



BYLAW #879 CAO Bylaw

A BYLAW OF THE TOWN OF STAVELY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER; TO PROVIDE FOR THE APPOINTMENT OF THE CHIEF ADMINISTRATIVE OFFICER AS A DESIGNATED OFFICER; AND TO DELEGATE POWERS, DUTIES AND FUNCTIONS TO THE CHIEF ADMINISTRATIVE OFFICER.

WHEREAS, the Municipal Government Act, Chapter M26, Revised Statutes of Alberta, 2000, as amended, provides that every Council must establish by Bylaw a position of Chief Administrative Officer ;

AND WHEREAS, Sections 207 and 208 of the Municipal Government Act prescribe the responsibilities and major administrative duties of the Chief Administrative Officer;

AND WHEREAS, Council wishes to delegate certain powers to the Chief Administrative Officer in accordance with the Municipal Government Act, Chapter M26, Revised Statutes of Alberta, 2000, as amended;

AND WHEREAS, Council by Resolution will appoint an individual to the position of Chief Administrative Officer and establish the terms and conditions of the Chief Administrative Officer's employment;

NOW THEREFORE, THE COUNCIL OF THE TOWN OF STAVELY, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

Purpose and Short Title

The purpose of this Bylaw is to establish the position of Chief Administrative Officer in the Town of Stavelly and may be referred to as the "Chief Administrative Officer Bylaw"

Definitions

1. "Council" shall mean the Council of the Town of Stavelly.
2. "Department Heads" shall mean those employees in charge of departments in the second line level as set out in the Town's Organizational Chart.
3. "Municipal Government Act or Act or MGA" shall mean the Municipal Government Act, Chapter M26, Revised Statutes of Alberta, 2000 as amended.
4. "Town" shall mean the Town of Stavelly.
5. "CAO" shall mean the Chief Administrative Officer for the Town of Stavelly.

APPOINTMENT, TERMS AND CONDITIONS

1. Council hereby establishes the position of Chief Administrative Officer and the individual appointed to that position will have the title "Chief Administrative Officer"
2. Council hereby establishes the position of Chief Administrative Officer who shall carry out any and all of the executive and administrative powers, duties and functions assigned to the CAO under the Act, or any other enactment or any and all powers, duties and functions delegated by Council.
3. Council, by Resolution, shall appoint a person to the position of CAO and establish the terms and conditions of the CAO's employment.

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4. The CAO, may, in accordance with Section 209 of the Act, delegate any of the CAO's powers, duties or functions under the Act, or any other enactment or bylaw to a designated officer or an employee of the municipality.
5. Except for the purpose of an official inquiry, the Council shall deal with all matters through the CAO and shall not provide instruction to any subordinates of the CAO.

POWERS, DUTIES AND FUNCTIONS

In addition to the powers, duties and functions delegated to the CAO, pursuant to the Municipal Government Act or any other Provincial Statute, the CAO. will;

A. Leadership & Direction

1. Establish the structure of the Administration of the Town, including establishing, merging, dividing and eliminating departments and establishing a managerial hierarchy, administrative and reporting policies and procedures.
2. Establish policy and procedures for hiring all employees of the Town to carry out the powers, duties and functions delegated to those employees.
3. Manage, direct and coordinate the operations of the Town in accordance with established policies, plans and programs and new policies, plans and programs approved by Council.
4. Appoint an Acting Chief Administrative Officer to act during extended absences of the Chief Administrative Officer which has all the powers, duties and functions of a Designated Officer as required under the Municipal Government Act or any other act;

B. Advice, Information, Communication with Council

1. Advise and inform Council in the operations and affairs of the Town.
2. Prepare and submit to Council such reports and recommendations as may be required by Council.
3. Attend, or be represented by a delegate, all meetings of Council and Council Committees and assist in the decision making process by providing advice, guidance and consultation as required.
4. Inform Council of any local, regional or provincial government issues, challenges and initiatives that may affect the Town of Stavelly.
5. Advise Council and make recommendations concerning the financial condition of the Town and the policies and programs as may be necessary or desirable to carry out the powers, duties and function of the Town.

