



## **Staff Report FIN2022-025**

**Title of Report:** FIN2022-025 2023 Budget  
**Department:** Finance  
**Council Date:** October 5, 2022

### **Recommendation:**

**Be it resolved that** Council receive Staff Report FIN2022-025 2023 Budget as information; and

**That** the proposed 2023 Budget timeline be approved as presented.

### **Background:**

Municipal Act, 2001 s. 290(1) requires a municipality shall:

“prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality, including,

- (a) amounts sufficient to pay all debts of the municipality falling due within the year”.

On December 15, 2021, Council received Staff Report CL2021-038 2022 Council Meeting Calendar Approval and approved the 2022 Council meeting calendar as presented. The 2022 calendar reflected 2023 Budget discussions would occur on November 23, November 30, and December 14, 2022.

### **Staff Comments:**

The County has scheduled Council-elect training on November 30, and December 1, 2022, which conflicts with Southgate’s budget meeting scheduled for November 30. Staff is recommending the schedule be updated to move that meeting to November 29, 2022.

If current Council wishes to have the opportunity to review the draft 2023 Capital budget, staff is suggesting a meeting on November 2, 2022 also be added.

Staff has prepared the following proposed timeline for the 2023 Budget process:

Wednesday, October 5, 2022	9am	Regular Council	Set Budget timeline
Wednesday, November 2, 2022	9am	Council/ Committee of the Whole	Present 2023 Multi-year Capital and 2023 Special Project Multi-year Forecasts to Current Council (if needed)
Wednesday, November 23, 2022	9am	Council/ Committee of the Whole	Present 2023 Multi-year Capital and 2023 Special Project Multi-year Forecasts to New Council

Tuesday, November 29, 2022	9am	Council/ Committee of the Whole	Discuss 2023 Capital and 2023 Special Project Budgets
Wednesday, December 14, 2022	9am	Council/ Committee of the Whole	Present 2023 Operating Budget
Wednesday, January 11, 2023	9am	Council/ Committee of the Whole	Discuss/Recommend 2023 Operating Budget
Tuesday, January 24, 2023	7pm	Public Information Meeting	Staff to present consolidated 2023 Budget and receive public comments
Wednesday February 1, 2023	9am	Regular Council	Approval of consolidated 2023 Budget

Use of online public engagement tools are also anticipated in addition to the Public Information Meetings. The public also has the opportunity to speak directly to Council during open-forum at each council meeting.

The approved 2023 Budget timeline will be posted on the website.

### **Financial Implications:**

The Township of Southgate is required to approve a budget annually. The proposed timeline would allow for approval of the 2023 Budget on February 1, 2023.

### **Communications & Community Action Plan Impact:**

This report has been written and presented to Council in accordance with the Southgate Community Action Plan:

Mission Statement Pillars

- Trusted Government
- Economic Prosperity.

Themes:

- Municipal Services
- Public Communications

Core Values:

- Integrity
- Stewardship

### **Concluding Comments:**

The 2023 Budget timeline anticipates that the consolidated 2023 Budget would be approved on February 1, 2023. Staff requests Council approve the proposed 2023 Budget timeline with or without a meeting on November 2, 2023.

Respectfully Submitted,

**Dept. Head:** ***Original Signed By***  
William Gott, CPA, CA Treasurer

**CAO Approval:** ***Original Signed By***  
Dave Milliner, CAO