

DISTRICT OF UCLUELET

Officers and Officials Bylaw No. 1315, 2022

A Bylaw to provide for the appointment, indemnification, duties, dismissal, and compensation of Officers and Officials of the District of Ucluelet.

The Council of the District of Ucluelet in open meeting assembled enacts as follows:

PART 1 CITATION

1.1. This bylaw may be cited as the "District of Ucluelet Officers and Officials Bylaw No. 1315, 2022."

PART 2 INTERPRETATION

2.1. General

2.1.1. The headings used in this bylaw are for convenience only and do not form part of this bylaw and are not to be used in the interpretation of this bylaw.

2.1.2. Any enactment referred to herein is a reference to an enactment of the Province of British Columbia and regulations thereto, as amended, revised, consolidated, or replaced from time to time, and any bylaw referred to herein as a reference to a bylaw of the District of Ucluelet, as amended, revised, consolidated, or replaced from time to time.

2.1.3. Unless otherwise defined in this bylaw, terms used herein shall have the meanings as set forth in the *Community Charter* or the *Local Government Act*, as applicable.

2.2. Definitions

2.2.1. In this bylaw:

"CAO" or "Chief Administrative Officer" means the person appointed by Council as the Chief Administrative Officer for the District, their lawful deputy or designate as appointed by the CAO.

"Charter" means the *Community Charter* of the Province of British Columbia.

"Council" means the elected Council of the District of Ucluelet.

"District" means the District of Ucluelet.

“Deputy Official” means a person appointed by the CAO to one of the following positions:

- Deputy Fire Chief

“Exempt Employee” means a person who is or has been employed in a full-time, part-time, temporary or casual capacity by the District, and who is not governed under a collective agreement.

“Flex Time” is an arrangement that allows an Exempt Employee to alter the start and end times of their workday. In such instances, any lieu time that may otherwise apply is foregone for equivalent time off elsewhere during the pay period, which results in the same number of scheduled hours worked per pay period.

“Flex Week” is an arrangement that allows an Exempt Employee to increase the length of the standard workday to accrue one day off in lieu of time worked every two or three weeks provided the total scheduled hours worked remain the same.

“Lieu Time” means replacement time off with pay, of equivalent hours to those worked beyond a regularly scheduled workday or regularly scheduled day off.

“Mayor” means the Mayor of the District of Ucluelet.

“Officer” means a person appointed by Council to one of the following positions:

- Chief Administrative Officer
- Corporate Officer
- Finance Officer
- Municipal Approving Officer

“Official” means a person appointed by the CAO to one of the following positions:

- Fire Chief
- Manager of Corporate Services
- Manager of Finance
- Operations Manager

“Remote Work” means to conduct work remotely from a location that is not, as defined by the employer, a designated work site or office space.

“Senior Official” means a person appointed by the CAO to one of the following positions:

- Director of Community Planning
- Director of Engineering Services
- Director of Finance
- Director of Parks and Recreation

PART 3 APPOINTMENTS, PROBATION, AND TERMINATION

3.1. Appointments

- 3.1.1. On the recommendation of the CAO, Council shall appoint all Officers of the District by resolution. All other positions are hired by the CAO and administered in accordance with the provisions of this bylaw.
- 3.1.2. All Exempt Employees shall be given a copy of this bylaw prior to an offer of employment being made by the District and shall confirm in writing their acceptance of these terms prior to an acceptance of an offer of employment from the District.
- 3.1.3. Nothing in this bylaw shall prevent the appointment of the same person to two or more positions within this bylaw.
- 3.1.4. Nothing within this bylaw shall be interpreted as restricting the right of Council or CAO to defer an appointment to any position, other than a position appointed by Council as required by statute.

3.2. Financial Disclosure Act

- 3.2.1. The persons holding Officer, Senior Official, and Official positions are designated municipal employees for the purpose of the Financial Disclosure Act.

