

## **CHIEF ADMINISTRATIVE OFFICER BY-LAW**

1. This By-law shall be known as and may be cited as the “Chief Administrative Officer By-law”.
2. The Chief Administrative Officer, as appointed under this By-law, shall be known as the Chief Administrator.
3. The Chief Administrator shall be the head of the Administrative branch of the Municipal Government for the Town of Port Hawkesbury and shall also perform the duties of Town Clerk and Treasurer and described in the Towns Act of Nova Scotia.
4. The Chief Administrator shall be responsible to the Council of the Town of Port Hawkesbury for the proper Administration of all the affairs of the Town in accordance with the policies and plans approved and established by the Council and, to that end, the Chief Administrator shall:
  - a. Administer the day-to-day business affairs of all departments of the Town in accordance with the policies and plans approved by Council and report to council thereon;
  - b. Co-ordinate and direct the preparation of plans and programs to be submitted to Council for the construction, rehabilitation and maintenance of all Town property and facilities;
  - c. Prepare the annual budget and submit it to the Finance and Policy Administration Committee and to council, and be responsible for its administration after adoption;
  - d. Present to Council for its consideration, recommendations from the Department Heads or Officers, along with appropriate commentary from the Chief Administrator, concerning any aspect of internal operations, along with proposed By-laws or Resolutions to give effect to such recommendations as may be adopted by Council;
  - e. Meet with Department Heads and Officers of the municipal staff, regularly, for discussion of matters of policy and for co-ordination of all departmental activities;
  - f. Attend, or be adequately represented at all meetings of Council and any other meeting that Council may establish, and with the permission of the presiding officer make such observations and suggestions as the Chief Administrator may deem expedient of the topic under discussion;
  - g. Make written recommendations to Council, when the Chief Administrator or the council deems it necessary, with respect to a chosen topic and those

recommendations shall be recorded as part of the minutes of the proceedings;

h. Have power to review the Town administrative organization and structure regularly and recommend any changes that would, in the opinion of the Chief Administrator, improve the effectiveness or efficiency of the internal operations.

i. Recommend to the Finance & Policy Administration Committee and to Council the appointment, employment, suspension and dismissal of Department Heads or Officers;

j. Suspend employees not covered by collective bargaining agreements, subject to their right of appeal to Council in respect thereof;

k. Recommend to the Finance & Policy Administration Committee and to council the appointment, employment or dismissal of employees not covered by collective bargaining agreements, subject to their right of appeal to Council in respect thereof;

l. Appoint and employ all other employees of the town in accordance with procedures laid down in their respective collective bargaining agreements and to dismiss or suspend such employees for cause;

m. Act as bargaining agent for the town in the negotiation of contracts between the Town and Trade Unions and employee associations and recommend such contracts to Council and, in general, be responsible for wages and salary recommendations to Council concerning all Town staff;

n. Have power to make or authorize the making of expenditures for the purchase of equipment, supplies or other items required for carrying on the business of the Town, and enter into contracts therefore on behalf of the Town where the amount of such expenditures does not exceed, in any one case, the sum of One Thousand (\$1,000.00) dollars, and where such expenditure is within the limits provided for that expenditure, and such expenditure must be reported to Council at the next session and ratified by Council;

o. Have power to make recommendations to Council respecting any proposed expenditure, for any purpose, in excess of One Thousand (\$1,000.00) dollars, and respecting any contract involved therein;

p. Recommend to Town Council the sale of any personal property belonging to the Town which, in the opinion of the Chief Administrator, is no longer needed by the Town or which is obsolete or unsuitable for use and such sales shall be reported to Council at the next session of Council;

- q. Supervise the performance of all contracts or agreements entered into by the Town and ensure that all the conditions relating thereto have been fulfilled in accordance with the provisions of such contracts or agreements and the Chief Administrator shall report to the council respecting such contracts;
  - r. Obtain information regarding all boards and commissions which affect the interests of the Town and report to council regarding same when, in the opinion of the Chief Administrator or Council, such reports are deemed necessary.
  - s. Act as Director of Personnel and carry out such duties in accordance with such procedures as may assign.
5. With the exception of general information inquiries, Council shall communicate with the Administrative staff of the Town solely through the Chief Administrator.
  6.
    - A. In the event of the temporary absence or disability of the chief Administrator, the Director of Finance shall assume the duties normally performed by the chief Administrator.
    - b. Should the Director of Finance be unavailable to perform the duties of the Chief Administrator may designate, by letter to be filed with the Mayor, a Department Head or Officer to perform the duties of the Chief Administrator during that absence.
    - c. If the absence or disability of the chief Administrator will lengthy, or if the designation noted in sub-section 6(b) is not made, the council shall appoint a Department or Officer to perform the duties of the Chief Head or Officer to perform the duties of the Chief Administrator until the Chief Administrator returns.
  7. The Chief Administrator, to assist in performing the duties of the office, may use the services of the Administrative staff of the Town.