



Staff Report: DR-2026-06-10-DB
Subject: 2026 Draft Budget
Prepared by: Britney MacKay, Deputy Clerk-Treasurer and
Sara Dinsdale, CAO/Clerk-Treasurer

Meeting Date: June 10, 2026
Regular Council Meeting

Purpose:

To present Council with an overview of the 2026 Draft Budget, including key changes in revenues, operating expenses, capital projects, reserve transfers, and taxation impacts.

Budget Overview:

Revenues

- The Township received the unconditional OMPF allocation, which increased by \$44,900 (from \$330,700 in 2025).
- The Township received the NOHFC Grant to support wages for the Deputy Clerk-Treasurer position through the internship program.
- The Hilton Union Fire Department received the Fire Prevention Grant of \$16,000.00 to fund the purchase of turnout gear.
- The Fire Department contribution amount of \$44,989.09 remains subject to the approval by the Fire Board and both respective Councils. This amount includes an increase from \$10,000 to \$20,000 to the pumper reserve funds from each township, as recommended by the Fire Chief.
- The OCIF allocation increased by \$25,000 (from \$100,000 in 2025). On January 14, 2026, Council approved \$27,700 of this funding to be allocated toward completion of the Township's Asset Management Plan update by PSD Citywide, with the remaining balance of \$97,300 to be deferred for future roads projects.
- The NORDS grant program remains available. The 2026 budget includes the transfer of the remaining December 2025 interest earnings of \$75.32 to the general account, as well as \$63,596.96 received through the renewal of the NORDS program. These funds will be deferred and held for future eligible projects.
- The Pothole Prevention and Repair Program (PPRP) grant was received in 2026 in the amount of \$38,000 to reimburse eligible 2025 pothole repair costs.
- CCBF funding of \$12,000 will support gravel application on Richmond Bay Road and calcium chloride application on the P Line.
- Building permit revenue has increased following a 6% fee increase approved through By-law No. 1489-26; Fees and Charges By-Law.
- Interest revenue is projected to decrease due to the use of OCIF and CCBF in 2025, along with the depletion of NORDS reserves, resulting in fewer funds generating interest in 2026.



Operating Expenses

General Government

- Council honoraria - estimated based on 12 regular meetings, 6 special meetings, 4 miscellaneous, and 4 fire board meetings.
- Human resources - 2025 included council training and Pay Equity Evaluation contracted services. 2026 is estimated at \$1,000 to accommodate consultation services regarding employment matters.
- Admin salaries – decreased as no pay equity payouts are anticipated in 2026.
- Admin WSIB – increased for 2026 due to a credit received and applied in 2025.
- Misc. expenses - BDO recommended that Human Rights Settlement be allocated in 2025 since the claim was filed in 2025.
- Tech support – increased in 2025 due to increase in fees, multiple technical issues with computers, internet and meeting streaming.
- Postage – increased to accommodate bulk postage and to account for registered mail postage.
- Office building maintenance – 2025 includes security, electrical updates/installation of exterior lighting and cleaning contracts. 2026 includes security, cleaning contract and supplies to repair and paint office interior and council chambers & replace damaged countertops and flooring.
- Computer equipment/software – tax runs, cemetery software for 2026 (previously in subscriptions), monthly fees and required equipment update for WIFI (quoted \$330.72).
- Subscriptions & dues – 2025 budgeted to include cemetery software and other subscriptions & memberships; however, the cemetery software was previously allocated to computer equipment/software. 2026 budget includes just subscriptions and memberships.
- Administration training – 3 MAP courses, ½ cost of AMCTO zone meeting in September for election/council orientation training Council approved attendance to the AMCTO conference in Sudbury for May 2026 through Resolution No. 2025-253; however, staff determined that attendance was not necessary. The September Zone Fall meeting is expected to provide more relevant and beneficial training opportunities in preparation for the 2026 municipal election and new Council orientation.
- Audit fees – decreased due to utilizing the BDO portal eliminating the need for BDO to attend in person at the office.
- Election – election year. Includes same budget amount of \$3,500 as in the previous election, and includes online and in-person election training in Sudbury and half the cost for Election/Council Orientation training in Killarney at Zone meeting
- Legal Fees - 2025 included costs for zoning, cemetery affidavits, by-law enforcement & HR matters. 2026 not anticipating HR matters, however, cemetery, by-law and zoning matters are ongoing.



