

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1663

A Bylaw to Amend the Officers and
Employees Bylaw No 1623, 2000

WHEREAS in accordance with the Local Government Act, Council has adopted an Officers and Employees Bylaw;

AND WHEREAS Council has deemed it necessary to amend the Officers and Employees Bylaw

NOW THEREFORE Council for the Corporation of the City of Grand Forks, in open meeting assembled, **ENACTS**, as follows:

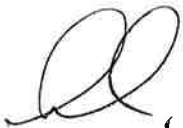
1. That "Amended Schedule C," attached hereto and made part of this Bylaw is hereby declared to be the amended "Powers, Duties and Responsibilities – Treasurer/Collector"
2. This Bylaw may be cited, for all purposes, as the "**Officers and Employees Amendment Bylaw 1663, 2001**".

Read a **FIRST** time this 7th day of May, 2001.

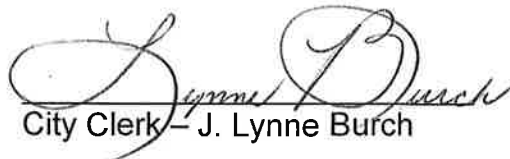
Read a **SECOND** time this 7th day of May, 2001.

Read a **THIRD** time this 7th day of May, 2001.

FINALLY ADOPTED this 10th day of May, 2001.



Mayor Lori Lum


City Clerk – J. Lynne Burch

C E R T I F I C A T E

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1663, as passed by the Municipal Council of the City of Grand Forks on the 10th day of May, 2001.

Clerk of the Municipal Council of the
City of Grand Forks

AMENDED SCHEDULE " C"

POWERS, DUTIES AND RESPONSIBILITIES

TREASURER / COLLECTOR

1. Recommends appropriate policies to govern the Department. Prepares procedural statements in support of approved policies. Provides advice to the Administrator.
 2. Discharges the responsibilities of Officer responsible for Financial Administration as defined in the Local Government Act. Discharges the responsibility of the Collector.
 3. Discharges the responsibilities of the designated municipal officer delegated the authority to grant, refuse, suspend or cancel business licences, as defined in the Local Government Act.
 4. Coordinates the preparation of short and long term operational and capital budgets. Provides assistance to other senior staff as requested.
 5. Ensures that the municipality's assets are invested wisely. Provides advice to the Administrator and to Council on any suggested change in investments. Maintains up-to-date insurance coverage for all municipal assets.
 6. Supervises and directs the subordinate staff of the department. Trains and appraises assigned departmental staff within approved personnel policies. Conducts annual appraisals of all subordinate personnel.
 7. Controls departmental spending within the approved budget for the Corporate Services department. Approves departmental invoices for payment. Prepares monthly and annual financial statements for the municipality and variance reports as requested. Researches, recommends and prepares other financial management reports.
 8. Acts as an advisor to assigned Committee of Council. Attends all meetings of the assigned Committee and Council meetings as requested by the Administrator.
 9. Directs the provision of the City's support services, including human resources, audit, accounting, tax and treasury, management information systems, etc.
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10. Ensures that appropriate financial controls are developed. Advises the Administrator and Council of any changes necessitated by the auditor's report.
11. Develops appropriate reports of the current and projected financial condition of the municipality (eg. Trend analysis) for Council and senior administrative staff.
12. Oversees the central computer system. Ensures that appropriate management information systems are developed and that additional staff are trained to act as back-up operators on the computer.
13. Supervises the City's personnel functions, including such matters as payroll and fringe benefit esquires, grievance procedures, salary reviews, occupational safety regulations, compensation plans, pay equity matters, staff training, etc. Liaises with other senior management with regard to these issues. Stays current with new developments in the field of human resources.
14. Performs other related duties as requested by the Administrator.