

THE MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 1.5.1
Section Municipal Administration	Subject Authority and Responsibilities of the Chief Administrative Officer	

1. APPLICATION

This policy sets out the authority and responsibilities of the chief administrative officer, consistent with the council-manager system of local government administration. The *Municipal Government Act* more fully delineates the roles and responsibilities of the council and the chief administrative officer. Accordingly, this policy comprises the job description for the position of chief administrative officer.

2. AUTHORITY FOR POLICY

Parts II and III, *Municipal Government Act*, as amended.

3. STATUTORY AUTHORITY AND RESPONSIBILITIES

3.1 The chief administrative officer is the head of the administrative branch of the government of the municipality and is responsible to the council for the proper administration of the affairs of the municipality in accordance with the bylaws of the municipality and the policies adopted by the council. (§ 30(1), *MGA*)

3.2 The chief administrative officer shall (pursuant to § 31(1), *MGA*):

1. coordinate and direct the preparation of plans and programs to be submitted to the council for the construction, rehabilitation and maintenance of all municipal property and facilities;
2. ensure that the annual budget is prepared and submitted to the council;
3. be responsible for the administration of the budget after adoption;
4. review the drafts of all proposed bylaws and policies and make recommendations to the council with respect to them; and
5. exercise such additional authority and carry out such additional duties as the council may, from time to time, direct.

3.3 The chief administrative officer may (pursuant to § 31(2), *MGA*):

1. attend all meetings of the council and any board, committee, commission or corporation of the municipality and make observations and suggestions on any subject under discussion;
2. appoint, suspend and remove all employees of the municipality, with power to further delegate this authority;
3. act, or appoint a person to act, as bargaining agent for the municipality in the

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negotiation of contracts between the municipality and any trade union or employee association and recommend to the council agreements with respect to them;

4. make or authorize expenditures and enter into contracts on behalf of the municipality for anything required for the municipality, where the amount of the expenditure is budgeted, and may delegate this authority to employees of the municipality;
 5. subject to policies adopted by the council
 1. sell personal property belonging to the municipality that, in the opinion of the chief administrative officer, is obsolete, unsuitable for use, surplus to requirements of, or no longer needed by, the municipality, and may delegate this authority to employees of the municipality,
 2. 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,
 3. establish departments of the municipal administration,
 4. adopt a system of classification of positions of municipal officers and employees and specify offices that may not be filled by the same person,
 5. determine the salaries, wages and emoluments to be paid to municipal officers and employees, including payment pursuant to a classification system, and
 6. where not otherwise provided for, fix the amount in which security is to be given by municipal officers and employees, the form of security, the manner in which security is to be given and approved, and the nature of the security to be given;
 6. authorize, in the name of the municipality, the commencement or defence of a legal action or proceedings before a court, board or tribunal, including reporting the commencement of the legal action, defence or proceeding to the council at the next meeting and may delegate this authority to employees of the municipality; and
 7. where the council so provides by policy, settle a legal action or proceeding in accordance with the policy.
- 3.4 The chief administrative officer may from time to time appoint an employee of the municipality to act in the place of the chief administrative officer when the chief administrative officer is absent or unable to act. (§ 31(5), *MGA*)
- 3.5 The chief administrative officer shall designate an employee of the municipality to perform the duties of the clerk of the municipality. (§ 33(1), *MGA*)

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- 3.6 The chief administrative officer shall designate an employee of the municipality to perform the duties of the treasurer of the municipality. (§ 37(1), *MGA*)
- 3.7 The chief administrative officer shall designate an employee of the municipality to be the engineer for the municipality. (§ 39(1), *MGA*)
- 3.8 The chief administrative officer shall designate an employee of the municipality to be the administrator responsible for the dangerous and unsightly premises provisions of the *Municipal Government Act*. (Section 41, *MGA*)

4. KEY RESPONSIBILITY AREAS AND DUTIES

4.1 Strategic and Operational Planning:

- Assists the warden and council to establish strategic direction for the municipality based upon identified needs of its citizens and communities.
- Determines how various policy or strategy options and proposals will affect the municipality, its financial position and operations. Provides clear and logical advice to the council.
- Implements the approved strategic plan and makes recommendations to the council concerning the annual review and revision of key result areas, strategic goals and strategies which form the plan.
- Recommends to the council the positions the municipality should take regarding legislation, government initiatives, inter-municipal relations, and other matters which affect public policy.
- Establishes appropriate systems to ensure that operations, activities and the provision of services are properly planned, implemented, monitored, controlled and evaluated.
- Directs the preparation of the annual operating plan and budget for submission to the council for approval. At least quarterly, conducts a review and recommends adjustments to the council, as may be necessary.
- Ensures that appropriate monitoring and reporting mechanisms are in place and that the municipality remains sensitive and adaptive to changes in the external and internal operating environments.
- Maintains appropriate professional affiliations to enhance development and maintain knowledge of best practices in municipal administration.

4.2 Organizing and Leading:

- Provides administrative leadership in achieving economical, efficient and

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effective utilization of municipal resources (value-for-money mindset).

- Makes provision for municipal services through the planning, acquisition and management of human, financial, physical and information resources.
- Establishes and maintains appropriate systems and procedures to ensure optimum use of resources and provision of quality services and programs.
- Organizes the operations and functions of the municipality through appropriate management and administrative structures, staffing and delegation of authority and responsibility. Establishes clear roles and formal means of accountability of directors, managers and coordinators.
- Ensures that all directors and managers receive, understand and communicate strategic direction, operation plans and policies to staff.
- Ensures that relevant job descriptions, performance standards and work plans are in place for all management and professional staff positions.
- Maintains effective systems of communication with staff by means of management and staff meetings and other inclusive methods of achieving coordination of the municipality's services, activities and programs.
- Promotes awareness of plans, policies, regulations, programs and services through appropriate communication plans and public information.
- Maintains a team-based, citizen-centred, quality-driven and positive organizational culture based upon shared values and operating principles.
- Ensures that new council members and staff are well-oriented with the municipality and its operations. Promotes awareness of relevant education and training opportunities and ensures development plans are in place.

4.3 Monitoring and Controlling:

- Ensures effective management information systems are in place to provide timely, accurate and useful information to management and the council.
- Establishes accountability and maintains effective working relationships with the solicitor, auditor and other professional services providers.
- Ensures compliance with regulations affecting municipal operations and that appropriate action is taken in response to matters raised by regulators.
- Monitors closely the operation of the various funds of the municipality in relation to approved budgets and makes recommendations as necessary.
- Periodically reviews work plans of senior managers and ensures that annual performance appraisals are completed. Determines the need for additional training and development as a part of work planning & review.