



VILLAGE OF TAHISIS

MUNICIPAL OFFICERS AND DELEGATION OF AUTHORITY BYLAW No. 611, 2019

A BYLAW TO ESTABLISH OFFICER POSITIONS AND TO PRESCRIBE THE POWERS, DUTIES AND RESPONSIBILITIES OF OFFICERS AND DELEGATION OF AUTHORITY

WHEREAS Council, by bylaw under section 146 of the *Community Charter*, is required to establish officer positions in relation to the powers, duties and functions under section 148 (Corporate Officer) and 149 (Financial Officer) and may, by bylaw, establish other officer positions and assign powers, duties and functions to its officer positions;

AND WHEREAS Council, by bylaw under section 154 of the *Community Charter* may delegate its powers, duties and functions to an officer or employee of the municipality;

AND WHEREAS Council of the Village of Tahsis wishes to establish officer positions, assign powers, duties and functions to these positions and furthermore delegate certain powers, duties and responsibilities of its own authority to these same positions;

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

1. OFFICERS OF THE VILLAGE

1.1 The persons holding the following positions are officers of the Village:

Chief Administrative Officer
Corporate Officer
Financial Officer

2. POWERS, DUTIES AND FUNCTIONS

2.1 The Chief Administrative Officer is assigned the powers, duties and functions as set out in s. 147 of the *Community Charter* and respective bylaws, resolutions and policies and is delegated authority under respective bylaws, resolutions and policies;

- 2.2 The Corporate Officer is assigned the powers, duties and functions as set out in s. 148 of the *Community Charter* and is delegated the authority to act as the “Head” for the Village as required under the *Freedom of Information and Protection of Privacy Act*;
- 2.3 The Financial Officer is assigned the powers, duties and functions as set out in s. 149 of the *Community Charter* and, in addition:
- Prepares annually the 5-year Financial Plan including the capital plan;
 - Prepares the annual Tax Rate Bylaw;
 - Prepares and presents regular financial reporting to Council; and
 - Coordinates the preparation and support for the annual financial statement audit and is responsible for statutory reporting.
- 2.4 Each officer may exercise additional powers, duties and functions as directed by Council from time to time.
- 2.5 The Financial Officer and the Corporate Officer report to the Chief Administrative Officer.
- 2.6 All Village employees report directly or indirectly to the Chief Administrative Officer.

3. REPEAL

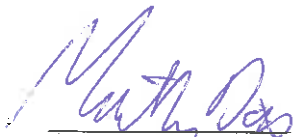
- 3.1 Village of Tahsis Bylaw No. 555, 2010 is hereby repealed.

4. CITATION

- 4.1 This bylaw may be cited for all purposes as the “Village of Tahsis Municipal Officers and Delegation of Authority Bylaw No. 611, 2019”.

READ a first time this	2 nd	day of January, 2019
READ a second time this	2 nd	day of January, 2019
READ a third time this	2 nd	day of January, 2019

Reconsidered, Finally Passed and Adopted this 15th day of January, 2019



MAYOR



CORPORATE OFFICER

I hereby certify that the foregoing is a true and correct copy of the original Bylaw No. 610, 2019 duly passed by the Council of the Village of Tahsis on this 15th day of January, 2019.



CORPORATE OFFICER