

**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) 2019 meeting schedule, attached as Appendix 1, be approved.

## 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<br>-FMS/TES - W/WW Financial Plan Update<br>-FMS - 2018 Year End Variance and Reserve Report<br>-FMS - 2019 Telephone Town Hall Additional Information Report<br>-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<br>-Transit Memo - Update on Cross Town Route Statistics<br>-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<br>-FMS - 2020 Budget Guidance<br>-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<br>-PBS Report - CIP-Façade Grants<br>-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<br>-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<br>-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<br>Irene Locke Room, KAC    |   |
| Wednesday, October 23, 2019  | Telephone Town Hall                 | 7:00pm - 8:00pm<br>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<br>Sean Jackson Room, SHA   |   |
| Monday, October 28, 2019     | Budget Committee Meeting            | 4:00pm - 6:00pm                             | -ABCs - Library, Transit, Airport and FOPAC<br>-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<br>-2020 Non-Tax Revenues & Preliminary Tax Estimates<br>-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<br>-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<br><b><i>Final Meeting in order to have 2020 Operating Budget tabled for December 2nd Council with Deliberations at December 16th Council</i></b> |
| 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