

Two-year Budget Calendar

Council Activities Public Involvement March/April • Administrative Tasks Final roll from BC Assessment received. Council sets tax rates by class. Mau Five Year Financial Plan and Tax Rate Bylaws adopted. Late February Budget approved and tax requirements set. June/July Finance determines base budget Early February • impacts based on contracts and known economic factors. Public consultation on additions/ deletions to the Five-year Financial Plan and specific July supplemental requests. **Confirm Council expectations** and assumptions for budget Mid-January preparations. Presentation of supplemental requests (for all years in the Five-August year Financial Plan) to Council. Finalize community requests for inclusion in budget planning. Mid-December Utility rates set and the provisional Five-year Financial Plan approved. July/Mid-September Budget preparation by departments. Early December Council discussion on the provisional Five-year Financial Plan, Mid-September early capital requests, and next **Business Case Committee meets** year's utility rates. to review new budget item requests for upcoming years. Mid/Late November Public budget consultation. **Early October** Feedback on the provisional budget CAO and Finance meet with and Five-vear Financial Plan. departments to review Collection of new ideas. budget submissions and the opportunities, and changes in overall impact to City service levels from public to be budget. considered for future budget planning cycles.

Late October

Senior Management/CAO meet

to prioritize new capital and

operating requests, service

level change requests, and

utility budgets/rate proposals.

Mid-November

Presentation to Council on the provisional Five-year Financial Plan to confirm direction. Provide an initial look at base budget with new items approved in prior years. Initial presentation of utility budgets.