

**BY-LAW NO. 67**

**PERSONNEL MANAGEMENT**

**EFFECTIVE DATE: September, 1990**

**EVALUATION OF THE CLERK/TREASURER**

The duties of the Town Clerk/Treasurer are as defined in the Town's Act. However, the general areas of responsibility can be defined under the following categories to enable the Town to analyze the performance, point by point, of the Clerk/Treasurer as being satisfactory or unsatisfactory.

1. Minutes of the Town and Committees
2. Data Processing/Computer Accounting System
3. Purchasing
4. Accounting and Financial Reporting
5. Yearly Audit and Reports
6. Financial Planning and Budgeting
7. Revenue – Funds and Grants
8. Cash Management
9. Legal
10. Office Management
11. Payroll Management
12. Buildings and Equipment Security Protection
13. Staff Supervision and Development
14. Negotiations

**1. Minutes of the Town and Committees:**

- a) Participate in the preparation of the Agenda for Council and Committee meetings.
- b) Ensure the minutes of all Council and Committee meetings are accurate and properly reflect the discussion.
- c) Ensure all Council and Committee motions are properly recorded.
- d) Provide a system to ensure the safekeeping of all Council minutes and correspondence.
- e) Ensure that all appropriate correspondence is brought to the attention of the Council or appropriate Committee.
- f) Ensure that all correspondence of the Town is promptly answered in accordance with the Council's decision.
- g) Report to the Council and/or appropriate Committees, any item that requires their consideration.
- h) Carry out the directions of the Council or appropriate Committee in accordance with Town policy, efficiently and effectively.
- i) Develop and maintain a filing and retrieval system for all Town correspondence.

**2. Data Processing/Computer Accounting System:**

- a) Determine the data processing requirements of the Town as it pertains to the business administration and other functions.
- b) Develop a plan for the use of data processing, storage, and retrieval of data for use in the business operation.
- c) Assist in the recruitment and selection of personnel in the data processing program.
- d) Organize the data processing staff to perform assigned roles and activities.
- e) Advise the Council regarding the data processing function, as required.
- f) Develop and implement a plan to provide for the continuous evaluation of the data processing program and initiate changes to programs when appropriate.

**3. Purchasing:**

- a) Develop a comprehensive plan for purchasing that fulfills the operating goals, anticipated needs and service requirements of the Town.
- b) Develop a system for requisitioning and purchasing supplies and equipment.
- c) Coordinate the preparation of specifications for supplies and equipment, within budget requirements.
- d) Design and utilize appropriate forms and records to fulfill the requirements of the purchasing function.
- e) Prepare and utilize bid documents and/or contract forms in accordance with legal requirements.
- f) Organize the purchasing staff to perform designated roles and activities within the purchasing program.
- g) Communicate and inform appropriate Town personnel regarding the purchasing program and its activities.
- h) Authorize the payment of supplies and equipment invoices.
- i) Continue to review the purchasing program and implement changes as and when needed to improve the efficiency.

4. Accounting and Financial Reporting

- a) Develop a fiscal accounting system.
- b) Prepare an organizational structure for the management of the accounting system.
- c) Select and assign personnel to positions in the accounting program.
- d) Establish procedures to classify the various funds of the Town.
- e) Assume and execute the responsibility of custodian of the Town's funds.
- f) Prepare periodic financial reports for the Town.
- g) Prepare financial reports for the Department of Municipal Affairs as required.

**5. Yearly Audits and Reports:**

- a) Recommend a registered Municipal Auditor to the town on a yearly basis.
- b) Provide for a systematic investigation, verification and critical review of the financial operations of the Town by an independent auditor.
- c) Ensure the accuracy and effectiveness of the internal control, as well as the accuracy, legality and completeness of all financial transactions.
- d) Provide for a continuous internal audit to ensure all records, transactions and recent statements are accurate and timely.

