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# QUARTERLY REPORT

Q1, 2019: Jan. 1 – March 31



## Quarterly report: Q1, 2019

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#### Major and Capital Project Plans

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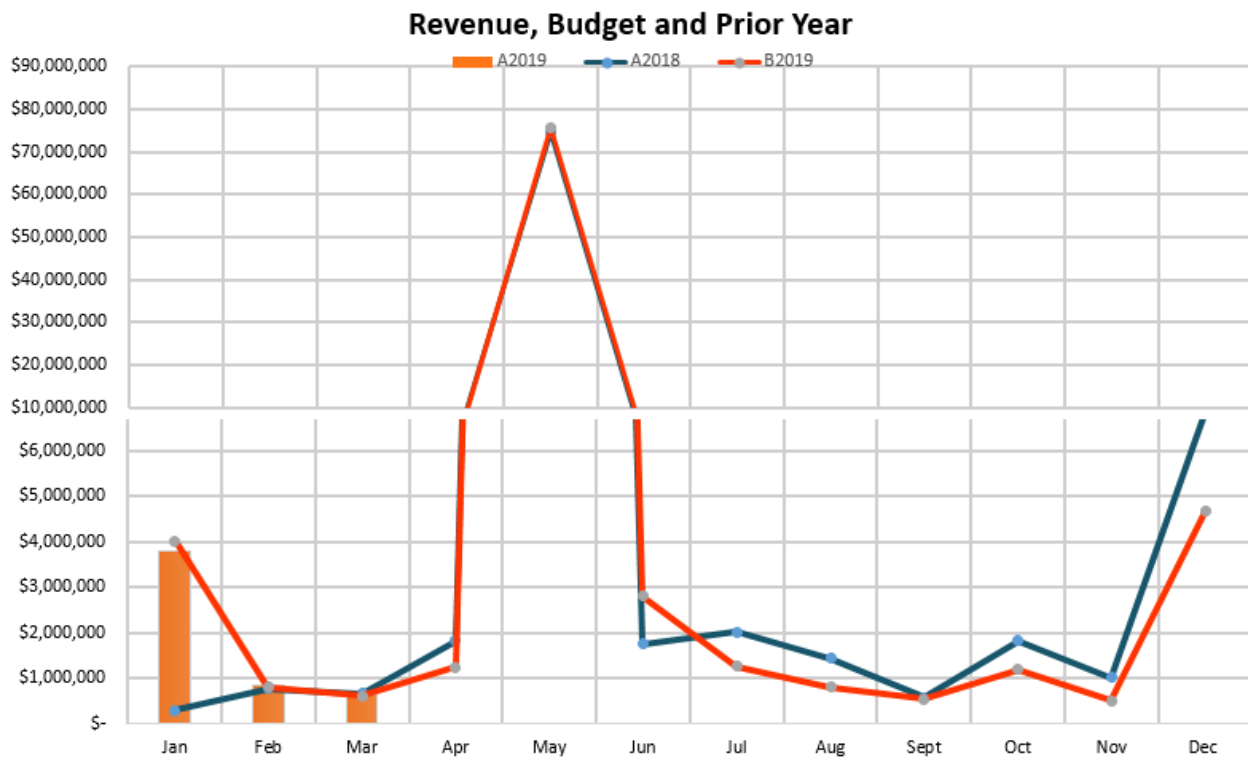


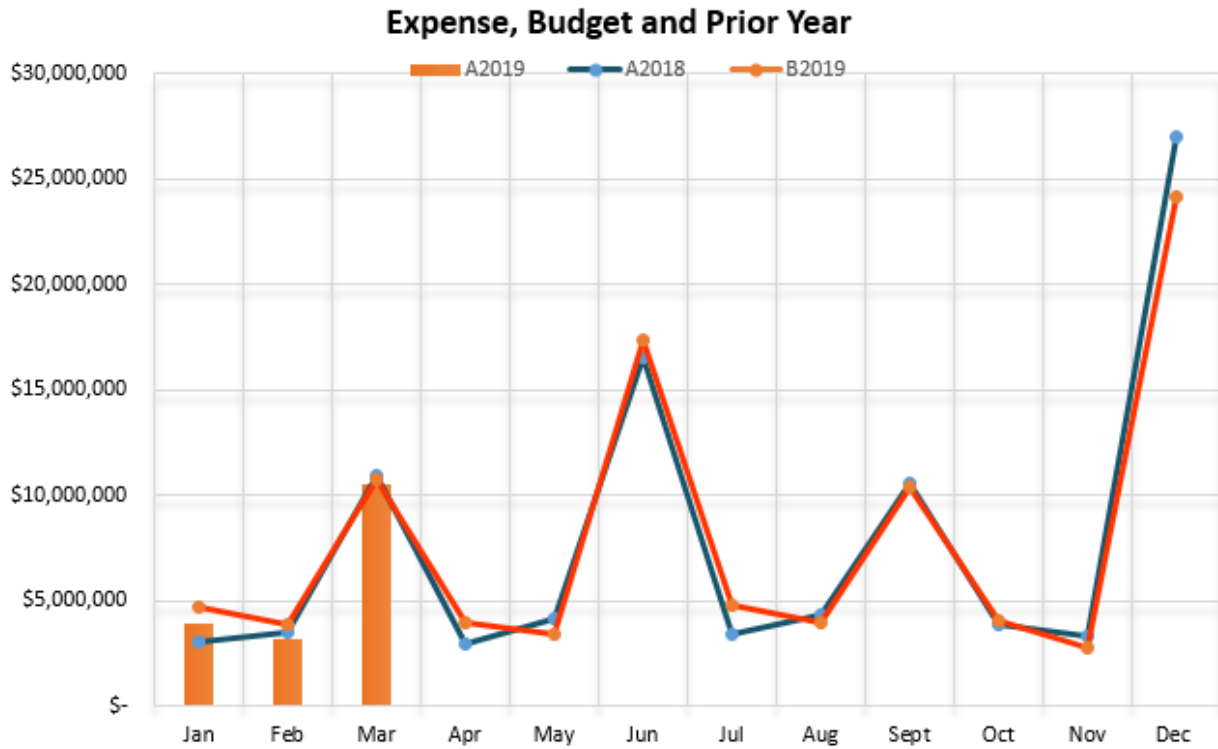
## County Highlights: Q1, 2019

### Highlights from this quarter

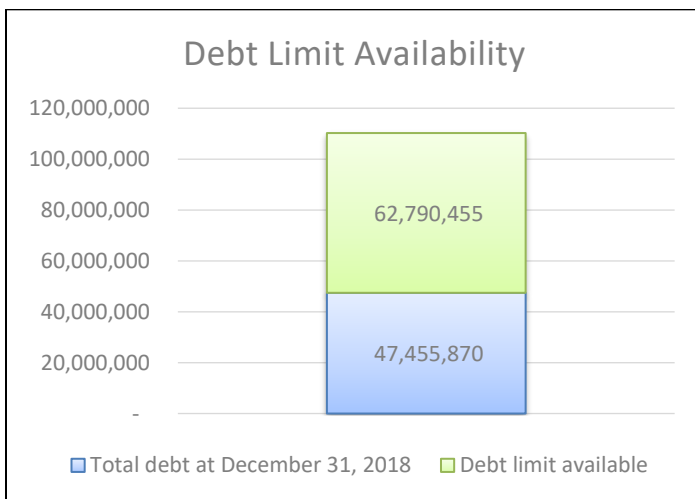
- Successful completion of gravelling program (total of 124,597 tonnes over 39.5 days)
- Implementation of the new utility rate structure in 2019, as a result of the work completed with council in 2018, to promote utility fiscal sustainability
- Continued work on the cyber-security review and Information Technology Strategic Plan to ensure prudent oversight of our information systems
- Approval of the Community Peace Officer Program by council to set levels of service for our Enforcement Services
- Through the work with the Airport Accord, enhanced regional transit service has been realized with the addition of Leduc Transit Route 10 and expansion of Edmonton Transit Service Route 747 and the Edmonton International Airport internal bus route
- The 2019 spring firefighting recruit class started in February, with 17 recruits, who will graduate in May

### Revenues and expenditures





### Debt service limit



## Development highlights

Project	Update
Century Casino and Racetrack	Building complete; grand opening event held April 1
Amazon Distribution Centre	Framing is 85 per cent complete; roofing and wall panels started
Aurora Sky facility	Distribution warehouse is fully framed and in lockup stage
Soil-mixing facility	Building complete
Genetic research facility	Framing complete
Avatex Airpointe	Full lockup stage

## Permits

### Development permits

	Totals
Received	58
Issued	48
Refused	1
Processing	9

### Building permits

	Totals
Issued	54
Construction value	\$14,561,456
Fees	\$99,148

### Safety codes permits

	Issued	Fees
Electrical	132	\$31,701
Gas	102	\$11,773
Plumbing	46	\$5,814
Private sewage	8	\$1,087
<b>Total</b>	<b>288</b>	<b>\$50,375</b>

### Real estate market activity\*

This chart offers an overview of local real estate activity – both residential and non-residential – this quarter.

Division	# of vacant sales	Property type	Parcel size (acres)	Median value/acre	# of improved sales	Property type	Median improved value
1***	2	Residential parcel Residential parcel	20.44 3.33	\$8,070 (20.44 A) \$57,060 (3.33 A)	6	Multi-lot subdivisions	\$572,500 (excluding New Sarepta)
2	3	Residential parcel	3.48 to 4.24	\$54,545	8	Multi-lot subdivisions	\$638,250
3**	7	Diamond & Royal Oaks	<1	\$260,000/lot	9	Diamond & Royal Oaks	\$640,000
4**	1	Farmland	160	\$6,250	1	Large rural parcel	\$2,150,000
5***	2	Residential parcel Farmland	10.08 64.57	\$13,492 (10.08 A) \$3,252 (64.57 A)	1	Large rural parcel	\$750,000
6	3	Farmland	99.77 to 146.83	\$3,510	1	Off-lake property	\$332,000
7	3	Farmland	52.63 to 160	\$3,863	4	Rural residential	\$463,500
Nisku	3	Industrial	1 to 10	\$575,000	7	Industrial/ Commercial	Property sales range \$750,000 to \$5,475,000
<b>Total sales</b>	24				37		

\* As at April 30, 2019

\*\* Division 3 does not include Nisku Business Park; Division 4 does not include EIA

\*\*\* Division 1 and 5 vacant sales are not similar property type, so details of the two sales have been provided

### Nisku vacancy rates

Nisku Business Park vacancy rates remain stable at 5.5 per cent.

### Emergency management

- Regional meetings to discuss potential collaboration opportunities are ongoing.
- Continued implementation of organizational changes to ensure compliance with the new *Emergency Management Act* that was approved in November 2018.

## Health and Safety

- Roll-out of the first employee wellness initiative of 2019: lunch-hour yoga
- Mandatory supervisory training: Workers Compensation Board and Occupational Health and Safety legislative changes and reasonable suspicion (94% complete)
- All departments completed quarterly safety meetings
  - Q1 focus: working alone/heightened awareness training
- Formal workplace inspections completed

## Incident reporting

Incident type	This quarter	Last quarter
Total recordable incident frequency (industry strives to be less than 2.00)	4.69	N/A
Lost-time incident frequency rate (goal is 0.00)	2.35 (lost days = 11)	N/A

### Definitions

**Total Recordable Incident Frequency** is a workplace safety indicator. The rate is determined by a mathematical formula, standardized across all industries, that calculates the combined/total number of recordable incidents per 100 full-time staff. A "recordable incident" is an illness or injury resulting from an incident or exposure while a staff is working. If a work environment aggravated an employee's pre-existing condition, this is also counted.

**Lost-time Incident Frequency Rate** is the combined/total number of lost-time injuries that have occurred within a given accounting period, relative to the total number of hours worked in that period. A lost-time injury happens when a staff suffers a work-related injury that results in being off work past the day of the accident, loss of wages or permanent disability or impairment.



## Quarterly report to council

Reporting period: **Q1 - 2019**

Corporate Plan





### Strategic Plan Q1 2019 Deliverables update





*No deliverables on focus areas for this quarter.*


### Corporate Plan Q1 2019 Deliverables update



<b>Goal 1: Promote the county's enriched quality of life and business opportunities.</b>		
<b>Strategy 1.2 Ensure efficient use of resources to maximize economic development opportunities.</b>		
<b>Actions</b>	<b>Deliverables/KPIs</b>	<b>Status</b>
Examine current economic development investment and adjust where needed to maximize benefit to Leduc County and the region.	Development of a three-year action plan by the newly created economic development function.	▲
<b>Status update:</b> <ul style="list-style-type: none"><li>Initial draft of the three-year action plan was discussed with council at a February 2019 workshop.</li><li>An Economic Development Coordinator (EDC) was hired in April.</li><li>A final draft of the three-year action plan will be presented to council in late May or early June.</li></ul>		
Analyze current market conditions to attract economic development opportunities to Leduc County.	Development of a three-year action plan by the newly created economic development function.	▲
<b>Status update:</b> <ul style="list-style-type: none"><li>Initial draft of the three-year action plan was discussed with council at a February 2019 workshop.</li><li>An Economic Development Coordinator was hired in April.</li><li>A final draft of the three-year action plan will be presented to council in late May or early June.</li></ul>		






<b>Goal 2: Build and nurture collaborative leadership capacity by enhancing relationships with municipal and provincial partners.</b>		
<b>Strategy 2.1 Develop plans and strategies for regional initiatives to support economic development.</b>		
<b>Actions</b>	<b>Deliverables/KPIs</b>	<b>Status</b>
Involvement in the various working groups for the Airport Accord.	Ongoing progress reports to council.	
<b>Status update:</b> <ul style="list-style-type: none"> <li>Administration have been integrally involved at all stages of the Airport Accord project, including work on each of the frameworks, working group meetings and oversight committee meetings.</li> <li>Ongoing meetings with council for accord meeting preparation and post meeting de-briefs.</li> </ul>		
Involvement in Edmonton Global.	Edmonton Global protocol for lead generation.	
<b>Status update:</b> <ul style="list-style-type: none"> <li>Integration into the regional economic development office network by our EDC has been achieved.</li> <li>Lead and information sharing protocols have not yet been completed by Edmonton Global.</li> </ul>		
Investigate sub-regional economic development opportunities and initiatives.	Establish new external relationships.	
<b>Status update:</b> <ul style="list-style-type: none"> <li>Our EDC is leveraging existing relationships in the region to ensure the County has access to opportunities.</li> <li>Ongoing communications are happening with economic development counterparts in the Leduc region (including EIA) and beyond.</li> <li>Discussions regarding a potential "hemp hub" have been expanding.</li> </ul>		
Hold joint meetings with other local municipalities.	Joint meetings held.	
<b>Status update:</b> <ul style="list-style-type: none"> <li>A joint meeting was held with the Village of Warburg on January 17, 2019.</li> <li>A joint meeting was held with Parkland County on April 8, 2019</li> <li>2018 meetings were held with the Cities of Leduc and Beaumont; the Towns of Devon, Thorsby, Calmar; and Brazeau County. A meeting with the Board of Trustees for the Black Gold Regional School division was also held in 2018.</li> </ul>		

<b>Strategy 2.2 Advocacy and relationship building with other orders of government and agencies to raise awareness for Leduc County initiatives.</b>		
<b>Actions</b>	<b>Deliverables/KPIs</b>	<b>Status</b>
Lobbying efforts for grant support of Leduc County projects and initiatives.	Successful grant applications.	
<b>Status update:</b> <ul style="list-style-type: none"> <li>Continued work on the National Trade Corridor Expression of Interest with the City of Leduc for the regional trade corridor project, which includes the Nisku Spine Road and 65<sup>th</sup> Avenue overpass.</li> <li>Submission to Province for grant reassignment to the Regional Fire Services Frameworks initiative.</li> </ul>		
Strengthening relationship with other orders of government..	Increased levels of participation.	
<b>Status update:</b> <ul style="list-style-type: none"> <li>CAOs from Leduc County, Sturgeon County, Parkland County, and Strathcona County, have developed a post-election advocacy strategy.</li> <li>Administration has initiated the preliminary development of a regional strategy for Leduc County's interactions/participation at various regional tables.</li> <li>Ongoing communications meetings or conversations are happening with communications/public engagement counterparts in the Leduc region (including EIA) and beyond.</li> </ul>		
<b>Goal 3: Engage citizens and businesses to influence municipal services, program and practices.</b>		
<b>Strategy 3.1 Encourage public participation in local government.</b>		
<b>Actions</b>	<b>Deliverables/KPIs</b>	<b>Status</b>
Develop framework to support the public participation policy.	Report to council and consistent application of framework across the organization.	
<b>Status update:</b> <ul style="list-style-type: none"> <li>A draft charter for an organizational Public Participation Framework was completed in March 2019.</li> <li>Q2 and Q3 focus will be the website redevelopment project and as a result, work will continue on this initiative later in 2019.</li> </ul>		
Ongoing public involvement in the process of the establishment of municipal levels of service.	Increase in participation in open houses, public hearing/feedback.	


