


BRAZEAU COUNTY
2022 FINAL BUDGET DISCUSSION COUNCIL MEETING
AGENDA

DATE: 2022 04 04
TIME: 9:00 AM
PLACE: COUNCIL CHAMBERS

1. Addition to and Adoption of the Agenda
2. Operating Budget
 - a. Overview of Changes from Interim Budget
 - b. Reserves
 - Updated Reserve Sheet Handout
3. Council Items for Decision
 - a. 2021 Capital Project Amendment - M96 Skid Steer
 - Request for Council Decision Attached **(Pages 2-4)**
 - b. Proposed Fee Increases
 - Request for Council Decision Attached **(Pages 5-7)**
 - c. Cancellation of Willey West Automatic Barrier Gate (LAIM-0027)
 - Request for Council Decision Attached **(Pages 8-11)**
4. Review of Capital Funding Sheet
(Capital Budget Tab of Final Budget Package)
5. Approval of 2022 Operating Budget
6. Approval of 2022 Capital Budget
7. Adjournment

BRAZEAU COUNTY		
REQUEST FOR COUNCIL DECISION		
SUBJECT:	2021 M96 Skid Steer Capital Project Amendment	
DATE TO COUNCIL:	Final Budget Discussions	
SUBMITTED BY:	S. McKerry, Interim CAO	
ENDORSED BY:		
REVIEWED BY CAO:		
FILE NO:		

RECOMMENDED ACTIONS:

That Council approve the transfer of EQP-0077 (skid steer) to a reserve fleet asset and amend the 2021 approved funding of M96 skid steer replacement to increase the amount drawn from the Equipment Restricted Reserve from \$69,800 to \$74,527.

1. TOPIC DEFINED

Executive Summary

As part of the 2021 Budget, Council approved the replacement of the M96 skid steer. Part of that approval included a salvage value of \$7,000 for the skid steer that was being replaced.

When and where applicable, Administration is now encouraging that the County retain certain assets in a reserve fleet and this practice should be adopted as a strategy with the 10-year capital plan. Reserve assets are readily available in dire or emergent circumstances, when the primary resources are out of service, and supports Administration to maintain business and service continuity.

This is even more important in today’s world where we are experiencing substantial delays in delivering full unit replacements, supply chain management issues that impact our in-house mechanics and external warranty or repair work.

In 2020-2021, when this capital project was proposed, it was planned that this unit would have gone to auction where the County estimated the salvage value to be \$7,000. Administration is asking that Council amend the capital project to forgo this revenue and that the County retain this asset, which would see an impact of \$4,727 coming from the Equipment Restricted Reserve but is directly offset with the savings and revenues the County experienced in 2021’s other Equipment replacement project.

2021 Equipment Restricted Reserve Project Summary

	Budget			Actuals			Savings
	Expense	Revenue From Salvage	Budget	Actual Expenses	Sale of the assets	Total	
M96 Replacement (Skid Steer)	\$76,800	\$7,000	\$69,800	\$74,527	\$ -	\$74,527	\$(4,727)
M110 Replacement (Crawler Dozer)	\$230,720	\$40,000	\$190,720	\$224,000	\$67,879	\$156,121	\$34,599
M105 Replacement (Kubota)	\$103,939	\$59,689	\$44,250	\$103,939	\$59,689	\$44,250	\$0
T110 Replacement (Snowplow)	\$305,000	\$60,000	\$245,000	\$265,569	\$ -	\$265,569	\$(20,569)
Totals	\$716,459	\$166,689.00	\$549,770	\$668,036	\$127,568	\$795,604	\$9,302

As shown above, the County is in a positive position and has experienced a total savings of \$9,302 spread over the four capital projects. This savings already includes forgoing the \$7,000 skid steer salvage revenue and the County is expecting the potential salvage revenue of an additional 60k in the sale of T110. Recognizing the position we are in, the County is in a place to capitalize on this strategy change as it is not critical that we recover this \$7,000 due to the outcomes seen in the other projects.

If Council approves this strategy to retain the decommissioned skid steer, Administration will remove the salvage value and need to increase the amount taken out of Equipment Restricted Reserve by \$4,727 to cover the full cost of the replacement skid steer (which has already been purchased).

