

FRASER VALLEY REGIONAL DISTRICT
OFFICERS' ESTABLISHMENT BYLAW NO. 1748, 2024

A Bylaw to establish officer positions of the Fraser Valley Regional District

WHEREAS in accordance with *Part 6 Division 8 of the Local Government Act RSBC 2015 Ch. 1* ("the Act") the Board may, without limiting its corporate powers, provide for the appointment of officers and other employees for the regional district;

AND WHEREAS the Act also provides that the Board must, by bylaw, establish officer positions in relation to the powers, duties and functions with respect to corporate and financial administration with titles it considers appropriate;

AND WHEREAS the Act also provides that the Board may, by bylaw, establish other officer positions for its regional district with titles it considers appropriate;

AND WHEREAS the Act furthermore provides that the Board, may, by bylaw, assign powers, duties and functions to those officer positions that the Board establishes;

NOW THEREFORE, the Board of Directors of the Fraser Valley Regional District enacts as follows:

1 CITATION

This bylaw may be cited as *Fraser Valley Regional District Officers Establishment Bylaw No. 1748, 2024*.

2 DEFINITIONS

"**Board**" means the Board of Directors of the Fraser Valley Regional District

"**Regional District**" means the Fraser Valley Regional District unless the context refers to Regional Districts generally

3 OFFICER POSITIONS

3.1 The following positions established as officer positions of the Fraser Valley Regional District:

- a) Chief Administrative Officer;
- b) Deputy Chief Administrative Officer;
- c) Director of Legislative Services in the capacity as the Corporate Officer assigned responsibility for corporate administration;
- d) Deputy Corporate Officer in the capacity as Deputy Corporate Officer assigned responsibility for corporate administration;

- e) Director of Corporate Services/Chief Financial Officer in the capacity as the Corporate Officer assigned responsibility for financial administration;
- f) Controller/Deputy Financial Officer in the capacity as Deputy Corporate Officer assigned responsibility for financial administration

4 POWERS, DUTIES AND FUNCTIONS OF OFFICERS

4.1 In accordance with the Act, the powers, duties and functions of the Chief Administrative Officer are set out below:

- 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.

4.2 The Deputy Chief Administrative Officer is responsible for exercising the powers, duties and functions set out in Section 4.1 as required from time to time;

4.3 In accordance with the *Act*, the powers, duties and functions of the Corporate Officer responsible for corporate administration are set out below:

- 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; and
- f) keeping the corporate seal, if any, and having it affixed to documents as required.

4.4 The Deputy Corporate Officer responsible for Corporate Administration is responsible for exercising the powers, duties and functions set out in Section 4.3 as required from time to time;

4.5 In accordance with the Act, the powers, duties and functions of the Corporate Officer responsible for financial administration are set out below:

- 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; and
- f) exercising control and supervision over all other financial affairs of the regional district.

4.6 The Deputy Corporate Officer responsible for financial administration is responsible for exercising the powers, duties and functions set out in Section 4.5 as required from time to time.

5 OATH OF OFFICE FOR OFFICERS

The Oath of Office as set out in Schedule A to this bylaw is the *Oath of Office* for officers of the Fraser Valley Regional District.

6 REPEAL

Fraser Valley Regional District Officers Establishment Bylaw No. 1406, 2016 and amendments thereto is hereby repealed.

7 READINGS AND ADOPTION

READ A FIRST TIME THIS	day of
READ A SECOND TIME THIS	day of
READ A THIRD TIME THIS	day of
ADOPTED THIS	day of

Chair/Vice-Chair

Corporate Officer/Deputy

6. CERTIFICATION

I hereby certify that this is a true and correct copy of *Fraser Valley Regional District Officers Establishment Bylaw 1748, 2024* as adopted by the Board of Directors of the Fraser Valley Regional District on

Dated at Chilliwack, B.C. on

Corporate Officer/Deputy

**Schedule A
Officers' Oath of Office**

I, [Insert Name], do hereby swear or solemnly affirm that:

- (a) I will truly, faithfully and impartially, to the best of my knowledge, skills and ability, execute the powers, duties and functions of the office of [insert name of office] to which I have been appointed for the Fraser Valley Regional District;
- (b) I will treat all matters and information that comes to my attention, as a result of my Office, in confidence;
- (c) I have not received or accepted, nor will I receive or accept, any payment or reward or any promise of payment or reward for the exercise of any partiality or other improper execution my Office;
- (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.

Sworn/Affirmed by me at _____, BC on _____ (date)

Signature of person swearing/affirming oath

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Signature of person administering oath

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