



REPORT

To: Chair and Directors

Report Number: FN-BRD-020

From: Teri Vetter, Chief Financial Officer

Date: October 26, 2020

Subject: **2021 Budget Calendar**

RECOMMENDATION: [Corporate Unweighted]

That the Regional Board receive the report titled “2021 Budget Calendar – FN-BRD-020”, which presents the 2021 budget cycle calendar, for information.

BACKGROUND/RATIONALE:

A 2021 Budget Calendar has been developed to identify a proposed process and all relevant milestones, deliverables, and meeting dates; this includes deadlines for staff submissions of supplemental requests for all non-core expenses and all capital requests, draft budgets and presentation of the drafts to Committees in January and the overall draft budget to the Regional Board in February. The Budget process and calendar will contribute to enhancing communications and allows staff and elected officials to more effectively communicate with residents, communities, and within the organization.

Draft budgets for 2021 are beginning to be developed by staff, with the input from Committees and elected officials. Draft budget discussions and development will occur until the end of November 2020.

The 2021 Budget will be built and presented, based on several concepts; these include:

1. **Core Budget** – the 2021 Draft Budget will be based only on the core operations of the organization. Core operating costs are expenses associated with the ongoing maintenance and administration on a day-to-day basis for a particular service, at the same service level as the previous year. Core operating costs **do not** include capital expenditures but can include components of delivering a service such as:
 - Salary, wage and benefit expenses
 - Utility expenses
 - Travel expenses
 - Meeting expenses
 - Minor Capital
 - Office supply costs
 - Repair and maintenance costsAll non-core budget items will require submission of a Supplemental Request.
2. **Supplemental Requests** – Supplemental Requests distinguish specific initiatives/projects from core operations. Presentation of Supplemental Requests would occur during scheduled budget meetings with Committees/Commissions.

3. **Capital** – All Capital budget items will be considered as a Supplemental Request unless they are ongoing, previously approved projects.
4. **Budget Meetings** – Budget meetings will be in January and February 2021. It is the intent that these meetings would be the opportunity for staff to present core budgets as well as Supplemental Requests and for the Directors to request clarification on any budget items.
5. **Budget Presentation** – The 2021 Budget will be presented to the Board in February 2021 (February 17th is scheduled for Budget presentations). Budget presentations will incorporate all approved Supplemental Requests and any recommendations made during the January and February Committee/Commission meetings. First three readings of the Five Year Financial Plan is scheduled for March 11th and final approval of the plan is scheduled for consideration at the March 25th Board meeting.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

None.

COMMUNICATIONS CONSIDERATION(S):

The Budget Calendar will be included on the PRRD website as part of the overall meeting schedule.

OTHER CONSIDERATION(S):

None.

Attachments:

1. 2021 Budget Calendar