	\$ 1,505.78
2-74-00-140	CULTURE - Meals	\$ 700.00	\$ -	\$ 700.00	0%	No Budget Notes	\$ 825.03	\$ 727.04	\$ 637.99
2-74-00-148	CULTURE - Training & Development	\$ 3,500.00	\$ 876.04	\$ 2,623.96	25%	No Budget Notes	\$ 4,080.11	\$ 5,431.18	\$ 4,215.95
2-74-00-150	CULTURE - Honariums	\$ 1,000.00	\$ 539.40	\$ 460.60	54%	No Budget Notes	\$ 1,168.86	\$ 1,205.40	\$ 1,058.72
2-74-00-212	CULTURE - Mileage	\$ 800.00	\$ 255.20	\$ 544.80	32%	No Budget Notes	\$ -	\$ 1,221.93	\$ 942.39
2-74-00-215	CULTURE - Freight & Postage	\$ 100.00	\$ -	\$ 100.00	0%	No Budget Notes	\$ 17.23	\$ 15.82	\$ 85.00
2-74-00-217	CULTURE - Telephone	\$ 1,600.00	\$ 1,550.69	\$ 49.31	97%	No Budget Notes	\$ 1,651.81	\$ 1,601.68	\$ 1,599.40
2-74-00-220	CULTURE - Advertising & Promotions	\$ 500.00	\$ -	\$ 500.00	0%	No Budget Notes	\$ 544.64	\$ 1,189.99	\$ 1,260.12
2-74-00-222	CULTURE - Memberships	\$ 1,500.00	\$ 637.34	\$ 862.66	42%	Movie Licensing Work alone monthly charge	\$ 1,935.77	\$ 883.12	\$ 220.00
2-74-00-223	CULTURE - Special Projects	\$ 5,000.00	\$ 6,262.96	\$ (1,262.96)	125%	No Budget Notes	\$ 8,435.96	\$ 3,984.97	\$ 5,182.06
2-74-00-224	CULTURE - Subscriptions	\$ 1,700.00	\$ 1,019.43	\$ 680.57	60%	No Budget Notes	\$ 1,269.15	\$ 1,257.36	\$ 1,441.38
2-74-00-231	CULTURE - Audit Fees	\$ 2,100.00	\$ 1,995.00	\$ 105.00	95%	No Budget Notes	\$ 2,100.00	\$ 2,047.50	\$ 1,995.00
2-74-00-233	Legal Fees	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ 5,000.00	\$ -	\$ -
2-74-00-250	CULTURE - Building Repairs & Maintenance	\$ 100.00	\$ 3.98	\$ 96.02	4%	No Budget Notes	\$ -	\$ 767.66	\$ 78.60
2-74-00-270	CULTURE - Insurance	\$ 1,300.00	\$ 4,071.23	\$ (2,771.23)	313%	Includes \$1,000 for legal fees	\$ 1,919.06	\$ 206.00	\$ 206.00
2-74-00-510	CULTURE - Printing & Stationary	\$ 1,400.00	\$ 1,779.95	\$ (379.95)	127%	No Budget Notes	\$ 920.74	\$ 3,385.57	\$ 2,009.64
2-74-00-511	CULTURE - Household & Miscellaneous Supplies	\$ 700.00	\$ 380.35	\$ 319.65	54%	No Budget Notes	\$ 792.80	\$ 567.65	\$ 575.62
2-74-00-512	CULTURE - Janitor Contract	\$ 3,000.00	\$ 2,592.00	\$ 408.00	86%	No Budget Notes	\$ 3,024.00	\$ 2,607.71	\$ 2,808.00
2-74-00-520	CULTURE - Equipment Parts, Repairs & Maint.	\$ 1,000.00	\$ 586.34	\$ 413.66	59%	Screen to display programs Notebook/laptop Program room blinds	\$ 7,874.99	\$ 2,581.00	\$ 2,221.58
2-74-00-521	CULTURE - Furnishings	\$ 1,000.00	\$ -	\$ 1,000.00	0%	New Shelf for heritage books	\$ 4,607.53	\$ 6,639.03	\$ 5,612.58





**Town of Calmar**  
**YTD Budget Variance Trial Balance**  
 Thursday, January 13, 2022



Account Number	Account Description	2021 Budget	2021 YTD	Amount Remaining	Budget Va	2021 Budget Comments	2020 YTD	2019 YTD	2018 YTD
2-74-00-523	CULTURE - Books & Videos	\$ 17,000.00	\$ 12,828.14	\$ 4,171.86	75%	No Budget Notes	\$ 18,291.49	\$ 19,032.66	\$ 19,016.05
2-74-00-540	CULTURE - Power	\$ 3,610.00	\$ 3,851.59	\$ (241.59)	107%	No Budget Notes	\$ 3,857.71	\$ 3,742.40	\$ 3,633.47
2-74-00-541	CULTURE - Natural Gas	\$ 3,820.00	\$ 2,988.97	\$ 831.03	78%	No Budget Notes	\$ 2,843.62	\$ 2,461.44	\$ 2,289.70
2-74-00-761	CULTURE - Transfer to Reserves	\$ -	\$ -	\$ -	0%	No Budget Notes	\$ -	\$ -	\$ -
2-74-01-222	CULTURE - Yellowhead Membership Fees	\$ 9,937.00	\$ 9,936.88	\$ 0.12	100%	2021 - \$4.46 per capita	\$ 9,780.92	\$ 9,580.40	\$ 9,580.40
2-74-01-231	CULTURE - Audit Fees	\$ 1,800.00	\$ -	\$ 1,800.00	0%	No Budget Notes	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00
2-74-01-250	CULTURE - Building Repairs & Maintenance	\$ 1,000.00	\$ -	\$ 1,000.00	0%	No Budget Notes	\$ 528.00	\$ 7,995.75	\$ 861.62
2-74-01-270	CULTURE - Insurance	\$ 2,200.00	\$ 1,932.71	\$ 267.29	88%	No Budget Notes	\$ 2,496.53	\$ 2,365.20	\$ 2,102.26
2-74-01-520	CULTURE - Equipment Repairs & Maintenance	\$ 500.00	\$ -	\$ 500.00	0%	No Budget Notes	\$ -	\$ -	\$ -
2-97-00-745	REQUISITION - Education Requis. - Residential	\$ 570,597.00	\$ 519,752.01	\$ 50,844.99	91%	No Budget Notes	\$ 574,820.85	\$ 573,560.15	\$ 531,675.52
2-97-00-750	REQUISITION - Education Requis-Non-Residential	\$ 171,921.00	\$ 222,750.88	\$ (50,829.88)	130%	No Budget Notes	\$ 166,454.25	\$ 151,374.70	\$ 158,238.58
2-97-00-755	REQUISITION - Leduc Foundation Requisition	\$ 6,970.00	\$ -	\$ 6,970.00	0%	No Budget Notes	\$ 7,130.00	\$ 7,080.00	\$ 4,739.00
3-00-00-013	General Investments (Cash)	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
3-00-00-110	GENERAL - Payroll Advance	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
3-00-00-111	GENERAL - Prepaids	\$ -	\$ 45,795.84	\$ (45,795.84)	0%		\$ 18,053.63	\$ 48,322.05	\$ 30,936.75
3-00-00-112	GENERAL - Petty Cash	\$ -	\$ 300.00	\$ (300.00)	0%		\$ 300.00	\$ 300.00	\$ 300.00
3-00-00-113	GENERAL - Petty Cash-Library	\$ -	\$ 200.00	\$ (200.00)	0%		\$ 200.00	\$ 200.00	\$ 200.00
3-00-00-114	GENERAL - Petty Cash - Arena	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
3-00-00-115	GENERAL - Petty Cash - Recreation	\$ -	\$ 200.00	\$ (200.00)	0%		\$ 200.00	\$ 200.00	\$ 200.00
3-00-00-116	GENERAL - Petty Cash-Vending Machine for Arena	\$ -	\$ 30.00	\$ (30.00)	0%		\$ 30.00	\$ 30.00	\$ 30.00
3-00-00-117	GENERAL - Petty Cash-Fire Department	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
3-00-00-120	GENERAL - General Bank Account	\$ -	\$ 642,384.56	\$ (642,384.56)	0%		\$ -	\$ -	\$ -
3-00-00-121	GENERAL - Alberta Treasury Branch	\$ -	\$ (300.77)	\$ 300.77	0%		\$ 1,292,964.82	\$ 577,694.87	\$ 1,809,053.11
3-00-00-122	GENERAL - CIBC Investments	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ 273,175.08
3-00-00-123	GENERAL - Tax sale Proceeds - Trust Asset	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
3-00-00-124	Xmas Elves - ATB	\$ -	\$ 615.00	\$ (615.00)	0%		\$ -	\$ -	\$ -
3-00-00-210	GENERAL - Current Property Taxes Receivable	\$ -	\$ 366,787.31	\$ (366,787.31)	0%		\$ 321,484.57	\$ 342,665.63	\$ 334,565.40
3-00-00-212	GENERAL - Arrears of Property Taxes Receivable	\$ -	\$ 305,859.72	\$ (305,859.72)	0%		\$ 289,371.26	\$ 260,094.79	\$ 255,020.03
3-00-00-214	GENERAL - Allowance for Doubtful Tax Accounts	\$ -	\$ -	\$ -	0%		\$ -	\$ (120,000.00)	\$ (107,000.00)
3-00-00-270	GENERAL - Construction advances receivable	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
3-00-00-280	GENERAL - Utilities Receivable	\$ -	\$ 212,870.47	\$ (212,870.47)	0%		\$ 210,945.27	\$ 204,732.12	\$ 192,443.36
3-00-00-290	GENERAL - Accounts Receivable	\$ -	\$ (155,443.33)	\$ 155,443.33	0%		\$ 382,894.00	\$ 482,250.16	\$ 337,887.86
3-00-00-291	GENERAL - Utility/Tax Clearing Account	\$ -	\$ 365.71	\$ (365.71)	0%		\$ -	\$ -	\$ (0.00)
3-00-00-292	GENERAL - Cash Receipts Suspense	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
3-00-00-293	GENERAL - Karens Cafe Mortgage	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
3-00-00-294	GENERAL - Accrued Interest Receivable	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
3-00-00-295	GENERAL - GST Receivable	\$ -	\$ 71,163.60	\$ (71,163.60)	0%		\$ -	\$ -	\$ -
3-00-00-296	GENERAL - Education Tax Underlevy	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
3-00-00-297	GENERAL - Non-Res Education Tax Underlevy	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
3-00-00-301	GENERAL - General Investments	\$ -	\$ -	\$ -	0%		\$ 961,046.84	\$ 4,539,802.60	\$ 792,336.29
3-00-00-305	GENERAL - Land Held for Resale	\$ -	\$ 200,000.00	\$ (200,000.00)	0%		\$ 200,000.00	\$ -	\$ -
3-00-00-410	GENERAL - AMFC Investment	\$ -	\$ -	\$ -	0%		\$ -	\$ 10.00	\$ 10.00
3-00-00-414	GENERAL - Damage Deposits	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
3-00-00-510	GENERAL - Engineering Structures	\$ -	\$ 24,623,679.90	\$ (24,623,679.90)	0%		\$ 24,623,679.90	\$ 24,052,249.79	\$ 23,483,246.91
3-00-00-511	GENERAL - Accum Amort - Engineered Structures	\$ -	\$ (10,858,641.29)	\$ 10,858,641.29	0%		\$ (10,858,641.29)	\$ (10,380,826.26)	\$ (9,938,729.37)
3-00-00-520	GENERAL - Buildings	\$ -	\$ 14,785,812.08	\$ (14,785,812.08)	0%		\$ 14,785,812.08	\$ 11,940,347.15	\$ 10,964,660.33
3-00-00-521	GENERAL - Accum Amort - Buildings	\$ -	\$ (4,858,643.20)	\$ 4,858,643.20	0%		\$ (4,858,643.20)	\$ (4,629,849.18)	\$ (4,398,285.96)
3-00-00-530	GENERAL - Machinery & Equipment	\$ -	\$ 2,886,333.00	\$ (2,886,333.00)	0%		\$ 2,886,333.00	\$ 2,322,934.78	\$ 2,219,101.31
3-00-00-531	GENERAL - Accum Amort - Machinery & Equipment	\$ -	\$ (1,410,484.19)	\$ 1,410,484.19	0%		\$ (1,410,484.19)	\$ (1,417,262.77)	\$ (1,400,073.97)
3-00-00-540	GENERAL - Land For Own Use	\$ -	\$ 1,292,122.94	\$ (1,292,122.94)	0%		\$ 1,292,122.94	\$ 1,292,122.94	\$ 1,292,122.94
3-00-00-541	GENERAL - Accum Amort - Land Improvements	\$ -	\$ (96,502.13)	\$ 96,502.13	0%		\$ (96,502.13)	\$ (85,178.45)	\$ (73,574.20)
3-00-00-550	GENERAL - Vehicles	\$ -	\$ 460,697.74	\$ (460,697.74)	0%		\$ 460,697.74	\$ 439,394.59	\$ 449,903.50
3-00-00-551	GENERAL - Accum Amort - Vehicles	\$ -	\$ (360,397.30)	\$ 360,397.30	0%		\$ (360,397.30)	\$ (332,472.43)	\$ (282,209.03)
3-00-00-560	GENERAL - Land Improvements	\$ -	\$ 211,360.22	\$ (211,360.22)	0%		\$ 211,360.22	\$ 211,360.22	\$ 211,360.22
3-12-00-295	ADMIN - GST - 57 .14 - Municipal Purposes	\$ -	\$ 4,265.16	\$ (4,265.16)	0%		\$ (2.90)	\$ 0.00	\$ 0.00





**Town of Calmar**  
**YTD Budget Variance Trial Balance**



Thursday, January 13, 2022

Account Number	Account Description	2021 Budget	2021 YTD	Amount Remaining	Budget Va	2021 Budget Comments	2020 YTD	2019 YTD	2018 YTD
3-12-00-296	ADMIN - GST - 42.86 - Municipal Purposes	\$ -	\$ 3,199.17	\$ (3,199.17)	0%		\$ (2.17)	\$ (0.00)	\$ (0.00)
3-41-00-290	WATER - Payroll Clearing Account	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
4-00-00-120	GENERAL - Deferred Revenue - Conditional Grants	\$ -	\$ -	\$ -	0%		\$ (516,860.88)	\$ (516,228.81)	\$ (218,869.90)
4-00-00-121	GENERAL - Deferred Revenue - Educ Tax Residentia	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
4-00-00-122	GENERAL - Deferred Revenue - Operating	\$ -	\$ (1,162.70)	\$ 1,162.70	0%		\$ (23,291.78)	\$ (44,692.05)	\$ (41,563.81)
4-00-00-123	GENERAL - Tax sale Proceeds - Trust Liability	\$ -	\$ (0.00)	\$ 0.00	0%		\$ (167,913.90)	\$ -	\$ -
4-00-00-124	GENERAL - Deferred Revenue-Developer Contrib	\$ -	\$ (2,000.00)	\$ 2,000.00	0%		\$ (2,000.00)	\$ (2,000.00)	\$ (2,000.00)
4-00-00-125	GENERAL - Deferred Revenue - Business Licenses	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
4-00-00-200	GENERAL - Vacation Pay Payable	\$ -	\$ (18,296.48)	\$ 18,296.48	0%		\$ -	\$ -	\$ -
4-00-00-201	GENERAL - Stck Pay Payable	\$ -	\$ (41,692.65)	\$ 41,692.65	0%		\$ -	\$ -	\$ -
4-00-00-202	GENERAL - Overtime Payable	\$ -	\$ (646.67)	\$ 646.67	0%		\$ -	\$ -	\$ -
4-00-00-210	GENERAL - EI Rebate	\$ -	\$ 374.07	\$ (374.07)	0%		\$ (110.00)	\$ (35.51)	\$ (30.95)
4-00-00-220	GENERAL - Payroll Arrears	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
4-00-00-230	GENERAL - C.P.P.	\$ -	\$ -	\$ -	0%		\$ (0.00)	\$ (0.00)	\$ -
4-00-00-231	GENERAL - UIC Payable	\$ -	\$ (0.04)	\$ 0.04	0%		\$ -	\$ (0.00)	\$ -
4-00-00-232	GENERAL - Income Tax Payable	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
4-00-00-240	GENERAL - Fire Fighters Association Fees Payable	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
4-00-00-250	GENERAL - AMEBS Payable	\$ -	\$ 5,399.62	\$ (5,399.62)	0%		\$ 1,406.60	\$ (918.14)	\$ (571.88)
4-00-00-251	GENERAL - Alberta Health Care Payable	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
4-00-00-260	GENERAL - GST Payable	\$ -	\$ (1,072.56)	\$ 1,072.56	0%		\$ (0.00)	\$ 0.00	\$ 102.49
4-00-00-265	GENERAL - Satety Codes Council	\$ -	\$ (22.65)	\$ 22.65	0%		\$ 0.00	\$ 81.93	\$ 12.50
4-00-00-271	GENERAL - R.R.S.P. Contributions	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
4-00-00-273	GENERAL - Prepaid Tax Certiciates	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
4-00-00-290	GENERAL - Accounts Payable Suspense	\$ -	\$ (120,179.23)	\$ 120,179.23	0%		\$ (263,816.58)	\$ (271,512.89)	\$ (225,965.86)
4-00-00-300	GENERAL - Short Term Operating Loan	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
4-00-00-310	GENERAL - Debentures Payable	\$ -	\$ (4,443,984.87)	\$ 4,443,984.87	0%		\$ (4,443,984.87)	\$ (4,812,652.82)	\$ (2,050,512.09)
4-00-00-323	GENERAL - Long Term Loan - Treasury Branch	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
4-00-00-400	GENERAL - Accrued Liabilities	\$ -	\$ (9,047.76)	\$ 9,047.76	0%		\$ (106,883.20)	\$ (91,238.18)	\$ (120,856.86)
4-00-00-410	GENERAL - Accrued Interest Debentures	\$ -	\$ (31,319.74)	\$ 31,319.74	0%		\$ (31,319.74)	\$ (34,277.47)	\$ (14,810.74)
4-00-00-420	GENERAL - Accrued Interest Capital	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
4-00-00-430	GENERAL - Capital Lease Debt	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
4-00-00-610	GENERAL - Allowance for Uncollected Taxes	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
4-00-00-663	GENERAL - Equity in Fixed Assets	\$ -	\$ (22,231,352.00)	\$ 22,231,352.00	0%		\$ (22,231,352.00)	\$ (18,600,167.00)	\$ (20,477,011.00)
4-00-00-760	GENERAL - Prepaid Entries	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
4-00-00-900	GENERAL - Accumulated Surplus	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
4-00-00-990	GENERAL - Accumulated Deficit	\$ -	\$ (145,320.61)	\$ 145,320.61	0%		\$ 1,411,669.18	\$ (1,953,364.43)	\$ 987,368.58
4-00-00-991	GENERAL - Prior Period Adjustment	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
4-12-00-295	ADMIN - GST Liability Account	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
4-12-00-420	ADMIN - Prepaid Local Improvement	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
4-12-00-790	ADMIN - Computer Reserve	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
4-32-00-420	ROADS - Prepaid Frontage Tax	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
4-41-00-421	WATER - Prepaid Improvements - Water	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
4-41-00-470	WATER - Bulk Water Deposits	\$ -	\$ (5,234.02)	\$ 5,234.02	0%		\$ (4,979.02)	\$ (4,889.02)	\$ (4,589.02)
4-41-00-471	WATER - Deposits - Water Meters	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
4-42-00-421	SEWER - Prepaid Local Improvements - Sewer	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
4-42-00-422	SEWER - Lagoon Key Deposits	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
4-51-00-720	FAMILY SERV - Dress for Charity	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
4-61-00-470	MUNI DEV - Mobile Home Performance Deposit	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
4-61-00-472	MUNI DEV - Deposits - House Rentals	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
4-61-00-473	MUNI DEV - Development Agreement Deposits	\$ -	\$ (260,375.37)	\$ 260,375.37	0%		\$ (260,111.87)	\$ (258,189.15)	\$ (253,114.20)
4-61-00-474	MUNI DEV - Construction Deposits	\$ -	\$ (100,525.00)	\$ 100,525.00	0%		\$ (100,225.00)	\$ (115,855.00)	\$ (93,780.00)
4-61-00-475	MUNI DEV - Southbridge Phase II Dev Deposit	\$ -	\$ (199,858.09)	\$ 199,858.09	0%		\$ (199,655.84)	\$ (317,118.79)	\$ (310,884.99)
4-61-00-476	Security Deposit SB Hayduk	\$ -	\$ (6,160.00)	\$ 6,160.00	0%		\$ (6,160.00)	\$ (6,160.00)	\$ (6,160.00)
4-61-00-477	Incentive Grant Reserve	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
4-62-00-290	AGRI SERV - Ticket Sales Payable	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -







