

DATE: September 15, 2025

REPORT NO: T-15-2025

SUBJECT: Update to 2026 Budget Process and Schedule

CONTACT: Katelyn Repovs, CPA, CA Director, Corporate Services/CFO

OVERVIEW:

- This Report acts as a follow-up to Report T-11-2025 “2026 Budget Process and Schedule”, in which Council requested Administration to provide further options and information on the 2026 budget timeline.
- Council is presented with three alternative budget timeline options, for review and decision.

RECOMMENDATION:

1. That, Recommendation Report T-15-2025, titled “Update to 2026 Budget Process and Schedule”, dated September 15, 2025, be received; and,
2. That, Council adopts the proposed 2026 Budget Timeline outlined as Option “_” within this Report.

ALIGNMENT TO STRATEGIC PLAN:

Theme #4

- **ADVANCE** – organizational capacity and effectiveness

BACKGROUND:

At the August 11, 2025, All Committee Council meeting, Council was presented with Report T-11-2025 “2026 Budget Process and Schedule”. This report outlined the proposed 2026 budget schedule. This report also discussed the impact of the Province’s newly enacted Strong Mayor Powers, which the Township is obligated to follow, on the 2026 budget process. In combination with the above items, this report described Administration’s plan to advance the budget process, to allow the budget to be presented earlier than historical budgets. This plan to advance the budget process was contemplated prior to the Strong Mayor Powers. Following the request for more information from the August 11, 2025, All Committees meeting, Administration has provided further insights and details of the provincially mandated process in this report.

As background, the chart below outlines the keys dates that were presented to Council in Report T-11-2025 on August 11, 2025. Administration proposed tabling of the budget in November, instead of the traditional timeline of January/February. This would advance the process by approximately two months. Earlier adoption of the budget would allow for more comprehensive planning and time to implement key strategic plan initiatives, earlier decision-making and procurement opportunities, increased ability to respond proactively to emerging community needs, and improved alignment with the Township's fiscal year.

Date(s)	Action/Activity
November 17, 2025	Mayor Presents Proposed 2026 Budget
November 18, 2025	Start of Council Amendment Period: Council has 15 Business Days to Propose Changes to Budget
December 8, 2025	Deadline for Council Amendment Period Submissions
December 9 - December 14, 2025	Administration Review of Budget Amendments and Determine Financial Implications
December 15, 2025	Council Meeting - Discuss/Vote on Proposed Budget Amendments
December 16 - December 25, 2025	Veto Period: Mayor has 10 Calendar Days to Veto Council-Made Amendments
December 26, 2025 - January 9, 2026	Post Mayor Veto Period: Council has 15 Calendar Days to Override any Mayor Vetos
January 9, 2026	Last Possible Date for Budget Adoption

Council passed the following resolution regarding Report T-11-2025:

That, Item 13.2 be referred to the September Corporate Services Committee meeting to provide more information regarding the budget proposal timeline.

CURRENT SITUATION:

Administration recognized the concerns Council raised regarding the timing of the budget presentation, and the concerns regarding the length of time to review the budget documents. In response to the concerns raised on August 11, 2025, Administration has prepared three alternative options, for Council's review and decision. These are outlined below. It is important to note that these alternatives still allow the Township to meet the requirements of the Province's Strong Mayor Powers legislation.

For all alternatives presented, Administration has modified all timelines to reflect business days, and the Council Amendment Period now reflects 30 days, rather than the previously proposed 15-day period. The 30-day timeline for the Council Amendment Period is the maximum timeline per Section 7 of O. Reg 530/22.

Option 1

This Option maintains the originally proposed presentation date of the budget of November 17, 2025. This means that Council would be presented with the budget approximately two months earlier than historical budgets. Under this Option, the last possible date for Budget Adoption is February 18, 2026. Contingent on the results of the Veto Period/ Post Mayor

Veto Period, the Township's budget could be adopted as early as January 12, 2026.

