



REPORT

BUDGET COMMITTEE

MEETING DATE: JUNE 27, 2016

FROM: Finance Department

DATE: June 2, 2016

SUBJECT: 2017 Budget Process

LOCATION:

WARD:

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RECOMMENDATION:

That the report from the Financial Planning department be received.

KEY FACTS:

The following are key points for consideration with respect to this report:

- The meeting scheduled for June 27, 2016 is the first meeting of the 2017 Budget Committee
- The purpose of the June meeting is to elect the chair and provide an overview of the 2017 budget process
- Budget meetings have been scheduled for November and December to review the budget, receive delegations and final recommendations to Council on the 2017 operating budget and 2 year forecast as well as the 2017 capital budget and long-term forecast
- Council has set a guideline of an overall increase in line with inflation for the 2017 operating budget
- The budget will be prepared in accordance with the guideline

BACKGROUND:

Council has set a budget guideline of an overall increase in line with inflation for the 2017 budget. The 2017 budget is being prepared in accordance with this guideline.

Four meetings have been scheduled in November to provide an overview of the budget, commissioner presentations and received delegations from the public and key stakeholders. Budget Committee recommendations will be finalized at the meeting on December 6 and final Council approval of the operating and capital budgets is scheduled for December 12, 2016.

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COMMENT/OPTIONS:

The staff budget process is currently underway, with the development of the capital budget and forecast currently being updated and the operating budget development scheduled to begin at the end of June.

The budget is prepared using Performance Based Program Based Budgeting (PB2) methodology which focuses on the results expected from each town program/service area. Key performance indicators have been developed for each program and continue to be refined to provide a better understanding of program outcomes. Program budgets are reviewed to ensure they meet service delivery expectations and are in line with the guideline set by Council. The final staff recommended budget will be presented to Council on November 15, 2016.

The budget will also need to consider items that have been referred to the budget committee. To date these include:

Item	Referral
Cultural Plan	Future staffing and funding requests be referred to the 2017 budget process
Municipal Enforcement Strategy	Option 2B approved and referred to Budget Committee for consideration
Tourism Function	Additional funding of \$50,000 for a three year period be considered through the 2017 budget process
Speed Limit Review	That staff report to the 2017 Budget Committee on a plan to address the funding required for the ongoing costs associated with the use of 12 Radar Speed Display Sign units as a permanent addition to the Traffic Calming Program
Heritage Grant Program	That staff report to the Budget Committee on the options and implications of an ongoing Heritage Grant program and possible additional financial incentives

CONSIDERATIONS:

(A) PUBLIC

The town's budget process and budget approval results in the annual tax rate payable by town residents. Meetings are open to the public and can be viewed online.

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(B) FINANCIAL

There are no financial impacts identified at this time. The approved budget will determine the tax impact.

(C) IMPACT ON OTHER DEPARTMENTS & USERS

All departments participate in the budget process

(D) CORPORATE AND/OR DEPARTMENT STRATEGIC GOALS

This report addresses the corporate strategic goal to:

- be accountable in everything we do
- be fiscally sustainable

(E) COMMUNITY SUSTAINABILITY

This report addresses the economic sustainability of the municipality.

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Treasurer