

## SCHEDULE “C”

### Power, Duties and Functions of the

### MANAGER OF CORPORATE SERVICES

#### **Statutory**

- (a) Ensuring that accurate minutes of the meetings of the Municipality and its committees are prepared, and the minutes, by-laws and other records of the business of the Municipality and its committees are maintained and kept safe;
- (b) Ensuring that access is provided to records of the Municipality and its committees, as required by law or authorized by Council;
- (c) Certifying copies of bylaws and other documents, as required or requested;
- (d) Administering the oaths and taking of affidavits, declarations and affidavits required to be taken under the *Community Charter* in relation to municipal matters;
- (e) Accepting, on behalf of the Municipality, notices and documents that are required or permitted to be given, served on, filed with or otherwise provided to the Municipality;
- (f) Keeping the corporate seal and having it affixed to documents as required;

#### **Human Resources**

- (g) Recommend to the Chief Administrative Officer, appointment, promotion, discipline and dismissal of all employees within the Corporate Services Department;
- (h) Supervise all employees in the Corporate Services Department;

#### **General Administration**

- (i) Supervise the operation of the Corporate Services Department of the Municipality;
- (j) Supervise implementation of Council directives and directives of the Chief Administrative Officer;

- (k) Act as a contact between the Corporate Services Department and other departments, under the supervision of the Chief Administrative Officer;

**Council**

- (l) Attend, or ensure a Deputy attends, all meetings of the Council and its committees for the purpose of minute taking, except where otherwise directed by the Chief Administrative Officer;
- (m) Organize efficient and effective record-keeping for all corporate documents; and
- (n) Provide copies of any documents served on the Municipality to the Chief Administrative Officer and to any insurers, as appropriate.