

Policy Area – General Government		Content Last Updated: New
Policy Section: Governance		Supersedes Policy:
Policy Name: CAO-Single Employee of Council Model		Approval: October 7, 2021
Policy No: GG-G01		Number of Pages: 2

POLICY STATEMENT

- 1) The Resort Village of Candle Lake endorses the “CAO-Single Employee of Council” model of municipal organizational structure.
- 2) This model identifies the CAO as Council’s only employee; all other Resort Village employees report (directly or indirectly) to the CAO rather than to Council. The CAO is the link between policy makers (Council) and policy implementers (staff).

PURPOSE

- 1) To establish a ‘CAO-Single Employee of Council Model’ Policy and to codify Resort Village of Candle Lake practices into policy.

DEFINITIONS

- 1) For the purpose of this policy, the work of the CAO means the work and actions carried out directly by the CAO or indirectly through staff as delegated by the CAO.
- 2) Administration means the CAO and staff of the Resort Village of Candle Lake.

POLICY

- 1) The Chief Administrative Officer is Council’s chief policy advisor. The CAO is responsible for providing Council with background information to make policy decisions and for ensuring that Administration carries out the policies in a neutral and efficient manner.
- 2) The CAO as policy advisor is accountable to Council in the following roles:
 - a) **Assistance in Direction Setting** – provides Council with background information on actions and decisions of previous Councils; the role of planning in the budget process; the impact of work plans on administration; project commitments by past or current Councils; public consultation and engagement on community priorities where appropriate.
 - b) **Fiscal Management** – ensures the Resort Village’s finances are managed in accordance with legislation and policy; provides ongoing advice to Council and to Managers.
 - c) **Leadership** – fosters positive administrative leadership to instill exceptional work ethics in all employees; mentoring of management skills; encourages new techniques and ideas for maximum efficiencies and unnecessary duplication; directs/selects key management positions within the organization; guides the vision, values, mission and performance of the organization.

- d) **Relationship Building with Council** – ensures that Council has full access to information and advice to support their governance functions; focuses on the political direction set by Council; ensures that enactment of bylaws, Council policies, and Council directives are properly carried out by staff.
 - e) **Quality Reports to Council** – provides quality reports that include comprehensive and well written background information, research data, jurisdictional, and budget implications that ensure the issue is addressed completely and fairly, and supported with an appropriate recommendation(s).
- 3) The Chief Administrative Officer is the link between Council and Resort Village employees and all Council directives, correspondence, and requests for information on behalf of the Resort Village will be channeled through the CAO who will forward the Council directives, correspondence, and requests for information to the appropriate staff to ensure follow-up actions.
 - 4) The Chief Administrative Officer has the authority to proceed up to the termination stage of the progressive discipline system for all employees. Only Council may terminate the CAO.
 - 5) All submissions to Council, including staff reports, delegation requests, and correspondence will be channeled through the CAO. Significant information provided to any member of Council, which is likely to be used in Council or in political debate, will also be submitted to the CAO who will ensure that all Council members are provided the information.
 - 6) The CAO will have a close working relationship with the Mayor and have regular communication to promote respect, trust and role clarity. Regularity and format of communication should be established after each election of a new Mayor and appointment of a new CAO.

DATE APPROVED: October 7, 2021

RESOLUTION NUMBER: 430/2021

Mayor: _____

Administrator _____