**6. Financial Planning and Budgeting:**

- a) Prepare a budget for the Town based on planned program budgeting techniques.
- b) Develop a chart of accounts to enable the cost of each program/department to be separately identified.
- c) Organize the Town personnel for the preparation of the budget.
- d) Coordinate the preparation of the budget.
- e) Reconcile expected revenue with the fiscal needs of the Town.
- f) Develop and operate a control system which will monitor expenditures and verify that expenditures are made in accordance with budgeted expectations.
- g) Provide a system for the continuous appraisal of the adequacy of the budget.
- h) Prepare financial reports for the Department of Municipal Affairs as required.

7. **Revenue – Funds and Grants:**

- a) Verify that all funds received from the Province are in accordance with existing legislation, rates and agreements.
- b) Investigate the possibility of obtaining additional grants from Federal and Provincial governments to assist the Town in its operation.
- c) Prepare and/or assist with the preparation of grant applications.
- d) Perform accounting functions relative to the grants, as necessary.
- e) Assist in the preparation of final reports for submission to the agency.

**8. Cash Management:**

- a) Develop a plan for the management of temporarily idle funds in the Town's bank accounts.
- b) Prepare and monitor a cash investment program.
- c) Establish investment procedures.
- d) Invest temporarily idle funds on behalf of the Town.
- e) Establish procedures to safeguard the management of funds invested.
- f) Communicate the ongoing activities and results of the investment program to the Town.

**9. Legal:**

- a) Participate in the selection of the Town's Solicitor.
- b) Make recommendations regarding policy matters relative to the Town's operation.
- c) Prepare procedures and regulations to implement Town policies.
- d) Receive and safeguard all bids and quotations received in accordance with requests.
- e) Participate in the opening and reporting, to the appropriate committee, of all bids received.

**10. Office Management:**

- a) Determine the needs for the Town business office.
- b) Develop a plan for the operation of the Town business office.
- c) Prepare an organizational structure for the management of the office.
- d) Assist in the recruitment and assignment of personnel to positions in the business office.
- e) Prepare standards and procedures for the operations of the office.
- f) Design and control and use of office forms.
- g) Select office furniture for use in the office.
- h) Monitor, control and evaluate the activities of the Business Administration personnel.
- i) Continually evaluate the effectiveness of office management practices and structure.

**11. Payroll Management:**

- a) Determine the need and establish the payroll system for the Town.
- b) Develop a schedule for salary payments in accordance with all policies and local agreements.
- c) Verify when appropriate to ensure the personnel service has been performed.
- d) Develop a system for delivering salary payments.
- e) Authorize the release of salary cheque and payroll information.
- f) Ensure that all reports for income tax and fringe benefits, etc. are recorded accurately and paid in accordance with existing legislation.
- g) Continually evaluate the payroll system and modify as and when appropriate.

**12. Building and Equipment Security Protection:**

- a) Develop a plan for the protection and security of Town property.
- b) Prepare a system to record the purchase and disposal of equipment in the Town.
- c) Maintain an up-to-date record of all Town property owned or used in the Town.
- d) Establish a property accounting system to provide for the continuous evaluation of the adequacy of Town property owned and/or used.
- e) Make periodic reports as required relative to the status of Town property.
- f) Ensure that all buildings and equipment are insured in accordance with Town policy.
- g) Provide for the continuous evaluation of the insurance program.

**13. Staff Supervision and Development:**

- a) To ensure that Senior Administrators (Department Heads) operate and oversee their areas of responsibility in accordance with the policy directives of the Town and Provincial regulations.
- b) To evaluate the performance of Senior Administrators at least once each year.
- c) To determine and recommend the need for continuing the education of Town employees.
- d) To prepare a program of staff development relative to duties performed by business personnel, now and in the future.
- e) To inform staff and others of the need for, and training programs that are available.
- f) To evaluate the training program as it relates to the individuals' assigned tasks of future duties.