

To: City Council

From: Stephanie Sinnott, Commissioner,
Corporate and Finance Services Department
Tracy Adams, Chief Administrative Officer,
Office of the C.A.O.

Report Number: CNCL-24-23

Date of Report: March 20, 2024

Date of Meeting: March 25, 2024

Subject: 2025 Budget Timetable and Engagement Opportunities

Ward: All Wards

File: 03-05

1.0 Purpose

The introduction of Strong Mayor Powers legislation in 2023 assigned the powers and duties of the municipality with respect to proposing and adopting a budget to the Mayor as set out in Section 284.16 of the Municipal Act, 2001, S.O. 2001 c. 25 (“the Act”).

On March 14, 2024, through Mayoral Direction MDIR-2024-01, Mayor Carter directed the following:

“Pursuant to the powers extended to the Head of Council under Sections 284.3 and 284.16 of the Municipal Act, 2001, I, Dan Carter, Mayor of the City of Oshawa, hereby direct the Commissioner, Corporate and Finance Services/Treasurer and the Chief Administrative Officer as follows:

1. To prepare a proposed balanced 2025 Operating Budget and 2025 Capital Budget, 2026 Operating Budget Forecast and Nine-year Capital Forecast following budget and business planning best practices; and,
2. That the proposed 2025 Operating Budget and 2025 Capital Budget, the 2026 Operating Budget Forecast and Nine-year Capital Forecast be presented to Council on November 1, 2024; and,
3. That a special meeting of Council be held at 9:30 a.m. on November 8, 2024 to hear from the public concerning the Budget; and,

4. That staff be directed to respond to budget questions from Members of Council in writing and the replies be copied to all Members of Council and appropriate staff; and,
5. That staff be directed to advise Members of Council that all questions must be submitted by 4:30 p.m. on November 18, 2024 in order to receive a response.”

The purpose of this report is to obtain Council approval of the timetable for Council to consider amendments to the 2025 Proposed Budget and the engagement opportunities.

This report outlines public engagement opportunities for residents and property owners to provide feedback on their municipal budget priorities, which assists the City in making informed decisions.

Attachment 1 is a flow chart detailing the budget timeline options set out in Section 5.2.

Attachment 2 is an example of the Taxpayer Receipt online tool.

Attachment 3 is an example of the Budget Simulator online tool.

2.0 Recommendation

It is recommended to City Council:

That Council select an appropriate option as set out in Section 5.2 of Report CNCL-24-23 dated March 20, 2024 concerning the 2025 budget timetable and public engagement opportunities.

3.0 Executive Summary

Not Applicable

4.0 Input From Other Sources

- Corporate Communications
- Legislative Services

5.0 Analysis

As set out in Section 284.16 of the Municipal Act, as amended, the powers and duties of the municipality with respect to proposing and adopting a budget are assigned to the Mayor.

In accordance with O. Reg. 530/22, on or before February 1 of each year, the Mayor shall prepare a proposed budget for the municipality and provide it to Council for consideration as well as make it available to the public.

Within 30 days of receipt, Council, at a meeting, may pass a resolution to amend the proposed budget. Council may also pass a resolution to shorten this 30-day period for the

year. If Council does not pass a resolution making an amendment within the 30 days (or shorter, if set by Council), the budget is deemed to be adopted by the municipality.

If Council passes resolutions making amendments to the budget, within 10 days after the end of the time period Council has to pass such resolutions, the Mayor may veto the amendment(s) by providing a written veto document to all members of Council and the Clerk. This must include the reasons for the veto and may be provided at any time within the legislated time period. This does not have to be provided at a meeting of Council. The Mayor may shorten this period in any given year by giving a written document to each member of Council and the Clerk specifying the shorter period. This decision only affects the year the decision is issued.

If the Mayor does not veto a resolution to amend, the budget is considered adopted in accordance with the relevant regulations under the Act. If the Mayor vetoes the amendment, Council has 15 days to override the veto on a two-thirds (i.e. 8 Members of Council) vote, including the Mayor.

Unlike processes in previous years, a final vote on the budget is not required. The budget is deemed adopted once the process is complete following any proposed amendments, vetoes, or override of such vetoes.

