



CAO-One Employee of Council Policy Policy No. 14.139

District of Lake Country
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Date

The following was adopted as Policy at the **Regular Council Meeting** held on May 6, 2014 by **Resolution No. 14.05.074**.

Amended at the **Regular Council Meeting** held on November 17, 2020 by **Resolution No. 20.11.201**.

Policy Statement

The District of Lake Country endorses the 'CAO-One Employee of Council' model of Corporate structure. This model identifies the CAO as Council's only employee; all other District 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 and Definitions

To establish a 'CAO-One Employee of Council' Policy as identified in the current Officer Establishment Bylaw 837, 2012 and to codify District of Lake Country practices into policy.

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.

Administration means the CAO and staff of the District of Lake Country.

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:
 - Assistance in Strategic 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.
 - Fiscal Management – ensures the municipality's finances are properly managed; provide ongoing advice to Council and to department heads.

Added
Nov 17
2020

- 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; directing/selecting key senior positions within the organization; guides the vision and performance of the organization.
 - Relationship Building with Council – ensures that Council has full access to information and advice to support their governance functions; strong mandate for Council that focuses on political direction; ensures that enactment of bylaws, Council policies, and Council directives are properly carried out by staff.
 - 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 is supported with appropriate options.
3. The CAO is the link between Council and District employees. All Council directives, correspondence, and requests for information on behalf of the District will be channeled through the CAO who will forward to the appropriate staff and ensure follow-up actions. 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.
4. 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.

Added
Nov 17
2020

Original signed by James Baker

Mayor James Baker

Original signed by Reyna Seabrook

Reyna Seabrook, Corporate Officer