

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.

RS2015-1-234 (B.C. Reg. 257/2015).

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.

RS2015-1-235 (B.C. Reg. 257/2015).

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.

RS2015-1-236 (B.C. Reg. 257/2015).

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.

RS2015-1-237 (B.C. Reg. 257/2015).