

BY-LAW NO. 103

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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 Administration Department 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 Administration Department 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 a Regional District Administrator as an officer of the Regional District of Central Okanagan and he shall carry out the duties and have the responsibilities as set forth under By-law No. 104 of the Regional District of Central Okanagan cited as the "Regional District of Central Okanagan Regional District Administrator By-law No. 104, 1975".
2. The Department Head of the Administration Department shall be the Regional District Administrator.
3. There shall be appointed a Deputy Regional District Administrator as an Officer of the Regional District of Central Okanagan.
4. (1) The Deputy Regional District Administrator shall assist the Regional District Administrator in the performance of his administrative duties and in the absence of the Regional District Administrator, he shall be responsible for the effective management of the Administration Department, and, subject to the direction and control of the Regional District Administrator, he shall be specifically responsible for the following:
  - (a) Maintaining the employee record files, including those of a confidential nature;
  - (b) Preparing descriptions of the employment categories in the Regional District and maintaining their accuracy so that they represent a reliable indication of the duties performed by the various positions;
  - (c) Conducting research into:
    - i. Comparative salary and wage rates for various Municipal and Regional Occupations

ii. Employee benefits usually made available for various Municipal and Regional occupations

(d) Assisting the Regional District Administrator in other duties as required from time to time.

(2) The Deputy Regional District Administrator shall, on behalf of the Regional District, participate in collective bargaining procedures with the various unions representing Regional District employees and shall keep such minutes or other records of the proceedings as are required by the Regional District Administrator. He shall organize, classify, maintain, and file all research material, bulletins, pamphlets, and other documents or proposed collective agreements entered into or proposed to be entered into by the Regional District or obtained for comparison purposes.

(3) Generally, the matters that are the responsibility of the Deputy Regional District Administrator will concern internal administration, and matters of a confidential nature.

(4) For greater certainty it is hereby declared that the Deputy Regional District Administrator is entitled to have access to and is responsible for the custody of all files, records, documents and other material that relates to the administrative responsibility of the Regional District Administrator.

(5) The Deputy Regional District Administrator shall be under the general direction and control of the Regional District Administrator.

(6) The Deputy Regional District Administrator shall, under the general direction and control of the Regional District Administrator receive, process, answer, and file all correspondence, reports and other material needing the attention of the Regional Board or the Administration Department; including matters of a confidential nature relating to labour relations and all other items considered confidential.

(7) Supervise and direct the duties and workmanship of the employees under his jurisdiction;

(8) Hire employees for whom provision has been made.

(9) Discipline employees under his jurisdiction and discharge employees when no longer required or when cause exists warranting their dismissal;

(10) Act for the Regional District in the first 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;

(11) Assign employees under his jurisdiction in the best possible manner to contribute to the effective management of the Department;

(12) Participate in the evaluation and promotion of the employees under his jurisdiction.

(13) Requisition materials for use within the Department.

(14)/

(14) May authorize overtime within the Department when it becomes necessary.

(15) There shall be appointed a Confidential Secretary.

(16) The Confidential Secretary shall, under the direction and control of the Regional District Administrator:

(a) Act as the Secretary for the Regional District Administrator.

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

- i. the Regional Administrator;
- ii. the Deputy Regional Administrator.

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

(c) Prepare briefs, charts, letters, and other documents as may be required from time to time in connection with collective bargaining, submissions to the Government or the labour Relations Board of the Province or Canada relative to labour relations matters, and perform such other work of a confidential nature in matters relating to labour relations as may be required by the Regional District from time to time.

(d) Type proposed Union Agreements, submissions to Unions, negotiations with Unions and other confidential material relating to labour relations, employees and negotiations that must be kept secret and, consequently, be handled by a confidential secretary.

(17) There shall be appointed an Administrative Assistant to the Regional District Administrator as an officer of the Regional District of Central Okanagan.

(18) Generally, the matters that are the responsibility of the Administrative Assistant will concern internal administration, and matters of a confidential nature relating to salaries and personnel records.

(19) For greater certainty it is hereby declared that the Administrative Assistant is entitled to have access to all files, records, documents and other material that relates to the administration of the Regional District staff salaries and accounts.

(20) The Administrative Assistant shall be under the general direction and control of the Regional District Administrator.

(21) There shall be appointed such other employees for the Administration Department as the Regional Board may from time to time authorize.

(22) This By-law may be cited for all purposes as the "Administration Department Assignment of Duties By-law No. 103, 1975".

READ/

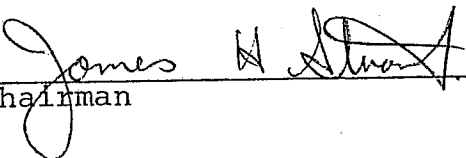
READ A FIRST TIME THIS 8th DAY OF September, 1975.

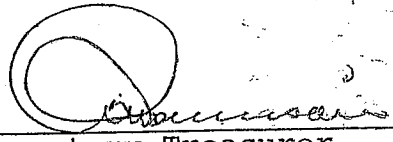
READ A SECOND TIME THIS 8th DAY OF September, 1975.

READ A THIRD TIME THIS 8th DAY OF September, 1975.

RECONSIDERED, FINALLY PASSED AND ADOPTED THIS 8th

DAY OF September, 1975.

  
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Chairman

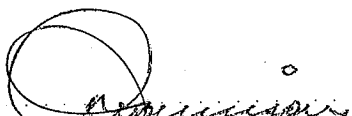
  
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Secretary-Treasurer

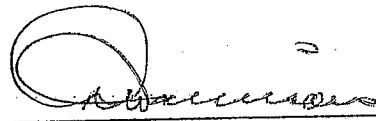
I hereby certify the foregoing to be a true and correct copy of By-law No. 103, cited as "Administration Department Assignment of Duties By-law No. 103, 1975", as read a third time this 8th day of Sept., 1975.

Dated at Kelowna, B.C. this 12th day of Sept., 1975.

I hereby certify the foregoing to be a true and correct copy of By-law No. 103, cited as "Administration Department Assignment of Duties By-law No. 103, 1975" as reconsidered and adopted this 8th day of September, 1975

Dated at Kelowna, B.C., this 12th day of September, 1975.

  
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Secretary-Treasurer

  
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Secretary-Treasurer