

Accounts Receivable Policies

These policies govern the issuance of invoices to individuals, businesses or corporations for services rendered by the City. Procedures are provided to guide staff in submitting the information required for the preparation of an invoice.

Asset Retirement Obligations

This policy provides guidance on the accounting and reporting of the liabilities associated with the legal obligations for the retirement of City assets.

Debt Management

This policy addresses debenture financing as a means of funding infrastructure in the City.

Investments

This policy outlines the objectives and criteria that guide the investment of the City's funds. The policy is reviewed on an ongoing basis for relevance and compliance with applicable regulations.

Procurement By-Law

By-law 0013-2022 contains the official rules for the City's procurement of goods and services. This by-law describes ethics and requirements for fairness, accountability and transparency of the City's procurement practices. It also details the authority and responsibilities of staff in carrying out the procurement function.

Tangible Capital Asset Accounting and Reporting

This policy sets out the accounting practices and direction for recognizing, measuring and recording tangible capital assets on a consistent basis and in accordance with Canadian Public Sector Accounting Standards (PSAS).

Financial Planning Policies

The City has a robust and disciplined set of financial planning policies that help govern the City's financial reporting cycle, including the Business Plan & Budget, and in-year operating budget monitoring and capital works in progress status updates. The main policies for financial planning are outlined below.

Budgeted Position Control Policy

This policy ensures budgeted staff positions are managed efficiently and effectively and within Council-approved budgets. This policy also provides an overview of the approval process for position requests within the City.

Capital Budget Policy

This policy provides the approach for the development, monitoring and control of the City's capital plan. It outlines the annual capital budget and 10-year capital plan submissions, the capital budget monitoring and reporting process, and describes the closure of capital projects.