

## REGIONAL DISTRICT OF CENTRAL OKANAGAN

### BYLAW NO. 1270

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A Bylaw to establish the officer positions of the Regional District of Central Okanagan and to establish the powers, duties and responsibilities of such offices.

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WHEREAS the Local Government Act, Part 5.1, Division 1, Section 196 empowers the Regional Board, by bylaw, to establish officers' positions and to establish the powers, duties and responsibilities of officers

AND WHEREAS, the Regional District of Central Okanagan has enacted the Regional District of Central Okanagan Officers and Employees Bylaw No. 900, 2000 and considers that it is necessary to repeal the bylaw;

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

#### 1. INTERPRETATION

1.1 In this bylaw, the following words and phrases have the meaning set opposite them unless the context otherwise requires:

Regional Board: Means the Board of Directors of the Regional District of Central Okanagan.

#### 2. GENERAL

2.1 Under the direction of the Regional Board the business of the Regional District of Central Okanagan shall be carried on by and through the Officers as set out in this bylaw.

2.2 Notwithstanding any clause in this bylaw, one person may be appointed to two or more positions established by this bylaw. All of the positions established by this bylaw need not be filled if, in the opinion of the Regional Board, it is not warranted at that time.

#### 3. OFFICER POSITIONS

3.1 The following positions are hereby established as officer positions of the Regional District of Central Okanagan:

- (a) Chief Administrative Officer;
- (b) Director of Corporate Services;
- (c) Director of Financial & Administrative Services

4. POWERS, DUTIES AND RESPONSIBILITIES

4.1 The powers, duties and responsibilities of the Officers of the Regional District of Central Okanagan are as set out in the attached Schedules A-C, as follows:

- (A) Chief Administrative Officer;
- (B) Director of Corporate Services;
- (C) Director of Financial & Administrative Services

4.2 In addition to the powers, duties and responsibilities assigned to the Officer positions set out in this bylaw, the Regional Board may by resolution assign to said Officers, additional powers, duties and functions, as it deems necessary and appropriate.

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 Officers of the Regional District of Central Okanagan.

6. REPEAL


6.1 Regional District of Central Okanagan Officers and Employees Bylaw No. 900, 2000 as adopted by the Regional Board of the Regional District of Central Okanagan on the 30<sup>th</sup> day of October 2000 is hereby repealed.


7. CITATION

This bylaw may be cited for all purposes as the "Regional District of Central Okanagan Officers and Employees Bylaw No. 1270, 2010".

READ A FIRST TIME THIS	22 <sup>nd</sup>	DAY OF	February	2010.
READ A SECOND TIME THIS	22 <sup>nd</sup>	DAY OF	February	2010.
READ A THIRD TIME THIS	22 <sup>nd</sup>	DAY OF	February	2010.


RECONSIDERED AND ADOPTED THIS 22<sup>nd</sup> DAY OF February 2010.

  
\_\_\_\_\_  
CHAIR

  
\_\_\_\_\_  
DIRECTOR OF CORPORATE SERVICES

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1270 cited as the "Regional District of Central Okanagan Officers and Employees Bylaw No. 1270, 2010" as read a third time and adopted by the Regional Board on the 22<sup>nd</sup> day of February 2010.

Dated at Kelowna, B.C. this  
23<sup>rd</sup> day of February 2010

  
\_\_\_\_\_  
DIRECTOR OF CORPORATE SERVICES

## SCHEDULE 'A'

### Powers, Duties, and Functions of the Chief Administrative Officer

This position is the senior staff person of the Regional District of Central Okanagan and shall hold the title of Chief Administrative Officer.

This position reports to the Regional Board.

This position has, as broad objectives, the following:

- Overall management of the administrative operations of the Regional District;
- Ensures that policies and directives of the Board are implemented;
- Advises and informs the Board on the operation and affairs of the Regional District.

