

CITY OF COQUITLAM OFFICERS BYLAW NO. 4009, 2009

The Council of the City of Coquitlam, in meeting lawfully assembled, enacts as follows:

PART ONE: NAME OF BYLAW

1.1 This Bylaw is cited as “City of Coquitlam Officers Bylaw No. 4009, 2009.”

PART TWO: REPEAL OF EXISTING BYLAWS

2.1 The following Bylaws are hereby repealed:

“City of Coquitlam Officers Bylaw No. 3303, 1999.”

“City of Coquitlam Officers Amendment Bylaw No. 3438, 2001.”

“City of Coquitlam Officers Amendment Bylaw No. 3625, 2004.”

PART THREE: OFFICER POSITIONS

3.1 The following positions are hereby established as officer positions of the City:

- (a) City Manager
- (b) Deputy City Manager
- (c) General Manager Planning and Development
- (d) General Manager Engineering and Public Works
- (e) General Manager Corporate Services
- (f) General Manager Leisure and Parks Services
- (g) General Manager Strategic Initiatives
- (h) Manager Financial Services
- (i) City Clerk
- (j) Fire Chief
- (k) City Solicitor
- (l) Deputy City Clerk
- (m) Manager Human Resources

PART FOUR: POWERS, DUTIES AND RESPONSIBILITIES OF OFFICERS

4.1 As set out in section 147 of the *Community Charter*, the powers, duties and responsibilities of the City Manager are as follows:

- (a) overall management of the administrative operations of the City;
- (b) ensuring that the policies and directions of Council are implemented;
- (c) advising and informing Council on the operation and affairs of the City;

and as supplemented from time to time by resolution of Council.

4.2 As set out in section 148 of the *Community Charter*, the powers, duties and responsibilities of the City Clerk are as follows:

- (a) ensuring that accurate minutes of the meetings of Council and its committees are prepared and that the minutes, bylaws and other records of the business of Council and its committees are maintained and kept safe;
- (b) ensuring that access is provided to records of Council and its committees, as required by law or authorized by Council;
- (c) certifying copies of bylaws and other documents, as required or requested;
- (d) administering oaths and taking affirmations, declarations and affidavits required to be taken under this or any other Act in relation to Council matters;
- (e) accepting on behalf of the City, notices and documents that are required or permitted to be given, served on, filed with or otherwise provided to the City;
- (f) keeping the corporate seal, if any, and having it affixed to documents as required;

and as supplemented from time to time by resolution of Council.

4.3 As set out in section 149 of the *Community Charter*, the powers, duties and responsibilities of the Manager Financial Services are as follows:

- (a) receiving all money paid to the City;
- (b) ensuring the keeping of all funds and securities of the City;
- (c) investing revenue funds, until required, in authorized investments;
- (d) expending and disbursing money in the manner authorized by Council;
- (e) ensuring that accurate records and full accounts of the financial affairs of the City are prepared, maintained and kept safe;
- (f) exercising control and supervision over all other financial affairs of the City;

and as supplemented from time to time by resolution of Council

- 4.4 The powers, duties and responsibilities of the Deputy City Manager, General Manager Planning and Development, General Manager Engineering and Public Works, General Manager Corporate Services, General Manager Leisure and Parks Services, General Manager Strategic Initiatives, Fire Chief, Deputy City Clerk and Manager Human Resources will be as determined by their associated job descriptions.

PART FIVE: SEVERABILITY

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

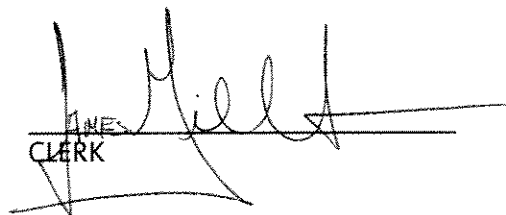
READ A FIRST TIME this 2nd day of February, 2009.

READ A SECOND TIME this 2nd day of February, 2009.

READ A THIRD TIME this 2nd day of February, 2009.

GIVEN FOURTH AND FINAL READING and the Seal of the Corporation affixed this 9th day of February, 2009.


MAYOR


JAMES
CLERK