



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	Effective Date
Bylaw No. 5389, 2025	October 6, 2025
Bylaw No. 5290, 2023	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 The number of any amending bylaw that has been repealed is not referred to in this consolidation.

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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 and 5389.*

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) Senior Manager, Legislative Services/Corporate Officer;
 - (c) Director of Finance & Corporate Services;
 - (d) Director of Parks, Culture & Community Services;
 - (e) Director of Planning, Development & Environment Services;
 - (f) Director of Engineering & Transportation Services; and
 - (g) Director of Human Resources & Payroll Services.

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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 Corporate Officer are as set out in Schedule “B”;
- (c) the Director of Finance and Corporate Services are as set out in Schedule “C”;
- (d) the Director of Parks, Culture, and Community Services are as set out in Schedule “D”;
- (e) the Director of Planning, Development and Environment Services are as set out in Schedule “E”;
- (f) the Director of Engineering and Transportation Services are as set out in Schedule “F”; and
- (g) the Director of Human Resources and Payroll Services are as set out in Schedule “G”.

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 “H” 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;

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- (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 Corporate Officer

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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.

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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

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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)