



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, 2019

Report Number: FS-2019-07

Subject: 2020 Business Plan and Budget Timetable

Recommendations

It is recommended:

That the proposed 2020 Business Plan and Budget Timetable, as follows, **be approved:**

Council consultation	September 10, 2019
Public engagement	September 12-30, 2019
Table proposed business plan and budget	November 12, 2019
Council deliberations	November 19, 2019
Council consideration and adoption	December 10, 2019

Background

The purpose of this report is to approve the 2020 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 in the Shoreline, Essex Free Press, Town website and social media, residents will be encouraged to participate in our fifth annual Budget Survey. The survey will be available on our website from September 12 to September 30. Alternatively, residents can obtain a printed version upon request during that same timeframe.

Posed questions and/or comments along with responses will be posted on the website, on social media and be available upon request at Town Hall by October 11, 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 2020 operating, lifecycle and reserve budgets is:

Council consultation	September 10, 2019
Public engagement	September 12-30, 2019
Table proposed business plan and budget	November 12, 2019
Council deliberations	November 19, 2019
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The major 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 ESWA 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 2020 and maximize utilization of the budget calendar.

Consultations

All Departments

Financial Implications

None

Link to Strategic Priorities

Applicable	2017-18 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 the Town of 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 the Town 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
Financial Analyst

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