

To: CAO for the Regional and Corporate Services Committee

Date: 2019-03-12

From: Paul Gipps, Chief Administrative Officer

File No: 3920-20-1406, 2016

**Subject: Proposed Amendment to the Fraser Valley Regional District Officers Establishment
Amendment Bylaw No. 1406, 2016**

RECOMMENDATION

THAT the Fraser Valley Regional District Board consider giving three readings and adoption to the bylaw cited as *Fraser Valley Regional District Officers Establishment Amendment Bylaw No. 1516, 2019*;

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

- Paul Gipps, Chief Administrative Officer and Deputy Corporate Officer responsible for Corporate Administration; and
- Jaime Reilly, Manager of Corporate Administration and Corporate Officer responsible for Corporate Administration.
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BACKGROUND

In 2016, the Fraser Valley Regional District Board gave three readings and adoption to the Fraser Valley Regional District Officers Establishment Bylaw No. 1406, 2016. This bylaw established the Chief Administrative Officer as the Corporate Officer responsible for Corporate Administration, and the Manager of Corporate Administration as Deputy Corporate Officer responsible for Corporate Administration.

DISCUSSION

Under the *Local Government Act*, the Board must, by bylaw, establish officer positions with respect to corporate administration.

It is recommended that Ms. Reilly be appointed as Corporate Officer as she performs the day to day functions of this role. This amendment bylaw is required to realign the Board's appointment to reflect the current practice.

COST

No costs associated with this bylaw amendment.

CONCLUSION

Fraser Valley Regional District Officers Establishment Amendment Bylaw No. 1516, 2019 is being brought forward for the Board's consideration to realign the Manager of Corporate Administration as the Corporate Officer responsible for Corporate Administration, and the Chief Administrative Officer as the Deputy Corporate Officer responsible for Corporate Administration.

COMMENTS BY:

Mike Veenbaas, Director of Financial Services

Reviewed and supported.