Should the Mayor not present the budget by February 1, then Council shall prepare and adopt the budget for the municipality.

5.1 2024 Budget Timing

At its meeting of September 25, 2023, Council considered Report CNCL-23-92 concerning an Overview of the Strong Mayor Powers Legislation. Section 5.8 of the Report addressed the powers and duties regarding the budget and provided options for Council regarding the timelines for completion of the 2024 Budget. The following recommendation was adopted by Council:

“That pursuant to CNCL-23-92 dated September 13, 2023, concerning Overview of Strong Mayor Powers Legislation:

1. That Council reduce the time period as set out in subsection 7(3) of O. Reg 530/22 to pass a resolution making an amendment to the proposed budget from 30 days to 21 days; and,
2. That a Council meeting be held on December 1, 2023 for the proposing of amendments to the budget; and,
3. That subject to the Mayor reducing the time period as set out in subsection 7(6) of O. Reg 530/22 to veto a resolution passed by Council under subsection (3) from 10 days to 5 days, Council reduce the time period as set out in subsection 7(10) of O. Reg 530/22 to override the head of Council's veto of an amendment to the proposed budget from 15 days to 9 days; and,
4. That should Council have any proposed resolutions to override any budget items vetoed by the Mayor, that a meeting be held on December 15, 2023.”

5.2 2025 Budget Timetable

As noted, the Mayor has already provided direction to staff for the budget to be presented to Council on Friday, November 1, 2024. Using this date as a starting point for the process, three timeline options are outlined below for Council's consideration.

5.2.1 Option 1 –Align the 2025 Budget Timetable with the Schedule adopted for the 2024 Budget Process

Aligning the 2025 Budget Timetable with the reduced timeframes adopted by Council for the 2024 Budget would set out the following dates:

Date	Action
November 1, 2024	Mayor's Budget Delivery to Council
November 8, 2024	Council Meeting to hear Delegations on the Budget
November 22, 2024	Final date for a Council Meeting for Council to propose budget amendments
November 27, 2024	Mayor reduces his timelines to veto any amendments from 10 days to 5 days
December 6, 2024	Final date for a Council meeting to attempt to overturn any of the Mayor's vetoes, if necessary

Following the timetable above would have the 2025 Budget deemed adopted no later than December 6, 2024.

Should Council wish to select Option 1, the following motion should be passed:

"That pursuant to CNCL-24-23 dated March 20, 2024, concerning the 2025 budget timetable and engagement opportunities:

1. That Council reduce the time period as set out in subsection 7(3) of O. Reg. 530/22 to pass a resolution making an amendment to the proposed budget from 30 days to 20 days; and,
2. That Council provide direction on the date(s) for proposing amendments to the budget; and,
3. That Council reduce the time period as set out in subsection 7(10) of O. Reg. 530/22 to override the head of Council's veto of an amendment to the proposed budget from 15 days to 9 days.
4. That Council approve the public engagement opportunities as set out in Section 5.3 of this report."

5.2.2 Option 2 – Maintain the Timelines as Generally set out in Legislation

Council could choose to maintain the timelines set out in the legislation; however, it is important to note that 30 days after November 1 falls on Monday, December 2, which is the date for the regularly scheduled Corporate and Finance and Economic and Development Services Committee meetings. Council cannot lengthen the timelines provided in the regulation; therefore, to hold a Budget meeting on Monday, December 2 it must move the Standing Committee meetings to Friday, December 6, as there are Regional Committee meetings scheduled on December 3, 4 and 5. Council would need to reconsider its decision of November 15, 2022 regarding Part 4 of CNCL-22-69 concerning the Council and Standing Committee Meeting Schedules. This Option requires reconsideration by 2/3 of Council.

Further, Council would still need to reduce their legislative timelines related to overturning any vetos from 15 days to 13 days, as the fifteenth day would fall on Sunday, December 22.

