

Report from Financial Management Services, Director

Date of Report: February 27, 2019

Date of Meeting: March 6, 2019

Report Number: FMS-B009-2019

File: 10.57.33

Subject: Proposed 2019 Budget Standing Committee Schedule

Recommendation

That the Budget Standing Committee (BSC) approve the meeting schedule for the 2019 attached as Appendix 1.

Background

Each year, in the first quarter or early in the second quarter, staff prepare a schedule of meetings for the BSC that will have the City's operating budget before Council for consideration prior to the budget year beginning.

Report

This report contains the 2019 BSC schedule that will have the City's operating budget before Council for consideration prior to the budget year beginning. In addition, as part of the 2019 capital budget approval, Council approved that staff present the annual capital budget to the BSC in the Fall prior to the budget year it relates and the annual operating budget be presented to BSC subsequent to the capital budget approval, starting with the 2020 budgets. The 2019 meeting for the BSC provides the timing for this to occur.

Financial Implications

There are no financial implications of this report.

Relationship to Strategic Plan

This report is administrative in nature and not directly related to the Strategic Plan.

Conclusion

It is recommended that the BSC approve the 2019 meeting schedule as detailed in Appendix 1.

Prepared, Submitted and Approved by:

Kristine Douglas
Director Financial Management Services/City Treasurer

Attachments: Appendix 1 – 2019 Proposed BSC Schedule

**Budget Standing Committee
2019 Schedule**

<u>Date</u>	<u>Event</u>	<u>Time</u>	<u>Agenda</u>
Wednesday, March 6, 2019	Budget Committee Meeting	4:00pm - 6:00pm	-FMS/TES - Presentation of 2019 Water and Wastewater Budget -FMS/TES - W/WW Financial Plan Update -FMS - 2018 Year End Variance and Reserve Report -FMS - 2019 Telephone Town Hall Additional Information Report -FMS - Vacancy Program Revisions
Wednesday, March 27, 2019	Budget Committee Meeting	4:00pm - 6:00pm	-Budget Standing Committee Planning Session
Wednesday, April 24, 2019	Budget Committee Meeting	4:00pm - 6:00pm	-PRCS Report on Recreation Subsidization Rates Framework -Pricing Policy Development -Transit Memo - Update on Cross Town Route Statistics -CSS-IT - Memo interest of ABC's cost-sharing the new IT Security Position
Wednesday, May 22, 2019	Budget Committee Meeting	4:00pm - 6:00pm	-FMS/TES - Strategic Asset Management Policy -FMS - 2020 Budget Guidance -FMS - 2020 Rates and Fees Report
Monday, May 27, 2019	Council	6:30pm -	Tabling of the 2020 Rates and Fees Report
Monday June 10, 2019	Council	6:30pm -	-Presentation of the Strategic Asset Management Policy for Council Consideration
Monday, June 17, 2019	Budget Committee Meeting	4:00pm - 6:00pm	-FMS - Debt Management Strategies -PBS Report - CIP-Façade Grants -FMS - Report on City Owned Land Parcels
Monday, June 24, 2019	Council	6:30pm -	Presentation of the 2020 Rates and Fees to Council for Deliberations
Monday, September 16, 2019	Budget Committee Meeting	4:00pm - 6:00pm	-FMS/TES - 2020 Capital Budget, Program Report and Four Year Forecast -Q2 2019 Variance Reports
Monday, September 23, 2019	Council	6:30pm -	-Tabling of the 2020 Capital Budget, Program Report and Four Year Forecast
Monday, October 7, 2019	Council	6:30pm -	-Presentation of the 2020 Capital Budget and Four Year Forecast for Deliberations

Budget Standing Committee

Wednesday, October 16, 2019	Budget Committee Meeting	4:00pm - 6:00pm	-2020 Operating Budget Presentation - City Expenditures Only -TES - Partnership with NPCA regarding Shoreline Protection Program, Watercourse Rehabilitation Program and Morningstar Mill Rehabilitations
Tuesday October 22, 2019	Budget Open House	6:00pm - 7:00pm Irene Locke Room, KAC	
Wednesday, October 23, 2019	Telephone Town Hall	7:00pm - 8:00pm EOC Room, Fire Station 4	*Budget Members to arrive for 6:00pm, the phone call occurs from 7pm-8pm.
Thursday, October 24, 2019	Budget Open House	6:00pm - 7:00pm Sean Jackson Room, SHA	
Monday, October 28, 2019	Budget Committee Meeting	4:00pm - 6:00pm	-ABCs - Library, Transit, Airport and FOPAC -Further meeting for budget review, staff referral follow-up and discussion.
Wednesday, November 13, 2019	Budget Committee Meeting	4:00pm - 6:00pm	-Telephone Town Hall Results -2020 Non-Tax Revenues & Preliminary Tax Estimates -Further meeting for budget review, staff referral follow-up and discussion
Wednesday, November 20, 2019	Budget Committee Meeting	4:00pm - 6:00pm	-Further Meeting for budget review, staff referral follow-up and discussion -Q3 2019 Variance Report
Monday, November 25, 2019	Budget Committee Meeting	4:00pm - 6:00pm	-Further Meeting for budget review, staff referral follow-up and discussion <i>Final Meeting in order to have 2020 Operating Budget tabled for December 2nd Council with Deliberations at December 16th Council</i>
Monday December 2, 2019	Draft 2020 Budget Tabled at Council	6:30pm -	
Monday December 16, 2019	Budget Night	6:30pm -	
Tuesday, December 17, 2019	Budget Night (if necessary)	6:30pm -	

*2020 Water/Wastewater Budget to be presented in February 2020

BSC MEETINGS

COUNCIL MEETINGS

PUBLIC INPUT