<b>Status update:</b> <ul style="list-style-type: none"> <li>Transit survey was developed and rolled out in April 2019. Survey has been completed and results are being reviewed and interpreted. A report will be presented to the Airport Accord oversight committee.</li> </ul>		
Review of legislated advertising use of plain language.	Policy on plain language.	
<b>Status update:</b> <ul style="list-style-type: none"> <li>A Plain Language Policy will be developed and presented in Q2.</li> <li>The April 2019 issue of the <i>County Chronicle</i> was edited and published according to Plain Language best practices and principles.</li> <li>Completed a review of existing legislation or policies of Plain Language usage in Canada.</li> </ul>		

<b>Goal 4: Serve residents and businesses through efficient, effective and comprehensive municipal services.</b>		
<b>Strategy 4.1 Ongoing evaluation of the municipality's level of service.</b>		
<b>Actions</b>	<b>Deliverables/KPIs</b>	<b>Status</b>
Review of organizational structure effectiveness..	Ongoing corporate strategy meetings.	
<b>Status update:</b> <ul style="list-style-type: none"> <li>Weekly meetings held by Executive Leadership Team (ELT) to discuss organizational matters.</li> <li>Redistributed budget dollars from the elimination of a manager position at the Nisku Recreation Centre to support additional work on the local foods initiative and increased hours for a full-time Fire Prevention officer.</li> <li>Reconstituted the Enforcement and Fire Services committees into one Protective Services committee.</li> </ul>		
Annual completion of corporate plan, departmental operational plans and the establishment of levels-of-service through the budgeting process.	Successful budget process.	
<b>Status update:</b> <ul style="list-style-type: none"> <li>Developed and implemented new corporate and departmental operational plans reporting templates, which were utilized for the 2019 budget process.</li> <li>Development of a new quarterly reporting mechanism for 2019.</li> <li>2020 budget process has been initiated.</li> <li>Workshop with council for the 2020 budget.</li> </ul>		

Evaluate achievement of deliverables for the 2018-2021 Strategic Plan.	Report to council.	
<b>Status update:</b> <ul style="list-style-type: none"> <li>Creation of new quarterly report format for presentation to council, which includes update on strategic and operational plans' deliverables.</li> <li>Q1 2019 report will be presented to council on May 14, 2019.</li> </ul>		
<b>Strategy 4.2 Ongoing evaluation of fiscal management practices.</b>		
<b>Actions</b>	<b>Deliverables/KPIs</b>	<b>Status</b>
Maximize provincial and federal grant opportunities.	Annual report to council.	
<b>Status update:</b> <ul style="list-style-type: none"> <li>15 grant applications completed in Q1.</li> <li>Continued work on the National Trade Corridor Expression of Interest with the City of Leduc for the regional trade corridor project, which includes the Nisku Spine Road and 65<sup>th</sup> Avenue overpass.</li> </ul>		
Evaluate financial practices to maximize opportunities for the effective use of county funds.	Reports to council.	
<b>Status update:</b> <ul style="list-style-type: none"> <li>Administration committee was established to set proposed millrates for 2019 and a ten-year millrate analysis was completed.</li> <li>Ongoing evaluation of county's investment portfolio to maximize returns.</li> <li>Preliminary discussion on the development of the legacy strategy for annexation compensation funds.</li> </ul>		

**Goal 5: Continue to build on a corporate culture that inspires staff to excel in their roles and contribute to organizational success.**


**Strategy 5.1 Establish programs to support and motivate staff and supports professional development.**

Actions	Deliverables/KPIs	Status
Create opportunities to support team building..	One team event per department per year.	

**Status update:**


- Planning for a Senior Management Team training event to be held on June 5, 2019.
- Staff Appreciation event to be held in 2019 however, date has not been established.
- Commitment from ELT to meet regularly with all staff to build positive relationships with open, transparent communication.

**Strategy 5.2 Continued commitment to an effective health and safety program.**

Actions	Deliverables/KPIs	Status
County Manager's office participation to an effective health and safety program.	10 activities per year.	

**Status update:**

- Attended Health and Safety committee meeting on April 28, 2019.
- Attended Public Works Nisku Shop Health and Safety meeting on April 26, 2019.
- Ongoing commitment for health and safety organizational training.

Develop a reporting mechanism to inform council on the status of health, safety and wellness of the organization.	Report to council.	
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**Status update:**

- Creation of new quarterly report format for presentation to council, which includes an update on the status of health, safety and wellness of the organization.
- Q1 2019 report will be presented to council on May 14, 2019.

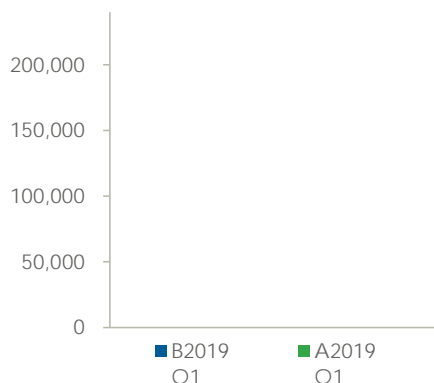
# Legislative

## Q1 - 2019 Financial Reporting

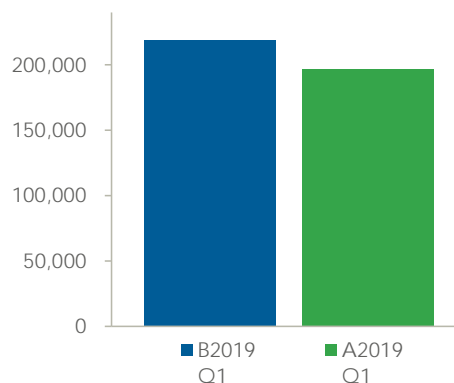
### Summary

**VARIANCE YTD**  
(\$21,547)

### REVENUE



### EXPENSE



REVENUE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
OTHER REVENUE FROM OWN SOURCES	700	700	-	(700)	0%
<b>TOTAL REVENUE</b>	<b>700</b>	<b>700</b>	<b>-</b>	<b>(700)</b>	<b>0%</b>

EXPENSE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
EARNINGS & BENEFITS	700,235	170,543	170,533	(10)	24%
GENERAL SERVICES-CONTRACTED	113,623	46,438	24,212	(22,226)	21%
GOODS,SUPPLIES & MATERIALS PURCHASED	12,450	2,093	2,081	(12)	17%
MP&CP TRANSACTIONS	30,000	-	-	-	0%
<b>TOTAL EXPENSE</b>	<b>856,308</b>	<b>219,074</b>	<b>196,827</b>	<b>(22,247)</b>	<b>23%</b>

<b>SURPLUS/ (DEFICIT)</b>	<b>(855,608)</b>	<b>(218,374)</b>	<b>(196,827)</b>	<b>21,547</b>	<b>23%</b>
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### VARIANCES

• *General services - contracted* - Less than anticipated conference registrations and professional fees in the first quarter.



## Quarterly report to council

Reporting period: **Q1 - 2019**

Department: **Administration - Assessment**

### Highlights from this quarter

- The Assessment Department completed the 2018 Assessment Roll and successfully reported to the Asset program. The initial provincial audit report for residential and non-residential assessment levels are 98.4% and 99.5% respectively.
- The Assessment Department has commenced the general re-inspections for the season and staff are utilizing the surface computer and remote CAMA lot system. This new process allows for increased access to property information and data entry capabilities thereby increasing efficiencies.
- The Manager of Assessment Services is making a focused effort on further development of external networks and customer engagement. Discussions with customers, property owners, and valuation professionals are providing solid background and insight into the current market and economic conditions in the Leduc County region.

### Strategic Plan Q1 2019 Deliverables update

*No deliverables on focus areas for this quarter.*

### Operational Plan Q1 2019 Deliverables update

*No operational plan deliverables for this quarter.*

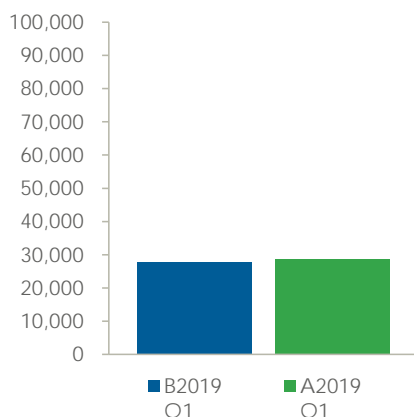
# Assessment

## Q1 - 2019 Financial Reporting

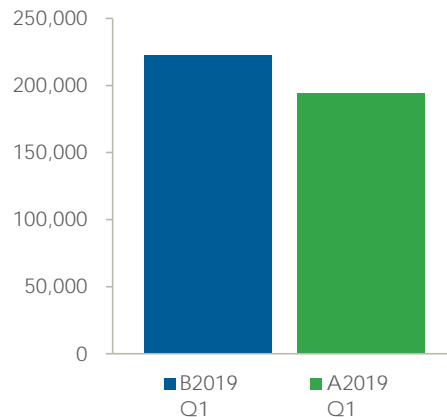
### Summary

**VARIANCE YTD**  
(\$29,254)

#### REVENUE



#### EXPENSE



REVENUE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
SALES OF GOODS & SVS TO OTHER GOV	109,520	27,830	28,666	836	26%
SALES OF GOODS & SVS TO INDIVIDUALS	500	-	-	-	0%
<b>TOTAL REVENUE</b>	<b>110,020</b>	<b>27,830</b>	<b>28,666</b>	<b>836</b>	<b>26%</b>

EXPENSE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
EARNINGS & BENEFITS	628,594	161,518	160,927	(591)	26%
GENERAL SERVICES-CONTRACTED	122,075	59,990	32,364	(27,626)	27%
GOODS,SUPPLIES & MATERIALS PURCHASED	5,760	1,020	820	(200)	14%
<b>TOTAL EXPENSE</b>	<b>756,429</b>	<b>222,528</b>	<b>194,110</b>	<b>(28,418)</b>	<b>26%</b>

<b>SURPLUS/ (DEFICIT)</b>	<b>(646,409)</b>	<b>(194,698)</b>	<b>(165,444)</b>	<b>29,254</b>	<b>26%</b>
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### VARIANCES

• *General services - contracted* - At the time of this report, the first quarter invoice for designated industrial property (DIP) had not been received.





## Quarterly report to council

Reporting period: **Q1 - 2019**

Department: **Administration – Corporate Services**

### Highlights from this quarter




- Recruited and filled the IT Manager position.
- Finalized and rolled out the Whistleblower Administrative Procedure.
- Completed second floor renovations to accommodate Communications and Economic Development.
- Reviewed and revamped the seasonal hiring process to ensure consistency of hiring documentation.
- Established an internal Facilities Management Committee to centralize management of all Leduc County facilities.




### Strategic Plan Q1 2019 Deliverables update

*No deliverables on focus areas for this quarter.*

### Operational Plan Q1 2019 Deliverables update

<b>Goal 1: Corporate Services will identify and collaborate with our regional partners to provide effective training and development opportunities to employees while ensuring financial responsibility.</b>		
<b>Strategy 1.1 Develop and formalize a training and development strategic plan that includes options for regional training initiatives to be implemented in 2020.</b>		
<b>Actions</b>	<b>Deliverables/KPIs</b>	<b>Status</b>
Develop a training matrix identifying safety and professional development training for each position as mandatory or optional.	Training matrix is created and reviewed for validity.	▲
<b>Status update:</b> <ul style="list-style-type: none"><li>• Developed a training matrix which includes all mandatory training required for each role in the organization.</li><li>• Next step is to review the matrix with management and revise and update as required.</li><li>• Currently, identifying training options that can be cost shared with our regional partners.</li></ul>		

<b>Goal 2: We communicate respectfully, effectively and efficiently with our team, clients, council and residents.</b>		
<b>Strategy 2.1 Roll out departmental standards, which will guide the communication of new and existing processes and procedures.</b>		
<b>Actions</b>	<b>Deliverables/KPIs</b>	<b>Status</b>
Design, develop and roll out guidelines for the communication of new and existing Corporate Services processes, procedures and services.	Successful roll out achieved.	
<b>Status update:</b> <ul style="list-style-type: none"> <li>• Departmental standards were developed by a cross-functional team within Corporate Services.</li> <li>• A checklist was established on how a new process or procedure should be rolled out.</li> <li>• Departmental standards were rolled out to the organization on May 8<sup>th</sup>.</li> </ul>		
<b>Goal 3: We support the business needs of the organization by providing safe, secure, innovative and sustainable systems.</b>		
<b>Strategy 3.1 Roll out and communicate the report and recommendations from the cybersecurity review and develop a plan to mitigate the critical security and safety risks identified.</b>		
<b>Actions</b>	<b>Deliverables/KPIs</b>	<b>Status</b>
Present the consultant's recommendations from the cybersecurity review to senior management for consideration.	Consultant's report is presented to senior management. Will be completed in Q2.	
<b>Status update:</b> <ul style="list-style-type: none"> <li>• Trinus, our cyber security consultant, met with Tantus, the IT strategic plan consultant, to ensure that identified security recommendations are included in the 5-year strategic plan.</li> <li>• A draft report has been sent to administration for their review.</li> <li>• A final report will be presented to Senior Management in early May.</li> </ul>		
Present the consultant's recommendations from the cybersecurity review to Council along with administration's recommendations.	Consultant's report is presented to Council. Will be completed in Q2.	
<b>Status update:</b> <ul style="list-style-type: none"> <li>• Corporate Services is currently reviewing the draft Council report. We anticipate a presentation to Council in May.</li> <li>• Corporate Services is working on their recommendations to mitigate any identified risks. A report from administration will be presented to Council directly following the presentation by Trinus.</li> </ul>		

<b>Strategy 3.2 Finalize the IT strategic plan and communicate recommendations for consideration by administration and council.</b>		
<b>Actions</b>	<b>Deliverables/KPIs</b>	<b>Status</b>
Work with the consultant to support the development of the five-year IT strategic plan.	Project is on schedule and on budget	
<b>Status update:</b> <ul style="list-style-type: none"> <li>Completed visioning exercise with both management and Council.</li> <li>Completed an internal staff survey, held meetings with all departments.</li> <li>Currently working with Tantus to prioritize the numerous organizational requests, using a recommended methodology. Project is slightly ahead of schedule and on budget.</li> </ul>		
<b>Strategy 3.3 Research, review and identify potential opportunities to build and enhance our GIS system.</b>		
<b>Actions</b>	<b>Deliverables/KPIs</b>	<b>Status</b>
Research, review and identify opportunities for internal data processing.	Compilation of research.	
<b>Status update:</b> <ul style="list-style-type: none"> <li>Met with all departments to gather information on their needs.</li> <li>Met with the IT Consultant to discuss how GIS strategies can be incorporated into the IT strategic plan.</li> <li>Gathered GIS information from peer organizations for consideration.</li> </ul>		
<b>Goal 4: Our processes and procedures guide and support the organization's achievement of their business objectives while ensuring alignment with council's strategic plan.</b>		
<b>Strategy 4.1 Complete the review and roll out of all Corporate Services administrative procedures to ensure they meet best practices, support organizational strategic objectives and improve compliance.</b>		
<b>Actions</b>	<b>Deliverables/KPIs</b>	<b>Status</b>
Create a schedule and timeline for the review of all Corporate Services administrative procedures in 2019.	Successful roll out of all Corporate Services administrative procedures.	
<b>Status update:</b> <ul style="list-style-type: none"> <li>A schedule, for the review of all administrative procedures has been completed.</li> <li>Numerous administrative procedures are currently being drafted for review and approval.</li> <li>Rolled out the Whistleblower Administrative Procedure.</li> </ul>		

<b>Strategy 4.3 Working with our partners, Black Gold Regional Schools (BGRS) to gather information to form the basis of the development of a building lifecycle plan that includes a maintenance schedule, identification of short and long-term recommendations and a space utilization plan.</b>		
<b>Actions</b>	<b>Deliverables/KPIs</b>	<b>Status</b>
Work jointly with BGRS to develop and commit to a three-year maintenance plan, budget and schedule for shared spaces.	Plan is ready to implement and fully funded by both partners by January 2020.	▲
<b>Status update:</b> <ul style="list-style-type: none"> <li>• In 2018, Black Gold and Leduc County completed building reviews for our shared properties.</li> <li>• Using the recommendations in the building reviews, we identified and agreed to lifecycle projects for the next 3 years.</li> <li>• Currently, we are in the process of developing a 3-year routine maintenance plan for our shared properties.</li> </ul>		
<b>Goal 5: We provide high quality, consistent and reliable customer service to our clients, to council, and to our residents.</b>		
<b>Strategy 5.1 Implement internal departmental customer service standards that promote respectful, reliable, consistent and valued customer service to our clients.</b>		
<b>Actions</b>	<b>Deliverables/KPIs</b>	<b>Status</b>
Roll out identified, internal customer service standards to the organization.	Standards rolled out to the organization.	▲
<b>Status update:</b> <ul style="list-style-type: none"> <li>• Internal customer service standards were developed by a cross-functional team within Corporate Services.</li> <li>• The standards are intended to promote valued customer service and will ensure a consistent customer service experience for our clients.</li> <li>• Customer services standards were rolled out to the organization on May 8<sup>th</sup>.</li> </ul>		
<b>Actions</b>	<b>Deliverables/KPIs</b>	<b>Status</b>
Develop KPI's to determine compliance with customer service standards for quarterly reporting on Corporate Services scorecard.	KPI's: Success rate per service standards set.	▲
<b>Status update:</b> <ul style="list-style-type: none"> <li>• Dashboard was created by a cross-functional team within Corporate Services for tracking departmental KPI's.</li> <li>• We anticipate that as we enhance our systems, our reporting capabilities will improve and we will update the KPI's so that they serve as a tool to support our operational plan and guide good decision making.</li> </ul>		



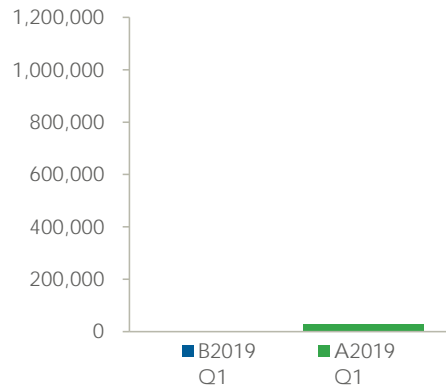
# Administration - Corporate Services

## Q1 - 2019 Financial Reporting

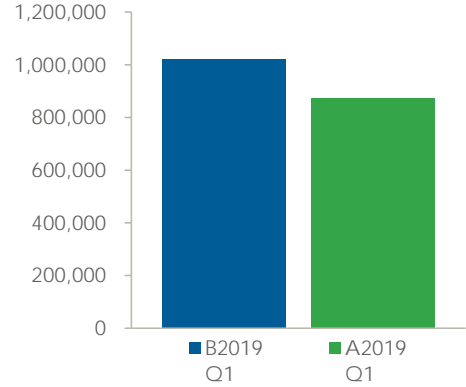
### Summary

**VARIANCE YTD**  
(\$173,453)

#### REVENUE



#### EXPENSE



REVENUE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
SALES OF GOODS & SVS TO INDIVIDUALS	4,100	1,022	1,161	139	28%
OTHER REVENUE FROM OWN SOURCES	10,112	2,528	28,632	26,104	283%
	14,212	3,550	29,793	26,243	210%

EXPENSE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
EARNINGS & BENEFITS	2,300,895	588,436	489,147	(99,289)	21%
GENERAL SERVICES-CONTRACTED	1,067,887	310,655	240,689	(69,966)	23%
PURCHASES FR OTHER GOV & AGENCIES	11,100	2,775	748	(2,027)	7%
GOODS,SUPPLIES & MATERIALS PURCHASED	418,006	115,271	62,517	(52,754)	15%
FINANCIAL SERVICE CHARGES	333,691	-	-	-	0%
MP&CP TRANSACTIONS	119,111	4,080	80,907	76,827	68%
<b>TOTAL EXPENSE</b>	<b>4,336,090</b>	<b>1,021,217</b>	<b>874,007</b>	<b>(147,210)</b>	<b>20%</b>

<b>TOTAL EXPENSE</b>	<b>(4,321,878)</b>	<b>(1,017,667)</b>	<b>(844,214)</b>	<b>173,453</b>	<b>20%</b>
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### VARIANCES

- *Earnings & benefits* - Two vacant positions. Cost recovery for custodians from Black Gold Regional Schools has not been received at the time of this report and final budget adjustments to be completed.
- *General services - contracted* - The county budgeted for project management training, this initiative was cancelled for 2019. Registrations for courses and conferences were lower than anticipated. At the time of this report, invoices for maintenance agreements for IT equipment and the Nisku business sign had not been received.
- *Goods, supplies & materials purchased* - Replacement computers were ordered in the second quarter rather than the first quarter.



