

**Central Coast Regional District  
Officers and Employees Bylaw No. 432**

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A bylaw to amend the officer positions of the Central Coast Regional District and to amend the powers, duties, and responsibilities of such officers in accordance with the *Local Government Act* and to repeal Bylaw No. 387, 2006.

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

**NOW THEREFORE** the Regional Board of the Central Coast Regional District in open meeting assembled ENACTS AS FOLLOWS:

**CITATION**

1. This Bylaw may be cited for all purposes as the “Central Coast Regional District Officers and Employees Bylaw No. 432, 2014”.

**OFFICER POSITIONS**

2. The following positions are hereby established as the officer position of the Central Coast Regional District:
  - (a) Chief Administrative Officer, to which is also assigned the corporate responsibility of a Director of Corporate Administration Services;
  - (b) Chief Financial Officer, to which is assigned the financial responsibility of a Director of Financial Administration.

**POWERS, DUTIES AND RESPONSIBILITIES**

3. The powers, duties and responsibilities of the Chief Administrative Officer are as set out in Schedule “A”.
4. The powers, duties and responsibilities of the Director of Corporate Administration, are as set out in Schedule “B”.
5. The powers, duties and responsibilities of the Director of Financial Administration Services are as set out in Schedule “C”.

**OATH OF OFFICE**

6. The Oath of Office as set out in Schedule “D” to this Bylaw is hereby confirmed as the oath of office for officers of the Central Coast Regional District.

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**REPEAL**

7. Bylaw No. 387 cited as the “Central Coast Regional District Officers and Employees Bylaw No. 387, 2006” is hereby repealed.

Read a first time this 10th day of July, 2014

Read a second time this 10th day of July, 2014.

Read a third time this 10th day of July, 2014.

RECONSIDERED, FINALLY ADOPTED this 11 day of Sept, 2014.

CHAIR



CORPORATE ADMINISTRATOR



I, Darla Blake, Corporate Administrator hereby certify the above to be a true and correct copy of Bylaw No. 432 cited as the “Central Coast Regional District Officers and Employees Bylaw No. 432, 2014” as adopted.

ADMINISTRATOR

**SCHEDULE "A"**

**Powers, Duties and Functions of Chief Administrative Officer**

**Human Resources**

- (a) appoint, promote, discipline and dismiss all employees of the Regional District;
- (b) recommend to the Board of Directors the appointment, promotion, demotion, suspension or termination of officers of the Regional District, being those employees who are designated officers by bylaw;
- (c) supervise all officers and employees of the Regional District;
- (d) appoint acting department heads to administer departments in case of illness or absence;

**General Administration**

- (e) overall management of the administrative operations of the Regional District;
- (f) ensure all policies and directions of the Board are implemented;
- (g) act as the principal intermediary between the Regional District and the administration of other governments and all other entities dealing with the Regional District;
- (h) from time to time re-organize the administrative structure to improve the efficient and effective operation of the Regional District;

**Legal Advice and Proceedings**

- (i) obtain legal advice;
- (j) 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;
- (k) supervise preparation of Board of Directors agendas;
- (l) have the right to participate in all meetings of Board of Directors, Committees of the Board and other entities created by the Board of Directors;

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- (m) provide advice and recommendations to the Board of Directors on any matter within the Board's jurisdiction;
- (n) report to the Board on any matter of importance to the Regional District;

**Purchasing and Procurement**

- (o) ensure all policies that may be in effect, from time to time, relevant to purchasing and procurement are adhered to;

**Additional Powers, Duties and Responsibilities**

- (p) exercise whatever additional powers and discharge whatever additional duties and responsibilities the Board from time to time may assign.

**SCHEDULE "B"**

**Powers, Duties and Functions of Director of Corporate Administration Services**

**Statutory**

- (a) ensure that the accurate minutes of the meetings of the Regional District 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 the Board;
- (c) act as the Information and Privacy Coordinator, in accordance with CCRD Bylaws;
- (d) certify copies of bylaws and other documents; as required or requested;
- (e) administer oaths and take affidavits, declarations and affidavits required to be taken under the *Local Government Act* in relation to Regional District matters;
- (f) 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;
- (g) keep the corporate seal and have it affixed to documents as required;

**General Administration**

- (h) supervise the operation of the Corporate Administration Department of the Regional District;

**Board**

- (i) attend or ensure a designate attends meetings of the Board and its committees for the purposes of minute taking, as directed by the Board of Directors;
- (j) organize efficient and effective record-keeping for all corporate documents;  
and
- (k) provide copies of any documents served on the Regional District to the Board of Directors and to any insurers, as appropriate.

**SCHEDULE "C"**

**Powers, Duties and Functions of Director of Financial Services**

**Statutory**

- (a) receive all money 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 funds, until required, in authorized investments;
- (e) ensure that accurate records and full accounts of the financial affairs of the Regional District are prepared, maintained and kept safe;
- (f) exercise control and the supervision over all other financial affairs of the Regional District required by the inspector;

**Legal Advice and Proceedings**

- (g) prepare and arrange for filing of any documentation necessary under *the Financial Information Act* or otherwise;

**Board**

- (h) attend meetings of the Board as requested by the Chief Administrative Officer;
- (i) provide advice to the Board of Directors regarding any matter of a financial nature as requested by the Chief Administrative Officer;
- (j) prepare financial plans, as required under the *Local Government Act* and as requested by the Board, and;
- (k) liaise with the Regional District's auditor in connection with the financial audit.

**SCHEDULE "D"**  
***(Local Government Act s. 201)***

**OATH OF OFFICE**

I, \_\_\_\_\_, \_\_\_\_\_ Officer for the  
Central Coast Regional District, make oath and say:

1. That I am a Canadian citizen;
2. That I am not in any way disqualified from holding office;
3. That I have not, and will not, while holding office, have an interest, directly or indirectly, in a contract or services connected with the Regional District, except as allowed under the *Local Government Act*;
4. That I have not, by myself or any other person, knowingly employed any bribery, corruption or intimidation to gain my position;
5. That I will faithfully perform the duties of my office, and will not allow any private interest to influence my conduct in public matters.

SWORN this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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Officer

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Chair of the Board of Directors