DRAFT - 2016-17 Business Plan and Budget Timelines

Retreats/Meetings/Events	Date	Budget Tasks	Status ✓
CBC Meeting #01	5-Feb-15	• Budget Principle -Initiatives/Opportunities (I/O) (D.McCutcheon) • Budget Principle 1.05 - Infrastructure Renewal Fund • 2016-17 & 2017-18 Budget Assumptions • DRAFT Business Plan & Budget Timelines	✓
CBC Meeting #02	19-Feb-15	• Budget Principle -Initiatives/Opportunities (I/O) (D.McCutcheon)	✓
PC Meeting	25-Feb-15	• Budget Directions Scorecard • CBC Feedback on 2015-16 Budget Process	✓
CLC Meeting	26-Feb-15	• CBC Feedback on 2015-16 Budget Process • Update of Budget Process (Operating & SIP)	✓
CBC Meeting #03	5-Mar-15	• BUS Budget compared to Pro-Forma Targets (Funded Activity) • Budget Principle 1.02 – Contingencies	✓
CBC Meeting #04	19-Mar-15	• Continue to refine Initial Pro-Forma assumptions for 2016/17	✓
CBC Meeting #05	2-Apr-15	• Continue to refine Initial Pro-Forma assumptions for 2016/17 • Responsibility Centre Management (RCM) Update	✓
PC Strategic & Business Planning Retreat	8-Apr-15	2016/17 Business Plan and Strategic Plan development	✓
CBC Meeting #06	16-Apr-15	• Budget Principle 1.02 - Contingency • Budget Principle 1.08 Strategic Investment Priorities Fund • SIP & New Positions 16/17 process • Budget Solutions - update on progress	✓
CBC/PC Retreat	22-Apr-15	• Fiscal Challenges 5-Year Outlook • Draft 2016/17 Business Plan & Annual Budget Development • Draft Budget Directions • Draft Budget Principle for Strategic Investment Priorities • CBC Budget update	✓
CLC Strategic & Business Planning Retreat	April 29-30 2015	2015/16 Business Plan Development	✓
CBC Meeting #07	14-May-15	• Receive 2016/17 Budget Directions from PC • Emerging Infrastructure Maintenance Strategy (J. Tattersall) • Budget Solutions for Projected Deficit - update	
PC Meeting	20-May-15	• Q4 2014/15 Business Plan update for June BOG • Q4 2014/15 Financial Projections & Contingency Report • Budget Principles for PC Approval • PC Approval of Budget Directions and Draft Business Plan (2016-17)	
CBC Meeting #08	28-May-15	• Q4 2014/15 Business Plan Update for PC June 8th, 2015 (for June BOG) • Year End SIP • Q4 2014/15 Financial Projections & Contingency Report • International Pro-forma • Ancillary Pro-forma	
Communique to CLC and Budget Administrators/Officers	1-Jun-15	Send 2016/17 Business Plan and Budget Timelines	
BOG Meeting	8-Jun-15	• Q4 2014/15 Business Plan Update • Q4 2014/15 Financial Report & Contingency report	
CBC Meeting #09	11-Jun-15	Budget Solutions for Projected Deficit - update 6. Review and Analyze Non-Salary Accounts - Pro Forma Provision vs. Approved Budget vs. Actuals 7. Execution of Lean Strategy - Achieve Targeted Savings	

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CBC Meeting	25-Jun-15	• Identify estimated financial capacity in 2016/17 for new full-time complement positions • Budget Solutions for Projected Deficit - update	
CBC Meeting	9-Jul-15	• Review of Schedule of Rates for Internal Services 2016/17	
CBC Meeting	23-Jul-15	Place holder for bi-weeky meetings	
CBC Meeting	6-Aug-15	Place holder for bi-weeky meetings	
CBC Meeting	20-Aug-15	• Review Q1 2015/16 Financial Projections and recommend presentation to PC • 2016/17 Pro-Forma update	
PC Meeting	2-Sep-15	**2015/16** • Q1 2015/16 Business Plan reviewed for October BOG • 1st Quarter Financial Report 2015/16 received for information • Discuss processes to receive and assess requests for new Full-Time Complement positions, I/O positions and SIP requests • Schedule of Rates for Internal Services 2016/17 for review and approval	
CBC Meeting	3-Sep-15	Place holder for bi-weeky meetings	
Communique to CBC	7-Sep-15	Budget Solutions and Budget Pressures template	
Communique to CBC	14-Sep-15	Send update on the recommendations being sent to PC for the September 16 PC meeting	
CBC Members	14-Sep-15	Due date for submitting Budget Solutions and Budget Pressures	
PC Meeting	16-Sep-15	CBC Update to PC: • 2016/17 Pro-Forma • Status of identifying 2016/17 budget solutions (while considering implementation of RCM model)	
CBC Meeting	17-Sep-15	Place holder for bi-weeky meetings	
Communique to CBC	17-Sep-15	Send update on any relevant PC decisions	
BOG Strategic Planning Retreat	September TBD	Place holder for BOG Retreat	
Communique to CLC and Budget Administrators/Officers	24-Sep-15	Send reminder for: • October 9th Deadline for Submission of requests for 2016-17 New Full-Time Complement and I/O Positions • October 9th Deadline for Submission of 2016-17 requests for Strategic Investment Priorities Funding (SIP) • October 14th Deadline for Submission of 2016-17 CSEP Requests	
CBC Meeting	1-Oct-15	**2015/16** Pro-Forma	
CLC and Budget Administrators/Officers	8-Oct-15	2015/16 • BUS opens for Q2 TENTATIVE	
PC/CBC Members	9-Oct-15	• Deadline for Submission of requests for New Full-Time Complement and I/O Positions TENTATIVE	
CBC Meeting	15-Oct-15	**2015/16** • Q2 SIP Report presented to CBC **2016/17** • Review updated 2016/17 Pro-Forma & Budget Solutions • Review of Requests for New Full-Time Complement • Review of Requests for I/O Positions and develop recommendations to PC • Identify capacity in 2016/17 to fund Strategic Investment Priorities • Budget solutions & Budget Pressures (Final Review)	