3.3. Probation

- 3.3.1. All Exempt Employees shall be appointed initially for a probationary period of 6-months in duration, with the period being specified in the appointment letter or agreement. The probationary period may be extended at any time prior to expiration of the initial term, for a term not to exceed a total probationary period of 12-months.
- 3.3.2. All Exempt Employees shall be continuously evaluated and receive a formal preliminary performance evaluation at 6-weeks or 12-weeks of their initial probationary period and two-weeks prior to the conclusion of their probationary period.

3.4. Termination

- 3.4.1. The permanent appointment of an Officer of the District may be terminated only in accordance with the provisions of the *Charter* (Section 151 and 152). In cases without cause, reasonable notice shall consist of 6-months' salary in lieu of notice, or as determined in their employment agreement.

3.4.2. Unless otherwise provided in a contract of employment, any Exempt Employee may be dismissed for just cause without notice or payment in lieu thereof. In cases without cause, reasonable notice shall consist of 6-months' salary in lieu of notice, or as determined in their employment agreement.

3.4.3. Where prior to the expiry of the probationary period the Employer decides to terminate employment of Exempt Employees, such termination shall be one month's notice or salary in lieu of notice, unless otherwise provided for under a contract of employment.

3.5. Suspension

3.5.1. The suspension of employment of any Officer shall be in accordance with the *Charter (Section 151 and 152)*.

3.5.2. The suspension of employment of any Exempt Employee shall be in accordance with the District's disciplinary policy and code of conduct and as determined by the CAO.

PART 4 POWERS, DUTIES, AND RESPONSIBILITIES

4.1. The powers, duties, and responsibilities of the CAO are set out in Schedule 'A.'

4.2. The powers, duties, and responsibilities of the Finance Officer are set out in Schedule 'B.'

4.3. The powers, duties, and responsibilities of the Corporate Officer are set out in Schedule 'C.'

PART 5 OATH OF OFFICE

5.1. The oath of office, as set out in Schedule "D" to this bylaw, is hereby adopted as the oath of office for Exempt Employees of the District. This oath of office is to be taken by all Exempt Employees prior to the assumption of their duties.

PART 6 BENEFITS

6.1. Employment health and wellness benefits

6.1.1. Employment health and wellness benefits including paid and unpaid leaves of absence, sick leave, life insurance, long-term disability and accidental death and dismemberment coverage, and statutory holiday leave shall be provided to Exempt Employees under the same terms and conditions as those provided to District staff under the Collective Agreement with CUPE, excepting paramedical practitioners limit, long term disability monthly earnings monthly maximum earnings, and those items outlined hereafter within Section 6 of this bylaw.

6.2. Pension and Retirement

6.2.1. Superannuation shall be provided in accordance with Public Sector Pension Plans Act, SBC1999, c. 44, s. 124 and amendments thereto together with the Canada Pension Plan.

6.3. Vacation Entitlement

6.3.1. Subject to any special arrangement at the time of appointment based on years of relevant experience, annual vacation with pay shall be granted as follows, as of January 1 of each calendar year:

During the first to second year	15 days
During the third to sixth year	20 days
During the seventh to tenth year	25 days
During the eleventh to fifteenth year	30 days
During the sixteenth year or greater	35 days

6.3.2 All new Employees' vacation allotments shall be prorated to the employment start date.

6.3.3. All new Employees shall accrue but shall not be entitled to take vacation time until the completion of the first three (3) months of continuous employment.

6.3.4. Vacation entitlements shall be used within the calendar year in which they are accrued and as mutually agreed to with the Employer.

6.3.4. Employees may, upon receiving written approval from the CAO, carry forward a maximum of 10-days' vacation entitlement into a subsequent calendar year. Any unused vacation, not approved to be carried forward, shall be paid out in cash within the first two pay periods of the calendar year. Additional time may be carried forward with the agreement of the employer provided no more than a total of three weeks may be carried forward.

6.3.5. In the event an Exempt Employee leaves their employment, or is terminated, subsequent to taking annual vacation during the calendar year that the vacation entitlement is accrued, then in such an event, the monetary value of the vacation taken, pro-rated to the date of termination, shall be deducted from any final payment for salary or other benefits that may be due and payable on termination. Any amounts not recovered from any final payment will be paid back to the District by the Exempt Employee within 30-days of their last day worked.

