

Approval Date:	May 13, 2019	Policy Number:	P-80-69-A
Motion:	MOTION-19-05-154		
Supersedes:	New		
Title:	CAO Code of Conduct		

Purpose

To establish the expectations and requirements for the conduct of the Chief Administrative Officer.

Related Documents

- *Municipal Government Act M-26 RSA 2000*
- Bylaw 1971 Chief Administrative Officer Bylaw and its successors

Policy

As the sole Employee of Council, the Chief Administrative Officer is responsible for executing the will and vision of Council as expressed through resolution. The CAO shall conduct the duties of the office with the utmost honesty, diligence and integrity, bearing in mind at all times the dignity of the role.

Responsibilities

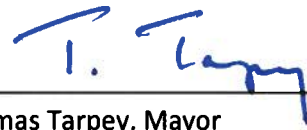
1. The CAO shall:
 - 1.1. Maintain political neutrality;
 - 1.2. Be accountable to Council for the exercise of all powers, duties and functions delegated to the Chief Administrative Officer; and
 - 1.3. Provide corporate leadership in ensuring that all Town policies and programs are efficiently coordinated, that Town services are delivered consistently and effectively, and that the operations of the municipality reflect the overall strategic priorities of the Town as established by Council from time to time.

2. The Chief Administrative Officer is responsible for providing effective advice and support to the Mayor and Councillors in developing and implementing the policies, procedures and programs of the Town.

3. Recognizing the importance of clear and open communications between the Chief Administrative Officer and Council, and the need of Council to maintain a high level of awareness of Town issues and operations, the Chief Administrative Officer shall have the onus of initiating communications and reporting to Council on a proactive, timely and regular basis.

Advice and Reporting

4. The Chief Administrative Officer shall advise, inform, report and make recommendations to Council respecting:
 - 4.1. The operations of the Town;
 - 4.2. The fiscal condition of the Town;
 - 4.3. Policies, procedures and programs as may be necessary or desirable to carry out the powers, duties, functions and strategic objectives of the Town;
 - 4.4. The Chief Administrative Officer's execution of their powers, duties and functions established by the Act, other statutes or enactments, this or other Town Bylaws or Town Policies; and
 - 4.5. Such other matters as may be required by Council, or its Standing Committees, from time to time.



Thomas Tarpey, Mayor



Christopher J. Parker, CAO