

CORPORATE POLICY AND PROCEDURE



POLICY	Delegation of CAO Duties
CATEGORY	Corporate
AUTHORITY	City Council
RELATED POLICIES	Procedure for Hiring the CAO & Position Profile CAO Employment Policy Procedure for CAO Performance Appraisal
APPROVED BY	Council
EFFECTIVE DATE	January 18 th , 2008
REVISION DATE	Beginning of the New Term of Council

POLICY STATEMENT

The City Council acknowledges that it is responsible for ensuring the effective management of the Corporation.

PURPOSE

The purpose of this policy is to establish roles and responsibilities with respect to the delegation of CAO duties.

DEFINITIONS

Chief Administrative Officer (CAO)

Long-term contractual position reporting directly to City Council.

Acting CAO

Short-term (less than 1 month) appointment to carry out the duties of CAO for a specific period of time due to an absence of the CAO.

Interim CAO

Appointment to carry out the duties of CAO for a specific period of time due to a vacancy in the CAO position.

Assistant CAO

Added temporary administrative responsibilities to an Executive Director/Member of the Executive Team (ET), to assist the CAO in the administration of the Corporation. This appointment is for a specified period of time to enable the CAO to engage in corporate business opportunities, sabbaticals/ leaves and/or mentoring program for members of ET.

Acting CAO

Guelph City Council delegates authority to the CAO to appoint an Acting CAO.

Interim CAO

Guelph City Council appoints the Interim CAO.

Assistant CAO

Guelph City Council delegates authority to the CAO to appoint an assistant CAO as described in the “Procedure for Appointing an Assistant CAO”.

Procedure for Appointing an Assistant CAO Who Reports Directly to the Chief Administrative Officer (CAO)

1. The authority to appoint an Assistant CAO is delegated to the CAO.
2. The purpose of the Assistant CAO is to enable the CAO to engage in corporate business opportunities, sabbaticals/leaves and/or mentoring programs for members of the Executive Team.
3. Added temporary administrative responsibilities will be assigned by the CAO to an Executive Director/Member of the Executive Team to assist the CAO in the administration of the Corporation.
4. The CAO will advise Council of the candidate and purpose and term of the appointment prior to appointing an Assistant CAO.