



Finance Officer Development Program Boot Camp #8

University of Victoria

August 18 - 22, 2013



This comprehensive course starts at 4:00 pm on Sunday and runs through to 4:00 pm on Thursday. The combination of lectures, exercises, group work and social events are designed to let you “hit the ground running” on Friday morning.

CAMP OBJECTIVES:

The camp will provide participants with a comprehensive overview of municipal finance issues with a focus on providing “real-life”, practical information that can immediately be applied in a municipal setting.

This is the eighth time this training program is being offered, in response to demand for a local government finance course that goes beyond the basics, telling participants what really matters and providing key “how to” and best practice information.

If you are interested, please register at [BOOTCAMP8](#) and provide some background information on yourself and on your current role in this short [APPLICATION](#) form and email it to office@gfoabc.ca. We will get in touch with you to talk about your registration before confirming acceptance.

WHO SHOULD ATTEND:

This camp is designed for finance people who are new to municipal government, people working in local government finance departments who want to move to the level of chief financial officer, and people in the municipal CFO role who want a better grounding in the requirements and responsibilities of the position. While originally designed for municipalities, Regional District staff will be accommodated by having one day set aside for them while municipal staff attend the Tax & Assessment Day.

BENEFITS OF ATTENDING:

On completion of the camp, participants will have a solid grounding in key financial topics like budgeting, property taxation, public sector accounting requirements (“PSAB”), and the legislative constraints and powers relevant to the finance arena municipalities operate in. Additionally, participants will be familiarized with the significant resources available to support them in performing their job, and will have the opportunity to discuss a broad range of municipal finance issues with a number of working, seasoned, finance professionals.

Participants can expect to discuss and answer questions like the following:

- How to lead a successful budget process that promotes realization of strategic goals, is understandable, efficient, and is ultimately supported by council, staff and the public?
- What are the current issues in municipal taxation and exactly how are municipal tax rates calculated in practice?
- What constraints and powers does a municipality have in respect to raising revenues, and how can reserves and surplus be used?
- What reports are required by statute and how do I make them meaningful to managers, council and the citizens?
- What is a legal municipal expenditure and what are the constraints on incurring municipal liabilities?

CONTENT/PRESENTATION OUTLINE:

The educational session will offer presentations and facilitated discussions along with team work on :

- The role and responsibilities of the Finance Officer, including ethics and issues of personal liability.
- Familiarization with various municipal financial resources and organizations.
- Municipal budgeting and departmental business planning.
- Municipal expenditure and liability framework, municipal revenue sources, investments and debt, fees and charges, reserves and surplus.
- Property taxation and assessment including tax calculation, tax collection and collecting for other governments.
- Municipal accounting and financial reporting including PSAB, ministry reporting and audit requirements.
- A separate Regional District Finance Day as an option to the Property Tax & Assessment sessions.

ABOUT THE WORKSHOP LEADERS:

All sessions will be led by seasoned, local government finance professionals. Some of the presenters include: Doug Stein, Bill Cox, Shelley Hahn, Todd Pugh, Janice Irwin, Trevor Seibel and Sam Weller.

Workshop Locations/Dates

August 18th 4:00 pm to August 22nd 4:00 pm, 2013
University of Victoria

Registration Fees

Cost is **\$1,800 + GST**. The fee includes four days accommodation, all meals and refreshments as well as workshop materials. Some places will be reserved for people currently working for smaller municipalities, who need immediate training.

Participants are required to stay at the University of Victoria accommodations in order to gain the full benefits of the program.