

## REQUEST FOR DECISION

**DATE:** November 4, 2015

Report No. FIN-15-020

**TO:** Laurie Hurst, Chief Administrative Officer

**FROM:** Ian Irvine, Director of Financial Services

**SUBJECT:**

2016-2020 Financial Plan and Budget Schedule

### **RECOMMENDATION:**

That Council approve the 2016-2020 Financial Plan and Budget Schedule attached to Staff Report FIN-15-020

### **RELEVANT POLICY:**

Financial Plan and Tax Rate Bylaws

### **STRATEGIC RELEVANCE:**

This Request for Decision does not specifically relate to any strategic priorities.

### **BACKGROUND:**

Attached is the 2016 – 2020 Financial Plan and Budget Schedule.

The schedule indicates those events which directly involve Council. These events, consisting of staff and external agency presentations as well as various Council discussions, are denoted with asterisks and have been clearly labelled with a reference to “Council” or “Special Council”.

The Community Charter requires municipalities to undertake a process of public consultation before adopting the Financial Plan. While the public is welcome to provide their input at any time regarding the Financial Plan, the schedule includes four dedicated dates for related public input. These opportunities correlate with the significant milestones in the process consisting of: (i) budget challenges when Council will be asked to communicate their desired level of tax increases; (ii) core presentations when each department will discuss its objectives and challenges for the coming year;

(iii) consideration of the supplemental operating and capital requests submitted by staff; and (iv) review and discussion of initial tax rate scenarios.

## **ISSUES:**

### 1. Rationale for Selected Option

Each year, the Financial Plan and Budget Schedule details the responsibility and timing for completion of various milestones and deliverables within the annual process. This year's schedule has been established similarly to those in previous years and has made attempts to correlate with the tentatively scheduled 2016 Council meetings.

Approval of the preliminary budget schedule would allow staff and Council to adequately prepare for the various meetings, discussions and presentations required to ensure the adoption of the Financial Plan and Tax Rate Bylaw prior to the required May 15 deadline. This approval would also allow staff to arrange the presentations to Council by the Library Board and the Victoria Esquimalt Police Board. As well, with an approved schedule, the dates for four opportunities dedicated to public input into the Financial Plan can be confirmed and communicated.

### 2. Organizational Implications

There are no organizational implications of this decision.

### 3. Financial Implications

There are no financial implications of this decision.

### 4. Sustainability & Environmental Implications

There are no sustainability or environmental implications of this decision.

### 5. Communication & Engagement

Once approved, agenda items to reflect budget discussions, presentations and public input opportunities will be added for each Council meeting noted on the schedule. As well, communication of the public input opportunities will be made on the Township website, through social media and in the newsletter scheduled to be distributed to taxpayers in early 2016.

## **ALTERNATIVES:**

1. That Council approve the 2016-2020 Financial Plan and Budget Schedule attached to Staff Report FIN-15-020.

2. That Council amend and approve the 2016-2020 Financial Plan and Budget Schedule.