

Town of Raymond
Bylaw 977-10
Chief Administrative Officer Bylaw

BEING A BY-LAW OF THE TOWN OF RAYMOND TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER AND TO OUTLINE THE DUTIES AND RESPONSIBILITIES OF THE CHIEF ADMINISTRATIVE OFFICER

WHEREAS Section 205 of the Municipal Government Act, Statutes of Alberta, states that every council must establish by bylaw a position of chief administrative officer.

AND WHEREAS Section 205 of the Municipal Government Act, Statutes of Alberta, states that every council must appoint one or more persons to carry out the powers, duties and function of the position of chief administrative officer.

AND WHEREAS Section 205 of the Municipal Government Act, Statutes of Alberta, states that council may give the position of chief administrative officer any title the council considers appropriate.

NOW THEREFORE, the Council of the Town of Raymond, in the Province of Alberta duly assembled, thereby enact as follows:

NAME OF BYLAW

1. This bylaw may be cited as the Chief Administrative Officer bylaw

DEFINITIONS

2. For the purposes of this Bylaw, the following words mean:
 - (1) "Act" means the MUNICIPAL GOVERNMENT ACT, RSA 2000, c, M-26.1, section 541, as amended.
 - (2) "Council" means the Municipal Council of the Town.
 - (3) "Officer" means the Chief Administrative Officer of the Town
 - (4) "Town" means the Municipal Corporation of the Town of Raymond.

RESPONSIBILITIES

3. As outlined in Section 207 of the Act, the chief administrative officer is the administrative head of the municipality and has the following responsibilities:
 - a) Ensures that the policies and programs of the municipality are implemented.
 - b) Advises and informs the council on the operation and affairs of the municipality.
 - c) Performs the duties and functions and exercises the powers assigned to a chief administrative officer by the Act and this bylaw.
 - d) Faithfully perform all of the duties as outlined in Appendix "A" CAO Position Profile.

AUTHORITY OF CHIEF ADMINISTRATIVE OFFICER

4. In order to carry out the responsibilities of the position, the chief administrative officer has the authority to:
 - a) Hire, dismiss, promote, demote, reward or discipline any employee of the Town
 - 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 chief administrative officer shall report such a change to Council
 - c) Be present at any meeting of the Council of Committee of the Council and be recognised 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 the 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 transaction 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.
 - h) In accordance with Section 209 of the Act, delegate any of the chief administrative officer's powers, duties or functions under the Act or any other enactment or by-law to a Designated Officer or an employee of the Town

MAJOR ADMINISTRATIVE DUTIES

5. As outlined in Section 208 of the Act, the chief administrative officer must ensure that:
 - a) All minutes of council meetings are recorded in the English language, without note or comment.
 - b) The names of the councillors present at council meetings are recorded.
 - c) The minutes of each council meeting are given to Council for adoption at a subsequent council meeting.
 - d) The bylaws and minutes of council meeting and all other records and documents of the municipality are kept safe.
 - e) The Minister is sent a list of the councillors and any other information the Minister requires within 5 days after the team of the councillors begin.
 - f) The corporate seal is kept in the custody of the chief administrative officer.
 - g) The revenues of the municipality are collected and controlled and receipts are issued in the manner directed by Council.
 - h) All money belonging to or held by the municipality is deposited in a bank, credit union, loan corporation, treasury bank or trust corporation designated by Council.
 - i) The accounts for authorized expenditures are paid.
 - j) Accurate records and accounts are kept of the financial affairs of the Town, including the things on which a Town's debt limit is based and the things included in the definition of debt for the Town.

- k) The actual revenues and expenditures of the Town compared with the estimates in the operating or capital budget approved by Council are reported to Council as often as Council directs.
 - l) Money invested by the Town is invested in accordance with Section 250 of the Act.
 - m) Assessments, assessment rolls and tax rolls are prepared in accordance to Parts 9 and 10 of the Act.
 - n) Public Auctions held to recover taxes are carried out in accordance to Part 10 of the Act.
 - o) The Council is advised in writing of its legislative responsibilities in accordance with the Act.
6. In accordance with Section 205.1 of the Act, Council must provide the chief administrative officer with an annual written performance evaluation of the results the chief administrative officer has achieved with respect to fulfilling the chief administrative officer's responsibilities as outlined in Section four (4) of this bylaw and Section 208 of the Act.

