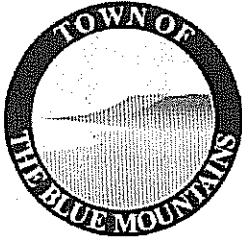


STAFF REPORT: Financial Services



REPORT TO: Finance and Administration
Committee
MEETING DATE: August 19, 2008
REPORT NO.: FS.08.39
SUBJECT: 2009 Budget Timeline
PREPARED BY: Elizabeth Thompson, Deputy
Treasurer

A. Recommendations

THAT Council receive Staff Report FS.08.39 "2009 Budget Timeline", as an update on the 2009 Budget process, for information purposes.

B. Background

Council's annual estimates (Capital & Operating Budgets) are established as a method of controlling expenditures and a mechanism for managing the needs of the Town through the resources available. During the budget process, Council reviews short term objectives of the Town, through the examination of existing programs to develop a financial guideline for Town Departments and their spending limits.

The following are the legislative requirements of the Town to prepare and adopt an annual budget;

Section 290 of the *Municipal Act, 2001, as amended*;

(1) 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, including,

- (a) amounts sufficient to pay all debts of the municipality falling due within the year;
- (b) amounts required to be raised for sinking funds or retirement funds; and
- (c) amounts required for any board, commission or other body. 2001, c. 25, s. 290 (1); 2006, c. 32, Sched. A, s. 120 (1).

Exception

(1.1) Despite subsection (1), 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. 2006, c. 32, Sched. A, s. 120 (2).

Detail and form

(2) The budget shall,

(a) in such detail and form as the Minister may require, set out the estimated revenues, including the amount the municipality intends to raise on all the rateable property in the municipality by its general local municipality levy and on less than all the rateable property in the municipality by a special local municipality levy under section 312, and the estimated expenditures; and

(b) provide that the estimated revenues are equal to the estimated expenditures. 2001, c. 25, s. 290 (2).

C. The Blue Mountains' Strategic Plan (Statement(s) identifying how actions further the goals of the Strategic Plan)

The budget is the translation of Council's policies into financial terms. The main difficulty lies in allocating the resources available to the Town to programmes and services that will best serve the needs of our residents and ratepayers.

The capital and operating budgets are the primary management tool to put in place all the program and activity plans for the year and to ensure that they complement the long-range goals and objectives of the Town's strategic plan.

The purpose of a budget is to establish and reinforce sound management practices, improve procedures of operational planning, budgeting and decision making.

The provisions for accountability and transparency, as contained in Town policies are considered in the municipal decision-making process by Council, Staff, Committees and Local Boards.

D. Budget Impact (cc: Treasury if required)

The development, implementation, and follow-up of a specific timetable for preparing and reviewing the budget estimates are critical to an effective budget process. In the absence of a plan, staff and Council are not aware of their responsibilities in the process or the deadlines that must be met. These responsibilities and schedules must be clearly and precisely set down in writing, agreed to by Council, and reviewed regularly and explained to the key budget participants.

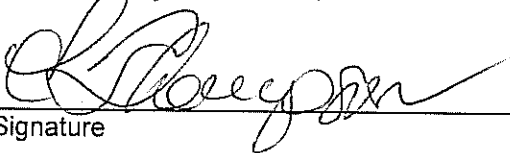
E. Environmental Impact

Supporting Environmentally sound decisions

F. Attached (Relevant documentation not personal information about an identifiable person)

1. 2009 Budget Time Table

Respectfully submitted,


Signature

Schedule "A"

2009 BUDGET TIME-TABLE

1. CAPITAL

August 13 th	Preliminary data collection – Residential & Non-residential growth forecast – Capital working budget sheets – Residential Building permit forecast – Confirm Reserves & Reserve funds, outstanding commitments, forecasted increases
August 25 th	Delivery of Capital/Operating Budget Guideline package – request to all Department Heads from Director of Finance
August 20 th to Sept. 3 rd	Department Heads to review project list with the Capital Accountant to analyse funding requirements/project status
September 16 th	Functional Committee to meet with Department Heads to review submissions and evaluate projects for the year - New programs should be presented through a previously reviewed Business Plan or study – presentation times may vary between Departments
September 23 rd	Deadline for Capital Budget submission to Director of Finance

2. OPERATING - Revenue/Expenditure Requirements

August 13 th	Preliminary Financial Services background material – Salary & benefits forecasts for working budget sheets – Residential Building permit forecast, other economic drivers
August 25 th	Prepare Operational Budget Worksheets – including salary and benefits, insurance estimates, allocation of Interfunctional Transfers to follow
August 25 th	Delivery of Capital/Operational Budget Guidelines - request to all Department Heads from Director of Finance

September 3rd Department Heads to review Operational estimates including consideration for implication of Capital projects effect on Operating costs, with the Deputy Treasurer

September 23rd Deadline for submission of Operating Budget to Director of Finance from Department Heads

3. Service Delivery Review and Priority Setting

September 30th Return of the Service Delivery Review Survey by Staff

October 8th Closed Workshop with Senior Management Team and Council to review service delivery and the Town priorities

December 15th-20th Prepare public notice summary of Budget document being presented in January for adoption by Council.

4. Fees and Charges Review

September 18th Report to Recreation Committee on specified Recreation Fees and Charges

October 15th Report to Council on specified Fees and Charges

September 22nd Prepare ad for Notice of Public Meeting of the By-law to impose new Fees and Charges for specified services

October 27th Statutory Public Meeting – Fees and Charges

November 3rd Adoption of By-law regarding changes to Fees and Charges

5. Annual Budget - Review and Approval

Sept 23rd to Oct 10th Capital Accountant and the Deputy Treasurer to review with each Department

Head the Capital and the Operating Budget

November 12 th and November 13 th	Review the consolidated budget with the Senior Management Team
November 14 th	Public Notice of Public meeting sessions scheduled for Council review of the Budget document.
Oct, Nov on going	Prepare Public information package and power point presentation – Meet with Department Heads for any portion of the Budget being presented by other Departments
November 26 th , 27 th , December 2 nd & 3 rd	Director of Finance presents the consolidated submissions to Committee of Whole
December 11 th	Prepare ad for Notice of Public Meeting of the By-law to Adopt the Estimated Revenues and Expenditures for the Town
December 9 th	Follow-up session with Committee of Whole – Proposed Budget Wrap Up
December 11 th	Public Information Session- Public Budget overview (Open House)
January 12 th	Statutory Public Meeting – Review Estimates
January 26 th	Adoption of By-law regarding the Estimated Revenues and Expenditures for the Town

In an election year the Capital and Operating Budget approvals will be in the year in which the budget applies, as imposed under section 290 s.s. 1.1 of the Municipal Act, 2001.