

DISTRICT OF HUDSON'S HOPE

Bylaw No. 891

A bylaw to replace Bylaw No. 771 establishing officer positions and set out the administrative structure under which the business of the District shall be conducted.

WHEREAS under section 146 of the Community Charter the Council must establish officer positions in relation to the powers, duties and functions under sections 148 [Corporate Officer] and 149 [Financial Officer]; and

WHEREAS under section 146 of the Community Charter the Council may establish other officer positions; and

WHEREAS under section 146 of the Community Charter the Council may assign powers, duties and functions to its officer positions;

NOW THEREFORE the Council of the District of Hudson's Hope, in an open meeting assembled, enacts as follows:

1. This Bylaw shall be cited as the "Officer Bylaw No. 891, 2017".

DEFINITIONS

2. In this bylaw, unless the context otherwise requires:
 - a. " Act " means the Community Charter Act of the Province of British Columbia
"Administrator" means the Chief Administrative Officer of the District
"District" means the District of Hudson's Hope.
"Council" means the Council of the District of Hudson's Hope.
 - b. Words used shall have the same meaning assigned to them by the Community Charter Act.

MUNICIPAL DEPARTMENTS

3. The business of the District, under the direction of the Chief Administrative Officer with and by the authority invested in him/her by Council, shall be conducted by the departments hereby established:
 - a. Administrative Department
 - b. Public Works Department
 - c. Protective Services Department

OFFICER AND DEPARTMENT HEAD POSITIONS

4. Officers of the District shall be:
 - a. Administrator
 - b. Director of Public Works
 - c. Director of Protective Services
 - d. Corporate Officer
 - e. Bylaw Enforcement / Safety Officer
5. Each officer shall be the department head of their respective departments as outlined in Section 3 (a), (b), and (C).
6. Each Officer of the District shall be the person from time to time appointed as such and includes the person employed as such on the date of adoption of this bylaw.

APPOINTMENT, TERMINATION, AND SUSPENSION

7. Officers shall be appointed by resolution of Council. Appointments to all other positions shall be made by the Administrator or his/her designate.
8. Officers may be terminated in accordance with section 152 of the Act.
9. Officers may be suspended in accordance with Section 151 of the Act.

POWERS, DUTIES AND RESPONSIBILITIES OF THE ADMINISTRATOR

10. The Administrator is the Chief Administrative Officer whose powers, duties, and functions include those set out in Section 147 of the Act.



11. The Administrator is the Financial Officer, assigned the responsibility of financial administration, whose powers, duties, and functions include those set out in Section 149 of the Act.
12. The Administrator is assigned the responsibility as Collector of Taxes for the District as set out in the Act.
13. The Administrator is appointed as the Approving Officer under Section 77 of the *Land Title Act*.

POWERS, DUTIES, AND RESPONSIBILITIES OF THE DIRECTOR OF PUBLIC WORKS

14. The Director of Public works shall be responsible for the District's public works, utilities and facilities.

POWERS, DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF PROTECTIVE SERVICES

15. The Director of Protective Services is appointed as the Fire Chief, and shall have the powers, duties and functions pursuant to Section 66 of the Act, the *Fire Services Act* of the Province of British Columbia and the District of Hudson ' s Hope Fire Protection and Life Safety Bylaw No. 775, 2009.
16. The Director of Protective Services shall be responsible for the fire department and the Districts emergency program.

POWERS, DUTIES AND RESPONSIBILITIES OF THE CORPORATE OFFICER

17. The Corporate Officer shall be responsible for corporate administration, whose powers, duties, and functions include those set out in Section 148 of the Act.

POWERS, DUTIES AND RESPONSIBILITIES OF THE BYLAW ENFORCEMENT/SAFETY OFFICER

18. The Bylaw Enforcement/Safety Officer is appointed under section 146 of the Act and shall have the power to enforce any Bylaw of the District.
19. The Bylaw Enforcement/Safety Officer shall be responsible for bylaw enforcement, building permits and inspections and assisting the Administrator with development applications.
20. The Bylaw Enforcement/Safety Officer shall be responsible for all aspects of safety training, program/ policy development, and management systems implementation and maintenance for the District.

PERSONNEL ADMINISTRATION

21. The Council hereby delegates to the Administrator
- a. The power, duty and function to assign additional responsibilities to an Officer, including acting on behalf of another officer in his/her absence, to ensure efficient operation of the District.
 - b. The power, duty and function to appoint, assign responsibilities to, promote, discipline and dismiss employees other than officers.
22. Any Officer may act in the place of the Administrator during his/her absence, except that the acting Administrator may not exercise the powers stated under Section 21 (a) of this Bylaw in relation to the Administrator or him/ herself. All Officers are deemed to be deputies to the Administrator.

REPEAL

22. Upon adoption of this bylaw, the Officer Bylaw No. 771, 2009 is hereby repealed.

Read for a First Time on the 23rd day of October, 2017.

Read for a Second Time on the 23rd day of October, 2017.

Read for a Third Time on the 23rd day of October, 2017.

Adopted on the 14th day of November, 2017.



Gwen Johansson,
MAYOR



Tammy McKeown
Corporate Officer

Certified a true copy of Bylaw No. 891
this ___ day of _____ 20__.

Clerk