


Director	 Municipal Manager/Deputy Municipal Manager
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<u>COUNCIL AGENDA</u>	
Date: <u>July 17, 2025</u>	Item: <u>5.</u>



5.

DISTRICT OF WEST VANCOUVER
750 17TH STREET, WEST VANCOUVER BC V7V 3T3

COUNCIL REPORT

Date:	July 17, 2025
From:	Hope Dallas, Senior Manager, Legislative Services/Corporate Officer
Subject:	Proposed West Vancouver Municipal Officers Bylaw No. 4267, 2002, Amendment Bylaw No. 5389, 2025
File:	1610-20-5389

RECOMMENDATION

THAT proposed “West Vancouver Municipal Officers Bylaw No. 4267, 2002, Amendment Bylaw No. 5389, 2025” be read a first, second, and third time.

1.0 Purpose

This report summarizes proposed amendments to the Municipal Officers bylaw, including updates to officer position titles, powers, duties, and functions to align with the recent organizational restructure, and other minor updates and corrections.

2.0 Legislation/Bylaw/Policy

Community Charter, Part 5, Division 5 - Officers and Employees.

3.0 Council Strategic Objective(s)/Official Community Plan

Council’s Strategic Objectives do not apply.

4.0 Financial Implications

There are no financial implications associated with this report.

5.0 Background

Council amended the Municipal Officers Bylaw in December 2023 to remove a non-statutory officer position, specifically the Director of Fire & Rescue Services due to its vacancy and the desire to reduce non-statutory municipal officers’ overtime.

5.1 Previous Decisions

Council, at its December 4, 2023 and December 11, 2023 regular meetings, passed the following resolutions:

THAT proposed “West Vancouver Municipal Officers Bylaw No. 4267, 2002, Amendment Bylaw No. 5290, 2023” be read a first, second, and third time.

THAT proposed “West Vancouver Municipal Officers Bylaw No. 4267, 2002, Amendment Bylaw No. 5290, 2023” be adopted.

6.0 Analysis

6.1 Discussion

The *Community Charter*, section 146 requires Council to establish officer positions in relation to the power, duties and functions under section 148 [Corporate Officer] and 149 [Financial Officer], and may, by bylaw, establish such other officer positions and assign power, duties and functions.

The West Vancouver Municipal Officers bylaw currently provides for eight (8) officer positions including: Municipal Manager, Director of Administrative Services, Municipal Clerk, Director of Financial Services, Director of Parks and Community Services, Director of Planning, Lands and Permits, Director of Engineering and Transportation, and Director of Human Resources and Payroll Services. The power, duties and functions of each officer position is contained in a schedule forming part of the bylaw.

It is not typical that a municipality has more designated officer positions beyond the three positions prescribed in legislation, being the Chief Administrative Officer/Municipal Manager, Corporate Officer and Financial Officer positions.

Proposed Amendments

The proposed amendments seek to: make minor changes to update officer titles and duties, functions, and powers; update references to governing legislation; and address minor housekeeping changes.

Proposed amendments are as follows:

- Replacing Director of Administrative Services and Municipal Clerk with Corporate Officer.
- Updating titles for the Director of Finance and Corporate Services; the Director of Parks, Culture, and Community Services; the Director of Planning, Development, and Environment Services; and the Director of Engineering and Transportation Services.
- Replacing schedules for officer positions to reflect title changes and minor updates to powers, duties, and functions.
- Update to the Oath of Office for Officers to align with wording prescribed by the *Local Government Oath of Office Regulation*.

6.2 Climate Change & Sustainability

Not applicable.

6.3 Public Engagement and Outreach

Not applicable.

6.4 Other Communication, Consultation, and Research

Not applicable.

7.0 Options

7.1 Recommended Option

THAT proposed “West Vancouver Municipal Officers Bylaw No. 4267, 2002, Amendment Bylaw No. 5389, 2025” be read a first, second, and third time.