- TCA implementation – Asset Management Plan updating will be partially funded by OCIF as noted in revenue.
- Telephone – costs increased for landline and roads cellphone by suppliers.

Protection Persons & Property

- Fire WSIB - no credit amount for 2026.
- Truck repairs and maintenance – cost of safeties have increased.
- Compressor maintenance – actual, received 2026 invoice from Jocelyn Township.
- Turnout gear – funded by the 2026 Fire Protection Grant, with one new set for new volunteer.
- Hydrant maintenance – 2025 invoice lower than previous years.
- Policing – actual, 2026 annual billing statement received.
- By-law enforcement materials & supplies - 2025 paid for portion of laptop.
- Building inspector wages, EI, WSIB, EHT – added to budget for new CBO hired as employee, lower contracted building inspections due to Tulloch contract termination date of April 30.
- Emergency measures-advertising - 2025 purchased brochures and posters funded by Emergency Preparedness grant.
- Emergency Management – 2026 Phoenix Emergency Management invoice already received

Roads Operating

For budget presentation purposes, the Roads Department will no longer be reported by paved, unpaved, and winter control categories. These costs will continue to be allocated and reported in accordance with the Financial Information Return (FIR) requirements through internal accounting methods.

- Roads WSIB – increased for 2026 due to a credit received and applied in 2025.
- Truck Maintenance – 2025 included new blades, truck & sander repairs and truck safety.
- Tractor Maintenance – 2026 includes additional cost for John Deere tractor hydraulic change and flail blade.
- Signs and posts – decreased, 2025 additional costs were for highway sign permits. Need to purchase construction/maintenance signs in 2026.
- Hard top patching – increased for patching with no surface treatment being done in 2026.
- Memberships – no EARSA membership for 2026, received credit in amount of \$136 for previous membership fees.
- Equipment rental – rental of excavator for Canoe Point Road repairs.
- Utilities – increased to accommodate propane and electricity cost increases.
- Grader maintenance – increased to purchase 2 new tires. Funded with Pothole Prevention grant funding received under revenue.
- Calcium chloride – purchasing liquid calcium in 2026 rather than flake.



- Sand – increased due to price increase for salt.

Environmental Services

- 2025 invoices showed a decrease.
- Special waste disposal cost in 2025 was for removal of abandoned trailer on Q&R.

Recreational & Cultural

✂ Parks maintenance/services – one budget shows an increase to accommodate tetherball supplies and installation by a licensed contractor to meet Canada Safety Requirements at \$1,720.00, the inspection of playground equipment at Twin Lakes and Big Point Park at \$1000, inspection of existing earth pit privy at Big Point \$1,500, labour to prep earth pit privy for new outhouse \$2,000, and the Playground Equipment Safety Course \$1,500. All to be transferred from the Parks Reserve Funds.

Capital Assets

Purchase of a new roads department pickup truck and galvanized dump trailer to be used for the application of emulsified tar. Funded through the Roads Equipment Reserve fund.

Purchase of replacement laptops for expired units purchased in 2021. Funded through the COVID Fund.

Purchase of one wheelchair-accessible outhouse for placement at Big Point Park, based on quotes received from a local provider in the amount of \$3,500 each plus delivery.

Reserve Transfers

From Reserves

Cemetery Care & Maintenance – 2025 transferred \$7,112.44 to cover wages, topsoil, and tree removal contract. 2026 transfer of \$7,000 for wages and materials.

Roads Equipment - \$78,170.91 for the purchase of pickup truck and galvanized dump trailer. Additional roads reserve transfer of \$14,214.85 for reversible plow that was ordered in January as per Resolution No. 2026-04.

To Reserves

Succession planning - transfer of \$2,000 is proposed to begin replenishing the succession planning fund for the future.



A transfer of \$6,000 is proposed to establish a reserve fund for future Asset Management Plan updates, which are estimated to cost approximately \$30,000 every five (5) years.

Tax Levy

The province continued the freeze on any reassessments by MPAC. However, the Township experienced a modest increase in assessment growth due to new construction and building assessments. As outlined in the OPTA worksheet titled “No Increase”, the additional assessment growth generates \$6,872 in new municipal taxation revenue.

The proposed combined municipal tax rate for 2026 is .01110391, represents maintaining the 2026 tax rate at the 2025 level.

Recommendation

THAT Council review the two proposed 2026 Budgets and consider the impact of the Parks related fund transfers from reserves, and provide direction to staff;

AND THAT Council adopt the 2026 Budget with total revenues of \$1,541,358.20.