



# Town of East Gwillimbury

## **CORPORATE SERVICES REPORT CS2017-01**

To: Committee of the Whole Council

Date: March 7, 2017

Subject: 2018 Business Plan and Budget Process

Origin: Corporate Services Department, Finance Branch

---

### **RECOMMENDATIONS**

1. **THAT** the Corporate Services Department, Finance Branch Report CS2017-01 dated March 7, 2017 entitled “2018 Business Plan and Budget Process” be received, and
2. **THAT** Council approve the revised schedule for the 2018 budget deliberations as outlined in this report, and
3. **THAT** the 2017 Council meeting schedule be updated accordingly.

### **PURPOSE**

The purpose of this report is to seek Council approval to amend the 2017 Council meeting schedule as it relates to the 2018 Business Plan and Budget process.

### **BACKGROUND**

The business plan and budget process typically begins in late summer through the collaborative effort of all departments. The kick off of the public process generally occurs in mid-November, followed by several meetings for Council to deliberate the details of the budget. The approval of the budget is generally endorsed at the final meeting of the year, to ensure that the budget is in place to initiate each new year. This practice has been beneficial in allowing the Town to receive favourable prices for early tenders and allowing a full 12 months to implement approved initiatives.

### **ANALYSIS**

Currently, the approved Council schedule for the 2018 Business Plan and Budget includes the budget kick off at the evening meeting of Council on Tuesday November 21<sup>st</sup>, followed by three days of deliberation on November 22<sup>nd</sup>, 27<sup>th</sup> and 29<sup>th</sup>. The budget is then scheduled for approval on Tuesday December 19<sup>th</sup>.

Due to a scheduling conflict within the Finance Branch, staff are respectfully requesting that the 2018 Business Plan and Budget timeline be amended as follows:

<b>Proposed Timeline</b>	
October 17 <sup>th</sup>	<ul style="list-style-type: none"><li>• Initial presentation of the business plan and budget to the public (7pm)</li></ul>
October 31 <sup>st</sup> , November 1 <sup>st</sup> , November 10 <sup>th</sup>	<ul style="list-style-type: none"><li>• Budget Committee deliberations</li></ul>
November 21 <sup>st</sup>	<ul style="list-style-type: none"><li>• Adoption of the 2018 business plan and budget</li></ul>

The above noted table proposes amended dates to the Council meeting schedule to ensure adequate time for deliberations as well as to minimize scheduling conflicts. It is important to note that this meeting schedule provides the same number of dates for deliberation of the budget as originally proposed. Although the target date for adoption is November 21<sup>st</sup>, it should be noted that there are Council meetings in December that could facilitate budget approval if required.

### **NEED FOR PUBLIC CONSULTATION**

All agendas, reports and minutes are made available to the public on the Town's website

### **ALIGNMENT TO STRATEGIC PLAN**

This report and the recommendations support the following strategic pillar:

- Continue to Enhance a Transparent and Accountable Municipal Government Focused on Excellence
- Deliver a fiscally responsible organization in a high growth community

**CONCLUSION**

This report recommends Council adopt the amended schedule for the 2018 Business Plan and Budget deliberations.

Prepared by:

*Original Signed By*

---

Jennifer Nelson  
Director of Finance, Deputy Treasurer

Reviewed and Recommended by:

Approved for Submission,

*Original Signed By*

*Original Signed By*

---

Mark Valcic,  
General Manager  
Corporate Services/Treasurer

---

Thomas R. Webster,  
Chief Administrative Officer