



Subject: 2022 Budget Timeline

To: Council

From: Corporate Services Department

Report Number: 2021-174

Meeting Date: June 28, 2021

Recommendation:

That Corporate Services Department Report 2021-174 be received; and

That the timeline proposed in Appendix A of Corporate Services Department Report 2021-174 be approved.

Purpose:

This report presents the 2022 budget timetable for Council's Consideration.

Background:

Historically, the City of Port Colborne (the "City") has approved the annual budget after the budget year has already started. In many cases, the budget has been approved three to four months into the budget year.

In 2020, a new timetable was approved, and the 2020 capital and related projects and levy budgets were approved prior to year-end. The rates budgets including water, wastewater and storm sewer were approved after year end.

Discussion:

The proposed budget timetable has been provided in Appendix A – Proposed Budget Timeline. Similar to last year, the budget timetable has been split into three components: capital and related projects, levy and rate budgets (water, wastewater and storm sewer). Council will also identify staff are proposing a 2022 budget timeline that would see all three budgets approved before the 2021 year-end.

Last year user fees were held constant during the budget process. Staff are currently reviewing user fees and plan to propose certain changes during both the levy and rate budgets.

Recognizing budgets are estimates and the City's needs and priorities may change over time the capital and related projects budget will include, similar to the 2021 budget, an unallocated placeholder to maintain some flexibility in the capital program going forward.

At the time of writing this report, Financial Services has already communicated the preliminary dates to Directors within the City and is in the process of meeting with each to discuss the 2022 budget with the support of Human Resources. Financial Services identifies the budget looked different last year compared to prior years. Council's support and patience through that transition was appreciated. For 2022, Council can expect to see comparative figures, a multi-year budget forecast being rolled out for Corporate Services to be adopted by other departments in future years, and multi-year capital and related project funding and priority forecasts.

A multi-year project-by-project capital and related project forecast will accompany the 2023 budget after the completion of the infrastructure needs assessments (early fiscal 2022).

Going into the 2022 budget process, staff ask Council for their assistance in identifying priorities for any of the budgets, including capital and related projects. Last year, staff provided a form for Council to submit comments. Going into 2022, staff identify having Council simply tell staff either verbally or through email or any other method of communication will be sufficient.

While many in municipal government will identify with the notion that "everyday is budget day", staff request comments back no later than August 5, 2021 to the respective department and the Director of Corporate Services/Treasurer.

Internal Consultations:

All City departments have been consulted on the budget timeline.

Conclusion:

That the proposed budget timeline as outlined in this report be approved.

Appendices:

- a. Appendix A – Proposed Budget Timeline

Respectfully submitted,

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Report Approval:

All reports reviewed and approved by the Department Director and also the City Treasurer when relevant. Final approval is by the Chief Administrative Officer.