

1. This Bylaw shall be known as and may be cited as the “Chief Administrative Officer Bylaw”.
2. The Chief Administrative Officer, as appointed under this Bylaw, shall be a Chief Administrative Officer under Section 24(1) of the *Towns Act*, Chapter 472 of the Revised Statutes of Nova Scotia, 1989, referred to as the “CAO”.
3. The CAO shall be the Chief Officer and head of the administrative branch of the Town’s government and shall be responsible to the Council 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, subject to the provisions of this bylaw, shall:
 - (a) administer the day-to-day business affairs of all the departments of the Town in accordance with the policies and plans approved by Council;
 - (b) coordinate and direct the preparation of plans and programs to be submitted to the Council for the construction, rehabilitation, and maintenance of all the Town’s property;
 - (c) be responsible for the preparation of the annual budget and its submission to Council as well as coordinating its implementation, after approval, throughout each fiscal year;
 - (d) 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 the Town government;
 - (e) attend, or be adequately represented at, all meetings of Council, Committees, Boards and Commissions and make recommendations, either oral or written, from time to time, as shall be deemed necessary;
 - (f) maintain close contact with senior staff to facilitate the flow of information and policies and to maintain coordination of Town government;
 - (g) review the administrative operation of the Town and recommend any alteration that would upgrade the efficiency and effectiveness of the same;
 - (h) review the drafts of all Bylaws and submit to the Council recommendations on such drafts and advise what procedures should be taken to carry out the Bylaws and to enforce their observance;
 - (i) be responsible for the appointment, promotion, demoting, suspension, transfer and dismissal of any and all employees not covered by a Collective Agreement below the Department Head level;
 - (j) recommend to Council, in writing, the appointment, employment, disciplinary action, or dismissal of Officers and/or Department Heads;
 - (k) act as Personnel Director within the scope of the duties of CAO and carry out such duties in accordance with the policies established by Council;
 - (l) act, or appoint a person to act, as bargaining agent for the Town in the negotiation of contracts between the Town and the trade unions and employee associations, and recommend such contracts to Council;
 - (m) in general, be responsible for recommendations concerning wages, salary and working conditions to Council covering all Town staff;
 - (n) have power to make or authorize the making of contracts for the purpose of equipment,

- supplies or other items required for the carrying on of the businesses of the Town and enter into contracts therefore on behalf of the Town as per the Town's Purchasing and Tendering Policies and where such expenditure is within the budget limits provided for that expenditure. Such expenditures shall be reported by the Chief Administrative Officer to Council on a regular basis;
- (o) have power to make recommendations to Council respecting any proposed expenditure, for any purpose, as per the Purchasing and Tendering Policies of the Town of Wolfville;
 - (p) sell, under such terms and conditions as Council directs, any personal property belonging to the Town which in the opinion of the Chief Administrative Officer is no longer needed by the Town or which is obsolete or unsuitable for use subject to the limitations imposed by Section 4(3) of the *Towns Act*;
 - (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 CAO shall report to the Council, on a regular basis, 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 CAO, such reports are deemed necessary;
 - (s) be the official liaison between Council and the administrative staff; and
 - (t) carry out any and all duties and responsibilities that the Council shall see fit to direct or that shall arise from the duties of the CAO.
4. All officers including the office of clerk of the Town of Wolfville are accountable to the Chief Administrative Officer for the performance of their duties and shall submit the reports and recommendations required of them to and through the Chief Administrative Officer.
 5. With the exception of general information inquiries, Council shall communicate with the administrative staff of the Town solely through the CAO.
 6. In the event of the temporary absence or disability of the CAO, the CAO will in writing, with the concurrence of the Mayor, designate a Department Head to act in the capacity of Deputy Chief Administrative Officer to perform the duties of the CAO during the absence.
 7. The Mayor, in conjunction with the Council, shall designate a Department Head to act as Deputy Chief Administrative Officer if the CAO is not able to do so.
 8. The CAO will have full access to the services of the administrative staff to assist in performing the duties of the CAO.
 9. The duties and responsibilities as set forth in this Bylaw shall in no way be deemed to empower the CAO to have, person, do or direct any act or matter that would, to any extent whatsoever encroach the legislative powers of the Town Council.

Certificate

I, Brian Porter, Deputy Town Clerk, of the Town of Wolfville, do hereby 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 Wolfville duly convened and held on the 15th day of April, A.D., 1996.

Given under the hand of the Deputy Town Clerk and under the corporate seal of the said Town this 16th day of April, A.D., 1996.

Brian Porter, Deputy Town Clerk

Department of Housing & Municipal Affairs

Recommended for approval of the Minister

...(signed by Cathleen O'Grady)...
Department Solicitor

APPROVED this 24th day of April, 1996.

...(signed by S. Jolly)...
Minister of Housing and Municipal Affairs