

CITY OF DUNCAN

BYLAW NO. 3109, 2014

A BYLAW TO PROVIDE FOR THE APPOINTMENT OF OFFICERS

WHEREAS under Section 146 of the Community Charter, the Council must, by bylaw, establish officer positions in relation to the powers, duties and functions under Section 148 and 149.

NOW THEREFORE the Council of the City of Duncan in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. Title

This Bylaw may be cited as the “Officers Appointment Bylaw No. 3109, 2014.”

2. Officers of the City of Duncan

2.1 The persons holding the following positions are Officers of the City of Duncan:

- (a) Chief Administrative Officer;
- (b) Director of Corporate Services;
- (c) Director of Finance;
- (d) Operations Manager, subject to section 2.6.

2.2 In addition to any other powers, duties and functions assigned by Council, or required or permitted by the *Community Charter* or any other enactment, the Chief Administrative Officer shall be responsible for the chief administrative functions of the City of Duncan as outlined in Section 147 of the of the *Community Charter*.

2.3 In addition to any other powers duties and functions assigned by Council, or required or permitted by the *Community Charter* or any other enactment, the Director of Corporate Services shall be responsible for the corporate administration functions of the City Duncan as outlined in Section 148 of the *Community Charter*.

2.4 In addition to any other powers, duties and functions assigned by Council, or required or permitted by the *Community Charter* or any other enactment, the Director of Finance shall be responsible for the financial administration functions of the City of Duncan as outlined in Section 149 of the *Community Charter*.

2.5 In additional to any other duties and functions assigned by the CAO, the Operations Manager is responsible for the day to day management of the public works department as it relates to the delivery of potable water, the collection and treatment of sanitary sewage, the maintenance of roads and drainage facilities, the management of solid waste including collection, diversion, disposal, building and fleet maintenance, parks and recreation operations, and the construction and maintenance of dykes and Operations Department capital work.

2.6 Notwithstanding any other section of this Bylaw, the position of Operations Manager is designated as an Officer position only for as long as the incumbent individual holds the position of Operations Manager and section 2.1(d) is deemed to be and is repealed at the time that the incumbent individual ceases to hold the position of Operations Manager.

3. Enactments

3.1 Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time.

4. Appointment

4.1 Nothing in this bylaw shall prevent the appointment of the same person to two or more positions;

4.2 The powers, duties and responsibilities of those persons appointed to the positions of officers, which are not prescribed by statute or by bylaw, shall be as determined from time to time by the Council as recommended by the Chief Administrative Officer.

5. No Delegation by a Delegate

For clarity, a person to whom a power, duty or function has been delegated under this Bylaw has no authority to further delegate to another person any power, duty or function that has been delegated by this Bylaw.

6. Repeal

“Officers and Officials Bylaw, 1964, 2004” and all amendments are hereby repealed.

PASSED FIRST READING 2014-FEB-17
PASSED SECOND READING 2014-FEB-17
PASSED THIRD READING 2014-FEB-17
ADOPTED 2014-MAR-17

Phil Kent, Mayor

Karen Burley,
Director of Corporate Services