



**TOWN OF PINCHER CREEK
SPECIAL COUNCIL MEETING AGENDA
Monday, July 8, 2024 at 1:30 p.m.
Council Chambers, Town Hall**

[TEAMS LINK](#)

- 1. CALL TO ORDER**
- 2. AGENDA APPROVAL**
- 3. NEW BUSINESS**
 - 3.1 Budget Guidelines 2025 (Page 2)
- 4. CLOSED SESSION DISCUSSION**
- 5. ADJOURNMENT**

The next Regular Council Meeting is scheduled for July 22, 2024 AT 6:00 p.m.



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Budget Guidelines 2025	
PRESENTED BY: Konrad Dunbar, Chief Administrative Officer	DATE OF MEETING: 7/8/2024

PURPOSE:

Administration is requesting guidance from Council to assist in the preparation of next years budget. With clear direction from Council, Administration will be able to bring forward a budget that aligns with Council's strategic direction.

RECOMMENDATION:

That Council for the Town of Pincher Creek direct administration

(see attached)

BACKGROUND/HISTORY:

Administration is starting the budget process and in order to bring forward a budget that reflects Council's needs, we are requesting information that will form the basis of the budget preparation. The following are some of the recommendations from Administration:

1. Prepare a two year budget instead of only one. This reduces administration workload and allows the non-budget year to be used for early preparation of information required for the next budget cycle.
2. A forecasting approach to budget, including setting realistic revenue and expense targets.
3. Setting priorities for such things as Safety, Asset Management, Economic Development and Additional Services

The attached document has a series of recommended motions for Council to consider and implement.

ALTERNATIVES:

That Council for the Town of Pincher Creek accept the report Budget Guidelines for information.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Clear direction from Council early on in the budget process reduces the amount of time spent making changes during deliberations.

FINANCIAL IMPLICATIONS:

Moving to a multi-year budget reduces Administration time and allows for a higher quality budget process in the future.

PUBLIC RELATIONS IMPLICATIONS:

Obtaining direction from Council to Administration on the budget process provides a high level of transparency of the process.

ATTACHMENTS:

Recommendations for Budget RFD - 3448

CONCLUSION/SUMMARY:

Administration is requesting direction from Council on the upcoming budget process.

Signatures:

Department Head:

Konrad Dunbar

CAO:

Konrad Dunbar

1. That Council for the Town of Pincher Creek direct Administration to develop an incremental two-year capital budget and a two-year operating budget for the years 2025 and 2026 with the following:
 - a. A review process to account for external changes prior to 2026.
 - b. Revenue increase from property tax not to exceed 3% each year.
 - c. Revenue increase from Utility Rates not to exceed 3% each year.
2. That Council for the Town of Pincher Creek direct Administration to develop an additional three-year capital plan and two-year operating plan for the subsequent years with the following:
 - a. Revenue increase from property tax not to exceed 3% each year.
 - b. Revenue increase from Utility Rates not to exceed 3% each year.
3. That Council for the Town of Pincher Creek direct Administration to provide the following:
 - a. Areas where service levels could be reduced to provide cost savings.
 - b. Recommended changes to Fees and Charges considering market comparisons, cost of service, and community benefit.
4. That Council for the Town of Pincher Creek direct Administration to prioritize budget items as:
 - a. Safety and legislative
 - b. Strategic priorities
 - c. Other
5. That Council for the Town of Pincher Creek direct Administration to schedule a two-day special council meeting for mid-October.