



CITY OF PRINCE RUPERT

OFFICERS BYLAW NO. 3567, 2026

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

WHEREAS Council is authorized to establish officer positions and prescribe the powers, duties and responsibilities of officers;

NOW THEREFORE the Council of the City of Prince Rupert, in open meeting assembled, enacts as follows:

PART 1 - CITATION

1. Citation

This Bylaw may be cited as the "City of Prince Rupert Officers Bylaw No. 3567, 2026".

PART 2 - DEFINITIONS

2. In this Bylaw:

CAO means the Chief Administrative Officer.

City means the Corporation of the City of Prince Rupert.

Council means the Council of the City of Prince Rupert.

Deputy CAO/Corporate Officer means the officer appointed by Council as the Deputy Chief Administrative Officer and Corporate Officer.

Chief Financial Officer means the officer appointed by Council as Chief Financial Officer.

Department Head means an employee appointed by the CAO to lead a City department.

Officer means the CAO, Deputy CAO/Corporate Officer, or Chief Financial Officer.

PART 3 - OFFICER POSITIONS

3. The following officer positions are established:

- (a) Chief Administrative Officer;
- (b) Deputy Chief Administrative Officer/Corporate Officer; and
- (c) Chief Financial Officer.

4. Council may appoint a deputy to any Officer position established under this Bylaw, who may act in the place of the Officer during the Officer's absence or incapacity.

PART 4 - DEPARTMENT HEADS

5. Department Head positions may be established by the CAO as required for the effective administration of the City.

6. Department Heads shall report to and be accountable to the CAO or designate.

PART 5 - POWERS, DUTIES AND RESPONSIBILITIES

7. The powers, duties and responsibilities of the CAO are set out in Schedule "A".

8. The powers, duties and responsibilities of the Deputy CAO/Corporate Officer are set out in Schedule "B".

9. The powers, duties and responsibilities of the Chief Financial Officer are set out in Schedule "C".

PART 6 - OATH OF OFFICE

10. The Oath of Office in Schedule "D" is adopted as the oath of office for all Officers.

PART 7 – GENERAL PROVISIONS

11. City of Prince Rupert Officers Bylaw No. 3544, 2024 and all amendments thereto are repealed.

12. Severability

If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, the invalid portion shall be severed, and the remainder of the Bylaw shall remain in force and effect.

Read a First time this 13th day of August, 2026.

Read a Second time this 13th day of August, 2026.

Read a Third time this 13th day of August, 2026.

Final Consideration and Adopted this 8th day of September, 2026.

Mayor

Corporate Officer

This Bylaw was adopted by Council.

To view the signed original,
contact City Hall Administration at
(250) 627 0934 or email
cityhall@princerupert.ca

SCHEDULE "A"

CHIEF ADMINISTRATIVE OFFICER

The CAO is responsible for the overall leadership, administration and operation of the City.

The CAO shall:

1. provide leadership for the administration and operation of all municipal services;
2. implement Council bylaws, policies, resolutions and lawful directions;
3. provide advice and recommendations to Council on municipal matters;
4. report to Council on matters affecting municipal operations and service delivery;
5. supervise, direct, evaluate and provide performance management for Officers, Department Heads, and employees of the City;
6. appoint, remunerate, discipline, suspend and dismiss Department Heads and employees of the City, except Officers appointed by Council;
7. recommend to Council the appointment, remuneration, discipline, suspension or dismissal of Officers;
8. establish organizational structures, reporting relationships and administrative procedures;
9. appoint acting Department Heads and designate acting responsibilities as required;
10. oversee labour relations, collective bargaining and workforce planning;
11. ensure the development and implementation of corporate policies and administrative practices;
12. lead the development and implementation of Council's strategic priorities;
13. oversee corporate performance measurement and organizational effectiveness;
14. ensure the effective and efficient delivery of municipal services;
15. coordinate long-range planning across all departments;
16. act as the principal administrative liaison between the City and other governments, First Nations, agencies, organizations and stakeholders;
17. oversee enterprise risk management activities;
18. oversee emergency management, business continuity and organizational preparedness;
19. oversee occupational health and safety programs;
20. oversee corporate asset management and infrastructure planning;

21. authorize procurement, purchasing activities and the execution of operational agreements within approved budgets and delegated authority;
22. obtain legal advice on behalf of the City;
23. direct legal proceedings on behalf of the City in accordance with Council direction and established authority; and
24. perform such other duties as assigned by Council.

