



ROLE OF THE CAO

The Chief Administrative Officer (CAO) is the Senior Administrator within Loyalist Township. All Department Heads report directly to the CAO, including the Director of Finance, Clerk, Director of Engineering Services, Recreation Director, Planner/Chief Building Official and the Fire Chief.

The key responsibilities of the CAO include:

- Providing administrative leadership to and for the municipality.
- Coordinating all departments to ensure the efficient implementation of Council policies and directives.
- Investigating, researching and preparing, either directly or through delegation, information for the development of Council policies and directives.
- Ensuring the development and administration of personnel policies including the implementation of statutory rules and regulations regarding pay equity.
- Providing advice and recommendations to Council on issues affecting the municipality.
- Preparing and implementing Loyalist Township's Strategic Plan.
- Recruiting high quality staff in accordance with Township policies.
- Ensuring effective and efficient training of Township staff.

The CAO at Loyalist Township is also responsible for the administration of Human Resources for the municipality. Some of the function in this area includes:

- Labour relations including negotiating agreements with unions to ensure employee/management relationships are effectively instituted and maintained
- Recruitment/employment
- Performance management
- Succession planning
- Health, safety and wellness of employees
- Serving on the Police Services Board for the Township
- Sitting on the joint Accessibility Advisory Committee with the County of Lennox and Addington