

# ***Staff Report***

Financial Services Department

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**REPORT TO:** Finance and Corporate Services Committee

**DATE OF MEETING:** June 17, 2024

**SUBMITTED BY:** Ryan Hagey, Director of Financial Reporting & Asset Management,  
519-741-2100 ext. 7353

**PREPARED BY:** Ryan Hagey, Director of Financial Reporting & Asset Management,  
519-741-2100 ext. 7353

**WARD(S) INVOLVED:** All

**DATE OF REPORT:** May 29, 2024

**REPORT NO.:** FIN-2024-285

**SUBJECT:** 2025 Budget Process and Timelines

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## **RECOMMENDATION:**

**That the 2025 budget timelines outlined in Financial Services Department report FIN-2024-285 be approved; and further,**

**That Council shorten the 30-day period that Council may pass a resolution making an amendment to the Mayor's proposed budget to coincide with the completion of the meeting scheduled on December 12, 2024.**

## **REPORT HIGHLIGHTS:**

- The purpose of this report is to approve the process and timelines for the 2025 budget.
- This report supports the delivery of core services.

## **BACKGROUND:**

In 2023, the Province passed the *Strong Mayors, Building Homes Act* and Part V1.1. of the Municipal Act regarding Special Powers and Duties of the Head of Council. This changed Kitchener's traditional budget process where staff would propose a budget which would be presented to and debated by Committee before being approved by Council. The new process requires the Mayor to propose the budget which would automatically be adopted after 30 days unless it is amended by Council.

As was the case for the 2024 budget, staff are proposing to use a timetable for the 2025 budget which complies with Strong Mayors legislation, but still fits within the City's traditional budget calendar and sees Kitchener's budget passed before the end of the year.

\*\*\* This information is available in accessible formats upon request. \*\*\*  
Please call 519-741-2345 or TTY 1-866-969-9994 for assistance.

**REPORT:**

The 2024 Council & Committee meeting calendar includes a series of 2025 budget meetings scheduled for November and December. The budget timelines are consistent with Mayoral Direction 2023-DIR-001 which directs staff to:

- Prepare a draft budget for the Mayor & Council’s consideration
- Make the budget publicly available on the City’s website
- Provide summary presentations that highlight the key elements of the budget (operating & capital)
- Consider ways to encourage public input/participation
- Convene a meeting where the Mayor, in conjunction with the Chair of the Finance and Corporate Services Committee will propose the budget; and
- Convene meetings of Council to consider the budget allow for any amendments to be considered.

**2025 Budget Timelines**

Action	Date
Online Budget Engagement	September
Staff Tables Draft Budget	November 15
Committee Meeting – Operating Budget	November 19
Committee Meeting – Capital Budget	November 25
Mayor Proposes Budget	December 2
Council Provides Proposed Amendments in writing to Clerks*	December 9
Council Votes on Amendments*	December 12
Mayor Decides On Amendments via Veto*	December 12
Budget Adopted	Automatic (Dec 27)

\* In order to achieve the timelines noted in the table, Council needs to agree to shorten the 30-day period for amendments. Council approved this as part of the 2024 budget process, and it is recommended to do the same for the 2025 budget process.

For further clarity, a graphical representation of the budget process under Strong Mayors is also included as an attachment to this report.

**STRATEGIC PLAN ALIGNMENT:**

This report supports the delivery of core services.

**FINANCIAL IMPLICATIONS:**

There are no financial implications of this report as the proposed timelines will see the budget approved in the planned timeframe, before the end of the calendar year.

**COMMUNITY ENGAGEMENT:**

INFORM – This report has been posted to the City’s website with the agenda in advance of the council / committee meeting.

**PREVIOUS REPORTS/AUTHORITIES:**

- *Strong Mayors, Building Homes Act 2022 and Part V1.1. of the Municipal Act*

**APPROVED BY:** Jonathan Lautenbach, Chief Financial Officer

**ATTACHMENTS:**

Attachment A – Budget Process Under Strong Mayor Legislation

# Budget Process Under Strong Mayor Legislation

