

To: Fraser Valley Regional District Board
From: Jaime Van Nes, Director of Legislative Services

Date: 2021-11-25
File No: 3920-20

Subject: Appointment of Deputy Corporate Officer for Corporate Administration

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:**

Lauren Olynick as Deputy Corporate Officer responsible for Corporate Administration;

Jaime Van Nes as Corporate Officer responsible for Corporate Administration.

BACKGROUND

Sections 234 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 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.

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.

By previous resolution in April 2020, the Board has appointed Jaime Van Nes as the Corporate Officer for Corporate Administration, and also appointed staff to the position of Corporate Officer and Deputy Corporate Officer for Financial Administration. Those previous appointments stand.

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 Lauren Olynick, and reaffirms Jaime Van Nes as 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:

Kelly Lownsbrough, Chief Financial Officer/ Director of Corporate Services: Reviewed and supported.

Jennifer Kinneman, Chief Administrative Officer: Reviewed and supported.