

September 5, 2023

To: Weyburn City Council

From: Mathew Warren, City Manager

Re: 2024 Budget Timeline

BACKGROUND

The City of Weyburn has a policy that establishes the guidelines and responsibilities for the annual budget process (Resolution No. 2017-12C). The policy establishes key responsibilities and timelines for the budget process.

DISCUSSION

Every year the City Council, the City Manager and City staff work together to develop an annual budget. The budget serves as an outline for how money that comes into the City should be spent to maintain and improve the city.

As the City is limited by the number of resources available, the budget helps in determining which objectives have the highest priority and will produce the greatest positive impact in the community.

The City Weyburn develops a yearly balanced Operating and Capital Budget to provide growth and sustainability today and into the future. A balanced budget means money spent must equal money raised. To balance the budget, the City can either increase its revenues (property taxes and fees) or through reducing expenses and costs of services.

The operating budget covers day-to-day spending on services such as recreation programs, garbage collection, parks maintenance, snow removal and emergency services. The operating budget also includes yearly projects to improve City owned infrastructure to help make Weyburn a safe, convenient, and livable community.

The capital budget is the City's plan to purchase, build, maintain, repair, and replace assets including fleet, roads, water and wastewater systems and public buildings such as recreation facilities, public works facilities, fire station, police Station, and parks.

There are several main sources of funding for municipalities. Budgeted initiatives can receive funding from a single source, but the majority are funded through multiple sources. The following are funding sources:

- Property taxes, rates, fees
- Grants
- Development charges
- Internal Reserves
- Debt (External Loans)

To assist in the development of the 2023 budget, the following is the proposed timelines:

- October 23, 2023 - Preliminary budget presented at the Council meeting:
 - Department budget presentations made by the City Manager, Department Heads
 - Director of Finance to develop budget proposal report and provide budget impacts/summary
- November 6 - 10, 2023 (location and date to be announced) – Open House
 - The City of Weyburn will be hosting open houses to provide information, understanding and discussion on the preliminary 2024 municipal budget.
 - These events are designed to allow people to drop-in and obtain information on the 2024 municipal budget.
 - The objective is to provide a venue to speak to City Council or City staff. The objective is to familiarize the public with City of Weyburn operations and to be more informed about intentions of the 2024 budget.
 - Location and dates of the open houses are to be determined. The open houses will be held during the week of November 6 – 10, 2023. Advertisement of details will be on the City of Weyburn website and sent out through Weyburn Alerts, the City's notification system (powered by Voyent).
- November 27, 2023 - Further budget discussions at the Council meeting
 - Discuss input from public
 - Opportunity for delegations (individuals or organizations) to appear before Council regarding budget
 - Discussion and direction from Council to Administration for budget
- December 11, 2023 - Final budget approval at the Council meeting

The current municipal budget webpage (<https://weyburn.ca/budget/>) will be used to provide budget information including timelines, open house and the preliminary 2024 municipal budget report and meeting video (posted after preliminary budget meeting on October 23, 2023).

An open budget process offers citizens an opportunity to learn about the municipal budget process, provide input on priorities and influence the allocation of public resources. Transparent and inclusive budgeting facilitates citizen understanding of issues and government processes, ensures transparency and accountability, improves the quality of decisions made and increases support for the decisions made.

The following is a breakdown of the proposed 2024 budget timelines:

Due Date	Milestone	Responsibility
October 23, 2023 - Council Meeting	Present Preliminary Budget	City Manager to Council - Presentations by City Manager/Directors/Chiefs



CITY OF WEYBURN 2024 BUDGET TIMELINE

November 6 - 10, 2023	Open House – Location and dates to be announced	City Manager, Communications Coordinator
November 27, 2023 - Council Meeting	Presentation of Input from Public Opportunity for delegations to appear before Council regarding budget Further budget discussions	City Manager
December 11, 2023 - Council Meeting	Approval of Budget	Council - Presentation by Director of Finance - Amended budget

RECOMMENDATION

I recommend that the City Council approve the 2024 budget timelines as presented.

Respectfully submitted,

Mathew Warren
City Manager