

Officers Bylaw

Bylaw 909

Consolidated 2008

A bylaw to establish the officer positions of the City of Castlegar and to establish the powers, duties and responsibilities of such officers

WHEREAS the Local Government Act empowers Council, by bylaw, to establish officer positions and to establish the powers, duties and responsibilities of officers and employees;

NOW THEREFORE the Council of the City of Castlegar in open meeting assembled enacts as follows:

Citation

1. The Bylaw may be cited for all purposes as the "City of Castlegar Officers Bylaw No. 909, 2000".

Officer Positions

2. The following positions are hereby established as officer positions of the City of Castlegar:
 - (a) Chief Administrative Officer;
 - (b) Director of Financial Services
 - (c) Director of Corporate Services
 - (d) Director of Transportation and Civic Works
 - (e) Director of Development Services
 - (f) Fire Chief

Powers, Duties and Responsibilities

3. The powers, duties and responsibilities of the Chief Administrative Officer are as set out in Schedule "A".
4. The powers, duties and responsibilities of the Director of Financial Services are as set out in Schedule "B".
5. The powers, duties and responsibilities of the Director of Corporate Services are as set out in Schedule "C".
6. The powers, duties and responsibilities of the Director of Development Services are as set out in Schedule "D".
7. The powers, duties and responsibilities of the Director of Transportation and Civic Works are as set out in Schedule "E".
8. The powers, duties and responsibilities of the Fire Chief are as set out in Schedule "F".

Oath of Office

9. The Oath of Office as set out in Schedule "G" to this Bylaw is hereby adopted as the oath of office for officers of the City of Castlegar.

Repeal

10. Officers Bylaw No. 457 is hereby repealed.

11. Officers Amendment Bylaw No. 656 is hereby repealed.

READ A FIRST TIME this 5th day of September, 2000.

READ A SECOND TIME this 5th day of September, 2000.

READ A THIRD TIME this 5th day of September, 2000.

READ A FOURTH AND FINAL TIME this 02 day of October, 2000.

Mayor

Director of Corporate Services

List of Bylaws included in Consolidated:

- Bylaw 1080, Adopted March 3, 2008

SCHEDULE "A"

Powers, Duties and Functions of the Chief Administrative Officer**Human Resources**

- (a) appoint, promote, discipline and dismiss all employees of the City of Castlegar; except those employees designated as "Officers" by bylaw;
- (b) recommend to Council the appointment, promotion, demotion, suspension or termination of officers of the City of Castlegar, being those employees who are designated officers by bylaw;
- (c) supervises all officers and employees of the City of Castlegar;
- (d) appoint acting department heads to administer departments in case of illness or absence;
- (e) supervise contract negotiations with the employee union of the City of Castlegar and recommend contract settlements with the union to Council;
- (f) act as arbitrator between an employee and that employee's supervisor subject to the terms of any applicable collective agreement with the an employee union.

General Administration

- (g) supervise the operation of the departments of the City;
- (h) supervise implementation of Council directives;
- (i) act as the principle intermediary between the City and the administration of other governments and all other entities dealing with the City;
- (j) from time to time re-organize the administrative structure to improve the efficient and effective operation of the City;

Legal Advice and Proceedings

- (k) obtain legal advice;
- (l) authorize lawyers to defend, or conduct any action or proceeding in any court of law or before any tribunal, arbitrator, board, or any person, for or on behalf of the City;
- (m) recommend to Council settlements of claims against the City;

Council

- (n) supervise preparation of Council agendas;
- (o) have the right to participate in all meetings of Council, Committees of Council and other entities created by Council;
- (p) provide advice and recommendations to Council on any matter within Council's jurisdiction;
- (q) report to Council on any matter of importance to the City;

Contracts

- (r) authorize the use, budgeted purchase or sale of City facilities, equipment and services and recommend to Council the awarding of contracts ;
- (s) supervise the calling and awarding of tenders for the supply of materials, equipment, services or construction for budget items approved by Council; and

Additional Powers, Duties and Responsibilities

- (t) exercise whatever additional powers and discharge whatever additional duties and responsibilities Council from time to time may assign.