7.2 Considered Options

THAT proposed “West Vancouver Municipal Officers Bylaw No. 4267, 2002, Amendment Bylaw No. 5389, 2025” not be considered at this time.

8.0 Conclusion

This report seeks to update the Municipal Officers bylaw to align with the current organizational structure for the designated officer positions.

Author: Hope Dallas, Senior Manager, Legislative Services/Corporate Officer

Appendices:

APPENDIX A - Proposed “West Vancouver Municipal Officers Bylaw
No. 4267, 2002, Amendment Bylaw No. 5389, 2025

APPENDIX B - West Vancouver Municipal Officers Bylaw No. 4267, 2002

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APPENDIX A



District of West Vancouver

West Vancouver Municipal Officers Bylaw No. 4267, 2002, Amendment Bylaw No. 5389, 2025

Effective Date:

**West Vancouver Municipal Officers
Bylaw No. 4267, 2002,
Amendment Bylaw No. 5389, 2025**

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District of West Vancouver

West Vancouver Municipal Officers Bylaw No. 4267, 2002, Amendment Bylaw No. 5389, 2025

An amendment bylaw to update officer positions and assigned powers, duties, and functions.

WHEREAS; the *Community Charter* empowers Council, by bylaw, to establish officer positions and to assign powers, duties, and functions to those officer positions;

AND WHEREAS; Council deems it necessary to amend the Municipal Officers bylaw to update the officer position titles and assigned powers, duties, and functions;

NOW THEREFORE, the Council of The Corporation of the District of West Vancouver in open meeting assembled enacts as follows:

Part 1 Citation

- 1.1 This bylaw may be cited as West Vancouver Municipal Officers Bylaw No. 4267, 2002, Amendment Bylaw No. 5389, 2025.

Part 2 Severability

- 2.1 If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

Part 3 Amendments

- 3.1 West Vancouver Municipal Officers Bylaw No. 4267, 2002 is amended as follows:

3.1.1 In Part 2 by:

- (a) replacing “Director of Administrative Services/Municipal Clerk” with “Senior Manager, Legislative Services/Corporate Officer”;
- (b) replacing “Director of Financial Services” with “Director of Finance & Corporate Services”;
- (c) replacing “Director of Parks and Community Services” with “Director of Parks, Culture & Community Services”;
- (d) replacing “Director of Planning, Lands and Permits” with “Director of Planning, Development & Environment Services”;
- (e) replacing “Director of Engineering and Transportation” with “Director of Engineering & Transportation Services”; and
- (f) replacing “Director of Human Resources and Payroll Services” with “Director of Human Resources & Payroll Services”.

3.1.2 In Part 3 by:

- (a) deleting “(b) the Director of Administrative Services are as set out in Schedule “B””;
- (b) replacing “(c) the Municipal Clerk are as set out in Schedule “C” with “(b) the Corporate Officer are as set out in Schedule “B””;
- (c) replacing “(d) the Director of Financial Services are as set out in Schedule “D” with “(c) the Director of Finance and Corporate Services are as set out in Schedule “C””;
- (d) replacing “(e) the Director of Parks and Community Services are as set out in Schedule “E” with “(d) the Director of Parks, Culture, and Community Services are as set out in Schedule “D””;
- (e) replacing “(f) the Director of Planning, Lands and Permits are as set out in Schedule “F” with “(e) the Director of

Planning, Development, and Environment Services are as set out in Schedule “E”;

- (f) replacing “(g) the Director of Engineering and Transportation are as set out in Schedule “G” with “(f) the Director of Engineering and Transportation Services are as set out in Schedule “F””; and
- (g) replacing “(h) the Director of Human Resources and Payroll Services are as set out in Schedule “H” with “(g) the Director of Human Resources and Payroll Services are as set out in Schedule “G””.

