



Agenda

The agenda for the **Special Meeting of the Administration and Finance Committee** to be held in the **Conference Room** of the Municipal Hall, 8645 Stave Lake Street, Mission, British Columbia on Monday, October 5, 2009 commencing at 3:30 p.m.

1. **NEW BUSINESS**

(A) Draft Budget Schedule

Page 2

2. **ADJOURNMENT**

DISTRICT OF
Mission
ON THE FRASER



Finance Department
Memorandum

FILE: FIN.BUD.DOM
2009 Budget

To: Chief Administrative Officer
From: Administrative Assistant – Finance
Date: September 29, 2009
Subject: Draft Budget Schedule

Recommendation

That the following budget meeting schedule dates be approved:

- November 9, 2009 – Budget direction setting meeting
- December 10, 2009 – Comprehensive budget presented to council
- December 17, 2009 – Administration & Finance budget meeting
- January 7, 2010 – Administration & Finance budget meeting
- January 19, 2010 – Informal Public Budget Consultation meeting
- February 1, 2010 – Public Budget Consultation meeting
- February 15, 2010 – First three readings of the Final Financial Plan Bylaw
- February 22, 2010 – Adoption of the Final Financial Plan Bylaw

Background

At the September 24, 2009, administration and finance committee meeting, staff presented a draft budget schedule. During the meeting, it was agreed that staff would report back to council, all inclusive 4%, 5%, 6% and 8% tax increase scenarios.

The attached draft budget schedule has been amended, based on the budget discussions, as follows:

- Add an administration and finance committee meeting on Monday, November 9, 2009, to discuss the various tax increase scenarios;
- Reschedule the public budget consultation meeting from January 18, 2010, to an informal public budget consultation meeting on Tuesday, January 19, 2010 (location to be decided);
- Add a formal public budget consultation meeting on Monday, February 1, 2010, prior to the regular meeting of council;
- Reschedule the first three readings of the final financial plan bylaw from February 1, 2010, to the February 15, 2010, regular meeting of council; and
- Reschedule the adoption of the final financial plan bylaw from February 15, 2010 to the February 22, 2010, regular meeting of council.

Decker
Debi Decker

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Appendix "C" – Budget Schedule

September 2009						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6 Capital budget preparation by staff	7 STAT HOLIDAY	8	9	10	11	12
13 Capital budget preparation by staff	14	15	16	17 Capital Budget Submission Deadline	18	19
20 Operating budget preparation by staff	21	22	23	24 Budget Direction Setting Meeting	25	26
27 Operating budget preparation by staff	28	29	30			

October 2009						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4 Operating budget preparation by staff	5 Budget Direction Setting Meeting	6	7	8	9	10
11 Operating budget preparation by staff	12 STAT HOLIDAY	13	14	15	16	17
18 Operating budget preparation by staff	19	20	21	22	23	24
25	26 Operating Budget Submission Deadline	27	28	29	30	31

November 2009						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Staff preparing comprehensive budget document	2	3	4	5	6	7
8 Staff preparing comprehensive budget document	9 Budget Direction Setting Meeting 4:30 – 8:30 pm	10	11 STAT HOLIDAY	12	13	14
15 Staff preparing comprehensive budget document	16	17	18	19	20	21
22 Staff preparing comprehensive budget document	23	24	25	26	27	28
29	30					

Appendix "C" – Budget Schedule

December 2009						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10 Staff present comprehensive budget to council 4:30 – 7:30 pm	11	12
13	14	15	16	17 Admin & Finance Budget Meeting 4:30 – 7:30 pm	18	19
20	21	22	23	24	25 STAT HOLIDAY	26
27	28 STAT HOLIDAY	29	30	31		

January 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 STAT HOLIDAY	2
3	4	5	6	7 Admin & Finance Budget Meeting 3:30 – 7:00 pm	8	9
10	11	12	13	14	15	16
17	18	19 Informal Public Budget Consultation Mtg	20	21	22	23
24 31	25	26	27	28	29	30

February 2010						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Public Budget Consultation Mtg	2	3	4	5	6
7	8	9	10	11	12	13
14	15 First three readings for Final Financial Plan bylaw	16	17	18	19	20
21	22 Adoption of Final Financial Plan bylaw	23	24	25	26	27
28						