

Minutes of the Town of Olds Committee of the Whole (CotW) meeting that was held on Monday, December 2, 2024, at 1:00 p.m. in the Council Chambers, at the Town of Olds Municipal Office, 4512 – 46 Street, Olds, Alberta with the public body present.

ELECTED OFFICIALS:

In the Chair, Deputy Mayor James Cummings
Mayor Judy Dahl, Councillor Wanda Blatz, Councillor Dan Daley, Councillor Heather Ryan, Councillor Harvey Walsh and Councillor Darren Wilson

ABSENT– ELECTED OFFICIALS:

ADMINISTRATIVE STAFF:

Brent Williams, Chief Administrative Officer; Sheena Linderman, Director of Corporate Services, Adrian Pedro, Director of Instructure; Justin Andrew, Director of Protective Services; Guy Lapointe, Director of Community Services and Marcie McKinnon, Legislative Clerk.

1. Call to Order

Deputy Mayor Cummings called the meeting to order at 1:00 p.m.

1A) Added Items

Nil

1B) Adoption of the Agenda

Deputy Mayor Cummings confirmed the Committee's unanimous consensus to adopt the Committee of the Whole Meeting agenda for the Monday, December 2, 2024, at 1:00 p.m. meeting, as presented
Motion Carried CW24-65

2. Adoption of Previous Minutes

2A) Committee of the Whole Meeting Minutes

Deputy Mayor Cummings confirmed the Committee's consensus to adopt the

- **Committee of the Whole Meeting Minutes of October 7, 2024**

The minutes were adopted as presented by unanimous consensus of the Committee.

Motion Carried CW24-66

3. Presentations and Delegations

3A) RCMP Quarterly Report

S/Sgt. Wright was in attendance and presented highlights of the quarterly report as contained in the agenda package. Director Andrew and S/Sgt. Wright fielded the committee's questions.

Moved by Councillor Wilson, "that the Committee direct the CAO to bring the SCAN Team to Council for a presentation."

Motion Carried CW24-67

Moved by Councillor Ryan, "that the Committee accepts the Royal Canadian Mounted Police quarterly report as presented."

Motion Carried CW24-68

3B) Highway 27 Signalization Study

Mr. James Crozier, Town of Olds Manager of Planning & Infrastructure, presented the highlights of the recently completed signalization study to the Committee and fielded questions.

Moved by Councillor Blatz, "that the Committee accepts the Highway 27 Operational Review as presented."

Motion Carried CW24-69

3C) Protective Services Quarterly Report

Director Andrew presented the Protective Service quarterly report and responded to the Committee's questions.

Moved by Councillor Wilson, "that the Committee accepts the Protective Services third quarter report as presented."

Motion Carried CW24-70

Director Lapointe joined the meeting at 2:18 p.m.

4. New Business

4A) Rates Bylaw 2024-14 & Rates Policy 233C

Director Linderman presented the revised rates bylaw 2024-14 and the new rates policy 233C.

Moved by Councillor Wilson, "that the committee accept the bylaw and policy as presented; and request they be brought to a regular council meeting for consideration."

Motion Carried CW24-71

Deputy Mayor Cummings recessed the meeting at 2:19 p.m.

Deputy Mayor Cummings reconvened the meeting at 2:30 p.m.

4B) Election Bylaw 2024-46

CAO Williams introduced the election bylaw to the Committee.

Moved by Mayor Dahl, "that the Committee accept the Municipal Election Bylaw 2024-46 as presented; and request the Chief Administrative Officer bring to the next regular council meeting for consideration."

Motion Carried CW24-72

4C) Community Services Policies (119C Naming Rights)

Moved by Councillor Blatz, "that the committee accepts as presented with minimal material changes recommended and requests policy 119C Naming Rights be brought to a future council meeting for final approval."

Motion Carried CW24-73

4D) 2025 Operating and Capital Budget

CAO Williams spoke about the Town Office Move / Renovation (PowerPoint will be held within minutes.)

Director Lindman presented the revised budget. (PowerPoint will be held within minutes.)

Director Andrew left the meeting at 4:06 p.m.

Moved by Councillor Blatz, "that the Committee accept the 2025 Operating and Capital budgets as recommended and request that it be brought the December 9, 2025, regular council meeting for consideration."

Motion Carried CW24-74

5. Closed Session

Item #1 FOIP Section 16 – Disclosure harmful to business interests of a third party
(Economic Development)

Councillor Ryan sought the Committee's consensus to table *Item 5 – Closed Session Item #1*, and move to the December 9, 2025, regular council meeting for discussion. The Committee gave unanimous consent.

6. Adjournment

Deputy Mayor Cummings adjourned the meeting at 4:25 p.m.



Darren Wilson,
Deputy Mayor

Brent Williams,
Chief Administrative Officer

These minutes were approved on the 3rd day of February 2025.



