

## MEMO / NOTE DE SERVICE



**To / Destinataire** Ottawa Public Library Board

**cc:** Sonia Bebbington – Chief Librarian and Executive Officer

**From / Expéditeur** Anna Basile – Division Manager, Corporate Services

**Subject / Objet** Proposed 2023 Budget Timelines and Directions

**Date:** December 5, 2022

The purpose of this memo is to advise the Ottawa Public Library (OPL) Board of the 2023 Budget direction, timelines, and consultation process, as established by City of Ottawa (City) staff.

### Background

The *Public Libraries Act* states that “...a public library board, ... shall submit to the appointing council, annually on or before the date and in the form specified by the council, estimates of all sums required during the year for the purposes of the board.” Before each yearly budget cycle begins, the City Treasurer brings forward a report that details the City of Ottawa budget timetable and provides budget directions through the Finance and Economic Development Committee (FEDCO) and Council to various Boards, Committees, and City departments. On December 7, 2022, Council will be asked to approve a budget process as part of the 2023-2026 Council Governance Review report that further documents the process.

### Proposed Budget Directions

The recommended budget direction, as submitted by the Acting City Treasurer, is based on an increase to the city-wide tax levy, which includes Library funding, of no more than 2.5 per cent for 2023. It is further recommended that Council request that the Library and Board develop the draft budgets based on the pro rata share of this tax increase. Finally, the budget direction estimates taxation revenues generated from new properties at 2.2 per cent of current taxation for 2023, and that Council request that the Library Board develops the draft budget within this allocation. **As a result, the OPL share of these revenues for 2023 is estimated at \$2.7M.** Ottawa City Council will deliberate these directions on December 7, 2022.

### Proposed Budget Timeline

- Tabling of 2023 OPL Draft Budget with the OPL Board (**January 31**): The draft budget report is presented to the Board. This is the Board’s opportunity to ask questions of clarification, in advance of deliberation (to follow).

- Tabling of 2023 OPL Draft Budget with Council (**February 1**): Following tabling at the Board, the draft OPL budget will be presented by both the Chair and the CEO at Council.
- Board Approval 2023 OPL Draft Operating and Capital Budgets (currently scheduled for **February 28; subject to change**): Public discussion and debate, including delegations to the Board, in order to consider the 2023 OPL draft budget. Approval by the Board includes recommendation that the budget be forwarded to Council for consideration.
- Council Consideration and Adoption - 2023 Draft Budget (**March 1**): Council will consider the final budget recommendations. Council would then adopt the 2023 budget.

### **Proposed Budget Consultation**

- Public Consultation Post-Budget Tabling: As in previous years, members of Council will organize and lead public consultations through ward-based public meetings or other means as determined by the individual Councillors. Staff will be available to attend ward meetings upon request.
- Additionally, the public can submit feedback through an OPL budget-specific email box, as well as through OPL's regular print and electronic feedback channels. All OPL-related comments received through these various channels will be forwarded to Library management for consideration.
- Board Budget Meetings and Committee Consultations: Once tabled at Council, reference copies of the OPL 2023 operating and capital budget will be available on-line and in OPL branches as part of the City's overall budget book. This feedback is compiled and reported to the Board as part of the deliberation process for consideration prior to final budget recommendation to Council.

Should any changes to the above be approved by Council, I will advise the Board via additional correspondence.

Thank you,

Anna

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