

# **KEMP LAKE WATERWORKS DISTRICT**

BYLAW NO. 141

## **OFFICER POSITIONS ESTABLISHMENT BYLAW NO. 141**

**A bylaw to establish officer positions and to establish the powers, duties and responsibilities of such officers.**

The trustees of the Kemp Lake Waterworks District enact as follows:

### **OFFICER POSITIONS**

1. The following position is established as an officer position:
  - (a) Officer responsible for corporate administration under section 738.2 of the *Local Government Act* and for financial administration under section 738.3 of the *Local Government Act* whose title shall be *Administrator*.

### **POWERS DUTIES AND RESPONSIBILITIES**

2. The *Administrator* is assigned responsibility for corporate administration of the improvement district under section 738.2 of the *Local Government Act*.
3. The *Administrator* is assigned responsibility for financial administration of the improvement district under section 738.3 of the *Local Government Act*.
4. In addition to the powers, duties and functions assigned to an officer in Section 2 and Section 3:
  - (a) the powers, duties and functions set out in Schedule “A” are assigned to the *Administrator*; and
  - (b) the powers, duties and functions of those persons appointed to positions of officers, in addition to those prescribed by enactment, may be assigned from time to time by the board of trustees.

## **CITATION**

5. This bylaw may be cited as the "Officer Positions Establishment Bylaw No. 141"

INTRODUCED and given first reading by the Trustees on the 18th day of April 2001.

RECONSIDERED and finally passed by the Trustees on the 18th day of April 2001.

## SCHEDULE "A"

### OFFICER POSITIONS ESTABLISHMENT BYLAW NO. 141

#### Additional Powers, Duties and Functions of Officer Responsible for Corporate and Financial Administration

- (a) Act as assessor/collector for the improvement district and as such, prepare the assessment roll, bill customers and deposit the revenue in the appropriate accounts.
- (b) Prepare and issue all water toll notices, bill customers and deposit the revenue in the appropriate accounts.
- (c) Pay invoices and monitor the expenditures of the improvement district.
- (d) Managing all improvement district bank accounts.
- (e) Prepare all financial records for annual audit.
- (f) Retain custody of the improvement district's seal, bylaws, Letters Patent, correspondence, minute books, manuals, financial documents and files in an orderly manner and makes copies available upon request by the trustees or the public within the Freedom of Information Act guidelines.
- (g) Prepare the minutes for each meeting and together with the chair, sign them as correct copies once they are adopted. The agenda may also be prepared by the administrator, or in consultation with the chair, depending on the chair's preference.
- (h) Prepare bylaws and correspondence on the direction of and as delegated by the trustees.
- (i) Conduct research and advise the trustees on matters within its control, supervise other staff members, prepare interim financial statements, budgets and lists of electors, act as returning officer and issue improvement district approvals.