



MEMO

To: Finance & Administration Committee
From: Lise Harrison- Acting Director of Finance & Treasurer
Date: September 11, 2024
Subject: Ad Hoc 2025 Budget Committee

With the work commencing on the 2025 budget, council may wish to pass a resolution establishing a meeting date for the first Ad Hoc 2024 Budget Committee as well as a resolution to appoint a chair for the Ad Hoc 2025 Budget Committee.

It is my intention to deliver the budget in the following order and within the presented timelines:

2025 BUDGET PLANNING AND TIMELINES							
	October		November		December		
	29-5	6-12	17-23	24-30	8-14	15-21	22-28
USER FEES							
Present to Ad Hoc Budget Committee							
WAGES AND BENEFITS							
Present to Ad Hoc Budget Committee							
CAPITAL AND RESERVES							
Present to Ad Hoc Budget Committee							
USER PAY							
Present to Ad Hoc Budget Committee							
OPERATING							
Present to Ad Hoc Budget Committee							

- User Fees** Review all user fees for recreation, culture, bylaw, transit, fire, general government, planning, landfill and cemetery
- Wages & Benefits** Review of detailing staff wages and benefits; changes to positions; and any new requests for staffing
- Capital & Reserves** Review of all existing and proposed projects; and review of the current state of reserves
- User Pay** Water Waste Water Budget, Including considerations from the 2022-2028 Rate Study
- Operating Budget** Based on decisions and outcomes from phases 1 to 4 above, and all other operational expenditures.

I am open to suggestions and discussions on the order of preparation, as well as any suggestions in general from the Finance & Administration Committee.

Respectfully submitted,

Lise Harrison