

DISTRICT OF FORT ST. JAMES

APPOINTMENT OF OFFICERS BYLAW NO. 732, 2000

A Bylaw to establish the officer positions of the District of Fort St. James and to establish the powers, duties and responsibilities of such officers.

WHEREAS the Local Government Act R.S.B.C. 1996, c. 323 empowers Council, by bylaw, to establish officer positions and to establish the powers, duties and responsibilities of officers and employees;

NOW THEREFORE, the District of Fort St. James Council in open meeting assembled enacts as follows;

CITATION

1. This bylaw may be cited for all purposes as the District of Fort St. James Appointment of Officers Bylaw No. 732, 2000.

OFFICERS POSITIONS

2. The following positions are hereby established as officer positions of the District of Fort St. James.
 - 1) Administrator
 - 2) Public Works Superintendent
 - 3) Fire Chief

POWERS, DUTIES AND RESPONSIBILITIES

3. The powers, duties and responsibilities of the Administrator are as set out in Schedule "A".
4. The powers, duties and responsibilities of the Public Works Superintendent are as set out in Schedule "B".
5. The powers, duties and responsibilities of the Fire Chief are as set out in Schedule "C".

APPOINTMENT OF TWO OR MORE POSITIONS

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

OATH OF OFFICE

7. The oath of office as set out in Schedule "D" to this bylaw is hereby adopted as the oath of office for officers of the District of Fort St. James.

READ A FIRST, SECOND AND THIRD TIME THIS 11th DAY OF October, 2000.

ADOPTED THIS 25th DAY OF October, 2000.

Jim Togyi, Mayor

Dan Zabinsky, Administrator

Certified to be a true copy of Bylaw No. 732, "Appointment of Officers Bylaw 732, 2000".

Dan Zabinsky, Administrator

SCHEDULE "A" TO BYLAW 732

Powers, Duties and Functions of the Administrator

- 1) Chief Administrative responsibility of the District of Fort St. James under section 197 of the Local Government Act;
- 2) Responsibility for Corporate Administration of the District of Fort St. James under section 198 of the Local Government Act;
- 3) Responsibility for financial administration for the District of Fort St. James under section 199 of the Local Government Act;
- 4) Preparation, implementation and monitoring of annual municipal financial plan;
- 5) Subdivision Approving Officer for the District of Fort St. James as set out in the Land Title Act;
- 6) Attend Municipal Council meetings and Council Committee meetings;
- 7) Discharge any additional duties and responsibilities that Council from time to time may assign.

SCHEDULE "B" TO BYLAW 732

Powers, Duties and Functions of the Public Works Superintendent

- 1) Direct and supervise the operation of the public works department of the municipality;
- 2) Develop and recommend to Council, policies and procedures for all operational matters;
- 3) Inspect all public service works in accordance with Council policies and procedures;
- 4) Direct and supervise the daily operations and maintenance of the arena facility; keep accurate maintenance records for the building, zamboni and refrigeration plant;
- 5) Maintain the user policy manual, the building operations manual and the emergency and safety procedure manual for the arena;
- 6) Supervise the annual ice users meeting;
- 7) Attend Municipal Council meetings;
- 8) Discharge whatever additional duties and responsibilities Council from time to time may assign;
- 9) Preparation, implementation and monitoring of Public Works Department annual Financial Plan;
- 10) Prepare and update all safety procedure manuals and operations guideline manuals.

SCHEDULE "C" TO BYLAW 732

Powers, Duties and Functions of the Fire Chief

- 1) Direct and supervise all operations of the Fort St. James Volunteer Fire Department;
- 2) Hire Fire Department personnel and train all Officers and volunteer fire fighters;
- 3) Attend weekly fire practice sessions and conduct regular fire safety inspections;
- 4) Preparation, implementation and monitoring of Fire Department annual Financial Plan;
- 5) Prepare and update all safety procedure manuals and operations guideline manuals;
- 6) Is a member of the extrication team and the Provincial Emergency Program planning committee;
- 7) Provide bylaw enforcement services for the District of Fort St. James;
- 8) Direct and supervise all operations of the Municipal Emergency Plan;
- 9) Act as Local Assistant to Provincial Fire Commissioner.
- 10) Attend Municipal Council meetings.
- 11) Discharge whatever additional duties and responsibilities Council from time to time may assign.

Oath of Office

I, _____ do swear/solemnly affirm that:

1. I will truly, faithfully, and impartially, to the best of my knowledge, skills and ability, execute the office of _____ to which I have been appointed for the District of Fort St. James.

2. I have not received and will not receive any payment or reward, or any promise of payment or reward, for the exercise of any partiality or other improper execution of my office.

Sworn/Affirmed by me, at _____ on _____.

(Signature of person swearing/affirming oath)

(Signature of person administering oath)

