



Making a difference...together

**REPORT TO GOVERNANCE COMMITTEE
MEETING OF WEDNESDAY, DECEMBER 4, 2024**

SUBJECT **Bylaw No. 4642: Changes to Officers and Officers' Titles**

ISSUE SUMMARY

To update Bylaw No. 3343, "Officers', General Managers', and Management Staff's Bylaw No. 1, 2006", aligned to the reorganization of the Capital Regional District's (CRD's) operations.

BACKGROUND

CRD Bylaw No. 3343 provides and lists the Officer positions of the CRD, which are inclusive of the Chief Administrative Officer, Chief Financial Officer, Corporate Officer, and General Manager positions. The Bylaw permits the Chief Administrative Officer "to organize or reorganize departments of the Regional District as, in the opinion of the Chief Administrative Officer, may be necessary to carry out the more efficient and effective administration of the affairs of the Regional District".

Following discussion with the CRD Board and approval on September 11, 2024, a reorganization was approved, to establish a new department called Electoral Area Services, including a new General Manager position as a CRD Officer. This reorganization has also updated the titles of three General Manager/Officer positions. As a result, Schedule A of Bylaw No. 3343 requires updating.

ALTERNATIVES

Alternative 1

The Governance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4642, cited as "Officers', General Managers' and Management Staff's Bylaw No.1, 2006, Amendment Bylaw No.8, 2024" be introduced and read a first, second, and third time.
2. That Bylaw No. 4642 be adopted.

Alternative 2

That this report be referred back to staff for additional information.

IMPLICATIONS

Financial Implications

There are no financial implications.

Organizational Implications

The amendments are administrative and do not change any intent of the Officers defined by the CRD Board. Currently the Officer titles are out of date in Schedule A and will require amending in accordance with Section 234 of the *Local Government Act*.

CONCLUSION

Schedule A of Bylaw No. 3343 details Officer positions of the CRD as required by the *Local Government Act*. With recent title changes and creation of a new General Manager positions serving as an Officer of the CRD Board, this Bylaw requires updating. Bylaw No. 4642 captures the necessary updates.

RECOMMENDATION

The Governance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4642, cited as “Officers’, General Managers’ and Management Staff’s Bylaw No.1, 2006, Amendment Bylaw No.8, 2024” be introduced and read a first, second, and third time.
2. That Bylaw No. 4642 be adopted.

Submitted by:	Chris Neilson, MBA, CPHR, Senior Manager, Human Resources & Corporate Safety
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

- Appendix A: Bylaw No. 4642, “Officers’, General Managers’ and Management Staff’s Bylaw No.1, 2006, Amendment Bylaw No.8, 2024”
- Appendix B: Bylaw No. 3343, “Officers, General Managers' and Management Staff's Bylaw No. 2006”, unofficial redlined consolidation