

Proposed 2016 Budget Preparation Work Plan – June 16, 2015

Month / 2015	Activity
January – April	<ul style="list-style-type: none"> ➤ Develop 2015 - 2017 Fiscal Management Strategy ➤ Develop 2015 Property Tax Bylaw
April – May	<ul style="list-style-type: none"> ➤ Audit and Budget Committee consider/ Council approve 2015 - 2017 Fiscal Management Strategy ➤ Audit and Budget Committee consider/ Council approve 2015 Property Tax Bylaw ➤ Strategic Plan approved by Council
May – June	<ul style="list-style-type: none"> ➤ Financial Planning team to develop 2016 Pre-Budget guidelines and templates ➤ Presentation of 2016 Budget process guidelines and timelines to the Executive Leadership Team ➤ Presentation of the proposed 2016 Budget Development Work Plan to Audit and Budget Committee ➤ Budget Guidelines Rollout and Budget kickoff ➤ Capital Budget Business Case Development sessions with all Departments ➤ Departmental Business Plan revisions/continued development
July	<ul style="list-style-type: none"> ➤ Departmental Budget preparations ➤ 2016–2018 Draft Departmental Operating Budget submission to Financial Planning ➤ 2016 Capital Budget and 2017-2021 Capital Plan submissions to Accounting Services
August	<ul style="list-style-type: none"> ➤ Draft Departmental Budget Analyst Notes due to Financial Planning ➤ Draft Capital Budget package to Financial Planning (funding allocation, etc.) ➤ Review of Business Cases by Accounting Services ➤ Draft Capital Budget package to be distributed to Directors
September	<ul style="list-style-type: none"> ➤ Draft Departmental Analyst Notes to Directors for Review ➤ Draft Capital Budget Requests to Capital Steering Committee for review ➤ Analyst Notes Presentation to Budget Review Committee (Operating & Capital Budget) ➤ Mayor/Councillor’s Budget Requests – deadline for submission September 22, 2015
October	<ul style="list-style-type: none"> ➤ Final review of Analyst Notes by Directors, Executive Directors and Director, Financial Services ➤ Final Departmental Operating Budget and Capital Budget - presentations to Executive Leadership team and Budget Review Committee
November	<ul style="list-style-type: none"> ➤ Presentation of the 2016 Proposed Budget & Financial Plan Documents to Audit and Budget Committee - November 3, 2015 ➤ 2016 Proposed Budget and Financial Plan - Audit and Budget Committee review meetings with Departments, Overviews and capital projects prioritization – November 4, 5, 6, 7 & 9
December	<ul style="list-style-type: none"> ➤ Council approval of 2016 Proposed Budget and 2017- 2021 Financial Plans – December 8 ➤ Publication of the approved budget document