

To: Regional and Corporate Services Committee
From: Jaime Van Nes, Director of Legislative Services

Date: 2024-07-11
File No: 3920-20-1748

Subject: Fraser Valley Regional District Officers Establishment Amendment Bylaw No. 1748, 2024

RECOMMENDATION

THAT the Fraser Valley Regional District Board give three readings and adoption to the bylaw cited as Fraser Valley Regional District Officers Establishment Bylaw No. 1748, 2024;

AND THAT the below individuals be appointed and designated as Officers of the Fraser Valley Regional District in the following capacities:

Stacey Barker, Deputy Chief Administrative Officer/Director of Regional Services in the capacity as Deputy Chief Administrative Officer

Beth Klein, Controller/Deputy Financial Officer in the capacity as the Deputy Corporate Officer assigned responsibility for financial administration

BACKGROUND

Sections 234 through 237 of the Local Government Act require that a local government must, by bylaw, establish officer positions with the titles it considers appropriate. These sections of the Act also set out powers, duties and functions of the Chief Administrative Officer and Corporate Officer positions as noted 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.
- Financial administration

Financial administration

237 One of the officer positions established under section 234 must be assigned the responsibility of financial administration, which includes 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.

DISCUSSION

Following recent changes to staff titles, updates are required to align the current staff titles with the Officers Establishment Bylaw. Also required is a resolution from the Board to appoint and designate two named individuals to two officer positions established in the Fraser Valley Regional District Officers Establishment Bylaw No. 1748, 2024.

COST

No costs associated with this amendment bylaw.

CONCLUSION

The Local Government Act requires that a local government must, by bylaw, establish officer positions with titles it considers appropriate. Sections 234 through 237 of the Act set out the powers, duties and functions of the Chief Administrative Officer and Corporate Officer positions.

Fraser Valley Regional District Officers Establishment Bylaw No. 1748, 2024 is being brought forward for updates following recent staff title changes.

COMMENTS BY:

Kelly Lownsbrough, Director of Corporate Services/CFO: Reviewed and supported.

Jennifer Kinneman, Chief Administrative Officer: Reviewed and supported. Establishing additional officers under the bylaw ensures operational redundancy when the CAO or CFO are unavailable.