

## DRAFT - 2016-17 Business Plan and Budget Timelines

Retreats/Meetings/Events	Date	Budget Tasks	Status ✓
CBC Meeting	5-Feb-15	<ul style="list-style-type: none"> <li>• Budget Principle -Initiatives/Opportunities (I/O) (D.McCutcheon)</li> <li>• Budget Principle 1.05 - Infrastructure Renewal Fund</li> <li>• 2016-17 &amp; 2017-18 Budget Assumptions</li> <li>• DRAFT Business Plan &amp; Budget Timelines</li> </ul>	✓
CBC Meeting	19-Feb-15	<ul style="list-style-type: none"> <li>• Budget Principle -Initiatives/Opportunities (I/O) (D.McCutcheon)</li> </ul>	✓
PC Meeting	25-Feb-15	<ul style="list-style-type: none"> <li>• Budget Directions Scorecard</li> <li>• CBC Feedback on 2015-16 Budget Process</li> </ul>	✓
CLC Meeting	26-Feb-15	<ul style="list-style-type: none"> <li>• CBC Feedback on 2015-16 Budget Process</li> <li>• Update of Budget Process (Operating &amp; SIP)</li> </ul>	✓
CBC Meeting	5-Mar-15	<ul style="list-style-type: none"> <li>• BUS Budget compared to Pro-Forma Targets (Funded Activity)</li> <li>• Budget Principle 1.02 – Contingencies</li> </ul>	✓
CBC Meeting	19-Mar-15	<ul style="list-style-type: none"> <li>• Continue to refine Initial Pro-Forma assumptions for 2016/17</li> </ul>	✓
CBC Meeting	2-Apr-15	<ul style="list-style-type: none"> <li>• Continue to refine Initial Pro-Forma assumptions for 2016/17</li> <li>• Responsibility Centre Management (RCM) Update</li> </ul>	✓
PC Strategic & Business Planning Retreat	8-Apr-15	2016/17 Business Plan and Strategic Plan development	✓
CBC Meeting	16-Apr-15	<ul style="list-style-type: none"> <li>• Budget Principle 1.02 - Contingency</li> <li>• Budget Principle 1.08 Strategic Investment Priorities Fund</li> <li>• SIP &amp; New Positions 16/17 process</li> <li>• Budget Solutions - update on progress</li> </ul>	✓
CBC/PC Retreat	22-Apr-15	<ul style="list-style-type: none"> <li>• Fiscal Challenges 5-Year Outlook</li> <li>• Draft 2016/17 Business Plan &amp; Annual Budget Development</li> <li>• Draft Budget Directions</li> <li>• Draft Budget Principle for Strategic Investment Priorities</li> <li>• CBC Budget update</li> </ul>	✓
CLC Strategic & Business Planning Retreat	April 29-30 2015	2015/16 Business Plan Development	✓
<b>CBC Meeting</b>	<b>30-Apr-15</b>	<b>CANCELLED DUE TO CLC RETREAT</b>	<b>CANCELLED</b>
CBC Meeting	14-May-15	<ul style="list-style-type: none"> <li>• Receive 2016/17 Budget Directions from PC</li> <li>• Emerging Infrastructure Maintenance Strategy (J. Tattersall)</li> <li>• Budget Solutions for Projected Deficit - update</li> <li>• Impact of 2015/16 Ontario budget highlights</li> </ul>	✓
PC Meeting	20-May-15	<ul style="list-style-type: none"> <li>• 4th Quarter 2014/15 Business Plan update for June BOG</li> <li>• 4th Quarter 2014/15 Financial Projections &amp; Contingency Report</li> <li>• Budget Principles for PC Approval</li> <li>• PC Approval of Budget Directions and Draft Business Plan (2016-17)</li> </ul>	✓
CBC Meeting	28-May-15	<ul style="list-style-type: none"> <li>• 4th Quarter 2014/15 Business Plan Update for PC June 8th, 2015 (for June BOG)</li> <li>• Year End SIP</li> <li>• 4th Quarter 2014/15 Financial Projections &amp; Contingency Report</li> <li>• Ancillary Pro-forma</li> </ul>	✓
