

THE CORPORATION OF THE TOWNSHIP OF LAIRD

By-law Number 2003-23

BEING A BY-LAW to adopt a policy for municipal budget development.

WHEREAS Section 224 (d) of the *Municipal Act, R.S.O. 2001*, as amended, states that it is the role of council to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decision of council;

WHEREAS Section 290 (1) of the *Municipal Act, 2001*, as amended, requires that for each year The Township of Laird, in the year or the immediately preceding year, prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality; and,

WHEREAS the Council of the Township of Laird has deemed it desirable to set out its policies with respect to the municipal budget development;

**THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF LAIRD
HEREBY ENACTS AS FOLLOWS:**

1. **THAT** the Council of the Corporation of the Township of Laird approves the Budget Policy, attached thereto as Schedule "A".
2. **THAT** this By-law shall take effect on the date of its passage..

READ and passed on Open Council this 30th day of November 2023.

Mayor _____
Shawn Evoy

Seal

Clerk _____
Jennifer Errington

Budget Policy
Schedule A of By-law 2003-23

Introduction

The Treasurer is responsible for the administration of the Township's budgetary process as well as reporting annually on the Township's financial activity and health.

Preliminary Budget

The Preliminary Budget is to be approved in December, ensuring an approved budget is in place for the start of the fiscal year. Council will review and revise the Final Budget and adopt it along with the new tax rates in March of each year.

The preliminary budget is to be provided by the Treasurer to Council for approval at the December council meeting. This preliminary budget is to be based on the 3rd quarter updated budget expenditures inclusive of all approved budget variances to date and budget forecasts to year-end as recommended by the Treasurer.

Committee Budgets and Capital Requests

All committees must have their preliminary budgets and requests for capital expenditures submitted to the Treasurer for presentation at the March Council meeting.

Roads Budget and Capital Requests

The Roads Department must have the preliminary budget and requests for capital expenditures submitted to the Treasurer for presentation at the March Council meeting.

Final budget Approval

The Treasurer is to present to Council the Final Budget including recommended capital expenditures and reserve allocations at the April Council meeting.

Budget Schedule:

Preliminary Budget for Approval	December Council Meeting
Committee budgets and capital expenditure requests	February Council Meeting
Roads preliminary budget and capital expenditure requests	March Council Meeting
Final Budget with reserve recommendations	March Council Meeting
Final Budget Approval	April Council Meeting
Budget report with variances and recommendations	June Council Meeting
Budget report with variances and recommendations	September Council Meeting