

**TOWN OF SLAVE LAKE  
BYLAW #15-2016  
"CHIEF ADMINISTRATIVE  
OFFICER BYLAW"**

A BYLAW OF THE TOWN OF SLAVE LAKE IN THE PROVINCE OF ALBERTA. TO DEFINE THE RESPONSIBILITY, AUTHORITY AND SPECIFIC DUTIES OF THE CHIEF ADMINISTRATIVE OFFICER OF THE TOWN OF SLAVE LAKE, ALBERTA.

WHEREAS, the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, as amended, provides that a Council must by legislation 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, the Council of the Town of Slave Lake enacts as follows:

1. Bylaw #14-2001 is hereby rescinded.
2. This bylaw shall be cited as "Chief Administrative Officer Bylaw".
3. The Chief Administrative Officer may be referred to as the "CAO"
4. **ROLE, TERMS AND CONDITIONS OF THE CAO**
  - a) The Chief Administrative Officer of the Municipality is the Principle Advisor to the Council.
  - b) The Council may appoint an Acting CAO to act during the illness, absence or other incapacity of the CAO. The CAO may appoint an Acting CAO where such absences are for a period less than one month.
  - c) Section 201(2) of the Municipal Government Act states that "a Council must not exercise a power or function or perform a duty that is by this or another enactment or bylaw specifically assigned to the Chief Administrative Officer or a Designated Officer".
  - d) Except for the purpose of an official inquiry, the Council shall deal with the civic administration and the control thereof solely through the CAO and shall not give orders to any of the subordinates of the CAO.

5. **RESPONSIBILITY OF THE CHIEF ADMINISTRATIVE OFFICER**

The CAO shall be responsible to the Council for:

- a) The development and maintenance of a civic administration capable of effectively and efficiently

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implementing the civic policies approved by Council.

- b) The provision of information, advice and staff recommendations required by Council for the consideration of policy alternatives.
- c) The carrying out of research and the presentation to Council of alternatives in any area requiring policy formulation or reconsideration.
- d) 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.
- e) Keeping Council informed of all events and data relevant to, and necessary for, the exercise of all powers, duties and responsibilities of Council.
- f) In conjunction with the Chief Elected Official, endorsing the proposed agenda for Council and Committee of the Whole meetings.
- g) Performing the duties and exercising the powers and functions assigned to a Chief Administrative Officer by the Municipal Government Act and other enactments or assigned by Council.

**6. AUTHORITY OF THE CHIEF ADMINISTRATIVE OFFICER**

In order to carry out the responsibilities of the position, the CAO has authority to:

- a) Hire, dismiss, promote, demote, reward or discipline any member of the Town's employees.
- b) Implement any internal reorganization of responsibilities and duties required for the effective and efficient operation of the Town. If a major organizational change is effected, the Town Manager shall report such a change to Council.
- c) Be present at any meeting of Council or Committee of the Whole and be recognized to speak on any subject brought before Council.
- d) 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.
- e) Negotiate contracts, agreements and transactions required for the effective operation of the Town and to recommend the approval of such contracts, agreements and transactions by Council.
- f) Sign any order, agreement, cheque, negotiable instrument or document made or executed on behalf of the Town.
- g) Take such other actions necessary to carry out the responsibilities assigned by Council.

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h) In accordance with Section 209 of the Municipal Government Act, the Chief Administrative Officer's powers, duties or functions under the Municipal Government Act or any other enactment or bylaw to a Designated Officer or an employee of the municipality.

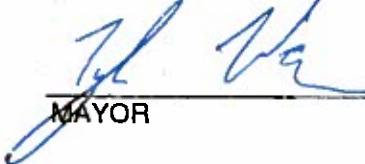
7. This bylaw shall take effect upon Third Reading.

READ A FIRST TIME THIS 5 DAY OF April 2016.

  
MAYOR

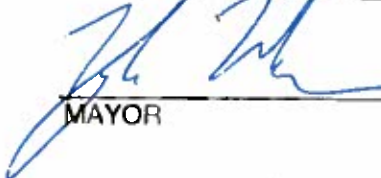
  
CHIEF ADMINISTRATIVE OFFICER


READ A SECOND TIME THIS 5 DAY OF April 2016.

  
MAYOR

  
CHIEF ADMINISTRATIVE OFFICER

READ A THIRD TIME THIS 5 DAY OF April 2016.

  
MAYOR

  
CHIEF ADMINISTRATIVE OFFICER