

Memo



To: Committee of the Whole
From: Chief Financial Officer
Date: 2018-12-10
Subject: Schedule for 2019 Financial Plan Workshops

Enclosed is a draft timeline for the 2019 Budget and Five Year Financial Plan process for your review and discussion.

The plan is to conduct three Council workshops, with contingency for an additional meeting on February 18th should it become necessary. As there is a COTW meeting on February 11, Council may wish to schedule an alternate date for the workshop currently planned for that date.

All workshops will be open for public participation and input.

DRAFT

2019 FINANCIAL PLAN TIMELINE

<i>Date(s)</i>	<i>Responsibility</i>	<i>Description of Activity</i>
December 2018	Management	2019-2023 Capital Plan completed 2019 Capital Projects finalized
January 2019	Management	2019 Operating budgets finalized
January 28, 2019	Council Workshop	Budget Process Overview Capital budget presentations by management
February 4, 2019	Council Workshop	Operations budget presentations by management
February 11, 2019	Council Workshop	Review revenue requirements and tax rates
February 18, 2019	Council Workshop	Potential workshop if presentations not completed during prior workshops
March 11, 2019	COTW	Introduce 2019-2023 Financial Plan Bylaw
March 25, 2019	Regular Council Meeting	1 st , 2 nd and 3 rd reading 2019-2023 Financial Plan Bylaw
April 8, 2019	COTW	Introduce 2019 Tax Rates Bylaw
April 8, 2019	Regular Council Meeting	Adopt 2019-2023 Financial Plan Bylaw
April 23, 2019	Regular Council Meeting	1 st , 2 nd and 3 rd readings 2019 Tax Rates Bylaw
May 6, 2019	Regular Council Meeting	Adopt 2019 Tax Rates Bylaw
May 15, 2019		Deadline to adopt 2019-2023 Financial Plan Bylaw and Tax Rates Bylaw