

**TOWN OF TURNER VALLEY
BYLAW NUMBER 11-1003**

BEING A BYLAW OF THE COUNCIL OF THE TOWN OF TURNER VALLEY TO ESTABLISH THE CHIEF ADMINISTRATIVE OFFICER POSITION AND OUTLINE THE DUTIES AND POWERS OF THE POSITION.

WHEREAS Section 205 of the Municipal Government Act R.S.A. 2000 Chapter 26 (hereinafter referred to as "The Act") provides that Council must establish the position of Chief Administrative Officer; and Sections 207 and 208 of the Act provides that the Chief Administrative Officer must exercise the powers and duties set out in the Act, and such other powers and duties as may be voted, confirmed, or delegated by Bylaw, or resolution of Council, and;

WHEREAS Council deems it proper and expedient to establish the position of the Chief Administrative Officer, and define the duties, powers, authority and responsibilities thereof; and

NOW THEREFORE the Council of the Municipality of the Town of Turner Valley in the Province of Alberta Duly assembled enacts the following:

DEFINITIONS

"Act" means the Municipal Government Act, R.S.A. 2000, Chapter M-26.1 of the Revised Statues of Alberta 1994 and any amendment or substitutions thereof.

"CAO" is the Chief Administrative Officer and is also commonly referred to as "Municipal Manager or Administrator".

"Council" is the Council of the Municipality of the Town of Turner Valley acting at a duly assembled meeting.

"Department Heads" is those departments in the second line level as set out in the Organizational Chart.

"Town" is the corporation of the Municipality of the Town of Turner Valley in the Province of Alberta.

1. TITLE

1.1 This Bylaw shall be cited as "Chief Administrative Officer Bylaw".

2. ESTABLISHMENT OF THE POSITION OF CHIEF ADMINISTRATIVE OFFICER

2.1 The position of Chief Administrative Officer for the Town of Turner Valley is established pursuant to Section 205 of the Municipal Government Act.

3. APPOINTMENT

3.1 The appointment of the CAO must be done by resolution of Council, for reason of his or her qualifications and training preferably in the field of public administration, and who must carry out any and all of the administrative duties and other duties as Council has the power to delegate as set out in the Act and such other administrative duties as may have priority in this Bylaw or hereafter from time to time be vested, conferred, or delegated in, upon and to the CAO by Bylaw or resolution of Council.

- 3.2 The Council may, by resolution, appoint an acting CAO, and prescribe the duties, who will act during illness, absence or other incapacity that may prevent the CAO from performing the duties of the office. The CAO must assign the designate Acting CAO in planned absences from the office for any period longer than one week.
- 3.3 The Council may, by resolution, engage a consultant to provide advice for hiring procedures and any evaluations required through probationary periods for the Chief Administrative Officer position.
- 3.4 The appointment of the CAO may be revoked pursuant to Section 206 of the Act.
- 3.5 The CAO must provide to the Council a minimum of four weeks' notice of termination of employment.

4. RESPONSIBILITY/AUTHORITY

- 4.1 The CAO is responsible to Council for the overall administration of operations of the municipality in accordance with objectives, policies, procedures and plans approved by Council. In carrying out these responsibilities, the CAO must work in close liaison with the Mayor and supervise administrative personnel in the performance of their duties. The CAO must direct, control and coordinate the activities of the various departments as per the attached job description outlined in Schedule "A".

5. DELEGATION OF CAO

- 5.1 It is expressly implied that Council authorizes the CAO to delegate such responsibility herein assigned to his or her office for the purpose of establishing an efficient and workable administrative structure. The delegation of authority must be to department heads and officials of the municipality provided that it is in keeping with provisions of this Bylaw, and is consistent with the Act or any other Act of the Province of Alberta. In all instances, Council must hold the CAO responsible for his or her duties.
- 5.2 To the extent that it may be necessary to bring to bear on a given subject several disciplines, the CAO is hereby authorized to establish staff committees for the proper and efficient administration of the municipal business. Such committees may be used for coordination of daily operations as well as for the furnishing of full information to Council upon inquiry.

