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REGULAR COUNCIL MEETING AGENDA

OPEN PORTION at 7:00 pm

TUESDAY, February 9, 2016

Council Chambers

2225 Otter Point Road, Sooke, B.C.

INTRODUCTION OF NEW BUSINESS/SUPPLEMENTARY INFORMATION		Page #
Item NB-1 New Business	Public Officer and Designated Employee Appointments <ul style="list-style-type: none">• Corporate Services Report/Presentation• Council to consider recommendation	1
Item NB-2 New Business	Correspondence received February 5, 2016 from City of Port Coquitlam RE: 2016 FCM Resolution – Build Canada Grant Funding	7



File No. 2510-01

REQUEST FOR DECISION
REGULAR COUNCIL
Meeting Date: February 9, 2016

To: Teresa Sullivan, Chief Administrative Officer
From: Corporate Services Department
Re: **Public Officer and Designated Employee Appointments**

RECOMMENDATION:

THAT COUNCIL appoint Brent Blackhall as Financial Officer aka Director of Finance under section 149 of the *Community Charter*.

Executive Summary:

Many District of Sooke bylaws, policies, agreements and contract reference or require action by designated officer and employees. Council must therefore appoint by resolution certain staff to the positions.

Section 149 of the *Community Charter* states the following:

Financial Officer

149 One of the municipal officer positions must be assigned the responsibility of financial administration, which includes the following powers, duties and functions:

- (a) receiving all money paid to the municipality;
- (b) ensuring the keeping of all funds and securities of the municipality;
- (c) investing municipal funds, until required, in authorized investments;
- (d) expending municipal money in the manner authorized by the council;
- (e) ensuring that accurate records and full accounts of the financial affairs of the municipality are prepared, maintained and kept safe;
- (f) exercising control and supervision over all other financial affairs of the municipality.

Brent Blackhall has recently accepted the position of Director of Finance for the District of Sooke and it is now in order for Council to ratify that appointment by resolution.

Attached Documents:

- 1. Bylaw No. 398
- 2. s. 149 *Community Charter*

Respectfully,

J Hansen.
Tina Hansen

Approved for Council Agenda	
Engineering	Planning
<u>J Hansen.</u> Corp. Services	Finance
CAO	



DISTRICT OF SOOKE

BYLAW No. 398

A bylaw to establish the Officer positions of the District of Sooke and to assign the powers, duties and functions of such officers.

The Council of the District of Sooke, in open meeting assembled, enacts as follows:

1. This Bylaw is cited as the *Officers and Employees Bylaw, 2009*.
2. The following positions are established as Officer positions of the District of Sooke:
 - (a) Chief Administrative Officer
 - (b) Director of Finance
 - (c) Corporate Officer
 - (d) Approving Officer
 - (e) Deputy Approving Officer
3. The Chief Administrative Officer is assigned the following functions and duties:
 - a. Chief Administrative responsibilities, which includes the powers, duties and functions pursuant to section 147 of the *Community Charter*;
 - b. Acting as Signing Officer, together with the Mayor or Acting Mayor, for the purpose of executing all bylaws, instruments, contracts, agreements and documents on behalf of the District of Sooke;
 - c. Authority to oversee all personnel and property matters of the District of Sooke and represent the District of Sooke in all negotiations related thereto in accordance with direction from Council;
 - d. Authority to suspend employees, other than Officers, and report such suspensions and the reason therefore to Council; and
 - e. Other related powers, duties and functions as assigned by Council.

4. The Director of Finance is assigned the following functions and duties:
 - a. Financial Officer responsibilities, which includes the powers, duties and functions pursuant to section 149 of the *Community Charter*;
 - b. Planning and administering the financial affairs of the District of Sooke in the manner authorized by Council, and attending to the investment and borrowing of funds as authorized, subject to the limitations established by the *Community Charter*;
 - c. Ensuring the establishment of appropriate safeguards over all funds, physical assets, insurance and other property of the District of Sooke;
 - d. Acting as a Signing Officer of the District of Sooke, together with the Mayor or Acting Mayor, to sign, make draw and/or accept any cheques, promissory notes, bills of exchange or other negotiable instruments, any order for the payment of money and generally all instruments or documents for the purpose of binding or obligating the District of Sooke in any way in connection with its accounts and transactions with the bank;
 - e. Acting as Deputy Chief Administrative Officer in the absence of the Chief Administrative Officer;
 - f. Administering all matters related to human resources for the District of Sooke, including assistance with union negotiations and recommendations for approval of all wages, salaries and working conditions;
 - g. Preparing or directing the preparation of all financial statements, reports, or statistical reports required by government departments or agencies or Council; and
 - h. Other related powers, duties and functions as assigned by Council or the Chief Administrative Officer.

