

THE MUNICIPALITY OF THE COUNTY OF KINGS
Budget & Finance Committee
Tuesday, May 16, 2022 at 10:30 a.m.
Tides, 181 Coldbrook Village Park Drive

AGENDA

Item	Description	Required Action	Responsible	Page
1.	<u>Roll Call</u> Mayor - Required per TOR Deputy Mayor - Required per TOR Councillor Hirtle - term Dec 1, 2021 – Nov 20, 2022 Councillor Winsor - term Dec 1, 2021 – Nov 20, 2022		Chair	-
2.	Additions to the Agenda	Decision	All	-
3.	Approval of Agenda	Decision	All	-
4.	Disclosure of Conflict of Interest Issues	Disclosure	All	-
5.	Approval of Minutes: • March 8, 2022	Decision	Chair	2
6.	Business Arising from Minutes	Discussion	All	-
New Business				
7.	Budget Timeline Update & Review	Discussion	Mike Livingston, Manager of Financial Reporting	-
8.	2022/2023 Operating and Capital Budgets • Feedback and Review	Debrief	All	-
9.	Work Plan Update	Presentation	Mike Livingston, Manager of Financial Reporting	4
Correspondence				
Other Business				
10.	Public Comments			
11.	Next Meeting: • Tuesday, June 14, 2022 at 10 a.m.		All	
12.	Adjournment	Decision	All	

**Municipality of the County of Kings
Budget & Finance Committee
March 8, 2022 at 10:00 am**

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Meeting, Date and Time	A Budget & Finance Committee meeting was held on Tuesday, March 8, 2022 at 10:00 am via Microsoft Teams.
1. Attending	In attendance were:
<i>Committee Members:</i>	Councillor Hirtle (Chair) Councillor Winsor (Vice Chair) Mayor Muttart (signed out at 11:21 am) Deputy Mayor Lutz
<i>Staff:</i>	Greg Barr, Director of Finance & Information Technology (signed out at 11:40 am) Mike Livingstone, Manager of Financial Reporting Katrina Roefs, Financial Analyst Kevin Wheaton, Financial Analyst Laurie-Ann Clarke, Recording Secretary
Meeting Called to order:	Councillor Hirtle called the meeting to order at 10:05 am.
2. Additions to the Agenda:	None.
3. Approval of the Agenda:	On the motion of Councillor Winsor and Mayor Muttart, that the agenda be approved as circulated. Motion carried.
4. Disclosure of Conflict of Interest Issues:	None.
5. Approval of Previous Minutes:	On the motion of Councillor Winsor and Deputy Mayor Lutz, that the minutes of the February 8, 2022 meeting be approved as circulated. Motion carried.
6. Business Arising from the Minutes:	None.

New Business:	
7. 2022/2023 Budget Preview	<p>Mike Livingstone, Manager of Financial Reporting, reviewed the 2022/2023 Budget Preview. A discussion took place regarding the preview and Municipal Staff addressed questions and comments from the committee members.</p> <p>See 2022/2023 Budget Preview.</p>
8. Budget Timeline Update	Mr. Livingstone provided an update on the budget timeline.
9. Work Plan Update	Mr. Livingstone presented the March update of the work plan as included in the agenda package.
Correspondence:	None.
Other Business:	
10. Next Meeting:	<p>April 12, 2022 at 10:00 am at the Municipal Complex</p> <p>As the Chair is unavailable to attend the scheduled April meeting, he will have an alternate member of Council attend in his place and Councillor Winsor will act as Chair.</p>
11. Adjournment:	<p>On the motion of Councillor Winsor and Deputy Mayor Lutz, that the meeting be adjourned.</p> <p>Motion Carried.</p> <p>Meeting adjourned at 11:43 am.</p>

Approval:

Budget & Finance Committee

Month, Day, Year

Description	Summarized Approach	Target Date	May 16, 2022
<p><u>Item #1</u> Program Reviews: Review of program delivery and cost-recovery methods offered and/or used by the Municipality in the provision of services. Examples include IT support and inspection services.</p>	<p>Review of select programs intended to identify and better understand resource requirements, opportunities for enhanced efficiency, and potential technology solutions.</p> <p>Fire inspection and IT services have been selected as the first two programs for review.</p> <p>Outcomes of this Work Plan item will feed into the next, Chargeback formula.</p>	<p>Previously set targets have been met with the exception of a final report to the Committee.</p> <p>Final Briefing Reports, targeted for December 2021, will be brought forward to close out reporting on the Fire Inspection and Information Technology program reviews.</p> <p>New programs will be proposed for Committee consideration by the end of Q1 2022/23.</p>	<p>A final Briefing Report for IT and Fire Inspection services is being prepared and is anticipated to be presented at a future Committee meeting.</p> <p>New program reviews have been discussed within the Financial Reporting Department, opportunities still need to be evaluated and prioritized.</p> <p>The final step to close out the IT and Fire Inspection portions of this workplan item is to execute the related contracts. These items will remain listed on the workplan until staff are in a position to report that all contracts have been executed.</p>
<p><u>Item #2</u> Chargeback Formula: Fees and charges should be periodically reviewed, tied to relevant policy or contract, and evaluated against policy objectives as applicable.</p>	<p>Utilization of Activity Based Costing to determine appropriate chargeback formula for Municipal services provided to third parties.</p> <p>In connection with Work Plan item number 1, Program Reviews, this work plan item will be updated once the applicable programs are identified.</p>	<p>New programs will be proposed for Committee consideration by the end of Q1 2022/23.</p>	<p>There are no further updates at this time.</p>

