



COUNCIL MEETING AGENDA

March 18, 2025

1:00 pm

COUNCIL CHAMBERS

400 Main Street SE

Pages

1. CLOSED SESSION - 11:00 AM

2. CALL TO ORDER

3. PUBLIC HEARINGS

There are no items

4. PUBLIC INPUT SESSIONS

There are no items

5. PUBLIC AGENDA - 1:00 PM

6. CONFIRMATION OF MINUTES

- 6.1 Minutes of the Regular meeting of March 4, 2025

1

7. CONSENT AGENDA

There are no items

8. BYLAWS (not requiring public hearing)

- 8.1 Bylaw B-09/2025 - General Appeal Board Bylaw Amendment (Jennifer Bayly-Atkin, Senior Legislative Officer)

8

Council is being asked to give three readings to Bylaw No. B-09/2025, being a bylaw to amend General Appeal Board Bylaw No. B-47/2022, to allow appeals under Waterworks Bylaw No. B-04/2025.

9. AGENDA REPORTS

- 9.1 New Flag Policy (Jennifer Bayly-Atkin, Senior Legislative Officer)

20

Council is being asked to endorse a new Flag Policy to guide staff on how to handle flags located at City Hall and at other City sites.

- 9.2 2024 Fourth Quarter Financial Update (Stephanie Mitchell, Team Leader Budget and Financial Planning)

42

Council is being provided with the 2024 Preliminary Fourth Quarter Financial Update for information and is being asked to endorse the yearend operating surplus split.

- 9.3 2025 Council Calendar Amendment (Charlotte Satink, Manager of Legislative Services and IGM)

59

Council is being asked to approve an amended 2025 Council Calendar to comply with new Council policy.

- 9.4 Temporary Flag Raising Request (Charlotte Satink, Manager of Legislative Services and IGM)

62

Council is being asked to approve raising the transgender flag on March 31, 2025 on the temporary flag pole in Nose Creek Park to observe Transgender Day of Visibility.

- 9.5 Letter of Support - Circle Connections for Reconciliation Society (Charlotte Satink, Manager of Legislative Services and IGM)

63

Council is being asked to ratify a letter of support for the Circle Connections for Reconciliation Society's application for \$10,000 of funding for their planned National Indigenous Peoples Day Celebration taking place June 21, 2025, at Nose Creek Park.

Council is being asked to provide a letter of support for the Airdrie Public Library's application to the Minister's Award of Excellence to recognize their innovative and compassionate response to our city's Extreme Cold Weather Response initiative by providing a safe warming space.

10. BUSINESS ARISING FROM COUNCIL COMMITTEES

10.1 Community Safety and Social Services

10.1.1 Chair Update (Verbal)

10.1.2 Items referred from Standing Committee

10.2 Community and Corporate Services

10.2.1 Chair Update (Verbal)

10.2.2 Items referred from Standing Committee

10.3 Community Infrastructure and Strategic Growth

10.3.1 Chair Update (Verbal)

10.3.2 Items referred from Standing Committee

11. NOTICES OF MOTION

12. COUNCIL MEMBERS REPORTS

13. UPDATE ON COUNCIL RESOLUTIONS

13.1 Council Follow-up to March 18, 2025

14. CLOSED SESSION - Continued

15. MOTIONS ARISING FROM CLOSED SESSION

16. ADJOURNMENT

COUNCIL MEETING

MINUTES

March 4, 2025
COUNCIL CHAMBERS
400 Main Street SE

Mayor P. Brown
Deputy Mayor C. Kolson
Councillor D. Belyk
Councillor R. Chapman
Councillor A. Jones
Councillor T. Petrow
Councillor H. Spearman (arrived at 11:50 a.m.)

STAFF

H. Galanti, City Manager
L. Stevens, Director Community Infrastructure
B. Anderson, Manager, Recreation Services
C. Aragon, Manager, Culture, Heritage and Events
M. Bigney, Manager, Finance
M. Labait, Manager Treasury
E. Lund, Manager Utility Operations
C. Satink, Manager Legislative Services and IGM/City Clerk
S. Weihmann, Manager Corporate Strategy, Efficiency and Performance
K. Wilkin, Manager, Roads and Parks Operations
T. Belsham, Team Leader Legislative Services/Assistant City Clerk
G. Gibeau, Team Leader, Current Planning
S. Mitchell, Team Leader Budget and Financial Planning
S. Ward, Team Leader, Cultural and Event Services
K. Harris, Culture Specialist
M. McAllister, Public Art Specialist
K. Morrison, Senior Legislative Officer
T. Tester, Senior Planner
K. Spence, Council Technician
K. Rushford, Recording Technician

1. CALL TO ORDER

Mayor Brown called the meeting to order at 10:00 a.m.

2. CLOSED SESSION – 10:00 AM

2025-C-064

Moved By Councillor Jones

That Council enters the Closed Meeting at 10:00 a.m. to discuss the following items:

1. Partnership Opportunity - Sections 24 and 25 (Advice from officials and Disclosure harmful to economic and other interests of a public body) Freedom of Information and Protection of Privacy Act

With the following:

PRESENT

Mayor P. Brown
Deputy Mayor C. Kolson
Councillor D. Belyk
Councillor R. Chapman
Councillor A. Jones
Councillor T. Petrow
Councillor H. Spearman (arrived at 11:50 a.m.)

The following staff members were present to provide advice to officials:

STAFF

H. Galanti, City Manager,
S. Schindeler, Director, Corporate Services & CFO,
S. Utz, Director Strategic Growth and Investment,
C. Satink, Manager Legislative Services and IGM/City Clerk,
T. Belsham, Team Leader Legislative Services/Assistant City Clerk,
S. Quinn, Tourism Development Officer,
K. Spence, Council Technician, and
K. Rushford, who recorded the meeting.

Carried

2025-C-065

Moved by Councillor Chapman

That Council leaves the Closed Session at 1:03 p.m.

Carried

3. PUBLIC HEARINGS - 1:00 PM

1. Bylaw B-40/2024 – Land Use Bylaw Amendment R2-T to R2-A (Tracey Tester, Senior Planner)

A Public Hearing is being held on Bylaw B-40/2024, being a bylaw to amend Land Use Bylaw B-01/2016 by redistricting eight residential lots within land legally described as Lot 1, Block 1, Plan 0410640 from existing R2-T, Townhouse Residential District to R2-A, Front Attached Garage Townhouse District.

Mayor Brown declared the Public Hearing for Bylaw B-40/2024 open at 1:09 p.m.

T. Tester, Senior Planner, presented Bylaw B-40/2024.

Concern was raised about fencing standards. T. Tester confirmed that Administration will take that concern into consideration. G. Gibeau, Team Leader Current Planning, advised that the retaining wall will have to be built to Building Code requirements, Administration

will consult the Community Standards Bylaw to ensure that the fence is maintained to a relatively good standard.

Mr. Rod Potrie, Planning Protocol, confirmed that the fence will be a quality fence. This application will provide congruent development and will complete the streetscape.

Mayor Brown asked three times if there was anyone present who wished to speak in favour of Bylaw B-40/2024. There were no responses.

The Clerk confirmed that no written e-mail submissions had been received in favour of Bylaw B-40/2024.

Mayor Brown asked three times if there was anyone present who wished to speak in opposition to Bylaw B-40/2024. There were no responses.

The Clerk confirmed that no written e-mail submissions had been received in opposition to Bylaw B-40/2024.

Mayor Brown closed the Public Hearing for Bylaw B-40/2024 at 1:20 p.m.

T. Tester gave final remarks and Staff's recommendation.

2025-C-066

Moved By Councillor Petrow

That Council gives First Reading to Bylaw B-40/2024, being a bylaw to amend Land Use Bylaw B-01/2016, by redesignating eight residential lots within land legally described as Lot 1, Block 1, Plan 0410640 from R2-T, Townhouse Residential District to R2-A, Front Attached Garage Townhouse District, as illustrated in the attached Schedule "A".

Carried

2025-C-067

Moved By Councillor Chapman

That Council gives Second Reading to Bylaw B-40/2024.

Carried

2025-C-068

Moved By Councillor Spearman

That Council grants permission for Third Reading of Bylaw B-40/2024.

Carried Unanimously

2025-C-069

Moved By Councillor Jones

That Council gives Third Reading to Bylaw B-40/2024.

Carried

4. PUBLIC INPUT SESSIONS

There are no items.

5. PUBLIC AGENDA - Immediately following Public Hearing

6. CONFIRMATION OF MINUTES

1. Minutes of the Regular meeting of February 18, 2025

2025-C-070

Moved By Councillor Belyk

That Council adopts the Minutes of the Regular meeting of February 18, 2025, as presented.

Carried

7. CONSENT AGENDA

1. Council Focus Areas 2024 Yearend Update (Shelly Weihmann, Manager of Corporate Strategy, Efficiency and Performance)

2025-C-071

Moved By Councillor Chapman

That Council accepts the report titled "Council Focus Areas 2024 Yearend Update", for information.

Carried

8. BYLAWS (not requiring public hearing)

There are no items.

9. AGENDA REPORTS

1. Public Art Policy 2025 Update (Michael McAllister, Public Art Specialist)

2025-C-072

Moved By Councillor Spearman

That Council endorses the new Public Art Policy MED-08-C as presented and repeals Public Art Policy P-01/2008.

Carried

2. User Fees and Charges Policy Update (Stephanie Mitchell, Team Leader Budget and Financial Planning)

2025-C-073

Moved By Councillor Petrow

That Council:

1. accepts the responses provided regarding requests from the September 17, 2024 Council Strategy Session, for information; and
2. endorses the amendments to the User Fees and Charges Policy P-COM-65-C, as presented.

Carried

RECESS

Mayor Brown called a recess at 2:14 p.m. The meeting reconvened at 2:26 p.m.

3. Community Requests Policy Amendment Report (Kallen Morrison, Senior Legislative Officer)

2025-C-074

Moved By Deputy Mayor Kolson

That Council endorses the Community Requests Policy P-COM-70-C, as amended.

Defeated by vote of 3 in favour, 4 opposed

Opposed: Councillor Belyk

Councillor Chapman

Councillor Jones

Councillor Petrow

4. Rescind Resolution for Enhancement to Veterans Memorial Project (Kim Harris, Culture Specialist)

2025-C-075

Moved By Councillor Spearman

That Council rescinds Resolution Number 2025-C-053 and makes the following motion:

That Council accepts the addition of colour to the Veterans Memorial Design and the new location of the Two Silhouettes as follows:

1. One silhouette placed at Veterans Boulevard and 8th Street to be seen travelling westbound; and
2. One silhouette placed on Veterans Boulevard and Main Street to be seen travelling eastbound.

Carried

10. BUSINESS ARISING FROM COUNCIL COMMITTEES

There are no items.

11. CLOSED SESSION – 3:00 PM

2025-C-076

Moved By Councillor Spearman

That Council enters the Closed Meeting at 3:03 p.m. to discuss the following items:

2. Land Purchase - Section 25 (Disclosure harmful to economic and other interests of a public body) Freedom of Information and Protection of Privacy Act

With the following:

PRESENT

Mayor P. Brown
Deputy Mayor C. Kolson
Councillor D. Belyk
Councillor R. Chapman
Councillor A. Jones
Councillor T. Petrow
Councillor H. Spearman

The following staff members were present to provide advice to officials:

STAFF

H. Galanti, City Manager,
M. Lock, Director of Community Services,
S. Schindeler, Director, Corporate Services & CFO,
L. Stevens, Director Community Infrastructure,
S. Utz, Director Strategic Growth and Investment,
K. Weinberger, Director of Community Safety & Social Services,
C. Satink, Manager Legislative Services and IGM/City Clerk,
T. Belsham, Team Leader Legislative Services/Assistant City Clerk,
K. Spence, Council Technician, and
K. Rushford, who recorded the meeting.

Carried

2025-C-077

Moved by Councillor Belyk

That Council leaves the Closed Session at 4:37 p.m.

Carried

12. MOTIONS ARISING FROM CLOSED SESSION

2025-C-078

Moved By Deputy Mayor Kolson

That Council directs Administration to proceed as discussed during Closed Session item 2.1.

Carried

2025-C-079

Moved By Councillor Chapman

That consideration of Closed Session item 2.2 be tabled to May 6, 2025.

Carried

13. NOTICES OF MOTION

There are no items.

14. COUNCIL MEMBERS REPORTS

There are no resolutions arising from board member reports.

15. UPDATE ON COUNCIL RESOLUTIONS

H. Galanti advised that there are three items on the Council follow-up list - Volunteer Airdrie Society Drive Happiness program for seniors, zero lot line housing, and the industrial monitoring program. These items will be presented in June. H. Galanti will circulate further information on the industrial monitoring program to Council, then there will be a strategy session for Council and a public report coming forward.

16. ADJOURNMENT

Mayor Brown adjourned the meeting at 4:53 p.m.

Mayor

City Clerk



COUNCIL – AGENDA REPORT

Meeting Date: 18 March 2025
Subject: Bylaw B-09/2025, amending General Appeal Board Bylaw
Directorate: City Manager

Issue:

Council is being asked to give three readings to Bylaw No. B-09/2025, being a bylaw to amend General Appeal Board Bylaw No. B-47/2022 to allow appeals under Waterworks Bylaw No. B-04/2025.

Policy / Council Direction:

This amendment of the General Appeal Board Bylaw B-47/2022 will clearly state that appeals are allowed to that Board under the new Waterworks Bylaw No. B-04/2025.

Background:

Council passed the new Waterworks Bylaw No. B-04/2025 at its meeting on February 18, 2025. Under section 192 of that bylaw, the City Manager may issue an order to remedy. Section 198 states that a person may appeal an order to remedy to the City's General Appeal Board (the "GAB"). Under the repealed Waterworks Bylaw No. B-04/2019, appeals from orders to remedy were made to Council.

Section 9 of the City's General Appeal Board Bylaw No. B-47/2022 lists the City's bylaws that allow appeals to the GAB and does not currently include the new Waterworks Bylaw. While section 9 does allow the GAB to hear appeals under "any other bylaw that authorizes the Board" to hear such appeals, specifically adding the Waterworks Bylaw to this list will provide greater clarity to the public.

The amending bylaw adds subsection 9(j) to section 9 of the General Appeal Board Bylaw. It also adds the last phrase of section 9 to that list, as subsection 9(k).

Council Committee Routed Through:

N/A

Administration Recommendation:

That Council gives three readings to Bylaw No. B-09/2025.

Alternatives/Implications:

If Council does three readings to Bylaw No. B-09/2025 the General Appeal Board will still be able to hear appeals, under its authority in section 9 of its enabling bylaw, from orders to remedy issued under Waterworks Bylaw No. B-04/2025, as explained above.

Budget Implications:

N/A

Communications and Engagement:

The newly consolidated General Appeal Board Bylaw No. B-47/2022 will be posted to the City's website and the General Appeal Board Notice of Appeal will be updated accordingly.

Recommendation:

That Council gives three readings to Bylaw No. B-09/2025, being a bylaw to amend General Appeal Board Bylaw No. B-47/2022 to allow appeals under Waterworks Bylaw No. B-04/2025.

J. Bayly-Atkin, Senior Legislative Officer

Staff Presenter:	Jennifer Bayly-Atkin
External Presenter:	N/A
Department:	City Manager
Reviewed by:	Charlotte Satink
Attachments:	#1: DRAFT Bylaw No. B-09/2025 #2: Redline of General Appeal Board Bylaw No. B-47/2022

**BYLAW B-09/2025
CITY OF AIRDRIE
PROVINCE OF ALBERTA**

Being a bylaw to amend the City of Airdrie's *General Appeal Board Bylaw B-47/2022*

WHEREAS section 191 of the *Municipal Government Act*, RSA 2000, c M-26, allows Council to amend bylaws; and

WHEREAS Council deems it desirable to amend the City's *General Appeal Board Bylaw B-47/2022*;

NOW THEREFORE the Council of the City of Airdrie in Council enacts as follows:

Amendment

1 The *General Appeal Board Bylaw B-47/2022* is amended by this section:

(1) Section 9 is amended by:

(a) removing the word "and" from the end of subsection 9(h);

(b) changing the punctuation at the end of subsection 9(i), to a semi-colon;

(c) removing the last phrase of section 9, that currently comes after subsection 9(i); and

(d) adding the following two subsections after subsection 9(i):

(j) *Waterworks Bylaw B-04/2025*; and

(k) any other bylaw that authorizes the Board to hear and decide on matters required or permitted to be heard pursuant to that bylaw.

Interpretation

2 Unless otherwise specified, the words used in this bylaw have the same meaning as defined in the *Municipal Government Act* and its regulations.

3 If any provision of this bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this bylaw remain valid and enforceable.

4 Nothing in this bylaw relieves a person from complying with any provision of any

federal or provincial law or regulation, other bylaw, or any requirement of any lawful permit, order, or licence.

- 5 Where this bylaw refers to another act, bylaw, regulation, or agency, it includes reference to any act, bylaw, regulation, or agency that may be substituted for it.

