



## DISTRICT OF SOOKE

### BYLAW No. 474

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#### **CONSOLIDATED FOR REFERENCE NOVEMBER 2012**

BYLAW NO. 474, *DELEGATION BYLAW, 2010*  
BYLAW NO. 496, *DELEGATION AMENDMENT BYLAW (474-1)*  
BYLAW NO. 515, *DELEGATION AMENDMENT BYLAW, 2012*  
BYLAW NO. 542, *DELEGATION AMENDMENT BYLAW (474-3)*  
BYLAW NO. 556, *DELEGATION AMENDMENT BYLAW (474-4)*  
BYLAW NO. 587, *DELEGATION AMENDMENT BYLAW (474-5)*  
BYLAW NO. 404, *SUBDIVISION AND DEVELOPMENT STANDARDS BYLAW, 2014 (AS TO  
SECTIONS 7.1, 7.3, 7.4 AND 7.5)*

THIS BYLAW IS PROVIDED FOR REFERENCE PURPOSES ONLY AND IS NOT TO BE RELIED UPON IN MAKING FINANCIAL OR OTHER COMMITMENTS. COPIES OF THE ORIGINAL BYLAW AND AMENDMENTS MAY BE VIEWED AT THE DISTRICT OF SOOKE MUNICIPAL HALL.

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A bylaw to provide for the delegation by Council to staff of certain powers, duties and functions.

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WHEREAS Council may provide for the delegation of certain of its powers, duties and functions, including those specifically established by an enactment, to its officers and employees, its committees or its members, or to other bodies established by Council;

The Council of the District of Sooke enacts as follows:

#### **Title**

1. This Bylaw is cited as *Delegation Bylaw, 2010*.

#### **Definitions**

2. In this Bylaw, **Delegate** means a person to whom Council delegates a power or authority under this Bylaw.

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### **Delegation of Purchasing Power**

3. Council delegates to the Chief Administrative Officer the powers, duties and functions of Council to commit or expend funds authorized under the Five Year Financial Plan Bylaw, subject to a limitation of seventy-five thousand dollars (\$75,000). *(amended by Bylaw No. 515 adopted January 23, 2012) (amended by Bylaw No. 542 adopted October 9, 2012)*
4. Council delegates to the Chief Administrative Officer the powers, duties and functions of Council to make agreements respecting acquisitions or to accept any quotation, tender or request for proposal, the value of which does not exceed seventy-five thousand dollars (\$75,000), in relation to District facilities, activities, works or other municipal services subject to the following limitations on that delegated authority:
  - (a) the goods, services or both are approved within the financial plan;
  - (b) the quotation, tender or both are to be awarded in accordance with applicable enactments and agreements; and
  - (c) the request for proposals is to be awarded to the highest rated request for proposals *(amended by Bylaw No. 515 adopted January 23, 2012) (amended by Bylaw No. 542 adopted October 9, 2012)*
5. DELETED *(Bylaw No. 515 adopted January 23, 2012)*
6. DELETED *(Bylaw No. 515 adopted January 23, 2012)*
7. DELETED *(Bylaw No. 515 adopted January 23, 2012)*
- 7.1 DELETED *(Bylaw No. 404 adopted October 14, 2014) (amended Bylaw No. 496 adopted June 14, 2011)*

### **Delegation as to Salary Increases**

- 7.2 Council delegates to the District of Sooke Chief Administrative Officer the powers, duties and functions of Council to manage salary increases within an approved salary grid system where employees receive increases based on satisfactory performance. No change in the salary grid system will be made without Council approval.  
*(added by Bylaw No. 556 adopted November 13, 2012)*
- 7.3 DELETED *(Bylaw No. 404 adopted October 14, 2014)*
- 7.4 DELETED *(Bylaw No. 404 adopted October 14, 2014)*

- 7.5 DELETED (*Bylaw No. 404 adopted October 14, 2014*)
8. DELETED (*Bylaw No. 515 adopted January 23, 2012*)
9. DELETED (*Bylaw No. 515 adopted January 23, 2012*)
10. DELETED (*Bylaw No. 515 adopted January 23, 2012*)
11. DELETED (*Bylaw No. 515 adopted January 23, 2012*)
12. DELETED (*Bylaw No. 515 adopted January 23, 2012*)
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18. DELETED (*Bylaw No. 515 adopted January 23, 2012*)
19. DELETED (*Bylaw No. 515 adopted January 23, 2012*)
20. DELETED (*Bylaw No. 515 adopted January 23, 2012*)

### **Limitation on Delegation**

21. Unless a power, duty or function of Council has been expressly delegated by this Bylaw, all of the powers, duties and functions of Council remain with Council.

### **Scope of Bylaw**

22. For clarity, unless a power, duty or function of Council has been expressly delegated by this Bylaw, all of the powers, duties and functions of Council remain with Council.

### **Delegation To Persons Holding Position**

23. If this Bylaw delegates a power, duty or function to a named position, the delegation of the power, duty or function is to the person who from time to time holds the position, to any person who from time to time is appointed

by Council as the deputy of that person or to any person designated by Council to act in the place of the person.

**No Delegation By A Delegate**

24. For certainty, a person to whom a power, duty or function has been delegated under this Bylaw has no authority to further delegate to another person any power, duty or function that has been delegated by this Bylaw.

Introduced and read a first time the 25<sup>th</sup> day of October, 2010.

Read a second time the 25<sup>th</sup> day of October, 2010.

Read a third time the 25<sup>th</sup> day of October, 2010.

Adopted on the 8<sup>th</sup> day of November, 2010.

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Janet Evans  
Mayor

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Bonnie Sprinkling  
Corporate Officer