

<b>Administration and Finance Committee Meeting</b>
<b>February 1, 2022</b>
<b>2022-2023 BUDGET DEVELOPMENT PROCESS</b>
<b>Multi Year Strategic Plan Values: Believe, Excel, Respect, Thrive and Trust</b>

*"Without counsel plans fail, but with many advisers they succeed."*  
*Proverbs 15:22*

## **BACKGROUND**

The annual budget development process is a continuous cycle that involves stages of review, analysis, stakeholder input, consultation and calculation. Like all other aspects of business operations, COVID-19 has had a significant impact on budget development over the last two years. In order to manage the different restrictions and public health recommendations, changes were made to consultation options, public input procedures and reporting. The budget development process has embraced public webcasts and interactive sessions and online data collection and reporting, which will continue with the 2022-2023 process. The Dufferin-Peel Catholic District School Board (DPCDSB) will have to plan for 2022-2023 while operating within a Multi-Year Financial Recovery Plan (MYFRP).

The *Grants for Student Needs (GSN)* announcement for 2022-2023 should be released by the end of March/early April 2022 and the final budget would be expected to be approved and filed with the Ministry of Education by the end of June 2022.

Board Policy 8.50 – *Annual Budget Development Process*, guides our development process and required inputs. The attached budget calendar provides an overview of the budget development steps and opportunities for engaging the community and other stakeholders.

## **DISCUSSION**

The chart attached illustrates the proposed 2022-2023 budget calendar and proposed opportunities for public consultation and input.

A budget information session will be scheduled for the Board of Trustees following the GSN announcement or early April, depending on the actual release date. The session provides an opportunity for trustees to share their budget priorities and strategies for 2022-2023 as well as hear information regarding budget challenges and funding issues. The MYFRP will be key in framing many of the 2022-2023 budget development discussions.

The public consultation process in prior years has been developed in response to community and environmental conditions. At this time, it is difficult to anticipate the COVID-19 closures and/or restrictions that may be in place when consultations take place, thus the proposed plans may be

amended. Virtual presentations and sessions have proven to be successful in prior years, thus will be used in planning for 2022-2023. Preliminary plans include:

- Updates posted to the DPCDSB website to inform the community of consultation opportunities and to publish ways in which input can be received.
- GSN information and budget reports posted to DPCDSB website.
- Opportunities to delegate virtually at regular board meetings and committee meetings.
- Information disseminated through school newsletters and school messenger and at Catholic School Council (CSC) meetings to direct the community to the DPCDSB website.
- News releases and social media postings.
- Public budget webcast.

The proposed date for the release of the public budget webcast and consultation opportunity is the first week of April 2022, as this would allow for CSC to view and discuss during April meetings.

During the 2021-2022 budget consultation process, the DPCDSB utilized the *Thoughtexchange™* platform to gather stakeholder input. Financial Services and the research team are exploring different options for this process.

Prior to the completion and approval of the proposed operating and capital budget reports, staff will bring forward a summary report to the Board of Trustees regarding consultation input.

**THE FOLLOWING RECOMMENDATIONS ARE PROVIDED FOR CONSIDERATION:**

- 1. THAT THE REPORT TO THE ADMINISTRATION AND FINANCE COMMITTEE, *2022-2023 BUDGET DEVELOPMENT PROCESS*, BE RECEIVED.**

- 2. THAT THE ADMINISTRATION AND FINANCE COMMITTEE RECOMMEND THE BOARD OF TRUSTEES APPROVE THE PROPOSED 2022-2023 BUDGET CALENDAR AND BUDGET DEVELOPMENT PROCESS.**

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# 2022-2023 BUDGET CALENDAR

Time Frame	Schedule	Responsibility
December - January	<ul style="list-style-type: none"> <li>▪ Develop budget calendar and critical path</li> <li>▪ Plan meeting schedule</li> <li>▪ Initiate Staff Budget Review Committee (SBRC)</li> </ul>	Executive Council Financial Services
January – April	<ul style="list-style-type: none"> <li>▪ Information session with Board of Trustees to discuss budget issues and challenges and to establish budget priorities and strategies. <b>April 2022.</b></li> <li>▪ Review yearend results, identify budget challenges and pressures and determine possible budget strategies and alternatives</li> <li>▪ Grants for Student Needs (GSN) announcement</li> </ul>	Board of Trustees Executive Council Financial Services
March – May	<ul style="list-style-type: none"> <li>▪ Obtain and incorporate feedback from stakeholders into preliminary budget</li> <li>▪ Analyze impact of GSN Announcement on revenues. <b>Release expected by end of March/early April 2022.</b></li> <li>▪ Prepare preliminary estimates</li> <li>▪ Develop budget options and refine strategies</li> <li>▪ Provide update reports to Board of Trustees</li> </ul>	Board of Trustees Executive Council Financial Services
April – May	<ul style="list-style-type: none"> <li>▪ Public budget consultation webcast – <b>April 2022</b></li> <li>▪ Finalize proposed budget reports</li> </ul>	Board of Trustees Executive Council
June	<ul style="list-style-type: none"> <li>▪ Receive and approve proposed operating and capital budget reports</li> </ul>	Board of Trustees
<b>End of June 2022</b>	<b>File Estimates with Ministry of Education</b>	<b>Financial Services</b>