

TOWN OF FLORENCEVILLE-BRISTOL
A BY-LAW RESPECTING THE AUTHORITY AND RESPONSIBILITIES OF
THE CHIEF ADMINISTRATIVE OFFICER (CAO)
By-law No. 3

Be it enacted by the Council of the town of Florenceville-Bristol under the authority vested in it by the *Local Governance Act*, R.S.N.B., 2017, Chapter 18 and amendments thereto replaces the by-law enacted July 8, 2008 with the following by-law:

1. APPLICATION

This bylaw sets out the authority and responsibilities of the Chief Administrative Officer (CAO) consistent with the council-manager system of local government administration. The *Local Governance 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 (CAO).

2. AUTHORITY FOR BY-LAW

Part 7, s. 81, Local Governance Act, Chapter 18

3. STATUTORY AUTHORITY AND RESPONSIBILITIES

- 3.1 The Chief Administrative Officer (CAO) is the administrative head of the municipality and is responsible to Council for the overall administration, financial management and human resource management of the affairs of the municipality in accordance with the by-laws of the municipality and the policies adopted by Council.
- 3.2 The CAO oversees the implementation and delivery of programs and services that are approved by Council and ensures that these programs and services are delivered to all residents and ratepayers in a manner that makes efficient and effective use of the human, financial, and physical resources of the municipality.
- 3.3 The CAO is the principal advisor to Council and is responsible for ensuring that Council is informed of their legislative responsibilities and authorities, and all other relevant information necessary to make informed decisions on every municipal matter.
- 3.4 The CAO provides an economic development leadership role as an active participant in regional economic development initiatives, and by maintaining strong connections with the local business community. This position is responsible to develop strategies to support business growth in targeted areas, establish relationships with external business stakeholders who may be investment prospects, all in cooperation with the Provincial and Federal Government, other municipalities, and industry organizations.

3.5 The CAO leads the overall administration of Florenceville-Bristol:

- 3.5.1 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;
- 3.5.2. Develops the Town strategic plan, annual operational plans, annual departmental and staff-specific goals and objectives and measures outcomes;
- 3.5.3. Delegates human resource, financial, property management, operational and administrative responsibilities appropriately to supervisors and other direct reports, and holds them accountable for results;
- 3.5.4. Makes recommendations and provides advice to Council on corporate direction, policy and programs, service levels, legislative and corporate matters to ensure Council is advised in a timely manner of critical issues affecting municipal operations, projects, and planning matters;
- 3.5.5. Fosters proactive, effective and professional relationships with the Council members, the general public, business and industry leaders, the Provincial and Federal Government representatives and other municipal administrators;
- 3.5.6. Negotiates various agreements and contracts on behalf of the municipality in accordance with Council's policies, procedures and directions;
- 3.5.7. Leads and facilitates regular meetings of the management team to establish direction, teamwork and effective communications, develops strategy, makes decisions, formulates goals and objectives, and develops policies and procedures;
- 3.5.8. Acts as Development Officer overseeing the review of development proposals, site plans, subdivision agreements, variances, re-zoning applications and Municipal Plan amendments;
- 3.5.9. Ensures that an emergency response plan is in place in case of a disaster and, if necessary, directs operations from the Emergency Operations Centre;
- 3.5.10. Oversees the preparation of tenders/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;

- 3.5.11. Oversees the preparation of all annual leasing and maintenance agreements to ensure suitable 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; and
- 3.5.12. Oversees the research and applications of eligible grant subsidies and programs.

3.6 The CAO acts as the senior advisor to Council and performs liaison functions:

- 3.6.1 Attends Council Meetings, Council Committee Meetings and other meetings as required by Council to keep informed of issues and participate in discussions on the strategic and operational direction of the municipality;
- 3.6.2 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;
- 3.6.3 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;
- 3.6.4 Participates in the preparation and drafting of new by-laws or by-law amendments and takes measures to enforce them once enacted;
- 3.6.5 Performs liaison functions between Council and citizens on administrative matters pertaining to by-laws, policies, or programs, investigates and handles or delegates public complaints and concerns, and reports to Council as necessary;
- 3.6.6 Acts as liaison between Council and other professional advisors (i.e. legal, engineering, accounting, etc.), and represents Florenceville-Bristol in court actions; and
- 3.6.7 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.

3.7 The CAO is responsible for the financial management of the municipality:

- 3.7.1 Oversees the preparation of the municipal budget, and once the budget is approved by Council, works with the Treasurer and other staff to allocate funds and monitor expenditures and revenues to ensure financial accountability;
- 3.7.2 Exercises financial control over all corporate operations to ensure compliance with Council approved budgets;
- 3.7.3 Oversees the development, approval and implementation of long-term capital works budgets and management of municipal assets and infrastructure;
- 3.7.4 In conjunction with the Treasurer or Mayor, signs cheques issued by the municipality;
- 3.7.5 Ensures all purchasing and procurement is in compliance with the Town's procurement policies and procedures;
- 3.7.6 Oversees the preparation of the monthly financial reports; and
- 3.7.7 In the absence of the Treasurer, the CAO will perform critical duties that are essential to the successful day-to-day financial operations or delegate such tasks to other staff.

