



2019 Budget and Business Plan Schedule

LEGEND	
■	Meeting
■	Deliverable
→	Task

Month	March				April				May				June				July				August				September				October				November				December				January				February							
	Week of				Week of				Week of				Week of				Week of				Week of				Week of				Week of				Week of				Week of				Week of											
	Deadline																																																			
Technology Project Review																																																				
Accounting to Forward Instructions to Departments	23-Mar-18																																																			
Preparation of IT project proposals	22-Jun-18																																																			
Budget Workshops for EMT & SMT	12-Apr-18																																																			
IT project proposals submitted to Corporate Technology Steering Committee	22-Jun-18																																																			
Corporate Technology Steering Committee review and scoring of project proposals	29-Jun-18																																																			
Corporate Technology Governance Committee prioritization of projects	6-Jul-18																																																			
Capital Budget																																																				
Accounting to Forward Instructions to Departments	23-Mar-18																																																			
Preparation of preliminary department Capital Budgets & Forecasts (including Needs Assessment forms)	13-Jul-18																																																			
Budget Workshops for EMT & SMT	12-Apr-18																																																			
Budget team reviews preliminary Capital Budget & Forecast with departments - w/o July 16, 2018	20-Jul-18																																																			
Preliminary Capital Budget is completed	20-Jul-18																																																			
Cross-Functional Budget Review Committee assesses preliminary Capital Budget	30-Jul-18																																																			
Preliminary prioritization of Capital Budget & Forecast at SMT	22-Aug-18																																																			
Budgets Supervisor creates CB1 forms and distributes to departments for additional information and cost estimate updates	24-Aug-18																																																			
Preparation of detailed department Capital Budgets & Forecasts (including CB1 forms)	14-Sep-18																																																			
Departments forward detailed Capital Budget & Forecast to Budget Supervisor for distribution to the Cross-Functional Budget Review Committee	14-Sep-18																																																			
Cross-Functional Budget Review Committee reviews Capital Budget & Forecast and makes revisions with departments	5-Oct-18																																																			
Detailed Capital Submission is completed	17-Oct-18																																																			
Budgets Supervisor to prepare report and finalize budget documents	24-Oct-18																																																			
Final review of 2019 Budget and Business Plan at SMT	24-Oct-18																																																			
Consolidated 2019 Budget & Business Plan																																																				
Review of final 2019 Budget & Business Plan document by Corporate Communications	31-Oct-18																																																			
Second Proposed Operating Budget report to Council re-affirming direction	TBD																																																			
2019 Budget and Business Plan forwarded to Budget Committee	TBD																																																			
Budget information session to Council	TBD																																																			
Ward budget briefings	TBD																																																			
Budget Committee reviews Capital Budget & Forecast	TBD																																																			
Budget Committee reviews Operating Budget	TBD																																																			
Capital Budget & Forecast considered by Council	TBD																																																			
Operating Budget considered by Council	TBD																																																			