



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF CORPORATE SERVICES

MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.

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Author's Phone: 519 736-0012 ext. 2254	Date to Council: December 5, 2022
Author's E-mail: tprince@amherstburg.ca	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: 2023 Budget Directions & Schedule

1. RECOMMENDATION:

It is recommended that:

1. That Council **APPROVE** the proposed 2023 Budget Schedule.

2. BACKGROUND:

The Town of Amherstburg prepares an annual budget that is approved by Council and includes all projected operational and capital expenditures for all municipal service areas. Each annual budget is made up of the following components:

- **Operating** - The income in this budget is primarily derived from property taxes and user fees. The budget covers the day-to-day expenses of the town for municipal services and programs. Some examples are road maintenance and repairs, snow removal, the provision of recreational programs, by-law enforcement, and fire and police services.
- **NEW 5-year Capital** - The income in this budget can be from property taxes, reserves, development charges, issued debt, grants, and co-share with others, such as the county or developers. The budget covers municipal projects related to new assets or rehabilitation of existing ones, including roads, sewers, water mains, bridges, fleet replacements, and more. Council will be approving and committing to the 2023 Capital Investment.

The budgeting process is important in reflecting long-term goals for growth and development of the Town of Amherstburg and is intended to:

- Ensure financial sustainability through long-term financial planning and maintenance of adequate reserves;
- Improve, develop and maintain the existing and new infrastructure that supports a sustainable community; and
- Promote the Town’s reputation as an attractive place to live and where residents can experience a high quality of life.

3. DISCUSSION:

2023 Budget Timeline

A budget timeline has been developed by staff for the 2023 budget process. The objectives of the proposed schedule are to:

- a) Provide members of Council opportunity to provide overall direction on the budget as a whole as well as key impact areas;
- b) Allow for sufficient public consultation;
- c) Allow the new Council time to become familiar with the operations of the Town and the budget process so that final budget approval from Council can be sought before the end of March 2023; and
- d) Allow the procurement process for 2023 budget items to begin in March so that projects can proceed in a timely and cost-effective manner.

Proposed schedule:

Present & Table Budget	January 30, 2023
Public Engagement(website)	January 31 st to Feb 12 th , 2023
Public Event (TBD)	February 11 th , 2023
Council Deliberations	February 2023
Council Adoption of Budget	March 2023

Public input through an online survey will be utilized for the 2023 Budget through advertisement on the Town’s website and *Talk the Burg*, after the Budget is tabled on January 30th, 2023. The purpose is to seek public input on key areas within the 2023 Budget. Tentatively a Public Event will be held on February 11th, 2023 with location and time to be determined.

Budget Deliberations (February 2023). Budget deliberations are proposed for the Council meeting to be held in February:

Operating Budgets:

- February 21stth 2023 (6pm – 10pm)
- February 22nd 2023 (9am – 5:30pm)
- February 23rd 2023 (1pm –7pm, if required)

Capital Budget:

February 27th, 2023 (6pm – 10pm)

February 28th, 2023 (9am – 5:30pm)

March 2nd 2023 (1 pm – 7 pm, if required)

In addition to the budget process timelines, the budget document utilized for the 2022 Budget is planned for the 2023 Budget presentation, which presents each budget centre from a high-level perspective, allowing Council to focus on the programs and services provided from a strategic point of view. This allows Administration to deliver the services based on the service levels proposed and program funding approved.

Administration’s intent is to bring forward a recommended budget that maintains the Town’s existing level of service. Any budget enhancements will be identified for Council’s consideration and would add to the recommended tax levy proposed to maintain the existing service levels.

4. RISK ANALYSIS:

Adoption of a budget after the commencement of the fiscal year should not delay the tracking and analysis of spending in 2023. When the budget is presented in January, actuals for the entire 2022 year will not yet be finalized. However, this risk will be mitigated by having the most available year-to-date spending estimates available, including year-end projections presented by department heads.

The proposed timeline is an extended budget process timeline to allow a new council the time to orient with Town processes. As a result, the 2024 Budget will move towards a budget approval finalized in January.

5. FINANCIAL MATTERS:

There is no direct financial implication to the Towns as a result of this report. Confirmation of council budget direction and timelines will ensure an effective budget review process for both the staff and Council.

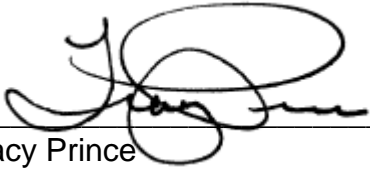
6. CONSULTATIONS:

Senior Management Team

7. CONCLUSION:

That Council approves the proposed 2023 Budget Timeline, the goal of Administration is to provide Council with a proposed budget, that maintains the Town’s existing level of service. Any budget enhancements will be identified for Council’s consideration and would add to the recommended tax levy proposed to maintain the existing service levels.

The Proposed Timelines for the 2023 budget allow the new council time to orient in their roles prior to adoption in March 2023.

A handwritten signature in black ink, appearing to read 'Tracy Prince', written over a horizontal line.

Tracy Prince
Director of Corporate Services/CFO

Report Approval Details

Document Title:	2023 Budget Directions.docx
Attachments:	
Final Approval Date:	Nov 30, 2022

This report and all of its attachments were approved and signed as outlined below:



Valerie Critchley



Kevin Fox