Memo to CLC and Budget Administrators/Officers	4-Jun-15	<p><b>2015/16</b></p> <ul style="list-style-type: none"> <li>• SIP Memo - 1st Quarter SIP Review Process and template with YTD actuals &amp; post to Finance website</li> </ul> <p><b>2016/17</b></p> <ul style="list-style-type: none"> <li>• Send 2016/17 Business Plan and Budget Timelines</li> </ul>	✓

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BOG Meeting	8-Jun-15	<ul style="list-style-type: none"> <li>• 4th Quarter 2014/15 Business Plan Update</li> <li>• 4th Quarter 2014/15 Financial Report &amp; Audited Financial Statements</li> </ul>	✓
CBC Meeting	11-Jun-15	<ul style="list-style-type: none"> <li>• Budget Solutions for Projected Deficit - update</li> <li>• International Pro-forma</li> </ul>	✓
Memo to CLC and Budget Administrators/Officers	22-Jun-15	1st Quarter 2015-16 Budget Review Process	✓
CBC Meeting	25-Jun-15	CANCELLED	
Finance Department	June	<ul style="list-style-type: none"> <li>• Request to ITS for BUS Q2 and Budget prep</li> </ul>	✓
CBC Meeting	9-Jul-15	CANCELLED	
CBC Meeting	23-Jul-15	<p><b>2015/16</b></p> <ul style="list-style-type: none"> <li>• SIP Report - move from July 09</li> </ul>	✓
CBC Meeting	6-Aug-15	<p><b>2016/17</b></p> <ul style="list-style-type: none"> <li>• Contract Activity Pro-forma</li> <li>• SIP Update</li> </ul>	✓
PC Meeting	19-Aug-15	<p>2015/16</p> <ul style="list-style-type: none"> <li>• 1st Quarter Strategic Investment Priorities (SIP) Review</li> </ul>	✓
CBC Meeting	20-Aug-15	<p><b>2015/16</b></p> <ul style="list-style-type: none"> <li>• Review 1st Quarter 2015/16 Financial Report &amp; Contingency Report, recommend to PC</li> </ul> <p><b>2016/17</b></p> <ul style="list-style-type: none"> <li>• 2016/17 Pro-Forma update</li> </ul>	✓
PC Meeting	2-Sep-15	<p><b>2015/16</b></p> <ul style="list-style-type: none"> <li>• 1st Quarter Financial Report 2015/16 &amp; Contingency Funds Report received for information</li> <li>• Discuss Processes to receive and assess requests for new Full-Time Complement positions, I/O positions</li> <li>• Carry forward Report &amp; Report on Internally Restricted Net Asset Balances</li> </ul>	✓
CBC Meeting	3-Sep-15	<p><b>2016/17</b></p> <ul style="list-style-type: none"> <li>• Review of Schedule of Rates for Internal Services 2016/17</li> <li>• Submission Process of requests for 2016-17 New Full-Time Complement and I/O Positions</li> <li>• Area Target Setting Process</li> </ul>	✓
Memo to CLC and Budget Administrators/Officers	10-Sep-15	PC SIP 2016/17	
Memo to CLC and Budget Administrators/Officers	10-Sep-15	<p><b>2015/16</b></p> <ul style="list-style-type: none"> <li>• SIP Memo - 2nd Quarter SIP Review Process and template with YTD actuals &amp; post to Finance website</li> </ul>	
Memo to CLC and Budget Administrators/Officers	10-Sep-15	2nd Quarter 2015-16 Budget Review Process & Business Utility System (BUS) Directions	
Memo to CLC and Budget Administrators/Officers	10-Sep-15	<p>Send reminders for:</p> <p><b><u>Process begins for:</u></b></p> <ul style="list-style-type: none"> <li>• Submission of requests for 2016-17 New Full-Time Complement and I/O Positions</li> <li>• Submission of 2016-17 requests for Strategic Investment Priorities Funding (SIP)</li> <li>• Submission of 2016-17 CSEP Requests</li> </ul>	
Communique to CBC	14-Sep-15	Send update on the recommendations being sent to PC for the September 16 PC meeting	

