

2022

2022 Operating Budget





Mayor's Message

The Town of Sylvan Lake's 2022 budget represents the priority of our residents to maintain service levels while being responsive to the external budget pressures we are facing. Again this year, we have prepared the budget in an environment none of us expected to still be in, responding to a global pandemic. The proposed budget considers the additional budget pressures this pandemic has placed on both the town and our residents.

We are thankful that Sylvan Lake remains a place that is attractive to new residents. In 2021 a census was completed. We think the census will show a population growth that will push us over the current RCMP funding threshold. This means the Town must pay an additional twenty percent towards policing costs. We are thankful for the service of our Sylvan Lake RCMP and the positive working relationship we have enjoyed with our local detachment. However, we must account for the cost increase in the 2022 budget.

While these pressures have caused us to scale back or postpone several projects, we have many things to look forward to in 2022. We continue to support the road rehabilitation program, maintain our current facilities, and upgrade the intersection of Highway 20 and Memorial Trail to ensure the safety of our residents. Pogadl Park planning and development is ongoing; we are excited to open the spray park and playground before summer.

Thank you for taking the time to review our proposed 2022 budget. We look forward to your feedback before February 14th, when we anticipate our budget to come before Council for final consideration. Your participation and input on our budget are appreciated!

Sincerely,
Mayor Megan Hanson

connect with us:

CouncilMembers@sylvanlake.ca



From left to right: Councillor Tim Mearns, Councillor Jas Payne, Councillor Kjeryn Dakin, Councillor Kendall Kloss, Councillor Teresa Rilling, Councillor Graham Parsons, Mayor Megan Hanson

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Town of Sylvan Lake Guiding Principles:

1	TRANSPARENT Municipal decision-making process and communications is transparent and understandable.
2	FISCALLY RESPONSIBLE Financial decisions reflect fiscal stewardship and vision.
3	ENGAGE CITIZENS Citizen input is sought and valued.
4	INFORMED DECISION MAKING Make informed decisions that advance the good of the community as a whole.
5	CONTINUOUS IMPROVEMENT Strive to continually improve the manner in which we serve the public.
6	COLLABORATIVE INTERACTION Seek out opportunities for partnerships, that support enhanced efficiencies and effectiveness of municipal services and facilities.

Sylvan Lake's Strategic Plan is the Town's highest level policy document. It guides the work that we do within the community.

The Vision

The Town of Sylvan Lake is a vibrant lakeside community that respects the environment, is resident focused, visitor friendly, and a great place to do business and raise a family.

HOW WE IDENTIFY SUCCESS

- Sylvan Lake has informed citizens that are active contributors to the growth and development of our progressive community;
- Sylvan Lake has cultural and recreational facilities that serve our growing population;
- Sylvan Lake has a strong commercial and light industrial sector that provides balanced and sustainable taxation;
- Sylvan Lake has water, wastewater, and transportation infrastructure that supports future needs;
- Sylvan Lake has health services, education, social services, and housing that meets the diverse needs of our residents;
- Sylvan Lake enjoys a network of parks, trails, and sidewalks with comprehensive connectivity throughout our community.

The Mission

Deliver responsible municipal services and infrastructure that are guided by a policy framework and leadership that contributes to the quality of life of our residents, and supports an inclusive and competitive economic climate.

HOW WE IDENTIFY SUCCESS

- Provide core infrastructure and services to meet the needs of our residents;
- Support quality of life for residents through municipal services and infrastructure;
- Deliver fiscally responsible stewardship through demonstrated leadership;
- Demonstrate environmental stewardship within our boundaries and with respect to Sylvan Lake;
- Provide policy framework to support an inclusive and competitive economic climate;
- Plan for our sustainable future, reflecting environmental, social, and cultural aspects of Sylvan Lake;
- Advocate for the needs of Sylvan Lake, including those that fall outside of the municipal mandate.

Budget highlights

The 2022 budget proposes a 3.82% municipal tax rate increase for both residential, and non-residential properties; after two consecutive years of no core municipal tax increases.

With the state of the economy and the ongoing pandemic, the Town is committed to controlling spending and responsibly managing reserves and debt to ensure financial viability for years to come.

Rate Changes

The Town of Sylvan Lake is not proposing Franchise Fee increases; the Transportation levy will increase slightly.

Total proposed operating budget:
\$41,900,445

Total proposed capital budget:
\$9,959,000

Highlights

- A 0% increase for core budget expenditures in 2022;
- The provincial government is expected to pass its budget in the spring, including education tax amounts. Also, by this time, final assessments are prepared and final tax rates are set. Combined tax and assessment notices are mailed out at the end of May 2022.
- Council intends to approve the budget at a Regular Meeting of Council on February 14, 2022.

Did you know?