Effective date

- 6 This Bylaw B-09/2025 is passed and comes into full force and effect when it receives third reading and is signed in accordance with the *Municipal Government Act*.

Read a first time this 18th day of March 2025.

Read a second time this 18th day of March 2025.

Read a third time this 18th day of March 2025.

This bylaw was executed as of the latest date evidenced by digital signature below.

Mayor

City Clerk

**BYLAW NO. B-47/2022
OF THE CITY OF AIRDRIE
IN THE PROVINCE OF ALBERTA**

Being a bylaw of the City of Airdrie, to establish the General Appeal Board

WHEREAS pursuant to section 203 (1) and 2 (e) of the *Municipal Government Act*, RSA, 2000 c. M-26 and amendments thereto, Council may delegate a duty to decide appeals if the delegation is to a council committee and authorized by bylaw;

AND WHEREAS pursuant to section 8 of the *Municipal Government Act*, Council may provide for a system of licenses, permits and approvals and provide for an appeal, the body that is to decide the appeal and related matters;

AND WHEREAS pursuant to section 547 of the *Municipal Government Act*, a person who has received an order under section 545 and 546 may request Council to review the order;

NOW THEREFORE the Council of the City of Airdrie in Council duly assembled enacts as follows:

Part 1 - Interpretation and application

Title

- 1 This bylaw may be referred to as the “**General Appeal Board Bylaw**”.

Definitions

- 2 Unless otherwise specified, words used in this bylaw have the same meaning as defined in the *Municipal Government Act*, including its regulations.
- 3 In this bylaw,
- (a) “Appellant” means a person, or their authorized representative, who filed a notice of appeal;
 - (b) “Board” means the General Appeal Board;
 - (c) “Citizen Member” means a Council Committee member that is not a member of Council;
 - (d) “City Clerk” means a person appointed as City Clerk or that person’s designate;
 - (e) “City of Airdrie” or “City” means the City of Airdrie as a municipal

corporation established pursuant to the laws of the Province of Alberta and the area within the jurisdictional boundaries of the City of Airdrie, as the context of this bylaw requires;

- (f) “Council” means the municipal of the City of Airdrie;
- (g) “Panel” means members of the General Appeal Board convened to hear a complaint;
- (h) “Municipal Government Act” mean the *Municipal Government Act*, RSA 2000, c M-26, and its regulations, as amended or replaced from time to time; and
- (i) “Organizational Meeting” means the annual Organizational Meeting of Council held pursuant to the *Municipal Government Act*.

Interpretation

- 4 Each provision of this bylaw is independent of all other provisions. If any provision is declared invalid by a court of competent jurisdiction in the Province of Alberta, then all other provisions of this bylaw remain valid and enforceable.
- 5 Nothing in this bylaw relieves a person from complying with any provision of federal or provincial law or regulation, other bylaw, or any requirement of any lawful permit, order, or licence.
- 6 Any heading or sub-heading in this bylaw is included for guidance purposes and convenience only and does not form part of this bylaw.
- 7 Specific reference to other bylaws, statutes, and regulations are intended to refer to the current laws applicable within the Province of Alberta as at the time this bylaw is enacted, and as may be amended or replaced from time to time.

Part 2 - Board Establishment

Establishment

- 8 The City of Airdrie’s General Appeal Board is hereby established.

Mandate and Authority

- 9 The mandate and authority of the Board is to hear and decide on matters required or permitted to be heard under:
 - (a) *Animal Control Bylaw*, B-33/2016
 - (b) *Community Standards Bylaw*, B-09/2012

- (c) *Drainage Bylaw*, B-03/2014;
- (d) *Lot Grading Bylaw*, B-34/2007;
- (e) *Public Conveyance and Vehicles for Hire Bylaw*, B-10/2019;
- (f) *Security Alarm Systems Bylaw*, B-22/2010;
- (g) *Sewer Bylaw*, B-11/2015;
- (h) *Traffic Bylaw*, B-24/2016; ~~and~~
- (i) *Waste Management Bylaw*, B-07/2017;
- (j) *Waterworks Bylaw* B-04/2025; and
- (k) any other bylaw that authorizes the Board to hear and decide on matters required or permitted to be heard pursuant to that bylaw.

~~and any other bylaw that authorizes the Board to hear and decide on matters required or permitted to be heard pursuant to that bylaw.~~

Part 3 - Terms of Appointments

Board Appointments

- 10 Members appointed to City of Airdrie's Subdivision and Development Appeal Board are hereby appointed to the General Appeal Board.
- 11 A member's appointment to the General Appeal Board ends on the date their appointment to Subdivision and Development Appeal Board ends.

Chair and Vice-Chair

- 12 The chair and vice-chair of the Subdivision and Development Appeal Board are the chair and vice-chair of the General Appeal Board, respectively.
- 13 The Chair:
 - (a) presides at hearings;
 - (b) ensures that all hearings are conducted in a fair and impartial manner;
 - (c) is authorized to rule that evidence presented at a hearing is irrelevant to the matter at issue and may direct the members to disregard the evidence;
 - (d) may limit verbal submissions if the chair determines it to be repetitious or

unrelated to the matter; and

- (e) approves and signs the final draft of a decision.
- 14 In the event of absence or inability of the chair to preside at a hearing or meeting, the vice-chair presides and has the same rights and responsibilities as the chair.
- 15 In the event of absence or inability of both the chair and vice-chair to preside at a hearing or meeting, the members present must elect one of its members to preside as acting chair for that hearing or meeting. The acting chair has the same rights and responsibilities as the chair.

Part 4 - Appeals

Appeals

- 16 If the Board receives an appeal where the bylaw on the matter is silent as to the appeal procedure, the procedures in this bylaw are to be followed.
- 17 To commence an appeal to the Board, a person must submit a notice of appeal in a form by the City Clerk along with the appeal fee. An appeal is not considered received until the appeal fee is paid.
- 18 The notice of appeal must be received by the City Clerk within the timeframes set out in the *Municipal Government Act* or the applicable bylaw. If no time frame set out, the notice of appeal must be received within 14 days after the date the Appellant was notified of the issue to which an appeal is sought.
- 19 Only a person who holds or has applied for a licence may appeal a decision related to that licence or licence application.

Part 5 - Hearings

Quorum

- 20 Hearings are held with odd numbered Panels, in groups of no less than 3 members and no more than 5 members.
- 21 A member participating remotely is deemed to be present at the meeting and counts towards quorum.

Panel

- 22 Members must disclose any conflict of interest in the same manner as required of an elected official under the *Municipal Government Act* and any code of conduct that Council has adopted. If a conflict is declared that member must not sit in a Panel or deliberate on the matter before the Panel.

- 23 If for any reason a member of the Panel cannot continue to participate in a hearing, the hearing may proceed without that member but only if enough other members are present to still achieve quorum. If not, the hearing will be adjourned and may be re-heard by a new Panel.

Hearing and decisions

- 24 The Board must hold an appeal hearing within 30 days after the City Clerk received the notice of appeal.
- 25 The Board must give at least 10 days' notice in writing of the hearing to the Appellant.
- 26 The Board must render its decision in writing to the Appellant within 15 days after concluding the hearing.
- 27 The Board may determine its own hearing procedures where those procedures do not conflict with any legislation, bylaws, or Council policies. If there is a conflict, the legislation, bylaw, or Council policy prevails over the Board's procedures.
- 28 The City Clerk, or their designate, must attend all Board hearings and meetings.
- 29 A Panel may question any person who makes a presentation before the Panel at any point during or following their presentation.
- 30 The Board may seek clarification from Council for bylaw decisions.
- 31 A Panel hears appeals in public, but it may at any time recess and deliberate in private.
- 32 Only the City Clerk, or their designate, may use digital or electronic devices to record or livestream during a hearing.
- 33 Appellants are encouraged to limit their hearing presentations to 15 minutes. All other presenters are encouraged to limit their hearing presentations to 5 minutes.
- 34 A group must select one representative from the group to present to the Panel on its behalf.
- 35 The chair may recess or adjourn a hearing for any reason.
- 36 The majority decision constitutes the decision of the Board.

Part 6-Reimbursement and fees

Compensation and Reimbursement

- 37 Members are not eligible for compensation or cost reimbursement for the attendance at hearings, meetings, or training.

Appeal Fees

- 38 Appellants must pay an appeal fee, set in the *User Fees and Charges Bylaw*, to file an appeal with the Board.¹
- 38.1 Despite the *Committees Bylaw*, meetings are not video streamed, and recordings of meetings are not published by the City.²
- 39 The City Clerk, or their designate, may refund appeal fees at their discretion.

Part 7-General

Repeal of previous bylaw

- 40 Bylaw No.B-33/2007 and any amendments thereto, is hereby repealed in its entirety.

¹ Bylaw B-44/2023

² Bylaw B-18/2024

Effective date

- 36 This bylaw is effective when it receives third reading and is signed by the Mayor and the CAO or Designate, in accordance with the *Municipal Government Act*.

READ a first time this 17th day of October, 2022.

READ a second time this 17th day of October, 2022.

READ a third time this 17th day of October, 2022.

Executed this 18 day of October, 2022.

"P. Brown"

Mayor

"C. Satink"

City Clerk

Consolidated

City Clerk

SCHEDULE “A” - Code of Conduct

- 1 This code of conduct establishes a standard of conduct for General Appeal Board members as an effort to maintain public confidence and respect for the administrative tribunal process.
- 2 Given the quasi-judicial nature of the Board, where there is a conflict between this bylaw and the *Elected Officials’ Code of Conduct* Bylaw B-43/2022 and the *Citizen Members Code of Conduct* B-44/2022, this code of conduct prevails.
- 3 Members must
 - a. endeavor to ensure that those persons appearing before them receive a full and fair hearing, and the knowledgeable and unbiased application of the Province of Alberta’s laws and the City of Airdrie’s bylaws and policies;
 - b. approach every hearing with an open mind and avoid doing or saying anything that could cause anyone to think otherwise;
 - c. endeavor to conduct all hearings expeditiously, preventing unnecessary delay, while ensuring the opportunity of all parties to present their case; and
 - d. show respect for the Board, the hearing process, and the parties appearing before them through their demeanor, timeliness, dress, and conduct throughout any hearing.
- 4 Members must not
 - a. give preferential treatment to any person or communicate directly or indirectly with any person with an interest in a hearing except in the presence of the hearing Panel and the parties appearing at the hearing. For further clarity, Members must not meet with applicants, appellants, developers, or special interest groups to discuss the matters under appeal prior to the hearing, or the decision being issued by the Board;
 - b. visit subject properties, businesses, or attend open houses related to the subject property or the parties, or complete research outside the hearing specific to any subject properties for any matter before the Board;
 - c. discuss or comment on matters or parties before the Board or the Board’s decisions to the media or anyone else external to the Board; or
 - d. divulge any confidential information presented in connection with any hearing, in perpetuity, unless the information is otherwise made public.
- 5 Members must ensure that decisions are made and written in accordance with their subjective good faith understanding of generally accepted administrative law practices and procedural rules as required by law.



COUNCIL – AGENDA REPORT

Meeting Date: 18 March 2025
Subject: Flag Policy P-MED-10-C
Directorate: City Manager

Issue:

Council is being asked to endorse a new Flag Policy to guide staff on how to handle flags located at City Hall and at other City sites.

Policy / Council Direction:

Council passed the current Flag Policy MED-07-C on June 20, 2022.

Background:

Legislative Services proposes a new Flag Policy P-MED-10-C. Since numerous changes are needed to update the current policy, it is clearer to replace it, rather than amending it.

As in the current policy, the new policy outlines how staff should manage the flags on City sites, in ways that are respectful, consistent, appropriate and transparent. The new policy states how the City displays, flies and half-masts flags and how Council approves temporary flag raisings. It also states the City may allow external groups to fly flags at some City sites. There are three external groups that fly flags at City sites: the RCMP; the Royal Canadian Legion; and the Army, Navy and Air Force Veterans in Canada.

The new policy is in the new template, as part of the changes. It explains the City has flags “located” at sites, since it also “displays” flags. The new section 16 describes the effect of Council approving a request for a temporary flag raising. Section 18 was added to explain how the City follows certain half-mast notices from the Government of Alberta or Government of Canada. The new section 19 states the Fire Department may half-mast flags flown at City fire stations, to honour the line of duty death of a firefighter. This policy adds the header “Roles and responsibilities”, with new sections 22, 23 and 24. It also adds the headers “Transition”, “Relevant legislation”, “Appendices” and “History”. Definitions were moved to the policy’s start and other sections renumbered. Formatting was also changed.

On September 8, 2023, the City held a formal ceremony with Elders, Knowledge Keepers and Blackfoot Confederacy representatives. Since then, the City has had permission to

permanently fly the Treaty 7 First Nations flag and Métis Nation flag at City Hall and to display both in Chambers. The new policy updates this in Schedule A's sections 2 and 7.

Schedule A was significantly revised and was renamed. Staff added two definitions. Section 4 was revised and includes new sites, where flags permanently fly. Section 8 explains which flags the City flies at all City sites with three flagpoles. Section 10 refers to the flagpole installed for the City's temporary flag raisings, in Nose Creek Regional Park.

Since July 2022, the City has flown four flags at the Dr. José Rizal Monument in Nose Creek Regional Park. These flagpoles were installed after Council passed the current policy in June 2022. Section 6 of Schedule A now states that the City flies these flags there: the National flag, the Republic of Philippines flag, the Alberta flag and the Airdrie flag.

Council Committee Routed Through:

N/A

Administration Recommendation:

That Council endorses Flag Policy P-MED-10-C and rescinds Flag Policy MED-07-C.

Alternatives/Implications:

1. If Council chooses not to endorse Flag Policy P-MED-10-C, Council will still have Flag Policy MED-07-C in place. However, the current policy does not reflect:
 - a. the full and accurate list of flags currently located at City sites;
 - b. the location of the new flagpole that the City may use for temporary flag raisings; and
 - c. that the Fire Department may half-mast flags to honour line of duty deaths of firefighters.

Budget Implications:

N/A

Communications and Engagement:

Staff will post the new Flag Policy on the City website, to make it available to staff and the general public. The three external groups that fly flags on City sites will be notified directly.

Recommendation:

That Council endorses Flag Policy P-MED-10-C, as presented and rescinds Flag Policy MED-07-C.

J. Bayly-Atkin, Senior Legislative Officer

Staff Presenter:	Jennifer Bayly-Atkin
External Presenter:	N/A
Department:	City Manager
Reviewed by:	Charlotte Satink
Attachments:	#1: Flag Policy P-MED-10-C #2: Redline of current Flag Policy MED-07-C #3: Flags Flown on City Sites #4: Map of current flagpoles within city of Airdrie

Policy

Policy title: Flag Policy

Date adopted:

Policy number: P-MED-10-C

Effective date:

Department: City Manager

Last amended:

Purpose

- 1 This policy sets out how the City of Airdrie (the City) manages flags flown and displayed on City sites. The standards in this policy help ensure the City treats flags in a respectful and transparent manner.

Definitions

- 2 In this Council policy:

- (1) “City Manager” means the duly appointed Chief Administrative Officer of the City of Airdrie or their delegate;
- (2) “City of Airdrie” means the City of Airdrie as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires;
- (3) “City site” means a facility, property, building or park, that is managed or owned by the City of Airdrie;
- (4) “Council” means the duly elected Council of the City of Airdrie;
- (5) “designated flagpole” means a flagpole installed on a City site to be used for temporary flag raisings;
- (6) “flag” means a piece of cloth bearing a pattern that represents a government, nation or organization;
- (7) “half-mast” means the position of a flag being flown approximately halfway down a flagpole, as a symbol of respect, commemoration or collective mourning;
- (8) “Order of Precedence” means the positioning of flags in priority of importance, order or rank as per protocol established by the Government of Canada and the Province of Alberta; and
- (9) “organization” means an organized group of people that has a particular purpose, including a business, society or association.

Scope

- 3 This policy applies to flags located on City sites.
- 4 This policy does not apply to flags located on private property.

Policy

Policy

- 5 The City recognizes that flags are important symbols of honour and pride for nations, communities and groups of people. Flags located on City sites must be treated with respect and in a consistent manner.
- 6 Council supports public awareness campaigns, charitable causes, arts and cultural celebrations and significant events by temporarily raising or half-masting flags. Raising and half-masting flags are ceremonial forms of recognition made on behalf of Council and Airdrie citizens.
- 7 The City flies and displays some flags permanently and others on a temporary basis. Schedule A of this policy identifies permanent and temporary flag locations on City sites.
- 8 Flags are flown and displayed in the Order of Precedence and according to federal and provincial protocols, where applicable.
- 9 The City Manager may direct the display of flags at an official municipal event.