- 3.1.3 In Part 5, replacing “Schedule “I” with “Schedule “H”.
- 3.1.4 Replacing “Schedule “B” Powers and Functions of the Director of Administrative Services” and “Schedule “C” Powers and Functions of the Municipal Clerk” with a new “Schedule “B” Powers and Functions of the Corporate Officer”, as attached to and forming part of this bylaw.
- 3.1.5 Replacing “Schedule “D” Powers and Functions of the Director of Financial Services” with a new “Schedule “C” Powers and Functions of the Director of Finance and Corporate Services”, as attached to and forming part of this bylaw.
- 3.1.6 Replacing “Schedule “E” Powers and Functions of the Director of Parks and Community Services” with a new “Schedule “D” Powers and Functions of the Director of Parks, Culture, and Community Services”, as attached to and forming part of this bylaw.
- 3.1.7 Replacing “Schedule “F” Powers and Functions of the Director of Planning, Lands and Permits” with a new “Schedule “E” Powers and Functions of the Director of Planning, Development, and Environment Services”, as attached to and forming part of this bylaw.
- 3.1.8 Replacing “Schedule “G” Powers and Functions of the Director of Engineering and Transportation” with a new “Schedule “F” Powers and Functions of the Director of Engineering and Transportation Services”, as attached to and forming part of this bylaw.
- 3.1.9 Replacing “Schedule “H” Powers and Functions of the Director of Human Resources and Payroll Services” with a new “Schedule “G” Powers and Functions of the Director of Human Resources

and Payroll Services”, as attached to and forming part of this bylaw.

- 3.1.10 Replacing “Schedule “I” Oath of Office for Officers of the District of West Vancouver” with a new “Schedule “H” Oath of Office for Officers of the District of West Vancouver”, as attached to and forming part of this bylaw.

Schedules

Schedule B – Powers and Functions of the Corporate Officer

Schedule C – Powers and Functions of the Director of Finance and Corporate Services

Schedule D – Powers and Functions of the Director of Parks, Culture, and Community Services

Schedule E – Powers and Functions of the Director of Planning, Development, and Environment Services

Schedule F – Powers and Functions of the Director of Engineering and Transportation Services

Schedule G – Powers and Functions of the Director of Human Resources and Payroll Services

Schedule H – Oath of Office for Officers of the District of West Vancouver

READ A FIRST TIME on [Date]

READ A SECOND TIME on [Date]

READ A THIRD TIME on [Date]

ADOPTED by the Council on [Date].

Mayor

Corporate Officer

Schedule B – Powers and Functions of the Corporate Officer

The powers and functions of the Corporate Officer, in addition to those prescribed by statute or by a Council power, duty or function delegation bylaw, are to:

Human Resources

- (a) appoint, promote, discipline and dismiss employees in the Legislative Services Department;
- (b) manage employees in the Legislative Services department;
- (c) conduct performance reviews of employees who report directly to the Corporate Officer;

General Administration

- (d) manage the operation of the Legislative Services department, which includes, but is not limited to, Council support, records and privacy, acting as Chief Election Officer for all municipal elections and other statutory elections in the Municipality, supervising the Bylaw and Licencing Services department, and Special Projects;
- (e) implement the directives of Council and of the Municipal Manager;
- (f) act as liaison between the Legislative Services department and other divisions;
- (g) administer applications pursuant to the *Freedom of Information and Protection of Privacy Act*, and act as the Head for the purposes of the Act;

Legal Advice and Proceedings

- (h) obtain legal advice;
- (i) provide copies of any documents served on the Municipality to the Municipal Manager, the Municipal Solicitors, and to any insurers, as appropriate;
- (j) instruct lawyers to defend, or conduct any action or proceeding in any court of law or before any tribunal, arbitrator, board, or any person, for or on behalf of the Municipality;

Council

- (k) oversee the preparation of agendas for all meetings of Council and its committees and distribute agendas as required;
- (l) attend all meetings of the Council for the purposes of minute taking and to assist the Chair in the orderly conduct of such meetings;
- (m) organize efficient and effective record keeping for corporate documents;
- (n) advise the Municipal Manager and Council regarding any matter related to administration;

Statutory

- (o) exercise those powers, duties and functions set out in the *Community Charter*; and
- (p) ensure the preparation of and filing of documents required under the *Financial Disclosure Act*.

