



2019 QUARTERLY REPORTING

Quarter 2: April 1 – June 30



Quarterly report: Q2, 2019

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Strategic Plan and Operational Plan Indicators

Indicator	Progress description
	Action complete or is proceeding as anticipated and will be completed within established timelines
	Action has some factor(s) impacting its completion and/or expected progress at time of reporting
	Action is significantly delayed or in some form of jeopardy of completion in the reporting year

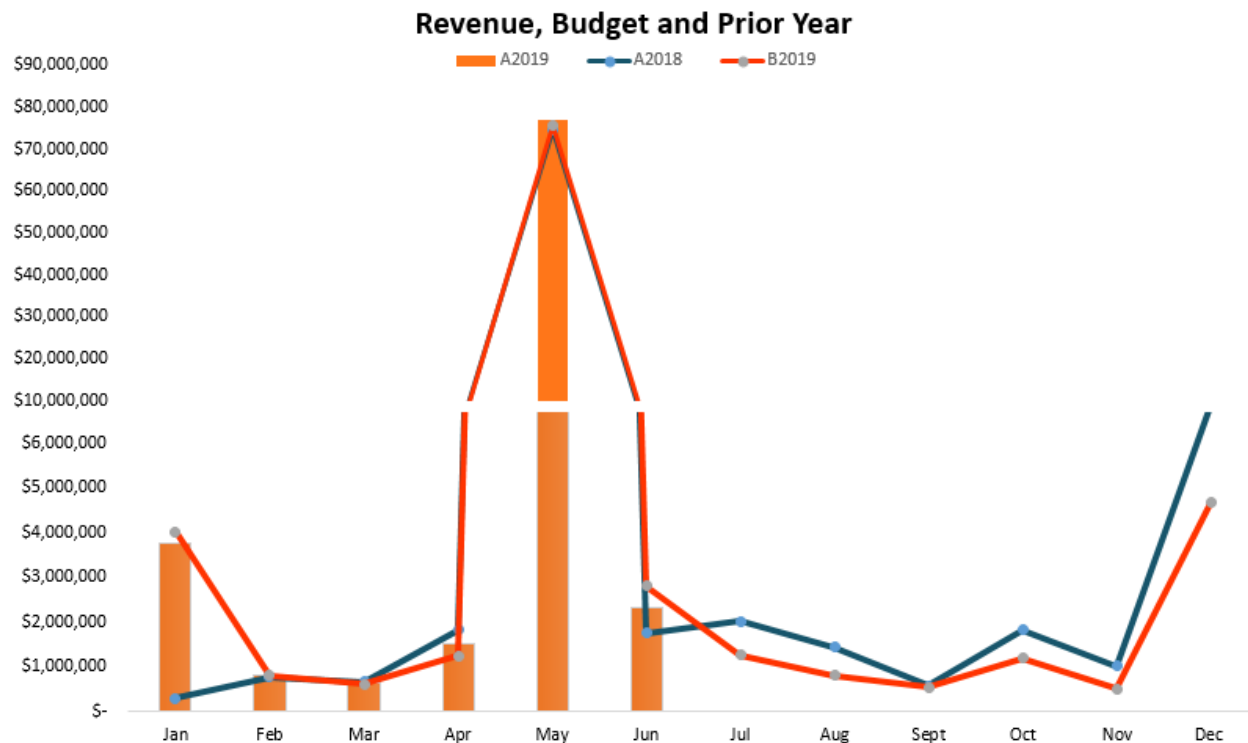


County Highlights: Q2, 2019

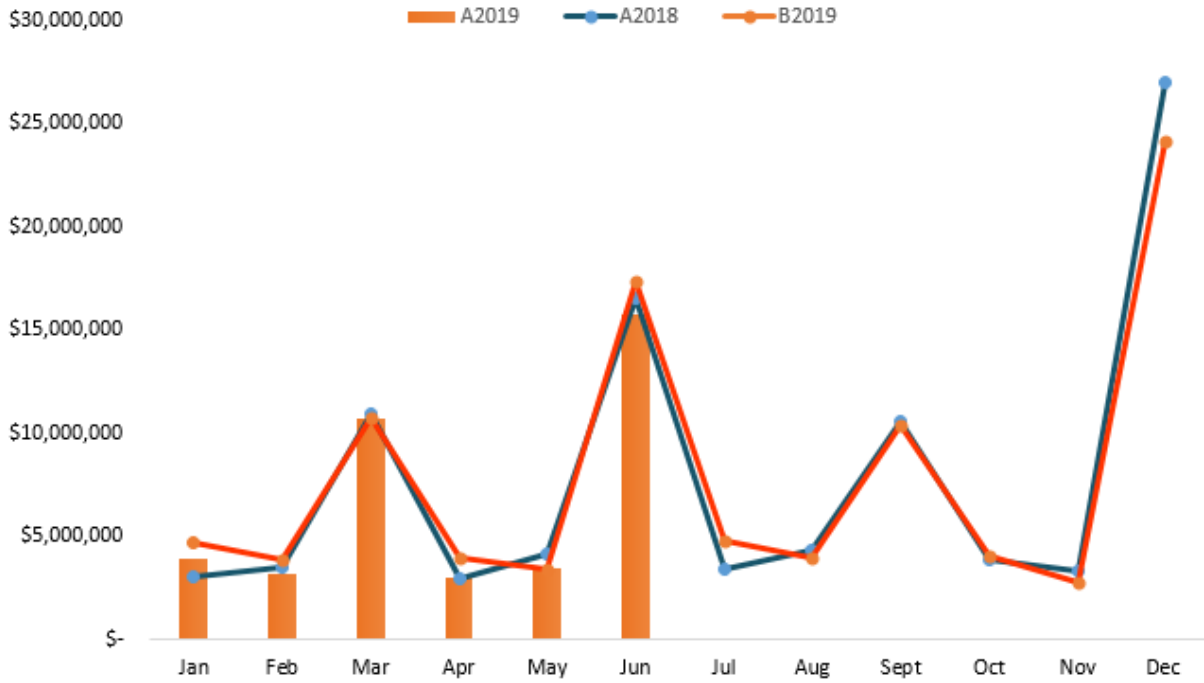
Highlights from this quarter

- 2019 final budget presentation and approval by council on April 23, 2019
- 2018 audited financial statements presentation and approval by council on April 23, 2019
- The new Municipal Development Plan has been completed, adopted by Council on June 25, 2019 and is now in effect
- New Leduc County Economic Development Strategy was accepted by Council; an Economic Development Framework has been completed for the Airport Accord partnership; and draft information/lead sharing protocols have been prepared by Edmonton Global
- Whistleblower program, for staff and external contractors, has been rolled out in the organization
- Proposed one county-wide Emergency Management Agency to most Mayors & CEO's within and bordering Leduc County to meet/exceed requirements under new provincial regulations.

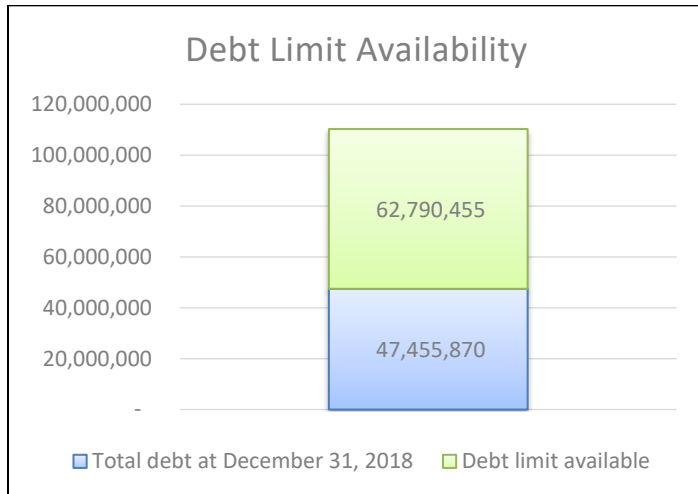
Revenues and expenditures



Expense, Budget and Prior Year



Debt service limit



Development highlights

Project	Update
Amazon Distribution Centre	Progress continues but the weather is hindering progress
Aurora Sky facility	Distribution warehouse is fully framed and in lockup stage and inside finish progress continues
Destiney Bioscience facility	Fully framed and in lockup stage
Avatex Airpointe	Occupancy will be granted shortly on a couple of the businesses
Monarch Lands	Site preparation continues but the weather is hindering progress

Permits

Development permits

	Q1 Totals	Q2 Totals
Received	58	103
Issued	48	88
Refused	1	3
Processing	9	12

Building permits

	Q1 Totals	Q2 Totals
Issued	54	92
Construction value	\$14,561,456	\$32,210,654
Fees	\$99,148	\$217,160

Safety codes permits

	Q1 Issued	Q1 Fees	Q2 Issued	Q2 Fees
Electrical	132	\$31,701	168	\$50,755
Gas	102	\$11,773	108	\$13,074
Plumbing	46	\$5,814	83	\$13,192
Private sewage	8	\$1,087	27	\$4,382
Total	288	\$50,375	386	\$81,403

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	3-4	\$46,864	8	Rural Multi-Lot New Sarepta	\$485,000
2	3	Residential parcel	2 to 4	\$98,513	11	Residential/Multi-lot Subdivisions	\$619,000
3**	7	Diamond & Royal Oaks	<1	\$295,000/lot	9	Diamond & Royal Oaks & Rural Residential	\$780,000
		Farmland	59-142	\$5,735			
4**	3	Farmland	150-160	\$5,390	4	Rural Residential (2.94-20.21 Acres)	\$315,000
5***	4	Residential parcels	2- 11	\$23,465	4	Rural Residential Large rural parcel	\$300,000
		Farmland	70-75	\$6,695			\$755,000
6	4	Farmland	80-161	\$3,345	6	Rural Residential Lakefront	\$213,750
						Off-lake	\$410,000 \$135,000
7	11	Rural Residential	4-30	\$7,785	4	Rural residential Large rural parcel	\$287,000
		Farmland	75-160	\$2,970			\$450,00
Nisku	1	Industrial	1.79	\$670,390	3	Industrial/ Commercial	Property sales range \$1,850,000 to 8,000,000
Total sales	35				53		

** 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 have increased slightly to 6 percent from 5.5 percent in Q1.

Emergency management

- Proposed one county-wide Emergency Management Agency to most Mayors & CEO's within and bordering Leduc County to meet/exceed requirements under new provincial regulations.
- Review and amend our Municipal Emergency Management Plan.
- Held a full Emergency Coordination Centre activation scenario with Leduc County staff on June 4, 2019. An after action report was completed and submitted to Alberta Emergency Management Agency(AEMA)

Health and Safety

- Held two employee wellness initiatives: lunch-hour CrossFit and New Canada Food Guide information session
- All seasonal employees received orientation and health and safety training.
- Mandatory violence prevention training delivered to staff (99% complete)
- Situational awareness and tactical training held for staff.
- All departments completed quarterly safety meetings
 - Q2 focus: Health, Fitness and Wellness

Incident reporting

Incident type	This quarter	Last quarter
Total recordable incident frequency (industry strives to be less than 2.00)	5.99	4.69
Lost-time incident frequency rate (goal is 0.00)	1.99 (lost days = 34)	2.35 (lost days = 11)

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.

Whistleblower complaints

	Q2 Total
Number of complaints received	0






Quarterly report to council





Reporting period: **Q2 - 2019**

Corporate Plan

Strategic Plan Q2 2019 Deliverables update

Goal 1: Promote the county's enriched quality of life and business opportunities.		
Strategy 1.1: Develop a Corporate Identity Program (CIP) and Brand Strategy to enhance, promote and market the County's philosophy, corporate culture and brand.		
Actions	Deliverables/KPIs	Status
Complete review of corporate identity including logo and brand standards.	Report to council.	▲
Status update: <ul style="list-style-type: none"> Administration is examining options to move forward with work on a branding strategy for Leduc County. Work will begin on this initiative in Q3 		
Engage public input and council consultation in the development of the corporate identity.	Facilitated sessions with council and public.	▲
Status update: <ul style="list-style-type: none"> Administration is examining options to move forward with work on a branding strategy for Leduc County. Work will begin on this initiative in Q3 		
Strategy 1.2 Ensure efficient use of resources to maximize economic development opportunities.		
Actions	Deliverables/KPIs	Status




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.	
Status update: <ul style="list-style-type: none"> Initial draft of the three-year action plan was workshopped with Council in February 2019. A new Economic Development Coordinator started with the County in April and final plan was presented to Council in May 2019. 		




Goal 2: Build and nurture collaborative leadership capacity by enhancing relationships with municipal and provincial partners.		
Strategy 2.1 Develop plans and strategies for regional initiatives to support economic development.		
Actions	Deliverables/KPIs	Status
Involvement in the various working groups for the Airport Accord.	Ongoing progress reports to council.	
Status update: <ul style="list-style-type: none"> The economic development framework has been completed and was delivered to the Airport Accord Oversight Committee on June 21st. Regular Airport Accord updates provided to council. 		
Involvement in Edmonton Global.	Edmonton Global protocol for lead generation.	
Status update: <ul style="list-style-type: none"> Lead/information sharing protocols have been created in draft form by Edmonton Global and are actively being discussed among the EDO network – completion anticipated for late summer. 		
Investigate sub-regional economic development opportunities and initiatives.	Establish new external relationships.	
Status update: <ul style="list-style-type: none"> Increased partnerships on various initiatives with the Leduc Regional Chamber of commerce. Ongoing networking between our economic development coordinator and sub-regional municipal counterparts. 		
Hold joint meetings with other local municipalities.	Joint meetings held.	


Status update:



- Leduc County hosted a meeting with Mayors and CAOs to explore establishing a regional agency to support disaster response sub-regionally.


Strategy 2.2 Advocacy and relationship building with other orders of government and agencies to raise awareness for Leduc County initiatives.


Actions	Deliverables/KPIs	Status
Lobbying efforts for grant support of Leduc County projects and initiatives.	Successful grant applications.	
Status update: <ul style="list-style-type: none"> Met with Minister Sohi to discuss and lobby for funding for coal transition and Nisku Spine Road project. Hosted the Western Diversification/Minister Sohi announcement on June 28th regarding community coal transition funding. Leduc County was successful in receiving \$430K in grant funding for the investment readiness project. 		
Advocate for Leduc County residents and businesses on specific issues.	Inform other orders of government.	
Status updates: <ul style="list-style-type: none"> Worked with Provincial Assessor and Capital Power to resolve outstanding non-linear designated industrial property assessment appeal. 		
Strengthening relationship with other orders of government.	Increased levels of participation.	
Status update: <ul style="list-style-type: none"> Meetings scheduled for late August with local MLA's to discuss County concerns/issues. 		


Goal 3: Engage citizens and businesses to influence municipal services, programs and practices.		
Strategy 3.1 Encourage public participation in local government.		
Actions	Deliverables/KPIs	Status
Host events to allow citizens to connect with council.	A minimum of two events held.	
Status update: <ul style="list-style-type: none"> Leduc County participated in the following trade shows: <ul style="list-style-type: none"> Leduc & District Chamber of Commerce Business Expo on April 13th New Sarepta Annual Fair on June 8th 		
Ongoing public involvement in the process of the establishment of municipal levels of service.	Increase in participation in open houses, public hearings/feedback.	
Status update: <ul style="list-style-type: none"> Rural water servicing open houses held in Rollyview and Looma with participation from over 450 residents. 		
Review of legislated advertising use of plain language.	Policy on plain language.	
Status update: <ul style="list-style-type: none"> Administration is committed to the use of plain language as a communication standard. The formal review of legislated advertising use is delayed due to organizational capacity. 		


Goal 4: Serve residents and businesses through efficient, effective and comprehensive municipal services.		
Strategy 4.1 Ongoing evaluation of the municipality's levels of service.		
Actions	Deliverables/KPIs	Status
Review of organizational structure effectiveness	Ongoing corporate strategy meetings.	

Status update: <ul style="list-style-type: none"> Evaluation of the operations at the Nisku Recreation Centre have been presented to Council with Administration now reviewing new opportunities to re-purpose the facility. Ongoing commitment by Administration to look at organizational structure effectiveness when staff turnover occurs. 		
Annual completion of corporate plan, departmental operational plans and the establishment of levels-of-service through the budgeting process.	Successful budget process.	
Status update: <ul style="list-style-type: none"> 2020 budget workshop held with council to establish the change to a service-based budget approach on April 16th. An environmental scan report was presented to council in June 2019 to provide an economic outlook, a summary of federal, provincial and regional variables, preliminary assessment projections and long-range financial plan information. 2020 budget guidelines and timelines were approved by Council on June 25th. 		
Evaluate achievement of deliverables for the 2018-2021 Strategic Plan.	Report to Council.	
Status update: <ul style="list-style-type: none"> Ongoing quarterly reporting to council will provide status updates on strategic priorities and operational deliverables. 		

Goal 4: Serve residents and businesses through efficient, effective and comprehensive municipal services.		
Strategy 4.2 Ongoing evaluation of fiscal management practices.		
Actions	Deliverables/KPIs	Status
Maximize provincial and federal grant opportunities.	Annual report to council.	
Status update: <ul style="list-style-type: none"> The City of Leduc and Leduc County have applied for unspent Alberta Community Partnership grant dollars to be reallocated to the regional emergency management initiative for the region. Grant dollars announced by Federal government for Investment Readiness project. 		

Evaluate financial practices to maximize opportunities for the effective use of county funds.	Reports to council.	
Status update: <ul style="list-style-type: none"> An environmental scan was developed and presented as part of the Council 2020 budget guidelines presentation and approval. Demonstrated success with investment strategy to maximize investment returns. Ongoing progress with work being done by Asset Management Committee to advance asset management practices within the organization. 		

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: <ul style="list-style-type: none"> The senior management team held a workshop and team building event on June 5th. Executive leadership team attended five department staff meetings in Q2. 		

Goal 5: Continue to build on a corporate culture that inspires staff to excel in their roles and contribute to organizational success.		
Strategy 5.2 Continued commitment to an effective health and safety program.		
Actions	Deliverables/KPIs	Status
County manager's office participation in health and safety initiatives, such as toolbox meetings and site inspections.	10 activities per year.	
Status update: <ul style="list-style-type: none"> The Executive Leadership team participated in one health and safety committee meeting and one Public Works toolbox meeting in Q2. 		

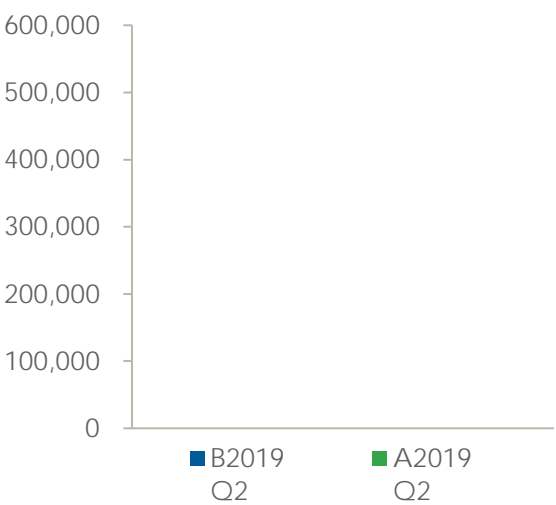
Legislative

Q2 - 2019 Financial Reporting

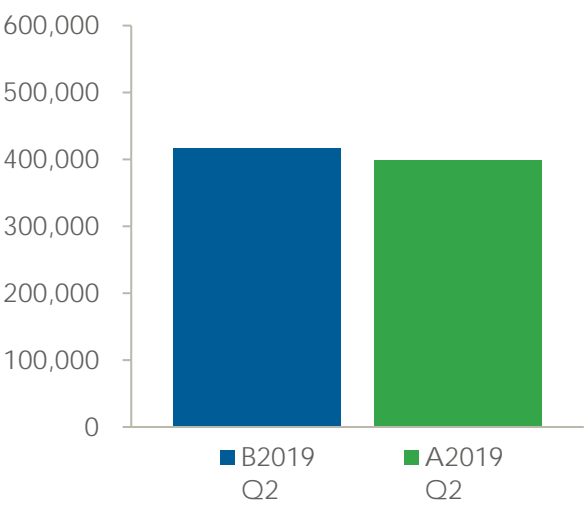
Summary

VARIANCE YTD
(\$16,578)

REVENUE



EXPENSE



REVENUE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
OTHER REVENUE FROM OWN SOURCES	700	700	-	(700)	0%
TOTAL REVENUE	700	700	-	(700)	0%

EXPENSE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
EARNINGS & BENEFITS	699,043	340,902	340,542	(360)	49%
GENERAL SERVICES-CONTRACTED	116,155	59,376	54,397	(4,979)	47%
GOODS,SUPPLIES & MATERIALS PURCHASED	12,450	3,712	3,772	60	30%
MP&CP TRANSACTIONS	30,000	12,000	-	12,000	0%
TOTAL EXPENSE	857,648	415,990	398,712	(5,278)	46%

SURPLUS/ (DEFICIT)	(856,948)	(415,290)	(398,712)	16,578	47%
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VARIANCES
• No significant variances.



