



The Corporation of the Town of Tecumseh

Financial Services

To: Mayor and Members of Council

From: Tom Kitsos, Director Financial Services & Chief Financial Officer

Date to Council: August 11, 2020

Report Number: FS-2020-11

Subject: 2021 Business Plan and Budget Timetable

Recommendations

It is recommended:

That the proposed 2021 Business Plan and Budget Timetable, as follows, **be approved:**

| | |
|---|---------------------------------|
| Council consultation | September 22, 2020 |
| Public engagement | September 24 – October 16, 2020 |
| Table proposed business plan and budget | December 8, 2020 |
| Council deliberations | TBD January, 2021 |
| Council consideration and adoption | January 26, 2021 |

Background

The purpose of this report is to approve the 2021 Business Plan and Budget Timetable.

Included within this timetable is a strategy to encourage public awareness and engagement in the budget process, including the Council consultation and budget survey.

Through advertisement on the Town's website and social media, residents will be encouraged to participate in our sixth annual Budget Survey. The survey will be available on our website from September 24 – October 16. Alternatively, residents can obtain a printed version upon request during that same timeframe.

A summary of survey results will be posted on the website by October 23, allowing Council and Administration an opportunity to consider suggestions and/or concerns in the budget development process.

Comments

Generally, Council and Administration set a timetable that can achieve an adopted budget in December. During election years, Council and Administration set a timetable that can achieve an adopted budget in January/February. Due to unusual circumstances resulting from the ongoing state of emergency, some additional time is factored for the 2021 budget process. Notwithstanding this provision, the proposed timetable will allow for relatively early adoption. The timetable proposed for the 2021 operating, lifecycle and reserve budget is:

| | |
|---|---------------------------------|
| Council consultation | September 22, 2020 |
| Public engagement | September 24 – October 16, 2020 |
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The main advantages of adopting the annual budget early are:

- Departments may proceed with budgeted service delivery and work plan management as early in the year as possible, and
- Allows for earlier variance analysis and thus provides more time to adjust in-year to adverse circumstances that may arise.

Some disadvantages of adopting the annual budget early are:

- County and School Board levies will not be known, and
- ERCA and EWSWA budgets will not be known.

Administration recommends Council approve the proposed Business Plan and Budget Timetable seeking adoption in January. Adoption in January allows Council and Administration to confidently commence service/program delivery early in 2021 and maximize utilization of the budget calendar.

Consultations

All Departments

Financial Implications

None

Link to Strategic Priorities

| Applicable | 2019-22 Strategic Priorities |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers. |
| <input checked="" type="checkbox"/> | Ensure that Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making. |
| <input checked="" type="checkbox"/> | Integrate the principles of health and wellness into all of Tecumseh's plans and priorities. |
| <input checked="" type="checkbox"/> | Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses. |
| <input checked="" type="checkbox"/> | Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals. |

Communications

Not applicable ☒

Website ☐

Social Media ☐

News Release ☐

Local Newspaper ☐

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Zora Visekruna, MBA
Deputy Treasurer & Tax Collector

Reviewed by:

Tom Kitsos, CPA, CMA, BComm
Director Financial Services & Chief Financial Officer

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

| Attachment Number | Attachment Name |
|------------------------------|----------------------------|
| None | None |