

# Town of Ponoka Annual Report to the Community

# 2019



**Celebrating Our Community's Accomplishments in 2019**

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# Message from the Mayor

As I look back at 2019, one of the many highlights that stands out was the Town's joint sponsorship of the Canada Winter Games in partnership with the Ponoka Stampede Association. Our joint sponsorship agreement allowed us to showcase Ponoka and our western heritage to a national audience of thousands of people at the Winter Games Festival Pavilion in Downtown Red Deer.

Our Ponoka Days display included a new Town video promoting the many advantages that Ponoka offers to visitors, residents and businesses that locate here. It also featured a cowboy camp with a stage coach that visitors could climb into, a pony corral and campfire, along with Ponoka cowboys and Miss Ponoka Stampede 2018 who offered hands-on roping and branding demonstrations.

Other key accomplishments in 2019 included:

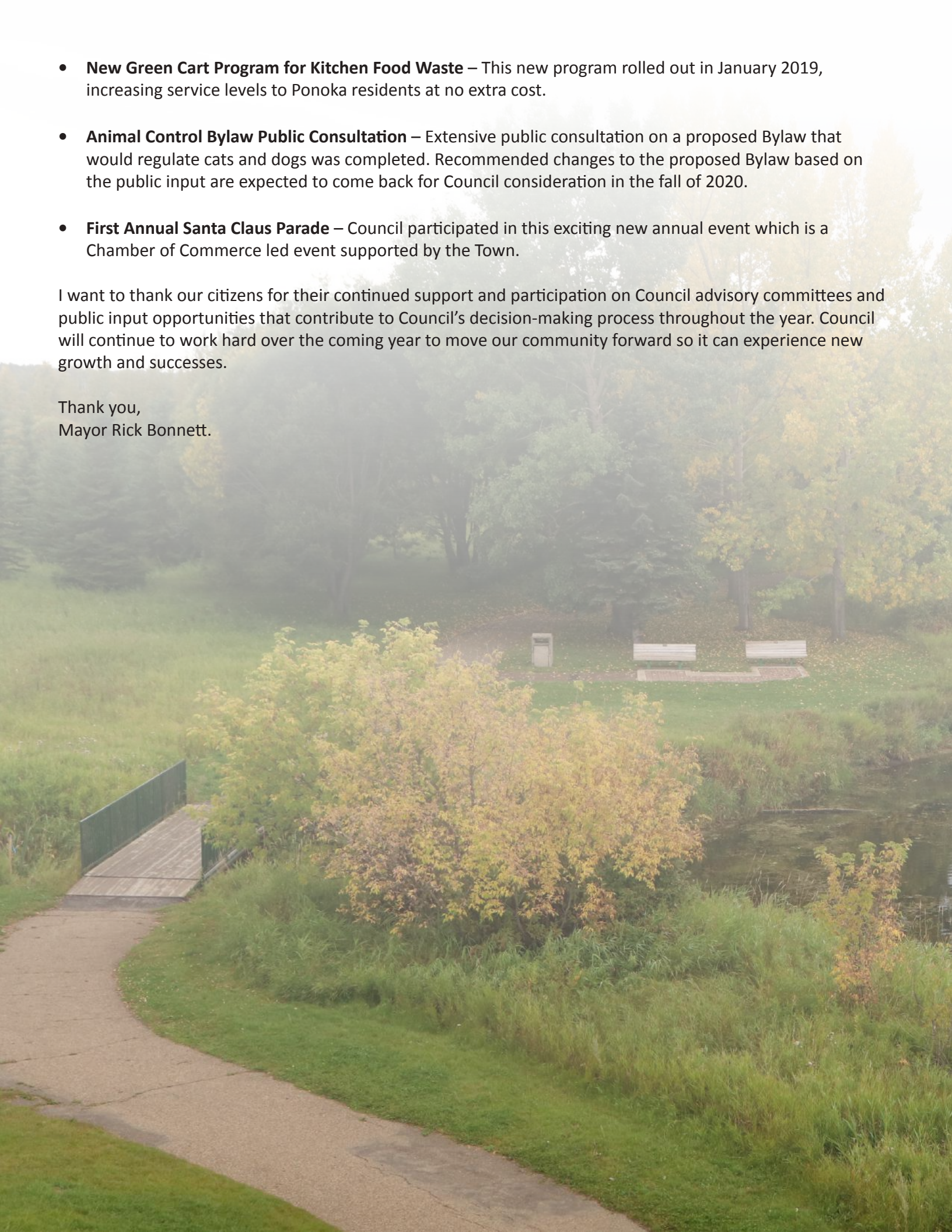
- **Community Wellness Centre Planning** – A new Community Wellness Centre that would begin with construction of a new fieldhouse continues to be a key priority for future growth in Ponoka. Council continued its lobbying efforts to secure provincial and federal grant funding and drew public attention to inequitable provincial grant funding for smaller municipalities. New recreation facilities such as fieldhouses are proven economic drivers that increase quality of life by giving our youth, seniors and families a year-round facility to play indoor sports and improve fitness on an indoor walking track.
- **Ponoka Civic Centre Grand Opening and Building Naming** – Hundreds of visitors attended the grand opening event to celebrate the opening of the new Ponoka Jubilee Library and the Ponoka Learning Centre on the main floor of the facility. Visitors also toured the Council Chambers and Town Administrative offices on the upper floors. The Centre is an important and active community hub that was officially named the Ponoka Civic Centre following a Building Naming Contest.
- **Infrastructure Renewal** – Included the replacement of underground and surface infrastructure on 52 Avenue (between 50 and 51 Street), paving and concrete improvements throughout the community and road rehabilitation work in the southwest industrial park.
- **Aquaplex and Park Improvements** – Annual maintenance at the Aquaplex included a completely refurbished sauna with new cedar panelling, benches and flooring. Major upgrades to the Splash Park resulted in increased hours of operation and a greatly improved user experience; and the planning of new park designs for Central Park and Old Hospital Rotary Park got underway.



- **New Green Cart Program for Kitchen Food Waste** – This new program rolled out in January 2019, increasing service levels to Ponoka residents at no extra cost.
- **Animal Control Bylaw Public Consultation** – Extensive public consultation on a proposed Bylaw that would regulate cats and dogs was completed. Recommended changes to the proposed Bylaw based on the public input are expected to come back for Council consideration in the fall of 2020.
- **First Annual Santa Claus Parade** – Council participated in this exciting new annual event which is a Chamber of Commerce led event supported by the Town.

I want to thank our citizens for their continued support and participation on Council advisory committees and public input opportunities that contribute to Council's decision-making process throughout the year. Council will continue to work hard over the coming year to move our community forward so it can experience new growth and successes.

Thank you,  
Mayor Rick Bonnett.



# Message from the CAO

Looking back, 2019 was a year marked with many accomplishments and successes for the Town of Ponoka. Building and maintaining Town infrastructure and planning for future growth continued to be important priorities. Work on the Town's Transportation Master Plan and Urban Framework Master Plan was largely completed following a public consultation process that included a public open house and online survey.

The Transportation Master Plan assessed current transportation issues and gaps in Ponoka's infrastructure and helped prioritize future improvements that are needed, such as future roadway and intersection improvements to facilitate safe and efficient traffic flow. The Urban Framework Master Plan established an integrated planning and design approach for the community that will help create a more consistent and pleasing 'sense of place' as Ponoka grows.

The 2019 Budget once again focused on carefully managing spending while investing in future growth. The Budget held property tax increases to roughly the rate of inflation while funding several important initiatives. These included a new Economic Development Strategy and a number of extensive roadway and concrete improvements such as new underground and surface infrastructure on 52 Avenue (between 50 and 51 Street), and a three-year road rehabilitation project on 64 Street at the south end of the Froman Business Park between 42 and 44 Avenue.

Last year also saw an organizational review that streamlined the Town's management structure, reducing the size of the senior management team from four Directors to two General Managers who report to the CAO and oversee multiple Town Departments. The purpose of the change was to ensure we are utilizing our existing staff and management resources as effectively as possible. The new management structure has resulted in more effective implementation of the Town's strategic direction and more responsive and improved customer service.

It is a privilege and an honour to serve the citizens of Ponoka. As we fulfill that role, we continue to look for ways of doing things better and more cost efficiently across the organization. As you read through this annual report, we invite you to celebrate with us Ponoka's many accomplishments and successes over the past year.

Sincerely,  
Albert Frootman  
Chief Administrative Officer  
Town of Ponoka



# Your Town Council



**BACK, LEFT TO RIGHT:** Councillor Ted Dillon, Councillor Teri Underhill, Councillor Carla Prediger, Councillor Sandra Lyon, CAO Albert Flooman.

**FRONT, LEFT TO RIGHT:** Councillor Clayton Nelson, Mayor Rick Bonnet, Councillor Kevin Ferguson.

# The Town of Ponoka

## *Our Mission Statement*

*We will provide our community with accessible government and quality services in a responsible manner within a healthy environment.*

## *Our Vision*

*To be a thriving community with a hometown feel.*

## *Our Values*

***Integrity:*** *We will be honest, responsible, and trustworthy.*

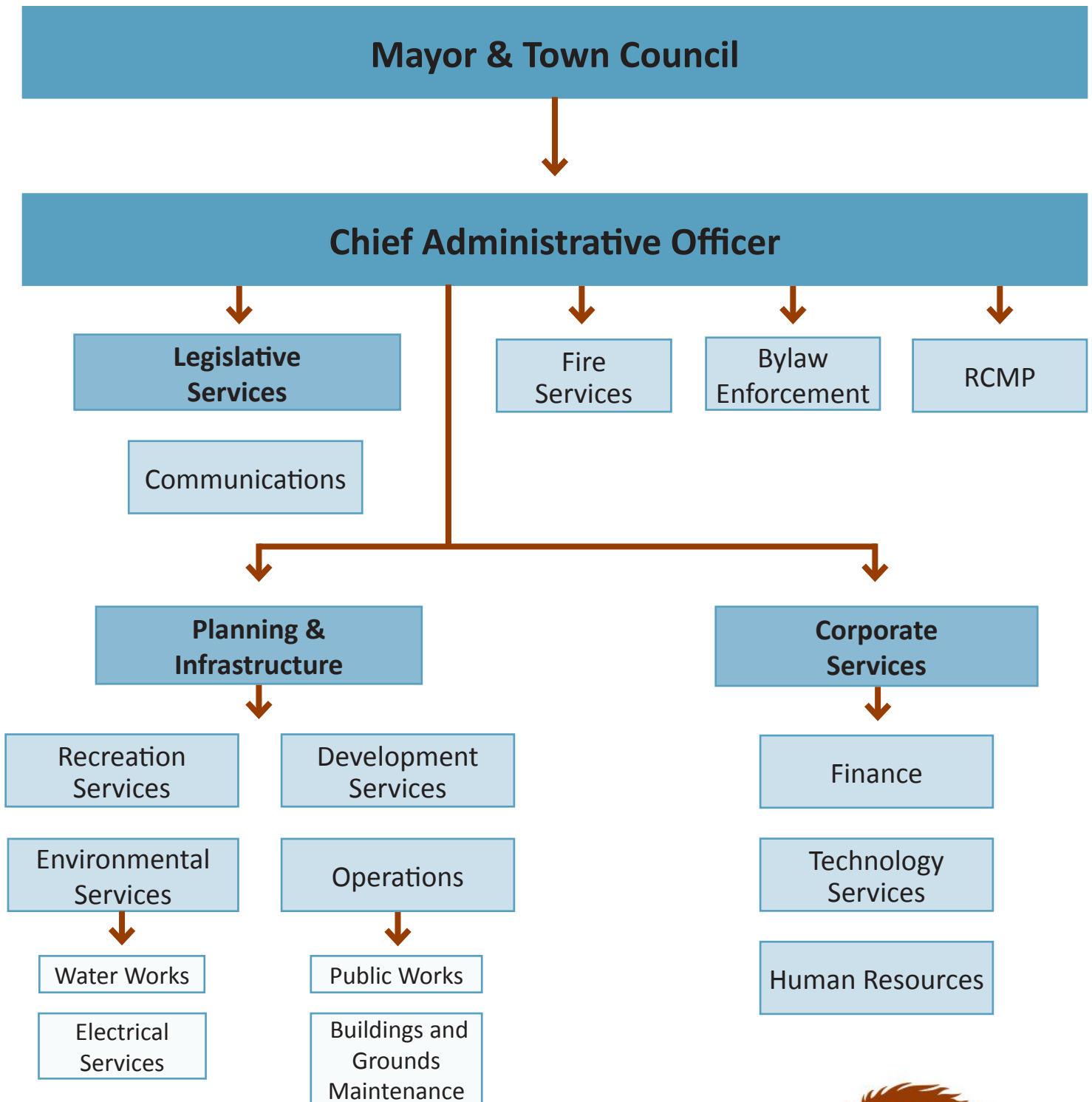
***Service:*** *We have a strong commitment to serving our community.*

***Excellence:*** *We will strive for the highest quality in all that we do.*

***Respect:*** *We will treat others the way we would want them to treat us.*

***Communication:*** *We will maintain transparency and open communication between the community and the Town's government.*

# Organizational Structure

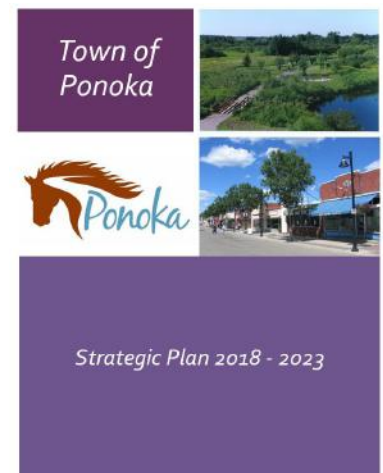




# Strategic Plan

Ponoka’s Strategic Plan represents Town Council’s vision and priorities until 2023. It is an action-orientated Plan that lays out bold but achievable objectives and goals with a clear focus on planning for growth, maintaining and building new infrastructure, municipal partnerships and sound governance.

This Strategic Plan articulates a set of well thought out priorities for the Town based on a review of community needs, the Town of Ponoka’s current reality, external trends and the goals and activities articulated in the Municipal Sustainability Plan, corporate plans, community plans and community stakeholder plans. This plan also considers the recommendations made in recent studies, reports, reviews and directives.



## Strategic Objective #1 – Plan for Growth

To plan for and generate additional revenue for the Town to invest in initiatives that support and promote future growth.

Goal	Action Taken in 2019
Continue Development of the Airport	<ul style="list-style-type: none"> <li>Grant application approved for LED lighting and installed in summer 2019.</li> <li>Stormwater plan considered outstanding for the storm water management plan.</li> <li>Water wells are not required and cisterns will be used instead.</li> </ul>
Improve Geographic Information Systems (GIS)	<ul style="list-style-type: none"> <li>Annual operating maintenance and updates.</li> <li>Staff training.</li> <li><b>Project completed in 2019.</b></li> </ul>
Develop Asset Management Plan	<ul style="list-style-type: none"> <li>Federation of Canadian Municipalities grant funding secured in 2019.</li> <li>Continued condition assessment.</li> <li>Assessment work is still ongoing.</li> </ul>
Develop Transportation Master Plan	<ul style="list-style-type: none"> <li><b>Project completed in 2019.</b></li> </ul>
Develop Plan for Surplus Municipal Lands	<ul style="list-style-type: none"> <li>Completed an inventory of municipal lands.</li> <li>Kinsmen Centre sold.</li> <li>Former Visitor Information Centre for sale.</li> <li><b>Policy completed in 2019.</b></li> </ul>
Implement Downtown Revitalization Plan	<ul style="list-style-type: none"> <li>52 Avenue reconstruction June 2019.</li> <li>Civic Square design in progress.</li> <li>51 Avenue design in progress.</li> <li>50 Street parking lot design and construction in 2019.</li> <li>Old Hospital Rotary Park design in 2018 and the tender package was completed in 2019.</li> </ul>

<b>Rewrite Off-Site Levy Bylaw</b>	<ul style="list-style-type: none"> <li>• Master Servicing Study update complete.</li> <li>• Transportation Master Plan nearing completion.</li> <li>• Off-site levy review may start in 2020.</li> </ul>
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## Strategic Objective #2 – Economic Development

To promote increased economic development and housing by attracting new residents and businesses to Ponoka. Use the airport as a business attraction tool.

Goal	Action Taken in 2019
<b>Develop a short and long term Promotion and Marketing Strategy for the Town</b>	<ul style="list-style-type: none"> <li>• May be developed as a component of the Economic Development Strategy.</li> </ul>
<b>Update Economic Development Strategic Plan</b>	<ul style="list-style-type: none"> <li>• Grant was approved.</li> <li>• Request for Proposal posted and closed.</li> <li>• <b>Completed in 2019.</b></li> </ul>
<b>Develop a Marketing Plan for the Airport</b>	<ul style="list-style-type: none"> <li>• Pending</li> </ul>
<b>Develop Housing Strategy</b>	<ul style="list-style-type: none"> <li>• Pending.</li> <li>• Homelessness Study planned by Ponoka Housing and Homelessness Committee for Alberta Rural Homelessness Estimation Project (Alberta Rural Development Network).</li> <li>• Explored options with Rising Sun and Rimoka.</li> </ul>

## Strategic Objective #3 – Community Wellness Centre (CWC)

To promote health and wellness in the community and to use the Centre as an attraction for new residents and tourists.