**Town of Calmar**  
**YTD Budget Variance Trial Balance**



Thursday, January 13, 2022

Account Number	Account Description	2021 Budget	2021 YTD	Amount Remaining	Budget Va	2021 Budget Comments	2020 YTD	2019 YTD	2018 YTD
4-72-00-470	REC FAC - Recreation Facility Deposits	\$ -	\$ 311.14	\$ (311.14)	0%		\$ (550.00)	\$ (1,552.02)	\$ (4,495.01)
4-72-00-475	REC FAC - First Night Celebration Donations	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
4-72-00-710	REC FAC - Reserves for ongoing Projects	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
4-75-00-720	SURPLUS - Year End Surplus	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
4-77-00-635	RESERVE - Reserve from Sale of Karen's Cafe	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
4-77-00-636	RESERVE - Land Sale Reserve	\$ -	\$ -	\$ -	0%		\$ -	\$ (111,587.36)	\$ (111,587.36)
4-77-00-710	RESERVE - Operating Contingency Reserve	\$ -	\$ (472,116.96)	\$ 472,116.96	0%		\$ (472,116.96)	\$ (338,959.51)	\$ (189,992.95)
4-77-00-715	Debenture Stabilization Reserve	\$ -	\$ (246,422.00)	\$ 246,422.00	0%		\$ (246,422.00)	\$ (307,500.00)	\$ -
4-77-00-720	Incentive Grant Reserve	\$ -	\$ (60,000.00)	\$ 60,000.00	0%		\$ (60,000.00)	\$ -	\$ -
4-77-00-900	RESERVE - Off Site Levy Reserve	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
4-77-00-901	RESERVE - Water Offsite Reserve	\$ -	\$ (69,795.77)	\$ 69,795.77	0%		\$ (69,795.77)	\$ (74,218.13)	\$ (72,633.80)
4-77-00-902	RESERVE - Sewer Offsite Reserve	\$ -	\$ (112,950.13)	\$ 112,950.13	0%		\$ (112,950.13)	\$ (111,459.01)	\$ (109,079.68)
4-77-00-903	RESERVE - Transportation Offsite Reserve	\$ -	\$ (48,277.95)	\$ 48,277.95	0%		\$ (48,277.95)	\$ (47,640.61)	\$ (46,623.62)
4-77-00-905	RESERVE - Infrastructure Reserve	\$ -	\$ (594,207.05)	\$ 594,207.05	0%		\$ (594,207.05)	\$ (851,361.42)	\$ (1,390,106.89)
4-77-00-910	RESERVE - Fleet Services Reserve	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
4-77-00-915	RESERVE - Water Play Park Reserve	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
4-77-00-920	RESERVE - Arena Compressor Reserve	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ (23,954.95)
4-77-00-925	RESERVE - Town Hall Reserve	\$ -	\$ (38,776.86)	\$ 38,776.86	0%		\$ (38,776.86)	\$ (97,619.86)	\$ (87,333.86)
4-77-00-930	RESERVE - Protective Services Reserve	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
4-77-00-935	RESERVE - Disaster Services Reserve	\$ -	\$ (1,308.46)	\$ 1,308.46	0%		\$ (1,308.46)	\$ (3,000.00)	\$ (3,000.00)
4-77-00-940	RESERVE - Constabulary Reserve	\$ -	\$ -	\$ -	0%		\$ -	\$ (41,424.00)	\$ (41,424.00)
4-77-00-945	RESERVE - Transportation Reserve	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
4-77-00-950	RESERVE - Parks Facility Reserve	\$ -	\$ (312,739.38)	\$ 312,739.38	0%		\$ (304,739.38)	\$ (338,200.31)	\$ (303,652.31)
4-77-00-951	RESERVE - Arena Building Reserve	\$ -	\$ (70,824.85)	\$ 70,824.85	0%		\$ (70,824.85)	\$ (129,042.76)	\$ (165,480.50)
4-77-00-955	RESERVE - Library Facility Reserve	\$ -	\$ (188.89)	\$ 188.89	0%		\$ (188.89)	\$ (188.89)	\$ (188.89)
5-00-00-000	GENERAL - Capital Funding - Not Assigned	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
5-11-00-630	COUNCIL - Contributed from Operating	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
5-11-00-640	COUNCIL - Contributed from Reserve	\$ -	\$ -	\$ -	0%		\$ -	\$ (9,714.00)	\$ -
5-11-00-650	COUNCIL - Conditional Grants	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
5-12-00-630	ADMIN - Contributed from Operating	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
5-12-00-636	ADMIN - Debenture Borrowing - Office Reno's	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
5-12-00-640	ADMIN - Contributed from Reserve	\$ -	\$ -	\$ -	0%		\$ (78,843.00)	\$ -	\$ -
5-12-00-650	ADMIN - Conditional Grants	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
5-23-00-630	FIRE - Contributed from Operating	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
5-23-00-635	FIRE - From Borrowing	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
5-23-00-640	FIRE - Contributed from Reserve	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
5-23-00-650	FIRE - Conditional Grants	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
5-23-00-900	FIRE - Revenue Acct-Contributed from Other	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
5-23-00-910	FIRE - Sale of Fixed Assets	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
5-24-00-630	DISASTER - Contributed from Operating	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
5-24-00-640	DISASTER - Contributed from Reserve	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
5-24-00-650	DISASTER - Conditional Grants	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
5-26-00-630	BYLAW - Contributed from Operating	\$ (41,000.00)	\$ (6,688.31)	\$ (34,311.69)	16%		\$ -	\$ -	\$ -
5-26-00-640	BYLAW - Contributed from Reserve	\$ -	\$ -	\$ -	0%		\$ (43,115.54)	\$ -	\$ (10,235.24)
5-26-00-650	BYLAW - Conditional Grants	\$ -	\$ -	\$ -	0%		\$ (37,176.00)	\$ -	\$ -
5-32-00-550	ROADS - Investment Interest	\$ -	\$ (660.56)	\$ 660.56	0%		\$ (2,552.83)	\$ (3,174.32)	\$ (1,577.86)
5-32-00-630	ROADS - Contributed from Operating	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
5-32-00-635	ROADS - From Borrowing	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
5-32-00-640	ROADS - Contributed from Reserve	\$ (407,474.00)	\$ -	\$ (407,474.00)	0%		\$ (570,987.47)	\$ (541,905.47)	\$ (14,312.00)
5-32-00-650	ROADS - Conditional Grants	\$ (1,023,146.00)	\$ (514,328.82)	\$ (508,817.18)	50%		\$ (764,579.59)	\$ (218,323.09)	\$ (876,893.16)
5-32-00-900	ROADS - Contributed from Other	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ (57,000.00)
5-32-00-910	ROADS - Sale of F/A	\$ -	\$ -	\$ -	0%		\$ (71,480.00)	\$ (39,160.00)	\$ -
5-32-01-636	ROADS - Debenture Borrow	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
5-41-00-550	WATER - Investment Interest	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
5-41-00-630	WATER - Contributed from Operating	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -





**Town of Calmar**  
**YTD Budget Variance Trial Balance**



Thursday, January 13, 2022

Account Number	Account Description	2021 Budget	2021 YTD	Amount Remaining	Budget Va	2021 Budget Comments	2020 YTD	2019 YTD	2018 YTD
5-41-00-636	WATER - Debenture Borrowing	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
5-41-00-640	WATER - Contributed from Reserve	\$ -	\$ -	\$ -	0%		\$ (5,415.28)	\$ -	\$ (15,976.30)
5-41-00-650	WATER - Conditional Grants	\$ -	\$ -	\$ -	0%		\$ (109,879.00)	\$ -	\$ (31,952.58)
5-42-00-550	SEWER - Investment Interest	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
5-42-00-630	SEWER - Contributed from Operating	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
5-42-00-635	SEWER - From Borrowing	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
5-42-00-640	SEWER - Contributed from Reserve	\$ -	\$ -	\$ -	0%		\$ (66,734.26)	\$ -	\$ (95,816.18)
5-42-00-650	SEWER - Conditional Grants	\$ (244,289.00)	\$ -	\$ (244,289.00)	0%		\$ (140,289.40)	\$ -	\$ -
5-42-00-910	Sale of Fixed Assests	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
5-61-00-630	MUNI DEV - Contributed from Operating	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
5-61-00-635	MUNI DEV - From Borrowing	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
5-61-00-640	MUNI DEV - Contributed from Reserve	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
5-61-00-650	MUNI DEV - Conditional Grants	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
5-62-00-630	COMM SERV - Community/Economic Development	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
5-72-00-635	REC FAC - From Borrowing	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
5-72-00-640	Contributed From Reserve	\$ -	\$ -	\$ -	0%		\$ (19,999.97)	\$ -	\$ -
5-72-00-910	Sale of Fixed Assests	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
5-72-01-630	REC FAC - Contributed from Operating	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
5-72-01-635	REC FAC - Sale of Karens Cafe	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
5-72-01-640	REC FAC - Contributed from Reserve	\$ (178,000.00)	\$ -	\$ (178,000.00)	0%		\$ -	\$ (5,350.00)	\$ (126,665.31)
5-72-01-650	REC FAC - Conditional Grants	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
5-72-01-670	REC FAC - PARKS - County Cost Share	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
5-72-01-900	REC FAC - Parks - Contributed From Other	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ (209,443.84)
5-72-02-630	REC FAC - Contributed from Operating	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
5-72-02-640	REC FAC - Contributed from Reserve	\$ (95,034.00)	\$ -	\$ (95,034.00)	0%		\$ (38,217.94)	\$ (60,392.69)	\$ (107,895.05)
5-72-02-650	REC FAC - Conditional Grants	\$ -	\$ -	\$ -	0%		\$ (55,852.50)	\$ -	\$ -
5-72-02-660	Federal Grants	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
5-72-02-900	REC FAC - Arena - Contributed From Other	\$ (77,166.00)	\$ -	\$ (77,166.00)	0%		\$ (34,536.56)	\$ (54,575.31)	\$ (97,501.95)
5-74-00-550	CULTURE - Investment Interest	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
5-74-00-630	CULTURE - Contributed from Operating	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
5-74-00-640	CULTURE - Contributed from Reserve	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ (38,861.11)
5-74-00-650	CULTURE - Conditional Grants	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ (11,700.00)
5-74-00-900	CULTURE - Library - Contributed From Other	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ (35,117.77)
6-00-00-000	GENERAL - Capital Expenses - Not Assigned	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
6-11-00-630	COUNCIL - Legislative	\$ -	\$ -	\$ -	0%		\$ 0.00	\$ -	\$ -
6-12-00-630	ADMIN - Administrative	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
6-23-00-630	FIRE - Protective Services	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
6-23-00-761	FIRE - Transfer to Reserve	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
6-24-00-630	DISASTER - Disaster Services	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
6-26-00-630	BYLAW - By-Law & Constabulary Services	\$ 41,000.00	\$ 32,149.48	\$ 8,850.52	78%		\$ -	\$ -	\$ -
6-32-00-610	ROADS - 45 Street Intersection	\$ -	\$ 8,005.45	\$ (8,005.45)	0%		\$ -	\$ -	\$ -
6-32-00-620	ROADS - Transportation/Building	\$ 296,818.00	\$ 42,562.00	\$ 254,256.00	14%		\$ -	\$ -	\$ -
6-32-00-630	ROADS - Transportation	\$ 180,502.00	\$ -	\$ 180,502.00	0%		\$ -	\$ -	\$ -
6-32-00-640	ROADS - Transportation/Land	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
6-32-00-650	ROADS - Transportation Vehicles	\$ 168,300.00	\$ 330,788.24	\$ (162,488.24)	197%		\$ -	\$ -	\$ -
6-32-00-761	ROADS - Transfer to Reserves	\$ -	\$ -	\$ -	0%		\$ 7,480.00	\$ 3,160.00	\$ -
6-32-00-900	ROADS - Disposal of Fixed Asset	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
6-32-01-610	Lateral Updgrades	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
6-32-01-630	ROADS - Transportation - 2005	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
6-32-02-610	Roads/Sidewalk Upgrades	\$ 785,000.00	\$ 922,745.27	\$ (137,745.27)	118%		\$ -	\$ -	\$ 0.00
6-32-02-630	ROADS - Transportation - 2006	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
6-32-03-630	ROADS - 49 Ave & 47 St. upgrades	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
6-32-04-630	ROADS - Electronic Sign	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
6-41-00-610	WATER - Water Reservoir Expansion	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ 0.00
6-41-00-630	WATER - Water Services	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -







### Town of Calmar YTD Budget Variance Trial Balance



Thursday, January 13, 2022

Account Number	Account Description	2021 Budget	2021 YTD	Amount Remaining	Budget Va	2021 Budget Comments	2020 YTD	2019 YTD	2018 YTD
6-41-00-761	WATER - Transfer to Reserve	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
6-42-00-610	SEWER - Sewer Mains	\$ 244,289.00	\$ 219,265.92	\$ 25,023.08	90%		\$ -	\$ -	\$ -
6-42-00-630	SEWER - Sanitary Sewer	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
6-51-00-630	FAMILY SERV - Family & Community Services	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
6-61-00-630	FAMILY SERV - Planning & Development	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
6-62-00-630	AGRI SERV - Community/Economic Development	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
6-72-00-630	Recreation Administration Equipment	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
6-72-01-630	REC FAC - Recreation Sportsgrounds	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
6-72-01-640	Recreation SportsgroundsParks Land	\$ 314,000.00	\$ 231,772.49	\$ 82,227.51	74%		\$ -	\$ -	\$ -
6-72-01-650	REC FAC - Parks Vehicles	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
6-72-01-761	REC FAC - Transfer to Reserves	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ 50,000.00
6-72-02-620	REC FAC - Arena Building	\$ 36,200.00	\$ 193,960.00	\$ (157,760.00)	536%		\$ -	\$ -	\$ -
6-72-02-630	REC FAC - Arena	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
6-72-02-761	REC FAC - Transfer to Reserve - Arena	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
6-74-00-620	CULTURE - Library Building	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
6-74-00-630	CULTURE - Library/Culture Services	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
<b>Total All Accounts should be Zero (0)</b>		<b>\$ (227.00)</b>	<b>\$ (5,468.16)</b>	<b>\$ 5,241.16</b>			<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

#### Summary by Type

Account Range	Description	2021 Budget	2021 YTD	Amount Remaining	Budget Variance (%)	Comments	2020 YTD	2019 YTD	2018 YTD
1-**-**	Operating Revenue	\$ (6,764,991.00)	\$ (6,184,200.22)	\$ (580,790.78)	91%		\$ (6,727,849.02)	\$ (6,350,059.11)	\$ (6,103,113.60)
2-**-**	Operating Expense	\$ 6,764,764.00	\$ 5,985,304.60	\$ 779,459.40	88%		\$ 7,203,038.57	\$ 7,013,342.60	\$ 6,720,172.94
<b>Total Operating by Type</b>		<b>\$ (227.00)</b>	<b>\$ (198,895.62)</b>	<b>\$ 198,668.62</b>			<b>\$ 475,189.55</b>	<b>\$ 663,283.49</b>	<b>\$ 617,059.34</b>
5-**-**	Capital Revenue	\$ (2,066,109.00)	\$ (521,677.69)	\$ (1,544,431.31)	25%		\$ (2,039,659.34)	\$ (932,594.88)	\$ (1,730,948.35)
6-**-**	Capital Expense	\$ 2,066,109.00	\$ 1,981,248.85	\$ 84,860.15	96%		\$ 7,480.00	\$ 3,160.00	\$ 50,000.00
<b>Total Capital by Type</b>		<b>\$ -</b>	<b>\$ 1,459,571.16</b>	<b>\$ (1,459,571.16)</b>			<b>\$ (2,032,179.34)</b>	<b>\$ (929,434.88)</b>	<b>\$ (1,680,948.35)</b>

#### Summary by Type





**Town of Calmar**  
**YTD Budget Variance Trial Balance**



Thursday, January 13, 2022

Account Number	Account Description	2021 Budget	2021 YTD	Amount Remaining	Budget Va	2021 Budget Comments	2020 YTD	2019 YTD	2018 YTD
----------------	---------------------	-------------	----------	------------------	-----------	----------------------	----------	----------	----------

