

REGIONAL DISTRICT OF CENTRAL OKANAGAN

OFFICERS AND EMPLOYEES BYLAW NO. 900, 2000

A BYLAW TO ESTABLISH THE OFFICER POSITIONS OF THE REGIONAL DISTRICT OF CENTRAL OKANAGAN AND TO ESTABLISH THE POWERS, DUTIES AND RESPONSIBILITIES OF SUCH OFFICERS.

WHEREAS the Local Government Act R.S.B.C. 1996, c.323 empowers the Regional Board, by bylaw, to establish officers' positions and to establish the powers, duties and responsibilities of officers and employees;

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

1. **CITATION**

- 1.1 This bylaw may be cited for all purposes as "Regional District of Central Okanagan Officers and Employees Bylaw No. 900, 2000".

2. **INTERPRETATION**

- 2.1 In this bylaw, the following words and phrases have the meanings set opposite them unless the context otherwise requires:

Board of Directors – means the Board of Directors of the Regional District of Central Okanagan.

3. **GENERAL**

- 3.1 Under the direction of the Board of Directors the business of the Regional District of Central Okanagan shall be carried on by and through the Officers as set out in this bylaw.
- 3.2 Notwithstanding any clause in this bylaw, one person may be appointed to two or more of the positions established by this bylaw. All of the positions established by this bylaw need not be filled if, in the opinion of the Board of Directors, it is not warranted at that time.

4. **OFFICER POSITIONS**

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

- (a) Chief Administrative Officer;
- (b) Secretary/Director of Corporate Services;
- (c) Director of Financial Services;
- (d) Director of Inspection Services;
- (e) Director of Engineering Services;
- (f) Director of Parks and Facilities Services;
- (g) Director of Planning Services;
- (h) Director of Economic Development;
- (i) Director of Human Resources.

5. **POWERS, DUTIES AND RESPONSIBILITIES**

5.1 The powers, duties and responsibilities of the Officers of the Regional District of Central Okanagan are as set out in the attached schedules A-I as follows:

- (A) Chief Administrative Officer
- (B) Secretary/Director of Corporate Services
- (C) Director of Financial Services
- (D) Director of Inspection Services
- (E) Director of Engineering Services
- (F) Director of Parks and Facilities Services
- (G) Director of Planning Services
- (H) Director of Economic Development
- (I) Director of Human Resources.

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

6. **OATH OF OFFICE**

6.1 The Oath of Office as set out in Schedule (J) to this Bylaw is hereby adopted as the Oath of Office for officers of the Regional District of Central Okanagan.

7. **REPEAL**

7.1 The following bylaws are hereby repealed in their entirety:

- (a) 103- Administration Department of Duties Bylaw No. 103, 1975
- (b) 104- Regional District of Central Okanagan Regional District Administrator Bylaw No. 104, 1975
- (c) 105- Planning Department Assignment of Duties Bylaw No. 105, 1975
- (d) 106- Regional Parks Department Assignment of Duties Bylaw No. 106, 1975
- (e) 107- Building Inspection Department Assignment of Duties Bylaw No. 107, 1975

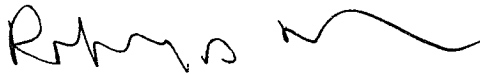
- (f) 114- Regional District of Central Okanagan Recreation Facility Managers - Assignment of Duties Bylaw No. 114, 1976
- (g) 160- Economic Development Office Assignment of Duties Bylaw No. 160, 1978
- (h) 172- Finance Department Assignment of Duties Bylaw, 1979
- (i) 175-The Regional District of Central Okanagan Regional District Administrator Amendment Bylaw No. 175, 1979
- (j) 281- Regional District of Central Okanagan Recreation Facility Manager and Parks Supervisor Assignment of Duties Bylaw No. 281, 1985

Read a first time this 30th day of October, 2000.

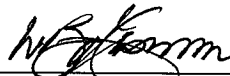
Read a second time this 30th day of October, 2000.

Read a third time this 30th day of October, 2000.

Reconsidered, finally passed and adopted this 30th day of October, 2000.



CHAIR



SECRETARY

I hereby certify the foregoing to be a true and correct copy of "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 30th day of October, 2000.



SECRETARY

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 Board of Directors.

