

STAFF REPORT: Finance & IT Services

REPORT TO: Finance & Administration
MEETING DATE: September 21, 2011
REPORT NO.: FIT.11.43
SUBJECT: 2012 Budget Process and Timeline
PREPARED BY: Robert Cummings, CMA
Director of Finance & IT Services

A. Recommendations

THAT Council receive Staff Report FIT.11.43 "2012 Budget Process and Timeline" for information purposes; and,

THAT Council endorse the Committee Service Delivery Review process within the 2012-2014 Budget Process.

B. Background

In the staff report FIT.11.33, "2012 Budget Timeline", staff presented a budget timeline and process for the presentation and discussion of the 2012 Budget. Part of the discussion touched on service delivery review at the Committee level. Town Staff now wants to confirm the process for service delivery review and budget recommendations within the 2012 Budget process.

As per the July 14, 2011 meeting on the 2012 Budget Process, there was much discussion on how the 2012 Budget was to be advanced. Staff is in agreement with presenting their respective budget to their committee along with service delivery considerations. In lieu of the fact that these meetings may take longer than originally expected, Finance Staff have adjusted the timeline to allow for sufficient review.

The **Service Delivery Review** portion of the budget process needs further definition in order for staff to adequately meet the needs of their Committee. Council's committees have had the opportunity to review numerous information reports on the services provided by the Town. As well, there has been good dialogue on the level of service desired and the approximate cost of the level of service options. Finance Staff have tentatively allotted **October 24 to November 18** for each Committee to review their budgets and determine any changes to service levels. These meetings will have to be scheduled and may or may not be part of the regular Committee meeting schedule. It is believed that there will be a number of meetings required to adequately review service levels and determine future services to be provided as part of the 2012-2014 Budget.

Staff recommend that department heads present their 2012-2014 Base Budgets to their respective committees. In addition, staff will present any service delivery changes in the form of a Service Change Report (the former Budget Enhancement Reports) for the Committee's review. Committees will need to make decisions regarding what service changes, if any they wish to recommend to Council.

There is presently a Council meeting scheduled for Monday, November, 28, 2011. This Council meeting would be an excellent opportunity for the Committee Chairs to present their 2012-2014 recommended Budgets to Council.

It is strongly advised that Budget support staff be in attendance at each meeting in order to provide an estimated financial impact of service delivery decisions. This will provide a collaborative approach to the service delivery review.

Finally, the timeline for delivering the 2012 Budget is a critical item in the processing of financial information for the Town. The timeline presented in July has been altered to adjust for service delivery review and budget review by Committee and provide for meeting with Council where each Committee's budget is recommended. Staff's plan is to have an adopted 2012 Budget by January 2012. This will allow for the budget to be in place for the respective fiscal year and allow operations and purchasing sufficient time to plan for their work. The 2012 Budget timeline is attached with a description of the expected work and the time it will be completed.

C. The Blue Mountains' Strategic Plan

Ensuring long-term financial sustainability

D. Environmental Impacts

N/A

E. Financial Impact

Nil

F. Attached

1. 2012 Budget Timeline - Revised

Respectfully submitted,

Robert Cummings, CMA
Director of Finance & IT Services

2012 Budget Timeline

Task	Due Date
Finance & IT Services Staff distribute 2012-2013 Data to SMT & SAM for review and input of 2014 data	July 18, 2011
All information from SMT & SAM pertaining to Capital and Operating Changes provided to Finance & IT Services	August 15, 2011
Capital & Operating Budget Review with SMT & SAM	August 22 to September 9, 2011
Service Delivery Review Considerations	September 15, 2011
Final Draft Budget to Serena for creation of Electronic Budget Document	September 14, 2011
Draft Electronic Budget Document distributed to SMT	September 16, 2011
SMT Review of Draft Budget	September 27 & 28, 2011
Final Draft Budget Documents to Serena for creation of Electronic Budget Document	October 3, 2011
Distribution of Electronic Budget to Council, Committee, SMT & SAM	October 12, 2011
Department Heads present Draft Budget & Service Delivery Review to Respective Committees	October 24 to November 18, 2011
Budget Meeting – Committee of the Whole / Council Meeting	November 28, 2011
Public Meeting Notice on Website and local newspapers	November 28, 2011
Public Information Centre	December 12, 2011
Statutory Public Meeting	December 12, 2011
Budget By-law Enacted by Council	January 9, 2012