



Report to: General Committee

Report Date: December 10, 2018

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**SUBJECT:** 2019 Budget Schedule  
**PREPARED BY:** Andrea Tang, Senior Manager of Financial Planning

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**RECOMMENDATION:**

- 1) THAT the report dated December 10, 2018 entitled “2019 Budget Schedule” be received; and
- 2) THAT the following schedule for the 2019 Budget be approved with the dates and times below:
  - Meeting #1* – Friday, January 18, 2019 (1 p.m. to 4 p.m. – Council Chamber)
  - Meeting #2* – Tuesday, January 22, 2019 (9 a.m. to 12 p.m. – Council Chamber)
  - Meeting #3* – Friday, January 25, 2019 (9 a.m. to 12 p.m. – Council Chamber)
  - Meeting #4* – Tuesday, January 29, 2019 (9 a.m. to 12 p.m. – Council Chamber)
  - Meeting #5* – Tuesday, February 5, 2019 (9 a.m. to 12 p.m. – Council Chamber)
  - Meeting #6* – Friday, February 8, 2019 (9 a.m. to 12 p.m. – Council Chamber)
  - General Committee* – Tuesday, February 19, 2019 (9 a.m. – Council Chamber) – draft presentation on the proposed 2019 Budget for the public meeting
  - Public Meeting* – Thursday, February 21, 2019 (7 p.m. to 9 p.m. – Council Chamber)
    - Feedback from the public meeting will be incorporated into the report to Council
  - Council Decision* – Tuesday, March 19, 2019 (7 p.m. – Council Chamber)
  - Press Conference* – Wednesday, March 20, 2019 (10 a.m. – Canada Room)
- 3) THAT the following schedule for the 2019 Water & Wastewater Rate be approved with the dates and times below:
  - General Committee* – Monday, January 21, 2019 (9 a.m. – Council Chamber)
  - Public Meeting* – Tuesday, February 5, 2019 (6 p.m. – Council Chamber)
    - Feedback from the public meeting will be incorporated into the report to Council
  - Council Decision* – Tuesday, February 26, 2019 (7 p.m. – Council Chamber)
- 4) THAT Staff be authorized and directed to do all things necessary to give effect to this resolution.

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**PURPOSE:**

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

- 1) 2019 Budget; and
- 2) 2019 Water & Wastewater Rate.

**BACKGROUND:**

The 2019 Budget process will include six Budget Committee meetings that will be held in January and February 2019. In addition, input will be sought through a public meeting to be held on February 21, 2019 at the Civic Centre. Staff will incorporate feedback from the public meeting into the report to Council. It is proposed that a Council decision on the 2019 Budget will be made on March 19, 2019. A press conference will take place on March 20, 2019.

The 2019 water & wastewater rate will be discussed at General Committee on January 21, 2019. A public meeting will be held on February 5, 2019 at the Civic Centre. Staff will incorporate feedback from the public meeting into the report to Council on February 26, 2019. The new rate will be effective April 1, 2019.

**OPTIONS/ DISCUSSION:**

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

**1. 2019 Budget**

Staff commenced the 2019 Budget in March 2018 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 2018 update will be provided at the first Budget Committee meeting on January 18, 2019.

Preliminary operating and capital budgets were 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 was 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 2019 Budget are outlined below:

**Budget Committee**

- Meeting #1** – Friday, January 18, 2019 (1:00 p.m. to 4:00 p.m. – Council Chamber)  
– **2019 Budget Overview** (including review of the budget process, fiscal scan, overview of the Operating and Capital budgets, Life Cycle reserve study update)

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- Meeting #2** – Tuesday, January 22, 2019 (9 a.m. to 12 p.m. – Council Chamber)  
– **Capital Budget review**
- Meeting #3** – Friday, January 25, 2019 (9 a.m. to 12 p.m. – Council Chamber)  
– **Continuation of Capital Budget review**
- Meeting #4** – Tuesday, January 29, 2019 (9 a.m. to 12 p.m. – Council Chamber)  
– **Continuation of Capital Budget review**
- Meeting #5** – Tuesday, February 5, 2019 (9 a.m. to 12 p.m. – Council Chamber)  
– **Operating Budget review**
- Meeting #6** – Friday, February 8, 2019 (9 a.m. to 12 p.m. – Council Chamber)  
– **Building, Planning and Engineering Operating Budgets review**
- General Committee** – Tuesday, February 19, 2019 (9 a.m. – Council Chamber)  
– Draft Public Meeting Presentation (based on the budget status following the February 5 Budget Committee meeting)
- Public Meeting** – Thursday, February 21, 2019 (7 p.m. – Council Chamber)  
– Public input to the 2019 Budget  
– Staff will incorporate feedback from the public meeting into the report to Council
- Council** – Tuesday, March 19, 2019 (7 p.m. – Council Chamber)  
– Council decision on 2019 Budget
- Press Conference** – Wednesday, March 20, 2019 (10 a.m. – Canada Room)  
– Press conference and media release on 2019 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.

Notices of the Budget Committee meetings will be advertised in the Economist & Sun, Thornhill Liberal, SNAPd, Markham Review, Region's radio station 105.9, 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 2019 capital request forms on-line will be provided to Members of Council on Wednesday January 2, 2019. Training will be provided, if required, prior to the Budget deliberation process.

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Capital Budget binders will only be provided on an exception basis, and requests can be made to Andrea Tang by Monday, December 17, 2018.

**2. 2019 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 2019 water & wastewater rate will be discussed at General Committee on January 21, 2019. A public meeting will be held on February 5, 2019 at the Civic Centre. Staff will incorporate feedback from the public meeting into the report to Council on February 26, 2019. The new rate will be effective April 1, 2019.

**RECOMMENDED**

2018-12-05

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Joel Lustig  
Treasurer  
Signed by: cxa

2018-12-05

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Trinela Cane  
Commissioner, Corporate Services  
Signed by: cxa