



Report to: General Committee

Report Date: June 24, 2013

SUBJECT: 2014 Budget Schedule
PREPARED BY: Andrea Tang, Manager of Financial Planning

RECOMMENDATION:

THAT the report dated June 24, 2013 entitled “2014 Budget Schedule” be received;

AND THAT the Budget Sub-Committee meetings to review the proposed 2014 Budget be approved for the dates and times below:

Meeting #1 – Tuesday, October 8th (1:00 p.m. to 4:00 p.m. – Canada Room)

Meeting #2 – Friday, October 11th (9:00 a.m. to 12:00 p.m. – Canada Room)

Meeting #3 – Tuesday, October 15th (1:00 p.m. to 4:00 p.m. – Canada Room)

Meeting #4 – Friday, October 18th (9:00 a.m. to 12:00 p.m. – Canada Room)

Meeting #5 – Friday, October 25th (9:00 a.m. to 12:00 p.m. – Canada Room)

Meeting #6 – Friday, November 1st (9:00 a.m. to 12:00 p.m. – Canada Room)

Meeting #7 – Friday, November 8th (9:00 a.m. to 12:00 p.m. – Council Chamber)

AND THAT the draft presentation on the proposed 2014 Budget (based on the budget status following the October 18th Budget Sub-Committee meeting) for the public meeting be presented at the October 21st General Committee meeting;

AND THAT a public meeting be held at the Civic Centre in the Council Chamber on Thursday, October 24, 2013 at 7:00pm to receive public feedback on the 2014 Budget;

AND 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 for the 2014 Budget Committee meeting dates.

BACKGROUND:

The 2013 Budget process included seven Budget Sub-Committee meetings that were held during October and November 2012. In addition, public input was sought through a public meeting held on October 10, 2012 held at the Civic Centre. The 2013 Budget was approved by Council on January 29, 2013.

OPTIONS/ DISCUSSION:

Markham is committed to providing excellent services and good value for taxpayer dollars. In preparing the 2014 Budget, Staff will continue to look for ways to improve services while looking for savings in operations and making prudent investments for the future, through a transparent and consultative budget process

1. Budget Sub-Committee and Other Meeting Dates

The following are proposed meeting dates to review, discuss and approve the 2014 Budget:

Budget Committee

- Meeting #1** – Tuesday, October 8th (1:00 p.m. to 4:00 p.m. – Canada Room)
– 2014 Budget Overview
- Meeting #2** – Friday, October 11th (9:00 a.m. to 12:00 p.m. – Canada Room)
– Capital Budget
- Meeting #3** – Tuesday, October 15th (1:00 p.m. to 4:00 p.m. – Canada Room)
– Capital Budget and Operating Budget update
- Meeting #4** – Friday, October 18th (9:00 a.m. to 12:00 p.m. – Canada Room)
– Capital Budget and Councillor Requests
- Meeting #5** – Friday, October 25th (9:00 a.m. to 12:00 p.m. – Canada Room)
– Councillor Requests and Operating Budget
- Meeting #6** – Friday, November 1st (9:00 a.m. to 12:00 p.m. – Canada Room)
– Operating Budget
- Meeting #7** – Friday, November 8th (9:00 a.m. to 12:00 p.m. – Council Chamber)
– Operating, Building, Planning, Engineering and Waterworks Budgets

General Committee – Monday, October 21st

- Draft Public Meeting Presentation (based on the budget status following the October 18th Budget Committee meeting)

Public Meeting – Thursday, October 24th (7:00pm – Council Chamber)

- Public input to the 2014 Budget

General Committee – Monday, November 18th

- Report on the recommended 2014 Budget

Council – Tuesday, November 26th

- Council decision on 2014 Budget

The proposed dates to bring forward 2014 Budget to General Committee on November 18th and Council on November 26th for decision are subject to change pending outcome of the budget deliberation by the Budget Sub-Committee.

2. Communication Plan

All Budget Sub-Committee meetings are open to public, and the meetings are audio streamed through Markham's webpage. Notices of the Budget Sub-Committee meetings are advertised in the Economist & Sun, Thornhill Liberal and on Markham's webpage. Further, members of the Board of Trade Sub-Committee on Governmental Issues will be invited to attend the budget meetings.

A communication plan on the 2014 budget process will be developed collaboratively with the Corporate Communications and Community Relations Department to reach out to residents, and a report will be brought forward to General Committee in September 2013.

In addition, a dedicated 2014 Budget presence on the website will be created that will include the schedule and all presentations.

3. Councillor Requests

Councillor requests should be forwarded to Andrea Tang by Wednesday, July 31st. The requests will be summarized and distributed to the respective departments for comments which will be addressed at the Budget Sub-Committee meetings. In order to allow sufficient time for Staff to review, evaluate and respond to the requests prior to the start of Budget Sub-Committee meetings in October, submissions after July 31st will not be considered.

4. Paperless Capital Budget Initiative

In the past, binders consisting of capital request forms were distributed to all Councillors in advance of the Budget Sub-Committee meetings. Directors Forum undertook the initiative of accessing and reviewing capital request forms on-line which has resulted in saving 10,000 pages per year for the past 2 years. Paper budget packages will only be provided on an exceptional basis. We should offer members support to gain familiarity with the electronic file and how to access information

This initiative was extended to the Budget Sub-Committee members for the 2013 Budget, and Councillors were provided with the option to access capital budget request forms on-line.

The Communications and ITS Sub-Committee passed the resolution that " Council discontinue paper copies of agendas for Staff and Members of Council at Council, Standing Committee and Advisory Committee meetings effective September 1, 2013", and the resolution was endorsed by Council on May 28, 2013. To align with the paperless initiative, on-line access to 2014 capital request forms will be provided to Members of Council and training will be provided 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 Wednesday, July 31st.

RECOMMENDED

BY:

Joel Lustig,
Treasurer

Trinela Cane
Commissioner, Corporate Services