

REGIONAL DISTRICT OF CENTRAL OKANAGAN

BY-LAW NO. 160

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A By-law to document the policy of the Regional Board of the Regional District of Central Okanagan with respect to the officers and employees of the Economic Development Office of the Regional District of Central Okanagan.

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WHEREAS Sections 775 and 188 of the "Municipal Act" being Chapter 255 of the Revised Statutes of British Columbia, 1960, as amended, provide that the Regional Board may by by-law provide for such officers and employees as may be deemed necessary and may fix certain conditions of their employment;

AND WHEREAS it is deemed appropriate to document the manner in which the functions of management are carried out in the Economic Development Office of the Regional District of Central Okanagan;

NOW THEREFORE the Regional Board of the Regional District of Central Okanagan, in open meeting assembled, enacts as follows:

1. There shall be appointed an Economic Development Officer as an officer of the Regional District of Central Okanagan.

2. The Economic Development Officer, as the Department Head of the Economic Development Office, shall under the direction of the Regional District Administrator, be responsible for the effective management of the Economic Development Office and shall:

(a) supervise and direct the affairs of the Economic Development Office employees thereof in their day to day activities;

(b) hire and appoint employees for the Economic Development Office for whom provision is made by the Regional District of Central Okanagan and who are required;

(c) dismiss employees for cause or when they are no longer required;

(d) put into effect, carry out and enforce the provisions of the various by-laws of the Regional District of Central Okanagan under his jurisdiction;

(e) act for the Regional District in the first and/or second or like step of any grievance procedure established pursuant to the provisions of any collective agreement covering employees under his jurisdiction, as well as administering the collective agreement as it pertains to employees under his jurisdiction;

(f)/

(f) prepare estimates of revenue and estimates for the operation of the Economic Development Office as may be required;

(g) have authority to requisition materials within the Economic Development Office.

(h) have authority to authorize overtime within the Economic Development Office when it becomes necessary.

(i) participate in staff evaluation in promotion within the Economic Development Office.

(j) perform such other duties as may be assigned from time to time.

3. There may be appointed, in the Economic Development Office, a Deputy Economic Development Officer.

4. The Deputy Economic Development Office, if so appointed, shall, under the control of the Economic Development Office:

(a) supervise and direct the duties and workmanship of the employees under his jurisdiction including the organizing and assigning work projects;

(b) hire employees for whom provision has been made;

(c) discharge employees when no longer required or when cause exists warranting their dismissal;

(d) bring to the attention of the Economic Development Officer any unusual occurrence or circumstance that may give rise to the need for special treatment or documentation;

(e) act for the Regional District in the first step of any grievance procedure established pursuant to the provisions of any collective agreement covering employees under his jurisdiction;

(f) assign employees under his jurisdiction in the best possible manner to contribute to the effective management of the Economic Development Office;

(g) exercise all the duties and powers of and be subject to the same rules as the Economic Development Officer during the absence or illness or other disability of the Economic Development Officer;

(h) generally, aid the Economic Development Officer in the exercise of his duties herein assigned.

5. There shall be appointed a Confidential Secretary for the Economic Development Office.

6. The Confidential Secretary shall, under the direction and control of the Economic Development Officer:

(a) Act as the Secretary for the Economic Development Officer

(b) Perform the confidential stenographic and confidential secretarial services required by the following persons:

- i. the Economic Development Officer.
- ii. the Deputy Economic Development Officer.

and for such other officers and employees as may from time to time require confidential stenographic or confidential secretarial service.

(c)/

(c) Prepare briefs, charts, letters, and other documents as may be required from time to time in connection with submissions to the Government of the Province of British Columbia or other governmental bodies, relative to Economic and Industrial Development of a confidential nature and of staff in the Economic Development Office as related to individual salaries, employment and dismissal and perform such other work of a confidential nature in matters relating to Economic Development as may be required by the Regional District from time to time.

7. There shall be appointed such other employees for the Economic Development Office as the Regional Board may from time to time authorize.

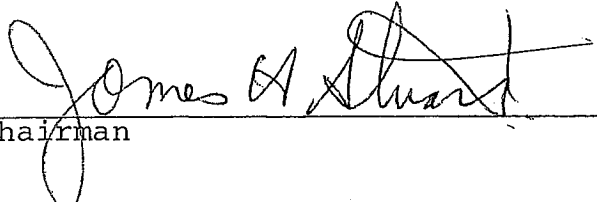
8. This By-law may be cited for all purposes as the Economic Development Office Assignment of Duties By-law No. 160 , 1978.

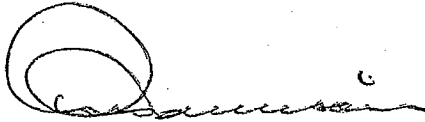
READ A FIRST TIME THIS 5th DAY OF June ,1978

READ A SECOND TIME THIS 5th DAY OF June ,1978

READ A THIRD TIME THIS 5th DAY OF June ,1978

RECONSIDERED, FINALLY PASSED AND ADOPTED THIS 19th DAY OF June ,1978.

  
Chairman

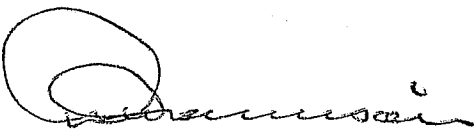
  
Secretary-Treasurer


I hereby certify the foregoing to be a true and correct copy of By-law No.160 , cited as "Economic Development Office Assignment of Duties By-law No.160 , 1978" as read a third time this 5th day of June , 1978.

I hereby certify the foregoing to be a true and correct copy of By-law No.160 , cited as "Economic Development Office Assignment of Duties By-law No. 160 , 1978" as adopted this 19th day of June ,1978.

Dated at Kelowna, B.C. this 19th day of June ,1978

Dated at Kelowna, B.C. this 22nd day of June ,1978.

  
Secretary-Treasurer

  
Secretary-Treasurer