



Regular Council Meeting

To:	Mayor and Council
Date:	June 15, 2020
From:	Kimberley Pope, Finance Department Elana Arthurs, Clerks Department
Report Number:	Finance 2020-15
Subject:	2021 Capital and Operating Budget Timetable & 2021 Council Meeting Schedule

Recommendations:

1. That Council approves the 2021 Capital and Operating Budget Timetable, and
 2. That Council approves the 2021 Council Meeting Schedule.
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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 2021 budget timetable provides for two draft presentations to Council, for review and discussion commencing on December 10, 2020, with the 2nd draft available for public comment on January 21, 2021 @ 6 p.m. The Final Budget for Council approval has been scheduled for February 16, 2021 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 2021 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 2021 budget process for Council's approval.

Financial Impact:

There is no financial impact at this time.

Attachments:

1. 2021 Budget Timetable
2. 2021 Council Meeting Schedule

Respectfully Submitted by,

Reviewed by,

Kimberley Pope
Director of Finance/Treasurer

Yvette Hurley
Chief Administrative Officer

Elana Arthurs
Clerk