

To: Fraser Valley Regional District Board
From: Jaime Reilly, Manager of Corporate Administration

Date: 2020-04-28
File No: 3920-20

Subject: Appointment of FVRD Officers

RECOMMENDATION

THAT the Fraser Valley Regional District Board appoint and designate the following named individuals as officers of the Fraser Valley Regional District in the following capacities:

Jennifer Kinneman, Chief Administrative Officer and Deputy Corporate Officer responsible for Corporate Administration

Jaime Reilly, Manager of Corporate Administration and Corporate Officer responsible for Corporate Administration

AND THAT all previous officer appointments be rescinded.

STRATEGIC AREA(S) OF FOCUS

Provide Responsive & Effective Public Services

BACKGROUND

Sections 234, 235 and 236 of the *Local Government Act*, require that a local government must, by bylaw, establish officer positions with titles it considers appropriate. The FVRD Officers' Establishment Bylaw No. 1406, 2016, and amendments thereto, has established the officer positions as required under the *Local Government Act*. For reference, the relevant sections of the *Local Government Act* are set out below:

Officer positions

234 (1)A board

(a) must, by bylaw, establish officer positions in relation to the powers, duties and functions under sections 236 [*corporate administration*] and 237 [*financial administration*], with titles it considers appropriate,

- (b) may, by bylaw, establish other officer positions for its regional district, with titles it considers appropriate, and
- (c) may, by bylaw or resolution, assign powers, duties and functions to those officer positions.

(2) For certainty,

- (a) a board may assign to an officer position powers, duties and functions in addition to those required or permitted to be assigned by this Act or another enactment, and
- (b) the same person may be appointed to 2 or more officer positions.

Chief administrative officer

235 One of the officer positions established under section 234 may be assigned the chief administrative responsibility, which includes 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;
- (c) advising and informing the board on the operation and affairs of the regional district.

Corporate administration

236 One of the officer positions established under section 234 must be assigned the responsibility of corporate administration, which includes 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 this 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.

DISCUSSION

Due to recent staffing changes, a resolution from the Board is required to appoint and designate named individuals to officer positions within FVRD Officers' Establishment Bylaw No. 1406, 2016. The recommendation includes the appointment of Jennifer Kinneman as chief administrative officer, and reaffirms Jaime Reilly Manager of Corporate Administration and Corporate Officer responsible for Corporate Administration.

COST

There are no costs associated with this report.

CONCLUSION

The Motion for the Board's consideration recommends that named individuals be designated to the officer positions established by bylaw.

COMMENTS BY:

Kristy Hodson, Acting Director of Financial Services

Reviewed and supported.

Jennifer Kinneman, Chief Administrative Officer

Reviewed and supported.