

VILLAGE OF SAYWARD

BYLAW NO. 387

THE APPOINTMENT OF OFFICERS AND THE DELEGATION OF AUTHORITY

WHEREAS under Section 146 of the *Community Charter*, the Council must, by bylaw, establish officer positions in relation to the powers, duties and functions under sections 147, 148 and 149 and assign powers, duties and functions to its officer positions;

AND WHEREAS under Section 154 of the *Community Charter*, Council may, by bylaw, delegate its powers, duties and functions, including those specifically established by an enactment, to its officers and employees;

THEREFORE the Council of the Village of Sayward, in open meeting assembled, enacts as follows:

1. CITATION

This Bylaw may be cited as "The Appointment of Officers and Delegation of Authority Bylaw 387, 2010".

2. OFFICERS OF THE VILLAGE

The persons holding the following positions are the officers of the Village:

- 2.1 Chief Administrative Officer, Corporate Officer and Financial Officer;
- 2.2 Finance/Administration Clerk.

3. POWERS, DUTIES AND FUNCTIONS

- 3.1 The person holding the office of Chief Administrative Officer, Corporate Officer and Financial Officer is assigned the powers, duties and functions set out in section 147, 148 and 149 of the *Community Charter* as set out in Schedule "A".
- 3.2 The person holding the office of Finance/Administration Clerk shares the responsibilities of financial administration including the duties and functions set out in section 149 of the *Community Charter* and Schedule "B" but the CAO/CFO has the ultimate power and responsibility.
- 3.3 In addition to the powers and functions set out in sections 3.1 and 3.2, each officer may exercise and discharge such additional powers, duties and functions as Council may from time to time direct.

4.0. OATH OF OFFICE

The oath of office as set out in Schedule C to this Bylaw is hereby adopted as the oath of office for officers of the Village of Sayward.

5.0 REPEAL

Appointment of Officers Bylaw No. 370, 2009 is hereby repealed.

READ a first time by the Municipal Council this 1st day of December, 2010.

READ a second time by the Municipal Council this 1st day of December, 2010.

READ a third time by the Municipal Council this 1st day of December, 2010.

ADOPTED by the Municipal Council of the Village of Sayward this 1st day of December, 2010.

Certified a true copy of Bylaw No. 387 this
1st day of December, 2010

Original Signed by Colum Mc Cready
Chief Administrative Officer
Village of Sayward

Mayor

Chief Administrative Officer

SCHEDULE “A”

Powers and Functions of the Chief Administrative Officer

The powers and functions of the Chief Administrative Officer, in addition to those prescribed by statute, are to:

1. Human Resources

- a. Appoint, promote, discipline and dismiss employees of the Village,
- b. Recommend to Council the appointment, promotion, demotion, discipline, suspension or termination of those employees who are designated officers by bylaw,
- c. Manage officers and employees of the Village,
- d. Manage wage and benefit negotiations with employees and recommend changes to Council,
- e. Conduct performance reviews of employees who report directly.

2. General Administration

- a. Coordinate and oversee the Village’s operations and services,
- b. Manage and implement Council directives,
- c. Act as the principal intermediary between the Village and the administration of other governments and other entities dealing with the Village,
- d. From time to time recommend to Council organization changes to the administrative structure to enhance the efficient and effective delivery of Village services,
- e. Manage the application pursuant to the *Freedom of Information and Protection of Privacy Act*,
- f. Call, authorize and award the procurement of works, services or goods subject to the procurement policy of the Village,
- g. Manage the record keeping for corporate documents.

3. Council

- a. Manage the preparation of Council, committee and task force agendas and minutes,
- b. Participate in all meetings of Council , committees, task forces and other entities created by Council,
- c. Provide advice and recommendations to Council on any matter for Council’s consideration.

4. Elections

- a.** Act as the Chief Election Officer for all municipal elections and other statutory elections and referendums pursuant to the appropriate sections of the Local Government Act, Elections and Electors.
- 5. Counsel**
 - a.** Obtain legal counsel,
 - b.** Instruct counsel to commence or defend any action or proceeding in any court of law or before any tribunal, arbitrator or any other person for or on behalf of the Village,
 - c.** Authorize settlements of claims against the Village within the parameters set by Council.

SCHEDULE “B”

Powers and Functions of the Chief Financial Officer and Finance/Administration Clerk

The powers and functions of the Chief Financial Officer and Finance/Administration Clerk, in addition to those prescribed by statute are to:

1. Human Resources

- a. Develop wage and benefit programs for employees
- b. Conduct performance reviews of employees who report directly.