- (u) exercise authority and duties of Deputy Corporate Officer to administer oaths and take affirmations, affidavits and declarations required to be taken under the Community Charter or other Act relating to municipalities. ***(Bylaw No. 1080)***

SCHEDULE "B"

Powers, Duties and Functions of the Director of Financial Services**Statutory**

- (a) receive all money paid to the City;
- (b) ensure the keeping of all funds and securities of the City;
- (c) expend and disburse money in the manner authorized by Council;
- (d) invest revenue funds, until required, in investments as permitted on the Local Government Act;
- (e) ensure the accurate records and full accounts of the financial affairs of the City are prepared, maintained and kept safe;
- (f) compile and supply information on the financial affairs of the City required by the Inspector of Municipalities;

Human Resources

- (g) recommend to the Chief Administrative Officer, appointment, promotion, discipline and dismissal of all employees within the Financial Services Department;
- (h) supervise all employees in the Financial Services Department;

General Administration

- (i) supervise the operation of the Financial Services Department of the City;
- (j) supervise implementation of Council directives and directives of the Chief Administrative Officer;
- (k) act as a contact between the Financial Services Department and other departments, under the supervision of the Chief Administrative Officer;

Legal Advice and Proceedings

- (l) supervise the obtaining of insurance as deemed necessary;
- (m) supervise the provision of or management of insurance matters;

Council

- (n) attend meetings of Council and Council Committees, as required by the Chief Administrative Officer or Council;
- (o) provide advice to Chief Administrative Officer and Council regarding any matter of a financial nature;
- (p) prepare budgets, as required under the Local Government Act and as requested by Council and the Chief Administrative Officer;
- (q) liaise with the City's auditor in connection with the financial audit.

Additional Powers, Duties and Responsibilities

- (r) exercise whatever additional powers and discharge whatever additional duties and responsibilities Council from time to time may assign.

SCHEDULE "C"

Powers, Duties and Functions of the Director of Corporate Services**Statutory**

- (a) ensure that accurate minutes of the meetings of the Council and its committees are prepared and the minutes, bylaws and other records of the business of the City and its committees are maintained and kept safe;
- (b) ensure access is provided to records of the City and its committees, as required by law or authorized by Council;
- (c) certify copies of bylaws and other documents; as required or requested;
- (d) administer oaths and take affidavits, declarations and affidavits required to be taken under the Local Government Act in relation to municipal matters;
- (e) accept, on behalf of the City, notices and documents that are required or permitted to be given, served on, filed with or otherwise provided to the City;
- (f) keep the corporate seal and have it affixed to documents as required.
- (g) act as "head" as required under the Freedom of Information and Protection of Privacy Act;
- (h) act as "chief elections officer" as required under the Local Government Act;

Human Resources

- (i) recommend to the Chief Administrative Officer, appointment, promotion, discipline and dismissal of all employees with the Corporate Services Department;
- (j) supervises all employees in the Corporate Services Department;
- (k) act as a contact for human resource matters for all employees of the City of Castlegar;

General Administration

- (l) supervise the operation of the Corporate Services Department;
- (m) supervise implementation of Council directives and directives of the Chief Administrative Officer;
- (n) act as a contact between the Corporate Services Department and other departments, under the supervision of the Chief Administrative Officer;

Legal Advice and Proceedings

- (o) prepare and arrange for filing of any documentation necessary under the Financial Disclosure Act or otherwise;

Council

- (p) attend or ensure a Deputy attends, all meeting of the Council and its committees for the purposes of minute taking, except where otherwise directed by the Chief Administrative Officer;
- (q) organize efficient and effective record-keeping for all corporate documents; and
- (r) provide copies of any documents served on the City to the Chief Administrative Officer and to any insurers, as appropriate.

Additional Powers, Duties and Responsibilities

- (s) exercise whatever additional powers and discharge whatever additional duties and responsibilities Council from time to time may assign.

SCHEDULE "D"

Powers, Duties and Functions of the Director of Development Services**Statutory**

- (a) perform all those duties and functions of "approving officer" as required under the Land Title Act;

Human Resources

- (b) recommend to the Chief Administrative Officer, appointment, promotion, discipline and dismissal of all employees within the Development Services Department;
- (c) supervise all employees in the Development Services Department;

General Administration

- (d) supervise the operation of the Development Services Department of the City;
- (e) supervise implementation of Council directives and directives of the Chief Administrative Officer;
- (f) act as a contact between Development Services Department and other departments under the supervision of the Chief Administrative Officer;

Supervision of Development Applications

- (g) ensure that all development applications are received and processed in accordance with Council policies and bylaws; and
- (h) ensure that all fees are paid in connection with development applications;

Bylaw Enforcement

- (i) ensure that bylaw enforcement is implemented in accordance with Council policies, procedures and bylaws;

Council

- (j) attend meetings of Council, as required by the Chief Administrative Officer or Council; and
- (k) provide recommendation to Council on development applications and bylaw enforcement matters.