Temporary flag requests

- 10 Council may approve, by resolution, the temporary flying of a flag on a designated flagpole for a specified duration.
- 11 Requests for a temporary flag raising must be received by Legislative Services at least three weeks before the Council meeting at which the requestor wants Council to consider to the request.
 - (1) Requests must be in writing and include details about the event, cause, campaign or celebration.
 - (2) Requestors must specify whether they wish to appear before Council to present their request. Presentations are limited to five minutes.
 - (3) Council may decide to not consider late requests or incomplete requests.
- 12 Requestors must be:
 - (1) a City resident;
 - (2) a non-profit organization located or having a presence in the City; or
 - (3) a community or nation with a presence in the City.
- 13 Council considers approving requests intended to recognize an event, cause or achievement of local, national or international significance.
- 14 Council declines requests if the cause or event being recognized is:
 - (1) a matter that is politically or religiously motivated or that represents individual conviction;

Policy

- (2) a campaign, event or activity that is contrary to the City's policies or bylaws;
 - (3) made by individuals or organizations that espouse discrimination, hatred, violence or racism;
 - (4) made by individuals or organizations that are not directly related to the community or do not represent a local interest; or
 - (5) an event or activity intended for profit-making purposes.
- 15 The requestor is responsible for all related advertising, publicity or media coverage.
- 16 If Council approves a request for a temporary flag raising, Council's approval is not:
- (1) legally binding on the City and has no legislative value;
 - (2) an endorsement by the Mayor, Council or the City;
 - (3) a representation about the requestor by the City; or
 - (4) precedent setting for future requests.

Half-masting flags

- 17 The City flies flags at half-mast
- (1) when a Province of Alberta's half-masting notice applies to all Government of Alberta buildings across Alberta;
 - (2) when a Government of Canada's half-masting notice applies to all Government of Canada buildings across Canada;
 - (3) on the dates listed in Schedule B of this policy;
 - (4) by resolution of Council; and
 - (5) at the discretion of the City Manager in the event of the death of a dignitary or City employee.
- 18 When the City follows a half-mast notification issued by the Government of Alberta or by the Government of Canada, the City adheres to the stated protocol and the designated times in that notification.
- 19 The Airdrie Fire Department ("AFD") may decide to half-mast the flags flown at the City's fire stations, to honour the line of duty death of a firefighter, based on the guidelines in the Canadian Association of Fire Chiefs Redbook on Flag Protocol. The AFD will notify the City Clerk, as soon as reasonably possible, once it decides to half-mast flags for this reason.

Other Agreements

- 20 From time to time, the City may enter into an agreement with an organization permitting the organization to install, fly and maintain flags on City sites. The organization must comply with

Policy

all federal and provincial protocols and City bylaws, policies and procedures, except as set out in section 21.

(1) An organization may half-mast its flags after giving reasonable notice to the City Manager of its intention to do so.

- 21 An organization may decide to half-mast its flags at a City site or to not half-mast its flags, at the same time the City lowers flags at other City sites, if the organization is making its decision based on flag protocol that is binding on the organization

Exceptions

- 22 Notwithstanding this policy, Council may, by resolution make any other decision it deems necessary in relation to flags flown or displayed on City sites.

Roles and responsibilities

- 23 City Council reviews and approves revisions to this policy.
- 24 The City Manager or their designate reviews and approves administrative policy or procedures related to this policy.
- 25 City administration carries out this policy and follows any related administrative policy or procedures.

Transition

This policy replaces Flag Policy MED-07-C.

Relevant legislation

N/A

Appendices

Schedule A: Flying and Display of Flags
Schedule B: Half-masting Flags at City Sites

History

Date adopted / Motion number:

Council amendments:

Administration reviews:

Date rescinded:

Policy Schedule A: Flying and Display of Flags

Definitions

- 1 In this schedule,
 - 1) “Airdrie Cenotaph” means the cenotaph located at 275 Jensen Drive NE, Block R2 Plan 7711717, in the City of Airdrie;
 - 2) “City Hall” means the building located at 400 Main Street SE, Airdrie;
 - 3) “City facility” means a building, structure or area of land owned by or under the direction and control of the City, including, but not limited to, recreation centers, sports and fitness facilities, libraries, and exhibition facilities;
 - 4) “Council Chambers” means the meeting chambers located in City Hall;
 - 5) “Doctor José Rizal Monument” means the monument to commemorate Dr. José Rizal, located within Nose Creek Regional Park, including the four flagpoles installed in a semi-circle next to the monument;
 - 6) “Gwacheon Park” means the park located within Nose Creek Regional Park, which contains five flagpoles installed next to the Gwacheon totem poles;
 - 7) “Municipal Police Building” means the building located at 100, 2 Highland Park Way NE, Airdrie; and
 - 8) “Nose Creek Regional Park” means the park located at 1400 Main Street SW, Lot 14 MR Plan 8011464, in the City of Airdrie;

Permanent sites

- 2 At City Hall, the City permanently flies the National Flag of Canada (the National Flag), the Treaty 7 First Nations Flag, the Province of Alberta Flag (the Alberta Flag), the Métis Nation Flag and the City of Airdrie Flag (the Airdrie Flag).
- 3 At Gwacheon Park, the City permanently flies the National Flag, the Republic of Korea Flag, the Alberta Flag, the Airdrie Flag and the City of Gwacheon Flag.
- 4 The City permanently flies the National Flag, the Alberta Flag and the Airdrie Flag at:
 - 1) the Airdrie Cenotaph;
 - 2) the Chinook Winds Fire Station, located at 2525 Chinook Winds Drive SW;
 - 3) the King’s Heights Fire Station, located at 2900 Kingsview Boulevard SE;
 - 4) the Veterans Fire Station, located at 1692 Veterans Boulevard NW;
 - 5) the Genesis Place Recreation Centre, located at 800 East Lake Boulevard NE; and
 - 6) all future City fire stations and recreation facilities constructed on the City’s behalf.
- 5 At the Municipal Police Building, the National Flag and the Airdrie Flag are permanently flown from two of the three flagpoles located on the building.

Policy

- 6 At the Doctor José Rizal Monument, the City permanently flies the National Flag, the Republic of Philippines Flag, the Alberta Flag and the Airdrie Flag.
- 7 In Council Chambers, the National Flag, the Treaty 7 First Nations Flag, the Alberta Flag, the Métis Nation Flag, and the Airdrie Flag are always displayed, unless Council directs by resolution otherwise.
- 8 At City facilities that have a group of three flagpoles, the City permanently flies: the National Flag, the Alberta Flag and the Airdrie Flag, unless Council directs otherwise by resolution.

Temporary sites

- 9 When Council makes a resolution to temporarily raise a flag, the resolution must state the flagpole location for that temporary flag raising.
- 10 The City has installed a permanent flagpole in Nose Creek Regional Park, which Council may decide to use for a temporary flag raising.

Policy

Schedule B: Half-masting Flags at City Sites

- 1 Flags are flown at half-mast, at City Sites determined by the City Manager Directorate, from the time of notification of death until sunset the day of the funeral or the memorial service for the following individuals:
 - 1) the Sovereign;
 - 2) a Member of the immediate Royal Family;
 - 3) current or former Governor General of Canada;
 - 4) current or former Prime Minister of Canada;
 - 5) current or former Lieutenant Governor of Alberta;
 - 6) current or former Premier of Alberta; and
 - 7) current Airdrie Mayor and Councillors.
- 2 If the City is notified of the death of the people listed below, flags are flown at half-mast at City Hall on the day of the funeral or the memorial service for a:
 - 1) former City Mayor; and
 - 2) former City Councillor.
- 3 The City flies flags at half-mast at City Hall and at other designated City Sites to commemorate the occasions listed in Table 1.

Table 1

	Date	Occasion	City Sites at Half-mast
a.	April 9	National Day of Remembrance of the Battle of Vimy Ridge	City Hall
b.	April 28	Day of Mourning for Persons Killed or Injured in the Workplace (also known as National Day of Mourning)	City Hall
c.	June 23	National Day of Remembrance for Victims of Terrorism	City Hall
d.	Second Sunday in September	Firefighters' National Memorial Day	City Hall, Airdrie Fire Department stations
e.	Last Sunday in September	Police and Peace Officers' National Memorial Day	City Hall, Airdrie Fire Department stations, Municipal Police Building
f.	September 30	National Day of Truth and Reconciliation	City Hall
g.	November 11	Remembrance Day	City-wide
h.	December 6	National Day of Remembrance and Action on Violence Against Women	City Hall

[Attachment 2 to Council report for Flag Policy P-MED-10-C, March 18, 2025 – Redline of policy]

CITY OF AIRDRIE COUNCIL POLICY FLAG POLICY

Effective Date: June 20, 2022 Revision Date: _____
Approved By: City Council
Approved On: June 20, 2022 Resolution #: 2022-C-261

Purpose

- 1 This policy sets out how the City of Airdrie (the City) manages flags flown **and displayed** on City sites. The standards in this policy help ensure the City **treats flies** flags in a respectful and transparent manner.

Definitions

- 2 In this Council policy
 - a. **“City Manager”** ~~Chief Administrative Officer~~ means the duly appointed Chief Administrative Officer of the City of Airdrie or their delegate;
 - b. “City of Airdrie” means the City of Airdrie as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires;
 - c. “City site” means a facility, property, building or park, that is managed or owned by the City of Airdrie;
 - d. “Council” means the duly elected Council of the City of Airdrie;
 - e. “designated flagpole” means a flagpole installed on a City site to be used for temporary flag raisings;
 - f. “flag” means a piece of cloth bearing a pattern that represents a government, nation or organization;
 - g. “half-mast” means the position of a flag being flown approximately halfway down a flagpole, as a symbol of respect, commemoration or collective mourning;
 - h. “Order of Precedence” means the positioning of flags in priority of importance, order or rank as per protocol established by the Government of Canada and the Province of Alberta; and
 - i. “organization” means an organized group of people that has a particular purpose, including a business, society or association.

Scope

- 3 This policy applies to flags ~~flown~~ located on City sites.
- 4 This policy does not apply to flags located ~~flown~~ on private property.

Policy

- 5 The City recognizes that flags are important symbols of honour and pride for nations, communities and groups of people. Flags located on ~~flown-at~~ City sites must be treated with respect and in a consistent manner.
- 6 Council supports public awareness campaigns, charitable causes, arts and cultural celebrations and significant events by temporarily raising or half-masting flags. Raising and half-masting flags are ceremonial forms of recognition made on behalf of Council and Airdrie citizens.
- 7 The City flies ~~and displays~~ some flags permanently and others on a temporary basis. Schedule A of this policy identifies permanent and temporary flag locations on City sites.
- 8 Flags are flown ~~and displayed~~ in the Order of Precedence and according to federal and provincial protocols, where applicable.
- 9 The ~~City Manager~~ ~~Chief Administrative Officer~~ may direct the display of flags at an official municipal event.

Temporary Flag Requests

- 10 Council may approve, by resolution, the temporary flying of a flag on a designated flagpole for a specified duration.
- 11 Requests for a temporary flag raising must be received by Legislative Services at least three weeks before the Council meeting at which the requestor wants Council to consider to the request.
 - 1) Requests must be in writing and include details about the event, cause, campaign or celebration.
 - 2) Requestors must specify whether they wish to appear before Council to present their request. Presentations are limited to five minutes.
 - 3) Council may decide to not consider late requests or incomplete requests.
- 12 Requestors must be
 - 1) a City resident;

- 2) a non-profit organization located or having a presence in the City; or
 - 3) a community or nation with a presence in the City.
- 13 Council considers approving requests intended to recognize an event, cause or achievement of local, national or international significance.
- 14 Council declines requests if the cause or event being recognized is
- 1) a matter that is politically or religiously motivated or that represents individual conviction;
 - 2) a campaign, event or activity that is contrary to the City's policies or bylaws;
 - 3) made by individuals or organizations that espouse discrimination, hatred, violence or racism;
 - 4) made by individuals or organizations that are not directly related to the community or do not represent a local interest; or
 - 5) an event or activity intended for profit-making purposes.
- 15 The requestor is responsible for all related advertising, publicity or media coverage.
- 16 If Council approves a request for a temporary flag raising, Council's approval is not:
- (1) legally binding on the City and has no legislative value;
 - (2) an endorsement by the Mayor, Council or the City;
 - (3) a representation about the requestor by the City; or
 - (4) precedent setting for future requests.

Half-masting Flags

- 17 The City flies flags at half-mast
- 1) when a Province of Alberta's half-masting notice applies to all Government of Alberta buildings across Alberta;
 - 2) when a Government of Canada's half-masting notice applies to all Government of Canada buildings across Canada;
 - 3) on ~~at~~ the dates listed in Schedule B of this policy;
 - 4) by resolution of Council; and

- 5) at the discretion of the ~~GAO~~ City Manager in the event of the death of a dignitary or City employee.
- 18 When the City follows a half-mast notification issued by the Government of Alberta or by the Government of Canada, the City adheres to the stated protocol and the designated times in that notification.
- 19 The Airdrie Fire Department ("AFD") may decide to half-mast the flags flown at the City's fire stations, to honour the line of duty death of a firefighter, based on the guidelines in the Canadian Association of Fire Chiefs Redbook on Flag Protocol. The AFD will notify the City Clerk, as soon as reasonably possible, once it decides to half-mast flags for this reason.

Other Agreements

- 20 From time to time, the City may enter into an agreement with an organization permitting the organization to install, fly and maintain flags on City sites. The organization must comply with all federal and provincial protocols and City bylaws, policies and procedures, except as set out in section ~~17~~ 21.
- 1) An organization may half-mast its flags after giving reasonable notice to the ~~Chief Administrative Officer~~ City Manager of its intention to do so.
- 21 An organization may decide to half-mast its flags at a City site or to not half-mast its flags, at the same time the City lowers flags at other City sites, if the organization is making its decision based on flag protocol that is binding on the organization.

Exceptions

- 22 Notwithstanding this policy, Council may, by resolution make any other decision it deems necessary in relation to flags flown or displayed on City sites.

Roles and responsibilities

- 23 City Council reviews and approves revisions to this policy.
- 24 The City Manager or their designate reviews and approves administrative policy or procedures related to this policy.
- 25 City administration carries out this policy and follows any related administrative policy or procedures.

Transition

This policy replaces Flag Policy MED-07-C.

Relevant legislation

N/A

Appendices

Schedule A: Flying and Display of Flags

Schedule B: Half-masting Flags at City Sites

Definitions

~~26~~ In this Council policy

- ~~j. “Chief Administrative Officer” means the duly appointed Chief Administrative Officer of the City of Airdrie or their delegate;~~
- ~~k. “City of Airdrie” means the City of Airdrie as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires;~~
- ~~l. “City site” means a facility, property, building or park, that is managed or owned by the City of Airdrie;~~
- ~~m. “Council” means the duly elected Council of the City of Airdrie;~~
- ~~n. “designated flagpole” means a flagpole installed on a City site to be used for temporary flag raisings;~~
- ~~o. “flag” means a piece of cloth bearing a pattern that represents a government, nation or organization;~~
- ~~p. “half mast” means the position of a flag being flown approximately halfway down a flagpole, as a symbol of respect, commemoration or collective mourning;~~
- ~~q. “Order of Precedence” means the positioning of flags in priority of importance, order or rank as per protocol established by the Government of Canada and the Province of Alberta; and~~
- ~~r. “organization” means an organized group of people that has a particular purpose, including a business, society or association.~~

Mayor

City Clerk

Document Management Control:

~~Prepared by: Senior Legislative Services Officer~~

~~Owned by: Legislative Services~~

~~Dated issued: June 2022~~

~~Version: 1.0~~

History

Date adopted / Motion number:

Council amendments:

Administration reviews:

Date rescinded:

Schedule A: Flying and Display of Flags Displays

Definitions

- 1 In this schedule,
 - 1) “Airdrie Cenotaph” means the cenotaph located at 275 Jensen Drive NE, Block R2 Plan 7711717, in the City of Airdrie;
 - 2) “City Hall” means the building located at 400 Main Street SE, Airdrie;
 - 3) “City facility” means a building, structure or area of land owned by or under the direction and control of the City, including, but not limited to, recreation centers, sports and fitness facilities, libraries, and exhibition facilities;
 - 4) “Council Chambers” means the meeting chambers located in City Hall;
 - 5) “Doctor José Rizal Monument” means the monument to commemorate Dr. José Rizal, located within Nose Creek Regional Park, including the four flagpoles installed in a semi-circle next to the monument;
 - 6) “Gwacheon Park” means the park located within Nose Creek Regional Park, which contains five flagpoles installed next to the Gwacheon totem poles;
 - 7) “Municipal Police Building” means the building located at 100, 2 Highland Park Way NE, Airdrie; and
 - 8) “Nose Creek Regional Park” means the park located at 1400 Main Street SW, Lot 14 MR Plan 8011464, in the City of Airdrie;

Permanent sites

- 2 At City Hall, the City permanently flies the National Flag of Canada (the National Flag), the Treaty 7 First Nations Flag, the Province of Alberta Flag (the Alberta Flag), the Métis Nation Flag and the City of Airdrie Flag (the Airdrie Flag).
- 3 At Gwacheon Park, the City permanently flies the National Flag, the Republic of South Korean Flag, the Alberta Flag, the Airdrie Flag and the City of Gwacheon Flag.
- 4 The City permanently flies the National Flag, the Alberta Flag and the Airdrie Flag at:
 - 1) the Airdrie Cenotaph;
 - 2) the Chinook Winds Fire Station, located at 2525 Chinook Winds Drive SW;
 - 3) the King’s Heights Fire Station, located at 2900 Kingsview Boulevard SE; and

- 4) the Veterans Fire Station, located at 1692 Veterans Boulevard NW;
 - 5) the Genesis Place Recreation Centre, located at 800 East Lake Boulevard NE; and
 - 6) all future City fire stations and recreation facilities constructed on the City's behalf.
- 5 At the Municipal Police Building, the National Flag and the Airdrie Flag are permanently flown from two of the three flagpoles located on the building.
 - 6 At the Doctor José Rizal Monument, the City permanently flies the National Flag, the Republic of Philippines Flag, the Alberta Flag and the Airdrie Flag.
 - 7 In Council Chambers, the National Flag, the Treaty 7 First Nations Flag, the Alberta Flag, the Métis Nation Flag, and the Airdrie Flag are always displayed, unless Council directs by resolution otherwise.
 - 8 At City facilities that have a group of three flagpoles, the City permanently flies: the National Flag, the Alberta Flag and the Airdrie Flag, unless Council directs otherwise by resolution.

