



Report to: General Committee

Report Date: June 13, 2016

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**SUBJECT:** Proposed 2017 Budget Schedule  
**PREPARED BY:** Andrea Tang, Senior Manager of Financial Planning

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**RECOMMENDATION:**

THAT the report dated June 13, 2016 entitled “Proposed 2017 Budget Schedule” be received;

AND THAT the following 2017 Budget schedule be approved with the dates and times below:

*Budget Committee Meeting #1* – Tuesday, October 11, 2016 (9 a.m. to 12 p.m. – Canada Room)

*Budget Committee Meeting #2* – Friday, October 14, 2016 (2 p.m. to 5 p.m. – Canada Room)

*Budget Committee Meeting #3* – Tuesday, October 18, 2016 (9 a.m. to 12 p.m. – Canada Room)

*Budget Committee Meeting #4* – Friday, October 21, 2016 (9 a.m. to 12 p.m. – Canada Room)

*Budget Committee Meeting #5* – Friday, October 28, 2016 (9 a.m. to 12 p.m. – Canada Room)

*Budget Committee Meeting #6* – Tuesday, November 1, 2016 (9 a.m. to 12 p.m. – Council Chamber)

*Budget Committee Meeting #7* – Tuesday, November 8, 2016 (2 p.m. to 5 p.m. – Canada Room)

*Public Meeting* – Thursday, November 17, 2016 (7 p.m. to 9 p.m. – Council Chamber)

*Budget Committee Meeting #8* – Tuesday, November 22, 2016 (1 p.m. to 4 p.m. – Canada Room)

*General Committee Decision* – Monday, November 28, 2016 (9 a.m. – Canada Room)

*Council Decision* – Tuesday, December 13, 2016 (7 p.m. – Council Chamber)

*Press Conference* – Wednesday, December 14, 2016 (10 a.m. – Canada Room)

AND THAT the draft presentation on the proposed 2017 Budget (based on the budget status following the November 8, 2016 Budget Committee meeting) for the public meeting be presented at the November 14, 2016 General Committee meeting;

AND THAT Councillor budget requests be forwarded to Andrea Tang, Senior Manager of Financial Planning, by Friday July 29, 2016;

AND 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 for the 2017 Budget Committee meeting dates.

**BACKGROUND:**

The 2017 Budget process includes eight Budget Committee meetings that will be held between October and November 2016. In addition, public input will be sought through a public meeting to be held on November 17, 2016 at the Civic Centre. It is proposed that Council decision on the 2017 Budget be made on December 13, 2016.

**OPTIONS/ DISCUSSION:**

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

In preparing for the 2017 Budget, Staff will continue to look for ways to improve and/or enhance services while seeking opportunities for operational savings through a transparent and consultative budget process.

**1. Budget Committee and Other Meeting Dates**

The proposed dates for the Budget Committee meetings to review, discuss and approve the 2017 Budget are outlined below:

**Budget Committee**

- Meeting #1** – Tuesday, October 11, 2016 (9:00 a.m. to 12:00 p.m. – Canada Room)
  - **2017 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 14, 2016 (2:00 p.m. to 5:00 p.m. – Canada Room)
  - **Capital Budget review** (including an update on Development Charge Reserve balances)
- Meeting #3** – Tuesday, October 18, 2016 (9:00 a.m. to 12:00 p.m. – Canada Room)
  - **Continuation of Capital Budget review**
- Meeting #4** – Friday, October 21, 2016 (9:00 a.m. to 12:00 p.m. – Canada Room)
  - **Continuation of Capital Budget review**
- Meeting #5** – Friday, October 28, 2016 (9:00 a.m. to 12:00 p.m. – Canada Room)
  - **Councillor Budget Requests review**
- Meeting #6** – Tuesday, November 1, 2016 (9:00 a.m. to 12:00 p.m. – Council Chamber)
  - **Councillor Budget Requests review**
- Meeting #7** – Tuesday, November 8, 2016 (2:00 p.m. to 5:00 p.m. – Canada Room)
  - **Councillor Budget Requests and Operating Budget review**

***Meeting #8*** – Tuesday, November 22, 2016 (1:00 p.m. to 4 p.m. – Canada Room)  
– **Operating Budget, Planning & Design, Engineering, Building and Waterworks Operating Budgets review**

**General Committee – Monday, November 14, 2016**

- Draft Public Meeting Presentation (based on the budget status following the November 8 Budget Committee meeting)

**Public Meeting – Thursday, November 17, 2016 (7:00 p.m. – Council Chamber)**

- Public input to the 2017 Budget

**General Committee – Monday, November 28, 2016 (9:00 a.m. – Canada Room)**

- Report on the recommended 2017 Budget

**Council – Tuesday, December 13, 2016 (7:00 p.m. – Council Chamber)**

- Council decision on 2017 Budget

**Press Conference – Wednesday, December 14, 2016 (10:00 a.m. – Canada Room)**

- Press conference and media release on 2017 Budget

**2. Communications Plan**

All Budget Committee meetings are open to the public, and the meetings are audio streamed through Markham's web portal. Following the meetings, the presentation can be viewed and listened to on the Markham's web portal.

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 web portal.

A comprehensive communication plan for the 2017 budget process will be developed collaboratively with the Corporate Communications and Community Relations Department, in order to promote active outreach and engagement of residents.

**3. Councillor Budget Requests**

Councillor budget requests should be forwarded to Andrea Tang by Friday, July 29, 2016. The requests will be summarized and distributed to the respective departments for comments which will be addressed at the Budget Committee meetings.

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4. Paperless Capital Budget Initiative

The process of accessing 2017 capital request forms on-line will be provided to Members of Council. 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 can be made to Andrea Tang by Friday, September 23, 2016.

**RECOMMENDED**

6/6/2016

06/06/2016

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Joel Lustig  
Treasurer

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Trinela Cane  
Commissioner, Corporate Services