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:	July 27, 2021
Report Number:	FS- 2021-09
Subject:	2022 Business Plan and Budget Timetable

Recommendations

It is recommended:

That the proposed 2022 Business Plan and Budget Timetable, as follows, **be approved**:

Council consultation	September 14, 2021
Public engagement	September 16 – 29, 2021
Table proposed business plan and budget	November 9, 2021
Council deliberations	TBD November, 2021
Council consideration and adoption	December 14, 2021

Background

The purpose of this report is to approve the 2022 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 seventh annual Budget Survey. The survey will be available on our website from September 16 – September 29. 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 8, 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. The timetable proposed for the 2022 operating, lifecycle and reserve budget is:

Council consultation	September 14, 2021
Public engagement	September 16 – 29, 2021
Table proposed business plan and budget	November 9, 2021
Council deliberations	TBD November, 2021
Council consideration and adoption	December 14, 2021

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 which 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 December. Adoption in December allows Council and Administration to confidently commence service/program delivery early in 2022 and maximize utilization of the budget calendar.

Consultations

All Departments

Financial Implications

None

Link to Strategic Priorities

Applicable	2019-22 Strategic Priorities
☒	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
☒	Ensure that Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
☒	Integrate the principles of health and wellness into all of Tecumseh's plans and priorities.
☒	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
☒	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