

**Budget Motions Reporting****Report Purpose**

To provide Council with information on the reporting of budget-related motions.

**Recommendation**

None.

**Our Prioritized Strategic Goals**

Continuously improving the way we work, as one organization, in an agile and sustainable manner

**Report**

Administration has the responsibility of preparing minutes for every Council and council committee meeting in compliance with the *Municipal Government Act*. The minutes are the official record of the decisions made at a particular meeting and are provided to Council or the council committee in question for approval.

In addition to the minutes, Administration also tracks items that are required to come back to Council at a specified date. This tracking (Items Due) helps Council and Administration to monitor returning items.

At times, Council may hear from community groups who have an ask that has a budgetary impact, but these asks are not formalized unless Council directs Administration to bring the ask forward as part of the upcoming budget process.

Effective January 1, 2020, Administration started tracking motions with a budgetary impact and will be providing reports on a quarterly basis on any such motions. Doing so will help ensure that the budget process contemplates the unanticipated funding requests; however, effective monitoring is contingent on ensuring that there are Council motions directing that any such matters are included and considered in the budget process.

There is no change to the current budgeting process. Any items that Council recommends including for consideration in an upcoming budget will still require approval as part of the budget process.

Administration is providing this report to Council as a means of highlighting this process enhancement and to address any questions that Council may have on this matter.

**Other Impacts**

**Policy:** n/a

**Legislative/Legal:** Section 208(1) of the *Municipal Government Act* sets out the requirements for minutes of Council meetings.

**Interdepartmental:** Corporate Planning and Legislative and Legal Services

**Master Plan/Framework:** n/a