SCHEDULE "B"

DEPUTY CHIEF ADMINISTRATIVE OFFICER/CORPORATE OFFICER

The Deputy CAO/Corporate Officer shall support the CAO in the administration of the City and perform all statutory duties of the Corporate Officer.

The Deputy CAO/Corporate Officer shall:

1. act in the place of the CAO during the CAO's temporary absence or incapacity, or when authorized by the CAO or Council;
2. act in the absence of the CAO when authorized;
3. ensure minutes of Council and Council bodies are prepared and maintained;
4. maintain bylaws, records, agreements and corporate documents of the City;
5. ensure municipal records are preserved and protected;
6. certify bylaws, resolutions and other City documents;
7. administer oaths and affidavits authorized by law;
8. receive notices, claims, petitions and legal documents on behalf of the City;
9. maintain and administer the corporate seal;
10. oversee Council meeting administration and legislative processes;
11. coordinate statutory notices and procedural requirements;
12. oversee municipal elections, assent voting and other voting processes;
13. oversee records management and records retention programs;
14. oversee corporate records classification, retention and disposition programs;
15. oversee information governance and privacy administration;
16. ensure public access to records as required by legislation;
17. oversee processing of insurance claims against the City;
18. administer rights-of-way, encroachments, licences of occupation, easements and related agreements;
19. supervise Corporate Administration staff;
20. support implementation of Council and CAO directives;
21. support intergovernmental and First Nations relationship initiatives as directed by the CAO;
22. provide governance and procedural advice to Council and City staff; and
23. perform such other duties assigned by Council or the CAO.

SCHEDULE "C"

CHIEF FINANCIAL OFFICER

The Chief Financial Officer is responsible for the financial administration of the City.

The Chief Financial Officer shall:

1. receive and account for all revenues of the City;
2. maintain custody of municipal funds and securities;
3. disburse funds in accordance with authorized budgets and approved expenditures;
4. invest municipal funds in accordance with applicable legislation and City policy;
5. ensure accurate accounting records are maintained;
6. prepare statutory financial statements and reports;
7. coordinate annual audits;
8. prepare annual operating and capital budgets;
9. prepare financial plans, forecasts and long-term financial projections;
10. manage reserve funds, debts, investments and treasury functions;
11. monitor financial performance and report variances;
12. establish and maintain effective financial controls;
13. advise Council and the CAO on financial matters;
14. assess financial risks and long-term financial sustainability implications of municipal decisions;
15. oversee the development and maintenance of the City's financial policies;
16. oversee taxation, revenue collection, payroll and utility billing functions;
17. oversee procurement controls and financial compliance;
18. supervise Financial Services staff; and
19. perform such other duties assigned by Council or the CAO.

SCHEDULE "D"

OATH OF OFFICE

I, _____, having been appointed to the office of _____ for the City of Prince Rupert, do solemnly affirm that:

- (a) I will faithfully, honestly and impartially perform the duties of my office;
- (b) I will uphold the laws and bylaws applicable to my office;
- (c) I will maintain the confidentiality of information received through my duties except where disclosure is authorized or required by law;
- (d) I will not permit my personal interests to conflict with my public responsibilities;
- (e) I will act in the public interest and uphold the integrity of local government;
and
- (f) I will faithfully discharge the powers, duties and responsibilities of my office.