**Operating Summary by Department**

Account Range	Description	2021 Budget	2021 YTD	Amount Remaining	Budget Variance (%) Percent	Comments	2020 YTD	2019 YTD	2018 YTD
1-00-**-****	General Administration (Includes Property Taxation)	\$ (3,441,389.00)	\$ (3,396,640.14)	\$ (44,748.86)	99%		\$ (3,421,978.99)	\$ (3,361,511.93)	\$ (3,220,556.32)
1-11-**-****	Legislative	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
1-12-**-****	Administration	\$ (136,470.00)	\$ (280,595.21)	\$ 144,125.21	206%		\$ (140,623.37)	\$ (91,757.62)	\$ (100,779.47)
1-21-**-****	Policing	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
1-23-**-****	Fire	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ (27,857.07)
1-24-**-****	Disaster Services	\$ (2,000.00)	\$ -	\$ (2,000.00)	0%		\$ -	\$ (1,336.18)	\$ (20,000.00)
1-26-**-****	Bylaw Enforcement	\$ (50,500.00)	\$ (33,315.00)	\$ (17,185.00)	66%		\$ (52,376.81)	\$ (51,143.73)	\$ (86,389.17)
1-32-**-****	Infrastructure & Transportation	\$ (241,055.00)	\$ (7,935.00)	\$ (233,120.00)	3%		\$ (204,963.55)	\$ (67,479.42)	\$ (26,283.20)
1-41-**-****	Water	\$ (682,681.00)	\$ (704,515.57)	\$ 21,834.57	103%		\$ (659,898.94)	\$ (643,971.78)	\$ (609,238.59)
1-42-**-****	Sewer	\$ (487,000.00)	\$ (502,698.34)	\$ 15,698.34	103%		\$ (492,628.65)	\$ (472,534.11)	\$ (463,114.54)
1-43-**-****	Garbage	\$ (257,000.00)	\$ (285,937.21)	\$ 28,937.21	111%		\$ (279,207.91)	\$ (267,569.69)	\$ (256,208.65)
1-49-**-****	Environment	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
1-51-**-****	FCSS (Family & Community Support Services)	\$ (39,400.00)	\$ (45,758.00)	\$ 6,358.00	116%		\$ (38,545.00)	\$ (38,769.00)	\$ (38,670.00)
1-61-**-****	Planning & Development	\$ (71,000.00)	\$ (75,480.02)	\$ 4,480.02	106%		\$ (105,551.99)	\$ (116,797.85)	\$ (75,973.01)
1-62-**-****	Community Services (Includes Economic Development)	\$ (121,000.00)	\$ (11,364.45)	\$ (109,635.55)	9%		\$ (38,400.44)	\$ (15,246.55)	\$ (3,609.90)
1-72-**-****	Parks & Recreation	\$ (382,392.00)	\$ (62,426.04)	\$ (319,965.96)	16%		\$ (434,790.44)	\$ (382,589.22)	\$ (380,532.22)
1-74-**-****	Culture (Includes Library)	\$ (103,585.00)	\$ (27,937.44)	\$ (75,647.56)	27%		\$ (110,430.73)	\$ (108,292.06)	\$ (99,497.91)
1-97-**-****	Requisitions (Education and Leduc Foundation)	\$ (749,519.00)	\$ (749,597.80)	\$ 78.80	100%		\$ (748,452.20)	\$ (731,059.97)	\$ (694,403.55)
	<b>Total Operating Revenue by Department</b>	<b>\$ (6,764,991.00)</b>	<b>\$ (6,184,200.22)</b>	<b>\$ (580,790.78)</b>	<b>91%</b>		<b>\$ (6,727,849.02)</b>	<b>\$ (6,350,059.11)</b>	<b>\$ (6,103,113.60)</b>
2-00-**-****	General Administration (Includes Property Taxation)	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
2-11-**-****	Legislative	\$ 236,888.00	\$ 165,956.02	\$ 70,931.98	70%		\$ 122,722.68	\$ 125,179.69	\$ 128,380.80
2-12-**-****	Administration	\$ 445,197.00	\$ 444,464.18	\$ 732.82	100%		\$ 1,886,743.65	\$ 1,681,116.96	\$ 1,774,832.92
2-21-**-****	Policing	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
2-23-**-****	Fire	\$ 205,627.00	\$ 66,910.55	\$ 138,716.45	33%		\$ 114,379.20	\$ 190,555.93	\$ 181,639.30
2-24-**-****	Disaster Services	\$ 75,868.00	\$ 30,677.89	\$ 45,190.11	40%		\$ 52,954.04	\$ 50,735.83	\$ 91,841.97
2-26-**-****	Bylaw Enforcement	\$ 243,494.00	\$ 236,204.86	\$ 7,289.14	97%		\$ 179,068.15	\$ 191,618.58	\$ 209,568.40
2-32-**-****	Infrastructure & Transportation	\$ 1,166,293.00	\$ 954,735.35	\$ 211,557.65	82%		\$ 889,856.45	\$ 930,927.43	\$ 629,882.00
2-41-**-****	Water	\$ 903,730.00	\$ 878,264.39	\$ 25,465.61	97%		\$ 759,619.90	\$ 745,673.50	\$ 726,860.54
2-42-**-****	Sewer	\$ 505,409.00	\$ 503,205.32	\$ 2,203.68	100%		\$ 392,366.18	\$ 366,840.59	\$ 339,307.75
2-43-**-****	Garbage	\$ 294,727.00	\$ 241,722.62	\$ 53,004.38	82%		\$ 275,789.07	\$ 269,193.57	\$ 258,324.88
2-49-**-****	Environment	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
2-51-**-****	FCSS (Family & Community Support Services)	\$ 117,386.00	\$ 111,424.39	\$ 5,961.61	95%		\$ 105,590.27	\$ 110,378.94	\$ 107,388.31
2-61-**-****	Planning & Development	\$ 371,393.00	\$ 319,730.13	\$ 51,662.87	86%		\$ 288,714.77	\$ 351,074.99	\$ 347,876.38
2-62-**-****	Community Services (Includes Economic Development)	\$ 406,473.00	\$ 360,390.91	\$ 46,082.09	89%		\$ 287,283.42	\$ 238,315.04	\$ 181,035.43
2-72-**-****	Parks & Recreation	\$ 849,185.00	\$ 753,682.97	\$ 95,502.03	89%		\$ 895,055.29	\$ 826,955.84	\$ 863,076.43
2-74-**-****	Culture (Includes Library)	\$ 193,606.00	\$ 175,432.13	\$ 18,173.87	91%		\$ 204,490.40	\$ 202,760.86	\$ 185,504.73
2-97-**-****	Requisitions (Education and Leduc Foundation)	\$ 749,488.00	\$ 742,502.89	\$ 6,985.11	99%		\$ 748,405.10	\$ 732,014.85	\$ 694,653.10
	<b>Total Operating Expense by Department</b>	<b>\$ 6,764,764.00</b>	<b>\$ 5,985,304.60</b>	<b>\$ 779,459.40</b>	<b>88%</b>		<b>\$ 7,203,038.57</b>	<b>\$ 7,013,342.60</b>	<b>\$ 6,720,172.94</b>



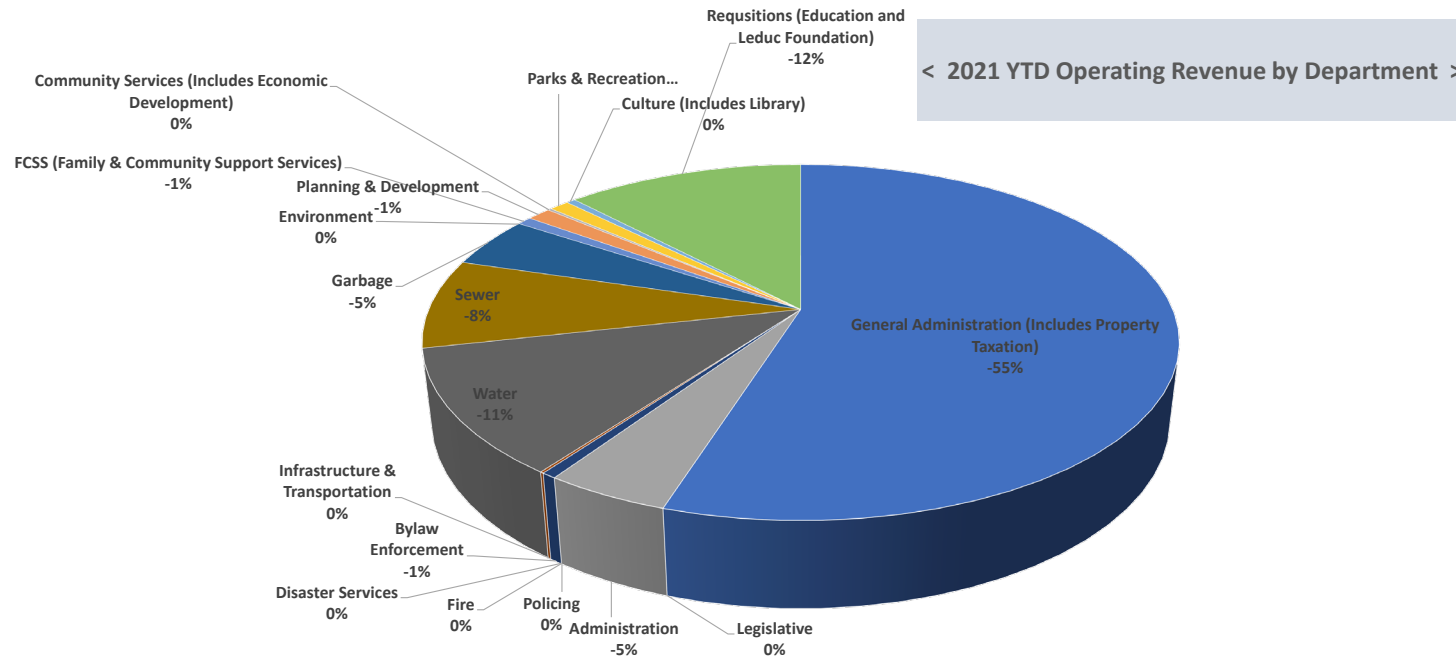


### Town of Calmar YTD Budget Variance Trial Balance

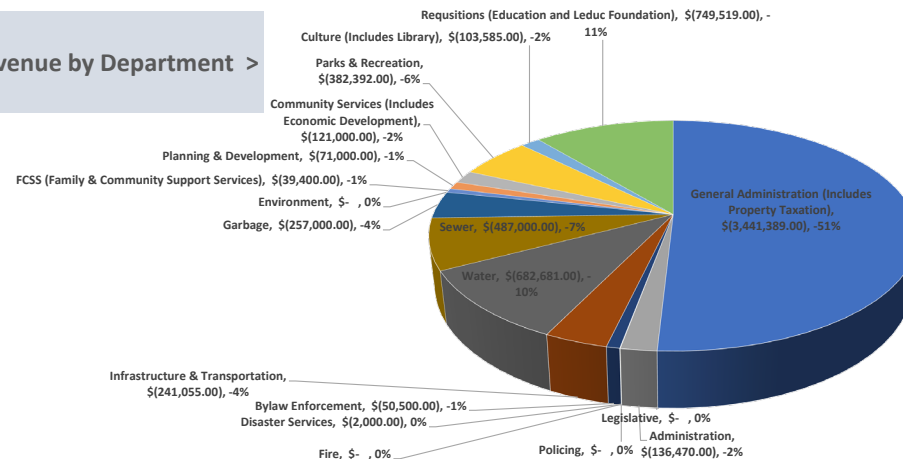


Thursday, January 13, 2022

Account Number	Account Description	2021 Budget	2021 YTD	Amount Remaining	Budget Va	2021 Budget Comments	2020 YTD	2019 YTD	2018 YTD
----------------	---------------------	-------------	----------	------------------	-----------	----------------------	----------	----------	----------



**< 2021 Budget Operating Revenue by Department >**



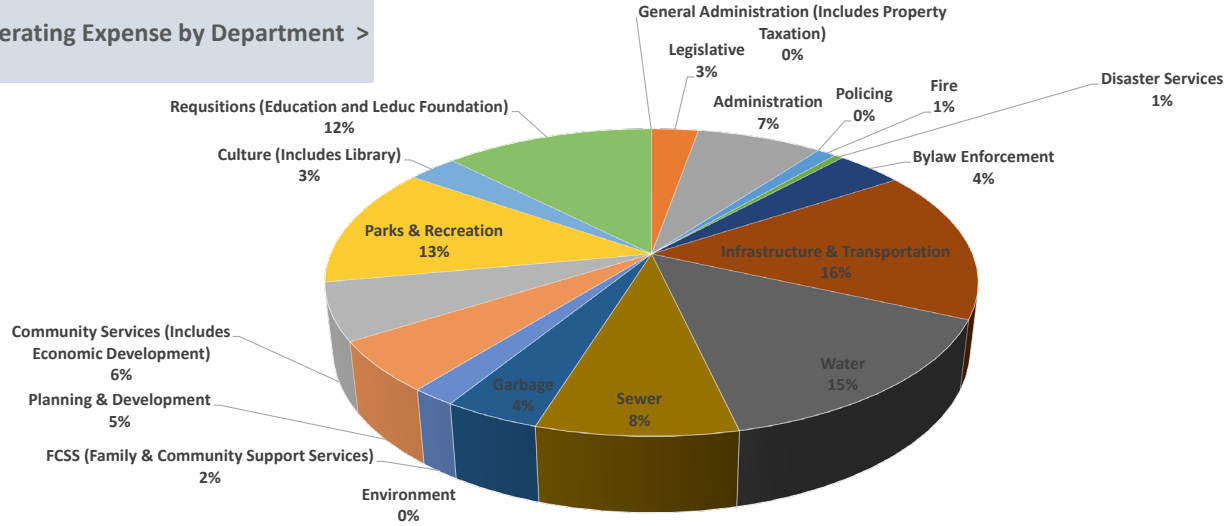


**Town of Calmar**  
**YTD Budget Variance Trial Balance**  
 Thursday, January 13, 2022

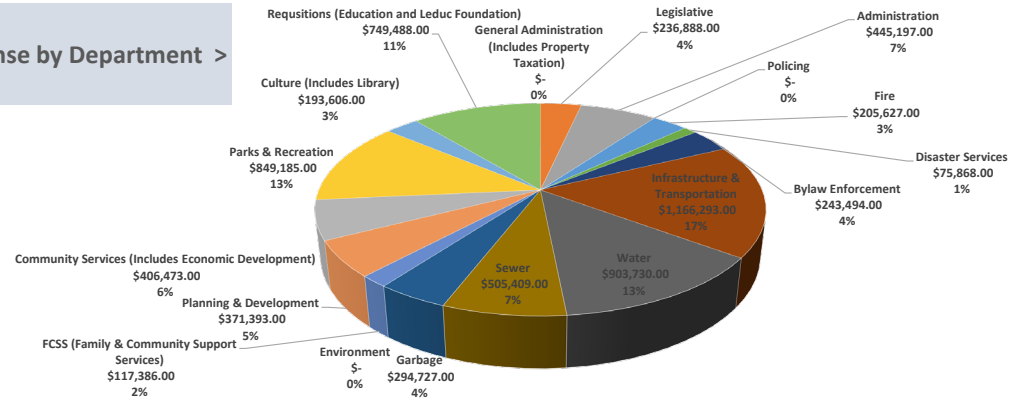


Account Number	Account Description	2021 Budget	2021 YTD	Amount Remaining	Budget Va	2021 Budget Comments	2020 YTD	2019 YTD	2018 YTD
----------------	---------------------	-------------	----------	------------------	-----------	----------------------	----------	----------	----------

**< 2021 YTD Operating Expense by Department >**



**< 2021 Budget Operating Expense by Department >**





Town of Calmar  
YTD Budget Variance Trial Balance



Thursday, January 13, 2022

Account Number	Account Description	2021 Budget	2021 YTD	Amount Remaining	Budget Va	2021 Budget Comments	2020 YTD	2019 YTD	2018 YTD
----------------	---------------------	-------------	----------	------------------	-----------	----------------------	----------	----------	----------

