

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF OCTOBER 8, 2013

Item 2, Report No. 10, of the Finance and Administration Committee, which was adopted without amendment by the Council of the City of Vaughan on October 8, 2013.

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2014 - 2017 BUDGET MEETINGS SCHEDULE

The Finance and Administration Committee recommends approval of the recommendation contained in the following report of the Acting Commissioner of Finance & City Treasurer, dated September 23, 2013:

Recommendation

The Acting Commissioner of Finance & City Treasurer in consultation with the City Clerk recommend:

1. That the schedule of meetings be modified in accordance with Table 1, "Finance and Administration Committee 2014-2017 Budget & Plan Meeting Dates.

Contribution to Sustainability

Budgeting is the process of allocating limited resources to achieve the City's objectives and established priorities. Responsible budgeting allocates resources in a way that balances current needs without compromising the ability to meet those of the future, or in other words, is financially sustainable.

Economic Impact

There is no economic impact associated with this report. The economic impact of the budget process will be fully determined as a result of Council's deliberations and subsequent decisions regarding the 2014-2017 Budget and Plan.

Communication Plan

Public consultation and input are integral elements to the City's budget process and essential to validate the needs of the community and balance them within available resources. For this reason, all Finance and Administration meetings are open to the public. Community comments and input regarding the budget and plan are received throughout this process and considered in Committee budget deliberations.

In the interest of increasing the community's awareness and participation, staff will partner with the Corporate Communications Department to develop a communications plan, leveraging various communication methods including publication on the City's website, local advertising, e-media, media advisories, etc.

Purpose

The purpose of this report is to set out the timetable for the Finance and Administration Committee budget deliberations, which include evening meeting dates.

Background – Analysis and Options

Developing the City's Budget is a very involved and complex process consisting of several financial elements, multiple community services, and a multi-year horizon. Developing the 2014-2017 budget and plan will require "Tough Choices", as the City faces heightened financial pressure as it undergoes a tremendous transformation fuelled by sustained high growth rates, provincially driven intensification, infrastructure renewal, and many vision based master plans reflecting important community needs and service levels.

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Deliberating the City's budget requires a significant investment in time and the intent of this report is to set out the timetable for budget deliberations consistent with the Council's approved budget guidelines. The City's Draft Budget is well underway and Committee deliberations are anticipated to commence Mid-November. Given the complexity of the budget and in line with past practice, the budget will be rolled out in a series of reports to keep discussions manageable and focused. Based on past experience, approximately six Finance and Administration meetings are required to deliberate on the budget. This year, the first meeting will be held in the evening to facilitate early public input into the process. Some of the "budget building foundation topics" to be discussed during the process are:

1. Operating Budget
 - a. Base Operating Budget
 - b. Additional Resource Requests
 - c. General User Fees & Service Charges
 - d. Infrastructure Funding and Amortization
2. Capital Budget
 - a. New Capital Projects
 - b. Capital Funding and Reserve Continuity

The intent is to present the Draft Budget at the first committee meeting followed by specific topic/interest reports in the remaining sessions. It is expected a number of Committee requested items/communications linked to the evolving budget discussion will be required.

It should be noted, the Water/Wastewater Budget follows a separate process, but it is anticipated to be presented earlier than past years and will move to align with the City's 4 year budget philosophy.

Special Council

In addition to the above section, a Special Council meeting will be scheduled to adopt the budget. This meeting will be advertised in advance and is consistent with the City's public notification by-law in order to provide the public with a final opportunity to comment on the City's Budget.

Council approval is planned for late January to early February and every effort will be made to adhere to this timeline, but issues raised during the budget process could potentially impact on the above schedule. If required, additional dates can be added at the request of the Finance and Administration Committee.

Report Timing

The timing of the discussions will be dependent on the Committee's progress through the various components. To facilitate timely discussion over the series of meetings, staff will endeavour to respond quickly to requests and questions from Committee to keep the process efficient and moving along. However, attention should be drawn to the month of November where meetings occur almost weekly making a following meeting report turnaround very challenging. An attempt to address this issue will be made through item referrals, communication attachments, and/or later meeting responses.

Finance & Administration Committee members were polled on the following additional new dates now recommended to be added to the schedule. January dates are recommended by the Clerk's Office and included in the "2014 Schedule of Meetings" report, placed on the September 24th, 2013 Committee of the Whole Agenda.

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TABLE #1

FINANCE AND ADMINISTRATION COMMITTEE			
2014 - 2017 Budget & Plan Meeting Dates			
1	Tuesday, November 12, 2013	7:00 p.m. – 10:00 p.m.	New
2	Monday, November 18, 2013	9:30 a.m. – 12:00 p.m.	Scheduled
3	Monday, November 25, 2013	7:00 p.m. – 10:00 p.m.	New
4	Monday, December 02, 2013	9:30 a.m. – 12:00 p.m.	Scheduled
5*	Wednesday, January 15, 2014	7:00 p.m. – 10:00 p.m.	2014 Schedule of Meetings
6*	Wednesday, January 29, 2014	9:30 a.m. – 12:00 p.m.	2014 Schedule of Meetings
7	Special Council Meeting (Budget Adoption)	7:00 p.m. – 10:00 p.m.	TBD
<i>Additional Dates Scheduled</i>			
1	Monday, December 16, 2013	9:30 a.m. – 12:00 p.m.	New - IF Required
2*	Monday, January 20, 2014	9:30 a.m. – 12:00 p.m.	2014 Regular Schedule of Meetings

* - 2014 schedule of meetings to be presented at COW - Sept. 24th 2013

Relationship to Vaughan Vision 2020

The Budget Process allocates and approves the resources necessary to continue the City's activities and, implement Council's approved plans in support of the Vaughan Vision 2020 Strategic Plan.

Regional Implications

There are no Regional implications associated with this report.

Conclusion

The Budget Process will take place over the Finance and Administration Committee meeting dates listed in the above table. The schedule is aggressive and achieving the final approval target date is dependent on the extent and nature of the input from the public and the Committee during the budget deliberations.

Attachments

None

Report prepared by:

John Henry, CMA
Acting Commissioner of Finance & City Treasurer
Ext. 8348

2014 - 2017 BUDGET MEETINGS SCHEDULE**Recommendation**

The Acting Commissioner of Finance & City Treasurer in consultation with the City Clerk recommend:

1. That the schedule of meetings be modified in accordance with Table 1, "Finance and Administration Committee 2014-2017 Budget & Plan Meeting Dates.

Contribution to Sustainability

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to deliberate on the budget. This year, the first meeting will be held in the evening to facilitate early public input into the process. Some of the “budget building foundation topics” to be discussed during the process are:

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John Henry, CMA
Acting Commissioner of Finance & City Treasurer
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Respectfully submitted,

John Henry, CMA
Acting Commissioner of Finance & City Treasurer