

CAO Mandate Letter

April 2023 – October 31, 2023

Serving as an advisor to Council, the Chief Administrative Officer provides timely, accurate and relevant advice and leads the municipal organization in carrying out the strategic direction and policy decisions of Council.

Serving as administrative head, the Chief Administrative Officer leads the municipal organization with a high standard of moral and ethical awareness, demonstrates good and fair judgement, empowers employees, fosters, and develops a trusting and innovative culture, promotes transparency, adopts best practices, ensures fiscal responsibility, and safeguards municipal assets.

Serving as community liaison, the Chief Administrative Officer interacts with Town residents, business operators, ratepayers, visitors, and other stakeholders, providing positive interaction, building trust, responding to inquiry, and ensuring ongoing and effective communications.

Specific Annual Goals set by Council.

Goal no. 1 Review emergency response plan (EMP) – flood response, ECC location, set-up protocol and ICS staffing structure	Strategic Alignment Strong, Safe and Connected Community High Functioning Local Government	Introduction to AB River Forecasting team Awareness of EMP, response and spring preparation Awareness of ECC setup	Date/Timeline
Goal no. 2 Present 2024 Draft Capital and Operating Budgets and 2025-2027 Operating Plan	Strategic Alignment Strong, Safe and Connected Community Robust and Sustainable Economy Environment in Which People Want to Live High Functioning Local Government	Capital and Operating budgets and plans for Council discussion	
Goal no. 3 Update Policy P-11-66A Council Remuneration, Travel & Expense Update Procedural Bylaw, Council Code of Conduct, CAO Code of	Strategic Alignment High Functioning Local Government	Draft policy refreshed to include municipal best practices for Council consideration and adoption	

Conduct Bylaws, Purchasing Policy, and Local Preference within the Purchasing Policy			
Goal no. 4 Complete Utility Rate Modeling for 2024 budget and 2025-2027 operating plans	Strategic Alignment Environment in Which People Want to Live High Functioning Local Government	Utility Rate Model designed to be used to determine current and future utility rates	
Goal no. 5 Present plan to produce an Asset Management Plan for the Town	Strategic Alignment Strong, Safe and Connected Community Robust and Sustainable Economy Environment in Which People Want to Live High Functioning Local Government	Written report outlining strategy to achieve development of an asset management plan for the Town	

Elaine Manzer, Mayor

Barbara Miller, CPA, CGA, CLGM
Chief Administrative Officer