

Town of Truro – Policy & Procedure Manual

Subject: Resolution Respecting CAO Powers – James Langille
Policy Number: P120-001
Approval Date: March 3, 2003
Departments: Administration

Council hereby delegates to James Langille, pursuant to S. 29(b) of the MGA the following responsibilities and powers of Chief Administrative Officer as set forth in the following enumerated sections of the MGA

- S. 30(1) The Chief Administrative Officer is the head of the administrative branch of the government of the municipality and is responsible to the Council for the proper administration of the affairs of the municipality in accordance with the bylaws of the municipality and the policies adopted by the Council.
- S. 30(3) The Council shall provide direction on the administration, plans, policies and programs of the municipality to the Chief Administrative Officer.
- S. 31(1) The Chief Administrative Officer shall:
- a) coordinate and direct the preparation of plans and programs to be submitted to the Council for the construction, rehabilitation and maintenance of all municipal property and facilities;
 - b) ensure that the annual budget is prepared and submitted to Council;
 - c) be responsible for the administration of the budget after adoption;
 - d) review all drafts of all proposed bylaws and policies and make recommendations to the Council with respect to them;
 - e) carry out such additional duties and exercise such additional responsibilities as the Council may, from time to time, direct.
- S. 31(2) The Chief Administrative Officer may
- a) attend all meetings of the Council and any board, committee, commissions or corporation of the municipality and make observations and suggestions on any subject under discussion;
 - b) subject to policies adopted by the Council

- i) make or authorize expenditures, and enter into contracts on behalf of the municipality, for anything required for the municipality where the amount of the expenditure is budgeted or within the amount determined by the Council by policy, and may delegate this authority to employees of the municipality;
- ii) sell personal property belonging to the municipality, that, in the opinion of the Chief Administrative Officer, is obsolete, unsuitable for use, surplus to requirements of, or no longer needed by, the municipality, and may delegate this authority to employees of the municipality; (subject to policy of tendering for disposal of personal property over a value of \$100.00);
- iii) determine the salaries, wages and emoluments to be paid to municipal officers and employees, including payment pursuant to a classification system;
- iv) where not otherwise provided for, fix the amount in which security is to be given by municipal officers and employees, the form of security, the manner in which security is to be given and approved by the nature of the security to be given;

S. 31(3) A lease executed by the Chief Administrative Officer is as binding on the municipality as if it had been specifically authorized by the Council and executed by the Mayor or Warden and Clerk on behalf of the municipality (subject to policy);

S. 32(1) The Directors of departments of the municipality:

- a) are accountable to the Chief Administrative Officer for the performance of their duties; and
- b) shall submit the reports and recommendations required of them to, and through the Chief Administrative Officer;

S. 32(2) A report or recommendation from the solicitor of the municipality shall be presented to the Council by the solicitor, and the Chief Administrative Officer shall be informed of the contents in advance of the presentation to Council unless the report or recommendation is with respect to the Chief Administrative Officer who shall present them to Council;

S. 32(3) Where a Director of a department of the municipality disagrees with a recommendation of the Chief Administrative Officer, the objections may be provided to the Chief Administrative Officer who shall present them to Council.