



Town of Digby

Administrative Policy # 2010-07

Chief Administrative Officer Policy

General

1. This Policy is entitled “Chief Administrative Officer Policy”.
2. In this Policy, “CAO” means the Town of Digby’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 Council policies or guidelines, including but not restricted to the Expenditures Policy, the CAO may:
 - (1) sell personal property belonging to the Town of Digby that, in the opinion of the CAO, is obsolete, unsuitable for use, surplus to requirements of, or no longer needed by, the Town of Digby and may delegate this authority to employees of the Town of Digby,
 - (2) personally, or by an agent, negotiate and execute leases of real property owned by the Town of Digby that are for a term not exceeding one year, including renewals,
 - (3) establish departments of the municipal administration of the Town of Digby,
 - (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;
 - (7) authorize, in the name of the Town of Digby, 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 Digby 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 Digby in excess of \$5,000.
5. Council consents to the CAO serving as, and performing the duties of Clerk/Treasurer, and Development Officer, as applicable 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 Director of Finance shall be the Acting CAO until and unless Council by resolution appoints another.

Clerk's Annotation For Official Policy Book

Date of Notice: **June 21, 2010**

Date of adoption: **July 5, 2010**

Policy effective date: **July 5, 2010**

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



July 6, 2010

Clerk

Date