

To:	Warden Hicks and Members of Grey County Council
Committee Date:	October 10, 2019
Subject / Report No:	FR-CW-24-19
Title:	2020 Budget Process and Timetable
Prepared by:	Kevin Wepler, Director of Corporate Services
Reviewed by:	
Lower Tier(s) Affected:	
Status:	Recommendation adopted by Committee as presented per Resolution CW197-19; Endorsed by County Council per Resolution CC83-19 October 24, 2019;

Recommendation

1. That the **2020 budget process and timetable as set out in Report FR-CW-24-19 be received for information.**

Executive Summary

- 2020 corporate budget overview and background to be presented on November 28, 2019 to provide information on the 2020 budget and the overall estimated 2020 funding requirements;
- 2020 budget to be presented at a Committee of the Whole (budget review) meeting on January 28, 2020, for consideration and approval;
- 2020 budget by-law presented on February 13, 2020 for adoption.

Background and Discussion

Council and staff have historically planned budget timetables for early adoption as a best practice and as a planning tool to provide an organized and efficient approach for the compilation of the budget.

The 2019 budget presentation was deferred to January 2019 due to the 2018 Municipal Elections occurring on October 22, 2018 and County Council being sworn in on December 4, 2018.

The County of Grey's fiscal year does not coincide with federal and provincial fiscal years, which run from April 1 to March 31. For the 2020 budget there is increased uncertainty with related grants and subsidies, in particular with what the provincial government has previously announced, and as well what the provincial government is currently reviewing, including:

- The Ontario Community Infrastructure Fund (OCIF)

- Public Health
- Ontario Works and Employment Services
- Child Care
- Housing and Homelessness
- Long Term Care
- Paramedic Services

The 2020 budget Council presentation is therefore being recommended to be scheduled to occur on January 28, 2020 in order that the County may have more certainty regarding upper levels of funding and provide County staff with more time to review and analyze these funding levels and program changes.

This timeline will also provide the opportunity for the returned assessment roll for the upcoming 2020 year to be finalized and assessment growth to be confirmed.

The proposed 2020 budget timetable establishes a target budget approval date of February 13, 2020 where a by-law to adopt the estimates of revenues and expenditures for 2020 would be presented for approval.

The timing of future budgets, commencing with the 2021 budget, are intended to return to the timetable with the budget being presented in December for consideration, however this will need to be reviewed based on the certainty of program and service delivery changes being confirmed by the upper levels of government.

Where staff need to move forward with expenditures prior to the annual budget being approved, the County's Purchasing Procedures provides staff with the ability to request Council's consideration of pre-budget approval.

Section 10.1 f) of the County's Purchasing Procedure requires the reporting to Council any acquisition of goods or services that is not already approved in the current year's budget, such as items requiring pre-budget approval or post-budget amendments, that these must be reported to Council in order to have the expenditure authorized via resolution.

2020 Proposed Budget Timetable

Description	Deadline/Date
Finance Department provides staff with 2020 budget assumptions	September 7, 2019
Human Resources Department provides 2020 salary and benefit assumptions	September 7, 2019
Departments develop 2020 operating and capital budget submissions	September 2019
CAO, Corporate Services Director and Departmental Staff review 2020 budget submissions	October 2019
Senior Management Team reviews 2020 corporate operating and capital budget submissions	November 2019
Director of Corporate Services provides Council with 2020 corporate budget overview and background	November 28, 2019
Long Term Care Committee of Management reviews 2019 Long Term Care budgets for recommendations to Council	December 2019
Finance and Departmental Staff finalize 2020 operating and capital budget summary and detail documents	December 2019
Committee of the Whole budget review meeting for consideration and approval	January 28, 2020
2020 budget by-law presented to Council for adoption	February 13, 2020

Legal and Legislated Requirements

Section 289 of the *Municipal Act, 2001*, as amended, provides for the following in regards 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 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.

Financial and Resource Implications

The annual budget has provided funding for Committee and staff resources for budget preparation and review purposes.

Delayed approval of the 2020 budget could cause planned projects' schedules to be condensed which could potentially result in additional costs.

Provincial funding announcements and program reviews may have an impact on the planned schedule.

Relevant Consultation

Internal – Senior Management Team

External (list)

Appendices and Attachments

None