6.3.6. Upon leaving their employment or in the event of a termination, any unused vacation time accrued, pro-rated to the date of termination, shall be paid out in lieu of such vacation.

6.4. Sick Leave

6.4.1. Exempt Employees are eligible to accrue up to a maximum of 120 days of sick leave at a rate of 1.5 days per month. In addition to regular illness, sick leave may be used for medical and dental appointments, caring for a dependent child, spouse, and parental care that cannot be scheduled outside of normal working hours to a maximum of 10-days per year. The CAO, or Mayor in the case of the CAO, may grant use of sick leave for other illness and medical related circumstances when deemed appropriate.

6.5. Extended Sick Leave

6.5.1. In instances of sick leave greater than two consecutive weeks Exempt Employees shall be required to provide a medical certificate identifying the nature of the sick leave and estimated date of return to work in accordance with the District's *Short-Term Extended Sick Leave Policy*. Use of sick leave for extended periods shall be limited to a maximum of 120 consecutive calendar days at which time the Exempt Employee shall be required to transition to long-term disability; medical employment insurance or return to work. Exempt Employees on extended sick leave shall be required to provide bi-weekly status updates and work with the employer, in concert with their medical practitioner, to develop a return-to-work program. Benefits based on active service will be suspended during the extended sick leave.

6.6. Leave of Absence

6.6.1. Leave of absence without pay may be granted to Exempt Employees for reasonable periods, with the prior approval of the CAO, or Mayor in the case of the CAO, provided all vacation and lieu time have been utilized. Requests for periods greater than twenty-five working days must be ratified by Council.

6.6.2. Premium payments for all benefits for Exempt Employees on approved leave of absence without pay shall be the sole responsibility of the Employee. Benefits based on active service will be suspended during the leave of absence.

6.7. Training & Conferences

6.7.1. Subsequent to an approved budget, the District promotes and encourages Exempt Employee continued professional development and participation in applicable conferences and workshops. With the approval of the CAO, Exempt Employees shall be eligible to attend an annual conference or workshop and/or undertake professional development courses in accordance with the District's training policies.

- 6.7.2. In the event an Exempt Employee leaves their employment or is terminated within 2-years of the subsequent registration in or completing of a professional development program or course, exclusive of training required for the maintaining of a position within the organization and basic continuing education courses, then in such an event, the monetary value of the course or program taken, pro-rated to the date of termination, shall be deducted from any final payment for salary or other benefits that may be due and payable on termination. Any amounts not recovered from any final payment will be paid back to the District by the Exempt Employee within 30-days of their last day worked.

PART 7 HOURS OF WORK, LIEU TIME, FLEX TIME AND REMOTE WORK

7.1. Hours of Work

- 7.1.1. Regular Hours of Work for Exempt Employees shall be Monday to Friday (excluding statutory holidays) 7.5 hours per day, exclusive of a 1-hour lunch break, between 8:00 a.m. and 4:30 p.m. unless otherwise specified with an employment agreement or as determined by the CAO.
- 7.1.2. Exempt Employees are expected to be in the office (or official workplace approved by the employer) during Regular Hours of Work, excepting when Remote Work is approved in accordance with Section 7.2.

7.2. Remote Work

- 7.2.1. Remote work may be utilized under special circumstances, on an ad hoc basis, with prior approval from the CAO.
- 7.2.2. No permanent file storage shall be allowed within a home. All documents brought home must be brought back to the office on the first day returning to work in the office.
- 7.2.3. Exempt Employees must have an assigned District device that allows for remote work to be performed and access to a phone.
- 7.2.4. No in-person meetings shall be held by an Exempt Employee at a home office.
- 7.2.5. All costs and financial implications of utilizing remote work, such as power, internet, office supplies, furniture, or other expenses, apart from the District assigned device and cell phone are the responsibility of the individual Exempt Employee.

7.3. Lieu and Flex Time

- 7.3.1. It is understood that Exempt Employees are ineligible for overtime and have management responsibilities, workloads, projects, emergency response duties, and reporting deadlines, including facility checks, meetings and events, and attendance of Council and Committee meetings that occur outside the Regular Hours of Work. In addition, there are departments that deliver some of their regular services to the public outside of the Regular Hours of Work.
- 7.3.2. Subject to specific arrangements approved by the CAO for positions that inherently provide services outside of the regular work schedule, i.e., fire services, to compensate Exempt Employees for these responsibilities and corresponding over-time, the following may, as approved by the CAO, be permitted:
- 7.3.2..1. With approval of the CAO to use Flex Time to alter the start and end of a specific workday to mitigate the accrual of lieu time provided the regular daily hours of work are maintained.
 - 7.3.2..2. To bank up to a maximum of 100-hours of lieu time based on their regular hours of work in a calendar year at straight time. Lieu time shall be taken off as straight time in lieu and must be used by the 31st day of December in the calendar year it was accrued. Unused lieu time shall not be eligible to be carried forward nor will be considered for or eligible to be paid out.
 - 7.3.2..3. Subject to the demonstrated regular accrual of lieu time, ongoing satisfactory performance reviews, demonstrated ability to manage department and individual work requirements, and with the approval of the CAO, or the Mayor in the case of the CAO, to use a Flex Week schedule, increasing the length of the standard workday to accrue one day off in lieu of time worked every two or three weeks. Any Exempt Employee approved for a Flex Week Schedule may be called in or required to work on their Flex day as required by the CAO, their department or needs of the District.
- 7.3.3. Exempt Employees shall record all hours worked, with Flex Time and Lieu Time approved by the CAO, or Mayor with respect to the CAO.
- 7.3.4. Exempt Employees, as determined by the CAO and in conjunction with a performance review, who are unable to satisfactorily manage work requirements may, as determined by the CAO, lose access to benefits outlined in Sections 7.3 and 6.7. of this bylaw.
- 7.3.5. Exempt Employees are encouraged to undertake personal development through conferences, workshops, and other professional development opportunities. It is understood that these opportunities are not subject to the accrual of flex or lieu time.

7.3.6. It is understood that Exempt Employees can be called in by Council or the CAO to work during exceptional circumstances, such as those associated with facility closures, threats to the lives and safety of residents and property, threats to essential service delivery, during natural disasters or provincial and/or municipal emergencies, and during similar instances as approved by the CAO. In such instances, Exempt Employees will be paid for any resulting approved overtime at time and one half. Any overtime accrued during these events shall be paid out with no provision to bank overtime.

PART 8 SALARIES

8.1. The salary band structure consists of seven steps, within which an Exempt Employee may be placed based on education, experience, and performance. Placement and movement within the salary bands may occur on these steps as determined by the CAO. The minimum rate will be 80% of Step 4 with exceptional performance capped at 110% of the salary band. Steps and salary bands are meant as a guide and movement within a specific step or band may be incremental and shall be based on an annual performance review, qualifications, experience, and any combination thereof as determined by the CAO, or the Mayor in the case of the CAO.

Step 1 relates to **new hires** during their probationary period who do not possess the required education AND position experience as per the job posting and will be developed into the position over time through mentoring and/or training.

Step 2 relates to **new hires** during their probationary period who **do not possess ALL** the required education OR position experience as per the job posting and relates to Step 1 employees following a favorable probationary performance evaluation.

Step 3 relates to **new hires** during their probationary period **who possess ALL** the required education and position experience as per the job posting and relates to Step 2 employees following a favorable probationary performance evaluation.

Step 4 relates to step 3 employees following a favorable post probationary performance appraisal and is representative of the **base salary** for all positions and those employees' **meeting expectations**.

Step 5 relates to employees **exceeding expectations in some areas** based on their performance appraisal.

Step 6 relates to employees **exceeding expectations in most areas** based on their performance appraisal.

Step 7 relates to employees delivering **exceptional** performance based on their performance appraisal and is set at a maximum of 110% of the salary band.

