

TOWN OF  
FLORENCEVILLE-BRISTOL

Bylaw No. 3

Authority and Responsibilities of the Chief Administrative Officer/Clerk

1. APPLICATION

This bylaw sets out the authority and responsibilities of the chief administrative officer/clerk consistent with the council-manager system of local government administration. The *Municipalities Act* more fully delineates the roles and responsibilities of council and the clerk. Accordingly, this policy follows closely the job description for the position of chief administrative officer/clerk.

2. AUTHORITY FOR BYLAW

Section 75, *Municipalities Act*, Chapter M-22

3. STATUTORY AUTHORITY AND RESPONSIBILITIES

3.1 The chief administrative officer is the head of the administrative branch of the government of the municipality and is responsible to the council for the proper administration of the affairs of the municipality in accordance with the bylaws of the municipality and the policies adopted by the council.

3.2 LEADER OF ADMINISTRATION

1. oversees the preparation of annual operational plans and the municipal budget, and once the budget is approved by Council, works with the Treasurer/Assistant Clerk and other staff to allocate funds and monitor expenditures and revenues to ensure financial accountability;
2. acts as the primary link between Council and staff to ensure that staff have appropriate input to Council deliberations, and that Council decisions and directives are understood by staff and implemented in a timely and effective manner;
3. directs, coaches and motivates a team of municipal staff to manage the day-to-day operations of the municipality and deliver programs and services to residents in a manner that meets quality standards set by Council;
4. works closely with the Human Resources and Administration Committee of Council to foster a positive working environment, promote effective communications, resolve problems and issues, and develop and implement strategies and policies to attract and retain qualified employees;

## Authority and Responsibilities of the Chief Administrative Officer Continued:

5. oversees key aspects of human resources management including recruitment and selection, training and development, employee engagement and performance management including maintains and is responsible for securing the safety and privacy of all employee personnel files;
6. ensures that an emergency response plan is in place in case of a disaster and, if necessary, directs operations from the Emergency Operations Centre;
7. delegates human resource, financial property management, operational and administrative responsibilities appropriately to supervisors and other direct reports, and holds them accountable for results;
8. in conjunction with the Treasurer/Assistant Clerk, jointly with the Mayor or other signing authority, signs cheques issued by the municipality;
9. in the absence of the Treasurer/Assistant Clerk, the CAO/Clerk will perform critical duties that are essential to the success of day-to-day financial operations or delegate such tasks to other staff;
10. prepares, authorizes and reviews tender/contracts to ensure appropriate terms and conditions as well as completeness and accuracy, and with other appropriate staff members, oversees the administration of contracts to ensure contractor performance and compliance;
11. prepares and reviews all annual leasing and maintenance agreements to ensure appropriate terms and conditions as well as completeness and accuracy, and with other appropriate staff members, oversees the administration of contracts to ensure contractor performance and compliance;
12. prepares and reviews all grant applications (student employment programs, ACOA, Environmental Trust Fund, etc.), and with other appropriate staff members, follows through with a timely claimant application for funding as specified in the grant policy.

### 3.3

#### SENIOR ADVISOR AND LIAISON TO COUNCIL

1. attend Council meetings, Committee meetings and other meetings as required by Council to keep informed is issues and participate in discussions on the strategic and operational direction of the municipality;
2. ensures that relevant information is collected and that appropriate research, analysis and evaluation is conducted by staff in order to develop policy alternatives, strategies and recommendations for the consideration of Council and Council Committees;
3. provides advice and expertise to Council, including the identification of legal and financial implications of initiatives and the potential impact on staff and the community;
4. participates in the preparation and drafting of new bylaws or bylaw amendments and takes measures to enforce them once enacted;

## Authority and Responsibilities of the Chief Administrative Officer Continued:

5. performs liaison functions between Council and citizens on administrative matters pertaining to bylaws, policies, or programs, investigates and handles public complaints and concerns, and reports to Council as necessary;
6. acts as liaison between Council and other professional advisors (i.e. legal, engineering, accounting, etc.) and represents Florenceville-Bristol in court actions;
7. participates in discussions and works with officials from other municipalities, provincial and federal departments and other agencies or community groups on various initiatives to further the objectives of the municipality;

### 3.4

#### CLERK DUTIES

##### *Municipalities Act, Chapter M-22*

1. coordinates with the Treasurer/Assistant Clerk to ensure that one of them is always available to attend Council meetings as stipulated in the *Municipalities Act*;
2. performs or delegates to the Treasurer/Assistant Clerk the routine duties associated with Council meetings, including the provision of pre-and post-meeting support as follows:
  - prepares and reviews correspondence and other documents on behalf of Council;
  - prepares agendas and notifies Council of upcoming meetings;
  - prepares and delivers Council files for each meeting;
  - prepares minutes of all Council proceedings, including those in attendance, and a record of all motions, resolutions, decisions and follow-up action items;
  - provides advice to the Mayor and Council members on municipal government procedures, protocols and relevant provisions in statutory and legislative instruments, and assists Council members to ensure that they are operating within the limitation of their rights, responsibilities and liabilities;
  - develops new bylaws or bylaw amendments, including researching and gathering information, consulting with legal counsel, preparing drafts for review by the relevant Committee, finalizing drafts to present to Council for approval, preparing motions for Councillors for readings, enacting amendments and consolidating them with the original bylaw;
  - along with the Mayor signs all agreements, contracts, deeds and other documents to which the municipality is a party;
  - jointly with the Records and Finance Clerk/Receptionist, keeps the documents and records of the Council and originals of all bylaws and resolutions and maintains an indexed register of certified copies of all bylaws;

Authority and Responsibilities of the Chief Administrative Officer Continued:

- ensures that effective record management and retrieval systems are in place according to legislative requirements;
- acts as custodian to the corporate seal and ensures the seal is applied to documentation as required;
- administers the oath of office and records and files the taking of oaths of office;
- receives and files with Local Government any Council resignations;
- records any conflict of interest declarations of Council members;
- forwards resolutions declaring a vacancy on Council to the Municipal Electoral Officer;
- performs other duties stipulated in the *Municipalities Act* or designated by the Mayor or Council

This bylaw comes into force on the date of final passing thereof:

READ A FIRST TIME \_\_\_\_\_,2008

READ A SECOND TIME \_\_\_\_\_,2008

READ A THIRD TIME AND ENACTED IN COUNCIL \_\_\_\_\_,2008

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK