

This is an example of a Mandate Letter that a Chief Administrative Officer can provide to Council each year at their performance evaluation. The first section outlines the annual leadership expectations of a CAO of being a role model and good corporate leader that can be customized. The second section lists the specific expectations for the year based on the goals of Council and the CAO, approved by Council the previous year.

Mandate Letter Template

Chief Administrative Officer

INSERT DATES

The Chief Administrative Officer provides their best advice to Council, and leads the municipal organization to carry out the direction of Council; models consistent values of high ethical awareness, honesty and fairness; develops objectives and implements strategic and operational plans to achieve the vision for the municipality, as well as the financial and operating objectives; oversees operations of the municipal organization, develops management and allocates resources, and ensures controls to safeguard municipal assets; and works with the Council to develop policy and maintain oversight.

Annual Corporate Leadership Expectations of the CAO

| | |
|---|--|
| Staff Effectiveness | Live the corporate values, and create and nurture a culture that attracts, retains and motivates talented personnel. Promote the development and performance of employees at all levels of the organization. |
| Policy Facilitation and Council Relations | Help elected officials by offering high quality policy advice, guidance, and direction for the development of Council's decisions and policies. Facilitate Council governance and decision-making, and assist other community players identify, work toward, and achieve common goals. |
| Political Acumen | Appropriately represent Council's direction and guide the work of senior management in support of this direction. Anticipate the possible impacts of decisions on the political environment. |
| Functional and Operational Expertise and Planning | Assist Departments with decisions on service delivery and work operations while encouraging teamwork and effective problem-solving among staff members, eliminating barriers between Departments. |
| Service Delivery Management | Maintain a consistently high level of quality in staff work, operational procedures, and service delivery in an efficient and productive manner implementing change of procedures when necessary. Build strong collaborative and mutually beneficial relationships with client and partner agencies. |
| Strategic Leadership | Link business decisions with the strategic direction and long-term sustainability of the organization and look for creative solutions that support a culture of continuous improvement. |

| | |
|---|--|
| Democratic Advocacy and Citizen Participation | Demonstrate a commitment to democratic principles by respecting elected officials, community interest groups, and the decision-making process. |
| Diversity | Understand and value the differences among individuals and foster these values throughout the organization and community. This includes attracting, retaining and developing a diverse labour pool and sustaining a respectful workplace. |
| Budgeting and Financial Analysis | Prepare and manage a balanced budget to provide services at a level directed by Council and promote fiscal discipline and accountability to staff ensuring that the operation of the municipality is efficient and effective for the short term and the long term. Ensure the municipality is positioned to access all funding programs for which it is eligible from other levels of government. |
| Human Resources Management | Ensure policies and procedures for employee hiring, promotion, performance appraisal, and discipline are equitable, legal and current. |
| Strategic Planning | Position the organization and the community for events and circumstances that are anticipated in the future by developing a clear plan with programs and services that reflect Council's vision, mission and strategic plan including reviewing annual priorities and identifying new initiatives with Council. |
| Advocacy and Interpersonal Communication | Facilitate the flow of ideas, information, and understanding between and among individuals in a way that demonstrates respect. Effectively establish rapport with stakeholders including Council, employees, external agencies, partners and community members. Keep Council fully informed of all significant operational, financial and advocacy matters and risks relevant to the municipality in a timely manner. |
| Media Relations | Build a positive relationship with the media demonstrating no bias and communicate information in a clear and compelling manner that increases public understanding of local government issues and activities. |
| Integrity | Act to create a positive image for the municipality and have a positive impact on the community. Be a role model by demonstrating a high degree of personal integrity, fairness, honesty, and ethical and legal awareness in personal and professional relationships and activities. Ensure public processes are transparent and accountability is clear when dealing with issues. Promote ethical behaviour and hold individuals at all levels, including external contractors and internal staff, accountable for meeting ethical standards. |
| Personal Development | Demonstrate a commitment to a balanced life and wellness by attending personal or professional development and training and activities, both within and outside the corporation. |

Specific Annual Council and CAO Goals

| Goal | Outcomes/Measures | Target Completion Date |
|----------|-------------------|------------------------|
| Goal #1: | | |
| Goal #2: | | |
| Goal #3: | | |
| Goal #4: | | |
| Goal #5: | | |
| Goal #6 | | |