

**Report from:** Financial Management Services, Director

**Report Date:** February 27, 2020      **Meeting Date:** March 11, 2020

**Report Number:** FMS-B013-2020      **File:** 10.57.33

**Subject:** Report from Budget Engagement Task Force

## Recommendation

That the minutes of the February 20, 2020 Budget Engagement Task Force, attached as Appendix 1, be received; and

That the budget engagement plan, included in Appendix 1, be endorsed; and

That the \$9,050 approved for public engagement in the 2020 Operating Budget be utilized for the Telephone Town Hall; and

That \$6,500 be approved from the Tax Stabilization Reserve to engage a firm to develop polling questions related to budget engagement; and

Further, that the terms of reference for the Budget Engagement Task Force be amended to disband the Task Force on June 1, 2020.

## Summary

This report provides an overview of the proposed budget engagement plan for 2020, which was developed by the Budget Engagement Task Force.

## Background

At its meeting of [September 16, 2019](#), the Budget Standing Committee approved a motion made by Councillor Porter to approve a task force specific to public engagement.

At its meeting of [December 16, 2019](#), City Council approved the following amendment as part of the 2020 Operating Budget deliberations:

That staff be directed to review public engagement and consultation strategies of other municipalities (including City of Ottawa);

That staff also be directed to consult with the public, ensuring we are using the best and most meaningful citizen engagement methods; and

That the money previously used for the Telephone Town Hall be earmarked for public engagement and that staff report back in Q2.

At its meeting of January 22, 2020, the Budget Standing Committee (BSC) approved the recommendations of [Report LCS-B001-2020](#) which approved a terms of reference for the Budget Engagement Task Force (the Task Force) and appointed the BSC Chair, the BSC Vice-Chair, and Councillor Porter to the Task Force.

## **Report**

The Task Force has met twice, on [February 12, 2020](#), and [February 20, 2020](#) (links provided to the meeting minutes), and developed the 2020 budget engagement plan included in Appendix 1.

## **Financial Implications**

The 2020 Operating Budget includes \$9,050 for public engagement which was originally proposed for the Telephone Town Hall. The Task Force has recommended that in 2020 this funding be used for the Telephone Town Hall.

The budget engagement plan proposed by the Task Force includes hiring a firm to develop questions related to budget that can be used to poll the public. It is anticipated that this will cost \$6,500; the Task Force recommended that this be funded from the Tax Stabilization Reserve.

### **Prepared and Submitted by**

Kristen Sullivan  
Deputy City Clerk

### **Approved by**

Kristine Douglas  
Director of Financial Management Services / City Treasurer

## **Appendices**

1. 2020 Budget Engagement Plan

# Budget Engagement Task Force

## Minutes

Thursday, February 20, 2020

Burgoyne Woods Room (3<sup>rd</sup> floor) City Hall

### Members:

Councillors Lori Littleton, Karrie Porter

### Staff Liaison:

Kristine Douglas, Director of Financial Management Services / City Treasurer

Maggie Riopelle, Manager of Corporate Communications

Kristen Sullivan, Deputy City Clerk

Councillor Mat Siscoe listened into the meeting through conference call.

1. **Call meeting to order**  
Committee Chair Councillor Porter called the meeting to order at 4:36 p.m.
2. **Recognition of Traditional Territories**
3. **Additions / Deletions to the Agenda**  
There were none.
4. **Motion to approve the agenda**  
Moved by: Councillor Littleton  
  
That the agenda for February 20, 2020, be adopted as presented.  
  
CARRIED
5. **Motion to adopt the minutes of the previous meeting**  
Moved by: Councillor Littleton  
  
That the minutes for February 12, 2020, be adopted as presented.  
  
CARRIED
6. **Declarations of Interest**  
There were none declared.
7. **Business**

## 7.1 Business arising from Minutes of February 12, 2020

The Task Force developed the following Engagement Plan for consideration of the Budget Standing Committee:

<b>Tool</b>	<b>Details</b>	<b>How Many</b>	<b>Timing</b>	<b>Resources</b>
Online Videos	<ul style="list-style-type: none"> <li>- Educate the public on budget and related concepts.</li> <li>- Videos can be used in future years (i.e. not specific details from each year)</li> <li>- Increase library of videos to have more in future years</li> </ul>	5-6	Throughout the year	<ul style="list-style-type: none"> <li>- Existing staff time</li> </ul>
Budget Talks	<ul style="list-style-type: none"> <li>- Informal meetings held as part of an existing meeting hosted by a community group</li> <li>- Attended by BSC Chair or Vice-Chair, ward councillors and a small number of staff; others welcome to attend</li> <li>- Meetings must be open to the public and in a facility that meets general accessibility standards</li> <li>- Ward councillors to help identify appropriate group to work with in each ward</li> </ul>	6 (1 per ward)	May / early June	<ul style="list-style-type: none"> <li>- Existing staff time</li> <li>- Some printing / material costs</li> </ul>
Develop Polling Questions	<ul style="list-style-type: none"> <li>- RFP / Quote to engage a polling firm to develop questions that can be used each year regarding the budget</li> <li>- Questions could be used on EngageSTC and through Telephone Town Hall</li> </ul>	N/A	April – June	<ul style="list-style-type: none"> <li>- To be determined</li> <li>- Recommended to be funded from Tax Stabilization Reserve</li> </ul>
EngageSTC	<ul style="list-style-type: none"> <li>- To be used to provide same information provided through Budget Talks, Telephone Town Hall, and Open House</li> </ul>	Ongoing	Ongoing	<ul style="list-style-type: none"> <li>- Existing staff time</li> </ul>
Telephone Town Hall	<ul style="list-style-type: none"> <li>- Does not need to be limited to budget</li> <li>- Provide an opportunity for people to submit questions ahead of time (similar to AskSendzik show)</li> </ul>	1	Late October (after draft Operating Budget released)	<ul style="list-style-type: none"> <li>- \$9,050 approved in 2020 Operating Budget</li> </ul>
Open House	<ul style="list-style-type: none"> <li>- Same format as previous years, but one fewer open house</li> </ul>	1	Late October (after draft Operating Budget released)	<ul style="list-style-type: none"> <li>- Existing staff time</li> <li>- Some printing / material costs</li> </ul>

## 7.2 Next steps

The Task Force will meet again following approval of the Engagement Plan to further develop details for the Budget Talk meetings.

8. **Date of next meeting**  
To be determined
9. **The meeting adjourned at 5:30 p.m.**