



Date: October-09-20
Memo To: Mayor and Council
All Directors
From: Ian Irvine, Director of Financial Services
Subject: 2021-2025 Financial Plan and Budget Schedule

Date	Event	Assigned To	Desired Outcome
November 16	• Budget rollover available to Directors	DFS	Departments receive required tools for budget completion
December 18	• Departmental submissions due	Directors	100% on-time submission
January 6	• Compiled departmental budgets & initial tax increase distributed to CAO / Directors	DFS	Review material prior to group budget discussions
** January 18 (Council)	• Policy Review	DFS - Prepare document and presentation	Feedback on policies & objectives for inclusion in Financial Plan Bylaw
** January 18 (Council)	• Budget Challenges Public Input	DFS - Presentation	Understanding of Council priorities; Acceptable Tax Revenue increase
** January 18 (Council)	• Budget Overview	DFS - Presentation	Provide information about municipal budgeting and annual process
** January 18 (Council - to be confirmed)	• Police Board Budget Presentation	Police Board Member/Chief/Controller	Receive Council Feedback
TBD	Local Grant Review	Local Grant Committee	Develop recommendations to Council re: local grant funding
January 27	• CAO review	CAO/DFS	Feedback on department budgets
January 27	• Distribute Financial Plan Binders	CAO/DFS	Consistent information provided to all senior management and Council
** February 1 (Special Council)	• Core Budget Presentations Public Input	Directors	Provide Departmental Objectives and Achievements
** February 1 (Council)	• Early Budget Approvals	Directors	Urgent & Justified Requests are Considered
** March 1 (Council)	• Local Grant Approvals	Directors	Approval of Local Grant Budget for Financial Plan Inclusion
** March 1 (Council - to be confirmed)	Library Board Budget Presentation	Library Board & Staff	Receive/Council Feedback
** March 16 (Special Council) and March 17 (only if necessary)	• Consideration of 2021 – 2025 Supplemental Operating and Capital Requests Public Input	Council/CAO/Directors	Approve Supplemental Operating & Capital requests subject to funding & tax increase envelope
** April 12 (Council)	• Tax Rate Policy Discussion Public Input	DFS - Presentation	Consensus on property tax rate policy/tax rates
** April 26 (Council)	• 1 st three readings of Financial Plan & Tax Rates Bylaws	DFS - Prepare bylaws	1 st three readings of bylaws
** May 3 (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.