

# THE CORPORATION OF THE CITY OF NORTH VANCOUVER

## BYLAW NO. 9158

### **A Bylaw to provide for the manner of appointment, the assignment of powers, duties, and functions, and indemnification of the Officers of The Corporation of the City of North Vancouver**

The Council of the Corporation of The City of North Vancouver, in open meeting assembled, enacts as follows:

1. This Bylaw shall be known and cited for all purposes as “**Officers Bylaw, 2026, No. 9158**”.
2. Pursuant to section 146 of the *Community Charter*, as amended, the following positions are designated as statutory officers (the “Officers”) of The Corporation of the City of North Vancouver (the “City”):
  - A. Chief Administrative Officer;
  - B. Corporate Officer (also known as the City Clerk); and
  - C. Chief Financial Officer (also known as the Director of Finance).
3. In addition to any other powers, duties, and functions assigned by Council, or required or permitted by the *Community Charter* or any other enactment, the Chief Administrative Officer shall be responsible for the chief administrative functions of the City, as set out in Section 147 of the *Community Charter*, as amended, and unless limited by the *Community Charter* or other enactment, shall be under the supervision of Council to, without limitation:
  - A. supervise, coordinate and administer the affairs of the City;
  - B. put into effect and carry out the policies and directives of Council;
  - C. advise Council on matters within the control and purview of Council;
  - D. designate those persons responsible for departments of the City (the “Department Heads”);
  - E. recruit, manage, discipline, oversee, and terminate the Department Heads and other employees of the City, except for the Chief Administrative Officer, or the termination of Officers;
  - F. prepare with Department Heads estimates of revenue and expenditures annually, or as required by Council, and submit them to Council for consideration, or as otherwise may be directed by Council;
  - G. direct the establishment of effective internal controls to safeguard municipal assets under the control of Council and the adequate provision of insurance, protection, and defence against claims, including settlement of claims;
  - H. amend any City template documents, so long as such amendments do not affect substantive content of such documents;

- I. review and approve appropriation lists for capital expenditures for new equipment and/or the replacement of existing equipment;
  - J. report to Council any material changes in the statutory responsibilities or organizational changes in respect of the Officers or Department Heads;
  - K. provide input and assistance into collective bargaining, contract interpretation, and wage/salary administration;
  - L. serve and represent the City on civic committees, commissions, boards, or other forums appointed by Council or that are within the discretion of the position to establish;
  - M. establish, promote, and maintain contact and liaison with municipal, senior government and business officials and representatives and the general public; and
  - N. carry out any other duties prescribed by bylaw or resolution of Council.
4. For the purposes of the *Freedom of Information and Protection of Privacy Act, RSBC 1996 c. 165*, as amended or replaced, the Chief Administrative Officer is the head of the public body.
  5. In addition to any other powers, duties, and functions assigned by Council, or required or permitted by the *Community Charter* or any other enactment, the Corporate Officer shall be responsible for the corporate administration functions of the City, as set out in Section 148 of the *Community Charter*, as amended.
  6. In addition to any other powers, duties, and functions assigned by Council, or required or permitted by the *Community Charter* or any other enactment, the Chief Financial Officer shall be responsible for the financial administration functions of the City, as set out in Section 149 of the *Community Charter*, as amended.
  7. In the event of a conflict, in terms of any powers, duties, and functions between any of the Officers, unless otherwise directed by Council or provided for in the *Community Charter* or other enactment, the Chief Administrative Officer shall make the final determination regarding the specific power, duty, or function in conflict.
  8. Each Officer shall faithfully perform the duties of the office which that person holds and shall, in addition to any duties which may be assigned by enactment, perform all other duties required by the bylaws, resolutions or directions of Council that are not inconsistent with their statutory duties.
  9. If, for any reason, one or more provisions of this bylaw are found to be invalid, illegal, or unenforceable by a court of competent jurisdiction, the remaining provisions will not be affected and will continue in full force and effect.

10. "Officers and Officials Bylaw, 2013, No. 8322" and all amendments are repealed.

READ a first time on the 9<sup>th</sup> day of March, 2026.

READ a second time on the 9<sup>th</sup> day of March, 2026.

READ a third time on the 9<sup>th</sup> day of March, 2026.

ADOPTED on the 30<sup>th</sup> day of March, 2026.

"Linda C. Buchanan"

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MAYOR

"Amelia Cifarelli"

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CORPORATE OFFICER