

## APPOINTMENT OF OFFICERS BYLAW

### CULTUS LAKE PARK BYLAW NO. 1074, 2016

A BYLAW TO ESTABLISH OFFICER POSITIONS AND TO ESTABLISH THE POWERS,  
DUTIES AND RESPONSIBILITIES OF SUCH OFFICERS

WHEREAS Section 12 of the *Cultus Lake Park Act* (1932 and Amendments) enables the Cultus Lake Park Board to adopt bylaws;

AND WHEREAS the *Community Charter* Section 146 empowers the Cultus Lake Park Board, by bylaw, to establish officer positions and to establish the powers, duties and responsibilities of officers and employees;

AND WHEREAS the Cultus Lake Park Board has determined to update the Appointment of Officers Bylaw;

NOW THEREFORE the Cultus Lake Park Board in open meeting assembled, HEREBY ENACTS AS FOLLOWS:

#### 1. TITLE

This bylaw may be cited for all purposes as the "Cultus Lake Park – Appointment of Officers Bylaw No. 1074, 2016".

#### 2. OFFICERS POSITIONS

The following positions are hereby established as officer positions of the Cultus Lake Park:

- a) Director of Park Operations/Chief Administrative Officer
- b) Corporate Officer
- c) Chief Financial Officer

#### 3. POWERS, DUTIES AND RESPONSIBILITIES

- a) The powers, duties and responsibilities of the Director of Park Operations/Chief Administrative Officer are set out in Schedule "A".
- b) The powers, duties and responsibilities of the Corporate Officer are as set out in Schedule "B".
- c) The powers, duties and responsibilities of the Chief Financial Officer are as set out in Schedule "C".

**4. OATH OF OFFICE**

The Oath of Office as set out in Schedule "D" to this bylaw is hereby adopted as the Oath of Office for officers of Cultus Lake Park.

**5. INDEMNIFICATION OF OFFICERS, STAFF AND BOARD MEMBERS**

The Cultus Lake Park Board shall indemnify every officer, employee, and Board member of Cultus Lake Park, including former officers and employees and former Board members, against any claim for damages against the person arising out of the performance of the person's duties and, in addition, pay legal costs incurred in a court proceeding arising out of the claim, provided that in the event of a finding of gross negligence, such indemnification shall not be applicable.

**6. SEVERABILITY**

If any part of this bylaw is for any reason held invalid by a Court or competent jurisdiction, the invalid portion shall be severed and the severance shall not affect the validity of the remainder.

**7. EFFECTIVE DATE**

This bylaw shall come into force and effect upon its adoption.

**8. REPEAL**

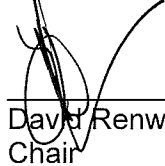
Cultus Lake Park Appointment of Officers Bylaw No. 2007-13 and all amendments thereto are hereby repealed.

READ A FIRST TIME this 17<sup>th</sup> day of February, 2016

READ A SECOND TIME this 17<sup>th</sup> day of February, 2016

READ A THIRD TIME this 17<sup>th</sup> day of February, 2016

ADOPTED this 16 day of March, 2016

  
\_\_\_\_\_  
David Renwick  
Chair

  
\_\_\_\_\_  
Bonny Bryant  
Director of Park Operations

I HEREBY CERTIFY the foregoing to be a true and correct copy of "Appointment of Officers Bylaw No. 1074, 2016".

  
\_\_\_\_\_  
Bonny Bryant  
Director of Park Operations

## SCHEDULE "A"

### **POWERS, DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF PARK OPERATIONS/CHIEF ADMINISTRATIVE OFFICER**

A bylaw under Section 146 the *Community Charter*, may establish the position of chief administrative officer of Cultus Lake Park, whose powers, duties and functions include the following:

- (a) overall management of the operations of the Cultus Lake Park;
- (b) ensuring that the policies, programs and other directions of the Cultus Lake Park Board are implemented;
- (c) advising and informing the Cultus Lake Park Board on the operation and affairs of the Cultus Lake Park.

## SCHEDULE "B"

### **POWERS, DUTIES AND RESPONSIBILITIES OF CORPORATE OFFICER**

A bylaw under Section 146 of the *Community Charter* may establish the position of corporate officer of the Cultus Lake Park, whose powers, duties and functions include the following:

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

## SCHEDULE "C"

### **POWERS, DUTIES AND RESPONSIBILITIES OF FINANCIAL OFFICER**

A bylaw under Section 146 of the *Community Charter* may establish the position of financial officer of the Cultus Lake Park Board, whose powers, duties and functions include the following:

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

**SCHEDULE "D"**

**OATH OF OFFICE**

**[insert name]** having been appointed to the Office of **[insert name of Office]** for Cultus Lake Park do hereby promise and swear:

- (a) I will faithfully, honestly, and impartially, to the best of my knowledge and ability, execute the powers, duties and functions of my Office,
- (b) I will treat all matters and information that comes to my attention, as a result of my Office, in confidence,
- (c) I have not received, nor will I receive or accept any payment or reward, or promise of either, in return for the exercise of my powers, duties and functions, other than as permitted by the Cultus Lake Park Board;
- (d) I will not allow my personal interests to conflict with the duties of my Office;  
and
- (e) I will comply with all policies and directives of the Cultus Lake Park Board and comply with all laws.