Operating Summary by Object

Account Range	Description	2021 Budget	2021 YTD	Amount Remaining	Budget Variance (%) Percent	Comments	2020 YTD	2019 YTD	2018 YTD
1.**.**-110	Residential Taxation	\$ (2,323,569.00)	\$ (2,324,028.09)	\$ 459.09	100%		\$ (2,305,556.37)	\$ (2,222,943.61)	\$ (2,167,339.67)
1.**.**-111	Non Residential Taxation	\$ (551,260.00)	\$ (552,016.18)	\$ 756.18	100%		\$ (547,167.60)	\$ (543,794.48)	\$ (519,720.28)
1.**.**-116	Allowance for Uncollectable Taxes	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
1.**.**-130	Franchise Agreement(s)	\$ (434,560.00)	\$ (393,640.50)	\$ (40,919.50)	91%		\$ (423,171.99)	\$ (402,081.14)	\$ (381,195.99)
1.**.**-410	Sale of Goods & Services	\$ (1,281,081.00)	\$ (1,287,878.78)	\$ 6,797.78	101%		\$ (1,270,630.33)	\$ (1,276,448.85)	\$ (1,202,439.88)
1.**.**-411	Subdivision Fees	\$ -	\$ -	\$ -	0%		\$ (2,800.00)	\$ (200.00)	\$ (1,470.00)
1.**.**-490	Connection Fees & Cost Recovery	\$ (11,100.00)	\$ (16,237.84)	\$ 5,137.84	146%		\$ (20,218.94)	\$ (18,088.82)	\$ (14,599.03)
1.**.**-495	Assessment Appeals	\$ -	\$ -	\$ -	0%		\$ (500.00)	\$ -	\$ -
1.**.**-500	Infrastructure Cost Recovery, Bulk Water & Recycling	\$ (210,000.00)	\$ (239,336.43)	\$ 29,336.43	114%		\$ (221,162.03)	\$ (209,453.15)	\$ (214,380.14)
1.**.**-510	Penalties, Fines & Costs	\$ (142,000.00)	\$ (130,698.70)	\$ (11,301.30)	92%		\$ (148,296.39)	\$ (166,009.27)	\$ (168,455.04)
1.**.**-515	Tax Recovery Costs	\$ -	\$ (800.00)	\$ 800.00	0%		\$ (2,072.00)	\$ (2,200.00)	\$ (2,000.00)
1.**.**-520	Licensing & Permits	\$ (5,000.00)	\$ (8,110.00)	\$ 3,110.00	162%		\$ (3,620.00)	\$ (4,325.00)	\$ (6,450.00)
1.**.**-521	Business Licenses	\$ (14,000.00)	\$ (20,195.00)	\$ 6,195.00	144%		\$ (17,670.00)	\$ (17,150.00)	\$ (18,160.00)
1.**.**-522	Regional Business Licenses	\$ -	\$ (50.00)	\$ 50.00	0%		\$ -	\$ -	\$ -
1.**.**-530	Building Permits	\$ (60,000.00)	\$ (61,065.02)	\$ 1,065.02	102%		\$ (29,717.02)	\$ (49,062.83)	\$ (63,422.97)
1.**.**-550	Investment Returns	\$ (30,000.00)	\$ (11,432.59)	\$ (18,567.41)	38%		\$ (32,192.03)	\$ (62,129.06)	\$ (49,085.58)
1.**.**-551	Property Tax Sale	\$ -	\$ -	\$ -	0%		\$ (67,812.23)	\$ -	\$ -
1.**.**-590	Other General Revenue	\$ (26,300.00)	\$ (61,070.23)	\$ 34,770.23	232%		\$ (33,160.45)	\$ (62,297.58)	\$ (102,790.13)
1.**.**-591	Calmar Days	\$ (500.00)	\$ -	\$ (500.00)	0%		\$ -	\$ -	\$ -
1.**.**-592	Program Center Rentals	\$ (2,000.00)	\$ (987.00)	\$ (1,013.00)	49%		\$ (2,108.02)	\$ (3,955.00)	\$ (4,951.25)
1.**.**-745	Education Requisition (Residential)	\$ (570,609.00)	\$ (570,449.84)	\$ (159.16)	100%		\$ (575,164.51)	\$ (573,502.40)	\$ (532,687.54)
1.**.**-750	Education Requisition (Non Residential)	\$ (171,924.00)	\$ (172,161.76)	\$ 237.76	100%		\$ (166,163.02)	\$ (150,788.91)	\$ (156,970.81)
1.**.**-755	Leduc Foundation Requisition	\$ (6,986.00)	\$ (6,986.20)	\$ 0.20	100%		\$ (7,124.67)	\$ (6,768.66)	\$ (4,745.20)
1.**.**-840	Provincial & Federal Grants	\$ (49,170.00)	\$ (288,858.06)	\$ 239,688.06	587%		\$ (85,209.94)	\$ (103,678.00)	\$ (102,711.00)
1.**.**-841	Other Grants	\$ (9,000.00)	\$ -	\$ (9,000.00)	0%		\$ (17,595.23)	\$ (11,079.00)	\$ (11,079.00)
1.**.**-850	Local Government Contributions	\$ (388,877.00)	\$ (37,548.00)	\$ (351,329.00)	10%		\$ (419,137.85)	\$ (356,948.91)	\$ (358,460.09)
1.**.**-920	Reserve Draws	\$ (477,055.00)	\$ -	\$ (477,055.00)	0%		\$ (327,664.94)	\$ (107,156.44)	\$ (20,000.00)
	<b>Total Operating Revenue by Department</b>	<b>\$ (6,764,991.00)</b>	<b>\$ (6,183,550.22)</b>	<b>\$ (581,440.78)</b>	<b>91%</b>		<b>\$ (6,725,915.56)</b>	<b>\$ (6,350,059.11)</b>	<b>\$ (6,103,113.60)</b>
2.**.**-110	Remuneration, Wages & Salaries	\$ 1,852,826.00	\$ 1,953,336.09	\$ (100,510.09)	105%		\$ 1,693,561.55	\$ 1,698,838.38	\$ 1,666,384.28
2.**.**-112	Contract Employees	\$ -	\$ -	\$ -	0%		\$ -	\$ 12,121.78	\$ 13,597.00
2.**.**-115	Overtime	\$ 42,000.00	\$ 18,610.72	\$ 23,389.28	44%		\$ 32,063.89	\$ 34,422.95	\$ 34,512.59
2.**.**-117	Casual Labour	\$ 45,000.00	\$ 7,176.96	\$ 37,823.04	16%		\$ 31,640.38	\$ 27,936.00	\$ 29,658.50
2.**.**-130	Employer Contributions	\$ 313,635.00	\$ 298,567.67	\$ 15,067.33	95%		\$ 275,797.65	\$ 258,084.62	\$ 237,511.48
2.**.**-136	Workers Compensation	\$ 33,000.00	\$ 30,707.98	\$ 2,292.02	93%		\$ 30,060.47	\$ 23,377.20	\$ 21,388.80
2.**.**-140	Meals & Lodging	\$ 19,400.00	\$ 5,030.59	\$ 14,369.41	26%		\$ 11,271.24	\$ 26,207.28	\$ 40,635.86
2.**.**-148	Training & Development	\$ 36,200.00	\$ 18,323.97	\$ 17,876.03	51%		\$ 21,289.40	\$ 33,579.26	\$ 40,630.63
2.**.**-150	Board Honorariums	\$ 1,500.00	\$ 539.40	\$ 960.60	36%		\$ 1,588.86	\$ 1,305.40	\$ 1,258.72
2.**.**-210	Vehicle Allowance	\$ 24,500.00	\$ 19,600.00	\$ 4,900.00	80%		\$ 26,008.29	\$ 26,101.91	\$ 23,600.00
2.**.**-211	Vehicle Allowance (Bylaw)	\$ 3,600.00	\$ 3,300.00	\$ 300.00	92%		\$ 3,600.00	\$ 3,600.00	\$ -
2.**.**-212	Mileage	\$ 7,800.00	\$ 1,200.57	\$ 6,599.43	15%		\$ 2,156.38	\$ 5,779.87	\$ 11,466.94
2.**.**-215	Freight & Postage	\$ 14,500.00	\$ 14,055.01	\$ 444.99	97%		\$ 16,718.67	\$ 15,238.92	\$ 11,694.34
2.**.**-217	Telephone	\$ 36,500.00	\$ 28,900.65	\$ 7,599.35	79%		\$ 29,771.25	\$ 28,400.35	\$ 28,292.81
2.**.**-220	Advertising & Promotions	\$ 37,900.00	\$ 28,973.68	\$ 8,926.32	76%		\$ 30,293.17	\$ 22,707.31	\$ 30,932.68
2.**.**-221	Program Hosting & Title Searches	\$ 37,200.00	\$ 37,620.77	\$ (420.77)	101%		\$ 26,384.73	\$ 51,357.96	\$ 51,700.38
2.**.**-222	Memberships & Subscriptions	\$ 39,019.00	\$ 34,216.59	\$ 4,802.41	88%		\$ 36,864.18	\$ 35,489.42	\$ 37,521.49
2.**.**-223	Special Projects, & Recognition	\$ 179,100.00	\$ 163,364.83	\$ 15,735.17	91%		\$ 38,859.17	\$ 60,647.66	\$ 71,014.48
2.**.**-224	Other Projects & Subscriptions	\$ 3,200.00	\$ 1,019.43	\$ 2,180.57	32%		\$ 2,319.21	\$ 2,055.93	\$ 2,901.81
2.**.**-225	Volunteer Recognition & Citizens on Patrol	\$ 8,300.00	\$ 5,610.56	\$ 2,689.44	68%		\$ 2,057.24	\$ 9,423.52	\$ 9,664.02
2.**.**-230	Engineering Fees	\$ 105,000.00	\$ 98,882.53	\$ 6,117.47	94%		\$ 99,967.77	\$ 184,136.60	\$ 71,199.14
2.**.**-231	Audit Fees	\$ 42,350.00	\$ 1,995.00	\$ 40,355.00	5%		\$ 37,590.00	\$ 40,022.50	\$ 38,640.00
2.**.**-232	Assessment Services & Inspection Fees	\$ 54,500.00	\$ 24,399.04	\$ 30,100.96	45%		\$ 46,491.88	\$ 37,171.96	\$ 55,574.16
2.**.**-233	Legal Fees	\$ 56,000.00	\$ 30,328.32	\$ 25,671.68	54%		\$ 25,203.10	\$ 47,102.43	\$ 24,620.45
2.**.**-234	Planning Fees	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -





### Town of Calmar YTD Budget Variance Trial Balance



Thursday, January 13, 2022

Account Number	Account Description	2021 Budget	2021 YTD	Amount Remaining	Budget Va	2021 Budget Comments	2020 YTD	2019 YTD	2018 YTD
2.**.**-235	Vet & Pound Fees	\$ 4,500.00	\$ 2,971.44	\$ 1,528.56	66%		\$ 5,505.68	\$ 5,653.11	\$ 5,106.78
2.**.**-250	Facility & Parks Repairs & Maintenance	\$ 129,100.00	\$ 116,151.05	\$ 12,948.95	90%		\$ 112,922.17	\$ 131,120.56	\$ 153,699.92
2.**.**-252	Ditch Maintenance	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
2.**.**-253	Roadway, Water & Sewer Maintenance	\$ 85,000.00	\$ 73,967.54	\$ 11,032.46	87%		\$ 75,887.06	\$ 25,634.44	\$ 55,787.59
2.**.**-254	Sidewalk Maintenance & Weed Control	\$ 42,500.00	\$ 32,347.19	\$ 10,152.81	76%		\$ 42,481.99	\$ 47,066.21	\$ 9,155.00
2.**.**-260	Equipment Lease & Rental	\$ 6,850.00	\$ 2,515.30	\$ 4,334.70	37%		\$ 7,553.48	\$ 3,638.74	\$ 2,047.13
2.**.**-270	Insurance	\$ 95,040.00	\$ 92,750.27	\$ 2,289.73	98%		\$ 87,391.75	\$ 77,683.63	\$ 70,682.99
2.**.**-290	Hospitality	\$ 1,500.00	\$ -	\$ 1,500.00	0%		\$ 234.34	\$ 965.05	\$ 854.14
2.**.**-300	Landfill Fees & Water Purchase	\$ 435,010.00	\$ 399,497.65	\$ 35,512.35	92%		\$ 433,256.36	\$ 406,457.26	\$ 397,262.33
2.**.**-510	Printing & Stationary	\$ 22,000.00	\$ 20,401.16	\$ 1,598.84	93%		\$ 15,638.94	\$ 16,984.57	\$ 18,215.49
2.**.**-511	Goods & Supplies	\$ 47,700.00	\$ 49,649.88	\$ (1,949.88)	104%		\$ 50,357.35	\$ 40,010.80	\$ 44,269.15
2.**.**-512	Janitorial Contracts	\$ 3,000.00	\$ 2,592.00	\$ 408.00	86%		\$ 6,744.00	\$ 2,607.71	\$ 2,808.00
2.**.**-513	Contracted Services	\$ 272,335.00	\$ 323,977.19	\$ (51,642.19)	119%		\$ 359,314.85	\$ 167,625.56	\$ 192,853.66
2.**.**-514	Fire & Garbage Contracted Services	\$ 288,222.00	\$ 145,039.50	\$ 143,182.50	50%		\$ 197,116.03	\$ 271,318.28	\$ 257,326.44
2.**.**-515	Garbage & Other Contracted Services	\$ 45,000.00	\$ 31,263.60	\$ 13,736.40	69%		\$ 39,488.60	\$ 38,416.92	\$ 36,654.39
2.**.**-516	Alarm	\$ 2,300.00	\$ 300.00	\$ 2,000.00	13%		\$ 389.76	\$ 958.25	\$ 1,403.04
2.**.**-520	Equipment Parts, Repairs & Maintenance	\$ 143,850.00	\$ 121,364.98	\$ 22,485.02	84%		\$ 121,983.39	\$ 163,136.19	\$ 123,478.33
2.**.**-521	Fuel & Oil	\$ 46,100.00	\$ 34,793.44	\$ 11,306.56	75%		\$ 40,121.16	\$ 49,507.59	\$ 52,269.59
2.**.**-522	Vehicle Parts, Repairs & Maintenance	\$ 54,600.00	\$ 38,986.63	\$ 15,613.37	71%		\$ 22,771.20	\$ 44,391.53	\$ 41,472.48
2.**.**-523	Small Tools	\$ 22,700.00	\$ 17,675.03	\$ 5,024.97	78%		\$ 23,000.03	\$ 23,678.49	\$ 25,133.23
2.**.**-524	Traffic Safety Devices	\$ 5,000.00	\$ 4,327.41	\$ 672.59	87%		\$ 6,095.74	\$ 1,741.93	\$ 3,793.36
2.**.**-525	Water & Sewer Infrastructure	\$ 10,000.00	\$ 10,939.90	\$ (939.90)	109%		\$ 24,777.16	\$ 1,549.00	\$ 765.00
2.**.**-530	Road Materials, Chemical Supplies & Water Meters	\$ 75,000.00	\$ 58,643.32	\$ 16,356.68	78%		\$ 80,147.56	\$ 63,141.42	\$ 54,795.23
2.**.**-531	Safety Equipment	\$ 5,000.00	\$ 4,807.45	\$ 192.55	96%		\$ 5,982.26	\$ 4,613.60	\$ 4,339.92
2.**.**-540	Power	\$ 170,750.00	\$ 146,218.16	\$ 24,531.84	86%		\$ 151,849.33	\$ 136,351.97	\$ 131,357.02
2.**.**-541	Natural Gas	\$ 34,820.00	\$ 42,974.84	\$ (8,154.84)	123%		\$ 34,798.77	\$ 37,483.49	\$ 31,368.94
2.**.**-542	Power (Street Lights)	\$ 131,000.00	\$ 128,888.99	\$ 2,111.01	98%		\$ 127,429.92	\$ 125,988.35	\$ 118,142.85
2.**.**-590	Other General Expenses	\$ 108,069.00	\$ 53,492.85	\$ 54,576.15	49%		\$ 87,551.80	\$ 54,259.90	\$ 104,339.86
2.**.**-591	Donations	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
2.**.**-745	Education Requisition (Residential)	\$ 570,597.00	\$ 519,752.01	\$ 50,844.99	91%		\$ 574,820.85	\$ 573,560.15	\$ 531,675.52
2.**.**-750	Education Requisition (Non Residential)	\$ 171,921.00	\$ 222,750.88	\$ (50,829.88)	130%		\$ 166,454.25	\$ 151,374.70	\$ 158,238.58
2.**.**-755	Leduc Foundation Requisition	\$ 6,970.00	\$ -	\$ 6,970.00	0%		\$ 7,130.00	\$ 7,080.00	\$ 4,739.00
2.**.**-761	Transfer to Reserve	\$ 140,000.00	\$ -	\$ 140,000.00	0%		\$ 710,904.84	\$ 628,001.65	\$ 558,575.96
2.**.**-810	Bank Fees & Charges	\$ 3,000.00	\$ 5,733.51	\$ (2,733.51)	191%		\$ 4,745.28	\$ 5,138.16	\$ 4,868.62
2.**.**-831	Debenture Principle	\$ 317,006.00	\$ 317,005.40	\$ 0.60	100%		\$ -	\$ -	\$ (0.00)
2.**.**-832	Debenture Interest	\$ 130,194.00	\$ 130,193.70	\$ 0.30	100%		\$ 140,049.62	\$ 99,204.66	\$ 87,393.99
2.**.**-900	Grants to Others	\$ 85,000.00	\$ 7,000.00	\$ 78,000.00	8%		\$ -	\$ -	\$ -
2.**.**-910	Tax Cancellations	\$ -	\$ -	\$ -	0%		\$ -	\$ 15,102.50	\$ 32,089.59
2.**.**-920	Bad Debts	\$ 100.00	\$ 1,538.45	\$ (1,438.45)	1538%		\$ 140.73	\$ 95.56	\$ 92.90
2.**.**-995	Year End Surplus to Reserve	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
2.**.**-998	Gain/loss of Disposal of TCA	\$ -	\$ -	\$ -	0%		\$ -	\$ -	\$ -
2.**.**-999	Contingency Fund	\$ 60,000.00	\$ (966.48)	\$ 60,966.48	-2%		\$ 4,500.71	\$ 1,835.46	\$ 1,612.24
	<b>Total Operating Expense by Department</b>	<b>\$ 6,764,764.00</b>	<b>\$ 5,985,304.60</b>	<b>\$ 779,459.40</b>	<b>88%</b>		<b>\$ 6,291,095.44</b>	<b>\$ 6,108,486.60</b>	<b>\$ 5,873,068.82</b>

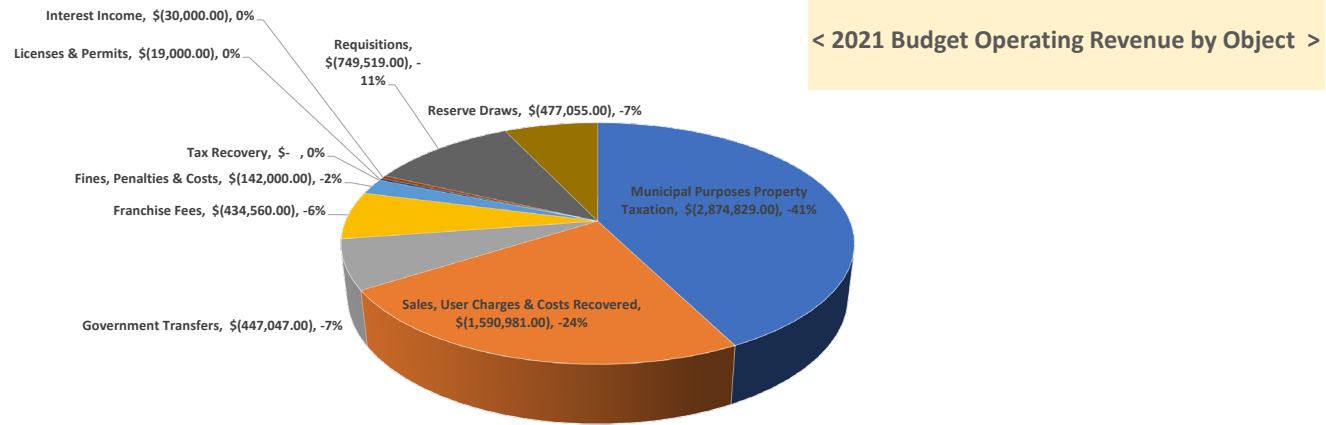
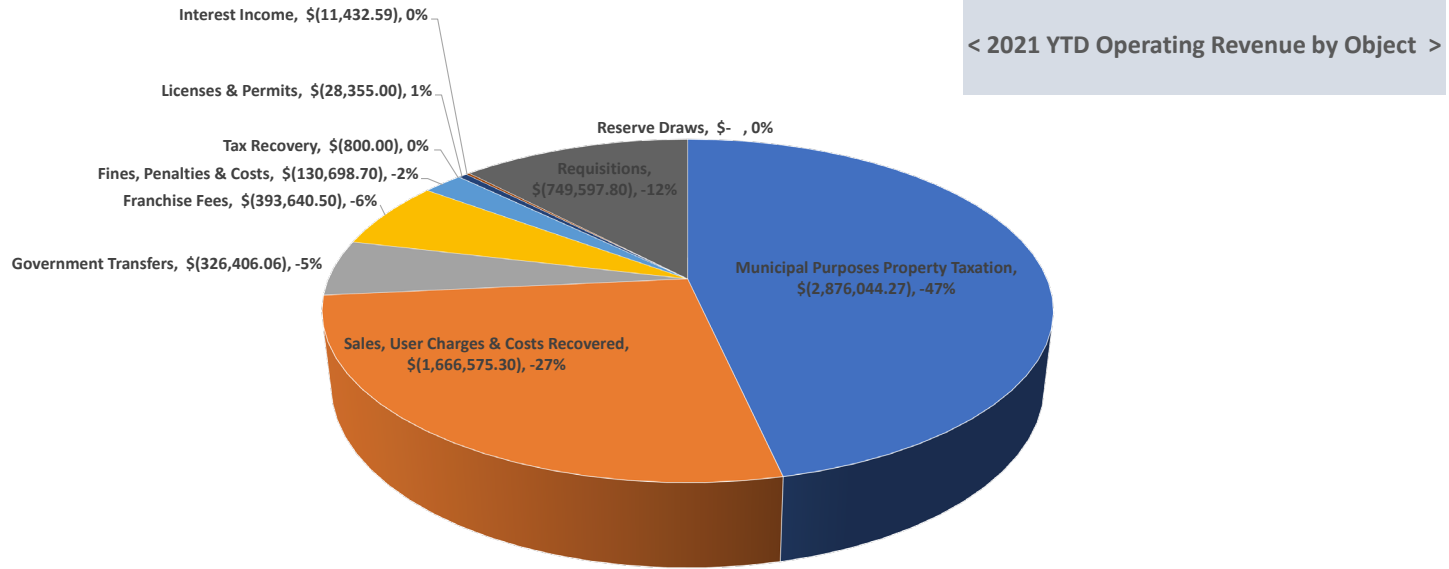




**Town of Calmar**  
**YTD Budget Variance Trial Balance**  
 Thursday, January 13, 2022



Account Number	Account Description	2021 Budget	2021 YTD	Amount Remaining	Budget Va	2021 Budget Comments	2020 YTD	2019 YTD	2018 YTD
----------------	---------------------	-------------	----------	------------------	-----------	----------------------	----------	----------	----------



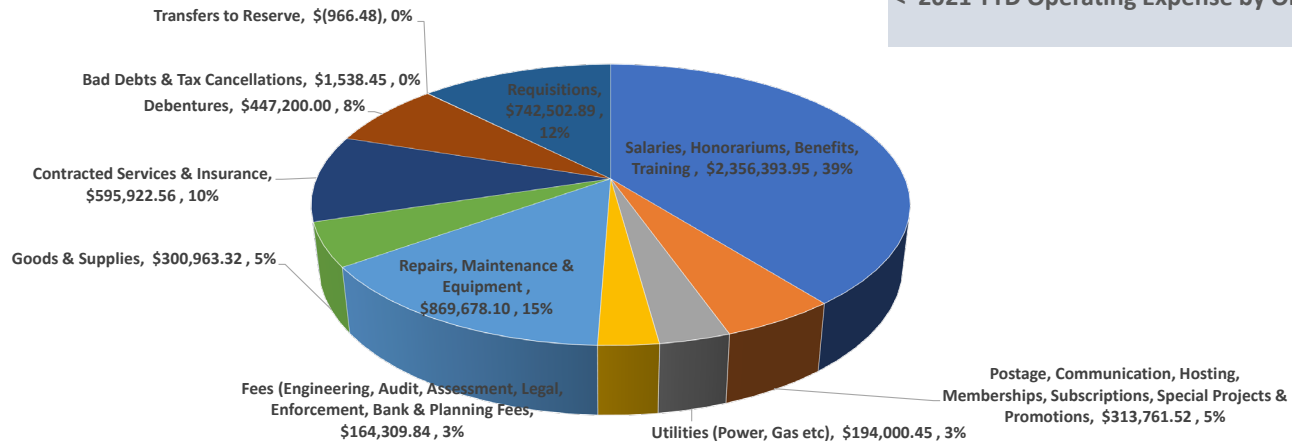


**Town of Calmar**  
**YTD Budget Variance Trial Balance**  
 Thursday, January 13, 2022

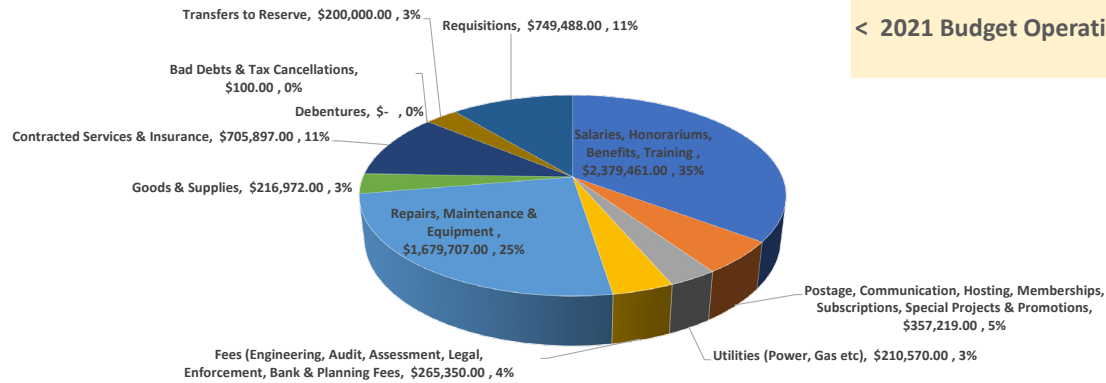


Account Number	Account Description	2021 Budget	2021 YTD	Amount Remaining	Budget Va	2021 Budget Comments	2020 YTD	2019 YTD	2018 YTD
----------------	---------------------	-------------	----------	------------------	-----------	----------------------	----------	----------	----------

< 2021 YTD Operating Expense by Object >



< 2021 Budget Operating Expense by Object >







**Town of Calmar**  
**YTD Budget Variance Trial Balance**  
 Thursday, January 13, 2022



Account Number	Account Description	2021 Budget	2021 YTD	Amount Remaining	Budget Va	2021 Budget Comments	2020 YTD	2019 YTD	2018 YTD
----------------	---------------------	-------------	----------	------------------	-----------	----------------------	----------	----------	----------

All Accounts Summary by Category									
Description	2021 Budget	2021 YTD	Amount Remaining	Comments	2020 YTD	2019 YTD	2018 YTD		
20 Revenue	\$ (5,538,448.00)	\$ (5,441,697.33)	\$ (96,750.67)	All Municipal Revenues with Requisitions netted out & Sale of Fixed Assets	\$ (5,723,258.98)	\$ (5,550,047.82)	\$ (5,388,460.50)		
40 Expenses	\$ 5,875,276.00	\$ 5,242,801.71	\$ 632,474.29	General Operating Expenses	\$ 5,743,728.63	\$ 5,653,326.10	\$ 5,466,943.88		
70 Reserve Transfers	\$ (1,017,563.00)	\$ -	\$ (1,017,563.00)	Net Reserve Draws & Transfers	\$ (432,593.56)	\$ (93,356.95)	\$ 178,814.77		
21 Capital Grants	\$ (1,344,601.00)	\$ (514,989.38)	\$ (829,611.62)	Federal & Provincial Grants, Investment Interest & Proceeds from Borrowing	\$ (1,144,865.88)	\$ (276,072.72)	\$ (1,007,925.55)		
<b>Profit &amp; Loss</b>	<b>\$ (2,025,336.00)</b>	<b>\$ (713,885.00)</b>	<b>\$ (1,311,451.00)</b>		<b>\$ (1,556,989.79)</b>	<b>\$ (266,151.39)</b>	<b>\$ (750,627.40)</b>		
<b>Financial Assets</b>									
A Cash	\$ -	\$ 643,428.79	\$ (643,428.79)	General Bank Account & Petty Cash	\$ 1,293,694.82	\$ 578,424.87	\$ 1,809,783.11		
B Marketable Securities/Portfolio Investments	\$ -	\$ -	\$ -	General Investments	\$ 961,046.84	\$ 4,539,802.60	\$ 1,065,511.37		
C Accounts Receivable	\$ -	\$ 135,348.22	\$ (135,348.22)	Utilities Receivable, Trade Receivables & GST Payable	\$ 593,834.20	\$ 686,982.28	\$ 530,433.71		
F Prepaid Expenses & Deposits	\$ -	\$ 45,795.84	\$ (45,795.84)	Paid in Current Year for Next Year Services	\$ 18,053.63	\$ 48,322.05	\$ 30,936.75		
H Other Current Assets 1	\$ -	\$ 672,647.03	\$ (672,647.03)	Property Tax Receivable & Doubtful Accounts	\$ 610,855.83	\$ 482,760.42	\$ 482,585.43		
I Other Current Assets 2	\$ -	\$ -	\$ -	AMFC Investment	\$ -	\$ 10.00	\$ 10.00		
J Other Current Assets 3	\$ -	\$ 200,000.00	\$ (200,000.00)	Land Held for Resale	\$ 200,000.00	\$ -	\$ -		
K Other Current Assets 4	\$ -	\$ -	\$ -	Tax Sale Investment	\$ 167,913.90	\$ -	\$ -		
<b>Assets Total</b>	<b>\$ -</b>	<b>\$ 1,697,219.88</b>	<b>\$ (1,697,219.88)</b>		<b>\$ 3,845,399.22</b>	<b>\$ 6,336,302.22</b>	<b>\$ 3,919,260.37</b>		
<b>Financial Liabilities</b>									
BB Accounts Payable & Accrued Liabilities	\$ -	\$ (215,431.53)	\$ 215,431.53	Trade Payables, Employer Costs Payable & Accrued Liabilities	\$ (400,722.92)	\$ (397,900.26)	\$ (386,178.74)		
DD Other Current Liabilities 1	\$ -	\$ (571,841.34)	\$ 571,841.34	Deposits & Holdbacks	\$ (571,681.73)	\$ (703,763.98)	\$ (673,023.22)		
EE Other Current Liabilities 2	\$ (41,000.00)	\$ (6,688.31)	\$ (34,311.69)	Tax Sale Proceeds	\$ (167,913.90)	\$ -	\$ (313,261.61)		
VV Reserves	\$ -	\$ (1,967,608.30)	\$ 1,967,608.30	Unrestricted Operating & Capital reserves, Restricted Offsite Levy Reserves	\$ (1,959,608.30)	\$ (2,452,201.86)	\$ (2,521,103.86)		
OCI Other Comprehensive Income	\$ -	\$ (60,000.00)	\$ 60,000.00	Incentive Grant Reserve	\$ (60,000.00)	\$ -	\$ -		
KK Restricted Contributions	\$ -	\$ (3,162.70)	\$ 3,162.70	Deferred Revenue	\$ (540,152.66)	\$ (562,920.86)	\$ (262,433.71)		
<b>Liabilities Total</b>	<b>\$ (41,000.00)</b>	<b>\$ (2,824,732.18)</b>	<b>\$ 2,783,732.18</b>		<b>\$ (3,700,079.51)</b>	<b>\$ (4,116,786.96)</b>	<b>\$ (4,156,001.14)</b>		
<b>WW Accumulated Surplus/Deficit</b>	<b>\$ -</b>	<b>\$ (145,320.61)</b>	<b>\$ 145,320.61</b>	<b>Year End Net Accumulated</b>	<b>\$ 1,411,669.18</b>	<b>\$ (1,953,364.43)</b>	<b>\$ 987,368.58</b>		
<b>Fixed (Tangible) Assets</b>									
XX Other Equity 1	\$ -	\$ (22,231,352.00)	\$ 22,231,352.00	Equity in Fixed (Tangible) Assets	\$ (22,231,352.00)	\$ (18,600,167.00)	\$ (20,477,011.00)		
NN Debt	\$ -	\$ (4,443,984.87)	\$ 4,443,984.87	Total Debt Outstanding	\$ (4,443,984.87)	\$ (4,812,652.82)	\$ (2,050,512.09)		
P Tangible Capital Assets	\$ 2,066,109.00	\$ 28,656,586.62	\$ (26,590,477.62)	Total all Fixed (Tangible ) Assets	\$ 26,675,337.77	\$ 23,412,820.38	\$ 22,527,522.68		
<b>Balance Sheet</b>	<b>\$ 2,025,109.00</b>	<b>\$ 708,416.84</b>	<b>\$ 1,316,692.16</b>		<b>\$ 1,556,989.79</b>	<b>\$ 266,151.39</b>	<b>\$ 750,627.40</b>		

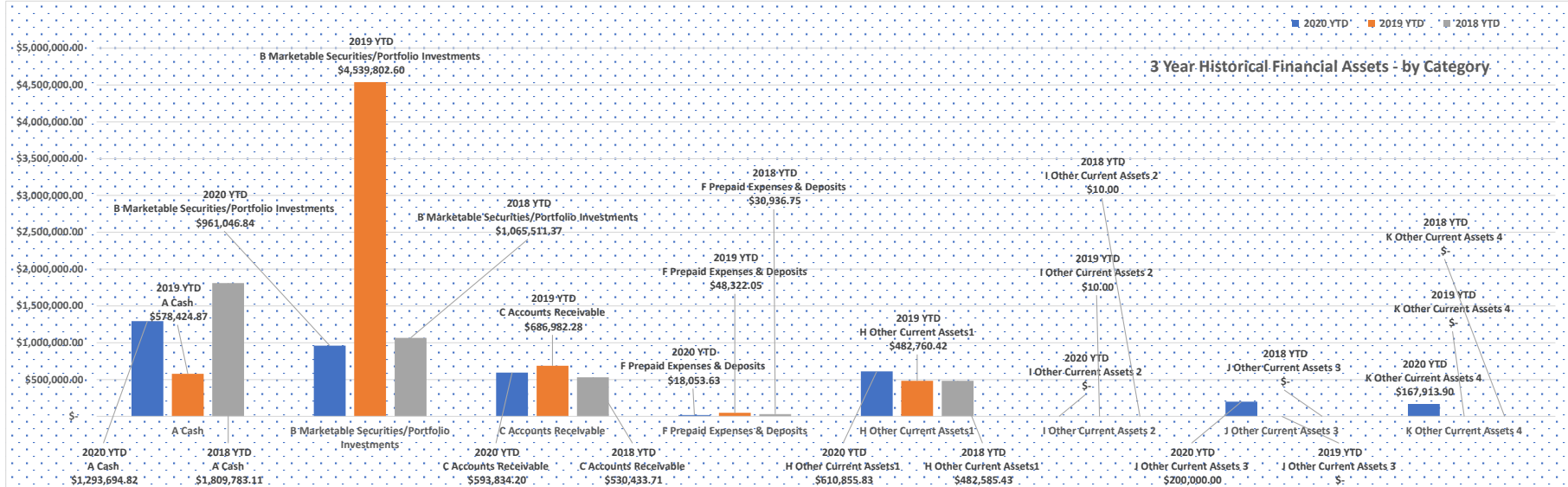
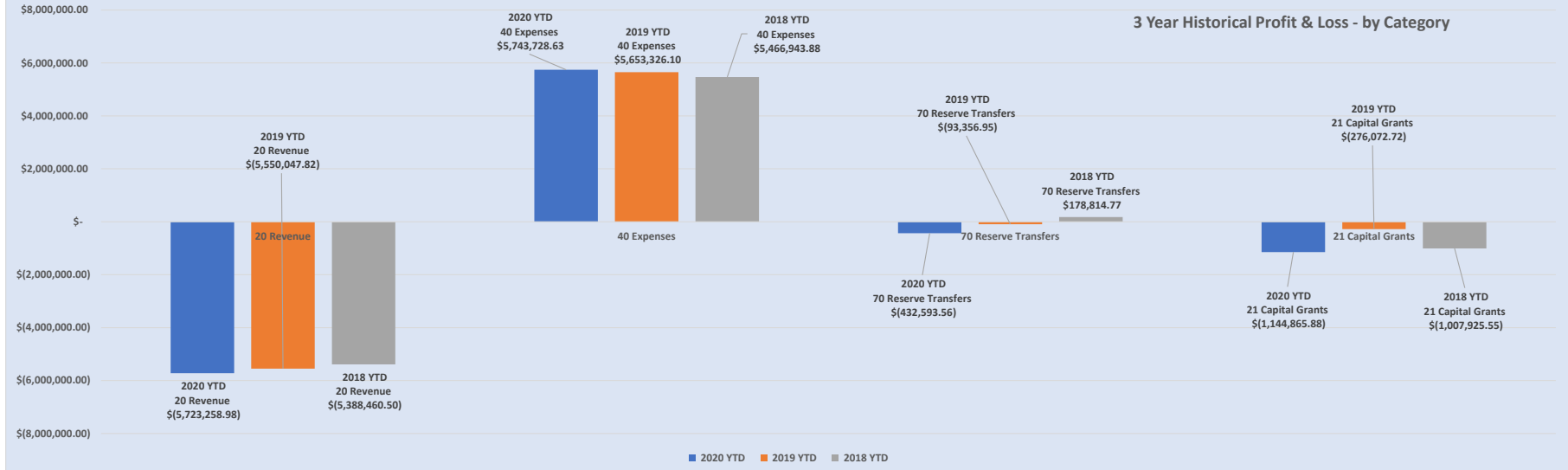




### Town of Calmar YTD Budget Variance Trial Balance Thursday, January 13, 2022

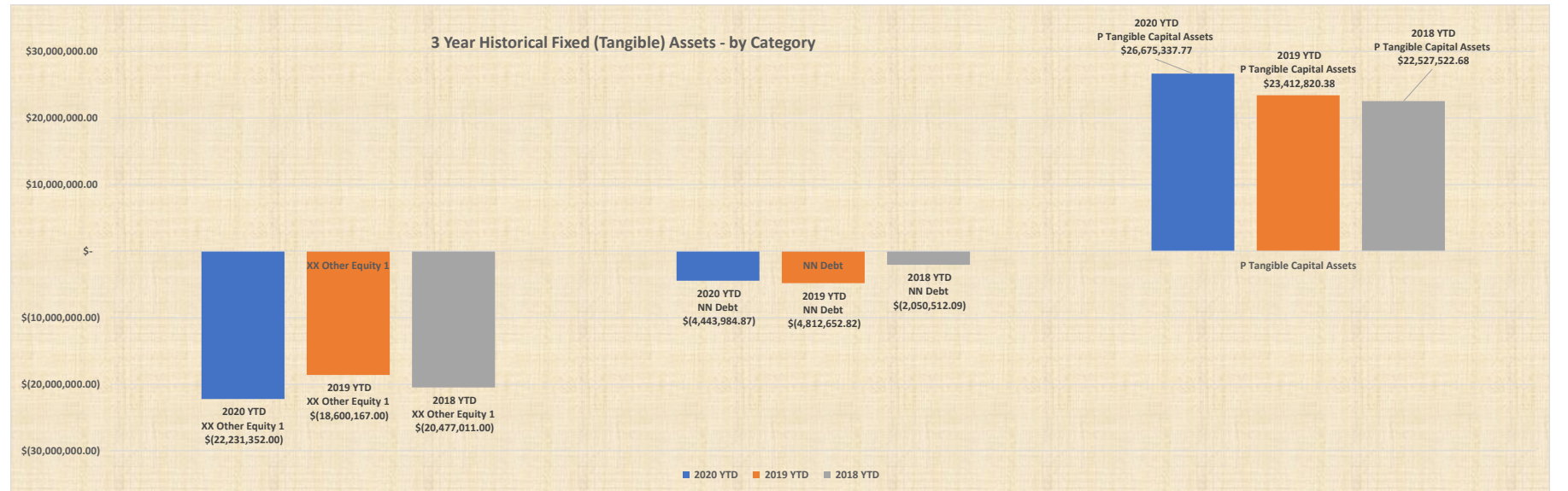
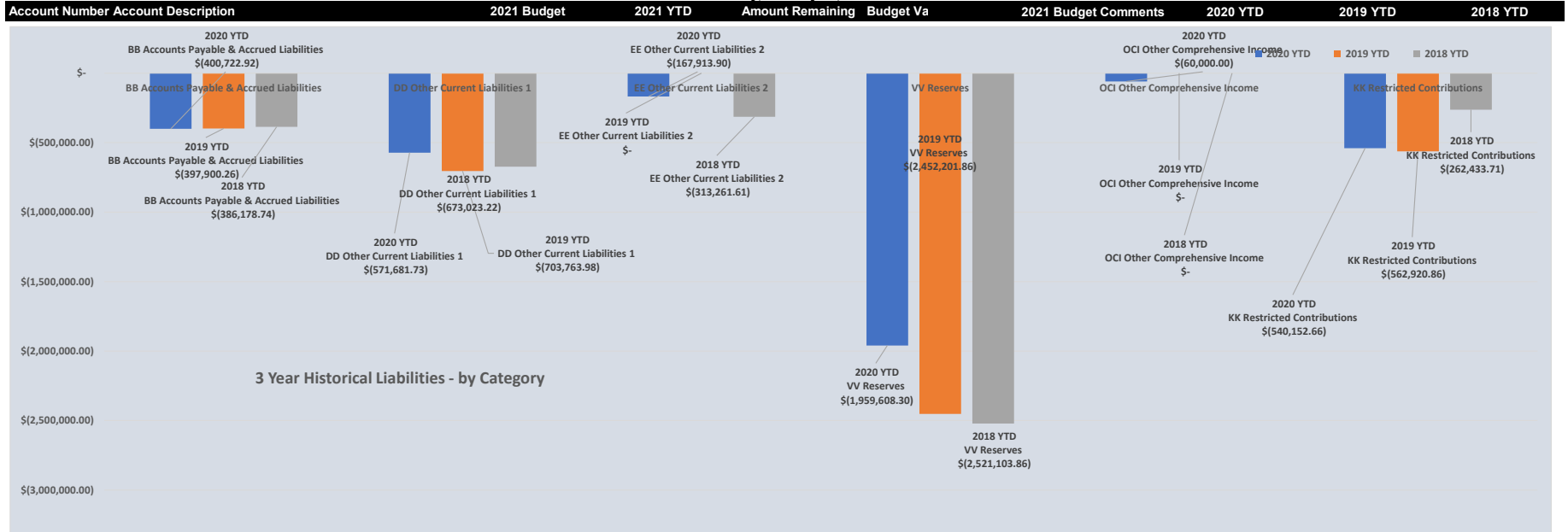


Account Number	Account Description	2021 Budget	2021 YTD	Amount Remaining	Budget Va	2021 Budget Comments	2020 YTD	2019 YTD	2018 YTD
----------------	---------------------	-------------	----------	------------------	-----------	----------------------	----------	----------	----------





### Town of Calmar YTD Budget Variance Trial Balance Thursday, January 13, 2022





**Town of Calmar**  
**YTD Budget Variance Trial Balance**  
Thursday, January 13, 2022



Account Number	Account Description	2021 Budget	2021 YTD	Amount Remaining	Budget Va	2021 Budget Comments	2020 YTD	2019 YTD	2018 YTD
----------------	---------------------	-------------	----------	------------------	-----------	----------------------	----------	----------	----------



██████████  
All Accounts YTD Budget Varianc

## Mayor Sean Carnahan

### Council Report December 1<sup>st</sup> - December 31<sup>st</sup>

**December 2<sup>nd</sup>** – Leduc Regional Housing Foundation board meeting – delegate D Weiss presented information on reasons that LRHF was not successful with the Rapid Housing Initiative and discussed future CHMA Funding opportunities. Reviewed and adjusted as required Member at Large Position, Board members position, Board Vice Chair position descriptions, Governance terms of reference, LRHF bylaws and Finance committee terms of reference. Passed motions to accept recommendation for auditor selection (selecting KRP), inflationary increase for all staff for 2022 and distribution of management fees between portfolios. Passed motion to adopt Mandatory Vaccination policy.

