

MUNICIPALITY OF LAKELAND RIDGES
A BY-LAW RESPECTING THE AUTHORITY AND RESPONSIBILITIES OF THE CHIEF
ADMINISTRATIVE OFFICER (CAO)
By-law No. 6

Be it enacted by the council of the municipality of Lakeland Ridges under the authority vested in it by the Local Governance Act, R.S.N.B., 2017, Chapter 18.

1. APPLICATION

This by-law sets out the authority and responsibilities of the Chief Administrative Officer (CAO) consistent with the council-manager system of local government administration where the CAO is the only employee of council.

2. AUTHORITY FOR BY-LAW

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

3. STATUTORY DUTIES 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 taxpayers 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 leads the overall administration of Lakeland Ridges:

3.4.1 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;

3.4.2 Oversees the municipal strategic plan, annual operational plans, staff-specific goals, objectives and measures outcomes;

- 3.4.3 Manages staff and holds them accountable for results;
 - 3.4.4 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;
 - 3.4.5 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;
 - 3.4.6 Coordinates and negotiates various agreements and contracts on behalf of the municipality in accordance with council's policies, procedures and directions;
 - 3.4.7 Leads and facilitates regular meetings with the chief financial officer to establish direction, teamwork and effective communication, develop strategy, make decision, formulate goals and objectives, and develop policies and procedures;
 - 3.4.8 Works with the Western New Brunswick Service Commission's Development Officer regarding development proposals, site plans, subdivision agreements, variances, re-zoning applications and Municipal Plan amendments;
 - 3.4.9 Ensures that an emergency response plan is in place in case of a disaster and, if necessary, directs operations from the Emergency Operations Centre;
 - 3.4.10 Prepare tenders/contracts and oversee the administration of contracts to ensure contractor performance, compliance, completeness and accuracy;
 - 3.4.11 Oversees the Highway Use Agreement, and all Land Use or Land Lease Agreements to ensure suitable terms and conditions as well as completeness and accuracy.
 - 3.4.12 Oversees the research and applications of eligible grant subsidies and programs.
- 3.5 The CAO acts as the senior advisor to council and performs liaison functions:

- 3.5.1 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;
 - 3.5.2 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;
 - 3.5.3 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;
 - 3.5.4 Performs liaison functions between council and citizens on administrative matters pertaining to by-laws, policies, and programs. Investigates and handles public complaints and concerns, and reports to council as necessary;
 - 3.5.5 Acts as liaison between council and other professional advisors (i.e. legal, engineering, accounting, etc.), and coordinates legal matters on behalf of counsel; and
 - 3.5.6 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.
- 3.6 The CAO is responsible for the financial management of the municipality;
- 3.6.1 Oversees the preparation of the municipal budget, and once the budget is approved by council, works with the CFO/Treasurer to allocate funds and monitor expenditures and revenues to ensure financial accountability;
 - 3.6.2 Exercises financial control over all corporate operations to ensure compliance with council approved budgets;
 - 3.6.3 Oversees the development, approval and implementation of long-term capital works budgets and management of municipal assets and infrastructure;

- 3.6.4 In conjunction with the CFO/Treasurer or Mayor, signs cheques issued by the municipality;
- 3.6.5 Ensures all purchasing and procurement activities comply with the Procurement Act, applicable regulations, and municipal purchasing policies;
- 3.6.6 Oversees the preparation of the monthly financial reports; and
- 3.6.7 In the absence of the Treasurer, the CAO will perform critical duties that are essential to the successful day-to-day financial operations.
- 3.7 The CAO is responsible for the Municipality's human resources management;
 - 3.7.1 Directs, coaches and motivates 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;
 - 3.7.2 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;
 - 3.7.3 Oversees key aspects of human resource management including recruitment, selection and employee management in accordance with municipal policies approved by council, training and development, employee engagement, performance management, promotion and termination (*in the case of appointed officers, a recommendation for termination would need to be made to council who would make the final decision*);
 - 3.7.4 Assess future staffing needs and recommends staffing changes and organizational structure changes to council for approval;
 - 3.7.5 Maintains and secures the safety and privacy of all employee personnel files;
 - 3.7.6 Ensures employees are managed in accordance with the human resource policies and labour legislation;
 - 3.7.7 Ensures compliance with the Municipality's health and safety policies and procedures and other applicable legislation relating to workplace health and safety; and

