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<b>REPORT TO:</b>	<b>Council</b>
<b>DATE OF MEETING:</b>	<b>October 4, 2021</b>
<b>SUBMITTED BY:</b>	<b>Ryan Hagey, Director of Financial Planning &amp; Reporting</b>
<b>PREPARED BY:</b>	<b>Debbie Andrade, Manager of Budgets</b>
<b>WARD(S) INVOLVED:</b>	<b>All Wards</b>
<b>DATE OF REPORT:</b>	<b>September 10, 2021</b>
<b>REPORT NO.:</b>	<b>FIN-2021-55</b>
<b>SUBJECT:</b>	<b>2022 Budget Schedule Revision - Update</b>

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## **RECOMMENDATION:**

**That November 30, 2021 be added to the 2022 Budget Meeting Schedule, as outlined in report FIN-2021-55.**

## **REPORT HIGHLIGHTS:**

- The purpose of this report is to finalize the 2022 budget schedule, by adding November 30, 2021 as a date for budget meetings.
- This report supports the delivery of core services.

## **BACKGROUND:**

Each year the City establishes its financial priorities and sets rates (e.g. tax, utility, user fee) through the annual budget process. This includes a series of reports/presentations providing information and recommendations on user fees, operating budgets, and capital budgets, as well as an opportunity for the public to provide their input on the proposed budget and associated rate changes.

## **REPORT:**

In setting the budget dates as part of a previous report, Council identified some potential conflicts with the City's budget meetings scheduled for November 29. A number of alternatives were briefly discussed, but there was not consensus as each of the alternatives created a different scheduling conflict. Based on the conversation during the meeting, staff have developed an alternative schedule that splits the November 29 meetings over two dates as follows.

### **November 29**

#### **Capital Budget Presentation from 9:30 – 12:30**

This meeting includes the presentation of the proposed capital budget, including a review of planned projects as well as capital funding sources such as debt, reserves, and development charges. For context, the 2021 capital meeting took 2 hours and 20 minutes.

## **November 30**

### **Public Input Part 2 (tentative) from 1:00 – 2:00**

A public input session is already planned for November 15. During the discussion about the budget schedule, there was a suggestion that the City plan a second session in case the number of delegates is large. This second session would be held only if there were too many delegates to be accommodated on the November 15 session.

### **WIP Utility Rates and Gas Utility Rate Approval from 2:00 – 3:00**

Approval of the Water Infrastructure Program (WIP) utility rates (water, sanitary and stormwater) and the Natural Gas utility would occur on November 30. This allows enough time to notify customers and update software to start charging the new rates on January 1, 2022.

The revised budget schedule, including the proposed changes (dates marked with a \*), is shown in the table below.

**Revised 2022 Budget Meeting Schedule**

<b>Date</b>	<b>Day</b>	<b>Budget Item</b>	<b>Meeting</b>
<b>November 8</b>	Monday (day)	User fee presentation	FCSC
<b>November 15</b>	Monday (day)	Operating Budget presentation	FCSC (Special)
<b>November 15</b>	Monday (night)	Public Input	FCSC (Special)
<b>November 22</b>	Monday (night)	User fees approval	Council
<b>November 29*</b>	Monday (day)	Capital Budget presentation	FCSC (Special)
<b>November 30*</b>	Tuesday (day)	Public Input (tentative)	FCSC (Special)
<b>November 30*</b>	Tuesday (day)	WIP Utility rates & Gas rates approval	Council (Special)
<b>December 16</b>	Thursday (day)	Final Budget approval	FCSC (Special) & Council (Special)

### **STRATEGIC PLAN ALIGNMENT:**

This report supports the delivery of core services.

### **FINANCIAL IMPLICATIONS:**

None.

### **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:**

- FIN-2021-53 2022 Budget Schedule Revision

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