



**CITY OF PRINCE RUPERT**  
**OFFICERS BYLAW NO. 3544, 2024**

A BYLAW TO ESTABLISH THE OFFICER POSITIONS OF THE CITY OF PRINCE RUPERT AND TO ESTABLISH THE POWERS, DUTIES AND RESPONSIBILITIES OF SUCH OFFICERS

---

**WHEREAS** the Council of the City of Prince Rupert is empowered to establish officer positions and to establish the powers, duties and responsibilities of officers and employees;

**NOW THEREFORE**, The Council of the City of Prince Rupert, in an open meeting assembled, **ENACTS AS FOLLOWS**:

**Citation**

1. This bylaw may be cited for all purposes as the “City of Prince Rupert Officers Bylaw No. 3544, 2024”;

**Definitions**

2. In this Bylaw:

- (a) **Act** means the *Local Government Act* or *Community Charter*.
- (b) **Bylaw** means the City of Prince Rupert Officers Bylaw No. 3544, 2024.
- (c) **City** means the Corporation of the City of Prince Rupert, a municipality incorporated under the *City of Prince Rupert Incorporation Act 1910*.
- (d) **City Manager** means the position of Chief Administrative Officer as designated under the *Act*.
- (e) **Corporate Officer** means that position designated under the *Act* also known as the Corporate Administrator or City Clerk.
- (f) **Chief Financial Officer** means that position designed under the *Act*.
- (g) **Council** means the City of Prince Rupert Mayor and Council.

**(h) Department Head** means the head of a department whom manages the day-to-day running of said department.

**(i) Officer** means a person appointed as an “Officer” under the *Act*.

### **Officer Positions**

3. The following positions are hereby established as officer positions of the City:
  - a. City Manager;
  - b. Corporate Officer; and,
  - c. Chief Financial Officer.

Any Officer of the City, with the approval of Council, appointed as a Deputy who is afforded the same rights and protections as an Officer of the organization.

### **Department Heads**

4. Department Heads are as appointed by the City Manager from time to time for the City of Prince Rupert.

### **Powers, Duties and Responsibilities**

5. The powers, duties, and responsibilities of the City Manager are as set out in Schedule “A” attached hereto and forming a part of this Bylaw.
6. The powers, duties and responsibilities of the Corporate Officer are as set out in Schedule “B” attached hereto and forming part of this Bylaw.
7. The powers, duties and responsibilities of the Chief Financial Officer are as set out in Schedule “C” attached hereto and forming part of this Bylaw.
8. The powers, duties and responsibilities of Department Heads shall be designated and set by the City Manager from time to time.

### **Oath of Office**

9. The Oath of Office is as set out in Schedule D of this Bylaw and is hereby adopted as the Oath of Office for Officers of the City of Prince Rupert.

**Repeal**

10. That City of Prince Rupert Bylaw 3161, 2003, and any amendments thereto, be repealed.

Read a First time this 24th day of June, 2024.

Read a Second time this 24th day of June, 2024.

Read a Third time this 24th day of June, 2024.

Read a Fourth & Final time this 22nd day of July, 2024.

This Bylaw was adopted by Council.  
To view the signed original,  
contact City Hall Administration at  
(250) 627 0934 or email  
cityhall@princerupert.ca

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

## **SCHEDULE "A"**

### **Powers, Duties and Responsibilities of the City Manager (Chief Administrative Officer)**

#### **Human Resources**

1. Appoint, promote, discipline all Department Heads of the City;
2. Recommend to Council the appointment, promotion, demotion, suspension or termination of Officers of the City, being those employees who are designed Officers by this Bylaw;
3. Supervise all Officers and Department Heads of the City;
4. Set the terms, conditions, benefits and remuneration for the employment of all Department Heads and all other non-contract City employees;
5. Appoint Acting Department Heads to administer departments in case of illness or absence;
6. Supervise, implement and ratify all contract negotiations with employee unions, or associations of the City;
7. Act as arbitrator between an employee and that employee's director subject to the terms of any applicable collective agreement with an employee union or association;
8. Recommend to Council personnel requirements and labour relations for other City related organizations and operations managed on behalf of the City and Provincial/Federal boards delivering City services;
9. Under the direction of the Chair of Council Appointed boards having separate supervisor, supervise staff delivering City services;

#### **General Administration**

10. Supervise the operation of departments of the City and other related organizations, boards, societies and agencies delivering City services;
11. Supervise the implementation of Council directives;
12. Acts as the principal intermediary between the City of Prince Rupert and the administration of other governments and all of entities dealing with the City;

13. From time to time, re-organize the administrative structure to improve the efficient and effective operation of the City;
14. Ensure that policies are developed, updated and implemented respecting human resources, compensation, respectful workplace, communication, conduct and asset management.

