

2022/2023 Multi-Year Business Plan and Budget Process – Revised Timeline

ISSUE

With the request by the Governance and Priorities Committee to hold additional Standing Policy Committee on Finance (Finance Committee) Indicative Budget Review meetings, the previously presented timelines for the Multi-Year Business Plan and Budget (MYBB) process have been revised.

BACKGROUND

At its meeting on April 19, 2021, the Governance and Priorities Committee (GPC) received the 2022/2023 Multi-Year Business Plan and Budget Process report, which included an estimated timeline of the key steps for the 2023/2023 MYBB process.

At its meeting on June 21, 2021, when considering a report regarding the 2022/2023 Indicative Budget, GPC resolved, in part:

- “1. That special Budget Review meetings be arranged for SPC Finance to undertake a deeper review of the proposed 2022/23 budget. The purpose of the review would be to explore options to address the property tax pressure residents and businesses are facing in this unprecedented year, while also recognizing the need to maintain quality services and address strategic priorities of City Council. That there also be opportunities for stakeholder engagement as part of this process.”

CURRENT STATUS

The timelines as presented at the April 9, 2021 GPC meeting are being adjusted to consider the additional Finance Committee Indicative Budget Review meeting.

DISCUSSION/ANALYSIS

As stated in the April 19, 2021 report, the process for the 2022/2023 MYBB will be comprised of the same key steps that were undertaken for the previous two-year MYBB process. These key steps are as follows:

1. The Administration will develop the cost to maintain existing services such as expenditure growth, inflation, and revenue estimates. This step is also used for administrative priorities such as correction of base budgets and phase-in of funding plans.
2. The Administration will provide a summary of the information from Step 1 to the Governance and Priorities Committee so that an indicative rate (property tax target) can be set by City Council.

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3. The Administration will use cross-divisional teams to discuss City Council's strategic priorities and develop options to achieve these priorities.
4. The Administration will present a list of Business Plan Options to City Council for prioritization.

An additional Indicative Budget Review meeting is required to establish the indicative rate from Step 2, which will take place in late August or early September. Additional meetings will be schedule if required. The timelines shown in Table 1 assume that any additional meetings will be completed in time for an indicative rate decision to be made at the September 20, 2021 GPC meeting. If there are Indicative Budget Review meetings still ongoing past that time, a further timeline adjustment will be made.

The additional Indicative Budget Review meeting impacted the dates of the review as well as the completion and printing of the budget book, moving them from mid-October to the beginning of November. The release of the MYBB document is now estimated to be November 10, 2021. City Council's Business Plan and Budget Review meeting remains as scheduled on November 29 to December 1, 2021.

Table 1 – Revised Timeline

2021 Date	Activity/Step
Aug. or Sept. (TBD)	Special Budget Review meetings – Standing Policy Committee on Finance
Aug. 23	MYBB revised timelines presented to GPC
Aug. 23	Business Plan and RCE Options presented to GPC
Aug. 24 – Sept. 30	Business Plan Options are prioritized by City Council
Sept. 20	Recommendations from Special Indicative Budget Review meetings presented to GPC
Oct. 18	Business Plan Options prioritized list presented to GPC
Nov. 10	Release of MYBB document
Nov. 29 – Dec. 1	City Council Business Plan and Budget Review

The dates that have changed or new activities are shown in bold.

The additional Indicative Budget Review meeting will allow the Administration to provide information to the Finance Committee that expands details on the items presented in the original Indicative Rate report ([see Item 8.3.1 – Setting the 2022 and 2023 Indicative Budget](#)) and to seek feedback and direction from the Finance Committee members on

areas they would like to explore for changes to the indicative rate. Finance Committee members can request implications of budget reductions from the Administration.

To provide an opportunity for public input, residents and members of the business community can either submit an email or letter prior to the meeting or request to speak during the Indicative Budget Review meeting.

Unless additional meetings are requested to discuss matters further, the Administration anticipates presenting any additional information that has been requested on implications for budget changes to the September 21 GPC meeting where the indicative rate will be set.

COMMUNICATION PLAN

To create awareness for this important public meeting, the date and process on how residents and the business community can register to speak or submit an email or letter will be communicated via news release, social media and the City's website.

OTHER IMPLICATIONS

There are no financial, privacy, legal, social, or environmental implications identified.

NEXT STEPS

The Administration will present various reports related to the MYBB to City Council throughout the year as outlined in Table 1.

REPORT APPROVAL

Written by: Kari Smith, Director of Finance
Reviewed by: Kerry Tarasoff, Chief Financial Officer
Approved by: Lynne Lacroix, Acting City Manager