



Memorandum

Finance and IT Services Department

Date: September 9, 2020
To: Sustainability Advisory Committee
From: **Sam Dinsmore – Deputy Treasurer/Manager of Accounting and Budgets**
Subject: 2021 to 2023 Budgets

Staff have begun preparations for the 2021 to 2023 Operating and Capital Budget for the Town. The Sustainability Advisory Committee has two standing budget items, first general funding for the committee and second the budget for the Integrated Community Sustainability Plan (ICSP).

The main purpose of the general funding was “seed money” to activate any Action Items that come out of the ICSP. Due to the COVID-19 pandemic this committee did not sit for close to four months and has seen delays in the creation of the ICSP and therefore delays in the implementation of this plan.

The 2020 Budget for the Committee included funding for a contract position that was cancelled through staff report FAF.20.100 - 2020 Year End Variance Analysis. In this same report Council gave direction to fill the Sustainability Coordinator position no sooner than January 1, 2021.

The 2020 Budget also has \$10,000 for committee training and development; as of August 15, 2020 none of this funding had been spent. In addition, Council approved \$75,000 as a transfer to reserve for this committee that could be made available, upon Council approval, to start implementing Action Items from the ICSP. This funding has been set aside in a reserve and no request has been made by the committee to spend this funding. The 2020 Budget had 2021 and 2022 Projections of \$50,000 each year to be set aside in a similar fashion and again would be made available to the committee upon approval of Council. The base understanding is that this funding would be specifically for implementation of Action Items.

The contract for the completion of the ICSP will be awarded in mid-September 2020 and includes an estimated timeline of 14 months, or close to the end of 2021. Staff are proposing that the 2021 to 2023 operating budget for the committee reflect the Projected budgets as included in 2020 with a value of \$50,000 per year being transferred into the reserve and made available with Council approval.

Please note that the transfer amounts are cumulative in that whatever is not spent in a year will be available in future years.

At the September 9th meeting the committee can give direction if additional funding is being requested. In addition, the Council member(s) from the committee can also make recommendations during the Committee of the Whole budget deliberations.