### **Legal Advice and Proceedings**

15. Obtain legal advice;
16. Authorize lawyers to defend, or conduct any action of proceeding in any court of law or before any tribunal, arbitrator, board, or any person, for on behalf of the City or any other City related organization delivering City services;
17. Authorize settlements of claims against the City as approved by Council;

### **Council**

18. Supervise the preparation of Council agendas;
19. Attend all meetings of Council, Committees of Council and other entities created by Council and relating to the City;
20. Provide advice and recommendation to Council on any matter within Council's jurisdiction;
21. Report to Council on any matter of importance to the City or other related organizations;

### **Contracts**

22. Authorize the use or budgeted purchase or sale of City facilities, equipment, and services and authorize the awarding of contracts of budgeted items;
23. Supervise the calling and awarding of tenders for the supply of materials, equipment, services or construction approved by Council in the budgets and financial plans of the City; and,

### **Additional Powers, Duties and Responsibilities**

24. Exercise whatever additional powers and discharge whatever additional duties and responsibilities from Council from to time may assign.

## **SCHEDULE "B"**

### **Powers, Duties and Responsibilities of the Corporate Officer (Corporate Administrator)**

#### **Statutory**

1. Ensuring that the minutes of the meetings of the City and its committees are prepared and the minutes, bylaws and other records of the business of the City and its committees are maintained and kept safe.
2. Ensuring that access is provided to records of the City and its committees, as required by law or authorized by Council.
3. Certifying copies of bylaws and other documents, as requested or required.
4. Administering oaths and taking affidavits, declarations and affidavits required to be taken under the *Local Government Act* and *Community Charter* in relation to municipal matters.
5. Accepting, on behalf of the City, notices and documents that required or permitted to be given, served on, or filed with or otherwise provided by the City.
6. Keeping the corporate seal and having it affixed to documents as required;

#### **Human Resources**

7. Recommend to the City Manager (Chief Administrative Officer), the appointment, promotion, discipline or dismissal of all employees within the Corporate Administration department.
8. Supervise all employees in the Corporate Administration department and other department designated by the City Manager (Chief Administrative Officer).
9. Be a member of the bargaining committee dealing with union/association contract negotiations for the City and other City related or appointed Boards delivering City services.

#### **General Administration**

10. Supervise the implementation of Council directives and directives of the City Manager.
11. Act as a contact between the Corporate Administration department and other departments under the supervision of the City Manager.

## **Council**

12. Attend all meetings of the Council, its committees, boards, commissions or other entities appointed by Council or Provincial statute that pertain to the City, for the purposes of minutes taking, except where otherwise directed by the City Manager.
13. Organize efficient and effective record-keeping for all corporate documents.
14. Provide copies of any documents serve on the City to the City Manager and to any insurers, as appropriate.

## **Risk Management**

15. Receive all insurance claims against the City or other City departments.
16. Prepare, process and approval all statutory rights of ways, license of occupation, encroachment agreements or other contracts for the City or other City operations.

## **SCHEDULE "C"**

### **Powers, Duties and Responsibilities of the Chief Financial Officer**

#### **Statutory**

1. Receiving all money paid to the City.
2. Ensuring the keeping of all funds and securities of the Municipality.
3. Expending and disbursing money in the manner authorized by Council.
4. Investing revenue funds, until required, in investments as permitted under the *Local Government Act* and *Community Charter*.
5. Ensuring that accurate records and full accounts of the financial affairs of the City are prepared, maintained and kept safe.
6. Compiling and supplying information on the financial affairs of the City required by the inspector.

#### **Human Resources**

7. Recommend to the City Manager (Chief Administrative Officer), the appointment, promotion, discipline or dismissal of all employees within the Financial Services department.
8. Supervise the operation of the Financial Services department of the City.
9. Supervise all employees in the Financial Services department.
10. Be a member of the bargaining committee dealing with union/association contract negotiations for the City and other City related or appointed Boards delivering City services.

#### **General Administration**

11. Supervise the implementation of Council directives and directives of the City Manager.
12. Act as a contact between the Financial department and other departments under the supervision of the City Manager.

### **Legal Advice and Proceedings**

13. Supervise the obtaining of insurance as deemed necessary.
14. Supervise the provision of insurance matters.
15. Prepare and arrange for filing of any documentation necessary under the *Financial Disclosure Act* or otherwise.

### **Council**

16. Attend Council meetings as required by the City Manager.
17. Provide advice to the City Manager regarding any matter of a financial nature.
18. Prepare budgets and financial plans for the City and other organizations delivering services to the City services.
19. Liaise with the City's auditors in connection with the financial audit

## **SCHEDULE "D"**

### **Oath of Office**

I, **[insert name]**, having been appointed to the Office of **[insert name of Office]**, for the City of Prince Rupert to hereby promise and swear:

- (a) I will faithfully, honestly and impartially, and to the best of my knowledge and ability, execute the powers, duties and functions of my Office;
- (b) I will treat all matters of information that comes to my attention, as a result of my Office, in confidence;
- (c) I have not received, nor will I receive or accept any payment or reward, or promise of either, in return for the exercise of my powers, duties and responsibilities, other than as permitted by the City of Prince Rupert;
- (d) I will not allow my personal interests to conflict with the duties of my Office; and,
- (e) I will comply with all policies and directives of the City and comply with all laws.