

OFFICE OF THE CHIEF FINANCIAL OFFICER

MEMORANDUM

To: Budget Chair Peter Chirico
 Mayor Fedeli
 Members of City Council

Date: October 29, 2007

From: Brian Rogers, Chief Financial Officer

Subject: 2008 Operating and Capital Budgets Preparation and Review Schedule

Date	Time	Activity	Location
Monday, December 3	7:00 pm	Regular Council Meeting - City Council refers Chief Financial Officer's Preliminary 2008 Operating Budget material to General Government Committee - City Council receives "2008 Long Term Capital Funding Policy and Capital Budget" Report and refers to General Government Committee - City Council receives "2008 Water Rates and Budget Report" and refers to General Government Committee	Council Chamber
Wednesday, December 5	8:30 a.m. to 1:00p.m.	Standing Committee Briefings – Engineering and Works - Individual Business Unit budget reviews	5th Floor Boardroom
Wednesday, December 12	8:30 a.m. to 1:00p.m.	Standing Committee Briefings – General Government - Individual Business Unit budget reviews - Financial Affairs and other	5th Floor Boardroom
Friday, December 14	8:30 a.m. to 1.00p.m.	Standing Committee Briefings – Community Services Committee - Individual Business Unit budget reviews	5th Floor Boardroom
Monday, December 10	7:00 pm	General Government [Budget] Committee Meeting - Capital Budget and Long-Term Capital Financing Policy - Water Rates	Council Chamber
Monday, January 7	7:00 pm	Regular Council Meeting - City Council receives "Operating Budget based on Standing Committee Recommendations, Proposed Budget Enhancements and Reductions" Report and refers to General Government Committee	Council Chamber
Monday, January 14	7:00 pm	General Government [Budget] Committee Meeting - Special staff presentation to Committee and public - Operating Budget based on Standing Committee Recommendations, Proposed Budget Enhancements and Reductions	Council Chamber
Monday, January 21	7:00 pm	Regular Council Meeting - City Council receives 2008 "Assessment Analysis and Tax Policy Review" Report and refers material to General Government Committee - City Council receives User Fees Review" report and refers material to General Government Committee	Council Chamber
Monday, January 28	7:00 pm	General Government [Budget] Committee Meeting – Public Presentations	Council Chamber
Monday, January 28	7:00 pm	General Government [Budget] Committee Meeting - Tax Policies - User Fees	Council Chamber

Date	Time	Activity	Location
Monday, February 11	7:00 pm	General Government [Budget] Committee Meeting - Operating Budget, Water/Sewer Budget/Water Rates, User Fees, Tax Policies - Wrap-Up Meeting #1 and Proposed Tax Rates	Council Chamber
Tuesday, February 12	5:00 pm for 5:30 pm	General Government [Budget] Committee Meeting [dinner] - Agencies, Boards and Commissions	5th Floor Boardroom then Council Chamber
Thursday, February 14	5:00 pm for 5:30 pm	General Government [Budget] Committee Meeting [dinner] - Agencies, Boards and Commissions	5th Floor Boardroom then Council Chamber
Monday, February 25	7:00 pm	Regular General Government Committee Meeting - Recommendation adopting Operating Budget, Capital Budget, Water/Sewer Budget, User Fees, Five Year Capital Forecast, Tax Policies and Tax Rates	Council Chamber
Monday, March 3	7:00 pm	Regular Council Meeting - Review and adoption of General Government Committee Recommendation and passage of resolutions/by-laws	Council Chamber

In respect of this schedule, please note the following:

1. The term "General Government [Budget] Committee" describes an "expanded" General Government Committee, chaired by the Deputy Mayor and comprised of all the members of Council, including the Mayor.
2. While all the meetings are open to the public, the public will be specifically invited to attend,
 - **on January 14 to be able to hear the "special staff presentation", as a basis for future public presentations to Committee;**
 - **on January 28 to make presentations in respect of any aspect of the budget, after Committee has considered each element of the budget at least once; and**
 - **on March 3 at the regular Council Meeting, prior to final consideration and adoption of the various elements of the budget.**

In camera meetings may need to be scheduled.

3. The schedule will be published in the newspaper and on the City website for the information of the public throughout the budget processing period. (Publication of notice of the meeting at which Council intends to adopt the budget is required by the *Municipal Act, 2001*.)
4. In most cases relevant materials will be delivered to Council members in their package on the Friday before each meeting. Where that is not possible, every effort will be made to distribute them on the Monday night of the week of the meeting.
5. The starting time for meetings on Committee nights may need to be moved up depending on the other agenda items scheduled for the same night. This will be monitored closely and notice of time changes will be given.

Brian Rogers, C.A.
Chief Financial Officer

Copy for: Chief Administrative Officer
Managing Director, Community Services
Managing Director, Public Works & Services

Fire Chief
Managing Director, Corporate Services
City Clerk
Manager, Budgets

2008 Budgets-CouncilSchedule