



2019 BUDGET
Monday, April 29, 9:00 a.m.
Town of Drayton Valley Council Chambers

AGENDA

Page No.

1.0 Call to Order

2.0 Additions or Deletions to Agenda

3.0 Delegations

10:30 am	3.1 S/Sgt. Callihoo: RCMP Staffing	
11:15 am	3.2 Doug Whistance-Smith: Municipal Library Budget.....	2-5

4.0 Discussion Items

- 4.1 Operational Budget
 - First Quarter Financials
 - RCMP/CPO
 - Climate Changes

4.2 Capital Savings

4.3 Fee Schedule

4.4 Mill Rate Review

5.0 Closed

- 5.1 Communications – FOIP Section 24(1)(a)
- 5.2 Advice from Officials – FOIP Section 24(1)(a)
- 5.3 Advice from Staff – FOIP Section 24(1)(a)
- 5.4 Interest Charges – FOIP Section 24(1)(e)

6.0 Adjournment

TOWN OF DRAYTON VALLEY G&P ADMINISTRATIVE REPORT

DRAYTON VALLEY

SUBJECT:	Library Board 2019 Operating Budget - Local Appropriation Request
MEETING:	[Date] Governance and Priorities Committee Meeting
PRESENTED BY:	Library Director Douglas Whistance-Smith [Drayton Valley Library Board]

1. PROPOSAL AND BACKGROUND:

The Drayton Valley Library Board submitted a request for local appropriation to support Library operations to council in December 2018 in accordance with Section 8 of the Alberta Libraries Act:

8(1) The Municipal Board shall before December 1 in each calendar year prepare a budget and an estimate of the money required during the ensuing fiscal year to operate and manage the municipal Library.

8(2) The budget and the estimate of money shall be forthwith submitted to the council of the municipality.

8(3) Council may approve the estimate under subsection (1) in whole or in part.

RSA 2000 cL-11 s37; 2006 c5 s13

The initially requested amount (\$371,261) included expanded services for both libraries as well as Cost of Living Allowance, Cost of Doing Business and minimum wage increases. Council approved the interim budget based on the 2018 local appropriation amount (\$328,758).

The Board has thoroughly reviewed the Libraries Operating Budget for 2019 and removed many of the "expanded services" from the budget, specifically:

1. reduce Rotary Library hours back to 30 service hours per week (from 32.5 hours per week introduced in September 2018) on a modified schedule that includes early evening hours Mondays through Thursdays and closed on Fridays;
2. eliminate proposed Saturday hours at both Libraries during July and August;
3. eliminate Student Page positions effective June 2019 to reduce impact of minimum wage increase and modify staff schedules to compensate.

The revised 2019 budget maintains the Cost of Living Allowance and Cost of Doing Business as inevitable factors in calculating the local appropriation request. The interim budget projects a \$22,046 year-end deficit to sustain operations at current service levels. The Town's portion of the baseline cost is \$13,150 (representing a 4% increase from the Town's 2018 appropriation) and the County's portion is \$8896 (representing a 4% increase from the County's 2018 appropriation).

2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

The Library Board requests a local appropriation from Town Council to cover a portion of its projected deficit. The total Town appropriation request for the 2019 fiscal year is \$341,908 that includes the \$13,150 (4%) increase from the interim amount approved by Council.

The Board received \$164,379 funding support from the Town in January 2019.

Should Council approve the request for additional \$13,150 in support funding, the remaining balance (\$177,529) will be requested on or before July 1, 2019.

3. Alignment WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	Yes	Alberta Libraries Act c. L-11, Section 8. and Library Regulation AR 141/98, Section 8: Without limiting the generality of section 39 of the Act, the Minister or a person authorized by the Minister may inspect the books, records and accounts of a board a) to determine the extent to which a board is meeting the requirement to provide comprehensive and efficient services as defined by that board, b) to determine compliance with the Libraries Act and regulations under the Act, c) to determine the adequacy of accounting practices and financial controls, d) to determine the use to which provincial grants are put, and e) to assist a board in periodic reviews of its administrative practices, policies, library collections and any other matters on which a board may request advice.
Municipal Bylaws	Yes	Drayton Valley Municipal Library Board Bylaw Town Bylaw 99-15 Section 8. i) in determining levels of service, setting policy or instituting changes hereto, the Board shall in all instances communicate such intentions to the Town Council for discussion and recommendation. k) Neither the Board nor any members thereof shall perform activities relating to fund raising or advertising on behalf of the Town, unless such activities have been previously sanctioned by Council resolution. l) The Board on or before December 1st of each year, shall prepare a budget and an estimate of the funds required during the next fiscal year to operate and manager (sic) the Municipal Library, and submit it to the Chief Administrative Officer of the Town. Such estimate may be approved in whole or in part by Council.
Municipal Development Plan	N/A	[reference law and section]
Sustainability Vision 2019-2021	N/A	[reference section/project]
Town of Drayton Valley Strategic Plan 2019-2021	Yes	Goal Two: Continue to Provide Service Delivery to Residents: "Service levels create meaningful outcomes...", "develop a result produced evaluation on municipal programs and services, not just their cost so that residents, businesses, Council, and Administration can understand a defined level of output, not just controlling the budget."

