

SCHEDULE “A”

Power, Duties and Functions of the CHIEF ADMINISTRATIVE OFFICER

Human Resources

- (a) Appoint, promote, discipline and dismiss all employees of the Municipality;
- (b) Recommend to Council the appointment, promotion, demotion, suspension or termination of officers of the Municipality, being those employees who are designated officers by bylaw;
- (c) Supervise all officers and employees of the Municipality;
- (d) Appoint acting department heads to administer departments in case of illness or absence;
- (e) Supervise contract negotiations with employee unions of the Municipality and recommend contract settlements with the unions to Council;
- (f) Act as arbitrator between an employee and that employee's director, subject to the terms of any applicable collective agreement with an employee union;

General Administration

- (g) Supervise the operation of the departments of the Municipality;
- (h) Supervise the implementation of Council directives;
- (i) Act as the principal intermediary between the Municipality and the administration of other governments and all other entities dealing with the Municipality;
- (j) From time to time, re-organize the administrative structure to improve the efficient and effective operation of the Municipality;

Legal Advice and Proceedings

- (k) Obtain legal advice;
- (l) 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 Municipality;

Council

- (m) Supervise preparation of Council agendas;
- (n) Have the right to participate in all meetings of Council, Committees of Council and other entities created by Council;
- (o) Provide advice and recommendations to Council on any matter within Council's jurisdiction;
- (p) Report to Council on any matter of importance to the Municipality;

Contracts

- (q) Authorize the use or budgeted purchase or sale of Municipal facilities, equipment and services, and authorize the awarding of contracts for budgeted items;
- (r) Supervise the calling and awarding of tenders for the supply of materials, equipment, services or construction approved by Council; and

Additional Powers, Duties and Responsibilities

- (s) Exercise whatever additional powers and discharge whatever additional duties and responsibilities Council from time to time may assign.