6. ORGANIZATION

- 6.1 The organizational chart, as approved by Council from time to time, must indicate the reporting and responsibility structure of the municipality.
- 6.2 Except for the purpose of official inquiry and emergency, the Council must deal with and control the administrative service through the CAO and the Council must, as normal practice, require that its directives be carried out through the office of the CAO.

7.1 COMPENSATION

- 7.1 Council must decide the salary and benefits to be paid and/or provided to the CAO and must review the salary and benefits provisions not less than once per calendar year of employment.

- 7.2 Annually the CAO must be provided funding for professional development in accordance with an agreed upon development program and within an annually approved budget.
- 7.3 Council, in recognizing the value of the CAO's participation in appropriate Professional Administrators associations, will reimburse to the CAO the annual membership fee(s) and any associated expenses in attending the annual meeting(s), regional meeting(s), conference(s) or Board of Directors meeting(s) of the association(s).
- 7.4 Council retains the right to negotiate adjustments to the contract during the term of the contract.

8. EFFECTIVE DATE AND READINGS

8.1 Bylaw 03-862 is hereby repealed.

8.2 This Bylaw will take force and effect upon final reading and signing thereof.

READ A FIRST TIME this 22nd day of February A.D. 2011

H. Duck
Mayor

Paul D.
Chief Administrative Officer

READ A SECOND TIME this 22nd day of February A.D. 2011

H. Duck
Mayor

Paul D.
Chief Administrative Officer

READ A THIRD AND FINAL TIME this 22nd day of February A.D. 2011

H. Duck
Mayor

Paul D.
Chief Administrative Officer

Schedule "A"

**TOWN OF TURNER VALLEY
CHIEF ADMINISTRATIVE OFFICER**

1. POSITION TITLE

Chief Administrative Officer

2. RESPONSIBILITIES

The Chief Administrative Officer is responsible for management of the Town of Turner Valley operations under the Municipal Government Act R.S.A. 2000 M-26.1 and under the direction of Council including:

2.1 Management

- Responsible for the hiring, promotion, compensation, development and motivation of staff within the administration and planning departments.
- Implement discipline and dismissal of municipal staff through appropriate management practices and delegation. (See MP.F.01.01 Town of Turner Valley Employment Policy)
- Overall responsibility for all the operations of the municipality.
- Advises Council on the most appropriate corporate planning processes and changes to the organization structure.
- Ensures Council is receiving the best available advice on each issue including the identification of all major alternatives on actions recommended, that issues, goals and objective identified by Council are given a high priority by the organization, that the work is delegated effectively within the organization, and the effectiveness of the Board and Committee system supports the functions of Council.
- Ensures complaints received from Town residents are handled promptly and professionally.
- Ensures respectful relations with all ratepayers, businesses, other government agencies, etc. and stakeholders.
- Ensures excellent customer service standards, meeting or exceeding client expectations.
- Ensures the safety and well being of all staff.

2.2 Administration

- Reviews all agenda materials to ensure agenda outline, reports, correspondence and documentation is complete and ready for submission to Council.
- Ensures the implementation of all bylaws, policies, procedures and programs established by Council.
- Recommends changes and/or amendments to bylaws, policies, procedures and programs as necessary.
- Ensures implementation of all legislative requirements under the Municipal Government Act and other pertinent statutes.

- Ensures efficient and cost effective office systems, equipment and administrative procedures are in place.

2.3 Financial

- Works with the Financial Manager and Department Heads to prepare and present an annual operating and capital budget for Council approval.
- Ensures all departments work within the parameters of policies and budgets set by Council.
- Regularly monitors expenditures on an on-going basis and reports on variances.
- Ensures use of up-to-date and cost-effective accounting systems and software.

2.4 Taxation

- Ensures the assessment and taxation requirements of the Town of Turner Valley are accurate and completed in a timely fashion and that they are in compliance with legislative requirements.

2.5 General

- Prepares monthly reports on significant administrative/operation activities to be presented at the Regular Council Meetings of Council.
- Acts as signing officer for the Town of Turner Valley.
- Act as Chairman of Senior Management meetings.
- In collaboration with other department heads, meets with professional service representatives and contractors, as required.
- Builds and maintains partnerships with relevant municipalities and organizations.