Additional Powers, Duties and Responsibilities

- (l) exercise whatever additional powers and discharge whatever additional duties and responsibilities Council from time to time may assign.

SCHEDULE "E"

Powers, Duties and Functions of the Director of Transportation and Civic Works**Statutory**

- (a) perform all those duties and functions of "Airport Manager" as required under the Aeronautical Act, Canadian Aviation Regulations Part III and the Airdrome Operations Manual.

Human Resources

- (b) recommend to the Chief Administrative Officer, appointment, promotion, discipline and dismissal of all employees within the Transportation and Civic Works Department;
- (c) supervise all employees in the Engineering and Public Works Department;

General Administration

- (d) supervise the operation of the Engineering, Public Works and Castlegar Municipal Airport Departments of the City;
- (e) supervise implementation of Council directives and directives of the Chief Administrative Officer;
- (f) act as a contact between Engineering, Public Works and the Castlegar Municipal Airport and other departments under the supervision of the Chief Administrative Officer;

Operations Matters

- (g) develop and recommend to the Chief Administrative Officer, policies and procedures for all operational matters relating to the Transportation and Civic Works Department;
- (h) supervise equipment and other operational matters, repair, renewal and replacement program, in accordance with Council budget and policies;
- (i) inspect all transportation and civic works, in accordance with Council policies and procedures;
- (j) initiate and supervise all Transportation and Civic Works' capital works projects, in accordance with Council policies and procedures;

Development Application Matters

- (k) liaise with the Director of Development Services in connection with applications for development approvals and provide advice and recommendations in connection with all servicing matters connected with development applications.

Council

- (l) attend meetings of Council, as required by the Chief Administrative Officer or Council.

Additional Powers, Duties and Responsibilities

- (m) exercise whatever additional powers and discharge whatever additional duties and responsibilities Council from time to time may assign.

SCHEDULE "F"

Powers, Duties and Functions of the Fire Chief**Statutory**

- (a) perform all those duties and functions of the fire chief as required under the Fire Services Act, Fire Department Act and Local Government Act;
- (b) perform all those duties and functions of local assistant to the fire commissioner as required under the Fire Services Act;

Human Resources

- (c) recommend to the Chief Administrative Officer, appointment, promotion, discipline and dismissal of all employees within the Fire Department;
- (d) supervise all employees and volunteer members, in the Fire Department;

General Administration

- (e) supervise the operation of the Fire Department of the City;
- (f) supervise implementation of Council directives and directives of the Chief Administrative Officer;
- (g) act as a contact between Fire Department and other departments under the supervision of the Chief Administrative Officer;

Operations Matters

- (h) develop and recommend to the Chief Administrative Officer, policies and procedures for all operational matters;
- (i) supervise equipment and other operational matters, repair, renewal and replacement program, in accordance with Council budget and policies;
- (j) supervise all matters relating to the protection of life, property and environment within the City.

Council

- (k) attend meetings of Council, as required by the Chief Administrative Officer or Council.

Additional Powers, Duties and Responsibilities

- (l) exercise whatever additional powers and discharge whatever additional duties and responsibilities Council from time to time may assign.

SCHEDULE "F"

Oath of Office

I, _____ having been appointed to the Office of _____
for the City of Castlegar do hereby promise and swear:

- (a) I will faithfully, honestly and impartially, to the best of my knowledge and ability, execute the powers, duties and functions of my Office;
- (b) I will treat all matters and information that comes to my attention, as a result of my Office, in confidence;
- (c) I have not received, nor will I receive or accept any payment or reward, or promise of either, in return for the exercise of my powers, duties and functions, other than as permitted by the City of Castlegar;
- (d) I will not allow my personal interests to conflict with the duties of my Office; and
- (e) I will comply will all policies and directives of the City of Castlegar and comply with all laws.

Sworn before me this _____ day of _____, 20____)

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Officer

A Commissioner for taking affidavits in the
Province of British Columbia