Quarterly report to council


Reporting period: **Q2 - 2019**




Department: **Administration - Assessment**

Highlights from this quarter

- The Capital Power appeal for non-linear property was settled outside of the formal appeal process. Capital Power appealed the 2017 and 2018 assessments and the requested assessment reduction was approximately \$138,810,000 over the two years. The settled total assessments resulted in a total 2-year reduction of approximately \$15,976,000.00 (11.5% of the original request).
- Capital Power also appealed the 2018 linear assessment and Leduc County is taking an active participant status in that appeal which at minimum will facilitate the basic updates on the status of the appeal. The 2017 linear appeal has yet to be scheduled.
- Prior to the Capital Power assessment settlement, a staff Assessor was acting as a witness for the Provincial Assessor (Respondent) and completed approximately 150 hours of preparation to produce a report and defend the assessment at the appeal.


Strategic Plan Q2 2019 Deliverables update

Goal 1: Project and maintain a stable assessment base in order for Leduc County to have a reliable tax base to appropriately fund recreational, tourist and cultural activities and attractions for Leduc County citizens.		
Strategy 1.1 The Leduc County assessment base is becoming more diverse and complex with various property types. The Assessment Department will continue to build their knowledge and expertise as it relates to the income approach to value.		
Actions	Deliverables/KPIs	Status
2 assessors will complete the International Association of Assessing Officers (IAAO) Income Course to be held in Red Deer.	Successful completion of the course and greater utilization of the income approach to value	
Status update: <ul style="list-style-type: none">• One Assessor attended the IAAO Course in Red Deer. The course was applicable to the income assessments that we produce. The skills and knowledge gained from this course will strengthen the entire department as we continue to apply the income approach to value.		

Goal 2: Provide fair and equitable assessments for agriculture related businesses and educate customers about the potential assessment implications as it relates to these value-added ventures		
Strategy 2.1 The Assessment Department will provide information and interpretation to co-workers and Council on the MGA and Regulations as it applies to farming operation assessments. We will continue to monitor agriculture related business ventures so that we are fair and equitable between customers.		
Actions	Deliverables/KPIs	Status
Continue to monitor properties during general 5-year inspections and apply the appropriate assessment classifications.	Analyze change in assessment classes.	
Provide department and council workshops regarding relevant legislation as it relates to agriculture industry related assessments.	Better understanding of the assessment implications for agriculture related business ventures.	
Status update: <ul style="list-style-type: none"> Currently, there are approximately 250 properties that have both agricultural and non-residential assessments. A council workshop on agricultural assessment is scheduled for August 22. 		
Goal 3: Project and maintain a stable assessment base in order for Leduc County to have stable funding to continue to improve and maintain transportation infrastructure and provide access to public transportation options.		
Strategy 3.1 The Assessment Department will continue to provide assessments that are stable and provide the base for solid funding of this infrastructure.		
Actions	Deliverables/KPIs	Status
Attend assessment education seminars that further develop various valuation skills and knowledge.	Attend education and professional development events that increase levels of expertise in order to continue to produce a stable and predictable assessment roll.	
Status update: <ul style="list-style-type: none"> The Assessment Department attended the Alberta Assessors Association Conference. The Manager of Assessment Services attended the Canadian Property Tax Association Conference. These events provide quality education and an opportunity to discuss pertinent assessment issues with colleagues. 		

Goal 4: Provide consistent and stable assessment and taxation policy that facilitates an economic development friendly environment. Leduc County has a very competitive taxation policy that should continue to promote activity and growth in our region. The Assessment Department engages with internal departments and our customers so that we understand the market trends and pressures.



Strategy 4.1 The Assessment Department is committed to strong customer relations and engagement. We will continue to focus on connecting with our customers to confirm property information and gain insight into their business so that we may produce an assessment that is fair and equitable.

Actions	Deliverables/KPIs	Status
Continue to act as a resource for market information and trends for our various customer types.	The Assessment Department will continue to have strong relationships with all of our stakeholders and the assessment roll will be considered credible.	

Status update:

- The Assessment Department continues to work with many real estate professionals and appraisers.
- The Assessment appeal season provides the department with the opportunity to discuss specific properties and market conditions.

Strategy 4.2 The Assessment Department is committed to collaborating with the internal function of economic development in order to develop a dynamic understanding of the market and taxation trends in Leduc County and the region.


Actions	Deliverables/KPIs	Status
Develop and maintain relationship with the Economic Development department.	Coordinated report to Council on market conditions in Leduc County.	
Develop a tax mill rate analysis.	Present report to Council.	

Status update:

- The Economic Development Department and the Assessment Department monthly to discuss current economic trends and opportunities. The exchange of information between the two departments provides for useful insight into the economic opportunities that are available in Leduc County.
- Presented mill rate analysis report to council on April 9, 2019.

Goal 5: The Assessment Department collaborates with other assessment jurisdictions within and outside of our region. We endeavor to support and learn from all of our assessment colleagues in order to maintain consistency, fairness and equity.


Strategy 5.1 Members of the Assessment Department will continue to be involved with our professional association and where appropriate, provide leadership and support to our industry and colleagues. Participating in educational sessions and meetings provides great networking opportunities in which we are able to share knowledge and information that strengthen our skills.



Actions	Deliverables/KPIs	Status
The assessors will be active members of Alberta Assessors Association (AAA).	Assessors may sit as an Executive Member of the AAA, participate in AAA Committees and Working Groups, and/or act as a facilitator and trainer at various AAA educational events.	
Status update: <ul style="list-style-type: none"> The Manager of Assessment Services completed her term as Rural Director on the AAA Executive and now serves on the AAA Practice Review Committee. The manager also participates in the Assessment Community of Practice, which is a provincial committee that discusses province wide assessment issues. 		

Operational Plan Q2 2019 Deliverables update

Goal 6: Increase efficiencies and streamline assessment processes by utilizing remote computer technology.

Strategy 6.1 The assessment department will utilize surface computers and the “Remote” Camalot system in the field which will enhance our source of information and allow for data entry while completing inspections.

Actions	Deliverables/KPIs	Status
Implement Surface Computer and Remote Camalot system in the field.	Better data and roll information access in the field will lead to greater effectiveness and efficiencies.	
Status update: <ul style="list-style-type: none"> Assessors are utilizing surface computers and “Remote” CAMAlot in the field. The vehicles have been equipped with small working surfaces in order to access information and complete data entry. 		

Goal 7: Build legal and legislative resources in order to defend complex, high value assessments.		
Strategy 7.1 Work with other municipalities to collaborate on securing appropriate legal briefs in order to defend assessments at an Assessment Review Board. Seek legal advice where appropriate to build and strengthen the assessment disclosure package.		
Actions	Deliverables/KPIs	Status
Collaborate with other municipalities on common issues in order to secure legal briefs and disclosure templates for the assessment appeal process.	Have access to a robust, yet affordable, appeal template and legal briefs that support and defend our assessments at an Assessment Review Board.	
Status update: <ul style="list-style-type: none"> Leduc County has received an appeal template prepared by legal counsel. This will be an excellent resource for appeal preparation. This is a great example of the assessment network supporting each other as we did not have to financially contribute to this initiative. 		
Goal 8: Utilize current information and resources from other departments in order to minimize duplication of tasks. Seek opportunities to create synergies between appropriate departments.		
Strategy 8.1 Continue to utilize property and building information from the Planning and Development Department. Support the requests for digital plans so that those plans can be more readily accessed and then attached to the Camalot system. Support the need for a larger scanner/printer for multi-department use.		
Actions	Deliverables/KPIs	Status
Purchase a large-scale scanner/printer to be utilized by many departments to digitize documents and files.	The Assessment Department will attach the plans to the assessment roll and this may alleviate the need to re-sketch the plans in Apex which will save time and financial resources.	
Status update: <ul style="list-style-type: none"> The scanner is ordered but delivery has been delayed. We hope to have the scanner delivered within the next month. 		

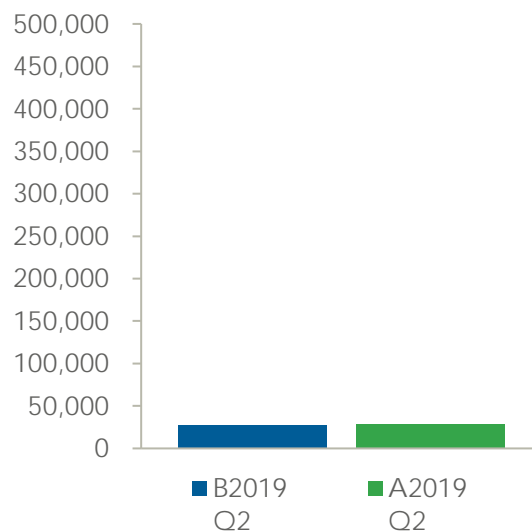
Assessment

Q2 - 2019 Financial Reporting

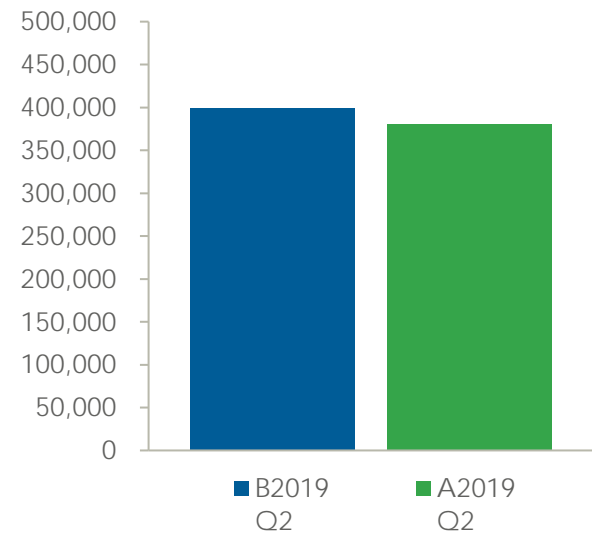
Summary

VARIANCE YTD
(\$18,591)

REVENUE



EXPENSE



REVENUE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
SALES OF GOODS & SVS TO OTHER GOV	54,765	27,383	28,666	1,283	52%
SALES OF GOODS & SVS TO INDIVIDUALS	500	-	-	-	0%
TOTAL REVENUE	55,265	27,383	28,666	1,283	52%

EXPENSE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
EARNINGS & BENEFITS	626,720	321,205	316,883	(4,322)	51%
GENERAL SERVICES-CONTRACTED	122,264	75,312	62,385	(12,927)	51%
GOODS,SUPPLIES & MATERIALS PURCHASED	5,760	2,120	2,060	(60)	36%
TOTAL EXPENSE	754,744	398,637	381,329	(17,308)	51%

SURPLUS/ (DEFICIT)	(699,479)	(371,254)	(352,663)	18,591	50%
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VARIANCES

• *General services - contracted* - Registrations, subsistence and mileage are lower than anticipated as only 1 assessor attended the income course and only 2 assessors attended the assessor's conference. The conference was held in Edmonton which kept costs low. At the time of this report, not all of the invoices for computer programming were received.



Quarterly report to council

Reporting period: **Q2 - 2019**





Department: **Administration – Corporate Services**




Highlights from this quarter





- Completed and rolled out the cybersecurity review final report to senior management and Council
- Whistleblower training rolled out to all staff
- All seasonal staff were hired, received corporate orientation, and received applicable Health and Safety orientation and training
- Negotiated a three-year cell phone contract with Telus and realized a cost savings of \$27,280 over the life of the contract
- Developed and rolled out applications in OnBase and GIS for use by Planning and Development (Long Range Referral application; GIS one-click Parcel Report)

Operational Plan Q2 2019 Deliverables update

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.		
Strategy 1.1 Develop and formalize a training and development strategic plan that includes options for regional training initiatives to be implemented in 2020.		
Actions	Deliverables/KPIs	Status
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.	▲
Assess current processes (internal and external) and current training levels, and evaluate needs.	Processes for training and approvals are formalized and approved. Current levels of training for staff by position is documented.	▲
Status update: <ul style="list-style-type: none"> • Developed a training matrix which includes all mandatory training required for each role in the organization. • Facilitated a discussion with senior management on training and development goals and objectives. • Currently, identifying training options that can be cost shared with our regional partners. • Working on a draft individualized training plan template. 		

Goal 2: We communicate respectfully, effectively and efficiently with our team, clients, council and residents.		
Strategy 2.1 Roll out departmental standards, which will guide the communication of new and existing processes and procedures.		
Actions	Deliverables/KPIs	Status
Design, develop and roll out guidelines for the communication of new and existing Corporate Services processes, procedures and services.	Successful roll out achieved.	
In an effort to expand the way we communicate internally, implement a series of training initiatives to reinforce Corporate Services processes, systems, procedures and services.	KPI- number of courses offered, # of attendees.	
Status update: <ul style="list-style-type: none"> • Departmental standards were developed by a cross-functional team within Corporate Services. • A checklist was established on how a new process or procedure should be rolled out. • Departmental standards were rolled out to the organization on May 8th. • A series of training initiatives have been rolled out for 2019. (i.e. GIS internal/external viewer, E-mail and User Profile management, Benefits and Options of OnBase) 		
Goal 3: We support the business needs of the organization by providing safe, secure, innovative and sustainable systems.		
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.		
Actions	Deliverables/KPIs	Status
Present the consultant's recommendations from the cybersecurity review to senior management for consideration.	Consultant's report is presented to senior management.	
Present the consultant's recommendations from the cybersecurity review to Council along with administration's recommendations.	Consultant's report is presented to Council.	
Status update: <ul style="list-style-type: none"> • Trinus presented the cybersecurity review report to Council on June 11th. • Administration presented their response to the Trinus report to Council on June 11th. • Trinus, our cybersecurity consultant, met with Tantus, the IT strategic plan consultant, to ensure that identified security recommendations are included in the 5-year strategic plan. • Information Technology is currently working on the high priority recommendations from the report. 		

Strategy 3.2 Finalize the IT strategic plan and communicate recommendations for consideration by administration and council.		
Actions	Deliverables/KPIs	Status
Work with the consultant to support the development of the five-year IT strategic plan.	Project is on schedule and on budget.	
Status update: <ul style="list-style-type: none"> Completed visioning exercise with both management and Council. Completed an internal staff survey, held meetings with all departments. Worked with Tantus to prioritize the numerous organizational requests, using a recommended methodology. Rolled out the list of recommendations to Senior Management for their consideration. Planning a prioritization session with Senior Management. Project is still slightly ahead of schedule and on budget. 		
Strategy 3.3 Research, review and identify potential opportunities to build and enhance our GIS system.		
Actions	Deliverables/KPIs	Status
Research, review and identify opportunities for internal data processing.	Compilation of research.	
Research, Review an External/Internal GIS Viewer.	Compile the results of the review.	
Status update: <ul style="list-style-type: none"> Met with all departments to gather information on their needs. Met with Tantus to discuss how GIS strategies can be incorporated into the IT strategic plan. Gathered GIS information from peer organizations for consideration. Researched and recommended an external/internal viewer for consideration and inclusion into the IT Strategic Plan. Next step is to identify the scope and timing of the GIS Strategy for incorporation into the IT Strategic Plan. 		
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.		
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.		

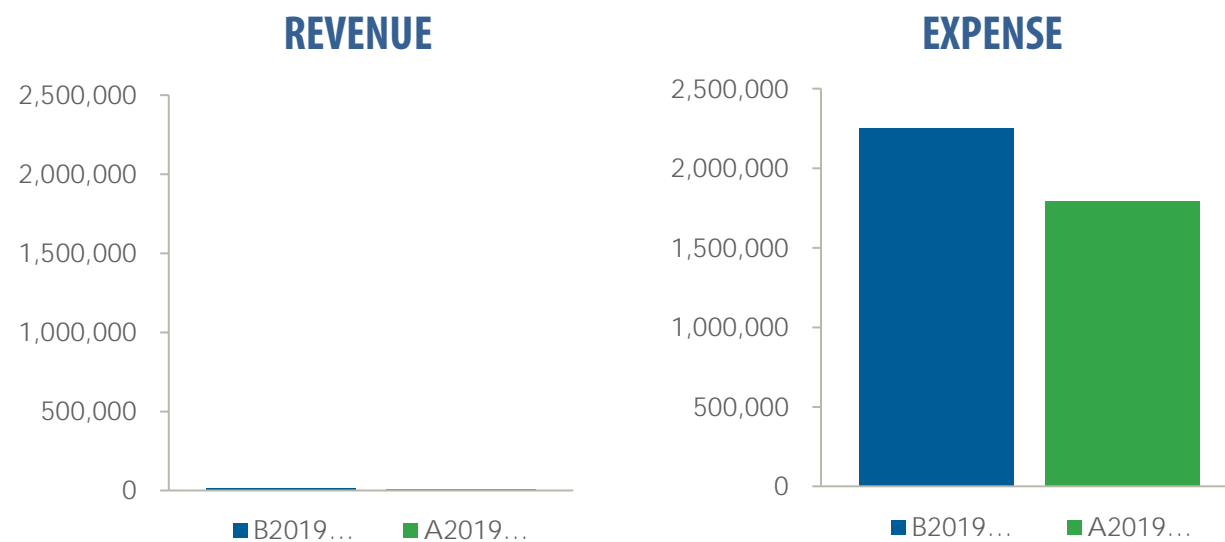
Actions	Deliverables/KPIs	Status
Create a schedule and timeline for the review of all Corporate Services administrative procedures in 2019.	Successful roll out of all Corporate Services administrative procedures.	
Status update: <ul style="list-style-type: none"> A schedule, for the review of all administrative procedures, has been completed. Currently working on HR, Safety, IT and Records Administrative Procedures. 		
Strategy 4.2 Develop and roll out a Records Management Strategy to ensure that the organization's information is protected and easily retrieved.		
Actions	Deliverables/KPIs	Status
As part of the IT review, work with consultant to review OnBase program to identify gaps or recommendations on electronic system.	IT Review provides recommendations on the electronic filing system.	
Status update: <ul style="list-style-type: none"> Tantus, our IT Strategic Plan consultant, has researched and reviewed how the County uses the Onbase program. Next step is for Senior Management to review the program and discuss how it will be utilized in the future. Any recommendations for changes to Onbase will be presented as part of the IT Strategic Plan. 		
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.		
Actions	Deliverables/KPIs	Status
Work jointly with BGRS to develop and commit to a three-year routine maintenance plan, budget and schedule for shared spaces.	Plan is ready to implement and fully funded by both partners by January 2020.	
Work jointly with Black Gold to develop and commit to a three-year building lifecycle plan, budget, and schedule for shared spaces.	Plan is ready to implement and fully funded by both partners by Jan 2020	
Status update: <ul style="list-style-type: none"> In 2018, Black Gold and Leduc County completed building reviews for our shared properties. Using the building reviews, we identified and agreed to lifecycle projects for the next three years. Using the recommendations, we identified and agreed to a three-year routine maintenance plan for our shared properties. Both lifecycle and maintenance projects will be presented as part of the 2020 Corporate Services Budget. 		

