

COLUMBIA SHUSWAP REGIONAL DISTRICT

Bylaw No. 5854, 2022

A Bylaw to Establish Officer Positions and Their Powers, Duties and Functions

The Board of the Columbia Shuswap Regional District, in open meeting assembled, hereby enacts as follows:

1. The officer positions of the Columbia Shuswap Regional District, pursuant to the Local Government Act, are hereby established and appointed as follows:
 - (a) Chief Administrative Officer (Chief Administrative Officer)
 - (b) Corporate Officer (Manager, Corporate Services)
 - (c) Chief Financial Officer (Manager, Financial Services)
2. The powers, duties and functions of the Chief Administrative Officer are as set out in Schedule "A".
3. The powers, duties and functions of the Corporate Officer are as set out in Schedule "B".
4. The powers, duties and functions of the Chief Financial Officer are as set out in Schedule "C".
5. In accordance with Local Government Act, the Oath of Office, as set out in Schedule "D" to this Bylaw, is hereby adopted as the Oath of Office for Officers of the Columbia Shuswap Regional District.
6. This Bylaw may be cited as "Officers Bylaw No. 5854, 2022".

READ a first time this _____ day of _____, 2022.

READ a second time _____ day of _____, 2022.

READ a third time this _____ day of _____, 2022.

ADOPTED this _____ day of _____, 2022.

Corporate Officer

Chair

Schedule "A"

Powers, Duties and Functions of the Chief Administrative Officer

General Duties

- overall management of the operations of the municipality;
- ensuring that the policies, programs and other directions of the council are implemented;
- advising and informing the council on the operation and affairs of the municipality.

Board

- serve as the primary point of contact between the Board and CSRD staff;
- participate in all meetings of the Board, Committees of the Board and other entities created by the Board;
- provide advice and recommendations to the Board on any matter within the Board's jurisdiction; and,
- report to the Board on any matter of importance to the Regional District.

Human Resources

- appoint, promote, discipline and dismiss all employees of the Regional District;
- recommend to the Board the appointment, promotion, demotion, suspension or termination of officers of the Regional District, being those employees who are designated officers by bylaw;
- supervise all officers and employees of the Regional District;
- appoint acting department heads to administer departments in case of illness or absence;
- supervise contract negotiations with employee unions of the Regional District and recommend contract settlements with the unions to the Board; and,
- act as arbitrator between an employee and that employee's director subject to the terms of any applicable collective agreement with an employee union.

Schedule "B"

**Powers, Duties and Functions of the
Corporate Officer**

Statutory

- Ensure that accurate minutes are prepared for each council or board meeting, and committee meetings;
- Maintain and keep safe the minutes, bylaws, and other records of the business of the Board and its committees;
- Ensure that access is provided to records of the local government's business, as required by law or authorized by the Board;
- Administer oaths and take affirmations, affidavits and declarations as required under provincial legislation;
- Certify copies of bylaws and other documents;
- Accept notices and documents that are required or permitted to be provided to the local government or its Board;
- Keep the corporate seal of the CSRD and affix it to documents as required.

Schedule "C"

**Powers, Duties and Functions of the
Chief Financial Officer**

Statutory

- Receive all money paid to the local government;
- Ensure all the local government's funds and securities are kept safe;
- Invest the local government's funds, until required, in authorized investments;
- Expend the local government's money in the manner authorized by the council or board;
- Prepare and keep accurate records and full accounts of the local government's financial affairs; and,
- Exercise control and supervision over all other financial affairs of the local government.

Schedule "D"

Oath of Office

I, [insert name], having been appointed to the Office of and as the [insert Officer position]
_____ for the Columbia Shuswap Regional District 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 confidential 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.

Dated this _____ day of _____, 20_____.

Signature of Officer affirming the Oath

Signature of person administering the Oath