



**CORPORATE SERVICES COMMISSION**  
**Financial Services**

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October 6, 2016

**JOINT OFFICE OF THE CAO, COMMISSIONERS, CORPORATE SERVICES REPORT –  
FINANCIAL SERVICES – 2016-43**

TO: Mayor Tony Van Bynen and Members of Council

SUBJECT: 2017 Budget – Revised Schedule

ORIGIN: Director, Financial Services/Treasurer

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**RECOMMENDATION:**

- a) **THAT Corporate Services Report-Financial Services – 2016-43 dated October 6, 2016 regarding 2017 Budget – Revised Schedule be received and the following recommendation be adopted:**
- i. **That the revised budget schedule with a budget adoption date of February 13, 2017, be approved.**

**COMMENTS:**

**Purpose**

The purpose of this report is to have Council approve a revised timetable in order to provide more time for the preparation of the 2017 budget.

**Summary**

Balancing the cost drivers and Council's 5 priorities for the budget with the tax levy increase target is taking more time than was originally anticipated. To ensure that we arrive at an appropriate balance of cost cutting, possible service level adjustments and an acceptable amount of risk will require more research and analysis.

It is proposed to move the date for Council adoption of the Operating and Capital Budgets from December 12, 2016 to February 13, 2017.

The revised schedule would not affect the approval of fees and charges.

## Background

Joint Office of the CAO, Corporate Communications, Corporate Services - Financial Services Report - 2016-17 set out a schedule for the 2017 budget which was adopted by Council on April 25, 2016. A further report, Joint Office of the CAO, Corporate Communications, Corporate Services - Financial Services Report 2016-31 addressed budget targets. It stated that providing a tax target gives clear direction on expectations and that the Town has been generally successful in meeting budget targets. In addition, it provided information on known budget drivers and suggested that the starting point for 2017 would be 3.11% (exclusive of an additional infrastructure levy).

The Council direction was:

*THAT for the 2017 budget process Council set a tax levy increase target of no more than 2.2% (Town portion), plus not greater than a 0.6% for the infrastructure levy or an overall town increase of not greater than 2.8%.*

This created the requirement for \$500,000 in refinements to the budget. In addition, new cost drivers have arisen, such as a significant increase in hydroelectric rates.

Balancing the cost drivers and Council's 5 priorities for the budget with the tax levy increase target is taking more time than was originally anticipated. To ensure that we arrive at an appropriate balance of cost cutting, possible service level adjustments and acceptable amount of risk will require more research and analysis.

On this basis, the following revisions/additions to the schedule are proposed:

Oct 31-9:00 am	Special Budget COW	cancelled
Nov 14-1:30 pm	Special Budget COW	keep, but topic change, could be a workshop
Nov 21-1:30 pm	Special Budget COW	keep, but topic change, could be a workshop
Nov 28-1:30 pm	COW	no budget - Fees and Charges will be presented
<b>Dec 5-10:00 am</b>	<b>Special Budget COW</b>	<b>presentation of preliminary draft 2017 Budget</b>
Dec 5-7:00 pm	Council meeting	approval of remaining Fees and Charges
<b>Jan 16-10:00 am</b>	<b>Special Budget COW</b>	<b>Capital and ARF Budget</b>
<b>Jan 30-1:30 pm</b>	<b>Special Budget COW</b>	<b>Operating Budget</b>
Feb 6-1:30 pm	COW	presentation of the Draft Budgets
Feb 13-7:00 pm	Council meeting	Final 2017 Budget approval

Please note that no changes are being made to the timeline for fees and charges.

## **BUSINESS PLAN AND STRATEGIC PLAN LINKAGES**

This report links to Newmarket's key strategic directions in being Well Managed through fiscal responsibility.

## **CONSULTATION**

The request for the revised schedule was requested by the Operational Leadership Team (OLT) and is supported by the Senior Leadership Team (SLT). Dates were set in consultation with the Director, Legislative Services.

## **HUMAN RESOURCE CONSIDERATIONS**

Not applicable to this report

## **BUDGET IMPACT**

Operating Budget (Current and Future)


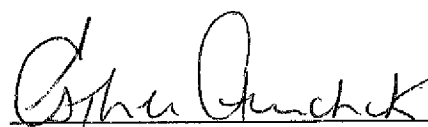
The later adoption of the budget may affect the budgetary impact of some initiatives and other changes. This will be factored into the budget submission.

Capital Budget

Some capital projects may be time sensitive and brought forward for early pre-budget approval.

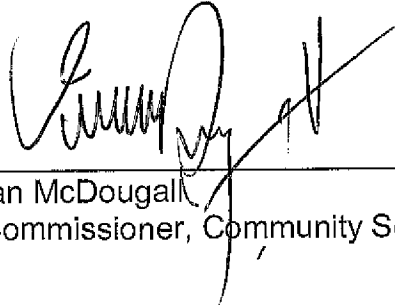
## **CONTACT**

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Commissioner, Community Services

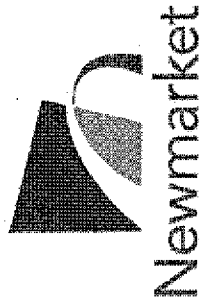


Robert N. Shelton  
Chief Administrative Officer

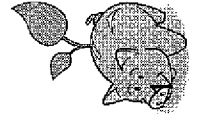
for: MM/ne  
Attachment

- a) Revised Budget Schedule presentation (2 pgs.)

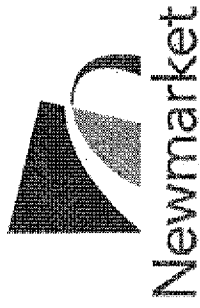
# Revised Budget Schedule



ACTIVITY	DATE	STATUS
Special Committee of the Whole (or workshop) – Budget	November 14 1:30 pm	
Special Committee of the Whole (or workshop) – Budget	November 21 1:30 pm	
Committee of the Whole - remaining Fees & Charges	November 28 1:30 pm	
Special Committee of the Whole – Preliminary draft budget	December 5 10:00 am	
Council approval of remaining Fees & Charges	December 5 7:00 pm	



# Revised Budget Schedule



ACTIVITY	DATE	STATUS
Draft budget information available to public and on website	December 12	
2017		
Special Committee of the Whole – Capital Budget and Asset Replacement Fund	January 16 10:00 am	
Special Committee of the Whole – Operating Budget	January 30 1:30 pm	
Committee of the Whole - draft capital and operating budgets	February 6 1:30 pm	
Council approval of the Budget	February 13 7:00 pm	