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CLC and Budget Administrators/Officers	19-Oct-15	2014/15 • BUS closed for Q2 TENTATIVE	
PC/CBC Members	19-Oct-15	• Deadline for Submission of requests for requests for Strategic Investment Priorities Funding (SIP)	
CBC/CSIC/CTC	October 20 – November 19 2015	• Review and assessment of requests for SIP Funding	
PC Meeting	21-Oct-15	**2015/16** • Q2 SIP Report presented to President's Council **2016/17** CBC to present: • Requests for New Full-Time Complement for approval • Request for I/O Positions for review and approval	
CLC Strategic & Business Planning Retreat	October Retreat TBD	• Finalization of 2016/17 Business Plan measures and targets	
PC Meeting	28-Oct-15	**2015/16** • Review Requests I/O Positions (excluding SIP Funded Temp Positions) • Review proposed Budget solutions & Budget Pressures	
CBC Meeting	29-Oct-15	• Review SIP Requests • Balanced Pro-Forma • New Full-Time Complement • Budget Solutions and Budget Pressures	
PC Meeting	4-Nov-15	• 2016/17 Budget Assumptions & Pro-Forma Update • Present proposed Budget Solutions & Budget Pressures • Present Requests I/O Positions (excluding SIP Funded Temp Positions)	
Communique to CLC and Budget Administrators/Officers	4-Nov-15	Send update on any relevant PC decisions	
Communique to CLC and Budget Administrators/Officers	9-Nov-15	Send: • Notification of Budget targets • BUS Opening on November 11 TENTATIVE	
CLC and Budget Administrators/Officers	11-Nov-15	**2016/17** • BUS opens TENTATIVE	
CBC Meeting	12-Nov-15	Begin review of SIP requests: • Equipment Requests • Program Development Requests • Business Plan Initiatives (excluding CTC and CSIC requests) • I/O and other temporary positions funded from SIP	
Communique to CLC and Budget Administrators/Officers	16-Nov-15	Notification Memo: Q3 SIP Review Process (Forecast due by December 3, 2014) TENTATIVE	
PC Meeting	18-Nov-15	**2015/16** • Q2 2015/16 Business Plan & Financial Projections reviewed for December BOG • 2nd Quarter Financial Report 2015/16 and contingency report **2016/17** • 2016/17 Budget Assumptions and Pro-Forma Update	
Communique to CLC and Budget Administrators/Officers	20-Nov-15	Send update on any relevant PC decisions	

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CBC Meeting	26-Nov-15	**2015/16** • 2nd Quarter Financial Report 2015/16 and contingency report **2016/17** Continue review of SIP requests: • Equipment Requests • Program Development Requests • CSEP requests • Business Plan Initiatives (excluding CTC and CSIC requests) • I/O and other temporary positions funded from SIP • CSIC, CTC, & SEMC SIP Requests	
PC Meeting	2-Dec-15	Review Strategic Investment Projects (SIP) Requests • Equipment Requests • Program Development Requests Review and approval of SIP requests as recommended by CBC • SIP Requests from College Technologies Committee	
Communique to CLC and Budget Administrators/Officers	3-Dec-15	Send update on any relevant PC decisions	
Communique to CLC and Budget Administrators/Officers	4-Dec-15	Send notification BUS closes on December 8 TENTATIVE	
BOG Meeting	December date TBD	**2015/16** • 2015/16 Q2 Business Plan & Financial Projections **2016/17** • 2016/17 Budget assumptions and Pro-Forma Report	
CLC and Budget Administrators/Officers	**8-Dec-15 NOON**	**2016/17** • BUS closes TENTATIVE	
PC Meeting	9-Dec-15	Review of Strategic Investment Projects (SIP) • College Space and Infrastructure Committee requests from CSIC SIP Requests from College Budget Committee • Equipment Requests • New Program Development • Other Initiatives/Opportunities • SIP Requests from College Technologies Committee	
SPECIAL PC MEETINGS	**Dec 7-18**	**Extra PC dates to accommodate for SIP review**	
Individual VPs	December 8-11 2015	Area Budget review by VPs	
CBC Meeting	10-Dec-15	Review Strategic Investment Projects (SIP)	
Communique to CLC and Budget Administrators/Officers	14-Dec-15	**2015/16** Q3 Significant Adjustments due back to Finance	
PC Meeting	16-Dec-15	Review and approval of Strategic Investment Projects (SIP) – all categories • Decisions on SIP Allocations **Finalization of SIP Approvals**	

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CBC Meeting Extra	17-Dec-15	**2015/16** • Q3 SIP Report presented to CBC **2016/17** • Finalization of SIP Request Approvals	
Communique to CLC and Budget Administrators/Officers	18-Dec-15	Send update on any relevant PC decisions	
Finance & Administrative Services and Advancement	January 2016	Prepare 2016/17 Business Plan and Budget Document (Booklet)	
PC Meeting	January 20 or 27 2016	• 3rd Quarter Financial Report 2015/16 and contingency report presented **2016/17** • Present 2016/17 Business Plan and Budget document for approval	
CBC Meeting	21-Jan-16	**2015/16** • 3rd Quarter Financial Report 2015/16 and contingency report presented at CBC	
BOG Meeting	8-Feb-16 TBC	**2015/16** • Q3 2015/16 Business Plan and Financial Projections **2016/17** • 2016/17 Business Plan & Annual Budget for approval	