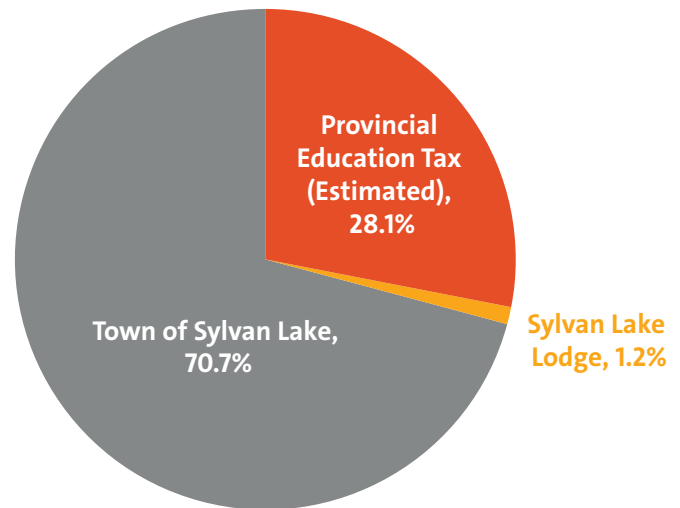
Only about 70% of your property taxes fund the municipality.

The town's portion is roughly 70% of your property tax bill. The rest is for:

- Alberta Education Tax, and
- Sylvan Lake Lodge Foundation (affordable seniors housing).

How is Education Tax Calculated?

- The province of Alberta uses assessment values to calculate the amount each municipality must contribute towards the public education system.
- Municipalities collect the Education Tax through property taxes, and then send to the province for the Alberta School Foundation (ASF).
- The Province does not announce changes to the Provincial Education Tax until the spring of 2022, so projected changes to property taxes reflect the Town's portion only. For more details on the Provincial Education Tax, visit: www.sylvanlake.ca/taxes



Estimated Until Final Approval

POTENTIAL IMPACTS ON TYPICAL RESIDENTIAL PROPERTIES

Focusing on municipal service delivery, the draft 2022 budget proposes a **3.82%** residential tax rate increase. The average resident property owner will pay \$78 more than last year.

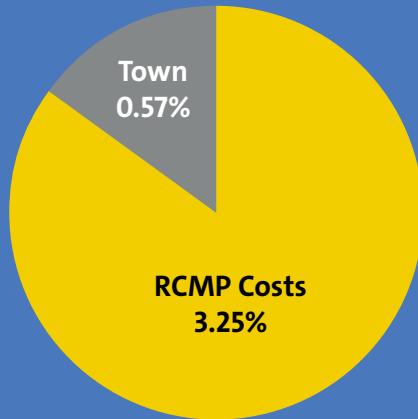
	2021	2022
Assessed Value	\$350,000	\$350,000
Municipal Tax Rate Change	0%	3.82%
Municipal Property Taxes	\$2,010	\$2,087
Transportation Levy	\$67	\$68
Recreation Levy	\$128	\$128
Average Total	\$2,205	\$2,283
Total Change		\$78

*Excludes potential change to Provincial Education Tax, which is announced in the spring of each year.

INCREASED RCMP COST

Our population is growing!

That means we are required to pay a greater portion of RCMP costs. This increase accounts for 3.25% of the proposed 3.82% tax rate increase.



Financial Indicator Graphs

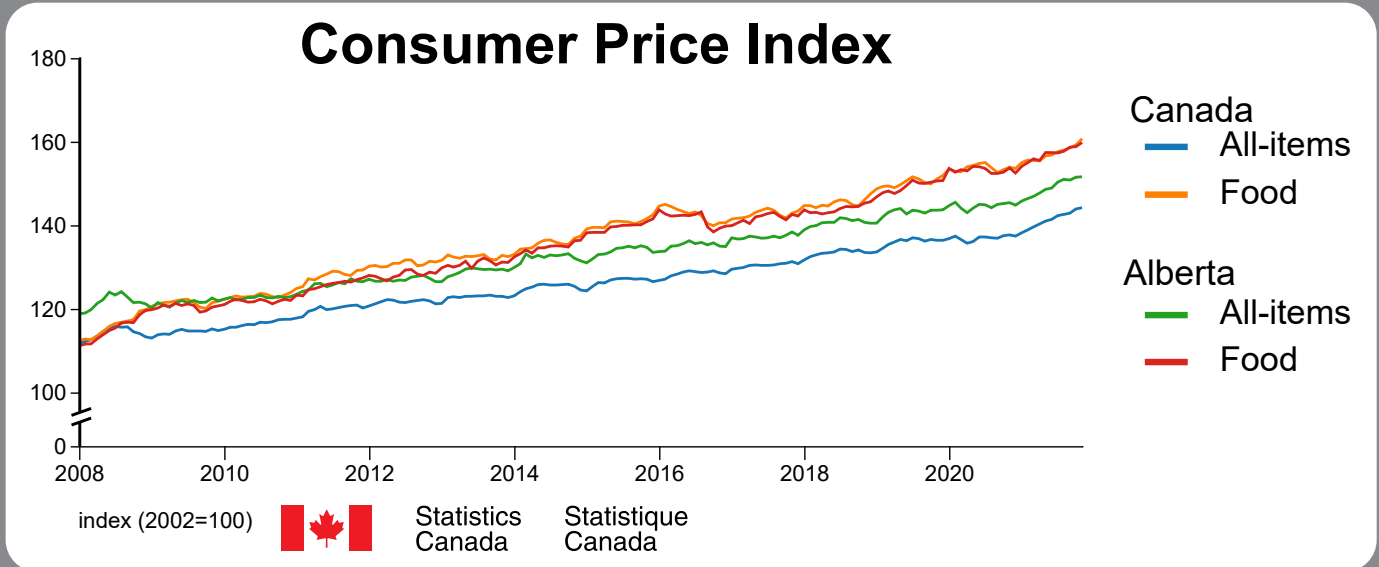
Financial Indicator Graphs are produced by the Province of Alberta, and released at the end of each year for the previous fiscal period. The graphs are intended to serve as a tool for municipalities in assessing past performances and for budget planning. Municipalities are compared to a group of similar sized towns or cities in the province.

