

**MAYNE ISLAND IMPROVEMENT DISTRICT
OFFICER POSITIONS ESTABLISHMENT BYLAW No. 169**

A bylaw to establish officer positions and to establish the powers, responsibilities and duties of such officers and repeals Bylaws No.95 and 113.

THE TRUSTEES of the Mayne Island Improvement District enact as follows:

OFFICER POSITIONS

1. Under section 694 of the *Local Government Act*, the following positions are established as officer positions:
 - a) Officer responsible for corporate administration under section 695 of the *Local Government Act* whose title shall be Corporate Administrative Officer.
 - b) Officer responsible for financial administration under section 696 of the *Local Government Act* whose title shall be Corporate Administrative Officer.

POWERS, DUTIES, FUNCTIONS AND RESPONSIBILITIES

2. The Corporate Administrative Officer is assigned responsibility for corporate administration of the Improvement District under section 695 of the *Local Government Act*, and in addition, will have the responsibility for assessment and collection of any tax levies.
3. The Corporate Administrative Officer is assigned responsibility for financial administration of the Improvement District under section 696 of the *Local Government Act*.
4. In addition to the powers, duties and functions assigned to an officer in Section 2 and 3:
 - a) the powers, duties and functions set out in Schedule "A" are assigned to the Corporate Administrative Officer;
 - b) the power, duties and functions of those persons appointed to positions of officers, in addition to those prescribed by enactment, may be assigned from time to time by the Board of Trustees.
5. Bylaws # 95 and 113 are hereby repealed.
6. This bylaw may be cited as the "Officer Positions Establishment Bylaw No. 169".

INTRODUCED and given first reading by the Trustees on the Eleventh (11) day of January, 2016.

RECONSIDERED and finally passed by the Trustees on the Eleventh (11) day of January, 2016.

Chair of the Trustees

I hereby certify under the seal of the Mayne Island Improvement District that this is a true copy of Bylaw No. 169 of the Mayne Island Improvement District, passed by the Trustees on the Eleventh (11) day of January, 2016.

Corporate

**MAYNE ISLAND IMPROVEMENT DISTRICT
OFFICER POSITIONS ESTABLISHMENT BYLAW No. 167**

Schedule "A"

1. The Corporate Administrative Officer is assigned responsibility for corporate administration of the Improvement District under section 695 of the *Local Government Act*, and in addition, will have the responsibility for assessment and collection of any tax levies. This includes, but is not limited to:
 - a. Preparing accurate meeting minutes and ensuring the safekeeping of minutes, bylaws, and other Improvement District business records;
 - b. Providing access to all Improvement District business records as required by law or authorized by the Board of Trustees;
 - c. Signing and certifying copies of bylaws and other documents as required or requested;
 - d. Accepting, on behalf of the Improvement District or the Board of Trustees, notices and documents given or provided to the Improvement District of the Board of Trustees; and
 - e. Keeping the Improvement District seal and having it affixed to documents as required.

2. The Corporate Administrative Officer is assigned responsibility for financial administration of the Improvement District under section 696 of the *Local Government Act*. This includes, but is not limited to:
 - a. Receiving all money paid to the improvement District;
 - b. Keeping all funds and securities of the Improvement District;
 - c. Expending and disbursing money in the manner authorized by the Board of Trustees;
 - d. Investing funds in investments under section 745(4);
 - e. Preparing, maintaining, and keeping safe the accurate records and full accounts of the Improvement District's financial affairs; and
 - f. Compiling and supplying information on the financial affairs of the Improvement District required by the Inspector of Municipalities.