Winnipeg

CITY OF WINNIPEG POLICY NO. CO-016

POLICY TITLE *Multi-Year Budget*	**ADOPTED BY** *City Council*	**EFFECTIVE DATE** *March __, 2024*
ORIGIN / AUTHORITY *Executive Policy Committee / City Council*	**CITY POLICY NO** *CO-016*	**MOST RECENT CONSOLIDATION** *March 22, 2023*

1. Purpose:

The Multi-Year Budget Policy shall be reviewed at a minimum after each budget cycle by the Chief Administrative Officer and be updated as deemed appropriate or required.

2. Amendment to Multi-Year Budget Policy

The amendments to the existing policy can be summarized as follows:

- Minor editorial changes
- Reference to the
  - strategic priorities action plan as a guiding document for budget development
  - current service levels
  - performance measures aligned to budget goals
- Addition of the legislative requirements for the Winnipeg Police Board
- Adding existing Council direction as one of the reasons for changing the Multi-Year Budget
- Budget submissions being reviewed by Committee and/or Budget Working Group instead of by both parties.

2.1 Inclusion of Executive Policy Committee in the definition for “Committees” in sub-section 2.7.

2.7“Committees” means the Standing Policy Committees of Council, ***Executive Policy Committee*** *and Winnipeg Police Board.*

2.2 Added definitions for Performance Measures, Strategic Priorities Action Plan and OurWinnipeg in sub-sections 2.10, 2.11 and 2.12, respectively. This amendment is necessary to provide context to readers of this policy.

2.10 “Performance Measures” mean the data collected, analyzed and/or reported on regarding service delivery performance.

2.11 “Strategic Priorities Action Plan” reflects Council’s key priorities and actions for their four-year Council term.

2.12 “OurWinnipeg” is Winnipeg’s 25-year development plan

2.3 Added sub-sections 3.2H, 3.2I and 3.2J to list the legislative requirements for budget in the Police Services Act in particular to specify the responsibilities of the police board and council.

H. *Subsection 29(1) of the Police Services Act states that to assist the council in developing the municipal budget, the police board must provide the council with:*
i. an estimate of the costs required to operate the police service in the next fiscal year; and

ii. any additional information that the council considers necessary to enable it to assess the financial requirements of the police service.

I. Subsection 29(2) of the Police Services Act states that council is responsible for establishing the total budget of the police service.

J. Subsection 29(3) of the Police Services Act states that the police board is responsible for allocating the funds that are provided to the police service under the municipal budget.

2.4 Re-numbered sub-sections starting with 3.4 up to 3.7 (previously 3.5 to 3.8) as sub-section 3.4 had been deleted on December 16, 2020.

2.5 Revised the sub-section 3.5B (now sub-section 3.4B) to expand the criteria for changes allowed to the Multi-Year Budget by including implementation of existing Council policy.

B. Council direction – a new Council direction that has been approved since the approval of the multi-year budget ***or to implement an existing Council policy.***

2.6 Added a reference to By-law 7100/97 clause 37.1 regarding the reallocation of funds in the capital budget in sub-section 3.5B (now 3.6B).

As per By-law 7100/97 clause 37.1 *"Reallocation of funds provided in a capital budget in excess of the lesser of $100,000 or 25% of the base budget require the approval of the appropriate Standing Committee."*

2.7 Added sub-section 3.7F (now 3.6F) as one of the housekeeping items that had been delegated to the Chief Financial Officer (CFO). This allows the CFO to approve temporary to permanent full-time equivalent conversion as long as this change is budget neutral.

F. Converting temporary full-time equivalent positions to permanent positions that are offset by increased revenues or recoveries and/or reduction in expenditure amounts.

2.8 Repeal sub-section 4.2 in its entirety

4.2 In the first year of each multi-year budget cycle, under the oversight of the Budget Working Group, the Chief Administrative Officer shall ensure that the Public Service prepares draft operating and capital budget forecasts for the period of the budget cycle and presents recommendations to the appropriate Committees for consideration and discussion.

