

CITY OF PITT MEADOWS
Officers and Delegation of Authority
Amendment Bylaw

Bylaw No. 2464 and amendments thereto

CONSOLIDATED FOR CONVENIENCE ONLY

This is a consolidation of the bylaws listed below. The amending bylaws have been consolidated with the original bylaws for convenience only.

Certified copies of the original bylaws should be consulted for all interpretations and applications of the bylaws on this subject.

BYLAW NO.

ADOPTED

2464

July 20, 2010

2483

February 15, 2011

The bylaw numbers in **bold** at the end of the clause refer to the bylaws that amended the principal bylaw.

**OFFICERS AND DELEGATION OF AUTHORITY
BYLAW NO. 2464, 2010 – CONSOLIDATED VERSION**

1

A Bylaw of the City of Pitt Meadows to provide for the appointment of Officers
and to Prescribe the Powers, Duties and Responsibilities of Such Officers
including the Delegation of Authority

WHEREAS the City of Pitt Meadows 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 City of Pitt Meadows may, by bylaw, confer on an officer position the chief administrative responsibility for the City under Section 147, of the *Community Charter*.

NOW, THEREFORE, the Council of City of Pitt Meadows, in open meeting assembled, ENACTS AS FOLLOWS:

PART I – INTERPRETATION

Citation/Title

1. This Bylaw may be cited as the **City of Pitt Meadows OFFICERS AND DELEGATION OF AUTHORITY Bylaw No. 2464, 2010**".

Definitions

2. In this bylaw:
 - a) "Council" means the Council of the City of Pitt Meadows;
 - b) "City" means the City of Pitt Meadows;
(Bylaw No. 2483)
 - c) "Officer" means a person holding an office established under Part II, of this Bylaw.

PART II –

3. The following Officers' positions are established:
 - (a) Chief Administrative Officer;
 - (b) Director of Finance and Facilities;
 - (c) Director of Operations and Development Services;
 - (d) Director of Corporate Services;
 - (e) Director of Fire Services;
 - (f) Director of Human Resources and Communications.

Duties of the Officers

4. Duties:
 - 4.1 The Chief Administrative Officer is assigned chief administrative powers, duties and responsibilities for the City under Section 147 of the *Community Charter*, as supplemented at any time, from time to time, by resolution of Council.
 - 4.2 The Director of Finance and Facilities is assigned powers, duties and responsibilities for financial administration under Section 149, of the *Community Charter*, as supplemented at any time, from time to time, by resolution of Council.
 - 4.3 The Director of Corporate Services is assigned powers, duties and responsibilities for corporate administration under Section 148, of the *Community Charter*, as supplemented at any time, from time to time, by resolution of Council.
 - 4.4 The Director of Operations and Development Services is assigned powers and duties as an approving officer to carry out the functions of an approving officer under the *Land Title Act*, *Strata Property Act*, *Local Government Act* and *Real Estate Development Marketing Act*. The Director of Operations and Development Services may also be assigned other powers by Council, or duties by the Chief Administrative Officer;
(Bylaw No. 2483)
 - 4.5 The other Officers are assigned powers, duties and responsibilities determined at any time, from time to time, by resolution of Council or under any statute.

Personnel Administration

5. The Council hereby delegates to the Chief Administrative Officer:
 - (a) the power, duty and function to assign (additional) responsibilities to an officer or department head, including acting on behalf of any other Officer in his/her absence;
 - (b) the power duty and function to appoint, and assign responsibilities to, and promote, discipline and dismiss employees other than officers and department heads.

6. Any Officer may act in the place of the Chief Administrative Officer during an absence of the Chief Administrative Officer except that he/she may not exercise the power under Subsection 7.1(a) in relation to the Chief Administrative Officer or him/herself. All Officers are deemed to be deputy to the Chief Administrative Officer at all times.

Appointment to Two or More Positions

7. Nothing in this Bylaw shall prevent the appointment of the same person to two or more offices or positions.

Power to Enter and Inspect Property

8. Without limiting the authority of an officer or an employee of the City under any other bylaw, an officer or employee of the City appointed to enforce one or more bylaws of the City are hereby authorised to enter, at all reasonable times, on any property subject to the regulations of the Council, to ascertain whether the regulations are being observed.

Power to Enter in Contracts and Agreements

9. Council delegates, through this Bylaw, the authority for Officers to enter into applications, contracts and agreements with third parties, that in effect bind the City, for the provision or acquisition of goods or services or other City activities, works or services that are ordinary to the business of the City, but subject to any limitations as set out in City policies established by Council.

Repeal

10. Bylaw No 2181, 2004 Officers Bylaw, as amended, is repealed.