

**STAFF REPORT: Finance & IT Services**

**REPORT TO:** Finance & Administration  
**MEETING DATE:** July 26, 2011  
**REPORT NO.:** FIT.11.33  
**SUBJECT:** 2012 Budget Timeline  
**PREPARED BY:** Robert Cummings, CMA  
 Director of Finance & IT  
 Services

**A. Recommendations**

THAT Council receive Staff Report FIT.11.33 “2012 Budget Timeline” for information purposes.

**B. Background**

The Town’s previous approach to the budgeting process has changed slightly for the upcoming budget season based on feedback from the July 14, 2011 Council Meeting. These changes will have an effect on the delivery time for the 2012 budget.

Although the technique may be changing slightly in how the Town will review budgets, the methodology and philosophy of how the budget is prepared has not changed. The 2012 budget will be approached with the past philosophy being:

Proactive – 3-year Operating and 5-year Capital budget that includes a review of options on service delivery.

Base Budget – the budget document and changes to rates will be based on existing levels of service. Any change in services will be in the form of an enhancement report presented to the respective committee for a direction.

Balance – the budget must balance the affordability of provided services with the long term financial sustainability of the Town. Factors such as growth, current economic conditions and current asset condition are certain to have an impact.

Additionally, the 2012 budget will be reviewed electronically. There will be no large budget binders prepared for the review of the budgets by Council. Committees and the public will be able to access budget information in electronic files available for Committee meetings.

Finally, the timeline for delivering the 2012 Budget is a critical item in the processing of financial information for the Town. The plan is to have an adopted 2012 budget by mid-December. This will allow for the budget to be in place for the respective fiscal year and allow operations and purchasing sufficient time to plan for their work. The 2012 Budget timeline is attached with a description of the expected work and the time it will be completed.

**C. The Blue Mountains' Strategic Plan**

Ensuring long-term financial sustainability

**D. Environmental Impacts**

N/A

**E. Financial Impact**

Nil

**F. Attached**

1. 2012 Budget Timeline
2. 2012 Budget Timeline Chart of Responsibility

Respectfully submitted,

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Robert Cummings, CMA  
Director of Finance & IT Services

## 2012 Budget Timeline

Task	Due Date
Finance & IT Services Staff distribute 2012-2013 Data to SMT & SAM for review and input of 2014 data	July 18, 2011
All information from SMT & SAM pertaining to Capital and Operating Changes provided to Finance & IT Services	August 15, 2011
Capital & Operating Budget Review with SMT & SAM	August 22 to September 9, 2011
Service Delivery Review Considerations	September 15, 2011
Final Draft Budget to Serena for creation of Electronic Budget Document	September 13, 2011
Draft Electronic Budget Document distributed to SMT	September 16, 2011
SMT Review of Draft Budget	September 22 & 23, 2011
Final Draft Budget Documents to Serena for creation of Electronic Budget Document	October 3, 2011
Distribution of Electronic Budget to Council, Committee, SMT & SAM	October 12, 2011
Budget Meetings	November 3, 2011
Public Meeting Notice on Website and local newspapers	November 9, 2011
Statutory Public Meeting	November 28, 2011
Budget By-law Enacted by Council	December 12, 2011

**The Blue Mountains  
Budget Process Timeline  
for Fiscal Year 2012**

Week Ending (Friday)		08-Jul	15-Jul	22-Jul	29-Jul	05-Aug	12-Aug	19-Aug	26-Aug	02-Sep	09-Sep	16-Sep	23-Sep	30-Sep	07-Oct	14-Oct	21-Oct	28-Oct	04-Nov	11-Nov	18-Nov	25-Nov	02-Dec	09-Dec	16-Dec								
Task/Activity/Milestone	End Date																																
<b>Pre-Budget</b>																																	
Establish Budget Process	Jul 26																																
Establish Budget timeline	Jul 16																																
Update Budget tools	Jul 16																																
Budget format and structure	Aug 16					<i>minor adjustments</i>																											
<b>1st Draft Phase</b>																																	
Data to SMT & SAM																																	
Data from SMT & SAM to Finance																																	
Staff prepare service delivery reports to committees																																	
Committees report to Council on service delivery review considerations and options	Sep 15																																
Review Capital & Operating Budgets with SMT & SAM																																	
SMT & SAM Revise Projects as needed																																	
<b>2nd Draft phase</b>																																	
Electronic Budget Document created																																	
Budget Document to SMT	Sep 16																																
SMT Review of Budget																																	
SMT & SAM Revise Projects as needed	Sep 22/23																																
Electronic Budget Document revised/updated																																	
<b>3rd Draft phase</b>																																	
Distribute to Committees & SMT																																	
Committees review respective budgets																																	
Budget Meetings in open session - committee delivers budget																																	
Public Meeting notice to paper	Nov 9																																
Statutory Public Meeting at Council	Nov 28																																
Budget By-law enacted by Council	Dec 12																																
						Council Action Required																											
						Committee Action Required																											
						SMT & SAM Action Required																											
						Finance & IT Services Staff Action Required																											