

**BYLAW NO. 58**  
(Consolidation to March 10, 1997)

A BYLAW OF THE TOWN OF LACOMBE, IN THE PROVINCE OF  
ALBERTA, TO ESTABLISH THE POSITION OF CHIEF  
ADMINISTRATIVE OFFICER

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WHEREAS Section 205 of the *Municipal Government Act* S.A. 1994, c. M-26.1 provides that Council must by bylaw establish the position of Chief Administrative Officer,  
(02/13/97)

NOW THEREFORE, THE COUNCIL OF THE TOWN OF LACOMBE, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. This Bylaw shall be referred to as the "Chief Administrative Officer Bylaw"  
(02/13/97)

DEFINITIONS

2. In this Bylaw:

- a) "Act" shall mean the *Municipal Government Act*, S.A. 1994, c. M-26.1  
(02/13/97)
- b) "Council" shall mean the Council of the Town of Lacombe acting as a duly assembled meeting thereof.
- c) "Directors@" shall mean the Assistant Chief Administrative Officer and the Public Works Superintendent. (06/25/90) (02/13/97) (03/10/97)
- d) *Repealed* (02/13/97)
- e) "Town" shall mean the Municipal Corporation of the Town of Lacombe.

APPOINTMENTS

3. There shall be created the position of Chief Administrative Officer of the Town of Lacombe who shall carry out any and all of the executive and administrative powers, duties and functions assigned to the Chief Administrative Officer under the Act, or any other enactment or and any and all powers, duties and functions delegated by Council.  
(02/13/97)
4. Council by resolution shall appoint the person who will serve as Chief Administrative Officer and prescribe the conditions and terms of employment.  
(02/13/97)
5. *Repealed* (02/13/97)
6. The Chief Administrative Officer may in accordance with section 209 of the Act delegate any of the powers, duties and functions assigned to the Chief Administrative Officer to

any employee of the Town. (02/13/97)

7. The Council may, by resolution, appoint and prescribe the duties of an acting manager where absence may prevent the Manager from performing his duties, or where there exists a vacancy in the position.

8. *Repealed* (02/13/97)

#### RESPONSIBILITY AND AUTHORITY

9. The Chief Administrative Officer is responsible to Council for the overall administration of municipal operations of the Town in accordance with objectives, policies and plans approved by Council. In carrying out these responsibilities the Chief Administrative Officer shall work in close liaison with the Council and supervise the Town's administrative personnel and service contracts in the performance of their duties and responsibilities. (02/13/97)

In addition to the powers, duties and functions generally assigned and delegated under this bylaw, the Act or by Council, the Chief Administrative Officer shall:

(02/13/97)

- a) Co-ordinate and direct presentations by administrative staff to Council on policy proposals and ongoing municipal operations making recommendations thereon where appropriate.
- b) Ensure the Council receives such information and reports as it requires to make effective policy decisions and monitor the effectiveness of administrative operations.
- c) Attend, or be represented by a delegate, at all meetings of Council and Council Committees and assist in the decision making process by providing advice, guidance and consultation as required. (02/13/97)
- d) Report to the Council on the effectiveness of its policies and programs and recommend changes thereto to achieve council's objectives.
- e) Co-ordinate, direct and supervise the implementation of the policies and programs of the Council, reporting regularly of the progress thereon to Council.
- f) Communicate with the Mayor, Councillors and the department heads in preparation of agendas for Council meetings.
- g) Enforce or cause to be enforced all bylaws and resolutions of the Town.
- h) Catalogue the policies of the Council and ensure that information concerning these policies are distributed to and understood by affected administrative personnel.
- i) Review the Town's organization and departmental structure regularly and recommend to the Council changes to improve operation effectiveness or

efficiency.

- j) Cause the development of satisfactory procedures concerning budget preparation and financial reporting of the Town's revenues and expenditures including:
  - i) Preparation and submission to Council of annual budgets with appropriate explanations and substantiating information with potential cost reductions and eliminations identified which would not change established programs.
  - ii) Quarterly reports to the Council of operating and capital revenues and expenditures with explanations of significant variations and account re-allocations.
  - iii) Reports to Council on any other matter either administrative or financial, that relates to the Town operations as may be requested by Council or which, in the opinion of the Manager, should be reported to Council.
- k) Perform liaison with other local governments and the provincial government when required.
- l) Ensure the prompt and proper handling by the administration of all requests, enquiries, and complaints by residents of the Town including development of policies and procedures for dealing with complaints.
- m) Keep fully informed of the transactions of all committees, boards and commissions authorized by Council and to further provide co-ordination with committees outside of the scope of Council legislative power pertinent to the daily operations of the Town's business.
- n) Keep informed about governmental and community affairs and ensure that the Council and the Town employees are made aware of significant trends.
- o) Perform other duties as may be required by Council or where a matter is not specifically referred to herein and where the Manager deems it proper and expedient to implement changes, he may make such recommendations to Council as may be appropriate.
- p) Exercise such natural person powers under the Act as may be consistent with or required to implement the powers, duties and functions assigned.