Goal	Action Taken in 2019
<b>Develop partnership agreement with Ponoka County</b>	<ul style="list-style-type: none"> <li>• The groundwork was laid for the Intermunicipal Collaboration Framework Agreement in 2019.</li> </ul>
<b>Continue input and liaison regarding fundraising strategy with PARCS</b>	<ul style="list-style-type: none"> <li>• To be reviewed with Council.</li> </ul>
<b>Develop sponsorship strategy</b>	<ul style="list-style-type: none"> <li>• To be developed in conjunction with Wellness Centre cost and financial analysis 2019.</li> </ul>

<b>Design and Build Community Wellness Centre</b>	<ul style="list-style-type: none"> <li>• Schedule affected by unavailability of grant funding.</li> <li>• Development of new financial strategy in 2019.</li> </ul>
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## Strategic Objective #4 – Partnerships

To achieve our mission and vision depends on partnerships within our region and our ability to share services to meet our desire of being a thriving community.

Goal	Action Taken in 2019
<b>Finalize an Intermunicipal Collaboration Framework (ICF) with Ponoka County</b>	<ul style="list-style-type: none"> <li>• Intermunicipal Development Plan (IDP) drafted in winter 2019.</li> <li>• Technical background work done but background documentation is incomplete.</li> </ul>
<b>Explore Intermunicipal Agreements with the Town of Rimbey and the Cities of Lacombe and Wetaskiwin</b>	<ul style="list-style-type: none"> <li>• Pending.</li> </ul>
<b>Explore collaboration opportunities with First Nations</b>	<ul style="list-style-type: none"> <li>• Administration started conversation with First Nations regarding collaboration on economic development.</li> </ul>
<b>Explore energy/utility service opportunities for greater community benefit</b>	<ul style="list-style-type: none"> <li>• Financial audit complete, being reviewed.</li> </ul>

## Strategic Objective #5 – Governance

Focused and reasonable resource management is a responsible thing to do. Wise management requires Ponoka to use our budgets wisely and responsibly.

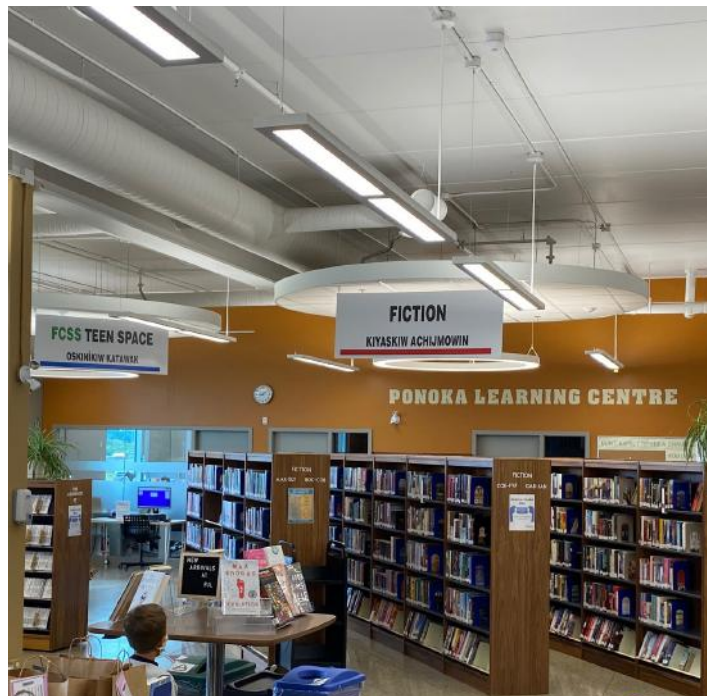
Goal	Action Taken in 2019
<b>Update Bylaws and Policies</b>	<ul style="list-style-type: none"> <li>• Schedule/plan created.</li> <li>• Passed 30 Bylaws and approved 18 policies since January 2018.</li> </ul>
<b>Complete Rates and Fees Review</b>	<ul style="list-style-type: none"> <li>• Planned for 2019.</li> </ul>
<b>Complete Levels of Service Review</b>	<ul style="list-style-type: none"> <li>• Planned for 2019.</li> </ul>

# Community Profile

Originally called “Siding 14”, Ponoka was renamed and established as a settlement in August 1891. Incorporated as a Town in 1904, the Ponoka area was home to the province’s first mental health hospital in 1911. Today, that facility has evolved into the internationally-recognized Centennial Centre for Mental Health and Brain Injury. The Centennial Centre is a state-of-the-art facility for the treatment and care of people with psychiatric disorders and brain injury.

Located just south of Ponoka’s municipal boundary, the Centennial Centre employs nearly 1,000 staff today and continues to be an economic pillar in the Ponoka area and an integral part of the community.

The Centennial Centre also houses a satellite campus for MacEwan University’s Registered Psychiatric Nursing program. It is one of two learning centres in the Ponoka area that offers access to post-secondary education courses and programs without having to leave the community.



The Ponoka Learning Centre is located in a shared space with the Ponoka Jubilee Library at the Ponoka Civic Centre, and offers access to numerous post-secondary programs and courses to adult learners in Ponoka.



The ‘Legacy’ is dedicated to the strength of the pioneer families and the vision of the founding fathers and community residents. It is the World’s Largest Bucking Saddle Bronc Horse & Rider.

The other post-secondary education centre in Ponoka is the Ponoka Learning Centre (PLC) operated by Campus Alberta Central (an initiative of Red Deer College and Olds College) and the Ponoka-Rimbey Adult Learning Society. The Learning Centre is located at the Ponoka Civic Centre, in a shared space with the Ponoka Jubilee Library, and offers access to numerous post-secondary programs and courses to adult learners in Ponoka. In 2019, courses delivered by the PLC included the Heavy Equipment Operator Certificate and the Health Care Aide Certificate programs.

There are so many reasons to visit and spend time in Ponoka. It’s an ideal community in which to live, raise a family, work, do business and enjoy the good things in life!

## Ponoka Stampede

Steeped in western heritage and agricultural roots, Ponoka is the proud home of the world-class Ponoka Stampede, Canada's largest seven-day pro rodeo. Every summer, thousands of rodeo fans flock to Ponoka as North America's top rodeo talent competes on the finest rodeo stock. With a rich 84-year history, the Ponoka Stampede features events such as bull riding, roping and chuck wagon racing. The Stampede has grown to include dances, concerts and parades to help celebrate the week-long event.

Every year, the Town of Ponoka sponsors a float in the Stampede Parade. In 2019, the Town won second place in the 'Cities, Towns and Villages' category!



A trip to the Stampede isn't complete without a visit to the Canadian Pro Rodeo Hall of Fame. Located next door at the Calnash Ag Event Centre, the Hall of Fame honours the greatest pro rodeo legends of all time – many of whom are home grown Ponoka cowboys and cowgirls.

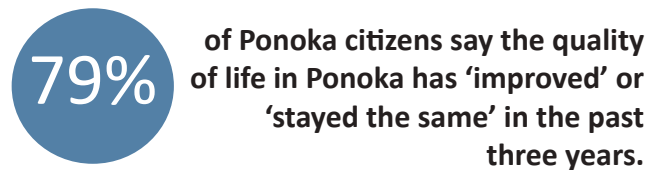
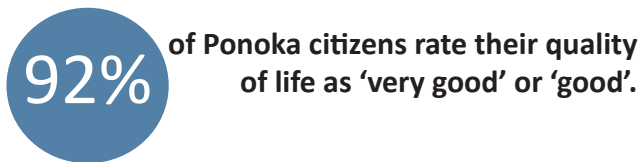
The Ponoka Stampede and the Ag Event Centre are a big part of what makes Ponoka a pro rodeo and agricultural hub that offers action-packed rodeo, horse and livestock events year round.



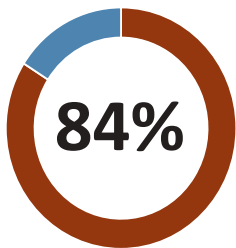
# 2019 Satisfaction Survey

In 2019, the Town of Ponoka conducted its first statistically representative Citizen Satisfaction Survey which gathered input from a random sample of Ponoka citizens. Four hundred Ponoka residents, aged 18 and older, participated in the survey which determined the following results:

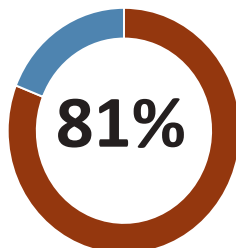
## Quality of Life in Ponoka



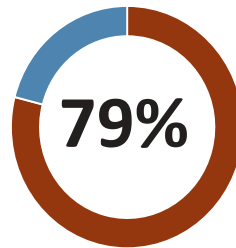
## Town Programs & Services



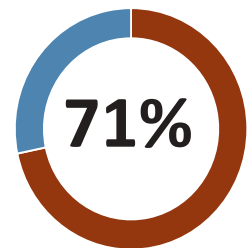
are very or somewhat satisfied with the Town of Ponoka's Customer Service.



are very or somewhat satisfied overall with Town services.



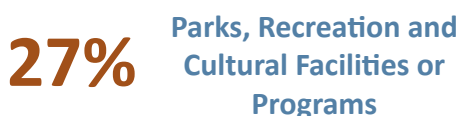
are very or somewhat satisfied with the quality of Town information and communications.



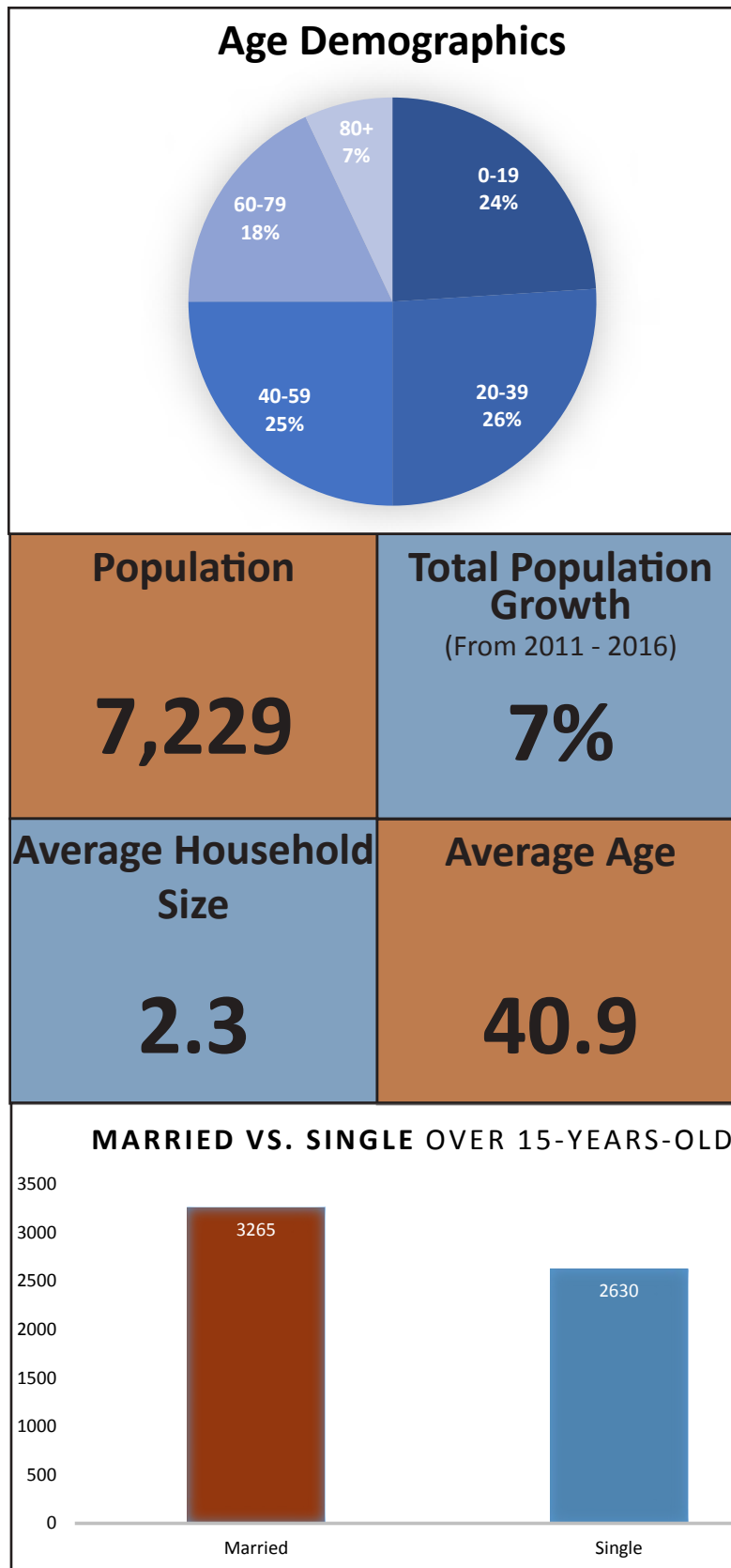
are very or somewhat satisfied with the performance of Council and Administration.

## Most Important Priorities: Key Themes

The key themes are based on what participants felt were the most important priorities or topics facing Ponoka as a community. They felt that these areas should receive the greatest amount of attention from the Town and Council.



# Population & Demographics



Based on Statistics Canada Census data from 2011 - 2016

# Legislative Services

Legislative Services is the link between Town Council, Town Administration and the community. Legislative Services, led by the Town's Chief Administrative Officer, supports Council's governance framework and decision-making processes and acts as the primary contact regarding Town Council business. Legislative Services supports numerous legislative functions such as appeals, policies, access and privacy, and appointments and support to Council committees. Legislative Services is also responsible for the communication and promotion of Town events, information, programs and services.

## Core Services

- Bylaw and Policy Development**
- Management Support**
- Election Management Support**
- Legislation Review and Compliance**
- Procurement of Legal Advice**
- Boards and Committee Membership**
- Recruitment and Support**
- Governance Advisory**
- Council Administrative Support**
- Freedom of Information and Protection of Privacy (FOIP)**
- Administration and Advisory Services**
- Executive Assistance to the CAO**
- Customer Services & Inquiries**

## Oversees Development of Records Management Communications

- Public Engagement and Consultation
- Promotion of Town Events, Announcements and Services
- Communications Planning
- Internal and External Communications Management Support
- Media Relations
- Social Media Management
- Project Management
- Organizational Advertising
- Marketing Communications
- Emergency and Crisis Communications

## Intermunicipal Collaboration Framework

In 2019, the Town of Ponoka laid the groundwork for an Intermunicipal Collaboration Framework (ICF) with Ponoka County. ICFs outline shared services and funding agreements that require neighbouring municipalities to explore mutually beneficial and integrated strategic planning, delivery and funding of shared services that are offered to residents of both municipalities. The ICF between the Town of Ponoka and Ponoka County outlines the following shared services and funding agreements:

- Shared Recreation Services Funding;
- Library Services;
- Fire Services;
- Emergency Services;
- Seniors Housing;
- Ponoka Family & Community Support Services (FCSS);
- Fort Ostell Museum; and
- Cemetery.





## Grand Opening of Ponoka Civic Centre

The grand opening of the Ponoka Civic Centre was celebrated on May 24, 2019. The event featured an opening ceremony, free community BBQ, facility tours and information displays. A historic display of artifacts, images and stories from the old general hospital were also on exhibit at the grand opening.

The Building Naming Contest for the Ponoka Civic Centre took place in 2019. The judges' panel unanimously voted for the official name to be the 'Ponoka Civic Centre' from 47 contest entries. Three individuals submitted the winning name and each received a \$200 Town of Ponoka gift certificate. The Cree word mamawayawin, which means 'meeting place' or 'gathering place', will also appear on the building signage.

The Civic Centre is an important community hub that houses the Ponoka Jubilee Library, the Ponoka Learning Centre and the Town of Ponoka Council Chambers and Administrative offices.



## Animal Control Bylaw

Council approved first reading of a new proposed Animal Control Bylaw in 2019 that would regulate both cats and dogs to better meet the needs of the community. Extensive public consultation on the proposed Bylaw was completed in 2019 through a Citizen Input Survey and a public Open House.

Recommended changes to the proposed Bylaw, based on the public input received, is expected to be presented to Council for consideration in the fall of 2020. Some provisions in the new proposed Animal Control Bylaw include:

- The licensing of cats and dogs aged six months and older;
- A total limit of five cats and dogs per household;
- A new definition, regulations and licensing requirements for ‘aggressive dogs’; and
- New penalties for Bylaw offences.

## Housing and Homelessness Committee

The groundwork for the Ponoka MAT program, run by the Housing and Homelessness Committee in Ponoka, began in 2019. The program is an overnight shelter that provides mats and a warm indoor space for people to sleep overnight during the cold winter months.

The Town supported this initiative by helping the Committee obtain insurance. Town officials also assisted the group by helping advertise for volunteers and assisting with the paperwork necessary to apply to become a not-for-profit society.



Council Advisory Committee members volunteer their time to help out at Town-sponsored events such as Family Fun on the Trails Day.



## Community Wellness Centre

Ponoka Town Council continued to draw attention to the inequitable treatment of smaller municipalities when it comes to provincial and federal grant funding. These efforts were part of Council’s ongoing lobbying to pursue grant funding to build a new Community Wellness Centre in Ponoka, beginning with a new fieldhouse.