5. The Corporate Officer is assigned the following duties and functions:
 - a. Corporate Officer responsibilities which includes the powers, duties and functions pursuant to section 148 of the *Community Charter*;
 - b. Coordinating municipal grant applications including, drafting submission, and reporting;

- c. Acting as Signing Officer, together with the Mayor or Acting Mayor, for the purpose of executing all bylaws and minutes on behalf of the District of Sooke;
 - d. Acting as Deputy Chief Administrative Officer in the absence of both the Chief Administrative Officer and Director of Finance;
 - e. the "head" for the purposes of the *Freedom of Information and Protection of Privacy Act* ; and
 - f. Other related powers, duties and functions as assigned by Council or the Chief Administrative Officer.
7. The Approving Officer and the Deputy Approving Officer are assigned the responsibility of land use within the municipality, which includes the powers, duties and functions pursuant to Section 77 of the *Land Title Act* and any other related powers, duties and functions as assigned by Council or the Chief Administrative Officer.
9. Bylaw No. 2, *District of Sooke Officers and Employees Bylaw, 1999*, is hereby repealed in its entirety.

Introduced and read a first time the 25th day of May, 2009.

Read a second time the 25th day of May, 2009.

Read a third time the 25th day of May, 2009.

Adopted on the 1st day of June, 2009.

Janet Evans
Mayor

Bonnie Sprinkling
Corporate Officer

Financial officer

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- (f) exercising control and supervision over all other financial affairs of the municipality.

Tina Hansen

From: Carolyn Deakin <deakinc@portcoquitlam.ca>
Sent: February-05-16 2:52 PM
To: Carolyn Deakin
Subject: Infrastructure Cost Sharing Resolution from Port Coquitlam
Attachments: 2016 02 04 Letter to Metro Vancouver Municipalities re Build Canada Grant Funding.pdf

Attn: All BC Local Governments,

Please find attached a resolution for BC municipalities to support a resolution going forward to FCM.

Please note that we submitted our resolution to FCM prior to the resolution deadline.

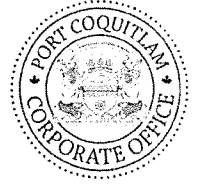
Carolyn Deakin | City of Port Coquitlam

Assistant Corporate Officer

T: 604.927.5212 | F: 604.927.5402 | E: deakinc@portcoquitlam.ca

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February 4, 2016

British Columbia Local Governments
Via email distribution

Dear BC Local Governments:

SUBJECT: 2016 FCM RESOLUTION – BUILD CANADA GRANT FUNDING

The Council for the City of Port Coquitlam, at its regular Council Meeting of January 11, 2016, adopted the following resolution requesting all British Columbia local governments' endorsement:

1. **THAT** Council make the following motion to the Federation of Canadian Municipalities and the Union of British Columbia Municipalities:

WHEREAS the Federal Government's Build Canada grant program generally shares the costs of all approved infrastructure projects equally between the province and the local jurisdiction at one third each;

AND WHEREAS for nationally and provincially significant projects, where projects provide a greater national and provincial benefit, and where communities are disproportionately and directly impacted by such projects, the burden of one third of the cost is inequitable and too high for the local jurisdiction;

THEREFORE BE IT RESOLVED that the Federal Government's Build Canada grant program, National Infrastructure Component, be amended to fund a minimum of 50% of the project cost.

BE IT FURTHER RESOLVED that the provincial funding contribution for significant projects be a minimum of 40% of the project cost.

2. **THAT** this motion be forwarded to all local governments in British Columbia to request their endorsement.
3. **THAT** this motion be forwarded to Mr. Ron McKinnon, Member of Parliament for Coquitlam - Port Coquitlam and to Mr. Mike Farnworth, Member of Legislative Assembly for Port Coquitlam - Burke Mountain.

Sincerely,

C. Deakin
Carolyn Deakin, CMC
Assistant Corporate Officer