

**Title: Hiring of the Chief Administrative Officer**

**Policy No: 2018**

**Effective Date: November 14, 2023**

**Motion Number: 23.11.676**

**Supersedes Policy No: 2007**

**Department: Human Resources**

**Review Date: November, 2026**



**Legal References:**

Alberta Human Rights Act, R.S.A. 2000, c.A-25.5.  
 Employment Standards Code, R.S.A 2000, c.E-9.  
 Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c.F-25.  
 Municipal Government Act, R.S.A 2000, c.M-26, Part 6, s. 206.  
 Municipal Affairs "Hiring a Chief Administrative Officer"

**Cross References:**

Bylaw 22-929 "Records Retention and Disposition"  
 Bylaw 21-893 "Council Code of Conduct"  
 Bylaw 07-548 "Authority of the Chief Administrative Officer"  
 Policy 2004 "Employee Code of Conduct"  
 Policy 1040 "Appointments to Boards and Committees"  
 Policy 02-01 "Recruitment"

**Purpose:** To continue to provide high-quality public service and to ensure a consistent and fair approach for the recruitment of the Chief Administrative Officer Greenview.

**1. DEFINITIONS**

- 1.1. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of Greenview.
- 1.2. **Family Member** means a spouse, including common law and same-sex spouse; parent, including stepparent and legal guardian; child, including stepchild; sibling; and any person who lives with an employee or Council member on a permanent basis.
- 1.3. **Greenview** means the Municipal District of Greenview No. 16.

**2. POLICY STATEMENT**

- 2.1. The policy applies to the recruitment process for the position of Chief Administrative Officer of Greenview.
- 2.2. Greenview is committed to recruiting and selecting an individual who is qualified to perform the requirements of CAO.
- 2.3. Greenview is an equal opportunity employer committed to a work environment that supports, inspires, and respects all individuals and in which personnel processes are merit-based and applied without discrimination on the basis of race, religious beliefs, colour, gender identity, gender expression, physical disability, ancestry, place of origin, marital

status, age, source of income, family status, sexual orientation or any other protected characteristic.

- 2.4. Greenview is committed to attracting, hiring, and retaining a qualified CAO to meet organizational objectives and to provide excellent service to the public.
- 2.5. When filling the position of CAO, Greenview Council will award that position to the most qualified applicant, with the understanding that Greenview residents shall be given preference when all other qualifications are deemed equivalent.

**3. CONFLICT OF INTEREST**

- 3.1. Due to a potential conflict, under no circumstances should an individual be employed by Greenview in the position of CAO who is:
  - A) Members of any ‘Major’ board of Greenview.
    - i. A major board includes, but is not limited to, the Agricultural Service Board, the Family and Community Support Services, the Subdivision and Development Appeal Board, the Greenview Regional Multiplex Advisory Board, the Grande Cache Recreation Board and the Valleyview and District Regional Recreation Board.
  - B) Paid as a day labourer or contractor.
  - C) Paid a per diem or honorarium through Greenview’s operational programs or events.
- 3.2. If an individual offered employment with Greenview in the position of CAO has a potential conflict as outlined in 3.1, said individual will need to resign their position prior to accepting the offer of employment.
- 3.3. No individual involved in the hiring process may exercise their powers in their own interest or in the interest of a third person, nor may they place themselves in a situation of conflict or potential conflict between their personal interest and their duties regarding this policy or Bylaw 21-893 “Council Code of Conduct.”
- 3.4. Individuals involved in the hiring process shall disclose any direct or indirect association, material interest, or involvement that would result in any actual, potential, or perceived conflict of interest in the hiring process.
- 3.5. Should a real or perceived conflict arise, Council shall discuss the matter with the individual concerned and, if in the opinion of Council, there is a real or significant perceived conflict of interest, Council may request that the individual not participate in the hiring process.

**4. NEPOTISM**

- 4.1. No Family Members of members of Council will be hired into a position where their direct reporting relationship is to Council.
- 4.2. In cases where a familial relationship develops with a member of Council or the child of a member of Council, the CAO must bring the matter to the attention of Council as whole. It shall be the responsibility of Council to address the issue to ensure appropriate measures are taken to address the matter in a fair and equitable manner.

**5. COUNCIL RESPONSIBILITIES**

- 5.1. Council will hire the CAO and may establish a selection committee to assist them.

- 5.2. Council may contract an external agency, of their choice, to assist the Council with sourcing potential CAO candidates.
- 5.3. Council, or the selection committee if one is established, may request assistance from the Manager of Human Resources or delegate, as deemed necessary, to support them through the recruitment process.
- 5.4. Council will pass a motion to appoint the selected candidate as Greenview's CAO as per Section 206 of the *Municipal Government Act*.

## 6. ADMINISTRATION RESPONSIBILITIES

- 6.1. Administration will support Council, as directed by Council, in its recruitment of a CAO.
- 6.2. Administration will offer advice, as directed by Council, when a case of real or perceived nepotism or a conflict of interest arise.