

DISTRICT OF  
**OAK**  **BAY**

**REPORT TO:** Mayor and Council  
**FROM:** Lou Varela, Interim CAO  
**DATE:** December 3, 2018  
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**RE:** **Budget and Strategic Planning**

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Council has directed staff to frame a high level discussion on the 2019 budget process and strategic planning; a welcomed opportunity for continued enhancement of these processes. With a commitment to building a common understanding between Council and staff, the following framework has been drafted for the December 3<sup>rd</sup> Special COTW workshop discussion with the intention of fostering a discussion of expectations, constraints, and opportunities:

- What the current budget process is, where we are “mid-stream” for 2019, and what the next identified steps are.
- Staff constraints for 2019 (workload, legislated deadlines, dynamic budget calendar, etc.).
- Staff recommended enhancements for the 2019 budget process.
- Council’s direction on recommended enhancements for the 2019 budget process.
- The interplay/distinctness of the budget, 5 year financial plan, and strategic planning.
- High level discussion re: recommendations/expectations for strategic planning (time permitting).

Importantly, outcomes from the December 3, 2018 Special COTW workshop will form the basis for staff’s work plan moving forward.

Key questions for the Committee’s consideration will include, but not necessarily be limited to, the following:

- What are the recommended enhancements to the 2019 budget process and beyond (advertising of meetings, timelines, improved public input, more visual reporting, work plans, other)?
- Where would Council like additional public input in 2019 (Strategic Planning, Estimates, other)?
- What should be included in the strategic planning session(s)? Staff is currently suggesting a three pronged approach: high level vision/values discussions; finance-anchored focus on deliverables; and the annual report.
- Should staff use the existing “six strategic goals” as a baseline to guide discussion at strategic planning?
- Does Council wish to see budget process improvements as a strategic priority for 2019?
- Other, as per the Committee’s discussion.



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Lou Varela  
Interim Chief Administrative Officer