## Quarterly report to council

Reporting period: **Q1 - 2019**

Department: **Administration - Finance**

### Highlights from this quarter

- Numerous 2018 year end reports presented to council
- The external auditor completed all on-site work
- Utility billing system configuration for the newly approved utility rate structure
- Gravel system configuration for the 2019 gravel season processing
- 2018 year end remuneration reconciliations and the completion of 429 T4s
- Work on cross-departmental team to streamline insurance processes

### Strategic Plan Q1 2019 Deliverables update

*No deliverables on focus areas for this quarter.*

### Operational Plan Q1 2019 Deliverables update

<b>Goal 2: Support the business needs of the organization by providing accurate, timely, secure and innovative solutions.</b>		
<b>Strategy 2.3 Purge financial software module and reorganize data.</b>		
<b>Actions</b>	<b>Deliverables/KPIs</b>	<b>Status</b>
Purge data as per corporate records management retention policy.	Less data being stored on local servers	▲
<b>Status update:</b> <ul style="list-style-type: none"><li>• Data within the financial software was purged as per the records management policy to allow for more efficient processes within finance.</li></ul>		

# Administration - General (includes County Manager's Office and Finance)

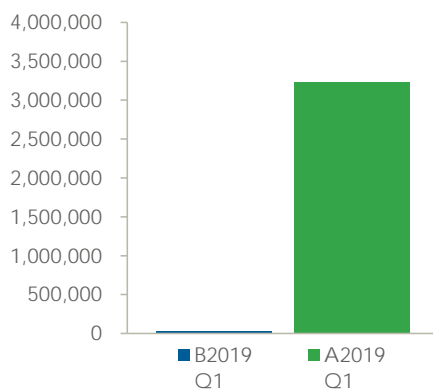
## Q1 - 2019 Financial Reporting

### Summary

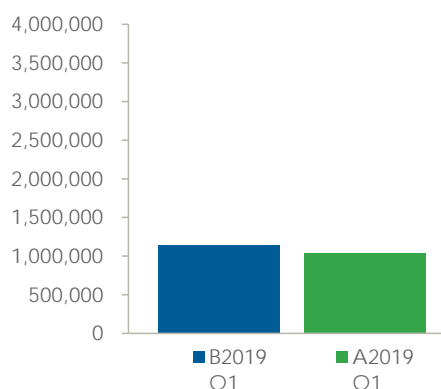
#### VARIANCE YTD

(\$3,305,830)

### REVENUE



### EXPENSE



REVENUE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
SALES OF GOODS & SVS TO OTHER GOV	21,071	750	3,200,750	3,200,000	15190%
SALES OF GOODS & SVS TO INDIVIDUALS	34,150	8,219	6,740	(1,479)	20%
OTHER REVENUE FROM OWN SOURCES	103,000	25,753	26,965	1,212	26%
OTHER TRANSACTIONS	13,012	-	1,060	1,060	8%
<b>TOTAL REVENUE</b>	<b>171,233</b>	<b>34,722</b>	<b>3,235,515</b>	<b>3,200,793</b>	<b>1890%</b>

EXPENSE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
EARNINGS & BENEFITS	2,431,666	655,474	647,291	(8,182)	27%
GENERAL SERVICES-CONTRACTED	855,269	298,808	236,859	(61,948)	28%
GOODS,SUPPLIES & MATERIALS PURCHASED	74,200	17,078	7,074	(10,004)	10%
RESERVES,TRANSFERS & GRANTS	148,497	148,497	135,840	(12,657)	91%
FINANCIAL SERVICE CHARGES	9,400	2,265	2,126	(139)	23%
MP&CP TRANSACTIONS	200,000	20,000	7,894	(12,106)	4%
<b>TOTAL EXPENSE</b>	<b>3,719,032</b>	<b>1,142,122</b>	<b>1,037,085</b>	<b>(105,036)</b>	<b>28%</b>

<b>SURPLUS/ (DEFICIT)</b>	<b>(3,547,799)</b>	<b>(1,107,400)</b>	<b>2,198,430</b>	<b>3,305,830</b>	<b>-62%</b>
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#### VARIANCES

- *Sales of goods & svcs to other governments* - Interim budget did not include revenue from the City of Edmonton for annexation.
- *General services - contracted* - Legal and coal phase out expenses were lower than anticipated. Advertising expenses were less than anticipated.



## Quarterly report to council

Reporting period: **Q1 - 2019**

Department: **Enforcement Services**

### Highlights from this quarter

- 
- Initiated the annual recruitment of the approved Summer Bylaw Enforcement Officer
- Met with external stakeholders regarding annual special events on local roadways (Ride for Dad, MS Bike tour, etc)
- Attended quarterly meeting of the Capital Region Emergency Preparedness Partnership regarding regional emergency management programs
- Completed Community Peace Officer Performance Plan which was approved by Council for 2019

### Strategic Plan Q1 2019 Deliverables update

*No deliverables on focus areas for this quarter.*

### Operational Plan Q1 2019 Deliverables update

<b>Goal 1: Promote and Enhance Traffic Safety</b>		
<b>Strategy 1.1 Educate road users through traffic enforcement and interactions</b>		
<b>Actions</b>	<b>Deliverables/KPIs</b>	<b>Status</b>
Traffic, Warnings and Interactions	Charges 176 Warnings 169	▲
<b>Status update:</b> <ul style="list-style-type: none"><li>• Enforcement Officers patrolled 28,038 km of public roadways in Leduc County resulting in both warnings and charges.</li></ul>		



Strategy 2.2 Provide instruction for regional partners, in accordance with Leduc County's strategic priority of "regional leadership".		
Actions	Deliverables/KPIs	Status
Dimensions and weights course.	Completed Feb 1, 2019	▲
RADAR operator's course	Completed Feb 12, 2019	▲
<b>Status update:</b> <ul style="list-style-type: none"> <li>Enforcement Officers provided instruction to 12 officers from around the province during Leduc County's annual weights and dimensions course.</li> <li>Enforcement Officers provided instruction to 2 officers from the region during Leduc County's annual RADAR Operator's Course.</li> </ul>		

# Enforcement Services

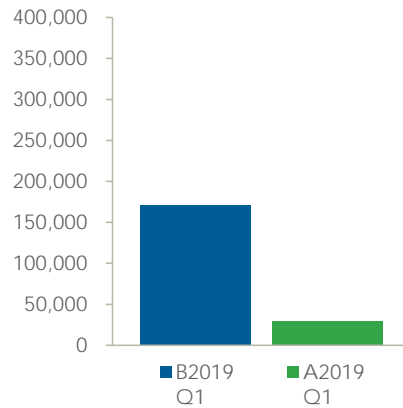
## Q1 - 2019 Financial Reporting

### Summary

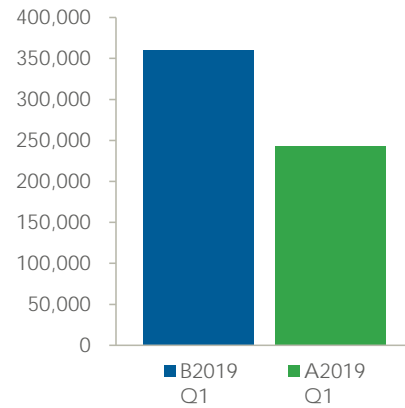
#### VARIANCE YTD

\$23,532

#### REVENUE



#### EXPENSE



REVENUE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
SALES OF GOODS & SVS TO OTHER GOV	7,500	7,000	6,200	(800)	83%
OTHER REVENUE FROM OWN SOURCES	626,500	123,750	23,565	(100,185)	4%
OTHER TRANSACTIONS	158,600	39,650	-	(39,650)	0%
<b>TOTAL REVENUE</b>	<b>792,600</b>	<b>170,400</b>	<b>29,765</b>	<b>(140,635)</b>	<b>4%</b>

EXPENSE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
EARNINGS & BENEFITS	816,620	204,364	175,985	(28,378)	22%
GENERAL SERVICES-CONTRACTED	109,700	33,978	16,328	(17,650)	15%
PURCHASES FR OTHER GOV & AGENCIES	436,995	102,720	34,995	(67,725)	8%
GOODS,SUPPLIES & MATERIALS PURCHASED	75,170	19,079	15,730	(3,349)	21%
<b>TOTAL EXPENSE</b>	<b>1,438,485</b>	<b>360,141</b>	<b>243,037</b>	<b>(117,103)</b>	<b>17%</b>

<b>SURPLUS/ (DEFICIT)</b>	<b>(645,885)</b>	<b>(189,741)</b>	<b>(213,273)</b>	<b>(23,532)</b>	<b>33%</b>
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#### VARIANCES

- *Other revenue from own sources* - Traffic fines collected have been less than expected.
- *Other transactions* - At the time of this report, the operating reserve transfer for the school resource officer position had not been completed.
- *Earnings & benefits* - Two vacant positions and final budget adjustments to be completed.
- *General services - contracted* - Registrations and subsistence for conventions have been lower than anticipated due to being short staffed in the first quarter. At the time of this report, the statement of TRAVIS revenues had not been received.
- *Purchases from other governments & agencies* - At the time of this report, the county had not received invoices for the criminal analyst or the Leduc detachment cost share positions.

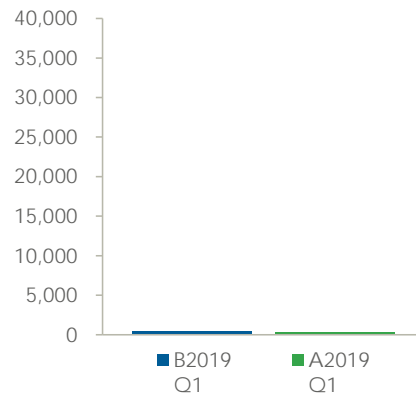
# Bylaw Enforcement

## Q1 - 2019 Financial Reporting

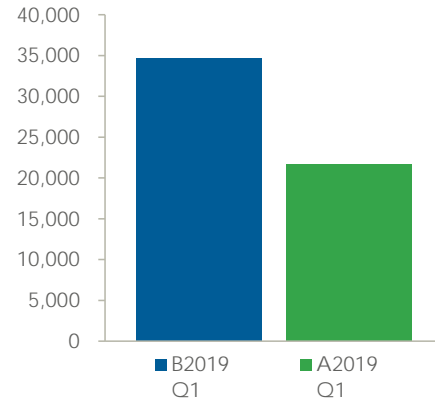
### Summary

**VARIANCE YTD**  
(\$12,951)

### REVENUE



### EXPENSE



REVENUE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
OTHER REVENUE FROM OWN SOURCES	2,900	398	334	(64)	12%
<b>TOTAL REVENUE</b>	<b>2,900</b>	<b>398</b>	<b>334</b>	<b>(64)</b>	<b>12%</b>

EXPENSE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
GENERAL SERVICES-CONTRACTED	149,665	34,567	21,613	(12,954)	14%
GOODS,SUPPLIES & MATERIALS PURCHASED	250	61	-	(61)	0%
RESERVES,TRANSFERS & GRANTS	3,100	-	-	-	0%
<b>TOTAL EXPENSE</b>	<b>153,015</b>	<b>34,628</b>	<b>21,613</b>	<b>(13,015)</b>	<b>14%</b>

<b>SURPLUS/ (DEFICIT)</b>	<b>(150,115)</b>	<b>(34,230)</b>	<b>(21,279)</b>	<b>12,951</b>	<b>14%</b>
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### VARIANCES

• *General services - contracted* - At the time of this report, the March invoices of \$11,318 for animal control and Blackgold pound had not been received.



## Quarterly report to council

Reporting period: **Q1 - 2019**

Department: **Fire Services**

### Highlights from this quarter

- New Nisku District Chief position filled as of Jan 1 2019
- Recruit class began February 25 with 17 newly trained Firefighters graduating May 25
- Responded effectively to 24 fires, 53 medical events, 42 rescue calls, & 90 other (An increase of 24% from Q1 2018)
- 14 structural & vehicle fires investigated and reported on
- Regional collaboration on evolving emergency management (EM) requirements, future state, and skill development
- Updating of fire operating procedures & guidelines 60% complete
- Update & renew 6 Mutual aid & other agreements
- Reinforce partnerships with Fire & EM agencies in Leduc County and across the region
- Search started for the vacant Deputy Fire Chief- Emergency Management position
- 600 volunteer hours provided by Paid on Call Staff additional to 3400 hours of event response & Training.

### Strategic Plan Q1 2019 Deliverables update


*No deliverables on focus areas for this quarter.*

### Operational Plan Q1 2019 Deliverables update

<b>Goal 1: Foster the development of fire management outreach and leadership across Leduc County.</b>		
<b>Strategy 1.3 Incorporate new legislative requirements into training and policies.</b>		
<b>Actions</b>	<b>Deliverables/KPIs</b>	<b>Status</b>
Ensure compliance with new Occupational Health and Safety code passed and in effect June 1, 2018.	Awareness and compliance by Leduc County Fire Services members.	▲
<b>Status update:</b> <ul style="list-style-type: none"><li>• WHMIS 2015 training was offered and taken by all staff (including Fire Services; Fire Fighters) – October/November/December 2018</li><li>• Legislative Changes – for supervisors – September/October 2018</li></ul>		


- January 22 and 29 – Reasonable Suspicion Training for Officers
- February 2 – Defensive Driving
- February 3, 10 and March 2 – Fall Protection

**Strategy 1.4 Enhance partnerships and ensure currency of agreements with neighboring municipalities.**

Action	Deliverables/KPIs	Status
Remain current and engaged in discussions and outcomes related to Edmonton Metropolitan Region potential.	Attend regularly scheduled Edmonton Metropolitan Region and/or regional meetings.	
<b>Status update:</b> <ul style="list-style-type: none"> <li>• Feb 25 - Fire Chief attended Edmonton Metropolitan Region Board (EMRB) Fire Services Technical Working Group meeting</li> <li>• March - Fire Chief attended EMRB regionalization Fire Services Working group meeting</li> </ul>		

**Goal 2: Increase community inclusion through public safety awareness and fire prevention programming.**

**Strategy 2.1 Establish school outreach and delivery programs.**

Actions	Deliverables/KPIs	Status
Explore updated school outreach opportunities.	Fire prevention and public education programs are effective.	
<b>Status update:</b> <ul style="list-style-type: none"> <li>• March 1 - Residential Smoke Alarm/ Carbon Monoxide Alarm program, CADET Program plan presentation to potential sponsor</li> <li>• Ongoing – Preparing for potential Cadet Program</li> </ul>		

# Fire Services

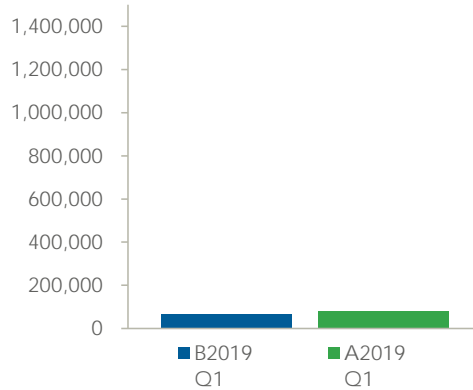
## Q1 - 2019 Financial Reporting

### Summary

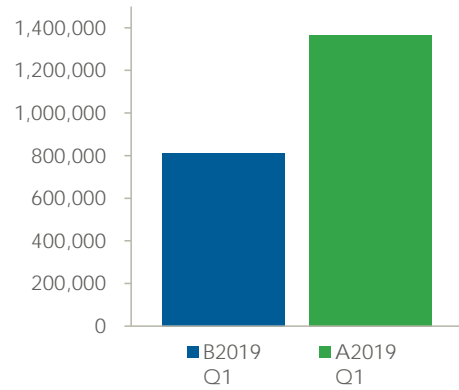
#### VARIANCE YTD

\$536,947

### REVENUE



### EXPENSE



REVENUE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
SALES OF GOODS & SVS TO OTHER GOV	233,718	11,372	832	(10,540)	0%
SALES OF GOODS & SVS TO INDIVIDUALS	158,200	39,562	66,576	27,014	42%
OTHER REVENUE FROM OWN SOURCES	58,684	15,349	15,202	(147)	26%
<b>TOTAL REVENUE</b>	<b>450,602</b>	<b>66,283</b>	<b>82,610</b>	<b>16,327</b>	<b>18%</b>

EXPENSE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
EARNINGS & BENEFITS	1,860,919	471,574	495,265	23,691	27%
GENERAL SERVICES-CONTRACTED	489,872	123,557	90,704	(32,853)	19%
PURCHASES FR OTHER GOV & AGENCIES	235,830	58,958	16,166	(42,792)	7%
GOODS,SUPPLIES & MATERIALS PURCHASED	620,532	152,814	79,369	(73,445)	13%
RESERVES,TRANSFERS & GRANTS	2,826,558	6,000	711,140	705,140	25%
FINANCIAL SERVICE CHARGES	243,798	-	-	-	0%
MP&CP TRANSACTIONS	72,528	-	(26,466)	(26,466)	-36%
<b>TOTAL EXPENSE</b>	<b>6,350,037</b>	<b>812,903</b>	<b>1,366,176</b>	<b>553,274</b>	<b>22%</b>

<b>SURPLUS/ (DEFICIT)</b>	<b>(5,899,435)</b>	<b>(746,620)</b>	<b>(1,283,567)</b>	<b>(536,947)</b>	<b>22%</b>
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### VARIANCES

- *Sales of goods & services to individuals* - The number of cost recoverable motor vehicle collisions were higher than anticipated.
- *Earnings & benefits* - All regions except Thorsby had increased fire alarm hours, training, and maintenance costs.
- *General services - contracted* - A portion of regional fire training was budgeted in the first quarter but costs will be incurred in the second and third quarters. Telephones and registrations for conventions were less than anticipated.

