

District of Barriere
REPORT TO COUNCIL
Memorandum

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| Date: February 24, 2025 | File: 530.20/Rpts |
| To: Council | From: Chief Administrative Officer |
| Re: Council Orientation and 2025 Budget Timeline | |

Purpose

To provide Council with an update on the 2025 Budget Timelines, to discuss workshop dates for Council Orientation, and key dates to meet statutory deadlines.

Budget Timelines

As Council is aware, due to the current by-election the budget process has been condensed into only a 2-month window which usually would be a 4-month process.

This is largely due to allowing for the incoming members of Council to have the same information and opportunity for input as the current sitting members.

The legislated deadline for municipalities to have adopted the Tax Rates Bylaw is before May 15 each year, so May 14. In addition, the Financial Plan Bylaw must be adopted before the Tax Rates Bylaw is adopted.

Due to these deadlines, the schedule below tries to accomplish meeting those requirements while equally providing for due diligence processes on Council’s side, and opportunity for the Public to provide feedback.

| Date | Forum | Activity |
|------------------------|-------------------------|---|
| March 14, 2025 | Management / Council | Budget Package (First Draft) to be provided to Council |
| March 17, 2025 | Council Workshop | Presentation of Draft Budget (No.1) by Management |
| <i>Placeholder</i> | <i>Council Workshop</i> | <i>2nd workshop if required</i> |
| March 24, 2025 | Regular Meeting | Council approval of budget strategies, fee for service requests, proposed changes from No.1 Draft Budget, early capital approvals |
| March 31, 2025* | Special Meeting | Public Presentation of Second Draft (No. 2) Budget |
| April 14, 2025 | Regular Meeting | First Three Readings of the 2025-2029 Financial Plan Bylaw and Tax Rates Bylaw |
| May 5, 2025 | Regular Meeting | Adoption of the 2025-2029 Financial Plan Bylaw and Tax Rates Bylaw |
| May 14, 2025 | | Deadline to adopt the 2025-2029 Financial Plan Bylaw and Tax Rates Bylaw |

Depending on the need, there would be an opportunity to hold a second Council budget workshop; however, this may impact the other dates on the schedule.

It would be helpful for the current Council to confirm the Workshop date of March 17, so that incoming members of Council are aware and can plan their schedule accordingly after the conclusion of the Election.

Council Orientation

Staff is proposing to hold a Council Orientation workshop for the incoming members of Council. This workshop should be held before the budget workshop as it would support the on-boarding process by providing key legislative and current project information before the budget discussions are initiated.

Although incoming members can't officially be sworn in until March 11, 2025; due to the budget timeline constraints, Staff is proposing to hold this workshop as early as possible, potentially in the first week of March. (either March 3, 4, 5? or March 11, 12, 13?) We would plan with a 5:30pm start time.

This workshop would also provide an opportunity for sitting Council members to participate and have a refresher on all things Local Government and so everyone has the same information at hand. The focus of the onboarding will be primarily on Governance items. An introduction of departments and any operational services would occur as part of the budget workshops.

At this stage, Staff would like to know who on Council would like to participate and if there are any of these dates listed above that would not work. As soon as the new members of Council are confirmed, the final date will be determined.

Next Steps

- As outlined above.

Attachments

- N/A

Prepared by:
D. Drexler, Chief Administrative Officer