

2021 Budget Timetable

Action	Deadlines
Capital Budget Forecast & Template: Finance to provide 10 year Capital Plan and templates to Department Heads to be completed and returned to Finance.	August 21, 2020
Operating Budget Report & Working Papers: Finance to provide Operating Budget working papers to Department Heads, Library Board and BIA for completion.	August 21, 2020
Completed 2021 Capital Budget & updated 10 year Capital Plan: The 2021 Capital Budget and 10 year updated Capital Plan to be submitted to the Director of Finance, from each Department Head, 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.	September 25, 2020
Completed 2021 Operating Budget & worksheets: Budget to be submitted to the Director of Finance, from each Department Head, 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 Department Head by the deadline. The working papers include details of contracted services, vehicle maintenance, staffing compliment, employee training/conferences, etc.	September 25, 2020
CAO & Director of Finance Internal Review of Capital and Operating Budgets submitted by: Department Heads, Library, Boards, BIA Committee & PUSI (Meetings will be scheduled upon request and/or if needed for further information/clarification)	October 19, 2020 to November 6, 2020
CAO, Director of Finance review with Mayor the Capital and Operating Budgets Meetings may be scheduled if needed for further information/clarification	November 9, 2020 to November 20, 2020

1st Draft Operating & Capital Budget (estimated) Presentation to Council: <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 2021 Tax Rate summary based on estimated Current Value Assessment <input type="checkbox"/> 2021 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 	Special Budget Meeting Thursday December 10, 2020 9:00 a.m. – 3:00 p.m.
Council Review & Comment(s): Council review of the 1 st Draft Operating & Capital Budgets and provide comment(s) to the CAO and Director of Finance.	December 11, 2020 to January 3, 2021
Meetings with CAO & Director of Finance: Council members may schedule a meeting for further clarification/review with the CAO & Director of Finance, upon request.	January 4, 2021 to January 8, 2021
2nd Draft Operating & Capital Budget Presentation to Council: <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 2021 Tax Rate Summary: <ul style="list-style-type: none"> <input type="checkbox"/> Updated 2021 Tax Rate Summary based on MPAC released Total Current Value Assessment data (Dec. 8, 2020). 	Special Budget Meeting Thursday January 21, 2021 1:00 p.m. – 4:00 p.m.
2nd Draft Operating & Capital Budget, for Public Comment: <ul style="list-style-type: none"> <input type="checkbox"/> 2nd Draft of the 2021 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 	Special Budget Meeting (for Public Comment) Thursday January 21, 2021 @ 6:00 p.m.
Final Operating & Capital Budget Meeting: <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 	Regular Council Meeting (Final Budget Approval) Tuesday February 16, 2021 @ 1:00 p.m.