To view these Graphs, visit www.sylvanlake.ca/budget and click on the "Financial Statements" tab on the left.

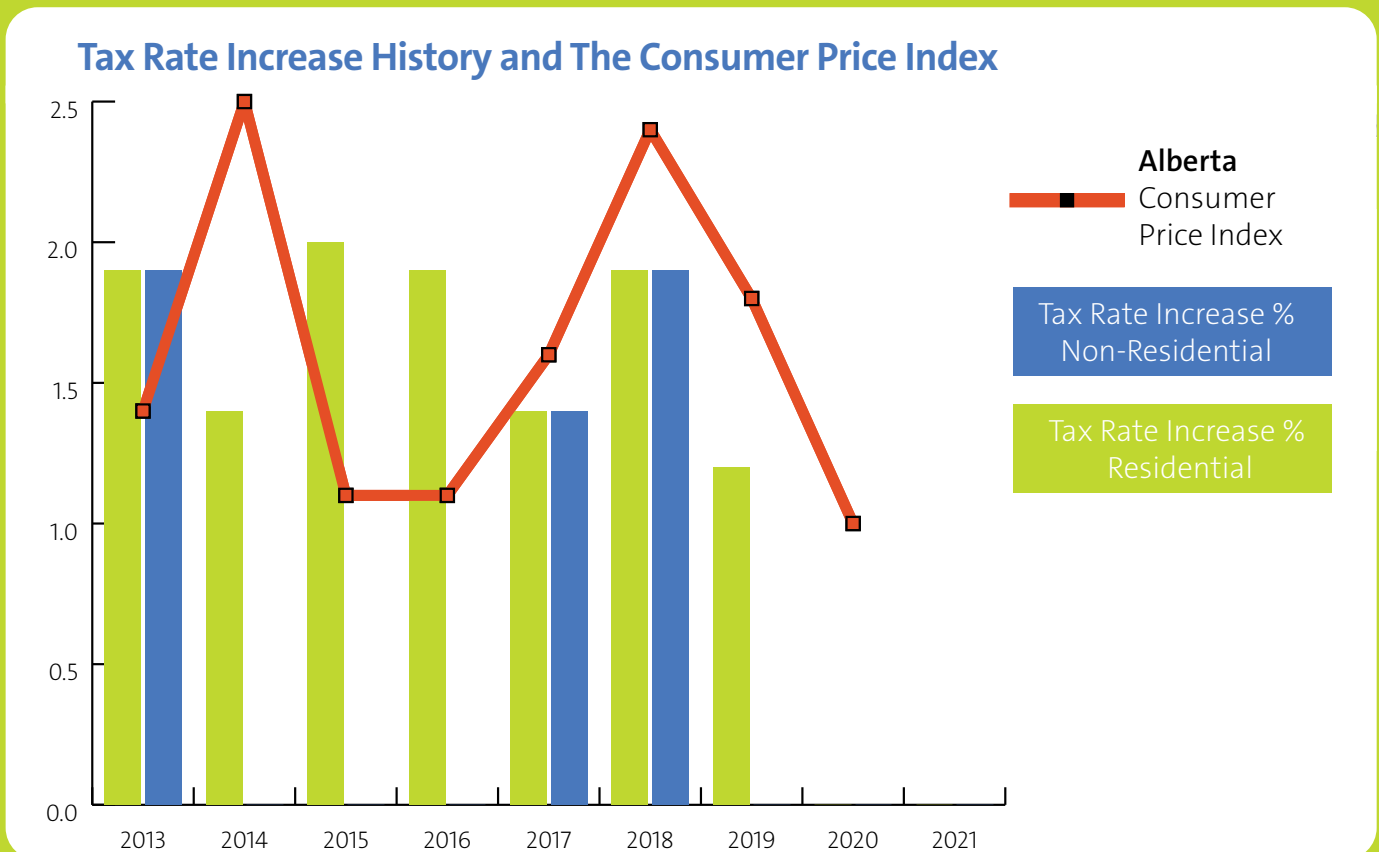
*Audited Financial Reports are also available here.

Inflation and The Cost of Living

The consumer price index measures the cost of living. Goods and supplies cost more each year. Just like our residents, the Town faces these same cost increases.



Despite these increases, since 2013, the Town of Sylvan Lake kept the average tax rate increase below the average Consumer Price Index.



Revenue & Grants

Revenue is generated through taxation, the sales of goods and services, fees associated with rentals and licenses, government grants, reserve transfers, and debt financing.

Revenue generated is further identified by Division, with Public Works budgeting a majority of revenue through the sale of utilities – Water Supply and Distribution, Sanitary and Sewage, and Solid Waste Management.

Recreation, Culture, and Tourism generates the next highest level of revenue within the Town organization through program fees and facility rentals.