2025 Operating and Capital Budget

December 2, 2024

Budget Timeline

- ~~November 25th: Introduction of Proposed Capital Budget~~
- ~~November 28th: Introduction of Proposed Operating Budget~~
- **December 2nd: Outstanding Items and Proposed Final Budget**
- **December 9th: Final Budget Consideration**

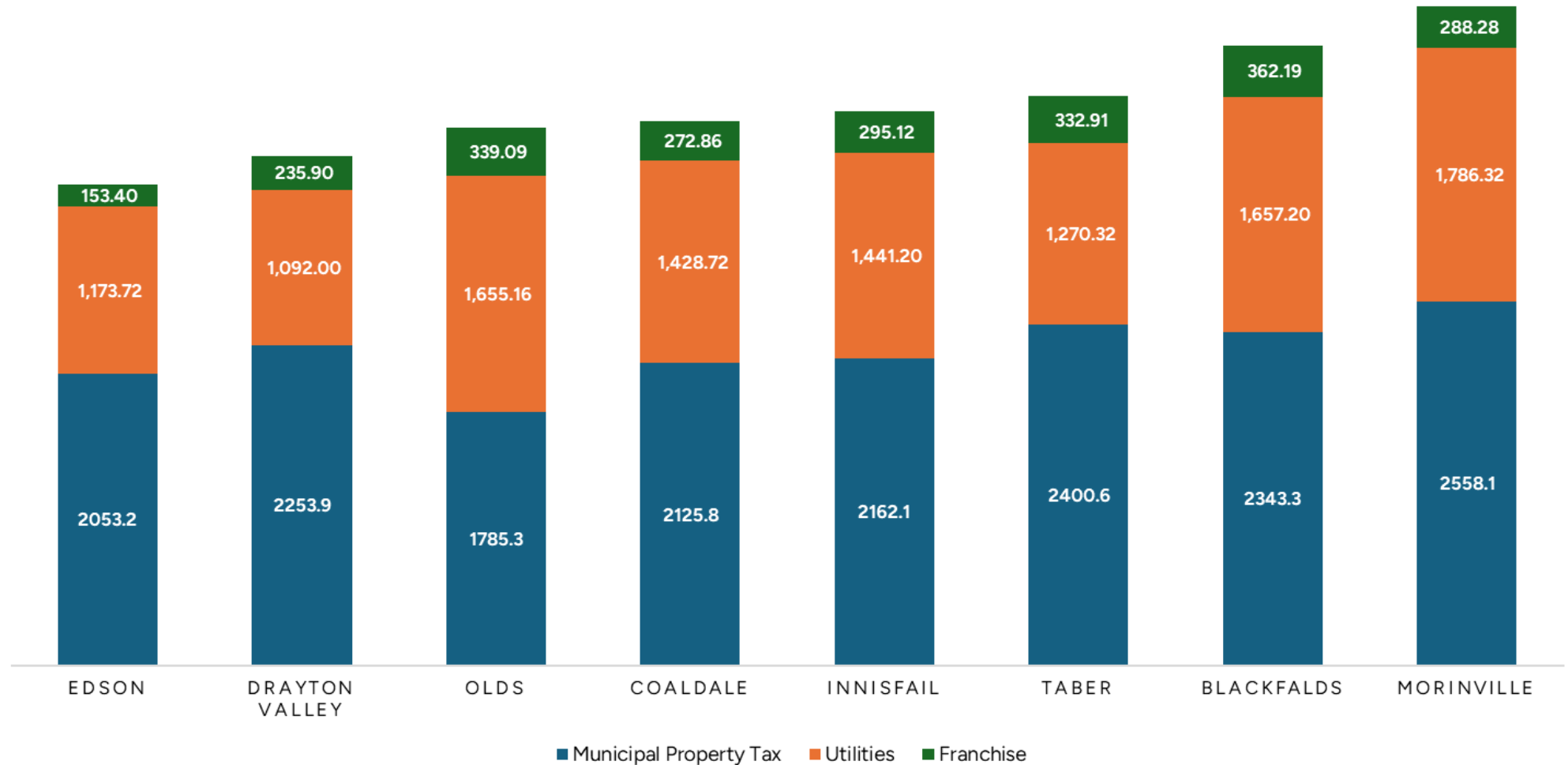
Budget Strategy Themes

- Infrastructure Renewal
- Service Level Optimization
- Economic Growth

Franchise Fees – Budget Funding

	2023 Actual	2024 Budget	2024 Actual Projection	2024 Variance	2025 Budget
Fortis					
Street Lights	\$492,711	\$489,000	\$556,526	\$67,526	\$550,000
General Revenue	\$1,070,484	\$1,352,261	\$890,453	-\$461,808	\$1,316,671
Total Fortis	\$1,563,195	\$1,841,261	\$1,446,979	-\$394,282	\$1,866,671
ATCO					
Special Events	\$154,344	\$54,787	\$47,695	-\$7,092	\$69,452
Museum	\$73,987	\$80,451	\$80,529	\$78	\$73,614
Evergreen Centre	\$3,414	\$8,054	\$8,934	\$880	\$9,400
Library	\$520,111	\$542,380	\$545,471	\$3,091	\$558,841
Heritage	\$7,138	\$0	\$0	\$0	\$0
General Revenue	\$92,551	\$178,347	\$165,055	-\$13,292	\$198,938
Reserves	\$0	\$0			\$0
Total ATCO	\$851,545	\$864,019	\$847,684	-\$16,335	\$910,245

Comparables: Costs of Residency



Operating Budget Scenarios

Scenario 1

7.7% Revenue Increase

	2024	2025	Change	
Tax Revenue	11,097,336	11,951,227	(853,891)	7.7%
Total Projects proposed			853,891	
Operating Budget Surplus			-	
Funding Shortfall			-	
Projects Removed:				
No projects removed - this option would fully fund everything			-	
			-	
Total Operating Budget Deficit (surplus)			-	

Scenario 2

5.0% Revenue Increase

	2024	2025	Change
Tax Revenue	11,097,336	11,652,203	(554,867) 5.0%
Total Projects proposed			853,891
Operating Budget Surplus			-
Funding Shortfall			299,024
Projects Removed:			
Decreased election by			7,000
Decreased IT by			15,000
Decreased Sidewalk R&M			20,000
Decreased Trails R&M			20,000
Removed New Positions			210,000
Removed AVL			16,000
			288,000
Total Operating Budget Deficit (surplus)			11,024

Scenario 2

Proposed revised project list

Project Name	Dept Code	Department Lead	2025 Budget
