



## Chief Administrative Officer Policy

### Purpose

To establish the position of Chief Administrative Officer (CAO) in the Town's 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 Town's CAO;
- b. Define the role of the CAO and his/her relationship with Council and the Staff of the Town;
- c. Set out the Terms of Reference for the CAO.

### Policy

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

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

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

The CAO shall communicate with the Mayor on policy issues and relevant information that arises 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, corporation of the Town or related municipal group and make observations and suggestions on any object under discussion.

## **Qualifications**

### Education

Relevant University Degree, preferably with postgraduate study in Municipal Administration. Education requirements may be further delineated as part of a selection process for the CAO.

### Experience

Five years of recent relevant experience in local government administration management in Nova Scotia.

### Personal

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

### Position Overview

Reporting to the Town Council, the CAO generally manages the day-to-day affairs of the Town within the applicable legislation, and within the policies and bylaws approved by Town Council. Supervises all staff, ensuring that appropriate human resource policies are in place. Provides concise advice to Council. Ensures that the annual operating and capital budgets are prepared for the Town in a timely manner as required by Council.

## **Responsibilities of the CAO**

The CAO shall:

- a) Administer the day-to-day business affairs of all departments of the Town, 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 Town property and facilities.
  - c) Ensure that the annual budgets are prepared and submitted in a timely manner as required by Council.
  - d) Ensure reports are submitted to Council in a timely manner as required by Council.
  - e) Be responsible for the administration, accountability and control of the budget adopted by Council.
  - f) Present to Council for its consideration, recommendations from the staff, along with appropriate commentary from the CAO, concerning any aspect
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of internal operation, along with proposed bylaws and resolutions to give effect to such recommendations as may be adopted by Council. Meet with department managers and staff regularly, for discussion of matters of policy and for coordination of all Town activities.

- g) Attend, or be adequately represented at all meetings of Council and any other meetings that Council may establish, and with 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) Regularly study the Town's 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 Department Heads. Departments identified as Public Works Manager, Finance Manager or Clerk of the Town.
- l) Appoint, employ, suspend, or dismiss all other employees in accordance with procedures laid down in the Town's Human Resource Policy, with power to further delegate this authority.
- m) Make or authorize the making of expenditures, subject to policies adopted by Council, for the purchase of equipment, supplies and/or other items required for carrying on the business of the Town, and enter into contracts therefore on behalf of the Town, where the amount of such expenditure does not exceed budgeted amounts for capital projects and in the case of budgeted operating expenditures the sum of fifty thousand dollars (\$50,000).
- n) Submit a recommendation to Council respecting any proposed expenditure, for any purpose, in excess of five thousand dollars (\$5,000) and respecting any contract involved therein. The CAO is authority to make emergency expenditures in excess of five thousand dollars (\$5,000) and must report the expenditure immediately to Council with formal ratification scheduled the next meeting of council.
- o) Be authorized, subject to the policies adopted by Council, to sell any personal property belonging to the Town, not exceeding a value of five thousand dollars (\$5,000) which is deemed to be no longer required, is obsolete or

unsuitable for use for town business.

- p) Be authorized, subject to the policies adopted by Council, to personally or by an agent, negotiate and execute leases for real property owned by the Town that are for a term not exceeding one year, including renewals.
- q) Supervise the performance of all contracts or agreements entered into by the Town 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.
- r) Obtain information regarding all boards and commissions which affect the interests of the Town and report to Council regarding same when, in the opinion of the CAO or Council, such reports are deemed necessary.
- s) Review the drafts of all proposed bylaws and policies and make recommendations to Council with respect to them.
- t) The CAO is responsible for the implementation of a comprehensive Human Resource Management program for the Town and for ensuring appropriate HR policies are in place. The performance assessment of the CAO and managers will reflect the implementation of all facets of the HR plan.
- 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 incumbent, the CAO may designate a qualified person to perform the duties of the CAO during that absence. The incumbent will advise the Mayor in writing of the acting assignment. In the event of an extended absence, Council shall appoint a person deemed qualified as "Acting" CAO. The duration of the acting appointment will be at the discretion of Council.

The CAO may use the services of any and all staff of the Town to meet the goals and objectives of the administrative branch.

Additional details on the responsibilities for the Chief Administration Officer position are included in the Work Description created for the position.

**Clerk's Annotation for Official Policy Book**

Date of Notice to Council Members of  
Intent to Consider (7 days minimum notice) April 3, 2018

Date of Passage of Current Policy April 3, 2018

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Clerk/CAO

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Date