“Our plan includes working with all levels of government to continue moving this project forward, and fully exploring intermunicipal and intergovernmental partnerships in the spirit of cooperation and collaboration,” said Mayor Rick Bonnett.

Recreation facilities, such as fieldhouses and multiplexes, often provide proven economic benefits to communities such as attracting new residents and businesses, and in turn, helping to increase property values and tax revenue.

## Council Boards & Committees

In 2019, Town Council continued to work closely with community members that participate on local boards and committees including:

- Economic Development Board
- Police Advisory Committee
- Ponoka Jubilee Library Board
- Ponoka Recreation, Parks & Culture Committee
- Utilities & Environmental Committee
- Airport Development Board

## Canada Winter Games

The Town of Ponoka and the Ponoka Stampede Association were joint sponsors of the 2019 Canada Winter Games in Red Deer.

The joint sponsorship provided the Town with valuable tourism and economic development opportunities that showcased Ponoka and our western heritage to a national audience. That audience included about 20,000 visitors from across the country, 400 media reps providing coverage of the Games and 3,600 athletes, coaches and managers. Other benefits of the joint sponsorship included:



**An Olympian Visit** – Olympic speed skating champion Catriona Le May Doan visited Ponoka as the 2018 Ponoka Stampede Parade Marshal. The theme of the parade was the 2019 Canada Winter Games. Le May Doan is an Olympic multi-medalist who holds the World and Olympic records in the 500-metre speed skating event.



Photo credit: Covy Moore



**Corporate Sponsor Visit** – The Town and Stampede Association hosted a 45-member group of Canada Winter Games corporate sponsors who were toured around Ponoka during Stampede Week to see first-hand why Ponoka is such a great community in which to live, work, play and invest. A few of the highlights on the bus tour included Ponoka’s scenic river valley, our historic Downtown, the Calnash Ag Event Centre, the Centennial Centre for Mental Health and Brain Injury and the Ponoka Civic Centre. The tour ended with an evening of rodeo and entertainment at the Ponoka Stampede.

**Ponoka Days at the Winter Games** – The joint sponsorship included the opportunity for the Town and Stampede Association to host ‘Ponoka Days’ for two days at the Winter Games Festival Pavilion during the Games in February 2019. Ponoka Days featured eye-catching displays and fun activities that showcased and celebrated our community’s western and agricultural heritage and the many advantages that Ponoka offers to visitors, residents and businesses that locate here.

The Ponoka Days display featured a cowboy camp with a stage coach that visitors could climb into, a pony corral and campfire, along with Ponoka cowboys and Miss Ponoka Stampede 2018 who offered hands-on roping and branding demonstrations.



**Advertising Opportunities** – The Ponoka Stampede logo and the Town’s name were promoted along with other sponsors in Winter Games event publications, on event screens, on signage at the Festival Pavilion, on the Games website and by mention in Masters of Ceremonies’ speaking notes at the Games.

**Torch Relay** – The joint sponsorship also ensured that Ponoka was selected as the final stop on the national 2019 MNP Canada Winter Games Torch Relay as excitement reached its peak just before the Games began in Red Deer. Additional celebratory activities were hosted at the Stampede Saloon during the Torch Relay stop in Ponoka.



# Communications

## Public Consultations

In 2019, the Communications Department helped plan and coordinate numerous public consultation opportunities in which public input was invited on initiatives and projects including:

**2020 Town of Ponoka Capital and Operating Budgets** – Public input was gathered at ‘mobile’ Budget Consultation Sessions held at multiple locations around Ponoka. The input received was reviewed and carefully considered by Council prior to approving the 2020 Budget.

**New Proposed Animal Control Bylaw** – extensive public consultation was conducted on a new proposed Animal Control Bylaw that would regulate both cats and dogs. Recommended changes to the proposed Bylaw, based on the public input received, are expected to come back for Council consideration in the fall of 2020.

**Economic Development Strategy** – Public input from the local business community and Ponoka residents was invited at three workshops during the fall of 2019 which focused on identifying economic and business opportunities in Ponoka. Business owners were also contacted through a telephone survey during September to gather their thoughts about the challenges and opportunities that face the local business community and to get a better understanding of how local businesses view the community as a place to do business. The input received helped to shape Ponoka’s Economic Development Strategy.

**Transportation and Urban Framework Master Plans** – An Open House was held in June 2019 to get public input regarding the Town’s new proposed Transportation and Urban Framework Master Plans. The Open House featured information displays about the proposed plans and allowed citizens to fill out comment forms to offer their input. Citizens also had the opportunity to ask questions and engage in one-on-one discussions with the project team. Residents who were unable to attend the Open House were invited to view the proposed plans online and fill out a comment form.

**Flood Overlay District** – Citizens were invited to a public hearing to amend the Town’s Land Use Bylaw which proposed a Flood Hazard Overlay District along the Battle River. Residents were given the opportunity to address Council with their comments or concerns at the public hearing, or to submit written comments in advance.



## Trade Fair Booth

The Town once again hosted a large booth at the Ponoka Trade Fair to showcase several important projects and initiatives. Two key participants at the Trade Fair Booth included Town Council and the Police Advisory Committee, which were both there to meet with residents and hear their feedback and input. The Town booth also included displays about:

- Updates on capital projects planned in Ponoka;
- The latest information about Ponoka’s West Area Structure Plan and Transportation Master Plan; and
- Plans for various Town events.



## 2019 Citizen Satisfaction Survey

The Town of Ponoka conducted its first statistically representative Citizen Satisfaction Survey in September 2019. The telephone survey was conducted by a professional research firm, Ipsos, and gathered input from citizens on topics such as quality of life in the community, satisfaction levels with municipal services and priorities that citizens wanted Council to consider as it began the 2020 Budget deliberation and planning process.

Previous Town Budget surveys have been based on a self-selection model that invited citizens to fill out the survey online or at a Budget Open House that they could choose to attend. In order for a survey to be statistically valid and represent the views of the community as a whole, it must randomly invite citizens to participate.

To view the results of the 2019 Citizen Satisfaction Survey, please visit the Town website at [www.ponoka.ca](http://www.ponoka.ca) under 'Town Hall'.

## Photo Contest

The Town launched a photo contest from late September to early December that invited citizens to submit photos that showcased Ponoka and its residents. Citizens were invited to submit photos that captured images of people in Ponoka enjoying the many features and amenities that the Town has to offer.

Twenty-four photos were submitted to the contest. The winning photos were selected by a three-member judges' panel that based its decisions on the quality of photos and what they considered to be the photos that best showcased Ponoka's beauty and hometown feel.



## Coffee with Council

In 2019, the Town hosted three Coffee with Council events throughout the year. These events provided citizens with an opportunity to meet with members of Council, ask questions and provide feedback and suggestions about Town business and initiatives.

# Planning & Infrastructure

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The Planning and Infrastructure Division fosters economic growth and the resilience of our community by providing services that coordinate and facilitate the development and servicing of land, resources and facilities. Planning and Infrastructure also facilitates the establishment of new businesses that bring jobs and investment to Ponoka.

This Division leads effective land use planning review and approval processes, and is responsible for decisions on development, building and safety codes applications to ensure compliance with the Land Use Bylaw and Safety Codes Act.

Along with fostering economic growth, this Division also helps ensure residents are safe in all seasons through the provision of essential services such as snow removal and ice control programs; an annual road, sidewalk, curb and gutter improvement program; 24/7 service and maintenance of Ponoka's electrical distribution system; and the monitoring and delivery of safe drinking water for citizens in Ponoka.



**Operations & Environmental Services**



**Recreation Services**



**Development Services**

# Operations & Environmental Services



Operations is responsible for managing and maintaining the Town's waste water treatment facility; overseeing the management and delivery of Ponoka's curbside waste and recycling program; operating the Town's Waste Transfer Station and hazardous materials disposal program; providing for the maintenance, repair and replacement as needed of all Town infrastructure (including water, storm water and sanitary sewer lines and Town-owned facilities); looking after the maintenance of Ponoka's large network of parks, trails and green spaces; and managing large engineering projects such as construction of the Siding 14 Crossing bridge.

## Core Services

**Infrastructure Asset Planning, Management and Maintenance**

**Waste Water Collection Network Maintenance (Manholes, Mains, Lift Stations and Service Laterals)**

**Waste Water Facility Operation, Inspection, Quality Control, Regulatory Testing and Maintenance**

**Year-Round Municipal Solid Waste, Recycling, Composting and Hazardous Materials Collection**

**Electrical Distribution System Maintenance and Service (Including Pole Maintenance, New Service Connections and Inspections, Line Maintenance, Emergency Tree Pruning and Street Light Maintenance)**

**Road, Sidewalk, Curb and Gutter Improvement Program**

**Snow Removal and Ice Control**

**Monitoring and Delivery of Safe Drinking Water**

**Parks and Trail Maintenance**

**Engineering Services**

**Management of Capital Projects Construction**

**Storm Water Management**

**Water Distribution Network Maintenance, Quality Control and Regulatory Testing (Includes Reservoirs, Pump Stations, Hydrants, Valves, Pipes and Meters)**

**New Water Service Inspections**

**Mainline Flushing**

**Lift Station Maintenance and Operation**

**Water Meter Installations**

**Maintenance, Repair and Replacement as Needed of Storm Water and Sanitary Sewer Lines**

**Camera Inspections of Utility Infrastructure**

**Utility, Electrical and Water Line Locates**

**Procurement and Management of Contracted Services**

**Town Buildings and Grounds Maintenance (Repairs and Inspections)**

**Facility Condition Assessments**

**Vehicle and Equipment Maintenance and Replacement Planning**

**Fleet Inventory Procurement and Inventory Management**

**Fleet Fuel Management**

**Operate and Maintain Geographical Information System (GIS) for Mapping of Town**

**Street Cleaning**

**Pavement Marking**

**Traffic Signage**

**Grass Cutting**

**Flower Plantings**

**Cemetery Maintenance**

**Parking Lot Maintenance**

**Tree Removal and Replacement**



# Environmental Highlights

## Green Bin Program Expansion

The Town's new full organics composting program officially began in 2019. The expanded Green Cart Program allows citizens to compost all food waste, including meat and bones, soiled paper and cardboard (in certified compostable bags or paper bags), egg shells, animal bedding (wood shavings or straw), coffee grinds, shell fish, tea bags, yard waste and many other items.

Previously, the Green Cart Program was used for yard waste compost only, however the expanded program helps divert more waste from landfills at **no extra cost to Ponoka residents**.

The green carts continue to be emptied weekly by the Town's contractor from May through October. They are emptied bi-weekly for the remainder of the year when volumes are lower due to limited yard waste and odour is less of a concern. Grey carts continue to be picked up bi-weekly year round.

## Increased Waste Diversion from Landfill

The full organics curbside composting program was expected to divert an additional 15 per cent of household waste from the landfill. In 2019, the program's first year, Ponoka diverted 25 per cent of landfill waste – a total of 733 tonnes.

The Town of Ponoka is currently diverting about 40 per cent of its total waste from the landfill through composting, recycling and other diverted materials management at the Town's Waste Transfer Station. This brings Ponoka closer to achieving the provincially-set goal of eventually diverting 80 per cent of waste from the landfill.



## Motor Oil Collection Program at the Waste Transfer Station

The Motor Oil Collection Program entered its second year of operation at the Town of Ponoka's Waste Transfer Station in 2019. The program is a free service provided by the Town for all citizens. This program recycles oils and fluids from the collection bin at the Waste Transfer Station.

This recycling program accepts various oils and fluids including circulating oil, engine oil, transmission fluid, power steering fluid, hydraulic fluid and marine engine oil. The Waste Transfer Station also accepts used oil containers and filters.

Residents are asked to ensure there is no gas, water or antifreeze in the oil. To recycle used oil, citizens are asked to place their containers on the pallets located next to the used oil collection tank and drop their oil filters in the drum provided. Waste Transfer Station staff then pour the contents of the oil containers into the collection tank.

Recycling used oil prevents harmful pollution of our soil and water while preserving a valuable resource. Used engine oil is typically re-refined and used to make heating oil, asphalt and other petroleum-based products.



The curbside compost program diverted 25 per cent of household waste from the landfill in 2019. This brought the Town's total waste diversion rate up to about 40 per cent as Ponoka continues to work toward the provincially set goal of 80 per cent waste diversion.

# Community Clean Up Events

## Annual Spring & Fall Clean Up

In 2019, the Town of Ponoka once again organized its Annual Spring and Fall Clean Up programs. The programs provide residents with the convenience of easy disposal of compostable yard waste that is in excess of what will fit into their green carts.

Every spring and fall, Public Works staff complete one pass down each back alley in Ponoka to collect this compostable yard waste which is then hauled to the Town's Waste Transfer Station for composting.



## Pitch In Week

Ponoka pitched in to help keep the Town clean and green in 2019 by participating in the annual Pitch-In Week from May 6 to 11. The Town kicked off Pitch-In Week with a free community BBQ and distributed garbage bags through the Aquaplex.

The Town then arranged for the pick up and disposal of the waste that was collected by many dedicated volunteers who helped pick up garbage from Ponoka parks, trails, school grounds and neighbourhoods.

## Kick it to the Curb

Ponoka residents once again participated in the Town's annual Kick it to the Curb program in 2019. Kick it to the Curb is a town-wide event that allows residents to place unwanted, gently-used items at the front of their property marked with a 'FREE' sign.

Citizens are then invited to explore the used items placed at curbsides around town and find new-to-you treasures. The program helps turn trash into treasure and promotes reuse and recycling to help reduce waste that may otherwise end up in our landfill.



# Asset Management Plan

## 52 Ave Infrastructure Replacement

The infrastructure renewal project on 52 Avenue was the largest construction project undertaken by the Town in 2019 and was finished in early September.

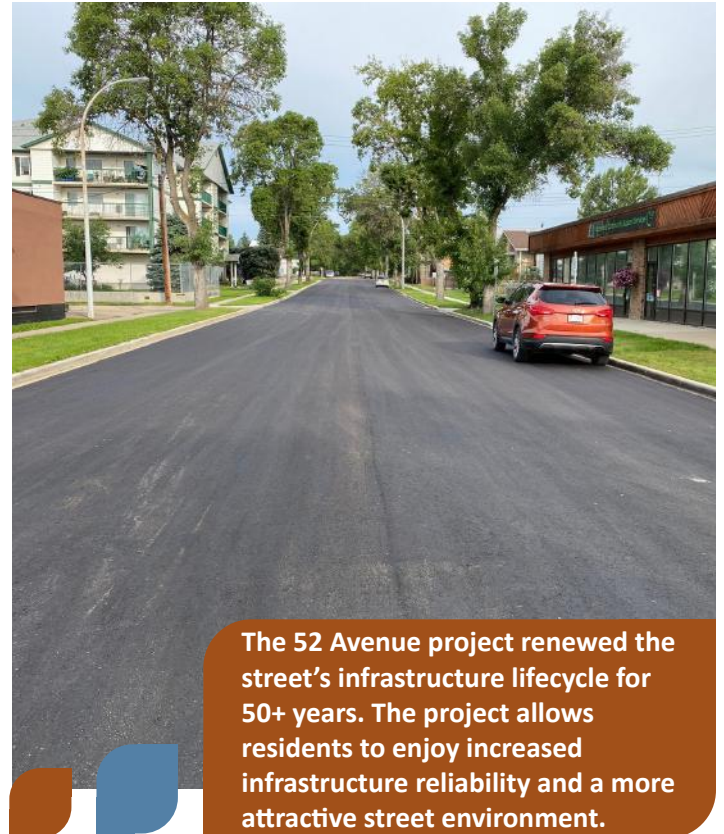
The underground infrastructure was completely replaced with a new sanitary sewer main, a new water main, new service connections and realignment of the existing infrastructure. Additionally, many of the existing curbs, gutters and sidewalks were replaced.

The Town of Ponoka Asset Management Plan identified the block of 52 Avenue as a priority and the project was approved by Town Council in the 2019 Capital Budget. The existing underground infrastructure on that portion of 52 Avenue had reached the end of its lifespan and was replaced with new PVC pipes that are estimated to renew the infrastructure lifecycle on that street for more than 50 years.

“The infrastructure renewal along this portion of 52 Avenue allows residents to enjoy significantly increased reliability of the infrastructure that’s in place and a much more attractive street environment,” said Albert Frootman, Chief Administrative Officer (CAO).

## Underground Condition Assessment

As part of the Town’s Asset Management Plan, ongoing underground camera work continued in 2019 to assess the condition of Ponoka’s sanitary sewer system in order to plan and prioritize future repairs and replacement



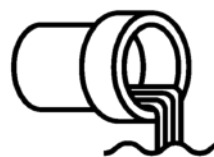
## Electrical Pole Replacement Program

The Town of Ponoka’s Asset Management Plan also includes its electrical utility. In 2019, the Town continued its electrical pole replacement program, which replaced approximately 40 poles based on a condition assessment of all Town electrical poles in 2015. The Electrical Pole Replacement Program is part of the municipality’s ongoing commitment to keep its electrical infrastructure in good condition.

