

TOWN OF TROCHU
BYLAW NO. 2022-09
CHIEF ADMINISTRATIVE OFFICER

**A BYLAW OF THE TOWN OF TROCHU, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF
ESTABLISHING THE POSITION, POWERS AND DUTIES OF THE CHIEF ADMINISTRATIVE OFFICER:**

WHEREAS, Section 203 of the *Municipal Government Act*, R.S.A 2000, c. M-26 provides that Council may by bylaw delegate any of its powers, duties, or functions;

AND WHEREAS, Section, 205 of the *Municipal Government Act*, R.S.A 2000, c. M-26 provides that Council must establish by bylaw the position of Chief Administrative Officer and may give that position any title Council considers appropriate;

AND WHEREAS all references to legislation are Alberta statutes unless otherwise stated;

NOW THEREFORE the Council of the Town of Trochu, duly assembled, **HEREBY ENACTS AS FOLLOWS:**

1. - SHORT TITLE:

1.1 This Bylaw may be referred to as the "CAO Bylaw".

2. - DEFINITIONS:

2.1 "Act" means the *Municipal Government Act*, R.S.A. 2000, c. M-26 and amendments.

2.2 "Bylaw" means a bylaw of the Town of Trochu.

2.3 "Town" means Town of Trochu.

2.4 "Chief Administrative Officer" or "CAO" means the person appointed to the position of Chief Administrative Officer by Council, or anyone who is the acting chief administrative officer of the Town.

2.5 "Council" means the Council of the Town of Trochu.

3. - GENERAL

3.1 The position of Chief Administrative Officer is established and shall be described by that title in all bylaws and resolutions of Council.

3.2 Council shall be at liberty from time to time, by way of resolution, to appoint a person as the Chief Administrative Officer.


- 3.3 Any reference in any bylaw, resolution, policy, agreement or regulation to the Chief Administrative Officer, Chief Administrator, Municipal Administrator, CAO, or other like title which has been passed, or adopted prior to the passage of this Bylaw shall be deemed for all purposes to refer to the position of Chief Administrative Officer established and continued under this Bylaw.

4. - DUTIES, FUNCTIONS AND RESPONSIBILITIES

4.1 The CAO shall:

- a. Have those powers, duties, functions, and responsibilities given to a Chief Administrative Officer under the *Municipal Government Act* or any other Act or Regulation;
- b. Have those powers, duties, functions, and responsibilities delegated to the Chief Administrative Officer by Council and any bylaw of the Town under s. 203 of the *Municipal Government Act*, R.S.A 2000, c. M-26.
- c. Report to Council, and direct the overall planning, coordination, and control all municipal operations in accordance with the objectives, policies and plans of the Town.
- d. Monitor compliance with all applicable statutory enactments.
- e. Recommend objectives, programs, and policies to Council, and direct implementation of them, monitor those approved by Council, and recommend improvements as required.
- f. Be responsible for directing and managing the personnel and employees of the Town, and has the authority and responsibility for the following:
 - i. To establish and change personnel, employment and administrative policies, procedures, programs, rules, and guidelines as deemed necessary for the safe, efficient, economic, and effective operation of the Town.
 - ii. To hire, appoint, suspend, remove, layoff or terminate any employee of the Town with or without just cause.
 - iii. To set the terms of employment for employees of the Town.
 - iv. To direct, supervise, oversee, manage, and review the performance of the employees and personnel of the Town.
 - v. To establish the structure and organization of the management, personnel, and administration of the Town necessary for the safe, efficient, economic, and effective operation of the Town.

- 4.2 The CAO monitors and ensures adherence to Town policies, rules, procedures, programs, and guidelines through effective communication.
- 4.3 The CAO directs the development of policies and procedures related to budget expenditures and financial controls. The Chief Administrative Officer directs the preparation of capital and operating budgets and submits them to Council for approval with supporting documentation.
- 4.4 The CAO directs the execution of all documents, agreements, and contracts.
- 4.5 The CAO, or their designate, has the authority to consolidate any bylaw of the Municipality and print copies of such bylaws pursuant to Section 69 of the Act.
- 4.6 The CAO authorizes the payment of accounts within established guidelines of the Town.
- 4.7 The CAO coordinates the prompt and proper handling of all requests, inquiries, and complaints by the public.
- 4.8 The CAO attends all regular and special meetings of Council as required and other meetings as requested.
- 4.9 The CAO advises Council on relevant matters.
- 4.10 The CAO acts as the liaison with representatives externally, such as boards, commissions, agents, consultants, and others, and advises Council and committees as requested.
- 4.11 The CAO keeps informed about governmental and community affairs and advises Council and personnel of significant trends.
- 4.12 The CAO may take whatever actions or measures which are necessary to respond to an emergency or disaster.
- 4.13 The CAO or Council may appoint an acting Chief Administrative Officer in the absence of the Chief Administrative Officer. Such acting Chief Administrative Officer has the same powers, duties, and functions as the Chief Administrative Officer.
- 4.14 The CAO shall perform all other duties and functions for the safe, efficient, economic and effective operation of the Town as may be required from time to time including, but not limited to, retaining and instructing Trochu counsel, settling claims, actions and demands, paying any amounts the Town is legally required to pay pursuant to an order, directive or judgment of a court, tribunal or board of competent jurisdiction, enter into contracts, agreements and transactions, provided that no such action requires an expenditure of money which has not been approved by Council or which has not been included in an operating budget, interim operating budget or capital budget except in the case of immediate action required to respond to an emergency or disaster.



4.15 The CAO performs other duties as required by Council.

4.16 The CAO may delegate their responsibilities under this Bylaw to other officers or employees of the Town.

5. - SEVERABILITY

5.1 If any provision of this Bylaw or part thereof is adjudged by a court of competent jurisdiction to be invalid for any reason, then such provision or part thereof shall be severed from the remainder of this Bylaw and all other provisions of this Bylaw shall remain valid and enforceable.

6. - REPEAL

6.1 Bylaw No. 2014-05 is hereby repealed in its entirety upon the passing of Bylaw 2022-09.

7. - ENACTMENT

7.1 Bylaw No. 2021-10 shall come into force and effect when it receives third reading and is duly signed.

READ a first time this 27th day of June, 2022.

READ a second time this 27th day of June, 2022.

UNANIMOUS permission for third reading given in Council on this 27th day of June, 2022.

READ a third time this 27th day of June, 2022.



Mayor



Chief Administrator Officer

