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MUNICIPALITIES
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Schedule

Topic	Instructor Led Session
Municipal Financial Management <i>Presented by: Brenda Wedge, CPA, CGA</i>	Online Date: February 25, 2021 Time: 1:00 – 3:00 PM

The live instructor led session will take place over Zoom. Participants will receive Zoom meeting details up on registration.

Description

Upon completion of this education and training, participants will understand the respective roles and key responsibilities of a CAO and Council with regard to municipal financial matters, including:

- ✓ Contents Part 6 of the Municipal Government Act and Financial Plan Regulations
- ✓ Preparing, adopting and monitoring a Financial Plan
- ✓ Municipal borrowing limits
- ✓ Procurement
- ✓ Financial reporting and audit

During the session there will be an opportunity for peer exchange between learners to build meaningful connections, and exchange ideas and experiences that build on the knowledge and skills contained in the session. The live session will incorporate group discussion and Q&A.

Instructor-Led Session

Agenda

1:00 PM	Welcome and Introduction
1:10 – 1:15 PM	Financial Management Role
1:15 – 1:50 PM	The Financial Plan – preparing, adopting and monitoring
1:50 – 2:00 PM	Municipal Borrowing Limits
2:00 – 2:30 PM	Procurement
2:30 – 3:00 AM	Financial Reporting – requirements, timelines, audit

Session will include facilitated discussion, breakout discussion and Q&A opportunities.

Session Pre-Reading

(approximate time to complete 2.0 hours)

Learners are asked to complete the following reading and viewing prior to the instructor-led session:

1. *Municipal Government Act (MGA)*
 - Financial Operations – Sections 149 to 158 of the MGA
 - Raising of Revenue – Sections 159 to 163 of the MGA
 - Debt Restrictions – Sections 164 to 170 of the MGA
 - Financial Statements and Auditor – Sections 35 and 88 (3) of the MGA
 - Powers of the Minister – Sections 171 to 177 of the MGA
2. Local Government Resource Handbook: Guide to the Municipal Government Act 2nd Edition (January 2021)
 - Council's Role in Financial Management – Pages 52-63
 - Appendix 4 Significant Dates – Page 83
3. Youtube Videos
 - What is a Financial Plan? <https://youtu.be/Y1AcS0SHJ50> (2.01 minutes)
4. Review the following templates:
 - Operating budget template:
<https://www.princeedwardisland.ca/en/information/fisheries-and-communities/financial-plan-budget-and-financial-reporting>
 - Municipal expenditure tool:
<https://www.princeedwardisland.ca/en/publication/municipal-expenditure-tool>
 - Municipal Financial Information Return:
<https://www.princeedwardisland.ca/en/information/fisheries-and-communities/financial-plan-budget-and-financial-reporting>
5. Review the following sample policies and bylaws related to financial management aspects
 - Sample Reserve Fund Policy
 - Sample Reserve Fund Bylaw
 - Sample Grants Policy
 - Sample Grants Bylaw
 - Sample Fees Bylaw
 - Sample Tax Rate Group Bylaw
 - Sample Borrowing Bylaw
 - All found at: <https://www.princeedwardisland.ca/en/information/fisheries-and-communities/municipal-sample-bylaws>

6. Review the following information related to Asset Management
 - Municipal Infrastructure Asset Management information page
<https://www.princeedwardisland.ca/en/information/transportation-infrastructure-and-energy/municipal-infrastructure-asset-management>
 - Municipal Infrastructure Asset Inventories: A Guide for Municipalities
<https://www.princeedwardisland.ca/en/information/transportation-infrastructure-and-energy/municipal-infrastructure-asset-management>
 - Municipal Infrastructure Asset Inventories: A Guide for Municipalities Part II: Water and Wastewater Infrastructure
<https://www.princeedwardisland.ca/en/information/transportation-infrastructure-and-energy/municipal-infrastructure-asset-management>
 - Inventory forms for various classes of assets
<https://www.princeedwardisland.ca/en/information/transportation-infrastructure-and-energy/municipal-infrastructure-asset-management>
 - How to develop an asset management policy, strategy and governance framework
<https://fpeim.ca/resources/toolkits-and-guides/>
 - Asset Management 101 <https://fpeim.ca/resources/toolkits-and-guides/>
 - Municipal Asset Management and Saskatchewan Youtube video:
<https://www.youtube.com/watch?v=agP0LCPL4nw> (14 minutes)

7. Review the following information related to procurement:
 - Municipal Trade Agreements and Procurement information sheet provided by the Province of PEI (attached)
 - Procurement of Goods Act <https://www.princeedwardisland.ca/en/legislation/>
 - Procurement of Goods Regulations
<https://www.princeedwardisland.ca/en/legislation/>

8. Review the following information related to the financial reports required to be provided:
 - Overview of contents for financial statements (see attached).

Participants are strongly encouraged to **print and bind** a current version of the ***Municipal Government Act*** and the **Local Government Resource Handbook**.

- *Municipal Government Act*: <https://www.princeedwardisland.ca/en/information/fisheries-and-communities/municipal-government-act-and-regulations>
- Local Government Resource Handbook: Guide to the Municipal Government Act 2nd Edition (January 2021):
https://www.princeedwardisland.ca/sites/default/files/publications/local_government_resource_handbook.pdf

Instructor Bio

Brenda Wedge, CPA CGA

Senior Consultant and Principal with MRSB Consulting Services

Brenda is a Senior Consultant and Principal of MRSB Consulting Services. She has been with MRSB since 1999 and Principal of the firm since 2001. With over 25 years' experience in financial and business analysis and research, Brenda has provided business advisory services and strategies, including diagnostic assessments, business plans, financial projections, economic impact analyses, funding and financial proposals, and program and project evaluation for small- and medium-sized businesses, organizations, municipalities, industry and other clients.



Brenda is a financial literacy volunteer with CPA Canada and has delivered many workshops across the Province on a variety of financial topics. Brenda also prepared and delivered multi-day accounting and finance workshops for Senior Financial Officers at post-secondary institutions in Barbados.

Brenda has a Masters certificate in project management and brings decades of project management experience to this engagement. Brenda also has a significant training and experience in project and program evaluation. She is a member of the Canadian Evaluation Society, and served for over 10 years on the Boards of the Prince Edward Island Chapter and the National Board. Brenda has been involved with numerous MRSB projects related to municipalities, including working with many PEI municipalities to gather baseline data, performance indicators and outcomes of four Infrastructure Programs, Gas Tax, Building Canada Small Communities Fund, the Clean Water Wastewater Fund and Public Transit Infrastructure Fund for the Department of Transportation, Infrastructure and Energy, facilitating meetings and preparing rural economic development strategies, contributing to community economic development corporation business plans, conducting housing studies, conducting financial analysis for the regionalization of seven incorporated communities and preparing several IRAC rate applications for municipal sewer utilities. Brenda was also a key consultant on the regionalization studies for Three Rivers and West River.

Brenda is very pleased to be joining the Federation of PEI Municipalities in delivering Municipal CAO Education and Training.