

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: June 6, 2023

TO: Committee of the Whole

FROM: Kathy Davis, Director of Corporate Services, Treasurer and Deputy CAO

SUBJECT: 2024 Budget Schedule and Process

RECOMMENDATION:

THAT Committee of the Whole recommend Council approve the 2024 budget schedule and process as presented.

BACKGROUND:

The annual budget process for 2024 is scheduled to begin in July of 2023, so that adequate time and attention can be given to proactive and informed budgeting. The budget schedule includes milestones for community stakeholders, Council, senior staff, and the Finance team. We are aiming for final adoption of the budget in December of 2023 so that we can begin the new year with a budget and plan in place.

DISCUSSION:

Identified stakeholders in the 2024 budget process include residents and community partners, Council, senior staff, and the municipality's finance team. A collaborative approach to development and adoption of the budget will help us consider the priorities and planning that meet the needs of the community in a fiscally responsible manner.

In the 2023 budget process, public input was sought by way of a survey, developed to help identify public priorities and gather input and comments from residents. We are proposing a similar process this year, as the feedback from that process was wide ranging and offered multiple perspectives for consideration. As required by the Municipal Act, all budget meetings are open to the public, however the Municipal Act does not stipulate that Municipalities must hold public meetings. The plan for the 2024 budget also includes a survey, and consideration will be given to increasing accessibility to the survey and offering varying means of response.

To enhance communication, we are once again planning a bi-weekly 'budget spotlight' bulletins which will provide information to the public about the budget, priorities, plans for spending, legislative requirements, and the decision-making process.

To ensure that Council has ample opportunity to review, ask questions, and identify additional and alternative considerations, the plan allows for multiple checkpoints and an iterative process leading up to final adoption.

Preparation by staff will incorporate operating and capital budgeting, continuation of projects in process, and consideration of planned priorities as well as those that have been identified in the past year.

A detailed timeline and task list has been developed for staff and will be presented to the Finance team and Senior Management team to ensure consistent and clear communication of deliverables and meeting dates and times. The chart below highlights timelines proposed.

Deliverable	Description	Timelines	Stakeholder(s)
Plan approval	Approval of the budget plan for the 2024 budget process	June 6, 2023	COW
Departmental budgets	Development of the first draft of departmental capital and operating budgets for 2024	July & August 2023	Senior Staff
Budget Spotlights	Bi-weekly communications to share information with the public	August to December 2023	Community
Budget Rollup	Consolidation of budget data	August & September 2023	Finance team
Budget Tabling	Tabling of first draft of budget	September 26, 2023	COW
Senior Staff Presentations	Detailed departmental budget presentations	October 10 and 12, 2023	Senior Staff, COW
Community Survey	Identification of priorities and opportunity for comments and feedback	October to November 2023	Community
Survey Results Presentation	Presentation and discussion of results and	November 14, 2023	COW

	consideration of feedback		
Final Budget Presentation		December 12, 2023	COW
Budget Adoption	Proposed date for adoption of budget depending on outcome of December 12 presentation	December 19, 2023	Council
Final Budget Spotlight	Final report on budget adoption and publishing of budget (pending adoption)	December 19, 2023	Community

To support the consideration of strategic priorities in the budget development process this year, we are proposing the following principles:

- Enhance accessibility to survey and communications so that diversity of thought and perspective is gathered and considered.
- Apply an equity lens to budgeting to support consideration for diversity of residents’ and stakeholders’ needs and priorities.
- Consider the environmental impact of different options and prepare cost benefit analysis where applicable.

OPTIONS:

- 1) Approve the budget plan and schedule as presented
- 2) Propose amendments or alternatives

FINANCIAL IMPLICATIONS:

There are no financial implications.

SUMMARY:

The proposed 2024 budget plan is hereby submitted for consideration and approval. The hope is that the plan allows for communication with residents, an informative approach to sharing information with Council and inviting questions and feedback during the process, ample time for senior staff to plan, and final approval by the end of calendar 2023 to allow staff to proceed with priorities and service beginning in the new year.

Respectfully submitted by,

Reviewed by:

Kathy Davis,
Director of Corporate Services, Treasurer

Ken Kelly,
CAO

ATTACHMENTS:

1. Powerpoint presentation: Budget Plan 2024