



Staff Report

Finance and IT Services

Report To: Committee of the Whole
Meeting Date: September 16, 2019
Report Number: FAF.19.146
Subject: 2020 Revised Budget Timelines
Prepared by: Ruth Prince, Director of Finance and IT Services

A. Recommendations

THAT Council receive Staff Report FAF.19.146, entitled “2020 Revised Budget Timelines”;

AND THAT Council endorse the Finance and IT Department and the Administration Department to complete zero based budgeting for the 2020 Budget that includes a budget at the current level of service;

AND THAT Council approve the revised 2020 Budget Timelines.

B. Overview

This report provides Council with updated information and a revised timeline for the 2020 Budget process.

C. Background

On June 10, 2019, staff brought forward a staff report to Council outlining the 2020 Budget pressures and timeline, as well as a Council representative to work with staff on public consultation throughout the 2020 Budget process.

D. Analysis

Since the approval of the staff report in June, a number of changes have occurred, and staff are recommending that the budget timeline be revised. The current timeline has Budget Meetings – Committee of the Whole Review the week of December 5th to December 12, 2019.

Staff are recommending that these Budget Meetings – Committee of the Whole Review occur in early 2020, on Wednesday January 29, Thursday January 30, Monday February 3rd and Tuesday February 4th.

The following paragraphs list some of the changes that have occurred since the original Budget Timeline was approved in June and gives further details as to why staff are recommending a revised budget timeline.

Strategic Plan

At the July 3, 2019 Committee of the Whole meeting, Council endorsed the Corporate Strategic Planning process. The timeline as outlined in the staff report indicates that in mid-November, Council would approve the Corporate Strategic Plan. The budget document was originally scheduled to be released in the middle of November. Since the Town's Strategic Plan is a guiding document, the budget should be a reflection of the priorities in the Plan.

Zero-Based Budgeting

The Finance and IT Department and the Administration Department are completing a zero based budget for 2020. One of the tools that staff are currently utilizing is a time tracking system that tracks staffs time on various activities and projects. Staff have been completing detailed time tracking since July; however, additional months of data collection are needed for the required information to be obtained.

This is an important exercise and requires sufficient data in order to ensure a successful conversion to a zero-based budget for the Finance and IT and Administration Departments. This data will allow these two departments to deliver a zero-based budget for 2020 that reflects the same level of service that the Town is currently delivering.

Restructuring

With the restructuring of Departments that occurred in early August, additional staff time will be required for the Director of Operations to review and finalize the department budget for presentation to Council.

Planning and Development Engineering Fees

Staff have recommended that Watson & Associates complete an updated review of the fees related to Planning and Development Engineering. The timeline proposed to receive draft fees would be in December with stakeholder and Public Meetings scheduled for early 2020.

User Fees

During the 2019 Budget process, Council and staff discussed various additional revenue considerations for the 2020 budget such as paid parking. Staff are currently working on investigating some of these initiatives.

Budget Survey

As part of the 2020 Budget process, a survey was made available on the Town's website and hard copies were made available at various Town facilities. Staff and Council should have an opportunity to review all of the comments from the survey. This budget survey will also guide Council and staff as we go through the Strategic Plan process.

Committees of Council

During 2019 various Committees of Council were established. Most of the committees are meeting on a regular basis; however, there a few that are still in the early stages of identifying

the priorities and the resources required for them to be effective. The 2020 budget document will identify the various Committees of Council and the proposed budget.

E. The Blue Mountains Strategic Plan

Goal #4: Promote a Culture of Organizational and Operational Excellence
Objective #4: To Be a Financially Responsible Organization

F. Environmental Impacts

N/A

G. Financial Impact

The proposed revised timeline moves Committee of the Whole review of the 2020 Budget from early December 2019 to late January 2020.

H. In consultation with

Sam Dinsmore, Deputy Treasurer, Manager of Accounting and Budgets
Katherine Dabrowa, Budget Analyst
Senior Management Team

I. Public Engagement

The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. Comments regarding this report should be submitted to Ruth Prince at directorfit@thebluemountains.ca.

J. Attached

1. Revised 2020 Budget Timeline

Respectfully Submitted,

Ruth Prince
Director of Finance and IT Services

For more information, please contact:
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2020 Budget Timeline

Task	Due Date
Budget pre-consultation report	June 10, 2019
Operating and Capital data distributed to SMT & SAM	June 15, 2019
All information due back to Finance including, Operating, Capital, 2020 Work Plan, Budget Commentary, and Non-Financial Stats	September 6, 2019
Budget Review meetings with Service Area Manager and Director	October 7 to 11, 2019
Proposed Budget distributed to SMT	October 18, 2019
CAO & Director of FIT to review departmental budgets with Department Heads	October 28 to 31, 2019
Proposed Budget distributed to SAM to review any changes	November 8, 2019
SMT Review of Proposed Budget and Additions	November 12, 2019
Distribution of Proposed Budget to Council, Committee, SMT & SAM	January 10, 2020
Budget Meetings – Committee of the Whole Review	January 29 th and 30 th and February 3 rd and 4 th , 2020
Council Approved Recommendations from COW Budget Meetings	February 24, 2020
Public Meeting Notice on website and local newspapers	February 25, 2020
Draft Budget Released	February 25, 2020
Public Information Centre and Public Meeting	Beginning of March 2020
Staff Report – Follow-up to comments from Public Information Centre and Public Meeting	Mid-March 2020
Budget By-law Approved by Council	End of March 2020