Administration - Corporate Services

Q2 - 2019 Financial Reporting

Summary

VARIANCE YTD
(\$451,841)



REVENUE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
SALES OF GOODS & SVS TO INDIVIDUALS	4,100	2,048	2,781	733	68%
OTHER REVENUE FROM OWN SOURCES	10,112	5,056	4,922	(134)	49%
OTHER TRANSACTIONS	104,823	7,645	-	(7,645)	0%
MP&CP TRANSACTIONS	218,420	-	-	-	0%
	337,455	14,749	7,703	(7,046)	2%

EXPENSE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
EARNINGS & BENEFITS	2,216,618	1,111,460	998,457	(113,003)	45%
GENERAL SERVICES - CONTRACTED	1,037,413	606,734	419,291	(187,443)	40%
PURCHASES FROM PROVINCIAL GOVERNMENT	11,100	5,550	3,836	(1,714)	35%
GOODS,SUPPLIES & MATERIALS PURCHASED	453,651	266,530	100,431	(166,099)	22%
RESERVES,TRANSFERS & GRANTS	85,400	-	-	-	0%
FINANCIAL SERVICE CHARGES	333,691	166,846	160,689	(6,157)	48%
MP&CP TRANSACTIONS	296,731	95,100	110,628	15,528	37%
TOTAL EXPENSE	4,434,604	2,252,220	1,793,332	(458,888)	40%

TOTAL EXPENSE	(4,097,149)	(2,237,471)	(1,785,630)	451,841	44%
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VARIANCES

- *Earnings & benefits* - One vacant position, filled March 3rd. June 15 - 30 hourly payroll and June WCB expenses had not been processed at the time of this report.
- *General services - contracted* - The County has not been invoiced for GIS photography work completed in June or the corporate copier leases. Project management training scheduled for 2019 has been cancelled. Many of the software, cybersecurity and building maintenance projects that were budgeted in Q2 will be completed in Q3 and Q4.
- *Goods, supplies & materials purchased* - Computers, laptops, and tablets for the annual replacement program were ordered in Q2, these items will be paid for in Q3. The cost of toner has been lower than anticipated. The cost of safety training is lower than expected as many of these courses are being delivered in house. Software upgrades, furniture repairs, and furniture replacements were underspent in Q2 but projects will be completed and the budgets will be spent by the end of Q4.



Quarterly report to council

Reporting period: **Q2 - 2019**

Department: **Administration - Finance**

Highlights from this quarter

- Successfully completed the 2018 financial statement audit and financial reports for FCSS programs with a March 31, 2019 year end
- 2019 final budget was approved
- Prepared and processed 11,145 tax notices
- \$61,057,540 (80.25%) of property taxes were collected by June 30th. An additional \$10,241,320 is expected to be collected through the tax installment payment plan before year end, bringing the total property taxes collected to \$71,298,860 (93.71%)
- Continued cross departmental work on asset management
- Contributed to an environmental scan in preparation for the 2020 budget
- Processed 4,538 utility bills from January to the end of Q2

Strategic Plan Q2 2019 Deliverables update

No deliverables on focus areas for this quarter.

Operational Plan Q2 2019 Deliverables update

No deliverables on focus areas for this quarter.

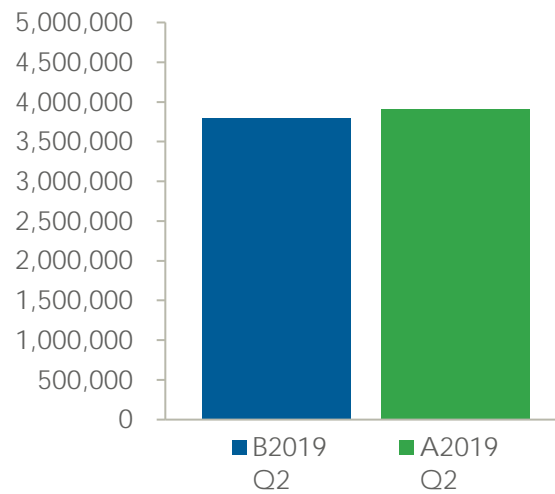
Administration - General (includes County Manager's Office and Finance)

Q2 - 2019 Financial Reporting

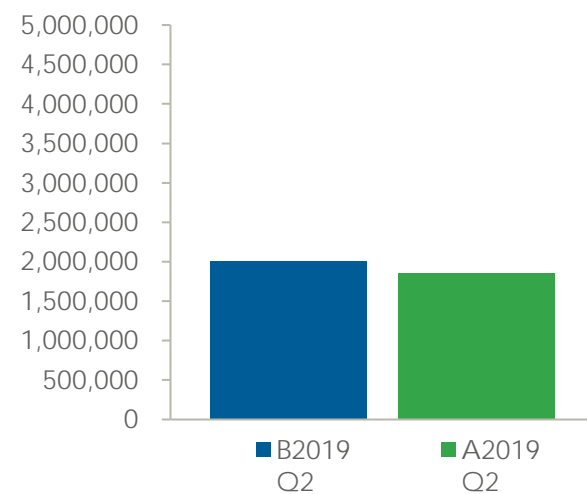
Summary

VARIANCE YTD
(\$255,703)

REVENUE



EXPENSE



REVENUE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
SALES OF GOODS & SVS TO OTHER GOV	3,751,071	3,731,500	3,731,500	-	99%
SALES OF GOODS & SVS TO INDIVIDUALS	34,150	17,031	14,394	(2,637)	42%
OTHER REVENUE FROM OWN SOURCES	103,000	46,939	155,152	108,213	151%
OTHER TRANSACTIONS	18,012	-	1,060	1,060	6%
MP&CP TRANSACTIONS	88,960	-	-	-	0%
TOTAL REVENUE	3,995,193	3,795,470	3,902,106	106,636	98%

EXPENSE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
EARNINGS & BENEFITS	2,430,350	1,179,273	1,297,188	117,915	53%
GENERAL SERVICES-CONTRACTED	902,045	526,184	379,592	(146,592)	42%
GOODS,SUPPLIES & MATERIALS PURCHASED	74,200	46,037	25,600	(20,437)	35%
RESERVES,TRANSFERS & GRANTS	3,878,497	148,497	138,340	(10,157)	4%
FINANCIAL SERVICE CHARGES	9,400	4,870	3,941	(929)	42%
MP&CP TRANSACTIONS	288,960	101,801	12,934	(88,867)	4%
TOTAL EXPENSE	7,583,452	2,006,662	1,857,595	(149,067)	24%

SURPLUS/ (DEFICIT)	(3,588,259)	1,788,808	2,044,511	255,703	-57%
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VARIANCES

- *Other revenue from own sources* - Land rental and drilling equipment permits have been higher than anticipated.
- *Earnings & benefits* – Administration staff salary allocation not completed at time of this report.

- *General services - contracted* - Costs for public participation, citizen surveys and advertising are less than expected due to finding new ways to engage with residents. Legal fees for the City Manager's office have been less than anticipated. Registrations have been in line with budget but mileage and subsistence for conventions has been less than anticipated due to many professional development opportunities being local.
- *Goods, supplies & materials purchased* - Promotional purchases and stationery have been less than expected.



Quarterly report to council

Reporting period: **Q2 - 2019**

Department: **Enforcement Services**

Highlights from this quarter

- Successfully recruited and hired the 2019 Summer Bylaw Enforcement Officer and the vacant Peace Officer position
- Met with management staff from the new Century Mile Race Track to discuss the opening day of the Race Track and assisted with traffic control
- Hosted a Jet Boat Operator's Course with partnering agencies (City of Edmonton and Edmonton Police Services)
- Presented the new Peace Officer Policy to Council, who gave their approval
- Provided traffic control at the annual Motorcycle Ride for Mom event and the City of Leduc's Black Gold Parade

Strategic Plan Q2 2019 Deliverables update

No deliverables on focus areas for this quarter.

Operational Plan Q2 2019 Deliverables update

Goal 1: Promote and Enhance Traffic Safety		
Strategy 1.1 Protect infrastructure and educate road users through traffic enforcement and interactions		
Actions	Deliverables/KPIs	Status
Road ban enforcement	Minimum 75 patrols per month on banned roads	▲
Status update: <ul style="list-style-type: none">• Enforcement Officers completed 260 patrols in the second quarter on banned roadways in Leduc County.		

Enforcement Services

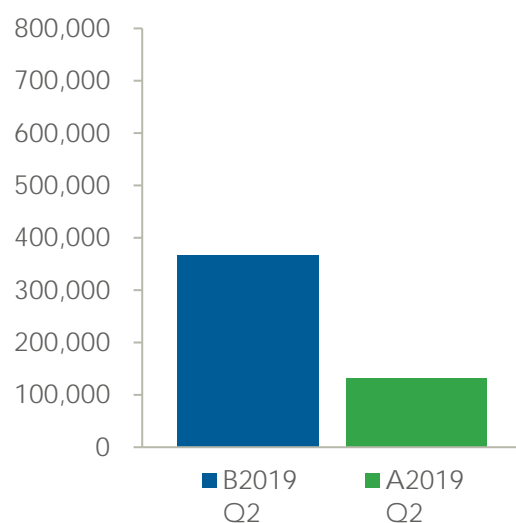
Q2 - 2019 Financial Reporting

Summary

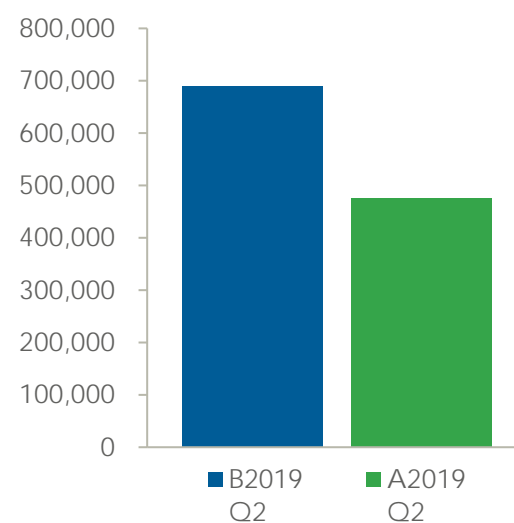
VARIANCE YTD

\$22,430

REVENUE



EXPENSE



REVENUE	Budget 2019	B2019 Q2	A2019 Q2	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	280,743	124,700	(156,043)	20%
OTHER TRANSACTIONS	158,600	79,300	-	(79,300)	0%
TOTAL REVENUE	792,600	367,043	130,900	(236,143)	17%

EXPENSE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
EARNINGS & BENEFITS	760,164	388,390	339,507	(48,883)	45%
GENERAL SERVICES-CONTRACTED	109,767	61,023	33,717	(27,306)	31%
PURCHASES FR OTHER GOV & AGENCIES	436,995	205,145	74,909	(130,236)	17%
GOODS,SUPPLIES & MATERIALS PURCHASED	75,170	35,560	28,272	(7,288)	38%
TOTAL EXPENSE	1,382,096	690,118	476,405	(213,713)	34%

SURPLUS/ (DEFICIT)	(589,496)	(323,075)	(345,505)	(22,430)	59%
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VARIANCES

- *Other revenue from own sources* - Staff shortages over the winter months has resulted in lower fine revenue than anticipated.
- *Other transactions* - At the time of this report, the operating reserve transfer for the school resource officer position had not been completed.
- *Earnings & benefits* - One vacant position for Q2 and a second vacancy for two months.
- *General services - contracted* - Registrations and subsistence for conventions, telephone expenses and vehicle repairs have been lower than anticipated.
- *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 in 2019. Q2 invoices have not been received for the RCMP enhanced position or the school resource officer.

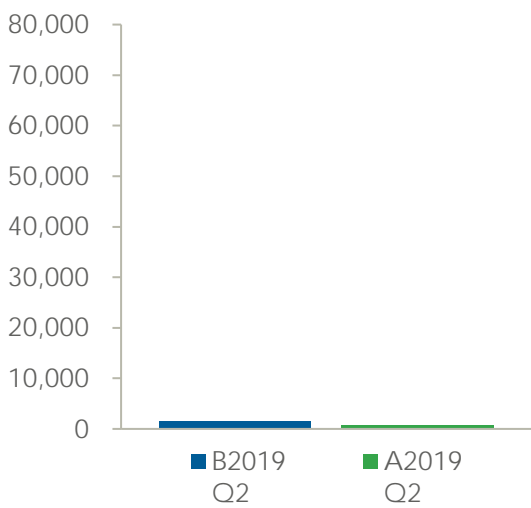
Bylaw Enforcement

Q2 - 2019 Financial Reporting

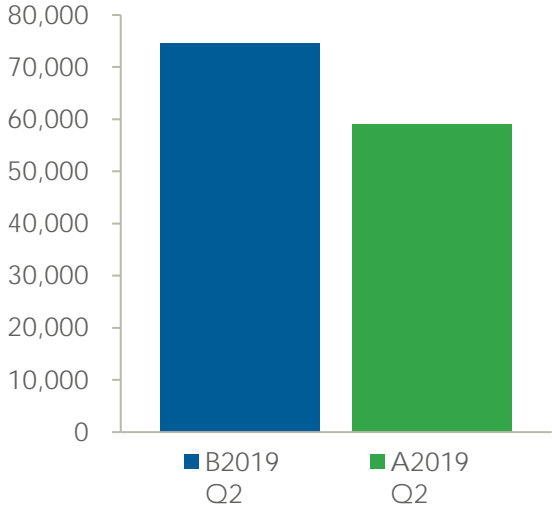
Summary

VARIANCE YTD
(\$14,627)

REVENUE



EXPENSE



REVENUE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
OTHER REVENUE FROM OWN SOURCES	2,900	1,599	671	(928)	23%
TOTAL REVENUE	2,900	1,599	671	(928)	23%

EXPENSE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
GENERAL SERVICES-CONTRACTED	149,665	71,321	58,990	(12,331)	39%
GOODS,SUPPLIES & MATERIALS PURCHASED	250	124	-	(124)	0%
RESERVES,TRANSFERS & GRANTS	3,100	3,100	-	(3,100)	0%
TOTAL EXPENSE	153,015	74,545	58,990	(15,555)	39%

SURPLUS/ (DEFICIT)	(150,115)	(72,946)	(58,319)	14,627	39%
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VARIANCES
<ul style="list-style-type: none"> • <i>General services - contracted</i> - At the time of this report, the June invoices of \$10,800 for animal control and Blackgold pound had not been received.



Quarterly report to council

Reporting period: **Q2 - 2019**

Department: **Fire Services**

Highlights from this quarter


- Recruit Class graduation and annual awards ceremony held May 25 celebrated 17 recruit class graduates; 12 Probationary Firefighter Graduates; 3 Firefighters received 12 year provincial medals and 20 received long service awards
- Responded effectively to 52 fires (structural, vehicle, outside), 30 medical events, 35 rescue calls, & 64 other, Total= 181 a slight decrease for the first half of 2019 as compared to the first half of 2018 (Note: second station mutual aid calls were not included in above stats)
- Hired a full time Fire Prevention Officer and Deputy of Emergency Management
- Proposed one county-wide Emergency Management Agency to most Mayors & CEO's within and bordering Leduc County
- Attended a Full scale active shooter scenario at Edmonton International Airport (EIA)
- Held a full activation scenario, an exercise with a Tornado on June 4. An after action report was completed and submitted to Alberta Emergency Management Agency(AEMA)
- Finalized input to Metro Region Servicing Board (MRSB) Fire Service Regional Collaboration opportunities
- Participated in Plains Midstream Oil spill training scenario on Wizard Lake




Strategic Plan Q2 2019 Deliverables update


No deliverables on focus areas for this quarter.


Operational Plan Q2 2019 Deliverables update


Goal 1: Foster the development of fire management outreach and leadership across Leduc County.		
Strategy 1.1 Develop updated department mission, vision and values statements		
Actions	Deliverables/KPIs	Status
Schedule an externally-facilitated fire administration retreat to assist with development of mission, vision and values	Current mission, vision and values	▲
Status update: <ul style="list-style-type: none">• Held an all-day off-site fire leadership retreat June 19, 2019• Arranging for a half day Mission Vision and Values development and half day team building in Q3		

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 the potential for a cadet program and a corporate sponsor to create a feeder system for future recruitment	Fire prevention and public education programs are effective.	
Status update: <ul style="list-style-type: none"> Q2 update: Residential Smoke Alarm/ Carbon Monoxide Alarm program seeking sponsorship Ongoing – Preparing for potential Cadet Program and seeking a sponsor 		

Goal 3: Enhance emergency and disaster management and preparedness		
Strategy 3.1 Ensure an appropriate state of disaster readiness		
Actions	Deliverables/KPIs	Status
In consultation with the Leduc County Protective Services Committee, adopt a revised Municipal Emergency Plan	Emergency preparedness is effective.	
Update Emergency Management bylaws and policy as required	Emergency preparedness is effective.	
Distribute logistics and equipment and train key staff on new reception center and emergency coordination center equipment purchased in 2018	Emergency preparedness is effective.	
Status update: <ul style="list-style-type: none"> Municipal Emergency Plan (MEP) & Bylaws under revision Equipment was tested during the full scale training activation of the Emergency Coordination Centre (ECC) June 4, notification system is live 		

Goal 3: Enhance emergency and disaster management and preparedness		
Strategy 3.3 Enhance Regional connections and agreements		
Actions	Deliverables/KPIs	Status
Meet and discuss regional issues with current and potential future partners	Fire Services and emergency management initiatives are current	
Status update: <ul style="list-style-type: none"> Regional Emergency Management Agency proposed to municipalities within and bordering Leduc County Draft agreement to participate in exploration of Regional Emergency Management has been developed as well as a draft terms of reference and memorandum of understanding is being created Grant application for reallocation of \$100,000, originally approved for the Leduc Regional Fire Services project, has been submitted South Regional Training Association executive position was maintained Alberta Fire Chiefs Association Zone 2 alternate director Hosted a Capital Region Emergency Planning Partnership (C-REPP) meeting 		

Goal 4: Improve firefighter recruitment, development and retention		
Strategy 4.2 Strengthen and formalize a leadership/fire officer development program		
Actions	Deliverables/KPIs	Status
Align with fire commissioners direction on officer training	Maintain a trained and effective workforce	
Status update: <ul style="list-style-type: none"> Investigating Blue Card Command and Communication system for use on scene by officers Participating in the South Capital Regional Training Association 1021 level 2 officer program September-November 		

Strategy 4.4 Reduce firefighter exposure to toxins and carcinogens during training, as well as after fire responses		
Actions	Deliverables/KPIs	Status
Awareness of the risks associated with firefighting through adherence to personal protective equipment requirements and personal decontamination requirements after an event	Reduce exposure to carcinogens will result in reduced incidence of firefighter presumptive cancer diagnosis	

Status update:

- Investigating “clean cab” concepts for carcinogen exposure reduction
- Developing gross decontamination on site policy and procedures
- Arranged for a GAP analysis between national fire protection association, provincial legislation, safety, and culture, in order to develop policy and action plans in this area



Fire Services

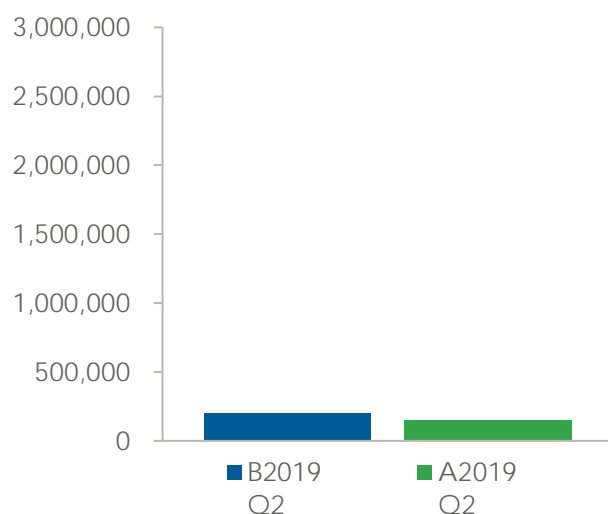
Q2 - 2019 Financial Reporting

Summary

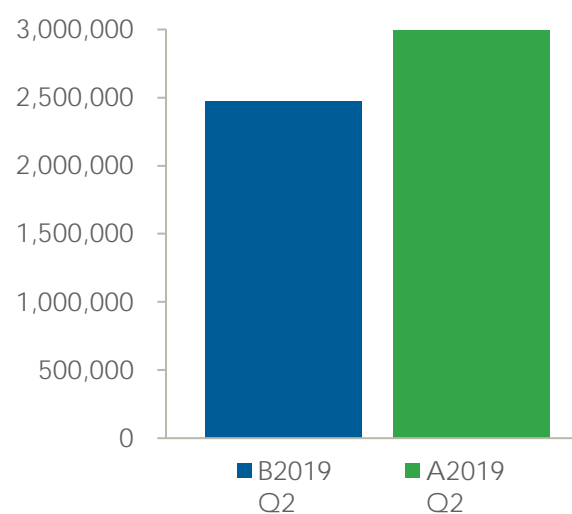
VARIANCE YTD

\$577,529

REVENUE



EXPENSE



REVENUE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
SALES OF GOODS & SVS TO OTHER GOV	233,718	98,273	8,724	(89,549)	4%
SALES OF GOODS & SVS TO INDIVIDUALS	158,200	79,108	110,243	31,135	70%
OTHER REVENUE FROM OWN SOURCES	58,684	23,544	29,147	5,603	50%
MP&CP TRANSACTIONS	56,250	12,500	-	(12,500)	0%
TOTAL REVENUE	506,852	200,925	148,114	(65,311)	29%

EXPENSE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
EARNINGS & BENEFITS	1,917,183	952,198	1,010,896	58,698	53%
GENERAL SERVICES-CONTRACTED	489,936	241,894	217,203	(24,691)	44%
PURCHASES FR OTHER GOV & AGENCIES	190,497	95,249	17,916	(77,333)	9%
GOODS,SUPPLIES & MATERIALS PURCHASED	620,532	341,599	229,654	(111,945)	37%
RESERVES,TRANSFERS & GRANTS	2,826,558	711,140	1,416,279	705,139	50%
FINANCIAL SERVICE CHARGES	243,798	121,899	115,356	(6,543)	47%
MP&CP TRANSACTIONS	128,778	6,250	(12,358)	(18,608)	-10%
TOTAL EXPENSE	6,417,282	2,470,229	2,994,947	524,718	47%

SURPLUS/ (DEFICIT)	(5,910,430)	(2,269,304)	(2,846,833)	(577,529)	48%
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VARIANCES

- *Sales of goods & svcs to other governments* - Town of Thorsby and Village of Warburg cost share is billed annually at the end of the year. Town of Calmar agreement not invoiced at the time of this report.
- *Sales of goods & svcs 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. June 15 – 30 hourly payroll had not been processed at the time of this report. Additional costs include the High Level fires to be invoiced to the Government of Alberta.

