



DISTRICT OF SOOKE

BYLAW No. 398

A bylaw to establish the Officer positions of the District of Sooke and to assign the powers, duties and functions of such officers.

The Council of the District of Sooke, in open meeting assembled, enacts as follows:

1. This Bylaw is cited as the *Officers and Employees Bylaw, 2009*.
2. The following positions are established as Officer positions of the District of Sooke:
 - (a) Chief Administrative Officer
 - (b) Director of Finance
 - (c) Corporate Officer
 - (d) Approving Officer
 - (e) Deputy Approving Officer
3. The Chief Administrative Officer is assigned the following functions and duties:
 - a. Chief Administrative responsibilities, which includes the powers, duties and functions pursuant to section 147 of the *Community Charter*;
 - b. Acting as Signing Officer, together with the Mayor or Acting Mayor, for the purpose of executing all bylaws, instruments, contracts, agreements and documents on behalf of the District of Sooke;
 - c. Authority to oversee all personnel and property matters of the District of Sooke and represent the District of Sooke in all negotiations related thereto in accordance with direction from Council;
 - d. Authority to suspend employees, other than Officers, and report such suspensions and the reason therefore to Council; and
 - e. Other related powers, duties and functions as assigned by Council.

4. The Director of Finance is assigned the following functions and duties:
 - a. Financial Officer responsibilities, which includes the powers, duties and functions pursuant to section 149 of the *Community Charter*;
 - b. Planning and administering the financial affairs of the District of Sooke in the manner authorized by Council, and attending to the investment and borrowing of funds as authorized, subject to the limitations established by the *Community Charter*;
 - c. Ensuring the establishment of appropriate safeguards over all funds, physical assets, insurance and other property of the District of Sooke;
 - d. Acting as a Signing Officer of the District of Sooke, together with the Mayor or Acting Mayor, to sign, make draw and/or accept any cheques, promissory notes, bills of exchange or other negotiable instruments, any order for the payment of money and generally all instruments or documents for the purpose of binding or obligating the District of Sooke in any way in connection with its accounts and transactions with the bank;
 - e. Acting as Deputy Chief Administrative Officer in the absence of the Chief Administrative Officer;
 - f. Administering all matters related to human resources for the District of Sooke, including assistance with union negotiations and recommendations for approval of all wages, salaries and working conditions;
 - g. Preparing or directing the preparation of all financial statements, reports, or statistical reports required by government departments or agencies or Council; and
 - h. Other related powers, duties and functions as assigned by Council or the Chief Administrative Officer.

5. The Corporate Officer is assigned the following duties and functions:
 - a. Corporate Officer responsibilities which includes the powers, duties and functions pursuant to section 148 of the *Community Charter*;
 - b. Coordinating municipal grant applications including, drafting submission, and reporting;

- c. Acting as Signing Officer, together with the Mayor or Acting Mayor, for the purpose of executing all bylaws and minutes on behalf of the District of Sooke;
 - d. Acting as Deputy Chief Administrative Officer in the absence of both the Chief Administrative Officer and Director of Finance;
 - e. the “head” for the purposes of the *Freedom of Information and Protection of Privacy Act* ; and
 - f. Other related powers, duties and functions as assigned by Council or the Chief Administrative Officer.
7. The Approving Officer and the Deputy Approving Officer are assigned the responsibility of land use within the municipality, which includes the powers, duties and functions pursuant to Section 77 of the *Land Title Act* and any other related powers, duties and functions as assigned by Council or the Chief Administrative Officer.
9. Bylaw No. 2, *District of Sooke Officers and Employees Bylaw, 1999*, is hereby repealed in its entirety.

Introduced and read a first time the 25th day of May, 2009.

Read a second time the 25th day of May, 2009.

Read a third time the 25th day of May, 2009.

Adopted on the 1st day of June, 2009.

Janet Evans
Mayor

Bonnie Sprinkling
Corporate Officer