

	POLICY TITLE: City of Greenwood CAO - One Employee of Council Policy	POLICY NO: 2024-06
	AUTHORITY: Council for the Corporation of the City of Greenwood	CLASSIFICATION: Administration
	EFFECTIVE DATE: March 25, 2024	MOTION: (81-24)
	SUPERSEDES:	

1. Purpose

To establish a ‘CAO-One Employee of Council Policy as identified as the Chief Administrative Officer in the current Officer Positions Establishment Bylaw No. 1010, 2023.

2. Policy Statement

The City of Greenwood endorses the ‘CAO-One Employee of Council’ model of Corporate structure. This policy identifies the CAO as Council’s only employee; all other City 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).

3. Policy

- a) The Chief Administrative Officer is Council’s chief policy advisor. The CAO is responsible for providing Council with the background information to make policy decisions, and for ensuring that administration carries out the policies in a neutral and efficient manner.

- b) The CAO as policy advisor is accountable to Council in the following roles:
 - I. Assistance in Direction Setting – provides Council with background information on actions and decisions of previous Councils; the roles 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.

 - II. Fiscal Management – ensures the municipality’s finances are managed; provide ongoing advice to Council and to department heads.

 - III. Leadership – fosters positive administrative leadership to install 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.

 - IV. 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.

 - V. 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.

- c) The Chief Administrative Officer is the link between Council and City employees. All Council directives, correspondence, and requests for information on behalf of the City will be channeled through the CAO who will forward to the appropriate staff to 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.