

MEMO / NOTE DE SERVICE



To / Destinataire Ottawa Public Library Board/Conseil d'administration de la Bibliothèque publique d'Ottawa

cc: Danielle McDonald – Chief Executive Officer/ Directrice générale

From / Expéditeur Anna Basile – Division Manager, Corporate Services /Directrice, Services organisationnels

File Number : OPLB-2020-10A-IPD

Subject / Objet 2021 Budget Timelines and Directions / Orientation et calendrier pour le budget de 2021

Date: September 29, 2020

The purpose of this memo is to advise the Ottawa Public Library (OPL) Board of the 2021 Budget direction, timelines, and consultation process, as established by City of Ottawa staff and to be tabled at FEDCO **on October 6, 2020, and then Council on October 14, 2020.**

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 5, 2018, Council approved a budget process as part of the 2018-2022 Council Governance Review report that further documents the process.

Budget Directions

The recommended budget direction, as submitted by the City Treasurer, states that: “*The city-wide tax levy, which includes funding for Library and Public Health, be increased by no more than 2.5 per cent for 2021 and that Council request that the Library and Public Health Boards develop their draft budgets based on their pro rata share of this tax increase;*” Furthermore, “... *taxation revenues generated from new properties be estimated at 1.5 per cent of current taxation for 2021 and that Council request that the Police, Public Health and Library Boards and the Transit*

*Commission develop their draft budgets within this allocation.” As a result, the report identifies the **OPL share at \$2.13M.***

Budget Timeline

- Tabling of 2021 OPL Draft Budget with the OPL Board (**November 3**): The draft budget report is presented to the Board. There is no opportunity for deliberation or debate of the budget at this meeting (questions of clarification only).
- Tabling of 2021 OPL Draft Budget with Council (**November 4**): Following tabling at the Board, the draft OPL budget will be presented by both the Chair and the CEO at Council.
- Board Approval - 2021 OPL Draft Operating and Capital Budgets (**December 1**): The OPL Board will consider the proposed 2021 OPL draft operating and capital budgets, and recommend that the budget be forwarded to Council for consideration.
- Council Consideration and Adoption - 2021 Draft Budget (**December 9**): Council will consider the final budget recommendations from all Committees of Council and local Boards at its regularly scheduled meeting of December 9. Council would then adopt the 2021 budget.

Budget Consultation

- Public Consultation of 2021 Pre-Budget Tabling: As in previous years, members of Council will have the opportunity to seek public input prior to budget tabling through the establishment of Councillor-led sessions or other means as determined by the individual Councillor. 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 in developing the draft budget.
- Board Budget Meetings and Committee Consultations: Once tabled at Council, reference copies of the OPL 2021 operating and capital budget will be available on-line and in the OPL branches and City of Ottawa client service centres 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 recommended by FEDCO and subsequently approved by Council, I will advise.

Note: The above information will be listed on the Ottawa Public Library Board Agenda of October 13, 2020 as a memo under Information Previously Distributed.

Thank you,

Anna

Anna Basile, CHRP

Division Manager, Corporate Services / Directrice, Services organisationnels

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