

# 2014 -2017

## MAY

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	

## JUNE

S	M	T	W	T	F	S
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23	24	25	26	27	28	29
30						

## JULY

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21	22	23	24	25	26	27
28	29	30	31			

## AUGUST

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
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## SEPTEMBER

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## OCTOBER

S	M	T	W	T	F	S
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20	21	22	23	24	25	26
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## NOVEMBER

S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

## DECEMBER

S	M	T	W	T	F	S
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22	23	24	25	26	27	28
29	30	31				

## B U D G E T C A L E N D A R

### April 2013

- 17-19 -Budget calendar & philosophy to be discussed at Management meeting

### May 2013

- 15-Municipal Tax Rate Comparison
- 24 -Payroll complete Salary Budgets
- 27 -CAO to review draft budget calendar & philosophy with council & forward for approval to first Council meeting in June

### June 2013

- 12 -Finance to distribute budget calendar, philosophy & templates
- 21 -Anticipated IT projects forwarded to D. Tymchyshyn
- 28 -Fleet to issue vehicle & equipment rates for 2014-2017 (draft fleet budget and mobile equipment replacement plan completed)

### July 2013

- 12 -First draft of Equip, Office Sys, Fire & Protective Services, Survey Equipment Replacement Plans to Finance Manager for review  
*Draft budgets, business plans & replacement plans to be returned to Maria Stevens / Dayna Morris. Finance to forward business plans to Jackie Ostashek.*
- 22 -Legislative, Elections, Executive Administration, Legislative & Administration, Health & Safety, Assessment, Finance, Purchasing, Human Resources, Communications, Economic Development, Emergency Management, Enhanced Policing, Enforcement Services
- 29 -Information Management, Geographic Information Systems, Planning & Development, Agriculture, ECC, Road Maintenance, Water & Wastewater

### August 2013

- 6 -Environmental Management, Facility, General Office
- 19 -Information Systems, Intelligent Community, Fire, Parks Recreation & Culture, Drainage, Engineering, Solid Waste
- 27 -Fleet, General Municipal
- 30-All Business Plans to be reviewed by Manager, Communication & Strategic Planning

### September 2013

- 4 -Finalized Equip, Office Systems, Fire & Protective Services, Survey Equipment Lifecycle plans, Long-term Capital plan and staffing requests summary to EC for approval.
- 4 - IT Project Ranking to EC
- 9 -Finance to distribute budgets & business plans to Supervisors and Managers
- 9 -Preliminary Assessment numbers to Finance
- 9-12 -Budget Reviews (GM's meet with Managers)
- 12-13 -Changes to reviewed budgets, business plans, & org charts due back to finance
- 16-17 -Finance to print first draft
- 18 -First draft to EC

### October 2013

- 8-10 -Detailed budget review (by individual Managers to EC)
- 11 -GM's to advise their managers of revisions
- 15-17 -Finance will make revisions to first draft of budget
- 18-21 -Finance to print second draft of budget
- 21 -Second draft of budget to CAO, GM's, & Managers
- 23-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 GM's

### November 2013

- 12-13 -Finance to print and assemble final budget
- 14 -Budget books due to Councilors
- 25-26 -Budget Presentations to Council

### December 2013

- 4 - Develop Press Release
- 10 -Budget approval by Council

### March 2014

- 7 -Spring Budget Adjustments to Finance

### April 2014

- 8 - Spring Budget to Council