



**BY-LAW 200-35**  
**A BY-LAW CONCERNING THE CHIEF ADMINISTRATIVE OFFICER**

**BE IT ENACTED** by the Town Council of the Town of Riverview under the authority vested in it by the *Municipalities Act, R.S.N.B. 1973 c.M-22* as follows:

**Purpose:**

The purpose of this by-law is to define the Chief Administrative Officer's roles, rights, responsibilities, and work conditions. For the purpose of this by-law, the position refers to the position of the Chief Administrative Officer (CAO) of the Town of Riverview.

**Title:**

This by-law bears the name "a by-law concerning the Chief Administrative Officer"

**Definition:**

The following definitions apply to this by-law.

**"Chief Administrative Officer"** means the head of the municipal administration. The individual is the only employee who reports directly to Council;

**"Employee"** means any other person employed by the Town of Riverview aside from the Chief Administrative Officer;

**"Municipality"** means the Town of Riverview

**"Council"** means the Riverview Town Council

**"Act"** means the *New Brunswick Municipalities Act, RSNB 1973, c M-22*

**Application:**

This by-law applies to the Chief Administrative Officer appointed by the Council of the Town of Riverview in compliance with sections 74(1), 74 (5), and 75 of the *Municipalities Act, RSNB 1973, c M-22* (the "*Municipalities Act*").

### **General:**

- a) Council may by resolution, appoint an individual to the position of Chief Administrative Officer (CAO).
- b) The CAO is the administrative head of the Town of Riverview.
- c) The CAO is the only employee that reports directly to Town Council and will report to Council as deemed necessary or as directed by Council.
- d) The performance of the CAO shall be reviewed by Council on an annual basis in accordance with the Town's Performance Management Process and the performance objectives agreed to by Council and the CAO.
- e) The appointment of the CAO shall be consistent with the terms prescribed in the *Municipalities Act* for the appointment of officers under section 74 of the Act. For greater certainty, the CAO is entitled, as per subsection 74(5) of the *Municipalities Act*, to hold office until retirement, death, resignation, or dismissal for cause by the affirmative vote of at least two thirds of the whole Town Council.
- f) The CAO's salary and employee benefits comply with the Town's Competitive Pay Policy for Non-Bargaining Employees.

### **Roles and Responsibilities**

The Chief Administrative Officer reports directly to Town Council and ensures the proper function of the Town's administrative activities and management. The individual has the authority over all of the municipality's other senior officers and employees. The individual is responsible for implementing Town Council's guidelines and decisions in compliance with the by-laws, regulations, laws, policies, and resolutions adopted by Council or by other legislative authorities.

The Chief Administrative Officer:

- a) Makes recommendations to Council and coordinates the implementation and evaluation of programs, policies, procedures, plans, works and any other modifications necessary for the proper function of the municipality;
- b) Attends all Council meetings and meetings of Standing Committees of Council; and makes recommendations when necessary;
- c) Supervises the senior management team;
- d) Is responsible to ensure that the plans, policies, procedures and directions of Council are followed and implemented;
- e) Provides advice and recommendations to Council on by-laws, programs, policies and operations as necessary to improve efficiency and effectiveness;
- f) Assists Council in the preparation of the Strategic Plan; which includes leading the management team in the development of action plans, including measurements of success, to achieve the strategic directions and objectives of the Strategic Plan;
- g) Will review and monitor action plans to ensure continued relevance to the Strategic Plan and report to Council regularly on the progress being made to meet the strategic directions;
- h) Is accountable to Council for the employment, appointment, suspension or dismissal of senior staff;

- i) Is the official link between the Council and municipal staff;
- j) Will lead the management team in the negotiation of collective agreements for approval by Council;
- k) Is responsible for the Town's negotiation of contracts and agreements, whether it be for goods, products or services;
- l) Supervises the execution of all contracts and agreements signed by the municipality. The CAO ensures that all conditions included in the contract or agreement are respected and should conditions not be met, that those items are reported to Council;
- m) Promotes employee engagement and good working relations (union management relations)
- n) Will foster relationships with other municipalities to address common issues;
- o) Will work with local agencies, boards and commissions to improve relationships, and protect and promote the interests of the Town;
- p) Will develop relationships and liaise with provincial and federal levels of government as necessary to protect and promote the interests of the Town;
- q) Will lead the management team in the provision of a high level of service to the public;
- r) Will work with Council and staff, in developing and implementing means of encouraging public participation in Town affairs.
- s) Will measure the satisfaction of the citizens of Riverview with the performance of the Town and report the results to Council.
- t) Will coordinate the legal requirements of the Town and be the primary contact with legal advisors in actions against the Town.

**Absence of the Chief Administrative Officer:**

- a) When the CAO is absent, this by-law applies to their delegate.
- b) In the case of a prolonged absence or incapacity of the CAO, a member of the senior management may be appointed by the Council to replace the CAO on an interim basis.

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**Ann Seamans, Mayor**

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**Annette Crummey, Town Clerk**

First Reading: October 10, 2017

Second Reading:

Third Reading and Enacted: