

**DISTRICT OF LANTZVILLE
BYLAW NO. 36**

**A BYLAW TO ESTABLISH THE OFFICER POSITIONS OF THE DISTRICT OF
LANTZVILLE AND TO ESTABLISH THE POWERS, DUTIES AND RESPONSIBILITIES OF
SUCH OFFICERS**

WHEREAS the *Community Charter* requires that the Council shall, by bylaw, establish officer positions in relation to the powers, duties, and functions and the procedures that are to be followed for the conduct of its business, including the manner by which resolutions may be passed, bylaws adopted, and to establish procedures that are to be followed in conducting meetings of select and standing committees of Council, and any other committee composed solely of Council members acting in that capacity;

AND WHEREAS Council may, by bylaw, appoint or cause to be appointed other employees considered necessary for the overall good governance of the District;

NOW THEREFORE the Municipal Council of the District of Lantzville in open meeting assembled enacts as follows:

Citation

1. This Bylaw may be cited for all purposes as "District of Lantzville Officers and Employees Bylaw No. 36, 2005".

Officer Positions

2. The following positions are hereby established as officer positions of the Municipality:
 - a) Office of Chief Administrative Officer
 - b) Office of Deputy Chief Administrative Officer
 - c) Office of Director of Corporate Administration
 - d) Office of Deputy Director of Corporate Administration
 - e) Office of Director of Financial Services
 - f) Office of Deputy Director of Financial Services
3. Nothing in this bylaw shall prevent the appointment of the same person to two or more offices.

Officer Duties and Responsibilities

4. The powers, duties and responsibilities of the Chief Administrative Officer are as set out in Schedule "A" attached hereto and forming part of this Bylaw.
5. The powers, duties and responsibilities of the Director of Financial Services are as set out in Schedule "B" attached hereto and forming part of this Bylaw.
6. The powers, duties and responsibilities of the Director of Corporate Administration are as set out in Schedule "C" attached hereto and forming part of this Bylaw.

Oath of Office

7. The oath of office as set out in Schedule "D" attached hereto and forming part of this By-law, is hereby adopted as the oath of office for officers of the District of Lantzville.

Repeal

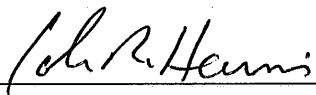
8. "Officers and Employees Bylaw No. 15 – 2004" and any amendments thereto are hereby repealed.

READ A FIRST TIME this 9th day of May, 2005.

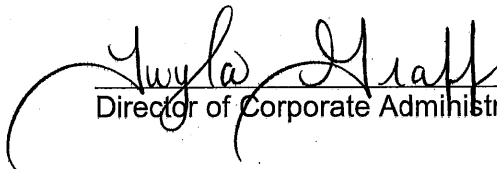
READ A SECOND TIME this 9th day of May, 2005.

READ A THIRD TIME this 9th day of May, 2005.

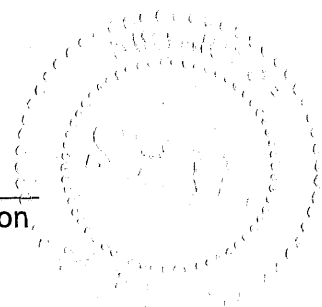
RECONSIDERED AND FINALLY ADOPTED this 13th day of June, 2005.



Mayor



Director of Corporate Administration



I hereby certify that the above is a true and correct copy of "District of Lantzville Officers and Employees Bylaw No. 36, 2005" as adopted by Council of the District of Lantzville on the 13th day of June, 2005.

Director of Corporate Administration

Schedule "A"
District of Lantzville

Chief Administrative Officer

1. The Chief Administrative Officer, shall, under the direction of Council:
 - a) Be an Officer pursuant to the provisions of the *Community Charter*.
 - b) Be the Chief Administrative Officer under Section 147 of the *Community Charter*.
 - c) Supervise and direct the affairs of the District and its employees;
 - d) Ensure that the policies adopted by the Council are effectively carried out;
 - e) Keep Council informed on all important matters affecting District affairs;
 - f) Advise, assist and make recommendations to Council on matters within the control and purview of the Council;
 - g) Inspect and report to the Council on all municipal works and programs as required by the Council;
 - h) Attend such meetings of the Council, or Committees of the Council, or other meetings as may be designated by the Mayor or the Council.
2. Suspend any employee other than an officer, and shall report such suspension and the reason therefore to the Council. The Council may reinstate an employee who has been suspended, or confirm the suspension, or confirm and extend the suspension, or dismiss the employee.
3. Recommend the appointment of employees to positions established by the Council and who are required, and the dismissal of an employee who is no longer required, or who should be dismissed for cause or other reasons.
4. Act as Signing Officer for the purpose of executing, together with the Mayor or Acting Mayor, instruments, contracts, agreements, documents and bylaws on behalf of the District.
5. Act as Deputy Director of Financial Services and in the absence of the Director together with the Mayor or Acting Mayor, sign, make, draw and/or accept any cheques, promissory notes, bills of exchange or other negotiable instruments, any orders for the payment of money, contracts for letters or forward exchange and generally all instruments or documents for the purpose of binding or obligating the District in any way in connection with its accounts and transactions with the bank.
6. Act as Deputy Director of Corporate Administration in the absence of the Director of Administration and undertake the statutory duties as outlined under section 148 of the *Community Charter*.
7. Establish and maintain adequate relationships with the public, government officers, local agencies, and with the communication media so that policies of the Council may be properly reflected.
8. Be responsible for all Personnel and Property matters and represent the District in all negotiations related thereto.

