Town of Bon Accord Budgeting Process:

1.       Council Retreat - Late August or early September - as part of the overall agenda Council to hear and provide input on:

-presentation by department on successes and challenges of current year (sample attached –see attachments 1 and 2)

-identification by department of potential initiatives for coming year and ball park costing

-identification by department of dollars required to manage challenges if deemed important to pursue

-identification and validation of 10 year capital requirements

2.       Based on the input we put together a presentation for Council and public (see attachment 3) in addition to a draft budget spreadsheet that incorporates the input, proposed COLA, and service related cost increases (see attachment 4).  The spreadsheet goes through various iterations; the first is with a focus on operating, then when we have gone through each departments presentation for their portion of the budget – enabling Council and the Public to ask questions and receive clarification on the proposed budget.  A complete utilities review is conducted every year which includes rate increase incorporation from commission/suppliers), competitive analysis of the region (see attachment 5) and rate impact determination (see attachment 6).  Based on direction on priorities, the operating budget is revised to reflect the needs and capacity of the municipality.  The second component is capital related; based on MYCIP (see attachment 7) with scrutiny on coming year and proposed funding model (see attachment 8). The spreadsheet is then update to a final draft to incorporate the capital and requisitions for school and seniors).

3.       A final summarized draft of the spreadsheet is put forward (see attachment 9) for approval at Council through resolution of operating and capital budget.

4.       Supporting bylaws (Water, Wastewater, Waste) are drafted and put forward for 3 readings.

5.       Sensitivity analysis is conducted to determine the allocation of budgetary increase among rate classes and presented to Council for approval of preferred option (see attachments 10, 11 and 12).

6.       Tax Rate Bylaw developed to align with Council approved allocation of budget and presented for 3 readings.

7.       Taxation Insert with levy notice (attachment 13).