

TOWN OF NEW GLASGOW
CHIEF ADMINISTRATIVE OFFICER BYLAW No. 23

1. This Bylaw shall be known and cited as "The Chief Administrative Officer Bylaw."
2. The Town Clerk and Treasurer shall be the Chief Administrative Officer of the Town and shall carry out the duties and responsibilities set out in this Bylaw in addition to the duties as Town Clerk and Treasurer as described in the Municipal Government Act of Nova Scotia and for the purposes of this Bylaw shall hereinafter be referred to as the "CAO".
3. The CAO shall be the Chief Officer and head of the administrative branch of Town government for the Town of New Glasgow and shall be responsible to the Town Council for the proper administration of all the affairs of the Town in accordance with the bylaws and policies adopted by Council and to that end shall:
 - (a) be responsible for the administration of the day to day business affairs of all departments of the Town in accordance with policies and plans approved by Council;
 - (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) make, co-ordinate and direct recommendations to Council regarding programs, policies, and plans concerning the operation of the Town government;
 - (d) be responsible for the preparation of the annual budgets and their submission to Council and accountability and control their administration after adoption by Council;
 - (e) review the Town administrative operation, organization and structure regularly and recommend any changes that would in the opinion of the CAO improve the effectiveness or efficiency of them;
 - (f) attend or be represented at all meetings of Council and any other meetings Council deems it necessary for the CAO to attend or be represented and make such observations, suggestions and recommendations as on any subject under discussion;
 - (g) make recommendations to Council respecting matters that should be the subject of bylaws and policies, review draft bylaws and policies and advise Council of the procedures to be followed in their adoption, implementation and enforcement after their approval;

- (h) maintain close contact with Department Heads and meet with them as required to facilitate the flow of information and implementation of policies and to co-ordinate all departmental activities;
- (i) review recommendations from Department Heads or Officers concerning any aspect of their internal operations and present them together with appropriate commentary to Council for its consideration;
- (j) act as or appoint a Town employee to act as Director of Personnel and carry out such duties in accordance with the policies and procedures established by Council;
- (k) recommend to Council the appointment, employment, reprimand, suspension, demotion and dismissal of Department Heads or Officers in accordance with the Town's personnel policies and a written recommendation shall be submitted to Council who shall either confirm or reject such recommendation;
- (l) appoint, employ, promote, demote, transfer, reprimand, suspend and dismiss all other employees of the Town in accordance with the terms of their respective collective bargaining agreements or the Town's personnel policies, with the power to further delegate this authority;
- (m) act or appoint a person to act as spokesman and negotiator for the Town's negotiating Committee in the negotiation of contracts between the Town and trade unions and employee associations and recommend in conjunction with the negotiating Committee such contracts to Council and in general make recommendations to Council regarding any proper changes to the wages, salary and working conditions of all Town's positions;
- (n) 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 therefor on behalf of the Town where the amount of such expenditures does not exceed in any one case the sum of Five Thousand Dollars (\$5,000.00) provided it is a budgeted item;
- (o) make recommendations to Council respecting any proposed expenditures for any purpose in excess of Five Thousand Dollars (\$5,000.00) and respecting any contract involving any such expenditure provided that the CAO is empowered to make emergency expenditures in excess of Five Thousand Dollars (\$5,000.00) but must report the expenditure immediately to Council for ratification at its next meeting;

- (p) sell under such terms and conditions as the CAO may deem advisable any personal property of the Town not exceeding a value of Five Thousand Dollars (\$5,000.00) which in the opinion of the CAO is no longer needed by the Town or which is obsolete or unsuitable for use and all such sales shall be ratified by Council at its next meeting;
- (q) supervise or appoint a person to supervise the performance of all contracts or agreements entered into by the Town and ensure that all the terms and conditions of the Contracts or agreements have been met and report to Council respecting these contracts as and when required;
- (r) authorize, in the name of the municipality, the commencement or defence of a legal action or proceedings before a court, board or tribunal, including reporting the commencement of the legal action, defence or proceedings to the Council at the next meeting and may, if the Council so provides by policy, delegate this authority to other employees of the municipality;
- (s) where the Council so provides by policy, settle a legal action or proceeding in accordance with the policy of Council;
- (t) obtain information or cause information to be obtained regarding all boards and commissions which affect the interests of the Town and report to Council regarding same when in the opinion of the CAO or Council such reports are deemed necessary;
- (u) be the official liaison between Council and all Town Department Heads, Officers and staff and in particular ensure full an open communication;
- (v) personally, or by an agent, negotiate and execute leases of real property owned by the municipality that are for a term not exceeding one year, including renewals,
- (w) carry out the duties and responsibilities of the Town Clerk and Treasurer;
- (x) carry out all duties and responsibilities necessarily incidental to the duties and responsibilities set out in this bylaw;
- (y) carry out such additional duties and exercise such additional responsibilities as the Council may assign;

4. The Council shall provide direction on the administration, plans, policies and programs of the Town to the Chief Administrative Officer.

5. The Council shall communicate with the employees of the Town solely through the Chief Administrative Officer, except that the Council may communicate directly with employees of the Town to obtain or provide information.

6. No Council member, Committee or member of a Committee established by the Council shall instruct or give direction to, either publicly or privately, an employee of the municipality.

7. In the event of his temporary absence or disability, the CAO may designate by letter filed with the Mayor a member of senior staff or some other person the CAO deems appropriate as acting Chief Administrative Officer during that absence or disability and such designation shall be ratified by Council at a special meeting but in the event that the Administrator is unable to do so, the Mayor, Deputy Mayor and one Councillor shall designate a member of senior staff or some other person deemed appropriate as Acting Chief Administrative Officer and such designation shall be ratified by Council at a special meeting.

THIS IS TO CERTIFY that the foregoing is a true copy of a Bylaw duly passed at a duly called meeting of the Town Council of the Town of New Glasgow duly held on the 16th day of October, 2000.

Given under the hand of the Town Clerk and under the seal of the Town of New Glasgow this 30 day of October, 2000.


TOWN CLERK

1st Reading – September 11/00

Advertisement of Intent to Consider- September 22/00

2nd Reading – October 16/00

Date of Publication – October 30/00