Schedule C – Powers and Functions of the Director of Finance and Corporate Services

The powers and functions of the Director of Finance and Corporate Services, in addition to those prescribed by statute or by a Council power, duty or function delegation bylaw, are to:

Human Resources

- (a) appoint, promote, discipline and dismiss employees in the Finance and Corporate Services division;
- (b) manage all employees in the division;
- (c) conduct performance reviews of employees who report directly to the Director;

General Administration

- (d) manage the operation of the Finance and Corporate Services division, which shall include, but not be limited to, finance, information technology systems, cybersecurity, purchasing and risk management, grants in aid, and all District facilities, assets, and transactions related to interest in land;
- (e) maintain custody of, and direct investment of, all District funds;
- (f) implement the directives of Council and of the Municipal Manager;
- (g) act as the liaison between the Finance and Corporate Services division and other divisions and departments;
- (h) act as collector of the Municipality;
- (i) manage the provision of, or management of insurance, and manage other risk management matters;

Council

- (j) attend meetings of Council and Committees, as required by the Municipal Manager or Council;
- (k) advise the Municipal Manager and Council regarding any matter of a financial nature affecting the affairs of the Municipality;
- (l) prepare budgets, required under the *Community Charter* and as requested by Council and the Municipal Manager;

Contracts

- (m) authorize the use, budgeted purchase, or sale of municipal facilities, equipment and services; and authorize the awarding of contracts for budgeted items as approved by Council;
- (n) manage the calling of tenders and awarding of contracts for the supply of materials, equipment, services or construction approved by Council;

Statutory

- (o) exercise those powers, duties and functions set out in the *Community Charter*;
- (p) ensure the preparation of the District's audited financial statements and Annual Report; and
- (q) ensure the preparation of and arrange for filing of documentation required under the *Financial Information Act* and other statutory requirements.

Schedule D – Powers and Functions of the Director of Parks, Culture, and Community Services

The powers and functions of the Director of Parks, Culture, and Community Services are to:

Human Resources

- (a) appoint, promote, discipline and dismiss employees in the Parks, Culture, and Community Services division;
- (b) manage employees in the division;
- (c) conduct performance reviews of employees who report directly to the Director;

General Administration

- (d) manage the operation of the Parks, Culture, and Community Services division which include, but not limited to parks, recreation, culture, and community services;
- (e) implement the directives of Council and of the Municipal Manager;
- (f) act as liaison between the Parks, Culture, and Community Services division and other divisions;

Operations Matters

- (g) supervise equipment and other operational matters, repair, renewal, and replacement program; and
- (h) inspect parks and facilities projects and installations.

Schedule E – Powers and Functions of the Director of Planning, Development, and Environment Services

The powers and functions of the Director of Planning, Development, and Environment Services are to:

Human Resources

- (a) appoint, promote, discipline and dismiss employees in the Planning, Development, and Environment Services division;
- (b) manage employees in the division;
- (c) conduct performance reviews of employees who report directly to the Director;

General Administration

- (d) advise the Municipal Manager and Council on all matters related to planning, land use, development, or environment;
- (e) manage the operation of the Planning, Development, and Environment Services division, which shall include, but not be limited to land use planning, land management, building inspection, permits, and environmental protection;
- (f) manage the implementation of Council directives and directives of the Municipal Manager;
- (g) act as liaison between the Planning, Development, and Environment Services division and other divisions; and

Statutory

- (h) act as Approving Officer for the Municipality.