Alternative Option

Council may not accept this strategy and Administration will proceed to auction as originally planned.

Relevant Policy:

N/A

Strategic Relevance:

N/A

2. ANALYSIS OF RECOMMENDED ACTION

That Council approve the transfer of EQP-0077 (skid steer) to a reserve fleet asset and amend the 2021 approved funding of M96 skid steer replacement to increase the amount drawn from the Equipment Restricted Reserve from \$69,800 to \$74,527.

Advantages	Disadvantages
<ul style="list-style-type: none">- Access to a reserve skid steer.- Aids in business/service continuity.- Reserve Skid Steer is still able to use all the County attachments (mower, forks, buckets, sweeper, etc).	<ul style="list-style-type: none">- No revenue from salvage value.- Slight increase in project expenses.- Maintain a slight maintenance expense for retaining the asset.

3. IMPLICATIONS OF RECOMMENDATION

Operational:


If approved, Finance will make the necessary adjustments to the funding.

Financial:

\$4,727 in additional funds required from Equipment Restricted Reserve to cover the cost of the replacement skid steer.

Attachments:

N/A

BRAZEAU COUNTY		
REQUEST FOR COUNCIL DECISION		
SUBJECT:	Public Works Permit Fees	
DATE TO COUNCIL:	2022 Final Budget Discussions	
SUBMITTED BY:	Pippa Whaley	
ENDORSED BY:	S. McKerry, Interim CAO	
REVIEWED BY CAO:		
FILE NO:	N/A	

RECOMMENDED ACTIONS:

That Council approve the recommended changes to the Fee schedule to reflect what our neighbouring counties are doing.

1. TOPIC DEFINED

Executive Summary

Administration performed a review of what permit fees neighbouring counties are charging for, compared to what Brazeau County is charging. Administration has provided a fee comparison chart, which can be found attached.

- Administration recommends that Overweight Permits continue to go through RoaData, and no administrative fee will be charged by Brazeau County.
- Administration recommends that our Aggregate Levies reflect the current Provincial Guideline at \$0.40/tonne.
- Administration recommends that Brazeau County implements a \$150.00 administrative fee for all Road Use Agreements. With an approximate potential fee revenue of \$1000.00/yr.
- Administration recommends that Brazeau County implements a \$100.00 for Access/Approach Agreements. With an approximate potential fee revenue of \$1000.00/yr.
- Administration recommends that Brazeau County implements a \$150.00 fee for Pipeline Crossings. With an approximate potential fee revenue of \$2600.00/yr.

Relevant Policy:

N/A

Strategic Relevance:

Brazeau County is strategically assigning financial resources to meet ongoing service delivery to ensure the success of our greater community.

2. ANALYSIS OF RECOMMENDED ACTION

That Council approve the recommended changes to the Fee Schedule.

Advantages	Disadvantages
- Cover administrative costs of issuing Permits	- Cost associated with Permit requests

3. IMPLICATIONS OF RECOMMENDATION

Operational:

None

Financial:

If changes, they will be coming forward when Finance brings back the Schedule of Fees following Final Budget.

Attachments:

Appendix “A” – Fee Comparison Chart

Appendix 'A'

	BRAZEAU COUNTY	CLEARWATER COUNTY	LEDUC COUNTY	PARKLAND COUNTY	WETASKIWIN COUNTY	YELLOWHEAD COUNTY
OVERWEIGHT PERMITS	* RoaData charges a fee	No Fee	*RoaData charges a fee	No Fee	No Fee *RoaData charges a fee	No Fee *RoaData charges a fee
AGGREGATE LEVIES	\$0.25/tonne	No Fee	\$0.40/tonne	\$0.40/tonne	\$0.25/tonne	No Fee
ROAD USE AGREEMENTS	No Fee	No Fee	\$300.00	\$150.00 admin fee	\$100.00 (\$250.00 for RUSH)	No Fee
ACCESS/APPROACH AGREEMENTS	No Fee	\$150	\$300.00	\$409	\$100.00 (\$250.00 for RUSH)	No Fee
PIPELINE CROSSING	No Fee	\$150.00	\$300.00	\$250.00	\$100.00 (\$250.00 for RUSH)	\$100

BRAZEAU COUNTY

REQUEST FOR COUNCIL DECISION



SUBJECT:	LAIM-0027 Willey West Campground Vehicle Barrier Gate
DATE TO COUNCIL:	2022 Final Budget Discussions
SUBMITTED BY:	Colin Loose, Parks & Recreation Supervisor
ENDORSED BY:	Lee Chambers, Director of Community Services
REVIEWED BY CAO:	S. McKerry, Interim CAO
FILE NO:	

RECOMMENDED ACTIONS:

That Council remove LAIM-0027 Vehicle Barrier Gate from the 2022 Capital Budget.

