

COUNCIL REPORT

To: Mayor and Council

From: Finance

Date: January 9, 2025

Subject: Revised 2025 Budget Schedule

RECOMMENDATION:

THAT Council approves the revised Council meeting dates for the 2025 annual budget process.

BACKGROUND:

At the November 25, 2024, Council Meeting, staff brought forward a proposed 2025 budget schedule for the upcoming budget process. A caveat was included that the schedule is subject to change based on operational needs. Due to time constraints, economic factors, and other operational factors, it is necessary to adjust the original meeting schedule. The most notable difference is moving the discussion regarding utilities from early January to early March. This is due to the completion of operational plans/studies for the water and sewer systems that will not be completed until late January/early February. The information from these reports will provide the foundation for operational and capital projects, including timeline and expenses that will be incorporated into the budget and be a contributing factor for determining user rates.

The revised 2025 budget schedule is shown below.

2025 Budget Timeline

EVENT/TASK	DATES	EXPECTED OUTCOMES
Budget Discussion	<p style="text-align: center;">Prior to the Committee of the Whole Meeting <i>Monday, January 27, 2025</i> 6:00pm</p>	Discussion on the 2025 operating budget. Proposed property tax rate will be presented. Department Heads and/or Managers will be on hand to answer questions.
Budget Discussion	<p style="text-align: center;">Prior to the Regular Council Meeting <i>Monday, February 10, 2025</i> 6:15pm</p>	Discussion on the 2025 capital budget. Department Heads and/or Managers will be on hand to answer questions.

EVENT/TASK	DATES	EXPECTED OUTCOMES
Presentation of the 2025 Provisional Operating and Capital Budget	Special Meeting prior to the Committee of the Whole Meeting <i>Monday, February 24, 2025</i> 5:30pm	Presentation of the 2025 Provisional Operating and Capital Budget. Department Heads and/or Managers will be on hand to answer questions.
Community Budget Consultation	After the Special Meeting prior to the Committee of the Whole Meeting <i>Monday, February 24, 2025</i> 6:30pm	Provide the opportunity for the public to comment or question the 2025 Provisional Operating and Capital Budget. Department Heads and/or Managers will be on hand to answer questions.
Budget Discussion	Prior to the Regular Council Meeting <i>Monday, March 10, 2025</i> 6:15pm	Discussion on water, sewer and garbage operating and capital budgets. Proposed user rates will be presented. Department Heads and/or Managers will be on hand to answer questions.
Presentation of the 2025-2029 Financial Plan Bylaw	Special Meeting prior to the Committee of the Whole Meeting <i>Monday, April 28, 2025</i> 6:00pm	Presentation of the 2025-2029 Financial Plan Bylaw. Department Heads and/or Managers will be on hand to answer questions.
Community Budget Consultation	After the Special Meeting prior to the Committee of the Whole Meeting <i>Monday, April 28, 2025</i> 6:45pm	Provide the opportunity for the public to comment on the 2025-2029 Financial Plan Bylaw. Department Heads and/or Managers will be on hand to answer questions.
First three readings of 2025-2029 Financial Plan Bylaw	Regular Council Meeting <i>Monday, April 28, 2025</i> 7:15pm	First three readings given to the 2025-2029 Financial Plan Bylaw.
Adoption of 2025-2029 Financial Plan Bylaw	Regular Council Meeting <i>Monday, May 12, 2025</i> 7:15pm	2025-2029 Financial Plan Bylaw adopted.

*The above schedule is subject to change based on operational needs

A budget open house will take place at the Recreation Centre to inform the public of the 2025 budget once a date has been determined but anticipating early February.

COUNCIL PRIORITIES:

Community and Social Development

- Our investment in the municipality's services and infrastructure, our commitment to principles of social equity and well-being, and our belief in the value of resident engagement, creates a healthy community in which everyone feels valued and enjoys a high quality of life.

Strong Governance and Finances

- As the municipality's elected governing body, we serve all residents and businesses in the community. We engage residents and stakeholders on important issues and make our decisions through open and transparent processes. We are careful in our use of resources, mindful of the need to maintain programs and services, while also meeting the community's infrastructure needs.

RESPECTFULLY SUBMITTED:

Kerri Borne, Chief Financial Officer

Reviewed By: Corporate Services

Approved By: Chief Administrative Officer