

# THE MUNICIPALITY OF THE DISTRICT OF GUYSBOROUGH

## 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 Administrative Officer”.
3. The Chief Administrative Officer shall be the Chief Executive Officer and head of the administrative branch of municipal government for the Municipality of the District of Guysborough-
4. The Chief Administrative Officer shall be responsible to the Council of the Municipality of the District of Guysborough for the proper administration of all the affairs of the Municipality in accordance with the policies and plans approved and established by the Council and, to that end, the Chief Administrative Officer shall:
  - a. Administer the day to day business affairs of all departments of the Municipality, in accordance with the budget, by-laws, policies and plans approved by Council, and report to Council thereon;
  - b. Coordinate and direct the preparation of plans and programs to be submitted to Council for the construction, rehabilitation and maintenance of all municipal property and facilities;
  - c. Ensure that the annual budget is prepared and submitted to Council;
  - d. Present to Council for its consideration recommendations from the Department Heads or Officers, along with appropriate commentary from the Chief Administrative Officer, concerning any aspect of internal operations, along with proposed By-Laws, policies and Resolutions to give effect to such recommendation as may be adopted by Council;
  - e. Meet with Department Heads and Officers of the municipal staff, regularly, for the purpose of discussing matters of policy and for the coordination of all departmental activities;
  - f. Attend, or be adequately represented at, all Meetings of Council and any other Meetings that Council may establish, and with the permission of the presiding officer make such observations and suggestions as the Chief Administrative Officer may deem expedient on the topics under discussion;

- g. Make written recommendations to Council, when the Chief Administrative Officer or Council deems it necessary, with respect to any matter pertaining to the administration or operations of the Municipality and those recommendations shall be recorded as part of the Minutes of the proceedings;
  - h. Have the authority to review the Municipality's administrative organization and structure regularly and recommend any changes that would, in the opinion of the Chief Administrative Officer, improve the effectiveness or efficiency of their internal operations;
  - i. Recommend to Council the appointment, employment, suspension or dismissal of Department Heads or Officers;
  - j. Appoint and employ; or suspend, and dismiss for cause all other employees of the Municipality, other than Department Heads or Officers.
  - k. Act as a bargaining agent for the Municipality in the negotiation of contracts between the Municipality and trade unions and employees associations and recommend such contracts to Council and, in general, be responsible for wages and salary recommendations to Council concerning municipal staff;
  - l. Have power to make or to authorize making expenditures for the purchase of equipment, supplies or other items required for carrying on the business of the Municipality, and to enter into contracts therefore on behalf of the Municipality.
  - m. Have the power to sell, under such terms and conditions as the Chief Administrative Officer may deem advisable, any personal property belonging to the Municipality not exceeding a value of Five Thousand Dollars (\$5,000.00) which, in the opinion of the Chief Administrative Officer, is no longer needed by the Municipality or which is obsolete or unsuitable for use and such sales shall be reported to Council at the next session;
  - n. Supervise the performance of all contracts and agreements entered into by the Municipality and ensure that all the conditions thereto have been fulfilled in accordance with the provisions of such contracts or agreements and the Chief Administrative Officer shall report to the Council respecting such contracts;
  - o. Obtain information regarding all Boards and Commissions which affect the interests of the Municipality and report to Council regarding same when, in the opinion of the Chief Administrative Officer or Council, such reports are deemed necessary;
  - p. Carry out such additional duties and exercise such additional responsibilities as Council may assign or which are designated through the Municipal Government Act.
5. With the exception of general informational inquiries, Council shall communicate with the staff of the Municipality solely through the Chief Administrative Officer.

6.
  - a. In the event of the temporary absence or disability of the Chief Administrative Officer, the Chief Administrative Officer may designate by letter to be filed with the Warden, a Department Head or Officer to perform the duties of the Chief Administrative Officer during that absence;
  - b. If the absence or disability of the Chief Administrative Officer will be lengthy, or if the designation noted in Section 6(a) is not made, the Council shall appoint a Department Head or Officer to perform the duties of the Chief Administrative Officer until the Chief Administrative Officer returns.
7. The Chief Administrative Officer, to assist in performing the duties of that officer, may use the services of the staff of the Municipality.