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 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 Board;
- [h] receive, compile, consider, and present to the Board, recommendations arising from departmental operations;
- [i] make such recommendations to the Board concerning the affairs of the Regional District as may seem to him desirable;

SCHEDULE "A" (Pg. 2)

Powers, Duties, and Functions of the Chief Administrative Officer

Human Resources

- [j] make recommendations to the 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 therefor 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;
- [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 Board and its Committees as required;
- [s] provide advice and recommendations to the Board on any matter within the Board's jurisdiction;
- [t] report to the 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 Board;

Additional Powers, Duties and Responsibilities

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

SCHEDULE "B"

Powers, Duties and Functions of the Secretary /Director of Corporate Services

The Director of Corporate Administrative Services shall:

Statutory

- [a] ensure that accurate minutes of the meeting of the Regional District 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 District 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 Administration Department within such budget constraints as may be applicable;
- [h] be responsible to supervise all employees in the Corporate Administration 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 Administration Services, as well as administering the collective agreement as it pertains to employees under his/her jurisdiction;

SCHEDULE "B" (Pg. 2)

Powers, Duties and Functions of the Secretary /Director of Corporate Services

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;

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;

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 Services

The Director of Financial 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 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 Department;
- [h] act as a contact between the Finance Department and other Departments, under the supervision of the Chief Administrative Officer;

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 Board policy;
- [l] prepare and arrange for the filing of any documentation necessary under the Financial Disclosure Act or otherwise;

SCHEDULE "C" (Pg. 2)

Powers, Duties and Functions of the Director of Financial Services

Finance

- [m] develop and implement internal audit procedures;
- [n] prepare financial reports for the Chief Administrative Officer and Board as required;
- [o] prepare monthly financial reports for department heads;
- [p] prepare budgets and budget control procedures;
- [q] has responsibility for the duties of financial administration as set out in section 199 of the Local Government Act;

Human Resources

- [r] has authority to authorize overtime within the department;
- [s] 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 Treasurer, as well as administering the collective agreement as it pertains to employees under his/her jurisdiction;
- [t] dismiss employees for cause or when they are no longer required;

Regional Board

- [u] attend meetings of the Board or Committees as required by the Chief Administrative Officer or the Board;
- [v] provide advice to the Chief Administrative Officer and Board regarding any financial matter;
- [w] liaise with the Regional District's auditor in connection with the financial audit;
- [x] 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"

Powers, Duties and Functions of the Director of Inspection Services

The Director of Inspection Services:

General Administration

- [a] hold the titles of :
 - Chief Building Inspector
 - Chief Plumbing Inspector
 - Soils Removal Officer
- [b] and shall oversee the responsibilities and day to day operations of those departments;
- [b] has responsibility for and administer the day to day operations of building inspection, plumbing inspection, soil removal, dog control, weed control and other bylaw enforcement and all together, these services shall constitute the Inspection Services Department;
- [c] supervise the implementation of Board directives and directives of the Chief Administrative Officer;
- [d] prepare estimates of revenue and expenditure for the operation of the department as may be required and shall administer these budgets throughout the fiscal year;
- [e] ensure that all fees are paid in relation to applications;

Human Resources

- [f] supervise and direct the affairs of the employees of the Inspection Services in their day to day activities;
- [g] has the authority to authorize overtime within the department;
- [h] has the authority to hire and appoint employees for the Inspection Services Department for whom provision is made by the Board and who are required;
- [i] has the authority to discipline employees in the Inspection Service Department and dismiss employees for cause or when they are no longer required;
- [j] act for the Regional District in the first and/or second or like step of any grievance procedure pursuant to the provisions of any collective agreement covering employees under his/her jurisdiction as well as administering the collective agreement as it pertains to employees under his/her jurisdiction;

Additional Powers and Duties

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

SCHEDULE "E"

Powers, Duties and Functions of the Director of Engineering Services

The Director of Engineering Services shall:

General Administration

- [a] supervise the operations of the Engineering Department of the Regional District;
- [b] supervise the implementation of Board directives and directives of the Chief Administrative Officer;
- [c] act as a contact between the Engineering Department and other departments under the supervision of the Chief Administrative Officer;
- [d] prepare estimates of revenue and expenditures for the operation of the Engineering Department as may be required;

Human Resources

- [e] supervise all employees in the Engineering Department;
- [f] dismiss employees for cause or when they are no longer required;
- [g] have the authority to appoint, promote, discipline and dismiss employees within the Engineering Department within such budget constraints as may be applicable;
- [h] 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/her jurisdiction, as well as administering the collective agreement as it pertains to employees under his/her jurisdiction;
- [i] authorize overtime within the department as required;

Development Applications

- [j] liaise with the Director of Planning Services in connection with applications for development approvals and provide advice and recommendations in connection with servicing matters connected with development applications;

Operations Matters

- [k] develop and recommend to the Chief Administrative Officer, policies and procedures for all operational matters;
- [l] supervise equipment and other operational matters, repairs, renewal and replacement programs, in accordance with Board budget and policies;

Additional Powers and Duties

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

SCHEDULE "F"

Powers, Duties and Functions of the Director of Parks & Facilities Services

The Director of Parks and Facilities shall:

