

BE IT RESOLVED by the Municipal Council of the Municipality of the County of Inverness that new By-Law No. 29, Chief Administrative Officer, be repealed and re-enacted as follows:

**BY-LAW 29**

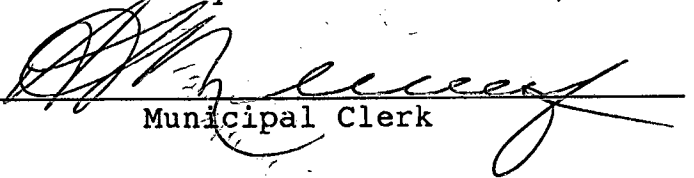
**CHIEF ADMINISTRATIVE OFFICER BY-LAW**

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 Administrator".
3. The Chief Administrator shall be the head of the administrative branch of the Municipal Government for the Municipality of the County of Inverness and shall also perform the duties of Municipal Clerk and Treasurer as described in the Municipal Act of Nova Scotia.
4. The Chief Administrator shall be responsible to the Council of the Municipality of the County of Inverness for the proper administration of all the affairs of the Municipality in accordance with the policies and plans approved and established by the Council.
5. With the exception of making general inquiries, Council or Committee shall communicate with municipal employees solely through the Chief Administrator.
6. All department heads shall report to and be responsible to the Chief Administrator.
7. The Chief Administrator, through the appropriate Department Head, may use the services of any municipal employee to assist in the performance of the duties specified in this by-law.
8. The Chief Administrator shall be responsible to Council for the following duties, namely to:
  - (a) administer the day-to-day business affairs of all departments of the Municipality of the County of Inverness, in accordance with the policies and plans approved by Council;
  - (b) obtain information regarding all boards and commissions which affect the interests of the Municipality of the County of Inverness and report to Council regarding same when, in the opinion of the Chief Administrator or Council, such reports are deemed necessary.
  - (c) review the Municipality of the County of Inverness administrative organization and structure regularly and recommend any changes that would, in the opinion of the Chief Administrator, improve the effectiveness or efficiency of the internal operations;
  - (d) attend, or be adequately represented at, all meetings of Council and any other meetings that Council may establish, and with the permission of the Chairman of the Council make such observations and suggestions he/she may deem expedient on the subjects under discussion;

- (e) when the Chief Administrator or Council deems it necessary make recommendations to Council with respect to any matter and those recommendations may be recorded as part of the proceedings as appropriate under the circumstances;
- (f) appoint and employ all employees of the Municipality of the County of Inverness, in accordance with any collective bargaining agreement that may apply, and to dismiss any employee for cause the heads of Departments shall be employed or dismissed by council upon report of the chief administrative officer and all actions taken by the chief administrative officer respecting the appointment or dismissal of all employees shall be reported to and ratified at the next general council meeting;
- (g) act as bargaining agent for the Municipality of the County of Inverness in the negotiation of contracts between the Municipality of the County of Inverness and trade unions and employee associations and recommend such contracts to Council and, in general, be responsible for wages and salary recommendations to Council concerning all Municipal staff;
- (h) meet with department heads and officers of the Municipal staff, regularly, for discussion of matters of policy and for co-ordination of all departmental activities;
- (i) present to council for its consideration, recommendations of department heads pertaining to any aspect of internal operation and any draft resolutions or bylaws to give effect to such recommendations accompanied by appropriate commentary from the chief administrative officer";
- (j) be responsible for preparing the annual budget, submit it to Council and be responsible for its administration after adoption;
- (k) make or authorize the making of budgeted or emergency unbudgeted expenditures for the purchase of equipment, supplies or other items required for the carrying on of business or operations of the Municipality, and enter into contracts therefor on behalf of the Municipality where the expenditure does not exceed in any one case the sum of one thousand dollars (\$1,000.) and the expenditure shall be reported to and ratified by the council at the next general meeting;
- (l) make recommendations to Council respecting any unbudgeted expenditure, for any purpose, in excess of One Thousand Dollars (\$1,000), and respecting any contract involved therein;
- (m) supervise the performance of all contracts or agreements entered into by the Municipality of the County of Inverness and ensure that all the conditions relating thereto have been fulfilled in accordance with the provisions of such contracts or agreements and the Chief Administrator shall report to the Council respecting such contracts;

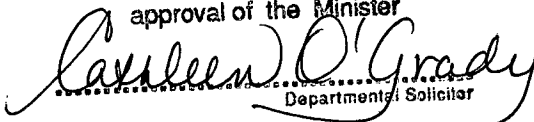
- (n) co-ordinate and direct the preparation of plans and programs to be submitted to Council for the construction, rehabilitation and maintenance of all municipal property and facilities;
  - (o) carry out such additional duties and exercise such additional responsibilities as Council may assign from time to time;
9. The duties and responsibilities as set forth in this By-Law shall in no way be deemed to empower the Chief Administrator to have, perform, do or direct any act or matter that would to any extent whatsoever, encroach upon the administrative powers that are reserved to the council by statute or the legislative powers of the Municipal Council.
10. (a) In the event of the temporary absence or disability of the Chief Administrator, the Chief Administrator may designate by letter to be filed with the Warden, a Department Head or Officer to perform the duties of Chief Administrator during that absence;
- (b) if the absence or disability of the Chief Administrator will exceed three weeks, or if the designation noted in subsection 10 (a) is not made, the Council shall appoint a department head or officer to perform the duties of the Chief Administrator until the Chief Administrator returns.

THIS IS TO CERTIFY that the foregoing by law is a true copy of a by-law duly passed at a duly called meeting of the Municipal Council of the Municipality of the County of Inverness duly held on the 15th day of November A.D., 1994.

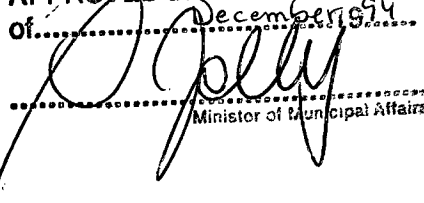
  
 Municipal Clerk

DEPARTMENT OF MUNICIPAL AFFAIRS

Recommened for approval of the Minister

  
 Departmental Solicitor

APPROVED this 9th day of December 1994

  
 Minister of Municipal Affairs