

2018 Budget Process Quick Reference Sheet

Definition	Example
<p>Budget Information Request – a request for further information or clarification.</p> <p>Members may, at any time, contact the City Manager or any other members of Administration for information on specific budget, policies or programs.</p> <p>An Budget Information Request requiring lengthy research and multiple staff resources should be voted on and will be recorded as a matter of course. Administration will provide a written response as soon as possible.</p>	<p>Madam Mayor, I have a budget information request.</p>
<p>Flagged Item – an item that a member of Council would like to discuss further and/or in more detail to help the member decide whether or not to propose an amendment to the Draft Budget.</p> <p>If appropriate, this item will be shown on the "taxometer" to illustrate the effect on the Draft Budget. An amendment to the Draft Budget could then be moved, if desired.</p>	<p>Madam Mayor, I wish to have this item (<i>explain the item</i>) flagged for discussion at a later time.</p> <p>(No vote required – Administration will take note of the flagged item and bring it back at the appropriate time.)</p>

2018 Budget Process Quick Reference Sheet

<p>Amendments – Proposed changes to the Draft Budget.</p> <p>Consideration of these motions will be automatically postponed until all the presentations have been completed. They will be shown on the "taxometer" to illustrate the effect on the Draft Budget, after which a vote will be taken.</p>	<p>Madam Mayor, I move that... (e.g. <i>that \$50,000 be added/deleted from...</i>)</p> <p>(An electronically-recorded vote will be taken after all presentations are completed.)</p> <p>Note: See Council Budget Information Guide for further information</p>
<p>New Item – Items that are not currently included in the Draft Budget.</p> <p>Consideration of these motions will be automatically postponed until all the presentations have been completed. This may include new business cases introduced by a member of Council. They will be shown on the "taxometer" to illustrate the effect on the Draft Budget, after which a vote will be taken.</p>	<p>Madam. Mayor, I move that...(e.g. that this item (<i>explain what it is</i>) be included in the Draft Budget.</p> <p>(An electronically-recorded vote will be taken after all presentations are completed.)</p> <p>Note: See Council Budget Information Guide for further information</p>