

VILLAGE OF CHASE
BYLAW NO. 653-2004

A Bylaw to Provide for the Appointment of Officers for the Village of Chase

WHEREAS pursuant to Section 146 (a) of the *Community Charter*, Council must, by bylaw, establish officer positions in relation to the powers, duties and functions under sections 148 [*corporate officer*] and 149 [*financial officer*];

AND WHEREAS pursuant to Section 146 (b) of the *Community Charter*, Council may, by bylaw establish other officer positions;

NOW THEREFORE the Council of the Village of Chase in open meeting assembled **ENACTS** as follows:

1. **APPOINTMENT OF OFFICERS**

a) The persons holding the following offices of the Village of Chase are hereby deemed to be officers of the Village of Chase:

- 1) Office of Chief Administrative Officer (C.A.O.) (Schedule "A" attached)
- 2) Office of the Corporate Administrator
- 3) Office of the Deputy Corporate Administrator (D.C.A.) (Schedule "B" attached)
- 4) Office of the Collector
- 5) Office of Financial Administrator
- 6) Office of the Approving Officer
- 7) The Deputy of any above office

2. The same person may be appointed as two or more officers.

3. Village of Chase Officers Bylaw No. 557-1996 is hereby repealed.

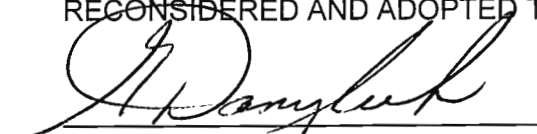
4. This Bylaw may be cited as "Officers Bylaw No. 653-2004".

READ A FIRST TIME THIS 10th DAY OF August, 2004.

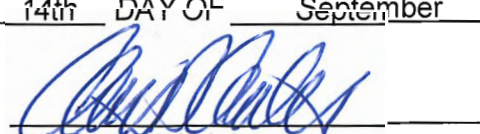
READ A SECOND TIME THIS 10th DAY OF August, 2004.

READ A THIRD TIME THIS 10th DAY OF August, 2004.

RECONSIDERED AND ADOPTED THIS 14th DAY OF September, 2004.



Mayor



Corporate Administrator

Certified a true copy of Bylaw No. 653 - 2004.



Corporate Administrator

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Schedule "A" to Bylaw No. 653-2004

Position Description

Chief Administrative Officer

1. The Chief Administrative Officer shall be the chief administrative officer of the Village of Chase, and shall, under the control of the Council:
 - a) supervise and direct the affairs of the Village and the employees thereof;
 - b) put into effect and carry out the policies of the Council;
 - c) advise the Council on matters within the control and purview of the Council;
 - d) inspect and report to Council upon all municipal works as often as shall be required by the Council;
 - e) prepare or cause to be prepared, estimates of revenue and expenditures as required under the Municipal Act for the Provisional and Annual and Capital Budgets and submit them to Council for its consideration, and be responsible for the administration of budgets after adoption;
 - f) prepare, or cause to be prepared all contracts for consideration and approval of the Council;
 - g) make recommendations to the Council on all matters of personnel provided that he/she may authorize the head of a department or office to make recommendations on personnel matters within that department or office;
 - h) make recommendations to the Council on the appointment and engagement of employees for whom provisions are made by the Council;
 - i) establish, consolidate or combine departments and administrative offices;
 - j) ensure that all terms and conditions imposed in favour of the Village in any contract or franchise are faithfully kept and performed;
 - k) ensure that the Bylaws of the Village and laws relating to the Village are administered;
 - l) make recommendations to the Council;
 - m) prepare and submit to Council any reports required by the Council;
 - n) attend meetings of the Council;
 - o) perform other such duties as may be required by bylaw or resolution of the Council.

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2. The appointment of the Chief Administrative Officer shall be by resolution of the Council.
3. The Chief Administrative Officer shall continue in office until he/she resigns or is dismissed or relieved of duties and powers by an affirmative vote of at least two-thirds of all the members of Council.

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Schedule "B" to Bylaw No. 653-2004

Position Description

Deputy Corporate Administrator

JOB SUMMARY:

Reporting to the Chief Administrative Officer, the Deputy Corporate Administrator performs or assists with performing the statutory duties of Corporate Administration under the Community Charter. Attends meetings of the Council and Committees as required, and in the absence of, or on behalf of the Chief Administrative Officer.

Processes land use applications, and enquiries received by the Municipality, prepares bylaws and reports relating to these matters. Acts as Deputy Approving Officer in accordance with the Land Title Act. Prepares Bylaws and reports on other matters relating to the operations of the Village, and handles enquiries of a general nature.

Acts as Economic Development Officer for the Village pursuing objectives of the Village and customer enquiries, including the provision of information relating to economic development in the Village.

Acts as Emergency Coordinator for the Village.

Acts as Bylaw Enforcement Officer.

Liaises with other government agencies relating to the operations of the Village.

TYPICAL DUTIES

- Prepares and makes recommendations on bylaws, reports and correspondence relating to the business of the Village.
- Handle all matters relating to Economic Development including making policy recommendations on such matters.
- Undertakes enforcement of municipal bylaws in accordance with Village policies.
- Processes land use applications and acts as Deputy Approving Officer.
- Oversees Building Inspection function which is contracted to the Thompson-Nicola Regional District, ensuring pursuit of lapsed Building Permits are followed up in accordance with Village Policies.
- Handle a wide range of enquiries from the general public.
- Assists the Chief Administrative Officer with projects and duties as assigned.