

VILLAGE OF PEMBERTON
BYLAW NO. 579, 2006
CHIEF ADMINISTRATIVE OFFICER BYLAW

Being a Bylaw of the Village of Pemberton respecting the position of a Chief Administrative Officer (CAO).

WHEREAS the Village of Pemberton must, by bylaw, under section 146 of the *Community Charter*, establish Officer positions in relation to the powers, duties and functions under sections 148 [*corporate officer*] and 149 [*financial officer*] of the *Community Charter* ;

AND WHEREAS the Council may, by bylaw, establish the position of chief administrative officer, and may assign powers, duties, and functions to the position of chief administrative officer;

NOW THEREFORE, The Council of the Village of Pemberton, in open meeting assembled, enacts as follows:

Title

1. This Bylaw may be cited as the “**CHIEF ADMINISTRATIVE OFFICER BYLAW NO. 579, 2006**”.

Definitions

2. In this Bylaw,
“Village” means the Village of Pemberton;
“Council” means the Municipal Council of the Village of Pemberton;

Officer Positions

3. The following officer position is established:
 - a) Chief Administrative Officer

Powers, Duties, and Functions

4. The powers, duties, and functions of the Chief Administrative Officer are pursuant to sections 147[*chief administrative officer*], 148 [*corporate officer*], and 149 [*financial officer*] of the *Community Charter*, and are further defined in Schedule “A” of this bylaw.

Method of Appointing Officers

- 5. The appointment of a person to any officer position identified in this Bylaw, must be by resolution of Council.

Authority

- 6. The Chief Administrative Officer shall have:
 - (a) the right to represent and speak on behalf of the Corporation in documents and meetings, in a manner consistent with the policies of Council; and
 - (b) the authority to designate a head of Department to act on the Chief Administrative Officer's behalf during any absence of the Chief Administrative Officer for any reason.

READ A FIRST TIME THIS 16th day of May, 2006.

READ A SECOND TIME THIS 16th day of May, 2006.

READ A THIRD TIME THIS 16th day of May, 2006.

RECONSIDERED, FINALLY PASSED AND ADOPTED THIS 6th day of June, 2006.

Mayor

Administrator

Schedule "A"

Attached to and forming part of Bylaw No. 579, 2006

Powers, Duties, and Functions of Chief Administrative Officer

Powers, Duties, and Functions

- 1) In addition to, and without restricting the generality of sections 147, 148, 149 of the *Community Charter*, the CAO shall:
 - (a) Business Affairs administer the business affairs of the Village and to that end lead and direct the heads of the Departments in carrying out the responsibilities of the Village, in accordance with the policies and plans approved and established by Council;
 - (b) Employees have authority over and direction of all employees of the Village except those appointed as public official under statute to the extent only of their statutory duties and responsibilities as public officials, and,
 - (i) be the official liaison between Council and Municipal Staff,
 - (ii) in general, be responsible for recommendations concerning wages, salary and working conditions to Council regarding municipal staff;
 - (c) Corporate Policies and Programs direct the formulation and implementation of corporate policies and programs;
 - (d) Reports and Information ensure that reports and information that are requested by Council or that, in the CAO's opinion, could be of assistance to Council are obtained or prepared and submitted to council, and to ensure such reports, where appropriate, provide a recommended course of action and identify suitable alternatives;
 - (e) Organizational Structure with respect to the Village's organization and department structure,
 - (i) undertake such reviews as may be appropriate and timely with the head of the affected Department, as the case may be,
 - (ii) recommend to Council the establishment or amalgamation of Departments, and
 - (iii) except for the establishment or amalgamation of Departments, implement any changes which would, in the CAO's opinion, improve the effectiveness or the efficiency of the structure;

- (f) Coordination and Recommendations coordinate and direct, where appropriate, the compilation, consideration, preparation, and presentation of recommendations to Council for its adoption, and propose Bylaws and resolutions to give effect of such recommendations as are adopted by Council;
- (g) Status Reports direct the presentation, at appropriate intervals, to Council, of reports with respect to finances, works and projects, indicating the progress in term of the programs of Council and any matter that, in the Chief Administrative Officer's opinion, should be reported to Council;
- (h) Employment oversight within the terms of the human resource policies of Council, oversee and authorize the exercise by the Heads of Departments of their responsibilities in the appointment, employment, suspension, or dismissal of employees;
- (i) Council, Board, and Committee Meetings attend or designate someone to attended on his or her behalf,
 - (i) all meetings of Council, and
 - (ii) any meeting of a standing committee of Council, if required, with the right to speak, when recognized by the Mayor or Chair of the committee, as the case may be;
- (j) Liaison with Public Sector Entities be responsible for administrative liaison with the local agencies, boards and commissions, other municipalities, and the provincial and federal governments;
- (k) Input by Public Sector Entities ensure that local agencies, boards and commissions have input into proposed policies, initiatives and matters that impact them.