



PO Box 1749
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Halifax Regional Council
September 6, 2005

TO: Mayor Kelly and Members of Halifax Regional Council

SUBMITTED BY: *Dale MacLennan*
Dale MacLennan, Director, Financial Services

DATE: August 8, 2005

SUBJECT: Appointment of Treasurer and Delegation of Certain Responsibilities

INFORMATION REPORT

ORIGIN

Chief Administrative Officer's appointment of the Director of Financial Services as Treasurer.

BACKGROUND

The realignment of the Financial Services Business Unit requires that the role of Treasurer be re-assigned in keeping with the changes in responsibilities.

DISCUSSION

Section 37 (1) of the MGA states that “the Chief Administrative Officer shall designate an employee of the municipality to perform the duties of the Treasurer of the municipality.” Section 37 (2) goes on to state that “the Treasurer may delegate any of the powers or duties of the Treasurer pursuant to this or any other Act of the Legislature to an employees of the municipality.”

The Chief Administrative Officer has designated the Director of Financial Services to serve the role of Treasurer. The Treasurer has delegated the Acting Manager Strategic Capital Projects responsibilities pertaining to investments. This includes the authorization of instructions to Investment Brokers, Custodians and the Municipal Banker as well as the duties of the Treasurer under the HRM Investment Policy. As the re-alignment of Financial Services is finalized there may be further delegations of the responsibilities of the Treasurer. They will be reported to Council as they occur.

BUDGET IMPLICATIONS

None.

FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN

This report complies with the Municipality’s Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating reserves, as well as any relevant legislation.

ALTERNATIVES

Not applicable.

ATTACHMENTS

Memo from the Chief Administrative Officer appointing the Treasurer
Memo from the Treasurer delegating certain responsibilities

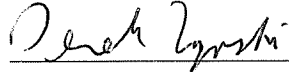
**Appointment of Treasurer and
Delegation of Certain Responsibilities
Council Report**

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September 6, 2005

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.html> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by :



Derek Tynski, Acting Manager Strategic Capital Projects

MEMORANDUM

TO: George McLellan, CAO

FROM: Dale MacLennan, Director, Financial Services

DATE: July 21, 2005

SUBJECT: Appointment of Treasurer and Delegation of Signing Authority

With the impending retirement of Reg Ridgley who was designated as Treasurer it is necessary to appoint a new Treasurer under Section 37 of the MGA. It is my intention to assume the role of Treasurer. Also under Section 37 of the MGA the Treasurer may delegate responsibilities. For now I will be delegating to Derek Tynski, Acting Manager Strategic Capital Projects certain responsibilities of the Treasurer that pertain to investments. As the re-organization of Financial Services continues I intend to make further appointments.

Staff will make arrangements to replace Reg Ridgley's signature on HRM cheques with mine.

Attached is a memo that I would ask you to sign to appoint me Treasurer under Section 37 (1) of the MGA. Also attached is a memo from myself to you notifying you of the delegation to Derek Tynski the role of alternate Treasurer under Section 37 (2) of the MGA.

Sincerely,



Dale MacLennan, Director, Financial Services

MEMORANDUM

To: Dale MacLennan, Director, Financial Services
From: George McLellan, CAO
Date: July 21, 2005
Subject: Appointment of Treasurer

Section 37 (1) of the MGA states that “the chief administrative officer shall designate an employee of the municipality to perform the duties of the treasurer of the municipality”. Section 37 (2) states that “the treasurer may delegate any of the powers or duties of the treasurer pursuant to this or any other Act of the Legislature to an employee of the municipality”.

Accordingly, I appoint the Director of Financial Services to fulfill this role. You may delegate responsibility to other staff. Please advise me of any appointments and the respective responsibilities.

Sincerely,



George McLellan, CAO

MEMORANDUM

To: George McLellan, CAO
From: Dale MacLennan, Director, Financial Services
Date: July 21, 2005
Subject: Delegation of Treasurer Responsibilities

Further to my appointment as Treasurer, I hereby delegate to Derek Tynski, Acting Manager Strategic Capital Projects the role of alternate Treasurer in accordance with Section 37 (2) of the MGA. Notwithstanding the generality of the foregoing, the specific duties delegated are the authorization of instructions to Investment Brokers, Custodian and the Municipal Banker in respect to the short and long term investment of municipal funds.

Sincerely,



Dale MacLennan, Director, Financial Services