

DEPARTMENT	FINANCIAL SERVICES
DIRECTOR	ADAM LANGENMAIER



INITIATIVE	DETAILS	ANTICIPATED COMPLETION DATE	% OF TASK COMPLETE	UPDATE & COMMENTS
Other Department Support - Projects				
Water and Sewer Rates Review	Public Works Project	December 31, 2023	80%	Provide Finance Support
AMTS - Asset Management Plan (20yr)	Public Works Project	December 31, 2023	80%	Provide Finance Support
Operational Projects				
2023 Parcel Tax Review Panel	Annual - Statutory	April 30, 2023	100%	Annual Statutory Process, meeting date sent to be February 22, 2024, notification letters sent, public notification to be published.
2023-2027 Consolidated Financial Plan Bylaw	Annual - Statutory	May 14, 2023	100%	Staff working through annual budget process internally prior to bringing draft to Council early 2023
2023 Tax Rate Bylaw	Annual - Statutory	May 14, 2023	100%	Requires approved taxation levels and Revised BC Assessment roll. Must be adopted after Financial Plan Bylaw.
2022 Year End Audit and Financial Statements	Annual - Statutory	May 14, 2023	100%	Interim Audit Fall. Auditors to arrive late March with Financial Statements due by the end of April. Statutory Requirement to complete by May 15, 2023.
Local Government Data Entry (LGDE & LGDE TAX)	Annual - Statutory	May 14, 2023	100%	Annual Provincial Reporting
2022 Statement of Financial Information (SOFI)	Annual - Statutory	June 30, 2023	100%	Annual Provincial Reporting
2024/2025 Approval in Principal RCMP Contract	Annual - Statutory	January 30, 2024	50%	2024/25 approval in principal completed
2023 Tax Levy and Collection	Annual - Statutory	July 3, 2023	100%	Involves entire Finance Department. May-July.
2023 Tax Sale Auction	Annual - Statutory	September 25, 2023	80%	As of mid September 1 property is remaining on the tax sale listing.
2024 Permissive Tax Exemption Bylaws	Annual - Statutory	October 31, 2023	40%	Annual process must be adopted by October 31st.
Solid Waste, Water, Sewer 2024 User Fees	Annual - Statutory	March 31, 2024	50%	To be presented to Council in early 2024
2024-2028 Financial Planning	Annual - Statutory	May 14, 2024	35%	Financial Planning process starts in summer. Council budget workshops schedule for late November.
Strategic Initiatives				
MRDT Re-Implementation Support after CVEDES contract cancellation with CVRD	Support re-establishing MRDT for City of Courtenay designated accommodation area with City as designated recipient	October 3, 2022	100%	Completed
Grant in Aid Agreement with Comox Valley Community Foundation	Move administration of Grant in Aid Program to 3rd Party	June 30, 2023	100%	Draft agreement started, however put on hold as this program is funded by gaming and revenues have ceased during COVID-19. Process will be address during 2023 budget deliberations
Asset Retirement Obligations	Public Sector Accounting Standard Change (PSAB)	December 31, 2023	65%	Project Plan underway. PSAB has delayed this by 1 year due to COVID-19 and impacts to Financial Professionals. Effective December 31, 2023 Financial Statements. Will involve all Departments
Budget software and Financial statement automation.	Implementation of budget software. Operating module 2023, Capital and Fund modules for 2024. Financial statement module for 2023 Yearend	December 31, 2023	80%	Budget information has historically been held in excel. Increases in complexity, size and sophistication of budgeting software have lead to the decision to switch from Excel to a specific budget software to improve the budgeting process and gain efficiencies.
Financial Policies	Establish and update Financial Policies: - Investments - 2022 - ARO/TCA - 2023 - Procurement (include Social) - 2022 - Reserves/Surplus (Asset Management plans required) - Future 2024	December 31, 2024	50%	Investment policy adopted 2022, Procurement (including social and indigenous) policy adopted 2023, TCA and Reserve to be brought forward in 2024