



# THE DISTRICT OF NORTH VANCOUVER

## OFFICERS AND EMPLOYEES BYLAW

### BYLAW 7052

Effective Date – February 21, 2000

#### CONSOLIDATED FOR CONVENIENCE ONLY

This is a consolidation of the bylaws below. The amending bylaws have been combined with the original bylaw for convenience only. This consolidation is not a legal document. Certified copies of the original bylaws should be consulted for all interpretations and applications of the bylaw on this subject.

<b>Original Bylaw</b>	<b>Date of Adoption</b>
Bylaw 7052	February 21, 2000
<b>Amending Bylaw</b>	<b>Date of Adoption</b>
Bylaw 7527	November 28, 2005
Bylaw 7728	August 25, 2008
Bylaw 8106	March 2, 2015

The bylaw numbers in the margin of this consolidation refer to the bylaws that amended the principal bylaw (Officers and Employees Bylaw – Bylaw 7052). The number of any amending bylaw that has been repealed is not referred to in this consolidation.

# **THE CORPORATION OF THE DISTRICT OF NORTH VANCOUVER**

## **BYLAW 7052**

A bylaw to designate officers and establish the powers, duties and functions of those officers, pursuant to Part 5 of the *Community Charter* (SBC 2004, C26)

**(7527)**

The Council for The Corporation of the District of North Vancouver enacts the following:

### **Title**

1. This bylaw may be cited as "**OFFICERS AND EMPLOYEES BYLAW**".

### **Establishment of Officers**

2. The persons holding the following positions, and their Deputies, are the Officers for the District:

- (a) Chief Administrative Officer;
- (b) General Manager – Corporate Services;
- (c) General Manager – Engineering, Parks & Facilities;
- (d) General Manager – Finance & Technology;
- (e) General Manager – Planning, Properties & Permits;
- (f) Fire Chief;
- (g) Municipal Clerk;
- (h) Approving Officer;
- (i) Chief Building Official;
- (j) Municipal Engineer.

**(7527, 7728, 8106)**

### **Powers, Duties and Functions of Officers**

3. (a) **Chief Administrative Officer**

The Chief Administrative Officer is assigned and delegated:

- (i) the chief administrative responsibility for the District, and the statutory powers, duties and functions specified in Section 147 of the *Community Charter*, **(7527)**
- (ii) responsibility for the administration of exempt staff compensation, within the corporate policies and budget established by Council;
- (iii) responsibility for authorizing the execution of agreements and licences of occupation, or other legal instruments, in respect of district real property, but excluding those which, statutorily, must be executed by Council;
- (iv) responsibility for authorizing the commencement of legal action, including court proceedings, in respect of district real property, but excluding that which, statutorily, must be executed by Council; and
- (v) authority to make, enter into, execute and affix the corporate seal to agreements on behalf of the District subject to Council's bylaws, policies and procedures with regard to making agreements and, in the absence of the Chief Administrative Officer, the Acting

Chief Administrative Officer may act in the Chief Administrative Officer's place to make or enter into the agreements including agreements referred to in Section 3(a)(iii);

**(7527)**

- (vi) the authority to appoint from time to time from among the officers identified in subsections (b) to (f) of section 2 a designate to act in the place of the Chief Administrative Officer during any absence of the Chief Administrative Officer and the authority to appoint from time to time a designate to act in the place of the Approving Officer during any absence of the Approving Officer. **(7527, 8106)**

**(b) Officers**

Each Officer identified in subsections (b) to (g) inclusive of Section 2, is assigned and delegated the following powers, duties and functions: **(8106)**

- (i) the overall management of the operation of their respective divisions, including the appointment and termination of an employee within their division;
- (ii) the authority to make or enter into any contract for which funding has been provided in the annual budget on behalf of the District subject to Council's bylaws, policies and procedures with regard to contracts; and **(7527)**
- (iii) the authority to serve as "department heads" for the purposes of hearing grievances, as specified in the CUPE Collective Agreement, or the IAFF Collective Agreement in the case of the Fire Chief, except that, if another officer or employee within the same corporate division is designated as a "department head", that officer or employee may hear the grievance. **(7527)**

**(c) Municipal Clerk**

In addition to the powers, duties and functions assigned in section 3(b), the Municipal Clerk is hereby assigned the following powers, duties and functions:

- (i) the overall management of the operation of the Municipal Clerk's Office,
- (ii) the "head" for the purposes of the *Freedom of Information & Protection of Privacy Act*; and
- (iii) responsibility of corporate administration for the District, which includes the statutory powers, duties and functions specified in Section 148 of the *Community Charter*. **(7527)**

**(d) General Manager – Finance & Technology**

In addition to the powers, duties and functions assigned in section 3(b), the General Manager – Finance & Technology, and in their absence, the Director – Financial Services, is hereby assigned the following powers, duties and functions:

- (i) the overall management of the operation of the Financial Services Division, and
- (ii) the responsibility of financial administration for the District, which includes the statutory powers, duties and functions specified in Section 149 of the *Community Charter*. **(7527, 8106)**

**(e) Approving Officer**

The General Manager – Planning, Properties & Permits is assigned the powers, duties and functions of Approving Officer.

**(7527, 7728, 8106)**

### **Miscellaneous Provisions**

4. If any section, sub-section, paragraph, clause or phrase of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, the decision shall not affect the validity of the remaining portions of this bylaw.

### **Repeal**

5. “District of North Vancouver District Officials Bylaw, 1936” (Bylaw 1030) and “District of North Vancouver Municipal Manager Bylaw, 1958” (Bylaw 2360) are hereby repealed.