
TO: CITY MANAGER **DATE:** 2017 May 10

FROM: DIRECTOR FINANCE **FILE:** 7100-00

SUBJECT: APPOINTMENT OF TREASURER/FINANCIAL OFFICER

PURPOSE: To seek approval for the appointment of the Treasurer/Financial Officer.

RECOMMENDATION:

1. **THAT** Council authorize the City Solicitor to bring forward a bylaw to appoint Noreen Kassam as Treasurer/Financial Officer for the City and repeal *Burnaby Treasurer Appointment Bylaw 2010* (Bylaw No. 12802).

REPORT

In accordance with Section 146 of the *Community Charter*, a council must, by bylaw, establish an officer position in relation to the powers, duties and function under section 149 [*financial officer*]. Section 149 of the *Community Charter* states that a municipal officer position 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.

Section 5 of *Burnaby Officer Positions Bylaw, 1998* implements the requirement for a financial officer position through the establishment of a Treasurer for the City, with the responsibilities set out in section 149 of the *Community Charter*.

In June 2010, Denise Jorgenson was appointed Treasurer by *Burnaby Treasurer Appointment Bylaw 2010* (Bylaw No. 12802). Ms. Jorgenson has now retired from the City. Noreen Kassam was appointed Director Finance as of April 2017, and has assumed the responsibilities of the City's Treasurer/Financial Officer.

To: City Manager
From: Director Finance
Re: Appointment of Treasurer/Financial Officer
2017 May 15 Page 2

It is recommended that Council authorize the City Solicitor to bring forward a bylaw to repeal Bylaw No. 12802 and appoint Noreen Kassam as Treasurer/Financial Officer for the City for the purposes of section 5 of the *Burnaby Officer Positions Bylaw, 1998* and section 149 of the *Community Charter*.



Noreen Kassam
DIRECTOR FINANCE

NK:ML /ml

Copied to: City Clerk
City Solicitor