

## REGIONAL DISTRICT OF CENTRAL OKANAGAN

### BYLAW NO. 1344

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Being a bylaw to amend the Regional District of Central Okanagan Officers and Employees Bylaw No. 1270

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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. 1270, and considers that it is necessary to amend the bylaw;

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

#### 1. OFFICER POSITIONS

That the position of Deputy Corporate Officer be added to the Officer positions in 3.1 as follows:

"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;
- (d) Deputy Corporate Officer."

#### 2. POWERS, DUTIES AND RESPONSIBILITIES

That the position of Deputy Corporate Officer be added to the Powers, Duties and Responsibilities in 4.1 as Schedule 'D' as follows:

"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-D, as follows:

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

3. That the Oath of Office as set out in Schedule 'D' be retitled Schedule 'E'.

4. CITATION

This bylaw may be cited for all purposes as the "Regional District of Central Okanagan Officers and Employees Amendment Bylaw No. 1344".

READ A FIRST TIME THIS	13 <sup>th</sup>	DAY OF	February	2014.
READ A SECOND TIME THIS	13 <sup>th</sup>	DAY OF	February	2014.
READ A THIRD TIME THIS	13 <sup>th</sup>	DAY OF	February	2014.
RECONSIDERED AND ADOPTED THIS	13 <sup>nd</sup>	DAY OF	February	2014.

\_\_\_\_\_  
CHAIR

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

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1344 cited as the "Regional District of Central Okanagan Officers and Employees Amendment Bylaw No. 1344, 2014" as read a third time and adopted by the Regional Board on the 13<sup>th</sup> day of February 2014.

Dated at Kelowna, B.C. this  
14<sup>th</sup> day of February 2014

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

## SCHEDULE 'D'

### Powers, Duties and Functions of the Deputy Corporate Officer

Under the general supervision of the Corporate Office the Deputy Corporate Officer 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**

In the absence of the Director of Corporate Services (g-j):

- [g] have the authority to discipline employees within the Corporate Services Department;
- [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] coordinate 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 'D' (Pg. 2)**

### ***Powers, Duties and Functions of the Deputy Corporate Officer:***

#### **Board & Committees**

- [m] prepare or ensure a staff member prepares all meeting agendas of the Regional Board and its committees;
- [n] attend or ensure a staff member 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;

#### **Legal Advice and Proceedings**

- [p] supervise the obtaining of insurance as deemed necessary;
- [q] coordinate the provision of or management of insurance matters;
- [r] with approval of the Chief Administrative Officer authorize the settlement of claims against the Regional District pursuant to Regional Board policy;
- [s] prepare and arrange for the filing of any documentation necessary under the Financial Disclosure Act or otherwise;

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

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

**SCHEDULE 'E'**  
**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 \_\_\_\_\_ 20\_\_ . )

Before me at Kelowna, B.C. )

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