



## **Town of Digby**

### **Administrative Policy # 2016-003**

#### **Council/Staff Relations Policy**

##### **Preamble:**

Town Council recognizes that a council /staff relationship is important to the viability and sustainability of the town.

##### **Purpose:**

This policy emphasizes the position that in a Council/Chief Administrative Officer system, council directs the organization through the Chief Administrative Officer.

##### **Policy:**

- Council directs the Chief Administrative Officer to achieve outputs. Direction is given through Council's goals/objectives. The action plans created by the Chief Administrative Officer to achieve the outputs are governed by the policies of council.
- The Chief Administrative Officer interprets council's policies within the scope of council's policies (as interpreted by the Chief Administrative Officer). The Chief Administrative Officer has the authority to develop action plans to achieve goals/objectives. Where there are multiple interpretations, any questions should be referred back to council for decision.
- Council as a whole directs the Chief Administrative Officer. The Chief Administrative Officer will do his best to accommodate requests from individual members which shall be made available to all council. However, if these requests are, in the opinion of the Chief Administrative Officer, onerous or inappropriate and outside the sphere of Council's goals and objectives then these shall be deferred and discussed by Council.
- Council monitors the performance of the organization by monitoring the performance of the Chief Administrative Officer. As Council's single official link to the operating

organization, the Chief Administrative officer's performance will be considered to be synonymous with organizational performance as a whole.

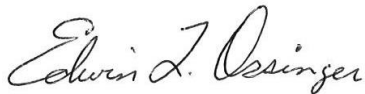
**Clerk's Annotation For Official Policy Book**

Date of Notice: February 16, 2016

Date of adoption: March 7, 2016

Policy effective date: March 7, 2016

I certify that this **Council/Staff Relations Policy** was adopted by Council as indicated above.



March 7, 2016

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**Clerk**

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**Date**