Schedule F – Powers and Functions of the Director of Engineering and Transportation Services

The powers and functions of the Director of Engineering and Transportation Services are to:

Human Resources

- (a) appoint, promote, discipline and dismiss employees in the Engineering and Transportation Services division;
- (b) manage employees in the division;
- (c) conduct performance reviews of employees who report directly to the Director;

General Administration

- (d) manage the operation of the Engineering and Transportation Services division, which shall include but not limited to engineering, public works, utilities, and transportation including Blue Bus;
- (e) implement the directives of Council and of the Municipal Manager;
- (f) co-ordinate activities between the division and other divisions;

Operations Matters

- (g) manage equipment and direct all operational matters, repair, renewal and replacement programs within the mandate of the division; and
- (h) inspect Public Service works.

Schedule G – Powers and Functions of the Director of Human Resources and Payroll Services

The powers and functions of the Director of Human Resources and Payroll Services are to:

Human Resources

- (a) Consider and make recommendations on appointment, promotion, discipline and dismissal of Municipal employees, as requested by the Director to whom each applicable employee reports;
- (b) manage employees in the division;
- (c) conduct performance reviews of employees who report directly to the Director;

General Administration

- (d) manage the operation of the Human Resources and Payroll Services division which shall include, but not be limited to, human resources, labour relations, and payroll;
- (e) implement the directives of Council and of the Municipal Manager; and
- (f) coordinate activities between the Human Resources and Payroll Services division and other divisions and departments.

Schedule H – Oath of Office for Officers of the District of West Vancouver

I, _____, do swear/solemnly affirm that:

- I will truly, faithfully and impartially execute the office of _____ for the District of West Vancouver to the best of my knowledge, skills and ability; and
- I have not received and will not receive any payment or reward, or any promise of payment or reward, for the exercise of any partiality or other improper execution of my office.

Sworn/Affirmed by me, at _____ on _____.
(location) (date)

(Signature of Municipal Officer)

(Signature of Commissioner for taking Oaths and Affidavits)



District of West Vancouver

West Vancouver Municipal Officers Bylaw No. 4267, 2002

Effective Date: February 25, 2002

Consolidated for Convenience Only

This is a consolidation of the bylaws below. The amendment bylaws have been combined with the original bylaw for convenience only. This consolidation is not a legal document. Certified copies of the original bylaws should be consulted for all interpretations and applications of the bylaw on this subject.

Amendment Bylaw
Bylaw No. 5290, 2023

Effective Date
December 11, 2023

The bylaw numbers in the margin of this consolidation refer to the bylaws that amended the parent bylaw (West Vancouver Municipal Officers Bylaw No. 4267, 2002). The number of any amending bylaw that has been repealed is not referred to in this consolidation.

District of West Vancouver

West Vancouver Municipal Officers Bylaw No. 4267, 2002

A bylaw to establish the officer positions of the Municipality and to assign the powers and functions of such officers.

Previous amendments: *Amendment bylaw 5290.*

WHEREAS the *Local Government Act* R.S.B.C. 1996, c.323 empowers Council, by bylaw, to establish officer positions and to assign powers, duties and functions to those officer positions;

NOW THEREFORE the Municipal Council of The Corporation of the District of West Vancouver, in open meeting assembled, ENACTS AS FOLLOWS:

Part 1 Citation

1. This bylaw may be cited for all purposes as “West Vancouver Municipal Officers Bylaw No. 4267, 2002”.

Part 2 Officer Positions

2. The following are established as officer positions of the Municipality:
 - (a) Municipal Manager;
 - (b) Director of Administrative Services/ Municipal Clerk;
 - (c) Director of Financial Services;
 - (d) Director of Parks and Community Services;
 - (e) Director of Planning, Lands and Permits;
 - (f) Director of Engineering and Transportation; and
 - (g) Director of Human Resources and Payroll Services.

