



## Regular Council Meeting

<b>To:</b>	Mayor and Council
<b>Date:</b>	August 14, 2023
<b>From:</b>	Kimberley Pope, Finance Department Cindy Page, Clerks Department
<b>Report Number:</b>	Finance 2023-08
<b>Subject:</b>	2024 Capital and Operating Budget Timetable & 2024 Council Meeting Schedule

### Recommendations:

1. That Council approves the 2024 Capital and Operating Budget Timetable,
2. That Council approves the 2024 Council Meeting Schedule, and
3. That Council approves the amendment to the 2023 Council Meeting Schedule to add the Special Budget Meeting for Thursday, December 7, 2023 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 2024 budget timetable provides for two draft presentations to Council, for review and discussion commencing on December 7, 2023, with the 2<sup>nd</sup> draft available for public comment on January 25, 2024 @ 6 p.m. The Final Budget for Council approval has been scheduled for February 20, 2024 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 2024 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 2024 budget process for Council's approval.

**Financial Impact:**

There is no financial impact at this time.

**Attachments:**

1. 2024 Budget Timetable
2. 2024 Council Meeting Schedule
3. 2023 Council Meeting Schedule

Respectfully Submitted by,

Reviewed by,

Kimberley Pope  
Director of Finance/Treasurer

Yvette Hurley  
Chief Administrative Officer

Cindy Page  
Clerk

## 2024 Budget Timetable

Action	Deadlines
<p><b>Capital Budget Forecast &amp; Template:</b>            Finance to provide 10 year Capital Plan and templates to Department Heads to be completed and returned to Finance.</p> <p><b>Operating Budget Report &amp; Working Papers:</b>            Finance to provide Operating Budget working papers to Department Heads, Library Board and BIA for completion.</p>	<p><b>August 31, 2023</b></p>
<p><b>Completed 2024 Capital Budget &amp; updated 10 year Capital Plan:</b>            The 2024 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.</p> <p><b>Completed 2024 Operating Budget &amp; worksheets:</b>            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.</p>	<p><b>September 30, 2023</b></p>
<p><b>CAO &amp; Director of Finance Internal Review of Capital and Operating Budgets submitted by:</b>            Department Heads, Library, Boards, BIA Committee &amp; PUSI            (Meetings will be scheduled upon request and/or if needed for further information/clarification)</p>	<p><b>October 16, 2023</b>            to  <b>October 31, 2023</b></p>
<p><b>CAO, Director of Finance review with Mayor the Capital and Operating Budgets</b>            Meetings may be scheduled if needed for further information/clarification</p>	<p><b>November 1, 2023</b>            to  <b>November 10, 2023</b></p>

<p><b>1<sup>st</sup> Draft Operating &amp; Capital Budget (estimated) Presentation to Council:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1<sup>st</sup> Draft Operating, Capital and Water &amp; Wastewater Budgets (Estimated Costs) presented to Council</li> <li><input type="checkbox"/> Updated 2024 Tax Rate summary based on estimated Current Value Assessment</li> <li><input type="checkbox"/> 2024 Tax Rate increase estimate presented to Council and value of investment in Capital and Operating</li> <li><input type="checkbox"/> Municipal Wage Grid Indexing, CPI index up to September</li> </ul>	<p>Special Budget Meeting <b>Thursday December 7, 2023</b> 9:00 a.m. – 3:00 p.m.</p>
<p><b>Council Review &amp; Comment(s):</b> Council review of the 1<sup>st</sup> Draft Operating &amp; Capital Budgets and provide comment(s) to the CAO and Director of Finance.</p>	<p><b>December 8, 2023</b> to <b>January 5, 2024</b></p>
<p><b>Meetings with CAO &amp; Director of Finance:</b> Council members may schedule a meeting for further clarification/review with the CAO &amp; Director of Finance, upon request.</p>	<p><b>January 8, 2024</b> to <b>January 12, 2024</b></p>
<p><b>2<sup>nd</sup> Draft Operating &amp; Capital Budget Presentation to Council:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review of 2<sup>nd</sup> Draft Operating, Capital and Water &amp; Wastewater Budgets, containing amendments from 1<sup>st</sup> draft budgets if applicable.</li> <li><input type="checkbox"/> Review BIA &amp; Library Requisitions</li> <li><input type="checkbox"/> Evaluate affordability, service levels and needs</li> <li><input type="checkbox"/> The public are welcome to attend</li> </ul> <p><b>2024 Tax Rate Summary:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Updated 2024 Tax Rate Summary based on MPAC released Total Current Value Assessment data (Dec. 12, 2023).</li> </ul>	<p>Special Budget Meeting <b>Thursday January 25, 2024</b> 1:00 p.m. – 4:00 p.m.</p>
<p><b>2<sup>nd</sup> Draft Operating &amp; Capital Budget, for Public Comment:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 2<sup>nd</sup> Draft of the 2024 Operating, Capital and Water &amp; Wastewater Budgets, as presented to Council, will be open for public comment</li> <li><input type="checkbox"/> The public are welcome to attend and comment</li> </ul>	<p>Special Budget Meeting <b>(for Public Comment)</b> <b>Thursday January 25, 2024</b> @ 6:00 p.m.</p>
<p><b>Final Operating &amp; Capital Budget Meeting:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Presentation and approval of the Municipal Operating and Capital Budgets and the Water &amp; Wastewater Operating and Capital Budgets</li> </ul>	<p>Regular Council Meeting <b>(Final Budget Approval)</b> <b>Tuesday February 20, 2024</b> @ 1:00 p.m.</p>

