

FINANCIAL PLANNING DIVISION
Information Routinely Disclosed

| | Information | Comment |
|-------------------------|--|---|
| Operating Budget | Manual of Operating Budget Submission, Guidelines and Instructions | Provided in hard copy and posted on the City's website. Usually requested by educational institutions or other governments. |
| | Operating Budget Analyst Notes | Hard copies provided at meetings as well as posted on the intranet. |
| | Operating Briefing Notes | Hard copies provided at meetings as well as posted on the intranet. |
| | Operating Budget Binders – includes budget submission, analyst notes, etc., by Program / ABC | Hard copy to Councillors and members of the press. |
| | Operating Quick Books | Hardcopy copy to Councillors and posted on the intranet. |
| | Operating Budget Presentations to Committees and Council | Hard copies at meetings as well as posted on the City's website. |
| | Annual Operating Budget Corporate Report | Hard copy by Clerk's to Committee and also posted on the City's website. |
| | | |

FINANCIAL PLANNING DIVISION
Information Routinely Disclosed

| | Information | Comment |
|-----------------------|--|---|
| Capital Budget | Manual of Capital Budget Submission, Guidelines and Instructions | Provided in hard copy and posted on the City's website. Usually requested by educational institutions or other governments. |
| | Capital Budget Analyst Notes | Hard copies provided at meetings as well as posted on the intranet. |
| | Capital Briefing Notes | Hard copies provided at meetings as well as posted on the intranet. |
| | Capital Budget Binders – includes budget submission, analyst notes, etc., by Program / ABC | Hard copy to Councillors and members of the press. |
| | Capital Quick Books | Hardcopy copy to Councillors and posted on the intranet. |
| | Capital Budget Presentations to Committees and Council | Hard copies at meetings as well as posted on the City's website. |
| | Annual Capital Budget Corporate Report | Hard copy by Clerk's to Committee and also posted on the City's website. |
| | | |

FINANCIAL PLANNING DIVISION
Information Routinely Disclosed

| | Information | Comment |
|--|---|--|
| Operating & Capital Budget | Public Budget Book | Councillors, Libraries, General Public - hard copy and posted on the City's website. |
| Budget Monitoring and Reporting | Operating Quarterly and Year-end (Preliminary & Final) Variance Reports | Committees, Council, Public - hard copy and posted on the City's website. |
| | Capital Quarterly and Year-end (Preliminary & Final) Variance Reports | Committees, Council, Public - hard copy and posted on the City's website. |
| Other | Ad hoc information, report requests, etc. | To Councillors, General Public, Media, etc., on request, after ensuring compliance with Communications Unit protocols. |