



MINUTES OF THE CITY OF GRANDE PRAIRIE
FINANCIAL & ADMINISTRATIVE SERVICES COMMITTEE

November 12, 2024, 10:15 A.M.
Council Chambers, City Hall

MEMBERS PRESENT	G. Berg	Committee Chair
	C. Thiessen	Councillor
	D. Bressey	Councillor
	J. Clayton	Mayor
ALSO PRESENT	G. Blackmore	Councillor
	W. Bosch	Councillor
	M. O'Connor	Councillor
	K. O'Toole	Councillor
	W. Pilat	Councillor
	S. Bourke	City Manager
	D. Whiteway	Chief Financial Officer
	B. Glavin	Chief Operating Officer
	S. Cajolais	Chief Public & Protective Services Officer, Acting
	R. Tarant	Chief Strategy Officer, Interim
	J. Freeman (virtual)	City Solicitor
	A. Van Beekveld	Council Committee Coordinator
	S. Smith	Director of Assessment & Taxation
	A. Shepherd	Manager of Assets

1. CALL TO ORDER

The meeting was called to order at 11:38 a.m.

2. ADOPTION OF AGENDA

MOVED by C. Thiessen
Committee adopt the agenda as presented.

CARRIED (4 to 0)

3. DELEGATIONS

4. REPORTS

4.1 Service Area Update

D. Whiteway, Chief Financial Officer, presented Committee with an update on the current and projected activities planned throughout the service area:

- Financial Management - Residents are invited to watch the livestream of budget deliberations taking place this week. Administration is preparing for year end and will be meeting with departments across the organization to discuss requirements

and scheduling. The City's auditors are expected to be on site later this the month for interim field work.

- Taxation & Assessment - Administration is wrapping up new assessments for next year and will be moving on to look at permits that have been taken out during the year.
- Procurement & Supply Chain Management - The following competitive bids have recently been awarded: Food and Beverage Service Provider has been awarded to 14 Food Co., with hopes of being open before year end in the Ernie Radbourne Pavilion; Artistic Ice Carving has been awarded to ICE on Whyte Festival Society; and City Hall Sign Refurbishment has been awarded to Prairie Sign.
- Graphical & Information Technology Services - November 20 is GIS day in North America. User desktops are being upgraded to the new Microsoft operating system, Windows 11.

4.2 2023 Tax Recovery Sale

D. Bressey declared a conflict on this item, as part owner in a company planning to bid on one of these properties.

S. Smith, Director of Assessment & Taxation, presented Committee with information regarding the 2023 Tax Recovery Sale. This is a legislative process that must be followed, and the dates and information presented follow the legislation set forth in the Municipal Government Act.

MOVED by C. Thiessen

Committee recommend Council approve the following:

1. Those properties, subject to 2023 tax recovery notification, as per the attached list, be offered for sale by public auction;
2. That the auction be held in the 1st Floor North Conference Room at City Hall on Friday, March 14, 2025, at 9:00 a.m.; and
3. That the reserve bids for the 2023 tax recovery sale be set as per the attached Appendix D.

CARRIED (3 to 0)

4.3 2024 Q3 Financial Report

D. Whiteway, Chief Financial Officer, presented Committee with the City's Financial Report for Q3 2024. The City maintains a net financial asset position and accumulated surplus, indicating that there are sufficient resources to support future services.

MOVED by C. Thiessen

Committee recommend Council receive the unaudited financial statements and supporting information for the period ending September 30, 2024 for information.

CARRIED (4 to 0)

MOVED by J. Clayton

Committee direct Administration to bring a draft policy to this Committee identifying 10% of the City's annual surplus to be put towards community enhancement.

CARRIED (4 to 0)

5. CORRESPONDENCE

6. OTHER BUSINESS

7. BYLAW & POLICY REVIEW

7.1 Amendments to Policy 351 - Tangible Capital Assets

A. Shepherd, Manager of Assets, presented Committee with amendments to Policy 351 - Tangible Capital Assets. The proposed amendments will ensure the City can implement the policy appropriately to reflect updated public accounting standards, along with some general clean up.

MOVED by D. Bressey

Committee recommend Council approve amendments to Policy 351 - Tangible Capital Assets, as presented.

CARRIED (4 to 0)

7.2 Policy 360 - Corporate Asset Management

A. Shepherd, Manager of Assets, presented Committee with Policy 360 - Corporate Asset Management. The new policy reflects new public standards and will move the City towards a risk-based replacement framework.

MOVED by C. Thiessen

Committee recommend Council:

1. Approve Policy 360 - Corporate Asset Management; and
2. Rescind Policy 354 - Asset Management.

CARRIED (4 to 0)

8. OUTSTANDING ITEMS LIST

The Committee reviewed the Financial & Administrative Services Committee Outstanding Items List for November 12, 2024.

MOVED by D. Bressey

Committee receive the November 12 Outstanding Items List, as presented, for information.

CARRIED (4 to 0)

9. ADJOURN

The meeting ended at 12:14 p.m.

Chair

City Clerk