## In 2019, the Town of Ponoka:



**Distributed 639,810 cubic metres of safe drinking water to Town residents.**



**Treated approximately 600,000 cubic metres of waste water at the Town sewage lagoon.**

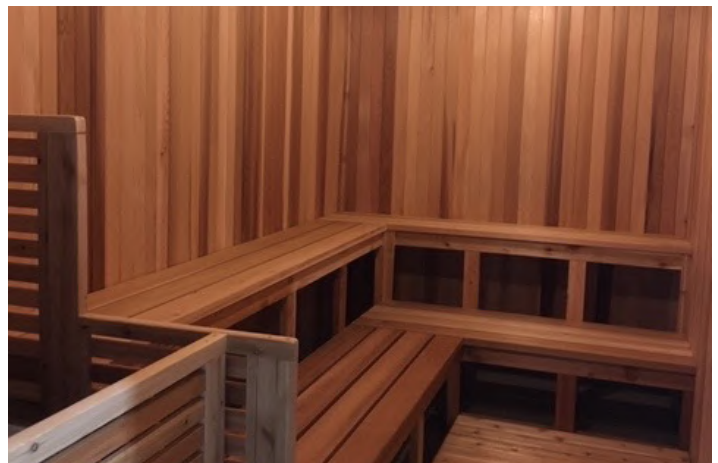
## Paving Repairs & Concrete Replacement

As part of the Town's Annual Concrete and Paving Improvement Programs, more than 13,500 square metres of paving repairs were completed at various locations in Ponoka during the summer of 2019.

One of the largest paving and concrete improvement project locations was on the 63 St. service road between 42 Ave. and 44 Ave., which included a new curb and gutter, installation of new catch basins, road base repairs and new asphalt.

The annual programs identify and prioritize aging roadways, sidewalks, curbs and gutters in Ponoka that require improvement and replacement based on the condition and priority of each piece of infrastructure within the Town's roadway system. The main objective of the programs is to provide users of Town roadways and infrastructure with improved service levels.

Council approved \$547,000 for paving and concrete improvements in the 2019 Budget in support of the Town's Strategic Plan. The priority is to keep Ponoka's roadways and sidewalks in good repair and safe for motorists and pedestrians year round.



Aquaplex upgrades in 2019 included general maintenance and repairs. The sauna was completely refurbished with new wall panelling, benches, flooring and a new door with a large window.

## Aquaplex Upgrades

Annual maintenance and improvements at the Aquaplex are an important part of the Town's Asset Management Plan. In 2019, those repairs and improvements included:

- Draining, scrubbing and re-grouting the main pool, deep tank, hot tub and wading pool;
- Installation of access stairs into the pool;
- New boiler for the hot tub and wading pool;
- Installation of a safety railing and gate separating the wet deck from the pool and deep tank;
- Upgraded filters; and
- A complete refurbishing of the sauna, including new cedar wall panelling, benches, flooring and a new door with a large window.



# Development Services



Development Services works with Council's approved policy documents and provincial and federal regulations to help shape how Ponoka looks and feels.

## Core Services

Land Development Planning and Agreements  
Downtown Redevelopment  
Municipal and Intermunicipal Planning  
Development Inquiries and Customer Service  
Inspections and Business Licensing  
Safety Codes Administration – Building, Fire, Plumbing, Electrical and Gas Permits  
Sale and Leasing of Town-Owned Land and Buildings  
Emergency Management  
Economic Growth and Business Support  
Land Use Bylaw Administration  
Transportation Planning  
Subdivision Application Approvals  
Master Planning and Offsite Levies

Compliance Letters and File Searches  
Easements and Utility Right of Way Agreements  
Capital Project Management  
Provides support to the Heritage and Downtown Revitalization Committee (HDRC) and the Economic Development Board (EDB)  
Long-range and Current Land Use Planning  
Land Use Bylaw Amendments  
Subdivision Applications  
Development Permits  
Safety Codes Permits – Building, Fire, Plumbing, Electrical and Gas  
Compliance Certificates  
Business Licensing  
Economic Development

## Transportation Master Plan

Work on the Town's Transportation Master Plan (TMP) was completed in 2019. The TMP assessed current transportation issues and gaps in Ponoka's transportation infrastructure, and prioritizes future improvements that are needed for vehicular and active modes of transportation.

The Plan proposes roadway and intersection improvements throughout the community to facilitate safe and efficient traffic flow. The Plan also proposes 'active transportation' improvements throughout the community to provide infrastructure that allows citizens more opportunity to be physically active on a regular basis and to rely on other modes of transportation instead of just motor vehicles.

Examples of 'active transportation' include walking, cycling, wheelchairs and inline skating.

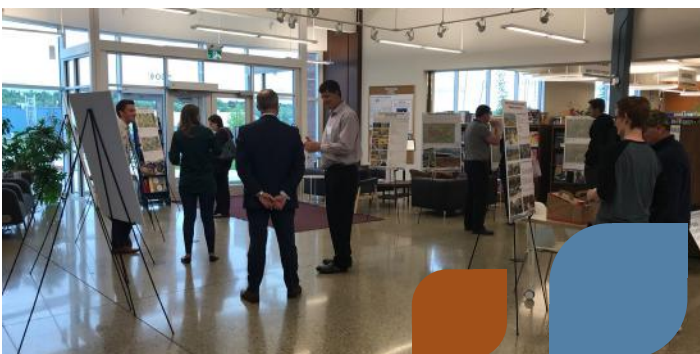
## Downtown Action Plan

Implementation of the Downtown Action Plan continued in 2019 with the following initiatives:

- Design work was completed for a one-acre park space located at the southwest corner of the old hospital site at 50 Street with construction to commence in 2020.
- Work was completed on the design and construction of a parking lot on the east side of 50 Street across from the Ponoka Civic Building. Landscaping and line painting were completed in 2020.
- Work was completed on new park design improvements for Central Park on 52 Street in 2019 with construction to commence in 2020.
- The design development process got underway in 2019 for the following projects: improvements to 51 Avenue (between 50 and 51 Street) and a Civic Plaza located adjacent to the Provincial building on the old Town Hall site.

The Downtown Action Plan was approved by Ponoka Town Council in 2017. The purpose of the Plan is to be a general guide for the Town in the planning of physical improvements in the Downtown area, and in efforts to attract increased levels of tourist and customer patronage in Downtown Ponoka.

More information about the Downtown Action Plan is available at [www.DowntownPonoka.ca](http://www.DowntownPonoka.ca).



## 2019 Building Statistics

(Construction Values for New Developments, Renovations and Change of Use Properties)

Industrial	\$5,769,500.00
Residential (single family dwelling, multi-family, renovations garages, decks and sheds)	\$2,926,726.14
Commercial	\$3,691,600.00
Institutional	\$502,900.00
<b>Total:</b>	<b>\$12,890,726.14</b>

## Economic Development Strategy

In 2019, the Town of Ponoka completed the creation of a new Economic Development Strategy. The report identified priorities and opportunities for Ponoka to diversify its current economy, strengthen partnerships in and around the community and develop an environment where businesses can thrive and experience new growth. The Town contracted MDB Insight, a management consulting firm that specializes in economic development, to assist with the project.

The report studied and identified strengths, opportunities, aspirations, risks and results (SOARR) to inform what is desired for the future and how to know when Ponoka's aspirations have been met. From that information, as well as an economic forecast and local impacts of market trends, the Town was able to create an action plan. The action plan is two-fold, with actions to grow the local and regional market and to allow local businesses to break into national and international markets.

While data was being collected, the Town held three workshops in September that invited input from members of the business community and the public at large. MDB Insight also contacted businesses by phone throughout August and September for additional research that was needed to help identify business retention and expansion measures that can be implemented with the Economic Development Strategy.



Roundtable discussions on the Town's Economic Development Strategy were held with Council and members of the public.

## Surplus Town Property

In 2019, the Town of Ponoka put both the Kinsmen Community Centre and the former Visitor Information Centre up for sale. The Kinsmen Community Centre sold for \$510,000 and the Visitor Information Centre has been appraised and listed for \$385,000. The sale of the Kinsmen Community Centre generated increased tax income for the Town and increased the amount of commercial and retail activity in Downtown Ponoka.

Town Council has been liquidating properties that are underutilized and losing money in order to invest the money back into the community. On average, the two buildings combined would typically run an annual operating deficit of approximately \$48,270.



## In 2019, the Town of Ponoka:



Issued 478 business licenses.

# Recreation Services

Recreation Services is focused on enhancing the quality of life for Ponoka citizens through the delivery of quality recreation services and programming. The Department is responsible for the management of Town recreation facilities; recreation and sports programming at the Arena and Aquaplex; the maintenance of parks, playgrounds and the Splash Park; planning and development of new facilities in Ponoka; creating and distributing the Community Program Guide; planning and executing special community events and ChooseWell initiatives; planning and coordinating facility maintenance with the operations division; planning and coordinating playground replacement; and planning and hosting the annual Community Activity and Sports Registration Night in Ponoka.

## Core Services

**Recreation Facility Management (Aquaplex, Arena, Soccer Fields, Baseball Diamonds, River Valley Trail System)**

**Festivals and Events**

**Recreation and Sports Programming at the Arena and Aquaplex (Water Fitness Classes, Public and Family Swims, Swimming Lessons, Public Skating, etc.)**

**Parks, Playgrounds and Splash Park**

**New Facility Planning and Development**

**Recreation Grant Applications**

**Community Program Guide Design and Distribution**

**Community ChooseWell Initiatives such as the Walk 'N' Roll Challenge**

**Special Community Events (Canada Day, Day in the Park, Family Day)**

**Facilitate Trail Awareness Day Geocaching Event**

**Plan and Coordinate Facility Maintenance with Operations Division**

**Playground Replacement Planning and Coordination**

**Plan and Host Annual Community Activity & Sports Registration Night**





# Recreational Facilities

 <p><b>AQUAPLEX</b> Features a five-lane, 25 metre swimming pool, a 12' diving tank with a rock wall, rope, diving board, a wading/teach pool, whirlpool and sauna.</p>	 <p><b>SPLASH PARK</b> The Splash Park is located at Lions Centennial Park and encourages fun, outdoor water play for youngsters in the community every summer.</p>
 <p><b>BASEBALL DIAMONDS</b> There are five ball diamonds located in the Town of Ponoka - two at the Ponoka Arena Complex and three at the River Valley Sports Fields.</p>	 <p><b>TRAILS</b> The river valley trail system in Ponoka features about 10 km of paved trails along the east banks of the scenic Battle River. The river valley trails are part of the Trans Canada Trail System.</p>
 <p><b>HOCKEY RINKS</b> The Arena Complex has two indoor ice skating surfaces, one large and one small. The Ponoka Kinsmen/Scott Seaman Outdoor Sports Rink is used for lacrosse during the warmer months. The Arena Complex is home to the Jr.B Ponoka Stampeders Club, Ponoka Minor Hockey, Ponoka Recreation Hockey and Skate Ponoka.</p>	 <p><b>OFF LEASH DOG PARK</b> The off leash dog area is located in the river valley, east of the green pedestrian bridge and north of 57 Ave.</p>
 <p><b>TENNIS COURTS</b> Located at 5315-46 Ave., the facility features four courts with a practice wall and benches.</p>	 <p><b>SOCCER FIELDS</b> There are two regulation size soccer fields (6001 59 St.) and one other soccer field located in the Town of Ponoka.</p>
 <p><b>SKATING TRAIL</b> The skating trail is located at the Lions Centennial Park during the winter months, giving residents another place to lace up their skates and enjoy some outdoor winter fun.</p>	 <p><b>OUTDOOR GYM</b> The outdoor gym is open to the public and free to use! It is located across the Scout Hall on 46A Street Close.</p>
 <p><b>SKATING TRAIL</b> The skating trail is located at the Lions Centennial Park during the winter months, giving residents another place to lace up their skates and enjoy some outdoor winter fun.</p>	 <p><b>SKATEPARK</b> The Hamilton Skate Park opened in 2007 and is located at 50 St. &amp; 46 Ave.</p>
 <p><b>PLAYGROUNDS</b> There are a total of nine playgrounds located throughout Ponoka.</p>	 <p><b>CURLING</b> There are six curling sheets in the Ponoka Arena Complex. The curling rink is home to the Ponoka Curling Club and the Lacoka Locos Lacrosse Association.</p>

## Summer Fun at the Splash Park

The Town completed major underground improvements in 2019 at the Ponoka Splash Park, located at Lions Centennial Park on Highway 2A.

The new upgrades to the Splash Park significantly increased system reliability, service levels and user experience. The improvements eliminated the need for daily maintenance interruptions at the facility, resulting in even more fun times for families at the Splash Park!

The improvements included mechanical and electrical upgrades, a new underground water service and new nozzle jets for the Splash Park play features.

The old water system was transformed from a recirculating system to a flow through system. Additionally, a water recapture system was installed which recycles the used water from the Splash Park and is used to water the Town's hanging baskets and flowers throughout the summer.

The Splash Park has had no shutdowns and has required no operational improvements since the upgrades were completed in 2019.



Major upgrades to the Ponoka Splash Park in 2019 resulted in even more Splash Park fun for Ponoka families!



## Ice Skating Trail in Centennial Park

The ice skating trail at the Lions Centennial Park once again provided residents a place to lace up their skates and enjoy some outdoor winter fun in beautiful Ponoka.

The Ponoka County East District Fire Department donated its time and equipment to help build the new ice skating trail and also agreed to flood the trail throughout the winter when needed.

The Town of Ponoka Operations Department supported the project once again by clearing snow from the skating path throughout the winter.

# Special Community Events

## Canada Day

The 2019 Canada Day celebrations that took place at the Lions Centennial Park were a huge success! Activities included bouncy castles, children's games, a photo booth, free live entertainment, a free community BBQ and fireworks.

The Town thanks everyone who attended and made this day a huge success, and thank you to all of our event sponsors!

## Family Day

Many people enjoyed the Town-sponsored Family Day activities in Ponoka last February which included skating, hot dogs and hot chocolate at the Arena Complex. Citizens also enjoyed free swimming at the Aquaplex and drop-in activities at the Ponoka Gymnastics Club. The Town thanks all sponsors who contributed to this fun-filled Family Day event!



## Community Activity & Sports Registration Night

The Town of Ponoka once again hosted a Community Activity & Sports Registration Night (formerly Mass Registration) for the many community activities, clubs and sports programs that are offered in Ponoka. The Community Activity and Sports Registration Night took place at the curling rink in the Ponoka Arena Complex. More than 200 people attended the event.

## Holiday Train Food Bank Challenge

The City of Wetaskiwin issued a friendly challenge to the communities of Ponoka and Camrose in 2019. The challenge was to see which community could donate the most food to their local food banks during the CP Holiday Train stops in each town on December 5.



Ponoka placed second in the Challenge with 3,929 pounds of food and \$10,695.40 in cash donations. The purpose of the challenge is to try and stock the shelves of local food banks to the brim to help those in need during the holiday season. Despite Ponoka's second place finish, everyone was a winner thanks to the vibrant and giving holiday spirit in our community.



## Light Up Ponoka

The Christmas light display at Lions Centennial Park continues to get bigger and better every year!

The Ponoka Parks, Recreation and Culture Advisory Committee once again accepted donations of LED lights from members of the community to create our biggest display to date! The spectacular display is made possible thanks to generous public donations and the hard work of volunteers who string up all of the donated lights.

In 2019, the Town and Chamber grew the event to include the first annual Santa Claus Parade. Over 30 floats participated and Ponoka's streets were filled with spectators viewing the event. The Town of Ponoka included a float in the parade which featured Town Council.

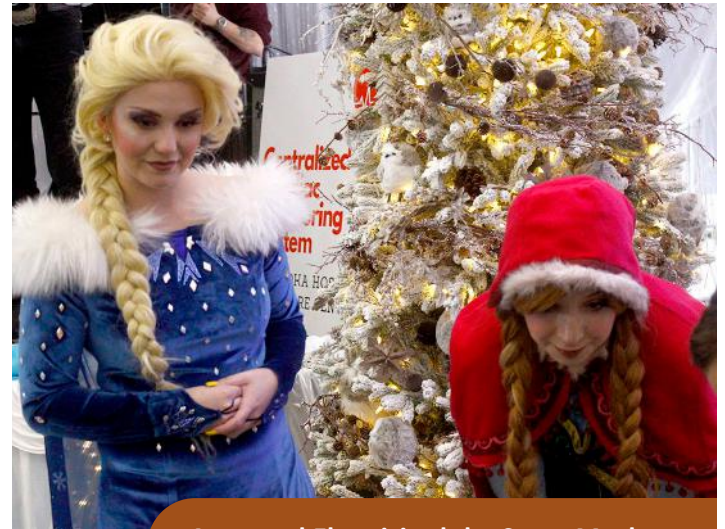
The Christmas tree at the Kinsmen Centre was moved to the old Town Hall site for the Light Up Ponoka event, making it easily accessible for people to gather around and enjoy.



## Snow Much Family Fun

The Town of Ponoka sponsored the first ever Snow Much Family Fun event during the annual Festival of Trees fundraiser on November 16. The sold out event was a huge success, with participants enjoying a wide variety of exciting activities, including:

- A visit from Santa & Mrs. Clause
- A petting zoo
- Tobogganing & snow maze
- Live music & dance floor
- Crafts & cookie decorating
- A toonie candy buffet
- Photo booth
- A meet and greet with Anna, Elsa and Olaf
- Hot chocolate & s'mores.



