

THE CORPORATION OF THE 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.

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:

CITATION

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

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;
 - (g) Director of Fire and Rescue Services; and
 - (h) Director of Human Resources and Payroll Services.

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";
 - (h) the Director of Fire and Rescue Services are as set out in Schedule "H"; and
 - (i) the Director of Human Resources and Payroll Services are as set out in Schedule "I".
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.

OATH OF OFFICE

5. The oath of office as set out in Schedule "J" is adopted as the oath of office for officers of the Municipality.

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;
- (i) advise the Municipal Manager and Council regarding any matter related to administration.

SCHEDULE "C"

Powers, Duties 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; and

Statutory

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

Statutory

- (n) exercise those powers, duties and functions set out in section 199 of the Local Government Act.
- (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; and
- (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;

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; 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 all servicing matters connected with development application falling within the responsibilities of the division;

Statutory

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

SCHEDULE "H"

Powers and Functions of the Director of Fire and Rescue Services

The powers and functions of the Director of Fire and Rescue Services, in addition to those prescribed by statute, are to:

Human Resources

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

General Administration

- (d) manage the operation of the Fire and Rescue Services Division which shall include, but not be limited to Fire Prevention and Public Education, Rescue and Emergency Program;
- (e) implement all Council directives and directives of the Municipal Manager pertaining to Fire and Rescue Services;
- (f) coordinate activities between the Fire and Rescue Services Division and other divisions and departments.

SCHEDULE "I"

**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;
- (f) coordinate activities between the Human Resources and Payroll Services and other divisions and departments.

SCHEDULE "J"

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 which I have been appointed
(insert name of office)
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)