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Memo to CBC Members	14-Sep-15	Due date for submitting Budget Solutions and Budget Pressures	
PC Meeting	16-Sep-15	CBC Update to PC: <ul style="list-style-type: none"> <li>• Present 2016/17 Pro-Forma Update</li> <li>• Present Status of identifying 2016/17 budget solutions (while considering implementation of RCM model)</li> </ul>	
CBC Meeting	17-Sep-15	Budget Solutions discussion	
PC Meeting	23-Sep-15	<b>2015/16</b> <ul style="list-style-type: none"> <li>• Present 1st Quarter 2015/16 Business Plan reviewed for October BOG</li> </ul>	
BOG Retreat	27-28 Sep-15		
CBC Meeting	1-Oct-15	<b>2016/17</b> <ul style="list-style-type: none"> <li>• Present Update on Pro-Forma</li> <li>• Budget solutions &amp; Budget Pressures (Final Review) Discussion</li> </ul>	
CLC and Budget Administrators/Officers	9-Oct-15	<b>2015/16</b> <ul style="list-style-type: none"> <li>• Business Utility System (BUS) OPENS for 2nd Quarter</li> </ul>	
PC/CBC Members	9-Oct-15	<ul style="list-style-type: none"> <li>• Deadline for Submission of requests for New Full-Time Complement and I/O Positions TENTATIVE</li> </ul>	
BOG Meeting	13-Oct-15	<b>2015/16</b> <ul style="list-style-type: none"> <li>• Present 1st Quarter Financial Report</li> </ul>	
CBC Meeting	15-Oct-15	<b>2015/16</b> <ul style="list-style-type: none"> <li>• Present 2nd Quarter SIP Report</li> </ul> <b>2016/17</b> <ul style="list-style-type: none"> <li>• Review updated 2016/17 Pro-Forma &amp; Budget Solutions</li> <li>• Review of Requests for New Full-Time Complement</li> <li>• Review of Requests for I/O Positions and develop recommendations to PC</li> <li>• Identify capacity in 2016/17 to fund Strategic Investment Priorities</li> </ul>	
CLC and Budget Administrators/Officers	19-Oct-15	<b>2014/15</b> <ul style="list-style-type: none"> <li>• Business Utility System (BUS) CLOSED for 2nd Quarter</li> </ul>	
PC/CBC Members	19-Oct-15	<ul style="list-style-type: none"> <li>• Deadline for Submission of requests for requests for Strategic Investment Priorities Funding (SIP)</li> </ul>	
CBC/CSIC/CTC	October 20 – November 19 2015	<ul style="list-style-type: none"> <li>• Review and assessment of requests for SIP Funding</li> </ul>	
PC Meeting	21-Oct-15	<b>2015/16</b> <ul style="list-style-type: none"> <li>• Present 2nd Quarter SIP Report</li> </ul> <b>2016/17</b> CBC to present: <ul style="list-style-type: none"> <li>• Requests for New Full-Time Complement for approval</li> <li>• Request for I/O Positions for review and approval</li> </ul>	
Memo to CLC and Budget Administrators/Officers	22-Oct-15	PC SIP Direction	
CLC Retreat	22-Oct-15	<ul style="list-style-type: none"> <li>• Finalization of 2016/17 Business Plan measures and targets</li> </ul>	
PC Meeting	22-Oct-15	<b>2015/16</b> <ul style="list-style-type: none"> <li>• Review Requests I/O Positions (excluding SIP Funded Temp Positions)</li> <li>• Review proposed Budget solutions &amp; Budget Pressures</li> </ul>	
CBC Meeting	29-Oct-15	<ul style="list-style-type: none"> <li>• Review SIP Requests</li> <li>• Balanced Budget due date</li> </ul>	
PC Meeting	4-Nov-15	<ul style="list-style-type: none"> <li>• Present 2016/17 Budget Assumptions &amp; Pro-Forma Update</li> <li>• Present proposed Budget Solutions &amp; Budget Pressures</li> <li>• Present Requests I/O Positions (excluding SIP Funded Temp Positions)</li> </ul>	