More specifically, the Chief Administrative Officer shall:

#### **General Administration**

- [a] supervise the operation of all departments of the Regional District;
- [b] supervise the implementation of Regional Board directives;
- [c] act as the principal intermediary between the Regional District and the administration of other governments and all other entities dealing with the Regional District;
- [d] liaise with local government administrators/managers within the Regional District;
- [e] from time to time re-organize the administrative structure of the Regional District to improve the efficient and effective operation of the Regional District;
- [f] develop, establish and maintain policies and procedures to govern and direct the administrative activities of all departments;
- [g] co-ordinate, direct supervise and control the day-to-day business affairs of the Regional District in accordance with the policies established and approved by the Regional Board;
- [h] receive, compile, consider, and present to the Regional Board, recommendations arising from departmental operations;
- [i] make such recommendations to the Regional Board concerning the affairs of the Regional District as may seem to him desirable;

#### **Human Resources**

- [j] make recommendations to the Regional Board regarding the appointment and retention of statutory positions;
- [k] exercise general control over all departments, and has authority to appoint, supervise, discipline and remove employees below the level of department head;
- [l] have authority to suspend any department head, officer or official of the Regional District and forthwith report such suspension and reasons therefore to the Board, who shall confirm the suspension, alter the terms thereof or dismiss the employee;
- [m] have authority to direct and supervise the normal aspects of personnel administration;

**SCHEDULE 'A' (Pg. 2)**

**Powers, Duties, and Functions of the Chief Administrative Officer**

- [n] be responsible to administer such collective bargaining agreements as may be entered into between the Regional District and its employees, and in general, to be responsible for wage and salary administration and negotiations;
- [o] have authority to appoint acting department heads to administer departments in case of illness or absence;

**Legal Advice**

- [p] have authority to obtain legal advice as he deems necessary;
- [q] have authority to 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 Regional District;

**Regional Board**

- [r] attend and participate in all meetings of the Regional Board and its Committees as required;
- [s] provide advice and recommendations to the Regional Board on any matter within the Regional Board's jurisdiction;
- [t] report to the Regional Board on any matter of importance to the Regional District;

**Contracts**

- [u] authorize the use or budgeted purchase or sale of Regional District facilities, equipment and services and authorize the awarding of contracts for budgeted items;
- [v] supervise the calling and awarding of tenders for the supply of materials, equipment, services or construction approved by the Regional Board;

**Additional Powers, Duties and Responsibilities**

- [w] attend annual and other UBCM and SILGA meetings and other meetings, as necessary;
- [x] exercise additional powers and discharge additional duties and responsibilities the Regional Board may from time to time assign.

## SCHEDULE 'B'

### Powers, Duties and Functions of the Director of Corporate Services

The Director of Corporate Services shall:

#### **Statutory**

- [a] ensure that accurate minutes of the meeting of the Regional Board and its Committees are prepared and the minutes, bylaws, and other records of the business of the Regional District and its committees are maintained and kept safe;
- [b] ensure that access is provided to records of the Regional District and its committees, as required by law or authorized by Regional Board;
- [c] certify copies of bylaws and other documents as required or requested;
- [d] administer oaths and taking of affidavits and declarations required to be taken under the *Local Government Act* in relation to regional district matters;
- [e] accept, on behalf of the Regional District, notices and documents that are required or permitted to be given, served on, filed with or otherwise provided to the Regional District;
- [f] keep the corporate seal and affixes same to documents as required;

#### **Human Resources**

- [g] have the authority to appoint, promote, discipline and dismiss employees within the Corporate Services Department within such budget constraints as may be applicable;
- [h] be responsible to supervise all employees in the Corporate Services Department;
- [i] authorize overtime in the department as required;
- [j] have the authority to 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 the jurisdiction of the Director of Corporate Services, as well as administering the collective agreement as it pertains to employees under his/her jurisdiction;

#### **General Administration**

- [k] supervise the implementation of Regional Board directives and directives of the Chief Administrative Officer as they apply to the Corporate Administrative Services Department;
- [l] act as a contact between the Corporate Administration Department and other departments, under the supervision of the Chief Administrative Officer;