3.8 The CAO leads the economic development of Lakeland Ridges

- 3.8.1 Provides a leadership role in working with local business, Opportunities NB as well as the Provincial and Federal Governments to create new opportunities for economic development;
- 3.8.2 Maintains active relationships with residents, businesses, community organizations, and regional partners throughout Lakeland Ridges;
- 3.8.3 Actively pursues leads and prospects, which are a benefit to the Municipality;
- 3.8.4 Participates in regional economic planning activities as required;
- 3.8.5 Leads the planning, development and implementation of activities and events designed to promote Lakeland Ridges.

3.9 The CAO acts as a communications advocate for the Municipality:

- 3.9.1 Ensures effective and meaningful communication and customer service to the public, staff, as well as external organizations, Provincial and Federal Governments and Council on matters relating to the governance, management and administration of the Municipality;
- 3.9.2 Prepares written reports and/or makes verbal presentations to various audiences, including council, committees and staff;
- 3.9.3 Provides advice and recommendations to council on media relations, press releases and other communication materials directed to the public;
- 3.9.4 Leads promotion and marketing activities on behalf of the municipality and other stakeholders;
- 3.9.5 Acts as an administrative spokesperson on operational matters.

3.10 The CAO performs the duties of Clerk as prescribed under the Local Governance Act and its regulations:

- 3.10.1 Coordinates with the Deputy Clerk to ensure that one of them is always available to attend council meetings as stipulated in the Local Governance Act;

- 3.10.2 Performs or delegates to the Deputy Clerk the routine duties associated with council meetings, including the provision of pre and post meeting support as follows;
- 3.10.2.1 Prepares and reviews correspondence and other documents on behalf of council;
 - 3.10.2.2 Prepares agendas and notifies council of upcoming meetings;
 - 3.10.2.3 Prepares and delivers council files for each meeting; and
 - 3.10.2.4 Prepares minutes of all council proceedings, including those in attendance, and a record of all motions, resolutions, decisions and follow-up action items.
- 3.10.3 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;
- 3.10.4 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 councillors for readings, enacting amendments and consolidating them with the original by-law, and takes measures to enforce them once enacted;
- 3.10.5 Along with the Mayor, signs all agreements, contracts, deeds and other documents to which the municipality is a party;
- 3.10.6 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;
- 3.10.7 Ensures that effective record management and retrieval systems are in place according to legislative requirements;
- 3.10.8 Acts as custodian to the corporate seal and ensures the seal is applied to documentation as required;
- 3.10.9 Administers, records and files the oaths of office;
- 3.10.10 Records any conflicts of interest declarations of council members and files them with the Municipal Commission;

3.10.11 Receives, and files with Local Government, any council resignations;

3.10.12 Forwards resolutions declaring a vacancy on council to the Municipal Electoral Officer; and

3.10.13 Performs other duties stipulated in the Local Governance Act or designated by the Mayor and/or council.

3.11 The CAO is responsible to continually further his/her/their professional growth by attending available training, seminars, conferences, or any other professional development.

3.12 The CAO is responsible to oversee the educational and training needs of all staff and ensure they are aware of available training, seminars, conferences, or any other professional development.

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

READ A FIRST TIME: _____, 2026

READ A SECOND TIME: _____, 2026

READ A THIRD TIME AND ENACTED IN COUNCIL: _____, 2026

MAYOR
Gregory Grant

CAO/CLERK
Susan Patterson