

REGIONAL DISTRICT OF CENTRAL OKANAGAN

BY-LAW NO. 104

A By-law to provide for the appointment of a Regional District Administrator and to define the duties and responsibilities of such Regional District Administrator.

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

1. That any by-law, resolution or other enactment of the said Regional Board to the contrary notwithstanding, the Regional Board of the Regional District of Central Okanagan does hereby establish a position to be known as "Regional District Administrator". Such Regional District Administrator shall be responsible only to the Regional Board as a Whole of the Regional District of Central Okanagan and shall hold no other public office.
2. The Regional District Administrator shall be appointed for such term and upon such salary as the Regional Board may from time to time determine.
3. The Regional District Administrator shall be an officer of the Regional District.
4. The Regional District Administrator shall be authorized to take any reasonable action necessary to carry out the responsibilities delegated to him so long as such action does not deviate from established Regional District policy or exceed the specific limitations placed on his authority by the Regional Board.
5. The Regional District Administrator may delegate portions of his authority and responsibility to appropriate officers of the Regional District, but he may not delegate or relinquish his overall responsibility for results nor his accountability to the Regional Board for the performance of his duties.
6. The Regional Board delegates to such Regional District Administrator, the following powers:
 - (a) To plan, co-ordinate, direct, supervise and control the day to day business affairs of the Regional District of Central Okanagan in accordance with the policies established and approved by the Regional Board;
 - (b) To develop, establish and maintain policies and procedures to govern and direct the Administrative activities of all departments;
 - (c)/

(c) To receive, compile, consider and present to the Regional Board recommendations arising from departmental operations.

(d) To direct the preparation of or cause to be prepared and to present to the Regional Board for consideration and approval, the annual estimates of revenue and expenditures.

(e) To exercise general financial control over all departments and activities of the Regional Government, in terms of approved appropriations.

(f) To hire and appoint employees for the Administration Department for whom provision is made by the Regional Board and who are required and to dismiss employees for cause or when they are no longer required.

(g) To exercise general control over all departments, and to appoint, supervise, discipline, and remove employees below the level of department heads.

(h) To suspend any department head, officer or official of the Regional District and forthwith report such suspension and reasons therefore to the Regional Board, who shall confirm the suspension, alter the terms thereof or dismiss the employee.

(i) To direct and supervise the normal aspects of personnel administration.

(j) 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.

(k) To make such recommendations to the Regional Board concerning the affairs of the Regional District as may seem to him desirable.

(l) To be responsible for and to perform and carry out the statutory duties prescribed and outlined in Sections 183 and 184 of the Municipal Act R.S.B.C., 1960 and amendments thereto.

7. It shall be the duty and responsibility of the said Regional District Administrator:-

(a) To implement the policies of the Regional Board, as set forth in by-laws, resolutions and directives from time to time.

(b) To keep the Regional Board informed of the financial position and future needs of the Regional District.

(c) To prepare and submit to the Regional Board such reports as it may require and to report as necessary to the Regional Board on Regional activities.

(d)/

(d) To keep the public informed, through reports to the Regional Board regarding all matters affecting the Regional District.

(e) To control all expenditures and to see that legal authority for such expenditures has been properly obtained.

(f) To carry out such other duties as may from time to time be assigned to him by the Regional Board.

8. The Regional District Administrator, shall, before entering upon his duties of office, be bonded in an amount satisfactory to the Regional Board, but in any case for not less than \$10,000.00 and it shall be a condition of his employment that a fidelity bond be maintained in good standing at all times.

9. A Regional District Administrator appointed under the provisions of this By-law shall continue in office until he resigns or is dismissed or relieved of his duties and powers by an affirmative vote of at least two-thirds of all the members of the Regional Board.

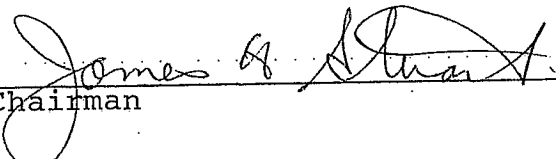
10. Nothing herein contained shall be construed to delegate to the said Regional District Administrator the power to pass by-laws or resolutions.

11. The Regional Board shall appoint the Regional District Administrator by by-law or resolution.

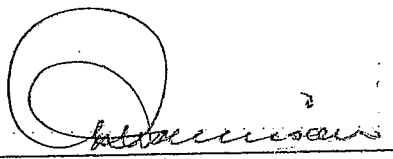
12. This By-law may be cited for all purposes as the "Regional District of Central Okanagan Regional District Administrator By-law No.104 , 1975".

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.

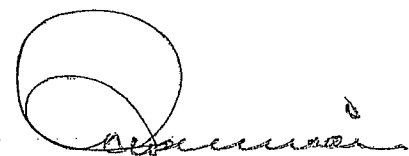

Chairman

I hereby certify the foregoing to be a true and correct copy of By-law No.104, cited as "Regional District of Central Okanagan Regional District Administrator By-law No104 , 1975" as read a third time this 8th day of Sept., 1975.
Dated at Kelowna, B.C. this 12th day of Sept., 1975.


Secretary-Treasurer

I hereby certify the foregoing to be a true and correct copy of By-law No.104, cited as "Regional District of Central Okanagan Regional District Administrator By-law No.104, 1975" as reconsidered and adopted this 12th day of Sept., 1975.
Dated at Kelowna, B.C. this 12th day of Sept., 1975.


Secretary-Treasurer


Secretary-Treasurer