



Regular Council Meeting

To:	Mayor and Council
Date:	June 23, 2025
From:	Kimberley Pope, Finance Department Cindy Page, Clerks Department
Report Number:	Finance 2025-07
Subject:	2026 Capital and Operating Budget Timetable & 2026 Council Meeting Schedule

Recommendations:

1. That Council approves the 2026 Capital and Operating Budget Timetable; and
2. That Council approves the 2026 Council Meeting Schedule; and
3. That Council approves the amendment to the 2025 Council Meeting Schedule to add the Special Budget Meeting for Thursday, December 11, 2025, starting at 9:00 a.m.

Overview:

As per the Ontario Municipal Act, O.Reg. 290/01 "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."

The 2026 budget timetable provides for two draft presentations to Council, for review and discussion commencing on December 4, 2025, with the 2nd draft available for public comment on January 15, 2026 @ 5:00 p.m. The Final Budget for Council approval has been scheduled for February 2, 2026, during the Regular Council meeting.

As per Purchasing By-law No. 2024-54, section 13.3, "prior to the approval of the current budget a department may incur normal operating expenditures (up to 50% of the previous years' operating budget) and normal roads network capital expenditures (up to 75% of the Asset Management Plan annual funding required for sustainability plus annual indexing) and expenses for capital projects carried forward from the previous year. Annual licensing, membership and insurance renewals may incur normal operating expenditures up to 100% of the previous year's operating budget."

The annual budget utilizes the Consumer Price Index (CPI) for Grid Indexing as per section 12.1.3 of the Personnel Policy By-law No. 2015-65. The 2026 Budget will use the Consumer Price Index for the 12 months to August: on the September notice from Statistics Canada.

The Municipal Budget is a powerful management tool that assists staff and Council to define levels of municipal services and identify how revenues are to fund expenditures. Budgeting involves a process of prioritizing projects, estimating costs, programs and service levels considering limited financial resources.

Budgeting contains three key elements: planning, co-ordination and control.

1. Planning is the development of broad statements of your municipality's needs and what it hopes to accomplish for several years ahead. This is defined as thinking strategically, clarifying the challenges facing the municipality and setting priorities.
2. Co-ordination is the inclusion of staff expertise in combination with financial budgeting assistance to evaluate departmental budgets to produce the Operating and Capital budgets for Council's review and consideration.
3. Control is the internal audit regulation and reporting which indicate the actual expenditures and revenues and their adherence to the budget. Once adopted, the budget serves multiple purposes such as a municipal policy document, an operations guide, a financial plan and a communications tool.

The Township is continually reviewing opportunities to reduce expenditures and revenue losses, maintaining our current service levels while achieving expenditure savings, growth opportunities and other measures to mitigate a tax rate increase.

The purpose of this report is to provide a reasonable timetable of the 2026 budget process for Council's approval.

Financial Impact:

There is no financial impact at this time.

Attachments:

1. 2026 Budget Timetable
2. 2026 Council Meeting Schedule
3. 2025 Council Meeting Schedule

Respectfully Submitted by,

Reviewed by,

Kimberley Pope
Director of Finance/Treasurer

Yvette Hurley
Chief Administrative Officer

Cindy Page
Clerk

2026 Budget Timetable

Action	Deadlines
<p>Capital Budget Forecast & Template: Finance to provide 10 year Capital Plan and templates to Management for completion.</p> <p>Operating Budget Report & Working Papers: Finance to provide Operating Budget working papers to Management, Library Board and BIA for completion.</p>	August 15, 2025
<p>Completed 2026 Capital Budget & updated 10 year Capital Plan: The Budget and 10 year updated Capital Plan to be submitted to the Director of Finance, from each Manager, by the deadline. This shall include consideration of Master Plans, Studies, Development Charges, Policies, Current Asset Replacement Policy, By-Laws and the Asset Management Plan.</p> <p>Completed 2026 Operating Budget & worksheets: Budget to be submitted to the Director of Finance, from each Manager, by the deadline. The Operating budget includes both the Budget Report containing proposed budget values and working papers which are to be forwarded to Director of Finance by each Manager by the deadline. The working papers include details of contracted services, vehicle maintenance, staffing compliments, employee training/conferences, etc.</p>	September 15, 2025
<p>CAO & Director of Finance Internal Review of Capital and Operating Budgets submitted by: Management, Library Board and BIA. (Meetings will be scheduled upon request and/or if needed for further information/clarification)</p>	October 6, 2025 to October 17, 2025
<p>CAO, Director of Finance review with Mayor the Capital and Operating Budgets Meetings may be scheduled if needed for further information/clarification</p>	October 20, 2025 to October 31, 2025

