

# VILLAGE OF PORT CLEMENTS

## BYLAW NO.428, 2015

### **A bylaw to Establish Officer Positions and Delegate Powers, Duties and Functions to Village of Port Clements Officers.**

WHEREAS under the *Community Charter Sections 146-153*, Council may, by bylaw, establish officer positions in relation to powers, duties and functions;

AND WHEREAS Council wishes to establish officer positions, powers, duties and functions as allowed for under that authority;

NOW THEREFORE, the Village of Port Clements Council, in open meeting assembled, enacts as follows:

#### **PART 1 - GENERAL**

##### **1. Citation**

This Bylaw may be cited as "Village of Port Clements Delegation Bylaw #428, 2015".

##### **2. Repeal**

Bylaw #333, 2003 is hereby repealed.

#### **PART 11 - ESTABLISHING OFFICER POSITIONS**

##### **3. Officer Positions**

The following officer positions are hereby established:

a) Chief Administrative Officer in accordance with Section 147 of the *Community Charter* such position will also include the responsibilities of Corporate Officer in accordance with Section 148 of the *Community Charter* and Financial Officer in accordance with Section 149 of the *Community Charter*.

b) Deputy Clerk

##### **4. Responsibilities**

The duties of each Officer shall be:

a) The Chief Administrative Officer is assigned all powers, duties and functions specified in Section 147 of the *Community Charter* including, without limitation:

- i) overall management of the operations of the municipality;
- ii) ensuring that the policies, programs and other directions of the Council are implemented;
- iii) advising and informing the Council on the operation and affairs of the municipality.

In addition, the Chief Administrative Officer is also assigned all powers, duties and functions of the Corporate Officer as set out in Section 148 of the *Community Charter* including, without limitation:

- iv) ensuring the accurate minutes of the meetings of the Council and committees are prepared and that the minutes, bylaws and other records of the business of the Council and committees are maintained and kept safe;
- v) ensuring that access is provided to records of the Council and committees, as required by law or authorized by Council;
- vi) administering oaths and taking affirmations, affidavits and declarations required to be taken under any Act relating to municipalities;
- vii) certifying copies of bylaws and other documents, as required or requested;
- viii) accepting notices and documents that are required or permitted to be given to, served on, filed with or otherwise provided to the council or municipality;
- ix) keeping the corporate seal, if any, and having it affixed to documents as required.

In addition, the Chief Administrative Officer is also assigned all the powers, duties and functions of the Financial Officer as set out in Section 149 of the *Community Charter*, including without limitation:

- x) receiving all money paid to the municipality;
- xi) ensuring the keeping of all funds and securities of the municipality;
- xii) investing municipal funds, until required, in authorized investments;
- xiii) expending municipal money in the manner authorized by council;
- xiv) ensuring that accurate records and full accounts of the financial affairs of the municipality are prepared, maintained and kept safe;

xv) exercising control and supervision over all other financial affairs of the municipality.

Finally, the Chief Administrative Officer also has the following general responsibilities:

- be conversant with all pertinent statutes and regulations and keep up to date on their amendments;
- prepare timely annual plans and supplementary budgets for the efficient operation of the municipality;
- draft, or cause to be drafted, bylaws, tender documents, request for proposals, public notices and other such necessary documents and letters as required;
- ensure the operation of an efficient filing system for municipal documents;
- act as the principal contact and intermediary between the municipality and the public, other governments and entities dealing with the municipality;
- the CAO may delegate portions of his/her authority to appropriate staff but can not relinquish overall responsibility for results nor accountability to the Mayor and Council for the performance of his/her duties;
- assist in planning municipal hosted events or dignitaries' visits;
- oversee and approve the review, updating and maintenance of the municipalities website and other social media services;
- supervise the preparation of Council agendas;
- provide advice to Council or its committees;
- act as approving officer as defined by the Land Titles Act of BC;
- seek legal and accounting advice per budget limitations or as approved by Council;
- perform or support the person performing the duties of the Emergency Operations Centre Coordinator;
- oversee the Freedom of Information and Protection of Privacy legislation for the municipality;
- perform the duties of tax collector;
- supervise the preparation and maintenance of personnel files of municipal employees and ensure annual performance appraisals are completed;
- ensure a safe and efficient work space;
- hire casual labour as required and permitted by the budget;
- identify to Council staff training requirements;
- plan and prepare for job succession;

- supervise the Public Works Superintendent
- whatever additional powers, duties and functions assigned by Council.

b) The Deputy Clerk's position will include, but not be limited to, the powers, duties and functions outlined below:

- report directly to the CAO;
- perform secretarial/receptionist duties;
- be a liaison between the municipality, the public and other levels of government and business contacts in a courteous and effective manner;
- perform regular office functions;
- operate an efficient filing system;
- be proactive in regards to problem solving and conflict management;
- promote and reflect a philosophy of teamwork;
- be proficient in the operation of computer software used by the municipality;
- assume the responsibilities of the CAO when required;
- in the absence of the CAO consult with the Mayor on matters requiring immediate direction;
- keep accurate and timely accounts payable, accounts receivable, payroll and account reconciliations;
- maintain a working knowledge of the bylaws and policies of the municipality;
- assist in the preparation of financial statements and budget documents;
- be knowledgeable about accepted practices of bookkeeping;
- ensure that accurate records and full accounts of the financial affairs of the municipality are prepared, maintained and kept safe;
- prepare tax and utility searches as required;
- prepare tax reports and process tax notices;
- bill for water, sewer and garbage and other accounts receivable;
- issue and keep records of all business licenses and gym memberships;
- administer all employee benefits;
- exercise whatever additional powers and discharge whatever additional duties and functions assigned by the CAO.

## **PART 111 - DELEGATION OF AUTHORITY**

### **5. Delegation for purchasing**

Council hereby delegates the authority to contract, sign agreements or licenses or purchase goods and services on behalf of the Village of Port Clements, subject to the following limitations:


- a) For the Chief Administrative Officer – up to \$15,000.00  
For the Deputy Clerk – up to \$5,000.00.  
For the Public Works Superintendent – up to \$10,000.00
- b) All expenditures are subject to the availability of funds contained within the financial plan.
- c) Council may, by resolution, authorize limits greater than those set out in “a” above for specific projects or for specific time periods.

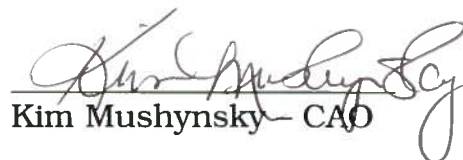
Read a first time this 6<sup>th</sup> day of July, 2015

Read a second time this 6<sup>th</sup> day of July, 2015

Read a third time this 6<sup>th</sup> day of July, 2015

Reconsidered and finally adopted this 20<sup>th</sup> day of July, 2015

  
Ian Gould – Mayor

  
Kim Mushynsky – CAO

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CERTIFIED A TRUE COPY OF VILLAGE OF  
PORT CLEMENTS ESTABLISHING OFFICER POSITIONS  
NO. 428, 2015