Date	Action
November 1, 2024	Mayor's Budget Delivery to Council
November 8, 2024	Council Meeting to hear Delegations on the Budget
December 2, 2024	Final date for a Council Meeting for Council to propose budget amendments
December 7, 2024	Mayor reduces his timelines to veto any amendments from 10 days to 5 days
December 20, 2024	Final date for a Council meeting to attempt to overturn any of the Mayor's vetoes, if necessary

Should Council wish to select Option 2, the following motion should be passed:

“That pursuant to CNCL-24-23 dated March 20, 2024, concerning the 2025 Budget timetable and engagement opportunities:

1. That Council reconsider its decision of November 15, 2022 regarding Part 4 of CNCL-22-69 concerning the Council and Standing Committee Meeting Schedules; and,
2. That the 2024 meeting schedule be amended to move the Corporate and Finance Committee and Economic and Development Services Committee meetings from Monday, December 2 to Friday, December 6, 2024; and,
3. That Council reduce their legislative timelines related to attempting to overturn any vetos the Mayor may have made from 15 days to 13 days in order to meet on Friday, December 20, 2024; and,

4. That Council approve the public engagement opportunities as set out in Section 5.3 of this report.”

5.2.3 Option 3 – Maintain the Standing Committee Meeting Schedule by Reducing Proposed Amendment Period

Instead of amending the Standing Committee meeting schedule for December 2, 2024, Council could choose to shorten its time period to consider amendments to the proposed budget to the Friday prior, ending that time period on November 29, 2024.

Date	Action
November 1, 2024	Mayor’s Budget Delivery to Council
November 8, 2024	Council Meeting to hear Delegations on the Budget
November 29, 2024	Final date for a Council Meeting for Council to propose budget amendments
December 5, 2024	Mayor reduces his timelines to veto any amendments from 10 days to 6 days
December 20, 2024	Final date for a Council meeting to attempt to overturn any of the Mayor’s vetoes, if necessary

Should Council wish to selection Option 3, the following motion should be passed:

“That pursuant to CNCL-24-23 dated March 20, 2024, concerning the 2025 Budget timetable and engagement opportunities:

1. That Council reduce the time period as set out in subsection 7(3) of O. Reg. 530/22 to pass a resolution making an amendment to the proposed budget from 30 days to 27 days; and,
2. That Council approve the public engagement opportunities as set out in Section 5.3 of this report.”

5.3 Budget Engagement Opportunities

In the preparation of the 2025 proposed budget, the following public engagement opportunities are proposed. In addition to the special Meeting of Council scheduled for November 8, 2024 to hear delegations related to the proposed budget, it is recommended that the same online tools used in the past two Budget Public Engagements be used as they help gather feedback as well as provide an educational component. Alternate formats to complete the tools would be available through Service Oshawa.

In addition to the November 8, 2024 Council meeting to hear delegations on the budget, the following public engagement opportunities are recommended:

1. Taxpayer Receipt (Attachment 2) informs and educates residents and property owners as to what their tax dollars buy in a receipt format. This tool would continue to be available year-round as an educational tool.
2. Budget Simulator (Attachment 3) allows residents and property owners to share their budget priorities by increasing and/or decreasing City program and service spending and revenue. Starting values would be based on the 2024 City Budget. This tool would be available for public engagement for a four-week period in spring 2024 and will overlap with the Wednesday, May 1 Shape Oshawa Open House.
3. Connect Oshawa would host links to the two above online tools as well as a Question and Answer forum where residents and property owners can ask questions about the City budget and budget process. The launch of the Connect Oshawa project page would coincide with the launch of the Budget Simulator.
4. "Help Shape Oshawa" Open House takes place on May 1, 2024. Building on the success of the first Help Shape Oshawa event last fall, staff are returning to the Oshawa Centre on Wednesday, May 1 to promote City programs and services and engagement opportunities. The Budget Simulator would be available for completion online and on paper at the event.

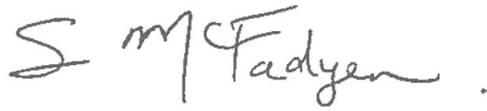
To continue public education and encourage feedback on the City Budget, City staff will promote the 2025 Budget public engagement opportunities using a variety of communication methods.

6.0 Financial Implications

The estimated cost for 2025 Budget Public Engagement and communications would be approximately \$25,000, with costs funded from the 2024 Operating Budget.