# Township of Cavan Monaghan 2024 Council Meeting Schedule

Monday, January 15, 2024	1:00 p.m. – Regular Council Meeting
Thursday, January 25, 2024 Thursday, January 25, 2024	1:00 p.m. – Special Budget Meeting 6:00 p.m. – Special Budget Meeting – Public
Monday, February 5, 2024	1:00 p.m. – Regular Council Meeting
Tuesday, February 20, 2024	1:00 p.m. – Regular Council Meeting – Final Budget
Monday, March 4, 2024	1:00 p.m. – Regular Council Meeting
Monday, March 18, 2024	1:00 p.m. – Regular Council Meeting
Tuesday, April 2, 2024	1:00 p.m. – Regular Council Meeting
Monday, April 15, 2024	1:00 p.m. – Regular Council Meeting
Monday, May 6, 2024	1:00 p.m. – Regular Council Meeting
Tuesday, May 20, 2024	1:00 p.m. – Regular Council Meeting
Monday, June 3, 2024	1:00 p.m. – Regular Council Meeting
Monday, June 24, 2024	1:00 p.m. – Regular Council Meeting
Monday, August 12, 2024	1:00 p.m. – Regular Council Meeting
Tuesday, September 3, 2024	1:00 p.m. – Regular Council Meeting
Monday, September 16, 2024	1:00 p.m. – Regular Council Meeting
Monday, October 7, 2024	1:00 p.m. – Regular Council Meeting
Monday, October 21, 2024	1:00 p.m. – Regular Council Meeting
Monday, November 4, 2024	1:00 p.m. – Regular Council Meeting
Monday, November 18, 2024	1:00 p.m. – Regular Council Meeting
Monday, December 2, 2024	1:00 p.m. – Regular Council Meeting
Monday, December 16, 2024	1:00 p.m. – Regular Council Meeting

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

ROMA – January 21<sup>st</sup> – 23<sup>rd</sup> (Sheraton, Toronto)

OGRA – April 21<sup>st</sup> – 24<sup>th</sup> (Toronto)

AMO – August 18<sup>th</sup> – 21<sup>st</sup> (Ottawa)

OEMC – TBD

# Township of Cavan Monaghan 2023 Council Meeting Schedule

Monday, January 16, 2023	1:00 p.m. – Regular Council Meeting
Thursday, February 2, 2023 Thursday, February 2, 2023	1:00 p.m. – Special Budget Meeting 6:00 p.m. – Special Budget Meeting – Public
Monday, February 6, 2023	1:00 p.m. – Regular Council Meeting
Tuesday, February 21, 2023	1:00 p.m. – Regular Council Meeting –Final Budget
Monday, March 6, 2023	1:00 p.m. – Regular Council Meeting
Monday, March 20, 2023	1:00 p.m. – Regular Council Meeting
Monday, April 3, 2023	1:00 p.m. – Regular Council Meeting
<del>Monday, April 17, 2023</del>	<del>1:00 p.m. – Regular Council Meeting</del>
Monday, May 1, 2023	1:00 p.m. – Regular Council Meeting
Thursday, May 4, 2023	9:00 a.m. – Municipal Roads Tour
Monday, May 15, 2023	1:00 p.m. – Regular Council Meeting
Monday, June 5, 2023	1:00 p.m. – Regular Council Meeting
Monday, June 26, 2023	1:00 p.m. – Regular Council Meeting
Monday , August 14, 2023	1:00 p.m. – Regular Council Meeting
Tuesday, September 5, 2023	1:00 p.m. – Regular Council Meeting
Monday, September 18, 2023	1:00 p.m. – Regular Council Meeting
Monday, October 2, 2023	1:00 p.m. – Regular Council Meeting
Monday, October 16, 2023	1:00 p.m. – Regular Council Meeting
Monday, November 6, 2023	1:00 p.m. – Regular Council Meeting
Monday, November 20, 2023	1:00 p.m. – Regular Council Meeting
Monday, December 4, 2023	1:00 p.m. – Regular Council Meeting
Thursday, December 7, 2023	9:00 a.m. – Special Budget Meeting
Monday, December 18, 2023	1:00 p.m. – Regular Council Meeting

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

AMO – August 20<sup>th</sup> – 23<sup>rd</sup> (London)

OEMC – September 6<sup>th</sup> – 8<sup>th</sup> (Ottawa Conference and Event Centre)