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Memo to CLC and Budget Administrators/Officers	4-Nov-15	Send update on any relevant PC decisions	
Memo to CLC and Budget Administrators/Officers	9-Nov-15	Send: <ul style="list-style-type: none"> <li>• Notification of Budget targets</li> <li>• BUS Opening on November 11 TENTATIVE</li> </ul>	
CLC and Budget Administrators/Officers	11-Nov-15	<b>2016/17</b> <ul style="list-style-type: none"> <li>• BUS opens TENTATIVE</li> </ul>	
CBC Meeting	12-Nov-15	<b>2015/16</b> <ul style="list-style-type: none"> <li>• Present 2nd Quarter Financial Report 2015/16 and contingency report</li> </ul> Begin review of SIP requests for: <ul style="list-style-type: none"> <li>• Equipment</li> <li>• Program Development</li> <li>• Business Plan Initiatives (excluding CTC and CSIC requests)</li> <li>• I/O and other temporary positions funded from SIP</li> </ul>	
Memo 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	<b>2015/16</b> <ul style="list-style-type: none"> <li>• 2nd Quarter Financial Report 2015/16 and contingency report</li> </ul> <b>2016/17</b> <ul style="list-style-type: none"> <li>• 2016/17 Budget Assumptions and Pro-Forma Update</li> </ul>	
Memo to CLC and Budget Administrators/Officers	20-Nov-15	Send update on any relevant PC decisions	
Memo to CLC and Budget Administrators/Officers	25-Nov-15	3rd Quarter 2015-16 Budget Review Process	
Memo to CLC and Budget Administrators/Officers	26-Nov-15	SIP Memo - 3rd Quarter SIP Review Process and template with YTD actuals & post to Finance website	
CBC Meeting	27-Nov-15	<b>2016/17</b> Continue review of SIP requests: <ul style="list-style-type: none"> <li>• Equipment Requests</li> <li>• Program Development Requests</li> <li>• CSEP requests</li> <li>• Business Plan Initiatives (excluding CTC and CSIC requests)</li> <li>• I/O and other temporary positions funded from SIP</li> <li>• CSIC, CTC, &amp; SEMC SIP Requests</li> </ul>	
PC Meeting	2-Dec-15	<b>2015/16</b> <ul style="list-style-type: none"> <li>• 2nd Quarter 2015/16 Business Plan &amp; Financial Projections reviewed for December BOG</li> </ul> Review Strategic Investment Projects (SIP) Requests <ul style="list-style-type: none"> <li>• Equipment Requests</li> <li>• Program Development Requests</li> </ul> Review and approval of SIP requests as recommended by CBC <ul style="list-style-type: none"> <li>• SIP Requests from College Technologies Committee</li> </ul>	
Memo to CLC and Budget Administrators/Officers	3-Dec-15	Send update on any relevant PC decisions	
<b>*SPECIAL PC FOR SIP</b>	<b>4-Dec-15</b>	Review Strategic Investment Projects (SIP) Requests (1 of 3 meetings) <ul style="list-style-type: none"> <li>• Equipment Requests</li> <li>• Program Development Requests</li> </ul>	
Memo to CLC and Budget Administrators/Officers	4-Dec-15	Send notification BUS closes on December 8 TENTATIVE	
CLC and Budget Administrators/Officers	<b>8-Dec-15 NOON</b>	<b>2016/17</b> <ul style="list-style-type: none"> <li>• BUS closes TENTATIVE</li> </ul>	

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Retreats/Meetings/Events	Date	Budget Tasks	Status ✓
