

Municipal District of Bonnyville No. 87

Request for Decision (RFD)

Meeting: Regular Meeting of Council
Meeting Date: March 25, 2025
Originated By: Stephanie Severin, Manager of Legislative and Information Services
Title: Bylaw No. 1893 Chief Administrative Officer Bylaw

PROPOSAL & BACKGROUND

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 ON BENEFITS, DISADVANTAGES & OPTIONS

Some of the primary changes within 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 amalgamate 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.
- Addition of multiple provisions for added clarity and transparency including Council's appointment of an Interim CAO, a CAO Code of Conduct, and CAO evaluations.

The Committee of the Whole reviewed this new bylaw on February 18, 2025, and this bylaw received first reading at the Regular Meeting of Council on March 11, 2025.

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

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

COSTS & SOURCE OF FUNDING

N/A

COMMUNICATIONS STRATEGY

If passed by Council, the new bylaw will be posted on the M.D. website.

ADMINISTRATION RECOMMENDED ACTION

THAT Bylaw No. 1893, being a bylaw of the Municipal District of Bonnyville No. 87, to establish the position of the Chief Administrative Officer for the municipality, be given second reading.

THAT Bylaw No. 1893 be given third reading.

COUNCIL OPTIONS

1. THAT Bylaw No. 1893, being a bylaw of the Municipal District of Bonnyville No. 87, to establish the position of the Chief Administrative Officer for the municipality, be given second reading. CARRIED
(*Bylaw will proceed*)
2. THAT Bylaw No. 1893, being a bylaw of the Municipal District of Bonnyville No. 87, to establish the position of the Chief Administrative Officer for the municipality, be given second reading. DEFEATED
(*Bylaw will NOT proceed*)
3. THAT Bylaw No. 1893, being a bylaw of the Municipal District of Bonnyville No. 87, to establish the position of the Chief Administrative Officer for the municipality, be amended by _____, and be given second reading.
4. THAT Bylaw No. 1893, being a bylaw of the Municipal District of Bonnyville No. 87, to establish the position of the Chief Administrative Officer for the municipality, be postponed until _____ for additional information.

Report Approval Details

Document Title:	Bylaw No. 1893 CAO Bylaw - 2nd and 3rd rdg.docx
Attachments:	<ul style="list-style-type: none">- Appendix A - Bylaw No. 1893 CAO Bylaw.pdf- Appendix B - Current Bylaw No. 1120 CAO Bylaw and Amending Bylaw 1329.pdf- Appendix C - Bylaw No. 1212.pdf
Final Approval Date:	Mar 18, 2025

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

Stephanie Severin