

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 3032, 2023

A Bylaw for the establishment of officer positions.

WHEREAS pursuant to section 234(1)(a) of the *Local Government Act*, Council must, by bylaw, establish officer positions in relation to the powers, duties and functions of the Corporate Officer (under section 236 of the *Local Government Act*) and the Chief Financial Officer (under section 237 of the *Local Government Act*);

WHEREAS S. 234(1)(c) of the *Local Government Act* provide that a board may, by bylaw assign powers, duties and functions to officer positions;

NOW THEREFORE the board of the Regional District of Okanagan Similkameen (the “**Board**”), duly assembled, enacts as follows:

PART I - PURPOSE AND TITLE

1. The purpose of this bylaw to establish certain officer positions of the Regional District.
2. This Bylaw may be cited as the “Regional District of Okanagan-Similkameen Officer Position Establishment Bylaw No. 3032, 2023”.

PART III – OFFICER POSITIONS


1. The officer position of Chief Administrative Officer is hereby established.
2. Pursuant to section 235 of the *Local Government Act*, the chief administrative responsibility of the Regional District is assigned to the Chief Administrative Officer, and, in addition to any other powers, duties or functions assigned by the Board, or required or permitted by the *Local Government Act* or any other enactment, the Chief Administrative Officer shall have the following powers, duties and functions:
 - a. overall management of the administrative operations of the Regional District;
 - b. ensuring that the policies and directions of the Board are implemented; and
 - c. advising and informing the Board on the operation and affairs of the Regional District.
3. The officer position of Corporate Officer is hereby established.
4. Pursuant to section 236 of the *Local Government Act*, the responsibility of corporate administration of the Regional District is assigned to the Corporate Officer, and, in addition to any other powers, duties or functions assigned by the Board, or required or permitted by the *Local Government Act* or any other enactment, the Corporate Officer shall have the following powers, duties and functions:
 - a. ensuring that accurate minutes of the meetings of the Board and Board committees

are prepared and that the minutes, bylaws and other records of the business of the Board and Board committees are maintained and kept safe;

- b. ensuring that access is provided to records of the Board and Board committees, as required by law or authorized by the Board;
 - c. certifying copies of bylaws and other documents, as required or requested;
 - d. administering oaths and taking affirmations, declarations and affidavits required to be taken under the *Local Government Act* or any other Act relating to regional districts;
 - e. accepting, on behalf of the Board or Regional District, notices and documents that are required or permitted to be given to, served on, filed with or otherwise provided to the Board or Regional District;
 - f. keeping the corporate seal, if any, and having it affixed to documents as required.
5. The officer position of Chief Financial Officer is hereby established.
6. Pursuant to section 237 of the *Local Government Act*, the responsibility of financial administration of the Regional District is assigned to the Chief Financial Officer, and, in addition to any other powers, duties or functions assigned by the Board, or required or permitted by the Local Government Act or any other enactment, the Chief Financial Officer shall have the following powers, duties and functions:
- a. receiving all money paid to the Regional District;
 - b. ensuring the keeping of all funds and securities of the Regional District;
 - c. expending and disbursing money in the manner authorized by the Board;
 - d. investing funds, until required, in authorized investments;
 - e. ensuring that accurate records and full accounts of the financial affairs of the Regional District are prepared, maintained and kept safe;
 - f. exercising control and supervision over all other financial affairs of the Regional District.

READ a First, Second, and Third time this 19th day of October, 2023

ADOPTED BY 2/3 VOTE this 19th day of October, 2023



Board Chair



Corporate Officer