



# The Corporation of the Municipality of Arran-Elderslie

## Staff Report

Council Meeting Date: November 28, 2022

Subject: SRFIN.22.25 Revised Operating and Capital Budget Timeline for 2023

Report from: Tracey Neifer, Treasurer

Appendices: Appendix A: Timelines for Budget Plan for 2023

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### **Recommendation**

Be It Resolved that Council hereby,

1. Provides staff the authority to purchase goods or services required for the day-to-day operations of the Municipality, without the prior approval of Council, until such time as the 2023 Operating and Capital Budget is approved by Council.

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### **Report Summary**

The purpose of this report is to share the 2023 Operating and Capital Budget timeline with Council, and provide Council the opportunity to provide feedback and further direction to staff.

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### **Background**

Council and Staff had previously established a timeline for the 2023 budget process that would see the draft budget presented to Council on December 12, 2022, with a public meeting to follow on December 14, 2022. Considering the election in October and the extensive time commitment for Council training that has been scheduled in November, staff felt it necessary to defer the presentation of the budget to January, 2023.

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## **Analysis**

The Municipality has followed the process of presenting the draft budget to Council at a regularly scheduled Council meeting with a public presentation occurring shortly thereafter. The public presentation has been held in the evening to enable community members to attend the meeting and ask questions about the budget.

The following amended timeline is being proposed for Council consideration:

- January 9, 2023 – Draft 2023 Operating and Capital Budget presented to Council
  - Community Submission of Budget Questions
  - Submission through the Citizen Request Portal on the Website
- January 30, 2023 – Revised 2023 Operating and Capital Budget presented to Council
  - Evening - Public Meeting to Present the 2023 Budget
- February 13 and 27, 2023 – Additional Council 2023 Budget Meetings to be held if required

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## **Link to Strategic/Master Plan**

6.4 Leading Financial Management

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## **Financial Impacts/Source of Funding/Link to Procurement Policy**

There are no financial impacts as a result of this report.

The adoption of the Operating and Capital budget is what grants staff the authority to proceed with the purchase of goods and services, in conformity with the Procurement Policy. With the deferral of the budget presentation to January, staff need to be given authority to proceed with incurring expenses for day-to-day operations. A recommendation to Council to allow this to occur is being recommended through this report.

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Approved by: Sylvia Kirkwood, Chief Administrative Officer

**Municipality of Arran-Elderslie**  
**Timelines for Budget Plan for 2023 (Revised)**  
**Operating - 2023-2024**  
**and 10 Year Capital Budget**

*\*\* Note: Election Day is October 24th, 2022*

July	FMW Capital Budget Training & Operating Budget Refresh
August/September	FMW Budget Open to Managers - Operating & Capital
August	Working Sessions with Asset Management to assist with multi-year Capital Budget - dates to be determined
October 3rd	Draft Budget Reports Due; Variance Review and Manager Follow Up Meetings this week
October 13-14	Manager meetings with CAO and Treasurer
November/December	Managers continue to work on Budget
December 30	Budget Report for Agenda Package Due
January 9	Draft Presentation to Council - Special afternoon meeting
January 30	Revised Budget Presented to Council; Budget Presentation to Public - Special evening meeting
February 13	2023 Operating and Capital Budget Adopted by Council
February 27	Additional Budget meeting, if required