



Report to: General Committee

Report Date: October 19, 2020

SUBJECT: 2021 Budget Schedule
PREPARED BY: Lisa Chen, Senior Manager, Financial Planning & Reporting

RECOMMENDATION:

1) THAT the report dated October 19, 2020 titled “2021 Budget Schedule” be received; and

2) THAT the following schedule for the 2021 Budget be approved with the dates and times below:

Meeting #1 – Tuesday, November 3, 2020 (9:00 a.m. to 12:00 p.m.)

Meeting #2 – Friday, November 6, 2020 (9:00 a.m. to 12:00 p.m.)

Meeting #3 – Tuesday, November 10, 2020 (9:00 a.m. to 12:00 p.m.)

Meeting #4 – Friday, November 13, 2020 (9:00 a.m. to 12:00 p.m.)

General Committee – Monday, November 16, 2020 (9:30 a.m.)

– Draft presentation of the proposed 2021 Budget for the public meeting

Meeting #5 – Tuesday, November 17, 2020 (9:00 a.m. to 12:00 p.m.)

Meeting #6 – Friday, November 20, 2020 (9:00 a.m. to 12:00 p.m.)

Public Meeting – Wednesday, November 25, 2020 (7 p.m. to 9 p.m.)

– Feedback from the public meeting will be incorporated into the report to Council

Meeting #7 – Friday, November 27, 2020 (9:00 a.m. to 12:00 p.m.) – if required

Council Decision – Wednesday, December 9, 2020 (1:00 p.m.)

Press Conference – Thursday, December 10, 2020 (10:00 a.m.)

3) THAT the following schedule for the 2021 Water & Wastewater Rate be approved with the dates and times below:

General Committee – Monday, November 2, 2020 (9:30 a.m.)

Public Meeting – Thursday, November 12, 2020 (6:30 p.m. to 7:30 p.m.)

– Feedback from the public meeting will be incorporated into the report to Council

Council Decision – Wednesday, December 9, 2020 (1:00 p.m.)

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- 4) THAT Staff be authorized and directed to do all things necessary to give effect to this resolution.

PURPOSE:

The purpose of this report is to obtain approval on the proposed meeting dates for:

- 1) 2021 Budget; and
- 2) 2021 Water & Wastewater Rate

BACKGROUND:

The 2021 Budget process will include six Budget Committee meetings, seven, if required, that will be held over the month of November 2020. In addition, input will be sought through a virtual public meeting through Zoom, to be held on November 25, 2020. Staff will incorporate feedback from the public meeting into the report to Council. It is proposed that a Council decision on the 2021 Budget will be made on December 9, 2020, followed by a press conference on December 10, 2020.

The 2021 Water & Wastewater rate will be discussed at General Committee on November 2, 2020. A virtual public meeting through Zoom will be held on November 12, 2020. Staff will incorporate feedback from the public meeting into the report to Council on December 9, 2020.

OPTIONS/ DISCUSSION:

Markham is focused on effective fiscal management and operational excellence to ensure sustainability of our City for the future.

1. 2021 Budget

Staff commenced the 2021 Budget process in March 2020 with the annual Life Cycle Reserve Study update. The goal of the update is to determine if there are sufficient funds in the Life Cycle Replacement & Capital Reserve Fund at the end of the 25-year period. Details of the 2020 update will be provided at the first Budget Committee meeting on November 3, 2020.

Preliminary operating and capital budgets are being developed with consideration of items such as the departmental business plans, Life Cycle Reserve Study, Development Charges Background Study. Consideration will also be given to findings from an economic (fiscal) scan, which is a forecast of items that may have a financial impact on the budget such as collective agreements, inflation, interest rates and legislative changes.

A comprehensive review of budgets has been conducted by Staff, Commissioners and the CAO prior to being presented to the Budget Committee.

In contrast to prior budget years, the COVID-19 pandemic has had a significant impact on the City in 2020. With the closure of facilities and cancellation of programs, staff have continued to work on identifying mitigating strategies to offset the impact. The 2021 Budget process will address the ongoing impact of the pandemic and identify areas of opportunities or concerns for the City going into 2021.