**December 6<sup>th</sup>** – Regular council meeting- passed bylaw #2021-30 Rescind multiple bylaws. This is done to remove old bylaws that have expired or are no longer valid or being used. First reading of Bylaw #2021-31 Subdivision Development & Appeal Regional Board to allow Calmar to join a regional subdivision development and appeal board to provide the town with increased resources as required to meet future development and potential appeal process. Returned Bylaw #2021-29 Recreational Vehicle & Camping to administration for further development after reviewing feed back from the residents and stakeholders. Reviewed requests for decision for Calmar Communications and Branding, Canadian code of Volunteer Involvement and Calmar Youth Council

**December 8<sup>th</sup>** – Calmar Recreation Board meeting - Discussed options around cellular booster for legion where it was determined that the booster should remain a legion decision, not town cost. Discussed success and betterment of Christmas in the park – return to 2 sleighs for sleigh rides. Plan first night events, which turned out to be cancelled due to increased pandemic concerns. Discussed options around Christmas light contest and Snowman contest. Clarifications around proposed trail system expansion. Reviewed and made recommendations around Calmar Minor Hockey Association request to switch referee room and ladies dressing room around to accommodate larger participation by female players. Discussed potential of building snow luge for public enjoyment. Made recommendations that the Mike Karbonik arena be opened during public holidays for partial time for families to utilize the facility along with opening during under utilized hours for public skate or shinny during the weekdays for the youth to enjoy after school hours.

**December 9<sup>th</sup>** – ISL Planning & Engineering Presentation – Introduction of ISL to council members, presentation of Intermunicipal and municipal development plan. Presentation of Area structure plans, Hawks Landing, Hi-way 39, Southbridge and Thomas creek. Presentation of subdivision process and land use bylaw. ISL then presented masterplans surrounding Water, wastewater, drainage and transportation. Discussion was then had around servicing standard, offsite levy bylaws and Asset management plan.

**December 13<sup>th</sup>** – Committee of Whole meeting – reviewed new and old town of Calmar policies making recommendation to administration or forwarding to council. Policies covered were Mandatory Vaccination policy, Signing Authority, Public Participation, Organizational Roles & Responsibilities, Social Media, Communication, Playground Equipment Inspection and Lagoon Key. Discussed Arena operating hours making recommendation for changes as discussed by Rec Board. Changed distribution options surrounding Calmar Chronicle.

**December 16<sup>th</sup>** – Minister of Justice meeting – Met with Minister Mr. Madu, MLA Rick Smith, Donna Anderson and Officer Leggio to review and discuss trial project proposal for a Special Peace Office with elevated law enforcement capabilities as applied for by the town and approved the ministry of Justice. Meeting was kept very positive as minister recognized the out of box approach the community was taking to work towards increased safe for people and property. Ministry will have to do research and will advise in the future.

**December 16<sup>th</sup>** – Planeview Manor Christmas - attended Planeview Place Resident Christmas party, following specific AHS recommendations. Service awards were presented, gifts were distributed to all residents, carols were sung, and a great meal was prepared and served the staff. It was great to see everyone enjoying themselves for a little while during the holiday season.

**December 20<sup>th</sup>** – Regular council meeting – Delegate Richard Haas presented future Solar development plan in Leduc County near Calmar with the ability to power 5000 homes once operational. The substation that they would feed is the substation that feeds Calmar, giving the town the ability to market ourselves in the green energy marketplace. Passed policies forwarded from committee of a whole for Mandatory Vaccination, Signing authority and playground inspection. Provided decisions on the following; distribution of Calmar chronicle, temp budget increase for consulting & professional services for coverage during CAO vacancy, Employee benefits (increased benefits with lower cost to the town), market on main continuance, and various Community programming initiatives such as new horizon grant application and community garden proposal.

**December 30<sup>th</sup>** – Fibre Optic workshop – special presentation by a Canadian Fibre optics. This presentation was a business plan and discussion with council about the option surrounding a Fibre optic build within our community to be potentially completed in 2022. With first connections in early July. All town parcels could have the access to hardline fibre optics.

**December 31<sup>st</sup>** – Mixed Use Development meeting - review of development presentation and plan for a mixed use development on the park space located on main across the street from the medical facility. Building would host commercial space on main level with 2 additional levels of residential dwellings, complete with underground parking for the residential component.

## Carey Benson Councilor Report Dec, Dec 2<sup>nd</sup> – Jan 17<sup>th</sup>, 2021/2022

### December 6<sup>th</sup> 2021

Regular meeting of Council. Went over the Recreational Vehicle and Camping bylaw. Discussion about Calmar Youth Council.

### December 9<sup>th</sup> 2021

Calmar Youth Council meeting. Discussions of Roles and Responsibilities of being on the Youth Council with nominations for positions on the Youth Council. Talk about the youths goals and expectations are for this council and how they want to have an impact on Calmar.

ISL Document Review. Asset Management Plan, Design and Construction Standards, Geographic Information System.

### December 20<sup>th</sup> 2021

Regular council meeting. (I was only able to attend for portion of the meeting)  
Discussion on having a Solar Plant in Calmar

### December 30<sup>th</sup> 2021

Town of Calmar Fibre Workshop. Presentation from Canadian Fibre Optics

### December 31<sup>st</sup> 2021

Mixed Use Development. Discussion on what to do with vacant lots in town.

### January 6<sup>th</sup> 2022

Calmar Youth Council Meeting. Voted on who will be in what role on the youth council. Discussed about what Fibre Optic Internet would mean for the youth in Calmar. Will have a statement from the Youth Council on their thoughts about Fibre Optic to the next Regular Council Meeting.

## **Council Report**

**Don Faulkner**

January 17, 2022

Dec. 1/21, Special Council Meetings (times 2)

Dec. 2/21, CRSWSC (Capital Region Southwest Water Service Commission)

Dec. 6/21, Regular Council Meeting

Dec. 9/21, ISL Document Review

Dec. 10/21, Chamber Spirit of Giving Luncheon

Dec. 13/21, Committee of the Whole

Dec. 15/21, LDRWMC (Leduc & District Regional Waste Management Commission)

Dec. 20/21, Regular Council Meeting

Dec. 30/21, Calmar Fibre Project Workshop

Dec. 31/21, Mixed Use Building Workshop



## Krista Gardner Councillor Report Dec 1<sup>st</sup> to Dec 31<sup>st</sup>

### Dec 1<sup>st</sup>- Special Council Meeting

### Dec 2<sup>nd</sup>- CRSWSC Board Meeting

The Board held its annual organizational meeting, followed by a regular meeting. Beaumont Mayor Bill Daneluik was elected as Board Chair and City of Leduc Councillor Lars Hansen was elected as Vice-Chair. Meeting dates for the year will be Jan 20, Mar 17, Apr 21 (\*AGM), May 19, Sept 15, and Nov 17. The Board approved the 2022 Interim Operating and Capital Budgets with total revenues and transfers from reserves of \$9,857,491 and total expenditures and transfers to reserves of \$9,857,491. The Board also accepted in principle the 2023-24 forecasted Operating and Capital Budgets. Highlights from the budget include water rates of \$1.64/m<sup>3</sup> for 2022-2023 and \$1.68/m<sup>3</sup> for 2024. This includes planned transfers to reserves in 2022 of 0.02/m<sup>3</sup> for General Operations Reserve, 0.03/m<sup>3</sup> for General Capital Reserve and 0.375/m<sup>3</sup> to the Future Water Capacity Reserve. The Board then received a presentation regarding the placement of solar panels on the new Nisku Booster Station. The Board voted to move forward with Option 1- the maximum solar capacity. The Board also voted in favour of prefabricated concrete panels and masonry finishes for the building. The Board also approved the CRSWSC Water Supply Policy- a document which formalized many of the commission's existing procedures into official policy. The Board also approved a request for administration to undergo an inspection and assessment of the transmission main from the CRSWSC main line to the Beaumont Fill Station (approx. 8 km) at a cost of \$100,000.

### Dec 6<sup>th</sup>- Regular Council Meeting

### Dec 9<sup>th</sup>- ISL Document Review

Council and administrative staff met with ISL Engineering to discuss the role of engineering regarding many documents, Bylaws and plans for the Town and then reviewed the current status of such. Thank you for the overview, ISL. It was very informative.

### Dec 13<sup>th</sup>- Committee of the Whole

### Dec 14<sup>th</sup>- CIB

The CIB board and volunteers met to share a meal for the Christmas season. I am so grateful to work with a group of people who care so passionately about making our community a beautiful place. Big thanks to CIB!

### Dec 20<sup>th</sup>- Regular Council Meeting

Dec 30<sup>th</sup>- Town of Calmar Fibre Project Workshop

Council and Acting Town Manager Anderson met with a private company to discuss the possibility of a fibre optic internet installation in town.

Dec 31<sup>st</sup>- Mixed Use Development Workshop

Council met to discuss potential options for the open lot on 50<sup>th</sup> Ave.

Jaime McKeag Reber  
December Council Report

In addition to Regular Council meetings/Committee of the Whole Meetings and various correspondence:

December 6<sup>th</sup>- Virtually attended the Yellowhead Regional Library Board Organizational meeting where we voted in the new board members and regional representatives. It was interesting to be apart of an online vote and to see how they ran the event. I look forward to future meetings and to learning more about this organization.

December 8<sup>th</sup> – Recreation Board committee meeting- spoke heavily about First Night event activities that sadly had to get cancelled. I loved the creative ideas that came out of this meeting. Spoke more about the future of the trail systems in Calmar.

December 9<sup>th</sup>- Attended the ISL Planning and Engineering Presentation. This presentation was well done and enlightening. I liked the opportunity to ask questions about some of the development maps and the potential future plans for the town.

December 10- Spirit of Giving Luncheon with the Chamber of Commerce. A beautiful and uplifting event where Non-profits could thank those that have supported their organizations, and organizations could give away raised funds and donations to chosen non-profits. It had a very Christmas feel to the event and it was beautiful to see that even through financial hardships of the last few years, the giving spirit and the power of collaboration is still very much alive.

December 13- Received and relayed a complaint about sidewalk snow removal in the southbridge area for undeveloped properties.

December 30- Town of Calmar Fibre Project meeting- I look forward to the possibilities of bringing in better internet for everyone in Calmar.

**Action Item List****January 13, 2022**

Motion Number	Motion	Carried/Defeated	Comments/Action Required	Action Assignment	Completed
CR-22-01-0002	Moved by Councillor Gardner that Council passes a motion to authorize administration to draft a new Penalties on Unpaid Taxes bylaw which would impose monthly 2% penalties on all unpaid tax levies.	Carried	CSM Bryans drafted Bylaw #2022-03 to present to Council at the regular meeting of council on January 17th.	CSM Bryans	Yes
CR-22-01-0003	Moved by Councillor Faulkner that Council move to authorize administration to create a bylaw enforcement bylaw and corresponding policy for further discussion and/or adoption at a regular meeting of council.	Carried	CPO Leggio drafting both the bylaw and policy	CPO Leggio	In Progress
CR-22-01-0004	Moved by Councillor McKeag Reber that the Canadian Code for Volunteer Involvement be brought forward to the next regular meeting of Council to be adopted by Council as an integral part of operational practice, to be made known to every employee and volunteer, and to be made readily available to every staff member and volunteer for consistent reference and consultation.	Carried	Being presented to Council at the January 17, 2022 regular meeting of Council. CSP Thomas preparing RFD	CSP Thomas	In Progress
CR-22-01-0005	Moved by Councillor Faulkner that Council move to authorize administration to draft a Regional Collaboration policy that will reflect the functional areas, contribution calculation and general terms of partnership agreements for further discussion.	Carried	Acting CAO Anderson drafting the policy	Acting CAO Anderson	In Progress
CR-22-01-0006	Moved by Councillor McKeag Reber that Council move to bring the name Calmar Outdoor Recreation Grounds for the park to the next regular meeting of council for adoption	Carried	Being presented to Council at the January 17, 2022 regular meeting of Council.	Acting CAO Anderson	Yes
CR-22-01-0007	Moved by Mayor Carnahan that Council considers this proposal, give administration direction to pursue this development regarding this proposal.	Carried	Contacted Developer and meeting will take place in next week	Acting CAO Anderson & DPW Melesko	In Progress
CR-22-01-0011	Moved by Councillor Gardner that Administration pursues a development agreement with the Property Development and land acquisition as discussed.	Carried	Contacted the developer and have not heard back at this time. Possibly meeting next week.	Acting CAO Anderson	In Progress





## Leduc & District Food Bank Association

RECEIVED

DEC 22 2021

TOWN OF CALMAR - INT. *KB*

P.O. Box 5008, Leduc, Alberta, T9E-6L5  
PH. # 780-986-5333 / Fax # 780-986-4803  
e-mail: [director@ldfb.ca](mailto:director@ldfb.ca) [www.ldfb.ca](http://www.ldfb.ca)

Dec 18/2018

Mayor Sean Carnahan  
4901-50 Ave.  
Calmar, AB  
TOC-0V0

**Re: Funding request for the Leduc & District Food Bank Association - Budget year 2021**

Dear Mayor Carnahan & Council:

The Leduc & District Food Bank Association would very much appreciate the opportunity to thank Mayor Carnahan and Council for their support.

Your contribution and support to our organization is greatly appreciated. Our partnership over the years has been extremely helpful in us making sure we are able to meet the needs of your community.

Having said that we would be more than happy to present to council so we can offer any updates and answer any question that council may have. Especially the new council members who may not be as familiar with our services in your community. We are more than happy to meet virtually or in person depending on the restrictions going forward.

Stay Safe, Stay Healthy,  
Sincerely,

Gert Reynar  
LDFB Executive Director

*Serving the Communities of:*

Beaumont Calmar Devon City of Leduc Leduc County Thorsby Warburg



# ANNUAL REPORT 2020



#210 6051 47 St, Leduc, Alberta  
Phone 780-986-5333

[www.ldfb.ca](http://www.ldfb.ca)  
  @LeducFoodBank



# COVID-19

**Covid changed the world.** There is not one individual young or old anywhere in the world that has not been touched and forever changed by this pandemic.

We, ourselves, had to quickly adjust the way we operate. We made changes that helped keep our clients, volunteers and staff safe, all while ensuring there was no disruption to our most fundamental food hamper program. We had to consider how we ask for monetary donations to purchase the needed food. We had to navigate a disrupted food chain. We had to consider the possibility of contaminated food donations. We had to change the way we work with clients, agencies, businesses and donors. We are proud of what we were able to accomplish as a team and as a community in 2020.

As part of an essential service we needed to make sure we continued to operate, that we were supporting those needing our services and programs while still keeping everyone safe.

Many things have changed. Covid brought with it lots of difficulties but it also brought out some amazing creativity that will continue to be part of our lives for years to come. We all learned just how advanced technology actually was and how it actually helped us adjust to new rolls within our lives. It taught all of us how to look at things differently, be creative, think outside the box and most of all it taught us how to work together and look out for each other.

We can't begin to tell you how blessed we have been with staffing and volunteers who did not even blink at what we had to do to keep operating. They forged ahead even though things changed daily and even though our volunteers were mainly in the highest risk group they still continued to come in for their regular shifts and when needed added shifts just to make sure we kept operational. They followed the rules and all safety protocols' and kept their bubbles tight at home and in the community just so that they could continue to volunteer and ensure everyone's safety.

Our volunteers were recognized in March/April by the Minister of Culture, Multiculturalism and Status of Women and were highlighted on the Alberta Northern Lights Volunteer Recognition Program web page. We as a community should be so very proud of each one of them. It takes a very special individual who selflessly gives of their time and potentially putting themselves at risk just to make sure others are taken care of. Not one of them wanted any recognition, they were just happy to help as best as they could.

We also learned how supportive this community/region is. You have been amazing. So many of you offered your services but unfortunately, we had to keep the bubble very small and just could not accept your generosity of time. Those who could give gave just that little bit more. You were so very understanding when we asked not to have food drives but to give monerary donatons instead. This helped keep everyone safe.

Businesses and corporations who could help be it PPE's or monetary donations also stepped up to the plate. It was very humbling to see the generosity and caring of so many who were willing to do what they could to help.

A huge thank you to the board for their support during the challenges that we faced while at the same time dealing with those challenging demands in their own lives.

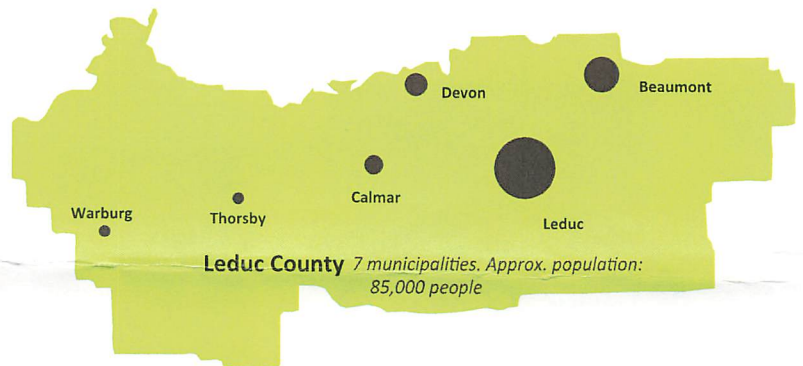
Thank you all for your support, understanding and patience throughout this whole experience.

On behalf of the Board, Staff, Volunteers and Clients, thank you all for helping the LDFB continue to offer our services during the Covid-19 pandemic.

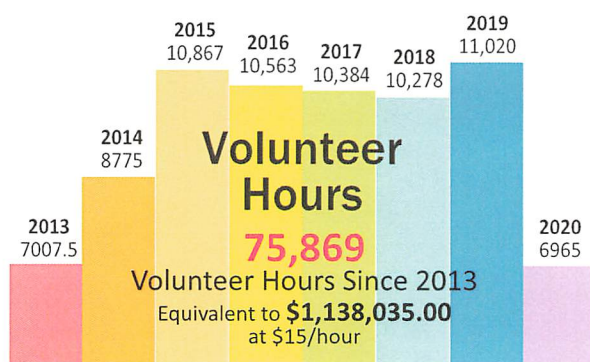


The LDFB is an organization that relies on community donations and volunteer support in order to provide short term assistance.

