



Central Coast

REGIONAL DISTRICT

Title: Corporate Officer

Status: Regular (Full time)

Salary: \$87,750

Reports to: Chief Administrative Officer

Date: August 2025

Position Summary

The Corporate Officer is a statutory officer appointed under Section 236 of the *Local Government Act* and serves as the primary advisor on governance, legislation, and corporate administration for the Central Coast Regional District. This role provides expert guidance to the Board of Directors, CAO, and staff to ensure compliance with applicable legislation and supports transparent and effective regional governance.

The Corporate Officer oversees corporate administration services, including records management, freedom of information, elections, and Board and committee support. This role plays a key leadership role in fostering government-to-government relationships and supporting inclusive governance, aligned with CCRD's strategic commitment to reconciliation and collaborative service delivery.

Key Responsibilities

Statutory Duties and Corporate Administration

- Serve as the Corporate Officer under the *Local Government Act*, responsible for maintaining the official records of the Board and its committees, including bylaws, minutes, and other official documents.
- Act as the Head under the *Freedom of Information and Protection of Privacy Act*.
- Oversee the preparation, distribution, and follow-up of Board and committee meeting agendas and minutes.
- Ensure the safekeeping of corporate records and the maintenance of the District's records management and retention systems.

Governance and Legislative Services

- Provide advice to the Board, CAO, and senior leadership on parliamentary procedure, corporate governance, legislation, and policy matters.
- Draft, review, and coordinate the development of bylaws, policies, and procedures.
- Lead or assist with special governance and strategic initiatives, including Board orientation and policy development.
- Liaise with legal counsel as required on matters of risk, compliance, and legal interpretation.
- Prepare contracts, RFPs, and undertake/ support procurement activities.

Elections and Voting

- Serve as Chief Election Officer and oversee general elections, by-elections, assent voting, and other voting processes in accordance with the *Local Government Act* and *Elections BC* requirements.

Information and Privacy Management

- Develop, implement, and monitor policies and procedures related to freedom of information, records management, and privacy compliance.
- Respond to FOI requests and ensure proper processing in accordance with statutory timelines.

Communications

- Prepare official CCRD communications, notices, programs and reports to support accountability and transparency with the public.

Leadership and Collaboration

- Supervise the Deputy Corporate Officer and casual administrative support staff.
- Collaborate with other departments to provide governance and legislative guidance for projects, services, and initiatives.
- Support other departments in contract management, leasehold administration, and purchasing to ensure organizational consistency and alignment with CCRD policies and legislation.
- Support CAO and senior leadership in strategic planning, staff engagement, and intergovernmental relations.

Other Duties as assigned.

Qualifications

Education & Experience:

- Diploma or degree in Public Administration, Local Government Administration, Political Science, Law, or a related field.
- Completion of or enrollment in the Certificate in Local Government Administration (Capilano University or equivalent) is preferred.
- Minimum of 3 years' experience in a senior corporate administration or legislative services role, preferably in a regional district or local government setting.

Knowledge & Skills:

- Comprehensive knowledge of the *Local Government Act*, *Community Charter*, and related provincial legislation.
- Strong understanding of parliamentary procedures (e.g., Robert's Rules of Order, CCRD Procedures Bylaw).
- Demonstrated ability to draft bylaws, reports, policies, and correspondence.
- Exceptional interpersonal, written, and verbal communication skills.
- Experience managing elections and overseeing FOI and records management programs.
- Strong computer skills including Microsoft Office, electronic records and agenda systems (e.g., diligent, SharePoint).

Core Competencies

- Integrity and Professionalism: Maintains high ethical standards and confidentiality.
- Leadership: Provides clear direction, motivates, and supports team success.
- Adaptability: Thrives in a fast-paced environment with changing priorities.
- Collaboration: Builds strong relationships across departments and external stakeholders.
- Strategic Thinking: Aligns work with broader organizational goals and Board priorities.
- Cultural Competency: Respects and supports diverse perspectives, including Indigenous governance.

Working Conditions

- Flexible working arrangement: in Bella Coola preferred, but remote option is available.
- 4-day compressed work week with every Monday off.
- Regular attendance at evening Board and committee meetings required.

Application Process

Interested applicants should submit a resume and cover letter outlining qualifications and relevant experience to:

Curtis Slingerland

Chief Administrative Officer

Email: cao@ccrd.ca

Central Coast Regional District

Website: www.ccrd.ca