

# LAC LA BICHE COUNTY

## BYLAW NO. 14-041

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A BYLAW OF LAC LA BICHE COUNTY, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE ESTABLISHMENT OF A CHIEF ADMINISTRATIVE OFFICER OF THE MUNICIPALITY.

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**WHEREAS**, Chapter M-26, Section 205 of the Municipal Government Act, 2000 as amended (“the Act”) requires that Council establish by bylaw the position of Chief Administrative Officer;

**WHEREAS**, a Council may by bylaw delegate any of its powers, duties or functions to the Chief Administrative Officer or a designated officer, unless otherwise provided;

**NOW THEREFORE**, under the authority and subject to the provisions of the Municipal Government Act, and by virtue of all other powers enabling it, the Council of Lac La Biche County, hereby assembled, enacts as follows:

### 1. PURPOSE

- 1.1 The purpose of this bylaw is to establish the position of Chief Administrative Officer of the Municipality.

### 2. DEFINITIONS

- 2.1 “Chief Administrative Officer” means the Chief Administrative Officer for the municipality and whatever subsequent title may be conferred on that officer by Council or statute.
- 2.2 “Council” shall mean the Council of Lac La Biche County.
- 2.3 “Municipality” shall mean Lac La Biche County.

### 3. CHIEF ADMINISTRATIVE OFFICER

- 3.1 Council hereby establishes the position of Chief Administrative Officer.
- 3.2 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.
- 3.3 The Chief Administrative Office is authorized to further delegate, and to authorize further delegation to the Chief Administrative Officer by Council under this bylaw, to any employee of municipality.

- 3.4 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) Report to Council major changes to the organizational structure of the municipal administration. Major organizational changes shall be reported prior to implementation and include, but are not limited to: merging, dividing and eliminating departments and amendments to the managerial hierarchy;
  - b) Forward all requests for new permanent positions to Council for approval as part of a budget or otherwise;
  - c) Report to Council any and all revisions to the employee remuneration grid(s);
  - d) Within the parameters of the Human Resource Policies established by Council, establish procedures for hiring all employees of the municipality to carry out the powers, duties and functions assigned to the employees;
  - e) Report to Council any and all instances whereby employment candidates are being considered for hire outside of the established policies and procedures. This includes variations to the template offer of employment letter(s) and remuneration grids, as outlined below:
    - i. Unless otherwise approved by Council, the Chief Administrative Officer is restricted to issuing letters offering employment. Use of extensive employment contracts shall only be considered in unusual circumstances and approved by Council;
    - ii. Unless otherwise approved by Council, letters offering employment: 1) shall be within the established pay grid for the position and 2) shall not be beyond the minimum requirements set out in Alberta Employment Law with respect to severance commitments;
  - f) Ensure that the policies and programs of the municipality are implemented;
  - g) Advise and inform Council in the operations and affairs of the municipality;
  - h) Supervise, direct, recruit, terminate, discipline, demote, transfer and direct all employees of the municipality;
  - i) Direct, supervise and review the proponents of all departments of the municipality;
  - j) Prepare and submit to Council the estimates of revenue and expenditures and capital programs annually, or as required by Council;
  - k) Monitor and control municipal spending within the budgets established by Council;
  - l) Advise Council and make recommendations about the financial conditions 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;
  - m) Attend all meetings of Council and committees of Council and meetings of such boards, authorities and other bodies as are required by Council or Council committees;
  - n) Prepare and submit to Council such reports and recommendations as may be required by Council or Council Committees;
  - o) Appointment an Acting Chief Administrative Officer to act during the absences of the Chief Administrative Officer which has all the powers, duties and functions of a Designated Chief Administrative Officer as required, under the Municipal Government Act or any other Act;
  - p) Ensure all minutes of Council meetings are recorded in the English language, without note or comment;
  - q) Ensure the names of Councillors present at Council meetings are recorded;
  - r) Ensure the minutes of each Council meeting are given to Council for adoption at a subsequent Council meeting;

