



Date: November-27-18
Memo To: Mayor and Council
All Directors
From: Ian Irvine, Director of Financial Services
Subject: 2019-2023 Financial Plan and Budget Schedule

Date	Event	Assigned To	Desired Outcome
November 9	Budget templates distributed to Directors	DFS	Departments receive required tools for budget completion
** November 30 & December 1	Strategic Planning	CAO	Agreement on Strategic Priorities
December 14	Departmental submissions due	Directors	100% on-time submission
December 21	Compiled departmental budgets & initial tax increase distributed to CAO / Directors	DFS	Review material prior to group budget discussions
** January 7 (Council)	Budget Challenges	DFS - Presentation	Understanding of Council priorities; Acceptable Tax Revenue increase
** January 7 (Council)	Public Input		Provide information about municipal budgeting and annual process
** January 21 (Council)	Budget Overview	DFS - Presentation	
January 21 (Council)	Police Board Budget Presentation	Police Board Member/Chief/Controller	Receive Council Feedback
January 25	Revisions to department budgets incorporating strategic plan initiatives	Directors	Revise department submissions to align with Strategic Plan
January 29	CAO review	CAO/DFS	Feedback on department budgets
February 1	Distribute Financial Plan Binders	CAO/DFS	Consistent information provided to all senior management and Council
** February 4 (Special Council)	Core Budget Presentations	Directors	Provide Departmental Objectives and Achievements
** February 4 (Council)	Public Input		
** February 4 (Council)	Early Budget Approvals	Directors	Urgent & Justified Requests are Considered
February 20	Local Grant Review	Committee	Develop recommendations to Council re: local grant funding
** March 4 (Council)	Local Grant Approvals	Directors	Approval of Local Grant Budget for Financial Plan Inclusion
** March 4 (Council - to be confirmed)	Library Board Budget Presentation	Library Board & Staff	Receive/Council Feedback
** March 4 (Council)	Policy Review	DFS - Prepare document and presentation	Feedback on policies & objectives for inclusion in Financial Plan Bylaw
** March 12 (Special Council) and March 13 (only if necessary)	Consideration of 2019 – 2023 Supplemental Operating and Capital Requests & Funding		Approve Supplemental Operating & Capital requests subject to funding & tax increase envelope
** April 1 (Council)	Public Input		
** April 1 (Council)	Tax Rate Policy Discussion	DFS - Presentation	Consensus on property tax rate policy/tax rates
** April 1 (Council)	Public Input Opportunity		
** April 15 (Council - if necessary)	Tax Rate Discussion	DFS - Presentation	Consensus on property tax rates
** May 6 (Council)	1 st three readings of Financial Plan & Tax Rates Bylaws	DFS - Prepare bylaws	1 st three readings of bylaws
** May 13 (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.