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|  | <i>Interim Chief Administrative Officer</i> | |
| | Policy Type: | Executive Limitation |
| | Number: | EL-A-2.0 |
| | To be Reviewed: | Once per term |
| | Approval Date: | April 26, 2021 |
| | Motion Number: | 21.C.167 |
| | Revised Date(s): | |

Policy Statement:

This policy identifies the types of decisions and actions the Chief Administrative Officer (CAO), and/or designates **may not do** in order to achieve Council's Ends.

These limitations set boundaries regarding the continued operation of the Town in the absence of the CAO as to what means to achieve the Ends **would be unacceptable** even if the means worked.

The CAO will not permit the organization to be without sufficient organizational capacity and current information about CAO and Council issues and processes for the competent operation of the organization to continue in the temporary absence of the CAO or in the event of sudden loss of the CAO's services.

Further, without limiting the scope of the above statement by the following list, the CAO will not:

1. Allow the organization to operate without an acting CAO.
2. Have fewer than 4 (four) Directors familiar with Council and senior management issues and processes to enable either to act with reasonable proficiency as an interim CAO.