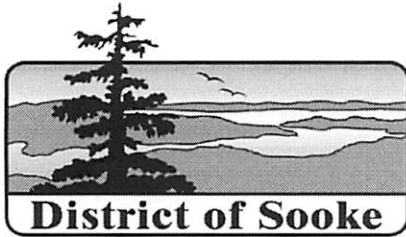




FINANCE AND ADMINISTRATION COMMITTEE MEETING
Monday, January 30, 2012 at 7:00 pm
Location: Council Chambers
2205 Otter Point Road, Sooke, BC

Agenda

	<i>Item</i>	<i>Page #</i>
1.	Call to Order – <ul style="list-style-type: none">• Introductions (confirm member contact information)• Review Committee policies – sign Member Statement	
2.	Approval of Agenda – <ul style="list-style-type: none">• receipt of financial plan review materials (binder)	
3.	Appointment of Committee Chair	
4.	Staff Presentation	
5.	Introduction of DRAFT #1 - 2012 FIVE YEAR FINANCIAL PLAN	
6.	Committee Approval of Timeline for Financial Plan Review	
7.	Schedule Next Meeting: As per Approved Timeline	
8.	Adjournment	



Report for Information
 Finance and Administration Committee
 Meeting Date: January 30, 2012

To: Finance and Administration Committee
 From: Sue-Lin Tarnowski
 Re: **2012– 2016 Financial Plan**

SUGGESTED ACTION:

THAT FINANCE AND ADMINISTRATION COMMITTEE receives the proposed timeline for the discussion and finalization of the 2012 – 2016 Financial Plan.

Executive Summary:

Staff is proposing the following timeline in order for the Municipality to meet the statutory requirement for adoption of the financial plan and tax rate bylaws by May 15, 2012.

2012 – 2016 Financial Plan Proposed Timeline

Date	Committee	Item
January 30	Finance and Admin.	Overview of fiscal policies and bylaws; 2012 budget challenges
February 6	Finance and Admin.	Presentation of draft Financial Plan. Detail presentation and discussion on Council. Administration and Finance department budget.
February 22	Finance and Admin.	Presentation of draft Financial Plan. Detail presentation and discussion on Engineering, Development Services, Building and Parks department budget.
March 5	Finance and Admin.	Presentation of draft Financial Plan. Detail presentation and discussion on capital budget, finalize Financial Plan.
March 26	Council	Financial Plan to Council and public input
April 2	Finance and Admin.	Introduction of Tax Rate Bylaw
April 10	Council	First and Second reading of 5-Year Financial Plan.
April 23	Council	First, Second and Third reading of Tax Rate Bylaw. Third reading of Financial Plan Bylaw.
May 14	Council	Adoption of 5-Year Financial Plan and Tax Rate Bylaws