
Town of Mulgrave

Chief Administrative Officer Policy

Title:

1. This Policy is entitled “Chief Administrative Officer Policy”.

Interpretation

2. In this Policy, “CAO” means the Town of Mulgrave’s Chief Administrative Officer.

3. Nothing in this Policy is intended to affect:

- (1) the authority, powers, rights, duties and responsibilities conferred upon the CAO by statute; or
- (2) limitations on the authority, powers, rights, duties and responsibilities of the CAO stipulated by statute; except to the extent that the statute permits variation by policy.

4. Subject to any limitations arising from other Town policies or guidelines, including but not restricted to the Purchase and Tendering Policy, the CAO may, with prior consultation with council:

- (1) sell personal property belonging to the Town of Mulgrave that, in the opinion of the CAO, is obsolete, unsuitable for use, surplus to requirements of, or no longer needed by, the Town of Mulgrave, and may delegate this authority to employees of the Town of Mulgrave;
- (2) personally, or by an agent, negotiate and execute leases of real property owned by the Town of Mulgrave that are for a term not exceeding one year, including renewals;
- (3) establish departments of the municipal administration of the Town of Mulgrave;
- (4) adopt a system of classification of positions of municipal officers and employees and specify offices that may not be filled by the same person;
- (5) determine the salaries, wages and emoluments to be paid to municipal officers and employees, including payment pursuant to a classification system;
- (6) 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 and the nature of the security to be given;

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(7) authorize, in the name of the Town of Mulgrave, the commencement or defence of any legal proceeding, and shall report the commencement or defence of the legal proceeding to Council at the next meeting;

(8) may settle any legal proceeding which is brought pursuant to legislation conferring authority on the Town of Mulgrave as a statutory or regulatory authority to take enforcement proceedings, and may settle any other proceeding except where the settlement involves a cash payment by, or an expense to, the Town of Mulgrave in excess of \$5,000.

5. Council consents to the CAO serving as, and performing the duties of Municipal Clerk and Treasurer, and, to the extent otherwise permitted by law, may sub delegate such duties to other employees

6. The CAO may from time to time appoint another employee to act in place of the CAO during the CAO's absence or inability to act. The Acting CAO shall have and shall exercise all the authority, powers, rights, duties and responsibilities of the CAO when the CAO is absent or unable to act, or when the position of CAO is vacant. When the position of CAO is vacant, or when the CAO is absent or unable to act and has not appointed a deputy to serve as Acting CAO, the Deputy Administrative Officer shall be the Acting CAO until and unless Council by resolution appoints another.

7. All former Chief Administrative Officer policies of the Town are hereby repealed and this policy is substituted therefore.

Certification for Town of Mulgrave Policy & Procedures Manual:

Date of notice to Council Members of Intent to Consider [7 Day minimum]: March 27, 2008

Date of Passage of Current Policy: April 7, 2008

I certify that this "*Chief Administrative Officer Policy*" was adopted by Council as indicated above.

Municipal Clerk

Date