



REPORT

To: Chair and Directors

Report Number: FN-BRD-304

From: Financial Administration

Date: November 21, 2024

Subject: 2025 Budget Calendar

RECOMMENDATION: [Corporate Unweighted]

That the Regional Board receive the report titled “2025 Budget Calendar – FN-BRD-304”, which presents the 2025 budget timeline, for information.

BACKGROUND/RATIONALE:

The purpose of the 2025 Budget Calendar is to identify the proposed budget process and timeline. All relevant milestones, deliverables, and meeting dates are included.

The key 2025 milestones are:

- Draft rural budgets presented at the January 24 RBAC meeting.
- Draft budgets for all functions presented at the February 26 Special Board meeting.
- Deadline for adoption of the Five-Year Financial Plan Bylaw March 31, 2025.

The budget process and calendar contribute to enhanced communication and a shared understanding of expectations for everyone involved, including staff, elected officials, residents, and the stakeholders such as contractors and commissions who oversee and operate Peace River Regional District (PRRD) facilities, who play a part in the PRRD budget cycle.

With input from the Committees and elected officials, draft budgets for 2025 are already being developed by staff. Draft budget discussions and development will occur until the Special Board meeting presentation on February 26, 2025.

The 2025 budget will be built and presented in a similar manner as 2024, based on several concepts including:

1. **Core Budget** – the 2024 Draft Budget will be based only on core operational expenses associated with the ongoing maintenance and administration on a day-to-day basis at the same service level as the previous year. Core operating costs do not include new capital expenditures. Core operating expenses do include the following:
 - a. Salaries, wages, and benefits
 - b. Utilities
 - c. Travel and Meals
 - d. Training and Development
 - e. Meeting expenses
 - f. Minor Capital (under Tangible Capital Asset Policy threshold)
 - g. Office supplies

h. Repairs and Maintenance

All other non-core budget items will require submission of a Supplemental Request.

2. **Supplemental Requests** – will distinguish specific initiatives/projects from core operations. Presentation of Supplemental Requests will occur during scheduled budget meetings with applicable Committees, Commissions, and the Board. The bulk of the rural supplemental requests and pre-budget approvals will be presented at the November 14, 2024 Rural Budgets Administration Committee meeting. The bulk of the regional supplemental requests and pre-budget approvals will be presented at the November 21, 2024 Board Meeting.
3. **Capital** – all capital items will be considered as Supplemental Requests unless they are ongoing, previously approved projects. Construction projects will have a Supplemental Business Case.
4. **Rural Budgets Draft Budget Presentation** – will be held on January 24, 2025. This meeting will provide the opportunity for staff to present core rural budgets as well as Supplemental Requests, and for the Directors to request clarification on budget items. This year the rural budgets will be grouped by department rather than a report for each service. There will be four reports – Environmental Services, Financial Administration, Community Services, and Protective Services.
5. **Budget Presentation** – The 2025 Budget in its entirety will be presented to the Board at a Special Board Meeting on Wednesday, February 26, 2025. The budgets will be presented in the same manner as the 2024 budgets, with separate reports presented for each regional service function. Reports will incorporate all supplemental requests, and any additional recommendations made during the January and February Committee and Commission meetings.
6. **Five-Year Financial Plan Bylaw** – First three readings and adoption of the Five-Year Financial Plan Bylaw is scheduled for March 20, 2025.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- Not Applicable to Strategic Plan

FINANCIAL CONSIDERATION(S):

None.

COMMUNICATIONS CONSIDERATION(S):

As per *Local Government Act S. 375(1)*, a Board must undertake a process of public consultation regarding the proposed Financial Plan before it is adopted. The Special Board meeting scheduled for February 26, 2025, will be open to the public and advertised as the '2025 Financial Plan Consultation'.

OTHER CONSIDERATION(S):

The Five-Year Financial Plan Bylaw must be adopted on or before March 31, 2025, as per the *Local Government Act*.

The Special Board meeting is on February 26, 2025. As the deadline for reports for the following Board meeting on March 6 is February 25, there is not enough time to have the Financial Plan Bylaw presented at the March 6, 2025 Board meeting for the first three readings. All three readings and adoption must be done on March 20, 2025.

If for any reason the Board deviates from the scheduled date to give three readings and adopt the Financial Plan Bylaw, there may need to be an additional meeting scheduled to meet the March 31, 2025, deadline.

Attachments:

1. 2025 Budget Calendar