

VILLAGE OF CHASE
BYLAW NO. 761-2011

A bylaw to establish the Officer positions of the Village of Chase and to assign the powers, duties and functions of such officers.

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;

AND WHEREAS pursuant to Section 147 of the *Community Charter*, Council may, by bylaw establish the position of Chief Administrative Officer of the municipality;

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

1. **APPOINTMENT OF OFFICERS**

- a) The following positions are established as Officer positions of the Village of Chase:
- 1) Chief Administrative Officer (Schedule "A")
 - 2) Corporate Officer (Schedule "B")
 - 3) Chief Financial Officer (Schedule "C")
 - 4) Approving Officer
 - 5) The Deputy of any above Officer

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

3. Village of Chase Officers Bylaw No. 653-2004 is hereby repealed.

4. This Bylaw may be cited as "Village of Chase Officers Bylaw No. 761-2011".

READ A FIRST TIME THIS 11th DAY OF JANUARY, 2011.

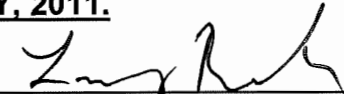
READ A SECOND TIME THIS 11th DAY OF JANUARY, 2011.

READ A THIRD TIME THIS 11th DAY OF JANUARY, 2011.

ADOPTED THIS 25th DAY OF JANUARY, 2011.



Mayor



Corporate Officer

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Schedule "A" to Bylaw No. 761-2011

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 general direction of the Council:
 - a) Fulfill the responsibilities of the Chief Administrative Officer position which includes the powers, duties and functions pursuant to section 147 of the *Community Charter*;
 - b) Supervise and direct the affairs of the Village and the employees thereof;
 - c) Put into effect and carry out the policies of the Council;
 - d) Advise the Council on matters within the control and purview of the Council;
 - e) Inspect and report to Council upon all municipal works as often as shall be required by the Council;
 - f) Prepare or cause to be prepared, estimates of revenue and expenditures as required under the Community Charter for the 5-year financial plan and submit them to Council for consideration and adoption, and be responsible for the administration of the financial plan after adoption;
 - g) Prepare, or cause to be prepared all contracts for consideration and approval of the Council;
 - h) Administer all matters related to human resources for the Village of Chase, including assistance with union negotiations and recommendations for approval of all wages, salaries and working conditions;
 - i) 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;
 - j) Make recommendations to the Council on the appointment and engagement of officers for whom provisions are made by the Council;
 - k) Establish, consolidate or combine departments and administrative offices;

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- l) Ensure that all terms and conditions imposed in favour of the Village in any contract or franchise are faithfully kept and performed;
 - m) Ensure that the Bylaws of the Village and laws relating to the Village are administered;
 - n) Make recommendations to the Council;
 - o) Prepare and submit to Council any reports required by the Council;
 - p) Attend meetings of the Council;
 - q) Fulfill the responsibilities of the Approving Officer;
 - r) Provide information relating to economic development in the Village;
 - s) Perform other such duties as may be required by bylaw or resolution of the Council.
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. 761-2011

Position Description

Corporate Officer

The Corporate Officer reports to the Chief Administrative Officer and is assigned the following functions and duties:

- a) Corporate Officer responsibilities which includes the powers, duties and functions pursuant to section 148 of the *Community Charter*;
 - b) Process land use applications and act as Deputy Approving Officer;
 - c) Act as Emergency Coordinator or liaison for the Village;
 - d) Undertake enforcement of municipal bylaws in accordance with Village bylaws and policies and supervises the Animal Control Officer position;
 - e) Provide information relating to economic development in the Village;
 - f) Prepare and make recommendations on bylaws, reports and correspondence relating to the business of the Village;
 - g) Oversee and work directly with the Building Inspection function which is contracted to the Thompson-Nicola Regional District;
 - h) Handle a wide range of enquiries from the general public;
 - i) Consolidate any and all Bylaws of the Village of Chase where necessary or where deemed appropriate in consultation with the Chief Administrative Officer; and
 - j) Other related powers, duties and functions as assigned by the Chief Administrative Officer.
2. The appointment of the Corporate Officer shall be by resolution of the Council.
 3. The Corporate 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 "C" to Bylaw No. 761-2011

Position Description

Chief Financial Officer

The Chief Financial Officer reports to the Chief Administrative Officer and is assigned the following functions and duties:

- a. Financial Officer responsibilities, which includes the powers, duties and functions pursuant to section 149 of the *Community Charter*;
 - b. Plan and administer the financial affairs of the Village of Chase in the manner authorized by Council, and invest and borrow funds as authorized, subject to the limitations established by the *Community Charter*;
 - c. Ensure the establishment of appropriate safeguards over all funds;
 - d. Prepare or cause to be prepared all matters related to employee payroll and benefits;
 - e. Prepare or direct the preparation of all financial statements, reports, or statistical reports required by government departments or agencies or Council; and
 - f. Other related powers, duties and functions as assigned by the Chief Administrative Officer.
2. The appointment of the Chief Financial Officer shall be by resolution of the Council.
 3. The Chief Financial 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.