Part 3 Powers, Duties And Functions

3. The powers and functions of:
 - (a) the Municipal Manager are as set out in Schedule “A”;
 - (b) the Director of Administrative Services are as set out in Schedule “B”;
 - (c) the Municipal Clerk are as set out in Schedule “C”;
 - (d) the Director of Financial Services are as set out in Schedule “D”;
 - (e) the Director of Parks and Community Services are as set out in Schedule “E”;
 - (f) the Director of Planning, Lands and Permits are as set out in Schedule “F”;
 - (g) the Director of Engineering and Transportation are as set out in Schedule “G”; and
 - (h) the Director of Human Resources and Payroll Services are as set out in Schedule “H”.
4. In addition to the powers and functions set out in section 3, each officer may exercise and discharge such additional powers, duties and functions:
 - (a) as Council may from time to time direct; and
 - (b) without limiting paragraph (a), as Council may delegate to an officer position by way of a delegation bylaw, subject to the limitations on that delegated authority as set out in the District’s policy approved by Council.

Part 5 Oath of Office

5. The oath of office as set out in Schedule “I” is adopted as the oath of office for officers of the Municipality.

Part 6 Repeal

6. (a) West Vancouver Municipal Manager By-law No. 1374, 1952;
- (b) West Vancouver Municipal Officials By-law No. 3000, 1981;
- (c) Municipal Officials By-law No. 3000, 1981, Amendment By-law No. 3107;

- (d) West Vancouver Municipal Officials By-law No. 3000, 1981, Amendment By-law No. 3213; and
- (e) West Vancouver Municipal Officials Bylaw No. 3000, 1981, Amendment Bylaw No. 4197, 1999.

READ A FIRST TIME on February 18, 2002

READ A SECOND TIME on February 18, 2002

READ A THIRD TIME on February 18, 2002

ADOPTED by the Council on February 25, 2002.

Mayor

Municipal Clerk

Schedule “A”

Powers and Functions of the Municipal Manager

The powers and functions of the Municipal Manager, in addition to those prescribed by statute or by a Council power, duty or function delegation bylaw, are to:

Human Resources

- (a) appoint, promote, discipline and dismiss employees of the Municipality;
- (b) recommend to Council the appointment, promotion, demotion, discipline, suspension or termination of those employees who are designated officers by this bylaw;
- (c) manage officers and employees of the Municipality;
- (d) appoint acting division heads to administer divisions in case of illness or absence;
- (e) manage contract negotiations with employee unions of the Municipality and recommend contract settlements with the unions to Council;
- (f) act as arbitrator between an employee and that employee’s supervisor subject to the terms of an applicable collective agreement with an employee union, harassment policy, or other instrument, as applicable;
- (g) conduct performance reviews of Directors who report directly;

General Administration

- (h) coordinate and oversee the operation of the departments of the Municipality;
- (i) manage implementation of Council directives;
- (j) act as the principal intermediary between the Municipality and the administration of other governments and all other entities dealing with the Municipality;
- (k) from time to time reorganize the administrative structure to enhance the efficient and effective operation of the Municipality;
- (l) authorize settlements of claims against the Municipality within the parameters set by Council;

Council

- (m) manage preparation of Council agendas;
- (n) participate in all meetings of Council, Committees of Council and other entities created by Council;
- (o) provide advice and recommendations to Council on any matter within Council's jurisdiction;
- (p) report to Council on any matter of importance to the Municipality;

Contracts

- (q) authorize the use or budgeted purchase or sale of the Municipality facilities, equipment and services and authorize the awarding of contracts for budgeted items approved by Council; and
- (r) manage the calling and awarding of tenders for the supply of materials, equipment, services or construction approved by Council.