C. Supervisory & Staff Management

1. Hire, discipline, fire, promote, demote, or transfer any Town employee in accordance with established policy.
2. Direct, supervise and review Department Heads
3. Promote cooperation, teamwork and harmonious working relationships and good staff morale to achieve a high degree of quality work and productivity.

4. Encourage employees to work towards their full potential and support and encourage further development and staff training in accordance with established policy.
5. Promote, encourage and influence strong work ethics through example setting and credibility.

D. Fiscal Management, Control and Reporting

1. Prepare and submit to Council the budget estimates of revenue and expenditures and capital programs annually.
2. Monitor and control municipal spending within the budgets established by Council.
3. Ensure the accounts for authorized expenditures referred to in Section 248 of the Municipal Government Act are paid.
4. Ensure that all accounting procedures are done in accordance with standard municipal account practices.
5. Ensure accurate records and accounts are kept of the financial affairs of the Town, including matters on which the Town debt limit is based and matters included in the definition of debt for the Town.
6. Ensure assessments, assessment rolls and tax rolls for the purposes of Parts 9 and 10 of the Municipal Government Act are prepared.
7. Ensure the actual revenues and expenditures of the Town, as compared with the estimated in the operating and capital budget approved by Council, are reported to Council as often as Council directs.
8. Ensure all money belonging to or held by the Town is deposited in a bank, credit union, loan corporation, treasury branch or other financial institution designated by Council.
9. Ensure money invested by the Town is invested in accordance with Section 250 of the Municipal Government Act.
10. Add amounts owing to the tax roll in accordance with sections 553, 553.1 and 553.2 of the Municipal Government Act, Revised Statutes of Alberta 2000 Chapter M-26.

E. Office Management & Administrative Matters

1. Ensure all Minutes of Council meetings are recorded in the English language without note or comment.
2. Ensure the names of the Councillors present at Council meetings are recorded;
3. Ensure the Minutes of each Council meeting are given to Council for adoption at a subsequent Council meeting.
4. Ensure the Bylaws and Minutes of Council meetings and other records and documents of the Town are kept safe.
5. Ensure that all minutes of Council meetings are signed in conjunction with the member of Council presiding at the meeting which the minutes are approved.

6. Ensure that all Bylaws of the Town are signed in conjunction with the Chief Elected Official.
7. Ensure the Minister is sent a list of the Councillors and any other information the Minister requires in accordance with the Local Authorities Election Act;
8. Ensure the Corporate Seal of the Town is kept in the custody of the CAO.
9. To review all requests of any person to obtain information in possession of the Town and to provide such information in accordance with the Municipal Government Act or the Freedom of Information and Protection of Privacy Act.
10. Authorize the entering into of contracts and/or the expenditures of funds where such contracts or expenditures have been approved by Council, either in the budget or otherwise.
11. Ensure all contracts and agreements are signed with any other person authorized by Council.
12. Conduct a census when required by Council and submit population affidavits in accordance with the requirement of the Municipal Government Act.
13. Ensure that the sufficiency of all petitions to Council be determined as set out in the Municipal Government Act.
14. Accept service of all notices and documents on behalf of the Town.
15. Provide certification of notices, decisions, documents and any other certificates or statutory declarations as provided for or required.
16. Ensure tax recovery obligations are carried out in accordance with the Municipal Government Act;

F. Professional & Public Image

1. Conduct such dealings with boards, land developers, engineers, utility companies, provincial/federal government departments, other municipalities, individuals, etc, as necessary to administer and promote the interests of the Town.
2. Present an image of professionalism, tact and courtesy in relationships with Council, Staff and interactions with the public.
3. Encourage staff cooperation and assistance with Community Organizations subject to resources available.

G. Other

1. Exercise such other powers, duties and functions as may be required by Council from time to time.

H. Effective Date

1. That Bylaw #810 be repealed in its entirety.
2. That this Bylaw comes into effect upon final reading of the Bylaw.

READ a first time this 12th day of November, 2024.

READ a second time this 12th day of November, 2024.

UNANIMOUS consent for a third reading this 12th day of November, 2024.

READ a third and final time this 12th day of November, 2024.



Mayor



Chief Administrative Officer