



Date 4 May 2010

City Council Committee Report

To: Mayor Compton & Members of Council

Fr: Karen Brown

Re: Policy Manual Updates due to City Hall Restructuring

Recommendation:

That Council hereby authorizes the following amended policies resulting from the approved restructuring at City Hall:

- Memorabilia Policy #CC-02-01;
- Bill Inserts and Messages on Bills Policy #CU-03-01;
- Procurement Policy #FI-01-01;
- Purchase / Credit Cards Policy #FI-01-02;
- Debt Policy #FI-04-01;
- Investments Policy #FI-04-02;
- Receivables Write Off Policy #FI-05-01; and

That Council hereby rescinds the following by-laws:

- By-law #47-2008 – Bill Inserts and Messages on Bills Policy #CU-03-01;
- By-law #28-2010 – Procurement Policy #FI-01-01;
- By-law #153-2008 – Debt Policy #FI-04-01;
- By-law #61-2009 – Investments Policy #FI-04-02;
- By-law #47-2008 – Receivables Write Off Policy #FI-05-01; and further

That the appropriate By-laws be approved for this purpose.

Background:

In April 2010, Council approved the restructuring of City Hall staff following an internal review performed as a result of the upcoming vacancy for the Manager of Finance & Administration's position. A number of policies need to be updated to reflect the new structure. The following amended policies, with changes tracked, have been attached for your reference:

- Memorabilia Policy #CC-02-01;
- Bill Inserts and Messages on Bills Policy #CU-03-01;
- Procurement Policy #FI-01-01;
- Purchase / Credit Cards Policy #FI-01-02;
- Debt Policy #FI-04-01;
- Investments Policy #FI-04-02; and
- Receivables Write Off Policy #FI-05-01.

For the most part, the change in the policies relate strictly to the transfer of responsibilities from the Manager of Finance & Administration to other positions as per the approved restructuring. There is, however, one exception. Under the Purchase / Credit Cards Policy, the following wording has been inserted under the Purchase / Credit Cards limit section:

“The Budget / Auditor General may, at their discretion, approve a monthly limit equal to not greater than twice that individuals signing authority. For clarification purposes, nothing in this section shall authorize the cardholder to make any purchase which would exceed their approved authority limit.”

This addition recognizes that approving a card with a total limit equal to the individual transaction limit could in theory result in a card where only one transaction could be performed per month. The ability to double the monthly limit on the card allows more flexibility in the use of the cards. As per the wording, the cards will be monitored to ensure that no one with a card exceeds their individual per transaction limit. The reference to a per transaction limit has been removed from this section as this option is not currently available to the City.

In addition, for clarification purposes, the following wording has been inserted into the Restrictions section of the Procurement Policy:

“Nothing in this policy will enable the Budget / Auditor General to initiate any purchases for any reason. All authorities given to this position within this policy are strictly for approval of expenditures initiated through other authorized individuals.”

Budget:

There is no budget impact as a result of these changes.

Communication Plan/Notice By-law Requirements:

The amended policies will be circulated to policy manual holders and posted on the City portal.