

CHIEF ADMINISTRATIVE OFFICER

1. This Bylaw may be cited as "The Chief Administrative Officer Bylaw."
2. Pursuant to s. 24(1) of the Town's Act the office of Chief Administrative Officer is established separate from that of the Town Clerk and the Chief Administrative Officer shall carry out the duties and responsibilities as prescribed by the By-Law and the Town's Act.
3. The C.A.O. shall be the Chief Officer and head of the administrative branch of Town government and shall be responsible to the Town Council for the proper administration of all the affairs of the Town, in accordance with the policies and plans approved and established by the Town Council and to that end, subject to the provision of this Bylaw, shall:
 - (a) Administer the business affairs of the Town in accordance with the policies approved by the Town Council;
 - (b) Coordinate and direct recommendations, either oral or written, to Council regarding the upgrading, assessment and definition of programs, policies, and plans or any such changes that are necessitated to maintain the operation of Town government;
 - (c) Monitor the administration structure and operation of the town and make or recommend, as appropriate, necessary alterations that would upgrade the efficiency and effectiveness of same;
 - (d) Ensure that annual budgets are prepared and submitted to Council, and further, that proper monitoring and control mechanisms are in place as the budgets are implemented throughout the year;
 - (e) Conduct studies and analysis, prepare reports and make recommendations respecting the operations of the Town and its Agencies, and further, continuously evaluate the efficiency and effectiveness of the various operations.
 - (f) Ensure that short and long-range planning is carried out on all facets of Town operations, including exercising appropriate actions and/or preparation of reports and recommendations to Town Council;
 - (g) Recommend the appointment, suspension, or dismissal of Department Heads in accordance with the policies of the Town Council;
 - (h) Provide direction, discipline, training, encouragement, guidance and assistance to such Department Heads and evaluate their performance.
 - (i) Attend or be represented at all meetings of Council, Committees, Boards, and Commissions as may be required and make recommendations regarding same, either oral or written, from time to time, as shall be deemed necessary;
 - (j) Have under continuous review all governing regulations, bylaws and policies of the Town and ensure the formulation of necessary revisions or additions thereto and submit to Town Council recommendations regarding same;
 - (k) Ensure that all personnel matters are properly administered in accordance with the Personnel Policy Manual, and further, ensure the formulation of necessary revisions or additions to the policies and make recommendations to the appropriate body;

- (l) Maintain good public relations in dealing with the citizens at large in matters pertaining to all Town operations and projects, and further, interpret to the public the philosophy and objectives of the Town along with the programs, projects and services provided by the Town and its Agencies;
 - (m) Be knowledgeable in all facets of municipal government so as to ensure the efficient and effective operation of the Town and its Agencies;
 - (n) Confer with Provincial and Federal authorities and their staff personnel respecting general programs and regulations of interest to the Town and its Boards and Commissions;
 - (o) Confer with the Mayor on a regular basis and with Councillors, Commissioners, and Town Solicitor as circumstances arise;
 - (p) Confer with other Municipal authorities and staff personnel as required;
 - (q) Be the official liaison between Council and the administration;
 - (r) Carry out any and all other duties and responsibilities that the Council shall see fit to direct or that may arise from the duties of the C.A.O. or which are necessary for the proper administration of the Town.
4. In the case of a prolonged absence of the C.A.O., a member of the senior administration shall be appointed by resolution of Council to assume the C.A.O.'s responsibilities, as defined in the Bylaw and in accordance with the Town's policies and regulations, and shall be known as the Acting Chief Administrative Officer.

Passed by Council - March 14, 1990

Approved by Minister - Aug 18, 1990