



Budget Document Design and Process Refinement Working Group

Given Council's direction arising from Report C2023-0136, Administration has decided to form a working group in order to better understand:

- (a) the information (including metrics) that Council needs to evaluate services, projects and programs and make service plan and budget decisions; and
- (b) when and how this information can best be presented to:
 - (i) support effective decision-making;
 - (ii) provide transparency to Calgarians about why investments were prioritized and sequenced in a certain way; and
 - (iii) evidence the results delivered over time.

MANDATE

1. The mandate of the *Working Group* is to consider the design of:
 - (a) the document set associated with:
 - (i) the four-year service plans and budgets;
 - (ii) the annual adjustments to the service plans and budgets; and
 - (iii) performance reporting for the four-year service plans and budgetand
 - (b) the decision-making process, and specifically the *Council* involvement in that process, used to determine;
 - (i) the four-year service plans and budgets; and,
 - (ii) the annual adjustments to them.

COMPOSITION OF THE WORKING GROUP

2. (1) The *Working Group* consists of:
 - (a) Director, Corporate Planning & Performance;
 - (b) Director, Capital Priorities & Investment;

- (c) Director, Finance or Deputy Director, Finance;
 - (d) Chief Financial Officer;
 - (e) Manager, Business Planning;
 - (f) Manager, Corporate Budget Office;
 - (g) Manager, Performance Measurement & Reporting; and
 - (h) Manager, Capital Investment Planning;
- (2) The Chair and Vice Chair may request that other members of Administration attend *Working Group* meetings as needed.
- (3) The Working Group may request the participation of Council members and external experts as required

CHAIR AND VICE-CHAIR

3. (a) The Director, Corporate Planning & Performance shall be Chair.
- (b) The Vice-Chair shall be the Director, Capital Priorities & Investment.

MEETINGS

4. (1) The *Working Group* will meet as required to carry out its mandate. Meetings of the *Working Group* will be called or cancelled at the call of the Chair.

MEETING SUPPORT

5. Corporate Planning & Performance will be responsible for drafting reports, notes and advice on behalf of the *Working Group*.

REPORTING

6. A summary of the discussion from the working group will be reported back to the Executive Committee through the standing verbal item on Budget Improvement Process, highlighting any material changes to the design of the current documents, process or policy.