Fire Services

Q2 - 2019 Financial Reporting

- *General services - contracted* - There have been less calls in the City of Leduc than anticipated. Registrations for courses and conventions are currently less than budgeted but the firefighters will be attending the Canadian Association of Fire Chiefs conference later this year.
- *Purchases from other governments & agencies* - Cost share invoices for the shared Fire Prevention Officer have not been received at the time of this report.
- *Goods, supplies & materials purchased* - Uniforms, equipment, and machine parts are under budget. Bunker gear has been ordered for new recruits in Q3. Utility charges for May and June had not been posted at the time of this report.
- *Reserves, transfers & grants* - Grants to organizations were budgeted to be paid in July but were paid in June.

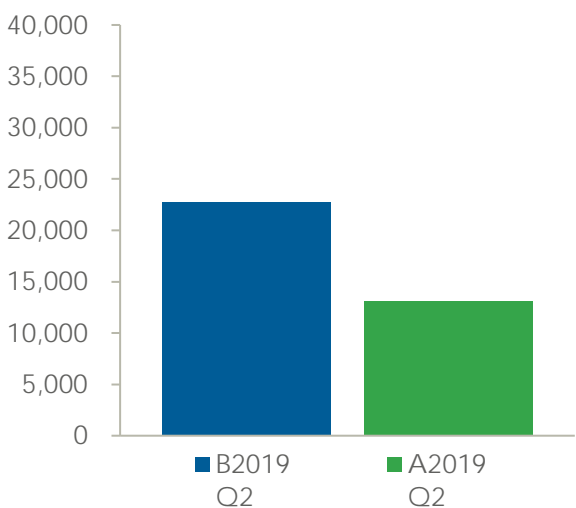
Disaster Services

Q2 - 2019 Financial Reporting

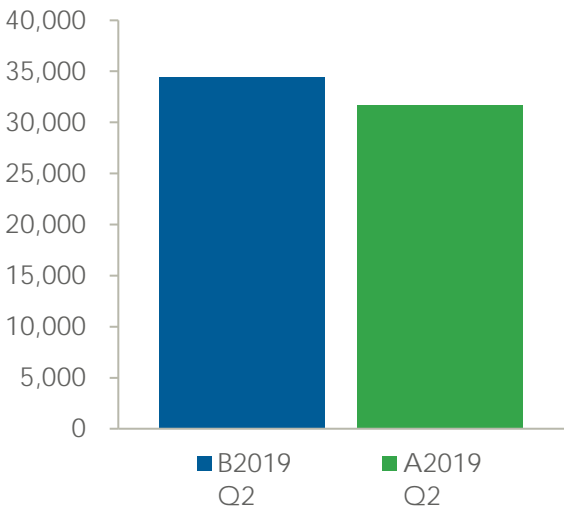
Summary

VARIANCE YTD
\$6,931

REVENUE



EXPENSE



REVENUE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
SALES OF GOODS & SVS TO OTHER GOV	20,000	10,000	-	(10,000)	0%
OTHER REVENUE FROM OWN SOURCES	17,457	12,706	13,118	412	75%
TOTAL REVENUE	37,457	22,706	13,118	(9,588)	35%

EXPENSE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
GENERAL SERVICES-CONTRACTED	49,800	24,642	6,230	(18,412)	13%
GOODS,SUPPLIES & MATERIALS PURCHASED	19,500	9,750	19,385	9,635	99%
MP&CP TRANSACTIONS	18,000	-	6,120	6,120	0%
TOTAL EXPENSE	87,300	34,392	31,735	(2,657)	36%

SURPLUS/ (DEFICIT)	(49,843)	(11,686)	(18,617)	(6,931)	37%
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VARIANCES
<ul style="list-style-type: none"> • <i>Sales of goods & svcs to other governments</i> - Town of Calmar Emergency management agreement not invoiced at the time of report. • <i>General services - contracted</i> - Costs related to repairs and maintenance, consulting, telephone, advertising and conventions were all under budget due to a position vacancy.



Quarterly report to council

Reporting period: **Q2 - 2019**




Department: **Public Works and Engineering**

Highlights from this quarter


- The Rural Roads Initiatives has started and as of July 17th, 22 of 42 areas have been complete at 25% under budget.
- The Dust Suppression Program has been completed except for the incorporated and trial strips. This portion of the program has been delayed due to weather.
- The surfacing programs have been started, but progress has been delayed due to unfavorable weather. To date, 8th Street surfacing has been completed. Delays have been experienced in the Center Avenue project in New Sarepta, due to conflicts with utility provider and weather. These have been resolved and work has re-started.
- The Rural Water Study open houses were held with high attendance by the residents in the study area. Given the feedback received, the project will not proceed.
- Due to rainfall, the programs are currently 4 weeks behind schedule.


Strategic Plan Q2 2019 Deliverables Update



Goal 1: Improve Leduc County's transportation networks.		
Strategy 1.1 Develop and implement a transportation master plan (TMP).		
Actions	Deliverables/KPIs	Status
Develop priorities with council for a TMP.	List of council strategic priorities for transportation.	▲
Status update: <ul style="list-style-type: none">• A draft Terms of Reference is being developed by administration.• This will be used as a discussion document to develop council priorities for the TMP. Next step will be to workshop with Council regarding the scope and deliverables of the TMP.• The priorities were reviewed with Council at the July 16th workshop.		
Develop a terms of reference for a TMP.	TMP terms of reference.	▲

Status update: <ul style="list-style-type: none"> The Terms of Reference (TOR) have been developed. Transportation priorities will be discussed with Council at a workshop and confirmed. The TOR scope and deliverables will then be modified to reflect workshop discussions. The priorities were reviewed with Council at the July 16th workshop and council's feedback will be reflected in the final version of the TOR. 		
Strategy 1.2 Develop and implement gravel road reconstruction and maintenance programs using data from the rural roads study.		
Actions	Deliverables/KPIs	Status
Work with council to establish an acceptable level of service (LOS) for the county road network.	LOS for the county roadway network.	
Status update: <ul style="list-style-type: none"> A complete list of Public Works & Engineering activities are currently being documented. Levels of service, where defined, will be noted. Suggested levels of service will be developed and workshopped with Council. 		
Implement a cement-stabilized test section.	Completed work on south Wizard Lake Road.	
Status update: <ul style="list-style-type: none"> This project has been delayed due to unfavorable weather. Anticipated start date is September 2019. 		
Develop a gravel road maintenance and reconstruction plan.	Multi-year road maintenance and reconstruction plan.	
Status update: <ul style="list-style-type: none"> WSP is using the Rural Roads Study data, in addition to County supplied sources, to generate a methodology and a plan for maintenance and reconstruction. This will be a supplement to the Transportation Master Plan. The intent is to have a methodology that can be reused to re-generate a plan as necessary. 		

Goal 2: Ensure the safety of customers travelling in and around the county.		
Strategy 2.3 Develop and implement a traffic safety program.		
Actions	Deliverables/KPIs	Status

Review and update traffic control devices (physical inventory).	Verified inventory of traffic control devices.	
Status update: <ul style="list-style-type: none"> Approximately 15% of the traffic controls devices have been inventoried. This project will be on hold until the engineering technologist position has been filled. Due to staffing and workload, this project will likely not be completed this year 		

Goal 5: Investigate alternative strategies for ensuring affordable Leduc County utility rates and/or maintenance.		
Strategy 5.1 Improve system reliability and system performance.		
Actions	Deliverables/KPIs	Status
Complete maintenance and preventative management plan	Maintenance management plan.	
Status update: <ul style="list-style-type: none"> The maintenance and preventative management plan for water is largely complete, policy development is required. The maintenance and preventative management plan for wastewater to be completed by Q4 2019. 		

Goal 6: Relationships with other municipalities are maintained and strengthened.		
Strategy 6.1 Maintain, leverage and build new partnerships for utility services.		
Actions	Deliverables/KPIs	Status
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.	
Status update: <ul style="list-style-type: none"> Workload at both the City of Leduc and Leduc County has affected the ability of staff to meet and discuss this. It is now planned to have this initiative completed in Q3 2019. 		
Expand Summer Village access to transfer station on a pay-per-use basis.	Access cards available to summer villages.	

Status update: <ul style="list-style-type: none"> This was moved from a stand-alone project into the Inter-municipal Collaboration Framework (ICF) discussion with the summer villages. The ICFs have been drafted but are not yet approved. 		
Investigate alternative water supply opportunities.	Report outlining alternative water services.	▲
Status update: <ul style="list-style-type: none"> Preliminary discussions have occurred between Leduc County and other municipalities to outline opportunities. An update was provided to Council at the July 16th workshop. 		



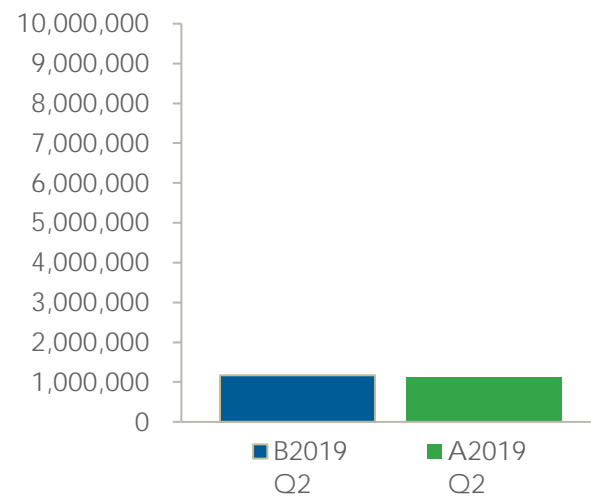
Public Works

Q2 - 2019 Financial Reporting

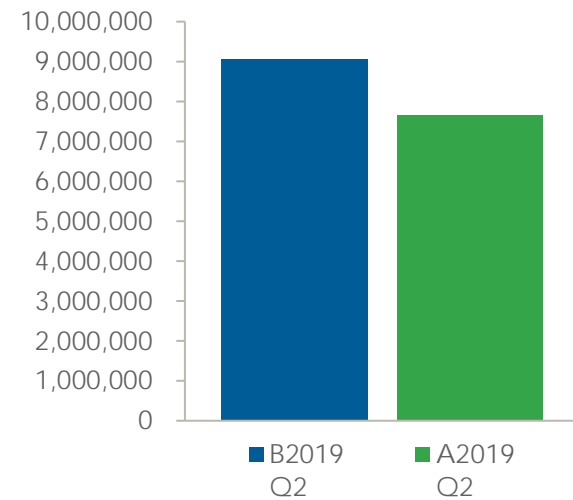
Summary

VARIANCE YTD
(\$1,355,325)

REVENUE



EXPENSE



REVENUE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
SALES OF GOODS & SVS TO OTHER GOV	51,379	51,379	-	(51,379)	0%
SALES OF GOODS & SVS TO INDIVIDUALS	315,000	315,000	293,099	(21,901)	93%
OTHER REVENUE FROM OWN SOURCES	118,205	61,748	81,953	20,205	69%
CONDITIONAL GRANTS FR OTHER GOV	497,174	-	-	-	0%
OTHER TRANSACTIONS	1,776,265	739,927	743,675	3,748	42%
MP&CP TRANSACTIONS	812,925	-	-	-	0%
TOTAL REVENUE	3,570,948	1,168,054	1,118,727	(49,327)	31%

EXPENSE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
EARNINGS & BENEFITS	5,025,402	2,530,006	2,267,652	(262,354)	45%
GENERAL SERVICES-CONTRACTED	3,782,443	2,444,903	1,841,802	(603,102)	49%
PURCHASES FR OTHER GOV & AGENCIES	500	500	-	(500)	0%
GOODS,SUPPLIES & MATERIALS PURCHASED	4,899,852	3,062,981	2,594,316	(468,666)	53%
RESERVES,TRANSFERS & GRANTS	770,000	-	-	-	0%
FINANCIAL SERVICE CHARGES	1,455,850	727,924	703,075	(24,849)	48%
MP&CP TRANSACTIONS	6,215,106	283,720	238,540	(45,180)	4%
TOTAL EXPENSE	22,149,153	9,050,035	7,645,384	(1,404,651)	35%

SURPLUS/(DEFICIT)	(18,578,205)	(7,881,981)	(6,526,656)	1,355,325	35%
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VARIANCES

Sales of goods & svcs to other governments - Crushed concrete sales have been less than anticipated.

Earnings & benefits - Four vacant positions and June 15-30 hourly payroll had not been processed at the time of this report.

Public Works

Q2 - 2019 Financial Reporting

- *General services - contracted* - The cost of hauling gravel was less than anticipated due to the proximity of the pits to the haul areas. Traffic counts are behind schedule due to staff vacancies. Invoices for bridge inspections and street sweeping had not been received at the time of this report. Engineering and consulting are less than anticipated due to the nature of ad hoc consulting.
- *Goods, supplies, materials purchased* - Less dust suppression material, gravel and grader blades than anticipated for the first two quarters, invoices for street lights have been less than anticipated.

Water Distribution

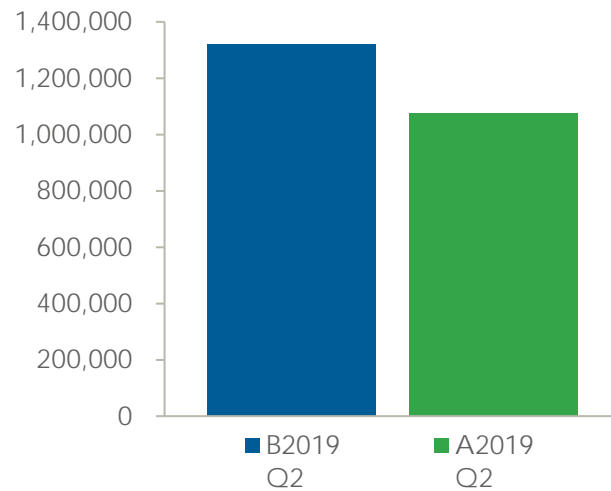
Q2 - 2019 Financial Reporting

Summary

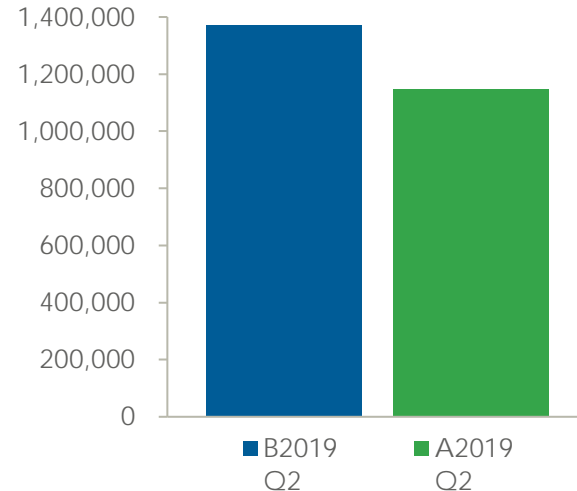
VARIANCE YTD

\$20,460

REVENUE



EXPENSE



REVENUE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
SALES OF GOODS & SVS TO OTHER GOV	-	-	-	-	0%
SALES OF GOODS & SVS TO INDIVIDUALS	2,521,509	1,233,682	972,682	(261,000)	39%
OTHER REVENUE FROM OWN SOURCES	12,700	6,346	27,139	20,793	214%
CONDITIONAL GRANTS FR OTHER GOV	4,200	4,200	-	(4,200)	0%
OTHER TRANSACTIONS	149,949	74,974	74,974	-	50%
MP&CP TRANSACTIONS	6,195	-	-	-	0%
TOTAL REVENUE	2,694,553	1,319,202	1,074,795	(244,407)	40%

EXPENSE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
EARNINGS & BENEFITS	406,149	202,996	158,517	(44,479)	39%
GENERAL SERVICES-CONTRACTED	429,102	257,974	115,606	(142,368)	27%
PURCHASES FR OTHER GOV & AGENCIES	1,085,388	589,396	535,669	(53,727)	49%
GOODS,SUPPLIES & MATERIALS PURCHASED	169,978	94,085	100,129	6,044	59%
RESERVES,TRANSFERS & GRANTS	334,620	-	17,184	17,184	5%
FINANCIAL SERVICE CHARGES	494,386	218,868	212,263	(6,605)	43%
MP&CP TRANSACTIONS	6,195	6,195	6,199	4	100%
TOTAL EXPENSE	2,925,818	1,369,514	1,145,567	(223,947)	39%

SURPLUS/ (DEFICIT)	(231,265)	(50,312)	(70,772)	(20,460)	31%
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VARIANCES

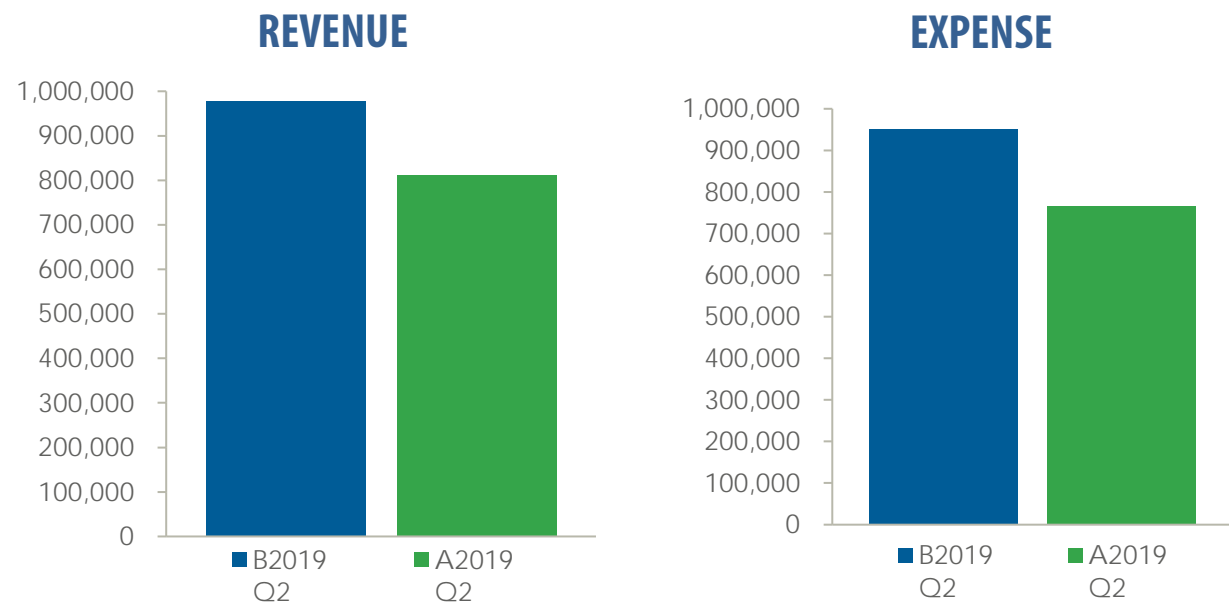
- *Sale of goods & svs to individuals* - The May/June Nisku invoices of \$364,000 and the June New Sarepta invoices of \$20,000 had not been posted at the time of this report.
- *Earnings & benefits* - A dministration staff earnings and benefits allocation and June 15 – 30 hourly payroll had not been processed at the time of this report.
- *General services - contracted* - Repairs to the distribution system have been less than prior years.
- *Purchases from other governments & agencies* - At the time of this report, the June water purchases invoice had not been received.
- *Reserves, transfers & grants* - Interest on investments has been transferred to the operating reserve for future use.

