

**MUNICIPALITY OF JASPER
BYLAW #167**

**A BYLAW OF THE SPECIALIZED MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA
TO DEFINE THE RESPONSIBILITY, AUTHORITY AND SPECIFIC DUTIES OF THE CHIEF
ADMINISTRATIVE OFFICER 2013**

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PURPOSE

WHEREAS, the Municipal Government Act, R.S.A. 2000, c.M-26, provides that a Council must, by bylaw, establish the position of Chief Administrative Officer;

AND WHEREAS, the Council may, in accordance with Section 203 of the Municipal Government Act, delegate any or all of its executive and administrative duties and powers;

NOW THEREFORE COUNCIL OF THE SPECIALIZED MUNICIPALITY OF JASPER, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. Citation

- 1.1 This bylaw shall be cited as The Chief Administrative Officer Bylaw.

2. Definitions

- 2.1 "Act" means the Municipal Government Act, R.S.A. 2000, c.M-26.
- 2.2 "chief administrative officer (CAO) means the chief administrative officer of the Municipality of Jasper or their designate.
- 2.3 "Council" means Council of the Specialized Municipality of Jasper.

3. Chief Administrative Officer

- 3.1 Council hereby establishes the position of CAO.
- 3.2 Council will, by resolution, appoint an individual to the position of CAO and establish the terms and conditions of the CAO's appointment.
- 3.3 Except for the purpose of an official inquiry, the Council shall deal with all matters through the CAO and shall not provide instruction to any subordinates of the CAO.

4. Role of the Chief Administrative Officer

- 4.1 The CAO is the administrative head of the Municipality and the principal advisor to Council.
- 4.2 The CAO is responsible to Council to ensure that policies and programmes of the Municipality are implemented.

5. Responsibility of the Chief Administrative Officer

- 5.1 The CAO shall be responsible to Council for:
- 5.1.1 the development and maintenance of a civic administration capable of effectively and efficiently implementing the civic policies approved by Council.
 - 5.1.2 the provision of information, advice and staff recommendations required by Council for the consideration of policy alternatives.
 - 5.1.3 the carrying out of research and the presentation to Council of alternatives in any area requiring policy formulation or reconsideration.
 - 5.1.4 the preparation and presentation to Council of the annual operating and capital budgets for the Municipality and for controlling approved budgetary expenditures on an ongoing basis.
 - 5.1.5 keeping Council informed of all events and data relevant to, and necessary for, the exercise of all powers, duties and responsibilities of Council.
 - 5.1.6 in conjunction with the Mayor, endorsing the proposed agenda for meetings of Council and committee of the whole.
 - 5.1.7 performing the duties and exercising the powers and functions assigned to a CAO by the Act and other enactments or assigned by Council.

6. Authority of Chief Administrative Officer

- 6.1 In order to carry out the responsibilities of the position, the CAO has the authority, subject to any bylaw or approved policy of Council, to:
- 6.1.1 hire, dismiss, promote, demote, reward or discipline any municipal employee, except that, at the request of the CAO, the hiring of a senior employee shall be made by a selection committee including the CAO and a member of Council;
 - 6.1.2 implement any internal reorganization of responsibilities and duties required for the effective and efficient operation of the Municipality. If a major organizational change is effected, the CAO shall report such a change to Council;
 - 6.1.3 be present at any meeting of Council or committee of the whole and be recognized to speak on any subject brought before Council;
 - 6.1.4 in the case of an emergency, incur any expenditure not previously approved by Council provided a detailed report on such expenditure and its need is presented to the next meeting of Council;
 - 6.1.5 negotiate contracts, agreements and transactions required for the effective operation of the Municipality and to recommend the approval of such contracts, agreements and transactions by Council;
 - 6.1.6 conclude contracts on behalf of the Municipality to a financial limit established by resolution;
 - 6.1.7 sign any order, agreement, cheque, negotiate instrument or document made or executed on behalf of the Municipality;
 - 6.1.8 take such other actions necessary to carry out the responsibilities assigned by Council;

6.1.9 delegate any of the CAO’s powers, duties or functions under the Act or any other enactment or bylaw to a designated officer or an employee of the Municipality.

7. Appointment of Acting Chief Administrative Officer

7.1 Council may appoint an acting CAO to act during the illness, absence or other incapacity of the CAO.

7.2 The CAO may appoint an acting CAO where such absences are for a period of less than sixty days.

8. Severability

8.1 If any section in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.

COMING INTO FORCE AND REPEAL

This bylaw shall come into force on the date of final passing thereof.

Bylaw #075 Jasper Appointment of Municipal Manager 2005 is hereby repealed.

READ for the first time this 15th day of January, 2013

READ for the second time this 5th day of February, 2013

READ for the third time and finally passed this 5th day of March, 2013

Mayor

Chief Administrative Officer