1a. Budget Committee and Other Meeting Dates

The proposed dates for the Budget Committee meetings to review, discuss and approve the 2021 Budget are outlined below:

Budget Committee

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| <i>Meeting #1</i> | <ul style="list-style-type: none"> – Tuesday, November 3, 2020 (9:00 a.m. to 12:00 p.m.) – 2021 Budget Overview (including review of the budget process, fiscal scan, overview of the Primary Operating budget, Capital budgets and Life Cycle Reserve Study update) |
| <i>Meeting #2</i> | <ul style="list-style-type: none"> – Friday, November 6, 2020 (9:00 a.m. to 12:00 p.m.) – Capital Budget review |
| <i>Meeting #3</i> | <ul style="list-style-type: none"> – Tuesday, November 10, 2020 (9:00 a.m. to 12:00 p.m.) – Continuation of Capital Budget review |
| <i>Meeting #4</i> | <ul style="list-style-type: none"> – Friday, November 13, 2020 (9:00 a.m. to 12:00 p.m.) – Continuation of Capital Budget review |
| <i>General Committee</i> | <ul style="list-style-type: none"> – Monday, November 16, 2020 (9:30 a.m.) – Draft Operating Budget Public Meeting Presentation (based on the budget status following the November 13 Budget Committee meeting) |
| <i>Meeting #5</i> | <ul style="list-style-type: none"> – Tuesday, November 17, 2020 (9:00 a.m. to 12:00 p.m.) – Continuation of Capital Budget review |
| <i>Meeting #6</i> | <ul style="list-style-type: none"> – Friday, November 20, 2020 (9:00 a.m. to 12:00 p.m.) – Primary Operating Budget – Building, Planning, Engineering Operating Budget – Waterworks Operating Budget |
| <i>Public Meeting</i> | <ul style="list-style-type: none"> – Wednesday, November 25, 2020 (7 p.m. to 9 p.m.) – Public input to the 2021 Budget – Staff will incorporate feedback from the public meeting into the report to Council |
| <i>Meeting #7</i> | <ul style="list-style-type: none"> – Friday, November 27, 2020 (9:00 a.m. to 12:00 p.m.) – if required |
| <i>Council Decision</i> | <ul style="list-style-type: none"> – Wednesday, December 9, 2020 (1:00 p.m.) – Council decision on 2021 Budget |
| <i>Press Conference</i> | <ul style="list-style-type: none"> – Thursday, December 10, 2020 (10:00 a.m.) – Press conference and media release on 2021 Budget |

1b. Communications Plan

All Budget Committee meetings will be virtual meetings through Zoom, and are open to the public. The meetings are streamed through Markham's website. Following the meetings, the presentation can be viewed and listened to on the Markham's website.

Notices of the Budget Committee meetings will be advertised in the Economist & Sun, Thornhill Liberal, Markham's electronic information boards, social media, and on Markham's website.

1c. Paperless Capital Budget

On-line access to capital request forms was implemented in 2013 to align with the paperless agenda initiative. The process of accessing 2021 capital request forms on-line will be provided to Members of Council on Friday, October 23, 2020. Training, if required, will be provided prior to the budget deliberation process.

If you require a hard copy of the Capital Budget binders please email Lisa Chen at lchen@markham.ca.

2. 2021 Water & Wastewater Rate

Markham owns and operates the water distribution and wastewater collection systems, and purchases water supply and wastewater treatment from the Region of York. The Region of York purchases water from the City of Toronto and the Region of Peel.

The 2021 Water & Wastewater rate will be discussed at General Committee on November 2, 2020. A virtual public Zoom meeting will be held on November 12, 2020. Staff will incorporate feedback from the public meeting into the report to Council on December 9, 2020.

RECOMMENDED

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Joel Lustig
Treasurer

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Trinela Cane
Commissioner, Corporate Services

ATTACHMENTS:

N/A