

REGIONAL DISTRICT OF CENTRAL OKANAGAN

BY-LAW NO. 172

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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 Finance 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 Finance 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 Treasurer as an officer of the Regional District of Central Okanagan.
2. The Regional District Treasurer, as the Department Head of the Finance Department, shall under the direction of the Regional District Administrator, be responsible for the effective management of the Finance Department and shall:
  - (a) supervise and direct the affairs of the Finance Department employees thereof in their day to day activities;
  - (b) hire and appoint employees for the Finance Department 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) prepare estimates of revenue and estimates for the operation of the department as may be required;
  - (g) /

- (g) have authority to requisition materials within the department;
- (h) have authority to authorize overtime within the department when it becomes necessary.
- (i) participate in staff evaluation in promotion within the department;
- (j) perform such other duties as may be assigned from time to time;

3. The Treasurer's duties and responsibilities shall also include those set out in Section 184 of the Municipal Act and in addition, the Treasurer shall be responsible for the following:

- (1) The supervision of Finance Department Personnel
- (2) Developing and implementing internal audit procedures.
- (3) Preparation of required financial reports for the administrator and the Regional Board.
- (4) Preparation of required financial and statistical reports for senior governments.
- (5) Preparation of monthly and/or quarterly financial statements relative to the Regional District's operational budget.
- (6) Investment of Regional District funds, through approved institutions.
- (7) Preparation of Budgets and the implementation of Budget Control procedures.
- (8) Signing authority on payroll and general cheques.

4. There shall be appointed such other employees for the Finance Department as the Regional Board may from time to time authorize.

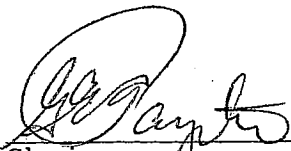
5. This by-law may be cited for all purposes as the "Finance Department Assignment of Duties By-law No. 172, 1979"

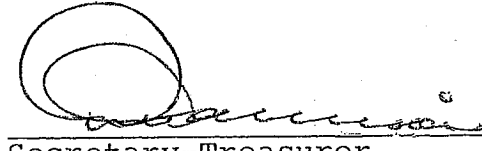
READ A FIRST TIME THIS 23rd DAY OF April, 1979

READ A SECOND TIME THIS 23rd DAY OF April, 1979

READ A THIRD TIME THIS 23rd DAY OF April, 1979

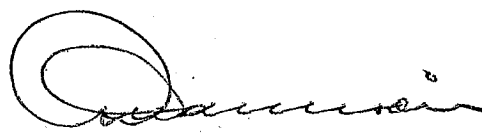
RECONSIDERED, FINALLY PASSED AND ADOPTED THIS 23rd DAY OF April, 1979.

  
Chairman

  
Secretary-Treasurer

I hereby certify that the foregoing is a true and correct copy of By-law No. 172, 1979 cited as "Finance Department Assignment of Duties By-law No. 172, 1979" which was read a third time, reconsidered and adopted by the Board this 23rd day of April, 1979.

Dated at Kelowna, B.C. this 24th day of April, 1979.

  
Secretary-Treasurer