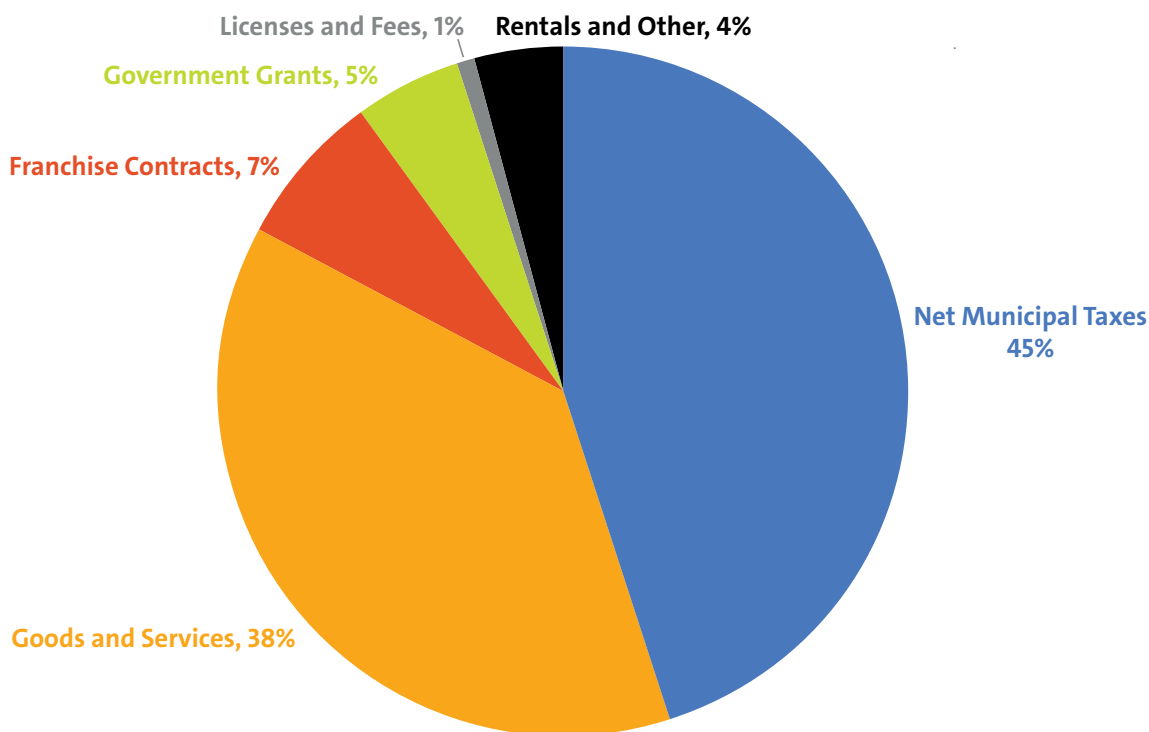
The Divisions of Planning and Development, and Corporate Services generate revenue through namely license and permit sales.

Did you know?

The Town is receiving less funding

- » The Alberta Government has reduced Municipal Sustainability Initiative funding (MSI). MSI funding has traditionally helped support major infrastructure projects; for example roadways, or recreation and sport facilities.
- » MSI Capital Funding has been reduced by 60% in 2022; the program is set to end in 2023.
- » The Province has indicated a new capital funding initiative is planned for the future; however, the details are unknown at this time.

Revenue Summary by Type



Pay parking generates revenue. Based on public and local business feedback, Visitor Pay Parking program fees are set to increase in 2022. The fees collected ensure visitors contribute to waterfront maintenance and upgrades. Increased fees are projected to generate an additional \$200,000 in revenue

- » Day parking increases from \$15/day to \$20/day
- » Hourly remains at \$4/hour

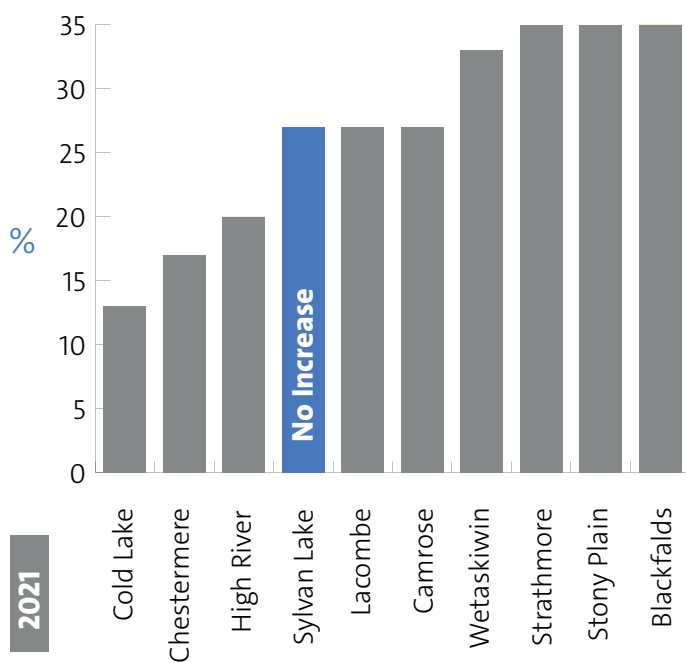
FRANCHISE FEES

The Town of Sylvan Lake 2022 Franchise Fees for both Fortis and ATCO remain unchanged from 2021.

