

Subject: **2025 Budget – Core Operating**  
 Meeting Date: Tuesday, October 22, 2024  
 Prepared By: Marika von Mirbach, Manager of Financial Planning  
 Presented By: Marika von Mirbach, Manager of Financial Planning

**STRATEGIC PLAN ALIGNMENT: (Check all that apply)**

	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
High Quality Infrastructure		Economic Resilience		Quality of Life		Effective Leadership		Level of Service	

**RELEVANT LEGISLATION:**

**Provincial (cite)-** The County is required under the Municipal Government Act (MGA) to annually approve both an operating and capital budget which are balanced and fully funded.

**BACKGROUND/PROPOSAL:**

This report and the attached presentation represent the second stage of the 2025 Budget process.

The planned stages for the 2025 Budget process include:

- **October 8 – Setting the Stage and Proposed Projects**
  - This step intends to provide context on how the budget was prepared and outline proposed projects for consideration in the 2025 Budget.
- **October 22 – Proposed Core Operating Budget**
  - This step will outline the core operating budget, which is developed based on maintaining existing service levels and Council approved guidelines.
- **November 12 – Budget Discussions**
  - This step allows Administration to respond to questions and information requests received from Council resulting from the first two presentations. This time will also be utilized to obtain guidance from Council required to balance the budget for future adoption by Council.
- **November 26 – Budget Discussions**
  - This meeting provides an additional opportunity for budget discussions by Council and seeks to determine a balanced budget to be presented at the final stage.
- **December 10 – Budget Adoption**
  - The intention for this final stage is for Council to adopt a balanced budget.

The 3<sup>rd</sup> Quarter Variance Report will also be presented to Council during this process. In addition to the standard reporting, the 3<sup>rd</sup> Quarter Variance Report will provide information useful to Council for budget discussions.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:**

As part of the 2025 Budget process, Administration has prepared the second presentation to Council. This presentation includes:



## Introduction

- *Guiding Principles* to provide an overview of the guiding principles adopted by Council and utilized by Administration when developing the budget.
- *Budget Process* provides insight into the process behind the scenes that Administration undertakes to prepare the budget for the Council’s consideration.
- *Assessment and Taxation* to provide an overview of how assessment and taxation work and highlight trends to be considered when working towards a balanced budget.
- *Situational Recap* provides a high-level context as to the environment in which the budget was developed and will be administered; a detailed situational analysis was provided in the first budget presentation on October 8<sup>th</sup>.

## Core Operating Budget

The core operating budget is prepared on the premise of maintaining existing service levels. This section will provide an overview of trends related to both revenues and expenditures within the core operating budget.

## Budget Overview

This section provides an overview of both the Core Operating Budget and Proposed Projects. It is intended to paint a picture of the full proposed budget being presented for Council’s consideration.

## Three-Year Operating Forecast

This section overviews the Core Operating Forecast and key trends identified during the forecasting process.

## Next Steps

The presentation will wrap up with an overview of the next steps related to the budget, this includes how Administration will respond to Council questions, and items that will be considered when looking for Council to adopt a balanced budget in December.

### FINANCIAL & STAFFING IMPLICATIONS:

The annual budget process is incorporated into existing staff work plans annually. The budget itself provides Administration with the authority to implement plans in alignment with Council’s Strategic Plan.

### RECOMMENDED ENGAGEMENT:

Directive Decision (Information Sharing, One-Way Communication)

Tools:	Individual Notification	Other:	
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### ATTACHMENTS:

- 2025 Budget – Core Operating Budget; presentation slide deck
- 2025 Core Operating and Departmental Summaries (relevant budget book components)
- 2026-2028 Core Operating Forecast

### COUNCIL OPTIONS:

1. Receive the report for information.



2. Request that Administration bring additional information to a November Council meeting.

### RECOMMENDED MOTION:

1. That Council receive the 2025 Budget Core Operating Budget presentation for information.
2. The Council request follow up information be brought forward by Administration to a November Council meeting.

### FOLLOW-UP ACTIONS:

Compile any requested follow-up information from Council and amend the budget as per Council discussions.

### APPROVAL(S):

Mike Haugen, Chief Administrative Officer

Approved-