APPOINTMENT, SUSPENSION AND REVOCATION

7. In accordance with Section 206 of the Act, the appointment of a person to the position of chief administrative officer may:
- a) Be made, suspended or revoked only if the majority of the whole council vote to do so.
 - b) Not be revoked or suspended unless Council notifies the officer, in writing, proposing to revoke or suspend the appointment providing reasons.
8. If requested by the chief administrative officer, Council must give the officer or the officer's representative a reasonable opportunity to be heard before Council.
9. A chief administrative officer whose appointment is revoked without cause is, subject to any written agreement between council and the officer, entitled to reasonable notice or to compensation instead of reasonable notice
10. Bylaw 809-90, Municipal Administrative Bylaw in the Town of Raymond is hereby repealed.
11. This Bylaw comes into force on the day it is passed.

READ A FIRST TIME THIS THE 6th DAY OF JULY, 2010

READ A SECOND TIME THIS THE 6th DAY OF JULY, 2010

READ A THIRD TIME AND PASSED THIS THE 6th DAY OF JULY , 2010

L. George Bohne
MAYOR

J. Scott Barton
Chief Administrative Officer

APPENDIX "A"

POSITION PROFILE

Chief Administrative Officer



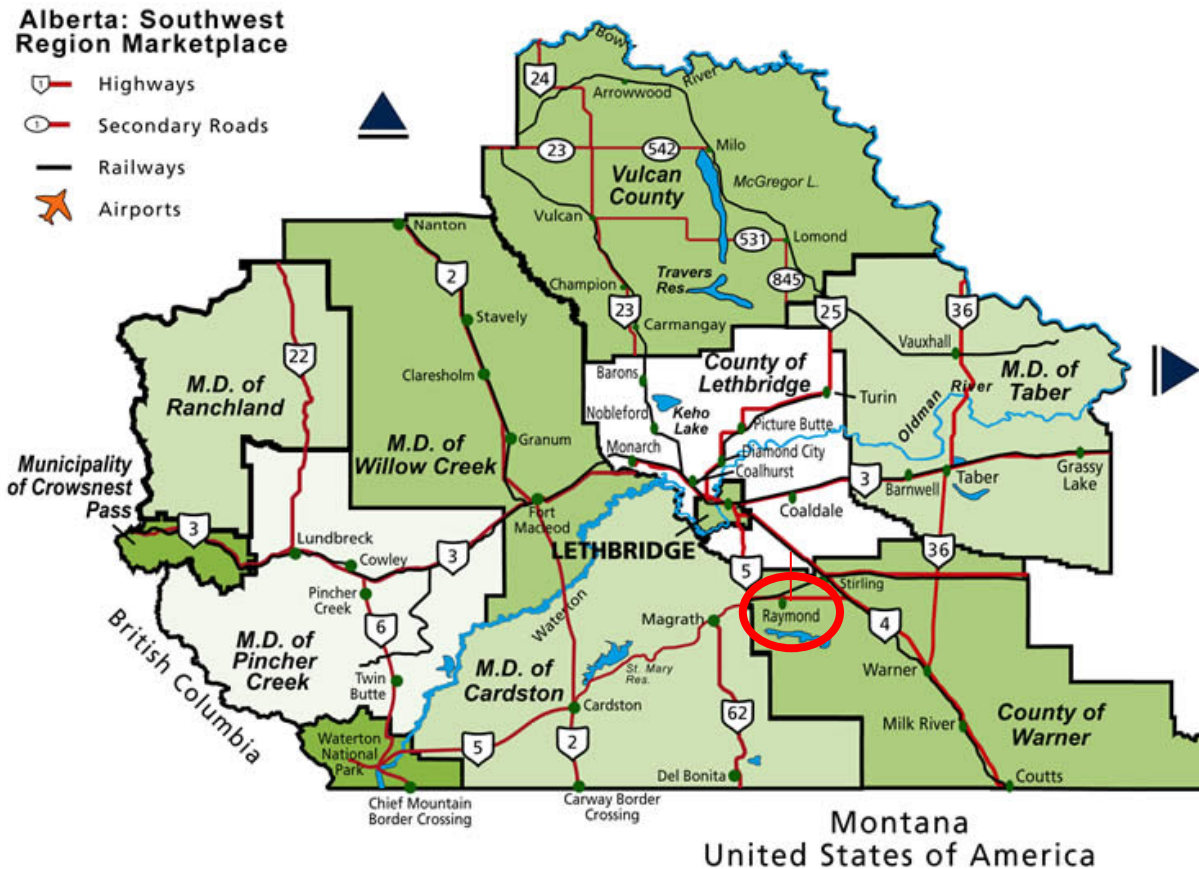
July 2010

POSITION PROFILE

Chief Administrative Officer

The Town

The Town of Raymond is located 20 minutes South of Lethbridge. The Chief Administrative Officer is a strong, innovative, highly motivated team player managing Raymond, which is a growing community of 3,868 people. Raymond has the conveniences of a large urban centre in a safe environment where your neighbors are your friends. It is situated in Southern Alberta on the base of the Milk River Ridge, with a distant view of the Rocky Mountains.



