



DISTRICT OF NORTH SAANICH

BYLAW NO. 1566

A BYLAW TO PROVIDE FOR THE APPOINTMENT OF OFFICERS.

WHEREAS the District of North Saanich must by bylaw under section 146 of the *Community Charter* establish officer's positions having responsibility under sections 148 and 149 of the *Community Charter*;

AND WHEREAS the District of North Saanich may, by bylaw, confer on an officer position, the chief administrative responsibility for the District of North Saanich under section 147 of the *Community Charter*;

NOW THEREFORE, the Council of the District of North Saanich, in open meeting assembled, enacts as follows:

1. **NAME**

This Bylaw may be cited for all purposes as the "District of North Saanich Officers Bylaw No. 1566, 2023".

2. **DEFINITIONS**

In this Bylaw:

"*Council*" means the council of the Municipality.

"*Municipality*" means the District of North Saanich.

"*Officer*" means a person holding an office established under section 3 of this Bylaw.

3. **OFFICER POSITIONS**

The following officer positions are established:

- (a) Chief Administrative Officer;
- (b) Director of Corporate Services;
- (c) Director of Emergency Services.
- (d) Director of Financial Services;
- (e) Director of Infrastructure Services;
- (f) Director of Planning and Community Services;
- (g) Manager of Financial Services;

4. **DUTIES OF CHIEF ADMINISTRATIVE OFFICER**

The Chief Administrative Officer is assigned the powers, duties and functions of the Chief Administrative Officer under section 147 of the *Community Charter*.

5. **DUTIES OF DIRECTOR OF CORPORATE SERVICES**

The Director of Corporate Services is assigned the responsibility of corporate administration under section 148 of the *Community Charter*.

6. **DUTIES OF DIRECTOR OF FINANCIAL SERVICES**

The Director of Financial Services is assigned the responsibility for financial administration under section 149 of the *Community Charter*.

7. **DUTIES OF DIRECTOR OF INFRASTRUCTURE SERVICES**

The Director of Infrastructure Services is assigned the responsibilities of the deputy approving officer for subdivision under the *Land Title Act*, *Strata Property Act*, and all other enactments.

8. **DUTIES OF DIRECTOR OF PLANNING AND COMMUNITY SERVICES**

The Director of Planning and Community Services is assigned the responsibilities of the approving officer for subdivision under the *Land Title Act*, *Strata Property Act*, and all other enactments.

9. **DUTIES OF MANAGER OF FINANCIAL SERVICES**

The Manager of Financial Services is assigned the responsibilities of the collector under the *Community Charter* and *Local Government Act*.

10. **APPOINTMENT OF DEPUTIES**

Council may from time to time appoint persons as deputies to the officer positions established under section 3.

11. **APPOINTMENT TO TWO OR MORE POSITIONS**

Nothing in this Bylaw shall prevent the appointment of the same person to two or more offices or positions, including a position as a deputy to another officer position.

12. **POWERS AND DUTIES OF OFFICERS**

The powers, duties and functions of persons appointed to the positions of officers, in addition to those prescribed by this bylaw or an enactment, will be determined from time to time by Council.

13. **PERSONNEL ADMINISTRATION**

The Council hereby delegates to the Chief Administrative Officer:

- (a) the power, duty and function to assign responsibilities to employees and officers;
- (b) the power, duty and function to appoint, assign responsibilities to, promote, discipline and dismiss employees.

14. **REPEAL**

Bylaw No. 1224, being "District of North Saanich Officers Bylaw" is hereby repealed.

READ A FIRST TIME the 1st day of May, 2023.

READ A SECOND TIME the 1st day of May, 2023.

READ A THIRD TIME the 1st day of May, 2023.

FINALLY ADOPTED the 15th day of May, 2023.

CERTIFIED CORRECT:



MAYOR



CORPORATE OFFICER