General Administration

- [a] supervise the operations of the Parks and Facilities Department of the Regional District;
- [b] supervise the implementation of Board directives and directives of the Chief Administrative Officer;
- [c] act as a contact between the Parks and Facilities Department and other departments under the supervision of the Chief Administrative Officer;
- [d] prepare estimates of revenue and expenditure for the operation of the Parks and Facilities Department as may be required;

Human Resources

- [e] supervise all employees in the Parks and Facilities Department;
- [f] dismiss employees for cause or when they are no longer required;
- [g] has the authority to appoint, promote, discipline and dismiss employees within the Parks and Facilities Department within such budget constraints as may be applicable;
- [h] 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/her jurisdiction, as well as administering the collective agreement as it pertains to employees under his/her jurisdiction;
- [i] authorize overtime within the department as required;

Development Applications

- [j] liaise with the Director of Planning Services in connection with applications for development approvals and provide advice and recommendations in connection with all parks and facilities matters connected with development applications;

Operations Matters

- [k] develop and recommend to the Chief Administrative Officer, policies and procedures for all operational matters;
- [l] supervise equipment and other operational matters, repair, renewal and replacement program, in accordance with Board budgets and policies;

SCHEDULE "F" (Page 2)

Powers, Duties and Functions of the Director of Parks & Facilities Services

- [m] supervise maintenance and repair programs in accordance with Board budgets and policies;
- [n] be responsible for the enforcement of bylaws applicable to Regional District parks and facilities;

Additional Powers and Duties

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

SCHEDULE "G"

Powers, Duties and Functions of the Director of Planning Services

The Director of Planning Services shall:

General Administration

- [a] supervise the operations of the Planning Department of the Regional District;
- [b] supervise the implementation of Board directives and directives of the Chief Administrative Officer;
- [c] act as a contact between the Planning Department and other departments under the supervision of the Chief Administrative Officer;
- [d] prepare estimates of revenue and expenditure for the operation of the Planning Department as may be required;

Human Resources

- [e] supervise all employees in the Planning Department;
- [f] dismiss employees for cause or when they are no longer required;
- [g] has the authority to appoint, promote, discipline and dismiss employees within the Planning Department within such budget constraints as may be applicable;
- [h] 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/her jurisdiction, as well as administering the collective agreement as it pertains to employees under his/her jurisdiction;
- [i] authorize overtime within the department as may be required;

Development Applications

- [j] ensure that all development, zoning and OCP applications are received and processed in accordance with Board policies and bylaws;
- [k] ensure that all fees are paid in relation to applications received;

Additional Powers and Duties

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

SCHEDULE "H"

Powers, Duties and Functions of the Director of Economic Development

The Director of Economic Development Services shall:

General Administration

- [a] supervise the operations of the Economic Development Department of the Regional District;
- [b] prepare estimates of revenue and estimates for the operation of the Economic Development office as may be required;
- [c] work with and seek direction from the Economic Development Commission as may be appointed by the Regional District Board from time to time;

Human Resources

- [d] supervise all employees in the Economic Development Department;
- [e] dismiss employees for cause or when they are no longer required;
- [f] has the authority to appoint, promote, discipline and discharge
- [g] act for the Regional District in the first and/or second or like step in the grievance procedure established pursuant to the provision of any collective agreement covering employees under his/her jurisdiction, as well as administering the collective agreement as it pertains to employees under his/her jurisdiction;
- [h] authorize overtime within the department as required;

Operations Matters

- [i] develop and recommend to the Chief Administrative Officer, policies and procedures for all operational matters concerning the Economic Development Department;

Additional Powers and Duties

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

SCHEDULE "I"

Powers, Duties and Functions of the Director of Human Resources

The Director of Human Resources shall:

General Administration

- [a] supervise the operations of the Human Resources Department of the Regional District;
- [b] supervise the implementation of Board directives and directives of the Chief Administrative Officer as they pertain to the function of the Human Resources Department;
- [c] act as a contact between the Personnel Department and other departments under the supervision of the Chief Administrative Officer;
- [d] prepare estimates of revenue and expenditure for the operation of the Personnel Department as may be required;

Human Resources

- [e] supervise all employees in the Personnel Department;
- [f] dismiss employees for cause or when they are no longer required;
- [g] has the authority to appoint, promote, discipline and discharge employees within the Human Resources Department within such budget constraints as may be applicable;
- [h] 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/her jurisdiction, as well as administering the collective agreement as it pertains to employees under his/her jurisdiction;
- [i] authorize overtime within the department as required;

Operations Matters

- [j] develop and recommend to the Chief Administrative Officer, policies and procedures for all operational matters concerning the department;

Additional Powers and Duties

- [k] perform such other duties as may be assigned from time to time, including:
 - supervise the day to day operations of:
 - Emergency 9-1-1 service of the regional district;
 - Victims/Witness Assistance service of the regional district;
 - Regional Crime Prevention service of the regional district;

SCHEDULE "J"

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 functions 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;
- (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 and comply with all laws.