7.0 Relationship to the Oshawa Strategic Plan

The preparation and adoption of the budget and public engagement opportunities supports the Oshawa Strategic Plan goals of Accountable Leadership and Economic Prosperity and Financial Stewardship.



Shannon McFadyen, Director, Corporate Communications
Office of the C.A.O.



Mary Medeiros, Director, Legislative Services/City Clerk
Office of the C.A.O.

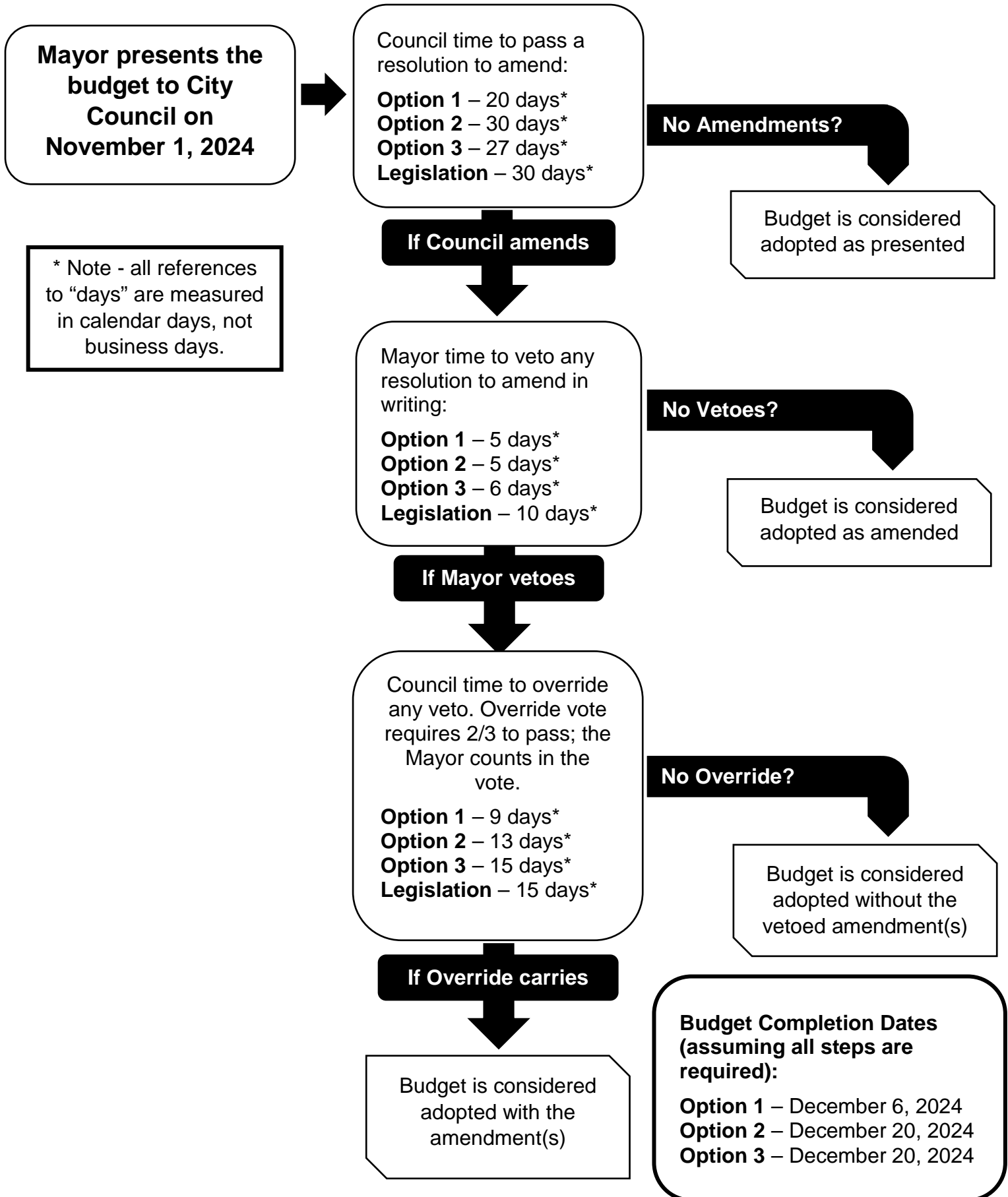


Stephanie Sinnott, Commissioner,
Corporate and Finance Services Department



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Budget Timeline Options Flow Chart



Taxpayer Receipt

Image is a screenshot of the 2023 Taxpayer Receipt generated with Oshawa's average assessed property value (\$356,000).

