	<b>Report Title</b>	2020 Budget Process
	<b>Report No.</b>	FIN 19-18
	<b>Author</b>	Dave Rushton, Director of Finance
	<b>Meeting Type</b>	Council Budget Meeting
	<b>Council Date</b>	September 12, 2019
	<b>Attachments</b>	Excerpt Section 290 Municipal Act

## RECOMMENDATION

THAT Council receives FIN 19-18 2020 Budget Process;

AND THAT the following dates are scheduled for Council Budget Meetings:

November 18, 2019 4:00 pm – 9:00 pm  
 December 2, 2019 9:00 am – 4:00 pm  
 December 10, 2019 9:00 am – 4:00 pm  
 December 16, 2019 6:00 pm – 9:00 pm  
 January 6, 2020 5:00 pm – 9:00 pm  
 January 14, 2020 9:00 am – 4:00 pm  
 January 20, 2020 6:00 pm (if required)

## EXECUTIVE SUMMARY

After the completion of the 2019 Budget Deliberations, Council requested that staff bring back a process to follow for the 2020 Budget Deliberations

## OBJECTIVE

To define a process for Council to follow that is understandable for all parties and allow Council to approve the 2020 Budget in January of 2020.

## BACKGROUND

Municipalities are required to prepare and adopt a budget on an annual basis, as per the *Municipal Act, 2001*, section 290. The budget process report provides Council and the Public with the processes and timelines necessary to meet legislative requirements and achieve the strategic objectives of the organization.

### Current Situation:

The Town's Budget process focuses on developing and providing recommendations that achieve the expectations of Council and the Community.

Throughout the budget process Council will provide direction for removing or adding projects, deferring projects to a future year or to reduce amounts assigned to various budgeted matters. Staff will keep a running list of additions and changes to the budget for review throughout the budget process. The running list/chart will include matters for further discussion, requests for

additional information and changes to the budget along the way.

The initial pre-budget meeting will allow Council to provide a Council list of objectives, service level changes, capital project requests and the acceptable % range to the tax levy. Staff will maintain a running list by use of a flip chart for council's deliberation. At this meeting the budget meeting schedule will be approved.

The Town is currently experiencing significant development, which requires considerable investment in new assets to serve the growing population. In addition, the Town's existing infrastructure has aged to the point where significant investment is needed to maintain the current assets (repair and replacement).

Given the limited financial resources available, it is critical for the Town to maximize its use of existing financial resources by investing in capital projects that provide the greatest benefit to the Community and ensure we are managing our assets in a sustainable manner.

Corporate-wide prioritization of capital projects requires management to think beyond their individual areas of responsibility by weighing the needs of all lines of service in a consistent and unbiased manner. Each capital request will be evaluated and prioritized by the Corporate Senior Leadership Team, thus ensuring limited resources are allocated effectively.

The proposed Budget binder illustrating staff recommended operating and capital budgets is prepared and distributed in advance of budget deliberations to provide Council and the Public sufficient time to review and provide feedback. For the 2020 budget process, the proposed budget binder is scheduled to be distributed on November 8, 2019, which is 10 days prior to the commencement of budget deliberations on November 18<sup>th</sup>.

Subsequent to distribution of the proposed budget binder, staff will receive individual Councillor questions to provide any necessary clarifications and receive advanced questions ahead of Council deliberations. This will ensure that questions are understood and answers are prepared to provide quality answers for Council's consideration.

The following chart provides an overview of the deliverables and tentative scheduled meeting dates for the 2020 Budget.

2020 Budget Process		
Deliverable	Comments	Tentative Scheduled
Council Pre-Budget Meeting	Council reviews <ul style="list-style-type: none"><li>Provides a list of objectives</li><li>% range to tax levy</li><li>Service level changes</li></ul>	Sept 12, 2019 – 5:00 pm–9:00 pm

	<ul style="list-style-type: none"> <li>Major capital project requests (staff to keep running list of objectives and requests for reference)</li> </ul>	
Proposed 2019 Budget Binder	Distribution of the proposed 2019 Budget Binder to Council and the Public (electronic).	Nov 8, 2019 – no meeting
Overview of Budget Package	Staff to present 2020 Budget & Business Plans by Department	Nov 18, 2019 4:00 pm–9:00 pm
Budget Deliberations - Capital Budget Deliberations Meeting #1	The asset management reserve is funded from the phase in amount of the 2019 assessment this amount will be pre-determined and along with other funding sources available such as grants, reserves and debt. A number of new projects will be selected for 2020 in addition to any projects not finalized in 2019. Staff will present the proposed projects initially and return to council, items of interest that will be recorded during the presentation. Deliberation of these items take place and staff directed to prepare detailed reports as requested for review at the next capital budget meeting.	Dec 2, 2019 9:00 am–4:00 pm
Rates & Fees	To review the proposed rates and fees for the 2020 calendar year.	Dec 9, 2019 4:30 pm–5:30 pm
Budget Deliberations - Operating Budget Meeting #1	This funding comes primarily from taxation and user fees revenue. This is reviewed and direction provided as to activities necessary to operate the Town. This process will determine the amounts needed to be raised from taxation and change to the tax levy rate. Deliberation of these items take place and staff directed to prepare detailed reports as requested for review at the next operating budget meeting.	Dec 10, 2019 9:00 am–4:00 pm
External Organization Requests	To allow organizations to request Municipal Funds. Presentations from external Organizations.	Dec 16, 2019 6:00 pm–9:00 pm
Capital Budget Meeting #2	Staff brings forward requested reports from meeting #1 for discussion resulting from adjustments, additions, changes from first Capital meeting.	Jan 6, 2020 5:00 pm–9:00 pm
Operating Budget Meeting #2	Staff brings forward requested reports from meeting #1 for discussion resulting from adjustments, additions, changes from first Operating meeting.	Jan 14, 2020 9:00 am–4:00 pm

Budget Meeting	Additional budget meeting if required.	Jan 20, 2020 5:00 pm–9:00 pm
Regular Council Meeting	2020 Final Budget presented at regular Council Meeting	Jan 27, 2020

This report informs Council on the 2020 budget process and timelines required to develop the Town's annual budget.

Budget deliberations are scheduled for September 12<sup>th</sup>, November 18<sup>th</sup>, December 2<sup>nd</sup>, 9<sup>th</sup>, 10<sup>th</sup> 16<sup>th</sup>, and January 14<sup>th</sup> and with the flexibility of adding January 20<sup>th</sup>, if required.

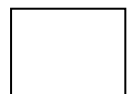
Council Budget Approval is recommended to occur on January 27<sup>th</sup>, 2020.

### **FINANCIAL IMPACT/FUNDING SOURCE**

There is no direct impact resulting from this process.

### **COMMUNITY STRATEGIC PLAN (CSP) IMPACT**

1. Excellence in Local Government
  - ☒ Demonstrate strong leadership in Town initiatives
  - ☒ Streamline communication and effectively collaborate within local government
  - ☒ Demonstrate accountability



## Report Approval Details

Document Title:	FIN 19-18 2020 Budget Process.docx
Attachments:	- Municipal Act Yearly Budget Excerpt.docx
Final Approval Date:	Sep 3, 2019

This report and all of its attachments were approved and signed as outlined below:

**No Signature - Task assigned to David Calder was completed by workflow administrator Donna Wilson**

**David Calder - Sep 3, 2019 - 4:58 PM**

