

Date: 10/13/2023 **Internal Memo #: IM23-004(CRS)**

To: Mayor and Council

Circulated to: Mayor and Council

Department: Corporate Services

Division: Finance

From: Sheena Pawliwec, CPA, CGA, Director of Finance

Subject: 2024 Budget Timeline Amendment

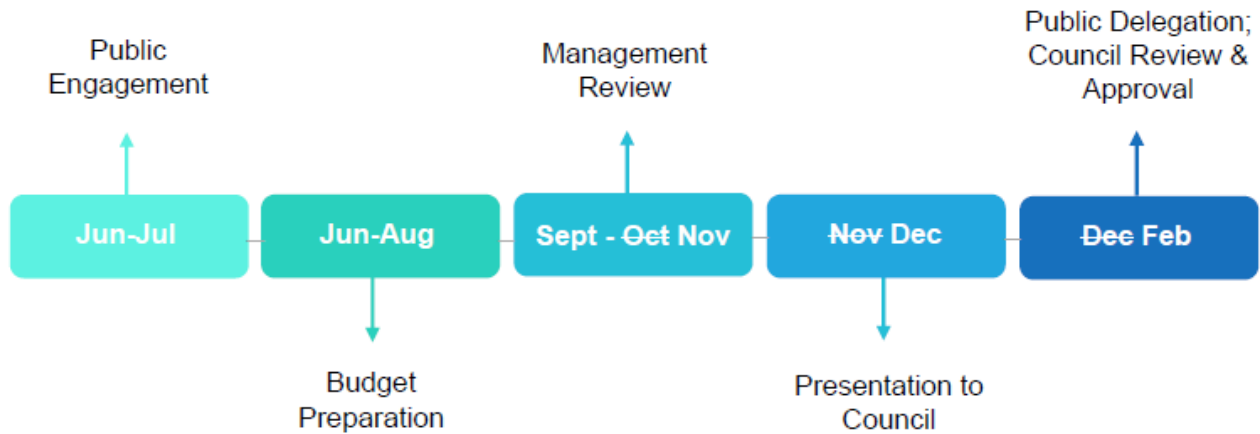
Comments

At the Council meeting on May 30, 2023, through Council Report 23-096-CRS 2024 Budget Timeline and Guidelines, Council approved the 2024 Budget and Business Plan timeline.

This memo serves to provide an update to the 2024 budget timeline.

2024 Budget Timeline Amendment

Due to unforeseen personnel constraints, some of the budget timeline targets have resulted in postponement. A summary of the update to the timeline is presented below.



The revised timeline aligns with the process for the 2023 Budget and Business Plan that was delayed due to the requirements of section 290 (1.1) of the Municipal Act, 2001 that states a budget for a year immediately following a year in which a regular election is held, may only be adopted in the year to which the budget applies.

It is not anticipated that the delay in final budget approval will adversely affect the successful planning and execution of 2024 business plan initiatives. Similar to the process for the 2023 budget, a capital project pre-approval report will be presented to the Budget & Audit Committee for the December 19 meeting, thereby facilitating early procurement for certain capital projects to secure best pricing and meet stakeholder timelines. Also, similar to the 2023 budget process, a report requesting preapproval of the Water and Sewer 2024 User Fees and Charges will be presented on December 19 to avoid any deficits in the water utility budget, due to the delay of budget approval until February.

A detailed timeline pertaining to budget book disbursement, delegations, Council review and approval are outlined below, as information.

Existing Timeline	Amended Timeline	Description
November 20, 2023	December 15, 2023	2024 Budget Book distribution to Council and the Public (i.e., Business Plans & Proposed Budget)
November 23, 2023	December 19, 2023	2024 Budget Presentation (Budget & Audit Committee meeting) 2024 Capital Project Pre-Budget Approval Report
November 29, 2023 (week of)	January 8, 2024 (week of)	Q&A Meetings with Council
December 7, 2023	February 6, 2024	Public Delegations Meeting
December 14, 2023	February 8, 2024	Budget & Audit Committee Meeting
December 19, 2023	February 13, 2024	Budget & Audit Committee Meeting (if required)

Attachments

None.

Approvals:

Manager/Supervisor

Deputy City Manager

City Manager