**SCHEDULE 'B' (Pg. 2)**

***Powers, Duties and Functions of the Director of Corporate Services***

**Board**

- [m] oversees the preparation of the Regional Board meeting agenda;
- [n] attends or ensure a Deputy attends, all meetings of the Regional Board and its committees for the purposes of minute taking, except where otherwise directed by the Chief Administrative Officer;
- [o] organize efficient and effective record keeping for all corporate documents;
- [p] provide copies of any documents served on the Regional District to the Chief Administrative Officer and to any insurers, as appropriate;

**Legal Advice and Proceedings**

- [i] supervise the obtaining of insurance as deemed necessary;
- [j] supervise the provision of or management of insurance matters;
- [k] authorize the settlement of claims against the Regional District pursuant to Regional Board policy;
- [l] prepare and arrange for the filing of any documentation necessary under the Financial Disclosure Act or otherwise;

***Additional Powers, Duties and Responsibilities***

- [q] exercise whatever additional powers, duties and responsibilities as may be assigned from time to time.

## SCHEDULE 'C'

### Powers, Duties and Functions of the Director of Financial & Administrative Services

The Director of Financial & Administrative Services shall:

#### **Statutory**

- [a] receive all monies paid to the Regional District;
- [b] ensure the keeping of all funds and securities of the Regional District;
- [c] expend and disburse money in the manner authorized by the Regional Board;
- [d] invest revenue funds, until required, in investments as permitted under the *Local Government Act*;
- [e] ensure that accurate records and full accounts of the financial affairs of the Regional District are prepared, maintained and kept safe;
- [f] compile and supply information on the financial affairs of the Regional District required by the Inspector of Municipalities;

#### **General Administration**

- [g] supervise and direct the affairs of the Finance & Administration department;
- [h] act as a contact between Finance and other departments, under the supervision of the Chief Administrative Officer;
- [i] acts as the Deputy Chief Administrative Officer in the absence of the Chief Administrative Officer.

#### **Finance**

- [j] develop and implement internal audit procedures;
- [k] prepare financial reports for the Chief Administrative Officer and Regional Board as required;
- [l] prepare financial reports for department heads;
- [m] prepare budgets and budget control procedures;
- [n] has responsibility for the duties of financial administration as set out in Section 199 of the *Local Government Act*;

#### **Human Resources**

- [o] supervise and direct the affairs of the Human Resources department;



**SCHEDULE 'C' (Pg. 2)**

**Powers, Duties and Functions of the Director of Financial & Administrative Services**

**Regional Board**

- [p] attend meetings of the Regional Board or Committees as required by the Chief Administrative Officer or the Regional Board;
- [q] provide advice to the Chief Administrative Officer and Regional Board regarding any financial matter;
- [r] liaise with the Regional District's auditor in connection with the financial audit;
- [s] put into effect, carry out and enforce the provisions of the various bylaws of the Regional District under his/her jurisdiction.

**Additional Powers and Duties**

- [y] perform such other duties as may be assigned from time to time.

**SCHEDULE 'D'**  
**OATH OF OFFICE**  
**FOR OFFICERS OF THE**  
**REGIONAL DISTRICT OF CENTRAL OKANAGAN**

I, \_\_\_\_\_, having been appointed to the Office of  
\_\_\_\_\_ for the Regional District of Central Okanagan do hereby promise  
and swear:

- a) I will faithfully, honestly and impartially, to the best of my knowledge and ability, execute the powers, duties and function of my Office;
- b) I will treat all matters and information that comes to my attention, as a result of my Office, in confidence;
- c) 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 Regional District of Central Okanagan;
- d) I will not allow my personal interests to conflict with the duties of my Office; and
- e) I will comply with all policies and directives of the Regional District of Central Okanagan and comply with all laws.

\_\_\_\_\_  
Name

Sworn by the above named )  
at Kelowna, B.C. this \_\_\_\_ )  
day of \_\_\_\_\_ 2010. )

Before me at Kelowna, B.C. )

\_\_\_\_\_  
Commissioner for Taking Affidavits