



Corporation of the Township of Brock

Staff Report to the Mayor and Members of Council

From: Lisa Chen

Position: Director of Finance and Treasurer

Title / Subject: 2023 Budget Schedule

Date of Report: November 29, 2022

Date of Meeting: December 5, 2022

Report No: 2022-FI-019

1.0 Issue / Origin

To provide Council and the public with the 2023 Budget schedule.

2.0 Background

During the 2022 Budget, the Finance Sub Committee met and deliberated the Operating and Capital Budgets, new staffing requests and new initiatives over the course of 3 days – February 7, 11 and 14, 2022. The budget was approved by Council on February 28, 2022. Continuing with last year's update to the process, staff recommend changing the order of the 2023 Budget deliberations to start with the capital budget and then proceed to the operating budget.

3.0 Analysis

Prior to budget discussions in January 2023, staff will bring forward a user fee update for Council's consideration, a 2022 year-end operating forecast, a report on the status of capital projects and reserve and reserve fund year-end projections.

The 2023 Budget will be presented over three Committee of the Whole

A. Monday, January 16 (10 am to 4 pm)

2023 Capital Budget

B. Thursday, February 2 and Thursday, February 9 (10 am to 4 pm)

2023 Operating Budget

1. Economic Indicators and Community Profile
2. Corporate Overview
3. Taxation
4. Departmental Presentations, starting with office of the CAO

- a. Treasury and Corporate
- b. IT, Health and Safety
- c. Clerks (Council, By-Law, and Animal Services)
- d. Public Works (Roads, Recreation and Public Buildings)
- e. Fire Services
- f. Development Services
- g. Library Board

Department Heads will present their operating budget including Base Budget, New Staffing and New Initiatives. Once completed, the next departmental presentation will follow. Depending on the number of questions, the date for a particular department's presentation could be either February 2 or February 9.

Throughout January and February, 2023, public engagement and communication will take place through social media and the Township's website. Staff will resume in-person engagement events in the future.

Feedback received throughout the budget deliberations from Council or members of the public will be summarized in a report for Council's consideration on Monday, February 27, 2023, at 6 pm. The report will include a forecasted operating budget outlook for 2024.

Throughout 2023, staff will present quarterly updates on the financial results compared to the approved budget, along with semi-annual reports on the status of capital projects and reserve funds.

4.0 Related Policies / Procedures

2023 Property Tax Rates, Asset Management Plan, Reserve and Reserve Funds and User Fees

5.0 Financial / Budget Assessment

The 2023 Budget will present a number of proposals for 2023 user fees, reserve fund transfers and tax rate increases, along with recommendations for service level changes and capital budgets requiring funding approvals.

6.0 Climate Change Impacts – n/a

7.0 Communications

A budget information package will be available on the Township of Brock's website, along with public notices of upcoming budget meetings. The 2023 Capital Budget package will be available electronically on escribe by January 6, 2023, and the 2023 Operating Budget package by January 23, 2023.

8.0 Conclusion

The annual budget process is a key strategic, financial plan that communicates to the public Council's approved 2023 priorities. It will be an opportunity for Council to review the prior year's accomplishments and to align with staff the expected 2023 outcomes.

9.0 Recommendation

BE IT RESOLVED THAT Council receive the report for information purposes.