**Anna and Elsa visited the Snow Much Family Fun event!** Photo credit: Ponoka News.

## Family Fun on the Trails

The Town of Ponoka celebrated International Trails Day on June 1 with its third Annual Family Scavenger Hunt event. This event sent participants exploring Ponoka's scenic river valley trail system that winds through the Battle River Valley. The event was hosted by the Town of Ponoka and the Parks, Recreation and Culture Advisory Committee.

Participants enjoyed bouncy castles, snow cones and a free community BBQ where prizes were handed out to the winners of the scavenger hunt. Ponoka's beautiful river valley is an ideal place to spend a Sunday afternoon with your family exploring the trail system!

## Ponoka Day in the Park

The 5th Annual Ponoka Day in the Park was celebrated on August 23 at Lion's Centennial Park. The event is an end-of-summer celebration for the citizens of Ponoka to enjoy. Ponoka's Day in the Park is one of our biggest Town-sponsored events enjoyed by all ages every summer. In 2019, families enjoyed the following fun activities:

- A movie screening of How to Train your Dragon;
- Bubble soccer;
- Bouncy castle;
- Games in the park;
- Community BBQ;
- Face Painting; and
- FIREWORKS over the river valley.

Ponoka Day in the Park also included a dunk tank fundraiser which featured local dignitaries including the Mayor and other community representatives getting dunked to raise money for the Ponoka Arts, Recreation and Cultural Society (PARCS).

Thank you to all of our event sponsors for helping make this event a great success!



## Walk 'N' Roll Challenge

The 2019 Walk 'N' Roll Challenge was a suspenseful one! The Town of Ponoka was in the lead for much of July and early August, and it looked like 2019 was going to be our year! Ponoka ended up placing third, with the Town of Wainwright finishing in second and Stettler once again taking home the trophy.

"Last year, our citizens registered just under 10,000 trips from May through August. This year they blew that number out of the water and logged almost 22,000 trips," said Albert Frootman, CAO of the Town of Ponoka.

The purpose of the Walk 'N' Roll Challenge is to encourage residents to park their cars and get active by walking, cycling, rollerblading or using any other non-motorized means of transportation to reach their destinations as often as possible throughout the summer.



Natalie Very was the July 2019 winner of Ponoka's Walk 'N' Roll monthly prize draw!

## Town of Ponoka Employees Win Facility Operator of the Year Award

Town of Ponoka employees Chris Johnstone and Norm Morrow won the Bruce Fowlow Facility Operator of the Year Award for 2019. The annual provincial award is given out to those who have made a significant contribution to the operation and management of recreation facilities within Alberta. Chris and Norm were nominated for the award because of their positive attitudes, strong work ethic, outstanding work performance and extensive knowledge of the Town facilities they are currently and have previously been responsible for.



Town of Ponoka employees Chris Johnstone (left) and Norm Morrow (not shown here) won the Bruce Fowlow Facility Operator of the Year award in 2019.

## Community Program Guide

Publication of Ponoka’s Community Program Guide continued in 2019. This bi-annual publication (published each spring and fall) keeps citizens informed about the many community events, programs and activities offered in Ponoka throughout the year. The Town of Ponoka Community Program Guide is posted on the Town website at [www.ponoka.ca](http://www.ponoka.ca). Printed copies are available at the Town Office, the Ponoka Aquaplex, the Ponoka Arena Complex and Town-sponsored events.

## Aquaplex Programming

The Ponoka Aquaplex hosted a wide variety of programming activities in 2019.

Several people participated in the annual National Drowning Prevention Week activities at the Aquaplex in July. Participants were able to earn a free ‘Swim to Survive’ certificate during ‘Everyone Welcome’ swims as part of Drowning Prevention Week.

On July 17 there was free face painting, a community BBQ, games and a free ‘Everyone Welcome’ swim sponsored by Servus Credit Union.

Other programs offered at the Aquaplex included:

- Swim for Life swim lessons;
- Red Cross First Aid and Babysitting courses;
- Water Fitness: shallow and deep water classes;
- Advanced lifesaving classes; and
- Leaders in Training.

In 2019, the facility offered morning, noon and evening lap swims, water fitness classes and parent and tot programs. There was also a choice of toonie swims, public and family swim times along with adult swim and lap times.

The Aquaplex features a five-lane, 25 metre swimming pool, a 12-foot diving tank with a rock wall, rope and diving board, as well as a wading/teach pool, whirlpool and sauna. The Aquaplex is home to the Ponoka Pool Sharks and Ponoka Gators swim clubs.

### 2019 Recreational Facility Statistics

**1,996.25 hours** of public, family and lane swimming at the Aquaplex

**2,068.75 hours** of swim lessons, fitness classes, Jr. Lifeguard club, winter and summer swim club and school rentals at the Aquaplex

**404 hours** of racquetball court bookings

**680 hours** of tennis court bookings

**2,285.50 hours** of ice time for youth, adult, Jr. B hockey and public skating on the indoor Arena surfaces

# Recreation Improvements

## New Park Designs

In 2019, two new park designs were completed, one for the Old Hospital Rotary Park and one for Central Park. New park designs for the Old Hospital Park were created with input from the Town of Ponoka Recreation, Parks and Culture Committee, Landrex and the Ponoka Rotary Club.

The Central Park designs were completed in consultation with the Recreation, Parks and Culture Committee. Construction on both projects were to begin in 2020.



New park designs for the Old Hospital Park include a central amphitheatre, complete with a labyrinth, sheltered outdoor classroom areas and an edible garden landscape. The design for Central Park is featured in the top photo.



In 2019, the Town of Ponoka worked with Ponoka Minor Soccer to complete upgrades to the Lucas Heights soccer fields.

## Soccer Pitch Upgrades

In 2019, the Town of Ponoka worked with Ponoka Minor Soccer to complete upgrades to the Lucas Heights soccer fields. The Town installed an underground automatic sprinkler system that is timer-controlled and has pop-up heads. The improvements were made to both fields at Lucas Heights.

This project significantly improved the irrigation of the Lucas Heights soccer fields, which is not only essential for grass growth but also necessary for the fields to recover from heavy use and harsh environmental conditions each year.

# Corporate Services

The Corporate Services Division lies at the core of all Town of Ponoka programs and services. This Division operates behind the scenes providing critical support that enables the Town's frontline Departments to deliver essential services and programs to citizens most efficiently and effectively.

The fundamental internal structure and services provided by the Corporate Services Division allow the organization to achieve success and respond to the needs of citizens.

These services and supports include recruiting and training staff; optimizing the benefits of technology; providing legal and financial advice; and supporting the activities of Town Council.



## Core Services

### Financial Services

- Accounting Services and Support
- Accounts Payable
- Accounts Receivable
- Financial Risk Management
- Capital Budgeting
- Financial Reporting, Compliance and Controls
- Tangible Capital Asset Financial Management
- Long-Range Financial Planning
- Operational Budget Development
- Financial System Management and Support
- Taxation and Assessment
- Utility Billing
- Grant Applications and Management
- Payroll
- Cemetery Services
- Electrical Administration
- Insurance Services

### Human Resources

- Recruitment and Hiring
- Labour Relations
- Health and Safety
- Compensation Structure
- Performance Evaluation Support and Leadership
- Policy Review & Development
- Employee Relations
- Training and Development
- Employee and Family Assistance
- Employee Wellness
- Benefit Plans and Administration

### Information Technology

- IT Security and Back-Up Systems
- Business Data Solutions and Development
- Computer Infrastructure Support
- Technology Planning
- Technology Procurement and Training
- Information Governance
- Business Systems Support and Maintenance



# Financial Services

Financial Services was involved in a number of projects and initiatives in 2019 including:

- Ongoing management of Town finances, budgets and taxes;
- Working with the Administrative team and Council to identify cost efficiencies and develop the approved Town of Ponoka 2019 Budget, the 2020 Interim Budget, as well as the Town’s 3-year Operating Plan and 10-year Capital Plan in accordance with best practices and Municipal Government Act requirements;
- Cross-training and collaboratively improving processes, which were priorities for Financial Services in 2019;
- Implementation of electronic filing systems;
- Successful application in 2019 for four Canada Summer Job positions; and
- Ongoing independent audits that confirm the Town continues to follow legislative requirements and best practices for financial management.



## 2019 Finance Department Year End Statistics

**Utility accounts on a Pre-Authorized Payment Plan**

**1,324**  
accounts

**Taxpayers on a monthly tax plan**

**1,074**  
out of 3,503  
properties

**Utility accounts signed up for E-billing**

**907**

**Dog licences sold**

**438**

# Information Technology

In addition to the ongoing maintenance and development of the Town of Ponoka's Information Technology infrastructure, the IT Department also worked closely with the Communications Department on the development of a new website for the Town which is expected to be completed and launched in 2020.

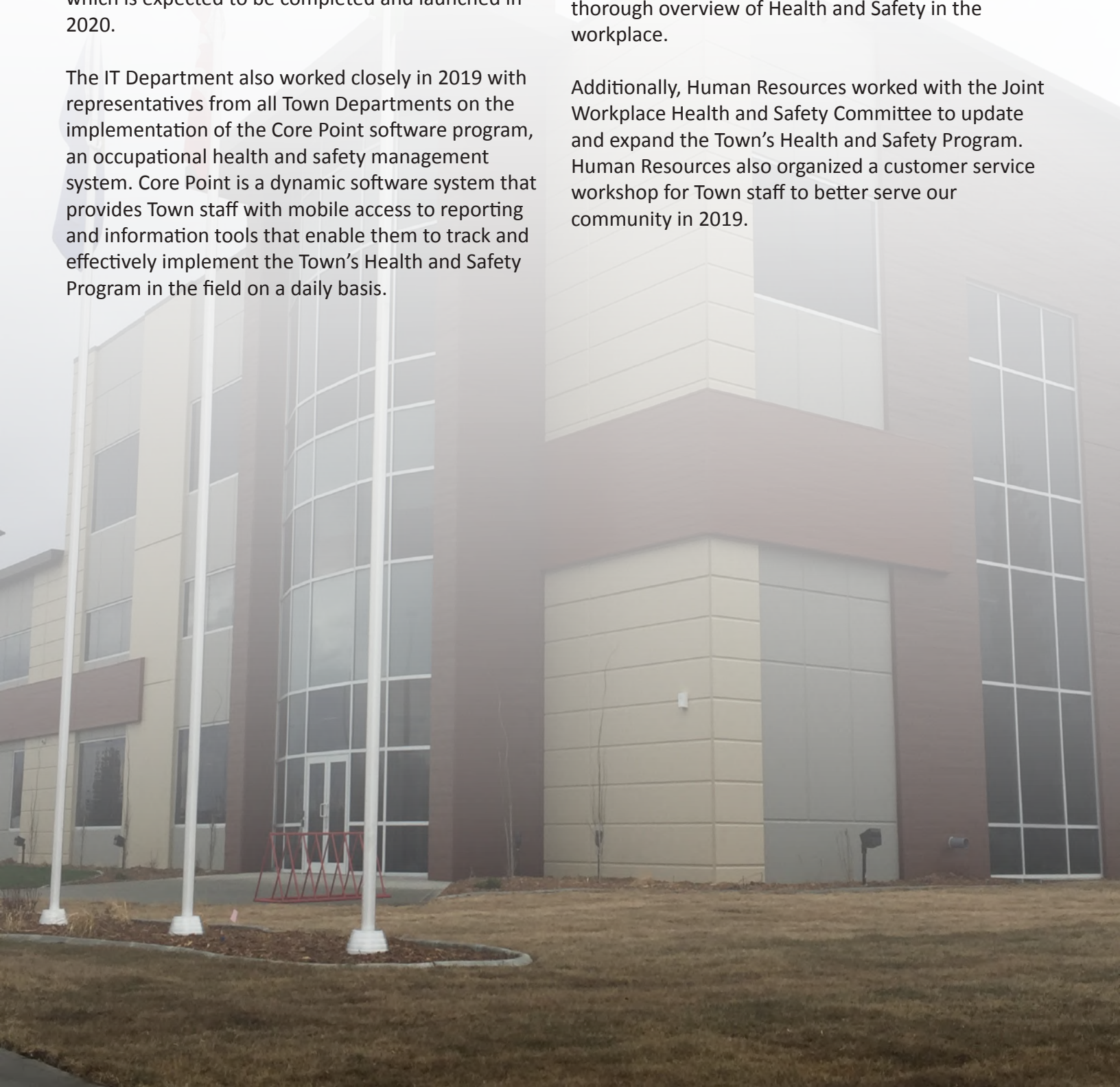
The IT Department also worked closely in 2019 with representatives from all Town Departments on the implementation of the Core Point software program, an occupational health and safety management system. Core Point is a dynamic software system that provides Town staff with mobile access to reporting and information tools that enable them to track and effectively implement the Town's Health and Safety Program in the field on a daily basis.

# Human Resources

Human Resources focuses on the recruitment, hiring and ongoing training of staff in all departments at the Town of Ponoka.

In 2019, new digital systems were implemented to provide increased safety training for Town staff. Human Resources also updated the Town's new employee orientation process to include a more thorough overview of Health and Safety in the workplace.

Additionally, Human Resources worked with the Joint Workplace Health and Safety Committee to update and expand the Town's Health and Safety Program. Human Resources also organized a customer service workshop for Town staff to better serve our community in 2019.



# Protective Services

The Protective Services Department is comprised of contracted services which help ensure Ponoka is a safe community for families and all citizens by providing vital emergency protection, public safety and enforcement services.

## Core Services

**RCMP Policing – Enforcement and Education**

**RCMP Support Staff**

**Fire Services**

**Community Emergency Preparedness**

**Public Education – Municipal Bylaws and Fire Safety**

**Municipal Bylaw Enforcement**

**Emergency Management**

**Animal Control Services**

**Weed Control – Enforcement and Education**

## RCMP

The Royal Canadian Mounted Police (RCMP) are contracted by the municipality to provide policing services in the Town of Ponoka year round.

In 2019, the Ponoka RCMP Municipal Detachment responded to 3,979 calls for service in the Town of Ponoka. These calls included everything from traffic violations, impaired driving and municipal bylaw enforcement to drug enforcement, assault and theft.

## Crime Reduction

The Ponoka RCMP continued to enforce its crime reduction strategies in 2019 including:

- The Offender Management Program and Habitual Offender Management Program and
- A Bait Vehicle Program to combat auto theft.

Each of these programs has resulted in successfully apprehending or remanding offenders to help reduce crime in the community. This proved successful with total criminal code offences decreasing, including an 11 per cent decrease in persons crimes (assaults and threats) and a 16 per cent reduction in theft of motor vehicles in 2019 (compared to 2018).



## Policing Priorities

Each year, the Ponoka RCMP develop an Annual Performance Plan that identifies policing priorities in the Town of Ponoka for the coming year. The Plan is developed in consultation with community partners such as the Town of Ponoka Police Advisory Committee, Town Council and community members.

In 2019, the top two policing priorities identified were:

- Traffic Safety and
- Crime Reduction.

## Traffic Safety

The focus on traffic safety continued in 2019 and included increased police patrols and traffic enforcement in key areas of town that are more prone to speeding and traffic violations. Ponoka RCMP also focused on enforcement in 2019 related to impaired drivers, distracted drivers and promoting seat belt use.

## Police Dog Service Program

Constable Patrick O'Neill is a voluntary participant through the national Police Dog Service Program as he trains to become a police dog handler. In 2019, Const. O'Neill received a new puppy, Maja, through the program.

Const. O'Neill works with Maja to socialize her, expose her to different environments and teach her the basics of tracking and criminal apprehension. In 2019, Maja's training included visiting local schools in Ponoka and going on walks through the community to meet local citizens.

When she's about a year old, Maja will be evaluated to determine if she will be placed as an active service dog somewhere in the province. The Ponoka RCMP detachment is currently serviced by a police dog based in Wetaskiwin.



## Municipal Bylaw Enforcement

The Municipal Bylaw Enforcement Officer in Ponoka works on a fee-for-service basis. The Bylaw Officer's focus is on educating residents about Town Bylaws to promote compliance. The issuing of tickets or fines for Town Bylaw violations is used as a last resort for offenders who don't comply within a reasonable period of time.

In 2019, the Municipal Bylaw Officer responded to a total of 374 Bylaw requests for service. Of these, 297 were related to the Town's Community Standards Bylaw and Traffic Bylaw. A total of 16 tickets were issued with seven warnings given in 2019.

The Ponoka RCMP also enforce Town of Ponoka Bylaws as appropriate. The Municipal Bylaw Officer also assists Town Staff, RCMP and Animal Control when required. Animal Control Bylaw matters are responded to by Old MacDonald Kennels, which works under contract with the Town to provide animal control services.

A complete list of Town Bylaws can be found online at [www.ponoka.ca](http://www.ponoka.ca), under 'Community' then click 'Protective Services' and 'Bylaw Enforcement'. At the bottom of this page, there is a link to the Town's Civic Web where the complete list of Town Bylaws are listed.

## Police Advisory Committee

Ponoka's Police Advisory Committee (PAC) is an advisory committee to Ponoka Town Council. It acts as a liaison between local citizens, Town Council, the local RCMP and the Town's Chief Administrative Officer (CAO).

The Committee has an online survey up on the Town website year round which invites the public to offer its comments and ideas on local policing priorities they would like the RCMP to consider in the coming year. The survey also asks citizens if they have any public safety or crime prevention ideas or concerns they would like to bring to the attention of the PAC.

