



Report to: General Committee

Report Date: June 14, 2021

SUBJECT: 2022 Budget Schedule
PREPARED BY: Lisa Chen, Senior Manager, Financial Planning & Reporting

RECOMMENDATION:

1. THAT the report dated June 14, 2021 titled “2022 Budget Schedule” be received; and
2. THAT the following schedule for the 2022 Budget be approved with the dates and times below:

- a. **Meeting #1** – Friday, October 1, 2021 (9:00 a.m. to 12:00 p.m.)
- b. **Meeting #2** – Wednesday, October 6, 2021 (9:00 a.m. to 12:00 p.m.)
- c. **Meeting #3** – Wednesday, October 13, 2021 (9:00 a.m. to 12:00 p.m.)
- d. **Meeting #4** – Friday, October 15, 2021 (9:00 a.m. to 12:00 p.m.)
- e. **Meeting #5** – Wednesday, October 20, 2021 (1:00 p.m. to 4:00 p.m.)
- f. **Meeting #6** – Tuesday, November 2, 2021 (9:00 a.m. to 12:00 p.m.)
- g. **Meeting #7 if required** – Tuesday, November 9, 2021 (9:00 a.m. to 12:00 p.m.)
- h. **General Committee** – Monday, November 15, 2021 (9:30 a.m.)

Draft presentation of the proposed 2022 Budget for the public meeting

- i. **Public Meeting** – Tuesday, November 23, 2021 (6:30 p.m. to 8:30 p.m.)

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

- j. **Council Decision** – Tuesday, December 7, 2021 (1:00 p.m.)
- k. **Press Conference** – Wednesday, December 8, 2021 (10:00 a.m.)

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3. THAT the following schedule for the 2022 Water & Wastewater Rate be approved with the dates and times below:
- a. **General Committee** – Monday, November 1, 2021 (9:30 a.m.)
 - b. **Public Meeting** – Thursday, November 18, 2021 (6:30 p.m. to 7:30 p.m.)
Feedback from the public meeting will be incorporated into the report to Council
 - c. **Council Decision** – Tuesday, December 7, 2021 (1:00 p.m.)
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) 2022 Budget; and
- 2) 2022 Water & Wastewater Rate

BACKGROUND:

The 2022 Budget process will include six Budget Committee meetings, up to eight if required, that will be held over the months of October through November 2021. In addition, input will be sought through a virtual public meeting through Zoom, to be held on November 23, 2021. Staff will incorporate feedback from the public meeting into the report to Council. It is proposed that a Council decision on the 2022 Budget will be made on December 7, 2021, followed by a press conference on December 8, 2021.

The 2022 Water & Wastewater rate will be discussed at General Committee on November 1, 2021. A virtual public meeting through Zoom will be held on November 18, 2021. Staff will incorporate feedback from the public meeting into the report to Council on December 7, 2021.

OPTIONS/DISCUSSION:

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

1. 2022 Budget

Staff commenced the 2022 Budget process in March 2021 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 2021 update will be provided at the first Budget Committee meeting on October 1, 2021.

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.

Throughout 2020 and 2021 budget years, the COVID-19 pandemic has had a significant impact on the City. With the closure of facilities and cancellation of programs, staff have continued to work on identifying mitigating strategies to offset the impact. The 2022 Budget process will address the ongoing impact of the pandemic and identify areas of opportunities or concerns for the City going into 2022.

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"> – Friday, October 1, 2021 (9:00 a.m. to 12:00 p.m.) – 2022 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"> – Wednesday, October 6, 2021 (9:00 a.m. to 12:00 p.m.) – Capital Budget review |
| <i>Meeting #3</i> | <ul style="list-style-type: none"> – Wednesday, October 13, 2021 (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, October 15, 2021 (9:00 a.m. to 12:00 p.m.) – Continuation of Capital Budget review |
| <i>Meeting #5</i> | <ul style="list-style-type: none"> – Wednesday, October 20, 2021 (1:00 p.m. to 4:00 p.m.) – Continuation of Capital Budget review |
| <i>Meeting #6</i> | <ul style="list-style-type: none"> – Tuesday, November 2, 2021 (9:00 a.m. to 12:00 p.m.) – Primary Operating Budget – Building, Planning, Engineering Operating Budget – Waterworks Operating Budget |
| <i>Meeting #7</i> | <ul style="list-style-type: none"> – Tuesday, November 9, 2021 (9:00 a.m. to 12:00 p.m.) – if required |
| <i>General Committee</i> | <ul style="list-style-type: none"> – Monday, November 15, 2021 (9:30 a.m.) – Draft Operating Budget Public Meeting Presentation (based on the budget status following the November 2 or November 9 Budget Committee meeting) |
| <i>Public Meeting</i> | <ul style="list-style-type: none"> – Tuesday, November 23, 2021 (6:30 p.m. to 8:30 p.m.) – Public input to the 2022 Budget |

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- Staff will incorporate feedback from the public meeting into the report to Council

Council Decision – Tuesday, December 7, 2021 (1:00 p.m.)
– Council decision on 2022 Budget

Press Conference – Wednesday, December 8, 2021 (10:00 a.m.)
– Press conference and media release on 2022 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 2022 capital request forms on-line will be provided to Members of Council the middle of September, 2021. 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. 2022 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 2022 Water & Wastewater rate will be discussed at General Committee on November 1, 2021. A virtual public Zoom meeting will be held on November 18, 2021. Staff will incorporate feedback from the public meeting into the report to Council on December 7, 2021.

RECOMMENDED

Joel Lustig
Treasurer

Trinela Cane
Commissioner, Corporate Services