



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 9, 2024

Report Number: FS-2024-13

Subject: 2025 Business Plan and Budget Timetable

Recommendations

It is recommended:

That the proposed 2025 Business Plan and Budget Timetable, as follows, **be approved:**

Council consultation	September 10, 2024
Table proposed business plan and budget	December 10, 2024
Public engagement	December 11, 2024 through to January 7, 2025
Council deliberations	January 14, 2025 (& January 21, 2025, if required)
Council consideration and adoption	January 28, 2025

Background

The purpose of this report is to approve the 2025 Business Plan and Budget Timetable.

Included within this timetable is a strategy to encourage public awareness and engagement in the budget process. Through advertisements on the Town's website and social media, residents will be encouraged to visit the PlaceSpeak platform through the Town's website where they will be able to view a video excerpt of the 2025 Proposed Budget, a Frequently Asked Questions (FAQ) document specific to the budget process and other budget-related material. The PlaceSpeak platform also allows viewers to submit commentary should they choose to do so. Commentary received will be provided to Council and Directors prior to the January 14 Council deliberations meeting so that it can be considered during deliberations. A summary of commentary received will be presented at the January 14 Council deliberation meeting.

Comments

Generally, Council and Administration set a timetable that can achieve an adopted budget in December/January. During election years, Council and Administration set a timetable that can achieve an adopted budget in January/February.

The timetable proposed for the 2025 operating, lifecycle and reserve budget is:

Council consultation	September 10, 2024
Table proposed business plan and budget	December 10, 2024
Public engagement	December 11, 2024 through to January 7, 2025
Council deliberations	January 14, 2025 (& January 21, 2025, if required)
Council consideration and adoption	January 28, 2025

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 January. Adoption in January allows Council and Administration to confidently commence service/program delivery early in 2025 and maximize utilization of the budget calendar.

Consultations

All Departments

Financial Implications

None

Link to Strategic Priorities

Applicable	2023-2026 Strategic Priorities
<input checked="" type="checkbox"/>	Sustainable Growth: Achieve prosperity and a livable community through sustainable growth.
<input type="checkbox"/>	Community Health and Inclusion: Integrate community health and inclusion into our places and spaces and everything we do.
<input checked="" type="checkbox"/>	Service Experience: Enhance the experience of Team Tecumseh and our citizens through responsive and respectful service.

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:

Vanessa DaDalt, CPA, CA, CTP
Deputy Treasurer & Manager Revenue Services

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