



Report to: General Committee

Meeting Date: June 20, 2023

SUBJECT: 2024 Budget Schedule
PREPARED BY: Jay Pak, Senior Manager Financial Planning & Reporting
ext. 2514

RECOMMENDATION:

1) THAT the report dated June 20, 2023 entitled “2024 Budget Schedule” be received;
and

2) THAT the following schedule for the 2024 Budget be approved with the dates and
times below:

Meeting #1 – Tuesday, October 3, 2023 (9 a.m. to 12 p.m.)

Meeting #2 – Friday, October 6, 2023 (9 a.m. to 12 p.m.)

Meeting #3 – Monday, October 16, 2023 (10 a.m. to 1 p.m.)

Meeting #4 – Monday, October 23, 2023 (9 a.m. to 12 p.m.)

Meeting #5 – Wednesday, October 25, 2023 (9 a.m. to 12 p.m.)

****Meeting #6*** – Monday, November 13, 2023 (10 a.m. to 1 p.m.)

****Meeting #7*** – Wednesday, November 15, 2023 (9 a.m. to 12 p.m.)

****Additional meetings as required***

General Committee – Tuesday, November 21, 2023 (930 a.m. to 1 p.m.) – Budget
item to be presented at General Committee Meeting - draft presentation on the
proposed 2024 Budget for the public meeting

Public Meeting – Thursday, November 23, 2023 (7 p.m. to 9 p.m.) – Budget item
to be presented at Public Meeting - Feedback from the public meeting will be
incorporated into the report to Council

General Committee – Tuesday December 5, 2023 – Feedback from Public
Meeting and Final Budget Recommendations

Council Decision – Wednesday, December 13, 2023 (1 p.m. to 4 p.m.) – Budget
item to be presented at Council Meeting

Press Conference – Thursday, December 14, 2023 (1 p.m.)

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- 3) THAT the following schedule for the 2024 Water & Wastewater Rate be approved with the dates and times below:
- General Committee** – Tuesday, November 7, 2023 (930 a.m. to 1 p.m.) - Budget item to be presented at General Committee
- Public Meeting** – Tuesday, November 14, 2023 (6 p.m.) – Feedback from the public meeting will be incorporated into the report to Council
- Council Decision** – Wednesday, November 29, 2023 (1 p.m. to 4 p.m.) – Budget item to be presented at Council Meeting
- 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) 2024 Budget; and
- 2) 2024 Water & Wastewater Rate

BACKGROUND:

The 2024 Budget process will include seven Budget Committee meetings that will be held in October and November 2023. In addition, input will be sought through a public meeting to be held on November 23, 2023. Staff will incorporate feedback from the public meeting into the report to Council. It is proposed that a Council decision on the 2024 Budget will be made on December 13, 2023. A press conference will take place after December 14, 2023.

The 2024 water & wastewater rate will be discussed at General Committee on November 7, 2023. A public meeting will be held on November 14, 2023. Staff will incorporate feedback from the public meeting into the report to Council on November 29, 2023. The new rate will be effective April 1, 2024.

OPTIONS/ DISCUSSION:

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

1. 2024 Budget

Staff commenced the 2024 Budget in March 2023 with the annual Life Cycle Reserve Study update. The goal 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 2023 update will be provided at the first Budget Committee meeting on October 3, 2023.

Preliminary operating and capital budgets are developed with consideration of items such as the departmental business plans, Life Cycle Reserve Study, Development Charges Background Study and an economic scan which was a forecast of items that may have a

financial impact on the budget such as collective agreements, inflation, interest rate and legislative changes.

A comprehensive review of budget is conducted by Staff, Commissioners and the CAO prior to being presented to the Budget Committee.

1a. Budget Committee and Other Meeting Dates

The proposed dates for the Budget Committee meetings to review, discuss and approve the 2024 Budget are outlined below:

Budget Committee

Meeting #1 – Tuesday October 3, 2023 (9 a.m. to 12 p.m.)
– **2024 Budget Overview** (including review of the budget process, fiscal scan, overview of the Operating and Capital budgets, Life Cycle reserve study update)

Meeting #2 – Friday October 6, 2023 (9 a.m. to 12 p.m.)
– **Capital Budget review**

Meeting #3 – Monday October 16, 2023 (10 a.m. to 1 p.m.)
– **Continuation of Capital Budget review**

Meeting #4 – Monday, October 23, 2023 (9 a.m. to 12 p.m.)
– **Continuation of Capital Budget review**

Meeting #5 – Wednesday October 25, 2023 (9 a.m. to 12 p.m.)
– **Operating Budget review**
– **Building, Planning and Engineering Operating Budgets review**

***Meeting #6** – Monday November 13, 2023 (10 a.m. to 1 p.m.)

***Meeting #7** – Wednesday November 15, 2023 (9 a.m. to 12 p.m.)

**Additional meetings as required*

General Committee – Tuesday, November 21, 2023 (930 a.m. to 1 p.m.)
Draft Public Meeting Presentation (based on the budget status following the November 15th Budget Committee meeting)

Public Meeting – Thursday, November 23, 2023 (7 p.m. to 9 p.m.) - Public input to the 2024 Budget
– Staff will incorporate feedback from the public meeting into the report to Council

General Committee – Tuesday, December 5, 2023 – Feedback from Public Meeting and Final Budget Recommendations

Council – Wednesday, December 13, 2023 (1 p.m. to 4 p.m.)

- Council decision on 2024 Budget

Press Conference – Thursday, December 14, 2023

- Press conference and media release on 2024 Budget

1b. Communications Plan

All Budget Committee meetings are open to the public, and the meetings are streamed through Markham's website. Following the meetings, the presentation can be viewed and listened to on the 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 2024 capital request forms on-line will be provided to Members of Council by September 18, 2023. Training will be provided, if required, prior to the Budget deliberation process.

Capital Budget binders will only be provided on an exception basis, and requests should be made to the Senior Manager of Financial Planning & Reporting prior to September 25, 2023.

2. 2024 Water & Wastewater Rate

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

The 2024 water & wastewater rate will be discussed at General Committee on November 7, 2023. A public meeting will be held on November 14, 2023 at the Civic Centre. Staff will incorporate feedback from the public meeting into the report to Council on November 29, 2023. The new rate will be effective April 1, 2024.

FINANCIAL CONSIDERATIONS

Not Applicable

BUSINESS UNITS CONSULTED AND AFFECTED:

Not Applicable

RECOMMENDED BY:

Mark Visser, Treasurer (A)

Trinela Cane, Commissioner,
Corporate Services