3.8 The CAO is responsible for the Town's human resource management:

- 3.8.1 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;
- 3.8.2 Fosters a positive working environment, promotes effective communications, resolves problems and issues, and develops and implements strategies and policies to attract and retain qualified employees;
- 3.8.3 Oversees key aspects of human resource management including recruitment and selection, training and development, employee engagement, performance management, promotion and termination;
- 3.8.4 Assesses future staffing needs and recommends staffing changes and organizational structure changes to Council for approval;

- 3.8.5 Maintains and is responsible for securing the safety and privacy of all employee personnel files;
 - 3.8.6 Ensures employees are managed in accordance with the human resource policies and labour legislation;
 - 3.8.7 Ensures compliance with the Town's health and safety policies and procedures and other applicable legislation relating to workplace health and safety; and
 - 3.8.8 Makes recommendations to Council on employees' salary and benefits.
- 3.9 The CAO leads the economic development of Florenceville-Bristol.
- 3.9.1 Provides a leadership role in working with local businesses, the Chamber of Commerce, Opportunities NB as well as the Provincial and Federal Governments to create new opportunities for economic development;
 - 3.9.2 Maintains active contacts with all segments of Florenceville-Bristol's industrial and commercial sectors and facilitates partnerships between businesses, all levels of government, communities, educational and financial institutions;
 - 3.9.3 Actively pursues leads and prospects, which are a benefit to the Town;
 - 3.9.4 Participates in regional economic planning activities as required;
 - 3.9.5 Leads the planning, development and implementation of activities and events designed to promote Florenceville-Bristol.
- 3.10 The CAO acts as a communications advocate for the Town:
- 3.10.1 Ensures effective and meaningful communication and customer service to the public, department heads and staff, as well as external organizations, Provincial and Federal Governments and Council on matters relating to the governance, management and administration of the Town;
 - 3.10.2 Prepares written reports and/or makes verbal presentations to various audiences, including Council, Committees and staff;
 - 3.10.3 Provides advice and recommendations to Council on media relations, press releases and other communication materials directed to the public;
 - 3.10.4 Leads promotion and marketing activities on behalf of the municipality and other stakeholders;

- 3.10.5 Acts as a spokesperson when requested by Council.
- 3.11 The CAO performs or delegates the duties of Clerk as stipulated in the Local Governance Act and as designated by Council:
 - 3.11.1 Coordinates with the Administrative Services Manager to ensure that one of them is always available to attend Council meetings as stipulated in the Local Governance Act;
 - 3.11.2 Performs or delegates to the Administrative Services Manager the routine duties associated with Council meetings, including the provision of pre and post meeting support as follows:
 - 3.11.2.1 Prepares and reviews correspondence and other documents on behalf of Council;
 - 3.11.2.2 Prepares agendas and notifies Council of upcoming meetings;
 - 3.11.2.3 Prepares and delivers Council files for each meeting; and
 - 3.11.2.4 Prepares minutes of all Council proceedings, including those in attendance, and a record of all motions, resolutions, decisions and follow-up action items.
 - 3.11.3 Provides advice to Council on municipal government procedures, protocols and relevant provisions in statutory and legislative instruments, and assists Council members to ensure they are operating within the limitation of their rights, responsibilities and liabilities;
 - 3.11.4 Develops new by-laws or by-law 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 Councilors for readings, enacting amendments and consolidating them with the original by-law;
 - 3.11.5 Along with the Mayor, signs all agreements, contracts, deeds and other documents to which the municipality is a party;
 - 3.11.6 Ensures the Administrative Services Manager keeps documents and records of Council and originals of all by-laws and resolutions, and maintains an indexed register of certified copies of all by-laws;
 - 3.11.7 Ensures that effective record management and retrieval systems are in place according to legislative requirements;

- 3.11.8 Acts as custodian to the corporate seal and ensures the seal is applied to documentation as required;
- 3.11.9 Administers the oath of office and records and files the taking of oaths of office;
- 3.11.10 Receives and files with Local Government any Council resignations;
- 3.11.11 Records any conflict of interest declarations of Council members;
- 3.11.12 Forwards resolutions declaring a vacancy on Council to the Municipal Electoral Officer; and
- 3.11.13 Performs other duties stipulated in the Local Governance Act or designated by the Mayor or Council.

This by-law comes into force on the date of final passing thereof:

READ A FIRST TIME March 13,2018

READ A SECOND TIME March 13,2018

READ A THIRD TIME AND ENACTED IN COUNCIL April 10,2018

MAYOR

CLERK

By-law No. 3 A By-law relating to the Authority and Responsibilities of the Chief Administrative Officer
By-law No. 3 enacted July 8, 2008 and all amendments thereto, is hereby repealed.