

Report to / Rapport au:

**Ottawa Public Library Board
Conseil d'administration de la bibliothèque publique d'Ottawa**

June 20, 2017 / 20 juin 2017

**Submitted by / Soumis par:
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File Number: OPLB-2017-0602

**SUBJECT: Ottawa Public Library 2018 Budget Timelines
and Consultation Process**

**OBJET: Calendrier et processus de consultation budgétaires 2018
de la Bibliothèque public d'Ottawa**

REPORT RECOMMENDATIONS

That the Ottawa Public Library Board:

- 1. Receive this report for information, and;**
- 2. Approve the rescheduling of its meeting of 14 November to 7 November to
accommodate the budget timelines brought forward in this report.**

RECOMMANDATIONS DU RAPPORT

Que le Conseil d'administration de la Bibliothèque publique d'Ottawa :

- 1. Prenne connaissance de ce rapport à titre d'information.**
- 2. Adopte le rééchelonnement de sa réunion du 14 novembre au 7**

novembre pour tenir compte des délais budgétaires présentés dans le présent rapport.

BACKGROUND

As per the Public Libraries Act, "...a public library board, county library board or county library co-operative 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." To that end, on an annual basis, the Finance and Economic Development Committee (FEDC) recommends that Ottawa City Council (City Council) approve a budget timetable for the preparation, tabling, review, and adoption of the following year's budget.

On June 6, FEDC received Item 10, Proposed 2018 Budget Timeline and Consultation Process in report file number: ACS2017-CSD-FIN-0013. The document was received for information only by City Council on June 14. In light of the city timetable, this report shares the timeline for adopting the OPL 2018 budget, along with advising the Board of the public consultation process.

At the same FEDC meeting, the City's Long Range Financial Plan V (LRFP-V) was received. The only OPL-related data included in the report were facilities lifecycle costs for works administered by the Recreation, Cultural and Facility Services Department utilizing City funding. A report on the OPL long range financial plan will be brought to the Board in the fall of this year.

DISCUSSION

Budget Timetable

Tabling of 2018 Draft Budgets with Council (November 8)

Tabling of the draft 2018 budget is a report for information and does not provide for deliberation or debate. The current OPL Board meeting schedule includes a meeting on Tuesday, November 14, six days after the scheduled tabling of draft budgets with City Council. Accordingly, as per the second recommendation of this report, it is proposed that the OPL Board reschedule its November meeting from 14 November to 7 November to accommodate budget tabling timelines. The 2018 draft operating and capital budgets will then be tabled with City Council the following morning, November 8.

As in previous years, the OPL budget would be presented by both the Chair and the CEO at the November 8 meeting of Council. Reference copies of the OPL 2018 operating and capital budget will be available on-line and in OPL branches and City client service centres, as part of the overall budget book.

Adoption of the 2018 Budget

All Standing Committees of Council along with the Transit Commission, Police Services Board, Ottawa Public Library Board, Board of Public Health, and Advisory Committees are required to hold meetings to consider the 2018 budget between November 8 and December 12. The current OPL Board meeting schedule includes a meeting on December 5, one week prior to Council consideration of the budget.

Council Consideration of 2018 Draft Budgets (December 13)

Council will consider the final budget recommendations from all Committees of Council and local boards at its regularly scheduled meeting of December 13. Council would then adopt the 2018 budget.

Public Consultation

2018 Pre-Budget Tabling Consultation (June - November)

As in 2016, a City process to collect public input prior to budget tabling through the establishment of Councillor-led sessions over the September to October period will take place. Any OPL-related views and comments will be forwarded to the CEO and Deputy CEO for consideration in developing the draft budget.

The 2018 budget process will include an interactive online budget consultation and feedback tool (on the City's website). This tool was introduced in 2016 and continues to be piloted as part of a number of measures being taken to improve the online information available to the public regarding the budget and budget process.

The online budget tool allows residents to increase their understanding of how tax dollars are allocated. A consolidated report on the results of the tool will be available to management and Council after budget tabling. The consultation tool is scheduled to be open from late-summer.

In addition to the City's tool, an OPL budget-specific e-mail box will be established and monitored as has been done in previous years. Any suggestions or ideas that are

generated from these processes will be considered in the development of the draft 2018 operating and capital budget.

Budget Timeline Summary

1 – Pre-Budget Consultation		
Councillor-Led Consultation Sessions - Public		Sept - Oct
OPL Budget e-Mail box		July - Oct
2 - Tabling of 2018 OPL Draft Operating and Capital Budgets		
Ottawa Public Library Board		Nov 7
3 - Tabling of 2018 OPL Draft Operating and Capital Budgets		
City Council		Nov 8
4 – Review and Approval - 2018 OPL Draft Operating and Capital Budgets		
Ottawa Public Library Board		Dec 5
- Public delegations and consideration of draft budget		
- Recommended draft 2018 budgets forwarded to Council		
5 - Review and Approval - 2018 OPL Draft Operating and Capital Budgets		
City Council		Dec 13

LEGAL IMPLICATIONS

There are no legal implications associated with this report.

RISK MANAGEMENT IMPLICATIONS

There is no risk management implications associated with this report.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

ACCESSIBILITY IMPACTS

There are no accessibility impacts associated with this report.

TECHNOLOGY IMPLICATIONS

There are no technology impacts associated with this report.

BOARD PRIORITIES

This report provides information to support the Board's legislative requirements regarding the submission of estimates to the appointing council, falls within the Board core value of Accountability, and is a fundamental citizen expectation of good governance and management for a public organization.

DISPOSITION

Upon approval of this report, staff will ensure the Board calendar and any public communications are updated to reflect the rescheduled November meeting date.

Upon OPL Board receipt of the 2018 budget timelines and consultation process, staff will develop the OPL 2018 Draft Operating and Capital budget in accordance with the prescribed City schedule.