

Roles and Responsibilities

Confirmed at March 7th, 2011 Council Meeting

Mayor

The Mayor assures the integrity of Council's process and occasionally represents the Council to outside parties. The Mayor is the only Council member authorized to speak for Council (beyond simply reporting Council decisions), other than in rare and specifically authorized instances.

1. The job of the Mayor is to ensure that Council abides by its own rules and those legitimately imposed upon it from outside the organization.
 - Meeting discussion will only be pertinent to those issues which, according to Council policy, clearly belong to Council to decide, not the Chief Administrative Officer.
 - Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the point.

2. The authority of the Mayor consists of making decisions that fall within the topics covered by Council policies except where Council specifically delegates portions of this authority to others. The Mayor is authorized to use any reasonable interpretation of the provisions in these policies.
 - The Mayor is empowered to chair Council meetings with all the commonly accepted power of that position.
 - The Mayor has no authority to make decisions about policies created by Council. Therefore, the Mayor has no authority to supervise or direct the Chief Administrative Officer. However, continued communication with the Chief Administrative Officer is desirable and to the benefit of the municipality.
 - The Mayor may represent Council to outside parties in announcing Council-stated positions and in stating Chair decisions and interpretations within the area delegated to him or her.
 - The Mayor shall exercise his/her vote, which is of equal weight with all other Council Members.

Council

The job of Council is to represent the “moral ownership” of the Summer Village of Sunrise Beach when determining and demanding appropriate organizational performance. To distinguish Council’s own unique job from the jobs of its staff, Council will concentrate its efforts on the following job “products” or outputs:

1. The link between the organization and the residents of Sunrise Beach.
2. Written policies.
3. The assurance of the Chief Administrative Officer’s performance.
4. Inter-Government Linkage: The link between the organization and other municipal or provincial bodies.
5. Council Members have a responsibility to participate in Community Boards, ad-hoc and standing committees, as formally directed and authorized by Council.

Delegation to the Chief Administrative Officer

The Chief Administrative Officer is accountable to Council in its entirety, which will instruct him or her through written policies, delegating the interpretation and implementation of its policies.

All Council authority delegated to staff is delegated through the Chief Administrative Officer, so that all authority and accountability of staff is considered to be the authority and accountability of the Chief Administrative Officer.

1. Council will direct the Chief Administrative Officer to achieve results for specified goals through the establishment of policies. Council will limit the freedom that the Chief Administrative Officer may exercise in practices, methods, conduct, and other “means” to the ends through the establishment of policies.
2. As long as the Chief Administrative Officer uses any reasonable interpretation of the Council’s policies, he or she is authorized to establish all further policies, make all decisions, take all actions, establish all practices, and develop all activities.

3. Council may change its policies, thereby shifting the boundary between Council and Chief Administrative Officer domains. By doing so, Council changes the freedom of choice given to the Chief Administrative Officer, but so long as any particular delegation is in its place, the Council and its members will respect and support the Chief Administrative Officer's choices. This does not prevent Council from obtaining information as the need may arise.
4. Only decisions of Council acting as a body are binding upon the Chief Administrative Officer:
 - Decisions or instructions of individual Council members, officers, or committees are not binding on the Chief Administrative Officer, except in rare instances when Council has specifically authorized such an exercise of authority.
 - In the case of Council members or committees requesting information or assistance without Council authorization, the Chief Administrative Officer may refuse requests that require, in his or her judgment, an unreasonable amount of staff time or funds, or is disruptive.

POSITION: **Public Works Foreman**

REPORTS TO: Chief Administrative Officer

SUBORDINATE POSITIONS: Temporary Public Works Employees

SUMMARY OF FUNCTION: Responsible for planning, organizing, directing and undertaking all civic public works operations, including maintenance of roads, lanes, and all related facilities.

TASK DESCRIPTION:

1. Supervises and directs all staff under his/her area of control. Delegates work as appropriate. Monitors effective completion of assigned tasks.
2. Ensures all staff has sufficient safety training and maintains a record of training completed.
3. Provides ongoing advice to the Chief Administrative Officer on matters of significance. Alerts the Chief Administrative Officer to current or impending issues. Provides recommendations on proposed action.
4. Plans, schedules, undertakes and directs summer employee(s) in a comprehensive maintenance program for all roads, lanes, drainage systems, culverts, driveways and ditches.
5. Undertakes a maintenance program for street and traffic signs.
6. Ensures proper maintenance of all municipally owned facilities. Performs or directs temporary staff in minor maintenance. Arranges for the contracting of major and specialized repairs as necessary and as approved
7. Ensures that all equipment is maintained in good working condition. Arranges for repairs as necessary. Ensures that a preventive maintenance program is in place.
8. Carries out weed control measures as required.

9. Attends Council and Committee meetings as established by procedures or as requested by the Chief Administrative Officer or Council.
10. Reviews equipment requirements. Develops specifications for equipment purchases and makes recommendations to the Chief Administrative Officer. Carries out purchases as approved.
11. Responds to public inquiries and complaints in accordance with approved procedures. Regularly advises Chief Administrative Officer of complaints and kudos.
12. Prepares and reviews performance appraisal with summer staff and ensures the appraisals are retained on file at the administration office for future reference.
13. Responsible for ordering supplies as required
14. Responsible for maintaining inventory of required supplies
15. Prepares the annual inventory required by administration each fall
16. Performs other related duties as directed by the Chief Administrative Officer.

POSITION

Public Works Temporary Summer Employees

REPORTS TO:

Public Works Foreman

SUMMARY OF FUNCTION:

Under the direction of the Public Works Foreman, perform maintenance activities on roads, lanes, public parks, and other municipal facilities.

TASK DESCRIPTION:

1. Assist with the maintenance of the parks and playgrounds, including, but not limited to, the mowing of grassed areas, assisting with removal of trees and shrubbery in reserve areas.
2. Attends orientation session provided by the Public Works Foreman to review job requirements and all safety issues, as well as other training sessions as provided.
3. General maintenance of municipal facilities as directed by the Public Works Foreman.
4. Operates trucks, mowers, and other municipal equipment with care and attention.
5. Assists with the maintenance of roads as required.
6. Performs other duties as required by the Public Works Foreman.