



Corporate Services Committee Agenda

Thursday, November 15, 2018

9:30 a.m.

Council Chambers

County Administration Centre, Walkerton

1. Declaration of Pecuniary Interest

2. Action Items

A. 2019 Annual Business Plan and Budget Timetable - REVISED

3. Information Items

A. 2018 Q3 Annual Business Plan and Financial Position Update

4. Act on Recommendations

That in accordance with the Procedure By-law, staff be authorized and directed to give effect to the actions of the Corporate Services Committee in respect of all resolutions passed during the November 15, 2018 meeting.

5. Next Meeting

December 6, 2018

6. Adjournment



Committee Report

To: Warden Paul Eagleson
Members of the Corporate Services Committee

From: Bettyanne Cobean, C.M.O.
Director of Corporate Services

Date: November 15, 2018

Re: 2019 Annual Business Plan and Budget Timetable - REVISED

Recommendation:

That the 2019 Budget and Annual Business Plan Timetable report be approved; and that January 10th, 11th be reserved to receive the 2019 Annual Business Plans and Operational and Capital Budgets, and January 24th be reserved for follow up discussions.

Background:

Earlier this Council approved the 2019 Annual Business Plan and Budget Timetable. There have been a number of factors, including the recent municipal election, that have contributed to this recommendation to delay the budget review by one month.

Since 2014, the annual budget has been adopted on an advanced timetable but this delay is not expected to have any adverse impact on the business. The 2020 budget cycle will revert to our advanced timetable.

In non-municipal election years, municipalities can adopt the budgets in advance of the year and as a result the 2020 annual budget can be approved in November 2019.

The timetable has been followed to this point and the draft Annual Business Plans and Budgets have been prepared. The Senior Management Team is reviewing the draft documents in order to bring forward a consolidated focus on priorities for 2019.



BRUCE county

Budget presentations by each Department will focus on capital impact, new initiatives including new or redundant staffing and continue to highlight the pressure categories.

- Maintain Services
- Provincial Legislated
- Growth
- Council Priorities
- Service Initiatives / Savings
- User Fees Revenue

The Draft Budgets and Annual Business Plans are expected to be circulated to Members of Council at least one week in advance in order that you have an opportunity to review information prior to the presentation.

Financial/Staffing/Legal/ITS Consideration:

There are no specific financial, staffing, legal or ITS considerations associated with this report.

Interdepartmental Consultation:

The Senior Management Team has reviewed and support the timetable.

Link to Strategic Goals and Elements:

None identified

Approved by:

Marianne Nero
Acting Chief Administrative Officer

2019 Annual Business Plan and Budget Timetable

Date	Action	Owner
May 25	Annual Management Off-site Meeting	All
August 1	HR distribute assumptions (ie. COLA % & Benefit %) Finance to release assumptions (ie., utilities, insurance)	HR
August 15	Requests for Resources to CAO & Director HR	Directors
September 10	Directors with their team – meet with HR for Payroll Review	HR
September 17	2019 Capital & Operational Budget Templates released	Finance
September 28	Labour budgets to be issued by HR to Directors	HR
October 9	Submission of Annual Business Plans and Budgets to CAO	Directors
October 22	Municipal Election	
October 30	Senior Management Team meeting to review consolidated Operating and Capital Budgets and Annual Business Plans <ul style="list-style-type: none"> • Approximately 20 minutes per Director • Focus on Capital impact and new initiatives including new or redundant staffing 	Senior Management Team
December 20	Circulation Legislative Services of all budgets (Capital and Operational) and Annual Business Plans to Members of Council <ul style="list-style-type: none"> • Revisions, if any, would be incorporated into the budgets following the October 30, 2018 meeting and prior to circulation to Members of Council. 	Director of Corporate Services/ Legislative Services
January 10/11	Presentation of Budgets (Capital & Operational) and Annual Business Plans to Corporate Services Committee <ul style="list-style-type: none"> • Approximately 40 minutes per Director (schedule to be circulated) • Focus on Capital impact and new initiatives including new or redundant staffing 	Directors
January 24	Budget Discussion	Corporate Services Committee
February 7	Review by 2019 Corporate Services Committee	Corporate Services Committee
March 2019	Adoption of 2019 Budget by County Council	Members of Council



Committee Report

To: Warden Paul Eagleson
Members of the Corporate Services Committee

From: Bettyanne Cobean, C.M.O.
Director of Corporate Services

Date: November 15, 2018

Re: 2018 Q3 Annual Business Plan and Financial Position Update

Recommendation:

The 2018 Q3 Annual Business Plan and Financial Position Update Report is for information.

Background:

The 2018 Q3 Annual Business Plan and Financial Position Update was scheduled to be presented to the Executive Committee on November 8th. Given the retiming of the budget timetable it has been rescheduled to December 13th.

This will provide the 2019 Council with an update and overview of the County's current financial position and 2018 initiatives leading into the 2019 deliberations.

Financial/Staffing/Legal/ITS Consideration:

There are no specific financial, staffing, legal or ITS considerations associated with this report.

Interdepartmental Consultation:

The Senior Management Team has reviewed and support this change.

Link to Strategic Goals and Elements:

None identified

Approved by:

Marianne Nero
Acting Chief Administrative Officer