



## **TOWN OF WINDSOR BYLAW # 04 CHIEF ADMINISTRATIVE OFFICER BYLAW**

- 04.01** The Council may by resolution appoint a Chief Administrative Officer who shall be chosen by the Council on the basis of his executive and administrative qualifications and his experience.
- 04.02** The Council may appoint the Town Clerk to be the Chief Administrative Officer of the Town to carry out such additional duties and responsibilities as may be prescribed by this Bylaw or any other Bylaw of the Town or from time to time assigned to him or her by the Council.
- 04.03** The Chief Administrative Officer 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 to that end. Subject to the provisions of this Bylaw, he shall have power to:
- (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) co-ordinate and direct the preparation of plans and programs to be submitted to the Council for the construction, rehabilitation and maintenance of all Town property and facilities;
  - (c) through the Finance and Administration Committee, direct the preparation of the annual budget and submit it to the Council and be responsible for its administration after adoption;
  - (d) review the drafts of all Bylaws and administrative orders and submit to the Council his recommendations on such draft Bylaws and administrative orders and to advise the Council on steps he believes should be taken in order to carry out the Bylaws and administrative orders and enforce their observance;
  - (e) attend all meetings of the Council and of any Committee that the Council may direct and make such observations and suggestions that he may deem expedient on the subject under discussion;
  - (f) require, if he deems it necessary, that his recommendations or suggestions submitted in writing with respect to any matter to be recorded as part of the written proceedings of the council;
  - (g) appoint, promote, demote, suspend and dismiss all employees of the Town except the officers and directors of departments of the Town,

subject to the procedure set out in an administrative order adopted by Council, or by limitations imposed by resolution of Council, or by limitations imposed by statute or common law and specifically Section 34(1) of the Towns Act;

- (h) recommend to the Council the appointment and dismissal of officers of the Town and directors of departments;
- (i) suspend any officer or director of any department of the Town, subject to the procedures set out in an administrative order adopted by Council, or by the limitations imposed by resolution of Council, or by limitations imposed by statute or common law provided that a written report outlining the reasons for such suspension is filed immediately with the Mayor, who shall place such report on the agenda of the next scheduled meeting of the Council, and the Council shall either confirm or cancel such suspension;
- (j) act as a bargaining agent of the Town along with a duly appointed Committee, if any, in the negotiation of contracts between the Town and Trade Unions and Employees Associations, concerning wages, salaries and working conditions and recommend to the Council agreements with respect to such matters;
- (k) make or authorize the making of expenditures for the purchase of equipment, supplies or any other thing required for the carrying on of the business of the Town and enter into contracts therefore on behalf of the Town where the amount of such expenditure does not exceed in any one case the sum of one thousand dollars, and is not in excess of the amount to the credit of the appropriation provided for the purchase of such equipment, supplies or thing and subject to Council approval for payment;
- (l) making recommendations to the Council respecting any proposed expenditure for any purpose in excess of one thousand dollars and respecting any contract involving any such expenditure, however, the Council shall not be bound to adopt such recommendations;
- (m) sell, under such terms and conditions as Council may direct, 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;
- (n) supervise the performance of any contracts or agreements entered into by the Town and satisfy himself that all the conditions relating thereto have been fulfilled in accordance with the provisions of such contracts or agreements and he may report thereon to the Council respecting the same;
- (o) obtain information regarding all boards and commissions which affect the interests of the Town and keep the Council advised regarding the same when he deems it necessary;

(p) carry out such additional duties and exercise such additional responsibilities as the Council may assign to him from time to time.

- 04.04** Subsections 04.03 (a), (g) and (h) of this Bylaw shall not apply to the Fire Department of the Town.
- 04.05** The day-to-day business affairs of the Fire Department shall be administered by the Fire Chief in accordance with the policies and procedures adopted by the Council and further subject to supervision of the management of the Fire Department by the Community Services Committee.
- 04.06** The Chief Administrative Officer shall administer all funds provided to the Fire Department by the Town and without restricting the generality of the foregoing, the Chief Administrative Officer shall maintain complete records and control the disbursement of the said funds to insure they are disbursed for the purposes as determined by Council.
- 04.07** The Council shall, except for the purpose of enquiry, deal with the administrative service of the Town solely through the Chief Administrative Officer and neither the Council, nor any member thereof, nor any Committee established by the Council, shall give orders to any officer, director or employee except the Chief Administrative Officer, either publicly or privately.
- 04.08** The Chief Administrative Officer, for the purpose of carrying out and performing his duties and the objects of his office, may use the services of any of the officers, directors or employees of the Town.
- 04.09** To perform his duties during his temporary absence or disability, the Chief Administrative Officer may designate by letter filed with the Mayor, an officer or director and in event of failure by the Chief Administrative Officer to make such designation, the Council may by resolution appoint an officer or director to perform his duties until he returns or his disability ceases.
- 04.10** All acts or things which by any Bylaw or Resolution of the Town are directed to be done by the Chief Administrative Officer but which are duties of a Town Clerk as set forth in the Town's Act then in that event the reference to Chief Administrative Officer in any Bylaw or Resolution of the Town shall be deemed to be Town Clerk and the acts or things required to be done shall be done by the Town Clerk.