<p>1st Draft - Operating & Capital Budget (estimated) Presentation to Council:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1st Draft Operating, Capital and Water & Wastewater Budgets (estimated costs) presented to Council <input type="checkbox"/> Updated 2026 Tax Rate summary based on estimated Current Value Assessment <input type="checkbox"/> 2026 Tax Rate increase estimate presented to Council and value of investment in Capital and Operating <input type="checkbox"/> Municipal Wage Grid Indexing, CPI index up to September <p>Boards and Committees (1st Draft): Each board must hold at least one public meeting to discuss and approve its proposed budget, with a formal motion, before presenting its budget request to the Council.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Library Board Chair & CEO budget request & presentation <input type="checkbox"/> BIA Chair budget request & presentation <p>All committees must approve the proposed budget, supported by a formal motion, prior to submitting a budget request to Council</p> <ul style="list-style-type: none"> <input type="checkbox"/> Advisory Committee's Chair budget request & presentation 	<p>Special Budget Meeting Thursday December 11, 2025 9:00 a.m. – 3:00 p.m.</p>
<p>Meetings with CAO & Director of Finance: Council members may schedule a meeting for further clarification/review with the CAO & Director of Finance, upon request.</p>	<p>December 8, 2025 to December 12, 2025</p>
<p>2nd Draft - Operating & Capital Budget Presentation to Council:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review of 2nd Draft Operating, Capital and Water & Wastewater Budgets, containing amendments from 1st draft budgets if applicable. <input type="checkbox"/> Evaluate affordability, service levels and needs <p>2026 Tax Rate Summary:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Updated 2026 Tax Rate Summary based on MPAC released Total Current Value Assessment data (Dec. 9, 2025). <p>Boards and Committees (2nd Draft):</p> <ul style="list-style-type: none"> <input type="checkbox"/> 2nd Draft budget request & presentation, if requested <p>The public are welcome to comment, in person, at the 5:00pm evening budget meeting.</p>	<p>Special Budget Meeting Thursday January 15, 2026 1:00 p.m. – 3:00 p.m.</p> <p>and</p> <p>Special Budget Meeting (for Public Comment) Thursday January 15, 2026 @ 5:00 p.m.</p>
<p>Final Operating & Capital Budget Meeting:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Presentation and approval of the Municipal Operating and Capital Budgets and the Water & Wastewater Operating and Capital Budgets 	<p>Regular Council Meeting (Final Budget Approval) Monday February 2, 2026 @ 1:00 p.m.</p>
<p>1st Draft (2027) - Operating & Capital Budgets</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1st Draft Budgets (estimated costs) presented to Council <input type="checkbox"/> BIA Chair, Library Board Chair & EDO and committee budget requests & presentations to Council 	<p>Special Budget Meeting Thursday December 17, 2026 9:00 a.m. – 3:00 p.m.</p>

Township of Cavan Monaghan 2026 Council Meeting Schedule

Thursday, January 15, 2026	1:00 p.m. – Special Budget Meeting
Thursday, January 15, 2026	5:00 p.m. – Special Budget Meeting – Public
Monday, February 2, 2026	1:00 p.m. – Regular Council Meeting – Final Budget
Tuesday, February 17, 2026	1:00 p.m. – Regular Council Meeting
Monday, March 2, 2026	1:00 p.m. – Regular Council Meeting
Monday, March 16, 2026	1:00 p.m. – Regular Council Meeting
Tuesday, April 7, 2026	1:00 p.m. – Regular Council Meeting
Monday, April 20, 2026	1:00 p.m. – Regular Council Meeting
Monday, May 4, 2026	1:00 p.m. – Regular Council Meeting
Tuesday, May 19, 2026	1:00 p.m. – Regular Council Meeting
Monday, June 1, 2026	1:00 p.m. – Regular Council Meeting
Monday, June 22, 2026	1:00 p.m. – Regular Council Meeting
Monday , August 10, 2026	1:00 p.m. – Regular Council Meeting
Tuesday, September 8, 2026	1:00 p.m. – Regular Council Meeting
Monday, September 21, 2026	1:00 p.m. – Regular Council Meeting
Monday, October 5, 2026	1:00 p.m. – Regular Council Meeting
Monday, November 2, 2026	1:00 p.m. – Regular Council Meeting
Monday, November 16, 2026	7:00 p.m. – Inaugural Meeting
Monday, November 23, 2026	1:00 p.m. – Council Orientation
Monday, December 7, 2026	1:00 p.m. – Regular Council Meeting
Thursday, December 10, 2026	9:00 a.m. – Roads and Facilities Tour
Thursday, December 17, 2026	9:00 a.m. – Special Budget Meeting
Monday, December 21, 2026	1:00 p.m. – Regular Council Meeting

Township of Cavan Monaghan 2025 Council Meeting Schedule

Thursday, January 9, 2025
Thursday, January 9, 2025

1:00 p.m. – Special Budget Meeting
5:00 p.m. – Special Budget Meeting – Public

Monday, January 27, 2025

1:00 p.m. – Regular Council Meeting – Final Budget

Monday, February 3, 2025

1:00 p.m. – Regular Council Meeting

Tuesday, February 18, 2025

1:00 p.m. – Regular Council Meeting

Monday, March 3, 2025

1:00 p.m. – Regular Council Meeting

Monday, March 17, 2025

1:00 p.m. – Regular Council Meeting

Monday, April 7, 2025

1:00 p.m. – Regular Council Meeting

Tuesday, April 22, 2025

1:00 p.m. – Regular Council Meeting

Monday, May 5, 2025

1:00 p.m. – Regular Council Meeting

Tuesday, May 20, 2025

1:00 p.m. – Regular Council Meeting

Monday, June 2, 2025

1:00 p.m. – Regular Council Meeting

Monday, June 23, 2025

1:00 p.m. – Regular Council Meeting

Monday, August 11, 2025

1:00 p.m. – Regular Council Meeting

Tuesday, September 2, 2025

1:00 p.m. – Regular Council Meeting

Monday, September 15, 2025

1:00 p.m. – Regular Council Meeting

Monday, October 6, 2025

1:00 p.m. – Regular Council Meeting

Monday, October 20, 2025

1:00 p.m. – Regular Council Meeting

Monday, November 3, 2025

1:00 p.m. – Regular Council Meeting

Monday, November 17, 2025

1:00 p.m. – Regular Council Meeting

Monday, December 1, 2025

1:00 p.m. – Regular Council Meeting

Thursday, December 11, 2025

9:00 a.m. – Special Budget Meeting

Monday, December 15, 2025

1:00 p.m. – Regular Council Meeting