

SCHEDULE "A"

MUNICIPAL CLERK, TREASURER, COLLECTOR, BUSINESS LICENCING and APPROVING OFFICER

In addition to those prescribed by any statute or other bylaw or resolution of Council, the powers, duties and responsibilities of the Municipal Clerk, Treasurer, Collector, Business Licencing and Approving Officer shall be to:

- (a) Administer, supervise and direct the affairs of the municipality and its officers and employees under the direction of Council and in conformity with relevant statutes, bylaws and resolutions.
- (b) Co-ordinate the preparation and compilation of the provisional, annual and capital expenditures programme and tax levies for submission to Council.
- (c) Supervise the awarding of all contracts as may be approved by Council and ensure the adherence to terms and conditions of all contracts or agreements entered into by the municipality.
- (d) Recommend to Council the appointment, suspension, promotion or dismissal of staff.
- (e) Attend meetings of Council and Committees of Council and to give observations, suggestions and recommendations that may be considered appropriate.
- (f) Prepare and exhibit, according to law, the necessary notices for all meetings and hearings as required by bylaws and Council.
- (g) Prepare agenda prior to Council and Committee meetings and distribute Council agendas as per policy.
- (h) Prepare and be responsible for all official correspondence on behalf of Council and as directed by the Mayor and Council.
- (i) Arrange for the drafting and submission to Council of all bylaws and give Council recommendations on the steps to be taken to implement and enforce these bylaws.
- (j) Organize and conduct civic elections, votes on referenda in accordance with relevant statutes, bylaws and resolution of Council.
- (k) Under the direction of Council, develop and administer the personnel function of the municipality, including classification, safety and training of employees, salary administration and related matters.
- (l) Maintain a high level of inter-departmental communication.
- (m) Maintain effective contact with Municipalities, Regional Districts, relevant Provincial Government departments and various boards and commissions where the interests of the municipality are affected and as time permits.
- (n) Co-ordinate the implementation of programmes approved in the budgets to ensure adequate funding, utilization and control of money spent by or on behalf of the municipality.
- (o) Procure or arrange to procure all goods and services required by the municipality according to policy established by Council.
- (p) Co-ordinate the development and supervision of data processing requirements of the municipality.
- (q) Develop an accounting system in line with the requirements of the municipality.
- (r) The Collector will perform duties as specified by the Municipal Act.
- (s) The Approving Officer will perform duties as specified by the Municipal Act.
- (t) The Business License Officer shall perform such required duties specified in the Municipal Act or other statute or bylaws relative to Business Licences.
- (u) Operate as manager a full service Sub Office of the Motor Vehicle Branch and Insurance Corporation of B.C. services following guidelines and regulations as provided.
- (v) Carry out such additional duties and exercise such additional responsibilities as may be assigned by Council from time to time.

SCHEDULE "B"

DEPUTY CLERK-TREASURER and CONFIDENTIAL SECRETARY

In addition to those prescribed by any statute or other bylaw or resolution of Council, the powers, duties and responsibilities of the Deputy Clerk-Treasurer and Confidential Secretary shall be to:

- (a) Report to the Clerk-Treasurer and assist in general duties as prescribed and required.
- (b) Acts as Confidential Secretary to the Clerk and Council.
- (c) Maintain and update all general files. Assist the Collector by handling and receipting monies and raising tax levies.
- (d) Prepare and type correspondence, reports, documents and other matters as required.
- (e) Act as Committee Clerk to Council when so required and perform duties related to this position.
- (f) In the absence of the Clerk-Treasurer be able to act in that capacity as prescribed by this bylaw.
- (g) To assist the General Duty Clerk with the I.C.B.C. and M.V.B. documents and procedures.
- (h) Carry out such additional duties and exercise such additional responsibilities as may be assigned by Council from time to time.

SCHEDULE "C"

GENERAL DUTY OFFICE CLERK

In addition to those prescribed by any statute or other bylaw or resolution of Council, the powers, duties and responsibilities of the General Duty Office Clerk shall be to:

- (a) Under general direction of the Clerk-Treasurer administer the daily operations of the Sub-Office to the Motor Vehicle Branch.
- (b) To process all transactions within the guidelines of the Motor Vehicle Branch and the Insurance Corporation of B.C.
- (c) Understand and maintain all manuals relating to M.V.B. and I.C.B.C.
- (d) Keep staff, that will be assisting in M.V.B. and I.C.B.C. matters, up to date on changes.
- (e) Inventory Control kept up to date.
- (f) Assist in all municipal matters as time permits.
- (g) Advise Clerk-Treasurer as to inventory needs.
- (h) Arrange for banking of all monies for I.C.B.C. and M.V.B.
- (i) Carry out such additional duties and exercise such additional responsibilities as may be assigned by the Clerk or Council from time to time.

SCHEDULE "D"

DIRECTOR OF PUBLIC WORKS and BUILDING INSPECTOR

In addition to those prescribed by any resolution of Council, the powers, duties and responsibilities of the Director of Public Works and Building Inspector shall be to:

- (a) Under the direction of the Clerk, co-ordinate the planning and operation of all public works, utility services and planning and development.
- (b) Direct the activities of the public works department within policy and budgetary constraints as established by Council.
- (c) Participate in the preparation of the estimates for the capital, annual and other budgets.
- (d) Assist in the development and implementation of various aspects of the planning programme.
- (e) Maintain adequate records to provide for effective work load planning and manpower allotment.
- (f) Prepare written reports on public works programme on a monthly basis.
- (g) Co-ordinate all department schedules as necessary.
- (h) Propose to the Clerk bylaws, resolutions, regulations and subsequent amendments relating to expenditures, revenues, contracts, agreements, equipment maintenance and purchase and related matters.
- (i) Recommend to the Council the appointment, suspension, promotion or dismissal of staff in the public works department.
- (j) Act as advisor to the Clerk on all matters relating to public works.
- (k) Prepare and recommend to Council through committee programmes, policies and procedures related to public works.
- (l) Attend meetings of Council and Committees of Council from time to time as required by Council.
- (m) Develop and update maintenance manuals for all equipment and systems within the public works department. Keep accurate inventory records.
- (n) Operate or direct the operation of all equipment in a competent and safe manner.
- (o) Co-ordinate building inspection matters, water and sewer connections and related matters.
- (p) Perform such required duties as specified in the Municipal Act or other statutes or bylaws relative to building inspection.
- (q) Co-ordinate the planning, development and maintenance of municipal cemetery properties and park properties.
- (r) Carry out such additional duties and exercises such additional responsibilities as the Clerk and or Council may require from time to time.

SCHEDULE "E"

PUBLIC WORKS ASSISTANT & MACHINE OPERATOR

In addition to those prescribed by any statute or other bylaw or resolution of Council, the powers, duties and responsibilities of the Assistant and Machine Operator shall be:

- (a) Report to the Director of Public Works.
- (b) Operate and maintain all machinery acquired by the District.
- (c) Operate and maintain sewer and water system as required by the Director of Public Works.
- (d) Keep accurate records as required by the Director of Public Works.
- (e) Be prepared to work shift work.
- (f) Have a valid Class 3 driver license with air brake endorsement.
- (g) Act as Director of Public Works in his absence.
- (h) Carry out such additional duties and exercise additional responsibilities as may be assigned by Council from time to time.