



STAFF REPORT

DATE: June 20, 2019 **FILE:** 0550-04

TO: Chair and Directors
Regional Board

FROM: David Leitch
Chief Administrative Officer

RE: 2020 PROPOSED FINANCIAL PLANNING TIMELINE

PURPOSE/PROBLEM

To establish key milestones and deliverables for the 2020 Financial Planning process.

EXECUTIVE SUMMARY

One of the first activities in a budget cycle is the presentation of a detailed Financial Planning timeline that outlines the key steps for the upcoming budget process. In order to provide adequate time to schedule staff work loads, coordinate any public consultation, and advise the Board of other key financial reporting dates, the budget timeline is being presented well ahead of the proposed budget sessions to accommodate feedback provided by the Board.

The timeline as proposed follows the 2019 budget process, with minor adjustments in consideration of the feedback received from the Board and budget managers during the last budget cycle. The current Financial Planning timeline proposes that the 2020 budget process kicks off with SRD Roadshow open houses in each of the four electoral areas, as was done in 2019. These events were well received and provided community members the opportunity to talk with SRD senior staff and the electoral area Director. For the current year, the sessions are proposed to start earlier in a hope to get better weather for travel as well as obtain feedback earlier in the budget process. The *Local Government Act* does not prescribe a public engagement process, however it does state that a board must undertake a process of public consultation regarding the proposed financial plan before it is adopted.

Budget workshops are currently proposed to occur in early November for the Electoral Area Services Committee (EASC) and the Strathcona Gardens Commission (SGC). These workshops would include presentations from staff on strategic business cases for consideration as well as a review of the current approved 5-year plan to discuss any changes to be considered when building the 2020-2024 proposed budget. For the 2019 budget, the corporate strategic business cases were presented to the Regional Board during January deliberations. For 2020, an additional budget workshop is being proposed for the Regional Board for the end of November. This will allow the Board to offer staff feedback on any proposed business cases well ahead of final deliberations.

As with 2019, the 2020 proposed calendar assumes the budget package will be provided to the Board at the last Regional Board meeting occurring in January; with deliberations falling to the subsequent week allowing the Board and community members one week to review material ahead of deliberations. As in 2019, the proposed timeline includes the first day of budget deliberations to present the base budget, capital budget and strategic business cases for service enhancements. With moving the presentation of corporate strategic business cases to late November, the second day of deliberations is being proposed as optional as the Board may complete deliberations within a single day. A second day would only be required if staff needed to present additional information or if the Board preferred additional time to consider aspects of the budget before approval.

Following budget approval, staff would then present the Financial Plan bylaw for review and approval in late February, with further opportunity for public input. The Board could provide all readings and adoption of the bylaw at that meeting or delay final approval to the first meeting in March 2020. The *Local Government Act* requires the financial plan bylaw to be adopted by March 31st each year, therefore the proposed timeline would allow additional time to consider the budget if the Board so required.

Also included in the proposed timeline are other key reporting dates that are anticipated for 2019. This includes quarterly financial reporting which compares actual results to budget and comments on any variances as well as status updates on approved projects. Additionally, the Board will be presented with a high-level asset management plan and a proposed reserve and surplus policy for approval in the fall of 2019. These presentations will inform the Board and provide opportunity to give staff any feedback on key financial policies and strategies which will guide future decision making. The implementation of an asset management plan and reserve and surplus policy will ensure the SRD is utilizing available funding in the most efficient manner possible and is well prepared for grant submission opportunities.

Overall, the proposed 2020 Financial Planning timeline builds on successes from previous budget cycles, with the goal of ensuring the information presented is timely, transparent, and informative.

RECOMMENDATIONS

1. THAT the report from the Chief Administrative Officer be received.
2. THAT the proposed 2020 Financial Planning timeline attached to the June 20, 2019 report from the CAO be approved.

Respectfully:



David Leitch
Chief Administrative Officer

Prepared by: Myriah Foort, BBA, CPA, CA, Chief Financial Officer

Attachment: 2020 Proposed Financial Planning Timeline

2020 Financial Planning Timeline/Other Key Financial Reporting Dates (Proposed)

Dates		Activity or Event	Communications
2019	June 27	Present proposed budget timeline to Board for consideration	<ul style="list-style-type: none"> • Launch Financial Planning timeline web page with calendar of events
	July 24	Present budget timeline to EASC and SGC for information	
	August 14	Present budget timeline to MSC and FNC for information	
	August 14	Present second quarter 2019 financial report to Board for information	<ul style="list-style-type: none"> • Web update
	October 1	SRD Roadshow – Electoral Area A	<ul style="list-style-type: none"> • Ads/News release/web update/social media announcement
	October 3	SRD Roadshow – Electoral Area B	<ul style="list-style-type: none"> • Ads/News release/web update/social media announcement
	October 9	Present asset management plan to Board for consideration	
	October 15	SRD Roadshow – Electoral Area C	<ul style="list-style-type: none"> • Ads/News release/web update/social media announcement
	October 17	SRD Roadshow – Electoral Area D	<ul style="list-style-type: none"> • Ads/News release/web update/social media announcement
	October 24	Present reserves and surplus policy to Board for consideration	
	November 6	Present third quarter 2019 financial report to Board for information	<ul style="list-style-type: none"> • Web update
	November 7	**EASC and SGC budget meetings to present strategic business cases (special meetings)	<ul style="list-style-type: none"> • Ads/web update
	November 13	**EASC one-on-one budget meetings to review 2019-2023 base operating and capital budgets (special meetings) <ul style="list-style-type: none"> • Area A, 9-10 • Area B, 10-12 • Area C, 1-3 • Area D, 3-5 	<ul style="list-style-type: none"> • Ads/web update

2020 Financial Planning Timeline/Other Key Financial Reporting Dates (Proposed)			
Dates		Activity or Event	Communications
	November 22	**Regional Board budget meeting to present corporate strategic business cases (special meeting)	Ads/web update
2020	January 30	Publish 2020-2024 recommended Financial Plan package	<ul style="list-style-type: none"> • Web update/printed versions if requested/packages printed for Directors
	February 5	**Board budget deliberations (special meeting) <ul style="list-style-type: none"> • Opportunity for public input • Base budget • Capital budget Strategic business cases	Ads/News release/web update/social media announcement
	February 6	**Board budget deliberations (special meeting, *optional) <ul style="list-style-type: none"> • Additions to budget (new/enhanced services, capital enhancements, operating projects) Budget summary and direction to prepare Financial Plan Bylaw	<ul style="list-style-type: none"> • Ads/News release/web update/social media announcement
	February 27	Present 2020-2024 Financial Plan Bylaw for approval <ul style="list-style-type: none"> • opportunity for public input amendments by Board 	<ul style="list-style-type: none"> • Web update/social media announcement
	March 11	Final approval and adoption of 2020-2024 Financial Plan Bylaw (*optional)	<ul style="list-style-type: none"> • Web update

* *OPTIONAL MEETING IF BOARD REQUIRES.*

** *ADDITIONAL MEETING DATES IN BOLD. REGULAR BOARD MEETINGS OTHERWISE.*

*** *DATES ASSUME SIMILAR MEETING SCHEDULE IN 2020 AS IN 2019 (SECOND/FOURTH WEEK OF MONTH).*