



Regular Council Meeting

To:	Mayor and Council
Date:	July 5, 2021
From:	Kimberley Pope, Finance Department Cindy Page, Clerks Department
Report Number:	Finance 2021-12
Subject:	2022 Capital and Operating Budget Timetable & 2022 Council Meeting Schedule

Recommendations:

1. That Council approves the 2022 Capital and Operating Budget Timetable,
2. That Council approves the 2022 Council Meeting Schedule, and
3. That Council approves the amendment to the 2021 Council Meeting Schedule to add the Special Budget Meeting for Thursday, December 9, 2021 starting at 9:00 a.m.

Overview:

As per the Ontario Municipal Act, O.Reg. 290/01 "For each year, a local municipality shall, in the year or the immediately preceding year, prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality."

The 2022 budget timetable provides for two draft presentations to Council, for review and discussion commencing on December 9, 2021, with the 2nd draft available for public comment on January 20, 2022 @ 6 p.m. The Final Budget for Council approval has been scheduled for February 22, 2022 during the regular Council meeting.

As per Purchasing By-law No. 2020-22, section 13.3, "prior to the approval of the current budget a department may incur normal operating expenditures (up to 50% of the previous years' operating budget) and normal roads network capital expenditures (up to 75% of the Asset Management Plan annual funding required for sustainability plus annual indexing) and expenses for capital projects carried forward from the previous year. Annual licensing, membership and insurance renewals may incur normal operating expenditures up to 100% of the previous year's operating budget."

The annual budget utilizes the Consumer Price Index (CPI) for Grid Indexing as per section 12.1.3 of the Personnel Policy By-law No. 2015-65. The 2022 Budget will use

the Consumer Price Index for the 12 months to August; on the September notice from Statistics Canada.

The Municipal Budget is a powerful management tool that assists staff and Council to define levels of municipal services and identify how revenues are to fund expenditures. Budgeting involves a process of prioritizing projects, estimating costs, programs and service levels in light of limited financial resources.

Budgeting contains three key elements: planning, co-ordination and control.

1. Planning is the development of broad statements of your municipality's needs and what it hopes to accomplish for several years ahead. This is defined as thinking strategically, clarifying the challenges facing the municipality and setting priorities.
2. Co-ordination is the inclusion of staff expertise in combination with financial budgeting assistance to evaluate departmental budgets to produce the Operating and Capital budgets for Council's review and consideration.
3. Control is the internal audit regulation and reporting which indicate the actual expenditures and revenues and their adherence to the budget. Once adopted, the budget serves multiple purposes as a municipal policy document, an operations guide, a financial plan and a communications tool.

The Township is continually reviewing opportunities to reduce expenditures and revenue losses, maintaining our current service levels while achieving expenditure savings, growth opportunities and other measures to mitigate a tax rate increase.

The purpose of this report is to provide a reasonable timetable of the 2022 budget process for Council's approval.

Financial Impact:

There is no financial impact at this time.

Attachments:

1. 2022 Budget Timetable
2. 2022 Council Meeting Schedule

Respectfully Submitted by,

Reviewed by,

Kimberley Pope
Director of Finance/Treasurer

Yvette Hurley
Chief Administrative Officer

Cindy Page
Clerk

2022 Budget Timetable

Action	Deadlines
Capital Budget Forecast & Template: Finance to provide 10 year Capital Plan and templates to Department Heads to be completed and returned to Finance.	August 31, 2021
Operating Budget Report & Working Papers: Finance to provide Operating Budget working papers to Department Heads, Library Board and BIA for completion.	August 31, 2021
Completed 2022 Capital Budget & updated 10 year Capital Plan: The 2022 Capital Budget and 10 year updated Capital Plan to be submitted to the Director of Finance, from each Department Head, by the deadline. This shall include consideration of Master Plans, Studies, Development Charges, Policies, Current Asset Replacement Policy, By-Laws and the Asset Management Plan.	September 30, 2021
Completed 2022 Operating Budget & worksheets: Budget to be submitted to the Director of Finance, from each Department Head, by the deadline. The Operating budget includes both the Budget Report containing proposed budget values and working papers which are to be forwarded to Director of Finance by each Department Head by the deadline. The working papers include details of contracted services, vehicle maintenance, staffing compliment, employee training/conferences, etc.	September 30, 2021
CAO & Director of Finance Internal Review of Capital and Operating Budgets submitted by: Department Heads, Library, Boards, BIA Committee & PUSI (Meetings will be scheduled upon request and/or if needed for further information/clarification)	October 18, 2021 to November 5, 2021
CAO, Director of Finance review with Mayor the Capital and Operating Budgets Meetings may be scheduled if needed for further information/clarification	November 8, 2021 to November 19, 2021

