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Date: August 21, 2024

To: Finance Committee

From: Rachelle Blicht, Finance & Administrative Services Director

Re: 2025 Municipal Budget Calendar

As we begin the 2025 budget season, it is essential to update the budget calendar timeline for this year. Traditionally, the Finance Committee holds three special meetings in October to review departmental budgets. These meetings provide the committee with the opportunity to engage with staff and ask more in-depth questions regarding any budgetary changes or requests. Ideally, these meeting dates should be finalized at the August meeting, allowing sufficient time to coordinate with individual directors and ensure their availability for discussion. This also presents a good opportunity to review the individual tasks within the budget process and determine if any adjustments are necessary, whether that involves adding new tasks or removing existing ones.

Finalizing these details early will help ensure a smooth and efficient budget review process. Your timely input and collaboration are crucial to making this year's budget cycle successful. Please be prepared to discuss and confirm the proposed dates and any potential adjustments at our upcoming meeting. Thank you for your attention to this important matter.