- s) Ensure the bylaws and minutes of Council meetings and all other records and documents of the municipality are kept safe;
- t) Ensure the Minister is sent a list of the Councillors and any other information the Minister requires within 5 days after the term of the Councillors begin;
- u) Ensure the corporate seal, if any, is kept in the custody of the Chief Administrative Officer;
- v) Ensure the revenues of the municipality are collected and controlled and receipts are issued in the manner directed by Council;
- w) 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;
- x) Ensure the accounts for authorized expenditures referred to in Section 248 of the Municipal Government Act are paid;
- y) 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 and the things included in the definition of debt for the municipality;
- z) Ensure the actual revenues and expenditures of the municipality compare with the estimates in the operating or capital budget approved by Council are reported to Council as often as Council directs;
- aa) Ensure money invested by the municipality is invested in accordance with Section 250 of the Municipal Government Act;
- bb) Ensure assessments, assessment rolls and tax rolls for the purpose of Parts 9 and 10 of the Municipal Government Act are prepared;
- cc) Ensure public auctions held to recover taxes are carried out in accordance with Part 10 of the Municipal Government Act;
- dd) To act as the clerk of the Assessment Review Board having jurisdiction in the municipality;
- ee) To review all requests of any person to obtain information in possession of the municipality and to provide such information in accordance with the Municipal Government Act and the Freedom of Information and Protection of Privacy Act and any other Act;
- ff) Authorize for the entering into of contracts and/or the expenditures of funds where such contracts or expenditure has been approved by Council, either in the budget or otherwise;
- gg) Ensure all contracts and agreements are signed with any other person authorized by Council to sign them;
- hh) Conduct a census when required by Council and submit population affidavits in accordance with requirements of the Municipal Government Act;
- ii) Ensure that the sufficiency of all petitions to Council be determined as set out in the Act;
- jj) Accept service of all notices and documents on behalf of the municipality;
- kk) Provide certification of notices, decisions, documents and any other certificates or statutory declarations as provided for or required by the Municipal Government Act;
- ll) Ensure that all minutes of Council meetings are signed in conjunction with the person presiding at the meetings;
- mm) Ensure that all bylaws are signed in conjunction with the Chief Elected Official;
- nn) Ensure that all bylaws of the municipality are consolidated as authorized by Council;
- oo) Authorize a temporary closure of whole or part of any road, at any time, that a construction or maintenance project, on or adjacent to the road, may create a hazard;
- pp) Authorize the placement from time to time of traffic control devices, including traffic control devices restricting the speed of vehicles at any locations considered necessary for controlling highways subject to the direction, management and control of the municipality

- and provide for a record of all locations to be kept, which shall be open to public inspection during normal business hours;
- qq) Exercise such other powers, duties and functions as may be required by Council for time to time.

**4. ACCOUNTABILITY**

- 4.1 The Chief Administrative Officer is accountable to Council for the exercise of all powers, duties and functions. The Chief Administrative Officer must remain transparent to all Members of Council.

**5. REPEAL OF BYLAW**

- 5.1 Former Lac La Biche County Bylaw 14-010 is hereby repealed.

**6. EFFECTIVE DATE**

- 6.1 This bylaw shall come into effect upon passing of third reading.

**MOTION BY COUNCILLOR NOWAK THAT BYLAW 14-041 BE GIVEN FIRST READING THIS 28<sup>th</sup> DAY OF OCTOBER, 2014.**

**MOTION BY COUNCILLOR SIEBOLD THAT BYLAW 14-041 BE GIVEN SECOND READING THIS 28<sup>th</sup> DAY OF OCTOBER, 2014.**

**MOTION BY COUNCILLOR SIEBOLD THAT BYLAW 14-041 BE SUBMITTED FOR THIRD AND FINAL READING THIS 28<sup>th</sup> DAY OF OCTOBER, 2014.**

**MOTION BY COUNCILLOR NOWAK THAT BYLAW 14-041 BE GIVEN THIRD READING THIS 28<sup>th</sup> DAY OF OCTOBER, 2014.**

“Original Signed” \_\_\_\_\_  
Mayor

“Original Signed” \_\_\_\_\_  
Chief Administrative Officer