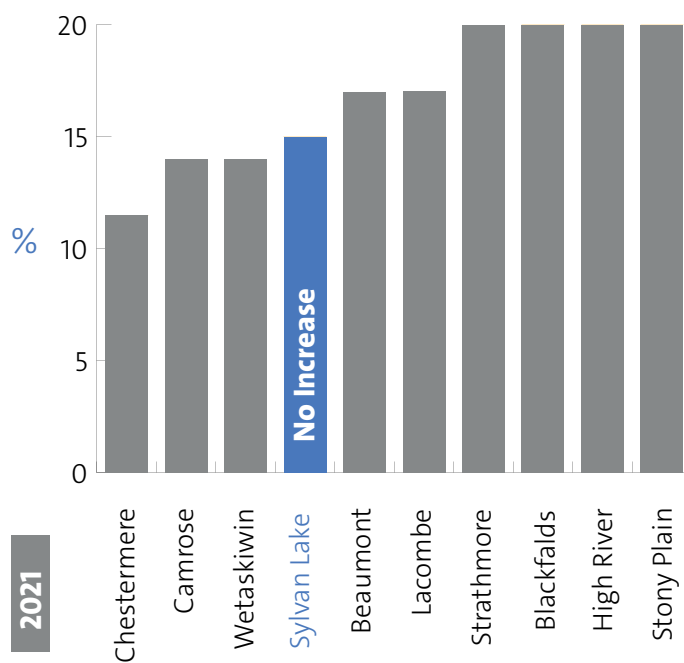
Franchise Fees are payments made by utility companies for exclusive rights to utility distribution services within the municipality. Utility companies then raise funds to cover the cost of these fees by charging their customers within that municipality. Funds collected through Franchise Fees help fund municipal operating and capital infrastructure costs.