# Fire Services

## Q1 - 2019 Financial Reporting

- *Purchases from other governments & agencies* - The March invoices for the fire prevention officer and the Village of Warburg cost shares were outstanding at the time of this report.
- *Goods, supplies & materials purchased* - Equipment repairs, other supplies, miscellaneous construction material and fuel costs were lower than anticipated.
- *Reserves, transfers & grants* - The fire services agreement with Edmonton International Airport was budgeted in April however the actual invoice was recorded in March.

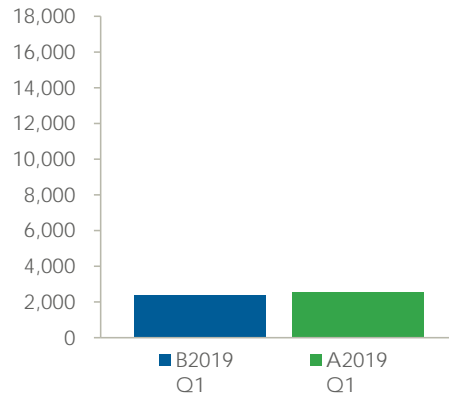
# Disaster Services

## Q1 - 2019 Financial Reporting

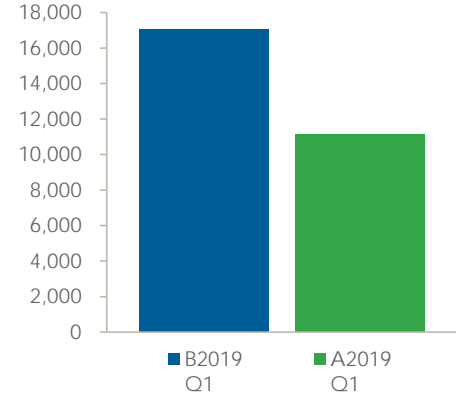
### Summary

**VARIANCE YTD**  
(\$6,161)

### REVENUE



### EXPENSE



REVENUE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
SALES OF GOODS & SVS TO OTHER GOV	20,000	-	-	-	0%
OTHER REVENUE FROM OWN SOURCES	17,457	2,374	2,581	207	15%
<b>TOTAL REVENUE</b>	<b>37,457</b>	<b>2,374</b>	<b>2,581</b>	<b>207</b>	<b>7%</b>

EXPENSE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
GENERAL SERVICES-CONTRACTED	49,800	12,188	3,485	(8,703)	7%
GOODS,SUPPLIES & MATERIALS PURCHASED	19,500	4,879	7,628	2,749	39%
MP&CP TRANSACTIONS	18,000	-	-	-	0%
<b>TOTAL EXPENSE</b>	<b>87,300</b>	<b>17,067</b>	<b>11,113</b>	<b>(5,954)</b>	<b>13%</b>

<b>SURPLUS/ (DEFICIT)</b>	<b>(49,843)</b>	<b>(14,693)</b>	<b>(8,532)</b>	<b>6,161</b>	<b>17%</b>
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### VARIANCES

• No significant variances.





## Quarterly report to council

Reporting period: **Q1 - 2019**

Department: **Public Works and Engineering**





### Highlights from this quarter


- The 2019 graveling program was completed. A total of 124,597 tonnes were hauled over 39.5 days. With the early start in late 2018 (December 13<sup>th</sup>), and the efforts of the truckers, and staff, we completed the program on March 15<sup>th</sup>, even with a total of 28.5 days lost due to weather and supply issues.
- The brushing program to the end of Q1 and the start of the Species at Risk Act bird nesting period has been completed. A total of 19.7 miles (10.25 miles in 2018) and six intersection quadrants (seven in 2018) of brushing has been completed since January 2019.



### Strategic Plan Q1 2019 Deliverables Update

<i>Strategic priority: Enhanced Transportation Systems</i>		
Focus areas		
<b>3.4 Make continuous infrastructure investments to support the safety of those travelling in and through the county</b>		
<b>Status updates:</b> <ul style="list-style-type: none"><li>• A listing of 11 high collision intersections and 9 high collision areas have been developed. Administration is developing site specific plans to address the top collision locations.</li><li>• Electronic speed signs have been installed and data is being collected in these locations to determine the average speed in the area and the effectiveness of the signs in reducing speed.</li></ul>	Q1, 2019	▲

## Operational Plan Q1 2019 Deliverables update

<b>Goal 1: Improve Leduc County's transportation networks.</b>		
<b>Strategy 1.1 Develop and implement a transportation master plan (TMP).</b>		
<b>Actions</b>	<b>Deliverables/KPIs</b>	<b>Status</b>
Develop priorities with council for a TMP.	List of council strategic priorities for transportation.	
<b>Status update:</b> <ul style="list-style-type: none"> <li>A draft Terms of Reference is being developed by administration.</li> <li>This will be used as a discussion document to develop council priorities for the TMP. Next step will be to workshop with Council the scope and deliverables of the TMP.</li> </ul>		
Develop a terms of reference for a TMP.	TMP terms of reference.	
<b>Status update:</b> <ul style="list-style-type: none"> <li>The Terms of Reference (TOR) have been developed.</li> <li>Transportation priorities will be discussed with Council at a workshop and confirmed.</li> <li>The TOR scope and deliverables will then be modified to reflect workshop discussions.</li> </ul>		
<b>Strategy 1.2 Develop and implement gravel road reconstruction and maintenance programs using data from the rural roads study.</b>		
<b>Actions</b>	<b>Deliverables/KPIs</b>	<b>Status</b>
Work with council to establish an acceptable level of service (LOS) for the county road network.	LOS for the county roadway network.	
<b>Status update:</b> <ul style="list-style-type: none"> <li>A complete list of Public Works &amp; Engineering activities are currently being documented. Levels of service, where defined, will be noted.</li> <li>Suggested levels of service will be developed and workshopped with Council.</li> </ul>		
Enhance and expand the annual shoulder program.	Increase miles of shoulder pulled annually. Increased overall rural road rating.	
<b>Status update:</b> <ul style="list-style-type: none"> <li>Shoulder pulling is included under the Rural Roads Initiatives program. This program will be completed by an external contractor.</li> <li>The program is currently planned to start May 27<sup>th</sup>, 2019.</li> </ul>		

<b>Goal 2: Ensure the safety of customers travelling in and around the county.</b>		
<b>Strategy 2.3 Develop and implement a traffic safety program.</b>		
<b>Actions</b>	<b>Deliverables/KPIs</b>	<b>Status</b>
Review and update traffic control devices (physical inventory).	Verified inventory of traffic control devices.	
<b>Status update:</b> <ul style="list-style-type: none"> <li>Approximately 15% of the traffic controls devices have been inventoried.</li> <li>This project will be on hold until engineering technologist position has been filled (the current engineering technologist has resigned effective May 8<sup>th</sup>).</li> </ul>		

<b>Goal 6: Relationships with other municipalities are maintained and strengthened.</b>		
<b>Strategy 6.1 Maintain, leverage and build new partnerships for utility services.</b>		
<b>Actions</b>	<b>Deliverables/KPIs</b>	<b>Status</b>
Outline regional operational collaboration potentials with the City of Leduc in regards to utilities (e.g., formalize system interconnections, formalize emergency response, other opportunities for integration, joint services, leak detection, etc.).	Intermunicipal utilities collaboration and partnership opportunities report.	
<b>Status update:</b> <ul style="list-style-type: none"> <li>Workload at both the City of Leduc and Leduc County has affected the ability of staff to meet and discuss this initiative.</li> <li>It is now planned to have this initiative completed in Q3 2019.</li> <li>Administration has been working with other neighbouring municipalities to determine the feasibility of joint servicing.</li> </ul>		
Expand Summer Village access to transfer station on a pay-per-use basis.	Access cards available to summer villages.	
<b>Status update:</b> <ul style="list-style-type: none"> <li>This was to be moved from a stand alone project into the Intermunicipal Collaboration Framework (ICF) discussion with the summer villages.</li> <li>The ICFs have not been completed for the summer villages.</li> </ul>		

# Public Works

## Q1 - 2019 Financial Reporting

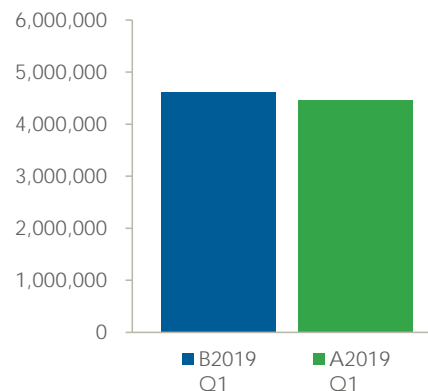
### Summary

**VARIANCE YTD**  
(\$128,389)

### REVENUE



### EXPENSE



REVENUE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
SALES OF GOODS & SVS TO OTHER GOV	51,379	31,379	-	(31,379)	0%
SALES OF GOODS & SVS TO INDIVIDUALS	315,000	15,000	11,015	(3,985)	3%
OTHER REVENUE FROM OWN SOURCES	123,500	30,872	41,969	11,097	34%
CONDITIONAL GRANTS FR OTHER GOV	591,074	-	-	-	0%
OTHER TRANSACTIONS	1,732,830	6,503	8,020	1,517	0%
<b>TOTAL REVENUE</b>	<b>2,813,783</b>	<b>83,754</b>	<b>61,004</b>	<b>(22,750)</b>	<b>2%</b>

EXPENSE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
EARNINGS & BENEFITS	5,039,977	1,269,548	1,213,687	(55,861)	24%
GENERAL SERVICES-CONTRACTED	3,280,170	1,611,688	1,401,758	(209,930)	43%
PURCHASES FR OTHER GOV & AGENCIES	500	500	-	(500)	0%
GOODS,SUPPLIES & MATERIALS PURCHASED	4,394,451	1,734,912	1,844,001	109,089	42%
FINANCIAL SERVICE CHARGES	1,455,850	-	-	-	0%
MP&CP TRANSACTIONS	6,592,561	-	6,064	6,064	0%
<b>TOTAL EXPENSE</b>	<b>20,763,509</b>	<b>4,616,649</b>	<b>4,465,509</b>	<b>(151,139)</b>	<b>22%</b>

<b>SURPLUS/(DEFICIT)</b>	<b>(17,949,726)</b>	<b>(4,532,895)</b>	<b>(4,404,506)</b>	<b>128,389</b>	<b>25%</b>
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### VARIANCES

- *Sale of goods & svs to other governments* - No sales of crushed concrete in the first quarter.
- *Earnings & benefits* - Three vacant positions and final budget adjustments to be completed.
- *General services - contracted* - Minimal external engineering services and no consulting services required in the first quarter. Bridge decking and repairs were budgeted in the first quarter however work will begin next quarter.

# Public Works

## Q1 - 2019 Financial Reporting

• *Goods, supplies, materials purchased* - Equipment and machine parts have been higher than expected as a bulldozer needed unexpected repairs. Salt expenses were higher than budgeted due to the amount of freezing rain experienced in the first quarter. Graveling truck expenses were higher in January and March and lower in February.

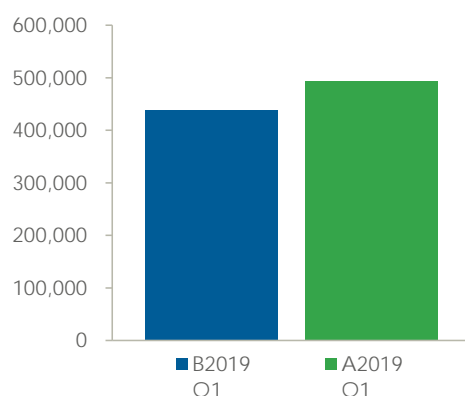
# Water Distribution

## Q1 - 2019 Financial Reporting

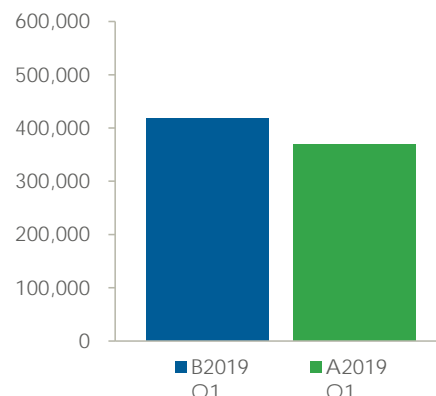
### Summary

**VARIANCE YTD**  
(\$103,706)

#### REVENUE



#### EXPENSE



REVENUE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
SALES OF GOODS & SVS TO INDIVIDUALS	2,521,510	435,330	481,086	45,756	19%
OTHER REVENUE FROM OWN SOURCES	12,700	3,169	12,207	9,038	96%
OTHER TRANSACTIONS	149,949	-	-	-	0%
<b>TOTAL REVENUE</b>	<b>2,684,159</b>	<b>438,499</b>	<b>493,294</b>	<b>54,795</b>	<b>18%</b>

EXPENSE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
EARNINGS & BENEFITS	406,150	101,426	76,668	(24,757)	19%
GENERAL SERVICES-CONTRACTED	429,102	71,702	23,403	(48,299)	5%
PURCHASES FR OTHER GOV & AGENCIES	1,085,388	191,699	194,930	3,231	18%
GOODS,SUPPLIES & MATERIALS PURCHASED	169,978	53,052	58,853	5,801	35%
RESERVES,TRANSFERS & GRANTS	-	-	8,786	8,786	0%
FINANCIAL SERVICE CHARGES	494,386	47	175	128	0%
MP&CP TRANSACTIONS	330,420	-	6,199	6,199	2%
<b>TOTAL EXPENSE</b>	<b>2,915,424</b>	<b>417,926</b>	<b>369,014</b>	<b>(48,911)</b>	<b>13%</b>

<b>SURPLUS/ (DEFICIT)</b>	<b>(231,265)</b>	<b>20,573</b>	<b>124,279</b>	<b>103,706</b>	<b>-54%</b>
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### VARIANCES

- *Sale of goods & svs to individuals* - Bulk water sales in Nisku and New Sarepta are \$28,000 higher than anticipated. Water consumption and service charges in Nisku and the estates have been higher than anticipated, generating \$11,300 in additional consumption revenue and \$6,100 in additional service fee
- *Earnings & benefits* - Three vacant positions and cash flow method.
- *General services - contracted* - Cash flow method; most repairs and maintenance expenses for buildings, engineering structures and equipment are incurred throughout the construction season.