The LDFB is about building relationships to fill the gaps in the community.



[www.ldfb.ca](http://www.ldfb.ca)



## MISSION STATEMENT

To empower our community to aid those in need of food support through strategic:

- Collaborations
- Educational programs, and
- Re-distribution of food and goods

## VISION STATEMENT

Where all individuals are empowered to achieve their full potential, by having the opportunity to access basic social needs.

## VALUES

- Helping** Taking care of others to meet their needs
- Client Empowerment** Enabling our clients to move things forward.
- Fulfillment** Personal, organizational and/or community accomplishment
- Teamwork** Effective collaboration, as part of the community, towards a common goal
- Organizational Growth** Being effective and relevant at what we do





LDFB

# 2020 Food Hamper Statistics

## Leduc & District Food Bank Family Usage - 2020

	BEAUMONT	CALMAR	DEVON	LEDUC	THORSBY	WARBURG	LEDUC COUNTY	BREAD BASKET PROGRAM**	TOTALS
Total Families*	61	29	88	491	24	10	80	114	897
Total Hampers Accessed	147	70	198	1097	49	16	184	640	2401†
Adults - Unique*	108	51	123	780	40	21	136	107	1366
Children - Unique*	116	22	106	521	33	4	69	90	961
Lbs Distributed Per Area	41,071	12,749	43,919	229,816	10,989	2,623	39,935	59,819	440,921
Approx \$ Amount Distributed Per Area	106,784.60	33,147.40	114,189.40	597,521.60	28,571.40	6,819.80	103,831.00	155,529.40	1,146,394.60

Count of adults and children with multiple hamper usage: Adults: 2861† Children: 1292†

Christmas Hampers distributed in 2020: 190 (Leduc Santa's Helpers), 132 (Leduc Food Bank), and 288 (County Elves Programs) TOTAL: 643

\* Unique - represents a family or person counted once regardless of how many times they use the service.


\*\* The Bread Basket - Unique Clients: 114 in 2020. Clients can register to receive a bread hamper in between or instead of a regular hamper that contains extra items when available (fruit, vegetables, dairy, potatoes, etc.)

† Clients with multiple usage.

### PRIMARY SOURCE OF INCOME

- 57% CPP, EI, AISH, WCB
- 24% Social Assistance
- 15% Full-time Employment
- 2.5% No Income
- 1.5% Self Employment

### 2020 Total Pounds

Received Value  Distributed Value

**957,808 lbs**  
**\$2,490,300.80**

plus **59,819 lbs** for the Bread Basket program  
**18,693 lbs** for the Kitchen Learning Centre

Total **459,563 lbs** or \$1,194,863.80  
 This is equal to **38,300 lbs** or **19 tons** per month distributed in these 3 programs\*

\* This does not include Snack Attack or the School Nutrition Kits

### Hamper Family Usage

783 families received a hamper in 2020

48% of the families receiving hampers needed support only 1 time in 2020.



Hampers	Families
1	372
2	182
3	103
4	48
5	22
6	17

0-5 years **26%** TOTAL # OF CHILDREN: **871**  
 6-17 years **74%**

### HOUSING TYPE

- 75% Rent
- 16% Own/Mortgage
- 8% Subsidized Housing
- 0.5% Homeless
- 0.5% Couch Surfing

### HOUSEHOLD COMPOSITION

- 35% Single Parent Families
- 35% Single Adults
- 22% Dual Parent Families
- 8% Couples

**37% FRESH** PRODUCE, MEATS, EGGS, DAIRY, ETC.  
**141,132 lbs** or **\$366,943.20**



### 13% CLIENT AREA

BREADS, BUNS, MUFFINS, PET FOOD, BABY FOOD, ETC.  
**49,942 lbs** or **\$129,849.20**

**50% NON-PERISHABLE** CANNED & PACKAGED SOUPS, STEWS, SALMON, TUNA, PANCAKE MIX, ETC.  
**190,028 lbs** or **\$494,072.80**

### MONTHLY INCOME

- 2.5% None
- 11% \$1 - 1000
- 32.5% \$1001 - 2000
- 26% \$2001 - 3000
- 28% over \$3000

### DONATION BREAKDOWN

- 54% Businesses
- 29% Community
- 10% Grants
- 4% Airport Security Program
- 3% Other

### EXPENSE BREAKDOWN

- 54% Food
- 26% Community Redistribution
- 17% Operations
- 3% Building



# LDFB 2020 Programs

## United Way Tools for School



The LDFB, in partnership with United Way is the collection / distribution centre for the Tools for School program (TFS).

We work closely with local school divisions and all regional agencies. Families can register with the LDFB starting in May and receive TFS kits through September. School supply donations can be made to the LDFB any time of the year.

**263 Students supported.**



**123 Families helped.**

**\$28,930 + gift cards**

**Sponsors:** Leduc Black Gold Optimists Club, Coldwell Banker Haida Realty

## Snack Attack

The LDFB Snack Attack Program is a program designed to address the increasing need for snacks in our schools for children and youth who come to school hungry. The program will ensure the school districts have access to healthy snacks at school to support their students' success in education.

**30,080 Snacks**

**\$17,234.18**

**Sponsors:** Beaumont Columbus Alberta Association, Cargill Ltd, Meal Share

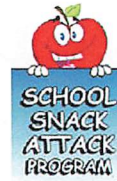
The **School Nutrition Kits** were developed to help schools continue to work with students & families with food insecurity during Covid-19. The Food Bank assembled & delivered the kits to the schools, and the schools arranged pick-up times for families.

Each kit contained snack bags (1 for each week) and produce. Each kit was for 1, 2, or 4 weeks depending on each school's requirement. In 4 months, 1959 kits were distributed to 89\* families, 179\* students.

**8618 lbs of produce**

**7320 lbs of kits**

**\$41,438 program cost**



## Bread Basket

Clients can register to receive a bread basket in between food hampers. Clients are contacted and given a time to pick up their basket.

A basket can consist of bread, buns, pastries, as well as a variety of any extra fruit, vegetables and dairy when available.

This program gives clients the flexibility of accessing a bread basket in between paycheques rather than a full monthly hamper.

Due to Covid, the Bread Basket operated only 8 out of the 12 months.

**640**  
baskets distributed  
(114 unique\*)  
**59,819 lbs or**  
**\$155,529.40**

*\* Represents a family or person counted once regardless of how many times they use the service.*



## Leduc Regional Community Connections Centre (LRCCC)

### Kitchen Learning Centre (KLC)

**106 unique\* participants made 6173 meals This is equivalent to 18,693 lbs or \$48,601.80. Total number of visits = 1277**

Located at the Gaetz Centre, this program is designed to work directly with LDFB clients, youth and low-income individuals who learn ways to:

- Prepare quick, easy, healthy, affordable meals using food hamper items
- Expand awareness of a broad range of foods and ways to prepare them
- Learn strategies to stretch their food dollar, food safety and nutritional food knowledge

Participants reported that they increased their knowledge regarding cooking, as well as strengthening their confidence and self-esteem, expanding their social network, help build natural supports into their lives, and increased Mental Health stability.

**Due to Covid, the kitchen operated only 8 out of the regular 12 months.**

### Life Skills Learning Centre 85 participants

A collaborative or coordinated service delivery to identify and close the gaps between agencies, their clients and low-income individuals was initiated. Following the concept that the KLC was able to identify, mainly life skills are a huge factor in being able to help individuals move forward. A multi-agency approach is the goal of the centre and has been proactive in fostering partnerships.

Participants reported that they increased their knowledge regarding employment, strengthened their confidence and self-esteem, expanded their social network, built natural supports into their lives, and increased their mental health stability.

**Due to Covid-19 restrictions, limited programs ran in 2020.**

**SPONSORS:** Warren Gaetz Family, John Deere Foundation, United Way Community Investment, Frank J. Flaman Foundation, Melcor Development



**LDFB**

# Affiliated Programs

*Due to Covid-19, this year the LDFB did ask supporters to help by making monetary donations. We want to thank everyone for their kind support and understanding. These monetary donations allowed us to purchase food directly and helped keep our limited staff and volunteers safe.*

## Mealshare



Mealshare partners with top tier restaurants and puts their logo beside a few menu items. When a customer orders one of these Mealshare branded menu items, they get their meal, just like normal, and they are also providing one meal to a youth in need. There's no extra cost or action for the customer - just buy one, give one! A portion of the proceeds collected are directed to the Leduc & District Food Bank, only operational for January and February.

## WECAN Food Basket Society

Anyone can access and use this food co-op. Operated by the St. David's United Church, the food bank is a drop-off and pick-up point for monthly orders. We encourage client participation by offering a one-time free access to this program for first-time clients.

**In 2020, 184 WECAN orders were placed.**



## Food Donation Connection



Food Donation Connection manages food donation programs for food service companies interested in donating food to non-profits. They coordinate all aspects of their donor partner's food donation programs. **In 2020, LDFB received 2831 lbs of food (= \$7,360.60) from KFC.**

# Ways to Support Us

*A very big thank you to all the VOLUNTEERS who helped make the following successful during the Covid-19 pandemic:*



## United Way of the Alberta Capital Region

The Leduc & District Food Bank is a partner member. Designated donations through work or personal donations can be made directly through United Way to the LDFB.

United Way grants go towards our Food Hamper program, Kitchen Learning Centre and Life Skill Centre.

In 2020, due to Covid, on behalf of agencies within the region, we received a one-time technology grant to help those individuals who found themselves with no way to connect with helping agencies.



## RCMP Stuff a Cruiser Christmas Campaign

A big thank you to the Leduc & Beaumont RCMP Detachments for taking the time to organize and host this campaign again this year.



**ATB Cares** is a way for donors to donate to the food bank and ATB matches up to 15% of the donation up to a maximum amount allotted for the month for all non profits.



## Bottle Recycling Program

Feel free to donate your empty bottles and milk cartons to the LDFB. A collection bin is located in these locations: Canadian Tire, The Food Bank, and Leduc Bottle Depot. These bins are for **BOTTLE RECYCLING ONLY**.



## Holiday Train

The Holiday Train Program began in 1999. Every two years, the Holiday Train visits this community with hundreds of thousands of festive lights and a live show featuring well known performers. It is the only fundraiser of its kind for food banks in Canada. During Covid-19 pandemic, a virtual tour was held instead.



## Donating On-line

Canadahelps.org helps Canadian charities by enabling them to easily receive online donations. The LDFB is registered with this organization and donations can be made by accessing [www.canadahelps.org](http://www.canadahelps.org). Type in "Leduc & District Food Bank Association" and print out your receipt on-line.



## Fall Food Round Up - 2020 Update

Held on the first Monday in October, this event is organized by community members who work with schools, churches, organizations and individuals within the community. No food drives were held in 2020. A virtual silent auction campaign was held instead and monetary donations were accepted.



A big thank you to the committee and community for their support of this campaign. A huge thank you to Coldwell Banker Haida Realty who helped sponsor our mail out campaign; Vivid Signs & Designs who donated the printing of the flyers; and all the business and individuals who donated items for the auction. We received such great support & feedback from all of you!



## Country Christmas Lights Event

Look for Kinsmen Club of Leduc and Leduc Antique West Society's Christmas Lights event, held at their Antique West Society location. In 2020, 9003 lbs were collected.





# The Food Bank Community is Invaluable

If it were not for the community spirit of this region, the LDFB would not exist. We wish we could zero in on every function, organization, service club, school, church and the many personal and business supporters that provide us with goods and the funding to meet our goal of helping others. You are the backbone of the LDFB.

*Our apologies if we have missed thanking anyone*



## SPECIAL RECOGNITION

**Special recognition and thanks is given to those who donated \$1000 or more to the LDFB in 2020**

### CORPORATE

Adventures Foundation Fraserway  
RV Leduc  
Agrium Inc  
Al-Terra Engineering Ltd  
AltaGas Leduc / Apex Utilities Inc  
Ascendant Financial Inc  
Aspen Custom Trailers  
Aspen Custom Trailers staff  
ATB Financial - Leduc  
ATCO Electric & ATCO Gas  
Aurora Cannabis Enterprise  
Canadian Pacific (Holiday Train)  
Canadian Tire – Leduc  
Capital Power  
Cargill Ltd.  
Carmacks Enterprises Ltd  
City of Beaumont  
City of Leduc  
Coldwell Banker Haida Realty Leduc  
Elgert & Company Barristers  
Enterprise Holdings Group  
F.C.S.S.A.A.  
Fortis Alberta  
Frank J Flaman Foundation  
Gaetz Agency  
Gore Mutual  
Green Bottle Depot  
Hudson Group  
Integrated Solutions Peterborough  
Ironwood Management LTD.  
John Deere Foundation  
Johnson Agencies 1913 Ltd.

Kross Janitorial Ltd  
L&T Mix Sand & Gravel  
Leduc Industries & Employees  
Leduc Chrysler  
Leduc County  
Leduc Husky Gas Station  
Leduc Insurance Agency  
Medicine Shoppe - Leduc  
Melcor Developments  
NEP Canada ULC  
Aspenleaf Energy Ltd.  
Nisku Ford  
Northern Oil Tool Inc.  
Pembina Pipeline  
Premium Outlet Mall - EIA  
Ritchie Brothers  
Samuel, Son & Co.  
Sara Starko Professional  
Saradee Salon  
Schwab's RV World  
Second Glance  
Shoppers Drug Mart - Leduc  
Sperry Rail Canada  
SRT Motorsports Ltd  
Staples - Leduc  
TD Canada Trust Beaumont  
TD Canada Trust Leduc  
Thermo Design Insulation  
Town of Calmar  
Town of Devon  
Town of Thorsby  
Vallard Construction LP  
Village of Warburg  
Walmart

### COMMUNITY COLLECTIONS

Beaumont Columbus AB Association  
Beaumont Community Foundation, The  
Beaumont Lions Club  
Black Gold Optimist Club  
Black Gold Regional Schools  
Blackjacks Christmas Dinner  
Boston Pizza Foundation - Leduc  
Breakfast Club  
Canada Helps Care Fund  
Canadian Historical Arms Society  
Center Nord School Beaumont  
City Life Christian Centre  
Daystar Christian Assembly  
Devon Christmas Elves  
Devon General Hospital  
Devon Lions Club  
Eaglemount Church - Beaumont  
Ebenezer Christian Reformed Church  
Edmonton Community Foundation  
Edo Japan  
EIA Management & Staff  
Father Leduc Catholic School  
Food Banks Alberta  
Food Banks Canada  
Kevin Gaetz Foundation  
KFB Foundation Canada  
Leducor Charitable Foundation  
Leducor Group & Employees  
Leduc Lions Club  
Leduc Santa's Helpers

Leduc/Nisku Rotary Club  
Loblaws - Save it Forward  
Loblaws Spring & Fall Campaign  
Mazon Canada Foundation  
PayPal Giving Fund Canada  
Peter Gilligan Foundation  
Sobeys Beaumont  
St. Margaret's Anglican Church  
St. Thomas Aquinas RCSR  
United Nurses of Alberta  
UW of the AB Capital Region  
UW of the AB Capital Region - Community Investment  
Vision Loss Support Group  
Willow Park School  
Women of the United Church of Canada - Devon

John Maude & Susan Quinn Charitable Foundation  
Jory, Sandra  
Kachman, Marnie  
Kachowski, Cheryl  
Klapstein, Albert  
Kruger, Barbara  
Laidlaw, Brian  
Lake, Mike  
Lawlor, Douglas  
Lindstrand, Tyler & Bev  
Linton, Jeff & Linda  
Lowe, Rebecca & Jayson  
Marriott, David  
McLay, Jean  
Morrison, Bruce  
Mundt, Wayne  
Nahirniak, Susan  
Pearson, Shelley  
Perras, Paul  
Pringle, Donna  
Robinson, Tony & Val  
Rosenau, Mary-Ann  
Roy, Robert  
Saucier, Paris  
Seller Gordon  
Southam, Douglas  
Stiles, Karen  
Storeshaw, Janice  
Temple, Lance  
Turner, Wilfred  
Wiechert, Ralph & Daphne

### INDIVIDUALS

Abma, Lorrie & Family  
Albizzati, Ryan  
Berg, Adam & Bridget Maude  
Bergen, Dennis  
Brauer, Peter  
Chiesa, Talia  
Clearhout, Micheal  
Eshak, Rania  
Evans, Lisa  
Forest, Eric  
Gilchrist, Graham  
Grigat, Robin & Peter Brouer  
Halbach, Joe  
Huillery, Malissa & Quentin  
Jackie, John

## A HUGE THANK YOU TO:

**Black Gold Husky Gas and Liquor Store** for the generous donation of hams and turkeys again this year. **Myarc Electric and Leduc Overhead Door**, our neighbors, who have been so supportive by sharing the use of their forklifts.

## Vehicle Sponsors



Canadian Tire



Leduc Chrysler



- Walmart
- Food Banks Canada
- Edmonton Community Foundation
- Economical Groceries & Goods Society
- Food Banks Alberta
- Leduc Co-op
- Wilhawk Beef Jerky
- Coldwell Banker Haida Realty
- Vivid Signs & Designs
- Myarc Electric

## OUTSTANDING IN-KIND DONATIONS

*We would like to recognize the following for their in-kind donations in 2020*

### CORPORATE

49 North Lubricants  
Agropur Dairy Cooperative  
Air Canada  
Alta Tec Auto Glass & Windows  
AltaGas Utilities  
Beaumont News & Staff  
Bentley-Northchem LTD  
Black Gold Husky Gas and Liquor Stores  
Blackjacks Roadhouse & Staff  
Canadian Tire  
City of Leduc & staff  
City of Leduc LATS Drivers  
Clarence Shields & Family  
Cobs - Leduc  
Costco - EIA  
Craigs No Frills- Leduc  
Crispy Bakery  
DC Signs  
Devon Dispatch & Staff  
Edmonton Airports  
(Airport Security Program)  
Fas Gas Parkland  
Gate Gourmet  
Giant Tiger  
Grassy Lane Custom Meats  
Gruger Family Fungi Farm  
Hardy's Independent- Devon  
Home Sense

Hudson Group - EIA  
IGA Garden Market - Devon  
Jeb's No Frills - Beaumont  
John Deere Reman & Staff  
Ken's Furniture  
Kitch & Stitch  
Leduc Car & Truck Wash  
Leduc Co-op  
Leduc Co-op Food Store  
Leduc Overhead Doors  
Leduc Sheet Metal & Gas Fitting  
Little Potato Company  
Local Meats  
Maple Tech Consulting  
Marshall's EIA  
Medicine Shop- Leduc  
Micheals  
MNP  
Myarc Electric  
Nisku Digital Signs  
Oil Country Towing  
Pearson's Berry Farm  
Premium Outlet Mall  
Recochem  
Safeway - Leduc  
Saputo  
Shopper's Drug Mart - Leduc  
Sobey's Beaumont  
Staples - Leduc  
Super Sling

Superior Harvest Foods  
The Rep & Staff  
Tier-3 I.T. Solutions  
Urban Vinyl  
Val-mart Foods  
Vivid Signs & Designs  
Walmart – Leduc  
Westjet  
Winners

### COMMUNITY

Canadian Literature Resource Center  
DC Signs  
Devon Quilting Club  
Kinsmen & Leduc Antique Society  
- Country Lights  
Leduc Chamber of Commerce  
Norma Dee's Kitchen  
Paradies Lagardère  
Quincy's Quilting

### INDIVIDUALS

Mix, Lorne & Tina  
Moussa, Ed & Faiza  
Pitts, Ed  
Pomerleau, George  
Reynar, Syd  
Reynar, Josh  
Thompson, Perry

# Leduc & District Food Bank Association

OFFICIAL RECEIPT for income tax purposes

201, 6051 - 47 Street, Leduc, AB T9E 7A5 • Tel: 780-986-5333

**Nº 18304**

Thank you for your gift of: fifteen hundred \$ 1500

Name: Town of Calmar

Address: Box 758 Calmar, AB T0C 0V0.

