

To: Warden and Members of County Council

From: Director of Corporate Services

2023 Draft Budget Schedule

RECOMMENDATIONS

1. That the 2023 draft budget schedule as set out in Report No. CS 2022-22 entitled “2023 Draft Budget Schedule” be approved;
2. And further, that the 2023 budget communication, engagement and reporting plan be approved.

REPORT HIGHLIGHTS

- 2023 business plan and budget approval is planned for a special Council meeting on January 11, 2023
- January business plan and budget approval allows projects to be completed within their planned schedule and provides staff with direction regarding annual operations for the start of the fiscal year

Implementation Points

Upon Council’s approval of the recommendations contained in this report, County departments will initiate the budget development process in August to deliver a draft 2023 Budget and Business plan at Council’s November 23, 2022 meeting.

Financial Impact

There is no financial impact beyond what has been approved in the 2022 budget.







Communications

The special budget council meeting schedule, agendas, presentations and video recordings will be posted when available to the County’s website at www.oxfordcounty.ca/speakup.

In August and early September, staff meetings will be scheduled with our Area Municipal partners to collaborate on capital and operating plans to be included in our 2023 business plan and budgets.

Community Agencies that have been annual grant recipients will be invited to present their 2023 budgets and grant requests to Council at regularly scheduled meetings in November and early December 2022.

Strategic Plan (2020-2022)

					
WORKS WELL TOGETHER	WELL CONNECTED	SHAPES THE FUTURE	INFORMS & ENGAGES	PERFORMS & DELIVERS	POSITIVE IMPACT
		3.iii.	4.i. 4.ii.		

DISCUSSION

Background

Budget Schedule

Section 289 of the *Municipal Act, 2001*, as amended, provides for the following in regard to annual budgets:

Yearly budgets, upper-tier

- (1) An upper-tier municipality shall in each year prepare and adopt a budget including estimates of all sums required during the year for the purposes of the upper-tier municipality including,
- (a) amounts sufficient to pay all debts of the upper-tier municipality falling due within the year;
 - (b) amounts required to be raised for sinking funds or retirement funds;
 - (c) amounts in respect of debenture debt of lower-tier municipalities for the payment of which the upper-tier municipality is liable; and
 - (d) amounts required by law to be provided by the upper-tier municipality for any of its local boards, excluding school boards.

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.

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 upper-tier levy and on less than all the rateable property in the municipality by a special upper-tier levy under section 311, and the estimated expenditures; and
 - (b) provide that the estimated revenues are equal to the estimated expenditures.

Allowance

- (3) In preparing the budget, the upper-tier municipality,
- (a) shall treat any operating surplus of any previous year as revenue that will be available during the current year;
 - (b) shall provide for any operating deficit of any previous year;

- (c) shall provide for taxes and other revenues that in the opinion of the treasurer are uncollectible and for which provision has not been previously made;
- (d) may provide for taxes and other revenues that it is estimated will not be collected during the year; and
- (e) may provide for such reserves as the upper-tier municipality considers necessary.

Budget Survey

A collaborative area municipal online survey is typically launched in June in advance of the business plan and budget development. The survey is designed to provide residents and business owners in the community an opportunity to express their opinion and participate in forming the County's budget priorities.

A joint survey with the Area Municipalities for the 2023 budget is not being pursued this year due to the staff resource requirements at the Area Municipal level to facilitate a municipal election. Consideration will be given in the 2023 Business Plan and Budget to resume a collaborative budget survey with our Area Municipalities for the 2024 budget.

Comments

Budget Schedule

The County's Long Term Financial Sustainability Plan sets out parameters for the annual business plan and budget process. Section 3 of the Plan describes how integration of the Strategic Plan with budgeting is reinforced through the use of business plans. Business plans put the Strategic Plan into action by identifying the annual business goals, outlines resource requirements necessary to achieve those goals, as well as identifies appropriate performance measures for monitoring and reporting purposes.

Subsection 3.1 of the Plan describes the Annual Strategic Plan/Business Plan/Budget Cycle as follows:

- April - June (Q2) – review strategic plan including goals, objectives and initiatives and establish performance agreements
- July – September (Q3) – establish business plan goals aligned with strategic plan
- October – December (Q4) – business plan and budget submission
- January – March (Q1) – reporting strategic plan progress and finalizing performance indicators

The draft 2023 Budget and Business Plan package is planned to be released as part of the regular council meeting on November 23, 2022. Attachment 1 includes the detailed schedule for the budget package's formulation, which consists of:

- County departments assessing their needs and priorities for the coming year and their current financial state in order to develop preliminary budgets;
- Meetings with area municipalities to establish capital works harmonization; and
- Detailed reviews of the budget and business plan submissions by senior management team.

The proposed schedule for presentations and deliberations of draft business plans and budgets with Council is as follows:

Budget Meeting	Date	Time	
Special Council Meeting #1	Wednesday, November 30, 2022	9:00am - 12:00pm	
Special Council Meeting #2	Monday, December 5, 2022	9:00am - 12:00pm	
Regular Council Meeting	Wednesday, January 11, 2023	9:30am -	*

* Special budget meeting falls on a regular Council meeting date.

Conclusions

Based on the schedule presented above, consideration for adoption of the budget would be planned for the regular Council meeting scheduled on January 11, 2023. This timeframe will allow approved projects to be completed within their planned schedule and provide staff direction regarding annual operations.

SIGNATURES

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Approved for submission:

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ATTACHMENT

Attachment 1 – 2023 Draft Budget Schedule