

- Finance Department Overview (12:00 – 12:30)
 - Who we are, what we do, & the environment that we operate in
- Reserves (12:30 – 1:45)
 - Review & draft policy
- Debt (1:45 – 2:30)
 - Review of City debt & draft policy
- Break (2:30 – 2:45)
- Grants & Exemptions (2:45 – 3:15)
 - Review of grants awarded by the City
- Social Procurement (3:15 – 3:45)
 - Report for Council's review and discussion
- Wrap up (3:45 - 4:00)



Role of the Financial Officer

Statutory Role (*Community Charter section 149*)

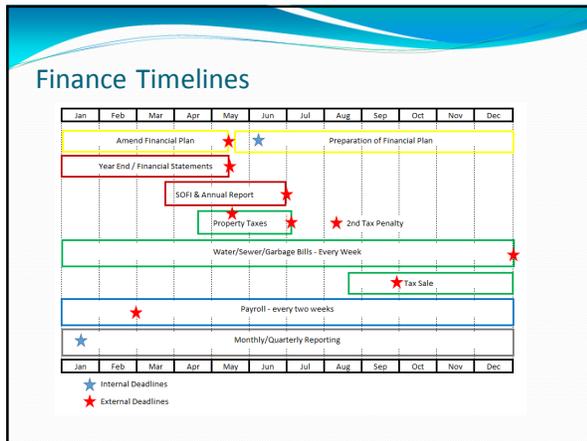
- Receives money
- Ensures the keeping of all funds & securities
- Invests funds until required in authorized investments
- Spends money as authorized by Council
- Ensures that accurate & full accounts are kept
- Control & supervision over all financial affairs

Role of the Financial Officer

Non-Statutory Role

- Provides financial support and advice to staff & Council
- Prepares financial plans
- Performs financial analysis
- Works with external auditor
- Attends Council & Committee meetings
- Provides information to the public and media on financial matters





- ### Regulatory Environment (External)
- Community Charter
 - Local Government Act
 - Assessment Act
 - Financial Information Act
 - Provincial Sales Tax Act
 - Excise Tax Act
 - PSAB
 - GFOA Best Practices
 - Trade Agreements:
 - Agreement on Internal Trade (AIT)
 - New West Partnership Trade Agreement (NWPTA)
 - Canadian Free Trade Agreement (CFTA)
 - Canadian European Union Comprehensive Economic and Trade Agreement (CETA)

- ### Regulatory Environment (Internal)
- Council Policies vs. Departmental Policies
 - Significant policies with organization wide impact will normally be approved by Council, e.g., Procurement Policy
 - Policies with a more narrow impact will usually be approved by the Director of Finance and be included in the Finance Department Policy Manual, e.g., Petty Cash Policy

Regulatory Environment (Internal)

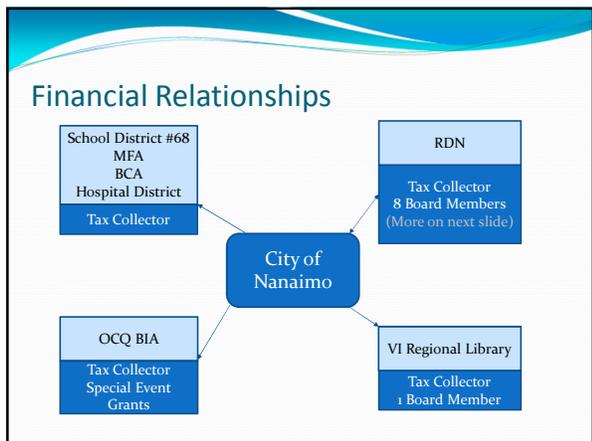
- Existing Council Policies & Bylaws:
 - Five Year Financial Plan Bylaw
 - Tax & User Rates Bylaws
 - Revenue Policy
 - Procurement Policy
 - Investment Policy
 - Asset Management Policy
- Finance Department Policies:
 - Budget Transfer Policy
 - Spending Authority Policy
 - Travel & Expense Policy

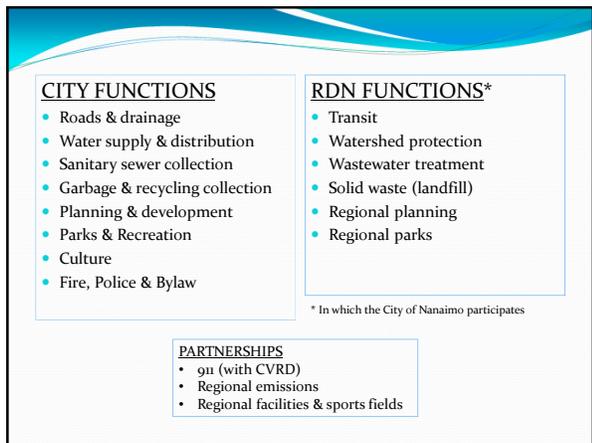
Regulatory Environment (Internal)

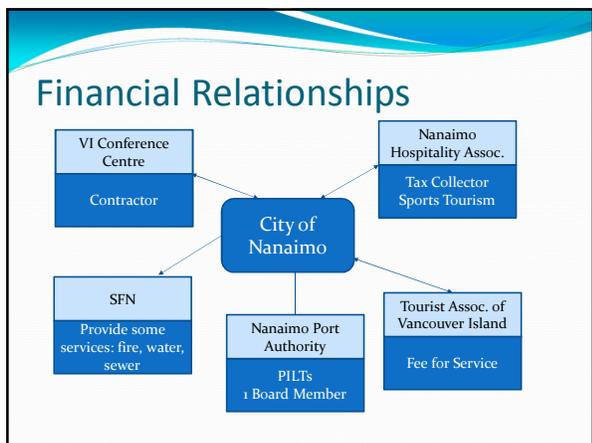
- Policies that are in the works:
 - Reserves Policy
 - Debt Policy
 - Long-Term Financial Planning Policy
 - Fiscal Accountability Policy
 - User Fees & Charges Policy

Environment

- Collaboration with all departments
 - Director is part of senior management team
 - Financial analysts provide support during budget process
 - Participate in cross functional teams such as Asset Management
- Interact with public, media, auditors, other government agencies
- Maintain networks with other municipalities to stay on top of best practices







Financial Management Functions

Financial Planning	Financial Control	Reporting	Processing	Treasury	Procurement
5 Year Financial Plan	Policies, e.g., travel	Annual F/S	Billing	Banking	Purchasing Policy
20 Year Investment Plan	Auditors/ Audit Committee	Annual Report	Collections	Cash Management	Inventory Management
Reserve Policy		Quarterly Financials (Council)	Paying Bills	Investment Policy	
Debt Policy		Monthly Financials (Staff)	Payroll		
Revenue Policy/ Funding Strategy		SOFI			
User Fee Policy		Performance Measurement			

