

**TOWN OF BON ACCORD
BYLAW 2017-10
CHIEF ADMINISTRATIVE OFFICER**

A BYLAW OF THE TOWN OF BON ACCORD BEING A BYLAW TO ESTABLISH THE POSTION OF CHIEF
ADMINISTRATION OFFICER OF THE TOWN OF BON ACCORD

WHEREAS, Section 205, Municipal Government Act (Statutes of Alberta 2000, Chapter M-26 as amended) provides that a Council must establish by bylaw a position of chief administrative officer and give the position an appropriate title.

NOW THEREFORE, the Council of the Town of Bon Accord in the Province of Alberta, hereby enacts as follows:

1. This Bylaw may be referred to as the “Town Manager Bylaw”.
2. In this Bylaw:
 - a. “Council” means the Council of the Town
 - b. “Town” means the Town of Bon Accord
 - c. “Town Manager” means the Chief Administrative Officer
3. Council, by resolution, will:
 - a. Appoint a person to the position of Town Manager, and
 - b. Establish the terms and conditions of the person’s employment
4. Council hereby establishes the position of Chief Administrative Officer with the title Town Manager.
5. The Town Manager has all the powers, duties and functions given to the Chief Administrative Officer under the Municipal Government Act and any other legislation.
6. Responsibility of the Town Manager:

Notwithstanding any delegation, the Town Manager is accountable to Council for the exercise of all powers, duties and functions.

The Town Manager shall be responsible to the Council for:

- 6.1 The development and maintenance of a municipal administration capable of effectively and efficiently implementing the municipal policies approved by Council.
- 6.2 The provision of information, advice and staff recommendations required by Council for the consideration of policy alternatives.
- 6.3 The carrying out of research and the presentation to Council of alternatives in any area requiring policy formulation or reconsideration.

- 6.4 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.
- 6.5 Keeping Council informed of all events and data relevant to, and necessary for, the exercise of all powers, duties and responsibilities of Council.
- 6.6 In conjunction with the Chief Elected Official, endorsing the proposed agenda for Council and Committee of the Whole meetings.

7. Authority of Town Manager

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

- 7.1 Except where expressly prohibited by legislation or a direction of Council, the Town Manager has authority to delegate and to authorize further delegation to any employee of the Town of any power, duty or function given to the Town Manager.
- 7.2 Hire, dismiss, promote, demote, reward or discipline any of the Municipality's employees, subject to the following provision:

The hiring of a Director shall be made by a selection committee formed by the Town Manager.
- 7.3 Implement any internal reorganization of responsibilities and duties required for the effective and efficient operation of the Municipality. If a major organizational change is affected, the Town Manager shall report such a change to Council.
- 7.4 Be present at any meeting of Council or Committee of the Whole and be recognized to speak on any subject brought before Council.
- 7.5 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.
- 7.6 Negotiate contracts, agreements and transactions required for the effective operation of the Municipality.
- 7.7 Sign any order, agreement, cheque, negotiable instrument or document made or executed on behalf of the Municipality.
- 7.8 Consolidate any bylaw of the Municipality and print copies of such bylaws.
- 7.9 Correct clerical, typographical and grammatical errors in any bylaw of the Municipality and notify Council of that change.
- 7.10 Take such other actions necessary to carry out the responsibilities assigned by Council.

Bylaw 2008-09, and any amendments, is hereby repealed.

The effective date of this Bylaw is the 16th day of January 2018.

READ a FIRST TIME THIS 16th day of January 2018

Mayor David Hutton

CAO, Joyce Pierce

READ a SECOND time this 16th day of January 2018

Mayor David Hutton

CAO, Joyce Pierce

READ a THIRD time this 8th day of February 2018

Mayor David Hutton

CAO, Joyce Pierce