Wastewater System

Q2 - 2019 Financial Reporting

Summary

VARIANCE YTD
(\$19,840)



REVENUE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
SALES OF GOODS & SVS TO INDIVIDUALS	1,907,885	953,946	770,902	(183,044)	40%
OTHER REVENUE FROM OWN SOURCES	40,688	20,344	42,404	22,060	104%
CONDITIONAL GRANTS FR OTHER GOV	4,200	4,200	-	(4,200)	0%
MP&CP TRANSACTIONS	88,609	-	-	-	0%
TOTAL REVENUE	2,041,382	978,490	813,306	(165,184)	40%

EXPENSE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
EARNINGS & BENEFITS	302,859	151,385	123,468	(27,917)	41%
GENERAL SERVICES-CONTRACTED	149,412	35,390	36,551	1,161	24%
PURCHASES FR OTHER GOV & AGENCIES	1,120,804	526,745	419,487	(107,258)	37%
GOODS,SUPPLIES & MATERIALS PURCHASED	42,535	22,438	15,156	(7,282)	36%
RESERVES,TRANSFERS & GRANTS	4,200	-	6,928	6,928	165%
FINANCIAL SERVICE CHARGES	317,254	162,943	148,658	(14,285)	47%
MP&CP TRANSACTIONS	369,912	51,355	14,984	(36,371)	4%
TOTAL EXPENSE	2,306,976	950,256	765,232	(185,024)	33%

SURPLUS/ (DEFICIT)	(265,594)	28,234	48,074	19,840	-18%
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VARIANCES

- *Sale of goods & svs to individuals* - The May/June Nisku invoice of \$272,000 and the June New Sarepta invoice of \$7,500 had not been posted at the time of this report.
- *Other revenue from own sources* - Land rental revenue was budgeted throughout the year but was received in January. Interest on investments has been higher than anticipated.
- *Earnings & benefits* -Unallocated administration staff salary and June 15 – 30 hourly payroll had not been processed at the time of this report.

Wastewater System

Q2 - 2019 Financial Reporting

• *Purchases from other governments & agencies* - May and June commission invoices of \$175,600 for wastewater and over strength charges had not been entered at the time of this report. Total purchases for the second quarter are over budget due to higher than anticipated consumption.

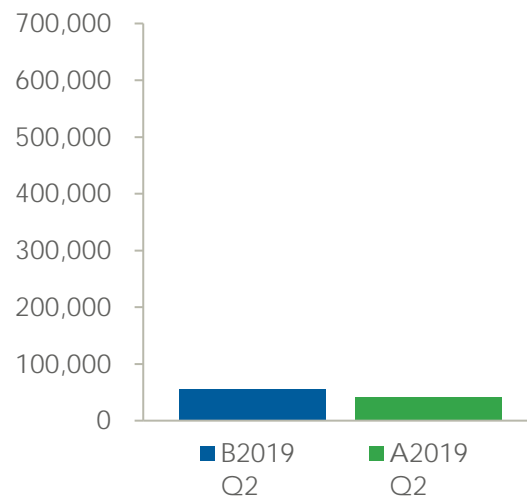
Waste Management

Q2 - 2019 Financial Reporting

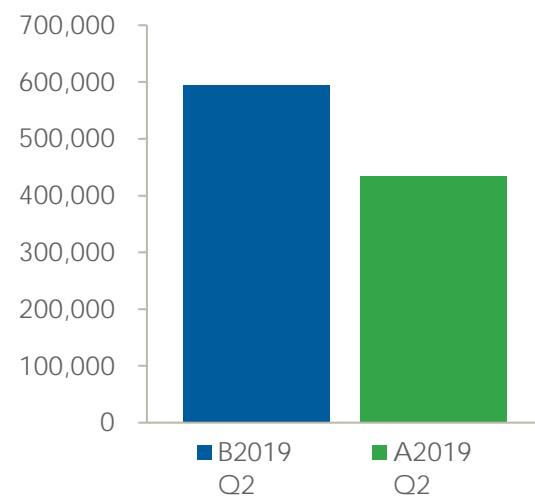
Summary

VARIANCE YTD
(\$147,139)

REVENUE



EXPENSE



REVENUE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
SALES OF GOODS & SVS TO OTHER GOV	5,000	3,225	-	(3,225)	0%
SALES OF GOODS & SVS TO INDIVIDUALS	100,000	50,002	39,507	(10,495)	40%
OTHER REVENUE FROM OWN SOURCES	5,400	2,100	2,532	432	47%
CONDITIONAL GRANTS FR OTHER GOV	228,610	-	-	-	0%
MP&CP TRANSACTIONS	118,773	-	-	-	0%
TOTAL REVENUE	457,783	55,327	42,039	(13,288)	9%

EXPENSE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
EARNINGS & BENEFITS	394,046	197,013	173,159	(23,854)	44%
GENERAL SERVICES-CONTRACTED	425,313	210,938	96,385	(114,553)	23%
PURCHASES FR OTHER GOV & AGENCIES	465,000	146,555	140,561	(5,994)	30%
GOODS,SUPPLIES & MATERIALS PURCHASED	10,260	5,137	4,859	(278)	47%
MP&CP TRANSACTIONS	145,273	34,229	18,481	(15,748)	13%
TOTAL EXPENSE	1,439,892	593,872	433,445	(160,427)	30%

SURPLUS/ (DEFICIT)	(982,109)	(538,545)	(391,406)	147,139	40%
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VARIANCES

- *Sale of goods & svs to individuals* - The May/June Nisku bill and the June New Sarepta bill had not been posted at the time of this report.
- *Earnings & benefits* – June 15 – 30 hourly payroll had not been processed at the time of this report.
- *General Services - Contracted* – Q2 invoices of \$91,369 for waste collection had not been processed at the time of this report.

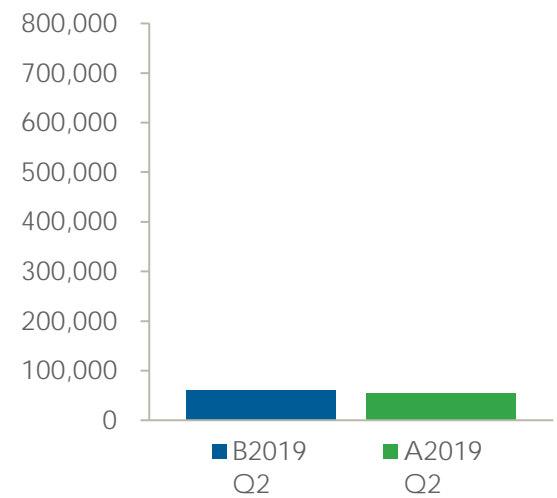
Public Transit

Q2 - 2019 Financial Reporting

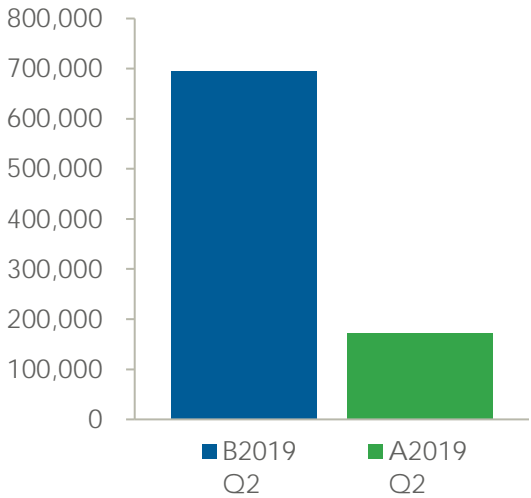
Summary

VARIANCE YTD
(\$518,297)

REVENUE



EXPENSE



REVENUE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
SALES OF GOODS & SVS TO OTHER GOV	131,294	54,512	46,745	(7,767)	36%
SALES OF GOODS & SVS TO INDIVIDUALS	9,000	4,871	7,736	2,865	86%
TOTAL REVENUE	140,294	59,383	54,481	(4,902)	39%

EXPENSE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
GENERAL SERVICES-CONTRACTED	25	13	10	(3)	39%
PURCHASES FR OTHER GOV & AGENCIES	1,389,967	695,401	170,784	(524,617)	12%
GOODS,SUPPLIES & MATERIALS PURCHASED	400	200	1,637	1,437	409%
FINANCIAL SERVICE CHARGES	100	52	37	(15)	37%
MP&CP TRANSACTIONS	257,217	-	-	-	0%
TOTAL EXPENSE	1,647,709	695,666	172,467	(523,199)	10%

SURPLUS/ (DEFICIT)	(1,507,415)	(636,283)	(117,986)	518,297	8%
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VARIANCES

• *Purchases from other governments & agencies* - At the time of this report, the County had not received the Q2 invoice for the Transit joint venture or any regional transit invoices.



Quarterly report to council

Reporting period: **Q2 - 2019**

Department: **Family & Community Support Services**



Highlights from this quarter

- Participated in community engagement events across the region to gather feedback to support the Social Framework document.
- Hosted 4 Home alone workshops in 4 communities with a total of 23 parents and 27 children.
- Engaged more than 300 seniors in activities across the region in support of Seniors Appreciation week.
- Completed Rural Mental Health Animator Training supporting the launch of our pilot project in New Sarepta in support Mental Health and Wellness.
- The Bridges FASD program continues to support 31 adults on a weekly basis.
- Family violence workshops were hosted with 10 men and 10 women in each group.
- Family Connections has completed 157 home visits to first time families at risk.
- Parent Link provided resources and activities at the Leduc Regional Family Fun Fair with over 1,200 participants in attendance.

Strategic Plan Q2 2019 Deliverables update

Goal 1: <i>Maintain existing partnerships and pursue new partnership opportunities with other municipalities to leverage county investment.</i>		
Strategy 1.1 Explore partnership with all service providers in the Leduc Region that provide comparable services to Leduc County.		
Actions	Deliverables/KPIs	Status
Identify and host meetings with similar service providers in the Leduc Region to explore partnership and collaborative efforts.	Meetings held, partnerships identified and proposals developed for consideration.	▲
Status update: <ul style="list-style-type: none">• 3 meetings were held with all 7 committee chairs for the Christmas Elves and Santa's Helpers programs.• Many efficiencies and partnerships were identified, although it was agreed that amalgamation of community organizations may not be suitable at this time.• Administration is participating in a committee of Leduc and area organizations that meet regularly to discuss efficiencies and partnerships that will help support residents.		

Operational Plan Q2 2019 Deliverables update

Goal 4: Review all Senior Services supports to maximize resident services efficiently.		
Strategy 4.1 Conduct a review of existing internal senior services and resources.		
Actions	Deliverables/KPIs	Status
We will review all current services, community needs and opportunities for expanded support without increasing internal staff resources.	New opportunities are identified to provide expanded seniors services without increasing internal resources.	
Status update: <ul style="list-style-type: none"> Significant program efficiencies occurred through the contracting of the Home Support program. Further refinement and policy development will be presented to Council this fall. The Seniors Services coordinator now has increased availability to provide direct one on one support to seniors. We have also increased our capacity through partnership, and will be working with the City of Leduc to host a Seniors conference this summer. Additional staff resources have been dedicated to the Warburg Manor and in providing increased support to community coordinators in supporting seniors. We have decided not to reapply for the County Connect Homelessness program. We have supported The Hub in their application to receive a grant and provide this service in 2020. 		
Goal 5: Increase partnership, collaboration and education of regional mental health and wellness needs, services and programs.		
Strategy 5.1 Explore partnership and opportunities to address the Opioid Crisis with this region.		
Actions	Deliverables/KPIs	Status
Explore additional resources that can assist administration in support education and public awareness of the Opioid Crisis.	Resources and initiatives are developed for all communities.	
Status update: <ul style="list-style-type: none"> Program resources have been developed for all communities in the Leduc Region to share. Information fact sheets are being shared and community programs and will be available for residents at community information nights this fall. A full campaign will be implemented this August to increase community level of knowledge and understanding of opioids. 		

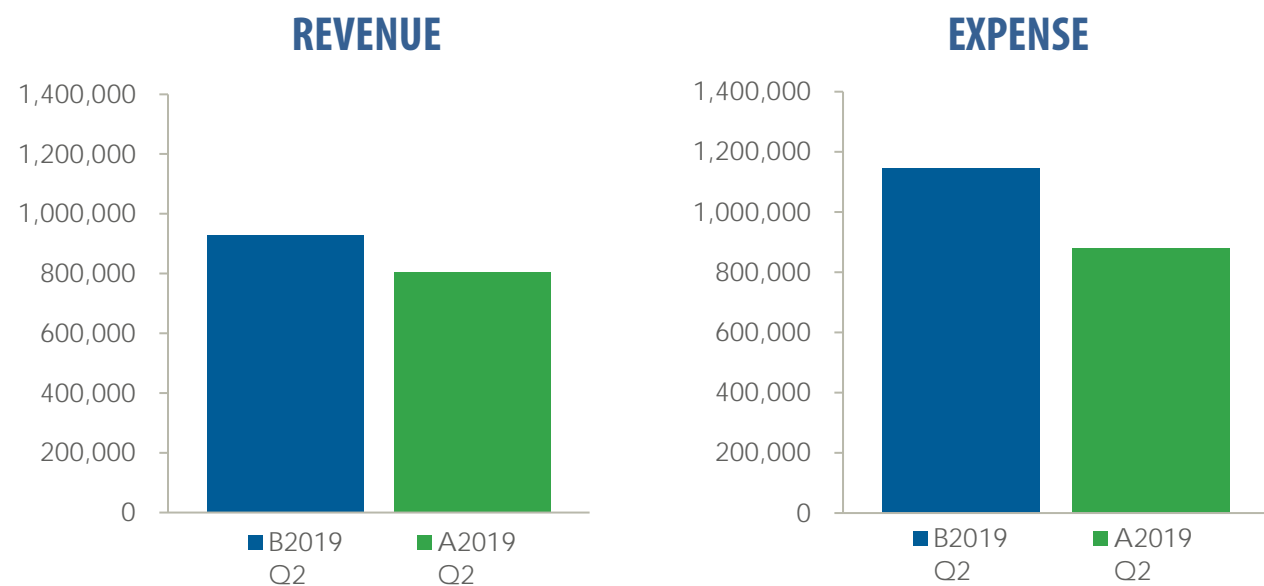
Strategy 5.2 Identify funding opportunities and partnerships that will increase Mental Health supports that are supported through municipal service providers.		
Actions	Deliverables/KPIs	Status
Continue conversations with regional partners and funding agencies to increase municipal mental health supports to this region.	Funding sources identified, action plan developed.	▲
Status update: <ul style="list-style-type: none"> • A \$2,500 grant was received from Canadian Mental Health Association to support Mental Health and Wellness activities in New Sarepta. • Similar funding was received in Warburg and Leduc County FCSS will continue to support their efforts. • We are currently reviewing Leduc's pilot of a Mental Wellness program for residents and will continue to explore opportunities for partnership or to provide something similar in Leduc County. 		
Goal 6: Continue to lead regional programs through consistent, collaborative and efficient services and programs.		
Strategy 6.1 Ensure that all regional contracts and programs are meeting the needs of all communities and residents.		
Actions	Deliverables/KPIs	Status
Partner communities will become further engaged in provincially contracted programs and services.	Communication and engagement plan developed and implemented.	▲
Status update: <ul style="list-style-type: none"> • Annual reports were prepared and distributed to all partner communities in Q1. • Presentations were provided to Warburg, Thorsby and Calmar Councils in Q1. • Fall updates are currently being planned to provide current year updates to all partners. 		
Strategy 6.2 Expand and define a role for all municipalities within this region to support regional contracts and programs.		
Actions	Deliverables/KPIs	Status
Review funding arrangements and service provisions in all neighboring communities.	Meetings held with partners for funding consideration in 2020.	▲
Status update: <ul style="list-style-type: none"> • We have met on multiple occasions with partners in Beaumont, Leduc and Devon. • We will continue to explore further opportunities to fund and partner on current and future programs and services. 		

Family and Community Support Services

Q2 - 2019 Financial Reporting

Summary

VARIANCE YTD
(\$142,565)



REVENUE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
SALES OF GOODS & SVS TO INDIVIDUALS	6,233	3,254	14,632	11,378	235%
CONDITIONAL GRANTS FR OTHER GOV	1,574,910	924,676	789,558	(135,118)	50%
TOTAL REVENUE	1,581,143	927,930	804,191	(123,739)	51%

EXPENSE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
EARNINGS & BENEFITS	1,697,334	860,127	771,067	(89,059)	45%
GENERAL SERVICES-CONTRACTED	256,867	132,151	95,802	(36,349)	37%
GOODS,SUPPLIES & MATERIALS PURCHASED	25,631	12,600	10,570	(2,030)	41%
RESERVES,TRANSFERS & GRANTS	104,307	99,946	1,079	(98,867)	1%
MP&CP TRANSACTIONS	100,000	40,000	-	40,000	0%
TOTAL EXPENSE	2,184,139	1,144,824	878,519	(266,305)	40%

SURPLUS/ (DEFICIT)	(602,996)	(216,894)	(74,328)	142,565	12%
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VARIANCES

- *Conditional grants from other governments* - The grant for the Bridges program was budgeted in June however funding has not been received.
- *Earnings & benefits* – Two vacant positions, unallocated administration staff salary and June 15 – 30 hourly payroll had not been processed at the time of this report.
- *General services - contracted* - Counselling services and mileage are under budget. It is difficult to predict the mental health needs of residents, therefore determining the correct cash flow is difficult. Mileage can fluctuate based on where clients are located in the County.
- *Reserves, transfers & grants* - Community core funding payments to the Town of Calmar, Town of Thorsby and Village of Warburg were budgeted in Q2. They will be paid in Q3.



Quarterly report to council


Reporting period: **Q2 - 2019**



Department: **Planning and Development**

Highlights from this quarter


- Planning & Development issued 162 development permits and 478 safety codes permits for a total construction value of \$32.2M.
- The new Municipal Development Plan has been completed, adopted by Council, and is now in effect.
- The Economic Development Framework for Phase 1 of the Airport Accord is completed; the Land Use, Servicing & Transportation Framework is nearing completion, and the Shared Investment for Shared Benefit model is under development.


Strategic Plan Q2 2019 Deliverables update


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



Manager of economic development to participate in creation of an economic development framework through the Airport Accord.	Completion of economic development framework.	
Status update: <ul style="list-style-type: none"> The economic development framework has been completed and was delivered to the Airport Accord Oversight Committee on June 21, 2019. 		
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.	
Status update: <ul style="list-style-type: none"> Integration into the regional EDO network by the County's Economic Development Coordinator has been achieved. Lead/information sharing protocols have been created in draft form by Edmonton Global and are actively being discussed among the EDO network – completion anticipated for late summer. 		


Operational Plan Q2 2019 Deliverables update

Goal 4: We will deliver quality and efficient service to our customers; we will be solutions-based in our approach to customer service.		
Strategy 4.1 Institute customer service standards for the Planning and Development Department.		
Actions	Deliverables/KPIs	Status
Develop and implement customer service standards for the Planning and Development department.	Standards implemented.	
Status update: <ul style="list-style-type: none"> Preliminary work has begun on customer service standards; they remain incomplete at this time. Completion is anticipated for Q4, 2019. 		

Strategy 4.2 Improve development approval processes.		
Actions	Deliverables/KPIs	Status
Develop and implement development approval process improvements to reflect a customer-centric approach.	Specific improvements implemented.	
Status update: <ul style="list-style-type: none"> Streamlined development permit application, continue developing a separate urban and rural development permit application to simplify for customers. Developed a fillable online application. Implemented log books for tracking customer service inquiries. Provided Council an overview of the basics of development process. Implementing additional reviews of all discretionary use permits. Conduct weekly meetings to review current applications. Administration's review of processes will remain ongoing. 		

Goal 5: Planning and Development will work to maintain cross-departmental relationships to ensure coordinated service delivery to our customers.		
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.	
Status update: <ul style="list-style-type: none"> Planning & Development and Public Works & Engineering staff are holding monthly meetings to ensure constant dialogue and proper cross-coordination. Interdepartmental discussions and communications are improving. Planning & Development and Public Works & Engineering staff are attending Council, Public Works Committee and Subdivision Authority Committee when necessary. 		