- 8.2. The salary band structure, contained herein as Schedule 'E,' shall apply to Exempt Employees excluding the Approving Officer and is determined using the following parameters.

Band 1: The initial CAO salary band shall be established by Council. In subsequent years, the CAO salary band shall be increased by an amount equal to the negotiated annual cost of living increase within the collective agreement. Any additional increase to the Band 1 shall be at the discretion of Council and may be considered without impact to pay bands.

Band 2: Senior Officials that have all the required professional designations, certifications, knowledge, and experience at the time of hire, or those Senior Officials in Band 3 who have, through performance development achieved a professional designation or equivalent knowledge, certification, may have their salary band set at up to 80% of Band 1.

Band 3: Senior Officials, except those in Band 2, may have their salary band set at up to 75% of Band 1. Officials that have all the required professional designations, certifications, knowledge, and experience at the time of hire, or those Officials in Band 4 who have, through performance development achieved a professional designation or equivalent knowledge, certification, and experience may have their salary band set at up to 75% of the Band 1.

Band 4: Officials, except those in Band 3, may have their salary set at up to 85% of Band 3. Deputy Officials that have all the required professional designations, certifications, knowledge, and experience at the time of hire, or those Deputy Officials in Band 5 who have, through performance development achieved a professional designation or equivalent knowledge, certification, and experience, may have their salary set at up to 85% of the Band 3.

Band 5: Deputy Officials, except those in Band 4, shall have their salary set at up to 70% of Band 3. Exempt Employees who have not been appointed to a position addressed in Bands 1 through 4, shall have their salary set at up to 70% of Salary Band 3.

8.3. **Acting Pay**

8.3.1. In the event an Exempt Employee is required to perform all or a significant portion of the duties of a higher-level Exempt Employee or undertake or oversee the roles and responsibilities of another Exempt Employee within the organization for a period of three (3) consecutive weeks or greater the Exempt Employee shall be eligible for Acting Pay.

8.3.2. Acting Pay shall be 10% above the acting Exempt Employee's current salary. This amount may be modified in situations involving appointments for terms greater than 4-months. Acting Pay shall be determined by the CAO, and Council in the temporary appointment of an Acting CAO.

PART 9 PERFORMANCE APPRAISALS

- 9.1. All Exempt Employees shall be required to facilitate and actively participate in an annual performance review with their direct supervisor. Exempt Employees who choose not to participate in a performance appraisal or have an unsatisfactory performance appraisal shall lose their entitlement to access lieu and flex programs, undertake or access professional development training and/or conferences.

PART 10 SEVERABILITY

- 10.1. If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed, and the remainder of this bylaw is deemed to have been adopted without the severed section, subsequent, paragraph, subparagraph, or phrase.

PART 11 REPEAL

- 11.1. District of Ucluelet Officers and Employees Bylaw No. 992, 2005 and all amendments thereto are hereby repealed.
- 11.2. District of Ucluelet Officers and Employees Bylaw No. 807, 1999 and all amendments thereto are hereby repealed.
- 11.3. Compensatory Lieu Time and Flex Time (Exempt Staff) Policy 5-1920-4 and all amendments thereto are hereby repealed.

PART 12 SCHEDULES

- 12.1. The following schedules shall form part of this bylaw:

- 12.1.1. Schedule 'A' - Powers, Duties, and Functions of the CAO
- 12.1.2. Schedule 'B' - Powers, Duties, and Responsibilities – Finance Officer
- 12.1.3. Schedule 'C' - Powers, Duties, and Functions of the Corporate Officer
- 12.1.4. Schedule 'D' - Oath of Office
- 12.1.5. Schedule 'E' - Salary Bands

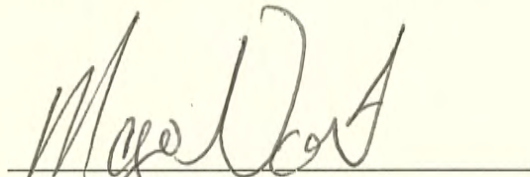
READ A FIRST TIME this 19th day of July, 2022.

