



---

## Officer and General Manager Bylaw No. 8062

The Council of the City of Richmond enacts as follows:

### PART ONE: CITY OFFICERS

#### 1.1 Establishment of City Officers

1.1.1 **Council** declares that the persons holding the following positions are Officers of the **City**, under Section 146 of the *Community Charter*;

- (a) **Chief Administrative Officer**;
- (b) **General Manager, Business and Financial Services**; and,
- (c) **Director, City Clerk's Office**.

#### 1.2 Appointment of City Officers

1.2.1 On the recommendation of the **Chief Administrative Officer**, **Council** may appoint persons to the positions of (i) **General Manager, Business and Financial Services**, and (ii) **Director, City Clerk's Office**.

#### 1.3 Powers, Duties And Functions Of City Officers

##### 1.3.1 Chief Administrative Officer

1.3.1.1 The **Chief Administrative Officer** is assigned:

- (a) the chief administrative responsibility for the **City** and the statutory powers, duties and functions specified in Section 147 of the *Community Charter*;
- (b) responsibility for the administration of exempt staff compensation within the corporate policies and budget established by **Council**;
- (c) responsibility for authorizing the execution of agreements and licences of occupation, or other legal instruments, with regard to the use of **city**-owned property, but excluding those which, statutorily, must be executed by **Council**;
- (d) authority together with the **General Manager Engineering and Public Works** to direct City forces to undertake capital funded infrastructure installations when all the following conditions are met:

- (i) the decision is cost effective for the **City**;
  - (ii) staff have the skills to carry out the work;
  - (iii) **Council** has approved the funding for the project; and
  - (iv) the manpower capacity is available to complete the project within the time frame.
- (e) authority, together with the applicable Department General Manager to award construction contracts to the lowest qualified bidder when the following conditions are met:
- (i) the contract has been publicly tendered;
  - (ii) the contract amount is within the budget approved by **Council** for the project.
- (f) authority, together with the **General Manager, Business and Financial Services**, or in the absence of the **General Manager, Business and Financial Services**, any General Manager, to award bids or authorize spending between \$100,001 and \$500,000 on behalf of the **City**, provided that the corporate policies and procedures with regard to the administration of bids have been followed,
- (g) authority to terminate any employee other than the **General Manager, Business and Financial Services** or the **Director, City Clerk's Office**; and
- (h) authority to perform the duties and functions of the other Officers of the **City** in their absence.

### 1.3.2 **General Manager, Business and Financial Services**

1.3.2.1 In addition to the powers, duties and functions assigned to all General Managers in accordance with section 2.2, the **General Manager, Business and Financial Services** is assigned the following powers, duties and functions:

- (a) the responsibility of financial administration for the **City**, which includes the statutory powers, duties and functions specified in Section 149 of the *Community Charter*;
- (b) collector of taxes for the **City**; and
- (c) the authority together with any General Manager, to award bids or authorize spending between \$100,001 and \$500,000 on behalf of the **City**, provided that the corporate policies and procedures with regard to the administration of such bids have been followed.

### 1.3.3 **Director, City Clerk's Office**

1.3.3.1 The **Director, City Clerk's Office** is assigned the following powers, duties and functions:

- (a) responsibility of corporate administration for the **City**, which includes the statutory powers, duties and functions specified in Section 148 of the *Community Charter*;

- (b) the overall management of the operation of the City Clerk's Office;
- (c) the administration of civic elections as the Chief Election Officer; and
- (d) the "head" for the purposes of the *Freedom of Information & Protection of Privacy Act*.

#### 1.4 Termination of City Officers

- 1.4.1 Unless otherwise provided in a contract of employment, the employment of an Officer may be terminated:
- (a) on reasonable notice, if the termination is approved by an affirmative vote of at least two-thirds of all members of **Council**; or
  - (b) without notice, for cause, if the termination is approved by a majority of the votes cast.

### PART TWO: GENERAL MANAGERS

#### 2.1 Appointment of General Managers

- 2.1.1 On the recommendation of the **Chief Administrative Officer**, **Council** may appoint a person to a General Manager position.

#### 2.2 Powers, Duties and Functions of General Managers

- 2.2.1 Each General Manager is assigned the following powers, duties and functions:
- (a) the overall management of the operation of their respective corporate departments, including the appointment and termination of any employee, except an Officer, within their department;
  - (b) the authority to award bids or authorize spending up to \$100,000 on behalf of the **City**, provided that the corporate policies and procedures with regard to the administration of bids have been followed;
  - (c) the power to delegate spending authority and award contracts to department staff in performing their work.
  - (d) the powers, duties and functions of the **Chief Administrative Officer**, where such General Manager has been appointed as the Acting Chief Administrative Officer by the **Chief Administrative Officer**, in his absence;
  - (e) the authority to serve as "department heads" for the purposes of hearing grievances, as specified in the CUPE Collective Agreements, on the understanding that if another officer or employee within the same corporate department is designated as a "department head" that officer or employee may hear the grievance, and
  - (f) the power to appoint an Acting General Manager in the General Manager's absence.

### **PART THREE: INTERPRETATION**

3.1 In this bylaw, unless the context otherwise requires:

<b>CHIEF ADMINISTRATIVE OFFICER</b>	means the person appointed by <b>Council</b> to the position of Chief Administrative Officer, who has been assigned the chief administrative responsibility of the <b>City</b> , which includes the powers, duties and functions specified in Section 147 of the <i>Community Charter</i> .
<b>CITY</b>	means the City of Richmond.
<b>COUNCIL</b>	means the Council of the <b>City</b> .
<b>DIRECTOR, CITY CLERK'S OFFICE</b>	means: (a) the Corporate Officer appointed by <b>Council</b> and assigned responsibility for corporate administration of the City under Section 148 of the <i>Community Charter</i> ; and (b) City Clerk for the purposes of all other City bylaws.
<b>GENERAL MANAGER, ENGINEERING &amp; PUBLIC WORKS</b>	means the person appointed by <b>Council</b> to the position of General Manager, Engineering & Public Works.
<b>GENERAL MANAGER, BUSINESS AND FINANCIAL SERVICES</b>	means the person appointed by <b>Council</b> to the position of General Manager, Business and Financial Services, which includes the powers, duties and functions specified in Section 149 of the <i>Community Charter</i> .

### **PART FOUR: PREVIOUS BYLAW REPEAL**

4.1 Officers Designation and Establishment of Powers, Duties and Responsibilities Bylaw No. 7407 (adopted on November 12, 2002), and Amendment Bylaw Nos. 7587 and 7937 are repealed.

### **PART FIVE: SEVERABILITY AND CITATION**

5.1 If any section, sub-section, paragraph, clause or phrase of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this bylaw.

5.2 This Bylaw is cited as “Officer And General Manager Bylaw No. 8062”.

FIRST READING  
SECOND READING  
THIRD READING  
ADOPTED

MAY 08 2006  
MAY 08 2006  
MAY 08 2006

CITY OF RICHMOND
APPROVED for content by originating dept.
APPROVED for legality by Solicitor

\_\_\_\_\_  
MAYOR

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