



CARIBOO REGIONAL DISTRICT

BYLAW NO. 5520

A bylaw to establish officer positions of the Cariboo Regional District and to establish the powers, duties and responsibilities of such officers, including the delegation of authority by the Board.

The Board of the Cariboo Regional District in open meeting assembled, enacts as follows:

Citation

1. This Bylaw may be cited for all purposes as the “Appointment of Officers and Delegation of Authority Bylaw No. 5520, 2025”.

Officers Positions

2. The following positions are hereby established as officer positions of the Cariboo Regional District:
 - (a) Chief Administrative Officer (CAO);
 - (b) Chief Financial Officer (CFO); and
 - (c) Corporate Officer (CO).

Delegation Includes Deputy or Acting

3. Where this bylaw delegates a power, duty or function to a named position, the delegation is to the person who holds that position and to any person who is from time to time the deputy or is appointed by the Board to act in the capacity of the delegate in the delegate's absence.

No Further Delegation

4. A person to whom a power, duty or function has been delegated under this bylaw has no authority to further delegate to another person any power, duty or function that has been delegated by this bylaw.

Powers, Duties and Functions

5. The powers, duties and functions of the CAO are as set out in Schedule “A”.

6. The powers, duties and functions of the CFO are as set out in Schedule “B”.
7. The powers, duties and functions of the CO are as set out in Schedule “C”.
8. The Oath of Office as set out in Schedule “D” is hereby adopted as the Oath of Office for officers of the Cariboo Regional District.

Repeal

9. Cariboo Regional District Officers and Employees Bylaw No. 3617, 2000 and all amendments thereto are hereby repealed in their entirety.

Read a first time this __ day of __, 2025.

Read a second time this __ day of __, 2025.

Read a third time this __ day of __, 2025.

ADOPTED by the Board of the Cariboo Regional District this __ day of __, 2025.

Chair

Corporate Officer

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 5520 cited as “Cariboo Regional District Officers and Delegation of Authority Bylaw No. 5520, 2025”, as adopted by the Cariboo Regional District Board on the ____ day of _____, 2025.

Corporate Officer

SCHEDULE "A"

Powers, Duties and Functions of CAO

The Board hereby delegates to the CAO all of the powers, duties and functions of the Board to:

Resources

- (a) appoint, promote, discipline and dismiss any employee of the Cariboo Regional District who is not designated as an officer by bylaw;
- (b) recommend to the Board the appointment, promotion, demotion, suspension or termination of officers of the Cariboo Regional District, being those employees who are designated as an officer by bylaw;
- (c) supervise all officers and employees of the Cariboo Regional District;
- (d) supervise contract negotiations with employee unions of the Cariboo Regional District and recommend contract settlements with the unions to the Board;
- (e) act as arbitrator between an employee and that employee's supervisor;
- (f) settle union grievances within the confines of the existing budget upon having obtained legal advice on the matter;

General Administration

- (g) manage the overall administrative operations of the Cariboo Regional District;
- (h) ensure the policies and directives of the Board are implemented;
- (i) act as the principal intermediary between the Cariboo Regional District and the administration of other governments and all other entities dealing with the Cariboo Regional District;
- (j) from time to time re-organize the administrative structure to improve the efficient and effective operation of the Cariboo Regional District within the adopted annual budget of the Cariboo Regional District;

Legal Advice and Proceedings

- (k) obtain legal advice as required;
- (l) authorize lawyers to defend, or conduct any action or proceeding in any court of law or before any tribunal, arbitrator, board, or any person, for or on behalf of the Cariboo Regional District;
- (m) authorize settlements of claims against the Cariboo Regional District;

Board

- (n) participate in meetings of the Board, Committees of the Board and other entities created by the Board;
- (o) provide advice and recommendations to the Board on any matter within the Board's jurisdiction;
- (p) advise and inform the Board on the operation and affairs of the Cariboo Regional District;

Purchasing/Signing

- (q) supervise the calling and awarding of tenders for the supply of materials, equipment, services or construction approved by the Board in its annual budget or by resolution and refer any exceptions to the normal tender process to the Board for adjudication;
- (r) authorize the execution of agreements or purchases respecting the Cariboo Regional District's activities, works or services, subject to the approved annual financial plan and the Cariboo Regional District's Procurement Policy; and

Additional Powers, Duties and Responsibilities

- (s) exercise whatever additional powers and discharge whatever additional duties and responsibilities the Board from time to time may assign.

