

DRAFT 2020 Municipal Budget Guidelines

	2020
	<u>POLICY</u>
1.	Capital contribution of \$610,000 from levy
2.	As the condition rating in our Asset Management Plan is dated, the Asset Management Plan will be used as a guide for Capital items as well as information from other sources, such as OCWA and less formalized condition ratings. Projects not funded in the previous year will be funded this year. A systematic approach to ensure condition ratings remain current will be developed.
3.	Each capital project will also list the grants being applied for and budget submissions must make it clear where the corresponding decrease in expenditures will be if the Municipality fails to receive an expected grant.
4.	Target a 2.0% levy increase to include the capital commitment of \$610K.
5.	Positions hired to fill vacancies and enhance facilities/recreation programming abilities
6.	Opportunities for new or expanded sources of revenue, along with the related program costs, shall be included in budget submissions for Council consideration, as much as possible. User Charges will be updated from 2016 and reviewed to ensure costs are recovered where possible.
	<u>PROCESS</u>
1.	All salary and wage calculations will be done by the Treasurer/Administrator. 2020 COLA in line with CPI presented for Council consideration.
2.	All area charge calculations (i.e. water/sewer, garbage, etc.) will be done by the Treasurer/Administrator. Where multiple services are received by one property, these will be reviewed to ensure accuracy.
3.	The Treasurer/Administrator and Department Managers to ensure guidelines are met prior to draft budget being presented with any areas of concern highlighted for Council consideration and direction.
4.	All local Boards (including the library and police services board) will be subject to the same guidelines in preparing their budget submissions.
5.	Program areas should analyze the previous year's expenditures, prior to asking for any inflationary growth.
6.	All programs are to be frugal with year-end spending. Year-end surpluses will be transferred to reserve for future year obligations.
	<u>SCHEDULE</u>
1.	November 2019 - Initial Council meeting to adopt Budget Guidelines
2.	January 31, 2020 - Department Capital Submissions to Treasurer/Administrator.
3.	February 29, 2020 - Initial Department Operating Submissions to Treasurer/Administrator.
4.	March 2020 - Initial Draft budget to second Council meeting of the month
5.	March, 2020 - Town Hall to present budget to Public.
6.	April 2020 - Budget approved by Council
7.	The By-laws to be adopted at a Council meeting prior to July 2020.
	<u>ASSUMPTIONS</u>
	<u>Capital</u>

1.	Use prior year data (updated where necessary) for multi-year projects
2.	Enhancement to Asset Management Plan through AMP 2.0 and augmented with additional dollars from 2019
3.	Establish a debt tolerance policy and annual amount to be either paid towards capital debt or set aside in reserve for future capital borrowing
4.	Public Works Complex reserve contribution of \$50K
5.	Sewer - Temagami North project is priority although in a holding pattern until we receive word from the MECP. Water - Rehabilitation for the water towers, especially in the South, are priorities. Other areas priorities will be solidified as grant decisions are made by funders but the budget will reflect projects applied for.
6.	Use the current Asset Management Plan as a guide to prioritize new projects while working on updating the Plan
	<u>Operations</u>
1.	User fees for water, sewer and garbage operating will strive to be revenue neutral
2.	Tax ratios stay constant (revenue neutral) with adjustment where required for ratios outside the range of fairness.
3.	Local boards are expected to follow budget guidelines
4.	No presumptions to be made of outcomes of organization review before it is completed.
5.	Applications for summer and other programming will be made wherever possible.
6.	Acknowledge the need for the expertise of consultants (Landfills, Engineering, Vision, Affordable Housing for Seniors Project) and budget accordingly.
7.	Program pressures will likely include: Insurance, equipment maintainance, landfills, OCWA.
8.	Amounts for staff training should be maintained or increased.