Goal 6: We will maintain a healthy and respectful workplace culture within the Planning and Development department.		
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.	
Status update: <ul style="list-style-type: none"> Q1 departmental meeting held as scheduled Subsequent quarterly meetings will occur as planned in order to ensure staff communication and information sharing. 		
Conduct regularly scheduled staff meetings at the divisional level (such as development services, long range planning, safety codes).	Meetings held.	
Status update: <ul style="list-style-type: none"> Regular group meetings have been scheduled and conducted by the Planning & Development managers with their respective staff. 		

Goal 7: We will continue to be leaders in safety codes in the province of Alberta.		
Strategy 7.1 Ensure the Safety Codes Quality Management Plan (QMP) is kept current and properly operationalized.		
Actions	Deliverables/KPIs	Status
Update the county's safety codes QMP.	New QMP adopted by Council	
Status update: <ul style="list-style-type: none"> Meeting was held with Safety Codes Council to clarify requirements for service provision to other municipalities for Building, Electrical, Plumbing, Gas and Fire. Currently Leduc County has one municipal QMP for Building, Electrical, Plumbing & Gas, one municipal QMP for Fire and one agency QMP for Fire Services. Safety Codes Council direction is that the municipal QMPs must be combined into one. The Fire Services agency QMP may not be necessary in the future. Potential for Joint Accreditation between Leduc County, Village of Warburg, Town of Thorsby and Town of Calmar being considered. 		

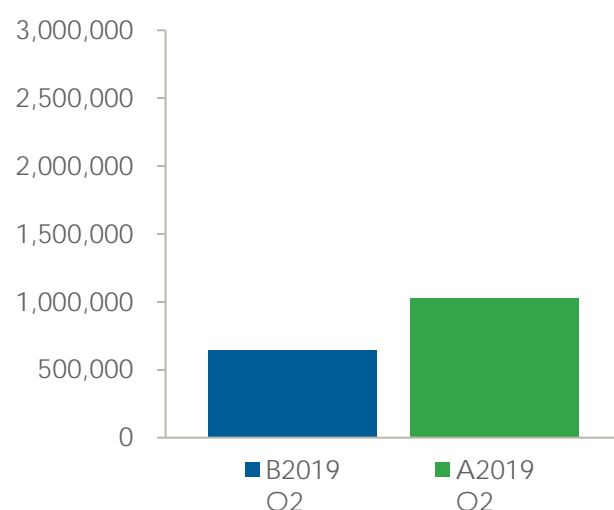
Planning & Development

Q2 - 2019 Financial Reporting

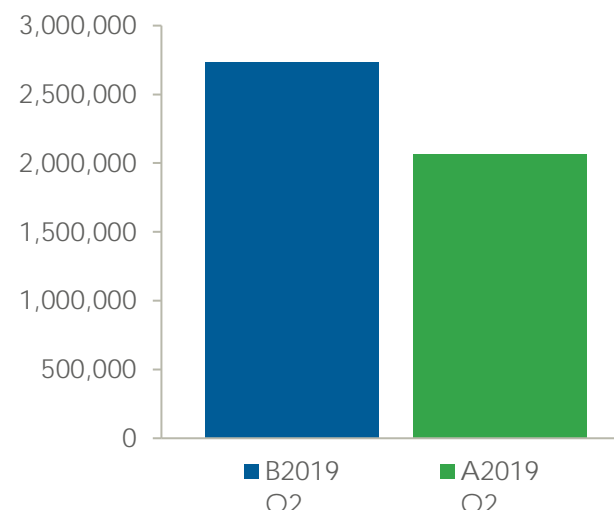
Summary

VARIANCE YTD
(\$1,058,375)

REVENUE



EXPENSE



REVENUE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
SALES OF GOODS & SVS TO OTHER GOV	61,192	27,310	42,158	14,848	69%
SALES OF GOODS & SVS TO INDIVIDUALS	139,500	69,546	52,104	(17,442)	37%
OTHER REVENUE FROM OWN SOURCES	1,202,396	495,448	932,570	437,122	78%
CONDITIONAL GRANTS FR OTHER GOV	98,043	49,021	-	(49,021)	0%
MP&CP TRANSACTIONS	709,631	-	-	-	0%
TOTAL REVENUE	2,210,762	641,325	1,026,832	385,507	46%

EXPENSE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
EARNINGS & BENEFITS	3,470,052	1,775,450	1,751,063	(24,387)	50%
GENERAL SERVICES-CONTRACTED	1,459,286	740,233	212,453	(527,780)	15%
PURCHASES FR OTHER GOV & AGENCIES	314,502	202,683	89,096	(113,587)	28%
GOODS,SUPPLIES & MATERIALS PURCHASED	14,700	8,958	3,255	(5,703)	22%
FINANCIAL SERVICE CHARGES	15,000	7,500	6,089	(1,411)	41%
TOTAL EXPENSE	5,273,540	2,734,824	2,061,956	(672,868)	39%

SURPLUS/ (DEFICIT)	(3,062,778)	(2,093,499)	(1,035,124)	1,058,375	34%
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VARIANCES

- *Other revenue from own sources* - Revenues from building and electrical permits have been higher than anticipated due to the Amazon customer fulfilment facility.
- *Conditional grants from other governments* - At the time of this report, the internal transfer of the Alberta Community Partnership grant for the inter-municipal development (IDP) for Calmar, Thorsby and Warburg had not been completed.
- *General services - contracted* - No invoices for the Airport Accord and Intermunicipal Planning Framework projects have been received. The update to the IDP with the City of Leduc has not yet commenced, nor has work on updating/preparing new off-site levy bylaws and updating the Land Use Bylaw. The Calmar, Thorsby and Warburg IDP project is mostly completed.
- *Purchases from other governments & agencies* - Expenses incurred for wind down of LNEDA are not recorded. Costs for economic development are posted in other areas now that this function is in house.



Quarterly report to council

Reporting period: **Q2 - 2019**




Department: **Agricultural Services**

Highlights from this quarter



- Regional Agricultural Master Plan development through the Edmonton Metropolitan Region Board Task Force and Working Group.
- Hiring of a Local Food Coordinator as a result of realigning permanent staff responsibilities.
- All seasonal staff hired, oriented and working. All seasonal programs well underway.
- Agricultural Services/Public Works vegetation management plans being implemented.
- Working towards completing the Water Act License requirement for the non-potable water point in the Genesee area.
- Clubroot of canola inspections have started as per policy changes and producer engagement continues around pathotype shifting.
- Administration presented at a RAMP Task Force meeting where the Task Force made a final recommendation to develop an Agricultural Boundary in the EMRB. The importance of agriculture within our region is at the forefront when these decisions are made.


Strategic Plan Q2 2019 Deliverables update

Goal 1: Agricultural Services will improve transportation networks through vegetation control and partner projects with Public Works and Engineering.		
Strategy 1.1: Problem vegetation creates sightline, regular maintenance and snow trap issues for Public Works and Engineering staff and the travelling public		
Actions	Deliverables/KPIs	Status
Control brush with selective herbicides less than 10-feet high in intersections and in the right-of-ways adjacent to the road to improve visibility and promote efficient drainage.	10/57 intersections brushed 0/10 sprayed as of June 28	▲
Status update: <ul style="list-style-type: none">• Weather was not favorable for our Integrated Vegetation Management (IVM) program in Q2 2019.• Our IVM focus so far has been spraying our road right of ways.		

Support the road maintenance program by controlling unwanted vegetation through the application of non-selective herbicides along roadsides to help with activities such as regular grading and shoulder pulls.	9.6 linear kms were treated in Q2	
Status update: <ul style="list-style-type: none"> Range Road 11 from Hwy 39 to Township Road 502 – 4.8 kms both sides. Township Road 500 from Range Road 250 to 245 and Range Road 245 from Township Road 500 to 494 – Total of 4.8 kms both sides. 		
Strategy 1.2 Through the mechanical removal of grass and brush, improve Leduc County's transportation networks.		
Actions	Deliverables/KPIs	Status
Rural roadside mowing on prescribed problem areas.	259/1000 linear kms mowed in Q2	
Status update: <ul style="list-style-type: none"> Our mowing program was a little delayed in Q2 due to unfavorable weather conditions. The Rural Roadside mower had a significant breakdown (due to third party error) in Q2. 		
Utilizing large rotary mowers, identify large brush within Leduc County right-of-ways that can be mowed in coordination with the Agricultural Service main road mowing program.	0/57 intersections + 1 problem area	
Status update: <ul style="list-style-type: none"> The primary focus of the main roadside mowing program has been to mow grass along Leduc County's paved road network. The first cut (shoulder pass only) has been completed within a normal timeframe, but there has not been an opportunity to mechanically remove brush previously identified within Leduc County right-of-ways. Mowing is being done along Highway 625 within Nisku's boundaries, primarily for weed control as well as aesthetics. Conditions have not been favorable so far in 2019 for our IVM program. 		

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		
Strategy 2.1 Partner with local food experts to bring attention and foster this opportunity in Leduc County		
Actions	Deliverables/KPIs	Status


Coordinate five local food workshops within Leduc County.	Five workshops (Q1 – Q4 deliverable)	
Status update: Q2 delivered <ul style="list-style-type: none"> ALUS Open House – 25 attendees Q2 planning for Q3 <ul style="list-style-type: none"> Working Well Workshops Pigeon Lake Watershed Workshop - Watershed 101 Soils Management Verified Beef Producers workshop 		
Promote events that bring awareness to local food and agri-tourism.	Local Food Coordinator being recruited and work plan being developed.	
Status update: <ul style="list-style-type: none"> Planning for the agriculture focused Chamber fall event. Discussions with the Alberta Farm Fresh Producer's Association and the Leduc Chamber of Commerce about the 2020 Farm to Market to Table Conference. Working with Recreation to bring school kids to a operating dairy farm. Working with and supporting local Farm to Table dinners throughout 2019. Print and distribute more "What's on your plate, we are all in agriculture" bumper stickers and window clings. Promoting Alberta Open Farm Days - August 17-18, 2019. Supporting the showing of the film "Before the Plate" – Q2-Q3 with Leduc Chamber of Commerce. Members of Agricultural Services, Planning and Development, Economic Development and Parks and Recreation are starting to discuss agri-tourism opportunities within the Leduc Region. A major factor in this will be the staffing capacity of the Economic Development and Agricultural Services departments. The Local Food Coordinator will have a supporting role to play in this focus area. 		

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.	Fostering agriculture as a stated key policy area in the County's Strategic Plan.	
Status update: <ul style="list-style-type: none"> The development of specific agriculture-supportive policies and developing regional sub-areas as part of the Regional Agricultural Master Plan (RAMP) Working Group that will align with Leduc County's newly adopted Municipal Development Plan. Support the development of Agricultural Impact Assessments. Involved in Soil Management Committee to manage topsoil as a non-renewable resource. 		

- Continue to be an Alternative Land Use Services Community, managing ecosystem services and agricultural impacts within our municipality.

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 Agricultural Master Plan.	Leduc County should set specific and stated goals to work with municipal partners and the EMRB to establish a consistent and agriculture-supportive approach to food and agriculture throughout our region.	
Status update: <ul style="list-style-type: none"> • Using a planning framework, the RAMP Task Force and working group are defining permanent agricultural areas within the EMRB. A Land Evaluation Site Assessment tool has been developed and currently tabled until such time that these areas are defined and the tool can be used. 		

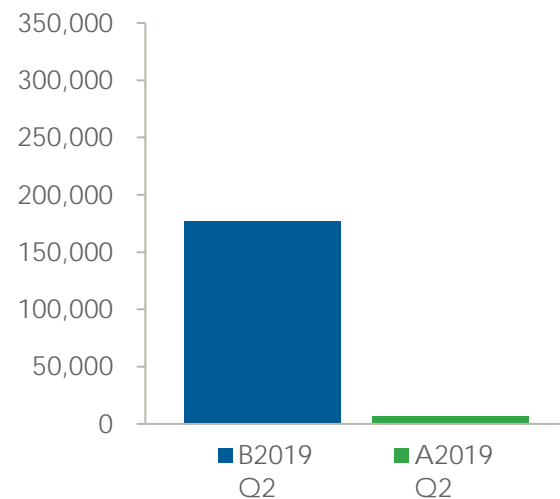
Agricultural Services

Q2 - 2019 Financial Reporting

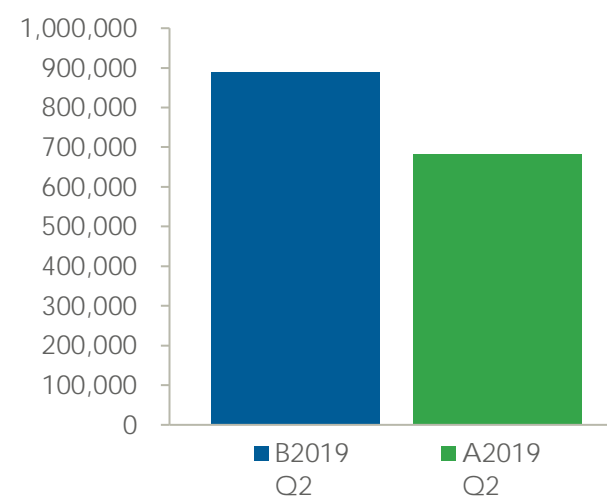
Summary

VARIANCE YTD
(\$35,965)

REVENUE



EXPENSE



	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
REVENUE					
SALES OF GOODS & SVS TO INDIVIDUALS	24,000	3,724	3,621	(103)	15%
OTHER REVENUE FROM OWN SOURCES	2,000	392	2,734	2,342	137%
CONDITIONAL GRANTS FR OTHER GOV	172,559	172,559	-	(172,559)	0%
TOTAL REVENUE	218,559	176,675	6,355	(170,320)	3%

	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
EXPENSE					
EARNINGS & BENEFITS	1,272,814	594,607	538,751	(55,856)	42%
GENERAL SERVICES-CONTRACTED	181,458	79,283	35,449	(43,834)	20%
GOODS,SUPPLIES & MATERIALS PURCHASED	327,806	213,496	97,236	(116,260)	30%
RESERVES,TRANSFERS & GRANTS	22,500	1,758	11,000	9,242	49%
MP&CP TRANSACTIONS	-	-	423	423	0%
TOTAL EXPENSE	1,804,578	889,143	682,859	(206,285)	38%

SURPLUS/ (DEFICIT)	(1,586,019)	(712,469)	(676,504)	35,965	43%
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VARIANCES

- *Conditional grants from other governments* - At the time of this report, the County had not received the Agriculture Service Board or the Summer Temporary Employment Program grants from the Government Of Alberta.
- *Earnings & benefits* - One vacant position and June 15 - 30 hourly payroll a had not been processed at the time of this report.
- *General services - contracted* - Professional services were under budget as clubroot testing had not started for 2019. Publications, printing and binding was under budget because the new roadside signs and bumper stickers had not been ordered by the end of Q2. Registrations and rental of equipment was lower than anticipated.
- *Goods, supplies and materials purchased* - The spraying program was delayed due to weather. June fuel purchases had not been entered at the time of this report. Dynamite was purchased but not received or invoiced before the end of June.

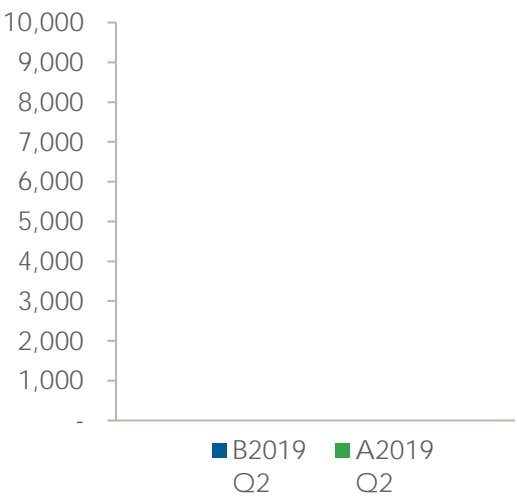
Drainage

Q2 - 2019 Financial Reporting

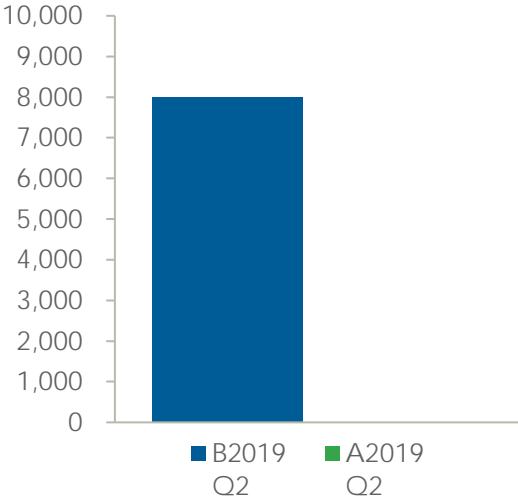
Summary

VARIANCE YTD
(\$7,998)

REVENUE



EXPENSE



REVENUE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
OTHER TRANSACTIONS	1,500	-	-	-	0%
MP&CP TRANSACTIONS	25,000	-	-	-	0%
TOTAL REVENUE	26,500	-	-	-	0%

EXPENSE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
GENERAL SERVICES-CONTRACTED	8,010	8,004	6	(7,998)	0%
MP&CP TRANSACTIONS	25,000	-	-	-	0%
TOTAL EXPENSE	33,010	8,004	6	(7,998)	0%

SURPLUS/ (DEFICIT)	(6,510)	(8,004)	(6)	7,998	0%
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VARIANCES
• <i>General services - contracted</i> - 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: **Q2 - 2019**


Department: **Park and Recreation**



Highlights from this quarter

- Successful training of staff and opening of parks and campgrounds.
- Recreation staff have hosted a variety of programs and events in June and are prepared for July and August programs.
- We have successfully supported various not for profit organizations. These include, New Sarepta Ag and Calmar Ag Societies, Telford Playground Committee, Vistas community association.
- We have received a grant for \$20,000 to support community health in New Sarepta Recreation District for 3 years. A full plan of action is currently being prepared.
- The Genesee Group Campground is ready for opening.
- Draft cost share agreements are ready for Council review with Beaumont and Leduc.
- Staff have implemented phase 1 of the discontinuation of NRC services. Adjustments have been made to ensure effective operations in 2019.

Strategic Plan Q2 2019 Deliverables update



Goal 1: Parks and Recreation will create a new, shared vision for Parks and Recreation in Leduc County.		
Strategy 1.2 Begin implementation of the Vistas Parks Strategy.		
Actions	Deliverables/KPIs	Status
Review Vistas Plan with key stakeholders and internal departments,	N/A	▲
Status update: <ul style="list-style-type: none"> • Internal reviews will be completed in Q4 due to timing of summer operations and staff priorities. 		
Develop action plan and priorities for plan implementation	N/A	▲
Status update: <ul style="list-style-type: none"> • Action plan will be prepared in Q4 due to timing of summer operations and staff priorities. 		

Goal 2: Parks and Recreation will work collaboratively with local governments and partner organizations to create a vibrant recreation system for community service provision.		
Strategy 2.1 Work with neighbouring municipalities to enhance shared recreation areas and facilities..		
Actions	Deliverables/KPIs	Status
Revised recreation cost share agreements will be completed for Leduc and Beaumont recreation districts.	Agreements will be reviewed with council and signed for 2019 implementation.	
Status update: <ul style="list-style-type: none"> Draft agreements are ready for Council review in July. Anticipated agreement signing to take place in September include 3 year lump sum funding arrangements. 		

Goal 3: Parks and Recreation will improve community access to Leduc County recreation programs and services.		
Strategy 3.1 Parks and Recreation will develop a plan to ensure all Leduc County residents have access to county programs, no matter their economic situation.		
Actions	Deliverables/KPIs	Status
All programs and events will complete a review of fees to ensure that they are affordable to all income levels.	Program participants indicate that program fees are appropriate.	
Status update: <ul style="list-style-type: none"> All program fees have been reviewed and are currently receiving participant feedback. More than 97% of participants feel that fees are appropriate. 		
Increased opportunity will be offered to expand our existing low cost – no cost programs in targeted locations.	Each rural community within Leduc County will have access to summer low cost – no cost programming.	
Status update: <ul style="list-style-type: none"> “Free Range” programs are being offered across the County this summer. In total more than 36 free community events and programs will be offered by recreation this summer. 		

Goal 4: Parks and Recreation will continue efforts to expand access to the North Saskatchewan River valley.

Strategy 4.2 Investigate further, unexplored opportunities to promote expanded North Saskatchewan River Valley access in the region.

Actions	Deliverables/KPIs	Status
Continued conversations with identified landowners towards possible future land acquisition that provides for future river access.	Land values will be determined and identified in 2020 budget discussions.	
Status update: <ul style="list-style-type: none">• Landowner conversations continue to be successful.• We are currently working to determine a property values for consideration in 2020.• Conversations have continued with Burnco regarding a possible dedication of land to the County once their gravel extraction has completed.• Conversations have continued with Capital Power about possible future land dedications and partnerships.		
Review and possible implementation of the Genesee bridge boat launch study.	Genesee bridge access opportunities will be presented to council in Q1 for consideration.	
Status update: <ul style="list-style-type: none">• Project concepts continue to be reviewed by Alberta Transportation. We anticipate feedback this fall for consideration of Council.		

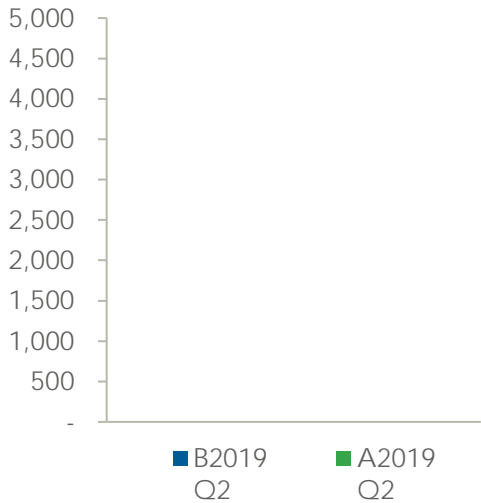
Recreation & Parks Board

Q2 - 2019 Financial Reporting

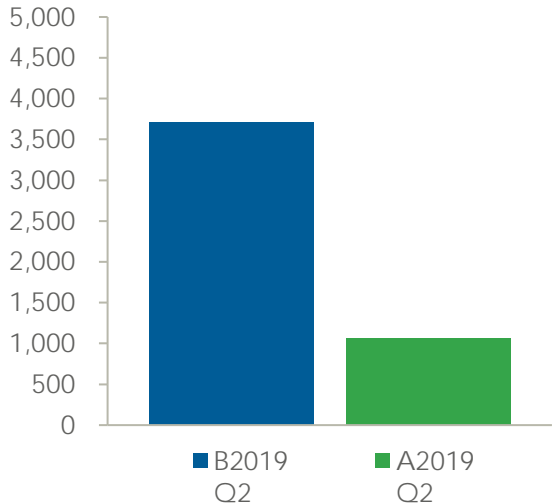
Summary

VARIANCE YTD
(\$2,648)

REVENUE



EXPENSE



REVENUE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
TOTAL REVENUE	-	-	-	-	0%

EXPENSE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
EARNINGS & BENEFITS	1,300	945	765	(180)	59%
GENERAL SERVICES-CONTRACTED	4,963	2,614	296	(2,318)	6%
GOODS,SUPPLIES & MATERIALS PURCHASED	150	150	-	(150)	0%
TOTAL EXPENSE	6,413	3,709	1,061	(2,648)	17%

SURPLUS/ (DEFICIT)	(6,413)	(3,709)	(1,061)	2,648	17%
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VARIANCES
• No significant variances.

Recreation

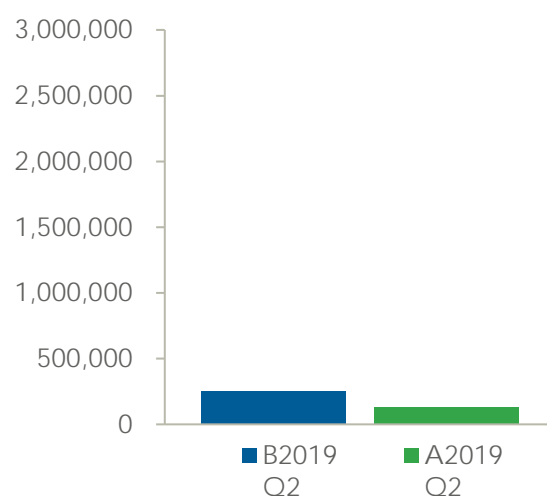
Q2 - 2019 Financial Reporting

Summary

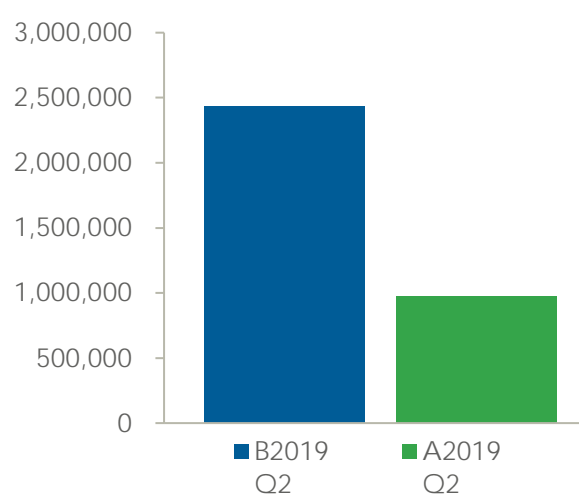
VARIANCE YTD

(\$1,340,113)

REVENUE



EXPENSE



REVENUE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
SALES OF GOODS & SVS TO OTHER GOV	-	-	-	-	0%
SALES OF GOODS & SVS TO INDIVIDUALS	285,827	192,800	119,964	(72,836)	42%
OTHER REVENUE FROM OWN SOURCES	-	-	12	12	0%
CONDITIONAL GRANTS FR OTHER GOV	8,400	8,400	10,000	1,600	119%
OTHER TRANSACTIONS	18,804	-	-	-	0%
MP&CP TRANSACTIONS	1,095,000	50,000	-	(50,000)	0%
TOTAL REVENUE	1,408,031	251,200	129,976	(121,224)	9%

EXPENSE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
EARNINGS & BENEFITS	622,770	297,317	277,207	(20,110)	45%
GENERAL SERVICES-CONTRACTED	170,417	74,932	51,643	(23,289)	30%
PURCHASES FR OTHER GOV & AGENCIES	-	-	-	-	0%
GOODS,SUPPLIES & MATERIALS PURCHASED	157,700	58,393	59,214	821	38%
RESERVES,TRANSFERS & GRANTS	1,574,754	1,490,950	251,100	(1,239,850)	16%
FINANCIAL SERVICE CHARGES	423,460	211,271	202,362	(8,910)	48%
MP&CP TRANSACTIONS	1,345,000	300,000	130,000	(170,000)	10%
TOTAL EXPENSE	4,294,101	2,432,863	971,527	(1,461,337)	23%

SURPLUS/(DEFICIT)	(2,886,070)	(2,181,663)	(841,551)	1,340,113	29%
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VARIANCES

- *Sale of goods & svs to individuals* - Nisku Recreation Centre's revenues are below budget. Overall, revenues are in line with 2018 Q2 and Administration is confident budgeted revenues will be achieved by the end of the year.
- *Earnings & benefits* - June 15 - 30 hourly payroll had not been processed at the time of this report.
- *Reserves, transfers & grants* - Cost share payments were budgeted in Q2 however payments will be made in Q3.

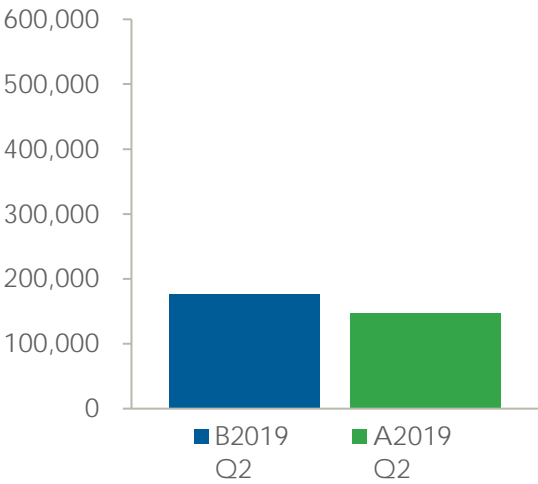
Parks

Q2 - 2019 Financial Reporting

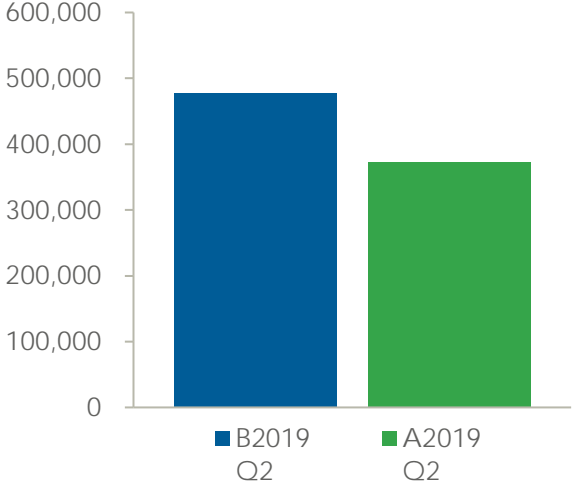
Summary

VARIANCE YTD
(\$75,477)

REVENUE



EXPENSE



REVENUE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
SALES OF GOODS & SVS TO INDIVIDUALS	341,400	144,453	118,625	(25,828)	35%
OTHER REVENUE FROM OWN SOURCES	20,000	7,361	6,578	(783)	33%
OTHER TRANSACTIONS	-	24,619	22,086	(2,533)	0%
MP&CP TRANSACTIONS	114,145	-	-	-	0%
TOTAL REVENUE	475,545	176,433	147,288	(29,145)	31%

EXPENSE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
EARNINGS & BENEFITS	545,125	262,572	233,295	(29,277)	43%
GENERAL SERVICES-CONTRACTED	190,059	96,769	64,334	(32,435)	34%
GOODS,SUPPLIES & MATERIALS PURCHASED	102,635	44,989	32,506	(12,483)	32%
RESERVES,TRANSFERS & GRANTS	14,000	-	-	-	0%
FINANCIAL SERVICE CHARGES	6,800	3,104	1,254	(1,850)	18%
MP&CP TRANSACTIONS	80,496	69,115	40,539	(28,576)	50%
TOTAL EXPENSE	939,115	476,549	371,927	(104,622)	40%

SURPLUS/ (DEFICIT)	(463,570)	(300,116)	(224,639)	75,477	48%
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VARIANCES

- *Sales of goods & svs to individuals* - Lower than anticipated campground revenues in Q2 due to weather.
- *Earnings & benefits* – June 15 – 30 hourly payroll had not been processed at the time of this report.
- *General services - contracted* - Professional services and maintenance to grounds and buildings are under budget. Some small projects have been delayed due to the amount of rain the County has had this year. These projects are still expected to be completed this year.

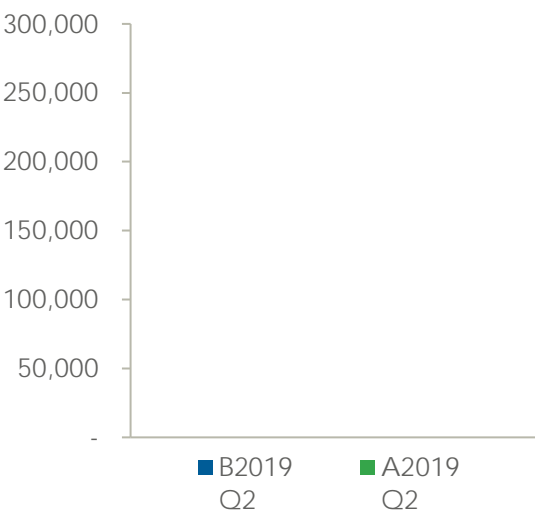
Cultural & Library Board

Q2 - 2019 Financial Reporting

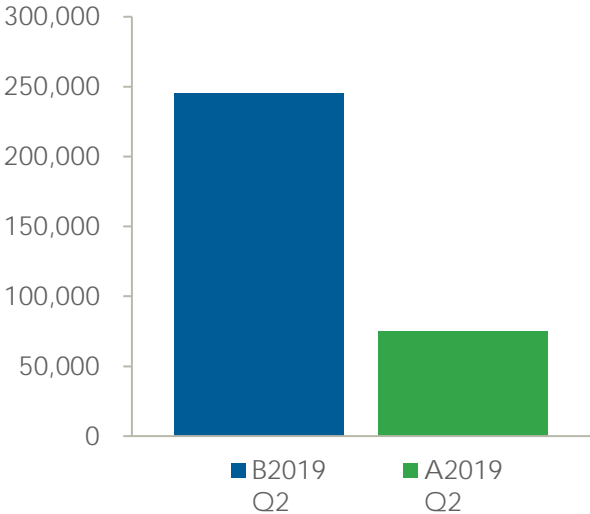
Summary

VARIANCE YTD
(\$170,623)

REVENUE



EXPENSE



REVENUE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
TOTAL REVENUE	-	-	-	-	0%

EXPENSE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
GENERAL SERVICES-CONTRACTED	60,000	60,000	29,627	(30,373)	49%
GOODS,SUPPLIES & MATERIALS PURCHASED	250	250	-	(250)	0%
RESERVES,TRANSFERS & GRANTS	325,190	185,190	45,190	(140,000)	14%
TOTAL EXPENSE	385,440	245,440	74,817	(170,623)	19%

SURPLUS/ (DEFICIT)	(385,440)	(245,440)	(74,817)	170,623	19%
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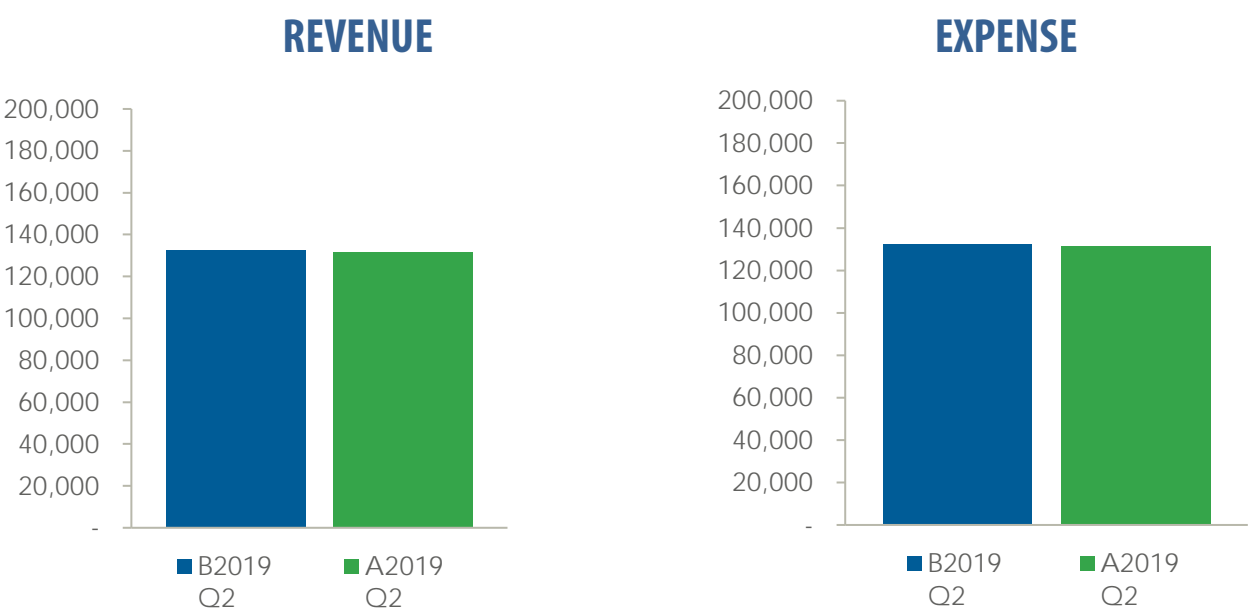
VARIANCES
<ul style="list-style-type: none">• <i>General services - contracted</i> - At the time of this report, the second payment to the Yellowhead Regional Library had not been made.• <i>Reserves, transfers & grants</i> - At the time of this report, cost share payments to the Village of Warburg, Town of Thorsby and Town of Calmar had not been made. Payments were made early in Q3.

Fiscal Services

Q2 - 2019 Financial Reporting

Summary

VARIANCE YTD
(\$34)



REVENUE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
OTHER TRANSACTIONS	264,836	132,418	131,463	(955)	50%
TOTAL REVENUE	264,836	132,418	131,463	(955)	50%

REVENUE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
RESERVES, TRANSFERS & GRANTS	488,000	-	-	-	0%
FINANCIAL SERVICE CHARGES	264,836	132,418	128,005	(4,413)	48%
OTHER TRANSACTIONS-GENERAL	29,705	-	3,424	3,424	12%
TOTAL EXPENSE	782,541	132,418	131,429	(989)	17%

SURPLUS/ (DEFICIT)	(517,705)	-	34	34	0%
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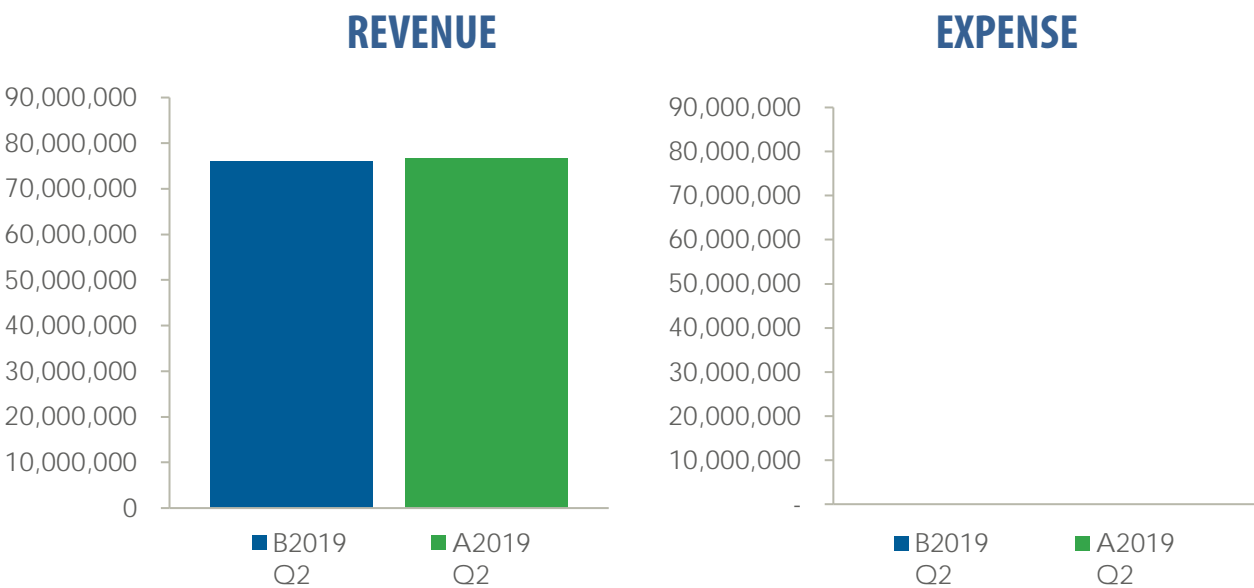
VARIANCES
• No significant variances.

Non-Departmental

Q2 - 2019 Financial Reporting

Summary

VARIANCE YTD
(\$627,695)



REVENUE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
TAXES	75,038,085	75,441,573	75,963,634	522,061	101%
TAXES-GRANT IN LIEU	102,762	102,762	103,272	510	100%
OTHER REVENUE FROM OWN SOURCES	784,000	309,062	427,867	118,805	55%
UNCONDITIONAL GRANTS FR OTHER GOV	146,960	146,960	133,279	(13,682)	91%
TOTAL REVENUE	76,071,807	76,000,357	76,628,052	627,695	101%

EXPENSE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
TOTAL EXPENSE	-	-	-	-	0%

SURPLUS/ (DEFICIT)	76,071,807	76,000,357	76,628,052	627,695	101%
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VARIANCES
<ul style="list-style-type: none">• <i>Taxes</i> - 100% of the local improvement levy tax is collected in May, the revenue collected is reduced to fund the Nisku and Looma wastewater debenture payments. A debenture payment was made in June and another will be made in December which will bring revenues in line with budget.• <i>Other revenue from own sources</i> - There was more interest income than anticipated due to conservative budgeting. Penalty revenue on taxes was higher than anticipated.

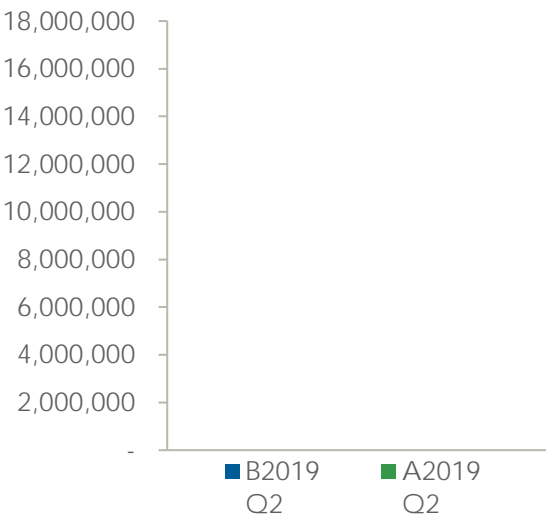
Requisitions

Q2 - 2019 Financial Reporting

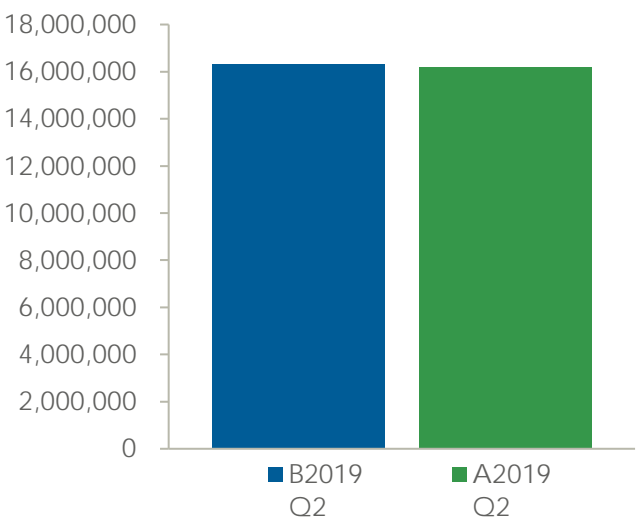
Summary

VARIANCE YTD
(\$111,369)

REVENUE



EXPENSE



REVENUE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
TOTAL REVENUE	-	-	-	-	0%

EXPENSE	Budget 2019	B2019 Q2	A2019 Q2	Variance (\$)	% of Total Budget
RESERVES, TRANSFERS & GRANTS	29,047,998	16,324,135	16,212,766	(111,369)	56%
TOTAL EXPENSE	29,047,998	16,324,135	16,212,766	(111,369)	56%

SURPLUS/ (DEFICIT)	(29,047,998)	(16,324,135)	(16,212,766)	111,369	56%
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VARIANCES
• <i>Reserves, transfers & grants</i> - Quarterly non-residential school requisitions were less than anticipated.



2019 Major Project Plan - Quarter 2 Funding & Expenditures Summary

Major Project Summary	Budget	Actual	Variance
Major Projects	3,604,333	521,811	3,082,522
Total Expenditures - Major Projects	3,604,333	521,811	3,082,522

Completed Project Funding Summary	Budget	Actual	Savings/(Over) Expenditures
Municipal Taxes			
Tax - General	12,528	12,528	-
Grants			
Fire Service Training Program (FSEPP)*	6,250	6,250	-
Canada 150 Community Infrastructure Program Grant	985	985	-
Other			
Reserve	94,065	90,838	3,227
Reserve - MRT	32,215	10,066	22,150
Total Funding	146,043	120,667	25,377

* The remaining FSEPP grant dollars have been returned to the funder.



2019 Major Project Plan Quarter 2

As at June 30, 2019

Project Name	2019 Final Budget	Actual Total Expense as at June 30, 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	Sewer flow monitoring underway. The analysis reporting will start in Q3.
New Sarepta Lift Station Upgrade Option Analysis	\$ 35,000	\$ 6,137	\$ 28,863		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	Construction work is in progress, awaiting invoices from Alberta Transportation. An update will be provided to Council by Q3.
Solid Waste Transfer Station Attendant Shelters X4	\$ 26,500	\$ 12,352	\$ 14,148		In Progress	50% of the project completed.
Beaumont Aquafit Contribution	\$ 500,000	\$ -	\$ 500,000		In Progress	The contribution will be completed in Q3.
2019 Recreation Cost Share - Partners' Capital Projects	\$ 550,000	\$ 80,000	\$ 470,000		In Progress	The budget submission and initial payment requests for Leduc, Beaumont and Devon will be presented to Council in Q3.
Leduc County Website Redevelopment	\$ 100,000	\$ -	\$ 100,000		In Progress	Service agreement being developed with project kick-off schedule for week of July 15th.
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 consultant has been hired to complete this initiative. The project will be completed in Q4.
Alberta Fire Responder Radio Communication System (AFRRCS) - Radios for Pump 8 and Tanker 4 in the Leduc Rural District	\$ 12,528	\$ 12,528	\$ -		Complete	
Building Lifecycle Maintenance	\$ 78,311	\$ -	\$ 78,311		No Activity	This project includes building sealant, front foyer design, concrete work and landscaping. The scope and budget for the building sealant project budgeted for \$67K has been changed. An update scope and budget will be resubmitted for 2020. The other components of the project will be continued with completion in Q4.
Campground Shower House Flooring and Wall Improvement	\$ 30,000	\$ 26,781	\$ 3,219		Complete	
Social Services Framework	\$ 100,000	\$ 460	\$ 99,540		In Progress	Draft document to be presented in Q4.
Leduc County Branding	\$ 50,000	\$ -	\$ 50,000		In Progress	Administration examining options to move forward with work on a branding strategy for Leduc County. Work anticipated to begin on this initiative in Q3.
Council Electoral Boundaries and Remuneration Review	\$ 30,000	\$ -	\$ 30,000		In Progress	A consultant has been hired to complete the remuneration review. Workshops with Council were held and draft electoral boundaries have been established. Report will be brought to Council in September.
Sewer Infiltration and Inflow Assessment - Nisku Sewer	\$ 8,855	\$ 8,847	\$ 8		Complete	
Warburg Arena Upgrade Phase I Contribution	\$ 245,000	\$ 183,000	\$ 62,000		In Progress	Grand opening in Q4.
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.
Clearwater Creek License Cleanout	\$ 25,000	\$ -	\$ 25,000		In Progress	Deadfall has been removed by internal staff. However, it has been too wet this summer to get a track hoe in to remove some of the sited in areas. Anticipated completion date is Q4 2019.
Genesee River Recreation Access Assessment Study	\$ 7,988	\$ 3,692	\$ 4,296		In Progress	Concepts are currently under review by Alberta Transportation.



2019 Major Project Plan Quarter 2

As at June 30, 2019

Project Name	2019 Final Budget	Actual Total Expense as at June 30, 2019	Total Cost Variance	Project Indicator	Status	Variance Explanation/ Notes
Vistas Parks Plan	\$ 32,215	\$ 10,066	\$ 22,150		Complete	
Rural Area Water Distribution Feasibility Study	\$ 12,066	\$ 12,962	\$ (896)		In Progress	Project completed within budget, over budget due to public consultation changes to this project.
Cyber Security Review & IT Strategic Plan	\$ 30,000	\$ 20,000	\$ 10,000		In Progress	Cyber security completed, \$10K for IT Strategic Plan will be used by the end of Q4.
2017/18 Fire Service Training Program	\$ 6,250	\$ 6,250	\$ -		Complete	Project completed, remaining funds have been returned as per part of grant agreement.
Telephone System Upgrades for Satellite Offices	\$ 15,000	\$ -	\$ 15,000		In Progress	Waiting for third party to complete their work before we can move forward.
Nisku Bulk Water Site Improvements - Engineering	\$ 6,195	\$ 6,199	\$ (4)		Complete	
Rural Road Program Development	\$ 51,979	\$ 11,311	\$ 40,668		In Progress	Project will be completed in Q4.
Kavanagh Landfill Reclamation	\$ 62,240	\$ 5,328	\$ 56,912		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	\$ 12,934	\$ 62,066		In Progress	On-going work being done by the Asset Management Committee. The committee is working through the development of an asset management plan for a specific asset class.
IT Strategic Initiatives	\$ 60,920	\$ 43,184	\$ 17,736		In Progress	Project is in progress, and will be completed by Q4.
Regional Fire Services Frameworks	\$ 50,000	-\$ 26,466	\$ 76,466		In Progress	The project is somewhat contingent on obtaining approval from Alberta Community Partnership (ACP) grant, that the City of Leduc is managing. One of the major components of the project is to perform a "Standard of Cover Document" for the City and County, which has the scope of work completed but the request for proposal (RFP) will not be posted until conformation of ACP grant contribution has been approved. Updates on framework projects were provided at the Regional Fire Framework Committee meeting that took place on June 24, 2019, and the next meeting will take place in September 2019.
New Sarepta Property Clean up	\$ 10,293	\$ -	\$ 10,293		In Progress	Additional costs are required for hazardous material removal. A report will be presented to Council in Q4.
St. Francis Transfer Station Reclamation	\$ 56,533	\$ 801	\$ 55,732		In Progress	Engineering work is in progress, and the project will be completed in Q4.
Transportation Master Plan	\$ 50,000	\$ -	\$ 50,000		In Progress	Term of reference were presented at Council workshop on July 16, 2019.
\$ 3,604,333.00		\$ 528,060.87	\$ 3,076,272.13			

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 2 Funding & Expenditures Summary

Capital Project Summary		Budget	Actual	Variance
	Other Capital Projects	7,016,370	1,163,765	5,852,605
	Road Program	9,175,000	278,363	8,896,637
	Bridge Program	1,639,295	293,690	1,345,605
Total Expenditures		17,830,665	1,735,818	16,094,847

Completed Project Funding Summary		Budget	Actual	Savings/(Over) Expenditures
Municipal Taxes				
	Tax - General	15,500	(28,221)	43,721
Other				
	Sale/Trade-In	5,000	2,791	(2,209)
Total Funding		20,500	(25,430)	41,512



2019 Capital Project Plan Quarter 2

As at June 30, 2019

Project Name	2019 Final Budget	Actual Total Expense as at June 30, 2019	Total Cost Variance	Project Indicator	Status	Variance Explanation/ Notes
Nisku Bulk Water Station Upgrade	\$ 590,000	\$ 29,167	\$ 560,833		In Progress	Site work construction and station work are in progress.
New Sarepta Reservoir, Pumphouse And Bulk Water Station Upgrade	\$ 50,000	\$ 5,140	\$ 44,860		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, and will provide recommendation by Q4.
Signal Installation at 39 Avenue and Nisku Spine Road	\$ 590,000	\$ -	\$ 590,000		In Progress	Finalized the agreement with developer. Construction to be completed by developer in 2019.
Intersection Improvement at 39 Avenue and Nisku Spine Road	\$ 610,000	\$ -	\$ 610,000		In Progress	Finalized the agreement with developer. Construction to be completed by developer in 2019.
Purchase Two Buses For Route 10	\$ 96,000	\$ -	\$ 96,000		No Activity	The project is contingent on receiving grants. Unless new buses are electric or natural gas they are not eligible for current provincial or federal grants. Options relating to moving towards natural gas buses are being explored. Project will carry forward to 2020.
Mobile Communications Vehicle Improvement	\$ 18,000	\$ 6,120	\$ 11,880		In Progress	Equipment arrived and will be installed in late Q3.
Purchase New Aerial Apparatus - Replace Old Unit	\$ 850,000	\$ -	\$ 850,000		In Progress	Anticipated delivery by February 2020.
Purchase Two New Multi-Use Pumps - New Addition For Calmar District and Replacement For New Sarepta District	\$ 220,000	\$ 106,590	\$ 113,410		In Progress	Received and will be in service by Q3.
Purchase Light Duty Truck - Replace Old Unit	\$ 38,000	\$ 37,500	\$ 500		Complete	
Utilities SCADA Upgrade - For Water And Sewer	\$ 35,000	\$ 22,501	\$ 12,499		In Progress	Project is in progress, hardware and software specification, and communication specification had been completed. Upgrade plan and SCADA master plan document are work in progress.
Purchase Tandem Axle Truck With Winter Equipment And Attachment - Replace Old Unit	\$ 300,000	\$ -	\$ 300,000		In Progress	New unit expected to be delivered in October, and old unit will be sold in Q4.
Selling Spare Grader	\$ (47,500)	\$ (87,734)	\$ 40,234		Complete	
2019 Road Program	\$ 9,175,000	\$ 278,363	\$ 8,896,637		In Progress	See 2019 Road Program - Quarter 2 Summary.
2019 Bridge Program	\$ 1,639,295	\$ 293,690	\$ 1,345,605		In Progress	Tender awarded, project will start by the end of July, and complete in Q4, 2019.
Purchase Gravel Pup Trailer - New Addition	\$ 30,000	\$ 24,805	\$ 5,196		Complete	
Purchase New ATV Side by Side	\$ 8,891	\$ 1,580	\$ 7,311		In Progress	Installation of safety equipment anticipated in Q3.
Purchase Fire Pumper	\$ 321,794	\$ 315,329	\$ 6,465		In Progress	Decaling and striping to be completed in Q3.
New Sarepta Fire Station Expansion	\$ 1,071,916	\$ 10,826	\$ 1,061,090		In Progress	Project bids were over budget. The department will provide Council with an updated recommendation in July.
Parade Float Vehicle Improvements	\$ 11,700	\$ 423	\$ 11,277		In Progress	Awaiting the brand identify project to be completed prior to completing the float.
New Sarepta Wastewater Lagoon Improvements	\$ 254,245	\$ 64,909	\$ 189,336		In Progress	Lagoon work improvement completed. Remaining work includes site access and drainage improvement.
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. Council recommendation to go forward in July for concept development.
Genesee Group Camping Area Improvement	\$ 80,540	\$ 74,636	\$ 5,904		In Progress	Grand opening took place July 11th.



2019 Capital Project Plan Quarter 2

As at June 30, 2019

Project Name	2019 Final Budget	Actual Total Expense as at June 30, 2019	Total Cost Variance	Project Indicator	Status	Variance Explanation/ Notes
Diamond Estates - Development of Municipal Reserve - Phase I	\$ 35,230	\$ 193	\$ 35,037		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. The project will be completed in Q4.
Sewer Transfer Station Automation - Nisku	\$ 79,754	\$ 49,035	\$ 30,719		In Progress	Working with IT on the remaining site security work.
Nisku Spine Rd - Phase 1A-i & 1A-ii 41 Ave to TWP 510	\$ 1,043,738	\$ -	\$ 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.
Nisku Recreation Centre Lighting Replacement	\$ 18,804	\$ -	\$ 18,804		In Progress	Project will be completed in Q4.
Back-up Power Generator for County Centre	\$ 166,482	\$ 160,750	\$ 5,732		In Progress	Council Motion 232-19 approved the project to move forward with additional funding of \$93K. Anticipated to be completed by the end of Q3.
Diamond Estates Drainage Swale Project	\$ 25,680	\$ -	\$ 25,680		In Progress	Fencing contract has been signed, waiting for weather to improve so that project can start.
New Calmar Fire Station Landscaping & Signage	\$ 52,096	\$ 41,835	\$ 10,261		In Progress	Signage outstanding due to wet weather. Project will complete by the end of Q3.
Large Format Scanner	\$ 16,400	\$ -	\$ 16,400		In Progress	The scanner has been purchased. Installation will be completed in Q3.
\$ 17,830,665.00		\$ 1,735,818	\$ 16,094,847			

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 2 Summary

Project Description	Existing Surface	Proposed Surface	Work Description	2019 Final Approved	Actual Total Expense As at June 30, 2019	Variance	Project Status	Project Indicator	Notes
Rural Roads									
South Wizard Lake - From Hwy 795 to End (Test Section)	Gravel	Gravel	Reconstruction	900,000	1,952	898,048	In Progress		Design in progress, construction work to commence in Q3.
Spot Repairs for Glen Park Road	Paved/Micro surface	Paved	Repair	150,000	-	150,000	In Progress		Construction work to commence in Q3.
Rural Road Initiative				1,000,000	192,429	807,571	In Progress		Project work in progress, and will complete in Q3. The scope of the project includes miscellaneous gravel road repairs, ditching and shoulder pulls.
				2,050,000	194,381	1,855,619			
Subdivisions									
Hilltop Estates - From RR 232 To Hwy 625	Coldmix	Paved	Rehabilitation	575,000	-	575,000	In Progress		Construction work to commence in Q3.
Twin Peaks Ranch Estates - From RR 232 to Airport Road	Paved	Paved	Rehabilitation	700,000	-	700,000	In Progress		Construction work to commence in Q3.
Silver Bear Estate - Twp 505	Paved	Paved	Rehabilitation	375,000	-	375,000	In Progress		Construction work to commence in Q3.
				1,650,000	-	1,650,000			
Nisku Roads									
Sparrow Drive - From Airport Road to Hwy 625 - Repair	Paved	Paved	Repair	350,000	-	350,000	In Progress		Construction work to commence in Q3.
8 St - From 30 Ave To North End	Gravel	Paved	Rehabilitation	2,600,000	-	2,600,000	In Progress		Construction in progress, awaiting invoices.
				2,950,000	-	2,950,000			
New Sarepta Roads									
Centre Avenue From Centre Street to 2 St South	Gravel	Paved	Rehabilitation	1,000,000	28,053	971,947	In Progress		Construction in progress.
Drainage				500,000	55,929	444,071	In Progress		Construction in progress.
				1,500,000	83,983	1,416,017			
Spine Road									
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	In Progress		Request for proposal (RFP) was advertised.
				900,000	-	900,000			
2018 Carry Forward Projects									
RR 250 Design - Cost share with City of Leduc				125,000	-	125,000	No Activity		
				125,000	-	125,000			
Total 2019 Final Approved									
				9,175,000	278,363	8,896,637			

2019 Bridge Program - Quarter 2 Summary

Project Description	2019 Final Approved	Actual Total Expense As at June 30, 2019	Variance	Project Status	Project Indicator	Notes
Replacement - 2018 Carry Forward Projects						
BF 09652 TR 494 Intersection TR 494 & RR 274	442,960	21,017	421,944	In Progress		Right of way concerns have been resolved and work has commenced.
BF 07016 RR 240 BTW APR & HWY 625	456,335	236,737	219,598	In Progress		Right of way concerns have been resolved and work has commenced.
	899,295	257,753	641,542			
Maintenance						
BF 01266 TWP 490 BTW RR 13 & Hwy 778	157,200	3,593	153,607	In Progress		Tender awarded, project will start by the end of July, and complete in Q4, 2019.
BF 07543 RR 20 BTW TWP 494 & TWP 492	81,500	3,593	77,907	In Progress		Tender awarded, project will start by the end of July, and complete in Q4, 2019.
BF 79388 RR 31 BTW TWP 494 & TWP 492	12,500	3,600	8,900	In Progress		Tender awarded, project will start by the end of July, and complete in Q4, 2019.
BF 08075 RR 25 BTW TWP 494 & Hwy 622	65,200	3,593	61,607	In Progress		Tender awarded, project will start by the end of July, and complete in Q4, 2019.
BF 08879 TWP 500 BTW RR 260 & RR 255	81,500	3,593	77,907	In Progress		Tender awarded, project will start by the end of July, and complete in Q4, 2019.
BF 07072 TWP 502 BTW RR 260 & RR 255	75,200	3,593	71,607	In Progress		Tender awarded, project will start by the end of July, and complete in Q4, 2019.
BF 76733 TWP 493 BTW RR 10 & RR 11	68,900	3,593	65,307	In Progress		Tender awarded, project will start by the end of July, and complete in Q4, 2019.
BF 08528 TWP 504 BTW RR 270 & RR 271	116,600	3,593	113,007	In Progress		Tender awarded, project will start by the end of July, and complete in Q4, 2019.
BF 08146 TWP 484 BTW RR 11 & Hwy 778	37,600	3,593	34,007	In Progress		Tender awarded, project will start by the end of July, and complete in Q4, 2019.
BF 71495 RR 40 BTW TWP 490 & TWP 492	43,800	3,593	40,207	In Progress		Tender awarded, project will start by the end of July, and complete in Q4, 2019.
	740,000	35,937	704,063			
Total 2019 Final Approved	1,639,295	293,690	1,345,605			



**Operating Fund Reserve Schedule
For the period ended June 30, 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 June 30, 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	22,109.23	1,577,228.01
15,844,495.20	2,879,490.00	0.00	5,095,800.00	22,109.23	15,866,604.43



Capital Fund Reserve Schedule
For the period ended June 30, 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 June 30, 2019
	2019 Budget	2019 Actual	2019 Budget	2019 Actual	
5,707,208.35	903,812.00	-	436,501.00	11,693.70	5,718,902.05
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	22,085.63	-	47,074.34	2,055,191.43
140,740.63	-	-	491,723.00	2,003.45	142,744.08
17,502,101.69	5,198,628.00	22,085.63	928,224.00	60,771.49	17,540,787.55