

THE VILLAGE OF MAYO

BY-LAW #190

A bylaw to establish the position of Chief Administrative Officer, make provision for appointment, and define the duties of the position.

WHEREAS pursuant to Section 183 - 185 of the Municipal Act of the Yukon Territory, the Council of a municipality may by bylaw provide for a Chief Administrative Officer, make provision for appointment, and delegate certain administrative powers conferred on Council by the Municipal Act.

NOW THEREFORE, the Council of the municipality of the Village of Mayo, in open meeting assembled, **HEREBY ENACTS AS FOLLOWS:**

1. This bylaw may be cited as the **"Chief Administrative Officer Bylaw"**.
2. For the purposes of this bylaw:
 - a) "Officer" means an employee of the Village of Mayo as defined in the Municipal Act.
 - b) "Employee" means a person, including a deceased person, in receipt of or entitled to wages for employment or services performed for the Village of Mayo.
 - b) "Permanent Part Time Employee" means a person employed on a continuing basis who is required to work fewer hours per week than the standard work week, but no less than ten (10) days per month.
 - d) "Casual Employee" means a person employed for work of a temporary term on either a full or part-time basis, for less than six continuous months.
 - e) "Probationary Employee" means a person who has been employed for work of a permanent nature for less than the probationary period described in appendix "A" of Bylaw 170 and who may be dismissed with two weeks notice or in lieu of notice.
3. The position of Chief Administrative Officer of the Village of Mayo is hereby established.
4. The Chief Administrative Officer shall be appointed by resolution of Council and shall hold office at the pleasure of Council and in accordance with such conditions of employment as may be prescribed under the Conditions of Employment bylaw.
5. The Chief Administrative Officer shall,
 - i) assume the administrative powers conferred on Council by the Municipal Act and,
 - ii) under such direction as the Mayor may give,
 - a) supervise and direct the affairs of the municipality and officers, and employees thereof subject to applicable bylaws and acts;

- b) put into effect and carry out the policies of Council;
- c) provide advice to Council;
- d) inspect and report on all municipal works, as often as required by Council;
- e) prepare, or cause to be prepared, all contracts as directed by Council and;
- f) carry out any other duties required by bylaws or resolutions of Council as may be described in the position description for the Chief Administrative Officer.

6. The Chief Administrative Officer shall:

- a) attend all meetings of Council unless excused therefrom by the Mayor or Deputy Mayor;
- b) be permitted to attend and participate in discussions at all meetings of committees and boards appointed by Council, with the consent of the members present, but shall not vote on any issue and,
- c) with the consent of the members present, take part in the discussion of any matter coming before any meeting of Council.

7. The Chief Administrative Officer is hereby empowered to authorize the expenditure of funds for budgeted items without further prior specific approval of Council.

8. Notwithstanding Section 7 of this bylaw, in the case of accidents, disaster or other circumstances creating a public emergency, the Chief Administrative Officer in consultation with the Mayor or Deputy Mayor may make purchases, award contracts, or make such other arrangements as are necessary to meet the emergency, and shall report on their actions, with an itemized statement of all expenditures, to the next meeting of Council.

9. The Chief Administrative Officer may engage employees, other than officers, for whom provision is made by Council.

10. The Chief Administrative Officer may dismiss any employee except an officer, and may suspend any other employee except an officer for any period not exceeding five consecutive working days.

11. Except for the purpose of enquiry, the Council and its members shall not deal with any employee of the Village, except through the Chief Administrative Officer, and neither Council nor any member thereof shall give any order to a subordinate of the Chief Administrative Officer, either publicly or privately, except that this section shall not apply in any situation where the Municipal Act requires any officer to report directly to Council.

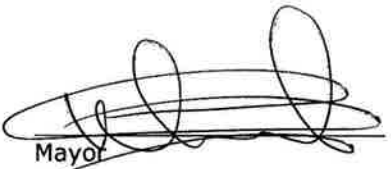
12. In their absence or incapacity, the Chief Administrative Officer may appoint another officer or employee of the Village as Acting Chief Administrative Officer for a period of not more than five days.

13. In the absence or incapacity of the Chief Administrative Officer for a period longer than five days, Council shall by resolution appoint another Officer or employee of the Village as Acting Chief Administrative Officer.

14. This bylaw shall come into full force and effect on third and final reading thereof.

READ a first and second time this 18th day of July, 2001.

READ a third time and finally passed this 29 day of August, 2001.



Mayor



Chief Administrative Officer