



Date: November 4, 2015
Memo To: Mayor and Council
All Directors
From: Ian Irvine, Director of Financial Services
Subject: 2016-2020 Financial Plan and Budget Schedule

Date	Event	Assigned To	Desired Outcome
November 5	• Budget templates distributed to Directors	DFS	Departments receive required tools for budget completion
November 27	• Departmental submissions due	Directors	100% on-time submission
December 15	• Compiled departmental budgets & initial tax increase distributed to CAO / Directors	DFS	Review material prior to January group budget discussions
** January 4 (Special Council)	• Budget Overview	DFS	
** January 4 (Council)	• Budget Challenges	DFS	Understanding of Council priorities; Acceptable Tax/Budget increase
** January 9	• Public Input		
** January 9	• Strategic Planning Session	CAO	Agreement on Strategic Priorities
** January 18 (Council)	• Police Board Budget Presentation	Police Board Member/Chief/Controller	Receive/Council Feedback
January 28	• Revisions to department budgets incorporating strategic plan initiatives	Directors	Revise department submissions to align with Strategic Plan
February 3	• CAO review	CAO/DFS	Feedback on department budgets
February 9	• Distribute Financial Plan Binders	CAO/DFS	Feedback on department budgets
** February 22 (Special Council)	• Core Budget Presentations	Directors	Departmental Objectives Discussion
** February 22 (Council)	• Public Input		
** February 22 (Council)	• Early Budget Approvals	Directors	Only urgent & justified requests considered
** March 7 (Council)	• Library Board Budget Presentation	Library Board Member	Receive/Council Feedback
** March 21 (Council)	• Policy Review	DFS - Prepare report	Feedback on policies & objectives for inclusion in Financial Plan Bylaw
** March 22 (Special Council) and March 23 (only if necessary)	• Consideration of 2016 – 2020 Supplemental Operating and Capital Requests & Funding		Approve Supplemental Operating & Capital requests subject to funding & tax increase envelope
** April 4 (Council)	• Tax Rate Policy Discussion	DFS - Prepare report	Consensus on property tax rate policy/tax rates
** April 4 (Council)	• Final Public Input Opportunity		
** April 18 (Council)	• Tax Rate Discussion	DFS	Consensus on property tax rates
** May 2 (Council)	• 1 st three readings of Financial Plan & Tax Rates Bylaws	DFS - Prepare bylaws	1 st three readings of bylaws
** May 9 (Special Council)	• Adoption of Financial Plan & Tax Rates Bylaws	DFS	Adoption of bylaws

** Meetings involving Council

Please contact Ian if you have any concerns regarding particular dates in the proposed schedule.

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