

DRAFT 2019 Municipal Budget Guidelines

	2019
	<u>POLICY</u>
1.	Capital contribution of \$600,000 from levy
2.	Capital projects will reflect the priorities in the asset management plan; any exceptions must be extensively documented and reported.
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 2.5% levy increase to include the capital commitment of \$600K.
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.
	<u>PROCESS</u>
1.	All salary and wage calculations will be done by the Treasurer/Administrator. 2018 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.
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.	December 2018 - Initial Council meeting to adopt Budget Guidelines
2.	January 15, 2019 - Department Capital Submissions to Treasurer/Administrator.
3.	January 31, 2019 - Initial Department Operating Submissions to Treasurer/Administrator.
4.	February 2019 - Initial Draft budget to second Council meeting of the month - any updates to user charges other than special area rates would be made at this time.
5.	Early March, 2019 - Town Hall to present budget to Public.
6.	April 2019 - Budget approved by Council (by second meeting)
7.	The By-laws to be adopted at a Council meeting prior to July 2019 (hopefully in May).
	<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 2018
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 to get application to MOECC and lay planning of how the project will be completed when funded
6.	Follow Asset Management Plan to prioritize new projects

	<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.