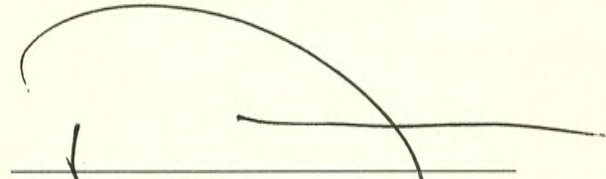
READ A SECOND TIME this 19th day of July, 2022.

READ A THIRD TIME this 19th day of July, 2022.

ADOPTED this 16th day of August, 2022


CERTIFIED A TRUE AND CORRECT COPY of ""District of Ucluelet Officers and Officials Bylaw No. 1315, 2022."



Mayco Noël
Mayor

Duane Lawrence
Corporate Officer

THE CORPORATE SEAL of the District of
Ucluelet was hereto affixed in the
presence of:



Duane Lawrence
Corporate Officer

Schedule A
Powers, Duties, and Functions of the CAO

Council hereby assigns to the CAO responsibility for the District and the statutory powers, duties, and functions specified in Section 147 of the *Charter*.

The Chief Administrative Officer is hereby delegated the authority to:

1. Human Resources

- Appoint, promote, discipline, and suspend the other Officials of the District, being those employees who are designated Officials within this bylaw;
- Recommend to Council the demotion or termination of Officers of the District, being those employees who are designated as Officers within this bylaw;
- In consultation with the appropriate Officers and Officials, appoint, promote, discipline, suspend and terminate all other employees of the District, subject to any contract of the employment or collective agreement in force;
- Supervise contract negotiations, in conjunction with Council direction, with employee unions of the District and to recommend contract settlements with the unions to Council;
- Appoint acting Officers and Officials to fulfil the responsibilities of these positions in case of illness, absence, or vacancy; and
- Administer all policies, bylaws, and agreements related to all Employees as adopted, and amended from time to time, by Council.

2. General Administration

- Perform the duties and functions of the other Officers or Officials of the District in their absence;
- Ensure the satisfactory operation of the departments of the District;
- Ensure the implementation of Council directives;
- Act as the principal intermediary between the District and the administration of other government bodies dealing with the District;
- In consultation with Council, from time to time, re-organize the administrative structure to improve the efficient and effective operation of the District;
- Review legal advice and proceedings;
- Authorize lawyers to defend, or conduct any action or proceeding in any court of law or before any tribunal, arbitrator, board, or any person for or on behalf of the District;
- Authorize settlements of claims against the District within the CAO's signing authority;
- Supervise preparation of Council agendas;
- Attend, or ensure an alternate attends meetings of Council, Committees of Council, and other entities created by Council;

- Provide advice and recommendations to Council on any matter within Council's jurisdiction; and
- Report to Council on any matter of importance to the District;

3. Contracts

- Authorize the use, budgeted purchase, or sale of District facilities, equipment and services and authorize the awarding of contracts for budgeted items within the CAO's signing authority as identified in the District Purchasing Policy;
- Supervise the calling and awarding of tenders, contracts, and proposals for the supply of materials, equipment, services, or construction approved by Council;
- Carry out any required additional powers, duties and responsibilities as assigned by Council;
- Accepting, modifying, and discharging, in whole or in part, on behalf of the District, encumbrances registered in the Land Title Office which are deemed to be satisfied, expired, concluded or no longer in effect;
- Exercise whatever additional powers and discharge for whatever additional duties and responsibilities Council from time to time may assign; and
- Under Council's direction, ensure the preparation of the Five-Year Financial Plan is undertaken as required under the *Charter*.

Schedule B'
Powers, Duties and Responsibilities – Finance Officer

Council hereby assigns to the Finance Officer responsibility for financial administration for the District of Ucluelet, including the statutory powers, duties, and functions specified in Section 149 of the *Charter*.

