

BE IT RESOLVED that, pursuant to the authority contained in Sections 42 & 43 of the *Municipal Act*, the Council of the Municipality of the District of Digby hereby adopts the following as a bylaw of the Municipality :

DISTRICT OF DIGBY

BYLAW NUMBER 9701

BYLAW RESPECTING THE OFFICE OF CHIEF ADMINISTRATIVE OFFICER

1. The Chief Administrative Officer, as appointed under this Bylaw, shall be known as the Chief Administrator.
2. This Bylaw shall be known as, and may be cited as, "The Chief Administrator Bylaw".
3. The Chief Administrator shall be the Chief Executive Officer and head of the administrative branch of government for the Municipality and shall also hold the offices of Municipal Clerk and Treasurer as defined and described in the Municipal Act.
4. The Chief Administrator shall be responsible to Council for the proper administration of all the affairs of the Municipality and, to that end, the Chief Administrator shall:
 - (a) Administer the day-to-day affairs of all departments of the Municipality in accordance with the policies and plans approved by Council;
 - (b) Prepare and submit to Council the annual budget and coordinate its implementation once finalized and approved by Council;
 - (c) Present recommendations to Council, either directly from the CAO or from a Department Head or Officer with comments and/or a notice in writing of agreement from the CAO, concerning any aspect of administrative operations - accompanied by such draft bylaw(s) or Resolution(s) as required to implement such recommendations;
 - (d) Consult and meet , on a regular basis, with Department Heads, Officers and senior staff in order to discuss matters of policy, to coordinate various departmental activities and to facilitate the exchange of information between departments;

(e) Attend, or be adequately represented at, all meetings of Council, Committee Of The Whole and any other meetings as Council or the Warden may direct and make, at such meetings, such written or oral recommendations as may be required for the efficient conduct of Municipal business;

(f) Prepare and submit written reports and recommendations to Council as are, in the opinion of the CAO or Council, required for the efficient conduct of Municipal business;

(g) Conduct a review of the administrative operations, when deemed necessary by the CAO or Council, and report and recommend to Council regarding any suggestions for improvement to the efficiency of Municipal operations;

(h) Be responsible for the employment, promotion, demotion, transfer, suspension and/or dismissal of any employee below the level of Department Head and not covered by a Collective Agreement;

(I) Appoint, employ, suspend or dismiss any employee who is subject to a Collective Agreement in accordance with procedures outlined in such Collective Agreement;

(j) Recommend to Council the appointment, employment suspension or dismissal of any Department Head and carry out the instructions of Council in that regard;

(k) Negotiate, or appoint a staff person or hire an outside consultant to negotiate, initial or subsequent Collective Agreements on behalf of the Municipality and recommend such to Council ;

(l) Prepare for Council's consideration, on an annual basis, wage and salary recommendations for all municipal staff;

(m) Contract for the purchase of equipment, supplies or other items - to a maximum value of \$5,000.00 per item and when within the budget therefor - where such items are required for the operations of the Municipality;

(n) Sell any furnishings or equipment of the Municipality having a fair market value of \$1,000.00 or less when, in the opinion of the CAO, such item is no longer required for the operations of the Municipality. With the exception that any such article estimated to be worth over \$400.00 shall be sold only by way of public tender. All such sales are to be reported to Council at the earliest possible date;

(o) Supervise the performance of all contracts or agreements entered into by the Municipality, ensuring that any conditions relating thereto are fulfilled and reporting thereon to Council;

(p) Negotiate and enter into leases - not to exceed one (1) year in length (including renewals) - of all or a portion of real property owned by the Municipality containing such terms and conditions as Council may, from time to time, determine;

- 5. Council shall communicate with staff only through the Chief Administrator with the exception of informational inquiries.
- 6. In the event of temporary absence or disability, the Chief Administrator shall designate, by way of letter filed with the Warden, a Department Head or Officer to perform the duties of Chief Administrator during that absence.
- 7. In the event the absence or disability will be lengthy, or if the designation referred to above is not made, Council shall appoint a Department Head or Officer to perform the duties of Chief Administrator during that absence or disability.

THIS IS TO CERTIFY that this Bylaw was duly passed at a properly - convened meeting of the Council of the Municipality of the District of Digby duly held this 30 day of June , 1997.

DEPARTMENT OF HOUSING & MUNICIPAL AFFAIRS

Recommended for approval of the Minister
Cathleen O'Grady
Department Solicitor

APPROVED this 15th day of *October* 1997
[Signature]
Minister of Housing & Municipal Affairs

GIVEN under the hand of the Municipal Clerk and under the corporate seal of the Municipality of the District of Digby this 30 day of June , 1997.

Brian Cullen
Municipal Clerk