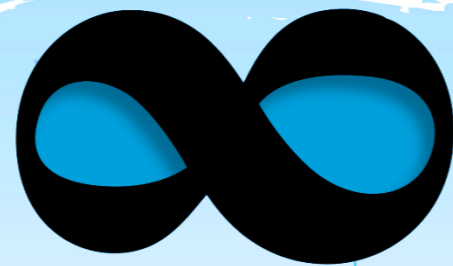


# Town of Onoway Council CAO Attributes



# Municipal Roles Council and Administration

## Municipal Government

### Municipal Council and a Municipal Administration

#### Council

A community's elected municipal council makes **decisions** and **passes bylaws** and resolutions on behalf of the community.

- Review
- Evaluate
- Decide
- Direct
- Priorities
- Strategic planning
- **“What”**

#### Administration

Municipal administration **manages** the community's **day-to-day** programs and services. The administration **carries out the municipal council's decisions** and **manages community functions**.

- Advise
- Recommend
- Plan
- Endorse
- **“How”**
- **“Do”**



## CAO:

- ✓ Responsible for the **hiring, managing** all the employees;
- ✓ **Lead and direct** Administration to
  - ✓ Provide a **consistent format** and be **proactive in providing a full range of information, background, issues** defined, available options or implications in the **Requests for Decision reports** required for decision-making;
  - ✓ **Implement Council's directions** and strategic plan, provide decision making advice and communicate customer needs;
- ✓ **Direct the actions of Administration** so that they are in accordance with the **policies and objectives of Council**;
- ✓ **Listen carefully to the concerns of Council** via the Town Manager's performance review and seek to improve any deficiencies on an ongoing basis;
- ✓ **Maintain a current understanding of applicable municipal legislation and leadership**, as well as relevant programs, policies and initiatives of the provincial and federal governments.



# The Attributes of a Successful CAO

- i. Above-standard **communication ability**
- ii. High-level **conceptual** skill
- iii. Capacity to think **broadly and strategically**
- iv. Willingness to **delegate** (and give staff rein to carry tasks through)
- v. **Courage** to tackle sensitive issues that are bound to provoke division and controversy



- Ability to follow strategic direction
- Planning skill
- Presentation skill
- Communication ability
- Problem solving
- Leadership
- Financial Skill
- Positive culture enabler
- Situation analysis
- Strategy development
- Relationship building
- Political acumen
- Community focused
- Organizational aptitude



- **Targets**
- **Goals**
- **Communication**
- **Leadership**
- **Areas of strength**
- **Areas that need improvement**
- **Planned courses for achieving goals**



# Wrap Up

