

**CITY OF SALMON ARM**

**BYLAW NO. 4267**

A bylaw to establish the Officer positions of the City of Salmon Arm and to establish the powers, duties and responsibilities of such Officers

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WHEREAS Section 146 of the Community Charter provides that Council must, by bylaw, establish Officer positions in relation to the powers, duties and functions pursuant to Section 148 (corporate officer) and Section 149 (financial officer) of the Community Charter;

AND WHEREAS Section 147 of the Community Charter empowers Council, by bylaw, to establish the position of the Chief Administrative Officer and to establish the powers, duties and functions of the Chief Administrative Officer;

NOW THEREFORE the Council of the City of Salmon Arm in open meeting assembled, enacts as follows:

**OFFICER POSITIONS**

1. The following positions are hereby established as Officer positions of the Municipality:
  - (a) Chief Administrative Officer;
  - (b) Deputy Chief Administrative Officer;
  - (c) Corporate Officer;
  - (d) Deputy Corporate Officer;
  - (e) Chief Financial Officer; and
  - (f) Deputy Chief Financial Officer.
2. City of Salmon Arm Council may assign 2 or more positions to the same person.
3. An Oath of Office must be sworn upon appointment to the established Officer Positions.

## POWERS, DUTIES AND FUNCTIONS

## 4. Chief Administrative Officer and Deputy Chief Administrative Officer

In addition to any other powers, duties and functions assigned by Council, or required or permitted by the Local Government Act, Community Charter or any other enactment, the Chief Administrative Officer shall be responsible for the chief administrative functions of the City of Salmon Arm pursuant to Section 147 of the Community Charter.

The Chief Administrative Officer and Deputy Chief Administrative Officer's duties and functions shall include:

- (a) the overall management of the operations of the municipality;
- (b) ensuring that the policies, programs and other directions of the Council are implemented; and
- (c) advising and informing Council on the operation and affairs of the municipality.

## 5. Corporate Officer and Deputy Corporate Officer

In addition to any other powers, duties and functions assigned by Council, or the Chief Administrative Officer, or required or permitted by the Local Government Act, Community Charter or any other enactment, the Corporate Officer and Deputy Corporate Officer shall be responsible for the corporate administrative functions of the City of Salmon Arm pursuant to Section 148 Community Charter.

The Corporate Officer and Deputy Corporate Officer's powers, duties and functions shall include:

- (a) ensuring that accurate minutes of the meetings of council and council committees are prepared and that the minutes, bylaws and other records of the business of council and council committees are maintained and kept safe;
- (b) ensuring that access is provided to records of the council and council committees, as required by law or authorized by the council;
- (c) administering oaths and taking affirmations, affidavits and declarations required to be taken under this Act or any other Act relating to municipalities;
- (d) certifying copies of bylaws and other documents, as required or requested;
- (e) accepting, on behalf of the council or the municipality, notices and documents that are required or permitted to be given to, served on, filed with or otherwise provided to the council or the municipality; and

- (f) keeping the corporate seal, if any, and having it affixed to documents as required.

6. Chief Financial Officer and Deputy Chief Financial Officer

In addition to any other powers, duties and functions assigned by Council, or the Chief Administrative Officer, or required or permitted by the Local Government Act, Community Charter or any other enactment, the Chief Financial Officer and Deputy Chief Financial Officer shall be responsible for the financial administrative functions of the City of Salmon Arm pursuant to Section 149 Community Charter.

The Chief Financial Officer and Deputy Chief Financial Officer’s powers, duties and functions shall include:

- (a) receiving all money paid to the Municipality;
- (b) ensuring the keeping of all funds and securities of the Municipality;
- (c) investing municipal funds, until required, in authorized investments;
- (d) expending municipal money in the manner authorized by Council;
- (e) ensuring that accurate records and full accounts of the financial affairs of the Municipality are prepared maintained and kept safe; and
- (f) exercising control and supervision over the financial affairs of the Municipality.

ENACTMENTS

- 7. Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time.

REPEAL BYLAWS

- 8. Upon adoption of this bylaw, “City of Salmon Arm Officers Designation and Establishment Bylaw No. 3946” is hereby repealed in its entirety.

CITATION

- 9. This bylaw may be cited for all purposes as “City of Salmon Arm Officers Designation and Establishment Bylaw No. 4267”.

READ A FIRST TIME THIS	23rd	DAY OF	April	2018
READ A SECOND TIME THIS	23rd	DAY OF	April	2018
READ A THIRD TIME THIS	23rd	DAY OF	April	2018

ADOPTED BY COUNCIL THIS 14th DAY OF May 2018

  
MAYOR

  
CORPORATE OFFICER