A. In preparing the draft operating budget projections and capital budget forecasts, the Public Service shall take into account the strategic priorities identified by Council and outlined in OurWinnipeg and its associated implementation strategies, as well as corporate and departmental strategic plan; and

B. Proposals by the Public Service shall reflect Council's priorities and guidelines which are achievable within the limits of approved budget guidelines that have been determined by the Executive Policy Committee

And replaced with:

4.2 In the first year of each multi-year budget cycle, under the oversight of the Budget Working Group, the Chief Administrative Officer shall ensure that the Public Service prepares draft operating and capital budget forecasts for the period of the budget cycle ***at current service levels*** *and presents recommendations to the appropriate Committees* ***and/or Budget Working Group*** *for consideration and discussion.*

A. In preparing the draft operating budget projections and capital budget forecasts, the Public Service shall consider the strategic priorities identified by Council and outlined in OurWinnipeg and its associated implementation strategies, as well as corporate and departmental strategic plans, ***and Council's Strategic Priorities Action Plan****; and*

B. Proposals by the Public Service shall reflect

i. Council's priorities and guidelines which are achievable within the limits of approved budget guidelines that have been determined by the Executive Policy Committee; ***and***

ii. ***Performance measures aligned to the strategic priorities noted in 4.2.A and relevant to the delivery of services.***

2.9 Re-numbered sub-section 4.2.1 to 4.3 and all the remaining clauses in this section (4.4 to 4.9 instead of 4.3 to 4.8).

3. Responsibilities

3.1 Revised sub-section 6.2 to allow Budget Working Group to review submissions from Public Service and/or Committees. Previously this was noted as submissions from both Public Service and Committees. The revision allows flexibility as to where the budget information is coming from.

*6.2 Budget Working Group shall review submissions from the Public Service and**/or** Committees as part of the multi-year budget development and annual adjustments and, based on those submissions, shall propose a draft budget to Executive Policy Committee*.

3.2 Repeal sub-section 6.3 in its entirety

6.3 Executive Policy Committee shall

A. approve budget guidelines and provide any supplemental direction to Committees in the first year of the budget cycle;

B. table the preliminary multi-year operating budget and capital budget (including projections and forecasts) proposed by the Budget Working Group; and

C. recommend a budget to Council for adoption

and replace with the following:

***6.3 Executive Policy Committee** shall*

A. approve budget guidelines and provide any supplemental direction to Committees and/or Budget Working Group on an annual basis or for the duration of the budget cycle;

B. table the preliminary multi-year operating budget and capital budget (including projections and forecasts); and

C. recommend a budget to Council for adoption.

3.3 Repeal sub-section 6.4 in its entirety

6.4 Committees shall

A. consider presentations by the Public Service within their jurisdictions and provide recommendations for consideration by the Budget Working Group; and

B. hear delegations from the public concerning the areas within their jurisdictions of the budget and make recommendations concerning the preliminary budget to Executive Policy Committee.

And replaced with:

6.4 Committees *shall*

A. consider presentations by the Public Service within their jurisdictions and provide recommendations for consideration by the Budget Working Group and/or Executive Policy Committee; and

B. hear delegations from the public concerning the areas within their jurisdictions of the budget and make recommendations concerning the preliminary budget to Executive Policy Committee.

3.4 Repeal sub-section 6.6 in its entirety

6.6 Public Service shall

A. prepare and present to Committees, Budget Working Group, and Council as a whole, long-term forecasts including consideration of corporate and departmental strategic plans as background information to Council's preparation of guidelines for four-year budgets.

B. provide the necessary analysis and information aligned with Executive Policy Committee budget guidelines and Council direction.

And replaced with:

6.6 Public Service *shall*

A. *prepare and present to Committees, Budget Working Group, Executive Policy Committee and Council as a whole, long-term*

*forecasts including consideration of **OurWinnipeg goals, Strategic Priorities Action Plan**, corporate and departmental strategic plans, **and performance measures**, as background information to **Council's preparation of the four-year budgets**.*

B. *provide the necessary analysis and information aligned with Executive Policy Committee budget guidelines and Council direction.*

4. Appendices

- OurWinnipeg
- Strategic Priorities Action Plan