Temporary sites

- 9 When Council makes a resolution to temporarily raise a flag, the resolution must state the flagpole location for that temporary flag raising.
- 10 The City has installed a permanent flagpole in Nose Creek Regional Park, which Council may decide to use for a temporary flag raising.

Schedule B: Half-masting Flags at City Sites

- 1 Flags are flown at half-mast, at City Sites determined by the **City Manager CAO** Directorate, from the time of notification of death until sunset the day of the funeral or the memorial service for the following individuals:
 - 1) the Sovereign;
 - 2) a Member of the immediate Royal Family;
 - 3) current or former Governor General of Canada;
 - 4) current or former Prime Minister of Canada;
 - 5) current or former Lieutenant Governor of Alberta;
 - 6) current or former Premier of Alberta; and
 - 7) current Airdrie Mayor and Councillors.
- 2 If the City is notified of the death of the people listed below, flags are flown at half-mast at City Hall on the day of the funeral or the memorial service for a:
 - 1) former City Mayor; and
 - 2) former City Councillor.
- 3 The City flies flags at half-mast at City Hall and at other designated City Sites to commemorate the occasions listed in Table 1.

Table 1

	Date	Occasion	City Sites at Half-mast
a.	April 9	National Day of Remembrance of the Battle of Vimy Ridge	City Hall
b.	April 28	Day of Mourning for Persons Killed or Injured in the Workplace (also known as National Day of Mourning)	City Hall
c.	June 23	National Day of Remembrance for Victims of Terrorism	City Hall
d.	Second Sunday in September	Firefighters' National Memorial Day	City Hall, Airdrie Fire Department stations
e.	Last Sunday in September	Police and Peace Officers' National Memorial Day	City Hall, Airdrie Fire Department stations, Municipal Police Building
f.	September 30	National Day of Truth and Reconciliation	City Hall
g.	November 11	Remembrance Day	City-wide
h.	December 6	National Day of Remembrance and Action on Violence Against Women	City Hall

Flags Flown on City Sites

There are 46 flagpoles located on City of Airdrie lands, as of March 2025. This includes the flagpole that the City uses for temporary flag raisings. Three new flagpoles are planned for the Inspire Multi-Use Facility and Library. A new nautical flagpole is planned to replace the single flagpole on Veterans BV and this will fly 4 flags.

The flags currently flown on the flagpoles looked after by the City include:

1. Airdrie Fire Department (9 flags, flown permanently)

- a) Chinook Winds Fire Station: **3 flagpoles**, that fly (from left to right, to follow Order of Precedence) Alberta flag, National flag, City flag. These flags are flown permanently.
- b) Kings Heights Fire Station: **3 flagpoles** that fly (from left to right, to follow Order of Precedence) Alberta flag, National flag, City flag. These flags are flown permanently.
- c) Veterans Fire Station: **3 flagpoles**, that fly (from left to right, to follow Order of Precedence) Alberta flag, National flag, City flag. These flags are flown permanently.

2. Building Operations Department (8 City flagpoles. City flies 7 permanent flags)

- a) City Hall: **5 flagpoles** (from left to right, to follow Order of Precedence) National flag, Treaty 7 First Nations flag, Alberta flag, Métis Nation flag, City flag. These 5 flags are flown permanently.
- b) Municipal Police Building, including the Airdrie RCMP: **3 flagpoles** that fly (from left to right) RCMP flag, National flag, City flag. Building Operations looks after 2 of the flags: the National and City flags. **The RCMP looks after its own flag.**
Generally, when flags are flown at half-mast in this location, whether they are lowered by the RCMP or by the City, all 3 flags are flown at half-mast. The RCMP may at times need to follow other binding flag protocol.

3. Genesis Place (4 Flags)

- a) Genesis Place, Fitness Centre entrance: (attached to building): **3 flagpoles** that fly (from left to right, to follow Order of Precedence) Alberta flag, National flag, City flag.
- b) Ed's Perch, Genesis Place: (next to the outdoor track) **1 flagpole** that flies a National flag.

4. Parks Department (20 permanent flags, 21 flagpoles [one is for temporary flag raisings])

- (a) Airdrie Cemetery: **2 flagpoles**: one flies the National flag, one flies the Alberta flag.
- (b) Airdrie Cenotaph: (In Field of Valour Park, next to the Town and Country Centre): **3 flagpoles** that fly (from left to right, to follow Order of Precedence) Alberta flag, National flag, City flag. These flags are flown permanently.

- (c) Gwacheon Park in Nose Creek Regional Park: **5 flagpoles** that fly (from left to right, to follow Order of Precedence) National flag, Republic of Korea, Alberta flag, City flag, Gwacheon City flag. These flags are flown permanently.
- (d) Jensen Park : **1 flagpole** that flies a National Flag.
- (e) Ravenswood green space: **4 flagpoles** that fly 2 National flags, the Alberta flag and the City flag. The National flags fly on both of the 2 outer poles.
- (f) Reunion green space: **1 flagpole** that flies a National Flag. The flagpole was installed by the developer. The flagpole was bare for a while, before Parks installed a National flag.
- (g) Flagpoles at the Dr. José Rizal Monument **4 flagpoles**. The 4 flagpoles are located next to this Monument in Nose Creek Regional Park. The flagpoles permanently fly these flags: National flag, Republic of the Philippines flag, Alberta flag and City flag. The City's Parks department looks after these flagpoles and is responsible to raise and half-mast these flags.
- (h) Permanent flagpole used for temporary flag raisings **1 flagpole**— located in Nose Creek Regional Park. This flagpole is only used for this. **It flies no permanent flag.**

5. Roads Department (Banners flown to Celebrate Canada Day)

- (a) Main Street: The City's Roads Department hangs "banners", which are not actual National "flags", on a number of light standards on Main Street to celebrate Canada Day. These are removed shortly after the City's celebrations of Canada Day are over.

6. Other Flagpoles Located on City lands (4 Flags, with 3 new flags proposed)

- (a) LAV Monument (next to Nose Creek Valley Museum): **3 flagpoles** are located next to the LAV Monument. The central flagpole flies a National flag, the left flagpole flies the United Nations Flag and the righthand flagpole flies the NATO Flag. The 3 flagpoles are part of the LAV Monument initiative, and the flagpoles were donated to the LAV Monument itself. The Royal Canadian Legion (Airdrie) maintains these flags and the flagpoles. It also lowers and raises them, under protocol of the Government of Canada and the Royal Canadian Legion Dominion Command.
- (b) Flag on Veterans BV (West of Main Street) **1 flagpole**, that flies a National flag. The Army, Navy and Air Force Veterans of Canada (the "ANAVETS") group looks after this flag.
The City plans to replace this flagpole in spring 2025, with a nautical flagpole that will fly 4 flags: National flag and (from left to right) Canadian Army flag, Royal Canadian Navy flag and the Royal Canadian Airforce flag. The National flag will fly at the top or pinnacle of the pole.

7. Inspire Multi-Use Facility and Library (3 flagpoles planned to be installed)

- (a) There are plans to install, at the exterior frontage of the building (NE section) **3 flagpoles** that will fly (from left to right, to follow Order of Precedence) Alberta flag, National flag, City flag.

1



0 240 480 960 1,440


Metres

MAP SCALE	DATE	SPIRITUAL REFERENCE
1:50,000	06 Sep 2021	NAD 1983 3TM W114

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**CITY OF
AIRDRIE**
COMMUNITY & OPPORTUNITY



COUNCIL – AGENDA REPORT

Meeting Date: 18 March 2025
Subject: 2024 Preliminary Fourth Quarter Financial Update
Directorate: Corporate Services and CFO

Issue:

Council is being provided with the 2024 Preliminary Fourth Quarter Financial Update for information and is being asked to endorse the yearend operating surplus split.

Policy / Council Direction:

As per the Council Budget Policy, quarterly budget updates and variance analysis will be prepared and presented.

Background:

SUMMARY

Airdrie continues to be one of the fastest growing cities in Alberta, with extraordinary permit revenue reflected through 2024 and additional property tax revenue received due to this growth. Throughout 2024, the City saw high ridership in Transit and favourable market conditions resulting in interest income on our investments exceeding the budget.

The 2024 fourth quarter preliminary surplus is \$5.8MM (2.7% of the 2024 Council amended budget of \$213.6MM). To note, third quarter projected a surplus of \$1.7MM; this change from Q3 is mainly due to investments that were called early by the bank in the fourth quarter that were not due to mature until future years. This income was not budgeted and could not be projected as it is heavily dependent on market conditions. Typically, Administration would have moved this extraordinary income to the tax stabilization reserve as per the Administrative Reserves Policy. However, staff is recommending Council put this to the General Capital Reserve, as discussed in the recommendation below.

City auditors began the 2024 financial audit on February 24, 2025. The audit is well underway with results expected to come forward on April 15. Please note that the results presented in this report are preliminary and could change once the auditors have completed their final audit.

SECTION A: OPERATING BUDGET

Attachment #1 shows the operating budget variances by category for the year ended December 31, 2024. This combines both the operating and utility fund to show the variance behind the surplus of \$5.8MM.

Revenue

The following highlights key revenue variances by category:

- Net Property Taxes saw an increase due to supplementary growth revenues
- Sales and User Charges revenue is \$2.2MM overbudget. Utility administration makes up \$1.4MM of the additional revenues as discussed in the Utility Operations section below. The remaining variance comes from increased ridership in Transit.
- The main contributor to the projected surplus falls under Other Revenues and is largely due to investment income, building permit fees and increased usage at City Arenas.
- In 2024, the City received a \$979K Operating Grant from the Local Government Fiscal Framework (LGFF). As disclosed in previous quarters, Administration had not anticipated receiving this operating grant from LGFF during budget preparation.

Expenses

The following highlights key expense variances by category:

- Salaries, Wages and Benefits are \$2.7MM overbudget due to higher WCB premiums, unionized retro payments, and overtime.
- Contracted and General Services came in \$3.8MM underbudget; however, \$3.6MM of this is made up of projects that will be carried forward to 2025. This amount is offset in “Added to Reserves” and does not impact the surplus. Other contributors to the variance in this line item are landfill capping expenses for contaminated sites and the unbudgeted Building Safer Communities grant expense, offset by savings in Transit contracts due to a new provider, savings in City Council due to the lower than anticipated cost of the Elected Officials Compensation and Resourcing Review and savings in Council member expense and training accounts.
- Materials, Goods, Supplies and Utilities is \$760K underbudget with \$360K of this amount relating to operating projects that will be carried forward to 2025. The remaining variance is due to savings in water consumption within the parks department as a result of the water restrictions imposed in 2024 and savings in Utility Operations as discussed below, offset by additional fire gear needed as a result of fire damage.
- Added to Reserves is \$9.1MM overbudget and consists of \$2.3MM in RCMP contract savings, \$1.0MM in streetlight rebates, \$3.4MM in Utility Operations surplus and \$2.4MM in ongoing 2024 operating projects that will be carried forward to the 2025 budget.

UTILITY OPERATIONS

Sale of water meters and utility connection fee revenues were over budget by \$270K and \$580K respectively, due to higher development activity than anticipated.

The biggest impact to Utility Operations is the Calgary water main break and related water restrictions. A decrease in use at City buildings accounted for a \$160K decrease in revenues, which is offset by increased water billings due to growth and a decrease in bulk water sales of \$170K. Conversely, sewer billings came in \$590K overbudget due to increased growth. These billings were not strongly impacted by the outdoor water restrictions since irrigation accounts are not charged sewer fees.

Further projected savings of \$425K can be seen in waste and recycling as a result of contract savings. Less repairs and maintenance were required in 2024 for water underground and stormwater resulting in approximately \$300K of savings. Reducing the surplus is \$420K in losses at the West Lift Station; a claim has been submitted to insurance and the amount of recovery has not yet been determined.

As per the Fiscal Sustainability Framework, Utility Operations are self-supported with any surplus maintained within the Utility Fund. A surplus in Utility Operations does not contribute to the tax supported surplus. At Q4 2024, Utility Operations has a surplus of \$3.4MM, which has been added to the utility reserves.

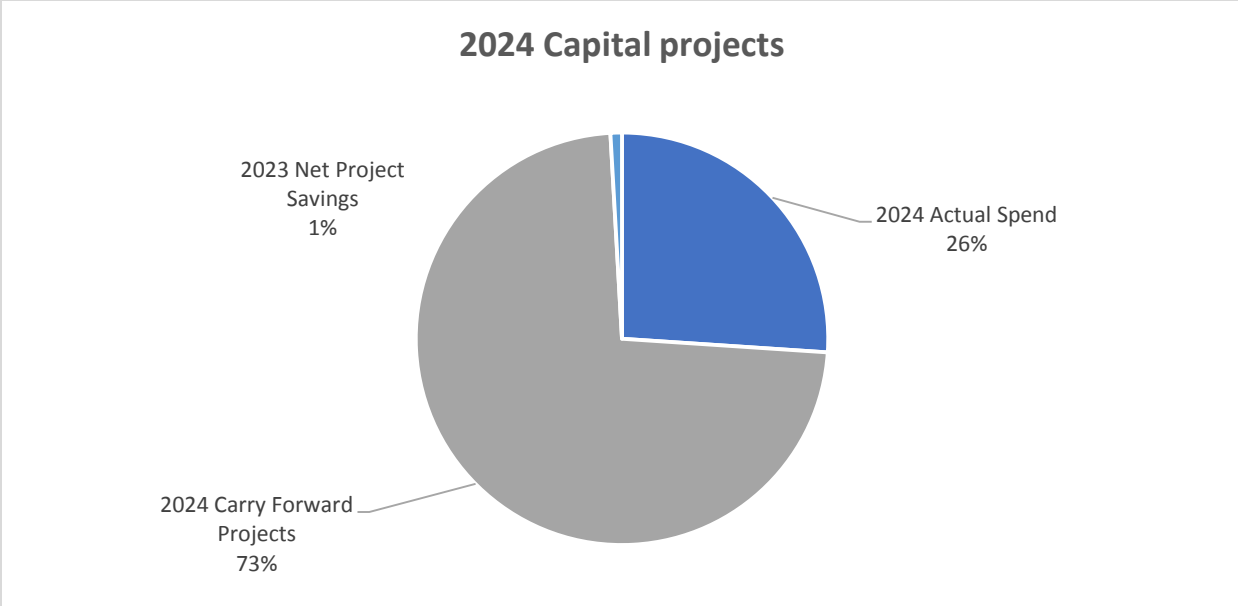
SECTION B: CAPITAL BUDGET

The total Capital Budget for 2024 was \$273.4MM, which includes carry forward projects from prior years and budget amendments from 2024. The original 2024 budget was approved at \$131.6MM with prior year carry forwards amounting to \$127MM. Actual spent funds were \$77.7MM at December 31, 2024. The capital budget projects progress update as of December 31, 2024 is attached for your information (Attachment #2).

\$15.4MM worth of capital budget amendments have been completed as of December 31, 2024, with Council and Administrative endorsements (see Budget Amendments summary in Attachment #3).

	Actual YTD (December 31, 2024)	2024 Approved Budget
Major Projects	\$ 52,974,802	\$ 203,319,887
Minor Projects	14,494,793	56,552,191
Lifecycle/Other Projects	10,213,809	13,505,863
Total	\$ 77,683,404	\$ 273,377,941

Of the remaining \$195.7MM Approved Capital Budget, \$189.1MM will be carried forward to 2025. Major capital projects make up \$148MM of this carry forward amount and include the Financial Enterprise Software, Highland Park Fire Station, Southwest Regional Recreation Centre Design, Public Works Yard Redevelopment, and Inspire, as well as \$37MM in growth related projects. To see a full listing of carry forward projects, please see Attachment #2.



SECTION C: RESERVES

As of December 31, 2024 (and taking the preliminary surplus into account) the balance in the Reserves amounts to \$220.4MM.

