

LOWER NIPIT IMPROVEMENT DISTRICT
OFFICER POSITIONS ESTABLISHMENT BYLAW NO. 63

A bylaw to establish officer positions and to establish the powers, duties and responsibilities of such officers.

This bylaw repeals No. 31, 36, 38 and 42.

The trustees of the [name of improvement district] enact as follows:

OFFICER POSITIONS:

1. The following positions are established as officer positions:
 - (a) Officer responsible for corporate administration under section 738.2 of the *Local Government Act* whose title will be secretary.
 - (b) Officer responsible for financial administration under section 738.3 of the *Local Government Act* whose title will be treasurer.
 - (c) Officer responsible for providing financial and other guidance and under section 738.3 of the *Local Government Act* whose title will be director.

POWERS, DUTIES AND RESPONSIBILITIES:

2. The secretary is assigned responsibility for corporate administration of the improvement district under section 738.2 of the *Local Government Act*.
3. The treasurer is assigned responsibility for financial administration of the improvement district under section 738.3 of the *Local Government Act*.
4. In addition to the powers, duties and functions assigned to an officer in Section 2 and Section 3:
 - (a) the powers, duties and functions set out in Schedule “A” are assigned to the secretary;
 - (b) the powers, duties and functions set out in Schedule “B” are assigned to the treasurer
 - (c) the powers, 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. The powers, duties and responsibilities of the director are set out in Schedule “C” to this bylaw.

CITATION

6. This bylaw may be cited as the “Officer Positions Establishment Bylaw No. 63 “.

INTRODUCED and given first reading by the Trustees on the 12th day of May, 2025

RECONSIDERED and finally passed by the Trustees on the 12th day of May, 2025



Chair of the Trustees

I hereby certify that this is a true copy of Bylaw No. 63



Secretary

SCHEDULE "C"
OFFICER POSITIONS ESTABLISHMENT BYLAW NO.
Powers, Duties and Functions of Officer Responsible for director.

- (a) oversee the assessment and collection of taxes
- (b) oversee the work of the treasurer and/or bookkeeper
- (c) responsible for the creation of a capitol strategy
- (d) involvement in obtaining and creation of quotes
- (e) involvement in creation of grant applications
- (f) provide guidance to board on financial or other matters as needed