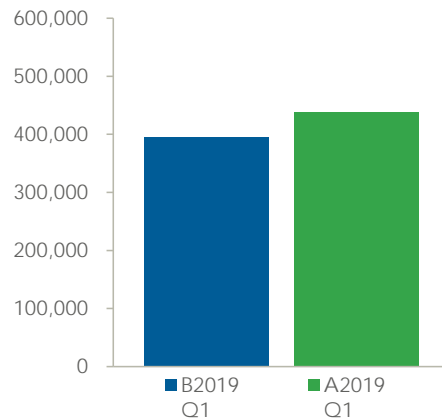
# Wastewater System

## Q1 - 2019 Financial Reporting

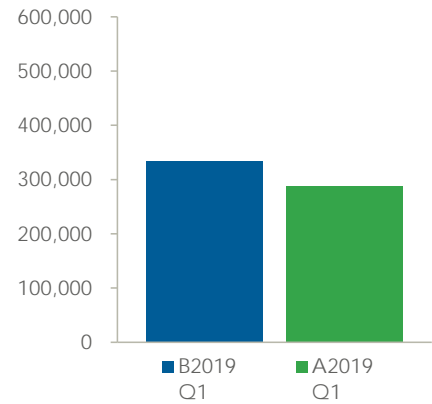
### Summary

**VARIANCE YTD**  
(\$87,913)

#### REVENUE



#### EXPENSE



REVENUE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
SALES OF GOODS & SVS TO INDIVIDUALS	1,907,885	386,134	403,713	17,579	21%
OTHER REVENUE FROM OWN SOURCES	40,688	9,956	34,568	24,612	85%
<b>TOTAL REVENUE</b>	<b>1,948,573</b>	<b>396,090</b>	<b>438,280</b>	<b>42,190</b>	<b>22%</b>

EXPENSE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
EARNINGS & BENEFITS	302,859	75,680	59,737	(15,943)	20%
GENERAL SERVICES-CONTRACTED	149,412	12,174	26,050	13,876	17%
PURCHASES FR OTHER GOV & AGENCIES	1,120,804	213,354	191,479	(21,875)	17%
GOODS,SUPPLIES & MATERIALS PURCHASED	42,535	11,064	6,991	(4,073)	16%
RESERVES,TRANSFERS & GRANTS	-	-	3,543	3,543	0%
FINANCIAL SERVICE CHARGES	317,254	-	-	-	0%
MP&CP TRANSACTIONS	281,303	21,250	-	(21,250)	0%
<b>TOTAL EXPENSE</b>	<b>2,214,167</b>	<b>333,522</b>	<b>287,799</b>	<b>(45,723)</b>	<b>13%</b>

<b>SURPLUS/ (DEFICIT)</b>	<b>(265,594)</b>	<b>62,568</b>	<b>150,481</b>	<b>87,913</b>	<b>-57%</b>
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### VARIANCES

- *Sale of goods & svcs to individuals* - Revenue from the Nisku transfer station was \$8,000 less than anticipated. Overall, revenue from Nisku was \$24,500 higher than expected; service charges were \$2,800 and usage was \$6,000 more than anticipated. The airport usage was \$28,000 higher and overstrength charges were \$12,000 less than anticipated.
- *Other revenue from own sources* - Land rental revenue was budgeted throughout the year but was received in January.
- *Earnings & benefits* - Three vacant positions and cash flow method.

# Wastewater System

## Q1 - 2019 Financial Reporting

• *Purchases from other governments & agencies* - At the time of this report, the county had not received the March invoices of \$66,000 from the Alberta Capital Region Wastewater Commission. Total purchases for the first quarter are over budget by \$44,000 but this is being offset by additional revenues generated in Nisku and the airport.



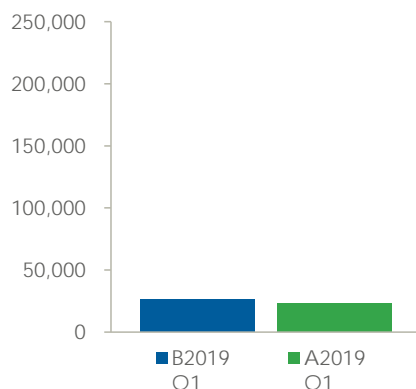
# Waste Management

## Q1 - 2019 Financial Reporting

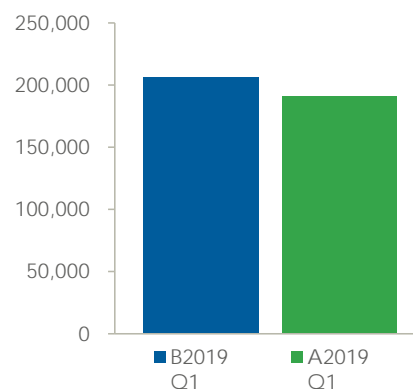
### Summary

**VARIANCE YTD**  
(\$11,509)

### REVENUE



### EXPENSE



REVENUE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
SALES OF GOODS & SVS TO OTHER GOV	5,000	358	-	(358)	0%
SALES OF GOODS & SVS TO INDIVIDUALS	100,000	25,003	22,103	(2,900)	22%
OTHER REVENUE FROM OWN SOURCES	5,400	1,050	1,174	124	22%
CONDITIONAL GRANTS FR OTHER GOV	228,610	-	-	-	0%
<b>TOTAL REVENUE</b>	<b>339,010</b>	<b>26,411</b>	<b>23,277</b>	<b>(3,134)</b>	<b>7%</b>

EXPENSE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
EARNINGS & BENEFITS	395,003	98,738	88,497	(10,241)	22%
GENERAL SERVICES-CONTRACTED	425,313	88,249	52,230	(36,019)	12%
PURCHASES FR OTHER GOV & AGENCIES	465,000	16,140	42,865	26,725	9%
GOODS,SUPPLIES & MATERIALS PURCHASED	10,260	3,000	2,200	(800)	21%
MP&CP TRANSACTIONS	20,000	-	5,692	5,692	28%
<b>TOTAL EXPENSE</b>	<b>1,315,576</b>	<b>206,127</b>	<b>191,484</b>	<b>(14,643)</b>	<b>15%</b>

<b>SURPLUS/ (DEFICIT)</b>	<b>(976,566)</b>	<b>(179,716)</b>	<b>(168,207)</b>	<b>11,509</b>	<b>17%</b>
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### VARIANCES

- *General services - contracted* - At the time of this report, March invoices from GFL of \$25,437 had not been received.
- *Purchases from other governments & agencies* - At the time of this report, the county had not received the invoice from Leduc & District Regional Waste of \$28,317 for March tipping fees.

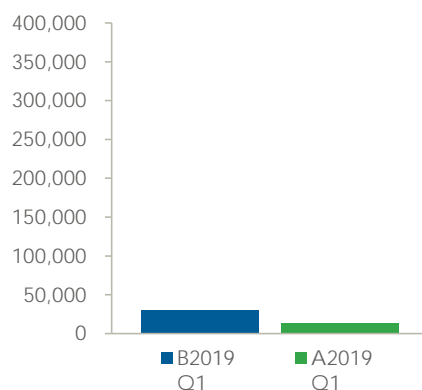
# Public Transit

## Q1 - 2019 Financial Reporting

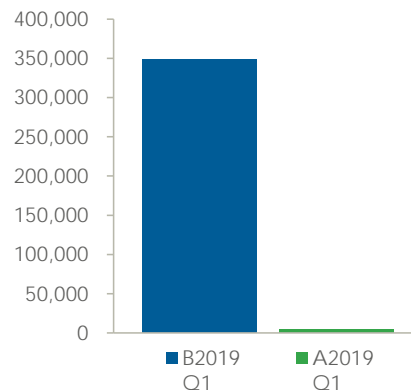
### Summary

**VARIANCE YTD**  
(\$327,125)

### REVENUE



### EXPENSE



REVENUE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
SALES OF GOODS & SVS TO OTHER GOV	131,294	27,256	9,447	(17,809)	7%
SALES OF GOODS & SVS TO INDIVIDUALS	9,000	2,948	4,036	1,088	45%
<b>TOTAL REVENUE</b>	<b>140,294</b>	<b>30,204</b>	<b>13,483</b>	<b>(16,721)</b>	<b>10%</b>

EXPENSE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
GENERAL SERVICES-CONTRACTED	25	7	5	(2)	20%
PURCHASES FR OTHER GOV & AGENCIES	1,389,967	347,927	2,548	(345,379)	0%
GOODS,SUPPLIES & MATERIALS PURCHASED	400	100	1,637	1,537	409%
FINANCIAL SERVICE CHARGES	100	28	26	(2)	26%
MP&CP TRANSACTIONS	257,217	-	-	-	0%
<b>TOTAL EXPENSE</b>	<b>1,647,709</b>	<b>348,062</b>	<b>4,215</b>	<b>(343,847)</b>	<b>0%</b>

<b>SURPLUS/ (DEFICIT)</b>	<b>(1,507,415)</b>	<b>(317,858)</b>	<b>9,267</b>	<b>327,125</b>	<b>-1%</b>
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### VARIANCES

- *Sales of goods & svcs to other governments* - February and March transit revenue of \$22,986 had not been received at the time of this report.
- *Purchases from other governments & agencies* - To date, the first quarter invoices for the City of Leduc and airport accord cost shares have not been received.



## Quarterly report to council

Reporting period: **Q1 - 2019**

Department: **Family Community Support Services**


### Highlights from this quarter


- Implementation of new service operators for Home Support Housekeeping services.
- Continued meetings with neighboring partner municipalities and agencies to identify partnership and collaboration opportunities.
- Selection of Social Framework consultant complete.
- Hosted 3 information sessions with Warburg, Thorsby and Calmar Councils.
- Early Childhood Resource program facilitated 3 workshops with 44 participants in attendance.
- Bridges supported 35 adults either diagnosed or suspected of FASD to increase stability in their day to day life.
- Family Connection provided 176 home visits to first time families identified as at risk.
- 262 family units have attended Parent link programs offered throughout the county.
- Over 125 Tax returns completed in Leduc County office to date.

### Strategic Plan Q1 2019 Deliverables update

*No deliverables on focus areas for this quarter.*

## Operational Plan Q1 2019 Deliverables update

<b>Goal 5: Increase partnership, collaboration and education of regional mental health and wellness needs, services and programs.</b>		
<b>Strategy 5.1 Explore partnerships and opportunities to address the opioid crisis within the region.</b>		
<b>Actions</b>	<b>Deliverables/KPIs</b>	<b>Status</b>
Continue to work with the City of Leduc towards implementation of the opioid framework across the Leduc region.	A long-term action plan and county commitment is identified.	
<b>Status update:</b> <ul style="list-style-type: none"> <li>Partnered with the Town of Thorsby to host an information session with 40 participants.</li> <li>Joined Alberta Health Services in visiting all local pharmacies in providing information and learning about their internal policies related to opioids.</li> <li>Continue to meet regularly with regional staff to identify options to support the community with a shared message that develops a community awareness of what opioids are.</li> <li>FCSS administration regularly reviews data and new information from Provincial and Federal Agencies to better inform the community of the risks in Leduc County.</li> </ul>		

<b>Goal 2: Offer affordable county sponsored programs and activities to all citizens</b>		
<b>Strategy 2.1 Ensure that all programs, events and services are affordable for the lowest income earners of Leduc County.</b>		
<b>Actions</b>	<b>Deliverables/KPIs</b>	<b>Status</b>
Increased support for public learning events and workshops.	Program participants agree that program costs match program value.	
<b>Status update:</b> <ul style="list-style-type: none"> <li>We have partnered with the City of Leduc to host a seniors conference in August.</li> <li>We are currently planning for a New Sarepta Women's Mini-Pavilion this fall.</li> <li>We continue to support community events such as Seniors Week and various information sessions.</li> <li>All workshops will include a survey to measure cost vs value.</li> </ul>		

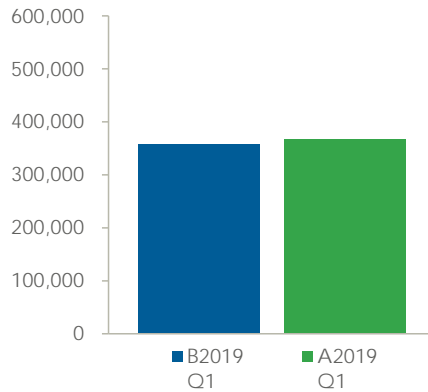
# Family and Community Support Services

## Q1 - 2019 Financial Reporting

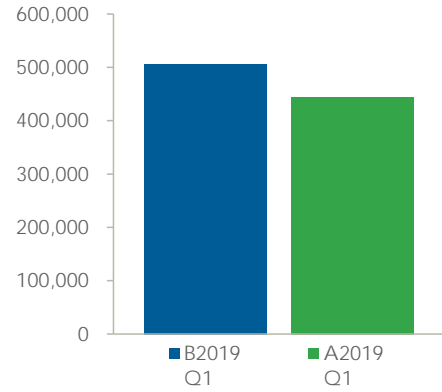
### Summary

**VARIANCE YTD**  
(\$71,025)

#### REVENUE



#### EXPENSE



REVENUE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
SALES OF GOODS & SVS TO INDIVIDUALS	6,234	3,131	17,393	14,262	279%
CONDITIONAL GRANTS FR OTHER GOV	1,574,910	354,337	349,048	(5,289)	22%
<b>TOTAL REVENUE</b>	<b>1,581,144</b>	<b>357,468</b>	<b>366,441</b>	<b>8,973</b>	<b>23%</b>

EXPENSE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
EARNINGS & BENEFITS	1,690,916	422,726	384,634	(38,092)	23%
GENERAL SERVICES-CONTRACTED	254,172	65,894	53,654	(12,240)	21%
PURCHASES FR OTHER GOV & AGENCIES	25,631	-	-	-	0%
GOODS,SUPPLIES & MATERIALS PURCHASED	104,307	6,289	6,022	(267)	6%
RESERVES,TRANSFERS & GRANTS	-	1,454	-	(1,454)	0%
MP&CP TRANSACTIONS	100,000	10,000	-	10,000	0%
<b>TOTAL EXPENSE</b>	<b>2,175,026</b>	<b>506,363</b>	<b>444,311</b>	<b>(62,052)</b>	<b>20%</b>

<b>SURPLUS/ (DEFICIT)</b>	<b>(593,882)</b>	<b>(148,895)</b>	<b>(77,870)</b>	<b>71,025</b>	<b>13%</b>
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### VARIANCES

- *Sales of goods & svs to individuals* - Unbudgeted revenue generated from the early childhood development coalition event and the family fun fair.
- *Earnings & benefits* - Three vacant positions and final budget adjustments to be completed.



## Quarterly report to council

Reporting period: **Q1 - 2019**

Department: **Planning and Development**

### Highlights from this quarter


- Planning & Development issued 58 development permits and 342 safety codes permits for a total construction value of \$14.5M.
- A final draft of the new Municipal Development Plan has been completed as informed by multiple workshops with Council and stakeholder engagement; public hearing has been scheduled.
- Consultants are now engaged for the completion of all frameworks identified for Phase 1 of the Airport Accord; Consultants also engaged for the completion of a Land Use/Transportation & Servicing plan for the Inter-municipal Planning Framework Agreement project.


### Strategic Plan Q1 2019 Deliverables update


*No deliverables on focus areas for this quarter.*


### Operational Plan Q1 2019 Deliverables update

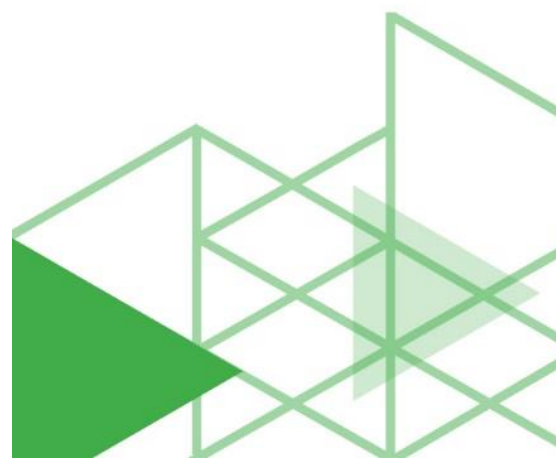
<b>Goal 2: Planning and Development will lead economic development activities for the county to grow the non-residential tax base.</b>		
<b>Strategy 2.1 Establish and grow a new economic development function within the Planning and Development department.</b>		
<b>Actions</b>	<b>Deliverables/KPIs</b>	<b>Status</b>
Develop a three-year action plan for economic development for Leduc County.	Action plan report approved by council.	▲
<b>Status update:</b> <ul style="list-style-type: none"><li>• Initial draft of the three-year action plan was workshopped with Council in February 2019</li><li>• A new Economic Development Coordinator started with the Council April 8, 2019 and final draft plan is being prepared for council's consideration; anticipated to come forward late May/early June</li></ul>		

Strategy 2.2 Ensure Leduc County is ready for investment.		
Actions	Deliverables/KPIs	Status
Achieve integration into the regional Economic Development Officer network under the Edmonton Global umbrella.	Relevant protocols reflected in three-year action plan.	
<b>Status update:</b> <ul style="list-style-type: none"> <li>Integration into the regional EDO network by the County's Economic Development Coordinator has been achieved</li> <li>Lead/information sharing protocols have not yet been completed by Edmonton Global</li> </ul>		

<i>Goal 5: Planning and Development will work to maintain cross-departmental relationships to ensure coordinated service delivery to our customers.</i>		
Strategy 5.1 Encourage cross-functional communications and coordination at the mid-management and front-line staff levels.		
Actions	Deliverables/KPIs	Status
Institute a multi-departmental committee of staff as a clearing house for development-related issues.	Committee and meeting schedule established.	
<b>Status update:</b> <ul style="list-style-type: none"> <li>Planning Staff and Public Works &amp; Engineering staff have monthly meetings</li> <li>To date, interdepartmental discussions have been productive, but have generally been issue-driven and they remain informal</li> <li>Committee and meeting schedule are yet to be established</li> </ul>		

<i>Goal 6: We will maintain a healthy and respectful workplace culture within the Planning and Development department.</i>		
Strategy 6.1 Encourage strong communications among and within the various work groups in the Planning and Development department.		
Actions	Deliverables/KPIs	Status
Establish a schedule of quarterly departmental staff meetings to be chaired by the director.	Quarterly meetings held.	
<b>Status update:</b> <ul style="list-style-type: none"> <li>Q1 departmental meeting held as scheduled</li> <li>Subsequent quarterly meetings will occur as planned in order to ensure staff communication and information sharing</li> </ul>		

Conduct regularly scheduled staff meetings at the divisional level (such as development services, long range planning, safety codes).	Meetings held.	
<b>Status update:</b> <ul style="list-style-type: none"> <li>Regular group meetings have been scheduled and conducted by the Planning &amp; Development managers with their respective staff</li> </ul>		