As per the Reserves Policy and Procedures, the City recognizes the need to set aside funds for emergent financial needs and the replacement of existing equipment, facilities and future projects. Taking into account the surplus split as recommended by Administration, the reserve balances at yearend are as follows:

	Opening Balance	2024 Yearend Balance
Operating (\$1.8MM restricted)	\$ 57,617,737	\$ 65,865,864
Capital (\$7.7MM restricted)	48,670,751	51,713,512
Offsite (restricted)	64,848,769	64,286,896
Utilities	33,420,779	38,523,363
Total	\$ 204,558,035	\$ 220,389,635

Contained in the total \$220.4MM reserves, \$73.8MM is externally restricted in nature. This is made up of offsite reserves as well as some smaller reserves within Capital. Staff continue to work on the fiscal strategy to build capital reserves to levels appropriate to lifecycle the City’s asset base. A detailed listing of each reserve category can be found in Attachment #4.

SURPLUS SPLIT

The surplus will be confirmed once the auditors have completed all yearend audit work and the finalized statements have been presented. Council is being asked to confirm the desired distribution of the surplus.

Council may request the 2024 operating surplus to be distributed into City reserves in various ways. During the 2025 budget deliberations in November, Council approved \$2.4MM in one-time expenditures. Administration is recommending this be transferred into the General Operating Reserve to be drawn in 2025.

As per the Fiscal Sustainability Framework, the General Operating Reserve is to maintain a minimum level of three months (or 25%) of the approved annual General Tax Supported Budget. This minimum requirement is not being met (it is at 19% rather than 25%); however, Administration believes the General Operating Reserve is at a sufficient level and the Capital Reserves are at a much higher risk. The recommendation is:

- That Council splits the 2024 operating surplus of \$5.8MM as follows:
 - \$2,433,900 to the General Operating Reserve (to be drawn in 2025 to cover one-time expenditures); and
 - \$3,344,209 to the General Capital Reserve.

SECTION D: DEBT

The City of Airdrie adheres to the debt limit prescribed by the Province and as detailed in the City's Debt Management Policy. The City had \$59MM debt outstanding at the end of 2024, leaving room within the municipal and internal debt limits to manage future infrastructure needs.

	Opening Balance	2024 Yearend Balance
Tax-Supported Debt	\$ 27,930,900	\$ 25,350,813
Offsite Levy Supported Debt	37,594,008	33,685,267
Total	\$ 65,525,084	\$ 59,036,080

A detailed listing of all ongoing debt-borrowing capital projects as well as debentures that will be paid off in the next five years are listed in Attachment #5.

Council Committee Routed Through:

As Administration is requesting that Council endorse the surplus split, the fourth quarter financial update has not been routed through a committee.

Administration Recommendation:

That Council accepts the 2024 Preliminary Fourth Quarter Financial Update for information and allocates the 2024 operating surplus as outlined in the surplus split above.

Alternatives/Implications:

N/A

Budget Implications:

At 2024 year-end there is a preliminary surplus of \$5.8MM.

Communications and Engagement:

The 2024 Preliminary Fourth Quarter Financial Update will be posted to the City website.

Recommendation:

That Council:

1. accepts the 2024 Preliminary Fourth Quarter Financial Update for information; and
2. allocates the 2024 operating surplus of \$5,778,109 as follows:
 - a. \$2,433,900 to the General Operating Reserve (to be drawn in 2025 to cover one-time expenditures); and
 - b. \$3,344,209 to the General Capital Reserve.

Stephanie Mitchell, HBComm, CPA
Team Leader, Budget and Financial Planning

Staff Presenter:	Stephanie Mitchell
External Presenter:	N/A
Department:	Corporate Services and CFO
Reviewed by:	Shannon Schindeler
Attachments:	#1: Q4 Operating Variance Report
	#2: Q4 Capital Variance Report
	#3: Q4 Budget Amendments Summary
	#4: Q4 Statement of Reserves
	#5: Q4 Long-Term Debt

City of Airdrie 4th Quarter Variance Summary December 31, 2024				
	2024 Actuals	2024 Budget	Variance (+ / -)	Notes
Revenues				
Net Property Taxes	(84,469,170)	(84,020,825)	(448,345)	Higher supplementary tax revenue due to growth
Sales to Other Governments	(445,328)	(337,700)	(107,628)	City of Calgary True up refund
Sales & User Charges	(71,412,056)	(69,211,039)	(2,201,017)	Transit higher than projected ridership. Increased Sale of Water Meters due to growth, Increased Utility connection fee revenue due to growth, Increased Sewer Connection fees and Sewer billings due to growth - transferred to Utility Reserves, <i>this does not impact the surplus</i>
Other Revenues	(41,711,096)	(34,429,929)	(7,281,167)	Interest on Investments, Gain on called Investments due to favourable market conditions, Increased penalties on taxes, Increased Building Inspection revenues due to growth, and increased usage at Arenas. Offset by under budgeted revenues in RCMP fines as Sheriffs are no longer able to participate in the Safe Roads program. Street light rebate offset in transfers to reserves, <i>this does not impact the surplus</i> .
Unconditional Grants	(978,974)	-	(978,974)	Unbudgeted operating grant funds from the new Local Government Fiscal Framework (LGFF)
Conditional Grants	(4,738,471)	(6,078,794)	1,340,323	Variance from HAF grant, staffing hired midway through the year. These funds have been utilized in the Capital budget for Project 389.
Drawn from Reserves	(12,288,550)	(12,694,395)	405,845	Roadwork debt was not pulled in 2024 due to high interest rates - see Long Term debt below. <i>This did not impact the surplus</i> . Landfill Capping - Contaminated Site - offset in Contracted & General Services below, <i>this does not impact the surplus</i> . Prior year carry forward projects not completed in 2024, <i>this does not impact the surplus</i> .
Internal Recoveries	(6,556,691)	(6,813,075)	256,384	IT and Building Operation Chargeback lower than anticipated - offset in Internal Charges below, <i>does not impact the surplus</i> .
Total Revenues	(222,600,336)	(213,585,757)	(9,014,579)	
Expenses				
Salaries, Wages & Benefits	81,813,708	79,057,662	2,756,046	Overbudget due to higher WCB premiums, unionized retro payments, and overtime.
Contracted & General Services	32,790,032	36,378,226	(3,588,194)	Unbudgeted Builder Safer Community's grant expense. Offset by Savings in Transit contracts due to new provider, savings in City Council area from lower cost of Elected Officials Compensation and Resourcing review than expected, and savings in Council member expense and training accounts. Landfill Capping - Contaminated Site - offset in drawn from reserve above, <i>this does not impact the surplus</i> . Remaining variance is related to Carry Forward projects to 2025 - see added to Reserves below, <i>this does not impact the surplus</i> .
Purchases from Other Governments	30,497,955	32,850,682	(2,352,727)	RCMP contract savings due to FTE underutilization - see added to reserves below, <i>this does not impact the surplus</i> .
Materials, Goods, Supplies & Utilities	15,059,802	15,813,931	(754,129)	Savings in Parks from decreased water use as a result of water restrictions, savings in Sewer pre-treatment - added to Utility Reserves Offset by additional and replacement gear for Firefighters as a result of fire damage. Carry Forward projects to 2025 - see added to Reserves below, <i>this does not impact the surplus</i> .
Contributed to Capital	140,324	310,959	(170,635)	Some projects did not meet capitalization threshold and remained in the operating budget.
Added to Reserves	34,910,520	25,788,094	9,122,426	RCMP contract savings, Utility Operations Surplus (Water, Sewer, Waste & Recycling), Street light rebate and; Carry Forward Reserve (2024 Projects to 2025)
Bank Charges & Short Term Interest	1,113,149	1,061,131	52,018	
Long-Term Debt	8,355,645	8,900,010	(544,365)	Roadwork debt was not pulled in 2024 due to high interest rates - see Drawn from Reserves above, <i>does not impact the surplus</i> .
Internal Charges	6,556,691	6,813,070	(256,379)	IT and Building Operation Chargeback lower than anticipated - offset in Internal recoveries above, <i>does not impact the surplus</i> .
Other Transactions	379,477	1,393,800	(1,014,323)	Carry forward Downtown Revitalization Program to 2025, <i>does not impact the surplus</i> .
Grants to Groups & Other Organizations	5,204,922	5,218,192	(13,270)	
Total Expenses	216,822,226	213,585,757	3,236,469	
(Surplus)/ Deficit	(5,778,109)	-	(5,778,109)	

City of Airdrie
2024 Fourth Quarter Capital Variance Summary
December 31, 2024

Project	Fully Procured? (Y/N)	YTD Actual Spend	2024 Budget	Carry forward	Variance	Project Progress Update
Buildings						
000271 South West Regional Recreation Centre	N	137,080			-	The project is ongoing, pre-design only. Work is underway on the functional report and site master plan. Council was provided a report in February 2025 outlining the stages of this work and decisions returning in April 2025. Public engagement will take place in March 2025 with an open house and online survey. This engagement will inform the site master plan options returning to Council.
000389 Airdrie Multi-Use Facility and Library	N	25,212,874			-	The project is ongoing. Roofing is now complete and exterior cladding and glass installation is underway. The seating for the amphitheater and retaining walls for the playground and outdoor programming area are now complete. Two milestones were achieved: one with the completion of the gas connection, enabling heat to be turned on in the building and drywall finishing to begin, and two with the delivery of the main mechanical equipment. Exterior art foundations were completed by CANA and the artists working on interior continue to develop the design of the globes based on the community responses to the survey. The project is still on budget and on track for a September 2025 opening to the public.
000505 Highland Park Fire Station	N	81,919			-	Project ongoing, design is underway estimated to be complete in Q2 2025. Construction estimated to start in Q2 2025. Overall project estimated to be complete in 2026.
000567 Roads - Salt Storage Facility	N				-	Project ongoing for design only, currently awarding to consultant. Estimated to be complete Q2 2025.
000666 Parks Operations Building - Chinook Winds	Y	1,521,919	1,550,239	28,320	-	Project substantially complete, deficiencies to be completed. Estimated to be complete Q1 2025.
000915 Corporate Properties - Public Works Yard Redevelopment - East Lake Hill	Y	1,942,992	3,661,283	1,718,291	-	Projects ongoing, project consists of 2 projects: Wash Bay addition, construction has started and estimated to be complete Q2 2025. West Barn expansion is substantially complete, seasonal deficiencies. Estimated to be complete Q2 2025.
001146 Corporate Properties - City of Airdrie Corporate Campus	N	30,316			-	Project started. To be continued in 2025.
001248 2HP Front Lobby & Locker Renovation	N				-	Carry forward, work will be started in 2026/27.
001479 Fire - Admin Office Restructure	N	58,273			-	Carry forward, to be completed in 2025.
001488 Expanded Community Use Gymnasium (Airdrie Francophone High School)	N				-	Project ongoing. Schematic design (Class B) cost estimate was provided to Council in Q3 2024 and budget amendment approved. Administration is formalizing funding agreement and joint use agreement in Q1 2025 with the Francosud School Board. School construction expected to start in mid-2025 and opening in fall 2027.
Total Buildings		28,985,373	5,211,522	1,746,611	-	
Land						
000026 Land Acquisition - Road Right of Way and Public Utility Lots (T30, T3A, 000768 Corporate Properties - Land Acquisition	N	1,488,585			-	Project ongoing; negotiations with developers ongoing.
	N	27,040			-	Additional land acquisitions are being formulated. Estimated to be complete in 2025 if project approved.
Total Land		1,515,625	-	-	-	
Land Improvements						
000051 Parks - Chinook Winds Site Development	Y	447,076	579,662	132,586	-	Project substantially complete, seasonal deficiencies and parking lot improvements to be completed in Spring 2025. Estimated to be complete Q2 2025.
000400 Expansion of Snow Storage Facility North Airdrie - Design & Construction	Y	102,197	259,967	157,770	-	Project substantially complete. Estimated to be complete Q3 2025. Project savings due to contingency not required.
000683 Genesis Place - West Parking Lot Toplift	Y	173,938	196,500	22,562	-	Project ongoing, design only. Estimated to be complete Q4 2024. Construction anticipated to start in 2025.
001131 Corporate Properties - Recreation Facility Land Development	N	514,495			-	Project ongoing, land development progressing. Project will be completed Q4 2025.
001198 Transfer Site Remediation	Y		300,000	56,175	-	Project substantially complete. Minor maintenance and deficiency items to be completed. Groundwater monitoring ongoing. Estimated to be complete Q1 2025.
001268 Soundwall Program	N	31,370			-	Project on hold, design is complete. Awaiting on a further condition assessment. Soundwall location at 800 Yankee Valley Boulevard. Estimated to be complete Q4 2025. Capital costs of \$51,316.13 could not be capitalized, moved to operating.
001279 Corporate Properties - Regional Park Land Development	Y	1,525,537	2,050,186	524,649	-	Project substantially complete for Phase 1A. Estimated to be complete Q1 2025 Phase 1B and phase 2 design of the project will commence in 2025.
001305 Genesis Place - Artificial Turf Field - Ed Eggerer	N	4,544,338			-	Project substantially complete, minor seasonal deficiencies and warranty to be completed. Estimated to be complete Q2 2025. Still waiting on piece of turf maintenance equipment see project 1587
001312 Corporate Properties - Public Works Satellite Site Development North Airdrie	N	3,250			-	Savings due to competitive bid process. Project ongoing for design only, currently awarding to consultant. Estimated to be complete Q2 2025.
001337 Engineering Services - Arterial Landscaping	Y	34,080	77,600	43,520	-	Projects substantially complete, project location 40 Avenue - 8 Street to Reynolds Gate. Trees have been planted and in warranty. Minor deficiencies to be completed. Estimated to be complete Q2 2025.
001481 Parks - Splash Park Facilities	N	76,005			-	Project ongoing. Estimated to be complete Q2 2025.
001486 Parks - Basketball Court - Meadowbrook Middle School	Y	69,065	82,700	-	(13,635)	Project complete. Unit in use. Savings due to contingency not required.
001579 Community Facilities - Veterans Memorial	N	7,350			-	Project in progress. Estimated completion Q3 2025.
001978 Parks - Outdoor Recreation Amenity Partnership Opportunity	N				-	Project not yet commenced. Agreement with developer; payback to starting in 2028.
Total Land Improvements		7,528,701	3,546,615	937,262	(13,635)	
Machinery and Equipment						
000095 Financial Enterprise Software	N				-	Project ongoing, Carry forward balance to 2025.
000186 Roads - Tandem Plow Truck	Y	1,033,893	1,066,600	32,707	-	Project ongoing. Noted original project 186 (2023 -\$505k carry over) and growth truck (2024 -\$561,600) have been combined into 1 project. I unit is in operation , 2nd unit build is still ongoing -carry over funds to 2025
000239 Information Technology - Capital Budget Pool	N				-	Carry forward balance to 2025. Funds are already allocated in 2025 for projects.
000385 Parks - Operations Utility Vehicle	N				-	Project ongoing. Estimated to be complete Q2 2025.

