

## **By-law No. 108/06**

**A By-law of the Town of Bentley, in the Province of Alberta, respecting the establishment of the position of Chief Administrative Officer.**

**WHEREAS**, the Municipal Government Act, Chapter M26.1, Revised Statutes of Alberta, 1994, as amended, provides that Council must establish by By-law, a position of Chief Administrative Officer to carry out the responsibilities enumerated under the Municipal Government Act, Chapter M26.1, Revised Statutes of Alberta, as amended;

**AND WHEREAS**, Council will, by Resolution, 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 BENTLEY, DULY ASSEMBLED, ENACTS AS FOLLOWS:**

### **Purpose and Short Title**

The purpose of this By-law is to establish the position of Chief Administrative Officer in the Town of Bentley and may be referred to as the "Chief Administrative Officer By-law"

### **Definitions**

1. "Council" shall mean the Council of the Town of Bentley
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" shall mean the Municipal Government Act, being Chapter M-26.1 of the Revised Statutes of Alberta, as amended
4. "Town" shall mean the Town of Bentley
5. "C.A.O." means the Chief Administrative Officer for the Town of Bentley

### **Chief Administrative Officer**

1. Council hereby establishes the position of Chief Administrative Officer
2. Council will, by Resolution, appoint an individual to the position of C.A.O and establish the terms and conditions of the C.A.O.'s employment.
3. The C.A.O. is authorized to delegate or authorize further delegation of any matter delegated to the C.A.O. by Council under this By-law or other By-laws of the Town of Bentley.
4. Except for the purpose of an official inquiry, the Council shall deal with all matters through the C.A.O. and shall not provide instruction to any subordinates of the C.A.O.

### **Powers, Duties, Functions**

In addition to the powers, duties and functions delegated to the C.A.O., pursuant to the Municipal Government Act or any other Provincial Statute, the C.A.O. 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.

**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 all meetings of Council and Committees of Council and meetings of such Boards, Authorities or other bodies as are required by Council and assist in the decision making process by providing advise, guidance, consultation, financial and back ground information as may be required.
4. Inform Council of any local, regional or provincial government issues, challenges and initiatives that may affect the Town of Bentley
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 co-operation, 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's 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.

**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 minutes of each Council meeting are given to Council for adoption at subsequent a Council meeting.
10. Ensure the By-laws and minutes of Council meetings and other records and documents of the Town are kept safe.

11. Ensure that all minutes of Council meetings are signed in conjunction with the member of Council presiding at the meeting.
12. Ensure that all By-laws of the Town are signed in conjunction with the Chief Elected Official.
13. Ensure the Corporate Seal of the Town is kept in the custody of the C.A.O.
14. 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.
15. 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.
16. Ensure all contracts and agreements are signed with any other person authorized by Council.
17. Conduct a census when required by Council and submit population affidavits in accordance with the requirement of the Municipal Government Act.
18. Ensure that the sufficiency of all petitions to Council be determined as set out in the Municipal Government Act.
19. Accept service of all notices and documents on behalf of the Town.
20. Provide certification of notices, decisions, documents and any other certificates or statutory declarations as provided for or required.

**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 co-operation 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.

**Rescinding of By-law 513/91**

1. This By-law rescinds By-law No. 513/91

**Effective Date**

1. This By-law shall come into effect on the date of the final passing thereof.

Read a first time this 11th of July, 2006

Read a second time this 11th of July, 2006

Read a third and final time this 11<sup>th</sup> of July, 2006

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Mayor

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Chief Administrative Officer