Schedule “B”

Powers and Functions of the Director of Administrative Services

The powers and functions of the Director of Administrative Services, in addition to those prescribed by statute or by a Council power, duty or function delegation bylaw, are to:

Human Resources

- (a) appoint, promote, discipline and dismiss employees in the Administrative Services division;
- (b) manage employees in the Administrative Services Division;
- (c) conduct performance reviews of employees who report directly to the Director;

General Administration

- (d) manage the operation of the Administrative Services division; which includes, but not limited to, Municipal Council support, Clerks Department, Communications, Aboriginal Relations, Legal, Economic Development and Special Projects;
- (e) implement the directives of Council and of the Municipal Manager;

Legal Advice and Proceedings

- (f) obtain legal advice;
- (g) instruct lawyers to defend, or conduct any action or proceeding in any court of law or before any tribunal, arbitrator, board, or any person, for or on behalf of the Municipality;

Council

- (h) attend all meetings of the Council as required by the Municipal Manager and Council; and
- (i) advise the Municipal Manager and Council regarding any matter related to administration.

Schedule “C”

Powers and Functions of the Municipal Clerk

The powers and functions of the Municipal Clerk, in addition to those prescribed by statute or by a Council power, duty or function delegation bylaw are to:

Human Resources

- (a) appoint, promote, discipline and dismiss employees in the Municipal Clerk’s division;
- (b) manage employees in the Municipal Clerk’s division;
- (c) conduct performance reviews of employees who report directly to the Municipal Clerk;

General Administration

- (d) manage the operation of the Municipal Clerk’s department shall include, but not limited to overseeing and conducting clerical and administrative support of Council and act as chief election officer for all municipal elections and other statutory elections in the Municipality;
- (e) implement the directives of Council and the Municipal Manager;
- (f) administer application pursuant to *Freedom of Information and Protection of Privacy Act*;

Council

- (g) oversee the preparation of agendas for all meetings of the Council and its committees and distribute agendas as required;
- (h) attend meetings of the Council and its committees for the purposes of minute taking and to assist the Chair in the orderly conduct of such meetings;
- (i) organize efficient and effective record-keeping for corporate documents;
- (j) provide copies of any documents served on the Municipality to the Municipal Manager, the Municipal Solicitors and to any insurers, as appropriate;

Statutory

- (k) exercise those powers, duties and functions set out in section 198 of the *Local Government Act*; and

- (l) Ensure the preparation of and arrange filing of documents required under the *Financial Disclosure Act*.

Schedule “D”

Powers and Functions of the Director of Financial Services

The powers and functions of the Director of Financial Services, in addition to those prescribed by statute or by a Council power, duty or function delegation bylaw, are to:

Human Resources

- (a) appoint, promote, discipline and dismiss employees in the Financial Services division;
- (b) manage all employees in the Financial Services division;
- (c) conduct performance reviews of employees who report directly to the Director;

General Administration

- (d) manage the operation of the Financial Services division, which shall include, but not be limited to, Finance, Information Systems, Purchasing and Risk Management, Grants in Aid and Municipal Hall Maintenance;
- (e) implement the directives of Council and of the Municipal Manager;
- (f) act as the liaison between the Financial Services division and other divisions and departments;
- (g) act as collector of the Municipality;
- (h) manage the provision of or management of insurance matters;

Council

- (i) attend meetings of Council and the Finance Committee, as required by the Municipal Manager or Council;
- (j) advise the Municipal Manager and Council regarding any matter of a financial nature affecting the affairs of the Municipality;
- (k) prepare budgets, required under the *Local Government Act* and as requested by Council and the Municipal Manager;

Contracts

- (l) authorize the use or budgeted purchase or sale of the Municipality facilities, equipment and services and authorize the awarding of contracts for budgeted items as approved by Council;
- (m) manage the calling of tenders and awarding of contracts for the supply of materials, equipment, services or construction approved by Council;

Statutory

- (n) exercise those powers, duties and functions set out in section 199 of the *Local Government Act*; and
- (o) ensure the preparation of and arrange for filing of documentation required under the *Financial Information Act* and other statutory requirements.