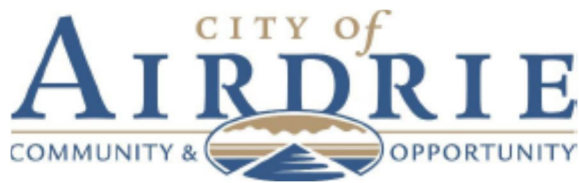
Project	Fully Procured? (Y/N)	YTD Actual Spend	2024 Budget	Carry forward	Variance	Project Progress Update
000570 Roads - Liquid Calcium Storage Expansion	Y	113,255	122,500	-	(9,245)	Project complete. Savings due to modification of existing containment site by sharing an existing wall eliminating 1 wall expense, contingency not required.
000589 Genesis Place - Aquatic Flow Meters	N		-	-	-	Project ongoing. Tied to MCC project # 693. Needs to be moved into 2025. Work will be completed in early 2025.
000731 Water Utility - Trench Shoring	Y	50,399	51,200	-	(801)	Project complete.
000823 Water/Waste Water Security Enhancements	Y	11,843	13,225	-	(1,382)	Project Complete.
001145 Information Technology - New Infrastructure	N	(18,521)			-	Carry forward balance to 2025.
001221 Water Utility - Semi Truck and Tridem Low Boy Combo	Y	186,079	187,855	-	(1,776)	Project complete.
001255 Sewer Utility - Edwards Lift Station Bypass and Meter	Y	19,668	22,079	-	(2,411)	Project complete.
001270 Website Project	N	117,414			-	Carry forward balance to 2025.
001271 Municipal Enforcement - Body Worn Cameras	Y	56,556	56,556	-	-	Project completed.
001296 Fire - Training Prop	Y	71,819	72,857	-	(1,038)	Project completed.
001357 Information Technology - Telephone System	N	61,793				RFP for procuring technology vendor has been posted, RFP evaluation is planned to be complete by February 2025.
001361 Fire - Computer Aided Dispatch System	N					Carry forward, to be completed in 2025.
001369 Fire - Apparatus Dash Cameras	N	254,580				Carry forward, to be completed by Q1 2025
001466 Ron Ebbesen Arena - Surge Protection	N					Project deferred to 2025. Estimated start time Q3; finish time Q4
001468 Plainsmen Arena - Surge Protection	N					Project cancelled
001469 Genesis Place Arenas - Surge Protection	N					Project deferred to 2025. Estimated start time Q3; finish time Q4
001477 Roads - Truck Mounted Digital Arrow Board	Y	19,400	25,500	-	(6,100)	Project complete. Savings due to inhouse mounting versus supplier and contingency not required.
001480 Capital Budget Contingency	N/A		97,633	-	(97,633)	Opening Balance \$500,000 <u>In 2024 the following project required the Capital Contingency:</u> Project 0780 - Fire – Lifecycle Gas Detection System \$60,000 Project 1295 - Fire Battalion 1 \$37,247 Project 1299 - Fire Rescue Unit \$297,520 Project 1480 - Water Tower Upgrade \$7,600 Ending Balance \$97,633 - not required in 2024
001482 Security - Genesis Place Twin Arena - FOB's	N	7,712			-	Carry forward in 2025. Order placed for parts, waiting for delivery.
001483 Fire - Fit Tester			33,700	33,700	-	Carry forward, to be completed in 2025
001496 Municipal Enforcement Dispatching	Y	(23,288)	113,712	-	(113,712)	All costs moved to operating. Project complete.
001497 Information Technology - Fleet Management Software	Y	264,825	316,808	51,983	-	Carry forward balance to 2025.
001587 Genesis Place - Artificial Turf Utility Cart	N				-	Project ongoing. Equipment is part of project 1305 and will be procured Q1 2025
001972 Parks - Portable Skateboard Park	Y	112,216	112,300	-	(84)	Project complete. Unit in use.
001973 Parks - Outdoor Rink Water Service Unit	Y	66,400	66,400	-	-	Project complete. Unit in use.
001976 Roads - Liquid Modular Tank Spreader	Y	197,306	306,300	-	(108,994)	Project complete. Savings due to budget was based on contractor quote for a 12,500 litre tank unit. It was later determined the chassis size if tank was full could not accommodated the weight of the GVW limits of the chassis. Decreased capacity size of unit to 10,000 litres to accommodate GVW limits of chassis.
Total Machinery and Equipment		2,603,350	2,665,225	118,390	(343,176)	
Roads and Bridges						
000225 40 Ave - 8 Street to Reynolds Gate (6 lane)	Y	37,927	164,000	-	(126,073)	Project complete. Savings due to contingency not required.
000810 Intersection Improvements	Y	147,995	451,607	303,612	-	Projects substantially complete; 2024 project consists of intersection improvements at the Kings Heights Fire Station. Estimated to be complete Q2 2025. 2023 project complete; intersection improvements at 8 Street and Osborne Dr / Hillcrest
000866 40 Avenue - Highview Gate SE to Lanark Gate SE (T38)	N	109,693				Project ongoing. In discussion with developer. Construction estimated to start in Q2 2025. Estimated to be complete Q4 2025.
000945 24 Street - YVB from Chinook Gate Collector to Cobblestone Collector (800m) (2 lane)	Y	130,279	369,480	-	(239,201)	Project complete. Savings as per previously reported; original proposed budget was a 2-lane divided and due to land availability on the west side of 24th Street cross section changed and it became a 2-lane undivided roadway. Savings is in concrete, median landscaping, streetlighting.
000947 24 Street - Cobblestone Collector to Southwinds Collector (2 lane) (T28, T15)	Y	42,163	278,899	236,736	-	Project consists of design only, working on environmental applications. Construction anticipated to start in 2026.
000978 40 Avenue - Windsong Boulevard to Southwinds Collector	Y	302,904	577,830	274,926	-	Project substantially complete. Seasonal deficiencies to be completed. Estimated to be complete Q2 2025.
000979 40 Avenue (West) - Southwinds Boulevard to Cobblestone Boulevard (T29, T29A, T30, W15, T3A)	Y	6,953,925	13,286,495	6,332,570	-	Project ongoing, construction has started. Estimated to be complete Q4 2025.
000987 Nose Creek Bridge - 8 St North of Veterans Blvd	N	58,247				Project ongoing, currently in preliminary design for reconstruction. Estimated to be complete Q4 2026.
000988 Nose Creek Bridge - TWP 274 (07084)	Y	1,077,009	3,215,933	340,120	(1,798,804)	Project substantially complete; in warranty. Estimated to be complete Q2 2025. Savings due to the evaluation determined that repairs were sufficient for the project and that a full reconstruction was not required.
001098 24 Street - Reunion to 800m North	Y	2,256,520	5,084,605	2,828,085	-	Project substantially complete. Phase 1 complete and in warranty. Stage 2 design, anticipating starting in Q1 2025. Overall project estimated to be complete in Q4 2026.
001148 40 Avenue - Windsong Boulevard to 24 Street - Design	Y	181,113	219,306	-	(38,193)	Project complete.
001263 2021 Collector Roadway Rehabilitation	Y	78,910	246,000	-	(167,090)	Projects complete. Savings due to variable commodity pricing.
001267 40 Avenue Interchange to QEII	Y	1,920,337	3,933,993	2,013,656	-	Project substantially complete, completing landscaping, fencing, painting and deficiencies. Warranty period is estimated to be complete Q4 2026. Savings as per previously reported. Lower material and labour cost savings due to competitive bid process and the ability to find more cost-effective construction alternatives. Larger contingency and management reserve to accommodate the higher risk associated with multiple stakeholders was not required.
001269 Traffic and Pedestrian Signal Rehabilitation	N	149,421			-	Project ongoing, project involves left turns, signal timings and video detection located at Main St & Gateway Dr. Fibre optics locations at 8 St and 40 Ave, is ongoing. Pedestrian audible signals estimating to do 5 locations. Purchase of pedestrian signals is complete, installation in locations as warranted. Overall project estimated to be complete by Q3 2025.
001335 TWP 264 & CPR Crossing Upgrade	Y	635,854	698,600	-	(62,746)	Project complete. Savings due to pricing came in under the original contractor estimate.

Project	Fully Procured? (Y/N)	YTD Actual Spend	2024 Budget	Carry forward	Variance	Project Progress Update
001336 Engineering Services - Traffic Signals - New Installations	N	50,485			-	Project ongoing, traffic signal locations at Main St and Elk Hill. Design is complete and construction anticipated to start in Q2 2025. Estimated to be complete Q4 2025.
001353 Veterans and Gateway Intersection Improvements	N	110,153	151,334	41,181	-	Project ongoing; functional design complete and detailed design substantially complete. RFP anticipated to be released Q1. Overall project estimated to be complete Q4 2025.
001375 2023 Arterial Roadway Rehabilitation	Y	20,581	125,000	-	(104,419)	Project complete. This project consists of arterial roadway pavement rehabilitation and the re-application of line markings, the staged approach within the rehabilitation program to manage the road network. 2024 budget represents remaining carry forward amount. Savings due to competitive bid process, less concrete being replaced than was tendered, and final contingency not required.
001376 2023 Collector Roadway Rehabilitation	Y	2,242	177,000	-	(174,758)	Project complete. This project consists of collector roadway pavement rehabilitation and the re-application of line markings, the staged approach within the rehabilitation program to manage the road network. 2024 budget represents remaining carry forward amount. Savings due to competitive bid process, less concrete being replaced than was tendered, and final contingency not required.
001377 2023 Local Roadway Rehabilitation	Y	7,481	385,000	-	(377,519)	Project complete. This project consists of local roadway pavement rehabilitation and the re-application of line markings, the staged approach within the rehabilitation program to manage the road network. 2024 budget represents remaining carry forward amount. Savings due to competitive bid process, less concrete being replaced than was tendered, and final contingency not required.
001478 Roads - Traffic Signal Rotator Base	Y	34,968	51,100	-	(16,132)	Project complete. Savings due to a change in original quoted supplier to a different manufacturer, sourced at same specification at lower price point, contingency not required.
001493 2024 Arterial Roadway Rehabilitation	Y	1,198,807	1,898,100	699,293	-	Project substantially complete, in warranty awaiting final billings. Estimated to be complete Q1 2025. Savings anticipated due to competitive bid process, less concrete being replaced than was tendered, and final contingency not required.
001494 2024 Collector Roadway Rehabilitation	Y	818,778	1,521,300	702,522	-	Project substantially complete, in warranty awaiting final billings. Estimated to be complete Q1 2025. Savings anticipated due to competitive bid process, less concrete being replaced than was tendered, and final contingency not required.
001495 2024 Local Roadway Rehabilitation	Y	819,681	1,505,100	685,419	-	Project substantially complete, in warranty awaiting final billings. Estimated to be complete Q1 2025. Savings anticipated due to competitive bid process, less concrete being replaced than was tendered, and final contingency not required.
Total Roads and Bridges		17,145,473	34,340,682	14,458,120	(3,104,935)	
Vehicles						
000185 Roads - One and One Quarter Ton Truck	Y	3,515	16,419	-	(12,904)	Project complete. Savings due to modifications to sideboards were completed inhouse, carry over original budget from 2023.
000382 Parks - Truck	Y	95,226	97,000	-	(1,774)	Project complete. Unit in use.
000418 Water Utility - Pickup Truck	Y	66,881	74,500	-	(7,619)	Project complete. Savings from higher bid chassis price from COVID-19
001143 Municipal Enforcement - Vehicles	N	91,032		-	-	Carry forward, to be completed in 2025.
001295 Fire Battalion 1 - High Top Vehicle Enhancement	Y	69,346	69,346	-	-	Project completed.
001297 Fire - Engine Truck	N				-	Carry forward, to be completed in 2027 when engine will be delivered.
001299 Fire - Rescue Unit	N	1,857,370			-	Carry forward, to be completed in 2025.
001300 Fire - Vehicles	N	138,185			-	Carry forward, to be completed in 2025.
001398 Transportation and Training - Vehicle	Y	61,246	71,500	-	(10,254)	Project complete.
Total Vehicles		2,382,801	328,765	-	(32,551)	
Water, Sewer and Storm Systems						
000064 Engineering Services - Water Main Oversize (W23, W12)	N	416,597			-	Project ongoing based on developer activity.
000210 Engineering Services - Sewer Main Oversize (S17, T28, T15)	N	248,255			-	Project ongoing based on developer activity.
000215 South Regional Lift Station (WW49A)	N	184,925			-	Project ongoing, functional design has been completed. Detailed design anticipated to start in Q1 2025. Overall project estimated to be complete Q4 2028.
000413 Highland Park Reservoir Upgrade (W5)	N				-	Project ongoing, design done for the portion of the East Lake Road water booster pump station upgrade. Awaiting front ending agreement to be completed with developer in order to go out to tender for construction. Estimated to be complete Q4 2025.
000723 NE Servicing Extension	N	102,762			-	Project ongoing. Design complete for East Lake Rd water booster station. Project in conjunction with project 413 Highland Park Reservoir Upgrade.
000773 High West Reservoir Pump Station (W14A)	N	1,292			-	Project ongoing, recently awarded to consultant detailed design. Project estimated to be complete Q3 2025.
001200 West and High West Reservoir Water Supply Main (W15, W12)	N	139,500			-	Project ongoing, recently awarded to consultant for detailed design. Project estimated to be complete Q3 2025.
001205 Wastewater Gravity Trunk - SE Airdrie (WW47A, WW47B, WW47C, WW47D, WW47E)	N				-	Project ongoing, in conjunction with Project 1341 South East Reservoir Fill Line, finalizing the front ending agreement with the developer for construction. Estimated to be complete Q2 2027.
001206 Wastewater Forcemain Construction to Calgary (WW48A)	N	119,978			-	Project ongoing, functional design almost complete. Detailed design will follow. This project will be completed in conjunction with project 1344 Main Lift Station Interconnection to Lift Station 8. Estimated to be complete Q3 2025.
001274 West Reservoir Pump Station (W10A)	N				-	Project ongoing, currently awarded to consultant for conceptual design. Estimated to be complete Q3 2025.
001275 Sagewood Canal Stormwater Management Improvements	N	11,530			-	Project ongoing, construction will start once design has been completed. Estimated to be complete Q3 2025.
001276 Sierra Springs Lift Station Upgrades (WW50, WW51, WW52, WW53)	N	103,218			-	Project ongoing, detailed design complete. Long lead time anticipated for equipment (pumps, generators). Construction anticipated to start in Q4 2025 and overall project estimated to be complete Q1 2026.
001316 2022 Water Distribution Rehabilitation	Y	53,140	426,458	-	(373,318)	Project complete. Consisted of replacing water main, sewer main and storm lining in the Big Springs area. Original budget was \$2.3MM and 2024 budget represents remaining carry forward amount. Savings from lower material and consulting/design costs due to competitive bid process and final contingency not required.
001318 2022 Sewer Utility Oil Grit Separator	Y	56,272	337,565	-	(281,293)	Project complete. Project located adjacent to Nose Creek Park (entrance way) along Main Street. Original budget was \$1.2MM and 2024 budget represents remaining carry forward amount. Savings due to competitive bid process and final contingency not required.

Project	Fully Procured? (Y/N)	YTD Actual Spend	2024 Budget	Carry forward	Variance	Project Progress Update
001339 High West Reservoir Storage (W13A)	N	9,535			-	Project ongoing, currently awarded to consultant for conceptual design. Project estimated to be complete Q3 2025.
001341 South East Reservoir Fill Line (W6)	N				-	Project ongoing, in conjunction with Project 1205 Wastewater Gravity Trunk - SE Airdrie finalizing the front ending agreement with the developer for construction. Estimated to be complete Q2 2027.
001344 Main Lift Station Interconnection to Lift Station 8 (WW54, WW55)	N	24,035			-	Project ongoing, currently conceptual design being completed. This project will be completed in conjunction with project 1206 Wastewater Forcemain Construction to Calgary. Estimated to be complete Q3 2025.
001358 Water Utility - Main Street Reservoirs Lifecycle Upgrade	Y	29,353	160,897	131,544	-	Project substantially complete, minor deficiencies to be completed. Estimated to be complete Q2 2025.
001371 2023 Sewer Collection Rehabilitation	Y	5,938	195,058	-	(189,120)	Projects complete; project consists of replacing sanitary main and CIPP lining at 2 Avenue, Summerfield and Highway 2. Savings due to competitive bids and contingency not required.
001372 2023 Sewer Utility Oil Grit Separator	Y	19,018	138,459	119,441	-	Project substantially complete. OGS near the library is commissioned and in operation. Surface work still to be completed, waiting on library site plan.
001373 2023 Stormwater System Rehabilitation	Y	39,069	323,882	184,813	(100,000)	Project substantially complete, project consists of Nose Creek Park bank stabilization. Seasonal deficiencies still to be completed. Estimated to be complete Q2 2025. Savings due to competitive bids and contingency not required.
001374 2023 Water Distribution Rehabilitation	Y	1,289,598	1,359,929	70,331	-	Project substantially complete, in warranty with some season deficiencies to be completed. Project consists of replacing water main in the Flett area. Estimated to be complete Q2 2025.
001393 Sewer Utility - West Lift - Rotorx Automated Head Gate	Y	2,284	53,400	51,116	-	Project substantially complete. Remainder of project consists of electrical and SCADA control to be completed In early Q1 2025; CD Mech invoice \$38k in Jan 2025.
001489 2024 Sewer Collection System Rehabilitation	Y	394,056	587,400	93,344	(100,000)	Project substantially complete. Project consist of replacing CIPP lining at Ridgebrook Dr and Rideau Cl. Savings due to competitive bids.
001490 2024 Sewer Utility - Oil Grit Separator	Y	522,557	736,600	214,043	-	Project substantially complete, OGS installed at Waterstone minor seasonal deficiencies and a flap gate still needs to be installed. Estimated to be complete Q2 2025.
001491 2024 Storm Water System Rehabilitation	Y	500,441	581,160	80,719	-	Project substantially complete, includes 2025 design. Project location in Luxstone. Seasonal deficiencies still to be completed. Estimated to be complete Q2 2025.
001492 2024 Water Distribution Rehabilitation	Y	1,445,754	2,560,600	514,846	(600,000)	Project substantially complete; project consists of replacing water main lines and services in Erin Dr. Estimated to complete in Q3 2025. Revised scope for consulting/design resulted in savings, lower construction costs due to competitive bid pricing, and only half of contingency was required.
Total Water, Sewer and Storm Systems		5,719,108	7,461,408	1,460,197	(1,643,731)	
Lifecycle - Buildings						
000680 Genesis Place - Lifecycle Phase 1 HVAC	N				-	Project ongoing. Design only, anticipating releasing RFP in Q1 2025. Design estimated to be complete Q3 2025 and construction to start in 2027.
001074 Ron Ebbesen Arena - Mid Life Lifecycle	Y	1,488,466	9,647,400	8,158,934	-	Project ongoing, detailed design is complete. Contractor has been awarded. Construction estimated to start in Q1 2025. Estimated to be complete Q4 2025.
001170 Building Operations - Lifecycle 2 Highland Park	N	91,480				Project consists of 2 parts: 2023 carryover of lifecycle of exterior and building envelope is substantially complete. Estimated to be complete Q1 2025. Lifecycle fluorescent lighting phase 1 is complete.
001173 Building Operations - Lifecycle 15 East Lake Hill	N					Project ongoing. Flooring complete. Heat trace to be completed in Q2 2025. Capital costs of \$30,646.78 – Lifecycle carpet Confirmed should be operating expense as its just a replacement and isn't a betterment for the building. \$9,064.97 – New Sink at 15 ELH Confirmed sink should be an operating expense as its below the equipment capitalization threshold.
001174 Ron Ebbesen Arena - Lifecycle Electrical Infrastructure	Y	4,975	10,000	-	(5,025)	Project complete.
001240 Bert Church Theatre - Lifecycle Multi Purpose Room Wall	N				-	Project ongoing. Project awarded and materials have been ordered. Completion anticipated in Q2 2025.
001291 Lifecycle Curling Club	Y	3,193,815	3,276,036	82,221	-	Project substantially complete. Minor deficiencies to be completed. Estimated to be complete Q1 2025.
001360 Genesis Place - Lifecycle Fun Place	Y	88,109	90,966	2,857	-	Project substantially complete, minor deficiencies to be completed. Estimated to be complete Q1 2025.
001464 Genesis Place - Lifecycle LED Lighting	N	1,185			-	Project ongoing. Design only, carry forward to 2025.
Total Lifecycle - Buildings		4,868,031	13,024,402	8,244,012	(5,025)	
Lifecycle - Land Improvements						
000179 Ron Ebbesen Arena - Lifecycle Parking Lot	Y	115,045	206,800	91,755	-	Project ongoing, design only. Estimated to be complete Q1 2025. Construction anticipated to start in 2026.
000246 Parks - Lifecycle Pathways	Y	127,545	424,200	296,655	-	Project ongoing. Estimated to be complete in Q2 2025.
000261 Parks - Lifecycle Playground Replacement	Y	599,530	703,823	-	(191,894)	Project completed. Savings due to charity donation received.
001307 Baysprings Development	Y	9,092	26,314	17,222	-	Projects substantially complete. Playground site work to be completed. Estimated to be complete in Q2 2025.
Total Lifecycle - Land Improvements		851,212	1,361,137	405,632	(191,894)	
Lifecycle - Machinery and Equipment						
000100 Ron Ebbesen Arena - Lifecycle Ice Resurfacer	Y	200,000	204,200	-	(4,200)	Project completed
000491 Genesis Place - Lifecycle Fitness Equipment	Y	87,385	92,551	-	(5,166)	Project complete.
000499 Genesis Place - Lifecycle Pool Mechanical	Y	29,834	32,317	2,483	-	Project substantially complete. Minor deficiencies to be completed. Estimated to be complete Q1 2025.
000524 Fleet - Lifecycle Parks Utility Vehicle (4-4-0341)	Y	81,355	81,700	-	(521)	Project complete.
000631 Fleet - Lifecycle Roads Sweeper (1-8-0225)	N	495,359			-	Project ongoing. Unit ordered. Estimated to be complete Q2 2025.
000689 Genesis Place - Lifecycle Hot Water Tank	Y	1,382	1,382	-	-	Project complete.
000693 Genesis Place - Lifecycle Phase 1 Motor Control Center	Y	146,473	222,711	76,238	-	Project ongoing, shipment of equipment and installation estimated to be complete Q1 2025.
000695 Genesis Place - Lifecycle Man Lift	Y	81,545	81,545	-	-	Project complete.
000699 Genesis Place - Lifecycle Boiler	N				-	Project ongoing. Design only, anticipating releasing RFP in Q1 2025. Design estimated to be complete Q3 2025 and construction to start in 2027.
000709 Fleet - Lifecycle Roads Sweeper (1-8-0212)	N	455,646			-	Project ongoing. Estimated completion Q2 2025 .
000713 Fleet - Lifecycle Roads Tandem Truck (1-5-0252)	Y	21,180	23,670	-	(2,490)	Project complete.
000747 Security - Lifecycle Infrastructure	N	24,804				Carry forward in 2025. Order placed for parts, waiting for delivery.

