



**Meeting Date:** June 15, 2022

**Submitted by:** Tiffany Farrell, Director of Corporate Services

**Report No:** CPS-27-2022

**Subject:** 2023 Budget Process

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**Recommendation:**

THAT Report CPS-27-2022, the 2023 Budget Process report be received as information.

**Purpose:**

To provide Council with the 2023 Budget Process including key dates for creation and approval of the 2023 capital and operating budgets.

**Background:**

Every year, Council, the CAO and Municipal staff work together to develop and annual budget. The budget process, and the decisions that must be made on how to best lead the development of a safe, vibrant and sustainable municipality, are supported by the Strategic Plan, the Asset Management Plan, the Long Range Financial Plan, the Water Financial Plan, the Development Charges Study, Community Services Master Plan, Fire Master Plan, Official Plan and Council priorities.

The budget serves as an outline for how the monies that come into the Municipality should be spent to maintain and improve the Municipality. As the Municipality is limited by the amount of resources available, the budget helps in determining which objectives have the highest priority and will produce the greatest positive impact in the community.

**Budget process**

The **operating budget** is the plan for the day-to-day operations at the Municipality including salaries, materials and supplies. The operating budget is largely funded by tax dollars and user fees, which include charges for recreation programs, building permits, water and wastewater.

The **capital budget** is the annual plan for the purchase and financing of the Municipality's capital assets. Capital assets include infrastructure, lands, buildings, machinery and equipment. Some examples of capital projects include parks and trail enhancements and the rehabilitation of local culverts and bridges.

### **Analysis:**

2022 is a municipal election year. Due to the municipal election, the budget process changes slightly. The most notable changes include:

- Unless there is a member(s) of council that is acclaimed in their role, there will be no council members on the budget working group for the 2023 budget. If there are no council members participating in the budget working group, more information will be presented publicly at council meetings in the fall of 2022.
- The November 16<sup>th</sup> meeting is the inaugural meeting of council, which is when staff would normally present the capital budget, therefore the capital budget presentation will occur at the December 7<sup>th</sup>, 2022 meeting.
- Due to the shift in the capital budget presentation, the final budget presentation (operating) will be moved to a special budget meeting on December 14<sup>th</sup>, 2022.
- More information is presented in council, such as the Budget 101 presentation and the Budget survey results presentation, so that any member of the public running for the election has the same opportunity as the current members of council to hear the information presented in more detail.

To kick off the 2023 budget process, staff will be creating an online survey for residents in July/August.

Staff will also be promoting the budget videos on our website this summer and fall to encourage our community to continue to learn more about the municipality and the budget process.

In August, staff will be completing a budget 101 presentation at council to educate the public on the budget process.

In October, staff will be presenting the budget survey results at Council. This presentation will provide more information to the public on the 2023 budget, with a focus on challenges and opportunities.

Due to this being an election year, if there are any council member(s) that are acclaimed in their position, as of August 19<sup>th</sup>, 2022, a report will come to council to recommend that they be appointed to the 2023 budget working group.

Please refer to the attached 2023 Budget Roadmap.

Following this timeline, the 2023 budget and tax rates would be set before County and Education tax rates.

**Financial Implications:**

N/A

**Strategic Plan:**

This matter aligns with following strategic priorities:

- Responsive Municipal Government

This report responds directly to Objective 5.3– Foster a culture of innovation, continuous improvement, and cost-effective services by sharing information and gathering input, by continuing our timely and effective communication to the public.

**Attachments:**

A1 2023 Budget Process Road Map