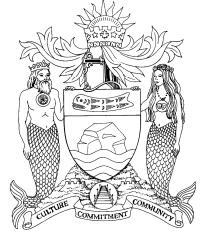


***Live Streaming/Telecast:** Please note that Standing Committees, Council Meetings, and Public Hearings held in the Council Chamber are being recorded and broadcasted as well included on the City's website at: www.whiterockcity.ca

Corporate Administration Office (604) 541-2212
E-mail clerksoffice@whiterockcity.ca

ON TABLE PRESENTATION
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THE CORPORATION OF THE
CITY OF WHITE ROCK
15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



January 30, 2019

A **GOVERNANCE AND LEGISLATION COMMITTEE MEETING** will be held in the **CITY HALL COUNCIL CHAMBERS** located at **15322 Buena Vista Avenue, White Rock, BC**, on **MONDAY, FEBRUARY 4, 2019** to begin at **4:00 p.m.** for the transaction of business as listed below.

T. Arthur, Director of Corporate Administration

A G E N D A

Councillor Fathers, Chairperson

1. **CALL MEETING TO ORDER**
2. **ADOPTION OF AGENDA**

RECOMMENDATION

THAT the Governance and Legislation Committee adopt the agenda for February 4, 2019 meeting as circulated.

3. **FINANCIAL PLANNING - ORIENTATION**
Director of Financial Services to lead the Committee through an orientation in two (2) parts. A PowerPoint presentation will be provided.

4:00 p.m. – 6:00 p.m.:

- a. **Municipal Finance Legislation**
- b. **Local Government Finance Basic Principles**
- c. **Where the Money Comes From**
- d. **Where the Money Goes**
- e. **Municipal Fund Accounting**
- f. **Municipal Property Taxes**
- g. **Investment of Municipal Funds**

Meeting Recess

6:00 p.m. – 6:30 p.m.

6:30 p.m. – 8:30 p.m.:

- h. **Five-Year Financial Plans**
- i. **Financing Capital Projects**
- j. **Reserves**
- k. **Debt and Borrowing**
- l. **Annual Financial Reporting**

4. **CONCLUSION OF THE FEBRUARY 4, 2019 GOVERNANCE AND LEGISLATION COMMITTEE MEETING**

THE CORPORATION OF THE
CITY OF WHITE ROCK

15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6

MEETING NOTICE

Pursuant to the *City's Council and Committee Procedures Bylaw* a **Governance and Legislation Committee** meeting has been called to begin at **4:00 p.m.** on **FEBRUARY 4, 2019.**

DATE: MONDAY, FEBRUARY 4, 2019

MEETING TIME: 4:00 P.M.

LOCATION: CITY HALL COUNCIL CHAMBERS –
15322 BUENA VISTA AVENUE, WHITE ROCK BC

Purpose: A Special Governance and Legislation Committee has been called for Monday, February 4, 2019 with the purpose of providing an orientation with respect to an orientation regarding Financial Planning

Date: January 31, 2019

S. Alam

Stephanie Lam, Deputy Corporate Officer

WHITE ROCK
My City by the Sea!

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WHITE ROCK
My City by the Sea!

LOCAL GOVERNMENT FINANCE ORIENTATION

**GOVERNANCE AND LEGISLATIVE COMMITTEE
FEBRUARY 4, 2019**

WHITE ROCK
My City by the Sea!

PRESENTATION OUTLINE

1. Municipal Finance Legislation
2. Local Government Finance Basic Principles
3. Where the Money Comes From
4. Where the Money Goes
5. Municipal Fund Accounting
6. Municipal Property Taxes
7. Investment of Municipal Funds
8. Five-Year Financial Plans
9. Financing Capital Projects
10. Reserves
11. Debt and Borrowing
12. Annual Financial Reporting

MUNICIPAL FINANCE LEGISLATION

- The *Community Charter*:
 - Appointment of an officer assigned the responsibility of financial administration
 - Adoption of annual five year financial plans, and requirements that in order to be legal, all expenditures must be approved in the financial plan, and that a process of public consultation must be undertaken prior to adoption of financial plans
 - Appointment of a municipal auditor
 - Requirements for annual financial statements, and reporting of Council remuneration, expenses and contracts
 - Limits and processes related to borrowing and other liabilities
 - Investment of municipal funds
 - Establishment of reserve funds by bylaw
 - Setting of property tax rates, and other fees and charges
 - Property tax rates, exemptions, collection and administration

MUNICIPAL FINANCE LEGISLATION (CONTINUED)

- The *Local Government Act*:
 - Recovery of unpaid property taxes by Tax Sale
 - Annual Development Cost Charges report
- Municipal accounting and financial reporting are further governed by *Canadian Public Sector Accounting Standards as prescribed by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada*
- An annual Statement of Financial Information is also required to be submitted to the Province annually, in accordance with the *Financial Administration Act*

FURTHER MUNICIPAL FINANCE & ACCOUNTING GOVERNANCE

- Council Policies:
 - No. 307 – Accumulated Surplus Fund
 - No. 310 – Investment Policy
 - No. 317 – Municipal Property Tax Exemptions
 - No. 322 – Emergency Expenditures
- Financial Administrative and Accounting Policies
- Basic Principles & Best Practices

LOCAL GOVERNMENT FINANCE BASIC PRINCIPLES

- **Municipalities cannot incur a deficit – this is a legislated requirement**
- Municipalities have various accounting “funds” that operate like separate financial entities (more details to follow)
- All funds must “balance”
- Revenue from “user fees” must only be used to recover the cost of the services they are collected for – this is legislated
- Ongoing, annual operating costs should be funded by ongoing/sustainable revenues
- “One-time” or non-recurring costs can be funded from “one-time” or non-recurring revenues/funding sources