

THE CORPORATION OF THE VILLAGE OF SALMO

OFFICERS BYLAW NO. 667, 2015

As Amended by Bylaw #738

**CONSOLIDATED FOR CONVENIENCE ONLY
Not Official Version**

Bylaw No.	Adopted	Amendment	Purpose
738	March 9, 2022	Section 3	To provide the Chief Administrative Officer/Corporate Officer the power to approve cannabis applications

CORPORATION OF THE VILLAGE OF SALMO

BYLAW #667

A BYLAW TO ESTABLISH THE OFFICER POSITIONS OF THE VILLAGE OF SALMO AND TO DELEGATE CERTAIN POWERS

1.0 TITLE

This Bylaw may be cited for all purposes as the "**Officers Bylaw No. 667, 2015**"

2.0 OFFICER POSITIONS

The following positions are hereby established as officer positions of the Corporation of the Village of Salmo.

- (a) Pursuant to Section 147 and Section 148 of the *Community Charter*, Council hereby establishes the officer position of Chief Administrative Officer/Corporate Officer.
- (b) Pursuant to Section 149 of the *Community Charter*, Council hereby establishes the officer position of Chief Financial Officer.

3.0 DELEGATION OF COUNCIL AUTHORITY

3.1 Delegation of Power to Hire or Suspend Officers

Council hereby delegates to the Chief Administrative Officer/Corporate Officer the power to suspend an officer of the Village and the power to appoint a person to fill an officer position, upon approval of Council.

3.2 Appointment of Approving Officer

Pursuant to section 77 of the *Land Title Act*, Council hereby appoints the Chief Administrative Officer/Corporate Officer as the Approving Officer for the Village of Salmo.

3.3 Delegation of Notice Publications

Council hereby delegates to the Chief Administrative Officer/Corporate Officer the power to publish newspaper notices required under the *Local Government Act* and the *Community Charter*.

3.4 Delegation of Purchasing Power

Council hereby delegates the purchasing power limits as delineated in the Village of Salmo Purchasing Policy. Village employees are delegated the power to enter into and sign and deliver on behalf of the Village.

3.5 Agreements Up to Spending Limits Assigned to Positions

Pursuant to section 175 of the *Community Charter*, no person listed may enter into an

agreement, which extends beyond 5 years (including by exercising rights of renewal or extension).

3.6 Delegation of Subdivision Development Agreements

Council hereby delegates to the Chief Administrative Officer/Corporate Officer the power to enter into and sign and deliver on behalf of the Village, the following agreements related to the development of land in circumstances where there is a related subdivision:

- 3.6.1** statutory rights of way for municipal services;
- 3.6.2** easement for the benefit of or burdening Village property;
- 3.6.3** encroachment agreements;
- 3.6.4** highway reservation agreements;
- 3.6.5** *Land Title Act*, section 219 covenants;
- 3.6.6** subdivision and development servicing agreements;
- 3.6.7** latecomer charge waiver agreements;
- 3.6.8** releases and modifications of agreements listed above;

provided there is no liability on the part of the Village within any agreement (or its modification) other than liabilities, which do not extend beyond 5 years (including by exercising rights of renewal or extension) and other than liabilities authorized by the Alternative Approval Process as set out in the *Community Charter*, Section 86.

- 3.6.9** Council hereby delegates to the Chief Administrative Officer/Corporate Officer the exercise of all of its powers and the performance of all of its duties as the Approving Authority under section 242 of the British Columbia *Strata Property Act* to approve the conversion into strata lots of previously occupied apartment buildings.

3.7 Land Title Office Filing

Council hereby delegates to the Chief Administrative Officer/Corporate Officer the filing in the Land Title Office of notices of development permits and temporary use permits issued pursuant to this Bylaw.

3.8 Delegation of Cannabis Applications (BL738)

Council hereby delegates authority to the Chief Administrative Officer/Corporate Officer the power to provide comments and recommendations to the Liquor and Cannabis Regulation Branch (LCRB) on behalf of the village regarding applications for cannabis retail stores as well as approval for such applications.

3.9 Declining to Exercise Delegated Power

The Chief Administrative Officer/Corporate Officer may decide in his or her sole discretion not to exercise any delegated authority under this Bylaw where he or she considers that for reasons of complexity, visibility or any other circumstance, the agreement or permit should be considered by Council and where that determination is made, the owner must follow all applicable Village of Salmo procedures, including the procedures to apply to Council for issuance of permits.

3.10 Limitation on Delegation

For clarity, unless a power, duty or function of Council has been expressly delegated by this Bylaw or another bylaw, all of the powers, duties and functions of Council remain with Council.

3.11 Delegation to Persons Holding Position

Where this Bylaw delegates a power, the delegation is to the person who from time to time holds that position (including where Council changes the title of that position).

4.0 OATH OF OFFICE

The oath of office as set out in Schedule "A" to this bylaw is hereby adopted as the oath of office for officers of the Village of Salmo.

5.0 ENACTMENT AND REPEAL

5.1 Bylaw 665, 2014 is hereby repealed in its entirety.

5.2 This Bylaw shall come into full force and effect upon its adoption.

READ A FIRST TIME this 10th day of March, 2015.

READ A SECOND TIME this 10th day of March, 2015.

READ A THIRD TIME this 10th day of March, 2015.

FINALLY PASSED AND ADOPTED this 17th day of March, 2015 and Numbered 667.

Mayor

Corporate Officer

I certify this to be a true copy of Bylaw #667 as adopted.

Corporate Officer

SCHEDULE "A"

Oath of Office

**THE CORPORATION OF THE VILLAGE OF SALMO
CODE OF ETHICS AND CONDUCT**

I, [name], do solemnly affirm that I will:

1. Declare to the Council at the first opportunity my interest or known interests of any immediate family, in any enterprise which proposes to transact business with the Village and I will leave the place of any meeting during discussion and vote on a subject that pertains to such business.
2. Declare to the Council at the first opportunity, my interests or the known interest of any close relatives, in any property which is subject to a rezoning proposal, development proposal, subdivision or any permit or other consideration within the Village and leave the place of the meeting during discussion and vote on the subject.
3. Not use information designated confidential for the personal profit of myself or any other person.
4. Not communicate information designated confidential to anyone not entitled to receive same.
5. Not use my position to secure special privileges, favours or exemptions for myself, or any other person.
6. Avoid any situations that could cause any person to believe that they may have brought bias or partiality to a question before the Council.
7. For a period of twelve (12) months after leaving the employ of the Village, abide by the ethical standards of conduct listed above, except those related to confidential information which shall apply in perpetuity or as outlined in legislation applicable in British Columbia.

Oath of Office

I, [name], do promise and swear that I will truly, faithfully, and impartially, to the best of my knowledge and ability, execute the office of _____(insert officer position)_____ to which I have been appointed for the Corporation of the Village of Salmo, and that I have not received and will not receive any payment or reward, or promise of either, for the exercise of any partiality or other undue execution of my office.

Sworn before me this _____,
day of [month], [year] at Salmo,
British Columbia

[name]

[name], [title]
Commissioner for taking Affidavits
In the Province of British Columbia