



REPORT

To: Chair and Directors

Report Number: ADM-BRD-011

From: Tyra Henderson, Corporate Officer

Date: April 14, 2020

Subject: PRRD Designated Officers – Chief Financial Officer

RECOMMENDATION: [Corporate Unweighted]

That the Regional Board appoint Teri Vetter, Financial Services Manager, as the interim Chief Financial Officer for the Peace River Regional District, and the officer responsible for financial administration under the *Local Government Act*, effective May 2, 2020.

BACKGROUND/RATIONALE:

Section 234 (1) (a) of the *Local Government Act (LGA)* states that:

A Board 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

One of the mandatory officer positions (Section 237 of the *LGA*) is that of Financial Administration:

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.*

PRRD Bylaw No. 2056, 2013 establishes the Chief Financial Officer as the officer responsible for financial administration under the *LGA*. As the current Chief Financial Officer is leaving the PRRD as of May 1, 2020, the delegation of this statutory responsibility done by title in the PRRD Officers Bylaw (2056, 2013) has no effect, as there is not an employee named to that position after May 1st. As the Financial Services Manager will be filling this role in the interim, it is recommended that she be officially appointed as the officer responsible for financial administration of the PRRD effective May 2, 2020. This appointment will be revoked upon the hire of a new Chief Financial Officer.

ALTERNATIVE OPTIONS:

1. That the Regional Board appoint an alternative PRRD staff person as the Chief Financial Officer, responsible for financial administration under the *Local Government Act*.
2. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

No costs are associated with the appointment of a new Chief Financial Officer.

COMMUNICATIONS CONSIDERATION(S):

If approved, the newly appointed interim Chief Financial Officer will be required to complete an Oath of Office (Schedule 'E' of PRRD Officers Establishment Bylaw No. 2056, 2013).

OTHER CONSIDERATION(S):

None at this time.