

**THE CORPORATION OF THE DISTRICT OF SAANICH**

**BYLAW NO. 9894**

**TO AMEND BYLAW NO. 9424,  
BEING THE "OFFICERS AND ADMINISTRATIVE  
STRUCTURE BYLAW, 2017, NO. 9424"**

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The Municipal Council of The Corporation of the District of Saanich enacts as follows:

1. The Officers and Administrative Structure Bylaw, 2017, No. 9424 is hereby amended as follows:

(a) By deleting the definition of "Legislative Manager/Municipal Clerk" in section 1.a) and adding the following definition immediately after "Collector" and before "District" in section 1.a):

**"Corporate Officer"** means the Corporate Officer of the Municipality and includes the Deputy Manager, Legislative Services in the absence of the Corporate Officer.

(b) By deleting section 2 and replacing it with the following:

2. Municipal Departments

The business of the Municipality under the direction of the Chief Administrative Officer with and by the authority vested by council shall be conducted by the following departments hereby established:

- Administration
- Corporate Services
- Engineering
- Finance
- Fire
- Information Technology
- Legislative and Protective Services
- Parks, Recreation and Community Services
- Planning

(c) By deleting section 3 and replacing it with the following:

3. Department Head Positions

Department Heads of the Municipality shall be:

- Chief Administrative Officer
- Chief Information Officer
- Director of Corporate Services
- Director of Engineering
- Director of Finance
- Fire Chief
- Director of Legislative and Protective Services
- Director of Parks, Recreation and Community Services
- Director of Planning

The head of each department shall be the person from time to time appointed as such and includes the person employed as such at the date of the adoption of this bylaw.

(d) By deleting section 5 and replacing it with the following:

5. Officer Positions

Officers of the Municipality shall be:

- Chief Administrative Officer
- Director of Finance
- Corporate Officer

Each officer of the Municipality shall be the person from time to time appointed as such and includes the person employed as such at the date of the adoption of this bylaw.

(e) By deleting subsection 7c) and replacing it with the following new subsection 7(c):

“c) The Corporate Officer is assigned the responsibility of corporate administration which includes the powers, duties and functions set out in section 148 of the *Community Charter*. In addition, the Corporate Officer has any other powers, duties and functions assigned by the Chief Administrative Officer, or required or permitted by any other enactment.”

2. This Bylaw may be cited for all purposes as the **“OFFICERS AND ADMINISTRATIVE STRUCTURE BYLAW, 2017, AMENDMENT BYLAW, 2023, NO. 9894”**.

Read a first time this 1<sup>st</sup> day of May, 2023.

Read a second time this 1<sup>st</sup> day of May, 2023.

Read a third time this 1<sup>st</sup> day of May, 2023.

Adopted by Council, signed by the Mayor and Clerk and sealed with the Seal of the Corporation on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Municipal Clerk

\_\_\_\_\_  
Mayor