

Recommendation:

That the Treasurer-2023-19 report, dated August 1, 2023, regarding the 2024 Budget Schedule be received and that the budget schedule, including the three special meetings on October 31st, November 1st and November 8th be approved.

Overview:

Each year Township Staff and Council complete the annual budget process which sets out the direction of the Township for the upcoming fiscal year. The following schedule sets out a timeline for the 2024 Budget:

| Staff Preparation | |
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| August 25 | Provide template to managers |
| September 22 | Managers to complete first draft of 2024 Capital and Operating |
| September 25-29 | Budget Review with Treasurer, CAO and Managers |
| September 29 | Managers to submit long-range Capital forecast |
| October 2-6 | Treasurer to compile budget and apply funding to capital projects |
| October 6 | Treasurer to Present complete first draft to management team |
| October 9-17 | Treasurer to finalize first draft, write report and create the presentation |
| Council Presentations and Public Meetings | |
| October 31 @ 10am | Presentation of first draft to Council – Part 1 |
| November 1 @ 10am | Presentation of first draft to Council – Part 2 We will split the departments up between these first two presentations. In the past we suggested to Council to wait to ask questions but given we are splitting the departments Council will be permitted to ask questions during these meetings. |
| November 8 @ 10am | First Draft Working Session Staff received feedback after the 2023 Budget process that a longer meeting was required to have in depth conversations on the budget. This meeting will allow Council to bring any questions they have for staff; however, Council is still encouraged to provide the questions prior to the meeting to enable staff to gather information need to answer sufficiently. |

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| November 21 (during Council) | Public Meeting – the Treasurer will make a 15-20-minute presentation summarizing the budget that highlights the key changes and projects. The presentation will include any updates to the budget that were made during the first three meetings. The Public will be able to attend and provide any feedback during this time. |
| December 5 (during Council) | Budget Deliberation – this meeting will be for Council to deliberate the budget while considering any feedback the public provided during the public meeting. |
| December 19 (during Council) | Final Draft and Budget Passage |

Conclusion:

This schedule provides for a budget passage prior to the end of the calendar year and enables staff to enter the new year with our plans in place.

Financial Impact:

N/A

Strategic Plan Applicability:

To ensure and enable an effective and efficient municipal administration. To effectively respond to the challenges of addressing the Township's municipal infrastructure needs as well as effectively managing the assets of the corporation.

Sustainability Plan Applicability:

N/A

Report Approval Details

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| Document Title: | 2024 Budget Schedule.docx |
| Attachments: | |
| Final Approval Date: | Jul 26, 2023 |

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

Martina Chait-Hartwig

Elana Arthurs