

A BY-LAW TO APPOINT AN INTERIM CHIEF ADMINISTRATIVE OFFICER FOR THE TOWN OF COBOURG.

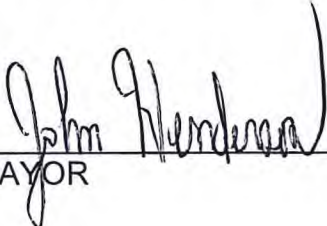
WHEREAS Section 229 of the *Municipal Act, 2001*, S.O. 2001 chapter 25, enables the Council of a municipality to appoint a Chief Administrative Officer for the purposes of the municipality;

AND WHEREAS it is deemed expedient by Council to appoint an Interim Chief Administrative Officer;

NOW THEREFORE BE IT RESOLVED THAT the Municipal Council of the Corporation of the Town of Cobourg enacts as follows:

- 1. THAT** Ian Davey is hereby appointed as Interim Chief Administrative Officer (CAO) with all duties of a Chief Administrative Officer as set out in Section 229 of the *Municipal Act, 2001* and in accordance with the approved terms of employment.
- 2. THAT** By-law No.074-2009 continue to be in full force and effect with Section 1.3 be amended to include Ian Davey as the Interim CAO for the Town of Cobourg.
- 3. THAT** this by-law shall come into full force on the date of passing, and expire on November 30th, 2020 for a period of nine (9) months, unless repealed earlier by Municipal Council.
- 4. THAT** By-law No.056-2019 be hereby repealed.

Read a first, second, third time and finally passed in Open Council on this 24th day of February, 2020.


MAYOR


MUNICIPAL CLERK

Corporation of the Town of Cobourg

POSITION DESCRIPTION

TITLE:	Chief Administrative Officer
REPORTS TO:	Mayor and Council
Basic Function:	Provide direction and coordination for all municipal departments and ensure that Municipal Council Policies are implemented by Town staff in accordance with Legislative requirements

Principal Responsibilities:

1. Day to day supervision of the following direct subordinates:

- Director of Corporate Services
- Director of Public Works
- Director of Community Services
- Director of Planning and Development
- Fire Chief
- Small Business Facilitator
- Human Resources Manager
- Executive Assistant to CAO/May
- Communications Manager

And general management of the overall operations and administration of the Town

2. Consolidation and review of annual work plans and budgets (capital and operating) submitted by Divisions/Departments; recommendation of budgets to Council
3. Monitoring of overall performance of the Town's Divisions/Departments (operations and administration) with particular emphasis on delivery of services to the public; recommendations on corrective action where necessary
4. Approval of revisions to policies, procedures, work methods and standards, with referral to Council where necessary
5. Recommendations to Council re: periodic study/review of individual department operations and administration; development of terms of reference and timetable; direction of continuous improvement efforts with particular attention to team building within and between Town Divisions/Departments
6. Oral presentation of material to Council; preparation of responses to Council inquiries/questions
7. Key management representative responsible for coordination/cooperation among Town's Divisions/Departments; provision of problem-solving/decision-making skills in the resolution of problem situations
8. Implementation of Council decisions with appropriate notification to Divisions/Departments concerned; follow-up of implementation with initiation of corrective action where required
9. Approval of hire/de-hire decisions for management and non-management positions; recommendation to Town Council for hire/de-hire decisions for management positions

10. Recommendations to Council for corporate direction/guidelines for contract negotiations
11. Recommendations to Council for corporate direction/guidelines re: compensation, benefits and working conditions for non-contract employees (i.e. management, supervisory and administrative employees)
12. Development and maintenance of a contact network involving 1) counterparts in other municipalities, and 2) representatives of provincial and federal governments, both at the working level and policy level; on-going implementation of a planned program to promote the Town's interests
13. Tracking of trends and developments in municipal government and related fields for possible application within the Town
14. Direction of staff team and consultants contracted to manage Northam Industrial Park

Technical Responsibilities:

1. Working knowledge of the professional/technical disciplines relating to functions of the divisions managed by direct reports
2. Working knowledge of the functions and activities of the Department and Sections that report directly to the CAO:
 - a) Finance (capital structure, cash flow management, banking relations) and accounting (collections, payable, payroll, chart of accounts, financial statements/reports); annual budgeting (expense and capital) and expense monitoring/budget control
 - b) Human Resources (salary & benefits administration, performance management, health & safety, contract negotiations & administration)
 - c) Purchasing of goods and services (tender process, contract negotiations, purchase optimization/leverage, etc.); inventory management and control
 - d) Economic Development (manufacturing and commercial development; small business development; tourism and special events)
 - e) Fire Services (suppression, prevention and emergency management)
 - f) Communications
3. Knowledge of sources of information for each of the above disciplines; ability to research information from appropriate sources and to track/monitor trends and developments
4. General knowledge of the Municipal Act and Statutes as they pertain to each of the functions/sub-functions of the above
5. Working knowledge of current techniques for determining citizens' needs, measuring satisfaction with services delivered and monitoring quality control for each Department/Section in the Group

Communications/Working Relationships:

1. Maintain close liaison with senior staff
2. Maintain close liaison with Mayor and Council
3. Develop and maintain technical/professional contacts with counterparts in municipal field

as well as provincial and federal government representatives

4. Develop and maintain effective relations with the Public including citizen groups, business associations and other special interest groups
5. Chairperson or participant in various Boards and Committees

Education/Experience/Skills Training:

1. Bachelor of Arts in related discipline (business administration; public administration; political science)
2. 10 years of progressive related experience
3. Certified Municipal Officer designation with AMCTO
4. Demonstrable high degree of skills in the following areas:
 - a) Leadership
 - b) Negotiating
 - c) Conflict management / resolutions
 - d) Oral / written communication
 - e) Coordinating
 - f) Project management
 - g) Change management
 - h) People management / communication
 - i) Government operating procedure-Federal/Provincial/Municipal
 - j) Public Sector finance
 - k) Strategic planning

Approved effective the _____ day of _____, 20__.

MAYOR

ACKNOWLEDGMENT:

Reviewed with Mayor and Deputy Mayor this _____ day of _____, 20__.

SIGNATURE