

**Township of Southgate**  
**Administration Office**  
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## **Staff Report FIN2022-025**

**Title of Report:** **FIN2023-014 2024 Budget Timelines**  
**Department:** **Finance**  
**Council Date:** November 15, 2023

### **Recommendation:**

**Be it resolved that** Council receive Staff Report FIN2023-014 2024 Budget Timelines as information; and  
**That** the proposed 2024 Budget timeline be approved as presented.

### **Background:**

Municipal Act, 2001 s. 290(1) requires that 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”.

### **Staff Comments:**

Staff have prepared the following proposed timeline for the 2024 Budget process:

Wednesday, November 15, 2023	1pm	Regular Council	Approve Budget timeline
Wednesday, January 17, 2024	9am	Special Committee of the Whole	Present first draft of consolidated budget for discussion and debate.
Wednesday, February 7, 2024	1pm	Special Committee of the Whole	Present second draft of consolidated budget with changes from first meeting.
Wednesday, February 21, 2024	9am	Special Committee of the Whole	Public Open Forum followed by discussion on final draft of 2024 budget.
Wednesday, March 6, 2024	9am	Council/ Committee of the Whole	Passage of the 2024 Budget.

Staff will provide a mechanism on the township’s website to solicit public input on the budget. Staff will consolidate comments received and present them to Council at the February 21<sup>st</sup> Committee of the Whole meeting for consideration. The meeting on February 21<sup>st</sup> will also have time set aside for members of the public to address Council directly prior to the final deliberations.

The approved 2024 Budget timeline will be posted on the website.

Should the budget timeline require amendment, staff will advise council and post a new schedule once approved.

**Financial Implications:**

The Township of Southgate is required to approve a budget annually. The proposed timeline would allow for approval of the 2024 Budget on March 6, 2024.

**Strategic Plan Impact:**

None.

**Concluding Comments:**

The 2024 Budget timeline anticipates that the consolidated 2024 Budget would be approved on March 6, 2024. Staff requests Council approve the proposed 2024 Budget timeline as presented.

Respectfully Submitted,

**Staff Approval:**                      **Original Signed By**  
Aakash Desai, Deputy Treasurer

**Dept. Head:**                        **Original Signed By**  
Lindsey Green, Clerk

**CAO Approval:**                    **Original Signed By**  
Dina Lundy, CAO

**Attachments:** None