Project	Fully Procured? (Y/N)	YTD Actual Spend	2024 Budget	Carry forward	Variance	Project Progress Update
000754 Fleet - Lifecycle Parks 11 Foot Mower (4-1-0360)	Y	132,162	133,374	-	(1,212)	Project complete.
000780 Fire - Lifecycle Gas Detection System	Y	61,838	61,838	-	-	Project complete.
000840 Fleet - Lifecycle Roads Sweeper (1-8-0222)	N	495,359			-	Project ongoing. Unit onsite. Estimated to be complete Q2 2025.
000894 Municipal Enforcement - Lifecycle In Car Cameras	Y	106,535	106,967	-	(432)	Project complete.
000920 Fleet - Lifecycle Roads Snow Plow (8-3-0719)	Y	31,445	38,300	-	(6,855)	Project complete. Savings due to contingency not required.
001107 Ron Ebbesen Arena - Lifecycle Dehumidifier	N	62,475			-	Project ongoing. Humidifier was purchased and installation is scheduled for Q2 2025 during Ron Ebbesen Arena closure.
001115 Bert Church Theatre - Lifecycle Line Array Speakers	Y	66,277	76,600	-	(10,323)	Project complete.
001144 Information Technology - Lifecycle Infrastructure	N	206,854			-	Carry forward balance to 2025.
001294 Water Tower Upgrade	Y	6,590	7,600	-	(1,010)	Project complete.
001303 Fire - Lifecycle Radios	Y	779,929	832,356	-	(52,427)	Carry forward not required. 2nd phase of the project in 2025.
001320 Information Technology - Lifecycle and New PCs	Y	562,698	582,449	19,751	-	Carry forward balance to 2025.
001365 Bert Church Theatre - Lifecycle Cyclorama Lighting System	Y	30,279	45,900	-	(15,621)	Project complete.
001400 Transportation and Training - Lifecycle Training Room Furniture	Y		23,900	-	(23,900)	The costs did not meet the capital threshold, moved to operating.
001467 Fire - Lifecycle Fire Station Alerting Infrastructure	N				-	Carry forward, to be completed by Q2 2025.
001473 Fleet - Lifecycle Water Services Hotsy (4-6-0644)	Y	15,070	30,600	-	(15,530)	Project complete. Savings due to contingency not required.
001569 Community Facilities - Lifecycle Gwacheon Park	Y	59,748	73,320	13,572	-	Project substantially complete. Signage to be completed in Q1 2025.
Total Lifecycle - Machinery and Equipment		4,242,222	2,753,280	112,044	(139,687)	
Lifecycle - Roads and Bridges						
000574 Engineering Services - Lifecycle Pedestrian Bridges	Y	1,429,920	1,609,610	179,690	-	Project substantially complete, in warranty and some seasonal deficiencies to be completed. Estimated to be complete in Q1 2025.
Total Lifecycle - Roads and Bridges		1,429,920	1,609,610	179,690	-	
Lifecycle - Vehicles						
000336 Fleet - Lifecycle Parks Truck (2-1-0282)	Y	60,733	73,500	-	(12,778)	Project complete. Savings due to contingency not required.
000520 Fleet - Lifecycle Water Services 1 Ton Dump Truck (2-3-0288)	Y	101,774	118,500	-	(16,726)	Project complete. Savings due to contingency not required.
000522 Fleet - Lifecycle Parks Truck (2-2-0298)	N	81,827			-	Project ongoing. Unit onsite. Estimated complete Q1 2025.
000606 Transit & Active Transportation - ICE Mid-Life Refit	N	21,158			-	Project ongoing, carry forward required.
001002 Fleet - Lifecycle AFD Pick Up (2-2-0276)	Y	83,402	88,800	-	(5,398)	Project complete. Savings due to contingency not required.
001460 Fleet - Lifecycle Water Services Truck (2-1-0202)	Y	62,695	73,500	-	(10,805)	Project complete. Savings due to contingency not required.
Total Lifecycle - Vehicles		411,588	354,300	-	(45,707)	
Total Project Tree		77,683,404	273,377,941	189,112,260	(6,384,433)	

*Budget, projections and variance information were removed for projects underway where pricing is not secured. These amounts were removed in order to protect the City of Airdrie's procurement process



2024 Capital Budget Amendments as at December 31, 2024:

The total capital budget for 2024 is **\$273,377,941** as at December 31, 2024. The original 2024 capital budget was approved at \$131,618,910.

The capital budget has been amended by adding carry forwards from 2023 and prior amounting to \$126,386,769. The following capital budget amendments have been completed to the end of the year with Council and/or administrative endorsements.

2024 Approved Capital Budget	\$ 131,618,910
2023 and prior carry forward capital projects	126,386,769
Project 1303	218,000
Project 0979	2,186,495
Project 1074	1,718,000
Project 1569	73,320
Project 1170	75,000
Project 1205	4,500,000
Project 1341	2,599,200
Project 1279	430,000
Project 1978	1,500,000
Project 1496	20,000
Project 1488	1,500,000
Project 1579	215,000
Project 1146	61,770
Project 1496	(20,000)
Project 1107	210,000
Project 1320	71,227
Project 1357	14,250
2024 Amended Capital Budget	\$ 273,377,941

2024 Operating Budget Amendments as at December 31, 2024:

The total operating budget for 2024 is **\$213,585,757** as at December 31, 2024. The original 2024 operating budget was approved at \$207,184,963.

The following operating budget amendments have been completed to the end of the year with Council and/or administrative endorsements.

2024 Approved Operating Budget	\$207,184,963
2023 and prior carry forward operating projects	1,773,850
2023 and prior carry forward reserve and grant funded projects	1,350,660
Nose Creek Valley Museum utilities	3,917
Downtown Incentives	1,000,000
Elected Officials Compensation and Resourcing Review	125,000
Housing Accelerator Fund Program	1,000,000
RCMP Southern Alberta District front entrance relocation	31,530
Personnel funded from capital	(272,586)
Town and Country Centre costs to be recovered	23,870
HAF personnel	520,925
ROI Modelling project	50,000
Habitat for Humanity	61,000
Purchase of property from Housing Accelerated Fund	800,000
CRL actual revenue transfer to reserves	67,628
Move Veterans memorial from operating budget to capital budget	(135,000)
2024 Amended Operating Budget	\$213,585,757

City of Airdrie
2024 Fourth Quarter Statement of Reserves
December 31, 2024

	2024 Beginning Balance	2024 Actual Changes	2024 Utility Operating Surplus	2024 Operating Surplus	2024 Closing Fund Balance
Operating Fund Reserves					
5-949 Operating Reserve - Affordable Housing Reserve	750,000	29,850			779,850
5-950 Operating Reserve - General	28,879,807	1,159,003		2,433,900	32,472,710
5-952 Operating Reserve - IRM	1,100,000				1,100,000
5-956 Operating Reserve - Snow Removal	1,604,420	108,118			1,712,538
5-959 Operating Reserve - Twinning	77,184	(59,748)			17,436
5-963 Operating Reserve - Cemetery	167,704	14,880			182,584
5-964 Operating Reserve - Tax Stabilization	23,113,634	4,703,144			27,816,778
5-966 Operating Reserve - Downtown Revitalization Reserve (Restricted)	1,924,988	(141,020)			1,783,968
Total Operating Fund Reserves	57,617,737	5,814,227	-	2,433,900	65,865,864
Capital Fund Reserves					
5-967 Capital Reserve - Community Revitalization Levy Reserve (Restricted)	270,205	441,387			711,592
5-968 Capital Reserve - High School Land Assembly Reserve (Restricted)	663,430	787,352			1,450,782
5-972 Capital Reserve - Parks	2,614,090	(271,191)			2,342,899
5-973 Capital Reserve - Fleet	4,596,912	(549,723)			4,047,189
5-974 Capital Reserve - Information Technology	1,732,565	(450,985)			1,281,580
5-976 Capital Reserve - General	23,856,686	(3,205,360)		3,344,209	23,995,535
5-979 Capital Reserve - Roads	1,350,876	1,647,707			2,998,583
5-980 Capital Reserve - Transit	1,305,319	500,000			1,805,319
5-985 Capital Reserve - General Recreation	3,247,349	292,278			3,539,627
5-986 Capital Reserve - Cash in Lieu (Restricted)	2,098,520	83,521			2,182,041
5-987 Capital Reserve - Genesis Place (Restricted)	3,593,882	(235,957)			3,357,925
5-989 Capital Reserve - Building	3,340,917	372,069			3,712,986
Total Capital Fund Reserves	48,670,751	(588,901)	-	3,344,209	51,426,059
Offsite Levied Fund Reserves (Restricted)					
5-969 Capital Reserve - Enhanced Landscaping Offsite	2,318,594	432,008			2,750,602
5-970 Capital Reserve - Offsite	419,686	48,966			468,652
5-977 Capital Reserve - Roads Offsite	39,063,767	(1,835,004)			37,228,763
5-978 Capital Reserve - Developers Contribution Recreation Offsite	7,828,544	136,837			7,965,381
5-983 Capital Reserve - Sewer Offsite	4,710,785	(1,190,419)			3,520,366
5-984 Capital Reserve - Water Offsite	10,507,392	1,845,739			12,353,131
Total Offsite Levied Fund Reserves (Restricted)	64,848,768	(561,872)			64,286,896
Utility Fund Reserves					
5-951 Operating Reserve - Utility Stabilization	5,909,723	(1,349,850)	847,183		5,407,056
5-965 Operating Reserve - Utility General	3,189,558	4,933	847,183		4,041,674
5-971 Capital Reserve - Waste Management	8,523,950	(1,898,256)	594,769		7,220,463
5-975 Capital Reserve - General Water	6,419,272	180,293	287,166		6,886,732
5-982 Capital Reserve - Sewer	9,378,276	4,380,189	1,208,972		14,967,438
Total Utility Fund Reserves	33,420,779	1,317,310	3,785,274	-	38,523,363
Total Reserves	204,558,035	5,980,765	3,785,274	5,778,109	220,102,182

City of Airdrie
2024 Fourth Quarter Long-Term Debt
December 31, 2024

	2024 Opening Balance	2024 Q4 Principal Payments YTD	2024 Q4 Principal Balance YTD	2024 Principal Payments	2024 YE Principal Balance
Tax-Supported Debentures					
DEBENTURE 145 - MAIN FIRE HALL	693,374	\$(269,201)	424,173	\$(269,201)	424,173
DEBENTURE 144 - MAIN FIRE HALL	337,818	\$(165,660)	172,158	\$(165,660)	172,158
DEBENTURE 147 - ANNEXED ROADWAY	177,407	\$(57,506)	119,901	\$(57,506)	119,901
DEBENTURE 154 RCMP 2ND FLOOR IMPROVEMENTS	1,430,857	\$(111,839)	1,319,018	\$(111,839)	1,319,018
DEBENTURE 137 - 23 EAST LAKE HILL	181,534	\$(181,534)		\$(181,534)	
DEBENTURE 139 - GP PHASE II	1,185,883	\$(176,804)	1,009,079	\$(176,804)	1,009,079
DEBENTURE 140 - RCMP EXPANSION	1,707,500	\$(216,963)	1,490,537	\$(216,963)	1,490,537
DEBENTURE 146 - GENESIS PLACE PH III	1,072,380	\$(112,876)	959,504	\$(112,876)	959,504
DEBENTURE 150 - GENESIS PLACE III	2,164,987	\$(199,852)	1,965,135	\$(199,852)	1,965,135
DEBENTURE 158 - 2017 LAND ACQUISITION	926,579	\$(92,001)	834,578	\$(82,001)	844,578
DEBENTURE 159 - 2018 LAND ACQUISITION	6,134,406	\$(533,280)	5,601,126	\$(533,280)	5,601,126
DEBENTURE 160 - PARKLAND ACQUISITION	8,339,381	\$(346,732)	7,992,649	\$(346,732)	7,992,649
DEBENTURE 162 - AIRDRIE HOUSING	3,182,616	\$(93,266)	3,089,350	\$(93,266)	3,089,350
Total Tax-Supported Debentures	\$27,534,722	\$(2,557,514)	\$24,977,208	\$(2,547,514)	\$24,987,208
Offsite-Supported Debentures					
DEBENTURE 143 - 2009 LAND ACQUISITION	87,066	\$(42,696)	44,370	\$(42,696)	44,370
DEBENTURE 142 - 2010 ROAD WORKS	372,512	\$(182,673)	189,839	\$(182,673)	189,839
DEBENTURE 148 - 24 STREET	1,195,125	\$(287,188)	907,937	\$(287,188)	907,937
DEBENTURE 149 - Water Supply Line	2,560,732	\$(252,384)	2,308,348	\$(252,384)	2,308,348
DEBENTURE 141 - 2009 ROADS PROGRAM	201,713	\$(98,916)	102,797	\$(98,916)	102,797
DEBENTURE 156 - 2016 ROADWORKS	4,720,300	\$(546,810)	4,173,490	\$(546,810)	4,173,490
DEBENTURE 157 - 2017 ROADWORKS	5,300,345	\$(526,275)	4,774,070	\$(526,275)	4,774,070
DEBENTURE 161 - 2020 ROADWORKS 40 AVENUE INTERCHAN	16,794,587	\$(698,279)	16,096,308	\$(698,279)	16,096,308
DEBENTURE 151 - 2014 ROADWORDS	1,361,007	\$(231,186)	1,129,821	\$(231,186)	1,129,821
DEBENTURE 152 - 2013 ROADWORKS	824,813	\$(128,047)	696,766	\$(128,047)	696,766
DEBENTURE 131 - SANITARY FORCE MAIN	856,848	\$(418,748)	438,100	\$(418,748)	438,100
DEBENTURE 153 - RESERVOIR PUMPHOUSE	2,784,130	\$(433,740)	2,350,390	\$(433,740)	2,350,390
DEBENTURE 155 - MAIN LIFT STATION	535,008	\$(61,977)	473,031	\$(61,977)	473,031
Total Offsite-Supported Debentures	\$37,594,186	\$(3,908,919)	\$33,685,267	\$(3,908,919)	\$33,685,267
Loan Payable					
LOAN PAYABLE	\$396,178	\$(32,573)	\$363,605	\$(32,573)	\$363,605
Total Loan Payable	\$396,178	\$(32,573)	\$363,605	\$(32,573)	\$363,605
Total Long Term Debt	\$65,525,086	\$(6,488,094)	\$59,036,992	\$(6,489,006)	\$59,036,080

