



Date: November-25-24
Memo To: Mayor and Council
All Directors
From: Ian Irvine, Director of Financial Services
Subject: 2025-2029 Financial Plan and Budget Schedule

Date	Event	Assigned To	Desired Outcome
October 16	Budget Rollover Complete	DFS	Departments receive access to begin budget preparation
** November 18 (COTW)	Police Board Budget Discussion	Council	Receive Council feedback and direction
December 5	Departmental Submissions Due	Directors	100% on-time submission
** January 20 (COTW)	Preliminary Budget Presentation	DFS - Presentation	Discussion of key budget components, calculated revenue increase and financial plan policies
** January 27 (Council)	Local Grant Approvals	Council	Approval of local grant budget for inclusion in financial plan
** January 27 (Council)	Early Budget Approvals	Directors	Urgent & justified requests are considered
** February 10 (COTW)	Police Board Budget Presentation	Police Board Member/Chief/Controller	Receive Council feedback
** March 3 (Council)	Updated Budget Presentation	DFS - Presentation	Discussion of key budget components and revenue increase
** March 10 (COTW - Tentative)	Library Board Budget Presentation	Library Board & Staff	Receive Council feedback
** April 7 (Council)	Tax Rate Policy Discussion	DFS - Presentation	Consensus on property tax rate policy/tax rates
** April 28 (Council)	Financial Plan & Tax Rates Bylaws - 3 Readings	DFS - Prepare bylaws	1 st three readings of bylaws
** May 5 (Council)	Financial Plan & Tax Rates Bylaws - Adoption	DFS	Adoption of bylaws

** Meetings involving Council or COTW