

Minutes of the **ADMINISTRATION and FINANCE COMMITTEE** Meeting held in the Conference Room at the Municipal Hall at 8645 Stave Lake Street, Mission, British Columbia, on Tuesday, May 18, 2010 commencing at 3:35 pm.

Committee Members Present: Mayor James Atebe
Councillor Terry Gidda
Councillor Paul Horn
Councillor Danny Plecas
Councillor Mike Scudder
Councillor Heather Stewart

Committee Members Absent: Councillor Jenny Stevens

Staff Members Present: Glen Robertson, chief administrative officer
Dennis Clark, director of corporate administration
Ken Bjorgaard, director of finance
Kris Boland, deputy director of finance
Kerri Onken, deputy treasurer/collector
Scott Ross, accounting supervisor
Debi Decker, administrative assistant

Mayor Atebe called the meeting to order.

As Councillor Stevens was away the Mayor assumed the chair.

1. NEW BUSINESS

AF 10/28
MAY 18/10

Designated Signing Authorities Policy

The director of finance referred to his report dated May 3, 2010 entitled, "Designated Signing Authorities Policy". He stated that the proposed new policy incorporates the following changes to reflect new procedures:

- Electronic signatures are now permitted on cheques under \$100,000.00 in value, as opposed to those that are \$50,000.00 or under in the current policy. The Mayor's electronic signature is to be included on these cheques;
- Manual sign-off of Mayor or Acting Mayor required for cheques equivalent to or greater than \$100,000.00 as opposed to any elected official being the other signatory on cheques;
- Pre-approval of all cheque registers required by one finance official;
- Approvals of electronic payments to the Canada Revenue Agency for payroll remittances and to other payees are formalized as is approval for bank account transfers;
- Investment authority sign-offs have been formalized;
- Approval of any contracts or agreements pursuant to purchasing awards now formalized at the levels that currently exist in the purchasing policy; and

- Designated authorities for signing of grant applications and progress payment draws from approved grants, if the grant programs do not specify approvals, have been established.

Council questioned what "electronic signature" means and what security is in place to access it? Staff confirmed that an electronic signature is a digital signature and that a password is required to access the signature and to have it print onto a cheque. Council requested staff to amend the policy to include wording that a password is required to access electronic signatures. Staff also clarified that if both the Mayor and Acting Mayor were away, this situation would be covered under the "Acting Mayor Appointments" that is approved at each special inaugural meeting.

Moved by Scudder, and

RECOMMENDED:

1. That the District's new designated signing authorities policy (Fin.5), be amended to include wording to the effect that "an electronic signature can only be accessed via a password" and that the new policy as amended, be approved; and
2. That the existing banking authorities policy (Fin.5) be rescinded.

CARRIED

AF 10/29
MAY 18/10

District of Mission's 2009 Financial Statements and Related Financial Position

The deputy director of finance referred to his report dated May 4, 2010, entitled "District of Mission's 2009 Financial Statements and Related Financial Position". The deputy director advised that the format of the 2009 financial statements had changed dramatically from prior years as a new reporting model and related tangible capital asset accounting had now been implemented as per Public Sector Accounting Board (PSAB) guidelines.

The deputy director stated that these financial statements are more in-line with private sector statements and the inclusion of the amortization of capital assets was new this year.

Discussions ensued around tangible capital assets and how a value and "life" was determined. It was suggested to expand the comments, in areas where the life span was over a larger period of time, to include exactly which asset had which life span and how the determination had been made.

Discussion moved to how capital expenditures were no longer shown on the consolidated statement of operations and accumulated surplus but on the consolidated statement of financial position as tangible capital assets.

Discussion moved onto consolidated statement of change in net financial assets with staff confirming that in-kind developer contributions are included under acquisition of tangible capital assets. It was suggested to expand the title (or to include a footnote) to include in-kind developer contributions.

Discussion ensued on the forestry department revenue and expense details and the forestry reserve fund.

Moved by Councillor Horn, and

RECOMMENDED: That a meeting be arranged with council and the director of forest management to discuss the municipal forest's future, to see what council should be doing, to determine the overall risk picture, the tolerance level for the forestry reserve fund and what kinds of trends are happening.

CARRIED

Discussion turned towards Schedule 5 the Cemetery Perpetual Care Trust Fund and whether the fund would be large enough once the cemetery closed to cover the cemetery's maintenance costs. Suggestions of utilizing part of the cemetery grounds for a park and/or trails were discussed.

AF 10/30
 MAY 18/10

Moved by Councillor Horn, and

RECOMMENDED: That a meeting be arranged with council, the director of parks, recreation and culture and the manager of parks & facilities to discuss the cemetery operations, review the costs and fees and perpetual costs and to come up with a strategy for the property located across the street from the cemetery.

CARRIED

AF 10/31
 MAY 18/10

Moved by Councillor Horn, and

RECOMMENDED:

1. That the internal loan for the Horne Street pedestrian overpass project in the amount of \$627,233.62 be forgiven; and
2. That the following transfers be approved:

Transfer From	Transfer To	Transfer Dollars
General Operating Fund Surplus	Policing Reserve	\$150,000
General Operating Fund Surplus	Roads Reserve	\$150,000
General Operating Fund Surplus	Stabilization Reserve	\$100,000
General Reserve Account	Information Systems Reserve	\$50,000
General Reserve Account	Stabilization Reserve	\$50,000
General Reserve Account	General Capital Reserve	\$100,000
General Reserve Account	Major Capital Reserve	\$100,000
General Reserve Account	Debt Retirement Reserve	<u>\$95,588</u>
Total Transfers		\$795,588

CARRIED

AF 10/31
MAY 18/10

Use of Gaming Funds

The director of finance referred to his report dated May 5, 2010, entitled "Use of Gaming Funds".

Discussion ensued around whether social development programs should be a priority for gaming funds and whether a policy or bylaw should be drafted to record how this council would like gaming funds to be used for. Staff confirmed that as the gaming revenue is held within a reserve fund, council would have to approve each and every funding proposal.

Moved by Councillor Scudder and

RECOMMENDED:

That staff prepare a policy that details the implementation of allowable uses of gaming funds that include;

- a. that council continue to implement the use of gaming funds on a case by case basis;
- b. an unrestricted broad application for projects;
- c. that gaming funds not be used for administration purposes or funneled into general revenue.

CARRIED

OPPOSED: Councillor Horn

AF 10/32
MAY 18/10

Moved by Councillor Plecas and

RESOLVED: That the meeting be recessed at 5:20 pm and reconvened at 5:45 pm

CARRIED

2. ADJOURNMENT

Moved by Councillor Scudder, seconded by Councillor Plecas, and

RESOLVED: That the meeting be adjourned.

CARRIED.

The meeting was adjourned at 5:45 pm.

**JAMES ATEBE,
MAYOR**

**DENNIS CLARK,
DIRECTOR OF CORPORATE ADMINISTRATION**

G:\FINANCE\MINUTES\Sp. Council (A&F) Minutes\AF minutes 2010-02-08.doc