2021 Grant

Date: Nov 26/2021 Signed: J. Purn

Cash  Cheque Charitable Reg. #11901 2136 RR0001 / Canada Revenue Agency [www.cra-arc.gc.ca/charities](http://www.cra-arc.gc.ca/charities)



Agenda
--------

Community Services Master Plan Committee

Date: August 30,2021

Meeting #202101

---

In attendance: Chair Krista Gardner, Jamie Rathor, Byron King, Susan Parkinson, Terry Balaban, Taylor Thomas

Regrets: NA

---

**1. Call to Order**

1.1. Welcome

1.2. Share intention and agreements – PowerPoint

Notes: Confidentiality document – not applicable for staff/council. Jamie to email confidentiality agreement

**2. Introductions**

2.1. Name, your relationship to community services in Calmar, and what your superpower would be.



### **3. What are Community Services – Family and Community Support Services**

*Notes: FCSS mission is the “enhancement of social wellbeing, for individuals, families, and the community... through prevention”* Historical review of FCSS in Calmar, provincial mandate for localized social supports to capitalize on local knowledge of community needs. Calmar is part of a multi-municipal agreement for FCSS services. Ensuring regional capacity and local focus.

### **4. Actions:**

#### 4.1. Vision Gathering

4.1.1. Padlet: <https://padlet.com/tkristinethomas/a2abr8tmwlycr6u5>

Notes: Use of Padlet board: space for visioning, feel free to contribute at any time. This board will continue to inspire us moving forward. Member Rathor discussed organizational data available for assessment and planning purposes. Member Thomas suggested CSMP outcomes to include data and assessment.

#### 4.2. Meeting Minutes

Notes: Member Thomas offered to transcribe. Jamie recommended Otter.ai as transcription option.



## **5. Next meeting date, time, and location**

Notes: CSMP committee term discussion including monthly meetings. Member Balaban discussed feasibility of planning within 12-month term. Member Thomas to share consultant proposal as baseline for timeline which has been proposed at 6 months. Chair Gardner discussed importance of setting expectation with potential RFP's and consultant contracts. Discussion regarding committee meeting expectations based on committee tasks needs. Next potential meeting tentatively booked for Monday, September 27th at 1:30 – 2:30. Virtual approved by all members.

Member Thomas to share for next meeting:

- CSMP worksheet
- Community map
- Recruitment Script
- RDN proposal.
- FCSS mandate and outcomes model

## **6. Agenda for next meeting:**

6.1. Confidentiality Document.





## 6.2. Share Priorities – Worksheet

## 6.3. Review Proposal Resilient Calmar: A Social Framework

Notes: Next meeting items additions:

### 6.4. Recruitment

Notes: Positive opinions on further recruitment. Chair Gardner highlighted the importance of future public engagement in addition to additional recruitment. Member Balaban suggested Community Connections event presence for committee. Member Rathor highlighted importance of online recruitment presence for younger demographic. Member Parkinson suggested bookmark promotion for library. Member Balaban requested one page summary. Member Thomas to forward this poster to LRHF residences. Chair Gardner referred members to the Towns Communication framework in the next month or two regarding capacity of town to engage. Importance of communicating with youth via ongoing engagement as well as at higher levels of committee planning. Member Parkinson suggests inclusion of Calmar Youth Council member in committee, Member King suggests permanent seat for CYC membership representation. Community Connections event, representation. Discussed possible table or sharing committee material with existing membership representation at event. Chair Gardner suggested material to be made available for TOC Market on Main table. Member King suggested informative video for social media. Discussion regarding, social media strategies including paid advertising, asset utilization including existing online presence of residents, stakeholders etc. Member Balaban identified importance of focused marketing towards Calmar locality. Member Parkinson discussed direct invitation for membership.

Follow up:

- Bookmarks
- Community Connections materials
- Social media posts for resharing

### 6.5. Engagement strategies





Notes: Chair Gardner – referred to Michelle Levasseur regarding communication strategies as she is working on the Communications Strategy. In addition, the possibility of a Neighborhood ambassador.

Scope of engagement determined by TOC. Discussion regarding CSMP scope. CSMP is for local Calmar residents only. Keeping in mind the cross-border nature of FCSS programming. Keeping in mind Leduc County capacity to address rural needs given their completion of LC Social Framework. Importance of identifying social needs locally. Level of involvement of County in CSMP funding and engagement to be discussed at a later meeting.



Agenda
--------

## Community Services Master Plan Committee

Date: October 4<sup>th</sup>, 2021

Meeting #202102

---

In attendance:

*Krista Gardner, Terry Balaban, Jamie Rathor, Byron King, Susan Parkinson, Taylor Thomas*

Regrets:

*None*

---

1. Call to Order
2. Adoption of Agenda
3. Adoption of Minutes

Notes: CSMP Committee Meeting – August 30, 2021 meeting minutes adopted.

4. New Business:

- 4.1. Collaboration/Partnership branding

Notes: Discussion regarding collaborator recognition. Member Thomas acknowledged that this committee is ran by the Town & any funds for committee actions/events/promotion will be the Towns responsibility. Member Thomas to create a Memorandum of Understanding regarding promotions and recognition to be shared with committee for approval and signature.

- 4.2. Recruitment Next Steps

Notes: Discussed targeted recruitment to address vacancies in membership, specifically the public at large seats. Discussed importance of including marginalized voices in committee membership. Send Finalized recruitment materials to members. Set date for new recruitment: November 1<sup>st</sup>, 2021.



#### 4.3. RDN proposal review

Notes: This proposal reflects a potential direction for the CSMP, what are members thoughts on the direction of this proposal as a guideline for the CSMP? Member Rathor discussed the importance of community assessment as a part of planning. Members discussed the importance of understanding community needs to move forward with Master Plan prioritization. Member Thomas discussed putting together a draft RFP with due consideration for community engagement and planning.

#### 5. Agenda for next meeting

Notes: Finalize membership, Review draft Request for Proposals

#### 6. Adjournment



## Calmar Youth Council Meeting MINUTES

December 9, 2021

Location: Calmar Secondary School

### ATTENDANCE:

Councillor Benson

Naolie Gerrior

Monet Davies

Hayden Myers

Susan Parkinson

Taylor Thomas

Hunter Wasieczko

Brady Loftus

Zac Mortimer

Mackenzie Martin

Byron King

### REGRETS:

Aurora Michaud

### 1. Introductions

- Ice breaker activity

### 2. Executive nominations

- Nominations to be accepted until December 20<sup>th</sup> from members not present.
- Anonymous nominations made and announced

#### i. Chair:

1. Aurora Michaud – Awaiting Response
2. Brady Loftus – Declined
3. Zac Mortimer – Accepted
4. Mackenzie Martin – Accepted
5. Hayden Myers – Accepted

#### ii. Secretary:

1. Hayden Myers – Declined
  2. Monet Davies – Accepted
  3. Mackenzie Martin – Accepted
  4. Brady Loftus – Accepted
- On Dec 20<sup>th</sup>, the Executive Vote will be made available via Google Forms. Please complete the form prior to January 10, 2022.

### 3. Follow up

- Taylor to send chat email to members for ongoing correspondence
- Executive vote to be made available Dec 20<sup>th</sup>, 2021 – January 10, 2022.

### 4. Next Meeting – January 13, 2022 @ 11:26 – Calmar Secondary School

## Calmar & District Recreation Board

### MEETING MINUTES

08 December 2021 @ 1830

**Present:** Councillor Jaime McKeag; Rhonda Kanis; Michelle Lemire; Chris Feist; Mayor Sean Carnahan; Byron King

**Regrets:** Amber Ferris

1. Call to Order

Rhonda called the meeting to order at 1834.

2. Approval of the Agenda

Moved by Chris Feist and seconded by Michelle Lemire that the Agenda be adopted as presented.

Carried.

3. Approval of the Minutes of 13 October 2021

Moved by Michelle Lemire and seconded by Jaime McKeag that the minutes of 13 October 2021 be adopted as presented.

Carried.

4. Correspondence

None received

5. Old Business

5.1 Recreation Events

a. Craft Sale

Event went very well – over 600 shoppers for the first time in many years. One question – wifi and cell phone service is still hit and miss in the Legion. This year it didn't seem to be as bad as 2020 even though there were more vendors and far more shoppers. Perhaps notifying everyone of the poor service helped? Byron asked if the Town should consider paying for boosters. At previous Rec Board meetings it was suggested that the Town pay for boosters and then be reimbursed over the years by the Legion through free rent but the Town does not use the Legion that often and other than the Craft Sale, would not really need the boosted service either. Consensus of the Rec Board is not to pursue the idea further as other Town facilities should get priority for financial considerations.

b. Christmas in the Park

Another success as an estimated 300 people attended and everything we had to give out was given out. Sleigh ride was a little slow due to it being a new operator who was a last minute fill for our usual provider but in the end everything went well. Byron will ensure

2022 will see a return to 2 sleighs. Due to communication error between the operators we could only get 1 sleigh this year, which contributed to the slowness but the operator made up for it by staying late.

#### c. First Night

Discussion on logistics due to Covid. Final plan is to be as follows:

- Allow the public skating but in blocks of 25 minutes, max. 40 people in the ice surface area at any one time, all adults (18+) must show a QR code or proof of neg test. An advance sign up will be set up for this and posted on the web site and Facebook.
- Hot dogs and hot chocolate will be distributed from the concession but people are to pick up only and to leave the building – they cannot eat or drink inside the building
- Set up games outside – bean bag toss, washer toss, ladder golf – for people to entertain themselves while waiting for the fireworks
- Make 100 goodie bags for kids to be given out
- Rhonda, Chris, Michelle will help with the QR codes and goodie bag distribution.
- Council will distribute the hot chocolate and hot dogs

#### d. Christmas Lights and Snowman Contest

Try plugging Xmas lights again.

Extend the deadline for the Snowman contest to the end of January due to the lack of (usable) snow.

### 5.2 Trails

Clarification on the phases identified in the November Trails meeting.

Byron will create a new map of proposed routes for everyone to confirm prior to putting out a survey to the community.

For 2022 budget purposes, Byron to ask for the total distance of the 4 identified phases.

## 6. New Business

### 6.1 CMHA Dressing Room Request

Byron has been asked by CMHA to switch the Referees' Room with the old skate sharpening room to serve as a Girls' Dressing Room.

Rec Board agrees with this on an ad hoc basis – when there are enough girls to justify moving the Referees, this will be done but if there are only 1 or 2 girls, then the Referees stay in their room.

Minor Hockey is responsible for communicating this set up with the Referees Association and Minor Hockey is responsible for ensuring the safety of the Referees. Minor Hockey is to provide

the Town with advance notification of any switches so that Arena Staff can properly direct people.

The Town will investigate options for a new Referees' Room. Rec Board will tour arena to consider options.

#### 6.2 Community Service Coordinator's Report

Byron added that for the Net Zero project there is the option to set up a monitor in the lobby to show people the energy being generated, saved, sold, etc. but the system runs almost \$10,000, a lot of the cost due to the software. Consensus of the Rec Board that maybe in the future but not yet.

Byron added that he has been unsuccessfully trying to get a hold of someone from the U of A's Civil Engineering Dept regarding assistance with designing a proper snow luge. With the lack of snow this year, not a major issue. He will try contacting communities that have built snow luges for assistance.

Byron mentioned plans to reopen the Mike Karbonik Arena on holidays again. There was some concern regarding the cost but this can be mitigated by not opening for full days, only for special events like family skates and shinny hockey on holidays. For Remembrance Day, do nothing until mid-afternoon at the soonest. Rec Board also asked that Public Skates and Shinny Hockey be added to the schedule to use up the weekday afternoon slots which are usually open. Byron will start scheduling this. If a regular user requests regular time, they will be given time.

#### 7. Next Meeting 09 February 2022

#### 8. Adjournment Moved by Jaime McKeag that the meeting be adjourned.

Meeting was adjourned at 2016.



PO Box 30 5407 50th Street  
Tofield, Alberta T0B 4J0  
P 780 662 3269  
F 780 662 3929  
E [tofieldadmin@tofieldalberta.ca](mailto:tofieldadmin@tofieldalberta.ca)  
W [www.tofieldalberta.ca](http://www.tofieldalberta.ca)

January 13, 2022

Honorable Jason Kenney  
Premier of Alberta  
Office of the Premier  
307 Legislature Building  
10800 – 97 Avenue  
Edmonton, AB  
T5K 2B6

Dear Premier,

Re: Rural Alberta – Adolescent Vaccine Provision

---

Premier Kenney, since the availability of vaccines has been provided to Albertans, the message from yourself, the Chief Medical Officer of Health, and the Health Minister has remained consistent. This message has been that all eligible individuals should receive the first available vaccine, and now, this availability has extended to our youth. During the first availability of vaccine, rural Alberta felt that they were being slighted, or ignored in not having vaccine provision to those who were unable to travel, or not wanting to leave the comforts of their own community, to truly do the right thing and become vaccinated. Many across rural Alberta, Tofield included reached out to advocate and make our voices heard in having this service provided in our communities through our very capable means, such as, our pharmacies and competent pharmacists.

Bluntly, your government is ignoring rural Alberta, and creating barriers and hindrances for vaccine provision. Members of our community wanting to have their children vaccinated are being forced to drive between 50 and 70 kilometers one way to have this service provided. On top of this true inconvenience, the weather elements and poor road conditions are adding a further issue to what is already a stressful time for these parents. The decision of many is to not contend with these barriers, which is resulting in a lower vaccination rate in our rural locations.

The path forward from our vantage point appears clear, provide vaccine to our rural pharmacies to vaccinate our youth. Globally, we know that the way back to a normal life requires vaccination. In not having this ability in rural Alberta, the pandemic and its challenges to our health care system, economy and Albertans mental health will continue.



Honorable Jason Kenney  
Premier of Alberta  
Page 2

Premier Kenney, please do not continue to ignore rural Alberta. We in the outlying centres have suffered deeply, and this stance only stands to hurt Alberta as a province on a longer-term basis. As a Council and a community, we implore your government to take a stance and advocate for change.

Sincerely,



Debora Dueck

Mayor

[mayor@tofieldalberta.ca](mailto:mayor@tofieldalberta.ca)

C.C

The Honorable Jason Copping, Minister of Health  
Dr. Deena Hinshaw, Chief Medical Officer of Health  
Damien Kurek, MP  
Jackie Lovely, MLA  
Alberta Municipalities  
Rural Municipalities of Alberta  
Darren Erickson, Tofield Pharmacy  
Tofield Mercury  
Vegreville News Advertiser

RECEIVED

JAN 12 2022

TOWN OF CALMAR - INT. 

Hello.

I am writing to ask you to put the poster included with this letter up in your town office.

Co-operatives First is a non-profit organization funded by Federated Co-operatives Limited and the Co-operative Retailing System (better known as “Co-op”). Founded in 2015, the organization provides free co-op start-up resources, such as feasibility studies, business plans, and incorporation support to rural and Indigenous entrepreneurs and community leaders across western Canada. Our goal is to help leaders in these communities build new businesses, grow local economies, and support community development.

The Hometown Advantage campaign celebrates the strengths and benefits of rural living and the main street businesses that keep small-town life vibrant. The initiative includes various free tools and resources specifically for leaders like you. The Hometown Advantage video series, webinars, and e-book explore ways leaders like you can harness local strengths and assets to start new businesses and grow rural economies.

To learn more about our organization, the campaign, and how we support community leaders like you, visit [HometownAdvantage.ca](http://HometownAdvantage.ca).

Thank you for your time and consideration.

Warm regards,



Heather

Heather Hallgrimson  
Business Development Lead  
Co-operatives First  
306.382.4410  
[heather@cooperativesfirst.com](mailto:heather@cooperativesfirst.com)  
[CooperativesFirst.com](http://CooperativesFirst.com)



# *Hometown* **ADVANTAGE**



## **SMALL TOWN, BIG OPPORTUNITY.**

Every small town is unique and full of opportunity. Sometimes it just takes a bit of work to see it. To stand out, we western Canadians often claim something and make a giant statue of it. (Dinosaur, moose, or oil can, anyone?) And that's awesome! But what REALLY makes a town different are its people. YOU are your hometown advantage.

You and the people around you make your hometown a home, a destination, and a place to invest – and that is a HUGE advantage. But only if you choose to use it.

**Visit [HomeTownAdvantage.ca](http://HomeTownAdvantage.ca) to learn more.**

 **co-operatives first**





**RECEIVED** phone: 780-955-3555 fax: 780-955-3444  
leduc-county.com

JAN 14 2022

TOWN OF CALMAR - INT.

County Manager's Office

TOWN OF CALMAR  
BOX 750  
CALMAR, AB T0C 0V0

Jan. 12, 2022

**Re: notice of public hearing to adopt an Alternate Advertising Bylaw**

Leduc County is proposing that our website become the primary source of information for bylaws, resolutions, meetings, public hearings and other items required under section 606 of the *Municipal Government Act*.

Currently, we must advertise these items in a newspaper or other publication circulating in the area or mail a notice to every residence in the affected area. Section 606(1) allows a municipality to identify an alternate method of communicating this information via a bylaw.

**Leduc County is proposing that its website be the primary method used to communicate the information required under section 606 of the Act, in addition to any other method deemed appropriate by administration.**

Details of the proposed bylaw can be found at [www.leduc-county.com/public-participation](http://www.leduc-county.com/public-participation). Information can also be requested from Renee Klimosko, General Manager of Financial and Corporate Services, at 780-979-6191 or [renee@leduc-county.com](mailto:renee@leduc-county.com).

**A public hearing for the proposed bylaw is being held on Tuesday, Feb. 8, 2022 at 1:15 p.m.** during the regular Council meeting.

Written or verbal comments can be submitted by anyone affected by the proposed bylaw.

If you want to speak at the public hearing, pre-register by **Tuesday, Feb. 1, 2022 at 4:30 p.m.** You can pre-register online at [www.leduc-county.com/public-participation](http://www.leduc-county.com/public-participation) or by contacting the legislative coordinator at 780-770-9259 or [joyceg@leduc-county.com](mailto:joyceg@leduc-county.com).

Written comments can be submitted in the following ways:

- online at [www.leduc-county.com/public-participation](http://www.leduc-county.com/public-participation)
- via email to [communications@leduc-county.com](mailto:communications@leduc-county.com)
- by mail to 101-1101 5 Street, Nisku, AB, T9E 2X3
- by fax to 780-955-8866

**Submit comments by Tuesday, Feb. 1, 2022 at 4:30 p.m.**

If you make a written submission, the information you provide may be made public, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

