

Authority: Section 284.5 of the *Municipal Act, 2001*

TOWN OF OAKVILLE

MAYORAL DECISION MDE-2023 - 003

To appoint Jane Clohecy as Chief Administrative Officer for the Town of Oakville (the “Town”)

1. The appointment of Jane Clohecy as Chief Administrative Officer (“CAO”) for the Town and as chief administrative officer under section 229 of the *Municipal Act, 2001* (the “Act”) is continued.
2. The chief administrative officer shall be responsible for:
 - 1) exercising general control and management of the affairs of the Town for the purpose of ensuring the efficient and effective operation of the Town in accordance with section 229(a) of the Act; and
 - 2) carrying out all such responsibilities and performing such duties as have previously been assigned or delegated to the CAO, and as may be assigned or delegated by the Mayor.
3. The following duties are assigned to the chief administrative officer under section 229(b) of the Act:
 - 1) To serve as the head of the administrative and operational aspects of the government of the Town;
 - 2) To manage the fiscal and physical resources of the Town;
 - 3) To provide organizational leadership, co-ordination, and direction to staff in the administration of the business affairs of the Town and responsibility for the overall efficient and effective delivery of services;
 - 4) To assign duties and responsibilities to the Commissioners, and motivate and develop the skills of the Commissioners and their staff to foster productivity, professionalism, and high morale;

- 5) To manage the human resources of the Town, subject to section 284.6 of the Act, including authority to employ, promote, demote, suspend, and dismiss all employees of the Town in accordance with provisions contained in any applicable collective agreements and Town policies, and in accordance with any powers and duties as may be delegated by the Mayor pursuant to section 284.13(1), paragraph 2 of the Act in respect of the organizational structure of the Town under section 284.6 of the Act;
 - 6) To coordinate and direct collective bargaining with unionized Town employees and to recommend to Council collective agreements concerning wages, salaries, benefits, terms of service, and working conditions, and upon approval by Council, to direct the administration of such agreements.
 - 7) To provide advice, recommendations, and support to the Mayor and Council in developing and implementing the policies, plans and programs of the Town;
 - 8) To co-ordinate and facilitate the flow of information between the Town administration, Council, and Committees of Council;
 - 9) To attend meetings of Council and Committees of Council with the right to speak when recognized by the Mayor or presiding officer;
 - 10) To be responsible for administrative liaison with local boards, commissions, agencies, other municipalities, and the provincial and federal governments, and to represent and speak on behalf of the Town in documents and meetings in a manner consistent with the policies of Council;
 - 11) To obtain advice and to negotiate and settle disputes involving the Town to a maximum financial limit as shall be determined from time to time by a resolution or by-law of Council; and
 - 12) To carry out such additional powers and duties as the Mayor may, from time to time, assign.
4. The proper officers of the Town are authorized and directed to do all things and execute all documents necessary to give effect to this Decision.

Date:

Rob Burton
Mayor