



## Title **Budget Release Policy**

**Approved by Council**

**Date: May 23, 2023**

**Policy Review Notification**

**Date: May 8, 2023**

**Policy Review**

**Date: April 11, 2023**

I certify this to be a true copy of the **Budget Release Policy** as adopted by the Council of the Municipality of the County of Richmond at a Public Meeting held May 23, 2023.

**Shelley David**  
**Municipal Clerk**

### 1. Policy Statement

It is the policy of the Municipality of the County of Richmond, to release annually information to the public regarding the approved budget and specifically any changes in taxes, water, sewer rates and user fees.

### 2. Objective(s)

- a) To inform the public of the highlights of the approved budget and of any changes.
- b) To be open and transparent with the public with changes that may affect our ratepayers.
- c) Timely communication with the public as per our approved Communications Plan.



### 3. Qualification

- a) The Municipality shall annually release a budget summary document that will detail the highlights and important facts about the approved budget as well as any changes that will directly affect our ratepayers.

### 4. Responsibilities:

- a) Municipal Council will be responsible to:
  - review, amend and adopt the budget release policy;
  - support the C.A.O. and staff, in implementation of policy;
- b) The C.A.O. will be responsible to:
  - implement the budget release policy;
  - work with Municipal Council to release the document annually;
- c) The Department Heads will be responsible to:
  - send important information and facts regarding their departments budget to the C.A.O.;

### 5. Timing

- a) The budget release document shall be released/posted within 10 business days of final approval of the annual budget.



## Policy Review/Amendment Schedule

This Policy was last reviewed :

Date of Review	Formally Advertised and Amended by Council

Next Scheduled Review is Fall of 2025.