



## Staff Report

**Report No.** CSF-007-25

**To:** Mayor and Members of Council

**From:** Director of Corporate Services and Treasurer

**Meeting Date:** June 23, 2025

**Subject:** 2026 Budget Development and Schedule

### Recommendation:

**THAT** Report No. CSF-007-25 **BE RECEIVED** for information;

**AND THAT** the 2026 Operating and Capital Budget be developed with associated tax levy and service rate options for Council to consider;

**AND THAT** the 2026 budget timelines be tentatively scheduled, as outlined in this report, in order to achieve approval prior to the beginning of the 2026 fiscal period.

### Purpose:

To develop the 2026 operating and capital budgets, with an associated schedule, that provides Council with options that will impact the 2026 property tax levy and service rates.

### Background:

As per Section 290 of the *Municipal Act*, “For each year, a local municipality shall, in the year or the immediately preceding year, prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality...”.

### Comments:

The 2026 operating and capital budget will be prepared for Council’s review and deliberations based on a new format. Previous budgets were based on the Ministry of Municipal Affairs and Housing’s Financial Information Report (FIR) format, whereas the 2026 budget will be based on municipal department’s portfolios of responsibility. The comparison between the two formats is illustrated in the following chart:

Previous Budget Format (Based on MMAH FIR Form)		New 2026 Budget Format (Based on Municipal Department's Portfolios)	
Protective Services		Fire Services	
	Fire Services		Administration
	Administration & Dorchester		Dorchester
	Thorndale		Thorndale
	Police Services	Legislative Services	
	Building Inspection		Municipal Clerk Services
	Conservation Authorities		Bylaw Services
	Source Water Protection		Cemetery Services
	Crossing Guards		Crossing Guards
Public Works (Levy Programs)		Public Works (Levy Programs)	
	Transportation Services		Transportation Services
	Municipal Fleet		Municipal Fleet
	Environmental Services		Environmental Services
	Waste Management & Landfill		Waste Management & Landfill
	Recycling		Recycling
	Drains		Drains
Community Services & Facilities		Community Services & Facilities	
	Recreation Services		Recreation Services
	Parks and Trails		Parks and Trails
	Library Services		Library Services
General Government		Administration	
	Council		Council
	Office of the CAO		Office of the CAO
	Corporate Communications		Communications
	Human Resources	Corporate Services Department	
	Information Technology		Treasury
	Project Management		Financial Services
	Economic Development		Human Resources
	Legislative Services		Information Technology
	Treasury and Finance Services		Project and Asset Management
Health Services		Planning and Development Services	
	Cemetery Services		Planning
Planning Services			Building Inspection
	Planning Services		Economic Development
Public Works (Rate Programs)		Public Works (Rate Programs)	
	Water Services		Water Services
	Wastewater Services		Wastewater Services
	Storm Water Management		Storm Water Management

Although a new format will be developed, the current General Ledger (GL) Accounts will remain the same to ensure accurate comparisons between budget years.

The new format will not impact on how the municipality prepares the MMAF Financial Information Reports.

In addition to the new format, the following schedule is proposed to develop and present the 2026 operating and capital budgets:

Date*	Meeting Description
Jun 23, 2025	Council Direction and Guidance
Jun 30 to Jul 24, 2026	Budget Preparation by Division Managers
Jul 25, 2025	Deadline for Electronic Submission to Directors
Aug 8, 2025	Deadline for Electronic Submission to Finance
Aug 11 to 29, 2025	Consolidation and Preparation of First Budget Draft
Sep 3 to 24, 2025	Review by SMT, Revisions, Draft Budget Package
Sep 29 to Oct 31, 2025	Public Engagement
Nov 3 to 28, 2025	Staff Preparation of Budget Workshop Material
Dec 1, 2025	2026 Budget Council Workshop #1 (Operating)
Dec 2, 2025	2026 Budget Council Workshop #2 (Capital & Reserves)
Dec 8, 2025	Special Budget Meeting of Council re: 2026 Budget
Dec 10, 2025	Special Budget Meeting of Council for Final Approval

\* The Mayor may schedule additional budget meetings of Council.

## Financial Implications:

There will be costs associated with public engagement, however these costs will be derived from the 2025 operating budget.

## Strategic Plan Link:

**Pillar:** *Sustainability*

**Goal:** *Ensure that the Municipality maintains fiscal prudence, along with affordable and sustainable taxation levels*

## Consultation:

Senior Management Team  
Communications Manager

## References:

2024-2027 Strategic Plan  
2025 Approved Budget

## Attachments:

None.

Prepared by: C. D'Angelo, Director of Corporate Services and Treasurer

Reviewed by: D. Barrick, Chief Administrative Officer