The Director of Finance is hereby delegated the authority to:

1. Municipal Finances

- Receive all money paid to the District;
- Ensure the keeping of all funds and securities of the District;
- Expend and disperse money in the manner authorized by Council;
- Invest revenue funds, until required, in investments as permitted under the *Charter*;
- Ensure that accurate records and full accounts of the financial affairs of the District are prepared, maintained, and kept safe; and
- Compile and supply information on the financial affairs of the District required by the Inspector of Municipalities.

2. Human Resources

- Recommend to the CAO, the appointment, promotion, discipline, and dismissal of employees within the finance department; and
- Supervise all employees within the finance department.

3. General Administration

- Supervise the operation of the finance department for the District;
- Supervise implementation of Council directives and directives of the CAO;
- Act as a contact between the finance department and other departments under the supervision of the CAO;
- Review legal advice and proceedings;
- Supervise the obtaining of insurance as deemed necessary;
- Supervise the provision of or management of insurance matters;
- Prepare and arrange for filing of any documentation necessary under the *Financial Information Act* or otherwise;
- Attend, or ensure an alternate attends meetings of Council and Committees, as required by the CAO or Council;
- Provide advice to the CAO and Council regarding any matter of a financial nature;
- Prepare the five-year financial plan, as required under the *Charter*;
- Maintain a 20-year tangible capital asset and financial plan; and
- Oversee and ensure the completion of the District's annual financial audit in consultation with the District's Auditors.

Schedule 'C'
Powers, Duties, and Functions of the Corporate Officer

Council hereby assigns to the Corporate Officer the responsibility for the corporate administration for the District, including the statutory powers, duties, and functions specified in Section 148 of the *Charter*.

The Corporate Officer is hereby delegated the authority to:

1. General Administration

- Ensure that accurate minutes of the meetings of the District and its committees are prepared and the minutes, bylaws, and other records of the business of the District and its committees are maintained and kept safe;
- Ensure that access is provided to records of the District and its committees, as required by law, or authorized by Council;
- Certify copies of bylaws and other documents, as required, or requested;
- Consolidate all bylaws of the District in accordance with Section 139 of the *Charter*;
- Administer oaths and taking affidavits, declarations and affidavits required to be taken under the *Charter* in relation municipal matters;
- Accept, on behalf of the District, notices and documents that are required or permitted to be given, served on, filed with, or otherwise provided to the District;
- Keep the corporate seal and having it affixed to documents as required;
- Supervise the operation of the Corporate Services department;
- Supervise implementation of Council directives and directives of the CAO; and
- Act as a contact between the Corporate Services Department and other departments, under the supervision of the CAO.

2. Human Resources

- Recommend to the CAO, the appointment, promotion, discipline, and dismissal of employees within the Corporate Services department;
- Train, mentor, and supervise all employees in the Corporate Services department;
- Attend, or ensure an alternate attend, all meetings of council and its committees for the purposes of minute taking and providing oversight of information technology systems, except where otherwise directed by the CAO or Council;
- Organize efficient and effective record-keeping for all corporate documents;
- Provide copies of any documents served on the District to the CAO and to any insurers, as appropriate; and,
- Prepare the Annual Report, as required under the *Charter* and by Council.

Schedule 'D'
Oath of Office

_____[Insert Name]_____, having been duly appointed to the Office of _____ for the District of Ucluelet, do hereby promise and swear:

I will faithfully, honestly, and impartially, to the best of my knowledge and ability, execute the powers, duties, and function of my Office;

I will treat all matters and information that comes to my attention, as a result of my Office, in confidence; 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 District of Ucluelet;

I will not allow my personal interests to conflict with the duties of my Office; and,

I will comply with all policies and directives of the District and comply with all laws in the execution of my duties.

Sworn before me at Ucluelet, British Columbia

This _____ day of _____, 20____.

Officer/Official

Commissioner for Taking Affidavits
In the Province of British Columbia

Schedule 'E'
Salary Bands

Council hereby sets Band 1, at the time of adoption of this bylaw, at \$140,000.

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
	80%			to			110%
Band 1	100%						
Band 2	Up to 80% of Band 1						
Band 3	Up to 75% of Band 1						
Band 4	Up to 85% of Band 3						
Band 5	Up to 70% of Band 3						