Your 2023 City of Oshawa Residential Property Tax Receipt	
External Agencies, Advisory Committees & Grants	\$18,000
External Agencies i	\$15,000
Advisory Committees i	\$0
Grants i	\$1,000
Tribute Communities Centre i	\$0
Oshawa Executive Airport i	\$0
Fire Services	\$40,000
Fire Support Services & Administration i	\$7,000
Fire Suppression i	\$33,000
Governance & Administration	\$57,000
Animal Services, Crossing Guards, Parking & Traffic i	\$9,000
Clerks, Communications & Service Oshawa i	\$6,000
Corporate Expenditures i	\$15,000
Council i	\$1,000
Culture, Events, Business & Economic Development i	\$2,000
Finance, Human Resources, Information Technology & Legal i	\$21,000
Municipal Law Enforcement	\$7,000
By-law Enforcement & Licensing i	\$4,000
Security i	\$2,000
Parks, Waste & Maintenance	\$37,000
Parks, Forestry, Playgrounds, Splash Pads i	\$13,000
Waste Collection i	\$6,000
Winter Control & Snow Operations i	\$10,000
Roads & Sidewalk Maintenance i	\$7,000
Infrastructure Services	\$19,000
Planning & Building Services i	\$6,000
Engineering & Construction i	\$5,000
Facilities Management Services i	\$7,000
Recreation Services	\$15,000
Recreation Programs i	\$4,000
Recreation Facility Maintenance i	\$10,000
Reserve & Capital Contributions	\$14,000
Reserve & Capital Contributions i	\$14,000
Total: i \$2,113,000	
<p>-----</p> <p>This residential property tax receipt represents only the City's portion of property taxes collected. The City also collects property taxes on behalf of the Regional Municipality of Durham and the Province for local school boards.</p> <p>Learn more about the City Budget.</p>	

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Budget Simulator

2024 Budget Engagement

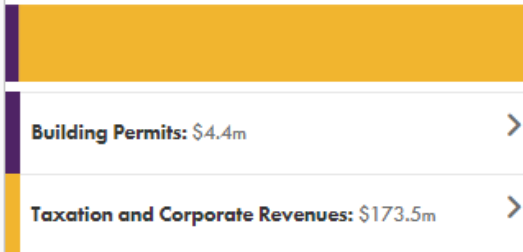
You are balanced.



Where the Money Goes



Revenue



Spending

- External Agencies, Advisory Committees & Grants: \$15.4m >
- Fire Services: \$34.2m >
- Governance & Administration: \$48.5m >
- Municipal Law Enforcement: \$6.2m >
- Parks, Waste & Maintenance: \$31.9m >
- Infrastructure Services: \$17.1m >
- Recreation Services: \$12.7m >
- Reserve & Capital Contributions: \$11.8m v

Reserve & Capital Contributions: \$11.8m ⓘ
Would you maintain, increase or decrease funding for Reserve & Capital Contributions?

- Increase by 5% +\$591,300
- Increase by 2.5% +\$295,650
- Maintain
- Decrease by 2.5% -\$295,650
- Decrease by 5% -\$591,300

\$11.8m
\$0
\$11.8m

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Your Great Idea >

Submit

Reset all to start over

The City is part of a two-tier government, and as a result collects property taxes on behalf of not only the City, but also the Regional Municipality of Durham and the Province for local school boards. For every dollar collected in 2023, the City kept only 41 cents; approximately 44 cents were allocated to the Region and 15 cents were sent the Province for to local school boards.

For more information and to stay up-to-date on the 2024 City Budget process, visit the [Budget webpage](#) and follow [#OshBudget](#) on Twitter.