9. Receive communications directed to the Council and determine if they should be referred to Council or otherwise.
10. Perform the tasks of other employees as required by the Council when the employees are absent from work for any reason.

Schedule "B"
District of Lantzville

Director of Financial Services

There shall be appointed by the Council a Director of Financial Services who, under the direction of the Chief Administrative Officer, shall:

1. Undertake the statutory duties of Financial Administration, under Section 149 to the *Community Charter*.
2. Organize, direct and supervise the Finance Department.
3. Prepare the necessary Financial Plan and the annual property tax bylaw for presentation to the Council, or the appropriate committees.
4. Administer financial operations in accordance with the Financial Plan approved by Council.
5. Investigate and recommend extraordinary expenditures not included in the approved Financial Plan and, subject to required approvals, make such expenditure when directed by Council.
6. Plan and administer the financial affairs of the District in accordance with Council policy, and attend to the investment and borrowing of funds as required, subject to the limitations established by Part 6, Division 5 of the *Community Charter*.
7. Ensure the establishment of appropriate safeguards over all funds, physical assets, insurance and other property of the District.
8. Act as a Signing Officer of the District, together with the Mayor or Acting Mayor, to sign, make draw and/or accept any cheques, promissory notes, bills of exchange or other negotiable instruments, any orders for the payment of money, contracts for letters or forward exchange and generally all instruments or documents for the purpose of binding or obligating the District in any way in connection with its accounts and transactions with the bank.
9. Establish procedures in accordance with Council policy for all purchases and payments.
10. Prepare or direct the preparation of all financial statements, reports, or statistical reports required by Council and other Governments.
11. Develop improved systems and forms as deemed necessary; and give functional advice and guidance to other departments as required.
12. Have input into hiring of employees in the Finance Department to positions established by the Council, and who are required.
13. Have input into the dismissal of employees of the Finance Department for cause, or when they are no longer required, or for other reasons.
14. Assign employees and office equipment in the best possible manner to contribute to the effective management of the Department.
15. Assume the duties and responsibilities of Acting Chief Administrative Officer as required and in the absence of the Chief Administrative Officer and the Director of Corporate Administration act as Signing Officer for the purpose of executing, together with the Mayor or Acting Mayor, instruments, contracts, agreements, documents, and bylaws on behalf of the District.

16. Perform the tasks of other employees as required by the Council when the employees are absent from work for any reason.
17. Perform other related duties as required.

Schedule "C"
District of Lantzville

Director of Corporate Administration

There shall be appointed by the Council a Director of Corporate Administration who, under the direction of the Chief Administrative Officer, shall:

1. Undertake the statutory duties of Corporate Administrator under section 148 of the *Community Charter*.
2. Develop the agenda for meetings of Council and Committees and attend to decisions arising there from.
3. Receive communications directed to Council and determine if they should be referred to Council or otherwise.
4. Attend and record accurate minutes of meetings of the council and council committees.
5. Maintain an accurate record of all minutes and appropriate index and manuals of adopted bylaws, policies and regulations and keep such documents in safekeeping.
6. Provide administrative support to Council and the Chief Administrative Officer.
7. Organize and conduct the District's elections and referendums.
8. Prepare reports, bylaws, and policies for Council's consideration.
9. Conduct research assignments and special projects as assigned.
10. Carry out various public communication plans established by Council.
11. Liaise with the public, elected officials, advisory bodies, Provincial ministries, and other local governments in a cooperative advisory capacity.
12. Liaise with the media regarding legal notices, advertising and Council meeting schedules.
13. Disseminate and distribute internal and external correspondence.
14. Act as a Commissioner for taking oaths and affidavits.
15. Develop improved systems and forms as deemed necessary; and give functional advice and guidance to other departments as required.
16. Have input into hiring of employees in Administration positions established by the Council, and who are required.
17. Have input into the dismissal of employees in Administration for cause, or when they are no longer required, or for other reasons.
18. Assign employees and office equipment in the best possible manner to contribute to the effective management of the Department.

19. Assume the duties and responsibilities of Acting Chief Administrative Officer as required and act as Signing Officer for the purpose of executing, together with the Mayor or Acting Mayor, instruments, contracts, agreements, documents, and bylaws on behalf of the District.
20. Perform the tasks of other employees as required by the Council when the employees are absent from work for any reason.
21. Perform other related duties as required.

Schedule "D"

Oath of Office

I, (insert name), having been appointed to the Office of (insert name of Office) for the District of Lantzville 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 Municipality.
- d) I will not allow my personal interests to conflict with the duties of my Office; and
- e) I will comply with all policies and directives of the Municipality and comply with all laws.