(02/13/97)

#### PERSONNEL ADMINISTRATION

- 10. All department heads, employees and agents of the Town are subject to the supervision and control of the Chief Administrative Officer. (02/13/97)
- 11. The Chief Administrative Officer shall develop for approval of Council, comprehensive employee policies and programs covering the selection, compensation, development, retention, appraisal and placement of Town employees. (02/13/97)

12. The Chief Administrative Officer shall have the authority to appoint, promote, discipline and dismiss any employee other than department heads. (02/13/97)
13. The Chief Administrative Officer shall, after prior consultation with Council and subject to Council's ratification, have the authority to appoint, promote, discipline and dismiss department heads. (02/13/97)
14. *Repealed* (02/13/97)
15. The Chief Administrative Officer shall determine the rates of remuneration for any employee within adopted salary and wage ranges and with consideration given to approved budget appropriations. (02/13/97)

#### EXPENDITURE AUTHORITY

16. The Chief Administrative Officer shall have the authority to expend funds and arrange the purchase of goods and services within the appropriations and approvals of Council as may be required for operating and capital purposes. (02/13/97)
17. When the value of any arrangement or purchase exceeds \$4,000 competitive quotations shall firstly be obtained except:
  - a) where the arrangement or purchase is an extension of any existing contract or arrangement.
  - b) where the goods or services are available only from a single supplier or vendor
  - c) in cases of emergency (02/13/97)
18. The Chief Administrative Officer may select tenders up to \$15,000 provided:
  - a) Council has provided appropriation or project therefore
  - b) the award can be made to the lowest responsible bidder (02/13/97)
19. All tender offers estimated to exceed the sum of \$15,000 shall be received by the Chief Administrative Officer and referred to Council for award. (02/13/97)
- 19.1 Where operating budgets have been approved and contracts and arrangements are in place for the provision of goods and services, the Chief Administrative Officer may approve such expenditures as may be necessary provided the total of such expenditures do not cause the overall operating budget for the function or program to be exceeded. (02/13/97)
- 19.2 Where capital budgets have been approved or where capital projects approved and appropriations given, the Chief Administrative Officer may approve such expenditures as may be necessary provided the total of such expenditures do not cause the overall

- capital appropriation to be exceeded. (02/13/97)
20. The Chief Administrative Officer shall ensure that where possible, local businesses and individuals are invited to tender. (02/13/97)
21. The Lacombe Police Service and the Chief of Police shall be subject to the authority of Chief Administrative Officer in matters relating to budget, purchasing, property management and expenditure control. (02/13/97)
- 21.1 Where capital projects have been approved and budget appropriations made, the Chief Administrative Officer may exercise the natural person power of the municipality to acquire such land as may be necessary for the undertaking and completion of the capital project. (11/28/88) (02/13/97)
- 21.2 Where capital projects have not been approved or where budget appropriations have not been made, the Chief Administrative Officer may acquire an option to purchase any property which may be needed for any present or future municipal purpose. (11/28/88) (02/13/97)

#### DELEGATION AND ORGANIZATION

22. *Repealed.* (02/13/97)
23. The administration of the operations of the Town shall be organized as illustrated on the organization chart attached as Schedule "B". Except for the purpose of official inquiry or emergency, the Council shall deal with and control the administrative service through the Chief Administrative Officer and Council shall require that its directives be carried out through the offices of the Chief Administrative Officer. (02/13/97)

#### EVALUATION, SUSPENSION AND TERMINATION

24. In each year, the Council or a committee thereof, may evaluate the performance of the Chief Administrative Officer, making such recommendations as may be deemed necessary. Such review will also consider the rates of remuneration of the Chief Administrative Officer and the non-salary and fringe benefits received. (02/13/97)
25. *Repealed* (02/13/97)
26. *Repealed* (02/13/97)

#### CODE OF ETHICS

27. The Code of Ethics of the International City/County Management Association is hereby adopted as reference as Appendix "C" attached hereto, with the express intent that this shall be the code of professional behaviour expected of the Chief Administrative Officer
28. Bylaw No. 56 is hereby repealed.
29. Schedules "B", and "C" shall be attached hereto and deemed a part of this Bylaw.

(02/13/97)

30. This Bylaw shall come into effect upon final passing thereof.

**SCHEDULE A**

**SCHEDULE B**



**SCHEDULE B**

**SCHEDULE C**