



REPORT

REPORT TO: Chair and Members of Committee

REPORT FROM: Wendy O'Donnell, CPA, CGA
Deputy Treasurer and Manager of Revenue and Taxation

DATE: January 29, 2019

REPORT NO.: CORPSERV-2019-0022

RE: Financial Management Policies

RECOMMENDATION:

THAT Report No. CORPSERV-2019-0022 dated January 29, 2019 regarding Financial Management Policies be received;

AND THAT the following Financial Management Policies be approved:

Appendix A – Inter-Fund Loans – Development Charges Reserve Funds
Appendix B – Development Charges Background Study Continuous Review & Monitoring Policy

BACKGROUND:

Financial policies are central to a strategic, long-term approach to financial management and to safeguarding the Town's assets.

Where possible throughout the process, Town staff have consulted with area municipalities and sought guidance from professional and industry association publications (examples: Municipal Finance Officers Association, Chartered Professional Accountants of Canada, etc.).

COMMENTS:

Each policy is attached as an appendix. A brief description of each policy is outlined below.

Inter-Fund Loans – Development Charges Reserve Funds

This policy was developed as part of the Debt Management Policy and the Long Range Financial Plan. The policy outlines the process the Treasurer will utilize when inter-fund loans are needed for the Town's Development Charge Reserve funds.

Key areas of note:

- Monthly interest will be charged
- Terms will not exceed 10 years

Development Charges Background Study Continuous Review & Monitoring Policy

This Policy was developed as part of the Long Range Financial Plan. The policy outlines the process staff will utilize in monitoring growth in the Town.

Key areas of note:

- Development of the DC Background Study
- Types of variances
- Monitoring and Reporting

RELATIONSHIP TO STRATEGIC PLAN:

This report supports the priority around Municipal Service Delivery with respect to the effective, efficient and economical delivery of the Town's existing services.

FINANCIAL IMPACT:

The establishment of a strong financial policy framework is critical to sound decision-making in support of Council's strategic priorities.

The proposed policies promote the effective use of the Town's assets and provide guidance to staff in the delivery of services.

CONSULTATION:

This policy was developed by benchmarking with area local municipalities and various financial institutions.

PUBLIC ENGAGEMENT:

This report is an administrative matter and is not applicable.

SUSTAINABILITY IMPLICATIONS:

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life.

The recommendation outlined in this report is not applicable to the Strategy's implementation.

COMMUNICATIONS:

This report is an administrative matter and is not applicable.

CONCLUSION:

The development of formal policies provides for responsible, responsive and transparent management of the Town's finances. Staff will continue to develop financial policies for Council's consideration.

Reviewed and Approved by,

A handwritten signature in black ink, appearing to read "M. J. Leighton".

Moya Jane Leighton, Manager of Accounting and Town Treasurer

A handwritten signature in black ink, appearing to read "Jane Diamanti".

Jane Diamanti, Commissioner of Corporate Services

A handwritten signature in black ink, appearing to read "Brent Marshall".

Brent Marshall, Chief Administrative Officer