

THE CORPORATION OF THE
T O W N O F P E L H A M

BY-LAW NO. 1171 (1988)

Being a by-law to appoint a Chief Administrative Officer for the Town of Pelham and to establish the duties of such office.

WHEREAS Section 76 of the Municipal Act provides that the Council may by by-law appoint a Chief Administrative Officer who:

- (a) shall have such general control and management of the administration of the government and affairs of the municipal corporation and perform such duties as the Council by by-law prescribes; and
- (b) shall be responsible for the efficient administration of all its departments to the extent that he is given authority and control over them by by-law.

AND WHEREAS the Council of the Corporation of the Town of Pelham deems it desirable to establish the office of Chief Administrative Officer and prescribe the duties attached to such office and appoint a Chief Administrative Officer with the view to providing for the better co-ordination of the activities of all civic departments and officers under the jurisdiction of Council to expedite the work of Council and implement its decisions, and generally to promote the more efficient operation of the business, affairs and activities of the Corporation;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF PELHAM ENACTS AS FOLLOWS:

- (1) THAT the office of Chief Administrative Officer of the Corporation of the Town of Pelham be established.
- (2) THAT Murray M. Hackett is hereby appointed Chief Administrative Officer for the Town of Pelham.

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(3) THAT the Chief Administrative Officer shall be responsible to Council but nothing contained in this by-law shall be deemed to empower such officer to perform, do or direct any act which shall in any manner or extent whatsoever encroach upon the legislative powers of the said Council.

(4) THAT the duties and responsibilities of the Chief Administrative Officer shall be as follows:

(a) To be responsible for the performance of all department heads and to exercise general administrative control over all departments of the Town.

(b) To direct and co-ordinate, through the department heads, the activities of all civic departments, officers and employees under the jurisdiction and control of Council, with the exception of officers and employees in the performance of statutory duties.

(c) To supervise and be responsible for the administration of the business and affairs of the Town of Pelham in accordance with the policies and plans approved by the Council from time to time.

(d) To co-ordinate the submission to Council of all relevant material and reports pertaining to any matter coming before a meeting of Council.

(e) To advise and assist Council in the review of estimates and budgets prepared by department heads.

(f) To implement the decisions of Council, in conjunction with the department head involved.

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(g) To advise Council as requested, on the feasibility, cost and other pertinent factors related to policies and programs under consideration.

(h) To attend at all meetings of Council and at such Committee meetings required, and during such meetings, with the permission of the Chairman, to make such observations, suggestions and recommendations as he deems expedient.

(i) To recommend to Council from time to time any changes or improvements which might assist in the development of the Corporation or improve the efficiency of its operations.

(j) To maintain appropriate checks on assigned programs and take remedial action together with the department head concerned when necessary.

(k) To evaluate all department heads with the responsibility to recommend to Council any appropriate action necessary from time to time.

(l) To establish a Management Committee consisting of each of the Corporation's department heads which will meet at least twice monthly to assist the Chief Administrative Officer in the co-ordination of departmental activities, the allocation of resources among departments, the development and review of organizational goals and objectives, and the development and implementation of policies and programs to achieve the goals and objectives established by Council.

(m) To perform such other duties as Council may direct by by-law or resolution from time to time.

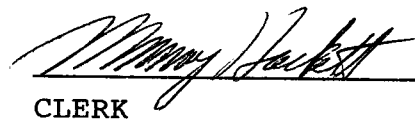
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(5) THAT the Chief Administrative Officer shall hold office during the pleasure of Council.

(6) THAT this by-law shall come into force and effect on the date of passing thereof.

READ A FIRST, SECOND AND THIRD TIME
AND FINALLY PASSED BY COUNCIL THIS
1st. DAY OF FEBRUARY, 1988 A.D.


MAYOR


CLERK