

2015-2018 Budget Calendar

May	June	July	August	September
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
October	November	December	March	April
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March 2014

4-6 Strategic Planning Session

May 2014

7-9 Management Planning Sessions - Budget Calendar & Philosophy presented, Council's Strategic Plan reviewed

June 2014

- 1 Deadline for capital cost share requests from other municipalities
- 10 Adoption of Strategic Plan
- 10 Budget Calendar, Budget Philosophy, Economic Outlook, and Tax Rate Analysis taken to Council. Council provides direction to administration for the 2015-2018 Budget.
- 18 Finance to distribute Budget Calendar, Philosophy & templates to departments

July 2014

- 2 Departmental planning begins - identification of strategies in Council's Strategic Plan affecting their departments, development of departmental action items, identification of capital, human resource & other resource requirements. Review core services & identify service changes. Review Fees & Charges schedule to determine if changes are required.

August 2014

- 15 Deadline for Not for Profit grant requests
- 26 Cut off for all budget changes
- 26 All Business Plans to be reviewed by Manager, Communications & Strategic Planning

September 2014

- 10 Executive Committee Reviews, prioritizes & approves all lifecycle Plans, long-term capital plan, staffing requests, fees & charges & IT project ranking. Determination of capital funding & distribution of grant monies.
- 11-15 Finance consolidates departmental budgets and creates draft 1 of the 2015-2018 Budget

16-18 Supervisors/Managers present their business plans and all budget changes to their GM. GM approves budget, business plans new initiatives, service changes, new resource requirements, and fees & charges

24 Draft 1 of the Budget distributed to Executive Committee

30 Finance Manager to present the municipal tax requirement, assessment change, impact to taxpayer, and a high-level summary by object of Draft 1 Budget to Executive Committee

October 2014

September 30- Managers present their Business Plans and all changes contained in their

October 2 Budgets to Executive Committee (new initiatives, services changes, new resource requirements, fees & charges)

3 Executive Committee reviews, prioritizes and amends department Business Plans/Budgets as necessary

17 Draft 2 of the Budget distributed to Executive Committee, Managers, and Supervisors

22 Finance Manager to present the municipal tax requirement, assessment change, impact to taxpayer, split tax rate recommendation, tax rate comparison, new staffing summary, allocation of tax dollars, long term debt, and outstanding items for Draft 2 Budget to Executive Committee.

22 Executive Committee reviews, prioritizes and amends department Business Plans/Budgets as necessary

November 2014

14 Budget documents distributed to Council

24-25 Budget presentations to Council

December 2014

3 Develop press release for Budget

9 Council approval of 2015 Interim Budget

March 2015

6 Spring budget adjustments and carry forward amounts due to Finance

April 2015

7 Council approval of Final 2015 Budget