The Town's mission is: to preserve the small town country lifestyle, which facilitates, community involvement, friendliness and a government receptive to the needs and desires of the community; to be a progressive, fiscally responsible community promoting sustainable development and growth; to provide facilities and services necessary for the well-being and safety of the citizens; to be a clean, attractive and safe community.

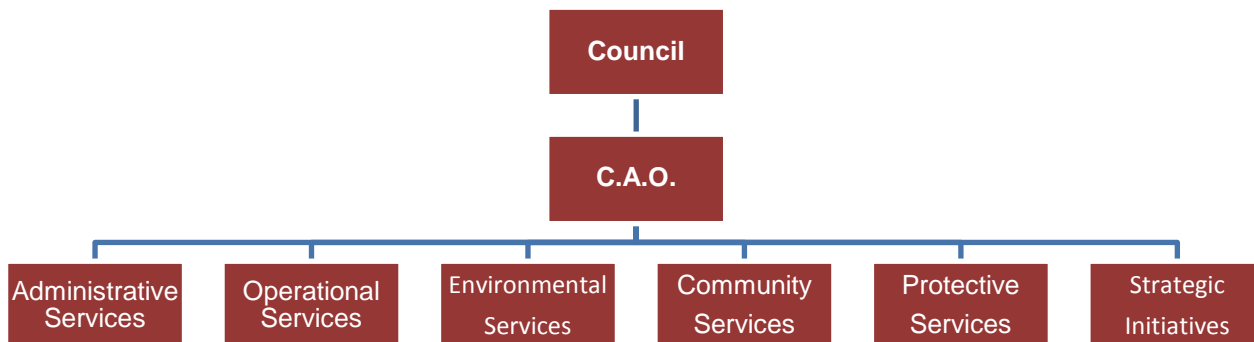
Council and Administration

The Town of Raymond is governed by a Mayor and six elected Councillors working with a permanent staff of 24 to provide a complete range of municipal services to the community.

The Chief Administrative Officer has a dynamic position working with Council and staff to provide leadership and managerial expertise for the community. This position is also active on a regional and provincial level in promoting the interests of the Town and urban municipalities in general.

Municipal Services

The Municipal organization has six business units that provide a wide range of municipal services. The Chief Administrative Officer is responsible to: implement Council's vision, mission, directions, provides advice, and to provide managerial expertise and leadership for the organization.



The Position – Chief Administrative Officer (CAO)

The CAO assists and advises Council in directing the overall planning, coordination and control of all Municipal operations in accordance with the vision, objectives, policies, budget and plans approved by Council. The CAO performs the statutory requirements as outlined in the *Municipal Government Act* and ensures compliance with applicable statutory regulations.

Responsibilities:

In addition to the duties and responsibilities prescribed in the *Municipal Government Act*, other legislation, Town Bylaws, Policies and any additional duties assigned from time to time by Council, the CAO:

1. Recommends objectives, policies and programs to Council. Assists and advises Council in all areas, including implementation and monitoring of progress of those policies and programs approved by Council. Evaluates and recommends improvements as required.
2. Guides all Department Heads in the performance of their duties. Communicates Council decisions, requests or recommendations to the respective Department Heads. Promotes inter-departmental cooperation and assists in coordinating inter-departmental activities. Recommends to Council, any necessary changes in duties, responsibilities or authority of Department heads.
3. Advises Council in the hiring, training and evaluating of all Department Heads. Ensures discipline procedures are administered equitably in accordance with approved policy and/or guidelines. Has authority to hire, dismiss or discipline all staff. Directs the activities of the Department Heads. Develops and modifies, from time to time, their duties or responsibilities.
4. Monitors adherence to policies, organization and procedures by Town staff.
5. Coordinates the prompt and proper handling of all requests, inquiries and complaints by the public. Promotes the development of good public relations with staff, the public and other external representative, including Provincial Government Departments.
6. Authorizes the purchase of materials and supplies within established guidelines inter-departmentally.
7. Attends all Regular and Special meetings of Council and other meetings, as requested by Council, and advises on relevant matters. Ensures that proceedings of such meetings are recorded.
8. Monitors accurate handling of all official Town correspondence and preservation of all official documents.
9. Drafts By-Laws. Prepares meeting Agendas, Resolutions and organizes appointments for Council.

10. Manages the development and implementation of the annual Budget process, which results in accurate operating and capital estimates being submitted to Council for review and subsequent approval, in accordance with Provincial Government requirements.
11. Performs other duties as required by Council.

Person Specifications

1. Education

A clear pattern of professional and personal development to support a senior management and administrative role in municipal government is required. Post-secondary education in Public Administration, a CLGM designation, or a related professional designation is desirable.

2. Experience (breadth & depth)

The ideal candidate will have a combination of the following management experiences, preferably in a municipal government setting:

- (a) Experience building successful teams and a cohesive administrative program and service delivery system.
- (b) Successful experience in a senior municipal management capacity preferred.
- (c) Successful department head experience in at least one of the key service areas, i.e. community services, corporate services, infrastructure services, development and assessment services.
- (d) Experience in working with senior officials in government and business.
- (e) Positive record of working effectively with elected officials, volunteer Boards and committees and public participation process in policy formation and service delivery.
- (f) Proven ability in working effectively with all staff.
- (g) Proven experience in strategic planning, organization development, and achieving results in labour relations.

3. **Skills and Attributes**

The CAO will have a progressive leadership record demonstrating positive relationships with elected officials, staff and the community. The CAO will feel equally comfortable as a senior manager or as a "hands-on" team participant. Among other attributes, the following will be important:

Leadership Skills - Demonstrates a visionary leadership style while giving guidance and support. A mentor and positive role model combined with a practical and common sense approach.

Management Skills - Demonstrates a style that actively promotes involvement with staff with an emphasis on motivating and encouragement of people, teams and activities.

Strategic and Business Planning - Provides executive leadership to all planning initiatives and ensures accountability for achievement of results within both communities.

Communication Skills - A clear, concise and positive communicator who is able to build trust through presenting ideas clearly and listening effectively to others.

Interpersonal Skills - Works well with people from all disciplines and is sensitive to diverse needs with the proven ability to integrate teams. Has an ability to motivate and work positively with community volunteers and organizations.

A Professional - Acts as an integral part of an administrative team and displays a "first amongst equals" style with high ethical standards and an honest, open and consistent approach to working with staff and citizens.

Financial Management - A proven ability to work in a fiscal environment of growth and leads with a strong sense of service. Timely and efficient in all budgeting, financing and information reporting.

Volunteer Service - Presents a strong commitment to comprehensive community services, a demonstrated belief in voluntarism and a willingness to be visible in both communities.

Self-Confidence - Possesses confidence in own skills and abilities, is able to make difficult decisions and stand by them and demonstrate a positive attitude.

Organizing Skills - Simplifies often complex and lengthy matters and runs an administration that is service oriented.

Politically Astute - Knows and understands legislative and regulatory processes and has an intuitive ability to read the political implications of recommendations and actions.

Customer Service - Confidence in ensuring customer needs are identified and addressed; ensures consultation with all citizens in the development of quality service.

Human Resource Management - Requires excellent human resource knowledge and interpersonal skills to work positively with management and staff. Sensitive and caring with the ability to bring diverse individuals and program initiatives together using strong negotiation and conflict resolution skills.