

Reference Committee Report



To	Finance and Responsible Governance Committee
Subject	Library Budget Requirements Policy
Date	September 17, 2025
Ward	All
From	C. Smith, Interim Director of Finance
Executive Member Approval	J. Schmidt, General Manager of Corporate and Community Services
CAO Approval	M. Prowse, Chief Administrative Officer

Recommendation(s):

That the Library Budget Requirements Policy attached as Appendix A to the Report to Finance and Responsible Governance Committee dated September 17, 2025, be adopted

Executive Summary:

The purpose of this report is to propose a new Library Budget Requirements Policy in response to Council Direction Memo 25-G-015 (#4):

That staff in the Finance Department develop a list of reporting requirements to be followed by the Barrie Public Library Board when presenting their annual budget request to City Council and report back to Finance and Responsible Governance with this list.

The proposed policy can be found in Appendix A.

Key Findings:

Staff in the Finance Department developed a list of reporting requirements in consultation with staff at the Barrie Public Library Board (“Library”). Staff determined that a Council Policy would be the best method to formalize the reporting requirements. The proposed policy specifies the form in which the Library shall submit its annual budget to Council, and will result in consistent, detailed financial information being provided to aid in Council’s financial oversight of funding provided by the City to the Library.

Financial Implications:

There are no financial implications for The Corporation resulting from the proposed recommendation.

Alternatives:

The following alternatives are available for consideration by Committee:

Alternative #1 – Committee could choose not to adopt the Library Budget Requirements Policy. This alternative is not recommended as the Council Direction Memo illustrates the desire to formalize Library budget submission requirements.

Strategic Plan Alignment:

Affordable Place to Live		
Community Safety		
Thriving Community		
Infrastructure Investments		
Responsible Governance	X	This policy promotes strong fiscal management.

Additional Background Information and Analysis:

Not applicable

Consultation and Engagement:

There was no public consultation required in relation to this staff report.

Environmental and Climate Change Impact Matters:

There are no environmental and/or climate change impact matters related to the recommendation.

Appendix:

Appendix A – Library Budget Requirements Policy

Report Author:

M. Mifsud, Interim Senior Manager of Accounting and Revenue, Finance

File #:

Not applicable

Pending #:

Not applicable