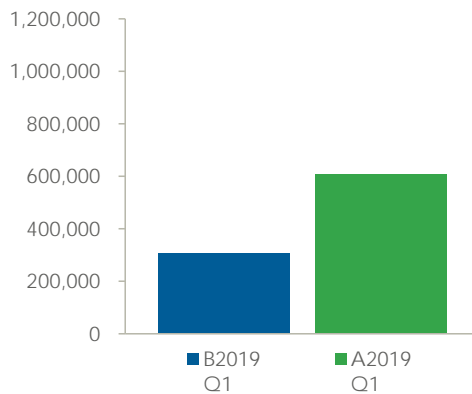
# Planning & Development

## Q1 - 2019 Financial Reporting

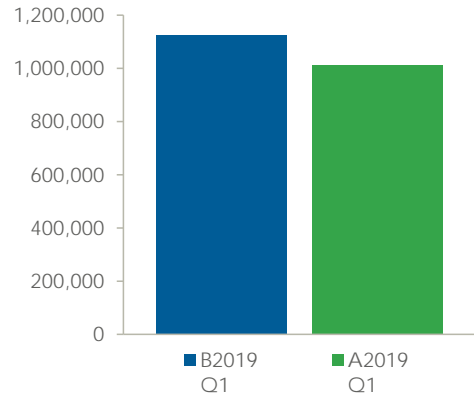
### Summary

**VARIANCE YTD**  
(\$416,059)

#### REVENUE



#### EXPENSE



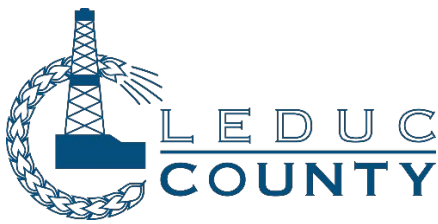
REVENUE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
SALES OF GOODS & SVS TO OTHER GOV	61,192	13,627	16,488	2,861	27%
SALES OF GOODS & SVS TO INDIVIDUALS	139,500	34,187	21,349	(12,838)	15%
OTHER REVENUE FROM OWN SOURCES	1,202,396	258,108	571,290	313,182	48%
<b>TOTAL REVENUE</b>	<b>1,403,088</b>	<b>305,922</b>	<b>609,126</b>	<b>303,204</b>	<b>43%</b>

EXPENSE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
EARNINGS & BENEFITS	3,506,952	898,053	891,138	(6,915)	25%
GENERAL SERVICES-CONTRACTED	648,000	160,337	115,210	(45,127)	18%
PURCHASES FR OTHER GOV & AGENCIES	314,502	55,910	-	(55,910)	0%
GOODS,SUPPLIES & MATERIALS PURCHASED	14,700	6,087	2,169	(3,918)	15%
FINANCIAL SERVICE CHARGES	15,000	3,750	2,765	(985)	18%
<b>TOTAL EXPENSE</b>	<b>4,499,154</b>	<b>1,124,137</b>	<b>1,011,282</b>	<b>(112,855)</b>	<b>22%</b>

<b>SURPLUS/ (DEFICIT)</b>	<b>(3,096,066)</b>	<b>(818,215)</b>	<b>(402,156)</b>	<b>416,059</b>	<b>13%</b>
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### VARIANCES

- *Other revenue from own sources* - Building permits have been higher than anticipated due to the Amazon customer fulfilment facility.
- *General services - contracted* - Requirement for back up safety codes services has been minimal. Final budget adjustments for studies and intermunicipal development plans to be updated.
- *Purchases from other governments & agencies* - No expenses were incurred for LNEDA, Edmonton Metropolitan Region Board or Edmonton Global.



## Quarterly report to council

Reporting period: **Q1 - 2019**

Department: **Agricultural Services**




### Highlights from this quarter

- Regional Agricultural Master Plan Development through the EMRB Task Force and Working Group
- Leduc County was the title sponsor to the Farm to Market to Table Conference at the Nisku Inn
- Realignment of permanent staff responsibilities to bring forward an opportunity to hire a Local Food Coordinator
- Agricultural Services/Public Works vegetation management plans developed
- Clubroot of Canola policy changes and producer engagement around pathotype shifting

### Strategic Plan Q1 2019 Deliverables update

<i>Strategic priority: Agricultural Innovation and Support for Local Food</i>		
Focus areas		
<b>2.2 Support integration of agri-science and innovation in agricultural production</b>  <b>Status updates:</b> <ul style="list-style-type: none"><li>• Continue to be on the leading edge of managing new Clubroot of Canola pathotypes through our inspections, testing and new genetic resistance management across Leduc County and region</li><li>• Invited as a guest speaker to three municipal clubroot events to discuss resistance management and the roll of municipalities</li><li>• Working closely with other members of administration and regional leaders to develop a complete supply chain for the hemp industry</li></ul>	Q1, 2019	▲

## Operational Plan Q1 2019 Deliverables update

<b>Goal 2: Agricultural Services will develop a plan framework for supporting local food initiatives, small-holding agricultural activity and be an advocate for the agricultural industry</b>		
<b>Strategy 2.1 Partner with local food experts to bring attention and foster this opportunity in Leduc County</b>		
<b>Actions</b>	<b>Deliverables/KPIs</b>	<b>Status</b>
Advocate for the 2019 Alberta Farm Fresh Producers (AFFPA) Conference to be hosted in Nisku and support the event through conference sponsorship and in-kind coordination	AFFPA Conference in Nisku (February 28 – March 1, 2019).	
<b>Status update:</b> <ul style="list-style-type: none"> <li>Leduc County was the title sponsor for the Farm to Market to Table Conference at the Nisku Inn</li> <li>Along with the organizing committee, administration was involved in setting the agenda, confirming speakers and making facility arrangements</li> <li>Leduc County's Mayor did the welcome greetings and the event was attended by council</li> </ul>		
Coordinate five local food workshops within Leduc County.	Five workshops (Q1 – Q4 deliverable)	
<b>Status update:</b> <ul style="list-style-type: none"> <li>Beginner Bee Keeping - January 19, 2019 – 44 attendees. 25 signed up for Advanced Beekeeping.</li> <li>Farm Agreements Workshop – February 21, 2019 – 35 attendees</li> <li>Ladies Ranching Retreat – March 1, 2019 (cooperation with the WCFA) – 65 attendees</li> <li>Grazing in Adverse Conditions - March 12, 2019 (LC/County of Wetaskiwin event)- 20 attendees</li> <li>Chicken to Coupes – March 16, 2019 – 50 attendees (max) with 25+ on waiting list</li> </ul>		
Promote events that bring awareness to local food and Agri-tourism.	Canada's Agriculture Day (February 12, 2019)	
<b>Status update:</b> <ul style="list-style-type: none"> <li>Working with and supporting local Farm to Table dinners throughout 2019</li> <li>Print and distribute more "What's on your plate, we are all in agriculture" bumper stickers and window clings</li> <li>Solar on Farm Workshop will be hosted in Q3</li> <li>Promote Alberta Open Farm Days - August 17-18, 2019</li> <li>Support the showing of the film "Before the Plate" – Q2-Q3 with Leduc Chamber of Commerce</li> </ul>		

Strategy 2.2 Be an advocate for the agricultural industry by continuing to roll out the 2016 Agricultural Strategy and support the small-holding agricultural industry		
Actions	Deliverables/KPIs	Status
Continue to develop tactics that align with the 2016 Agricultural Strategy that advocate for agriculture in Leduc County	News articles, chronicle articles, slow-moving equipment messaging, social licensing	▲
<b>Status update:</b> <ul style="list-style-type: none"> <li>Support the amendments to the newly approved MDP to align with the 2016 Ag Strategy to manage the impacts on Agriculture in Leduc County</li> <li>Support the development of Agricultural Impact Assessments</li> <li>Involved in Soil Management Committee to manage topsoil as a non-renewable resource</li> <li>Continue to be an Alternative Land Use Services Community, managing ecosystem services and agricultural impacts within our municipality</li> </ul>		

Goal 3: Agricultural Services will work with regional partners to elevate agriculture, protect agricultural land and support regional agricultural initiatives.		
Strategy 3. Working with members of the Edmonton Metropolitan Regional Board (EMRB), support the regional agricultural industry		
Actions	Deliverables/KPIs	Status
Provide technical expertise to the RAMP task force to support the development of a Regional Land Evaluation Site Assessment (LESA) tool	Development of the LESA tool	▲
<b>Status update:</b> <ul style="list-style-type: none"> <li>Using a planning framework, the RAMP Task Force and working group are defining agricultural areas within the EMRB. A LESA tool has been developed and currently tabled until such time that these areas are defined and the tool can be used</li> </ul>		



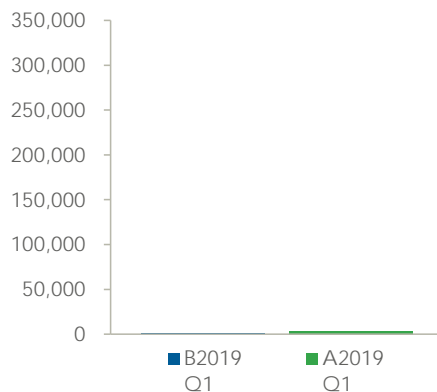
# Agricultural Services

## Q1 - 2019 Financial Reporting

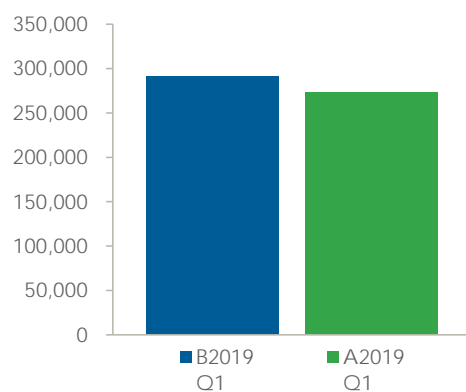
### Summary

**VARIANCE YTD**  
(\$20,527)

### REVENUE



### EXPENSE



REVENUE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
SALES OF GOODS & SVS TO OTHER GOV	48,530	-	-	-	0%
SALES OF GOODS & SVS TO INDIVIDUALS	24,000	487	2,501	2,014	10%
OTHER REVENUE FROM OWN SOURCES	2,000	18	795	777	40%
CONDITIONAL GRANTS FR OTHER GOV	168,359	-	-	-	0%
<b>TOTAL REVENUE</b>	<b>242,889</b>	<b>505</b>	<b>3,297</b>	<b>2,792</b>	<b>1%</b>

EXPENSE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
EARNINGS & BENEFITS	1,276,122	249,631	224,288	(25,343)	18%
GENERAL SERVICES-CONTRACTED	161,205	22,837	24,797	1,959	15%
GOODS,SUPPLIES & MATERIALS PURCHASED	327,806	17,065	13,471	(3,594)	4%
RESERVES,TRANSFERS & GRANTS	22,500	1,758	11,000	9,242	49%
<b>TOTAL EXPENSE</b>	<b>1,787,633</b>	<b>291,291</b>	<b>273,556</b>	<b>(17,736)</b>	<b>15%</b>

<b>SURPLUS/ (DEFICIT)</b>	<b>(1,544,744)</b>	<b>(290,786)</b>	<b>(270,259)</b>	<b>20,527</b>	<b>17%</b>
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### VARIANCES

• *Earnings & benefits* - Unbudgeted 2018 vacation payout and final budget adjustments to be completed.

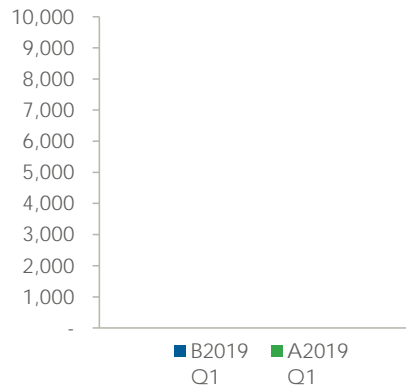
# Drainage

## Q1 - 2019 Financial Reporting

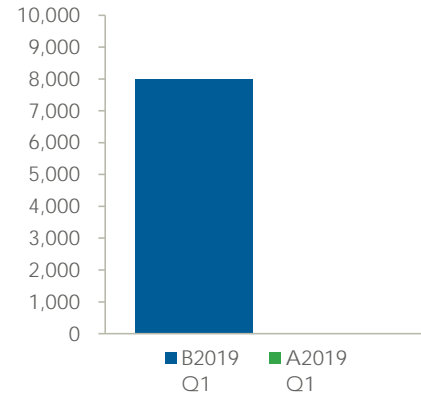
### Summary

**VARIANCE YTD**  
(\$7,998)

### REVENUE



### EXPENSE



REVENUE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
OTHER TRANSACTIONS	1,500	-	-	-	0%
<b>TOTAL REVENUE</b>	<b>1,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>

EXPENSE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
GENERAL SERVICES-CONTRACTED	8,010	8,001	3	(7,998)	0%
<b>TOTAL EXPENSE</b>	<b>8,010</b>	<b>8,001</b>	<b>3</b>	<b>(7,998)</b>	<b>0%</b>

<b>SURPLUS/ (DEFICIT)</b>	<b>(6,510)</b>	<b>(8,001)</b>	<b>(3)</b>	<b>7,998</b>	<b>0%</b>
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### VARIANCES

• *General services - contracted* - The county has not received any drainage requests from landowners or drainage improvement levy requests from the Cameron or Big Hay Lakes drainage districts.



## Quarterly report to council

Reporting period: **Q1 - 2019**

Department: **Parks and Recreation**

### Highlights from this quarter


- Completion of phase 1 of the Warburg Arena Redevelopment. Grand opening celebration is being planned for this fall. A marketing plan is being developed to promote ice sales to external users.
- Successful grant support to local not for profits for Recreation, Arts and Culture.
- Council approval of the Vistas Park Strategy.
- Over 400 bookings for Jubilee campground booked within a 4 day window.
- All staff and contractors hired for the season.
- Joint committee meetings held with Beaumont and Leduc to revise the current cost sharing agreement. A draft agreement will be presented in June.


### Strategic Plan Q1 2019 Deliverables update

*No deliverables on focus areas for this quarter.*

### Operational Plan Q1 2019 Deliverables update

<b>Goal 1: Parks and Recreation will create a new, shared vision for Parks and Recreation in Leduc County.</b>		
<b>Strategy 1.2 Begin implementation of the Vistas Parks Strategy.</b>		
<b>Actions</b>	<b>Deliverables/KPIs</b>	<b>Status</b>
Vistas Park Strategy document.	Council approved document	▲
<b>Status update:</b> <ul style="list-style-type: none"><li>• The Vistas Parks Strategy was approved by Council in Q1.</li><li>• We are currently creating an action plan for implementation as identified in the Strategy.</li></ul>		

<b>Goal 2: Parks and Recreation will work collaboratively with local governments and partner organizations to create a vibrant recreation system for community services provision.</b>		
<b>Strategy 2.2 Work with partner organizations to develop new or enhanced recreation programs and services in Leduc County.</b>		
<b>Actions</b>	<b>Deliverables/KPIs</b>	<b>Status</b>
A revised funding program will be shared that aligns with policy. Funding will be enhanced to support community facility operations and programs.	Council approved policy and funding levels.	
<b>Status update:</b> <ul style="list-style-type: none"> <li>Three revised Recreation policies were approved by Council to support grants to local not for profit associations.</li> <li>The revised policies were communicated to community associations and in March all funding was distributed to associations across the region.</li> </ul>		

<b>Goal 4: Parks and Recreation will continue efforts to expand access to the North Saskatchewan River valley.</b>		
<b>Strategy 4.2 Investigate further, unexplored opportunities to promote expanded North Saskatchewan River Valley access in the region.</b>		
<b>Actions</b>	<b>Deliverables/KPIs</b>	<b>Status</b>
Review and possible implementation of the Genessee bridge boat launch study.	Genessee bridge access opportunities will be presented to council in Q1 for consideration.	
<b>Status update:</b> <ul style="list-style-type: none"> <li>Options are being reviewed by administration for Council consideration in Q2.</li> </ul>		





# Recreation & Parks Board

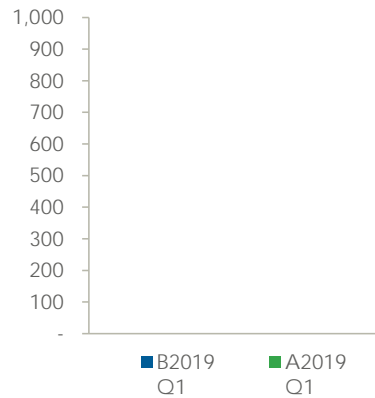
## Q1 - 2019 Financial Reporting

### Summary

#### VARIANCE YTD

\$17

#### REVENUE



#### EXPENSE



REVENUE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
<b>TOTAL REVENUE</b>	-	-	-	-	0%

EXPENSE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
EARNINGS & BENEFITS	1,300	472	425	(47)	33%
GENERAL SERVICES-CONTRACTED	4,900	103	167	64	3%
GOODS,SUPPLIES & MATERIALS PURCHASED	150	-	-	-	0%
<b>TOTAL EXPENSE</b>	6,350	575	592	17	9%

<b>SURPLUS/ (DEFICIT)</b>	<b>(6,350)</b>	<b>(575)</b>	<b>(592)</b>	<b>(17)</b>	<b>9%</b>
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#### VARIANCES

- No significant variances.