SCHEDULE “B”

Powers, Duties and Functions of CFO

The Board hereby delegates to the CFO all of the powers, duties and functions of the Board to:

Statutory

- (a) receive all money paid to the Cariboo Regional District;
- (b) ensure the keeping of all funds and securities of the Cariboo Regional District;
- (c) expend and disburse money in the manner authorized by the Board;
- (d) invest revenue funds, until required, in investments as permitted under the *Local Government Act*;
- (e) ensure that accurate records and full accounts of the financial affairs of the Cariboo Regional District are prepared, maintained and kept safe;
- (f) compile and supply information on the financial affairs of the Cariboo Regional District as required by the Inspector of Municipalities;
- (g) exercise control and supervision over all other financial affairs of the Cariboo Regional District;

Human Resources

- (h) recommend to the CAO the appointment, promotion, discipline and dismissal of all employees within the responsibility of the CFO;
- (i) supervise all employees within the responsibility of the CFO;

General Administration

- (j) supervise the operation of the Finance department of the Cariboo Regional District;
- (k) supervise implementation of CAO directives as reflected from the Board’s resolutions and directives;
- (l) carry out whatever duties or responsibilities that may be assigned from time to time by the CAO;
- (m) supervise the obtaining of insurance as deemed necessary;
- (n) supervise the provision of or management of insurance matters;

- (o) prepare and arrange for filing of any documentation necessary under the *Financial Disclosure Act* or otherwise;

Board

- (p) attend meetings of the Board, Committees of the Board and other entities created by the Board;
- (q) provide advice to the CAO regarding any matter of a financial nature;
- (r) prepare budgets, as required under the *Local Government Act* and as requested by the Board or the CAO;
- (s) liaise with the Cariboo Regional District's auditor in connection with the financial audit; and

Contracts

- (t) supervise the calling and awarding of tenders for the supply of materials, equipment, services or construction approved by the Board in its annual budget or by resolution and refer any exceptions to the normal tender process to the Board for adjudication as per the thresholds set out in the CRD's Procurement Policy.

SCHEDULE "C"

Powers, Duties and Functions of CO

The Board hereby delegates to the CO all of the powers, duties and functions of the Board to:

Statutory

- (a) ensure that accurate minutes of the meetings of the Board, Committees of the Board and other entities created by the Board are prepared and that the minutes, bylaws and other records of the business of the Board and its Committees are maintained and kept safe;
- (b) ensure that access is provided to records of the Board and its committees, as required by law or authorized by the Board;
- (c) certify copies of bylaws and other documents; as required or requested;
- (d) administer oaths and take affirmations, declarations and affidavits required to be taken under the *Local Government Act* or any other Act in relation to Cariboo Regional District matters;
- (e) accept, on behalf of the Board or Cariboo 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 Cariboo Regional District;
- (f) keep the corporate seal and affix it to documents as required;

Human Resources

- (g) recommend to the CAO, appointment, promotion, discipline and dismissal of all employees within the CO's responsibility;
- (h) supervise all employees within the responsibility of the CO;

General Administration/Signing

- (i) supervise the operation of the Corporate Services department for the Cariboo Regional District;
- (j) supervise implementation of directives of the CAO as reflected from the Board's resolutions and directives;
- (k) carry out whatever duties or responsibilities that maybe assigned from time to time by the CAO;
- (l) act as Signing Officer for the purpose of executing all instruments, contracts, agreements and documents;

Board

- (m) attend or ensure attendance at all meetings of the Board and its Committees for the purposes of minute taking, except where otherwise directed by the CAO;
- (n) organize efficient and effective record-keeping for all corporate documents; and
- (o) provide copies of any documents served on the Cariboo Regional District to the CAO and to any insurers, as appropriate.

SCHEDULE "D"

Oath of Office for CRD Officers

I, _____, do swear/solemnly affirm that:

I will truly, faithfully and impartially execute the office of _____ for the Cariboo Regional District to the best of my knowledge, skills and ability; and

I have not received and will not receive any payment or reward, or any promise of payment or reward, for the exercise of any partiality or other improper execution of my office.