



## New Budget Initiatives Ranking Guideline

### Purpose:

- Workbook intended to provide people with an objective look for prioritizing NBIs on a set of seven criteria
- Meant to serve as an input to the decision-making process in which Council ultimately makes the final decisions

### How to Use This Workbook:

**Step 1** - Confirm that the NBI project has been satisfactorily scoped and that the cost estimates are reasonable and are based on reliable information.

**Step 2-** Confirm if the NBI is required to satisfy Federal, Provincial or other jurisdiction regulatory or legal requirements. If NBI is scored a 5, the NBI will be pushed forward, and no further ranking is required. If scored at less than a 5, proceed with the remaining ranking steps.

Points	Explanation
5	A regulatory requirement or order is currently in place and the County will likely be exposed to financial or other significant penalties if the project is deferred
3	A regulatory requirement or order is currently in place however the NBI can reasonably be deferred with little risk of financial penalties
1	No legislative requirement identified, or one may be pending in the near future

**Step 3** – For each NBI complete each of the 6 workbook criterion sections. It is important to complete each section because projects can have multiple “drivers”. Score each section with the appropriate score either from 1-5 or 1-10.

**Step 4** – Once all scoring is completed each project will have its own project score out of 35. The higher the project score, the more consideration should be given to including the project in the operating budget.

Norfolk County weighted criteria utilized to evaluate and prioritize projects are listed below:

1. External Funding
2. Health & Safety / Risk Mitigation
3. Alignment with Strategic Goals and/or, Corporate Priorities
4. Savings and/or Efficiencies
5. Growth Requirements
6. Benefit Outweighs the Cost



**External Funding**

A strategic NBI that leverages senior government financial support or on-going revenues.

Points	Explanation
5	External grants or on-going revenues available for 50% or more of NBI costs
3	External grants or on-going revenues available for less than 50% of NBI costs
1	No external grants or on-going revenues available for project

**Health and Safety/Risk Mitigation**

The NBI is required to satisfy health and safety requirements and/or provides additional health and safety support for the community, volunteers, staff and the County. The NBI avoids or minimizes risk to the public, the environment, or to the organization.

Points	Explanation
10	Significant health and safety component identified, or significant risk identified which will likely result in imminent public harm
7	High health and safety component identified, or high risk identified likely to result in public harm in near future
4	Moderate health and safety component identified, or moderate risk identified unlikely to result in public harm in near future
1	No health and safety component identified, or low probability of public harm caused by not implementing the NBI.

**Alignment with Strategic Goals of Council /Corporate Priorities**

The NBI advances the strategic directions and deliverables identified in Council’s strategic plan.

Points	Explanation
5	The NBI significantly aligns or implements one or more of the themes or goals of Council’s strategic plan/corporate priorities
3	The NBI moderately aligns or implements one or more of the themes or goals of Council’s strategic plan/corporate priorities
1	The NBI minimally or doesn’t align with or implement the themes or goals of Council’s strategic plan/corporate priorities



### **Efficiencies/Savings**

The NBI will significantly reduce future operating costs or save staff time in completing their workplans.

Points	Explanation
5	Result in reduced staff hours and/or operating costs associated with operations
3	Some operational efficiencies and/or cost neutral, no change in operational expenditures
1	May result in increased operational expenditures and increased staff time required.

### **Growth/Development**

The NBI is required to allow for future growth or promote development.

Points	Explanation
5	Service/staffing required to achieve significant growth or development; or to accommodate growth that has already occurred.
3	Service required to achieve average growth or to accommodate growth that has already occurred.
1	Minimal growth from results of NBI, no additional staff needed to accommodate growth to date.

### **Benefit Outweighs the Cost**

The benefits of the NBI for County operations and/or the community, are greater than the value of the costs related to implementing the NBI

Points	Explanation
5	The benefit significantly exceeds the costs of the NBI.
3	The benefit moderately exceeds the costs of the NBI.
1	Benefit is minimal in relation to the cost of the NBI.