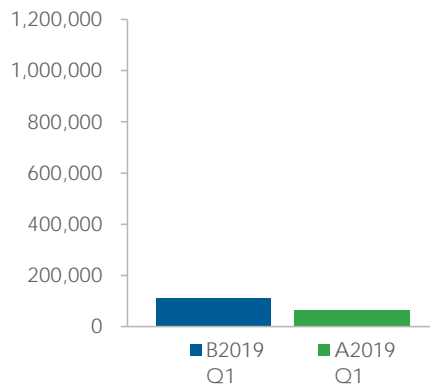
# Recreation

## Q1 - 2019 Financial Reporting

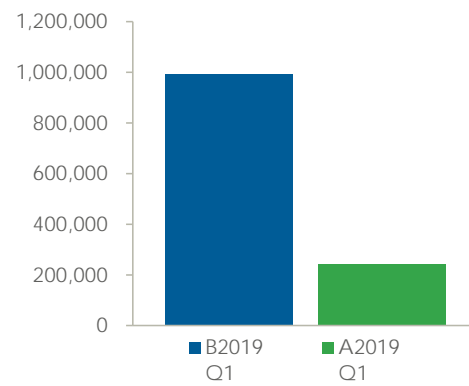
### Summary

**VARIANCE YTD**  
(\$703,943)

### REVENUE



### EXPENSE



REVENUE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
SALES OF GOODS & SVS TO INDIVIDUALS	285,827	60,901	64,863	3,962	23%
OTHER REVENUE FROM OWN SOURCES	-	-	14	14	0%
MP&CP TRANSACTIONS	850,000	50,000	-	(50,000)	0%
<b>TOTAL REVENUE</b>	<b>1,135,827</b>	<b>110,901</b>	<b>64,876</b>	<b>(46,024)</b>	<b>6%</b>

EXPENSE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
EARNINGS & BENEFITS	684,482	147,175	147,253	78	22%
GENERAL SERVICES-CONTRACTED	169,735	23,149	22,583	(566)	13%
GOODS,SUPPLIES & MATERIALS PURCHASED	157,700	20,328	21,691	1,363	14%
RESERVES,TRANSFERS & GRANTS	1,555,950	250,950	-	(250,950)	0%
FINANCIAL SERVICE CHARGES	423,460	952	1,058	106	0%
MP&CP TRANSACTIONS	1,100,000	550,000	50,000	(500,000)	5%
<b>TOTAL EXPENSE</b>	<b>4,091,327</b>	<b>992,554</b>	<b>242,586</b>	<b>(749,968)</b>	<b>6%</b>

<b>SURPLUS/(DEFICIT)</b>	<b>(2,955,500)</b>	<b>(881,653)</b>	<b>(177,709)</b>	<b>703,943</b>	<b>6%</b>
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### VARIANCES

• *Reserves, transfers & grants* - Cost share payments and community grants were paid in the second quarter.

# Parks

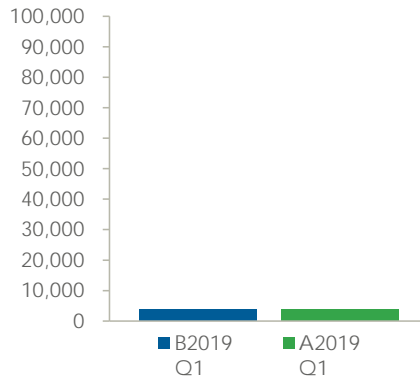
## Q1 - 2019 Financial Reporting

### Summary

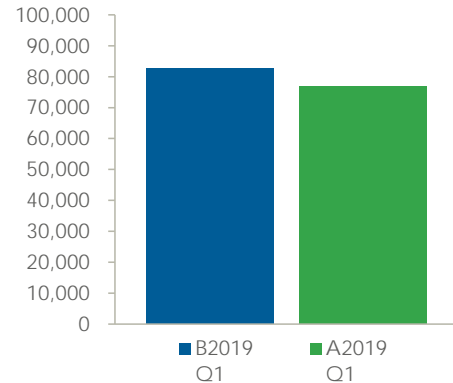
#### VARIANCE YTD

\$5,858

#### REVENUE



#### EXPENSE



REVENUE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
SALES OF GOODS & SVS TO INDIVIDUALS	341,400	3,478	3,750	272	1%
OTHER REVENUE FROM OWN SOURCES	20,000	245	-	(245)	0%
CONDITIONAL GRANTS FR OTHER GOV	985	-	-	-	0%
MP&CP TRANSACTIONS	53,634	-	-	-	0%
<b>TOTAL REVENUE</b>	<b>416,019</b>	<b>3,723</b>	<b>3,750</b>	<b>27</b>	<b>1%</b>

EXPENSE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
EARNINGS & BENEFITS	540,250	71,673	71,553	(120)	13%
GENERAL SERVICES-CONTRACTED	181,029	6,547	3,134	(3,413)	2%
GOODS,SUPPLIES & MATERIALS PURCHASED	102,635	3,853	2,046	(1,807)	2%
RESERVES,TRANSFERS & GRANTS	14,000	-	-	-	0%
FINANCIAL SERVICE CHARGES	6,800	610	45	(565)	1%
MP&CP TRANSACTIONS	30,000	-	75	75	0%
<b>TOTAL EXPENSE</b>	<b>874,714</b>	<b>82,683</b>	<b>76,852</b>	<b>(5,831)</b>	<b>9%</b>

<b>SURPLUS/ (DEFICIT)</b>	<b>(458,695)</b>	<b>(78,960)</b>	<b>(73,102)</b>	<b>5,858</b>	<b>16%</b>
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#### VARIANCES

• No significant variances.

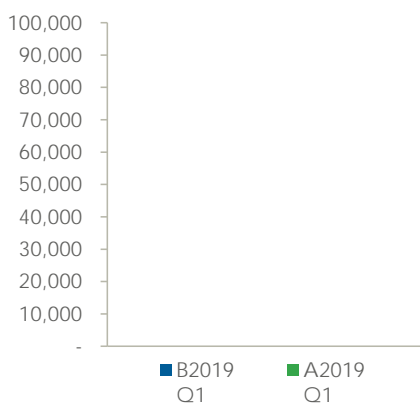
# Cultural & Library Board

## Q1 - 2019 Financial Reporting

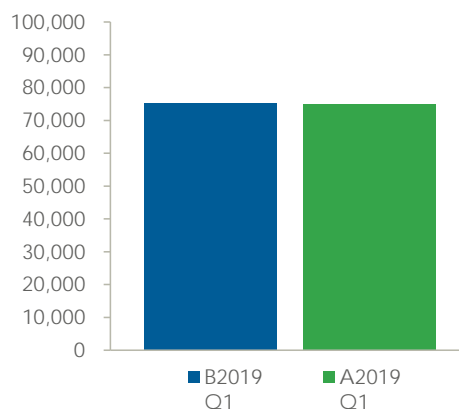
### Summary

**VARIANCE YTD**  
(\$373)

### REVENUE



### EXPENSE



REVENUE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
<b>TOTAL REVENUE</b>	-	-	-	-	0%

EXPENSE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
GENERAL SERVICES-CONTRACTED	60,000	30,000	29,627	(373)	49%
GOODS,SUPPLIES & MATERIALS PURCHASED	250	-	-	-	0%
RESERVES,TRANSFERS & GRANTS	325,190	45,190	45,190	-	14%
<b>TOTAL EXPENSE</b>	385,440	75,190	74,817	(373)	19%

<b>SURPLUS/ (DEFICIT)</b>	<b>(385,440)</b>	<b>(75,190)</b>	<b>(74,817)</b>	<b>373</b>	<b>19%</b>
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### VARIANCES

• No significant variances.

# Fiscal Services

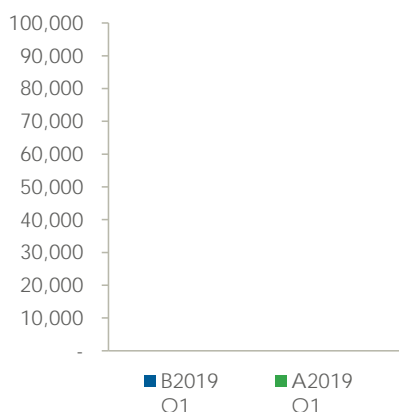
## Q1 - 2019 Financial Reporting

### Summary

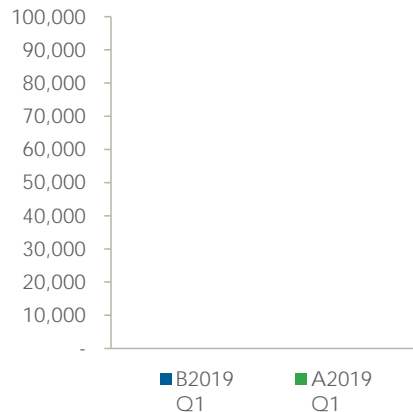
#### VARIANCE YTD

\$0

### REVENUE



### EXPENSE



REVENUE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
OTHER TRANSACTIONS	264,836	-	-	-	0%
<b>TOTAL REVENUE</b>	<b>264,836</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>

EXPENSES	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
RESERVES, TRANSFERS & GRANTS	488,000	-	-	-	0%
FINANCIAL SERVICE CHARGES	264,836	-	-	-	0%
<b>TOTAL EXPENSE</b>	<b>752,836</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>

<b>SURPLUS/ (DEFICIT)</b>	<b>(488,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
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#### VARIANCES

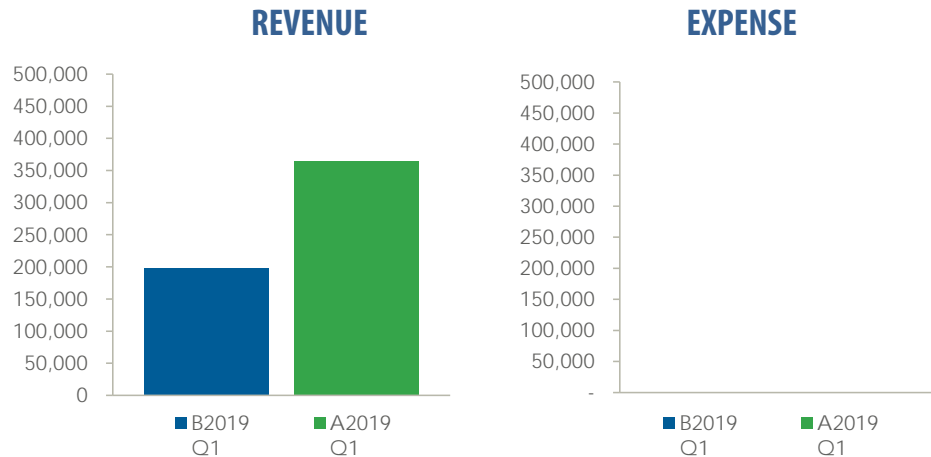
• No significant variances.

# Non-Departmental

## Q1 - 2019 Financial Reporting

### Summary

**VARIANCE YTD**  
(\$166,961)



REVENUE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
TAXES	73,881,641	-	-	-	0%
TAXES-GRANT IN LIEU	103,127	-	-	-	0%
OTHER REVENUE FROM OWN SOURCES	784,000	197,749	280,091	82,342	36%
UNCONDITIONAL GRANTS FR OTHER GOV	110,240	-	84,618	84,618	77%
<b>TOTAL REVENUE</b>	<b>74,879,008</b>	<b>197,749</b>	<b>364,710</b>	<b>166,961</b>	<b>0%</b>

EXPENSE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
<b>TOTAL EXPENSE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>

<b>SURPLUS/ (DEFICIT)</b>	<b>74,879,008</b>	<b>197,749</b>	<b>364,710</b>	<b>166,961</b>	<b>0%</b>
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### VARIANCES

- *Other revenue from own sources* - There was more interest income than anticipated due to conservative budgeting. Penalty revenue on taxes was higher than anticipated.
- *Unconditional grants from other governments* - The county received the landfill rebate in the first quarter, however revenue is budgeted in the second quarter.

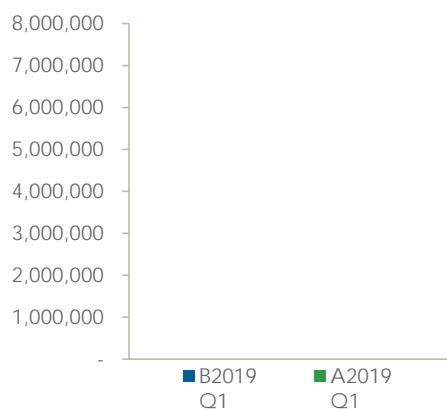
# Requisitions

## Q1 - 2019 Financial Reporting

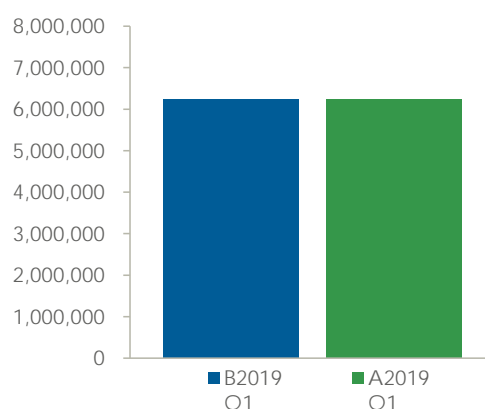
### Summary

**VARIANCE YTD**  
\$0

### REVENUE



### EXPENSE



REVENUE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
<b>TOTAL REVENUE</b>	-	-	-	-	0%

EXPENSE	Budget 2019	B2019 Q1	A2019 Q1	Variance (\$)	% of Total Budget
RESERVES, TRANSFERS & GRANTS	28,397,952	6,225,660	6,225,660	-	22%
<b>TOTAL EXPENSE</b>	28,397,952	6,225,660	6,225,660	-	22%

<b>SURPLUS/ (DEFICIT)</b>	<b>(28,397,952)</b>	<b>(6,225,660)</b>	<b>(6,225,660)</b>	-	<b>22%</b>
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### VARIANCES

• No significant variances.



## 2019 Major Project Plan - Quarter 1 Funding & Expenditures Summary

<b>Major Project Summary</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
Major Projects	3,604,333	133,106	3,471,227
<b>Total Expenditures - Major Projects</b>	<b>3,604,333</b>	<b>133,106</b>	<b>3,471,227</b>

<b>Completed Project Funding Summary</b>	<b>Budget</b>	<b>Actual</b>	<b>Savings/(Over) Expenditures</b>
<b>Municipal Taxes</b>			
Tax - General	-	4	(4)
<b>Grants</b>			
Fire Service Training Program (FSEPP)*	6,250	-	6,250
<b>Other</b>			
Reserve	56,195	56,195	-
Reserve - MRT			
<b>Total Funding</b>	<b>62,445</b>	<b>56,199</b>	<b>6,246</b>

\* The remaining FSEPP grant dollars will be returned to the funder in 2019.





## 2019 Major Project Plan Quarter 1

As at March 31, 2019

Project Name	2019 Final Budget	Actual Total Expense as at March 31, 2019	Total Cost Variance	Project Indicator	Status	Variance Explanation/ Notes
Sewer Infiltration and Inflow Assessment - Nisku Sewer	\$ 50,000	\$ 3,091	\$ 46,909		In Progress	Baseline sewer flow monitoring underway. The analysis reporting will start in Q3.
New Sarepta Lift Station Upgrade Option Analysis	\$ 35,000	\$ -	\$ 35,000		In Progress	Engineering work is in progress.
Range Road 263 And Highway 39/60 Intersection Upgrade - Contribution To Alberta Transportation	\$ 1,010,000	\$ -	\$ 1,010,000		In Progress	Public Works is working with Alberta Transportation. An update will be provided to Council by Q3.
Solid Waste Transfer Station Attendant Shelters X4	\$ 26,500	\$ -	\$ 26,500		No Activity	Project will start in Q2.
Beaumont Aquafit Contribution	\$ 500,000	\$ -	\$ 500,000		In Progress	The contribution will be completed in Q2.
2019 Recreation Cost Share - Partners' Capital Projects	\$ 550,000	\$ -	\$ 550,000		In Progress	The budget submission and initial payment requests will be presented to Council in June.
Leduc County Website Redevelopment	\$ 100,000	\$ -	\$ 100,000		In Progress	Business requirements are being finalized to inform the completion of the request for proposal (RFP) document.
CCBCC Beaumont Hall - Contribution Payment 5 of 5	\$ 50,000	\$ 50,000	\$ -		Complete	
Furniture and Office Improvements - P&D Front Counter Upgrade and Finance Carpet Replacement	\$ 64,500	\$ 2,262	\$ 62,238		In Progress	Finance renovation to commence in Q3, P&D will be completed by Q4.
Employee Compensation Review	\$ 50,000	\$ -	\$ 50,000		In Progress	A request for proposal (RFP) for the review closed on March 29, 2019. Evaluation committee met and reviewed the two proposals and has elected to not move forward with either submission. Administration looking at other options to move the project forward.
Alberta Fire Responder Radio Communication System (AFRRCS) - Radios for Pump 8 and Tanker 4 in the Leduc Rural District	\$ 12,528	\$ -	\$ 12,528		No Activity	
Building Lifecycle Maintenance	\$ 78,311	\$ -	\$ 78,311		No Activity	
Campground Shower House Flooring and Wall Improvement	\$ 30,000	\$ -	\$ 30,000		In Progress	Project will be completed in Q2.
Social Services Framework	\$ 100,000	\$ -	\$ 100,000		In Progress	A consultant has been approved to begin the process.
Leduc County Branding	\$ 50,000	\$ -	\$ 50,000		In Progress	A council workshop was held on February 27, 2019 to discuss and gain approval on the next steps to be completed on this initiative. Council approved moving forward with Phases 1 and 2. Work on these phases is projected to be completed Q4.
Council Electoral Boundaries and Remuneration Review	\$ 30,000	\$ -	\$ 30,000		In Progress	A request for proposal (RFP) for the review closed on March 29, 2019. Evaluation committee met and reviewed the two proposals and has elected to not move forward with either submission. Administration looking at other options to move the project forward.
Sewer Infiltration and Inflow Assessment - Nisku Sewer	\$ 8,855	\$ -	\$ 8,855		In Progress	
Warburg Arena Upgrade Phase I Contribution	\$ 245,000	\$ -	\$ 245,000		In Progress	Project will be completed in Q2.
Employee Self Service Software Module Implementation - Finance	\$ 13,960	\$ -	\$ 13,960		No Activity	
Annual Furniture and Office Improvement	\$ 48,000	\$ 36,343	\$ 11,657		In Progress	The second floor renovation completed, the remaining is for Finance renovation to commence in Q3.



