

Piers Island Improvement District

Bylaw # 109

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A bylaw to establish officer positions and to establish the powers, duties and responsibilities of such officers and to repeal Bylaw No. 77, being the "Officer Appointment Bylaw".

The trustees of the Piers Island Improvement District ENACT as follows:

OFFICER POSITION

1. That Bylaw No. 77 of the Piers Island Improvement District, passed by the Trustees on the 15<sup>th</sup> of May 2001 and registered by the Inspector of Municipalities on the 15<sup>th</sup> day of June, 2001, is hereby repealed.
2. The following positions are established as officer positions:
  - (a) Officer responsible for corporate administration under section 738.2 of the Local Government Act whose title will be Corporate Secretary.
  - (b) Officer responsible for financial administration under section 738.3 of the Local Government Act whose title will be Financial Administrator.

POWERS, DUTIES AND RESPONSIBILITIES

3. The Corporate Secretary is assigned responsibility for corporate administration of the improvement district under section 738.2 of the Local Government Act.
4. The Financial Administrator is assigned responsibility for financial administration of the improvement district under section 738.3 of the Local Government Act.
5. In addition to the powers, duties and functions assigned to an officer in Section 3 and Section 4:
  - (a) The powers, duties and functions set out in Schedule "A" are assigned to the Corporate Secretary;
  - (b) The powers, duties and functions set out in Schedule "B" are assigned to the Financial Administrator;

- (c) The powers, duties and functions of those persons appointed to position of officers, in addition to those prescribed by enactment, may be assigned from time to time by the board of trustees.

CITATION

6. This bylaw may be cited as the "Officer Positions Establishment Bylaw No. 109".

INTRODUCED and given first reading by the Trustees on the 29<sup>th</sup> day of September, 2013.

RECONSIDERED and finally passed by the Trustees on the 29<sup>th</sup> day of September, 2013.

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Chair of the Trustees

I hereby certify under the seal of Piers Island Improvement District that this is a true copy of Bylaw No. 109.

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Secretary of the Trustees

SCHEDULE "A"

OFFICER POSITIONS ESTABLISHMENT BYLAW NO 109

Additional Powers, Duties and Functions of Officer Responsible for Corporate Administration

Produce Income Tax Receipts for donations to the Piers Island Improvement District under the corporate seal.

Distribute Piers Island Improvement District communications to landowners via the Piers Island electronic Notice Board.

SCHEDULE "B"

OFFICER POSITIONS ESTABLISHMENT BYLAW NO 109

Additional Powers, Duties and Functions of Officer Responsible for Financial Administration

The responsibility as assessor and collector of the Piers Island Improvement District