

MEMORANDUM



DATE : December 11, 2017

TO : Mayor and Council

FROM : Chief Financial Officer

SUBJECT : Schedule for 2018 Financial Plan

Enclosed is a draft timeline for the 2018 Budget and Five Year Financial Plan process.

The dates for 2018 Council meetings are preliminary at this time, subject to review and finalization. The plan is to conduct three Council workshops, with contingency for an additional meeting on February 13th should it become necessary. As there are COTW meetings on January 15 and February 13, Council may wish to schedule alternate dates for the workshops currently planned for those dates.

All workshops will be open for public participation and input.

DRAFT

2018 FINANCIAL PLAN TIMELINE

<i>Date(s)</i>	<i>Responsibility</i>	<i>Description of Activity</i>
Oct-Nov 2017	COTW	2018 Fee for Service Presentations
November 8, 2017	Management	20 Year Capital Plan Open House
December 2017	Management	2018-2021 Capital Plan completed 2018 Capital Projects finalized
December 2017	Management	2018 Operating budgets prepared
January 15, 2018	Council Workshop	Budget Process Overview Capital budget presentations by management
January 29, 2018	Council Workshop	Operations budget presentations by management
February 5, 2018	Council Workshop	Review revenue requirements and tax rates
February 13, 2018	Council Workshop	Potential workshop if presentations not completed during prior workshops
March 12, 2018	COTW	Introduce 2018-2022 Financial Plan Bylaw
March 26, 2018	Regular Council Meeting	1 st , 2 nd and 3 rd reading 2018-2022 Financial Plan Bylaw
April 9, 2018	COTW	Introduce 2018 Tax Rates Bylaw
April 9, 2018	Regular Council Meeting	Adopt 2018-2022 Financial Plan Bylaw
April 23, 2018	Regular Council Meeting	1 st , 2 nd and 3 rd readings 2018 Tax Rates Bylaw
May 7, 2018	Regular Council Meeting	Adopt 2018 Tax Rates Bylaw
May 15, 2018		Deadline to adopt 2018-2022 Financial Plan Bylaw and Tax Rates Bylaw