

## Town of Amherstburg

### Budget Timelines – 2025 Budget Process

Item	Action by	Deadline
<b>2025 Budget</b>		
<b>Dept. Budget Prep - All Budget Centres</b> <ul style="list-style-type: none"> <li>• (update estimates, review YTD operating and capital, review/update budget comments/notes and budget book information, review variances etc.)</li> <li>• Draft Business Issue Papers (BIP)</li> <li>• Staffing Request (BIP)</li> </ul>	SMT	Jul. 1, 2024 – Capital Aug. 2, 2024 – Operating Jul. 1, 2024
<b>Budget templates distributed to SMT</b>	Corp. Services - Finance	May 2024
<b>Council Direction</b>	Council-SMT	Jun. 24, 2024
<b>Capital Project Draft Review</b>	Council-SMT	July/August 2024
<b>SMT submits draft final budget requests (BIP) to Finance</b>	SMT	<b>Aug. 6, 2024 Capital Sept. 3, 2024 Operating</b>
<b>Dept. Meetings - Review Requests with SMT</b>	SMT	Sept 23 – 27, 2024 (2 <sup>nd</sup> Qtr results)
<b>Second Review with CAO</b> , and SMT if necessary, for any changes – Final Draft to be circulated	CAO, DCS, Deputy Treasurer; (Dept Directors if necessary)	October 16 – 20 2024
<b>Budget documents – Production</b> <ul style="list-style-type: none"> <li>• Final Draft – Recommended Budget with Nov. 1<sup>st</sup> MPAC CVA.</li> </ul>	Corp. Services - Finance	Oct. 20 to Nov. 8, 2024 (2 <sup>nd</sup> Qtr results)
<b>Budget documents – for accessibility review</b>	Clerk’s Office	Oct 28, 2024 – Capital Nov 8, 2024 - Operating
<b>Budget documents – Compilation</b> <ul style="list-style-type: none"> <li>• Final Draft – Recommended Budget</li> </ul>	Corp. Services - Finance	Oct 28 to 18, 2024 (2 <sup>nd</sup> Qtr results)

<b>2025 Budget meetings:</b>		
<ul style="list-style-type: none"> <li>• <b>*Table Budget/Presentation</b> - Regular Council Meeting</li> </ul>	Treasurer	Nov 18, 2024 (with 2nd qtr results)
<ul style="list-style-type: none"> <li>• <b>*Public Survey – Event on Sat. November 23, 2024 (tentative)</b></li> </ul>	SMT	Nov 19 <sup>th</sup> to Dec 2 <sup>nd</sup> , 2024
<ul style="list-style-type: none"> <li>• <b>Audit &amp; Finance Committee</b></li> </ul>	Treasurer	Dec 2 <sup>nd</sup> , 2024
<ul style="list-style-type: none"> <li>• <b>*Deliberations</b> - evening session Dec 9, 2024 community grant requests/delegations.  2025 Operating &amp; Capital Budget Approval in Principal</li> </ul>	Council/SMT	<ol style="list-style-type: none"> <li>1. December 9, 2024 (6 <i>pm</i> – 10 <i>pm</i>)</li> <li>2. December 10, 2024 (9 <i>am</i> – 5:30 <i>pm</i>)</li> <li>3. December 11, 2024 (9 <i>am</i> – 4:30 <i>pm</i>, if required)</li> </ol>
<ul style="list-style-type: none"> <li>• <b>Final Approval of 2025 Operating and Capital Budgets</b></li> </ul>	Council	<p>First Scheduled Council meeting in 2025</p> <p>Tentative Jan 13<sup>th</sup> at latest Jan 27<sup>th</sup></p>