

Proposed 2020-2021 Budget Schedule and Process

To: Finance, Budget and Enrolment Committee

Date: 22 January, 2020

Report No.: 01-20-3820

Strategic Directions

- Transform Student Learning
- Create a Culture for Student and Staff Well-Being
- Provide Equity of Access to Learning Opportunities for All Students
- Allocate Human and Financial Resources Strategically to Support Student Needs
- Build Strong Relationships and Partnerships Within School Communities to Support Student Learning and Well-Being

Recommendation

It is recommended that the Proposed 2020-2021 Budget Schedule and Process be approved.

Context

The Finance, Budget and Enrolment Committee mandate is to consider and make recommendations to the Board on finance matters, including procurement and contract awards, referred to it for consideration, review the impact of enrolment and policy change on the Board's budget, including reviewing the impact of enrolment trends, and marketing strategies to bolster enrolment in declining areas of the city; and consider strategies to balance the capital and operating budget over a multi-year period, and to make recommendations to the Board to balance the annual capital and operating budget. The Committee also considers facility related issues, including leases, plant operations, maintenance, architect selection and sketch plan approvals.

Staff have updated the 2020-2021 budget schedule based on feedback received from Trustees on 4 November 2019, Lessons Learned from Budget Process 2019-20. These timelines have taken into account the major milestones of the budget process which

need to be achieved in order to complete the budget process. Adjustments to this schedule will be presented to the committee as they occur.

The Trustees feedback from the Lessons Learned from Budget Process 2019 held on 4 November 2019 was summarized into the follow major categories.

Category	Comments/Issues	Proposed Solution
Last minute reports and understanding of budget process	<ul style="list-style-type: none"> • Walking in of documents due to tight timelines • Trustees did not have time to absorb the information • Information available in time for public deputations 	<p>The minutes of the meeting will include a listing of reports coming to the next committee meeting as a method of providing notice for Trustee and stakeholders.</p> <p>Staff will ensure all reports listed in the previous meeting are ready and issued with the agenda per Board Services protocols.</p>
Committee structure and process	<ul style="list-style-type: none"> • Substitute motions process concerns • Some items discussed at FBEC and others at Committee of the Whole • Voting process confusion • Public confusion on process and which committee to present at • Have other Trustees involved not just within FBEC 	<p>The FBEC committee will debate and approve the final proposed budget to be approved at Board.</p> <p>The FBEC committee will provide guidance to staff on scheduling and information requirements.</p> <p>Recommended that all operational items will be done at the beginning of the meeting and all budget items will be held to the end of the meeting both to allow trustees wishing to attend time and to ensure staff present operational information are not waiting until later in the meeting.</p>

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Understanding of information and time to ask questions	<ul style="list-style-type: none"> • Not all information discussed • Improve information accessibility, some information was difficult to understand • Ability to share information and ask questions 	<p>In the context section of committee reports, there will be summary information about the topic in an easy to use format.</p> <p>Communications will assist with report presentation. Appendices will be used for more detailed information for those Trustees and stakeholders wanting in-depth information on the subject.</p> <p>Committee meetings will include a suggested time schedule assist Trustees in managing meeting time.</p> <p>Trustee seminar(s) will be scheduled where informal discussion can take place for all Trustees, if needed.</p> <p>Additional meetings have been placed in the schedule should more time or additional information be needed.</p> <p>If staff cannot answer a question at committee the answer will be provided in a report at the next committee meeting.</p>
Community Feedback	<ul style="list-style-type: none"> • Community pushback • Ensuring communities are aware of process and have opportunities to provide feedback 	Development of a communications plan which includes community consultation and opportunities to depute to

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	<ul style="list-style-type: none"> Information must be in format public can use 	<p>the committee. Dates in the schedule have been added for public deputations to the committee.</p> <p>All FBEC meetings will be videotaped and available on the Budget website.</p>

Proposed Budget Schedule

It should be noted that this schedule assumes that the relevant information on staffing and funding levels are provided by the Ministry in the usual timelines. Should there be a delay in this information due to the current labour negotiations the schedule will be adjusted as needed.

Month	Milestone
10 October 2019	<ul style="list-style-type: none"> Present budget schedule for Trustees to review
7 November 2019	<ul style="list-style-type: none"> Presentation of GSN consultation documentation (oral update) Review of Budget Drivers
January 22, 2020	<ul style="list-style-type: none"> Update on budget reductions in 2019-20 by Ward Report on 2018-19 operating results 1st Quarter Report for 2019-2020 financial position Updated budget timelines based on Trustee feedback Update on GSN consultations
February 26, 2020	<ul style="list-style-type: none"> Three year enrolment and financial position projections Staff present options to balance 2020-2021 budget including year two recommendations from 2019-2020 budget Public communication and consultation plan on 2020-2021 budget Financial Facts presentation
March 3, 2020	<ul style="list-style-type: none"> Presentation and approval of school based staffing Update if available on GSN announcement
April 2, 2020	<ul style="list-style-type: none"> Regular FBEC meeting
April 20, 2020	<ul style="list-style-type: none"> Staff analysis of GSN announcement with release of detailed budget working papers Final options to balance 2020-2021 budget presented including a detailed budget report.

Month	Milestone
	<ul style="list-style-type: none"> Capital Revenues analysis based on GSN announcements
May 5, 2020	<ul style="list-style-type: none"> Public deputations on budget
May 13, 2020	<ul style="list-style-type: none"> 2020-2021 Operating Budget Approval (Tracking to May 27, 2020 Board) 2020-2021 Capital budget Approval (Tracking to May 27, 2020 Board)
May 25, 2020	<ul style="list-style-type: none"> Tentative Meeting for budget discussion (If Needed)
June 9, 2020	<ul style="list-style-type: none"> Tentative Meeting for budget discussion (If Needed)

Action Plan and Associated Timeline

This budget implementation plan will be updated regularly to reflect requested changes and Ministry announcements.

Resource Implications

The Board is required to pass a balanced operating and capital budget with submission of the appropriate documents to the Ministry of Education by 30 June 2020.

Communications Considerations

The Board website will include a section on the budget process, where all documents relating to the budget process will be accessible. The Budget webpage will include a meeting schedule, how to depute at meetings and information on community consultation.

Board Policy and Procedure Reference(s)

N/A

From

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