1st Draft Operating & Capital Budget (estimated) Presentation to Council: <ul style="list-style-type: none"> <input type="checkbox"/> 1st Draft Operating, Capital and Water & Wastewater Budgets (Estimated Costs) presented to Council <input type="checkbox"/> Updated 2022 Tax Rate summary based on estimated Current Value Assessment <input type="checkbox"/> 2022 Tax Rate increase estimate presented to Council and value of investment in Capital and Operating <input type="checkbox"/> Municipal Wage Grid Indexing, CPI index up to September 	<p>Special Budget Meeting Thursday December 9, 2021 9:00 a.m. – 3:00 p.m.</p>
<p style="text-align: center;">Council Review & Comment(s):</p> <p>Council review of the 1st Draft Operating & Capital Budgets and provide comment(s) to the CAO and Director of Finance.</p>	<p style="text-align: center;">December 10, 2021 to January 3, 2022</p>
<p style="text-align: center;">Meetings with CAO & Director of Finance:</p> <p>Council members may schedule a meeting for further clarification/review with the CAO & Director of Finance, upon request.</p>	<p style="text-align: center;">January 3, 2022 to January 7, 2022</p>
2nd Draft Operating & Capital Budget Presentation to Council: <ul style="list-style-type: none"> <input type="checkbox"/> Review of 2nd Draft Operating, Capital and Water & Wastewater Budgets, containing amendments from 1st draft budgets if applicable. <input type="checkbox"/> Review BIA & Library Requisitions <input type="checkbox"/> Evaluate affordability, service levels and needs <input type="checkbox"/> The public are welcome to attend <p>2022 Tax Rate Summary:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Updated 2022 Tax Rate Summary based on MPAC released Total Current Value Assessment data (Dec. 14, 2021). 	<p>Special Budget Meeting Thursday January 20, 2022 1:00 p.m. – 4:00 p.m.</p>
2nd Draft Operating & Capital Budget, for Public Comment: <ul style="list-style-type: none"> <input type="checkbox"/> 2nd Draft of the 2022 Operating, Capital and Water & Wastewater Budgets, as presented to Council, will be open for public comment <input type="checkbox"/> The public are welcome to attend and comment 	<p>Special Budget Meeting (for Public Comment) Thursday January 20, 2022 @ 6:00 p.m.</p>
<p>Final Operating & Capital Budget Meeting:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Presentation and approval of the Municipal Operating and Capital Budgets and the Water & Wastewater Operating and Capital Budgets 	<p>Regular Council Meeting (Final Budget Approval) Tuesday February 22, 2022 @ 1:00 p.m.</p>

Township of Cavan Monaghan 2022 Council Meeting Schedule

Monday, January 17, 2022	1:00 p.m. – Regular Council Meeting
Thursday, January 20, 2022	1:00 p.m. – Special Budget Meeting
Thursday, January 20, 2022	6:00 p.m. – Special Budget Meeting – Public
Monday, February 7, 2022	1:00 p.m. – Regular Council Meeting
Tuesday, February 22, 2022	1:00 p.m. – Regular Council Meeting –Final Budget
Monday, March 7, 2022	1:00 p.m. – Regular Council Meeting
Monday, March 21, 2022	1:00 p.m. – Regular Council Meeting
Monday, April 4, 2022	1:00 p.m. – Regular Council Meeting
Tuesday, April 19, 2022	1:00 p.m. – Regular Council Meeting
Monday, May 2, 2022	1:00 p.m. – Regular Council Meeting
Monday, May 16, 2022	1:00 p.m. – Regular Council Meeting
Monday, June 6, 2022	1:00 p.m. – Regular Council Meeting
Monday, June 20, 2022	1:00 p.m. – Regular Council Meeting
Monday, July 4, 2022	1:00 p.m. – Regular Council Meeting
Tuesday, August 2, 2022	1:00 p.m. – Regular Council Meeting
Tuesday, September 6, 2022	1:00 p.m. – Regular Council Meeting
Monday, September 19, 2022	1:00 p.m. – Regular Council Meeting
Monday, October 3, 2022	1:00 p.m. – Regular Council Meeting
Monday, October 17, 2022	1:00 p.m. – Regular Council Meeting
Monday, November 7, 2022	1:00 p.m. – Regular Council Meeting
Monday, November 21, 2022	1:00 p.m. – Regular Council Meeting
Monday, December 5, 2022	1:00 p.m. – Regular Council Meeting
Monday, December 19, 2022	1:00 p.m. – Regular Council Meeting

Meeting dates and times are subject to change by motion of Council

ROMA – January 23rd – 25th

OGRA – January 20th – 21st (Toronto)

AMO – August 14th – 17th (Ottawa)

OEMC – TBD