



URBAN BOARD OF EXAMINERS



URBAN OFFICE INSPECTION CHECKLIST

ADMINISTRATOR NAME:	
ADMINISTRATOR MUNICIPALITY:	
DATE OF INSPECTION:	
INSPECTOR NAME:	
NOTES/RECOMMENDATIONS	

This checklist forms the basis for an office inspection required by the Board of Examiners. Administrators may also use it as a test to determine how closely they are meeting the requirements of The Municipalities Act or simply to check how well they are performing the job of Administrator.

MINUTES		YES, NO or N/A	COMMENTS
1	Are headings used – correct information?		
2	Have Council members taken their Oath of Office? (94)		
3	Was the First Meeting of Council held within 31 days of election? (121)		
4	Was the Administrator Appointed by resolution? (114)		
5	Was the Employees bond laid before Council? (113)		
6	Are full names of Council Members recorded? (111)		
7	Are the minutes approved? (111(c))		
8	Are the Financial Statements and information requested by Council submitted to Council? (111)		
9	At first meeting or ASAP was a Deputy Mayor appointed? (91)		
10	Was written notice of first meeting given and held within 31 days following election?		
11	Was Council remuneration and allowances set? (82)		
12	Was the Public provided Notice for Council Remuneration, etc.? (128)		
13	Were committees of Council appointed? (81)		
14	Was the annual budget adopted and mill rate set? (155)		
15	Are bylaws properly signed, sealed with headings & number? (103)		
16	Are the bylaw enactments done properly? (103-107)		
17	Was a Pest Control Officer appointed? (P13(1)) Was the Minister informed of the appointment? (P14)		

18	Was the School mill rate acknowledged? (E285)		
19	Was the List of Arrears submitted to Council?(T3(1))		
20	Was the Audited financial statement presented to council?		
21	Was a Development Appeals Board appointed?		
22	Did Council Authorize the treasurer to start proceeding to file for title? (T22(1))		
GENERAL		YES, NO or N/A	COMMENTS
23	Are the monthly education tax property returns completed?		
24	Are tax certificates properly completed?		
25	Is the Tax Title Property Record up to date?		
26	Are all tax liens registered with ISC?		
27	Are Tax Enforcement records kept up to date?		
28	Are payroll records properly completed?		
29	Has the Annual Waterworks Info been completed?		
30	Is the filing system satisfactory?		
31	What is the office appearance?		
32	Is there an insurance policy?		
33	What is the amount of liability?		
34	What is the amount of Errors and Omissions?		
35	Are computer backups kept on a regular basis?		
36	Is an off-site backup maintained?		
BYLAW REGISTER		YES, NO or N/A	COMMENTS
37	Is there a proper bylaw index and bylaw register?		
38	Are all bylaws signed, sealed & certified?		
39	Does the register contain current bylaws only?		
	Are the following bylaws in place?		
40	Dispense with the mailing of assessment notices (214(2))		

41	General Penalty (281)		
42	Tax Discount & Penalty (272)		
43	Set Tax Certificate Fee Rate (276(3))		
44	Public Notice Bylaw		
45	Nuisance Bylaw		
46	Council Procedure & Code of Ethics Bylaw		
ELECTION		YES, NO or N/A	COMMENTS
47	Was a polling place established?		
48	Was a Returning Officer Appointed?		
49	Did the Election Officials take an Oath of Office?		
50	Was a Call For Nominations published?		
51	Were receipts for nominations issued?		
52	Was a Notice of Poll required?		
53	Was an Advanced Poll established?		
54	Were ballot box contents destroyed as required?		
55	Were nomination papers destroyed as required?		
TAXES		YES, NO or N/A	COMMENTS
56	Are all tax tools set by bylaw applied?		
57	Was the tax roll prepared by September 1 st ?		
58	Are separate levies made for school/other taxing authorities?		
59	Is the tax roll posted to date and balanced with the GL?		
60	Was the Mailing of Tax Notices completed, dated and signed?		
61	Was notice given to other taxing authorities for tax abatements?		
ASSESSMENT		YES, NO or N/A	COMMENTS
62	Was the assessment roll balanced to the tax roll?		
63	Was the assessment roll prepared by May 1?		
64	Was the Notice of Assessment Roll published in the Gazette?		

65	Was the Notice of Assessment Roll advertised as per the municipalities public notice bylaw?		
66	Was the notice of hearing of appeal sent? (229)		
67	Was the Board of Revision completed within 90 days of Publication?		
68	Was a written notice of decision given?		
69	Was the Annual Assessment Return completed?		
70	Was it completed in the timeframe required by SAMA?		
71	Is the Certificate of Confirmation with records? (258(4))?		
FINANCIAL		YES, NO or N/A	COMMENTS
72	Are receipts fully completed and signed?		
73	Are penalties and discounts used on all tax receipts?		
74	Are deposits made as per legislation?		
75	Are deposits balanced to collections?		
76	Are cheques entered in numerical order?		
77	Are the accounts payable presented to Council for approval and attached to minutes?		
78	Is there proof of the ability to do a bank reconciliation?		
79	Was the budget adopted? (155)		
80	Was the mill rate set and adopted? (155/283)		
81	Is the general ledger in balance?		
82	Is the general ledger set up as per financial statement?		
83	Are reserve accounts set up?		
84	Are there allowances set up for uncollectible?		
85	Is the Tangible Capital Asset register up to date?		