PC Meeting	9-Dec-15	Review of Strategic Investment Projects (SIP) <ul style="list-style-type: none"> <li>• College Space and Infrastructure Committee requests from CSIC</li> <li>SIP Requests from College Budget Committee</li> <li>• Equipment Requests</li> <li>• New Program Development</li> <li>• Other Initiatives/Opportunities</li> <li>• SIP Requests from College Technologies Committee</li> </ul>	
CBC Meeting	10-Dec-15	Review Strategic Investment Projects (SIP)	
Individual VPs	December 8-11 2015	Area Budget review by VPs	
<b>*SPECIAL PC FOR SIP</b>	<b>11-Dec-15</b>	Review Strategic Investment Projects (SIP) Requests (2 of 3 meetings) SIP Requests from College Budget Committee <ul style="list-style-type: none"> <li>• Equipment Requests</li> <li>• New Program Development</li> <li>• Other Initiatives/Opportunities</li> <li>• SIP Requests from College Technologies Committee</li> </ul>	
BOG Meeting	14-Dec-15	<b>2015/16</b> <ul style="list-style-type: none"> <li>• Present 2nd Quarter 2015/16 Business Plan &amp; Financial Projections</li> </ul> <b>2016/17</b> <ul style="list-style-type: none"> <li>• 2016/17 Budget assumptions and Pro-Forma Report</li> </ul>	
Memo to CLC and Budget Administrators/Officers	14-Dec-15	<b>2015/16</b> 3rd Quarter Significant Adjustments due back to Finance	
PC Meeting	16-Dec-15	Review and approval of Strategic Investment Projects (SIP) – all categories <ul style="list-style-type: none"> <li>• Decisions on SIP Allocations</li> </ul> <b>Finalization of SIP Approvals</b>	
CBC Meeting Extra	17-Dec-15	<b>2015/16</b> <ul style="list-style-type: none"> <li>• Present 3rd Quarter SIP Report</li> </ul> <b>2016/17</b> <ul style="list-style-type: none"> <li>• Finalization of SIP Request Approvals</li> </ul>	
<b>*SPECIAL PC FOR SIP</b>	<b>18-Dec-15</b>	Review Strategic Investment Projects (SIP) Requests (3 of 3 meetings) <ul style="list-style-type: none"> <li>• Decisions on SIP Allocations</li> <li>• Finalization of SIP Approvals</li> </ul>	
Memo to CLC and Budget Administrators/Officers	18-Dec-15	Send update on any relevant PC decisions	
PC Meeting	23-Dec-15	<b>2015/16</b> <ul style="list-style-type: none"> <li>• Present 3rd Quarter SIP Report</li> </ul>	
Memo to CLC and Budget Administrators/Officers	24-Dec-15	PC SIP Direction	
Finance & Administrative Services and Advancement	January 2016	Prepare 2016/17 Business Plan and Budget Document (Booklet)	
CBC Meeting	7-Jan-16	Place holder for bi-weekly meetings	
PC Meeting	January 20 or 27 2016	<b>2015/16</b> <ul style="list-style-type: none"> <li>• Present 3rd Quarter 2015/16 Business Plan Update</li> <li>• Present 3rd Quarter Financial Report 2015/16 and contingency report</li> </ul> <b>2016/17</b> <ul style="list-style-type: none"> <li>• Present 2016/17 Business Plan and Budget document for approval</li> </ul>	

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CBC Meeting	21-Jan-16	<b>2015/16</b> <ul style="list-style-type: none"> <li>• Present 3rd Quarter Financial Report 2015/16 and contingency report</li> </ul>	
BOG Retreat	1-Feb-16		
BOG Meeting	1-Feb-16	<b>2015/16</b> <ul style="list-style-type: none"> <li>• 3rd Quarter 2015/16 Business Plan and Financial Projections</li> </ul> <b>2016/17</b> <ul style="list-style-type: none"> <li>• 2016/17 Business Plan &amp; Annual Budget for approval</li> </ul>	