Debentures Paid off in Next Five Years				
Project	Year Borrowed	Borrowed Amount	Annual Payment = Principal + Interest	Year Paid Off
23 East Lake Hill	2009	2,066,800	187,291	2024
Sanitary Force Main	2005	5,900,000	453,168	2025
2009 Roadworks Program	2010	1,194,210	105,801	2025
2010 Roadworks Program	2010	2,205,400	195,388	2025
2009 Land Acquisition	2010	515,460	45,667	2025
Main Fire Hall	2010	2,000,000	177,191	2025
Main Fire Hall	2011	3,300,000	294,082	2026
Annexed Roadway	2011	756,460	62,054	2026
Debenture 148 - 24th Street	2013	3,905,500	316,710	2027
2014 road works	2014	3,245,900	270,256	2029
Reservoir Pumphouse (project 213)	2014	6,210,000	505,361	2029
Phase II Genesis Place	2009	3,000,000	227,002	2029
Total Debentures Paid off in Next Five Years		\$ 34,299,730	\$ 2,839,973	



COUNCIL – AGENDA REPORT

Meeting Date: 18 March 2025
Subject: 2025 Council Calendar Amendment
Directorate: City Manager

Issue:

Council is being asked to approve an amended 2025 Council Calendar to comply with new Council policy.

Policy / Council Direction:

Municipal Government Act sections 192, 193, 196, *Procedure Bylaw* sections 31 and 32, *Committees Bylaw* part 2, *Policing Committee Bylaw* section 36 and Council Resolution 2025-C-022.

Background:

Council is being asked to approve an amended 2025 Council Calendar resulting from:

- the formation of a new Policing Committee by Council on February 4, 2025;
- Council approval of Subdivision and Appeal Board hearings to be held on Thursdays at 9:00 a.m. on January 21, 2025; and
- the changing of the Organizational Meeting to a November date due to implementation of the municipal election ballot count, possible recount(s) and results reporting process.

Council Committee Routed Through:

This item was not routed through committee.

Administration Recommendation:

That Council approves the 2025 Council Calendar as amended.

Alternatives/Implications:

Council could choose to provide alternative direction.

Budget Implications:

There are no budget implications.

Communications and Engagement:

The Council Calendar will be posted throughout City of Airdrie facilities and on the city website.

Recommendation:

That Council approves the amended 2025 Council Calendar shown in Attachment 1, as presented.

Charlotte Satink
Manager of Legislative Services and IGM

Staff Presenter:	Charlotte Satink
Department:	Legislative Services
Reviewed by:	Charlotte Satink, Tammy Belsham
Attachments:	#1: Draft 2025 Amended Council Calendar

2025 Council Calendar

January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			H	2	3	4
5	6	7	8	9	10	11
12	13	CSSS CISG	15	16	17	18
19	20	C	22	23	24	25
26	27	CCS CISG	29	30	31	

March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	C	5	6	7	8
9	10	CSSS CISG	12	13	14	15
16	17	C	19	20	21	22
23	24	CCS CISG	26	27	28	29
30	31					

May						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	C	7	8	9	10
11	12	CSSS CISG	14	15	16	17
18	H	C	21	22	23	24
25	26	CCS CISG	28	29	30	31

July						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		H	C	3	4	5
6	7	CSSS CISG	P	10	11	12
13	14	15	16	17	18	19
20	21	CISG	23	24	25	26
27	28	29	30	31		

September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	H	C	3	4	5	6
7	8	CSSS CISG	10	11	12	13
14	15	C	17	18	19	20
21	22	CCS CISG	24	25	26	27
28	29	H				

November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	O	C	5	6	7	8
9	10	H	CSSS CISG	13	14	15
16	17	C	19	20	21	22
23	B	CISG	B	27	B	29
30						

February						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	C	5	6	7	8
9	10	CSSS CISG	12	13	14	15
16	H	C	19	20	21	22
23	24	CCS CISG	26	27	28	

April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		C	2	3	4	5
6	7	CSSS CISG	P	10	11	12
13	14	C	16	17	H	19
20	H	CCS CISG	23	24	25	26
27	28	29	30			

June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	C	4	5	6	7
8	9	CSSS CISG	11	12	13	14
15	16	C	18	19	20	21
22	23	CCS CISG	25	26	27	28
29	30					

August						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	H	5	6	7	8	9
10	11	CISG	13	14	15	16
17	18	19	20	21	22	23
24	25	CCS CISG	27	28	29	30
31						

October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	C	8	9	10	11
12	H	CSSS CISG	P	16	17	18
19	E	21	22	23	24	25
26	27	28	CISG	30	31	

December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	C	3	4	5	6
7	8	CSSS CISG	10	11	12	13
14	15	C	17	18	19	20
21	22	CCS CISG	24	H	H	27
28	29	30	31			

SCHEDULE OF PUBLIC MEETING DATES AND TIMES

In the event that a meeting of Council or its Standing Committees falls on a statutory holiday, it will be held the next business day.

C City Council, Council Chambers

1st and 3rd Tuesday each month (except Jan 7, July 15, Aug 5 & 19, Oct 21*)

1:00 p.m. - Public Hearings

Council meetings are hybrid and will be live-streamed on airdrie.ca.

H Statutory Holiday

O Organizational Meeting of Council

November 3*

2:00 p.m. - City Hall, Council Chambers (Closed meeting at 1:00 p.m.)

CSSS Community Safety and Social Services Standing Committee

2nd Tuesday of each month (except August 12)

9:00 a.m. - City Hall, Council Chambers

CISG Community Infrastructure and Strategic Growth Standing Committee

2nd and 4th Tuesday of each month (except Oct 28* - held Oct 29)

1:00 p.m. - City Hall, Council Chambers

CCS Community and Corporate Services Standing Committee

4th Tuesday of each month (except July 22, Oct 28* and Nov 25)

9:00 a.m. - City Hall, Council Chambers

PC Policing Committee

Wednesdays once per quarter annually

9:00 a.m. - City Hall, Council Chambers

E Election day

B 2026 Budget Deliberation Day

ARB* The Assessment Review Board meet as required.

GAB* The General Appeal Board meets as required.

SDAB* The Subdivision and Development Appeal Board meets on Thursdays as required

Meetings for these Boards*, all special meetings, cancelled meetings or re-scheduled meetings are posted on the website www.airdrie.ca and at Airdrie City Hall - 400 Main Street SE. Call 403-948-8816 for more information.

For more information about appearing before Council, visit www.airdrie.ca or call Legislative Services at 403-948-8816

*due to Municipal Election

Approved: March 18, 2025

DATE: February 17, 2025

ATTN: Legislative Services

**City of Airdrie
400 Main Street
Airdrie, AB T4B 3C3**

Dear Airdrie City Council,

Airdrie Pride is respectfully asking that the City of Airdrie observe and raise the Transgender flag for the 2025 Transgender Day of Visibility happening March 31, 2025.

Airdrie Pride has been exceptionally grateful for the City of Airdrie's proclamation and flag raising for Pride Month and Transgender day of Remembrance since 2017. Please trust that this small action makes an incredible difference to many transgender and gender diverse individuals that call Airdrie home. These small gestures are important to reinforce the safety and security of our amazing community.

What is Transgender Day of Visibility?

International Transgender Day of Visibility (often referred to as TDOV or Trans Day of Visibility) is an annual event occurring on March 31 dedicated to celebrating transgender people and raising awareness of discrimination faced by transgender people worldwide, as well as a celebration of their contributions to society.

If you have any questions or concerns please don't hesitate to reach out. We will happily supply a flag!

Respectfully,

Rhianne Fiolka (she/her)
President
Airdrie Pride Society
rhianne@airdriepride.ca

February 26, 2025

Calgary Foundation
Neighbour Grant

Dear Sir/Madam,

Re: Circle Connections for Reconciliation Society Application – Neighbour Grant

On behalf of Airdrie City Council, I am pleased to provide a letter of support for the Circle Connections for Reconciliation Society's (Circle) application for \$10,000 of funding for their planned National Indigenous Peoples Day Celebration taking place June 21, 2025, at Nose Creek Park in Airdrie. Specifically, Council and I support their application to the Calgary Foundation's Neighbour grant.

The City of Airdrie has many Indigenous people living within our community. Since 2021 the Circle has provided ways for both Indigenous and non-Indigenous people to come together in peace, respect and friendship, to build relationships, learn the truth, increase awareness and work towards genuine reconciliation in our area. To ensure their work is done in a good way they work with Elders, Knowledge Keepers and Leaders from across Treaty 7 Territory and the Métis Nation of Alberta.

The City of Airdrie has partnered with the Circle on several special events for National Indigenous Peoples Day (June 21), National Day for Truth and Reconciliation (Sept 30) in 2022 and 2023, as well as their series of Elder Talks in 2023 and 2024.

The work the Circle does is in line with the City of Airdrie's strategic objective to be a leading movement for truth and reconciliation within Alberta. We look forward to continuing to provide our support and to work with them in the coming year.

Sincerely,



Peter Brown
Mayor

From: [Karen Spence](#)
To: [Karen Spence](#)
Subject: FW: 2025 Minister's Awards for Municipal and Public Library Excellence Program
Date: Thursday, March 6, 2025 2:52:55 PM
Attachments: [2025 Minister's Awards for Municipal and Public Library Excellence Program.pdf](#)

From: Angela Angel <Angela.Angel@airdrie.ca>
Sent: Monday, February 24, 2025 3:20 PM
To: Karen Spence <Karen.Spence@airdrie.ca>
Cc: Pauline Clark <Pauline.Clark@airdrie.ca>
Subject: FW: [EXTERNAL] FW: 2025 Minister's Awards for Municipal and Public Library Excellence Program

Hello Karen,

I received the below request from Deb Cryderman, Director, Airdrie Public Library.

I am wondering if it is possible to seek a letter of support from Mayor Brown and Council Members for this Minister's Award application?

Note: Deadline March 31st, 2025.

Please advise on how I can support this request.

Thank you!
Angela

Angela Angel, [MSc](#) | Pronouns: She/Her | Social Planner | City of Airdrie | P. 403.948.8800 ext 8765
[MyAirdrie](#). Make it yours at [airdrie.ca](#) - sign up for your personalized account today.

From: Deb Cryderman <deb@airdriepubliclibrary.ca>
Sent: Wednesday, February 19, 2025 8:54 PM
To: Angela Angel <Angela.Angel@airdrie.ca>; [REDACTED]
Subject: [EXTERNAL] FW: 2025 Minister's Awards for Municipal and Public Library Excellence Program

Hi Angela and Blake,

The Library is going to apply for the Minister's Award for library service for our cold weather response in partnership with the City of Airdrie in January 2024. The criteria for this award is:

Public Library Services (open to all library boards, serving a population of over 10,000)

Awarded for an initiative that exemplifies:

- demonstrating responsiveness to community need(s); and
- providing direct benefit to the public.

I'm hoping you could each write a letter of support for our application. Angela, it would be terrific if you could talk about our willingness to jump in blindly the day your suggested we do this. And Blake, perhaps you could talk about why you wanted to be involved this year. Anything else you think may benefit this would be appreciated, too.

There is more information in the attachment.

You can also [see the video Medicine Hat Public Library's created](#) when they won in 2022. This award has supported MHPL in qualifying for a grant to have a social worker work at the library (through Seniors and Social Support).

Thanks so much! Deadline for all of this to be handed in is March 31. If you have questions, please ask!

Deb

Deb Cryderman (she/her)

Director, Airdrie Public Library

Ask me how you can be part of the [new Airdrie Public Library!](#)

[City of Airdrie Letterhead]

[Date]

The Honourable Ric McIver Minister of Municipal Affairs
320 Legislature Building
10800 - 97 Avenue
Edmonton AB T5K 2B6

Dear Honourable Minister McIver,

Subject: Letter of Support - Airdrie Public Library's Application for the Minister's Award of Excellence

On behalf of the City of Airdrie and its City Council, we are writing to express our enthusiastic support for the Airdrie Public Library's application for the Minister's Award of Excellence. Their innovative and compassionate response to our city's Extreme Cold Weather Response initiative is truly commendable and worthy of recognition.

In January 2024, the City of Airdrie faced a critical challenge: providing a safe warming space for vulnerable individuals during a prolonged period of extreme cold. As we lack critical social infrastructure to respond to extreme cold weather events, the alternative was to transport these individuals to already overburdened shelters in neighbouring communities, removing them from their community. When City Administration inquired whether the Airdrie Public Library had ever considered operating as an overnight warming space, the Library's response was immediate and unequivocal.

The Library immediately opened its doors, remaining operational 24/7 for seven consecutive days. The overnight warming space also offered warm food and beverages, basic needs backpacks, if needed, and information on local social service supports for residents needing additional supports. This extraordinary effort provided a vital lifeline for our most vulnerable residents, preventing them from facing the harsh conditions outdoors or being displaced from their home community of Airdrie. The Library also provided an overnight warming space again in March of 2024.

This initiative was a collaborative success, with the City providing crucial financial support and the Library contributing essential human resources and space. The Library's proactive

approach and dedication to community well-being exemplify the spirit of public service.

Building on this success, the City of Airdrie provided advanced funding in 2025 to both the Library and Living Springs Christian Fellowship, enabling a sustainable and adaptable model for future cold weather responses. This demonstrates the program's ability to be expanded and replicated by other community agencies, further strengthening our safety net for vulnerable populations.

The Airdrie Public Library's actions not only provided critical support during a time of need but also demonstrated a commitment to efficient and effective service delivery. The extended hours allowed the Library to serve the broader community, enhancing its role as a vital hub for all residents.

We believe that the Airdrie Public Library's exceptional response to our Extreme Cold Weather Response initiative is a shining example of community leadership and dedication. We strongly urge you to consider their application for the Minister's Award of Excellence.

Sincerely,

Peter Brown
Mayor

OUTSTANDING COUNCIL FOLLOW-UP (Updated to March 18, 2025)

	Item	Director Contact	Councillor and Date Originated	Expected Return Date	Director Update
1	Direct Administration to work with Volunteer Airdrie Society with respect to the coordination of current Airdrie Transit programs and the Drive Happiness Seniors Association Program and to return to Council with options, whether by direct or indirect support to help further their success.	S. Utz	DM Jones – Mar 18/23	June 2025	Administration will review the scope of the existing specialized medical trips to Calgary program and assess any service gaps based on community need. This report will review service model options, including operational costs, demand forecasts and levels of service. Administration will also review the intergovernmental relationship for the health services creating the demand for medical trips.
2	Direct Administration to prepare a follow-up report to the one presented to Council on June 4, 2024 regarding the impacts of zero-lot line housing.	S. Utz	T. Petrow – June 4/24	June 2025	Administration will review the impacts of zero-lot line housing, especially those with front-drive access, in neighbourhoods with the benefit of winter occupancy and higher completion and occupancy rates in general.
3	Direct Administration to review the Industrial Monitoring Program and wastewater surcharges set out in Sewer Bylaw, B-11/2015, and return to Council with a report on the review and potential bylaw amendments, including: 1. A legal assessment/review of the Program; 2. A review of best practises from comparable municipalities; 3. A full review of the recovery, surcharges and discounts being applied; 4. Whether further education would be beneficial for the public; 5. A full review of the fairness of the bylaw as it relates to businesses; 6. Feasibility of returning the surcharges that were requested today; and 7. A workshop be held regarding this topic to educate Council.	L. Stevens	P. Brown – Feb 18/25	June 2025	Administration will review the Sewer Bylaw and Industrial Monitoring Program to ensure fair and equitable application that is in alignment with best practices from comparable municipalities and applicable master servicing agreements. Administration will also hold a workshop with Council to provide further information on the Industrial Monitoring Program, including how it is administered and the intended outcomes, prior to returning to Council with proposed amendments