



**Rhonda Cook, CMO**  
**Chief**  
**Administrative**  
**Officer**

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**REPORT RE: COW JANUARY 18, 2011**  
**REPORT NO: CAO-7-2011**

**SUBJECT: REVISED JOB DESCRIPTION FOR CHIEF ADMINISTRATIVE OFFICER**

**RECOMMENDATION: THAT Council approves the changes to the C.A.O.'s job description.**

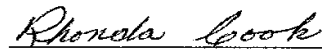
**BACKGROUND: With my appointment to the C.A.O. position and amendments to the Clerk's job description other amendments to the C.A.O. position are required.**

While in the position of Clerk the Town allowed me to take accessibility training to enable me to train others in this field. As such I have removed the Accessibility Coordinator duties from the Clerk's position and added to the C.A.O.'s job description.

Also, while in the position of Clerk/Acting C.A.O. I was appointed as Head for purposes of the Municipal Freedom of Information and Protection of Privacy Act. This responsibility was under the job description of the C.A.O. and always has been, however as the last round of job descriptions were prepared while I was in the Acting C.A.O. position it got added to the Clerk's position. I have corrected the job description to reflect the changes.

Please note no change has been made in placement on the salary grid as a result of these housekeeping clauses.

**Respectfully submitted,**

  
Rhonda Cook, CMO  
Chief Administrative Officer  
January 12, 2011

**TOWN OF SOUTH BRUCE PENINSULA**

**CHIEF ADMINISTRATIVE OFFICER**

**POSITION DESCRIPTION**

Reports to:	Mayor and Council	Status: Full Time
Last Revised:	January 10, 2011	Hours: As Required To Fulfill Duties

**SUMMARY OF DUTIES**

The Chief Administrative Officer will provide effective advice and support to the Council in developing and implementing policy, strategy and objectives that address the unique qualities and needs of the Town of South Bruce Peninsula. The CAO will lead, direct and coordinate the department heads of the Corporation in the implementation and administration of the objectives, policies and programs as established and approved by Council in accordance with all applicable by-laws and regulations.

The CAO acts as the Accessibility Coordinator for the municipality and is responsible for training and compliance in accordance with applicable legislation.

**QUALIFICATIONS**

1. University graduation with post-graduate training in a directly related field or equivalent experience and education recommended
2. Certified Municipal Officer would be considered an asset.
3. Seven years experience at a senior municipal management level would be an asset.

**MAJOR RESPONSIBILITIES**

1. Coordinates and directs the preparation of plans, programs and viable policy alternatives for submission to Council for the development and improvement of corporate property, resources, facilities and services
2. Organizes, compiles, considers and presents to Council recommendations arising from departmental operations that require Council approval, and proposes resolutions or by-laws arising from such recommendations
3. Ensures the efficient, economical and effective organization and administration of all departments, boards and commissions as determined by the by-laws of the Corporation; ensures the effective and efficient implementation of Council's policies and programs; and ensures corporate compliance with all relevant statutory and regulatory requirements
4. Directs the preparation and compilation of the annual operating and capital

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budget estimates for consideration by Council, collaborates with the Manager of Financial Services to present budgets to Council, and coordinates the administration of budgets following their adoption

5. Ensures that effective financial and administrative systems are in place to meet goals and objectives established by Council within the policies, plans and budgets established
6. Ensures that the general financial control over all departments and the administrative policy pertaining to boards and other bodies connected to the Corporation are observed
7. Recommends to Council, the appointment, employment, suspension or dismissal of department heads, as well as other employees under the direct supervision of the CAO
8. Approves the employment, suspension or dismissal of other employees, subject to the recommendation of the Department Head and, where applicable, to the collective agreement
9. Directs the collective bargaining process with all employees of the Corporation and recommends to Council agreements (both union and non-union) concerning wages, salaries and working conditions. Coordinates negotiations on collective agreements and administers agreements within the parameters established in grievance procedures
10. Reviews matters that are the concern of any committees created by Council (e.g. advisory committees) prior to placement on Council's agenda; recommends changes to committee and Council procedures for the management of agendas, and recommends changes to the organizational arrangements of Council committees
11. Directs periodic reviews of the organization's structure, initiates organizational, management and communication changes as required, and reports the outcome of these reviews to Council
12. Facilitates the development of an effective management team to examine policy issues that may have been referred by Council, and to coordinate all departmental activities, particularly those that cross department lines
13. Reviews drafts of all by-laws and resolutions and submits recommendations of same to Council and/or committees of Council
14. Communicates and administers all Council decisions to ensure that decisions are effectively implemented
15. Communicates with the Mayor and Council and with the public on all administrative matters as required
16. Establishes positive relationships with the business community to respond to issues and discuss development projects
17. Establishes positive relationships with other boards, authorities and upper levels of government officials to obtain information, to coordinate funding proposals and to discuss municipal problems/issues
18. Acts as a spokesperson on behalf of the administration
19. Oversees and directs all personnel/human resources-related activities within the Corporation, including health and safety
20. Oversees staff support for economic development and tourism initiatives