Cost of Living Adjustment (COLA) 2%	0000	Brent Williams	139,771
Council Initiatives	1104	Brent Williams	31,000
AP Automation/Purchase Orders	1200	Sheena Linderman	21,120
Marketing Plan	1201	Brent Williams	15,000
IT Equipment Increase	1202	Sheena Linderman	57,500
Body Cameras	2600	Justin Andrew	13,500
Contracted Street Sweeping	3200	Adrian Pedro	45,000
Sidewalk R&M Increase	3200	Adrian Pedro	10,000
Land Use Bylaw/Permitting Software	6100	Adrian Pedro	213,000
Trails/Pathways R&M	7206	Adrian Pedro	20,000
Total 2025 Projects - Tax Supported			565,891

Project Name	Dept Code	Department Lead	2025 Budget
Catch Basin Repairs and Replacement	3700	Adrian Pedro	45,000
Total 2025 Projects - Utilities Supported			45,000

Strategic Impact

- **Infrastructure Renewal**

- Decreases in Sidewalk & Trails R&M

- **Service Level Optimization**

- New Positions
- AVL

New Positions

- **Human Resources Admin**

- Day-to-Day vs. Department Development.
- Return to 2023 Staffing Levels.

- **Community Peace Officer**

- Reactive vs. Proactive
- Growing Demand
- Opportunity to Contract Service to other communities

Capital Budget

Capital Budget

Proposed items for removal

Project Name	Dept Code	Department Lead	2025 Budget
Fire Training Facility Maintenance/Upgrade	2301	Justin Andrew	30,000
Thermal Imaging Camera (lif ecycle replacement)	2301	Justin Andrew	11,000
Single axle - slide in sander and dump box	3100	Adrian Pedro	72,000
Trench packer	3100	Adrian Pedro	55,000
Tooth bucket for loader	3200	Adrian Pedro	15,500
Outdoor Rink Water Service Shack	7206	Ken Krueger	30,000
Trails	7206	Adrian Pedro	100,000
Library - HVAC controller upgrades	7403	Pet er Herzog	20,000
			<u>333,500</u>

Strategic Impact

- **Infrastructure Renewal**

- Trench Packer
- Library HVAC Controller

- **Service Level Optimization**

- Sanding Box Conversion
- Outdoor Rink Water

Notes

Assessment vs. Taxation

- Condition Date = Dec 31
- Final not be confirmed until February 28th.
- Res. Vs. Non-Res Impacts yet to be determined.

Reserve Utilization

- Proposed use reduced by \$342,500 from original.
- Council may alter this further if deemed necessary.



