

BYLAW 2023-17

A BYLAW OF THE COUNTY OF ST. PAUL NO. 19 IN THE PROVINCE OF ALBERTA TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER.

Whereas, Section 205(1) of the Municipal Government Act, R.S.A. 2000, Chapter M-26 and amendments thereto requires that every Council establish by bylaw a position of Chief Administrative Officer

And Whereas, Section 205(2) requires that every Council must appoint one or more persons to carry out the powers, duties and functions of the position of Chief Administrative Officer.

And Whereas, the appointment of the Chief Administrative Officer shall be by Council resolution.

Now Therefore, the Council of the County of St. Paul No. 19 duly assembled hereby enacts as follows:

1. TITLE

1.1 This Bylaw will be cited as the “Chief Administrative Officer Bylaw”.

2. PURPOSE

2.1 The purpose of this Bylaw is to establish the position of Chief Administrative Officer and to delegate certain powers, duties and functions to the Chief Administrative Officer.

3. RESPONSIBILITIES

3.1 As outlined in Section 207 of the Municipal Government Act, the Chief Administrative Officer:

- a. is the administrative head of the municipality;
- b. ensures that the policies and programs of the municipality are implemented;
- c. advises and informs the council on the operation and affairs of the municipality;
- d. performs the duties and functions and exercises the powers assigned to a Chief Administrative Officer by the Municipal Government Act and other enactments or assigned by council.

4 ADMINISTRATIVE DUTIES

4.1 As outlined in Section 208 of the Municipal Government Act, the Chief Administrative Officer must ensure that:

- a minutes of each council meeting
 - (i) are recorded in the English language without note or comment,
 - (ii) include the names of the Councillors present at the council meeting,
 - (iii) are given to council for adoption at a subsequent council meeting, and
 - (iv) are recorded in the manner and to the extent required under section 230(6) of the Municipal Government Act when a public hearing is held;
- b. all bylaws, minutes of council meetings and other records and documents of the municipality are kept safe;
- c. the Minister is sent a list of all the Councillors and any other information the Minister requires within 5 days after the term of the Councillors begins;
- d. the Council is advised in writing of its legislative responsibilities under this Act.

4.2 In addition to the powers, duties and functions given to the Chief Administrative Officer under the Municipal Government Act, or any other act, the Chief Administrative Officer will:

- a. establish the structure of the administration of the municipality, including establishing, merging, dividing and eliminating departments and establishing a managerial hierarchy and administrative reporting policies and procedures;
- b. establish policy and procedures for hiring all employees of the municipality to carry out the powers, duties and functions delegated to those employees;
- c. supervise, direct, hire, terminate, discipline, demote, transfer and direct all employees of the municipality;
- d. direct, supervise and review the proponents of all departments of the municipality;
- e. prepare and submit to Council, estimates of revenue and expenditures and capital programs annually, or as required by Council;
- f. monitor and control municipal spending within the budget established by Council;
- g. advise Council and make recommendations about the financial condition of the

municipality and the policies and programs as may be necessary or desirable to carry out the powers, duties and functions of the municipality;

- h. attend all meetings of Council and committees of Council and meetings of such boards, authorities and other bodies as required by Council;
- i. prepare and submit to Council such reports and recommendations as may be required by Council or Council committees;
- j. ensure the corporate seal is kept in the custody of the Chief Administrative Officer;
- k. ensure the revenues of the municipality are collected and controlled and receipts are issued in the manner directed by Council;
- l. ensure all money belonging to or held by the municipality is deposited in a bank, credit union, loan corporation, treasury branch or trust corporation designated by Council;
- m. ensure the accounts for authorized expenditures referred to in Section 248(1) of the Municipal Government Act are paid;
- n. ensure accurate records and accounts are kept of the financial affairs of the municipality, including the things on which a municipality's debt limit is based on the things included in the definition of debt for the municipality;
- o. ensure the actual revenues and expenditures of the municipality compared with the estimates in the operating or capital budget approved by Council are reported to Council as often as Council directs;
- p. ensure money invested by the municipality is invested in accordance with Section 250 of the Municipal Government Act and the County's Investment Policy;
- q. ensure assessments, assessment rolls and tax rolls for the purpose of Part 9 and 10 of the Municipal Government Act are prepared;
- r. ensure public auctions held to recover taxes are carried out in accordance with part 10 of the Municipal Government Act;
- s. review all request of any persons to obtain information in possession of the municipality and to provide such information in accordance with the Municipal Government Act;
- t. enter into contracts and/or expend funds where such contracts or expenditures have been approved by Council, either in the budget or otherwise;
- u. ensure all contracts and agreements are signed with any other person authorized by Council to sign them;
- v. conduct a census when required by Council and submit population affidavits in

accordance with the requirements of the Municipal Government Act;

- w. ensure that the sufficiency of all petitions to Council is determined as set out in the Municipal Government Act;
- x. accept service of all notices and documents on behalf of the municipality;
- y. provide certification of notices, decisions, documents and any other certificates or statutory declarations as provided for or required by the Municipal Government Act;
- z. ensure that all minutes of Council meetings are signed by the person presiding at the meeting;
- aa. ensure that all Bylaws are signed by the Chief Elected Official;
- bb. ensure that Bylaws of the municipality are consolidated as authorized by Council;
- cc. exercise such other powers, duties and functions as may be required by Council from time to time.

5. DELEGATION

- 5.1 The Chief Administrative Officer may delegate any of the Chief Administrative Officer's powers, duties or functions under this Act, including the Chief Administrative Officer's duties referred to in this Bylaw, the Municipal Government Act or under any other enactment or bylaw to a designated officer or an employee of the municipality.
- 5.2. The Chief Administrative Officer may appoint an Acting Chief Administrative Officer to act during 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.

6. ACCOUNTABILITY

The Chief Administrative Officer is accountable to Council for the exercise of all power, duties and functions.

7. REPEAL OF BYLAW

- 7.1 Bylaw No. 1280 is hereby repealed.

8. EFFECTIVE DATE

8.1 This Bylaw shall come into effect upon final passing.

Read a first time in Council this 24th day of November, A.D. 2023.

Read a second time in Council this 24th day of November, A.D. 2023.

Read a third time in Council this 24th day of November, A.D. 2023.

(Original signed by Reeve G. Ockerman)

Reeve

(Original signed by CAO S. Kitz)

Chief Administrative Officer