

Employment and Compensation of General Manager

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Lead Role: Board Chairperson	Replaces: N/A
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Policy Statement

In accordance with its By-law 1B/2013, the Board of Directors of the Commission will employ a full-time, General Manager to provide operational and administrative leadership for the organization, and be responsible for its effective, efficient and regulatory compliant operations. The General Manager will report to the Board.

The employment and compensation of the General Manager will be the responsibility of the Board of Directors.

Accordingly, the Board has adopted this Policy, with its Guidelines.

Guidelines

1. The Board of Directors will employ a qualified, full-time General Manager with the mandate and responsibility of the role in accordance with By-law 1B/2013.
2. The General Manager will be aligned with the Board's expectations and the organization's Strategic Plan, and will comply with the organization's Code of Ethics, and policies and procedures.
3. The employment of the Commission General Manager will be under such written and witnessed terms and conditions as agreed to between the Board and the General Manager, and will be the employment contract.
4. The compensation program for the General Manager will generally follow the Commission's Pay-for-Performance and Performance Management program, including a base annual salary, benefits as defined in the Commission Employee Handbook, an annual performance bonus based on achieving agreed performance benchmarks and other benefits and perquisites as defined in the employment contract.
5. The employment contract will be subject to disclosure in accordance with the Freedom of Information and Protection of Privacy Act.
6. The employment contract of the General Manager is subject to modification by mutual agreement of the parties.
7. The employment of the General Manager can be terminated in accordance with the terms and

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conditions of the employment contract, and current human resources jurisprudence.

8. In the absence of a full-time General Manager, due to a permanent vacancy, the Board may appoint an interim General Manager accountable to the Board, under such terms and conditions as defined by the Board, until such time as a final full-time recruited appointment is made, such time being no longer than one year.
9. In the absence of the full-time General Manager, due to a temporary illness or other temporary, approved leave, the Board may appoint an acting General Manager accountable to the Board, under such terms and conditions as defined by the Board, until such time as the General Position returns to the full-time role.

Roles and Responsibilities, Procedures, Forms and Related Policies

1. The implementation of this Policy will be through the Board Chairperson.
2. Related policies:

By-law 1B/2013	Operations and Administration
HUM-001	Code of Ethics and Responsibilities
BRD-015	Recruitment and Selection of General Manager
BRD-017	Performance Review of General Manager
3. Appendices:
n/a