

**The Village of Port Alice
Bylaw No. 516**

Being a bylaw to provide for the appointment of officers and
to prescribe the powers, duties and responsibilities of such officers.

WHEREAS the Village of Port Alice must by bylaw, under Section 146 of the *Community Charter*, establish Officers' positions having responsibility under Sections 148 and 149 of the *Community Charter*;

AND WHEREAS the Village of Port Alice may, by bylaw, confer on an officer position the chief administrative responsibility for the Village under Section 147, of the *Community Charter*.

NOW THEREFORE, the Council of The Village of Port Alice, in open meeting assembled, enacts as follows:

1 CITATION

This Bylaw may be cited as the "Officers Establishment Bylaw No. 516".

2 DEFINITIONS

In this Bylaw:

"Council" means the Council of the Village of Port Alice;

"Officer" means a person holding an office established under Section 3, of this Bylaw; and

"Village" means the Village of Port Alice.

3 OFFICERS' POSITIONS

The following officers' positions are established:

- (a) Chief Administrative Officer (CAO); and
- (b) Deputy Administrator.

4 DUTIES OF THE CHIEF ADMINISTRATIVE OFFICER

- (a) The Chief Administrative Officer is assigned chief administrative powers, duties and responsibilities for the Village under Section 147 of the *Community Charter*, as supplemented at any time, from time to time, by resolution of Council.
- (b) The Chief Administrative Officer is assigned powers, duties and responsibilities of the Financial Officer under Section 149 of the *Community Charter*, as supplemented at any time, from time to time, by resolution of Council.
- (c) The Chief Administrative Officer is assigned all powers, duties and responsibilities of the Deputy Administrator during an absence or vacancy of the Deputy Administrator.

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- (d) The Chief Administrative Officer is assigned powers, duties and responsibilities determined at any time, from time to time, by resolution of Council.

5 DUTIES OF THE DEPUTY ADMINISTRATOR

- 1. The Deputy Administrator is assigned powers, duties and responsibilities of the Corporate Officer under Section 148 of the *Community Charter*, as supplemented at any time, from time to time, by resolution of Council.
- 2. The Deputy Administrator is assigned powers, duties and responsibilities determined at any time, from time to time, by resolution of Council.
- 3. The Deputy Administrator may act in the place of the Chief Administrative Officer during an absence of the Chief Administrative Officer.

6 OATH OF OFFICE

The Oath of Office as set out in Schedule "A" to this Bylaw is hereby adopted as the Oath of Office for Officers of the Municipality.

READ A FIRST, SECOND AND THIRD TIME THIS 24th DAY OF AUGUST 2005.

RECONSIDERED AND ADOPTED THIS 14TH DAY OF SEPTEMBER 2005.

Mayor

Chief Administrative Officer

Certified a true and correct copy of Bylaw No. 516,
as adopted by Council on September 14th, 2005.

Chief Administrative Officer

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Schedule “A”

Attached to and forming part of Bylaw No. 516

**MUNICIPAL OFFICER’S
OATH OF OFFICE**

I, Gail Morrison, having been appointed to the Office of Chief Administrative Officer, for
(name) *(position)*

the Village of Port Alice, do hereby promise and swear:

1. I will faithfully, honestly and impartially, to the best of my knowledge and ability, execute the powers, duties and functions of my Office;
2. I will treat all matters and information that comes to my attention, as a result of my Office, in confidence;
3. I have not received, nor will I receive or accept any payment or reward or promise of either, in return for the exercise of my powers, duties and functions, other than as permitted by the Municipality;
4. I will not allow my personal interests to conflict with the duties of my Office; and
5. I will comply with all policies and directives of the Municipality and comply with all laws.

Dated in Port Alice this _____ day of _____, 2____

(Name of Officer)

Mayor