



## MEMORANDUM

**Memo No. 19-081**

**TO:** Trustees  
Student Trustees

**FROM:** Keith Penny, Chair, Committee of the Whole, Budget  
Camille Williams-Taylor, Director of Education  
Mike Carson, Chief Financial Officer

**DATE:** 07 June 2019

**RE: Guidelines for Proposed Amendments to the 2019-2020 Staff  
Recommended Budget**

---

Committee of the Whole, Budget continuation meetings are scheduled as follows:

10 June 2019 – Delegations/Debate (Special Board scheduled if required)

17 June 2019 – Debate (Special Board scheduled if required)

At the Committee of the Whole, Budget continuation meeting of 3 June 2019, some trustees indicated they would be proposing amendments to the 2019-2020 staff recommended budget at the Committee of the Whole, Budget continuation meeting of 10 June 2019.

Amendments to the budget can be made at or in advance of the Budget continuation meeting(s) for consideration. However, trustees are encouraged to provide advance notice of proposed amendments, allowing staff an opportunity to:

- Prepare a response;
- Calculate the impact of the amendment; and
- Circulate the notice of the amendment to other committee members for consideration in advance of the meeting.

In the interest of supporting a focussed discussion, trustees bringing forward amendments are asked to ensure that their proposed amendment includes the following details:

- page number;

- line item descriptor;
- "increase/decrease this line by \$xx,000"; and
- if there is a specific direction to be included, please note it as a part B in the motion.

While amendments are in order at any time, use of this model will help move discussions forward in a timely manner.

Trustees are encouraged to consult with the respective senior staff member regarding the wording of the notice of amendment. Staff will assist with identifying the financial impact of the proposed amendment. Notices of proposed amendments should be sent to Nicole Guthrie (copied to Rebecca Grandis and Andrea Henry) in advance of the meeting in order to allow time for it to be circulated to committee members.

cc: Senior Staff  
Manager, Finance  
Manager, Board Services  
Corporate Records