

CBT COMMUNITY INITIATIVES & AFFECTED AREAS FUNDING PROGRAMS

2012/2013 RDCK PROCESS SCHEDULE

<u>Date/Period*</u>	<u>Process</u>
January 9	<input type="checkbox"/> CBT Application Packages available for Electoral Area Directors
January 10	<input type="checkbox"/> Correspondence to Municipalities with application packages
January / February	<input type="checkbox"/> Advertisements requesting project proposals
January / February	<input type="checkbox"/> Book facilities for community meetings
February 1 - 15	<input type="checkbox"/> Confirm community meeting dates and locations with Directors
March 5	<input type="checkbox"/> Deadline for proposals to be submitted to the RDCK
March 6-31	<input type="checkbox"/> RDCK review of proposals, copy and send to appropriate municipalities and electoral area committees
March 6 – 23	<input type="checkbox"/> Advertise community meetings
April 1 – 26	<input type="checkbox"/> Community involvement / Public Meetings
April 1 – 30	<input type="checkbox"/> Municipal Councils and Electoral Area Directors review projects and submit recommendations to RDCK (deadline May 2nd)
May 17th	<input type="checkbox"/> Recommendations to Board Meeting . Board reviews recommendations and approves projects for funding
May 25 – 31	<input type="checkbox"/> Prepare letters and agreements as per recommendations. All applicants (successful & unsuccessful) advised of approved projects
May 25 - 31	<input type="checkbox"/> List of Successful Projects advertised
June	<input type="checkbox"/> Cheque Request to Finance Department; cheques and contracts sent to successful applicants
June 30	<input type="checkbox"/> Approved Projects Report to CBT (deadline Sept 30)
June 30, 2012	<input type="checkbox"/> Due Date for Financial Reports
June 30, 2012	<input type="checkbox"/> Completion date for projects funded in 2011
Sept 30, 2012	<input type="checkbox"/> Final Report to CBT for 2011/2012 Program (deadline Oct 31)

* Please note that dates are meant to be used as guidelines and are therefore subject to change.