HOW OUR RATES COMPARE

2022 Atco Franchise Fees



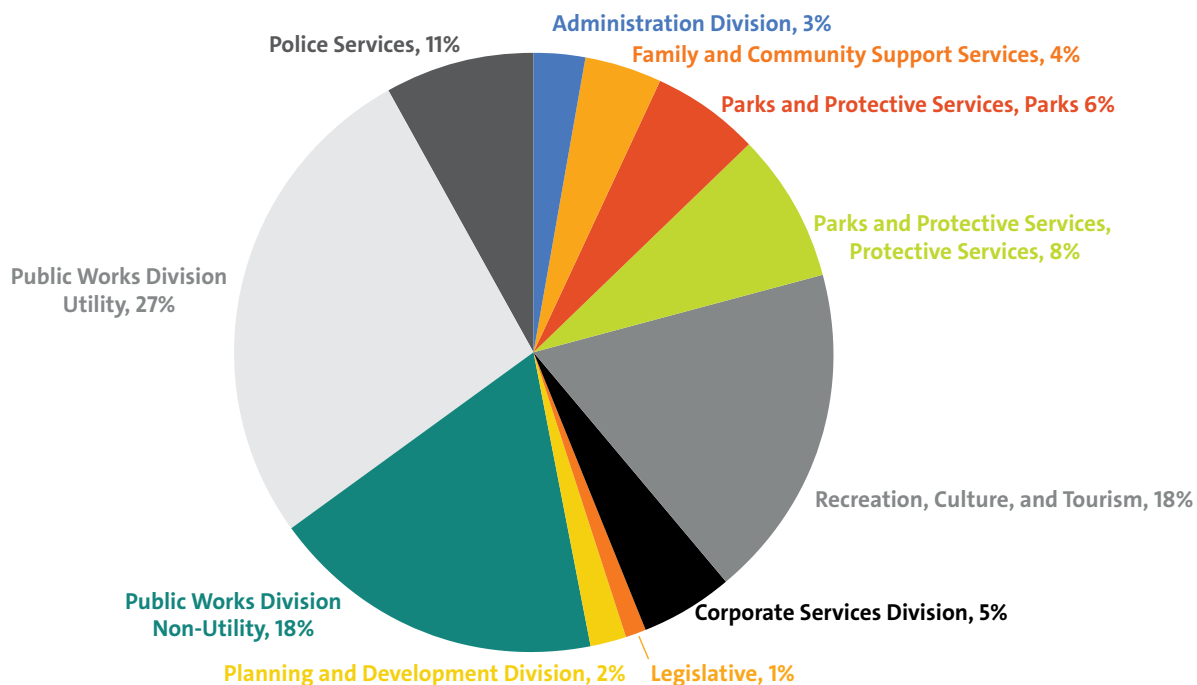
2022 Fortis Franchise Fees



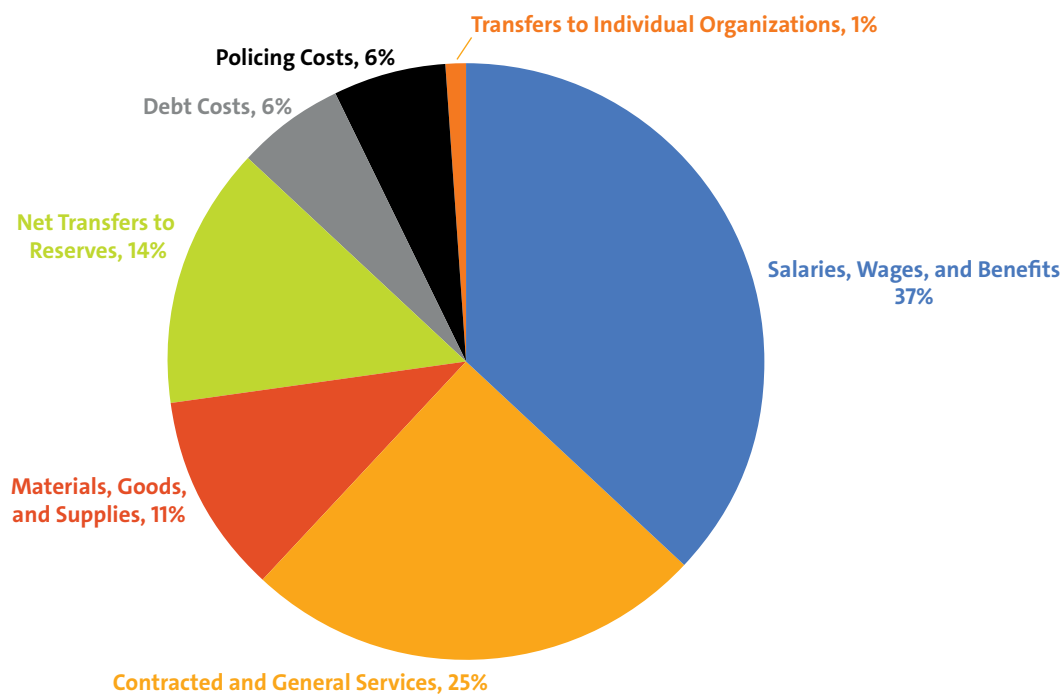
*Our 2022 rate is compared to the 2021 rates of comparable communities.



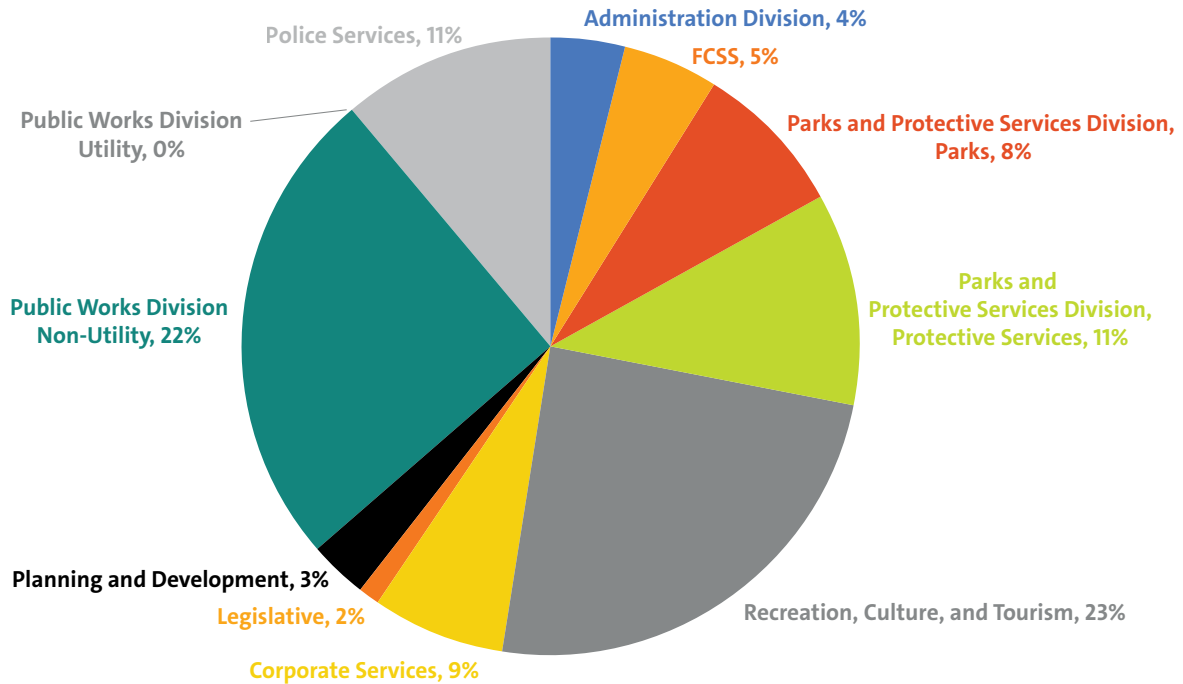
Operating Expense Summary by Department



Operating Expense Summary by Type



How much of my tax dollars are funding each department?



*Public Works Division Utilities are self-funded through utility fees, grant funding, borrowing, and related development levies. See Utility Rates section for details.

Check this out!

- » Check out www.sylvanlake.ca/MyProperty to access both our Property Tax and Assessment Calculator, and our "My Property Map" Tool.

The "My Property Map" Tool identifies:

- >> Aerial views of your property;
- >> Current Land Use Zoning;
- >> Lot dimensions;
- >> Property assessment values;
- >> Year of build; and
- >> Legal description.

Did you know?

