



Rural Municipality of Meadow Lake #588 Policy

Policy #GG-005
Policy Title: CAO

Policy Objective:

To Explain the Chief Administrative Officer Requirements.

Authority:

Replaced Council Resolution #127/21
New Resolution 48/23

Dated: February 13, 2023

Policy:

The Reeve and council are required, by law, 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 Rural Class C Certification** with a **minimum 3 years of** experience as a CAO.
- 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