



REQUEST FOR DECISION – IN CAMERA

To: Board of Directors
From: Evangeline Hanuse, Corporate Officer
Meeting Date: February 10, 2022
Subject: Chief Administrative Officer Appointment

Recommendation:

THAT the Board of Directors of the Central Coast Regional District appoints Curtis Slingerland as the Chief Administrative Officer.

Issue/Background Summary:

Curtis Slingerland has been employed by the Board as the Chief Administrative Officer and needs to be sworn in.

Policy, Bylaw or Legislation:

Officers and Employees Bylaw No. 506

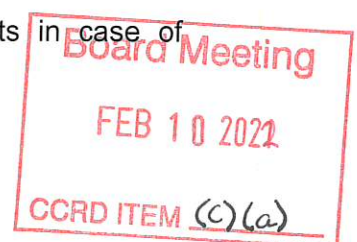
The following sections of Bylaw No. 506 relate to the CAO function:

SCHEDULE "A"

Powers, Duties and Functions of Chief Administrative Officer

Human Resources

- (a) appoint, promote, discipline and dismiss all employees of the Regional District;
- (b) recommend to the Board of Directors the appointment, promotion, demotion, suspension or termination of officers of the Regional District, being those employees who are designated officers by bylaw;
- (c) supervise all officers and employees of the Regional District;
- (d) appoint acting department heads to administer departments in case of illness or absence;



General Administration

- (e) overall management of the administrative operations of the Regional District;
- (f) ensure all policies and directions of the Board are implemented;
- (g) act as the principal intermediary between the Regional District and the administration of other governments and all other entities dealing with the Regional District;
- (h) from time to time re-organize the administrative structure to improve the efficient and effective operation of the Regional District;

Legal Advice and Proceedings

- (i) obtain legal advice;
- (j) 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 Regional District;
- (k) supervise preparation of Board of Directors agendas;
- (l) have the right to participate in all meetings of Board of Directors, Committees of the Board and other entities created by the Board of Directors;
- (m) provide advice and recommendations to the Board of Directors on any matter within the Board's jurisdiction;
- (n) report to the Board on any matter of importance to the Regional District;

Purchasing and Procurement

- (o) ensure all policies that may be in effect, from time to time, relevant to purchasing and procurement are adhered to;

Additional Powers, Duties and Responsibilities

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

Board Priorities - Service Specific Progress of CCRD Strategic Plan 2019 – 2022:

As is noted in the Strategic Plan 2019-2022 Amendments, "This year, the major impacts on the organization moving forward into 2022 will be hiring and training a new CAO and CFO, and the province-wide local government election in October. Both situations will require significant organizational focus."

Submitted by: _____
Evangeline Hanuse, Corporate Officer

Central Coast Regional District - Officers and Employees No. 432, 2014

SCHEDULE "D"
(Local Government Act s. 201)

OATH OF OFFICE

I, _____, _____ Officer for the
Central Coast Regional District, make oath and say:

1. That I am a Canadian citizen;
2. That I am not in any way disqualified from holding office;
3. That I have not, and will not, while holding office, have an interest, directly or indirectly, in a contract or services connected with the Regional District, except as allowed under the *Local Government Act*;
4. That I have not, by myself or any other person, knowingly employed any bribery, corruption or intimidation to gain my position;
5. That I will faithfully perform the duties of my office, and will not allow any private interest to influence my conduct in public matters.

SWORN this _____ day of _____, _____.

Officer

Chair of the Board of Directors