The Committee's main role is to give residents a voice on public safety and crime prevention matters in order to help foster and maintain a safe and secure community in Ponoka.



## Fire Services

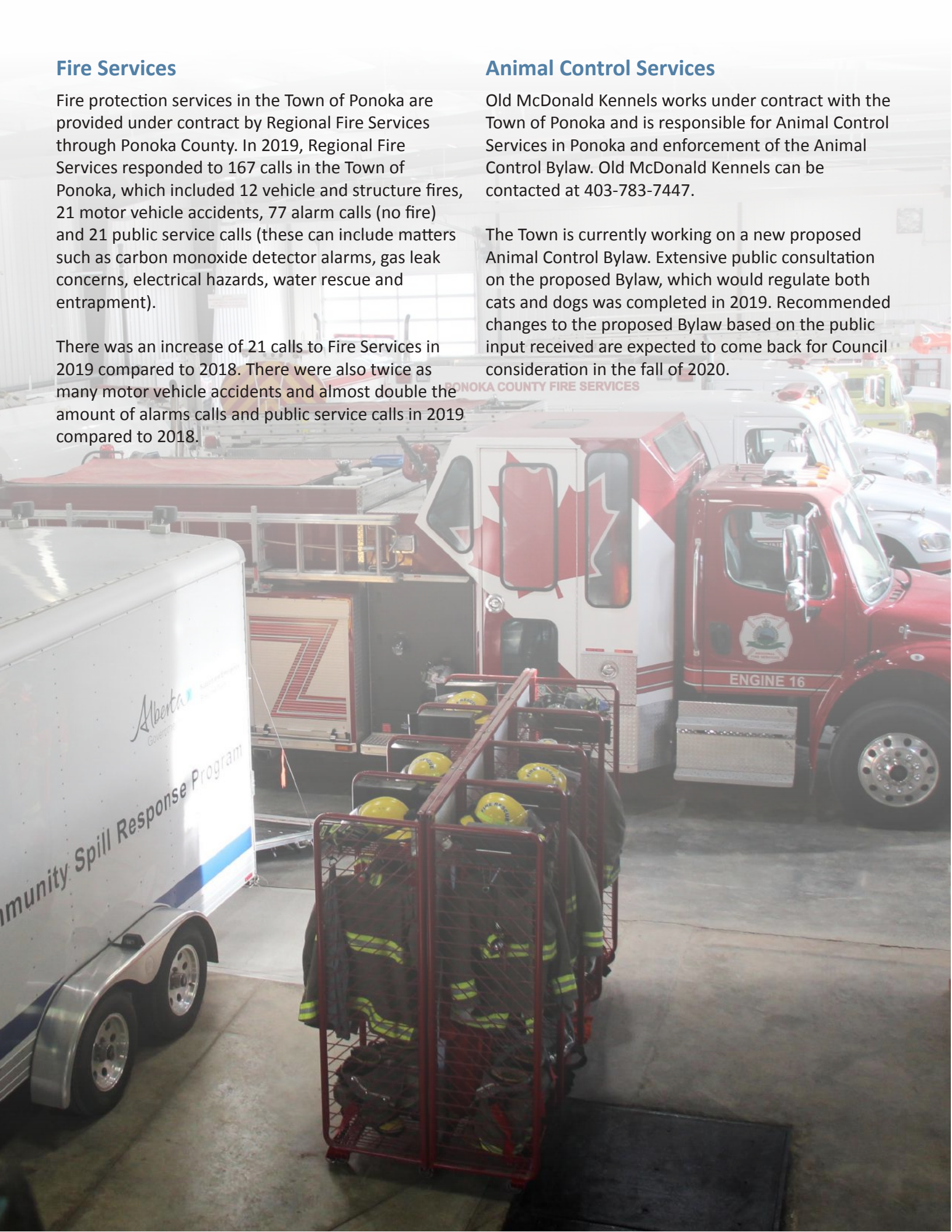
Fire protection services in the Town of Ponoka are provided under contract by Regional Fire Services through Ponoka County. In 2019, Regional Fire Services responded to 167 calls in the Town of Ponoka, which included 12 vehicle and structure fires, 21 motor vehicle accidents, 77 alarm calls (no fire) and 21 public service calls (these can include matters such as carbon monoxide detector alarms, gas leak concerns, electrical hazards, water rescue and entrapment).

There was an increase of 21 calls to Fire Services in 2019 compared to 2018. There were also twice as many motor vehicle accidents and almost double the amount of alarms calls and public service calls in 2019 compared to 2018.

## Animal Control Services

Old McDonald Kennels works under contract with the Town of Ponoka and is responsible for Animal Control Services in Ponoka and enforcement of the Animal Control Bylaw. Old McDonald Kennels can be contacted at 403-783-7447.

The Town is currently working on a new proposed Animal Control Bylaw. Extensive public consultation on the proposed Bylaw, which would regulate both cats and dogs was completed in 2019. Recommended changes to the proposed Bylaw based on the public input received are expected to come back for Council consideration in the fall of 2020.



# Community Partners

The Town of Ponoka provides funding support to numerous community groups and organizations each year including the following:

## Ponoka Family and Community Support Services

Ponoka Family and Community Support Services (FCSS) enhances the well-being of individuals, families and the community. The FCSS mission is to build a safe and caring community through quality programs and services which the Town supports through annual funding contributions. In 2019, 6,841 people participated in FCSS programs and services and there were 9,367 volunteer hours logged!

FCSS regular programs include the following:

- Lifeline – A personal emergency response system which links the subscriber to 24-hour emergency assistance;
- Meals on Wheels – A volunteer-based community program designed to provide both hot and frozen nutritious meals to individuals;
- Home Support – Provides assistance with routine light house cleaning tasks, meal prep and grocery shopping;
- Community Garden – There are 44 plots available for rent in the community garden located at the end of 35 Ave.; and
- Volunteer Income Tax Program – One of FCSS's most successful services is the Income Tax Program in which trained volunteers complete income tax and benefit returns at no charge for community members who fall within the income guidelines. In 2019, this program completed 294 tax returns. By completing these returns, the individuals became eligible for over \$1.8 million in Guaranteed Income Benefits, Alberta Seniors Benefits, GST, Child Tax Benefits, Tax Rebates, etc.

Some of the unique programs offered by FCSS in 2019 are the Stampede Staycation, Better Not Pout Country Christmas, Seniors Week fund and so much more!



## Ponoka Wheelchair Van Society

The Ponoka Wheelchair Van operates five days per week in town, as well as two Saturdays each month. The Society also provides out-of-town service for appointments and socialization.

The funding provided to the Wheelchair Van Society by the Town each year helps to subsidize patron costs, and helps cover operating costs such as vehicle and lift maintenance and safety inspections.

The mandate of the Society is to transport people who require mobility devices or could not otherwise be transported with comfort and dignity by other standard carriers such as personal vehicles and taxis. The Ponoka Wheelchair Van Society is operated by Ponoka FCSS and adheres to all Alberta Transportation safety regulations and staff training requirements.



## Ponoka Jubilee Library

In 2019, more than 70,000 patrons walked through the Ponoka Jubilee Library's (PJL) doors and borrowed 65,000 items. PJL staff delivered 400 programs to a total of 6,000 participants!

The Library expanded its outreach programming to include service delivery to all senior's centers and care facilities twice a month in addition to its ongoing service to the Centennial Centre for Mental Health in 2019.

The Summer Reading Club was a huge success in 2019, with a 31 per cent increase in registrations. PJL summer staff also delivered service at the Town of Ponoka's Canada Day and Day in the Park events.

In 2019, the Library introduced free printing, copying and faxing services for new Canadians, which assisted people with the transition to living in Alberta. This program has since been expanded to include free resume printing services to all residents of the Town of Ponoka and Ponoka County.

The PJL has seen unprecedented growth in terms of usage and program participants, due to the hard work of its dedicated staff, involvement of the community and the support of the Government of Alberta, Town of Ponoka and Ponoka County.



## Fort Ostell Museum

The Town provides annual funding to support the operations and activities of the Fort Ostell Museum. The Museum is a great place to get a sense of Ponoka's history! It takes visitors back in time and allows them to see the growth Ponoka has experienced through the years.

In 2019, the Museum had the pleasure of serving more than 1,000 visitors. The Fort Ostell Museum also hosted nine school tours throughout the year. On Heritage Day, the Museum welcomed the Youth Centre whose members enjoyed an ancient Greece-themed visit. During their visit, the children from the Youth Centre completed the 12 tasks of Hercules and obtained Olympic Medals for their efforts.

The Museum offers monthly "Suitcase Tours" where they pack up exhibits and travel to Rimoka, Ponoka General Hospital Long Term Care, Seasons Care Home and the Centennial Centre for Mental Health and Brain Injury.

The Museum's summer students delivered four presentations to children at the Ponoka Jubilee Library in 2019. The Fort Ostell Museum also created a display for the Grand Opening of the new Ponoka Civic Centre which featured artifacts, photos and stories from the Old Municipal Hospital.

In 2019, the Museum also hosted Ponoka's entry for an event by Alberta Culture that helped raise awareness about the Battle River Valley in Ponoka. The Fort Ostell Museum also assisted with the planning and execution of Ponoka Day in the Park.





# Audited Financial Report



## INDEPENDENT AUDITOR'S REPORT

### **To the Mayor and Council of the Town of Ponoka**

#### *Opinion*

We have audited the accompanying consolidated financial statements of the Town of Ponoka, which comprise the statements of financial position as at December 31, 2019, and the statements of operations, change in net financial assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of the Town of Ponoka as at December 31, 2019 and the results of its operations, change in its net financial assets and its cash flows for the year ended in accordance with Canadian public sector accounting standards.

#### *Basis of Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Consolidated Financial Statements* section of our report. We are independent of the Town of Ponoka in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### *Responsibility of Management and Those Charged with Governance for the Consolidated Financial Statements*

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatements, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the Town's financial reporting process.

#### *Auditor's Responsibilities for the Audit of the Consolidated Financial Statements*

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from

Independent Auditor's Report to the Mayor and Council of Town of Ponoka (continued)

- error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

*Report on Other Legal and Regulatory Requirements*

Debt Limit Regulation:

- In accordance with Alberta Regulation 255/2000, we confirm that the municipality is in compliance with the Debt Limit Regulation. A detailed account of the Entity's debt limit can be found in Note 9.

Supplementary Accounting Principles and Standards Regulation:

- In accordance with Alberta Regulation 313/2000, we confirm that the municipality is in compliance with the Supplementary Accounting Principles and Standards Regulation and note the information required can be found in Note 13.

Ponoka, Alberta  
May 12, 2020

*Rowland Parker & Associates LLP*  
ROWLAND, PARKER & ASSOCIATES LLP  
Chartered Professional Accountants

## MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

Management of the Town of Ponoka is responsible for the preparation, accuracy, objectivity and integrity of the accompanying consolidated financial statements and all other information contained within this Financial Report. Management believes that the consolidated financial statements present fairly the Town's financial position as at December 31, 2019 and the results of its operations for the year then ended.

The consolidated financial statements have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards (PSAS).

The consolidated financial statements include certain amounts based on estimates and judgments. Such amounts have been determined on a reasonable basis in order to ensure that the consolidated financial statements are presented fairly in all material respects.

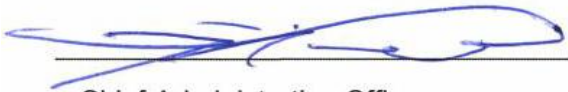
In fulfilling its responsibilities and recognizing the limits inherent in all systems, management has designed and maintains a system of internal controls to produce reliable information and to meet reporting requirements on a timely basis. The system is designed to provide management with reasonable assurance that transactions are properly authorized, and assets are properly accounted for and safeguarded.

These systems are monitored and evaluated by management and reliable financial information is available for preparation of the consolidated financial statements.

The Town Council carries out its responsibilities for review of the consolidated financial statements principally through Council. The Council meets regularly with management and external auditors to discuss the results of audit examinations and financial reporting matters.

The external auditors have full access to the Council with and without the presence of management. The Town Council has approved the consolidated financial statements.

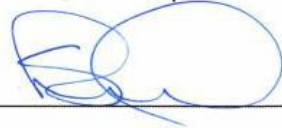
The consolidated financial statements have been audited by Rowland, Parker & Associates LLP, Chartered Professional Accountants, independent external auditors appointed by the Town. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Town's consolidated financial statements.



Chief Administrative Officer

May 12, 2020

Ponoka, Alberta



General Manager Corporate Services

May 12, 2020

Ponoka, Alberta

**TOWN OF PONOKA**

**Consolidated Statement of Financial Position  
as at December 31, 2019**

	2019	2018
<b>Financial Assets:</b>		
Cash and temporary investments (Note 2)	\$ 11,907,033	9,952,880
Receivables		
Taxes and grants in place of taxes (Note 3)	399,437	377,249
Local improvement taxes receivables (Note 3)	768,180	951,473
Trade and other receivables (Note 3)	1,421,969	3,953,213
Investments (Note 4)	40	40
Land held for resale	816,276	816,276
Other Assets	175,000	175,000
	<b>15,487,935</b>	<b>16,226,131</b>
<b>Liabilities:</b>		
Accounts payable and accrued liabilities	1,828,145	1,827,678
Deposits liabilities	342,059	349,026
Deferred revenue (Note 5)	2,999,597	3,657,178
Employee benefit obligations (Note 6)	232,382	184,106
Long term debt (Note 7)	6,338,139	6,852,872
Obligation under capital lease (Note 8)	8,780,593	8,942,257
	<b>20,520,915</b>	<b>21,813,117</b>
<b>Net financial assets (debt)</b>	<b>(5,032,980)</b>	<b>(5,586,986)</b>
<b>Non-Financial assets</b>		
Tangible capital assets (Schedule 2)	67,255,028	68,212,803
Inventory for consumption	488,209	545,106
Prepaid expense	110,194	25,643
	<b>67,853,431</b>	<b>68,783,552</b>
<b>Accumulated Surplus (Note 11)</b>	<b>\$ 62,820,451</b>	<b>63,196,566</b>

Contingencies (Note 15) and Commitments (Note 16)

## TOWN OF PONOKA

### Consolidated Statement of Operations as at December 31, 2019

	Budget (Unaudited)	2019	2018
<b>Revenue:</b>			
Net municipal taxes (Schedule 3)	\$ 6,717,730	<b>6,710,642</b>	7,124,287
User fees and sale of goods	8,622,850	<b>8,337,617</b>	7,929,281
Rentals	720,050	<b>680,405</b>	609,330
Licenses and permits	203,000	<b>118,671</b>	247,048
Penalties and costs of taxes	95,000	<b>90,136</b>	99,257
Fines	81,500	<b>66,250</b>	79,725
Investment income	110,000	<b>229,607</b>	196,138
Development levies	-	-	-
Franchise and concession	360,000	<b>412,438</b>	378,578
Government transfers for operating (Schedule 4)	1,209,670	<b>1,235,445</b>	1,268,936
Other	315,830	<b>204,429</b>	169,525
<b>Total Revenue</b>	<b>18,435,630</b>	<b>18,085,640</b>	18,102,105
<b>Expenses</b>			
Legislative	285,130	<b>495,940</b>	337,919
Administration	4,397,647	<b>3,399,211</b>	2,830,489
Protective services	2,197,083	<b>2,054,112</b>	2,116,715
Public works	4,144,727	<b>3,607,365</b>	3,542,759
Electrical	3,049,094	<b>3,200,158</b>	2,821,805
Environmental services	4,083,780	<b>3,806,602</b>	4,097,429
Community services	414,656	<b>393,894</b>	413,534
Planning and development	594,917	<b>462,433</b>	528,037
Parks and recreation	2,335,665	<b>3,192,277</b>	2,068,385
Culture	118,045	<b>533,924</b>	429,279
<b>Total Expenses</b>	<b>21,620,744</b>	<b>21,145,916</b>	19,186,351
<b>Deficiency of revenue over expenses - before other</b>	<b>(3,185,114)</b>	<b>(3,060,276)</b>	(1,084,246)
<b>Other</b>			
Contributed assets	8,000	<b>8,000</b>	-
Government transfers for capital (Schedule 4)	5,930,122	<b>2,676,161</b>	1,337,256
<b>Excess (deficiency) of revenues over expenses</b>	<b>2,753,008</b>	<b>(376,115)</b>	253,010
<b>Accumulated Surplus, beginning of the year</b>	<b>63,196,566</b>	<b>63,196,566</b>	62,943,556
<b>Accumulated Surplus, end of the year</b>	<b>\$ 65,949,574</b>	<b>62,820,451</b>	63,196,566