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21. Performs training for all staff, Council and municipal volunteers in accordance with accessibility legislation
22. Directs the compliance of third party contractors to meet the requirements of the Accessibility of Ontarians with Disabilities Act.
23. Reports compliance of the municipality under the AODA to the province
24. Serves as the Corporate Officer to ensure compliance with the Municipal Freedom of Information and Protection of Privacy Act, including personnel files, and responds to questionnaires, surveys and other requests for information pertaining to the Clerk's office and the municipality in general

#### **ADMINISTRATIVE/MANAGEMENT DUTIES**

1. Attends all Council meetings, and attends or is represented at committee meetings to provide advice to members on the development of policy
2. Meets regularly with department heads
3. Reviews all staff recommendations and reports prior to their submission to committee and Council, and when required, submits comments on those reports. Coordinates the flow of all municipal reports and information
4. Participates ex-officio on staff selection committees
5. Ensures that a manual of policies, practices and procedures is produced, distributed and maintained
6. Negotiates and ensures the monitoring of contracts as appropriate
7. Develops reporting mechanisms regarding human resource activities for Council
8. Develops and administers an organizational and individual performance management system
9. Orients, supervises and ensures annual performance reviews are done with all department heads and all staff from time to time
10. Through subordinates, ensures effective supervision of all municipal employees
11. Develops an effective communications plan for the Corporation
12. Prepares and monitors the budget for Council and general government
13. Provides accessibility training for staff, Council and others as required

#### **SKILLS REQUIRED**

##### **A) KNOWLEDGE**

1. Sound knowledge of corporate municipal administration, management and business planning (normally acquired through a post-secondary education in a related discipline combined with extensive progressively responsible senior management experience in municipal government)
2. Thorough knowledge of municipal government operations, including finance, public works, recreation/community services and planning, and a sound knowledge of contemporary operating systems and procedures
3. Knowledge of all by-laws and related legislation and regulations as they may apply to the municipal corporation, such as the Municipal Act, Municipal Elections

Act, Planning Act, Municipal Freedom of Information and Protection of Privacy Act, Employment Standards Act, Human Rights Code, Accessibility for Ontarians with Disabilities Act and Occupational Health and Safety Act

4. Managerial and administrative skills to plan, direct, supervise and coordinate the functions of the Chief Administrative Officer
5. Analytical skills to initiate and execute programs, to identify and resolve problems, and to formulate policies and procedures relevant to same
6. Negotiating skills to resolve organizational and interdepartmental conflicts and to participate in the collective bargaining process as required
7. Well-developed human resource management and team building skills
8. Strong working knowledge of managing municipal finances

**B) LANGUAGE AND COMMUNICATION SKILLS**

1. Excellent interpersonal skills to interact with management and staff, Council, senior government officials and other leaders in the municipality
2. Excellent public speaking, presentation, listening and writing skills to deal with complex, technical and highly confidential information
3. Well-developed staff/public relations and negotiating skills
4. Able to influence and shape the actions of others
5. Able to work with tact and discretion in a political environment

**WORKING CONDITIONS**

- Attends or must be represented at all Council meetings and committees of Council, which are normally convened during evenings
- Works in an environment that is subject to stress of constant interruptions, peak periods and tight, unyielding deadlines that are set by statute and shifting priorities
- Must be accessible to Council, other staff, provincial and county governments and the public
- Work is on an as-required and when-required basis
- Often required to make recommendations or decisions, and direct staff on the basis of vague or conflicting direction and little precedent
- Public speaking required
- High level requirements for initiative and self-direction
- This is a salaried position where the number of hours shall be the hours required to perform the duties assigned

**THE CORPORATION OF THE TOWN OF SOUTH BRUCE PENINSULA**

**BY-LAW NUMBER 117-2009**

**Being a by-law to Designate a Municipal Representative Head of the Municipal Corporation for the purposes of the Municipal Freedom of Information and Protection of Privacy Act.**

**WHEREAS**, under Section 3, Subsection 1 of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, C. R M 56, the Council of a municipal corporation may by by-law designate from among its members an individual or a committee of the Council to act as head of the municipality for the purposes of the Act;

**AND WHEREAS** the Committee of the Whole of the Town of South Bruce Peninsula serves as a Committee of Council and is designated as head for the purposes of the Municipal Freedom of Information and Protection of Privacy Act.

**AND WHEREAS** Council deems it expedient to designate a head for the purposes of the Act:

**NOW THEREFORE THE CORPORATION OF THE TOWN OF SOUTH BRUCE PENINSULA ENACTS AS FOLLOWS:**

1. **THAT** the Council of the Town of South Bruce Peninsula delegates all powers and duties under the Municipal Freedom of Information and Protection of Privacy Act to Rhonda Cook, Clerk/Acting CAO.
2. **THAT** this by-law shall rescind and replace any by-laws and resolutions previously adopted by Council which may be inconsistent with this by-law.
3. **THAT** this by-law shall come into force and effect upon third and final reading thereof.

**READ a FIRST and SECOND time this 13<sup>th</sup> day of October, 2009.**

*Steve Gilbert* MAYOR

*Rhonda Cook* CLERK

**READ a THIRD time and FINALLY PASSED this 13<sup>th</sup> day of October, 2009.**

*Steve Gilbert* MAYOR

*Rhonda Cook* CLERK