

VILLAGE OF PEMBERTON
BYLAW No. 683, 2011

Being a bylaw to establish Officer Positions for the Village of Pemberton and to establish the powers, duties and responsibilities of such Officers.

WHEREAS Section 146 of the *Community Charter* states that a Council;

- (a) must, by bylaw, establish officer positions in relation to the powers, duties and functions under sections 148[*corporate officer*] and 149 [*financial officer*],
- (b) may, by bylaw, establish other officer positions, and
- (c) may assign powers, duties and functions to its officer positions.

AND WHEREAS Council has by separate Bylaw established the *Village of Pemberton Chief Administrative Officer Bylaw No. 682, 2011*.

NOW THEREFORE the Council of the Village of Pemberton, in open meeting assembled enacts as follows:

CITATION:

1. The bylaw may be cited for all purposes as “Village of Pemberton Officers Bylaw No. 683, 2011”.

OFFICER POSITIONS:

2. The following positions are hereby established as officer positions of the Village:
 - a. Manager of Administrative Services (Corporate Officer).
 - b. Manager of Finance (Financial Officer).

POWERS, DUTIES AND FUNCTIONS:

3. The powers, duties and responsibilities of the Manager of Administrative Services or his designate are as set out in Section 148 of the *Community Charter* and in Schedule “A” attached hereto.
4. The powers, duties and responsibilities of the Manager of Finance or his designate are as set out in Section 149 of the *Community Charter* and in Schedule “B” attached hereto.

READ A FIRST TIME this 4th day of October, 2011

READ A SECOND TIME this 4th day of October, 2011

READ A THIRD TIME this 4th day of October, 2011

RECONSIDERED, FINALLY PASSED AND ADOPTED this 18th day of October, 2011.

Mayor

Corporate Officer

Schedule "A"

Attached to and forming part of Bylaw No. 683, 2011

Powers, Duties, and Functions of the Corporate Officer

- Ensuring that accurate minutes of the meetings of the council and council committees are prepared and that the minutes, bylaws and other records of the business of the council and council committees are maintained and kept safe;
- Ensuring that access is provided to records of the council and council committees, as required by law or authorized by Council;
- Administering oaths and taking affirmations, affidavits and declarations required to be taken under this Act or any other Act relating to municipalities;
- Certifying copies of bylaws and other documents, as required or requested;
- Accepting on behalf of the council or municipality, notice and documents that are required or permitted to be given to, served on, filed with or otherwise provided to the council or municipality;
- Keeping the corporate seal, if any, and having it affixed to documents as required.

Schedule "B"

Attached to and forming part of Bylaw No. 683, 2011

Powers, Duties, and Functions of the Financial Officer

- Receiving all money paid to the municipality;
- Ensuring the keeping of all funds and securities of the municipality;
- Investing municipal funds, until required, in authorized investments;
- Expending municipal money in the manner authorized by the council;
- Ensuring that accurate records and full accounts of the financial affairs of the municipality are prepared, maintained and kept safe;
- Exercising control and supervision over all other financial affairs of the municipality.