



## Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Chief Administrative Officer	GG-005	106/22	April 13, 2022	2	

**Policy Objective:**

To explain the Chief Administrative Officer requirements.

**Policy:**

The Mayor and Council are required, by Section 110 of the Municipalities Act, to appoint a qualified CAO.

1. CAO appointment requirement
  - a. CAO is appointed by Council as per the Municipalities Act Section 110;
  - b. CAO is to hold a **minimum Urban Standard C**.
  - c. Role is a financial and legislative advisor to Council
  - d. Liaison between the council, community and employees;
  - e. Duties as per the Municipalities Act Section 111 and any Federal and Provincial Acts or regulations that are required, and to attend all council meetings;
  - f. Additional duties:
    - i. Returning officer
    - ii. Attend all conventions, seminars, workshops, etc. as they pertain to the municipality and its operations;
    - iii. Must be bondable
  - g. CAO Salary
    - i. The Town of Blaine Lake maintains the CAO's salary commensurate within the Urban Municipal Administrator's Association recommended salary.
  - h. CAO Work Hours
    - i. Monday to Friday – 8:00 a.m. to 12:00 noon and 1:00 p.m. to 4:00 p.m.
    - ii. The CAO may work up to a maximum of 37.5 hours per week and be paid at the CAO regular rate of pay.
      1. Any hours over 37.5 hours per week must be approved by Council.
      2. A log of additional time worked is to be submitted to Council on a monthly basis.

GG-005

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Res #106/22

Replaced – Res #

  
Mayor

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i. CAO Travel

i. The Town of Blaine Lake will reimburse the CAO for expenses incurred each year attending the SUMA and UMAAS Convention and Regional Administrator meetings, workshops and seminars which are directly related to the CAO's work and approved by Council at the following rates:

1. Accommodations – paid in full by the Town
2. Allowance for meals as per receipts submitted to a maximum of \$65.00 per day
3. Mileage at the current rate approved by Council as per GG-013
4. Parking as per receipts submitted
5. Registration fees – as approved by Council

GG-005

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