Description	Summarized Approach	Target Date	May 16, 2022
<p><u>Item #3</u> Budget Development Process: Budgets for the Municipality are to be developed in an ordered and timely manner.</p>	<p>The annual Municipal Budget is to be prepared in accordance with a pre-established timeline that sets out key milestones and decision points leading up to Council deliberation and approval.</p> <p>The staff process for collection of information, forecast of spending requirements, and compilation of budget detail should follow a standard process and include consultation with staff across all departments as well as the public through established channels of engagement.</p> <p>The annual Council and Committee meeting schedule for budget related items will be recommended for approval by Council by the Budget & Finance Committee.</p>	<p>The budget timeline will be brought forward to Budget & Finance Committee, for consideration and recommendation to Council, annually at their October meeting.</p> <p>In place of the currently informal process and guides, a Standard Operating Procedure will be produced to guide preparation of the annual budget by August 2022, or in time to inform the process for budget 2023/24.</p>	<p>Budget 2021/22 On May 13, 2021 a budget debrief session was held with Budget & Finance Committee.</p> <p>Budget 2022/23 Council approved the 2022/23 Operating, Utility, Capital, and Reserve Budgets on March 30, 2022. Over the course of the last several years (back to fiscal 2016/17), this is the first budget that was approved before the beginning of the fiscal period.</p> <p>The 2022/23 Budget process was debriefed with the Budget and Finance Committee on May 16, 2022.</p>
<p><u>Item #4</u> Accountability Report Review:</p>	<p>A quarterly report will be presented which will identify significant variances and provide a yearend forecast of financial results.</p> <p>As per Section 4.c.2. of the amended Budget & Finance Terms of Reference: <i>a) Council receives timely, meaningful reports that keep it properly informed of all Department's financial situation and that provide the information needed for decision making;</i> <i>b) All financial reports to the Council clearly display the financial results of each principle area of activity and include relevant information such as: actual-to-budget variance and year-to-date variances and outlook, and reflect events to-date or anticipated factors. Future year's implications must also be discussed.</i></p>	<p>Quarterly presentations at the 2nd committee meeting, subsequent to quarter end.</p> <p>Quarter 4 accountability reports will be presented once year end audited financial statements have been approved by Council.</p>	<p>The quarter 3 (2021/22) accountability reports were presented to Budget and Finance Committee at the February 8, 2022 meeting; the 2rd month subsequent to quarter end.</p> <p>The quarter 4 (2021/22) accountability reports will be presented following conclusion of the year end financial statements audit.</p>

Description	Summarized Approach	Target Date	May 16, 2022
<p><u>Item #5</u> Level of Spending Review Budget & Finance Terms of Reference, Section D. Level of Spending, paragraph 1: Develop with management a comprehensive statement of authorities for operating and capital expenditures and present those authorities to Council for its approval.</p>	<p>The committee will work in conjunction with the Audit Committee to complete the review of the existing Procurement Policy.</p> <p>Once this policy has been reviewed and any amendments made, the Budget & Finance committee will annually review the levels of spending and make recommendation to Council as needed.</p>	<p>Targeting substantial completion in Q1 2022/23, Finalized work may roll into Q2 2022/23</p> <p>Once initial policy review is complete and recommended changes have been approved, this item will continue as an Annual Item for review.</p>	<p>Completion of the procurement review will need to be further delayed due to unforeseen needs arising at IMSA corporations relating to capital planning initiatives as well as budget preparation for fiscal 2022/23.</p>
<p><u>Item #6</u> Public Engagement Community engagement helps governments make better decisions, saves time and resources and builds stronger relationships.</p>	<p>To develop and maintain the standards for public engagement related to the communication of the annual municipal budget.</p>	<p>Budget education material has been identified as the ideal form of public engagement for the Municipal budget process. Delivery of the education material will take various forms and will take place throughout the year.</p>	<p>Through the budget engagement survey staff have determined that the approach to budgeted engagement in the near term should be focused on budget education.</p> <p>Now that the Municipal Budget has been approved the planned engagement initiative can begin. Educational content will be extracted from the approved 2022/23 Budget and shared with rate payers.</p>