Memorandum

Date: October 22, 2007
To: Members of Budget Steering Committee (BSC)
From: Tony Tollis, Director, Budgets and Finance
       Corporate Services Department

Re: 2008 Budget Process – Committee Mandate and Committee Documentation Process

Staff have drafted a possible outline of the BSC’s mandate for the committee’s review and comment. As well, you will find a draft outline of the proposed documentation to be submitted to the various committees during the 2008 tax budget cycle.

Budget Steering Committee Mandate

- Receive and consider departmental budget submissions referred from Committee
- Focus deliberations on:
  - departments/divisions in excess of the Council guideline
  - Council referred and other enhancement requests
  - Potential reduction options
  - Boards & Agencies (referred from CoW)
- Excludes Area Rating and other tax policy items which are to be dealt with at CoW
- Recommend tax budget and levy to CoW for consideration
2008 Budget Documents—Committee/BSC/COW/Council

January 2008 - Each committee receives a program specific budget report. Includes:

- Brief introductory overview report highlighting overall budget submission (repeated for each committee report)
- Committee specific overview report highlighting key issues and departmental budget recommendations
- For each Department:
  - Departmental Overview Form
  - Departmental Budget Summary
  - Divisional Overview Form
  - Divisional Budget Summary
  - Enhancement Section (not incorporated in budget)
    - Council Referred
    - Legislated
    - Net Levy Zero
    - Safety
    - Other
  - Reduction Section – if applicable (not incorporated in budget)
  - Complement
- Accompanying reports

February 2008 – The standing committee reports get referred to BSC, with recommended amendments. An overview report is also submitted to BSC which highlights key issues for consideration. BSC deliberates the submissions, makes amendments and refers budget to CoW.

March 2008 – CoW deliberates BSC submission and forwards to Council.
March 2008 – Council approval.