



Chief Administrative Officer Policy

Title

1. This Policy may be cited as the “CAO” of the Town of Oxford.

Purpose

2. This policy establishes the position of Chief Administrative Officer (COA) in the Town’s Governance and Administrative Structures.

Policy

3. The Town of Oxford shall employ a CAO who shall be the head of the administrative branch of the government and is responsible to Municipal Council for the proper administration of the affairs of the Town in accordance with its by-laws and policies and where no policy or by-law exists, under the direction of Council.
4. Council shall provide direction on the plans, policies, and programs of the Town to the CAO.
5. Apart from general information exchange, Council shall communicate with the employees of the Town solely through the CAO.
6. The CAO shall communicate with the Mayor on relevant information that arises between Council and Committee of Council meetings, and the CAO shall advise Council on a regular basis.
7. The CAO may attend all meetings of the Council and any board, committee, commission, or corporation of the Town and make observations and suggestions on any object under discussion.

Responsibilities of the CAO

8. The CAO shall:
 - a. administer the day to day business affairs of the Town, in accordance with the budget, by-laws, policies and plans approved by Council, and report to Council thereon;

- b. co-ordinate and direct the preparation of plans and programs to be submitted to Council for the construction, rehabilitation and maintenance of all municipal property and facilities;
- c. be responsible for the development, administration, accountability and control of the annual budgets adopted by Council;
- d. present to Council for its consideration recommendations from the Department Heads, 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;
- e. meet with Department Heads and staff regularly for discussion of matters of policy and for co-ordination of municipal activities;
- f. 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;
- g. have the authority to review 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 operation;
- h. recommend to Council the appointment, employment, suspension or dismissal of Department Heads;
- i. appoint, employ, manage, suspend, or dismiss all other employees in accordance with the Personnel Policy and Collective Agreement approved by Municipal Council and with notification to Municipal Council;
- j. have power to make or to authorize making expenditures for the purchase of equipment, supplies or other items required for carrying on the business of the Town, and to enter into contracts therefore on behalf of the Town, subject to the policies approved by Municipal Council;
- k. subject to policies adopted by Council, sell any property belonging to the Town not exceeding a value of five thousand Dollars (\$5,000) which, in the opinion of the CAO, is no longer needed by the Town or which is obsolete or unsuitable for use; with council notification prior to sale.
- l. 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;
- m. 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;
- n. carry out such additional duties and exercise such additional responsibilities as Council may assign or which are designated through the Municipal Government Act.
- o. Meet bi-monthly with all Town employees to discuss any issues that may require the CAO's attention.

Absences

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

10. If the absence or disability of the CAO will be lengthy, or the designation noted in Section 9 is not made, the Council shall appoint a qualified person to perform the duties of the CAO until the CAO returns.

Miscellaneous

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