Schedule “E”

Powers and Functions of the Director of Parks and Community Services

The powers and functions of the Director of Parks and Community Services are to:

Human Resources

- (a) appoint, promote, discipline and dismiss employees in the Parks and Community Services division;
- (b) manage employees in the Parks and Community Services division;
- (c) conduct performance reviews of employees who report directly to the Director;

General Administration

- (d) manage the operation of the Parks and Community Services Division which include, but not limited to Parks, Recreation, Culture and Cemetery Services;
- (e) implement the directives of Council and of the Municipal Manager;
- (f) act as liaison between the Parks and Community Services division and other divisions;

Operations Matters

- (g) supervise equipment and other operational matters, repair, renewal and replacement program;
- (h) inspect parks and facilities projects and installations; and

Development Application Matters

- (i) assist the Director of Planning, Lands and Permits with applications for development approvals and provide advice and recommendations in connection with development applications that include Parks and Community Services issues.

Schedule “F”

Powers and Functions of the Director of Planning, Lands and Permits

The powers and functions of the Director of Planning, Lands and Permits are to:

Human Resources

- (a) appoint, promote, discipline and dismiss employees in the Planning, Lands and Permits division;
- (b) manage employees in the division;
- (c) conduct performance reviews of employees who report directly to the Director;

General Administration

- (d) advise the Municipal Manager and Council on all matters of a planning, land use or development nature;
- (e) manage the operation of the Planning, Lands and Permits Division, which shall include, but not be limited to Land Use Planning, Land Management, Building Inspection, Permits, Bylaws, Licensing and Animal Control;
- (f) manage the implementation of Council directives and directives of the Municipal Manager;
- (g) act as liaison between the Planning Division and other divisions;

Statutory

- (h) act as Approving Officer for the Municipality.

Schedule “G”

Powers and Functions of the Director of Engineering and Transportation

The powers and functions of the Director of Engineering and Transportation are to:

Human Resources

- (a) appoint, promote, discipline and dismiss employees in the division;
- (b) manage employees in the division;
- (c) conduct performance reviews of employees who report directly to the Director;

General Administration

- (d) manage the operation of the Engineering and Transportation division, which shall include but not limited to Engineering, Public Works, Utilities and Transportation including Blue Bus;
- (e) implement the directives of Council and of the Municipal Manager;
- (f) co-ordinate activities between the division and other divisions;

Operations Matters

- (g) manage equipment and direct all operational matters, repair, renewal and replacement programs within the mandate of the division;
- (h) inspect Public Service works;

Development Application Matters

- (i) assist the Director of Planning, Lands and Permits with applications for development approvals and provide advice and recommendations in connection with all servicing matters connected with development application falling within the responsibilities of the division; and

Statutory

- (j) act as Deputy Approving Officer for the Municipality.

Schedule “H”

Powers and Functions of the Director of Human Resources and Payroll Services

The powers and functions of the Director of Human Resources and Payroll Services are to:

Human Resources

- (a) Consider and make recommendations on appointment, promotion, discipline and dismissal of Municipal employees, as requested by the Director to whom each applicable employee reports;
- (b) manage employees in the division;
- (c) conduct performance reviews of employees who report directly to the Director;

General Administration

- (d) manage the operation of the Human Resources and Payroll Services division which shall include, but not be limited to, Human Resources, Labour Relations and Payroll Services;
- (e) implement Council directives and directives of the Municipal Manager and directly with Human Resources and Payroll matters; and
- (f) coordinate activities between the Human Resources and Payroll Services and other divisions and departments.

Schedule “I”

Oath of Office for Officers of the District of West Vancouver

I, _____, do swear/solemnly affirm that:
(insert name)

1. I will truly, faithfully and impartially, to the best of my knowledge, skills and ability, execute the office of _____ to
(insert name of office)
which I have been appointed for the District of West Vancouver.
2. I have not received and will not receive any payment or reward, or promise of payment or reward, for the exercise of the duties of my office, save the remuneration and benefits paid by the District of West Vancouver.

Sworn/Affirmed by me, at _____, on _____.
(location) (date)

(Signature of person swearing/affirming oath)

(Signature of person administering oath – Commissioner)