

2024 Budget Development Schedule and Deliverables

June 20, 2024

Deliverable	Description	Prime	Due Date
Budget Process and Schedule	Process and Schedule approved by COW	KD	21-May-24
Capital Forecast and Carryforward templates to Dept Heads	Provide templates (Due back July 3)	KD	19-Jun-24
2024 New Capital Projects templates to Dept Heads	Provide templates (Due back July 10)	KD	21-Jun-24
Operating Budget templates to Dept Heads	Provide templates (Due back July 10)	KD	2-Jul-24
Capital Forecast and Carryforward templates	Due back to Finance July 3	Senior Staff	3-Jul-24
2024 New Capital Projects	due back to Finance July 10	Senior Staff	10-Jul-24
Operating Budget templates	due back to Finance July 10	Senior Staff	10-Jul-24
Reserves and Debt schedules	Templates developed and draft schedules populated	AH/KD	12-Jul-24
Finalize Survey Issues and Questions		KD/AH/AK	18-Jul-24
Draft budget tabling presentation	Develop framework for budget tabling presentation	KD/AH	19-Jul-24
Provide 2024 Fees & Charges By-Law to SMT for amendments	Review and propose any changes to By-Law	Senior Staff	22-Jul-24
Develop Senior Staff presentation templates	Provide presentation templates for Senior Staff presentations to COW	KD/AK	22-Jul-24
Budget Preview communication	public communication introducing process, spotlights, and survey	KD/AK	22-Jul-24
Complete SMT Presentation # 1	Highlight significant variances, missing information, questions	KD/AH	22-Jul-24
SMT Budget Review #1	Finance team to present 1st draft operating and capital budget	KD/AH	24-Jul-24
Public Engagement Survey Launched		KD/AK	30-Jul-24
Fees and Charges Changes Due to Finance	Department Heads to submit any proposed amendments to fees & charges by-law	KD/AK	2-Aug-24
Budget Spotlight # 1		KD/AK	5-Aug-24
Operating and Capital Budget refinements		KD/AH	7-Aug-24
Complete SMT Presentation # 2	Highlight updates and changes	KD/AH	12-Aug-24
SMT Budget Review #2	Finance team to present 2nd draft operating and capital budget	KD/AH	14-Aug-24
Budget Spotlight #2		KD/AK	19-Aug-24
Budget Presentation Draft # 1 complete	Senior team to submit completed presentation templates	Senior Staff	29-Aug-24
Finalize Draft Operating and Capital Budget for Tabling	Lock in draft Budget numbers for Tabling	KD/AH	29-Aug-24
Public Engagement Survey Closed		KD/AK	29-Aug-24
Budget Spotlight #3		KD/AK	2-Sep-24
Develop tabling presentation and report		KD/AH	9-Sep-24
Budget Spotlight #4		KD/AK	16-Sep-24
Budget Spotlight #5		KD/AK	30-Sep-24
Survey Results Presentation	Presentation to COW on survey results	KD/AH	8-Oct-24
2024 Budget Tabling Presentation - COW		KD/AH	8-Oct-24
Final Budget Pre-Approvals submitted to Finance	Senior team to submit final requests for preapproval	Senior Staff	10-Oct-24
Departmental Budget Presentations completed	senior team to submit final presentations to CAO/Finance for review	Senior Staff	10-Oct-24
Fees and Charges By-Law presentation to COW		KD/AK	15-Oct-24
Senior Staff Budget Presentations to COW	Use presentation templates to ensure consistency across departments	Senior Staff	22-Oct-24
2024 Budget Pre-Approvals - Council	Budget pre-approval requests brought forward	KD/AH	22-Oct-24
Senior Staff Budget Presentations to COW	Use presentation templates to ensure consistency across departments	Senior Staff	24-Oct-24
2024 Budget Pre-Approvals - Council	Budget pre-approval requests brought forward	KD/AH	24-Oct-24
Budget Spotlight #6		KD/AK	21-Oct-24
Budget Spotlight #7		KD/AK	4-Nov-24
Fees and Charges By-Law presentation to Council		KD/AK	5-Nov-24
Finalization of Budget	Finalizing budget		12-Nov-24
Budget Spotlight #8		KD/AK	18-Nov-24
2024 Operating and Capital Budget Adoption			19-Nov-24
Budget Spotlight #9		KD/AK	3-Jan-25

COW meeting

Communications

SMT

Council meeting