

GREATER VANCOUVER REGIONAL DISTRICT

BYLAW NO. 977, 2002

OFFICERS AND DELEGATION BYLAW

A bylaw to establish officer positions of the Greater Vancouver Regional District and to assign the powers, duties and functions to those officers and to provide for the delegation of certain powers, duties and functions to officers, employees and committees.

WHEREAS:

A. The *Local Government Act*, R.S.B.C. 1996, Chapter 323, as amended (the "Act") authorizes local governments by bylaw to establish officer positions and by bylaw or resolution to assign powers, duties and function to those officers; and

B. The Act authorizes local governments to delegate to its officers, employees and committees powers, duties and functions.

NOW THEREFORE the Board of Directors of the Greater Vancouver Regional District in open meeting assembled ENACTS AS FOLLOWS:

1. Definitions

1.1 In this bylaw:

"Act" has the meaning set out above;

"Board" means the Board of Directors of the Regional District ;

"Board policies and procedures" means the policies and procedures which are set out in and annexed hereto as Schedules "A", "B" and "C" respectively, and includes any amendments, additions or replacements thereto from time to time and any bylaw (a "Banking Bylaw") adopted by the Board from time to time appointing bankers for the Regional District and signing officers for that purpose; and

"Regional District" means Greater Vancouver Regional District.

2. Officer Positions

2.1 The following are hereby established as officer positions:

(a) Chief Administrative Officer;

- (b) Assistant Chief Administrative Officer;
- (c) Treasurer;
- (d) Secretary; and
- (e) Corporate Solicitor.

2.2 The same person may hold two or more officer or other positions.

3. Powers, Duties and Functions

3.1 The Chief Administrative Officer is assigned and delegated the chief administrative responsibility for the Regional District which includes the following powers, duties and functions:

- (a) overall management of the administrative operations of the Regional District including, without limitation, the appointment, promotion, discipline and termination of employees;
- (b) ensuring that the policies and directions of the Regional District are implemented;
- (c) advising and informing the Board on the operation and affairs of the Regional District;
- (d) the authority on behalf of the Regional District to negotiate and make, enter into, execute and deliver contracts, agreements and other documents and instruments of whatsoever any kind or nature including, without limitation, in respect of real or personal property or any interest or right with respect to that property and in respect of services and with or without the corporate seal or countersignature of any person, all in accordance with and subject to any statutory requirements, the terms and conditions of Board policies and procedures and policies and procedures established under paragraph (e) below;
- (e) subject to statutory requirements, the terms and conditions of Board policies and procedures, the authority to establish policies and procedures for such matters as may be necessary or desirable for the efficient management, administration and operation of the Regional District including,
 - (i) the acquisition, sale, disposal and leasing of real and personal property, or any interest therein or right with respect to that property,
 - (ii) spending authority for officers and employees,
 - (iii) the negotiating, making, entering into, execution and delivery of contracts, agreements and other documents and instruments of whatsoever kind or nature pursuant to such policies and procedures, and

- (iv) the issuing of permits, licences, approvals and consents.
 - (f) the authority to assign powers, duties and functions to any officer or employee of the Regional District; and
 - (g) the authority to appoint a person as a deputy of an officer or a person to act in the place of the officer if the officer is temporarily unable to act or is temporarily incapacitated.
- 3.2 The Assistant Chief Administrative Officer is assigned and delegated the following powers, duties and functions:
- (a) assisting the Chief Administrative Officer in carrying out the powers, duties and functions of the Chief Administrative Officer;
 - (b) carrying out under the direction of the Chief Administrative Officer the powers, duties and functions of the Chief Administrative Officer;
 - (c) acting in the place and stead of the Chief Administrative Officer in the absence of the Chief Administrative Officer or if the Chief Administrative Officer is temporarily unable to act or is temporarily incapacitated; and
 - (d) establishing administrative policies and procedures for the operations and personnel of the Regional District.
- 3.3 The Treasurer is assigned and delegated 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 revenue funds, until required, in investments referred to in section 199 of the Act;
 - (e) ensuring that accurate records and full accounts of the financial affairs of the Regional District are prepared, maintained and kept safe; and
 - (f) compiling and supplying information on the financial affairs of the Regional District required by the inspector of municipalities.
- 3.4 The Secretary is assigned and delegated 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 its committees 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) ensuring that access is provided to records of the Board and its 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 the Act or any other act in relation to Board matters;
- (e) accepting, on behalf of the Regional District, notices and documents that are required or permitted to be given, served on, filed with or otherwise provided to the Regional District; and
- (f) keeping the corporate seal and having it affixed to documents as required.

3.5 The Corporate Solicitor is assigned and delegated the powers, duties and functions of managing the legal affairs of the Regional District and providing legal advice to the Regional District.

4. Board Policies and Procedures

4.1 The policies and procedures as set out in and annexed hereto as Schedules “A”, “B” and “C” are hereby established (together with any Banking Bylaw) as the Board policies and procedures.

5. Severance

5.1 If any provision of this bylaw is for any reason whatsoever held to be invalid in whole or in part by a decision of a court of competent jurisdiction, the remainder of this bylaw or the remainder of a provision determined to be invalid in part shall remain in full force and effect and its validity shall not be affected by the decision.

6. Schedules

6.1 The schedules annexed to this bylaw shall be deemed to be an integral part of this bylaw.

7. Repeal

7.1 Greater Vancouver Regional District Officers Bylaw No. 932, 1999, Greater Vancouver Regional District Officers Amending Bylaw No. 962, 2001, Greater Vancouver Regional District Assistant Secretary and Assistant Treasurer Appointment Bylaw No. 330, 1979, Greater Vancouver Regional District Bylaw 108 Amending Bylaw No. 329, 1979 and Greater Vancouver Regional District Bylaw No. 108, 1973 - Authorizing and Permitting Certain Persons to Execute Documents, are hereby repealed.

7.2 The policies and procedures set out in Schedule “D” annexed hereto are hereby repealed.

This bylaw may be cited for all purposes as “Greater Vancouver Regional District Officers and Delegation Bylaw No. 977, 2002”.

Introduced and read a first, second and third time this 26th day of April, 2002.

Reconsidered, passed and finally adopted by an affirmative vote of more than a two-thirds majority of the votes cast this 26th day of April, 2002.

Secretary

Chair