1. TOPIC DEFINED

Executive Summary

At the March 8, 2022 Council Meeting, Council passed the following motion:

168/22-03-08 Moved by C. Brooks to receive the Willey West Barrier Gate report for information.

CARRIED UNANIMOUSLY

Recall that Administration had released a tender for the automatic barrier gate for Willey West Campground and that all of the bids received were over budget. Administration had brought the project LAIM-0027 back to Council to request additional funding to award the tender. With Council receiving the March 8, 2022 report for information, Administration requests that the project be removed from the 2022 Capital Budget.

Relevant Policy:

FIN-9 Policy

Strategic Relevance:

Strategic Goal # 5

2. ANALYSIS OF RECOMMENDED ACTION

That Council remove LAIM-0027 Vehicle Barrier Gate from the 2022 Capital Budget.

Advantages	Disadvantages
- Releases funding back to the restricted reserve	- None

3. IMPLICATIONS OF RECOMMENDATION


Operational:

None

Financial:

\$14,821.00 removed from LAIM-0027 in the 2022 Capital Budget and funds returned to the Brazeau County Recreation Facilities Capital Investment (Willey West) Restricted Surplus.

Attachments: March 8, 2022 Report LAIM-0027 Automatic Barrier Gate

BRAZEAU COUNTY		
REQUEST FOR COUNCIL DECISION		
SUBJECT:	LAIM-0027 Willey West Automatic Barrier Gate	
DATE TO COUNCIL:	March 8, 2022	
SUBMITTED BY:	Colin Loose, Parks & Recreation Supervisor	
ENDORSED BY:	Lee Chambers, Director of Community Services	
REVIEWED BY CAO:	Shawn McKerry, Interim CAO	
FILE NO:		

RECOMMENDED ACTIONS:

That Council approve the addition of \$7,179.00 to LAIM-0027 Willey West Automatic Barrier Gate with funds from Brazeau County Recreation Facilities Capital Investment (Willey West) Restricted Surplus.

1. TOPIC DEFINED

Executive Summary

At the November 19, 2022 budget meeting, Council approved \$14,821.00 for LAIM-0027 Willey West Automatic Barrier Gate. Funds for this project came from the Brazeau County Recreation Facilities Capital Investment (Willey West) Restricted Surplus. Recall that this restricted surplus is revenue remitted to the County from the operator of Willey West Campground.

The project was released to tender in February and has since been evaluated. The successful bid came in over budget at \$22,000.00.

Administration recommends the addition of \$7,179.00 to the project to proceed with the automatic barrier gate at Willey West Campground.

Relevant Policy:

FIN-2 Purchasing Policy

Strategic Relevance:

Goal #5 & #6

2. ANALYSIS OF RECOMMENDED ACTION

That Council approve the addition of \$7,679.00 to LAIM-0027 Willey West Automatic Barrier Gate with funds from Brazeau County Recreation Facilities Capital Investment (Willey West) Restricted Surplus.

Advantages	Disadvantages
<ul style="list-style-type: none"> • Brazeau County is able to alleviate the concern of pedestrians nearly being struck by traffic entering the campground from the incorrect lane • Little to no impact on exit traffic congestion 	<ul style="list-style-type: none"> • Financial implications of \$7,179.00

3. IMPLICATIONS OF RECOMMENDATION

Operational:

None

Financial:

Addition of \$7,179.00 to LAIM-0027 in the 2022 Capital Budget with funds from the Brazeau County Recreation Facilities Capital Investment (Willey West) Restricted Surplus.

Attachments:

2022 Budget Meeting Report: LAIM-0027 Willey West Automatic Barrier Gate