

Municipal District of Bonnyville No. 87

Action Request

Meeting:	Committee of the Whole Meeting
Meeting Date:	February 18, 2025
Originated By:	Stephanie Severin, Manager of Legislative and Information Services
Title:	Bylaw No. 1893 Chief Administrative Officer Bylaw

PROPOSAL

Every municipality must establish, by bylaw, a position of Chief Administrative Officer (CAO) as per the Municipal Government Act (the Act). Additionally, as per the Act Council may also, through bylaw, delegate any of its powers, duties or functions.

There is currently a CAO Bylaw in place for the M.D. which establishes the CAO position as well as delegates some authority however Administration has prepared a new CAO Bylaw to remove some redundant content as well as update some of the authority delegated to the CAO to improve clarity as well as the ease and continuity of municipal operations.

DISCUSSION

Some of the primary changes in the new Bylaw No. 1893 CAO Bylaw include:

- Removing any reference to powers, duties and functions that are already under the responsibility of the CAO as per the Act to eliminate redundancy as well as avoid potential conflict with amendments to the Act in the future.
- Adding the authority to appoint a Designated Officer(s) as a municipal assessor under the Act. This was previously addressed in Bylaw No. 1212, Administration is proposing to amalgamated the content directly into the CAO Bylaw.
- Removing the delegation of the CAO as the Clerk for the Assessment Review Boards.
- Adding delegation of authority to the CAO for consolidating M.D. Bylaws.
- Designating the CAO as a Designated Officer to act as the lone signatory on municipal documentation within the approved Budget, unless otherwise required through the Act or any other statute.
- Adding multiple provisions for enhanced clarity and transparency including Council's appointment of an Interim CAO, CAO Code of Conduct, and CAO evaluations.

Attached for Council's reference:

- Appendix A: Proposed Bylaw No. 1893 CAO Bylaw
- Appendix B: Current CAO Bylaw, No.'s 1120 and 1329
- Appendix C: Current Bylaw No. 1212

REFERENCE TO STRATEGIC PLAN

N/A

REFERENCE TO PROVINCIAL/FEDERAL LEGISLATION

Alberta Municipal Government Act, R.S.A. 2000, c. M-26, Sections 203, 205, and 284.2.

Alberta Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25, Section 95

BUDGET IMPACTS

N/A

RECOMMENDATION

THAT the Committee recommends to Council passing Bylaw No. 1893 Chief Administrative Officer Bylaw, as presented.

OPTIONS

1. THAT the Committee recommends to Council passing Bylaw No. 1893 Chief Administrative Officer Bylaw, as presented.
2. THAT the Committee recommends to Council passing Bylaw No. 1893 Chief Administrative Officer Bylaw, with amendments as follows: _____.
3. THAT the Committee refers proposed Bylaw No. Bylaw No. 1893 Chief Administrative Officer Bylaw back to Administration for additional information regarding _____, and to bring it back to a future Committee meeting.

Report Approval Details

Document Title:	Bylaw No. 1893 New CAO Bylaw - Review.docx
Attachments:	- Appendix A-Proposed Bylaw 1893 CAO Bylaw.docx - Appendix B-Current CAO Bylaw.pdf - Appendix C-Bylaw 1212.pdf
Final Approval Date:	Feb 14, 2025

This report and all of its attachments were approved and signed as outlined below:

Stephanie Severin