

2025 Budget Timetable

Action	Deadlines
<p>Capital Budget Forecast & Template: Finance to provide 10 year Capital Plan and templates to Management for completion.</p> <p>Operating Budget Report & Working Papers: Finance to provide Operating Budget working papers to Management, Library Board and BIA for completion.</p>	<p>July 31, 2024</p>
<p>Completed 2025 Capital Budget & updated 10 year Capital Plan: The Budget and 10 year updated Capital Plan to be submitted to the Director of Finance, from each Manager, by the deadline. This shall include consideration of Master Plans, Studies, Development Charges, Policies, Current Asset Replacement Policy, By-Laws and the Asset Management Plan.</p> <p>Completed 2025 Operating Budget & worksheets: Budget to be submitted to the Director of Finance, from each Manager, by the deadline. The Operating budget includes both the Budget Report containing proposed budget values and working papers which are to be forwarded to Director of Finance by each Manager by the deadline. The working papers include details of contracted services, vehicle maintenance, staffing compliments, employee training/conferences, etc.</p>	<p>September 16, 2024</p>
<p>CAO & Director of Finance Internal Review of Capital and Operating Budgets submitted by: Management, Library Board and BIA. (Meetings will be scheduled upon request and/or if needed for further information/clarification)</p>	<p>October 1, 2024 to October 15, 2024</p>
<p>CAO, Director of Finance review with Mayor the Capital and Operating Budgets Meetings may be scheduled if needed for further information/clarification</p>	<p>October 16, 2024 to October 31, 2024</p>

<p>1st Draft Budget Delegation to Council from Committees and Boards: <i>All committees or boards must have held at least one public meeting of its members for discussion and approval of the proposed budget prior to making a budget request to Council.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Library Board budget presentation request to Council <input type="checkbox"/> BIA Board budget delegation request to Council <input type="checkbox"/> Advisory Committee's budget delegation requests to Council <p>1st Draft Operating & Capital Budget (estimated) Presentation to Council:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1st Draft Operating, Capital and Water & Wastewater Budgets (Estimated Costs) presented to Council <input type="checkbox"/> Updated 2025 Tax Rate summary based on estimated Current Value Assessment <input type="checkbox"/> 2025 Tax Rate increase estimate presented to Council and value of investment in Capital and Operating <input type="checkbox"/> Municipal Wage Grid Indexing, CPI index up to September 	<p>Special Budget Meeting Thursday November 21, 2024 9:00 a.m. – 3:00 p.m.</p>
<p style="text-align: center;">Council Review & Comment(s): Council review of the 1st Draft Operating & Capital Budgets and provide comment(s) to the CAO and Director of Finance.</p>	<p style="text-align: center;">November 22, 2024 to December 8, 2024</p>
<p style="text-align: center;">Meetings with CAO & Director of Finance: Council members may schedule a meeting for further clarification/review with the CAO & Director of Finance, upon request.</p>	<p style="text-align: center;">December 9, 2024 to December 13, 2024</p>
<p>2nd Draft Budget Delegation to Council from Committees and Boards:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 2nd Draft Budget delegation and/or presentation, if requested <p>2nd Draft Operating & Capital Budget Presentation to Council:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review of 2nd Draft Operating, Capital and Water & Wastewater Budgets, containing amendments from 1st draft budgets if applicable. <input type="checkbox"/> Review BIA & Library Requisitions <input type="checkbox"/> Evaluate affordability, service levels and needs <input type="checkbox"/> The public are welcome to attend <p>2025 Tax Rate Summary:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Updated 2025 Tax Rate Summary based on MPAC released Total Current Value Assessment data (Dec. 10, 2024). 	<p>Special Budget Meeting Thursday January 9, 2025 1:00 p.m. – 3:00 p.m.</p>
<p>2nd Draft Operating & Capital Budget, for Public Comment:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 2nd Draft of the 2025 Operating, Capital and Water & Wastewater Budgets, as presented to Council, will be open for public comment <input type="checkbox"/> The public are welcome to attend and comment 	<p>Special Budget Meeting (for Public Comment) Thursday January 9, 2025 @ 5:00 p.m.</p>
<p>Final Operating & Capital Budget Meeting:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Presentation and approval of the Municipal Operating and Capital Budgets and the Water & Wastewater Operating and Capital Budgets 	<p>Regular Council Meeting (Final Budget Approval) Monday January 27, 2025 @ 1:00 p.m.</p>