



# Memorandum

To: (via CAO)  
 From: Lisa M. Vass, Chief Financial Officer  
 Date: November 6, 2018  
 File: 1700-01/2019  
**RE: SCOF – Meeting Schedule to June 2019**

Below is the planned schedule for SCOF meetings to June 2019.

Date	Meeting	Actions	Type of Activity	Time
06-Nov-18	<b>ROCM</b>	- Shared Service Budget: Review & Direction - Arena Operating/Capital - Airport/Cemetery/Shared Emergency Services	Budget	19:00
09-Nov-18		- ToG & CSRD Shared Service Budget Due to CSRD	Budget	
20-Nov-18	<b>ROCM</b>	- Closed - Salary & Wages - CAO		13:15
27-Nov-18	SCOF	- Audit Plan Presentation - BDO Angie Spencer - Overview & Direction for Town Budget - General Fund Budgets: - Capital Budget - Operating Budget	Budget	10:00 - 15:00
06-Dec-18	SCOF	- Budget Compilation: - General Capital - General Operating - Water & Sewer - Financial Reports - Q3	Budget	10:00 - 15:00
06-Dec-18	<b>ROCM</b>	- ToG 2018-2022 5 Year Financial Plan Amendment Bylaw 1401, 2018 (Reading 1-3)		19:00
11-Dec-18	SCOF	- General Fund Budgets: - General Capital - General Operating - Water & Sewer	Budget	10:00 - 15:00
18-Dec-18	SCOF	- 2019 - 2023 5 Year Consolidated Budget - Final Review - SCOF direct preparation of 2019 - 2023 5 Year Financial Plan Bylaw	Budget	10:00 - 13:00
18-Dec-18	<b>ROCM</b>	- ToG 2018-2022 5 Year Financial Plan Amendment Bylaw 1401, 2018 (Adoption)		13:15

Date	Meeting	Actions	Type of Activity	Time
<b><i>2019 - Schedule Tentative (Pending Council's Adoption of 2019 ROCM Schedule)</i></b>				
08-Jan-19	<b>ROCM</b>	- ToG 2018-2022 5 Financial Plan Bylaw No, 14XX, 2019 (Reading 1) - Budget Book Released	Budget	19:00
15-Jan-19	SCOF	- 2019 Completed Roll Overview, Non Market Rate and Tax Rate Scenarios - SCOF select preferred scenario if ready	Tax Rates	10:00 - 15:00
22-Jan-19	SCOF	- Tentative if needed		10:00 - 13:00
22-Jan-19	<b>ROCM</b>	- Public input regarding proposed budget	Budget	13:15
29-Jan-19	Budget Open House	- 2019-2023 5 Year Financial Plan Open House	Budget	TBD
05-Feb-19	SCOF	- Public input regarding proposed budget - Direction for Reading 2 Preparation - Tax Scenario direction (if needed)	Budget	10:00 - 15:00
05-Feb-19	<b>ROCM</b>	- Public input regarding proposed budget	Budget	19:00
12-Feb-19	SCOF	- Tentative if needed		10:00 - 15:00
19-Feb-19	SCOF	- Tentative if needed		10:00 - 13:00
19-Feb-19	<b>ROCM</b>	- Public input regarding proposed budget - 2019-2023 5 Year Financial Plan Reading 2 - 2019-2020 Recreation Facility Fees Bylaw 14XX, (2019 Readings 1-3)	Budget	13:15
22-Feb-19		- Public Consultation Period Ends	Budget	
26-Feb-18	SCOF	- Review Final Public Consultation Comments - Direction for Preparation of Reading 3	Budget	10:00 - 12:00
05-Mar-19	<b>ROCM</b>	- 2019-2023 5 Year Financial Plan Reading 3	Tax Rates	19:00
19-Mar-19	SCOF	- Tentative if needed		10:00 - 13:00
19-Mar-19	<b>ROCM</b>	- 2019-2023 5 Year Financial Plan Adoption - Bylaws: Readings 1-3 - 2018-2022 5 Year FP Amendment Bylaw No. 14XX, 2019 (Final) - 2018 Reserve Transfers Bylaw No. 14XX, 2019	Budget	13:15
March 22-29, 2019		- BC Assessment: Revised Assessment Release - Prepare Final Tax Scenarios for SCOF	Tax Rates	

Date	Meeting	Actions	Type of Activity	Time
<b>2019 - Schedule Tentative (Pending Council's Adoption of 2019 ROCM Schedule)</b>				
02-Apr-19	<b>ROCM</b>	- Bylaws: Adoption - 2018-2022 5 Year Financial Plan Amendment Bylaw No. 14XX, 2019 - 2018 Reserve Transfers Bylaw No. 14XX, 2019	Tax Rates	19:00
09-Apr-19	SCOF	- Review Final Tax Scenarios - Tax Rate Bylaw direction on preferred scenario	Tax Rates	10:00 - 15:00
16-Apr-19	SCOF	- Tentative if needed		10:00 - 13:00
16-Apr-19	<b>ROCM</b>	- 2019 Tax Rate Bylaw No. 14XXX, 2019, (Reading 1-3) - 2018 Audit Presentation	Tax Rates	13:15
30-Apr-18	SOFI	- Statement of Financial Information (SOFI) due to CFO for review		
07-May-19	<b>ROCM</b>	- 2019 Tax Rate Bylaw No. 14XX, 2019 (Adoption) (Last ROCM before deadline)	Tax Rates	19:00
21-May-19	<b>ROCM</b>	- SOFI Staff Report to Council for approval		13:15
15-May-19		- Provincial submission deadline for: - 2018 Audit Financial Statements - 2019-2022 5 Year FP Bylaw - 2018 LGDE Report - 2019 LGDE Tax Rate Report		
04-Jun-19	SCOF	- Tentative if needed		10:00 - 13:00
04-Jun-19	<b>ROCM</b>			19:00
18-Jun-19	SCOF	- Tentative if needed		10:00 - 13:00
18-Jun-19	<b>ROCM</b>			13:15
30-Jun-19		Annual Report Due		

Respectfully Submitted,



Lisa M. Vass BA, CPA CGA  
Chief Financial Officer