

Staff Report to Council

Financial Services

FILE: 05-1910-20/22

REPORT DATE: June 10, 2022 **MEETING DATE:** June 21, 2022
TO: Mayor and Council
FROM: Cheryl Harding, Director of Financial Services
SUBJECT: 2021 Statement of Financial Information (SOFI)

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:

D. Chamberlain, Acting CAO



RECOMMENDATION(S):

THAT Council:

- A. Approve the City's 2021 Statement of Financial Information as presented at the June 21, 2022 Public Council Meeting for submission to the Ministry of Municipal Affairs by June 30, 2022 and for availability to the public; OR
- B. Other.

PURPOSE

The purpose of this report is to seek Council approval of the Statement of Financial Information for the 2021 fiscal year.

☐ Information Report ☒ Decision Report ☐ Direction Report

DISCUSSION

Background:

The Statement of Financial Information (SOFI) is an annual City reporting requirement to the province and to the public. This information must be approved by Council as well as the Director of Financial Services being the Chief Financial Officer assigned responsibility for financial administration under the City's Officers and Delegation of Authority Bylaw No. 2682, 2015.

Relevant Policy, Bylaw or Legislation:

The Financial Information Act of BC, Chapter 140 requires municipalities and other Government organizations to prepare annual financial information and make it available to the public within six months of their fiscal year end which translates into a deadline of June 30. The information required by the Act for a municipality encompasses audited financial statements and schedules disclosing debt, guarantee and indemnity agreements, employee remuneration and amounts paid to suppliers for the provision of goods and services. The Financial Information Act – Financial Information Regulation 371/93 sets out the prescribed form, amount and classification of financial information.

The Purchasing and Procurement Council Policy C012 directs the process for staff to follow in procurement and expenditure of goods, services and construction activities.

Analysis:

The statements included in the SOFI package, Attachment A, are:

- Statement of Financial Information Approval
- Management Letter
- 2021 Audited Financial Statements
- Schedule of Council and Employee Remuneration and Expenses
 - The remuneration schedule contains three columns – one for salary; one for taxable benefits, vacation payouts, overtime, acting pay and other similar payments; and one for expenses such as professional development and mileage.
 - This schedule lists the employees whose combined base salary and benefits are more than the \$75,000 threshold.
 - Includes a consolidated total of remuneration paid to all other employees.
- Schedule of Guarantee and Indemnity Agreements – there were no agreements.
- Schedule of Payments to Suppliers of Goods and Services
 - Provides the sum of payments to each supplier of goods and services amounting to greater than \$25,000.
 - Includes a consolidated total of all other payments made to other suppliers of goods or services.
- Statement of Severance Agreements
 - There were no severance agreements made between the City and its non-unionized employees during 2021.
- Statement of Contracts with Council members or former Council members
 - There were no contracts with current or former Council members.

One additional schedule, Attachment B, which is not required by or submitted to the province, is provided for further information. This is the same as the SOFI Payments to Suppliers over

\$25,000 but also contains a brief description of the goods or services provided as determined through a manual review of the invoice transactions.

Payments to Suppliers equal to or less than \$25,000 are reported as a sum total value only as per the provincial legislated reporting requirement. City and audit processes presiding over financial and procurement activities provide reasonable assurance that assets are safeguarded and transactions are properly authorized and recorded. We believe our systems of internal accounting controls provide reasonable assurance errors or irregularities that would be material to the consolidated financial statements are prevented or detected in the normal course of business.

COUNCIL STRATEGIC PLAN ALIGNMENT

- ☐ Principled Governance ☐ Balanced Economic Prosperity ☒ Corporate Excellence
☐ Community Spirit & Wellbeing ☐ Transportation & Infrastructure Initiatives
☐ Not Applicable
-

FINANCIAL IMPLICATIONS

- ☒ None ☐ Budget Previously Approved ☐ Referral to Business Planning
☐ Other
-

PUBLIC PARTICIPATION

- ☒ Inform ☐ Consult ☐ Involve ☐ Collaborate ☐ Empower

Comment(s):

Following Council approval the SOFI package will be submitted to the province and posted on the City's website.

KATZIE FIRST NATION CONSIDERATIONS

Referral ☐ Yes ☒ No

SIGN-OFFS**Written by:**

Cheryl Harding,
Director of Financial Services

ATTACHMENT(S):

- A. 2021 Statement of Financial Information
- B. Payments to Suppliers over \$25,000 with summary goods and services descriptions