



Date: November 27, 2017
Memo To: Mayor and Council
All Directors
From: Ian Irvine, Director of Financial Services
Subject: 2018-2022 Financial Plan and Budget Schedule

Date	Event	Assigned To	Desired Outcome
December 5	• Budget templates available to Departments	DFS	Departments receive required tools for budget completion
January 10	• Departmental submissions due	Directors	100% on-time submission
January 17	• Compiled departmental budgets & initial tax increase calculated	DFS	Review material prior to January group budget discussions
** January 20 (TBC)	• Strategic Planning	CAO	Agreement on Strategic Priorities
** January 22 (Council)	• Budget Challenges Public Input	DFS	Understanding of Council priorities; Acceptable Tax/Budget increase
** January 22 (Council)	• Budget Overview	DFS	
** January 22 (Council)	• Police Board Budget Presentation	Police Board Member/Chief/Controller	Receive/Council Feedback
January 30	• Revisions to department budgets incorporating strategic plan initiatives	Directors	Revise department submissions to align with Strategic Plan
February 2	• CAO review	CAO/DFS	Feedback on department budgets
February 5	• Distribute Financial Plan Materials	DFS	
** February 5 (Special Council)	• Departmental Presentations Public Input	Directors	Departmental Objectives Discussion
** February 5 (Council)	• Early Budget Approvals	Directors	Only urgent & justified requests considered
February 13 (TBC)	• Local Grant Review	Committee	Develop recommendations to Council re: local grant funding
February 26 (Council)	• Local Grant Approvals		Approve local grant funding to be included in the Financial Plan
** March 5 (Council)	• Library Board Budget Presentation	Library Staff/Board	Receive/Council Feedback
** March 5 (Council)	• Policy Review	DFS - Prepare report	Feedback on policies & objectives for inclusion in Financial Plan Bylaw
** March 13 (Special Council)	• Consideration of 2018 – 2022 Supplemental Operating and Capital Requests & Funding Public Input		Approve Supplemental Operating & Capital requests subject to funding & tax increase
** April 9 (Council)	• Tax Rate Policy Discussion • Final Public Input Opportunity	DFS - Prepare report	Consensus on property tax rate policy/tax rates
** April 23 (Council - if necessary)	• Tax Rate Discussion	DFS	Consensus on property tax rates
** May 7 (Council)	• 1 st three readings of Financial Plan & Tax Rates Bylaws	DFS - Prepare bylaws	1 st three readings of bylaws
** May 14 (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.