2025 Budget Town Office Move / Renovation

December 2nd, 2024

To Cover

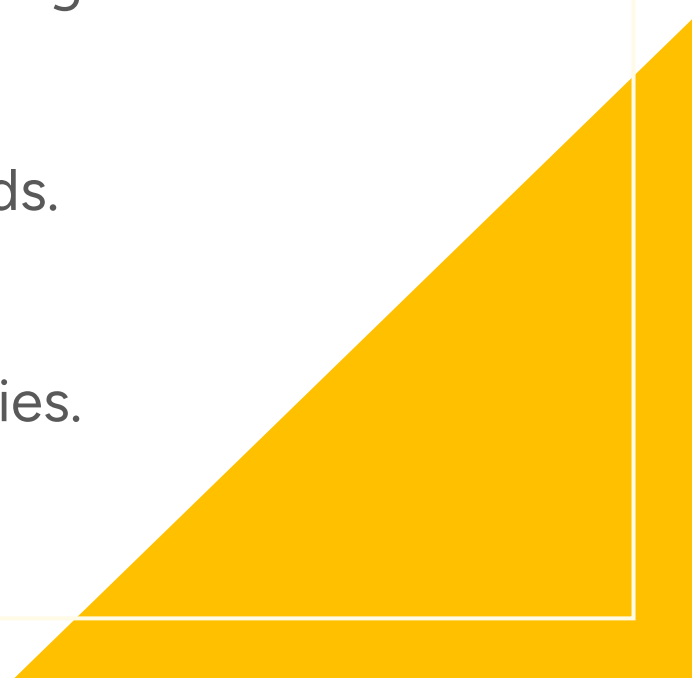
- Background
- Rationale
- Timeline
- Budget
- Future Considerations

Background

- In 2023, a private business approached the Town about selling the building. This did not materialize.
- After further discussion, Council directed CAO to explore a potential sale further.
- In early 2024, Westview COOP met with the Town to inquire about available commercial property in Town, as its lease was expiring.
- The Town Office was mentioned to them as a potential location.
- The deal progressed.

Rationale

Why Sell?

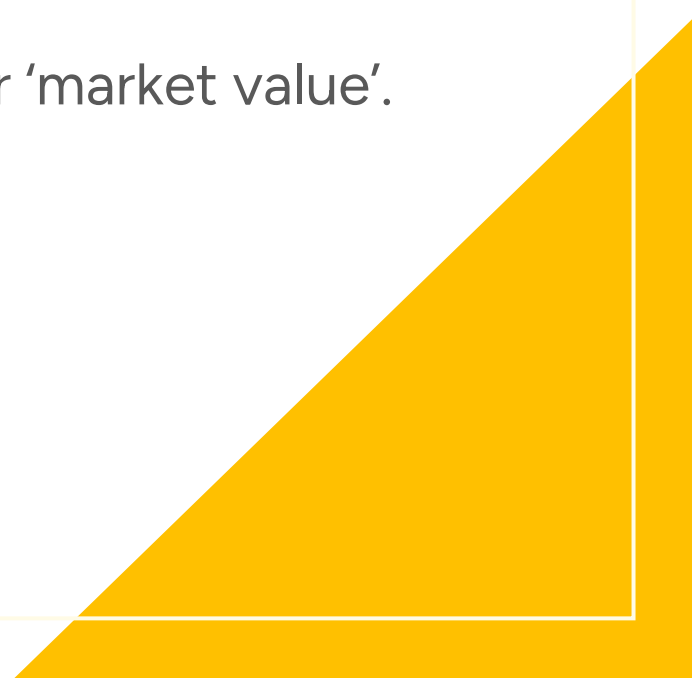
1. Both the Operations Centre and Town Office are underutilized.
 2. Short-term operational savings + longer-term capital savings.
 3. Efficiencies from having most staff in one location.
 4. Allowing Westview COOP to keep its headquarters in Olds.
 5. Allows the Town to better plan its long-term future.
 6. A larger strategy to assess value of Town owned properties.
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Town Properties: Value Assessment

- Nu2U
 - Value to the Town (organization)
- Old Fire Hall
 - Value to the Organization.
- Small Quonset
 - Opportunities to Improve Efficiency / Encourage Economic Activity
- Large Quonset
- Others

Rationale

Why Not Advertise First?

1. Commercial transactions often require a degree of discretion.
 2. There is no requirement for the Town to advertise if we sell for 'market value'.
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Timeline

- **November 2024:** Sale Agreement Signed.
 - **December 2024:** Contractor Selected.
 - **January 2025:** Renovations Begin
 - **June 2025:** Move begins
 - **July 7th, 2025:** Move Complete
- 

Budget

Sale Price = \$2 million

Budget = \$2 million

Key Activities

- Design
- Construction
- Furniture
- IT
- Records Digitization

Future Considerations

Bay 3 Concept

Costs included architecture and engineering design for this area.

➤ **Internal Mechanic Function**

- Plan to be presented to Council by Spring.

➤ **Allows for Future Growth**

- Moves the 10-year timeline to 20 – 30 years.