2. General Administration

GENERAL FINANCIAL DUTIES (shared as determined by the CFO)

- **Accounts Payable:** Invoices are to be coded based on the Chart of Accounts and posted to the appropriate ledgers.
- **Accounts Receivable:** Keep track of all A/R and post payments received to the appropriate ledgers. Monthly reminder letters are to be sent to all those having outstanding accounts.
- **Accumulated Surplus (Grants) Accounts:** A separate bank account will be used for all grants revenue and the CFO will maintain a spreadsheet and backup hard copy files to keep track of all transactions. Journal entries will be used to transfer funds in or out of AS accounts with cross references to the appropriate Council motion numbers.
- **Asset Inventory:** Add new items.
- **Reserve Accounts:** A spreadsheet will be established to identify all transfers to reserves and for what purpose: eg: water, sewer, roads etc.
- **Annual Audit:** Prepare all the necessary files in preparation for the annual audit and liaise closely with the auditor for two months prior to the audit to ensure that all documentation is in place
- **Assets & Liabilities:** Maintain a complete and accurate account of all assets and liabilities of the Village and of all transactions affecting the financial position of the municipality.
- **Bank Reconciliations:** Complete bank monthly reconciliations which should be completed by the 8th day of each month following the reconciliation. The completed balance sheet will be provided for presentation at the second Council meeting of the month. Bank statements can be downloaded on the second day of the month from the Bank’s website to speed up the reconciliation process.
- **Budget:** A draft budget will be prepared for the second regular Council Meeting in January following consultations with heads of departments. The draft will be reviewed until it is approved by Council.
- **Canada Revenue Agency:** Complete all returns in a timely manner.
- **Capital Expenditures:** Keeping keep track of all capital spending and produce a monthly balance statement on Deferred Revenues (from Grants, etc.) and expenses.
- **Chart of Accounts:** Add or delete accounts as necessary.

- **Coding:** Code all invoices and process cheques. There are usually two cheque runs per month and the cheque register is presented for review and approval at the second Council meeting of the month.
- **Councillors' Remuneration:** Keep monitor and reconcile this each month for attendance at Council Meetings, travel, special meetings etc.
- **Debentures and Loans:** Monitor both of these accounts and keep track of them using an Excel spreadsheet.
- **Grants:** Keep track of all grant reporting and reconciliation. Each grant is to have a separate file folder with photocopies of all invoices relating to that grant.
- **GST Returns:** Complete all reports quarterly.
- **Insurance:** Monitor all insurance records for buildings and Equipment and add/delete which records need to be deleted or added.
- **Investments:** Monitor all investments and keep track of transfers and what they were allocated for.
- **Journal entries:** All entries are to be accompanied by a clear explanation of what happened and each entry is to be signed by the CAO.
- **Monthly Financial Reporting to the CAO for Council:** All reports are to be presented in RFD format requesting a motion from Council to accept each report as follows:

A Statement of Revenue and Expenses referenced to the budget with summaries by department/activity (not line by line) with stated variances.

A cheque register with a brief explanation of what each cheque was for in the previous month.

A payroll register for that month (the Village pays bi-weekly)

A Statement of Taxes and Utilities showing the overdue/outstanding payments presented in Excel format. This is to be an ongoing statement with a balance brought forward from the previous month etc.

The Accumulated Surplus Account Balance Sheet showing revenue and expenses.

- **Payroll:** Monitor bi-weekly payroll using the ASYST financial software. Cutoff is every second Saturday and the cheques are deposited on the following Thursday morning.
- **Record Keeping.** Keep backup copies of all relevant documentation in preparation for year end in binders which are to be shelved alphabetically and numerically. Each month and function is to have its own binder for easy reference.
- **Salary Grid:** Keep this current according to steps and salary ranges.
- **Stats Canada:** Complete all documentation as and when it arrives in a timely manner.
- **Sub and General Ledger:** Reconcile the sub and general ledgers at month end and complete a trial balance statement from the ASYST software showing summaries of each department's activities, which also shows variance reports based on the Village's budget.
- **Summer Students:** Reconcile the financials.
- **Tangible Capital Assets:** Preparing all Entries to record tangible capital assets, prepare and maintain a detailed list of capital assets; recording date of purchase,

serial number, historical cost, depreciation and current value

- **Tax Mill Rates:** Calculate this rate every year and prepare a tax bylaw.
- **Taxes:** Establish an Excel database to track overdue taxes. To methodically and proactively pursue collections, keep track of notifications after one year in arrears and follow through with tax sales after two years in arrears. Report spreadsheet on Taxes for presentation at the second Council meeting of every month.
- **TDI's/ROE's:** Keep records of all documentation.
- **WCB:** Keep track of all activity including payments and claims.
- **Year end:** Preparing all Year end reports and draft Financial Statements for audit ensuring all year end procedures are completed and generating all year end adjustments, auditor adjustments, and closing entries.
- Provides reports as required

TAX ROLL

- Responsible for the assessment roll and ASYST procedures including linear assessment entry
- Responsible for accurate and timely calculation of tax rate and levying of taxes including penalties as required

PAYROLL

- Responsible for processing of payroll including government reporting, remittances and year end T-4s.
- Responsible for addition and deletion of employees in payroll master and related premium contracts

3. Council

- a. CFO is to advise Council and the CAO regarding any matter of a financial nature affecting the affairs of the municipality.

SCHEDULE “C”

Oath of Office

I, _____, having been appointed to the Office of _____ for the Village of Sayward do hereby promise and swear:

1. I will faithfully, honestly and impartially, to the best of my knowledge and ability, execute the powers, duties and functions of my Office;
2. I will treat all matters and information that comes to my attention, as a result of my Office, in confidence;
3. I have not received, nor will I receive or accept any payment or reward, or promise of either, in return for the exercise of my powers, duties and functions, other than as permitted by the Village;
4. I will not allow my personal interests to conflict with the duties of my Office; and
5. I will comply with all policies and directives of the Village and comply with all laws.

Signature of Officer

Declared before me at Sayward
this _____ day of _____, 201__

Commissioner for Taking Oaths and
Affidavits for British Columbia