## TOWN OF PONOKA

### Consolidated Statement of Change in Net Financial Assets (Debt) For the Year Ended December 31, 2019

	Budget (Unaudited)	2019	2018
<b>Excess (Deficiency) of Revenues over Expenses \$</b>	2,753,008	<b>(376,115)</b>	253,010
Acquisition of tangible capital asset	(5,899,225)	<b>(2,473,593)</b>	(12,580,260)
Contributed tangible capital assets	-	-	-
Proceeds on disposal of tangible capital assets	-	<b>56,952</b>	511,139
Amortization of tangible capital assets	2,343,600	<b>2,305,253</b>	2,109,127
Capital projects abandoned (expensed)	-	-	50,001
Writedown of tangible capital assets	-	<b>848,882</b>	-
(Gain) loss on sale of tangible capital assets	-	<b>220,282</b>	107,619
	(3,555,625)	<b>957,776</b>	(9,802,374)
Net (acquisition) use of supplies inventory	-	<b>56,896</b>	(71,372)
Net (acquisition) use of prepaid assets	-	<b>(84,551)</b>	(7,481)
	-	<b>(27,655)</b>	(78,853)
<b>Decrease (increase) in net debt</b>	(802,617)	<b>554,006</b>	(9,628,217)
<b>Net financial assets (debt), beginning of year</b>	(5,586,986)	<b>(5,586,986)</b>	4,041,231
<b>Net financial assets (debt), end of year</b>	\$ (6,389,603)	<b>(5,032,980)</b>	(5,586,986)

**TOWN OF PONOKA**

**Consolidated Statement of Cash Flows  
For the Year Ended December 31, 2019**

	2019	2018
<b>Net inflow (outflow) of cash related to the following activities:</b>		
<b>Operating</b>		
Excess (deficiency) of revenues over expenses	\$ (376,115)	253,010
Non-cash items included in excess (deficiency) of revenues over expenses:		
Amortization of tangible capital assets	2,305,253	2,109,127
Loss (gain) on disposal of tangible capital assets	220,282	107,619
Writedown of tangible capital assets	848,882	-
Capital projects abandoned and expensed	-	50,001
Non-cash charges to operations (net change):		
Decrease (increase) in taxes receivable	161,104	(226,981)
Decrease (increase) in trade and other receivable	2,531,244	(584,765)
Decrease (increase) in land held for resale	-	-
Decrease (increase) in inventory for consumption	56,896	(71,372)
Decrease (increase) in prepaid expenses	(84,551)	(7,481)
Increase (decrease) in accounts payable and accrued liabilities	468	17,883
Increase (decrease) in deposits liabilities	(6,967)	(7,926)
Increase (decrease) in employee benefit obligations	48,276	(5,776)
Increase (decrease) in other current liabilities	-	-
Increase (decrease) in deferred revenues	(657,581)	1,222,798
<b>Cash provided by operating transactions</b>	<b>5,047,191</b>	<b>2,856,137</b>
<b>Capital</b>		
Acquisition of tangible capital assets	(2,473,593)	(12,580,260)
Proceeds on sale of tangible capital assets	56,952	511,137
<b>Cash used in capital transactions</b>	<b>(2,416,641)</b>	<b>(12,069,123)</b>
<b>Financing</b>		
Borrowing debt issued	-	9,520,772
Borrowing debt repaid	(676,397)	(605,888)
<b>Cash provided by (used in) financing transactions</b>	<b>(676,397)</b>	<b>8,914,884</b>
<b>Change in cash and cash equivalents during year</b>	<b>1,954,153</b>	<b>(298,102)</b>
<b>Cash and cash equivalents, beginning of year</b>	<b>9,952,880</b>	<b>10,250,982</b>
<b>Cash and cash equivalents, end of year</b>	<b>\$ 11,907,033</b>	<b>9,952,880</b>

**TOWN OF PONOKA**  
**Schedule 1**  
**Schedule of Changes in Accumulated Surplus**  
**For the Year Ended December 31, 2019**

	Unrestricted Surplus	Restricted Surplus	Equity in Capital Assets	<b>2019</b>	2018
<b>Balance, beginning of year</b>	\$ 4,778,498	6,000,394	52,417,674	<b>63,196,566</b>	62,943,556
Excess (deficiency) of revenues over expenses	(376,115)	-		<b>(376,115)</b>	253,010
Current year funds restricted	(1,870,095)	1,870,095	-	-	-
Restricted funds used for operations	780,847	(780,847)	-	-	-
Restricted funds used for tangible capital assets	-	(319,295)	319,295	-	-
Current year funds used for tangible capital assets	(2,154,297)	-	2,154,297	-	-
Contributed tangible capital assets	-	-	-	-	-
Proceeds on borrowing used for tangible capital assets	-	-	-	-	-
Disposal of tangible capital assets	277,234	-	(277,234)	-	-
Writedown of tangible capital assets	848,882	-	(848,882)	-	-
Annual amortization expense	2,305,252	-	(2,305,252)	-	-
Borrowing repaid	(676,398)	-	676,398	-	-
<b>Change in accumulated surplus</b>	<b>(864,690)</b>	<b>769,953</b>	<b>(281,378)</b>	<b>(376,115)</b>	<b>253,010</b>
<b>Balance, end of year</b>	<b>\$ 3,913,808</b>	<b>6,770,347</b>	<b>52,136,296</b>	<b>62,820,451</b>	<b>63,196,566</b>



**TOWN OF PONOKA**  
**Schedule 2**  
**Schedule of Tangible Capital Assets**  
**For the Year Ended December 31, 2019**

	Land	Buildings	Engineered Structures	Machinery and Equipment	Vehicles	Construction in Progress	2019	2018
<b>Cost</b>								
Balance, beginning of year	\$ 6,483,052	25,355,252	77,775,571	8,610,160	2,188,686	610,549	<b>121,023,270</b>	109,856,599
Acquisition of tangible capital assets	-	199,606	78,320	471,798	-	1,723,869	<b>2,473,593</b>	12,580,259
Projects completed	-	-	684,876	-	-	(684,876)	-	-
Projects abandoned/ expensed	-	-	-	-	-	-	-	(50,001)
Disposal of tangible capital assets	-	(283,377)	(8,998)	(523,051)	(100,138)	-	<b>(915,564)</b>	(1,363,587)
Adjustments	-	-	(273,097)	273,097	-	-	-	-
Balance, end of year	6,483,052	25,271,481	78,256,672	8,832,004	2,088,548	1,649,542	<b>122,581,299</b>	121,023,270
<b>Accumulated Amortization</b>								
Balance, beginning of year	-	8,100,877	39,651,986	3,992,270	1,065,334	-	<b>52,810,467</b>	51,446,170
Annual amortization	-	499,438	1,300,128	431,644	74,042	-	<b>2,305,252</b>	2,109,127
Accumulated amortization on disposals	-	(131,382)	(6,771)	(400,039)	(100,138)	-	<b>(638,330)</b>	(744,830)
Writedown of capital assets	-	-	848,882	-	-	-	<b>848,882</b>	-
Adjustments	-	-	(523,250)	523,250	-	-	-	-
Balance, end of year	-	8,468,933	41,270,975	4,547,125	1,039,238	-	<b>55,326,271</b>	52,810,467
<b>Net book value</b>	<b>6,483,052</b>	<b>16,802,548</b>	<b>36,985,697</b>	<b>4,284,879</b>	<b>1,049,310</b>	<b>1,649,542</b>	<b>67,255,028</b>	
<b>2018 Net book value</b>	\$ 6,483,052	17,254,375	38,123,585	4,617,890	1,123,352	610,549		<u>68,212,803</u>

Included in building is a capital lease for a building with a cost of \$9,039,500 (2018 - \$9,039,500), accumulated amortization of \$221,687 (2018 - \$NIL) and net book value of \$8,817,813 (2018 - \$9,039,500.)

**TOWN OF PONOKA**  
**Schedule 3**  
**Schedule of Property Taxes & Other Taxes**  
**for the Year Ended December 31, 2019**

	Budget (Unaudited)	2019	2018
<b>Taxation:</b>			
Real property taxes	\$ 8,961,730	<b>9,018,377</b>	8,914,548
Linear property taxes	150,000	<b>138,331</b>	145,433
Government grants in place of property taxes	40,000	<b>40,675</b>	38,202
Special assessments and local improvement taxes	-	-	457,268
	9,151,730	<b>9,197,383</b>	9,555,451
<b>Requisitions:</b>			
Alberta School Foundation Fund	2,348,000	<b>2,400,806</b>	2,345,794
Rimoka Foundation	86,000	<b>85,935</b>	85,000
Designated Industrial Properties	-	-	370
	2,434,000	<b>2,486,741</b>	2,431,164
<b>Net Municipal Taxes</b>	<b>\$ 6,717,730</b>	<b>6,710,642</b>	7,124,287

**TOWN OF PONOKA**  
**Schedule 4**  
**Schedule of Government Transfers**  
**for the Year Ended December 31, 2019**

	Budget (Unaudited)	2019	2018
<b>Transfers for Operating:</b>			
Provincial Government	\$ 883,870	<b>914,465</b>	947,956
Local Governments	325,800	<b>320,980</b>	320,980
	1,209,670	<b>1,235,445</b>	1,268,936
<b>Transfers for Capital:</b>			
Federal Government	-	-	-
Provincial Government	5,930,122	<b>2,676,161</b>	1,337,256
	5,930,122	<b>2,676,161</b>	1,337,256
<b>Total Government Transfers</b>	<b>\$ 7,139,792</b>	<b>3,911,606</b>	2,606,192

**TOWN OF PONOKA**  
**Schedule 5**  
**Schedule of Consolidated Expense by Object**  
**For the Year Ended December 31, 2019**

	Budget (Unaudited)	<b>2019</b>	2018
<b>Consolidated Expenses by Object</b>			
Salaries, wages and benefits	\$ 6,435,382	<b>5,923,230</b>	5,657,471
Contracted and general services	8,544,426	<b>7,340,967</b>	7,255,616
Materials, goods and utilities	3,122,572	<b>2,835,157</b>	2,860,838
Provision for allowances	15,000	<b>15,000</b>	24,932
Transfer to other governments	-	-	-
Transfer to boards and agencies	650,459	<b>819,295</b>	619,038
Bank charges and short-term interest	13,500	<b>15,872</b>	15,884
Interest on long term debt	251,000	<b>250,099</b>	260,295
Interest on capital lease	-	<b>493,420</b>	136,090
Other expenses	74,805	<b>78,460</b>	139,441
Amortization of tangible capital assets	2,513,600	<b>2,305,252</b>	2,109,127
Loss (gain) on disposal of tangible capital assets	-	<b>220,282</b>	107,619
Writedown on tangible capital assets	-	<b>848,882</b>	-
	<b>\$ 21,620,744</b>	<b>21,145,916</b>	19,186,351

**TOWN OF PONOKA**  
**Schedule 6**  
**Schedule of Segmented Disclosure**  
**For the Year Ended December 31, 2019**

	General Government	Protective Services	Public Works	Community Services	Planning & Development	Recreation & Culture	Environmental Services	Electrical	Total
<b>Revenue</b>									
Net Municipal taxes	\$ 6,710,642	-	-	-	-	-	-	-	6,710,642
Government transfers	235,198	464,785	1,612,593	297,939	81,121	657,062	562,908	-	3,911,606
User fees and sales of goods	42,165	40,941	5,251	29,857	19	148,383	4,513,035	3,557,966	8,337,617
Investment income	229,607	-	-	-	-	-	-	-	229,607
Contributed assets	-	-	-	-	-	-	-	-	-
Other revenues	994,478	112,543	-	7,795	127,415	310,086	9,502	18,510	1,580,329
	8,212,090	618,269	1,617,844	335,591	208,555	1,115,531	5,085,445	3,576,476	20,769,801
<b>Expenses</b>									
Contract & general services	882,594	1,727,871	1,003,071	56	226,867	321,992	1,024,836	2,153,680	7,340,967
Salaries & wages	1,709,482	255,755	1,439,146	-	182,505	1,207,789	531,133	597,420	5,923,230
Goods & supplies	295,961	33,408	397,279	7,445	3,727	417,592	1,443,250	236,495	2,835,157
Transfers to local boards	-	-	-	368,048	-	451,247	-	-	819,295
Interest & bank charges	504,218	-	218,467	-	-	3,232	33,474	-	759,391
Other expenses	249,004	-	(404,811)	14,702	10,247	926,724	228,391	138,366	1,162,623
	3,641,259	2,017,034	2,653,152	390,251	423,346	3,328,576	3,261,084	3,125,961	18,840,663
Net revenue (expense) before amortization	4,570,831	(1,398,765)	(1,035,308)	(54,660)	(214,791)	(2,213,045)	1,824,361	450,515	1,929,138
Amortization expense	253,897	37,078	954,213	3,643	39,086	397,622	545,517	74,197	2,305,253
<b>Net Revenue (expense)</b>	<b>\$ 4,316,934</b>	<b>(1,435,843)</b>	<b>(1,989,521)</b>	<b>(58,303)</b>	<b>(253,877)</b>	<b>(2,610,667)</b>	<b>1,278,844</b>	<b>376,318</b>	<b>(376,115)</b>

## **TOWN OF PONOKA**

### **Notes to Financial Statements December 31, 2019**

#### **NOTE 1 - Significant Accounting Policies**

The consolidated financial statements of the Town of Ponoka are the representations of management prepared in accordance with generally accepted accounting principles for local governments established by the Public-Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada (CPA Canada). Significant aspects of the accounting policies adopted by the Town of Ponoka are as follows:

#### **Reporting Entity:**

The consolidated financial statements reflect the assets, liabilities, revenues and expenditures, and changes in fund balances and change in financial position of the reporting entity. This entity is comprised of all the municipal operations plus all of the organizations that are owned or controlled by the Town and are, therefore, accountable to the Town Council for the administration of their financial affairs and resources. Included with the municipality are the following:

Ponoka Water and Wastewater Systems  
Ponoka Electrical System

The schedule of taxes levied also includes requisitions for educational, health, social and other external organizations that are not part of the municipal reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties. Interdepartmental and organizational transactions and balances are eliminated.

#### **Basis of Accounting:**

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible capital assets are acquired.

#### **Use of Estimates:**

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditure during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

## **TOWN OF PONOKA**

### **Notes to Financial Statements December 31, 2019**

#### **NOTE 1 - Significant Accounting Policies (continued....)**

Significant estimates include:

- The net present value of future minimum lease payments of the capital lease
- providing for amortization of tangible capital assets;
- the estimated useful lives of assets;
- the allowance for doubtful accounts; and
- the recoverability of tangible assets.

#### **Cash and temporary investments:**

Cash includes cash and cash equivalents. Cash equivalents are investments in money market funds, bonds and guaranteed investment certificates and are valued at cost plus accrued interest that redeemable or have a maturity date of 12 months or less at acquisition. The carrying amounts approximate fair value because they have maturities at the date of purchase of less than ninety days.

#### **Investments:**

Investments are short-term deposits with original maturities of twelve months or less with redemption beginning thirty days after purchase without penalty. Investments are recorded at amortized cost. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

#### **Requisition Over-levies and Under-levies:**

Over-levies and under-levies arise from the difference between the actual property levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

#### **Inventories for Resale:**

Land held for resale is recorded at the lower of cost or net realizable value. Cost includes costs for land acquisition and improvements required to prepare the land for servicing such as clearing, stripping and levelling charges. Related development costs incurred to provide infrastructure such as water and wastewater services, roads, sidewalks, and street lighting are recorded as tangible capital assets under their respective function.

#### **Prepaid Local Improvements Charges:**

Construction and borrowing costs associated with local improvement projects are recovered through annual special assessments during the period of the related borrowings. These levies are collectible from property owners for work performed by the municipality.

Where a taxpayer has elected to prepay the outstanding local improvement charges, such amounts are recorded as a repayment of the local improvement receivable.

## TOWN OF PONOKA

### **Notes to Financial Statements December 31, 2019**

#### **NOTE 1 - Significant Accounting Policies (continued....)**

##### **Taxes**

Taxes are compulsory payments or payables to government in accordance with laws. Taxes are recognized in the financial statements as revenue in the period in which they are authorized through a Bylaw provided that at initial recognition it is collectible. Tax revenue is presented net of requisitions since the requisitions levied on behalf of others will not give rise to an increase to net assets or revenue of the Town and are treated as a flow through.

##### **Contaminated Sites Liability:**

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard.

The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognised when a site is not in productive use and is management's estimate of the cost of post-remediation including operation, maintenance and monitoring.

##### **Government Transfers:**

Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

Government transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

##### **Non-Financial Assets:**

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the consolidated Change in Net Financial Assets for the year.

##### **a. Tangible Capital Assets**

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the assets. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over the estimated useful life as follows:

	<b>YEARS</b>
Buildings and leasehold improvements	10 - 50
Engineered structures	
Road System	10 - 40
Distribution Systems	40 - 75
Other engineered structures	10 - 75
Machinery and equipment	10 - 25
Vehicles	10 - 25



## TOWN OF PONOKA

### **Notes to Financial Statements December 31, 2019**

#### **NOTE 1 - Significant Accounting Policies (continued....)**

There is no provision for amortization in the year of acquisition. Amortization is calculated in the year in which the asset is disposed. Assets under construction are not amortized until the asset is available for productive use.

#### **b. Contributions of Tangible Capital Assets**

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and are recorded as revenue.

#### **c. Leases**

Leases are classified as capital or operating leases. Leases which transfer substantially all the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

#### **d. Inventories**

Inventories held for consumption are recorded at the lower of cost and replacement cost.

#### **e. Cultural and Historical Tangible Capital Assets**

Works of art for display are not recorded as tangible capital assets but are disclosed

#### **Recent accounting pronouncements published but not yet adopted**

The following accounting standards have been issued by the Chartered Professional Accountants of Canada (CPAC) but are not yet effective. The municipality is currently evaluating the effect of adopting these standards on their financial statements.

