

**DISTRICT OF FORT ST. JAMES
OFFICERS
BYLAW NO. 1089, 2025**

A Bylaw to provide for the appointment of Officers, and to Delegate certain Powers, Duties and Responsibilities to such Officers and other Employees.

The Council of the District of Fort St. James in open meeting assembled, enacts as follows:

1. CITATION

1.1 This Bylaw may be cited for all purposes as the "Officers Bylaw No. 1089, 2025".

2. DEFINITIONS

2.1 In this Bylaw:

- (a) **District** means the District of Fort St. James;
- (b) **Council** means the Council of the District;
- (c) **Employee** means an exempt or union employee of the District other than an Officer; and
- (d) **Officer** means a person holding a position set out in section 3.1.

3. OFFICERS

Establishment of Officers

- 3.1 The **Officers** of the **District** shall be those persons holding the following positions:
- (a) Chief Administrative Officer;
 - (b) Acting Chief Administrative Officer;
 - (c) Corporate Officer; and
 - (d) Chief Financial Officer.
- 3.2 The selection of the Chief Administrative Officer shall be made by **Council**.
- 3.3 The selection of the Acting Chief Administrative Officer shall be made by the Chief Administrative Officer, subject to **Council** Approval.
- 3.4 Notwithstanding Section 3.3, the selection of the Acting Chief Administrative Officer, in the event of incapacitation of the Chief Administrative Officer or vacancy in that position, shall be made by **Council**.

- 3.5 The selection of the Chief Financial Officer and the Corporate Officer shall be made by the Chief Administrative Officer, subject to **Council** approval.

Powers, Duties and Functions of Officers

Chief Administrative Officer

- 3.6 The Chief Administrative Officer is assigned all the powers, duties and functions specified in section 147 of the *Community Charter*, including without limitation:
- (a) overall management of the operations of the municipality;
 - (b) ensuring that the policies, programs and other directions of the **Council** are implemented; and
 - (c) advising and informing the **Council** on the operation and affairs of the municipality.
- 3.7 Without limiting the powers, duties and functions assigned under section 3.6, the Chief Administrative Officer is assigned the following specific powers, duties and functions:
- (a) the responsibility for the administration of **Employee** and **Officer** compensation within the policies and budgets established by **Council**;
 - (b) the authority to plan, coordinate, direct, supervise and control the day-to-day business affairs of the **District** in accordance with the policies and plans established by **Council**;
 - (c) the authority to develop, establish and maintain comprehensive procedures to implement and carry out **Council** approved policies and to direct the activities of all departments of the **District**;
 - (d) the authority to receive, compile, consider, approve and present **Council** reports and recommendations arising from departmental operations which require Council approval, and to propose bylaws or resolutions arising from such recommendations;
 - (e) the authority to negotiate proposed terms and conditions of business arrangements by contract, memorandum of understanding, letters of intent, or similar instruments, and to submit recommendations to **Council** for considerations.
 - (f) the authority to select department heads and to coordinate, motivate, direct and supervise these key employees and prescribe their duties and responsibilities;

- (g) the authority to hire and terminate any Employee; and
- (h) the authority to perform the duties and functions of the other Officers of the **District** in their absence.

Acting Chief Administrative Officer

- 3.8 In the absence of the Chief Administrative Officer, the Acting Chief Administrative Officer shall have all the powers, duties and functions assigned to the Chief Administrative Officer under sections 3.6 and 3.7.

Corporate Officer

- 3.9 The Corporate Officer is assigned all the powers, duties and functions specified in section 148 of the *Community Charter*, including without limitation:
- (a) 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;
 - (b) ensuring that access is provided to records of the **Council** and **Council** committees, as required by law or authorized by the **Council**;
 - (c) administering oaths and taking affirmations, affidavits and declarations required to be taken under this Act or any other Act relating to municipalities;
 - (d) certifying copies of bylaws and other documents, as required or requested;
 - (e) accepting, on behalf of the council or municipality, notices and documents that are required or permitted to be given to, served on, filed with or otherwise provided to the **Council** or the **District**; and
 - (f) keeping the corporate seal, if any, and having it affixed to documents as required.

Chief Financial Officer

- 3.10 The Chief Financial Officer is assigned all the powers, duties and functions specified in section 149 of the *Community Charter*, including without limitation:
- (a) receiving all money paid to the **District**;
 - (b) ensuring the keeping of all funds and securities of the **District**;
 - (c) investing the municipal funds, until required, in authorized investments;
 - (d) expending the municipal money in the manner authorized by the **Council**;

- (e) ensuring that accurate records and full accounts of the financial affairs of the **District** are prepared, maintained and kept safe; and
- (f) exercising control and supervision over all other financial affairs of the **District**.

Suspension and Termination of Officers

3.11 The suspension of any **Officer** shall be in accordance with section 151 of the *Community Charter*.

3.12 The termination of employment of any **Officer** shall be in accordance with section 152 of the *Community Charter*.

4. REPEAL OF BYLAW

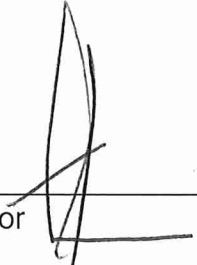
4.1 The "District of Fort St. James Appointment of Officers Bylaw No. 1003, 2018", is hereby repealed.

READ FOR A FIRST TIME THIS **22** DAY OF **APRIL** , 2025.


READ FOR A SECOND TIME THIS **22** DAY OF **APRIL** , 2025.

READ FOR A THIRD TIME THIS **22** DAY OF **APRIL** , 2025.

ADOPTED THIS **06** DAY OF **MAY** , 2025.



Mayor



Corporate Officer

