

Subdivision 1 - Appointment

- 2.10.1. 1. The appointment of the Chief Administrative Officer shall be by resolution passed by an affirmative vote of a majority of all the members of the Council.

Subdivision 2 - Responsibility

- 2.10.2. 1. The Chief Administrative Officer shall be responsible only to Council as a whole.
2. All officers and employees of the municipality shall, save as provided in the Community Charter or Kitimat Municipal Code, be responsible solely to the Chief Administrative Officer.

Subdivision 3 - Powers and Duties

- 2.10.3. 1. The Chief Administrative Officer shall have the following powers which are hereby delegated to him and shall discharge the following duties:
- a. to co-ordinate and administer the various functions of the municipality exercisable by Council in accordance with the policies formulated by Council and to exercise supervision and control over the departments and offices of the municipality;
 - b. to appoint, discipline or suspend officers and appoint, discipline or remove employees of the municipality provided that they may authorize the head of a department or office to appoint, discipline or remove subordinates of such department or office;
 - c. to define and allocate the powers and duties of the officers of the municipality, in addition to the powers and duties imposed on such officers by statute or by Council;
 - d. to establish, consolidate or combine departments and administrative offices;
 - e. to ensure that all terms and conditions imposed in favour of the municipality in any contract or franchise are faithfully kept and performed;

Subdivision 3 - Powers and Duties (Continued)

- 2.10.3. 1. f. to cause the Code and other bylaws and laws relating to the municipality to be enforced;
- g. to prepare the annual budget, submit it to Council and be responsible for its administration after adoption;
- h. to keep the Council advised of the financial condition and future needs of the municipality;
- i. to make recommendations to Council;
- j. to prepare and submit to Council any reports required by it;
- k. to attend all Regular meetings of Council and take part in its discussion;
- l. to perform such other duties as may be required by him by bylaw or resolution of Council.

Subdivision 4 - Delegation by Mayor

- 2.10.4. 1. The Mayor may delegate to the Chief Administrative Officer any one or more of those powers vested in the Mayor by the Community Charter or Municipal Code.