



Consolidated October 18, 2011
CONSOLIDATED FOR CONVENIENCE PURPOSES
ONLY OF BYLAW 3224, 3459

CITY OF CAMPBELL RIVER
PROVINCE OF BRITISH COLUMBIA
BYLAW NO. 3224

A BYLAW OF THE CITY OF CAMPBELL RIVER TO PROVIDE FOR THE DESIGNATION AND ESTABLISHMENT OF POWERS, DUTIES AND RESPONSIBILITIES OF OFFICERS OF THE MUNICIPALITY.

The Council of the City of Campbell River, in open meeting assembled, enacts as follows:

Amd Bylaw 3459 Oct 18/11

1. This Bylaw may be cited for all purposes as “**Officer’s and Employee’s Bylaw No. 3224, 2006**”.

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2. ESTABLISHMENT OF OFFICERS

2.1 Council hereby declares that the persons holding the following positions are the Officers of the Municipality under Section 146 of the *Community Charter*:

- a) City Manager
- b) General Manager, Corporate Services
- c) General Manager, Facilities and Supply Management
- d) General Manager, Operations
- e) General Manager Parks, Recreation and Culture
- f) Chief Financial Officer
- g) City Clerk

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2.2 Council hereby declares the following as Municipal Employees as per the Financial Disclosure Act:

- a) City Manager
- b) General Manager, Corporate Services
- c) General Manager, Facilities and Supply Management
- d) General Manager, Operations
- e) General Manager, Parks, Recreation and Culture
- f) Chief Financial Officer / Finance Manager
- g) Deputy Chief Financial Officer / Assistant Finance Manager
- h) City Clerk
- i) Deputy City Clerk
- j) Land Use Services Manager / Approving Officer
- k) Planner/ Deputy Approving Officer
- l) Property / Risk Manager
- m) Fire Chief

3. POWERS, DUTIES AND FUNCTIONS OF MUNICIPAL OFFICERS

3.1 CITY MANAGER

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- 3.1.1 The position of City Manager is established and hereby assigned
- a) the chief administrative responsibility for the City and the statutory powers, duties and functions specified in Section 147 of the *Community Charter*;
 - b) responsibility for the administration of exempt staff compensation within the corporate policies and budget established by Council;
 - c) responsibility for authorizing the execution of agreements and licences of occupation, or other legal instruments, with regard to the use of municipally owned property, but excluding those which, statutorily, must be executed by Council, and
 - d) authority, together with the General Manager, Facilities and Supply Management or in their absence any General Manager, to award contracts up to \$100,000 on behalf of the City, provided that the City policies and procedures with regard to administration of such contracts have been followed;
 - e) authority to terminate any employee.
 - f) authority, subject to the consent of the General Manager, Facilities and Supply Management, to dispose of land and improvements of the property known as the Campbell River Middle Point Industrial Park, legally described as Lot A VIP 69690 and the Remainder of Lot A, Plan 34604 except that part used for the sewer lagoon, all of City Lot 26, Sayward District, provided that the selling price is within 5% of the current appraised value.

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3.2 GENERAL MANAGERS

- 3.2.1 Each General Manager identified in clauses (b), (c), (d) and (e) of Section 2.1 is hereby assigned the following powers, duties and functions:
- a) the overall management of the operation of their respective Divisions, including the appointment of any employee within their division;
 - b) the powers, duties and functions of the City Manager, where such Division General Manager has been appointed as the Acting City Manager by the City Manager in his absence.

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3.3 CHIEF FINANCIAL OFFICER

- 3.3.1 The Finance Manager and in their absence the Assistant Finance Manager as designated by the City Manager, is hereby assigned the following powers, duties and functions:

- a) the responsibility of financial administration for the City, which includes the statutory powers, duties and functions specified in Section 149 of the *Community Charter* with the exceptions outlined in 3.1 above.

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3.4 CITY CLERK

3.4.1 The City Clerk is hereby assigned the following powers, duties and functions:

- a) the administration of civic elections as the Chief Election Officer;
- c) responsibility of corporate administration for the City, which includes the statutory powers, duties and functions specified in Section 148 of the *Community Charter*;
- d) the authority to authorize the destruction of records in accordance with the Records Management Plan.

4. METHOD OF APPOINTING OFFICERS

4.1 The appointment of a person to any officer position identified in clauses 2.1(a) to 2.1(e) inclusive must be by a resolution of Council.

5. FINANCIAL DISCLOSURE

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5.1 All persons employed in the positions identified in Clauses 2.1 (a) to 2.1 (g) and 2.2 (m) inclusive are designated to be “municipal employees” for the purpose of the Financial Disclosure Act.

6. MISCELLANEOUS PROVISIONS

6.1 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, such decision shall not affect the validity of the remaining portions of this bylaw.

6.2 “Officer’s Designation and Establishment of Powers, Duties and Responsibilities Bylaw No. 3177, 2005” is hereby repealed in its entirety.

Read a first time on the	6th	day of	March	2006.
Read a second time on the	6th	day of	March	2006.
Read a third time on the	6th	day of	March	2006.
Adopted on the	13th	day of	March	2006.

Original signed by
Roger McDonell
MAYOR

Original signed by
W.T. Halstead
CITY CLERK