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27	28	29	30	31		
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SEPTEMBER						
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		Т	W	Т	F	1
2	<u>3</u>	T 4	<b>W</b> 5	T 6	F 7	1 8
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2 9 16 23	<u>3</u> 10	T 4 11	W 5 12	T 6 13	F 7 14	1 8 15
2 9 16	3 10 17	T 4 11 18 25	W 5 12 19 26	T 6 13 20 27	7 14 21 28	1 8 15 22
2 9 16 23 30	3 10 17 24	T  4 11 18 25	W 5 12 19 26	T 6 13 20 27	7 14 21 28	1 8 15 22 29
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2 9 16 23 30	3 10 17 24	T  4 11 18 25	W 5 12 19 26	T 6 13 20 27	7 14 21 28	1 8 15 22 29
2 9 16 23 30 S	3 10 17 24 M 1 8 15	T 4 11 18 25  C T 2 9 16	W 5 12 19 26 ΓΟ F W 3 10 17	T 6 13 20 27  BER T 4 11 18	F 7 14 21 28 F 5 12 19	1 8 15 22 29 S 6 13 20
2 9 16 23 30 S 7 14 21	3 10 17 24 M 1 8 15 22	T  4 11 18 25  C T 2 9 16 23	5 12 19 26 <b>FOF</b> W 3 10 17	T 6 13 20 27 8 E R T 4 11	F 7 14 21 28 F 5 12	1 8 15 22 29 S 6 13
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2 9 16 23 30 8 7 14 21 28 8 8 4 11 18 25 8	3 10 17 24 M 1 8 15 22 29 M 5 12 19 26 M 3 10	T  4 11 18 25  O C  T 2 9 16 23 30 O V T  6 13 20 27 E C T  4 11	5 12 19 26 17 O F W 3 10 17 24 31 E M W 7 14 21 28 E M W	T 6 13 20 27  BER T 4 11 18 25  BE T 1 8 15 22 29 BE T 6 13	F 7 14 21 28 F 5 12 19 26 R F 2 9 16 23 30 R F 7 14	1 8 15 22 29 S 6 13 20 27 S 3 10 17 24 S 1 8 15
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2 9 16 23 30 8 7 14 21 28 8 8 4 11 18 25 8	3 10 17 24 M 1 8 15 22 29 M 5 12 19 26 M 3 10	T  4 11 18 25  O C  T 2 9 16 23 30 O V T  6 13 20 27 E C T  4 11	5 12 19 26 17 O F W 3 10 17 24 31 E M W 7 14 21 28 E M W	T 6 13 20 27  BER T 4 11 18 25  BE T 1 8 15 22 29 BE T 6 13	F 7 14 21 28 F 5 12 19 26 R F 2 9 16 23 30 R F 7 14	1 8 15 22 29 S 6 13 20 27 S 3 10 17 24 S 1 8 15

## BUDGET CALENDAR

### **April 2012**

• 25-27-Budget calendar & philosophy to be discussed at Management meeting

#### May 2012

- 25-Payroll complete Salary Budgets
- 29-CAO to review draft budget calendar & philosophy with council

### June 2012

- 7-Finance to distribute budget calendar, philosophy & templates
- 15-Anticipated IT projects forwarded to D. Tymchyshyn
- 30-Fleet to issue vehicle & equipment rates for 2013-2015 (draft fleet budget and mobile equipment replacement plan completed)

### July 2012

• 13-First draft of Equip, Office Sys, Fire & Protective Services, Survey Equipment Replacement Plans to Finance Manager for review

Draft budgets, business plan & replacement plans to be returned to Kelly McGowan:

- 23-Legislative, Elections, Executive Administration, Legislative & Administration, Health & Safety, Assessment, Finance, Purchasing, Human Resources, Communications, Economic Development, Emergency Management, Enhanced Policing, Enforcement Services
- 30-Information Management, Geographic Information Systems, Planning & Development, Agriculture, ECC, Road Maintenance, Water & Wastewater

### August 2012

- 7-Environmental Management, Facility, General Office
- 20-Information Systems, Intelligent Community, Fire, Community Services, Drainage, Engineering, Solid Waste
- 27-Fleet, General Municipal

## September 2012

- 6-Finalized Equip, Office Systems, Fire & Protective Services, Survey Equipment Replacement plans & Long-term Capital plan to EC for approval
- 10-Finance to distribute budgets & business plans to Supervisors and Managers
- 10-Preliminary Assessment numbers to Finance
- 10-13-Budget Reviews (GM's meet with Managers)
- 14-17-Changes to reviewed budgets, business plans, & org charts due back to finance
- 19-20-Finance to print first draft
- 21-First draft to EC

## October 2012

## 9-11-Detailed budget review (EC & Managers)

- 12-GM's to advise their managers of revisions
- 15-17-Finance will make revisions to first draft of budget
- 18-19-Finance to print second draft of budget
- 19-Second draft of budget to CAO, GM's, & Managers

### 24-Review of 2<sup>nd</sup> draft by EC

- 25-GM's to advise managers of revisions to budget
- 31- Revisions to second draft of budget due to Finance from General Managers

## November 2012

- 13-14 Finance to print and assemble final budget
- 15-Budget books due to Councilors
- 26-27-Budget Presentations to Council

### December 2012

# 11-Budget approval by council

### **March 2013**

• 8 - Spring Budget Adjustments to Finance

### <u>April 2013</u>

• 9 - Spring Budget to Council