## 2019 Major Project Plan Quarter 1

As at March 31, 2019

Project Name	2019 Final Budget	Actual Total Expense as at March 31, 2019	Total Cost Variance	Project Indicator	Status	Variance Explanation/ Notes
Clearwater Creek License Cleanout	\$ 25,000	\$ -	\$ 25,000		In Progress	The drainage maintenance assessment will be completed in Q2. The remediation work (deadfall and beaver dam removal) that were done in 2018 has proven to be very beneficial. The department will continue to monitor this summer and plan to do some more remedial work this fall and winter.
Genesee River Recreation Access Assessment Study	\$ 7,988	\$ -	\$ 7,988		In Progress	Concept plan will be presented to Council in Q2 2019.
Vistas Parks Plan	\$ 32,215	\$ 75	\$ 32,140		In Progress	The Vistas park plan is completed and approved by Council on February 26.
Rural Area Water Distribution Feasibility Study	\$ 12,066	\$ -	\$ 12,066		In Progress	Project work in progress, and will be completed in Q3.
Cyber Security Review & IT Strategic Plan	\$ 30,000	\$ -	\$ 30,000		In Progress	Project in progress.
2017/18 Fire Service Training Program	\$ 6,250	\$ -	\$ 6,250		Complete	Project completed, remaining funds will be returned as per part of grant agreement.
Telephone System Upgrades for Satellite Offices	\$ 15,000	\$ -	\$ 15,000		In Progress	Waiting for 3rd party to complete their work.
Nisku Bulk Water Site Improvements - Engineering	\$ 6,195	\$ 6,199	\$ (4)		Complete	
Rural Road Program Development	\$ 51,979	\$ -	\$ 51,979		No Activity	Project will be completed in Q2.
Kavanagh Landfill Reclamation	\$ 62,240	\$ 4,981	\$ 57,259		In Progress	This is an ongoing project to meet the Alberta Environment Regulation, the test report will be submitted to Alberta Environment once it is completed.
Asset Management Planning	\$ 75,000	\$ 7,894	\$ 67,106		In Progress	On-going work being done by the Asset Management Committee. Council approved the Asset Management Policy on February 26, 2019, and an education session for the committee members was completed in March.
IT Strategic Initiatives	\$ 60,920	\$ 21,550	\$ 39,370		In Progress	Project is in progress, and will be completed by Q4.
Regional Fire Services Frameworks	\$ 50,000	\$ -	\$ 50,000		In Progress	A regional framework meeting was held in Q1 to get the project started.
New Sarepta Property Clean up	\$ 10,293	\$ -	\$ 10,293		In Progress	Property requires hazardous materials removal. We are currently receiving quotes to complete this portion of the project.
St. Francis Transfer Station Reclamation	\$ 56,533	\$ 711	\$ 55,822		In Progress	Engineering work is in progress, and the project will be completed in Q4.
Transportation Master Plan	\$ 50,000	\$ -	\$ 50,000		In Progress	Working on the term of references, report will be presented at Council workshop in Q3.
<b>\$ 3,604,333.00</b>		<b>\$ 133,105.86</b>	<b>\$ 3,471,227.14</b>			

### Project Indicator - For Work In Progress projects only

	Green - Project is on track for hitting schedule and budget, and there are no major issues.
	Yellow - Early warning of potential risk to schedule and budget.
	Red - The project schedule and budget are in jeopardy.

### Project Indicator - For Completed projects only

	Project completed and under budget
	Project completed and over budget



## 2019 Capital Project Plan - Quarter 1 Funding & Expenditures Summary

<b>Capital Project Summary</b>		<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
	Other Capital Projects	7,016,370	958,211	6,058,159
	Road Program	9,175,000	12,797	9,162,203
	Bridge Program	1,639,295	42,633	1,596,662
<b>Total Expenditures</b>		<b>17,830,665</b>	<b>1,013,641</b>	<b>16,817,024</b>

<b>Completed Project Funding Summary</b>		<b>Budget</b>	<b>Actual</b>	<b>Savings/(Over) Expenditures</b>
<b>Municipal Taxes</b>				
	Tax - General	(14,500)	(53,025)	38,525
<b>Other</b>				
	Sale/Trade-In	5,000	2,791	(2,209)
<b>Total Funding</b>		<b>(9,500)</b>	<b>(50,234)</b>	<b>36,316</b>



## 2019 Capital Project Plan Quarter 1

As at March 31, 2019

Project Name	2019 Final Budget	Actual Total Expense as at March 31, 2019	Total Cost Variance	Project Indicator	Status	Variance Explanation/ Notes
Nisku Bulk Water Station Upgrade	\$ 590,000	\$ 2,951	\$ 587,049		In Progress	Tenders closed for the site work construction, and the work will begin after May long weekend. The station work is in progress.
New Sarepta Reservoir, Pumphouse And Bulk Water Station Upgrade	\$ 50,000	\$ -	\$ 50,000		In Progress	Project is in progress, consultant is looking into different options.
Mobile Air Monitoring System	\$ 60,000	\$ -	\$ 60,000		In Progress	The department is researching different options.
Signal Installation at 39 Avenue and Nisku Spine Road	\$ 590,000	\$ -	\$ 590,000		No Activity	
Intersection Improvement at 39 Avenue and Nisku Spine Road	\$ 610,000	\$ -	\$ 610,000		No Activity	
Purchase Two Buses For Route 10	\$ 96,000	\$ -	\$ 96,000		No Activity	
Mobile Communications Vehicle Improvement	\$ 18,000	\$ -	\$ 18,000		In Progress	Equipment ordered and will be installed in Q2.
Purchase New Aerial Apparatus - Replace Old Unit	\$ 850,000	\$ -	\$ 850,000		In Progress	Project bids were over budget. The department will provide Council with an updated report on May 24, 2019.
Purchase Two New Multi-Use Pumpers - New Addition For Calmar District and Replacement For New Sarepta District	\$ 220,000	\$ -	\$ 220,000		In Progress	The pumpers are being built at the factory and will be delivered in Q2 2019, in service by Q3.
Purchase Light Duty Truck - Replace Old Unit	\$ 38,000	\$ 37,500	\$ 500		Complete	Project completed.
Utilities SCADA Upgrade - For Water And Sewer	\$ 35,000	\$ 6,383	\$ 28,617		In Progress	Project is in progress, will be completed in Q3.
Purchase Tandem Axle Truck With Winter Equipment And Attachment - Replace Old Unit	\$ 300,000		\$ 300,000		In Progress	Item will be delivered in September. Old unit will be sold in auction.
Selling Spare Grader	\$ (47,500)	\$ (87,734)	\$ 40,234		Complete	
2019 Road Program	\$ 9,175,000	\$ 12,797	\$ 9,162,203		In Progress	See 2019 Road Program - Quarter 1 Summary.
2019 Bridge Program	\$ 1,639,295	\$ 42,633	\$ 1,596,662		In Progress	Bridge tenders have closed, but have not been awarded. Projects will start in Q2 2019, and complete in Q4 2019.
Purchase Gravel Pup Trailer - New Addition	\$ 30,000	\$ -	\$ 30,000		In Progress	New gravel pup trailer units will be purchased in Q2.
Purchase New ATV Side by Side	\$ 8,891	\$ -	\$ 8,891		In Progress	Installation of safety equipment anticipated in Q2.
Purchase Fire Pumper	\$ 321,794	\$ 315,329	\$ 6,465		In Progress	Decalling and striping to be completed in Q2.
New Sarepta Fire Station Expansion	\$ 1,071,916	\$ 7,831	\$ 1,064,085		In Progress	Project bids were over budget. The department will provide Council with an updated report on May 24, 2019.
Parade Float Vehicle Improvements	\$ 11,700	\$ -	\$ 11,700		No Activity	
New Sarepta Wastewater Lagoon Improvements	\$ 254,245	\$ 57,247	\$ 196,998		In Progress	Manhole work currently being completed. Remaining work includes site access and drainage improvements.
Purchase Tandem Axle Snow Plow/Sanding Truck	\$ 300,500	\$ 300,160	\$ 340		In Progress	New truck purchase completed, old unit will be sold in Q3.
New Sarepta Ball Diamond Relocation	\$ 89,100	\$ -	\$ 89,100		In Progress	Project on hold, pending future land ownership discussions.
Genesee Group Camping Area Improvement	\$ 80,540	\$ 340	\$ 80,200		In Progress	Project will be completed in Q2 2019, and open for booking in July 1st, 2019.
Diamond Estates - Development of Municipal Reserve - Phase I	\$ 35,230	\$ -	\$ 35,230		In Progress	The project will be adding topsoil, seed, and fertilizer to areas that have yet to establish. Some areas require erosion repair and maintenance as well as tree replacement that has not survived the first couple of years. The project will be completed in Q4, 2019.



## 2019 Capital Project Plan Quarter 1

As at March 31, 2019

Project Name	2019 Final Budget
Sewer Transfer Station Automation - Nisku	\$ 79,754
Nisku Spine Rd - Phase 1A-i & 1A-ii 41 Ave to TWP 510	\$ 1,043,738
Nisku Recreation Centre Lighting Replacement	\$ 18,804
Back-up Power Generator for County Centre	\$ 166,482
Diamond Estates Drainage Swale Project	\$ 25,680
New Calmar Fire Station Landscaping & Signage	\$ 52,096
Large Format Scanner	\$ 16,400

**\$ 17,830,665.00**

Actual Total Expense as at March 31, 2019	Total Cost Variance	Project Indicator	Status	Variance Explanation/ Notes
\$ 36,480	\$ 43,274		In Progress	Site security work remaining.
\$ -	\$ 1,043,738		In Progress	Public Works is working with the consultant to finalize the proposal to fit within the budget. Project will complete in Q4.
\$ -	\$ 18,804		In Progress	Project is pending future facility conversations.
\$ 281,724	\$ (115,242)		In Progress	Contract cancelled, the settlement is in progress. The project manager is working on a tender for installation.
\$ -	\$ 25,680		No Activity	Remaining work is fencing, project will start by Q3.
\$ -	\$ 52,096		In Progress	Radio tower invoice paid in Q2, signage and landscaping to commence in Q2.
\$ -	\$ 16,400		In Progress	Assessment and IT are looking at options. The scanner should be purchased and installed by Q2 2019.

**\$ 1,013,641    \$ 16,817,024**

### Project Indicator - For Work In Progress projects only

- Green - Project is on track for hitting schedule and budget, and there are no major issues.
- Yellow - Early warning of potential risk to schedule and budget.
- Red - The project schedule and budget are in jeopardy.

### Project Indicator - For Completed projects only

- Project completed and under budget
- Project completed and over budget



## 2019 Road Program - Quarter 1 Summary

Project Description	Existing Surface	Proposed Surface	Work Description	2019 Final Approved	Actual Total Expense As at March 31, 2019	Variance	Project Status	Project Indicator	Notes
<b>Rural Roads</b>									
South Wizard Lake - From Hwy 795 to End (Test Section)	Gravel	Gravel	Reconstruction	900,000	-	900,000	In Progress		Design in progress, work to commence in Q2.
Spot Repairs for Glen Park Road	Paved/Micro surface	Paved	Repair	150,000	-	150,000	No Activity		
Rural Road Initiative				1,000,000	-	1,000,000	No Activity		Project will commence in late May. No expenditures to date.
				<b>2,050,000</b>	<b>-</b>	<b>2,050,000</b>			
<b>Subdivisions</b>									
Hilltop Estates - From RR 232 To Hwy 625	Coldmix	Paved	Rehabilitation	575,000	-	575,000	No Activity		
Twin Peaks Ranch Estates - From RR 232 to Airport Road	Paved	Paved	Rehabilitation	700,000	-	700,000	No Activity		
Silver Bear Estate - Twp 505	Paved	Paved	Rehabilitation	375,000	-	375,000	No Activity		
				<b>1,650,000</b>	<b>-</b>	<b>1,650,000</b>			
<b>Nisku Roads</b>									
Sparrow Drive - From Airport Road to Hwy 625 - Repair	Paved	Paved	Repair	350,000	-	350,000	No Activity		
8 St - From 30 Ave To North End	Gravel	Paved	Rehabilitation	2,600,000	-	2,600,000	No Activity		
				<b>2,950,000</b>	<b>-</b>	<b>2,950,000</b>			
<b>New Sarepta Roads</b>									
Centre Avenue From Centre Street to 2 St South	Gravel	Paved	Rehabilitation	1,000,000	3,566	996,434	In Progress		Design in progress, work to commence in Q2.
Drainage				500,000	9,231	490,769	In Progress		Design in progress, work to commence in Q2.
				<b>1,500,000</b>	<b>12,797</b>	<b>1,487,203</b>			
<b>Spine Road</b>									
Spine Road - From TWP 510 To 25 Ave - Design				200,000	-	200,000	No Activity		
Spine Road - From 18 Ave To Airport Road - Design				700,000	-	700,000	No Activity		
				<b>900,000</b>	<b>-</b>	<b>900,000</b>			
<b>2018 Carry Forward Projects</b>									
RR 250 Design - Cost share with City of Leduc				125,000	-	125,000	No Activity		
				<b>125,000</b>	<b>-</b>	<b>125,000</b>			
<b>Total 2019 Final Approved</b>									
				<b>9,175,000</b>	<b>12,797</b>	<b>9,162,203</b>			



## 2019 Bridge Program - Quarter 1 Summary

Project Description	2019 Final Approved	Actual Total Expense	Variance	Project Status	Project Indicator	Notes
<b>Replacement - 2018 Carry Forward Projects</b>						
BF 09652 TR 494 Intersection TR 494 & RR 274	442,960	20,234	422,726	In Progress		Right of way concerns have been resolved, and work has commenced.
BF 07016 RR 240 BTW APR & HWY 625	456,335	22,399	433,936	In Progress		Right of way concerns have been resolved, and work has commenced.
	<b>899,295</b>	<b>42,633</b>	<b>856,662</b>			
<b>Maintenance</b>						
BF 01266 TWP 490 BTW RR 13 & Hwy 778	157,200	-	157,200	In Progress		
BF 07543 RR 20 BTW TWP 494 & TWP 492	81,500	-	81,500	In Progress		
BF 79388 RR 31 BTW TWP 494 & TWP 492	12,500	-	12,500	In Progress		
BF 08075 RR 25 BTW TWP 494 & Hwy 622	65,200	-	65,200	In Progress		
BF 08879 TWP 500 BTW RR 260 & RR 255	81,500	-	81,500	In Progress		
BF 07072 TWP 502 BTW RR 260 & RR 255	75,200	-	75,200	In Progress		
BF 76733 TWP 493 BTW RR 10 & RR 11	68,900	-	68,900	In Progress		
BF 08528 TWP 504 BTW RR 270 & RR 271	116,600	-	116,600	In Progress		
BF 08146 TWP 484 BTW RR 11 & Hwy 778	37,600	-	37,600	In Progress		
BF 71495 RR 40 BTW TWP 490 & TWP 492	43,800	-	43,800	In Progress		
	<b>740,000</b>	<b>-</b>	<b>740,000</b>			
<b>Total 2019 Final Approved</b>	<b>1,639,295</b>	<b>42,633</b>	<b>1,596,662</b>			



**Operating Fund Reserve Schedule  
For the period ended March 31, 2019**

**Operating Fund Reserve**

**External Agreements**

**Facilities & Equipment**

**Stabilization & Contingency**

**Special Purpose**

**Regulatory**

**Utilities**

Actual Balance as at December 31, 2018	APPLIED		ADDITIONS		Actual Balance as at March 31, 2019
	2019 Budget	2019 Actual	2019 Budget	2019 Actual	
2,883,843.71	618,804.00	-	85,400.00	-	2,883,843.71
647,044.60	250,145.00	-	-	-	647,044.60
4,931,045.82	204,441.00	-	1,138,000.00	-	4,931,045.82
4,479,857.16	1,518,386.00	-	3,730,000.00	-	4,479,857.16
1,347,585.13	192,910.00	-	134,000.00	-	1,347,585.13
1,555,118.78	94,804.00	-	8,400.00	11,305.73	1,566,424.51
<b>15,844,495.20</b>	<b>2,879,490.00</b>	<b>0.00</b>	<b>5,095,800.00</b>	<b>11,305.73</b>	<b>15,855,800.93</b>





**Capital Fund Reserve Schedule  
For the period ended March 31, 2019**

**Capital Fund Reserve**

**Asset Lifecycle Management**

**Stabilization & Contingency**

**Special Purpose**

**Statutory**

**Utilities**

Actual Balance as at December 31, 2018	APPLIED		ADDITIONS		Actual Balance as at March 31, 2019
	2019 Budget	2019 Actual	2019 Budget	2019 Actual	
5,707,208.35	903,812.00	-	436,501.00	-	5,707,208.35
9,159,892.65	3,327,776.00	-	-	-	9,159,892.65
464,057.34	455,336.00	-	-	-	464,057.34
2,030,202.72	511,704.00	-	-	35,730.61	2,065,933.33
140,740.63	-	-	491,723.00	1,022.86	141,763.49
<b>17,502,101.69</b>	<b>5,198,628.00</b>	<b>-</b>	<b>928,224.00</b>	<b>36,753.47</b>	<b>17,538,855.16</b>