

1. **WELCOME AND CALL TO ORDER**

- 1.1 Welcome
 - 1.2 Call to Order
 - 1.3 Review of Agenda
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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.
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3. **PRESENTATIONS**

None

4. **BUSINESS**

- 4.1 Request for Direction, 2025 Budget Discussion
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5. **CONFIDENTIAL**

None

6. **ADJOURNMENT**

Future Meetings/Events:

- Regular Council Meeting – August 13, 2024
- Standing Committee of Council – August 19, 2024

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

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.

ATTACHMENTS

- *Approved 2025 Budget Planning Timelines*

APPROVALS



Preston Weran, Acting
Chief Administrative Officer



Department Director/Author

Town of Blackfalds
2025 Budget Preparation Timeline

Activity	Details	Budget Phase		Mar-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25		
				12	1st - 31	1st - 31	30 - 31	31	31	6	13	26	16	1st - 31st	1-31	11	10,16,24
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, Develop 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								

