

Tuesday, August 6, 2024, at 6:00 p.m.

AGENDA

1. WELCOME AND CALL TO ORDER

- 1.1 Welcome
- 1.2 Call to Order
- 1.3 Review of Agenda

2. LAND ACKNOWLEDGEMENT

2.1 Treaty Six Land Acknowledgement - Blackfalds Town Council acknowledges that we are on Treaty Six Territory, a traditional meeting ground, gathering place, and travelling route to the Cree, Saulteaux (So-toe), Blackfoot, Métis, Dene (De-nay) and Nakota Sioux (Sue). We acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries.

3. PRESENTATIONS

None

4. BUSINESS

4.1 Request for Direction, 2025 Budget Discussion

5. CONFIDENTIAL

None

6. **ADJOURNMENT**



Page 1 of 2

SUBJECT:	2025 Budget Discussion
PRESENTED BY:	Justin de Bresser, Director of Corporate Services
PREPARED BY:	Justin de Bresser, Director of Corporate Services
MEETING DATE:	August 6, 2024

BACKGROUND

At the March 26th Regular Meeting of Council, a schedule of 2025 Budget deliberation dates was brought forward and accepted by Council. The budget process schedule that has been established will assist our Municipality in meeting our objective of completing the budget process by the 2024 year-end. The 2025 budget process will be for a 3-year period and remain similar to prior years' budget process.

DISCUSSION

Administration has identified several core elements or subject matter that are important in the budget development and is seeking input on these items as well as any others that Council may have. These core elements include, but are not limited to:

- Current Position of the 2025 Budget
- Tax Increase History
- Tax Revenue Growth
- Service Levels
- Council Remuneration
- Census
- Utility Rates
- Franchise Fees
- Other Projects or Initiatives
- Funding to Community Groups
- Current and Future Staffing

ADMINISTRATIVE RECOMMENDATION

That Standing Committee of Council consider the following motion:

1. That Standing Committee of Council provide direction to Administration relative to the core elements established for the 2025 - 2027 budget years.

ALTERNATIVES

a) That Standing Committee of Council refer the 2025 Budget Discussion item back to Administration for additional information and/or amendments.



Page 2 of 2

ATTACHMENTS

• Approved 2025 Budget Planning Timelines

APPROVALS

N.N.s.

Preston Weran, Acting Chief Administrative Officer

Department Director/Author

Town of Blackfalds 2025 Budget Preparation TimeLine

2025 Budget Preparation TimeLine			1			,			,	,			,			
				AL CONTRACT		111	4005-24	Seo.24	001,28	Mon-23	Dec.24	. Jerres	\$\ \$ \$	Mar. 25	2 22 Jak	/
Activity	Details	Budget Phase		/ ኛ	/ 🦫	<u> </u>	/ ₹`_	/ ઙ૾	/ ४	/ ર°	<u>/ </u>	<u> </u>	/ 💐	2	<u>' ~ (</u>	,
Budget Timeline	Finance to Present 2025 Budget Timeline to Council for approval	Planning	RCC	12												
Operating Budget - Staffing Plan	Staffing Plan Discussions with Directors, CAO & HR - recommend beginning in June, with plan established by July 31	Planning	Adm.		1st -	31										
Operating Budget - Utility Rates	Utility Rates Discussions with CAO & Director of Infrastructure & Planning based on Utility Rate Model Review.	Planning	Adm.		1st -	31										
Staffing Updates in Questica	Update: Staffing positions and roles in Questica	Develop	Finance		30 -	31										
Operating Budget - Preliminary Work	Finance - Enter expense changes for Insurance, Utilities, Telephone, Debenture Debt & Interest, etc. Complete for July 31	Develop	Finance			31										
Questica Training	Schedule a staff training session as required	Training	Workshop			31										
Budget Assumptions To Council	Special Meeting for Council to give general budget direction. Council to set priorities, focus areas and give general budget direction. Meeting 5- 8 (dinner @ 5 meeting 5:30)	Planning	Council Special Meeting				6									
Public Engagement - Survey	Prepare the survey questions	Endorse	RCC				13									
Public Engagement - Survey	Survey to take place Aug 26 - Sept 16	Conduct	Adm.				26	16								
Capital Budget Planning	Finance to review the 5 Year Capital Plan with Directors and Managers. Various meetings throughout the months, adjust priorities, timelines and project scope of the 5 year capital Plan.	Develop	Adm.		1st	-	31st									
Operating Budget - Preparation	Rollout Budget Manager access; Enter budgets into Questica for 2025 2027. To be completed August 31	Develop	All Departments				1-31									
Public Engagement - Community Information Expo	Council will be represented at the Community Information Expo. Set up at 5 pm, event is 6 pm - 8 pm.	Conduct	Council, Finance Budget Team					11								
Presentations to Council from Town Supported Services, funded and in-kind	Servus Credit Union Library, Blackfalds & Area Historical Society, Beyond Food Community Hub, Blackfalds Chemo Club, STARS, Blackfalds Chamber of Commerce, ANAM - Rural Youth Association. Each to provide approximately 20 min. presentation at September Council Meetings and Standing Committee	Endorse	Council					10,16,24								
Operating Budget - Review	CAO Budget review with Directors and Managers.	Develop	Adm.					1st - 20th								
Capital Budget - CAO Review	CAO review and endorse the Five year Capital Plan	Endorse	CAO					30								
Operating Budget - Balance	Finance to balance operations budget, make revisions requested by Directors, Final Review - CAO Endorsement	Endorse	CAO						4							
Public Engagement Report to Council	Report back to council the results of the on-line Survey	Communicate	Council						8							

Town of Blackfalds

2025 Budget Preparation TimeLine

2025 Budget Preparation TimeLine		1			- /	- /	- /	 	- /	- /		· · ·	<u> </u>	/
Activity	Details	Budget Phase		Wer.20		,	446e.23	 OCT. 44	Moniza	Dec.24	e'uer	\$\\$ \$	Mar. 25	52
2025 DRAFT - Operating Budget	Make available Copies of the Draft Operating Budget for CAO, Directors and Council for Budget Workshop	Communicate	Adm.					11						
Budget Workshop with Council	Detailed Review Operating Draft Budget with Council & Capital Plan discussions - Begins Friday Evening (dinner) and Saturday (continental Breakfast & lunch)	Endorse	Workshop						1-2					
Special Meeting to review DRAFT changes - if necessary	Pending the discussions at the Budget Worksop, this is an optional meeting to review operating and/or capital budget and five year capital plan.	Endorse	RCM						11,13 or 14					
Approval of The Town of Blackfalds Capital Budget and the Five year Capital Plan	Council approval of the Five year Capital Plan and 2025 Capital Budget	Approval	RCM						26					
Approval of the Town of Blackfalds three year Operating Budget	Council to Approve 2025 - 2027 Operating Budget	Approval	RCM						26					
2025 Final Budget	Post - Final Operating Budget on the Website, and Distribute to staff as required	Communicate	Adm.							23				
2025 Final Capital Budget	Post Final Capital Budget on Website on or before Dec 31	Communicate	Adm.							23				
Budget Award - GFOA	Apply and submit budget for the award if meet all criteria	Develop	Adm.								1			
2025- Spring Adjustments Operating Budget	Last day to consider Spring Adjustments for 2025 Final Operating Budget Changes	Develop	Adm.										8	;
2025 - Spring Adjustments Operating Budget	Council approval for Spring Adjustments (if required)	Approval	RCM										22	2
2025 Spring Adjustments - Operating Budget	Post - 2025 Spring Adjustments (if Required) on Website, and make available to staff as required	Communicate	Adm.										30	D