- » To calculate the municipal portion of a tax bill, the assessed property value is multiplied by the municipal tax rate assigned to that type of property.

$$= \left(\frac{\text{Assessed Value}}{1000} \right) \times \text{Municipal Residential Tax Rate}$$

= **Municipal Portion of Tax Bill**

$$= \left(\frac{\$350,000}{1000} \right) \times 5.963$$

$$= \$2,087$$



Capital projects

Capital projects have long-lasting effects on the community, and often represent a value of over \$10,000. The purpose of the 10-Year Capital Plan is to outline the future capital expenditures for the Town of Sylvan Lake. The plan also identifies potential funding sources for these projects/initiatives, and is developed through discussions with Council – identifying current Council priorities, and references to other Town Master Planning Documents, such as the Municipal Development Plan and Infrastructure Studies.

The 10-Year Capital Plan is just that – a plan, and does not authorize projects/initiatives identified, and their related expenses.

The 10-Year Capital Plan is online: www.sylvanlake.ca/budget

2022 - 2024

Capital project Highlights

PUBLIC WORKS

Transportation

- Highway 20/Memorial Trail intersection upgrades

Stormwater

- Herder Drive from Hinshaw to Hagerman Road Storm Main

PARKS AND PROTECTIVE SERVICES

Parks

- Pogadl Park (multi-year)
- Waterfront compacting garbage bins



\$1.2 Million in 2022 Capital Projects dedicated to Parks Playgrounds, and Trails



\$2.65 Million in 2022 Capital Projects dedicated to Water Supply and Distribution



\$3.35 Million in 2022 Capital Projects dedicated to Road/Transportation



\$300,000 in 2022 Capital Projects dedicated to Sanitary Sewer and Solid Waste, and \$300,000 in 2022 to Projects dedicated to Storm Water



2021 Pogadl Park Construction



core operating budgets

ADMINISTRATION

The Chief Administrative Officer (CAO) is responsible for the overall administration of municipal operations in accordance with the objectives, policies, and plans approved by Council. The CAO directs, controls, and coordinates the activities of the various Town departments.

2021 Net Budget

\$1,147,308

2022 Net Budget

\$1,125, 977

Budget Change

(\$21,331)

LEGISLATIVE

The **Legislative** budget supports costs associated with Town Council and the municipality's decision-making processes.

Legislative functions include policies, elections, Council appointments, and committees.

2021 Net Budget

\$503,646

2022 Net Budget

\$467,241

Budget Change

(\$36,405)



CORPORATE SERVICES

The **Corporate Services Division** includes finances, information and technology, and communications.

FINANCE & IT

The **Corporate Services Division** is responsible for processing all financial transactions, oversees the annual budget and audit processes, and produces the annual combined assessment and taxation notices every spring. The **Information and Technology Department**, which is responsible for maintenance and support of all Town computer systems and technologies, is a department within the Corporate Services Division. Corporate Services also oversee the Communications Department.

2021 Net Budget

\$1,906,819

2022 Net Budget

\$2,063,421

Budget Change

\$156,602

COMMUNICATIONS

The Communications Department advises Council, and leadership teams on communication strategy.

This department provides strategic communication, public relations, creative services, corporate brand/image counsel, and web content development/management. Ensuring municipal information is current, timely, and easily accessible is a priority.

2021 Net Budget

\$265,088

2022 Net Budget

\$248,935

Budget Change

(\$16,153)

PLANNING & DEVELOPMENT

The **Planning and Development Division** provides planning services for the Town, and oversees all permits for development that occurs within the municipality. This includes the processing and issuance of all building and development permits, and information related to zoning and development regulations.

The team handles the long-range planning for the Town, and the division is also responsible for the issuance of business licenses.

2021 Net Budget

\$732,373

2022 Net Budget

\$624,082

Budget Change

(\$108,291)

Did you know?

This proposed budget receives final approval February 14, 2022.

core operating budgets

PARKS & PROTECTIVE SERVICES

The Parks & Protective Services Division oversees Parks, Municipal Enforcement, the Sylvan Lake Fire Department, and Emergency Management.

PARKS

Our Parks team currently maintains 23 playgrounds, 300+ acres of manicured green space within 85 parks, and 33.5 KM of trails (not inclusive of sidewalks). We also added an additional 2.5 km of trail for the public to enjoy in 2021!

2021 Net Budget

\$2,319,500

2022 Net Budget

\$2,455,121

Budget Change

\$135,621

FIRE DEPARTMENT

The **Sylvan Lake Fire Department** is a volunteer fire department that provides fire, rescue, and emergency medical services to the residents of Sylvan Lake and area.

2021 Net Budget

\$1,988,174

2022 Net Budget

\$1,936,557

Budget Change

(\$51,617)

MUNICIPAL ENFORCEMENT

Municipal Enforcement is responsible for the enforcement of traffic laws, enforcement of municipal bylaws, and the provision of Animal Control Services in Sylvan Lake.

2021 Net Budget

\$712,199

2022 Net Budget

\$804,909

Budget Change

\$92,710

SYLVAN LAKE RCMP

While the Town doesn't manage the local RCMP detachment, we do contribute towards their budget, and we have a close working relationship – identifying policing needs within the community.

Our population is growing! That means we are required to pay a greater portion of RCMP costs. This increase accounts for 3.25% of the proposed 3.82% tax rate increase.

