



City of Grand Forks  
 7217 4<sup>th</sup> Street  
 Grand Forks, BC V0H 1H0  
 250.442.8266  
 www.grandforks.ca

# Council Policy

## CAO - One Employee of Council

Established: February 24, 2020

Rescinded: N/A

Contact Department: Corporate Services

### Purpose

- To establish a 'CAO - One Employee of Council' Policy as identified in the current Officer Positions Establishment Bylaw 2062, or any amendments or replacements thereto, and to codify City of Grand Forks practices into policy.

### Policy Statement

The City of Grand Forks endorses the 'CAO - One Employee of Council' model of Corporate structure. This model establishes the Chief Administrative Officer (CAO) as the sole employee of Council; 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).

### Policy

- The CAO 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.
- The CAO as policy advisor is accountable to Council in the following roles:
  - 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.
  - Fiscal Management - ensures the municipality's finances are managed; provide ongoing advice to Council and to department heads.
  - 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 supported with an appropriate recommendation.
- The CAO or his or her designate is responsible for all hiring and firing within the corporation within the budgetary framework approved by Council for FTE's (Full Time Equivalents), PTE's (Part Time Equivalents) and contracted staff.

- Recognizing that City Council as the governing body has a right to be kept informed of changes within the Corporation; and that the three officers positions (CAO, CFO and Corporate Officer) require a formal process outlined in legislation prior to any terminations, City Council will be informed in the following ways:
  - City Council will approve the Organizational Chart and Staff Complement and all additions or deletions of positions which impact the budget.
  - City Council will be informed of any proposed hiring, firing, reclassifying or restructuring of individuals at the manager level before action is carried out by the CAO.
  - City Council will be informed of any changes to the organizational below the level of Manager, by either email (if deemed by the CAO to be significant) or within the quarterly HR report.
- The CAO is the link between Council and City employees. All Council directives, correspondence, and requests for information 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.