

Report to / Rapport au:

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

June 14, 2016 / 14 juin 2016

Submitted by / Soumis par:

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**SUBJECT: Ottawa Public Library 2017 Budget Timelines
and Consultation Process**

**OBJET: Calendrier et processus de consultation budgétaires 2017
de la Bibliothèque publique d'Ottawa**

REPORT RECOMMENDATION

That the Ottawa Public Library Board receive this report for information.

RECOMMANDATION DU RAPPORT

Que le Conseil d'administration de la Bibliothèque publique d'Ottawa prenne connaissance de ce rapport à titre d'information.

BACKGROUND

Each year the Finance and Economic Development Committee (FEDCO) recommends that Council approve a budget timetable for the preparation, tabling, review, and adoption of the following year's budget. Subsequently, Ottawa Public Library (OPL) staff are required to advise the Board of the approved process and timelines.

On June 7, FEDCO received Document 1, Proposed 2017 Budget Timeline and Consultation Process in report file number: ACS2016-CMR-FIN-0018. The document will be received by Ottawa City Council on June 22. In light of the proposed city timetable, this report shares the proposed timeline for adopting the OPL 2017 budget, along with advising the Board of the public consultation process. Should any changes occur at the meeting of Council on June 22, the Board will be advised accordingly.

DISCUSSION

Proposed Budget Timetable

Tabling of 2017 Draft Budgets with Council (November 9)

Tabling of the draft 2017 budget is a report for information and does not provide for deliberation or debate. The OPL's 2017 draft operating and capital budgets are proposed to be tabled with the Board on November 8 and subsequently with City Council on November 9.

Similar to previous years, the OPL budget would be presented by both the Chair and the CEO at the November 9 meeting of Council. Reference copies of the OPL 2017 budget will be available on-line and in Ottawa Public Library branches and City of Ottawa client service centres, as part of the overall budget book.

Adoption of the 2017 Budget

All Standing Committees of Council along with the Transit Commission, Police Services Board, Library Board, Board of Public Health, and Advisory Committees are required to hold meetings to consider the 2017 budget between November 10 and December 13.

The current OPL Board meeting schedule includes a meeting on Tuesday, December 13, one day prior to the proposed Council consideration of the budget.

Council Consideration of 2017 Draft Budgets (December 14)

It is proposed that Council consider the final budget recommendations from all the Committees of Council and local boards at its regularly scheduled meeting of December 14. Council would then adopt the 2017 budget.

If the proposed budget timelines are received by Council at its June 22 meeting, staff will review scheduling options for the December OPL Board meeting, and advise the

Board and public accordingly. It is likely that there will need to be a change to the existing schedule in order to accommodate submission timelines for Council consideration.

Public Consultation

Proposed 2017 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-lead 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.

To encourage more public involvement with the City's budget process, in June 2015, the City Treasurer conducted a "budget primer" session for residents to attend and become more knowledgeable about the City budget and how it is developed. This session was recorded and is available on the City's website for the public to view. OPL staff will participate in the promotion of the online "Budget Primer" as a means for residents to become better informed on the City budget.

As a result of a request made by Councillor Tierney, the 2017 budget process will include an interactive online budget consultation and feedback tool (on the City's website). This tool is being 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 between services and allows the tax impact of changes to that allocation, to reflect the residents spending priorities, to be identified. An open-ended question will also be included to provide residents with an opportunity to identify other suggestions for consideration. A consolidated report on the results of the tool will be available to management and Council prior to budget tabling.

The consultation tool is scheduled to be open from late-summer. Any OPL related views and comments will be forwarded to the CEO and Deputy CEO for consideration in developing the OPL draft budget.

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. Additionally, management will launch a

staff input initiative to solicit process improvement, cost reduction, revenue generation, service improvement, or administrative efficiencies. Any suggestions or ideas that are generated from these processes that can be incorporated into the draft budget will be provided to management prior to tabling and identified to the Board as part of the Draft Budget report tabled on November 8.

Proposed Budget Timeline Summary

1 – Pre-Budget Consultation	
Councillor-Led Consultation Sessions - Public	Sept - Oct
Staff Input Initiative	May - Aug
Budget e-Mail box	July - Sept
2 - Tabling of 2017 OPL Draft Operating and Capital Budgets	
Ottawa Public Library Board	Nov 8
3 - Tabling of 2017 OPL Draft Operating and Capital Budgets	
City Council	Nov 9
4 – Review and Approval - 2017 OPL Draft Operating and Capital Budgets	
Ottawa Public Library Board	Dec 13 (subject to change)
<ul style="list-style-type: none">- Public delegations and consideration of draft budget- Recommended draft 2017 budgets forwarded to Council	
5 - Review and Approval - 2017 OPL Draft Operating and Capital Budgets	
City Council	Dec 14

LEGAL IMPLICATIONS

There are no legal implications associated with this report.

RISK MANAGEMENT IMPLICATIONS

There are 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 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 City Council adoption of the 2017 budget timelines and consultation process, OPL staff will review the pre-approved December Board meeting date. Should a change be required, the OPL Board and public will be notified no later than the September Board meeting.