



2026 Proposed Budget Internal Working Group

Terms of Reference

1. PURPOSE

The purpose of the 2026 Budget Working Group is to foster collaborative discussion and feedback regarding the structure, content, and presentation of the 2026 Budget and associated materials. This includes the budget presentation, budget workbook, and any supporting visuals or metrics.

2. MANDATE

The Working Group is established to:

- Share ideas and provide feedback on the layout, content, and design of the 2026 Budget presentation and workbook.
- Recommend improvements to the way financial information, key metrics, and trends are communicated to Council and the public.
- Support the development of a user-friendly, informative, and visually effective budget document.

3. MEMBERSHIP/VOTING

The Task Force will be comprised three (3) members of Council who are appointed by Council.

Voting Members:

- Three members of Council
 - Administration, Corporate & Financial Services Chair (Chair)
 - Councillor
 - Councillor
- Non-Voting Members:
 - Chief Administrative Officer as ex-officio
 - Director of Corporate & Financial Services
 - Deputy Treasurer/Manager of Accounting and Budgets
 - Budget Analyst (scribe)

Note: The Working Group will not vote on matters related to the budget itself, but will make consensus-based recommendations on format and presentation.



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4. QUORUM

Quorum for the Working Group, per the standards of the *Municipal Act, 2001*, is two (2) voting members, regardless of the number of members in attendance.

5. REMUNERATION

No compensation shall be provided for participation in the Working Group.

6. MEETING SCHEDULE AND PROCEDURES

- The Working Group will meet up to six (6) times between March and September 2025, or at the call of the Chair, to align with the 2026 budget development schedule.
- Meetings may be held in person or virtually, as determined by the Chair.
- Agenda items will be set by the Chair in consultation with staff.
- The Budget Analyst will serve as the scribe and will distribute minutes where required, to all Working Group members. Approved minutes will be shared with Council in accordance with Town practice and where appropriate.

7. TERM

The Term of the Working Group shall be from January 1, 2025 to December 31, 2025, unless extended by a resolution of Council.