		<p>Goal Three: A sense of Community: "Community is...people!", "Drayton Valley... will emerge focused, intuitively responsive, and well educated...", "...build cultural strengths, share ideas..." Mission Action: "... having the courage to change and become efficient at work and service levels."</p>
Other Plans or Policies	Yes	<p>Town of Drayton Valley / Brazeau County Social Development Plan 2015-2019: Preferred future for our community – elements of Our Community is... "Responsible, Responsive and Resilient" (p 4), "Caring and Inclusive" (p 4), "Enriched with Innovation and Learning" (p 5), "Thriving in Health and Wellness" (p 5) and "Creative, Rich in Heritage and Unique in Identity" (p 5).</p>

4. OPTIONS ALTERNATIVES AND RECOMMENDATIONS

That Council approve the Library Board’s request for an additional \$13,150 in support funding on top of the \$341,908 in local appropriation funding from the Town of Drayton Valley to sustain Library Operations in 2019.

That Council approve the Library Board's request for an additional _____ in support funding on top of the \$341,908 in local appropriation funding from the Town of Drayton Valley to sustain Library Operations in 2019.

That Council decline the Library Board's request for an additional \$13,150 in support funding on top of the \$341,908 in local appropriation funding from the Town of Drayton Valley to sustain Library Operations in 2019.

5. ATTACHMENTS:

1. 2019 Interim Operational Budget for the Drayton Valley Municipal Libraries.

Drayton Valley Libraries Operational Budget 2019

Grant Revenue	2017	2018	2019	2019
Grants: Operational			Interim	Proposed
Grant: Local Appropriation (Brazeau)	\$ 225,000	\$ 227,925	\$ 227,925	\$ 237,042 >4%
Grant: Local Appropriation (Town)	\$ 328,758	\$ 328,758	\$ 328,758	\$ 341,908 >4%
Grant: Local Appropriation (Parkland)	\$ 2,699	\$ 3,101	\$ 3,206	\$ 3,206
Grant: Municipal Operating (AB Gov)	\$ 39,122	\$ 39,122	\$ 39,122	\$ 39,122
Grant: Municipal Operating (YRL-PLSB-BC)	\$ 27,976	\$ 27,976	\$ 27,976	\$ 27,976
Grant: Service Operating (Sch. Div.)	\$ 13,206	\$ 13,117	\$ 13,220	\$ 13,220
Grants: Other				
Grant: STEP (Summer Programs)	\$ 2,681	\$ 3,150	\$ 3,200	\$ 3,200
Grant: Capital Projects (CIP, CFEP)	\$ 1,892	\$ 1,010	\$ 2,847	\$ 2,847
Total Grant Revenue	\$ 641,334	\$ 644,159	\$ 646,254	\$ 668,521
Operational Revenue	\$ 17,050	\$ 13,850	\$ 16,000	\$ 16,000
Total Revenue	\$ 658,384	\$ 658,009	\$ 662,254	\$ 684,521
Expense Disbursements	2017	2018	2019	2019
Bookshop	\$ 1,500	\$ 1,500	\$ 1,000	\$ 1,000
Board	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500
Collections	\$ 39,600	\$ 38,301	\$ 37,000	\$ 37,000
Facilities	\$ 40,000	\$ 41,100	\$ 45,500	\$ 45,500
Operations	\$ 29,835	\$ 21,235	\$ 23,250	\$ 23,250
Professional	\$ 8,300	\$ 8,700	\$ 10,000	\$ 10,000
Programs	\$ 10,000	\$ 10,000	\$ 7,000	\$ 7,000
Staff (non-payroll expenses)	\$ 3,000	\$ 5,000	\$ 6,000	\$ 6,000
Vehicle	\$ 1,504	\$ 1,503	\$ 2,500	\$ 2,500
Payroll Expense	\$ 529,085	\$ 527,170	\$ 548,550	\$ 548,550
Total Expense Disbursements	\$ 666,324	\$ 658,009	\$ 684,300	\$ 684,300
Budget Balance	2017	2018	2019	2019
Total Revenue	\$ 658,384	\$ 658,009	\$ 662,254	\$ 684,521
Total Expense	-\$ 666,324	-\$ 658,009	-\$ 684,300	-\$ 684,300
To build contingency reserves	-\$ 7,940	\$ -	-\$ 22,046	\$ 221

2020	2021	2022
\$ 250,078 >4%	\$ 252,580 >1%	\$ 255,610 >1.2%
\$ 360,818 >4%	\$ 364,426 >1%	\$ 368,799 >1.2%
Replace ADV Programmer		

Library Board Chair, Lyndara Cowper Smith

Date Approved