



DISTRICT OF WEST KELOWNA

COUNCIL POLICY MANUAL

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Approval Date: 2009-OCT-13

DEPARTMENT:	Administration
SUBJECT:	CAO-One Employee of Council

Policy Statement:

The District of West Kelowna endorses the 'CAO-One Employee of Council' model of Corporate structure. This model identifies the CAO as Council's only employee; all other District 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).

Purpose:

To establish a 'CAO-One Employee of Council' Policy in response to Council's 2009 Strategic Plan:
To codify District of West Kelowna practices into policy –
CAO-One Employee

Policy:

The Chief Administrative Officer 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 workplans 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 Chief Administrative Officer is the link between Council and District employees. All Council directives, correspondence, and requests for information on behalf of the District 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.

Previous Revision/s: (none)