#### **Section PS 3450 - Financial Instruments**

The new section establishes standards for recognizing and measuring financial assets, financial liabilities and non-financial derivatives. In conjunction with this new section, section PS1201, section PS 2601 and section 3041 have been amended as a consequence of the introduction of new financial instruments standards. These amendments were required to present the associated gains and losses with financial instruments recognized under the new section. The new section and the related amendments are effective for fiscal periods beginning on or after April 1, 2019.

#### **Section PS 3280 – Asset Retirement Obligations**

This new section establishes standards on how to account and report a liability for asset retirement obligations (ARO). This Section identifies the main attributes of an ARO and provides guidance on how to establish the fair value of the ARO. This standard is effective for fiscal periods beginning on or after April 1, 2021. Early adoption is permitted.

#### **Section PS 3430 - Restructuring Transactions**

This new Section defines a restructuring transaction and establishes standards for recognizing and measuring assets and liabilities transferred in a restructuring transaction. This Section applies to restructuring transactions occurring in fiscal years beginning on or after April 1, 2019. Earlier adoption is permitted.

**TOWN OF PONOKA**

**Notes to Financial Statements  
December 31, 2019**

**NOTE 1 - Significant Accounting Policies (continued....)**

**Section PS 3400 – Revenue**

This new section establishes standards on how to account for and report on revenue. This section differentiates between revenue arising from transactions that include performance obligations and transactions that do not have performance obligations. The new section applies to fiscal years beginning on or after April 1, 2022. Earlier adoption is permitted

**NOTE 2 - Cash and Term Deposits**

	<b>2019</b>	2018
Cash on hand	\$ 1,707	1,707
General bank accounts	<b>5,905,326</b>	3,951,173
Temporary investments	<b>6,000,000</b>	6,000,000
	<b>\$ 11,907,033</b>	9,952,880

Included in cash are funds designated as restricted for deferred revenues in the amount of \$2,999,597 (2018 - \$1,157,943).

Temporary investments comprise of various GIC's with an effective interest rate of 1.97% to 2.25%. All GIC's mature within the next fiscal year.

## TOWN OF PONOKA

### Notes to Financial Statements December 31, 2019

#### **NOTE 3 – Receivables**

##### **Taxes receivable**

	2019	2018
Current taxes and grants in place of taxes	\$ 200,413	209,255
Arrears taxes	105,275	175,236
	<b>305,688</b>	384,491
Requisition under levy	100,991	-
Less allowance for doubtful accounts	(7,242)	(7,242)
	<b>\$ 399,437</b>	377,249

##### **Local improvement taxes receivable**

	2019	2018
Current portion of local improvement taxes	\$ 179,414	190,142
Non-current portion	741,882	910,568
Less: prepaid amount	(153,116)	(149,237)
	<b>\$ 768,180</b>	951,473

##### **Trade and other receivables**

	2019	2018
General receivables	\$ 471,352	496,127
Government transfers receivable	-	2,504,349
Electrical receivables	566,863	498,298
Non-current portion of electrical receivables	66,230	115,800
Utility receivables	343,044	348,748
Allowance for doubtful accounts	(25,520)	(10,109)
	<b>\$ 1,421,969</b>	3,953,213

#### **NOTE 4 - Long Term Investments**

	2019	2018
Alberta Municipal Finance Corporation shares	\$ 40	40

**TOWN OF PONOKA**

**Notes to Financial Statements  
December 31, 2019**

**NOTE 5 - Deferred Revenue**

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	<b>2019</b>	2018
Municipal Sustainability Grant	\$ <b>2,188,212</b>	3,321,137
Gas Tax Fund	<b>782,055</b>	336,041
MCTP Grant	<b>18,521</b>	-
Other deferred revenues	<b>10,809</b>	-
	<b>\$ 2,999,597</b>	3,657,178

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Funding received from the various grant programs noted above are restricted to eligible operating and capital projects as approved in the funding agreements.

**NOTE 6 - Employee Benefit Obligations**

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	<b>2019</b>	2018
Vacation	\$ <b>224,093</b>	181,101
Overtime	<b>8,289</b>	3,005
	<b>\$ 232,382</b>	184,106

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The vacation and overtime liability is comprised of the vacation and overtime that employees are deferring to future years. Employees have either earned the benefits (and are vested) or are entitled to these benefits within the next budgetary year.

**TOWN OF PONOKA**

**Notes to Financial Statements  
December 31, 2019**

**NOTE 7 – Long Term Debt**

	<b>2019</b>	2018
Tax supported debentures	\$ <b>5,884,478</b>	6,287,520
Self supported debentures	<b>453,661</b>	565,352
	\$ <b>6,338,139</b>	6,852,872

Principal & Interest for the next five years and to maturity are as follows:

	Principal	Interest	Total
2020	\$ 334,592	229,588	564,180
2021	349,735	214,415	564,150
2022	244,221	198,541	442,762
2023	192,874	190,022	382,896
2024	187,433	183,145	370,578
Thereafter	5,029,284	2,995,260	8,024,544
Total	\$ 6,338,139	4,010,971	10,349,110

Debenture debt is repayable to Alberta Capital Finance Authority and bears interest at rates ranging from 2.899% to 6.50% per annum and matures in years 2021 through 2056. The average annual interest rate is 3.79% for 2019 (3.79% for 2018).

Debenture debt is issued on the credit and security of the town at large.

Interest on long term debt amounted to \$250,099 (2018 - \$260,295).

**TOWN OF PONOKA**

**Notes to Financial Statements  
December 31, 2019**

**NOTE 8 – Obligation under Capital Lease**

	2019	2018
Capital lease for Civic Centre requiring monthly lease payments for basic rent of \$58,333 (\$700,000 per annum) with an implicit rate of 6.070% per annum.	\$ 8,780,593	8,942,257

Future minimum capital lease payments are approximately

2020	\$ 700,000
2021	700,000
2022	700,000
2023	700,000
2024	700,000
Thereafter	13,766,667
<hr/>	
Total minimum lease payments	17,266,667
Less: amount representing interest at 6.070%	(8,486,074)
<hr/>	
Present value of minimum lease payments	8,780,593
Less: current portion	(171,754)
<hr/>	
Non-current portion	\$ 8,608,839

**Lease Terms**

The capital lease obligation has an implicit rate of 6.070% and is subject to the following terms:

- a) Initial term is for 10 years with a basic rent of \$700,000 per annum
- b) Renewal Period: 3 successive five-year renewal periods at the Town's option. Should the Town not renew the lease they are required under the lease to purchase the building from the landlord. Basic rent will be adjusted on each renewal period to mutually agreed market rates.
- c) The Town has the option to purchase the building at appraised value at any time during the lease period.

**TOWN OF PONOKA**

**Notes to Financial Statements  
December 31, 2019**

**NOTE 8 – Obligation under Capital Lease (continued....)**

**Obligation related to Executory Costs**

Under the lease agreement the Town is contractually obligated to pay executory costs as additional rent in the amount of \$377,720 per annum. The executory costs include administration, maintenance, power and janitorial. They do not include property taxes as the Town leased portion of the building is exempt from property taxes. The executory costs are adjusted annually in December.

**Recoveries from Sub-Let portion of leased space**

The Town has sublet a portion of the space to Campus Alberta Central for a five-year term for a rent revenue of \$125,000 per annum. The sublessor has an option to extend for another 5 years at their discretion. A prorated share of executory costs noted above incurred by the Town are recovered from the sublessor.

**NOTE 9 - Debt Limits**

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 255/00 for the Town of Ponoka be disclosed as follows:

	<b>2019</b>	2018
Total debt limit	\$ <b>27,128,460</b>	27,153,713
Total debt	<b>15,118,732</b>	15,795,129
Amount of debt limit unused	\$ <b>12,009,728</b>	11,358,584
Debt servicing limit	\$ <b>4,521,410</b>	4,525,619
Debt servicing	<b>1,264,180</b>	1,464,832
Amount of debt servicing limit unused	\$ <b>3,257,230</b>	3,060,787

The debt limit is calculated at 1.5 times revenue of the municipality (as defined in Alberta Regulation 255/00) and the debt services limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities that could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

**TOWN OF PONOKA**

**Notes to Financial Statements  
December 31, 2019**

**NOTE 10 - Equity in Tangible Capital Assets**

	2019	2018
Tangible capital assets (Schedule 2)	\$ 122,581,299	121,023,270
Accumulated amortization (Schedule 2)	(55,326,271)	(52,810,467)
Long term debt (Note 7)	(6,338,139)	(6,852,872)
Obligation under capital lease (Note 8)	(8,780,593)	(8,942,257)
	\$ 52,136,296	52,417,674

**NOTE 11 - Accumulated Surplus**

Accumulated surplus consists of restricted and unrestricted amounts and equity in tangible capital assets as follows

	2019	2018
Unrestricted surplus	\$ 3,913,808	4,778,498
Restricted surplus		
Transportation and roads	1,203,188	1,144,493
General	2,331,005	2,730,004
Distribution system	3,236,154	2,125,897
Equity in tangible capital assets	52,136,296	52,417,674
	\$ 62,820,451	63,196,566

**NOTE 12 - Segmented Disclosure**

The Town of Ponoka provides a range of services to its ratepayers. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

Refer to the Schedule of Segmented Disclosure (Schedule 6).



**TOWN OF PONOKA**

**Notes to Financial Statements  
December 31, 2019**

**NOTE 13 - Salary and Benefits Disclosure**

Disclosure of salaries and benefits for municipal officials, the chief administrative officer and designated officers as required by Alberta Regulation 313/2000 is as follows:

		Salary <sup>(a)</sup>	Benefits & Allowances <sup>(b)+(c)</sup>	<b>2019</b>	2018
<b>Mayor</b>					
	Bonnett	\$ 40,701	1,904	<b>42,605</b>	41,853
<b>Councillors:</b>					
Councillor	Lyon	24,035	1,054	<b>25,089</b>	18,289
Councillor	Prediger	22,386	970	<b>23,356</b>	19,515
Councillor	Underhill	21,286	914	<b>22,200</b>	25,878
Councillor	Dillon	23,675	1,036	<b>24,711</b>	22,631
Councillor	Ferguson	25,943	1,151	<b>27,094</b>	22,332
Councillor	Nelson	19,100	802	<b>19,902</b>	25,570
<b>Chief Administrative</b>					
	Flootman, Albert	\$ 166,058	26,075	<b>192,133</b>	185,088

- a) Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration
- b) Employer's share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, group life insurance, accidental disability and dismemberment insurance, long-term disability plans, professional memberships and tuition.
- c) Benefits and allowances also include the Employer's share of the costs of additional taxable benefits including special leave with pay and car allowances.

## **TOWN OF PONOKA**

### **Notes to Financial Statements December 31, 2019**

#### **NOTE 14 - Local Authorities Pension Plan**

Employees of the Town of Ponoka participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plans Act. The LAPP serves about 260,000 people and 420 employers. The LAPP is financed by employer and employee contributions and investment earnings of the LAPP Fund.

Contributions for current service are recorded as expenditures in the year they become due.

The town is required to make current service contributions to the LAPP of 10.39% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 14.84% on pensionable earnings above this amount. Employees of the town are required to make current service contributions of 9.39% of pensionable salary up to the year's maximum pensionable salary and 13.84% on pensionable salary above this amount.

Total current and past service contributions by the town to the LAPP in 2019 were \$362,652 (2018 - \$382,871). Total current service contributions by the employees of the town to the Local Authorities Pension Plan in 2019 were \$341,963 (2018 - \$349,637).

At December 31, 2018, the plan disclosed an actuarial surplus of \$ 3.5 billion.

#### **NOTE 15 – Contingent Liabilities**

The Town is a member of the Alberta Municipal Insurance Exchange (MUNIX). Under the terms of the membership, the Town could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

#### **NOTE 16 – Commitments**

The Town of Ponoka and Ponoka County through a joint agreement provide funds for the operation of Ponoka Family and Community Support Services (FCSS). The amounts reported in this financial statement represent only the Town of Ponoka share of contributions to FCSS.

#### **NOTE 17 - Financial Instruments**

The town's financial instruments consist of cash and temporary investments, accounts receivable, investments, accounts payable and accrued liabilities, deposit liabilities, and long-term debt. It is management's opinion that the town is not exposed to significant interest or currency risks arising from these financial instruments.

The town is subject to credit risk with respect to taxes and grants in place of taxes receivables and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the town provides services may experience financial difficulty and be unable to full fill their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk.

Unless otherwise noted, the carrying value of the financial instrument approximates fair value.

The Town is subject to interest rate risk related to its interest-bearing temporary investments and fixed rate debentures, as the value will fluctuate because of changes in market rates.

## **TOWN OF PONOKA**

### **Notes to Financial Statements December 31, 2019**

#### **NOTE 18 – Subsequent Events**

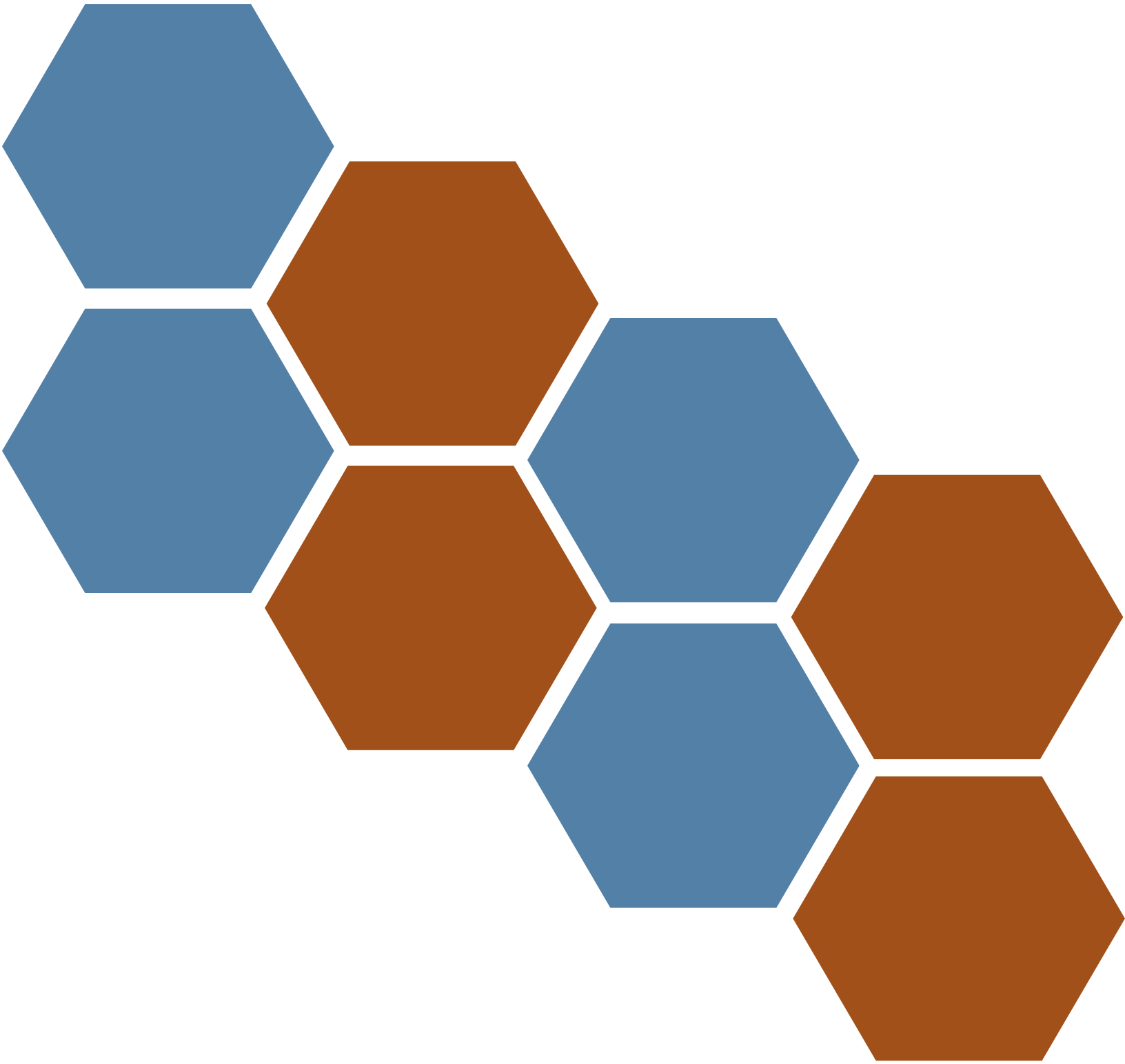
Subsequent to the end of the period the spread of the Coronavirus (COVID-19) triggered a public health emergency in the Province of Alberta and around the world. For many organizations and businesses this has led to the disruption of the operations and in some instances, temporary closure. This event could cause significant changes to the assets and/or liabilities of the municipality in the subsequent period and may have a significant financial effect on its future operations. An estimate of the financial effect to the municipality cannot be made at this time.

#### **NOTE 19 - Comparative Figures**

Some of the comparative figures have been reclassified to conform to the current year's presentation.

#### **NOTE 20 - Approval of Financial Statements**

Council and Management have approved these financial statements.



**Ponoka Civic Building**  
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