2021 Net Budget

\$2,564,850

2021 Net Budget

\$2,967,359

Budget Change

\$402,509

RECREATION, CULTURE & TOURISM

The **Recreation, Culture, and Tourism Division** is responsible for all recreation facilities, special events, municipal recreation/culture programming, and tourism marketing. The Division also manages Visitor Services and the NexSource Centre concession, and the Viewpoint Lounge – located above the Curling Rink.

RECREATION, CULTURE & TOURISM

The Recreation and Culture is responsible for all recreation facilities, special events, tourism, and municipal programming. This department is also responsible for visitor services, and the NexSource Centre concession.

2021 Net Budget

\$5,015,806

2022 Net Budget

\$5,059,726

Budget Change

\$43,920

ECONOMIC DEVELOPMENT

The Economic Development Officer is responsible for identifying, facilitating, and promoting opportunities for economic diversification and business development. A strong and sustainable local economy is vital to a community.

2021 Net Budget

\$193,361

2022 Net Budget

\$203,463

Budget Change

\$10,102

SYLVAN LAKE LIBRARY

The **Sylvan Lake Municipal Library**, is a member of the Parkland Regional Library System, and is governed by a volunteer board of trustees.

The Sylvan Lake Municipal Library Board sets Library policy, and ensures that the library meets the needs of the community, and the requirements of the provincial legislation.

2021 Net Budget

\$477,653

2022 Net Budget

\$477,985

Budget Change

\$332



core operating budgets

PUBLIC WORKS

The **Public Works Division** provides essential services to the town. These services include water, sewer, waste collection, recycling programs, management of the waste transfer site, and street maintenance. The Public Works Division also handles the municipality's building maintenance. Asset management and capital project management also fall within Public Works. Subscribe to email notifications for snow removal, street closures, or major construction at: www.sylvanlake.ca/subscribe

NON UTILITY

Transportation | Building Maintenance

Did you know? Public Works re-uses collected street sweepings for winter road sanding.

2021 Net Budget

\$7,956,977

2022 Net Budget

\$7,936,561

Budget Change

(\$20,416)

UTILITY

Water | Sewer | Solid Waste

The utility budget shows total revenue/expenditures including transfers and amortization.

2021 Net Budget

\$12,816,223

2022 Net Budget

\$13,149,278

Budget Change

\$333,055

Water and sewer utility costs are funded by your utility bill, not your property taxes.

- Utility fees are only used towards management, maintenance, and operation of utility-based infrastructure
- **Property Taxes are not used for utility costs or projects**
- To cover any gaps between expenses and utility fees, the Town uses grant funding, borrowing, and development levies associated with water and sewer infrastructure for new or repaired utility infrastructure

Utility Rate Changes for 2022

A utility rate increase is planned for 2022 because:

- Goods and supplies cost more each year. Just like our residents, the Town faces the same cost increases
- At the end of 2021, the Sylvan Lake Regional Water and Wastewater Commission increased Sylvan Lake's rates to get wastewater to the treatment facility in Red Deer
- As the Town grows and subdivisions are added, the Town must service these new regions

Assuming 20 cu/m consumption per month, an average monthly utility bill is \$161.49 (2021: \$153.49) (\$8 increase).

Water Flat Rate \$38.67 (2021: \$37.91)

Water Consumption \$17 (2021: \$16)

Sewer Flat Rate \$24.82 (2021: \$24.33)

Sewer Collection \$55 (2021: \$50)

Solid Waste 240 L Cart \$19.50 (2021: \$19)

Solid Waste 360 L Cart \$29 (2021: \$28.50)

Recycling \$6.50 (2021: \$6.25)



How much more does the average resident property owner pay on their utility bill?

The 2022 increase is, on average, \$96, or:

- \$8.00 per month
- \$1.84 per week
- \$0.26 per day

HOW OUR UTILITY RATES COMPARE?

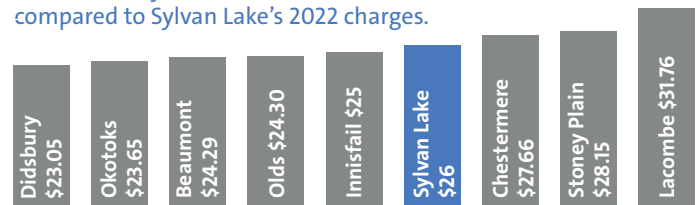
Water/Wastewater

2021* monthly water and sewer charges in other communities, compared to Sylvan Lake's 2022 charges.



Solid Waste (yard/kitchen waste/recycling/garbage)

2021* monthly solid waste in other communities, compared to Sylvan Lake's 2022 charges.





public feedback

Residents of Sylvan Lake are welcome, and encouraged to participate in the 2022 Budget Plan process.
Final Budget approval is anticipated on February 14, 2022.

Where to access the information:

- www.sylvanlake.ca/budget

How to provide feedback:

Residents are invited to provide feedback on the budget by February 11, 2022. Your comments will be included in the budget package when Council meets to approve the budget.

- **Online Survey:** Open until February 11, 11:59 PM. | www.sylvanlake.ca/budget
- **By Email:** communications@sylvanlake.ca
- **By Mail:** The Town of Sylvan Lake, c/o Director of Corporate Services, 5012 48 Avenue, Sylvan Lake, AB T4S 1G6

2022

BUDGET

www.sylvanlake.ca/budget



Sylvan Lake