



Attachment 1 - Extracts of *Community Charter*,  
Officers Establishment and Indemnity Bylaw No.  
7175, 2007, and Delegation Bylaw No. 7176, 2015

## Community Charter - Section 149

### **Financial officer**

**149** One of the municipal officer positions must be assigned the responsibility of financial administration, which includes the following powers, duties and functions:

- (a) receiving all money paid to the municipality;
- (b) ensuring the keeping of all funds and securities of the municipality;
- (c) investing municipal funds, until required, in authorized investments;
- (d) expending municipal money in the manner authorized by the council;
- (e) ensuring that accurate records and full accounts of the financial affairs of the municipality are prepared, maintained and kept safe;
- (f) exercising control and supervision over all other financial affairs of the municipality.

## Officers Establishment and Indemnity Bylaw No. 7175, 2007

### **2 (c) Director of Finance and Information Technology:**

- (i) the powers, duties and functions of the financial officer responsible for financial administration for the City pursuant to Section 149 of the Community Charter;
- (ii) the overall management of the Finance and Information Technology Department;
- (iii) collector of taxes for the City;
- (iv) the powers, duties and functions of the City Administrator, while appointed as the Acting City Administrator by the City Administrator in his absence;
- (v) other related powers, duties and functions assigned by Council or the City Administrator.

## Delegation Bylaw No. 7176, 2015

8. The Director of Finance may exercise all the duties, powers and functions of Council in respect of:
- (a) entering into and executing contracts on behalf of the City for the purchase of works, services or chattels, or for the sale of property except real property, where the contract requires no approval or consent of the electors and the expenditure, if any, is budgeted for in the Financial Plan, and approving cost overruns under such a contract of up to \$50,000 where the expenditure is budgeted for in the Financial Plan, and without limiting the substance of the discretion delegated herein, such of the City, where no obligation, liability, reciprocal covenant or indemnity is incurred, made or granted by the City and such easement, right of way or covenant is required as a condition of rezoning or otherwise in connection with the development of land.