Date(s)	Action/Activity
November 17, 2025	Mayor Presents Proposed 2026 Budget
November 18, 2025	Start of Council Amendment Period: Council has 30 Business Days to Propose Changes to Budget
December 31, 2025	Deadline for Council Amendment Period Submissions
January 2, 2026 - January 9, 2026	Administration Review of Budget Amendments and Determine Financial Implications
January 12, 2026	Council Meeting - Discuss/Vote on Proposed Budget Amendments
January 13, 2026	Council Meeting - Discuss/Vote on Proposed Budget Amendments (if required)
January 13/14, 2026 - January 27/28, 2026	Veto Period: Mayor has 10 Business Days to Veto Council-Made Amendments (<i>start and end dates contingent on Budget Amendment Deliberations Meeting</i>)
January 27/28, 2026 - February 17/18, 2026	Post Mayor Veto Period: Council has 15 Business Days to Override any Mayor Vetos
February 18, 2026	Last Possible Date for Budget Adoption

Option 2

This Option postpones the proposed presentation date of the budget to December 8, 2025. With a 30-day Amendment Period, this allows Council to propose amendments up until January 22, 2026. Further, this still allows for the budget to be presented approximately one month earlier than historical budgets. Under this Option, the last possible date for Budget Adoption is March 11, 2026. Contingent on the results of the Veto Period/ Post Mayor Veto Period, the Township's budget could be adopted as early as February 2, 2026.

Date(s)	Action/Activity
December 8, 2025	Mayor Presents Proposed 2026 Budget
December 9, 2025	Start of Council Amendment Period: Council has 30 Business Days to Propose Changes to Budget
January 22, 2026	Deadline for Council Amendment Period Submissions
January 23, 2026 - January 30, 2026	Administration Review of Budget Amendments and Determine Financial Implications
February 2, 2026	Council Meeting - Discuss/Vote on Proposed Budget Amendments
February 3, 2026	Council Meeting - Discuss/Vote on Proposed Budget Amendments (if required)
February 3/4, 2026 - February 16/17, 2026	Veto Period: Mayor has 10 Business Days to Veto Council-Made Amendments (<i>start and end dates contingent on Budget Amendment Deliberations Meeting</i>)
February 17/18, 2026 - March 10/11, 2026	Post Mayor Veto Period: Council has 15 Business Days to Override any Mayor Vetos
March 11, 2026	Last Possible Date for Budget Adoption

Option 3

This Option postpones the proposed presentation date of the budget to January 12, 2026. This option would align with when Council has historically received the draft budget. With a 30-day Amendment Period, this would allow Council to propose amendments up until February 24, 2026. Under this Option, the last possible date for Budget Adoption would be April 16, 2026. Contingent on the results of the Veto Period and Post Mayor Veto Period, the Township's budget could be adopted as early as March 9, 2026.

Date(s)	Action/Activity
January 12, 2026	Mayor Presents Proposed 2026 Budget
January 13, 2026	Start of Council Amendment Period: Council has 30 Business Days to Propose Changes to Budget
February 24, 2026	Deadline for Council Amendment Period Submissions
February 25, 2026 - March 6, 2026	Administration Review of Budget Amendments and Determine Financial Implications
March 9, 2026	Council Meeting - Discuss/Vote on Proposed Budget Amendments
March 10, 2026	Council Meeting - Discuss/Vote on Proposed Budget Amendments (if required)
March 10/11, 2026 - March 23/24, 2026	Veto Period: Mayor has 10 Business Days to Veto Council-Made Amendments (<i>start and end dates contingent on Budget Amendment Deliberations Meeting</i>)
March 24/25, 2026 - April 15/16, 2026	Post Mayor Veto Period: Council has 15 Business Days to Override any Mayor Vetos
April 16, 2026	Last Possible Date for Budget Adoption

FINANCIAL IMPLICATIONS:

The annual budget is a guiding financial document for the Township. The expenditures as approved in the budget are funded from various sources, including the tax base. As such, the budget information is required to determine the required municipal tax levy for the year. Once the budget is approved, Administration regularly reviews actual expenditures to ensure that spending matches the budget as approved by Council.

Council is provided with regular financial updates where actual results are compared to budget. Council is also provided, on a quarterly basis, with a projection of the Township's reserve balances up until year-end, including commitments of these reserves. The budget figures are also reflected in the Township's year-end audited financial statements. Administration must abide by the approved budget or request a Budget Amendment during the year to cover unanticipated expenditures.

INTER-DEPARTMENTAL COMMENTS:

This report was discussed with the Senior Leadership Team. Consultations with the Legal and Legislative Services department occurred regarding the Strong Mayor Powers legislation changes and impact on the budget process.

CONCLUSION:

This report presents Council with three alternative budget timeline options, for review and decision. This report was in response to the August 11, 2025, meeting resolution to provide further options and information on the 2026 budget timeline, and the concerns raised by Council regarding the initial proposed timeline. In selecting one of these options, the Township will meet the requirements of the Province's newly enacted Strong Mayor Powers legislation and allow the Township to move forward with its 2026 budget planning processes.

Prepared & Submitted by:

Katelyn Repovs, CPA, CA
Director, Corporate Services/CFO

Approved by:

Truper McBride
CAO