



<b>Municipality of Hastings Highlands - Corporate Policies and Procedures</b>			
<b>DEPARTMENT:</b> Administration			<b>POLICY #:</b>
<b>POLICY:</b> Chief Administrative Officer (CAO) – One Employee of Council Model of Organization Structure			
<b>DATE:</b> January 15, 2025	<b>REV. DATE:</b>	<b>COVERAGE:</b> Council, Officers and Employees	<b>PAGE #:</b> 1-2

### 1. Policy Statement

The Municipality of Hastings Highlands endorses the CAO – One Employee of Council model of organization structure. This model identifies the CAO as Council’s only employee; all other Hastings Highlands employees report (directly or indirectly) to the CAO rather than to Council. The CAO is the administrative head of the municipality and is the bridge between Council and Staff.

### 2. Purpose

To outline the CAO’s responsibilities and have Council formally endorse the CAO - One Employee of Council model of organization structure. This policy aims to codify Hastings Highlands practices into policy so that there is clarity amongst Council's role and the role of the CAO as outlined in the *Municipal Act, 2001* Section 229.

### 3. Scope

This Policy applies to the actions or decisions to be undertaken or made by the municipality, its Council, and its CAO as defined in section 229 of the *Municipal Act, 2001*, for the purpose of streamlining authority and processes and creating efficiency in the municipal decision-making process.

### 4. Definitions

In this policy and its appendices, the following words have the following meanings:

“**Chief Administrative Officer (CAO)**” means the Chief Administrative Officer of The Corporation of The Municipality of Hastings Highlands, appointed by the municipality, as per Section 229 of the *Municipal Act, 2001*.

“**Council**” means the Council of The Corporation of the Municipality of Hastings Highlands.

“**Municipality**” means The Corporation of the Municipality of Hastings Highlands.

“**Treasurer**” means the person appointed as the Treasurer for the Municipality pursuant to the *Municipal Act, 2001*.

## 5. Policy

5.1 The CAO is appointed by Council and is responsible for exercising general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality.

5.2 The CAO is responsible for the Human Resource Management of all Hastings Highlands personnel, including hiring, firing, performance management, code of conduct and legal issue handling, subject to all bylaws, policies and the collective agreement for the purpose of ensuring its efficient and effective operation in the exercise of authority under section 229 of the *Municipal Act, 2001*. The CAO is responsible for recommending to Council for appointment, any officer of the municipality for positions defined under the *Municipal Act, 2001*.

5.3 The CAO is a key pillar in the structure of the municipality and is accountable to Council in the following areas:

- Assisting Council with the development and implementation of the Corporate Strategic Plan;
- Ensuring that the policies, programs and other directions of Council are carried out in keeping with the values and strategic directions of the municipality;
- Advising and informing Council on the operations and affairs of the municipality;
- Liaising with local boards, commissions, agencies, other municipalities, and provincial and federal government;
- Ensuring the municipality's finances are properly managed, in coordination with the Treasurer;
- Overall management of the operations of the municipality.

5.4 The CAO will have a close working relationship with the Council and have regular communication to promote trust, respect and role clarity.

5.5 The CAO will meet with Department Heads and staff regularly to review matters of policy, priorities and discuss any issues that may require the CAO's attention.