



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 1700-01

From: Chief Administrative Officer

Date: March 18, 2019

Subject: Meeting Schedule – 2019-2023 Financial Plan Discussions and 2019 Property Tax Rates

PURPOSE:

The purpose of this report is for Council consideration and set meeting dates and times for discussion and approval of the 2019-2023 General Operating and Capital Financial Plan.

POLICY ANALYSIS:

Sections 165 and 197 of the *Community Charter* requires the adoption of the 2019-2023 five year financial plan and the 2019 annual tax rates bylaws by May 15, 2019.

EXECUTIVE SUMMARY:

To ensure statutory deadlines are met and to facilitate adequate time for Council review and opportunity for feedback from the public, Staff have developed a schedule of regular and special meetings for the discussion of the 2019-2023 financial plan and 2019 property tax rates. Both of these bylaws must be fully adopted by mid-May.

CAO RECOMMENDATIONS:

That based on the March 18, 2019 staff report “Meeting Schedule – 2019-2023 Financial Plan Discussions and 2019 Property Tax Rates”, Council approve OPTION 1 to approve the meeting schedule as proposed in Table 1 on Page 2 of this report and provide staff with direction on the preferred time for the special meetings.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

Adoption by May 15, 2019 of the five year financial plan and the annual tax rates bylaws is required under Sections 165 and 197 of the *Community Charter*.

DISCUSSION:

To facilitate adequate time for Council discussion and opportunity for feedback from the public, the following schedule of budget discussion meetings is proposed.

Feedback provided by the public will be reported back to Council for their consideration prior to final approval of the financial plan.

TABLE 1: 2019-2023 FINANCIAL PLAN MEETING SCHEDULE

Date and Time		Financial Plan Component
Regular Council Meetings	Special Council Meetings	
	Wednesday, April 3, 2019	General Capital Fund (capital projects) General Operating Fund (city operations, proposed level of taxation)
	Wednesday, April 10, 2019	General Capital and Operating Fund (2nd discussion meeting – if required)
Monday, April 15, 2019		First Reading of Financial Plan Bylaw Tax Rate Multiplier Discussion (property class distribution)
	Monday, April 29, 2019 <i>(Scheduled COW, change to a regular meeting for bylaw reading)</i>	Report – feedback from the public Two Readings of Financial Plan Bylaw Three Readings of 2019 Tax Rate Bylaw
Monday, May 6, 2019		Final Adoption of Bylaws: 2019-2023 Financial Plan Bylaw 2019 Tax Rates Bylaw

ADMINISTRATIVE IMPLICATIONS:

Preparation of the 2019-2023 financial plan and 2019 property tax rates are significant statutory work tasks for the financial services department and the majority of staff time over the next several weeks will be dedicated to this work.

ASSET MANAGEMENT IMPLICATIONS:

Not applicable.

STRATEGIC PLAN REFERENCE:

While not currently detailed in the City’s Strategic Plan, preparation of the five year financial plan and the annual property tax rates is a required statutory component of the Corporate Work Plan.

OFFICIAL COMMUNITY PLAN REFERENCE:

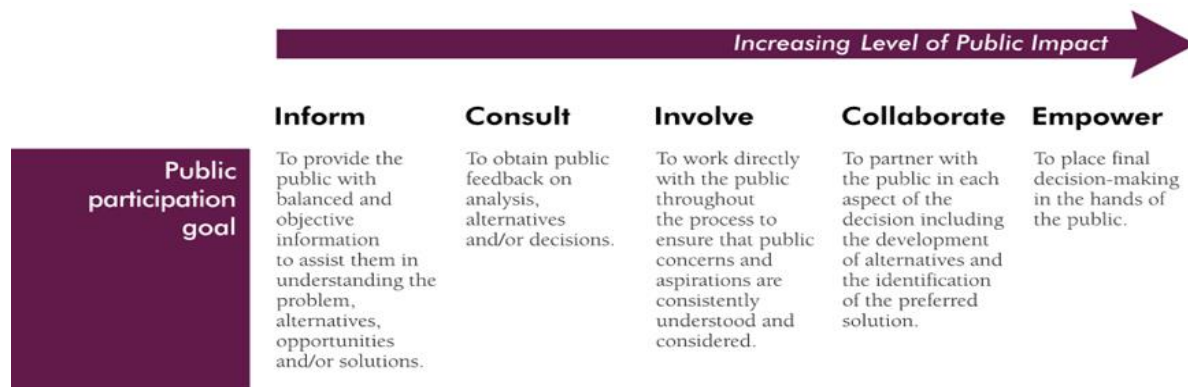
Not applicable.

REGIONAL GROWTH STRATEGY REFERENCE:

Not applicable.

CITIZEN/PUBLIC ENGAGEMENT:

The public is notified about the 2019-2023 Financial Plan through regular and special council meetings, media webcasts, and information posted on the City’s website. In addition, further public consultation will occur prior to final adoption of 2019-2023 Financial Plan Bylaw.



OPTIONS:

OPTION 1: That Council approves the financial plan meeting schedule as proposed in Table 1 on Page 2 of this report and provide staff with direction on the preferred time for the special meetings. [Recommended]

OPTION 2: That Council provides alternative meeting dates and times.

Prepared by:

Jennifer Nelson, CPA, CGA
Director of Financial Services

