



# Budget Amendments Policy

**Policy Number:** FIN-001

**Date in Effect:** May 27, 2025

## POLICY STATEMENT

- 1 It is the policy of the Town of Canmore that amendments to an approved annual operating or capital Budget will be carried out in an open, transparent, and accountable fashion that complies with provincial legislation and considers recommended Budgeting best practices. In addition, recognizing that not all Capital Projects can be completed in one fiscal year, it is the policy of the Town of Canmore (the Town) to permit the carrying forward of qualifying Capital Projects into the following fiscal year.

## PURPOSE

- 2 The purpose of this policy is to establish parameters for adjusting Budgets should unforeseen events require changes to the original Budget plan and for carrying forward qualifying Capital Projects into the following fiscal year.
- 3 The Town of Canmore delivers effective and fiscally responsible services while valuing innovation.

## DEFINITIONS

- 4 In this policy:
  - a) "Budget" means the approved operating and/or capital Budgets;
  - b) "Capital Project" means any project contained within an approved capital Budget;
  - c) "Overall" means the total for the Town as a whole, rather than for a specific department within the Town organization.

## OPERATING BUDGET REALLOCATION

- 5 The Chief Administrative Officer is authorized to reallocate operating funds, provided that:
  - a) The changes will result in efficient administrative and service delivery process.
  - b) The Overall operating Budget amount approved by council is not exceeded.
  - c) The types of services or service levels funded by the operating Budget do not change, as, for greater certainty, these must be approved by council.

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- d) While a reallocation may result in a change to the total number of full time, part time, and casual positions converted to their full time equivalent (FTE), the total operational Budget remains neutral or results in a savings.

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**CAPITAL BUDGET REALLOCATION**

- 6 The Chief Administrative officer is authorized to reallocate capital Budget funds, provided that:
  - a) The changes will result in efficient administrative and service delivery process.
  - b) The change will not result in the addition or cancellation of a Capital Project.
  - c) The change does not alter the nature and type of Capital Project.
  - d) The Overall annual Capital Project funding from each source does not increase.
- 7 Where the actual cost of an approved Capital Project exceeds its approved Budget by the lesser of \$1,000 and 1% of the project Budget, a Budget reallocation is not required, provided the Overall approved capital Budget is not exceeded.
- 8 Council must approve all increases to the Overall Capital Project funding from each source.

**OPERATING BUDGET ADDITIONS**

- 9 Council must approve all increase to the Overall operating Budget.
- 10 If the operating Budget increase changes the amount to be collected from property taxes, the change may only be made prior to adopting the annual Property Tax Rate Bylaw.
- 11 All changes in service types and levels must be approved by council prior to the change, whether these changes result in operating Budget additions or not.

**CAPITAL BUDGET ADDITIONS**

- 12 Any new Capital Project or change to the scope of an approved Capital Project, including reduction or cancellation, must be approved by council.

**CAPITAL PROJECT CARRY FORWARD**

- 13 Carry forward projects should be kept to a minimum.
- 14 The following Capital Projects qualify for unconditional carry forward into the next fiscal year.
  - a) Capital Projects whose timelines or Budgets extend over more than one fiscal year, or
  - b) If, by October 15 of the current fiscal year, funds have been expended on the Capital Project as evidenced by a paid invoice.

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- 15 Where funds have not been expended on a Capital Project during the current fiscal year's Budget, the project does not qualify for carry forward except where, by October 15:
- a) a request for quotes, proposals, or tenders has been issued, or
  - b) a contract for work has been entered into but work has not yet commenced, or
  - c) work has commenced but no invoices have yet been received and/or paid, or
  - d) a plan for how and when the Capital Project will commence prior to year-end is submitted to and approved by the Chief Administrative Officer.
  - e) Capital Projects not qualifying for carry forward shall be either:
    - i) Re-submitted and evaluated by Council as part of upcoming capital Budget considerations, or
    - ii) Submitted to Council for direction to cancel the project.

**EMERGENCY PURCHASES**

- 16 The Chief Administrative Officer will advise council, as soon as possible, of any emergency purchase that causes an approved Budget to be exceeded.

**POLICY REVIEW**

- 17 This policy will be reviewed at least once in every term of Council.

**RELATED DOCUMENTS**

Municipal Government Act  
Reserve Policy  
Debt Management Policy

**ATTACHMENTS**

None.

**REPEALS POLICIES**

Budget Amendments Policy 146-2013  
Carry Forward Project Policy 175-2006

Policy approved by:

 

**AUTHORIZATION:**


Sean Krausert  
Mayor



Cheryl Hyde  
Manager, Municipal Clerk's Office

**REVISION HISTORY**

Action	Date	Council Motion	Notes
Approved	2001-10-02	447-2001	Capital Program Funding and Expenditure
Repealed	2013-05-21	146-2013	
Approved	2006-04-04	175-2006	Carry Forward Project
Repealed	2017-08-22	63-2017FIN	
Approved	2013-05-21	146-2013	Budget Amendments
Repealed	2017-08-22	63-2017FIN	
Approved	2017-08-22	63-2017FIN	Budget Amendments FIN-001
Amended	2018-12-04	272-2018	Operating budget reallocation
Confirmed	2025-05-27	152-2025	No Changes – Formatting Revisions

Policy approved by:


