

Municipality of the District of St. Mary's

Chief Administrative Officer Policy

Approved March 9, 2015

Purpose:

To establish the position of Chief Administrative Officer (CAO) in the Municipality Governance and Administrative Structures.

Policy Objectives:

The objectives of the Chief Administrative officer Policy are to:

- a. State the qualifications for the person hired as the Municipality's CAO;
- b. Define the role of the CAO and his/her relationship with Council and the Staff of the Municipality;
- c. Set out the Terms of Reference for the CAO;

Policy:

The Municipality shall employ a CAO who shall be the head of the administrative branch of the government of the Municipality and is responsible to Council for the proper administration of the affairs of the Municipality in accordance with the by-laws of the Municipality and the policies adopted by Council; and where no policy or by-law exists, under the direction of Council.

Council shall communicate with the employees of the Municipality solely through the CAO, except that Council may communicate directly with employees of the Municipality to obtain or provide information. No individual member of Council shall give orders, either publicly or privately, to any employee of the Municipality.

Council shall provide direction on the administration, plans, policies and programs of the Municipality to the CAO.

The CAO shall communicate with the Warden on policy issues and relevant information that arise between Council and Committee of Council meetings, and the CAO shall advise Council on a regular basis.

The CAO may attend all meetings of the Council and any board, committee, commission or corporation of the Municipality and make observations and suggestions on any object under discussion.

Qualifications:

Education

Relevant University Degree, preferably in Municipal Administration, with five year experience in a senior management capacity. Knowledge of local government management or equivalent formal education and experience.

Personal

Strong leadership and management skills are required to lead the team of Municipality staff. Must have ability to communicate with the public and Council in presenting advice and recommendations on all matters affecting local government. Research and computer skills are required.

Position Overview

Reporting to the Municipality Council, the CAO generally manages the day to day affairs of the Municipality within the applicable legislation, and within the policies and by laws approved by Municipality Council. Supervises all staff, ensuring that appropriate human resource polices are in place. Provides concise advice to Council. Ensures that the annual operating and capital budgets are prepared for the Municipality.

Responsibilities of the CAO:

The CAO shall:

- a. administer the day to day business affairs of all departments of the Municipality, in accordance with the policies and plans approved by Council;
- b. co-ordinate and direct the preparation of plans and programs to be submitted to Council for the construction, rehabilitation and maintenance of all Municipality property and facilities;
- c. ensure that the annual budgets are prepared and submitted to Council;
- d. be responsible for the administration, accountability and control of the budget adopted by Council;
- e. present to Council for its consideration recommendations from the staff, along with appropriate commentary from the CAO, concerning any aspect of internal operation, along with proposed By-Laws and Resolutions to give effect to such recommendations as may be adopted by Council;
- f. meet with Department Heads and staff regularly, for discussion of matters of policy and for co-ordination of all Municipality activities;

- g. attend, or be adequately represented at, all meetings of Council and any other meetings that Council may establish, and with the permission of the presiding officer make such observations and suggestions as the CAO may deem expedient on the topic under discussion;
- h. make written recommendations to Council, when the CAO or the Council deems it necessary, with respect to a chosen topic and those recommendations shall be recorded as part of the minutes of the proceedings;
- i. have the power to regularly study the Municipality administrative organization structure and operations and recommend any changes that would, in the opinion of the CAO, improve the effectiveness or efficiency of the internal operations;
- j. recommend to Council the appointment, employment, suspension or dismissal of the Department Heads;
- k. appoint, employ, suspend, or dismiss all other employees in accordance with procedures laid down in the Municipality Human Resource Policies, with power to further delegate this authority
- l. subject to policies adopted by Council, make or authorize the making of expenditures for the purchase of equipment, supplies or other items required for carrying on the business of the Municipality, and enter into contracts therefore on behalf of the Municipality where the amount of such expenditure does not exceed, in any one case, the sum of five thousand Dollars (\$5,000.00) provided it is a budgeted item;
- m. submit a recommendation to Council respecting any proposed expenditure, for any purpose, in excess of five thousand Dollars \$(5,000.00), and respecting any contract involved therein, however, notwithstanding the above, the CAO is empowered to make emergency expenditures in excess of five thousand Dollars (\$5,000.00) and must report the expenditure immediately to Council for ratification at the next meeting;
- n. subject to policies adopted by Council, sell any personal property belonging to the Municipality not exceeding a value of five thousand Dollars (\$5,000.00) which, in the opinion of the CAO, is no longer needed by the Municipality or which is obsolete or unsuitable for use;
- o. subject to policies adopted by Council, personally or by an agent, negotiate and execute leases of real property owned by the Municipality that are for a term not exceeding one year, including renewals;

- p. supervise the performance of all contracts or agreements entered into by the Municipality and ensure that all the conditions relating thereto have been fulfilled in accordance with the provisions of such contracts or agreements and the CAO shall report to the Council respecting such contracts;
- q. obtain information regarding all boards and commissions which affect the interests of the Municipality and report to Council regarding same when, in the opinion of the CAO or Council, such reports are deemed necessary;
- r. review the drafts of the proposed by-laws and policies and make recommendations to Council with respect to them;
- s. act as the Human Resource Manager for the Municipality, ensuring adequate polices are in place;
- t. act, or appoint a person to act, as bargaining agent for the Municipality in the negotiation of contracts between the Municipality and any trade union or employee association and recommend to Council agreements with respect to them;
- u. carry out such additional duties and exercise such additional responsibilities as Council may assign;

In the event of the temporary absence or disability of the CAO, the CAO may designate by letter to be filed with the Warden, a qualified person to perform the duties of the CAO during that absence;

If the absence or disability of the CAO will be lengthy, the Council shall appoint a qualified person to perform the duties of the CAO until the CAO returns.

The CAO, to assist in performing the duties of that office, may use the services of any and all staff of the Municipality.