

Fundy Albert Chief Administrative Officer (CAO) Policy
Effective this 6th day of June, 2023

PURPOSE STATEMENT

The purpose of this Policy is to define the Chief Administrative Officer's roles, responsibilities, and work conditions as well as the relationship between Council and the CAO; the CAO and other employees of the municipality; and Council with other employees of the municipality, pursuant to section 81 of the Local Governance Act, SNB 2017, c18.

DEFINITIONS

"Act" means the Local Governance Act, SNB 2017, c 18.

"Chief Administrative Officer" means the head of the municipal administration. The individual is the only employee who reports directly to Council.

"CAO" means the Chief Administrative Officer for the Village of Fundy Albert.

"Council" means all members of Council duly elected and holding office.

"Employee" means any other person employed by the Village of Fundy Albert aside from the Chief Administrative Officer.

"Municipality" means the Village of Fundy Albert.

POLICY

Responsibilities of the CAO:

- The CAO is responsible for implementing Council's guidelines and decisions in compliance with the by-laws, regulations, laws, policies, and resolutions adopted by Council or by other legislative authorities.
- The CAO oversees the implementation and delivery of programs and services that are approved by Council and ensures that these programs and services are delivered to all residents and ratepayers in a manner that makes efficient and effective use of the human,

financial and physical resources of the municipality. The CAO is not, however, responsible for directly delivering the services of Department Heads.

- In collaboration with Council, the CAO develops the municipality's strategic plan and measurable outcomes. The CAO is also responsible for assigning resources to strategic priorities accordingly, determining annual operational plans, annual departmental and staff-specific goals, and objectives, as required.
- Makes recommendations to Council and coordinates the implementation and evaluation of Council policies, procedures, plans, works and any other modifications necessary for the proper function of the municipality.
- Oversees key aspects of human resource management including recruitment and hiring, training and development, employee engagement, performance management, compensation (within budgets approved by Council). Promotions and terminations are subject to Council approval.
- The CAO is responsible for assessing staffing needs and recommending organizational structure changes to Council. In the event of an organizational change, the CAO shall consult with Council prior to proceeding.
- Ensures effective and meaningful communication and customer service to the public, department heads and staff, as well as external organizations, Provincial and Federal Governments and Council on matters relating to the governance, management, and administration of the municipality.
- Prepares written reports and/or makes verbal presentations to various audiences, including Council, Committees, and administration.
- Will foster relationships with other municipalities to address common issues.
- Will work with local agencies, boards, and commissions to improve relationships, and protect and promote the interests of the municipality.
- The CAO shall supervise the performance of all contracts and agreements entered by the municipality and ensure that all the conditions are fulfilled.
- Prepare administrative policies and procedures, including employment directives and procedures that govern the administrative practices of the municipality, subject to Council review.

Financial Duties of the CAO:

- Exercises financial control over all corporate operations to ensure compliance with Council approved budgets.
- The CAO shall approve payment of all expenditures and invoices of budgeted operations.
- Refer all non-budgeted expenditures to Council for consideration and approval.
- Responsible for assessing any funding applications which will require significant human or financial resources before submission and, unless assigned to another senior manager, will approve the signing of funding applications submitted by the municipality to ensure they are actioned.

- Monitor and control expenditures within the budgets approved by Council and ensure Council is apprised of any requested budgetary amendments.
- Responsible for approving miscellaneous employee expenses, including but not limited to travel, reimbursements, or overtime.
- Responsible for the negotiation of Village contracts and agreements, whether it be for the goods, product, or services. Where the amount of the expenditure is budgeted or within the amount determined by Council.
- Ensure that the municipality follows procurement best practices for goods and services in addition to relevant legislation and policies.

Relationship between Council and the CAO:

- The CAO is the principal advisor to Council and is responsible for ensuring that Council is informed of their legislative responsibilities and authorities, and all other relevant information necessary to make informed decisions on every municipal matter.
- The CAO is to be evaluated annually by Council on a date either established by Council or on a mutually agreed upon date which coincides with the date the CAO was hired.
- The CAO reports to Council, through the mayor and is accountable to Council for the execution of their priorities and objectives.
- All personal expenses directly incurred by the CAO must be pre-approved by the mayor.
- All expenditures and invoices for non-budgeted items must be approved by Council.

Relationship between employees, the CAO, and Council:

- Council shall deal and communicate with administration through the CAO or his/her designate with the exception of any inquiry or investigation involving the CAO.
- No member of Council, or committee, or member of a committee established by Council shall instruct or give direction to, either publicly or privately, an employee of the Village.
- Council is responsible for determining policy and governance priorities, and through motions of Council and strategic priorities, provides direction to the CAO to assign administration resources accordingly.
- The CAO acts as the primary link between Council and employees to ensure that administration has appropriate input to Council deliberations, and that Council decisions and directives are understood by administration and implemented in a timely and effective manner. The CAO shall communicate to Council on behalf of employees.
- All Department Heads of the municipality are accountable to the CAO.
- The CAO shall carry out annual performance appraisals of all Department Heads and ensure that annual performance appraisals of all other employees are carried out by their supervisors.
- The CAO is responsible for determining any personnel salary and wage adjustments, based on the performance evaluations and within financial limits authorized by Council during the budgetary process.

- Department Heads shall submit the reports and recommendations of their Departments to the CAO for review and approval prior to presentation to Council.
- The CAO shall promote a positive culture and is responsible for ensuring a safe, and productive work environment for all employees of Fundy Albert.

Absence and/or dismissal of the CAO:

- When the CAO is absent, this Policy applies to their designate, as assigned by Council.
- The CAO shall obtain permission from the mayor for absences from the municipality in excess of three (3) days.
- In the case of a prolonged absence or incapacity of the CAO, a member of the senior management may be appointed by Council to replace the CAO on an interim basis.
- Pursuant to Subsection 71(4) of the Act, the CAO is entitled to hold office until retirement, death, resignation, or dismissal for cause by the affirmative vote of at least two thirds of the whole Council.

Evaluation of the CAO:

- The CAO is subject to an annual performance evaluation, to be led by the Mayor and Personnel Committee, with consultation from elected officials, staff, and stakeholders as Council may deem appropriate.
- The annual performance management of the CAO is the determination for any annual wage increases.

This Policy was approved and adopted by the Council of Fundy Albert on the 6th day of June 2023.