

Finance and Administration Committee – 2011 BUDGET PROCESS

Recommendation

The Commissioner of Finance/City Treasurer, in consultation with the Commissioner of Legal and Administrative Services & City Solicitor recommend:

That this report be received for information

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 are no economic impacts of this report as written, however the economic impact of the 2011 budget process will be fully determined as a result of Council's debate and decisions regarding the 2011 Operating Budget, 2011 Capital Budget and the 2011 Water/Wastewater Budget.

Communications Plan

Communications is finalizing a communication strategy to ensure that the public is aware of their opportunity to participate in the Finance and Administration Committee's budget deliberations, as well as to participate in the on-line survey. The communication methods will include publication on the City's website, advertising through e-bulletins to 6,600 subscribers, paid adds in local papers, media advisories and meetings posted to the Council agenda page.

Purpose

The purpose of this report is to set out the timetable for the Finance and Administration Committee 2011 budget deliberations and highlight other responsibilities of the Committee.

Background - Analysis and Options

2011 Budget Process

The 2011 Budget process is comprised of several elements. Additional Finance and Administration meetings have been booked over the next eight weeks to provide the Committee with ample opportunity for debate and discussion. As the Committee moves through the budget discussions, any meetings that are not required will be cancelled.

The 2011 Budget deliberations will cover the Operating, Capital and Water/Wastewater budgets and several related items that are linked to the budget discussion. The timing of the discussions will be dependant on the Committee's progress through the various elements.

The budget discussion and deliberations are based upon the following building blocks:

1. 2011 Operating Budget
 - a. Confirmation of 2011 Base Budget
 - b. Review and consideration of individual Additional Resource Requests
2. General User Fees – Discussion and confirmation
3. Planning User Fees – Discussion and confirmation
4. Review of current infrastructure replacement funding and amortization - Discussion
5. 2011 Capital Budget – Discussion and Confirmation

To facilitate these discussions over the series of meetings, staff will endeavor to respond to questions from the public and Committee as quickly as possible to keep the process efficient and moving along.

In addition, staff are undertaking a brief on-line survey to solicit feedback on Vaughan's draft 2011 budget, similar to the on-line conducted for the 2010 budget.

Finance and Administration Committee Scope

On a go-forward basis with the 2011 budget finalized, the Finance and Administration Committee will be considering matters relating to the City's finances, budget, audit function, and corporate administrative matters such as corporate administrative policies. These include:

- Operating and Capital Budgets – Multi Year
- Water/Wastewater Budget and Six Year Statutory Plan
- Internal Audits
- Operational and Process Reviews
- Approval of Annual Audited Financial Statements
- Quarterly Operating and Capital Status Reports
- Financial Master Plan and Long Range Financial Planning
- Human Resource Strategy
- Administrative policies such as Finance, Human Resources, Technology, Purchasing etc.

The above topics that form the scope of the Finance and Administration Committee are those matters which together provide oversight of the City's resources, both financial and human.

Relationship to Vaughan Vision 2020/Strategic Plan

N/A

Regional Implications

There are no Regional implications associated with this report.

Conclusion

The initial priority of the Finance and Administration Committee is to finalize the 2011 budget. Following the approval of the budget, there are other priorities for the Committee to address. These are summarized above.

Attachments

Attachment 1: Finance & Administration Committee Meeting Dates

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Respectfully submitted,

Barbara Cribbett, CMA
Commissioner of Finance/City Treasurer

Attachment 1

Finance and Administration Committee Meeting Dates ⁽¹⁾

	Monday	February 7 th	9:30 – 12:00 pm
	Monday	February 14 th	1:00 – 4:00 pm
	Tuesday	February 22 nd	9:30 – 12:00 pm
(2) (3)	Tuesday	March 1 st	7:00 – 10:00 pm
	Tuesday	March 8 th	9:30 – 12:00 pm
	Monday	March 21 st	1:00 – 4:00 pm
	Monday	March 28 th	9:30 – 12:00 pm

Notes

1. The desire is to encourage Public participation in all Finance & Administration Committee meetings as the Committee goes through the budget deliberations.
2. The March 1st meeting provides an opportunity for the Public to attend an evening Committee meeting.
3. The evening Finance and Administration Committee on March 1st will address the direction from Council to hold a budget forum. Staff anticipate presenting a consolidated report on the status of the budget at that point in time.