



**Date:** October-25-23  
**Memo To:** Mayor and Council  
**All Directors**  
**From:** Ian Irvine, Director of Financial Services  
**Subject:** 2024-2028 Financial Plan and Budget Schedule

Date	Event	Assigned To	Desired Outcome
October 25	Budget Rollover Complete	DFS	Departments receive required tools for budget completion
December 5	Departmental Submissions Due	Directors	100% on-time submission
January 17	Local Grant Review	Local Grant Committee	Develop recommendations to Council re: local grant funding
January 19	Compiled departmental budgets & initial tax increase distributed to CAO / Directors	DFS	Review material prior to group budget discussions
January 19	Distribute Financial Plan Binders	DFS	Consistent information provided to all senior management and Council
** January 22 (COTW)	Police Board Budget Presentation	Police Board Member/Chief/Controller	Receive Council Feedback
** January 22 (COTW)	Budget Overview/Challenges Policy Review	DFS - Presentation	Understanding of Council priorities; Acceptable Tax Revenue increase
** January 29 (Council)	Local Grant Approvals	Council	Approval of Local Grant Budget for Financial Plan Inclusion
** January 29 (Council)	Early Budget Approvals	Directors	Urgent & Justified Requests are Considered
** January 29 (Council)	Draft Budget Presentation	DFS - Presentation	Discussion of key budget components and proposed tax increase
** February 5 (Council - if necessary)	Supplemental Operating and Capital Requests	DFS - Presentation	Discussion of key capital and operating requests
** March 6 (Council)	Library Board Budget Presentation	Library Board & Staff	Receive/Council Feedback
** April 8 (Council)	Tax Rate Policy Discussion	DFS - Presentation	Consensus on property tax rate policy/tax rates
** April 22 (Council)	Financial Plan & Tax Rates Bylaws - 3 Readings	DFS - Prepare bylaws	1 <sup>st</sup> three readings of bylaws
** May 6 (Council)	Financial Plan & Tax Rates Bylaws - Adoption	DFS	Adoption of bylaws

\*\* Meetings involving Council

Please contact Ian if you have any concerns regarding particular dates in the proposed schedule.